



# Vaccine Tips

June 2022

Your practice is responsible for **EVERY** dose of VFC-supplied vaccine you receive. Here are some **Best Practices and Tools** to help keep your practice always ready to immunize!

- **Manage vaccine inventory.**
  - Order enough vaccines to last until your next order. Anticipate your seasonal needs (like back-to-school time and flu season). You can calculate your need with [Vaccine Ordering Worksheet](#) before you place your order.
  - Inspect every order as soon as it arrives and immediately report shipping issues. Use [VFC Vaccine Receiving Log and Checklist](#).
  - Use CAIR2, EHR, or [VFC Daily Usage Log](#) to document all doses administered. Do a physical inventory with [Vaccine Physical Inventory Form](#) at least once a month and before you place each order.
- **Take every opportunity when patients come in to assess immunization status, including flu vaccines.**
  - **Remember:** Recommend and administer flu vaccine until it expires at the end of this month! Do NOT remove viable vaccine doses from your storage unit prior to expiration. This will result in preventable negligent vaccine wastage.
  - Upon expiration, remove expired doses from your vaccine storage unit immediately. Complete and submit a *VFC Return Form* and request a return shipment label by logging into your [MyVFCVaccines](#) account. Also report wasted or transferred doses on your account.
- **Verify practice information: vaccine deliveries are based on practice information in your account, so make sure it's correct on MyVFCvaccines.org.**
  - Review your office hours and double check your delivery days and times.
  - Many practices changed their hours due to COVID-19 and are slowly expanding their hours again. Make changes, if necessary, **ASAP**.
  - Delayed and undeliverable shipments can lead to vaccine loss, so it is important this is correct **EVERY time** you place an order!
  - If you have questions, contact the VFC Call Center. We are here to help you.

For more information review the **Vaccine Accountability chapter in the [POM](#).**



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