



CLINICAL POLICY

Storage and Billing of Pediatric Vaccines for Connecticut Vaccine Program

A. EFFECTIVE DATE :

June 30, 2021

B. PURPOSE :

To establish policy and procedure for safe storage and billing of vaccines for the Connecticut Vaccine Program (CVP) in UConn Health ambulatory clinics per the CVP guidance (see Reference)

C. POLICY :

CVP vaccines will be stored and billed appropriately.

D. SCOPE :

UConn Health ambulatory clinics

E. DEFINITIONS :

None

F. MATERIAL(S) NEEDED :

None

G. PROCEDURE :

1. All CVP supplies will be stored in a refrigerator/freezer.
 - a. If stored in a refrigerator/freezer with other vaccines/medications, the CVP vaccines will be clearly labeled and separate from any other vaccines/medications.
 - b. If a refrigerator/freezer is solely dedicated to CVP vaccines, this refrigerator/freezer will be clearly labeled for CVP vaccines only and not used for storage of any other vaccines/medications.
2. Vaccines will be spaced to allow for cold air circulation.
3. Appropriate storage temperatures will be monitored twice daily and maintained per CVP.
4. Refrigerator/freezer and storage equipment will be inspected daily by a designated staff member, with a back-up, to monitor the operation of the vaccine storage equipment.
5. CVP Vaccine stocks will be monitored and rotated for expiration dates.
 - a. Vaccines closest to its expiration date will be used first.
 - b. Vaccines nearing expiration dates will be transferred to another clinic site providing vaccines through the CVP.
 - c. Expired vaccines will be removed from the storage unit(s) promptly
6. All children will be screened for eligibility to receive vaccines provided by the state of Connecticut.
 - a. The screening only has to be completed once unless the patient's insurance changes.
 - b. Clinics will complete and retain Patient Eligibility Screening Record for each patient less than nineteen (19) years of age.

7. CVP vaccines will be billed separately on the correct voucher using the appropriate vaccine code and a zero (0) charge.
- a. Private insurance patients will be billed according to CVP eligibility criteria.

H. ATTACHMENTS :

None

I. REFERENCE :

https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/infectious_diseases/immunization/cvp/Blue-Folder-All-condensed.pdf (pgs. 29-31)

J. SEARCH WORDS :

CVP, State, Vaccine, Pediatric

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS :

One File

M. COMMITTEE APPROVALS :

None

N. FINAL APPROVAL :

- | | |
|---|---------------------------|
| 1. <u>Andrew Agwunobi, MD (Signed)</u> Andrew Agwunobi, MD, MBA UConn Health Chief Executive Officer | <u>07/21/2021</u> Date |
| 2. <u>Anne D. Horbatuck (Signed)</u> Anne D. Horbatuck, RN, BSN, MBA Clinical Policy Committee Co-Chair Interim Chief Operating Officer, UMG Vice President, Ambulatory Operations | <u>07/21/2021</u> Date |
| 3. <u>Scott Allen, MD (Signed)</u> Scott Allen, MD Clinical Policy Committee Co-Chair | <u>07/19/2021</u> Date |
| 4. <u>Caryl Ryan (Signed)</u> Caryl Ryan, MS, BSN, RN Interim Chief Operating Officer, JDH VP Quality and Patient Services & Chief Nursing Officer | <u>06/16/2021</u> Date |

O. REVISION HISTORY :

EFFECTIVE DATE: 5/2014

REVIEWED:

REVISED: 5/2021