**Frequently Asked Questions(FAQ)Regarding Influenza Shots 2023-24:**

1. **Which form should we use to document the flu shot given?**

**Answer:** If immunizations are provided in the clinic, LHDs will have two reporting options for the 2023-2024 season. LHDs may use the Influenza Vaccine Administration Record located on the LHO webpage as an abbreviated record, or you may continue to pull patient records and document influenza given as a regular clinic activity. It is our recommendation that since influenza vaccine is given annually and the retention is not permanent, that in the interest of staff time, the Influenza Vaccine Administration Record be used in the clinic (as well as off-site clinic) if influenza immunization is the only service the patient receives.

1. **Does the Influenza Vaccine Form have all the required information for billing and consents?**

**Answer:** The data fields on the top half of the Influenza Vaccine Administration Record form must be entered on the registration screen for the successful completion of the third-party billing process. The form includes the consent, assignment of benefits, and release of information for Medicare, Medicaid, and insurance billings. *The form must be signed by the patient after the patient has had the opportunity to read or have read to them the Vaccine Information Sheet (VIS) and ask questions of the medical professional administering the vaccine.*

1. **How do I get the codes in the system?**

**Answer:** The 80000 code may be needed for entry with some flu services. For reporting influenza vaccine administration codes, refer to the **2023-2024 Seasonal Influenza Codes & Rates document** for guidance which will be located on the LHO webpage under *the Updates and Alerts Section*. If the 80000 is reported, enter the ICD-10 code (Z23.). Then enter the influenza administration code followed by the actual influenza vaccine code.

1. **How long does the LHD have to keep the Influenza Form?**

**Answer:** After the encounter is entered into the system, the abbreviated record is filed in a folder marked “Influenza 2023-2024” and retained for six (6) years.

1. **How do I know if the patient meets requirements for VFC?**

**Answer:** To be eligible for Kentucky Vaccine for Children Program (VFC) influenza vaccine, one of the following criteria MUST be met for children aged 6 months through 18 years:

1. Is enrolled in Medicaid,
2. Is not covered by health insurance,
3. Is an American Indian or Alaska Native,
4. Is underinsured (has health insurance that does not pay for vaccinations).
5. **What if the patient comes in for another service and then ask for a flu shot?**

**Answer:** A problem-focused E/M code may be reported along with the influenza immunization if the E/M service is medically necessary, and the E/M is a *distinct, identifiable separate reason for visit*. For separate and significant E/M codes reported with immunizations, a “25” modifier should be used with the problem-focused E/M code. *The “25” modifier is not necessary when receiving immunizations at a Preventive E/M physical exam visit*.

***EXAMPLE:*** A patient presents at the LHD for a family planning visit and also gets a flu shot.

9921225 – for the Family planning visit

90460 – Admin of Flu shot

90688 – Flu Vaccine

1. **Should payment be collected prior to the patient leaving?**

**Answer:** If the patient is self-pay, payment should be collected before patient exits, and the patient should receive a receipt. Fixed Full charge may be used for reporting Self-Pay VFC eligible patients; however, they cannot be charged more than $19.93 per administration of the vaccine.

1. **Are the LHD’s allowed to charge a different amount than what is in the system?**

**Answer:** LHDs may choose to request approval to over-ride the 501 service file influenza vaccine rate for **NON-VFC self-pay** patients by submitting this [form](file:///P:/AFM/.LHO%20-%20Local%20Health%20Operations%20Branch/CODING/Influenza/LHD%20OVERRIDE%20REQUEST%20FORM%20.%2007.01.2023.xlsx) to the Local Health Operations (LHO) Branch at [LocalHealth.HelpDesk@ky.gov](mailto:LocalHealth.HelpDesk@ky.gov). LHDs making this request will need to provide an explanation concerning the reason for wanting to request the over-ride.

1. **Can the LHD use the Influenza Form for other vaccines given?**

**Answer:** The Influenza Vaccine Administration Record form (located on the LHO webpage) is inappropriate to use for other vaccinations such as Pneumococcal, Tetanus, etc. Due to the extended life of the effectiveness of such vaccinations, it is necessary that they be documented on the CH-2 Master Record (Immunization Record) which has a permanent retention period.