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## Patient Eligibility Screening Record

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Date: \_\_\_\_\_  
MM/DD/YYYY

Provider/Physician: \_\_\_\_\_

The Patient Eligibility Screening Record provides documentation to show VFC vaccines are being administered to VFC eligible children.

### Definitions

- **VFC Eligible:** Child meets eligibility criteria outlined in #4 below.
- **Non-VFC Eligible:** Any patient who does not meet VFC criteria or special populations defined by the Georgia Department of Public Health (DPH) Immunization Program. A child who has health insurance that covers vaccines is considered fully insured and is not eligible for VFC vaccines. This category also includes high-deductible plans which are also considered fully insured and ineligible for VFC and state supplied vaccine.

### Instructions for use:

- 1) The Patient Eligibility Screening Record must be completed on the initial visit for each patient receiving vaccines provided by the VFC Program. Subsequent screenings should be documented under the "Screening Updates" portion of the form. The parent/guardian should be asked at each visit if the child's VFC eligibility status has changed. This form should be kept in the patient's file for a minimum of 3 years.
- 2) The Patient Eligibility Screening Record should be maintained in the patient's file or a central file in your office.
  - If your billing system captures VFC eligibility, you can document eligibility electronically instead of using the paper form. However, eligibility for any given date of service in history must be researchable and verifiable for that date.
  - The method of documentation is flexible as long as your office can produce a list of VFC eligible patients if needed.
- 3) For Medicaid and PeachCare for Kids participants, a copy of the Medicaid or PeachCare for Kids card in the patient's medical record serves as appropriate eligibility documentation in place of the Patient Eligibility Screening Record.  
*Things to know regarding PeachCare enrolled patients:*
  - PeachCare enrolled patients are not VFC eligible however, an agreement is in place between the Department of Public Health and PeachCare which allows doses to be administered to PeachCare enrolled patients from your state supplied vaccine inventory.
  - Office staff must be able to differentiate between a PeachCare enrolled patient with Medicaid as the payee vs. a PeachCare enrolled patient with PeachCare as the payee. When Medicaid is the payee, the patient should be indicated as Medicaid covered.
- 4) Children eligible for Georgia VFC include children birth through 18 years of age who are:
  - Medicaid Enrolled
  - Uninsured (child has no health insurance coverage)
  - Underinsured (child has insurance that does not cover vaccines, seen in a Federally Qualified Health Center or Rural Health Center)\*
  - American Indian or Alaska Native

\*The Georgia Department of Public Health has made funding available for state supplied vaccines to be administered to underinsured patients seen in a non-FQHC or RHC. So while these patients are not VFC-eligible, they are eligible for state supplied doses.

