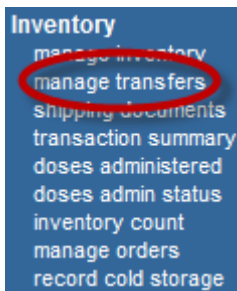


# Managing Vaccine Transfers in IRIS

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 organization's inventory by accepting transfers and vaccine orders. The process for creating and receiving vaccine transfers, as a result of transferring vaccines from one organization to another, is outlined below.

## Creating a Vaccine Transfer in IRIS

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



The **Manage Transfer** screen will open. Click the *New Transfer* button.

**Manage Transfer**

Create a New Transfer.... **New Transfer** Cancel

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
<a href="#">12/18/2014</a>	<a href="#">ORDER</a>	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
<a href="#">12/18/2014</a>	<a href="#">ORDER</a>	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
<a href="#">12/18/2014</a>	<a href="#">ORDER</a>	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
<a href="#">12/18/2014</a>	<a href="#">ORDER</a>	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
<a href="#">12/18/2014</a>	<a href="#">ORDER</a>	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
<a href="#">12/18/2014</a>	<a href="#">ORDER</a>	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
<a href="#">12/18/2014</a>	<a href="#">ORDER</a>	10746	Idaho Department of Health and Welfare: McKesson Specialty Distribution		4949 - Dr. Seuss' Family Care	4949	12/17/2014		
<a href="#">12/18/2014</a>	<a href="#">ORDER</a>	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:  Refresh List

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.										

# Managing Vaccine Transfers in IRIS

The **New Transfer** screen will open. The Sending Site will default to your organization. In the Receiving Organization drop-down menu, select the organization you would like to transfer vaccine to. (Note: Valid receiving organization names will be preceded by a 3- to 4-digit numeric or alphanumeric pin number). The Internal Receiving Site should always be empty.

In the *Transfer Quantity* column, enter the number of doses of the appropriate vaccine Trade Name(s) and Lot Number(s) that will be physically transferred to the receiving organization. Click the *Save* button.

**New Transfer**

Sending Site: 4949 - Dr. Seuss' Family Care

Internal Receiving Site:  or

Receiving Organization: 998 - DEPT. OF HEALTH & WELFARE - IIP 998

Note: Only those sites or organizations which have inventory set up are displayed.

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**Add from Inventory** Show  Active and Non-Expired  Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
<input type="text"/>	ActHib	Hib	U85236	5	Y	Y	08/25/2015
<input type="text"/>	ActHib	Hib	U85236	10	Y	Y	02/13/2016
<input type="text"/>	Adacel	Tdap - Td	U123456	12	Y	Y	04/15/2015
<input type="text"/>	DAPTACEL	DTP/aP	96738N	8	Y	Y	10/01/2015
<input type="text" value="6"/>	Gardasil	HPV	OABX45	16	Y	Y	12/30/2015
<input type="text"/>	Kinrix	DTP/aP - Polio	AD159753R	30	Y	Y	09/21/2015
<input type="text"/>	MMR II	MMR	M8574	10	Y	Y	03/17/2016
<input type="text"/>	Menveo	Mening	M14919M	10	Y	Y	11/30/2015
<input type="text"/>	Pentacel	DTP/aP - Hib - Polio	C4075AA	14	Y	Y	02/18/2016
<input type="text"/>	Prevnar 13	Pneumococcal	XY890	35	Y	Y	12/15/2016
<input type="text"/>	Recombivax Peds	HepB	39853HB	18	Y	Y	03/23/2015
<input type="text"/>	RotaTeq	Rotavirus	30456RT	20	Y	Y	05/28/2015
<input type="text"/>	RotaTeq	Rotavirus	R159753	24	Y	Y	07/30/2015
<input type="text"/>	Varivax	Varicella	90456Z	11	Y	Y	08/30/2015

The **Edit Transfer** screen will open. Confirm that the Receiving Organization and the vaccine details in the **Transfer Item** section are correct. If not, then make corrections and click the *Save* button. When all information is correct, click the *Packing List* button.

**Edit Transfer: Create Date 03/06/2015** \*\* Saved Successfully\*\*

Sending Site: 4949 - Dr. Seuss' Family Care

Internal Receiving Site:  or

Receiving Organization: 998 - DEPT. OF HEALTH & WELFARE - IIP 998

Note: Only those sites or organizations which have inventory set up are displayed.

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**Transfer Item**

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
<input type="checkbox"/>	6	Gardasil	HPV	OABX45	16	Y	Y	12/30/2015

# Managing Vaccine Transfers in IRIS

A separate window will open displaying the IRIS PACKING LIST, as shown below. Print a copy of the IRIS PACKING LIST to send with the vaccines. Click the X in the upper right corner to close the window.

SHIPPED FROM: Cindy Lu Who, 4949 - Dr. Seuss' Family Care, 450 W State Street, 4th Floor, BOISE, ID, 83702. Phone: (208) 3344949.

To: REBECCA MUNSEY, 998 - DEPT. OF HEALTH & WELFARE - IIP, 450 W STATE, BOISE, ID, 83720. Phone: (208) 3345931.

IMPORTANT NOTES ON RECEIVING VACCINES:  
. Verify lot, expiration and quantity against the packing list.

Vaccine	Lot Number	Expires	Doses	Cost/Dose	Total Cost
HPV4 (Gardasil - Merck & Co, Inc.)	OABX45	12/30/2015	6	\$0.00	\$0.00

In the **Edit Transfer** section, click the *Ship* button.

Send Date: 03/06/2015

Sending Site: 4949 - Dr. Seuss' Family Care

Internal Receiving Site: [dropdown] or

Receiving Organization: 998 - DEPT. OF HEALTH & WELFARE - IIP 998

Note: Only those sites or organizations which have inventory set up are displayed.

Buttons: Save, Packing List, Label, Finish Trans, **Ship**, Cancel Transfer

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
<input type="checkbox"/>	6	Gardasil	HPV	OABX45	16	Y	Y	12/30/2015

# Managing Vaccine Transfers in IRIS

The **Ship Transfer** screen will open. Enter the shipping date in the Enter Ship Date field and click the *Ship* button.

**Ship Transfer**

Enter Ship Date 

Ship  
Cancel

Transfer Between Organizations Created on 03/06/2015

Sending Entity		Receiving Entity	
<b>Organization</b>	4949 - Dr. Seuss' Family Care	<b>Organization</b>	998 - DEPT. OF HEALTH & WELFARE - IIP
<b>Site</b>	4949 - Dr. Seuss' Family Care	<b>Site</b>	998 - DEPT. OF HEALTH & WELFARE - IIP
<b>VFC PIN</b>	4949	<b>VFC PIN</b>	998
<b>Address</b>	450 W State Street, 4th Floor, PO Box 83702 BOISE, ID 83702	<b>Address</b>	450 W STATE BOISE, ID 83720
<b>Contact</b>	Cindy Lu Who	<b>Contact</b>	REBECCA MUNSEY
<b>Phone #</b>	(208) 334-4949	<b>Phone #</b>	(208) 334-5931

Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Shipping Information
6	Gardasil	HPV	OABX45	

When the receiving entity receives the transfer, the dose quantity of the trade name and lot number will deduct from your organization's IRIS inventory and the transfer will move from your organization's **Outbound Transfer** section to the **Historic Transfer** section.

If you do not complete the IRIS transfer, then the receiving org site will not be able to receive the vaccine into their inventory. It is evident when a transfer has not been completed because the **Ship Date** field in the **Outbound Transfer** section is blank, as shown below.

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
<a href="#">03/06/2015</a>	TRANSFER		4949 - Dr. Seuss' Family Care	4949	998 - DEPT. OF HEALTH & WELFARE - IIP 998				

If your organization has any outbound transfers with a missing date in the **Ship Date**, then click on the date in the Create Date column to return to the **Edit Transfer** screen and repeat the steps above to complete the transfer.

When complete, a Transfer Successfully Shipped message will appear in blue font in the **Manage Transfer** header section and the Ship Date field will be populated, as shown below.

# Managing Vaccine Transfers in IRIS

**Manage Transfer** Transfer Successfully Shipped

Create a New Transfer.... New Transfer

Return to the Previous Screen.... Cancel

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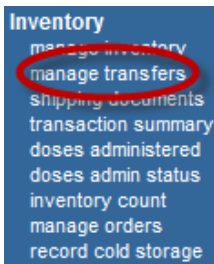
**Transfer List**

*Outbound Transfer*

Create Date	Type	Order ID	Sending Org:Site	VFC PIN	Receiving Org:Site	VFC PIN	Ship Date	Receive Date	Return Date
<a href="#">03/06/2015</a>	TRANSFER		4949 - Dr. Seuss' Family Care	4949	998 - DEPT. OF HEALTH & WELFARE - IIP 998		03/06/2015		

## Receiving Vaccine Transfers in IRIS

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



The **Manage Transfer** screen will open.

If more than one vaccine trade name and/or lot number was transferred to your organization, then each vaccine is listed on a separate line. Each line needs to be accepted for the vaccine to be added to your organization's inventory.

In the **Transfer List** in the *Inbound Transfer* section, click on the *Create Date* for each line type indicated as a TRANSFER.

**Manage Transfer**

Create a New Transfer.... New Transfer

Return to the Previous Screen.... Cancel

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**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
<a href="#">03/06/2015</a>	TRANSFER		4949 - Dr. Seuss' Family Care	4949	998 - DEPT. OF HEALTH & WELFARE - IIP 998		03/06/2015		

# Managing Vaccine Transfers in IRIS

The **Receive Transfer** screen will open and the vaccine will be listed in the **Transfer Vaccine Item** section. Confirm that the Transfer Quantity and Trade Name matches the dose quantity and vaccine that you received from the sending entity and, if so, click the *Accept Transfer* button.

Receive Transfer	
Accept Entire Transfer....	Accept Transfer
Reject Entire Transfer....	Reject Transfer
Partially Accept Transfer....	Partially Accept
Return to the Previous Screen....	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: 998 - DEPT. OF HEALTH & WELFARE - IIP

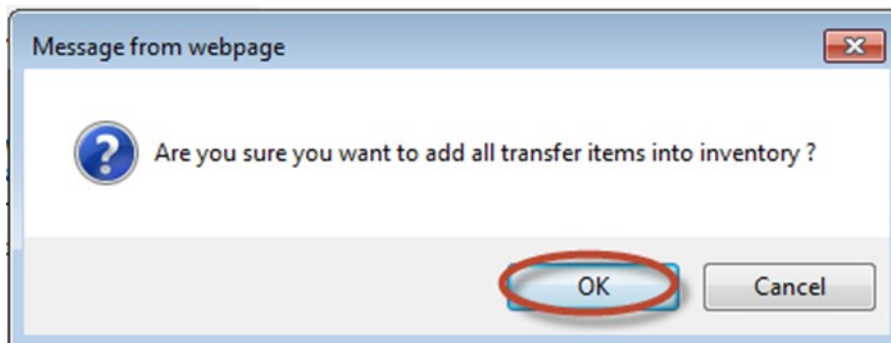
**Transfer Between Organizations Created on 03/06/2015**

Sending Entity		Receiving Entity	
<b>Organization</b>	4949 - Dr. Seuss' Family Care	<b>Organization</b>	998 - DEPT. OF HEALTH & WELFARE - IIP
<b>Site</b>	4949 - Dr. Seuss' Family Care	<b>Site</b>	998 - DEPT. OF HEALTH & WELFARE - IIP
<b>VFC PIN</b>	4949	<b>VFC PIN</b>	998
<b>Address</b>	450 W State Street, 4th Floor, PO Box 83702 BOISE, ID 83702	<b>Address</b>	450 W STATE BOISE, ID 83720
<b>Contact</b>	Cindy Lu Who	<b>Contact</b>	REBECCA MUNSEY
<b>Phone #</b>	(208) 334-4949	<b>Phone #</b>	(208) 334-5931
<b>Ship Date</b>	03/06/2015		

**Transfer Vaccine Item**

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action	Shipping Information
6	HPV	Gardasil	OABX45	Create New Lot	

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



# Managing Vaccine Transfers in IRIS

The vaccine is now listed in **Historic Transfers** and available in your organization's IRIS inventory.

**Manage Transfer** Transfer Successfully Accepted

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

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**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
<a href="#">01/21/2014</a>	TRANSFER		Idaho Department of Health and Welfare		998 - DEPT. OF HEALTH & WELFARE - IIP 998		01/21/2014		

**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
<a href="#">03/06/2015</a>	TRANSFER		4949 - Dr. Seuss' Family Care	4949	998 - DEPT. OF HEALTH & WELFARE - IIP	998	03/06/2015	03/06/2015		

If the Transfer Quantity and Trade Name do not match the dose quantity and vaccine you received from the sending entity, then click the **Reject Transfer** button and contact the IIP to assist with resolution.