

Chicago VFC – Expired Vaccine

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- 1. How to identify when you have expired vaccine in I-CARE
- 2. How to submit to Chicago VFC
- 3. Mark as expired and out of stock in I-CARE



Principle 1: How to identify when there is expired vaccine in my inventory

Expired Vaccine



- Once the vaccine has past its expiration date it can no longer be administered to patients
- The Vaccine tab lists all vaccines in your inventory and indicates expiration date for each lot

- 1. Sort by expires and identify expired vaccine
- 2. Submit a vaccine return form
- 3. Print shipping label and send vaccine back

Expired Vaccine I-CARE



I-CARE ⑦ Help ◄ Search I-CARE ... Patients -Q Patients V Reports Admin 🔓 Home \sim **Click Expires to sort by** expiration date **1**31700555 Registration Site Vaccines VFC Temp Logs Employees VIS Import There are expired doses of Flu and Hep B in this ÷ Add Lot Vaccine Lots Transactions Select View: inventory. In Stock Out of Stock All VFC VFC/State CHIP 317 Private All Filter: Expire 🕆 Lot Vaccine 🕈 Type Status Default Balance Group Fluarix, guadrivalent, preservative free 06/30/2019 2374D VFC In Stock FLU 10 [SKB] Fluarix, quadrivalent, preservative free VFC 06/30/2019 9455T In Stock FLU 4 ___ [SKB] Fluzone Quadrivalent, pediatric [PMC] 06/30/2019 FLU UT6259KA VFC In Stock 10 ___ 06/30/2019 Fluzone Quadrivalent, pediatric [PMC] VFC In Stock FLU 5 UT6259MA ___ 07/03/2019 9E9HS Engerix B-Peds [SKB] VFC In Stock HBV 10 ___



Principle 2: How to submit expired vaccine to Chicago VFC



- When you have expired vaccine you must submit a Vaccine Return Form to Chicago VFC
- Each line is intended for one vaccine lot
- Ensure that you input correct contact information for you and your clinic
- You also have to list the reason for the expiration and the codes are located in a box at the bottom right of the form

Vaccine Return Form

Description of Children (FC) Program Description		••••					ALIHY
Return This Form To: Chicago Department of Public Health - Immunization Program 2160 West Orders Augusto Chicago Tax: 312-746-6220 Start & inputtion Start & inputtion inputtinputtion inputtion inputtion inputtion inp		Chicag Vac	go Vaccines for Child cine <u>RETURN (Spoil</u>	dren (VFC) Program ed/Expired) Form			CAGO
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 4. Enclose the <u>original copy of this Return Form</u> in the box(s) with the spoiled/expired vaccine. 5. Hand the labeled box(s) of expired vaccine to the UPS driver or drop the box(s) off at your nearest UPS store. 6. If you have any questions, call the VEC Immunization Program at 312-746-5385. 	 Pack non-viable (spoiled/expired) v Enclose the <u>original copy of this Re</u> Hand the labeled box(s) of expired If you have any quantized call the v 	accine in a box(s) (The <u>turn Form</u> in the box(s) vaccine to the UPS driv VEC Immunization Proc	vaccine <u>should not</u> be with the spoiled/expir /er or drop the box(s)	e packed with ice packs or red vaccine. off at your nearest UPS sto	thermometers). pre.		

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- Once received Chicago VFC will process the Vaccine Return Form
- It can take 5-7 business days to process the form
- Once the form has been processed, you will receive a shipping label at the email listed on the form
- Once you have received the shipping label you can pack up and send out the vaccine

Shipping Label



Once processed you will receive a shipping label from UPS via email

You will need to print the shipping label and proceed to packing up the expired vaccine and shipping it out

Do not ship any broken or hazardous material



2 1

An electronic shipping label is available for you. Follow the steps below to prepare



Print Shipping Label



1/1 O Severe Weather Impacting Areas of	South Dakota <u>More</u>			\otimes
QUICK START 🔻	Tracking	Shipping	Log In Sign Up Location	ns United States - English V My Profile V Search Q Ocustomer Service
Label Your Package				
Send it to your printer now. Print Label		Once link	you have select Pi	e followed the rint Label to
Success You are all set to schedule a pickup or drop-off at a UPS location	n near you.	ger	nerate ar	nd print the
			shippin	glabel

Send a barcode to your phone to be scanned at The UPS Store®.

Get Mobile Code

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Principle 3: Mark as expired in I-CARE



- We are now going to mark the expired vaccine lot as expired in I-CARE
- Then we are going to input any notes
- Once the vaccine is at a zero balance we are going to mark it as out of stock

Mark Lot as expired in inventory



	≑ Lot	Vaccine
1.	<u>2374D</u>	Fluarix, quadrivalent, preservative free [SKB]

Vaccine Lot:	Vaccine Lot: 2374D (VFC) 1163225770			
		5.72.7.7	57	
lect an Action:	Edit Lot	Add Transaction	Return	

From the Vaccine list in I-CARE 1. Select the Lot 2. Click the Add transaction button

Mark Lot as expired in inventory



Add a Transaction

- 1. Expired/Spoiled
- 2. Expired vaccine
- 3. List the quantity expired
- 4. And the date you sent the form
- 5. Any notes for Chicago VFC
- 6. Click Save to save transaction





90 days Notice



- Horray, You have gotten all the expired vaccine out of your office!
- Now sort by expiration date in I-CARE again
- Identify any lots which expire in the next 90 days
- Send Chicago VFC an email alerting us to soon to expire vaccine

Example email - Soon to expire vaccine



	То	ChicagoVFC;
Send	Cc	
	Subject:	Provider C02018 - Expiring Vaccine

This is Izabella from Parkland Pediatrics. I just completed inventory and have the following vaccines that I do not believe we will use before they expire:

Pentacel 10 doses expires 5/1/18 we will probably use 4 doses

Havrix 15 doses expires 7/24/18 we will probably use 10 doses

MMR 40 doses expires 12/1/18 we will probably use 15 doses



By sending this email you:

- Show VFC that you are managing your VFC vaccine inventory properly
- 2. Have written confirmation to avoid being charged for any expired vaccine doses

Questions?





Please reach out if you need further assistance or have any questions.

chicagovfc@cityofchicago.org

312.746.5835