

Vaccine Tips

November 2016

Your practice is responsible for <u>every</u> dose of vaccine you receive. Inspect every vaccine shipment <u>when it arrives</u>.

Use the *revised* <u>VFC Vaccine Receiving Log and Checklist (IMM-1112)</u> when you receive vaccines. Note all *shipping issues* on the form.

When vaccines arrive:

- 1. Inspect the package for damage.
- 2. Verify that the vaccines were shipped at the proper temperatures.
- 3. Verify you received what you ordered.
- 4. Store the vaccines properly.
- 5. Report discrepancies or shipping issues to the VFC Call Center <u>immediately</u>. Follow instructions on the form.

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