



October 16, 2017

**Re: Signature on Vaccine Loss Report Forms**

Dear Texas Vaccines for Children (TVFC) Providers,

When you generate a vaccine loss report (VLR) from the electronic vaccine inventory system (EVI), it requires the signature of your medical authority (generally, this is the individual who signed your TVFC Enrollment Form, E6-102). The Texas Department of State Health Services (DSHS) has made a change to this requirement. Effective immediately, any licensed clinician who has prescribing authority at your facility and is listed on the TVFC Enrollment Form (E6-102, page 2) can sign the VLR.

As a requirement of the TVFC Program, a VLR must be generated in EVI within four days of an incident or discovery of an incident that results in a loss of vaccine and must be submitted immediately to your responsible entity once signed.

**Using a stamp for your medical authority's signature is not allowed.** It is expected that your prescribing medical authority is aware of all vaccine losses and the signature serves as an acknowledgement.

Thank you for your continued support of the TVFC Program. If you have any questions, please contact the appropriate TVFC Contact listed below or your responsible entity.



**TEXAS**  
Health and Human  
Services

<b>PINS Beginning With</b>	<b>TVFC Contact</b>	<b>Phone Number</b>
00	City of San Antonio	210-207-3965
01	HSR 1	806-783-6412
02	HSR 2	325-795-5660
03	HSR 3	817-264-4790
04 or 05 <b>not</b> in Hardin, Jefferson or Orange Counties	HSR 4/5N	903-533-5310
05 <b>in</b> Hardin, Jefferson or Orange Counties, 06	HSR 6/5S	713-767-3410
07	HSR 7	254-778-6744
08	HSR 8	210-949-2067
09	HSR 9	432-571-4137
10	HSR 10	915-834-7924
11	HSR 11	956-421-5552
25	City of Houston	832-393-5188

Sincerely,

*Nancy Ejuma*

Nancy Ejuma  
Immunization Unit Director