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## POLICY AND PROCEDURE

### IMMUNIZATIONS

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It is the policy of Bullhook Community Health Center to provide immunizations to those who are in need of them.

In accordance with the Centers for Disease Control and Prevention (CDC), The General Recommendations on Immunization (current MMRW), the following guidelines will be followed by Bullhook Community Health Center employees handling immunizations. Refer to Epidemiology and Prevention of Vaccine-Preventable Diseases for a description of each vaccine given, general recommendations, vaccine safety, and medical management of vaccine reactions in children, teens, and adults, emergency medical protocol for management of anaphylactic reactions in children, teens and immunization strategies for healthcare providers.

Bullhook Community Health Center is in control of both private stock vaccine and Vaccine for Children (VFC) vaccine. Private stock is owned by Bullhook Community Health Center. It is charged out to patients who have insurance that pays for vaccine. The VFC program is a federally funded program that provides vaccines at no cost to children who might not otherwise be vaccinated because of inability to pay. VFC was created by the Omnibus Budget Reconciliation Act of 1993 as a new entitlement program to be a required part of each state's Medicaid plan. Screening to determine a child's eligibility to receive vaccines through the VFC Program must take place with each immunization visit.

Children through 18 years of age who meet at least one of the following criteria are eligible to receive VFC vaccine:

- **Medicaid eligible:** A child who is eligible for the Medicaid program
- **Uninsured:** A child who has no health insurance
- **American Indian or Alaska Native:** As defined by the Indian Health Care Improvement Act (25 U.S.C.1603)
- **Underinsured:** A child who has commercial (private) health insurance but the coverage does not include vaccines, a child whose insurance covers only selected vaccines, or a child whose insurance caps vaccine coverage at a certain amount. Once that coverage amount is reached, the child is categorized as underinsured. Underinsured children are eligible to receive VFC vaccine only through a Federally Qualified Health Center ( FQHC) or Rural Health Clinic (RHC).

These vaccines are stored on separate shelves in the vaccine refrigerator according to the Vaccine Management Plan for Vaccines for Children Clinics. They are logged into a log book, VFC. A record of immunizations is sent to the Hill County Health Department where they are entered into WIRZD (Web-based immunization registry database). WIRZD is an Internet-based application that is used to access records in the State Health Department's immunization registry. The registry houses the immunization records for children in Montana.

All immunization providers within the state can create and share electronic immunization records for their clients, which makes the delivery of childhood immunizations much easier. A release to allow this is signed by the parent on the patient information form.

Refer to the Vaccine Management Plan for Vaccines for Children (VFC) Clinics for all rules regarding VFC vaccine.

Maintaining proper temperature for vaccine storage

- Refrigerator: 2-8degrees Celcius (35-46 degrees Farenheit)
- Freezer: -15 degrees Celcius (5 degrees Farenheit or colder)
- Check and document temperatures twice a day on Monday- Thursday.

Emergency Handling Procedures for Vaccine

The clinic has made arrangements in an emergency to move the vaccine to a site to be designated.

- Designate staff that will be responsible for pacing and moving the vaccine to a safe location.
- Have a list of emergency phone numbers for local utility companies.
- Have appropriate packing material on hand at all times, including insulated containers and cold/ice packs.

Handling vaccine exposed to out-of-range temperatures.

- Do not use the possibly spoiled vaccine.

Contact the manufacturer for advice.

  
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CHIEF EXECUTIVE OFFICER

Date 5-19-15

  
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CHIEF MEDICAL OFFICER

Date: 05/20/15

  
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CHAIR, BOARD OF DIRECTORS

Date May 19, 2015

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