**Frequently Asked Questions (FAQ) for Seasonal Vaccines 2024-25**

1. **Which form should we use to document seasonal vaccines?**

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

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

**Answer:** The data fields on the top half of the respective Vaccine Administration Record form must be entered on the registration screen for the successful completion of the third-party billing process within CDP Portal. 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 CPT codes entered in the CDP Portal system?**

**Answer:** The 80000 code may be needed for entry with seasonal vaccine services if that is the only service for that visit. If the 80000 is reported, enter the ICD-10 code (Z23.). Then enter the vaccine administration code followed by the actual vaccine code.

1. **How long does the LHD have to keep the Influenza or Covid Administration Forms?**

**Answer:** After the encounter is entered into the system, the abbreviated record is filed in a folder marked “Seasonal Vaccines 2024-2025” and retained for six (6) years. It is considered a financial record and must be retained.

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 asks 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 VFC 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 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.