

VFC & VFAAR Site Moving Form



INSTRUCTIONS TO PROVIDERS: Please complete all the requested information below, and fax to the VFC and/or VFAAR program(s). We will then contact you to arrange a date and time for vaccine drop-off. Attached you will find the vaccine inventory sheet, which must also be completed and faxed in approximately two days before your scheduled drop-off date.

Prior to vaccines being returned to the new location you will be required to submit temperature logs demonstrating that your storage unit is consistently keeping in-range temperatures. You will receive further instruction regarding temperature log requirements when we schedule the vaccine pick-up.

Facility Name	VFC/VFAAR PIN	Today's Date
Contact Name	Contact Title	Phone Number
Email Address	Date of Move	Date Facility Reopens to Patients

Days and Times Current Office is Open (indicate if time is AM or PM)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time Office Opens							
Time Office Closes							

Days and Times New Office is Open (if different from above)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time Office Opens							
Time Office Closes							

Current Address			New Address		
Address			Address		
City	State	Zip Code	City	State	Zip Code

VFC fax: **215-238-6948**

VFAAR fax: **215-685-6806**

PDPH USE ONLY

Date Received: _____ Entered By: _____

Date Drop-off Scheduled: _____ Notes: _____

Philadelphia Department of Public Health - Division of Disease Control - Immunization Program

<http://kids.phila.gov/> - 500 South Broad Street - Philadelphia, PA 19146

VFC & VFAAR Site Moving Form



Date of Inventory		Facility Name		VFC/VFAAR PIN	
Vaccine	Brand	# of Doses on Hand	NDC #	Lot #	Expiration Date
DTaP					
DTaP-IPV					
DTaP-IPV-HepB					
DTaP-IPV-Hib					
Hepatitis A					
Hepatitis B					
Hib					
Hib (booster only)					
Hib-HepB					
HPV					
MMR					
Meningococcal Conjugate (MCV4)					
Pneumococcal Conjugate (PCV13)					
Polio					
Rotavirus					
Tdap					
Varicella (frozen)					
All other vaccines (Td, DT, PV23, etc)					