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.
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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.

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.
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.

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

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.

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.
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.
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.

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 is now listed in **Historic Transfers** and available in your organization’s IRIS inventory.

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.