

Health Services

Procedure Manual

Procedure Subject/Title: Texas Vaccines For Children (TVFC) Packing Slips
Applicability: All BVCHC Clinic Sites
Purpose: To ensure that packing slips are maintained for documentation of receipt of vaccines.

NOTE: ALL SITES WILL COMPLY WITH THESE PROCEDURES. SOME SITES REPORT THROUGH AN AGENCY TVFC COORDINATOR.

Procedure:

- 1) When vaccines are delivered to a clinic site two staff persons will initial on the packing slip each item unpacked/received. On the bottom of each packing slip staff will write the statement, "All vaccine accounted for." Both staff will sign this statement.

If the quantity received is different than what is documented on the packing slip this will be clearly documented on the packing slip. Both staff inventorying the shipment will sign a statement on the bottom of the packing slip that lists the discrepancy. The TVFC Coordinator will contact the TVFC supplier and the TVFC designated contact person and notify them of the discrepancy.

- 2) All packing slips are placed in the TVFC notebook when step #1 is completed.
- 3) On the last working day of each month (no later than the morning of the first day of each month) the TVFC paperwork is completed at each site and must be faxed to the TVFC Coordinator's office by 5 p.m. Faxed items will include:
 - A. Log of patients who received vaccines that month.
 - B. Vaccine inventory for the month.
 - C. Temperature log for the month.
 - D. All packing slips for any vaccines received during that month.
 - E. Transfer forms from other clinics.

- 4) The TVFC Coordinator will compile all the data. If discrepancies are found the individual clinic manager/designated staff will be notified and this will be resolved by the 3rd of each month.
- 5) The TVFC Coordinator will submit all data and orders to the TVFC Program by the designated due date for each site. The TVFC Coordinator will communicate with sites that submit independently to determine if their process is on time and without problems.