

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

The following steps need to be completed:

- 1) LHD to send an email to MDHHS VFC and their MDHHS Field Rep 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
 - Report any lost, wasted or expired doses
 - Submit a vaccine loss report for any lost, wasted or expired doses
 - Transfer out to the LHD any remaining viable doses
 - Return all VFC vaccine to LHD
 - Return temperature logs with vaccine
 - Inactivate all the VFC lots in VIM
 - **Remove checks from default and active boxes**
 - **This step is often missing when the request to inactivate a provider is received by MDHHS**
- 3) LHD sends an email advising MDHHS VFC that the provider is ready to be inactivated 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.