

Accepting Vaccine Orders in IRIS

Providers are required to account for all doses of vaccine supplied by the Idaho Immunization Program (IIP). To use and account for the vaccine, the vaccine must be listed in the organization's inventory in Idaho's Immunization Reminder Information System (IRIS). Vaccines are entered into your organizations inventory by accepting vaccine orders and transfers. The process for accepting vaccines, as a result of placing a vaccine order, is outlined below.

Accepting Vaccine Orders in IRIS

Log into IRIS. On the left-hand side in the **Inventory** section, click *manage transfers*.



The **Manage Transfer** screen will open.

Manage Transfer

Create a New Transfer...

Return to the Previous Screen...

Transfer List

Outbound Transfer

Create Date	Type	Order ID	Sending Org:Site	VFC PIN	Receiving Org:Site	VFC PIN	Ship Date	Receive Date	Return Date
No Outbound Transfer.									

Inbound Transfer

Create Date	Type	Order ID	Sending Org:Site	VFC PIN	Receiving Org:Site	VFC PIN	Ship Date	Receive Date	Return Date
12/18/2014	ORDER	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
12/18/2014	ORDER	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
12/18/2014	ORDER	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
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12/18/2014	ORDER	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From:

To:

Create Date	Type	Order ID	Sending Org:Site	VFC PIN	Receiving Org:Site	VFC PIN	Ship Date	Receive Date	Return Date	Restock Date
No Historic Transfer.										

Accepting Vaccine Orders in IRIS

In the **Transfer List** in the **Inbound Transfer** section each vaccine shipped to your organization is listed on a separate line. Each line needs to be accepted for the vaccine to be added to your organization's inventory.

Click on the *Create Date* for each line type indicated as an ORDER.

Manage Transfer

Create a New Transfer....

Return to the Previous Screen....

Transfer List

Outbound Transfer

Create Date	Type	Order ID	Sending Org:Site	VFC PIN	Receiving Org:Site	VFC PIN	Ship Date	Receive Date	Return Date
No Outbound Transfer.									

Inbound Transfer

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Historic Transfer (last 7 days by default)

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No Historic Transfer.										

Accepting Vaccine Orders in IRIS

The **Receive Transfer** screen will open and the vaccine will be listed under the **Transfer Vaccine Item** section.

Receive Transfer		Order ID: 10746
Accept Entire Transfer....	<input type="button" value="Accept Transfer"/>	
Reject Entire Transfer....	<input type="button" value="Reject Transfer"/>	
Partially Accept Transfer....	<input type="button" value="Partially Accept"/>	
Return to the Previous Screen....	<input type="button" value="Cancel"/>	

Receiving Site	
If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.	
Receiving Site	4949 - Dr. Seuss' Family Care

Transfer Between Organizations Created on 12/18/2014	
Sending Entity	Receiving Entity
Organization Idaho Department of Health and Welfare	Organization 4949 - Dr. Seuss' Family Care
Site McKesson Specialty Distribution	Site 4949 - Dr. Seuss' Family Care
VFC PIN	VFC PIN 4949
Address 4100 Quest Way MEMPHIS, TN 38115	Address 450 W State Street, 4th Floor Boise ID 83702
Contact McKesson Shipping	Contact Cindy Lu Who
Phone # (208) 334-6524	Phone # 208-334-5931
Ship Date 12/17/2014	

Transfer Vaccine Item					
Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action	Shipping Information
30	Hib	PedvaxHIB	K009955	Create New Lot	Shipping Information

In the **Transfer Vaccine Item** section, you may click *Shipping Information* to view additional information about the vaccine that was shipped to your organization.

Transfer Vaccine Item					
Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action	Shipping Information
30	Hib	PedvaxHIB	K009955	Create New Lot	Shipping Information

Accepting Vaccine Orders in IRIS

The **Order Shipment Information** screen will open.

Receive Transfer

- Accept Entire Transfer....
- Reject Entire Transfer....
- Partially Accept Transfer....
- Return to the Previous Screen...

Receiving Site

If you wish to accept all or part of the transfer, click on the Receiving Site button.

Transfer Between Organizations

Sending Entity

Organization Idaho Department of Health & Welfare

Site McKesson Specialty Pharmacy

VFC PIN

Address 4100 Quest Way
MEMPHIS, TN 38117

Contact McKesson Shipments

Phone # (208) 334-6524

Ship Date 12/17/2014

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Transfer
30	Hib	Pe

Order Shipment Information

Delivery number 0815917358

Delivery Line number 046403

Date Shipped 12/17/2014

ExIS Order ID 10746

ExIS Order Line Number 046403

ExIS Order Date 12/16/2014

CDC Order Number 0504929484

CDC Order Line Number 046403

CDC Order Creation Date 12/16/2014

NDC 00006-4897-00

Quantity Ordered 30

Lot Number K009955

Lot Expiration Date 03/27/2017

Quantity Shipped 30

Unit of Measure DOS

Order Line Fulfilled Y

Partial Shipment Indicator N

Shipment Tracking Num 772276569792

Carrier FDX1

Expedited Shipment N

Manufacturer MERCK SHARP & DOHME

Accepting Vaccine Orders in IRIS

After you verify the vaccine group listed is correct (verifying lot number and doses received), click the *Accept Transfer* button.

Receive Transfer		Order ID: 10746
<i>Accept Entire Transfer....</i>		Accept Transfer
<i>Reject Entire Transfer....</i>		Reject Transfer
<i>Partially Accept Transfer....</i>		Partially Accept
<i>Return to the Previous Screen....</i>		Cancel

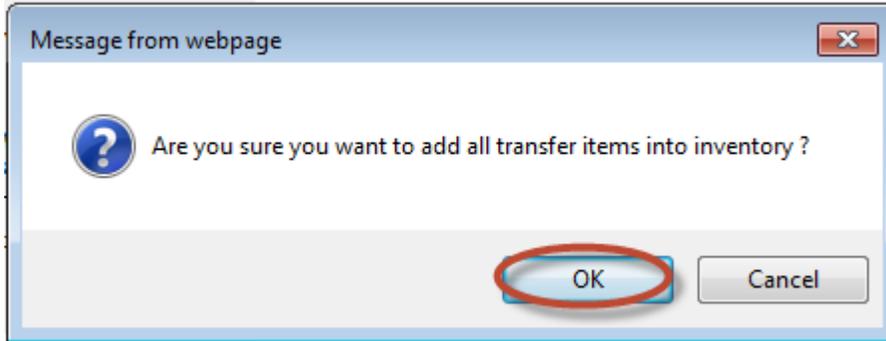
Receiving Site	
<i>If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.</i>	
Receiving Site	4949 - Dr. Seuss' Family Care

Transfer Between Organizations Created on 12/18/2014	
Sending Entity	Receiving Entity
Organization Idaho Department of Health and Welfare	Organization 4949 - Dr. Seuss' Family Care
Site McKesson Specialty Distribution	Site 4949 - Dr. Seuss' Family Care
VFC PIN	VFC PIN 4949
Address 4100 Quest Way MEMPHIS, TN 38115	Address 450 W State Street, 4th Floor Boise ID 83702
Contact McKesson Shipping	Contact Cindy Lu Who
Phone # (208) 334-6524	Phone # 208-334-5931
Ship Date 12/17/2014	

Transfer Vaccine Item					
Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action	Shipping Information
30	Hib	PedvaxHIB	K009955	Create New Lot	Shipping Information

Accepting Vaccine Orders in IRIS

After you click Accept Transfer, you will receive a message verifying you would like to add the vaccine to your inventory. Click *OK*.



The vaccine will now be listed in **Historic Transfers** and available in your IRIS inventory (see Manage Inventory).

Manage Transfer Transfer Successfully Accepted

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

Transfer List

Outbound Transfer

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