Accepting Vaccine Orders in IRIS

Providers enrolled with the Idaho Immunization Program (IIP) are required to account for all doses of IIP-supplied vaccine in Idaho’s Immunization Reminder Information System (IRIS). To use and account for the vaccine, the vaccine must be listed in the organization’s IRIS Public inventory; vaccines are added to an organization’s public inventory by accepting vaccine orders and transfers.

Accepting Vaccine Orders

1. Log in to IRIS.
2. Click manage transfers in the Inventory section of the left-side blue menu.
3. The Manage Transfer screen will open.
• The Inbound Transfer section shows the type (ORDER) and order ID, if applicable, with each vaccine shipped as a separate line item. Each line must be verified to match what was physically received and then accepted to add the vaccine(s) into the organization’s public inventory.

  o Click the Create Date link

Inbound Transfer

<table>
<thead>
<tr>
<th>Create Date</th>
<th>Type</th>
<th>ID</th>
<th>Sending Org/Site</th>
<th>VFC PIN</th>
<th>Receiving Org/Site</th>
<th>VFC PIN</th>
<th>Ship Date</th>
</tr>
</thead>
</table>

  o The Receive Transfer screen opens to display the vaccine details in the Transfer Vaccine Item section
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- In the Transfer Vaccine Item section, the Shipping Information link can be clicked to view tracking information for the shipment, if needed.

<table>
<thead>
<tr>
<th>Transfer Vaccine Item</th>
<th>Vaccine</th>
<th>NDC</th>
<th>Description</th>
<th>Lot Number</th>
<th>Inventory Action</th>
<th>Shipping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Infantic DTaP</td>
<td>58180-0810-52</td>
<td>INFANRIX SYR 10 PACK</td>
<td>42RC4</td>
<td>Create New Lot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- If clicked, the Order Shipment Information screen opens. Locate the Shipment Tracking Num and Carrier fields to obtain the tracking number and carrier. Enter the tracking number on the carrier’s website to track the shipment.

Order Shipment Information

- Delivery number: 0832966841
- Delivery Line number: 000020
- Date Shipped: 11/07/2018
- ExIS Order ID: 41908
- ExIS Order Line Number: 136051
- ExIS Order Date: 11/02/2018
- CDC Order Number: 050768281
- CDC Order Line Number: 000020
- CDC Order Creation Date: 11/05/2018
- NDC: 58180-0810-52
- Quantity Ordered: 10
- Lot Number: 42RC4
- Lot Expiration Date: 10/23/2020
- Quantity Shipped: 10
- Unit of Measure: DOS
- Order Line Fulfilled: Y
- Partial Shipment Indicator: N
- Shipment Tracking Num: 783545033070
- Carrier: FDX2
- Expedited Shipment: N
- Manufacturer: GlaxoSmithKline Holdings (American)
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- On the **Receive Transfer** screen, verify the vaccine lot number and dose quantity to what was physically received.
  - If correct, enter the **Receive Date** and click **Accept Transfer**.
  - If incorrect, then immediately contact the IIP by phone at (208) 334-5931 or email at IIP@dhw.idaho.gov to report the discrepancy.

- Once **Accept Transfer** is clicked, a message opens to verify the doses will be added into the organization’s public inventory. Click **OK**.
• The line item is now listed in the Historic Transfer section, which defaults to view the prior seven days of activity.

<table>
<thead>
<tr>
<th>Create Date</th>
<th>Type</th>
<th>ID</th>
<th>Sending Org Site</th>
<th>VFC PIN</th>
<th>Receiving Org Site</th>
<th>VFC PIN</th>
<th>Ship Date</th>
<th>Receive Date</th>
<th>Return Date</th>
<th>Restock Date</th>
</tr>
</thead>
</table>

• To view line items older than the prior seven days of activity, enter the date range needed in the Show by Last Updated Date From/To fields and click Refresh List. Any transfers occurring during the specified timeframe will appear, or a message will show No Historic Transfer if there were no transfers completed during the specified timeframe.

4. Once the transfers are accepted, the organization’s public inventory can be viewed by clicking on manage inventory in the Inventory section of the left-side blue menu.

5. At the top of the screen, in the Manage Inventory section, click on Public Inventory.
6. There are four possible inventory views: Active, Inactive, Non-Expired, and Expired; the default view is Active. The views differ as follows:

- **Active:** All non-expired lots with a Quantity On Hand
- **Inactive:** All non-expired lots with a Quantity On Hand of zero or more; if more, then the Quantity On Hand was zero at one point in time, but a dose was returned to inventory (i.e. all doses were administered, but a dose administered was deleted from a patient’s record)
- **Non-Expired:** All lots that have not expired with a Quantity On Hand of zero or more
- **Expired:** All lots that have expired with a Quantity On Hand of zero or more
  - In this view, the expired doses are separated into two categories:
    - **Expired Lots with Doses to be Returned to Distributor:** Lots with a Quantity On Hand of one or more
    - **Expired Lots with No Remaining Inventory:** Lots with a zero Quantity On Hand

To view Inactive, Non-Expired, or Expired inventory, click the appropriate radio button at the top of the inventory list.

7. To view the history of a specific lot number, please see the Show Transactions in IRIS guidance for further information.