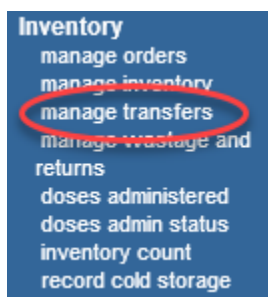


Accepting Vaccine Orders in IRIS

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.

organization 006 - YELLOW FINN MEDICAL • user • role Admin User (Provider)

Manage Transfer

Create a New Transfer...

Return to the Previous Screen...

Transfer List

Inbound Transfer

Create Date	Type	ID	Sending Org:Site	VFC PIN	Receiving Org:Site	VFC PIN	Ship Date	Receive Date	Return Date
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018		
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018		
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018		
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018		
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018		
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018		

Accepting Vaccine Orders in IRIS

- 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

Create Date	Type	ID	Sending Org:Site	VFC PIN	Receiving Org:Site	VFC PIN	Ship Date
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018
11/07/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/07/2018

- o The **Receive Transfer** screen opens to display the vaccine details in the Transfer Vaccine Item section

organization 006 - YELLOW FINN MEDICAL • user • role Admin User (Provider)

Receive Transfer ID: 41908

Please contact the Idaho Immunization Program at (208) 334-5931 or iip@dhw.idaho.gov, if vaccines are damaged during transfer.

Generate Packing List Packing List

Accept Entire Transfer.... Accept Transfer

Return to the Previous Screen.... Cancel

Receiving Site

Receiving Site 006 - YELLOW FINN MEDICAL * Receive Date

Transfer Between Organizations Created on 11/07/2018

Sending Entity	Receiving Entity
Organization Idaho Department of Health and Welfare Site McKesson Specialty Distribution VFC PIN Address 4100 Quest Way MEMPHIS, TN 38115 Contact McKesson Shipping Phone # (208) 334-6524 Ship Date 11/07/2018	Organization 006 - YELLOW FINN MEDICAL Site 006 - YELLOW FINN MEDICAL VFC PIN 006 Address 450 W State Street, 4th Floor BOISE, ID 83702 Contact Curly Fries Phone # (208) 334-5931

Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine	NDC	Description	Lot Number	Inventory Action	Shipping Information
10	Infanrix	DTaP	58160-0810-52	INFANRIX; SYR; 10- PACK	42RC4	Create New Lot	Shipping Information

Accepting Vaccine Orders in IRIS

- In the Transfer Vaccine Item section, the Shipping Information link can be clicked to view tracking information for the shipment, if needed.

Transfer Vaccine Item							
Transfer Quantity	Trade Name	Vaccine	NDC	Description	Lot Number	Inventory Action	Shipping Information
10	Infanrix	DTaP	58160-0810-52	INFANRIX; SYR; 10-PACK	42RC4	Create New Lot	Shipping Information

- 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	0507268281
CDC Order Line Number	000020
CDC Order Creation Date	11/05/2018
NDC	58160-0810-52
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	783654033070
Carrier	FDX2
Expedited Shipment	N
Manufacturer	GlaxoSmithKline Holdings (Americas)

Accepting Vaccine Orders in IRIS

- 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.

organization 006 - YELLOW FINN MEDICAL • user • role Admin User (Provider)

Receive Transfer ID: 41908

Please contact the Idaho Immunization Program at (208) 334-5931 or iip@dhw.idaho.gov, if vaccines are damaged during transfer.

Generate Packing List Packing List

Accept Entire Transfer.... **Accept Transfer**

Return to the Previous Screen.... Cancel

Receiving Site

Receiving Site 006 - YELLOW FINN MEDICAL **Receive Date**

Transfer Between Organizations Created on 11/07/2018

Sending Entity		Receiving Entity	
Organization Idaho Department of Health and Welfare	Organization 006 - YELLOW FINN MEDICAL		
Site McKesson Specialty Distribution	Site 006 - YELLOW FINN MEDICAL		
VFC PIN	VFC PIN 006		
Address 4100 Quest Way MEMPHIS, TN 38115	Address 450 W State Street, 4th Floor BOISE, ID 83702		
Contact McKesson Shipping	Contact Curly Fries		
Phone # (208) 334-6524	Phone # (208) 334-5931		
Ship Date 11/07/2018			

Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine	NDC	Description	Lot Number	Inventory Action	Shipping Information
10	Infanrix	DTaP	58160-0810-52	INFANRIX; SYR; 10-PACK	42RC4	Create New Lot	Shipping Information

- Once Accept Transfer is clicked, a message opens to verify the doses will be added into the organization's public inventory. Click *OK*.

Message from webpage

Are you sure you want to add all transfer items into inventory ?

OK Cancel

Accepting Vaccine Orders in IRIS

- The line item is now listed in the Historic Transfer section, which defaults to view the prior seven days of activity.

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 11/01/2018 To: 11/08/2018 Refresh List

Create Date	Type	ID	Sending Org:Site	VFC PIN	Receiving Org:Site	VFC PIN	Ship Date	Receive Date	Return Date	Restock Date
11/06/2018	ORDER	41908	Idaho Department of Health and Welfare: McKesson Specialty Distribution		006 - YELLOW FINN MEDICAL	006	11/06/2018	11/07/2018		

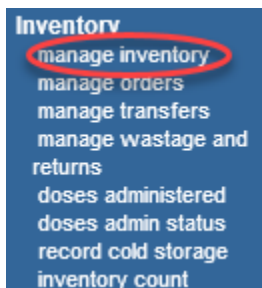
- To view line items older than the prior seven days of activity, enter the date range needed in the Show by Last Updated Date From/To fields and click *Refresh List*. Any transfers occurring during the specified timeframe will appear, or a message will show *No Historic Transfer* if there were no transfers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

Historic Transfer (last 7 days by default)

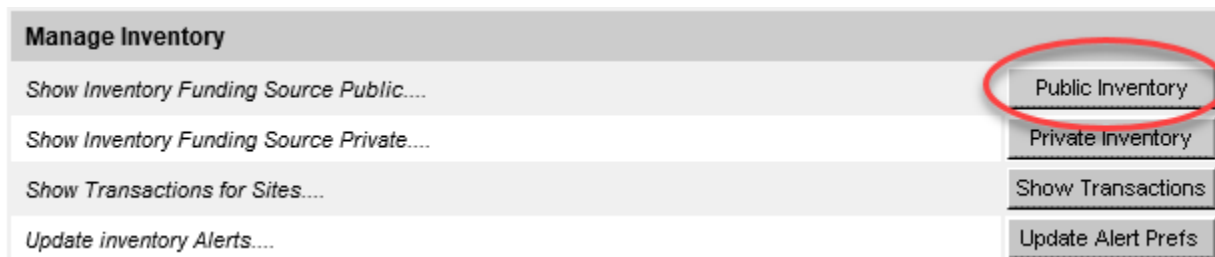
Show by Last Updated Date From: 10/01/2018 To: 11/01/2018 Refresh List

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

- 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.



- At the top of the screen, in the **Manage Inventory** section, click on *Public Inventory*.



Accepting Vaccine Orders in IRIS

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.

Manage Inventory - Funding Source Public

Add Inventory for Site (006 - YELLOW FINN MEDICAL)....	Add Inventory
Modify Quantity On Hand for Selected Sites.... <small>(select lots from the table below)</small>	Modify Quantity
Go to the Manage Wastage and Returns screen....	Manage Wastage and Returns
Show Transactions for Sites....	Show Transactions
Return to the Manage Inventory Screen....	Cancel

Site: 006 - YELLOW FINN MEDICAL Show Active Inactive Non-Expired Expired

Select	Trade Name	NDC	Description	Lot Number	Quantity On Hand	Active	Funding Source	Exp Date
<input type="checkbox"/>	Boostrix	58160-0842-52	BOOSTRIX ; SYR; 10-PACK	UA156324X	9	Y	Public	07/10/2019
<input type="checkbox"/>	Gardasil 9	00006-4119-03	HPV9 Gardasil 9; SDV; 10-PACK	1234	69	Y	Public	12/31/2020
<input type="checkbox"/>	Prevnar 13	00005-1971-02	PREVNAR 13; SYR; 10-PACK	K45009	16	Y	Public	02/28/2019
<input type="checkbox"/>	Varivax	00006-4827-00	VARIVAX; SDV; 10-PACK	AQ45673	7	Y	Public	02/22/2020

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