

Guide to Inactivating a VFC Provider from the VFC Program and MCIR VFC VIM

The following steps must be completed:

- 1) LHD sends an email to MDHHS VFC, MDHHS Field Rep and Regional MCIR Staff advising that a provider is leaving the program. Notification should include the reason for and date of termination.
- 2) LHD and/or MCIR staff (depending on how each local jurisdiction has it set up) has the provider complete the following in VIM:
 - Balance and perform an Ending Inventory report and submit that report to the LHD
 - Submit in MCIR an online Returns and Wastage report for any lost, wasted or expired doses
 - Transfer out to the LHD any remaining viable doses using transaction return to Local Health Department –Excess Inventory for each vaccine to be returned
 - Return all VFC vaccine with temperature logs to LHD
 - After all lots are brought to zero a final balance will need to be completed a minimum of one day past initial balance
 - Inactivate all the VFC lots in VIM
 - When above steps complete LHD will notify Regional MCIR staff who will remove checks from default and active boxes
 - This step is often missing when the request to inactivate a provider is received by MDHHS
- 3) Following removal of checks for active and default boxes LHD staff will send an email advising MDHHS VFC that the provider is ready for VFC inactivation in MCIR.
- 4) MDHHS VFC inactivates VFC PIN in MCIR
- 5) MDHHS VFC documents in MCIR, VTrckS and PEAR the date of and reason for inactivation

MDHHS VFC Program staff must be notified of any provider who no longer wants to participate in the program, for whatever reason.

Providers may continue to use MCIR VIM for their private stock vaccine even if they are no longer a VFC provider.