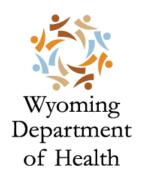


## **VACCINE TRANSFERS**

VFC/WYVIP PROVIDER TRAINING SERIES

With to the transition into VTrckS and the use of VOMS, the Immunization Program has made changes to current processes.



# WHAT IS A VACCINE TRANSFER?

- A vaccine transfer is when a limited number of doses of WyVIP/VFC vaccine is transferred from one WyVIP/VFC Provider to another with the approval of the Vaccine Program.
- A Provider to Provider Transfer
  - Involves a "Receiving Provider," and
  - A "Sending Provider"





# GENERAL GUIDELINES FOR VACCINE TRANSFERS

- All vaccine transfers must be approved by the Immunization Program.
- If necessary, program staff can assist in identifying a provider that is able to
  - transfer vaccine to the provider who has a vaccine shortage, the "Receiving Provider," or
  - receive short-dated vaccine from a Sending Provider.



# GENERAL GUIDELINES (CONTINUED)

- All Vaccine Transfers must be created using the Wyoming Immunization Registry (WyIR).
- The WylR transfer must be approved by the Vaccine Program prior to the physical transfer of the vaccine.
- Providers should note that a vaccine transfer will not always be approved, especially in cases to replace wasted vaccine.



# SHORT-DATED VACCINE TRANSFERS

- "Short-dated" vaccine refers to VFC/WyVIP vaccine that is within 3-6 months of expiration.
- Expired vaccine may be considered wasted vaccine and could be subject to the Vaccine Replacement Policy.
- Providers should notify the Immunization Program if they are unable to use the vaccine prior to expiration using the "Short-Dated Vaccine Transfer Request Form."
- Vaccine that is expired after a short-dated vaccine transfer is reported for the original Sending Provider.



# RESPONSIBILITY IN SHORT-DATED VACCINE TRANSFERS

Commit to your health.

### **Sending Provider**

- Completes the Short-Dated Vaccine Transfer Request.
- Arranges the details of the physical transfer with the Receiving Provider.
- Creates the Transfer Request in the WylR.
- Ensures the vaccine is packed/shipped correctly.
- Pays for shipping costs.

## **Receiving Provider**

- Must "Receive" the approved Inbound Transfer in the WylR.
- Notifies the Sending Provider when the vaccine is delivered.



# TRANSFERS DUE TO VACCINE SHORTAGE

- A vaccine transfer may be approved if a provider has a vaccine shortage before the next ordering cycle and cannot meet patient's vaccine needs.
- A vaccine shortage may occur when there is improper provider ordering, an increase in patient demand, order delays, or wasted vaccine.
- Once again, providers should note that a vaccine transfer will not always be approved, especially in cases to replace wasted vaccine.



# RESPONSIBILITY IN VACCINE SHORTAGE TRANSFERS

Commit to your health.

### **Sending Provider**

- Creates the Transfer Request in the WylR.
- Ensures the vaccine is packed and shipped correctly.

## **Receiving Provider**

- Notifies the Immunization Program
- Arranges the physical transfer with the Sending Provider.
- Must "Receive" the approved Inbound Transfer in the WylR.
- Notifies the Sending Provider when the vaccine is delivered.
- Covers shipping costs.



# CREATING A VACCINE TRANSFER IN THE WYIR

\*requires steps to be completed by both the sending and receiving providers.



# WYOMING IMMUNIZATION REGISTRY (WYIR) HTTPS://WYIR.HEALTH.WYO.GOV/WYIR\_WY/

Commit to your health.



Welcome to the Wyoming Immunization Registry (WylR) Web application.

Date: October 5, 2012

Main
 Home
 Login

#### Patient

- ▶ Vaccinations
- Job Queue
- Change Password
- Help

Version: 5.12.5.3



This web application allows enrolled users to conveniently search for patients in the Wyoming Immunization Registry and to view the patients' vaccination record. In addition, authorized users can add and edit patient records and vaccination records, as well as maintain facility, physician, and lot number data.

#### Valuable Links

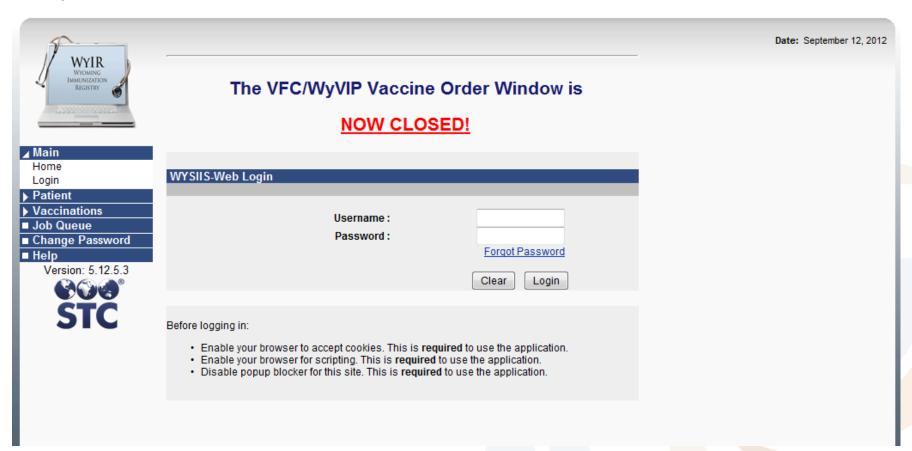
- Visit the American Immunization Registry Association homepage.
- Get the latest VIS statements from the <u>Immunization Action Coalition</u> homepage
- For the latest Immunization Schedule and more visit the <u>CDC</u> website.
- Check out the All Kids Count homepage.

Contact Wyoming User Services: Email: John.Anderson@Wyo.Gov Help Desk: 1-800 599-9754 Fax: (307) 777-7996



# LOGIN USING AN ASSIGNED USERNAME AND PASSWORD

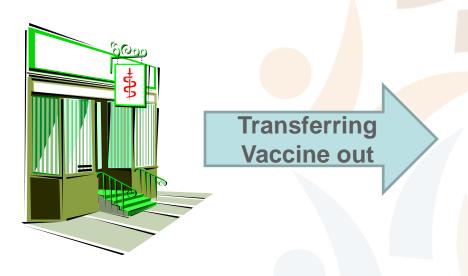
Commit to your health.



Having trouble logging in? Call the WylR Help Desk at 1-800-599-9754



# THE FOLLOWING STEPS ARE COMPLETED BY THE Sending Provider.





# Wyoming CLICK ON "ORDERS/TRANSFERS" FROM THE MENU ON THE LEFT

Commit to your health.



Logged in: JUDE SERRANO

IRMS: TEST- CHEYENNE- 1015 (1001)

#### Welcome to the TEST (WylR) Web application.

Main

Home Logout Select Application Select IRMS Select Facility Select VFC Pin

Document Center

- ▶ Favorites
- ▶ Patient
- ▶ Vaccinations
- ▶ Exec. Dashboard
- **▶ IRMS**
- ▶ Facilities
- ▶ Physicians & Vaccinators
- **▶** Lot Numbers
- ▶ Orders/Transfers
- ▶ Reports Settings
- ▶ Reminder Recall
- ▶ Imports

This web application allows enrolled users to conveniently search for patients in the Wyoming Immunization Registry and to view the patients' vaccination record. In addition, authorized users can add and edit patient records and vaccination records, as well as maintain facility, physician, and lot number data.

#### Valuable Links

- Visit the American Immunization Registry Association homepage.
- Get the latest VIS statements from the <u>Immunization Action Coalition</u> homepage
- For the latest Immunization Schedule and more visit the <u>CDC</u> website.
- Check out the All Kids Count homepage.

Contact Wyoming User Services: Email: John.Anderson@Wyo.Gov Help Desk: 1-800 599-9754@

Fax: (307) 777-7996@

Date: September 11, 2012



# CLICK ON "CREATE/VIEW ORDERS"

#### Commit to your health.



Logged in: JUDE SERRANO

IRMS: TEST- CHEYENNE- 1015 (1001)

#### Welcome to the TEST (WylR) Web application.

Home Logout

Select Application

Select IRMS

Select Facility

Select VFC Pin

Document Center

#### Favorites

Patient

Vaccinations

Exec. Dashboard

IRMS

Facilities

Physicians & Vaccinators

Lot Numbers

#### ■ Orders/Transfers

Alerts

Create/View Orders

Search History

Modify Order Set

Cold Storage

Provider Agreement

This web application allows enrolled users to conveniently search for patients in the Wyoming Immunization Registry and to view the patients' vaccination record. In addition, authorized users can add and edit patient records and vaccination records, as well as maintain facility, physician, and lot number data.

#### Valuable Links

- Visit the <u>American Immunization Registry Association</u> homepage.
- Get the latest VIS statements from the Immunization Action Coalition homepage
- For the latest Immunization Schedule and more visit the CDC website.
- Check out the All Kids Count homepage.

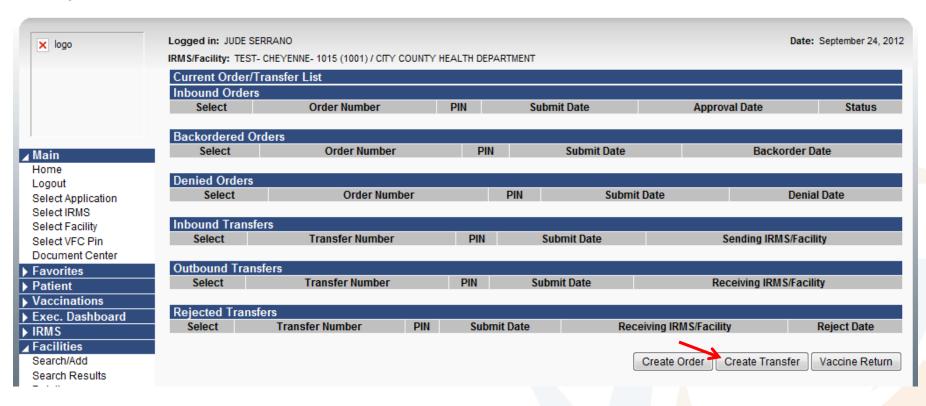
Contact Wyoming User Services: Email: John.Anderson@Wyo.Gov Help Desk: 1-800 599-9754@ Fax: (307) 777-7996@

\*completed by the sending provider

Date: September 25, 2012



## SELECT "CREATE TRANSFER"

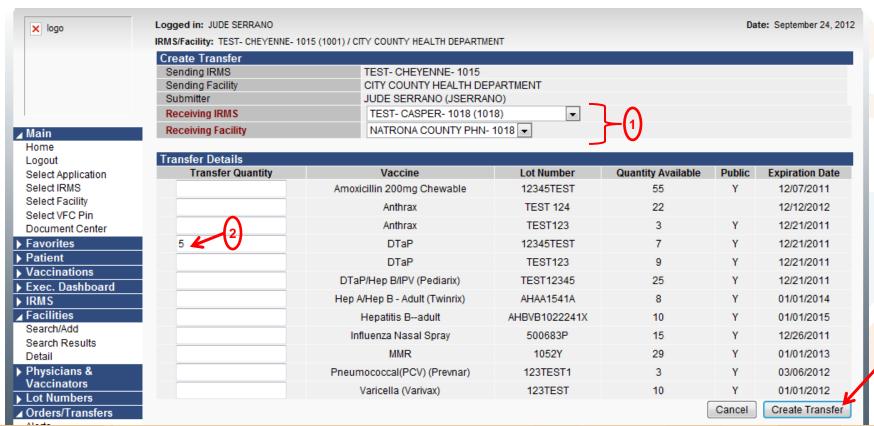




## CREATE THE TRANSFER

### \*completed by the sending provider

- 1. Select the Receiving Provider IRMS and Facility
- 2. Enter the "Transfer Quantity" next to the appropriate vaccine.
- 3. Click "Create Transfer"





# THE TRANSFER IS NOW PENDING

Commit to your health.

- Once the transfer has been created it will show up in the "Outbound Transfers" section in the Sending Providers "Create/View Orders" Screen.
- Both Providers must then wait for the Vaccine Program to approve the transfer.

IRMS/Facility: TEST- CHEYENNE- 1015 (1001) / CITY COUNTY HEALTH DEPARTMENT Current Order/Transfer List Inbound Orders Select Order Number PIN Submit Date Approval Date Status Backordered Orders Submit Date Backorder Date Select Order Number PIN **Denied Orders** Submit Date **Denial Date** Select Order Number PIN Inbound Transfers Transfer Number Submit Date Sending IRMS/Facility Select PIN Outbound Transfers Select Transfer Number PIN Submit Date Receiving IRMS/Facility 1018 09/24/2012 TEST- CASPER- 1018 / NATRONA COUNTY PHN- 1018 -> Rejected Transfers Select Transfer Number PIN Submit Date Receiving IRMS/Facility Reject Date Create Transfer Create Order Vaccine Return



# VACCINE PROGRAM APPROVAL

- Once the creation of the transfer is complete, the request will be sent to the Vaccine Program for final approval.
- Upon approval, the Vaccine Program will send a shipping label and disposable thermometer to the <u>sending</u> provider.
- The vaccine transfer will also become visible in the <u>receiving</u> provider's "Create/View Orders" window under <u>Inbound Transfers</u>.
- The physical transfer of the vaccine can now take place.



# GUIDELINES FOR VACCINE TRANSPORT AND SHORT-TERM STORAGE

- These procedures for packing vaccine are intended to keep all vaccines (except frozen vaccine) within the recommended temperatures for 12 hours during transport and/or storage at room temperature (inside a car, building, etc.). It will also maintain recommended temperatures if the cooler is exposed to outside temperatures as low as -20°C for one of those 12 hours.
- If the vaccine will be stored in refrigerators after transport, be sure those refrigerators have maintained temperatures between 2°C and 8°C for at least 3-5 days.



## ASSEMBLE PACKING SUPPLIES

Commit to your health.

- 1. <u>Cooler</u>. Use hard plastic Igloo-type coolers, or properly insulated containers. If shipping, attach a "Vaccines: Do Not Freeze" label to the cooler.
- 2. <u>"Conditioned" cold packs</u>. Condition frozen gel packs by leaving them at room temperature for 1 to 2 hours until the edges have defrosted and packs look likely they've been "sweating." Cold packs that are not conditioned can freeze vaccine. **Do not use dry ice.**
- 3. <u>Thermometer</u>. Prepare the thermometer by placing it in the refrigerator at least 2 hours before you pack the vaccine.
- 4. <u>Insulated Barrier</u>. Use two 2-inch layers of bubble wrap, or exam table papers, or newspapers between the cold/frozen packs and the vaccine. Not using enough barrier can cause the vaccine to freeze.

Complete/printable instructions can be found at <a href="http://eziz.org/assets/docs/IMM-983.pdf">http://eziz.org/assets/docs/IMM-983.pdf</a>

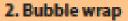


## PACKING VACCINE

Commit to your health.

#### 1. Cold packs

Spread conditioned cold packs to cover only half of the bottom of the cooler.



#### & Thermometer

Completely cover the cold packs with a 2-inch layer of bubble wrap.

Then, place the thermometer/ probe on top of the bubble wrap directly above a cold pack.

#### 3. Vaccine

Stack layers of vaccine boxes on the bubble wrap. Do not let the haves of vaccine touch the cold packs.



#### 4. Bubble wrap

Completely cover the vaccine with another 2-inch layer of bubble **жгар.** 



#### 5. Cold packs

Spread "conditioned" cold packs to cover only half of the bubble wrap. Make sure that the cold packs do not touch the boxes of varrine





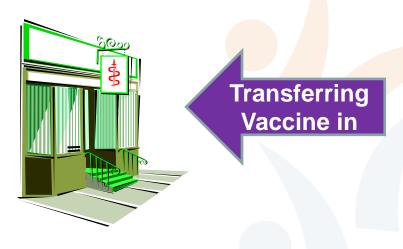
#### 6. Form & display

Fill the cooler to the top with bubble wrap. Place the thermometer's digital display and the Return or Transfer of Vaccines Report form on top. It's ok if temperatures go above 46°F while packing.





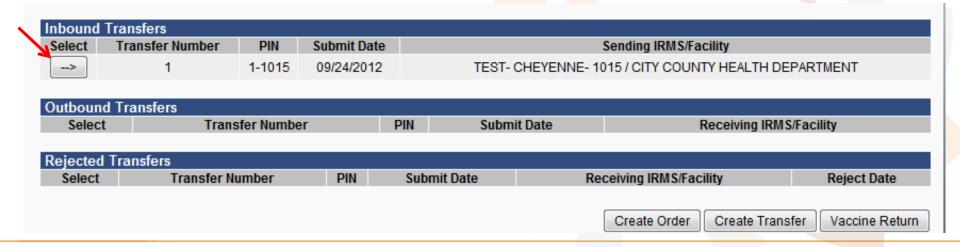
# THE FOLLOWING STEPS MUST BE COMPLETED UPON PHYSICAL RECEIPT OF THE VACCINE BY THE RECEIVING PROVIDER





## LOCATE THE TRANSFER

- Login to the WylR and open the "Create/View Orders" page and locate the Inbound Transfer.
  - Only after the transfer has been approved by the Vaccine Program will it appear in the WylR for the Receiving Provider.
- Open the "Inbound Transfer" by clicking on the box with the arrow.





## "RECEIVE" THE TRANSFER

- After opening the "Inbound Transfer," the <u>receiving</u> provider will enter the "Receipt Quantity," or physical amount of vaccine received.
- Click "Receive".

| Receive Tra         | nsfer                   | . ,                  |                         |              |               |                    | •      |                       |                      |
|---------------------|-------------------------|----------------------|-------------------------|--------------|---------------|--------------------|--------|-----------------------|----------------------|
| Transfer Nun        | 1                       |                      |                         |              |               |                    |        |                       |                      |
| Submit Date         | 09/24/2012              |                      |                         |              |               |                    |        |                       |                      |
| Submitter           | JUDE SERRANO (JSERRANO) |                      |                         |              |               |                    |        |                       |                      |
| Approval Date       | 09/24/2012              |                      |                         |              |               |                    |        |                       |                      |
| Approver            | JUDE SERRANO (JSERRANO) |                      |                         |              |               |                    |        |                       |                      |
| Receiver            |                         |                      | JUDE SERRANO (JSERRANO) |              |               |                    |        |                       |                      |
|                     |                         |                      |                         |              |               |                    |        |                       |                      |
| Transfer Details    |                         |                      |                         |              |               |                    |        |                       |                      |
| Shipped<br>Quantity | Receipt<br>Quantity     | Rejected<br>Quantity | Vaccine                 | Manufacturer | Lot<br>Number | Expiration<br>Date | Reason | Inventory Action      | Reason for rejecting |
| 5                   | 5                       |                      | DTaP                    | SKB          | 12345TEST     | 12/21/2011         |        | Creating a New<br>Lot | select               |
|                     |                         |                      |                         |              |               |                    |        |                       | Cancel Receive       |



# CONGRATULATIONS, THE TRANSFER IS COMPLETE!

Both Providers' inventories will be reconciled to reflect the vaccine transfer.



# **THANK YOU!**

QUESTIONS
307-777-8503
Vaccine Program Webpage