Vaccine Transfers Quick Reference Guide

#### Definition

A vaccine transfer is when a limited number of doses of public stock vaccine is physically transferred from one VFC/WyVIP Provider to another VFC/WyVIP Provider.

• A vaccine transfer should only occur to prevent the waste of short-dated vaccine or if there is a vaccine shortage due to an increase in patient demand or following a vaccine loss.

#### **Procedures**

Vaccine can be transferred only under the following conditions and with the approval of the Immunization Program.

- A vaccine transfer must be created in the Wyoming Immunization Registry (WyIR).
- Physical transfer of vaccines MUST NOT occur until the WylR transfer has been approved.
- Providers should note that vaccine transfers will not always be approved, especially in cases to replace wasted vaccine.
- The cold chain m be maintained. Temperatures must be recorded hourly during the physical transport of vaccines.
- Vaccines must not be shipped.

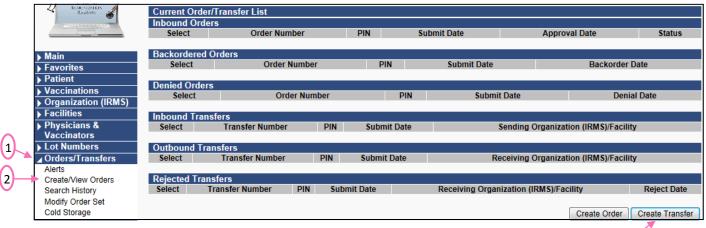
## **Provider Responsibility**

Sending Provider	Receiving Provider
Creates the Transfer in the WylR	Verifies approval of the transfer in the WylR
Ensures the vaccine is packed and transported correctly	Responsible for arranging/scheduling transport
See <u>Storage &amp; Handling Toolkit</u>	"Receives" the approved Inbound Transfer in the WyIR

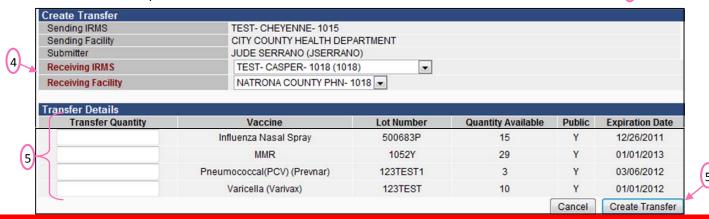
### **CREATING A VACCINE TRANSFER-WYIR SCREENSHOTS**

Log in at https://wyir.health.wyo.gov/wyir wy/

- 1. Click on Orders/Transfers menu (menu is only visible to Vaccine Coordinators with ordering permissions)
- 2. Click on Create/View Orders
- 3. Click Create Transfer

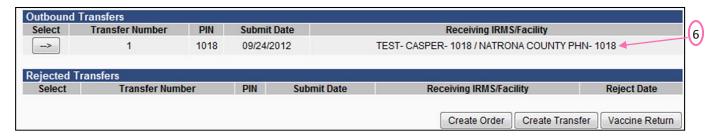


- 4. Select Receiving Organization and Facility
- Enter Transfer Quantity and click "Create Transfer"



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6. Upon creating the transfer it will appear in the "Outbound Transfers" section in the "Create/View Orders" screen. It is now available to the Immunization Program for approval.



### **Immunization Program Approval**

- When the transfer is approved by the Immunization Program it will be become visible in the receiving provider's "Create/View Orders" screen under Inbound Transfers.
- The physical transport of vaccine can now take place.

# **Vaccine Transport and Receipt**

Vaccine Transport (Sending Provider)

For detailed guidance on preparing and packing vaccine for transport see the Storage & Handling Toolkit.

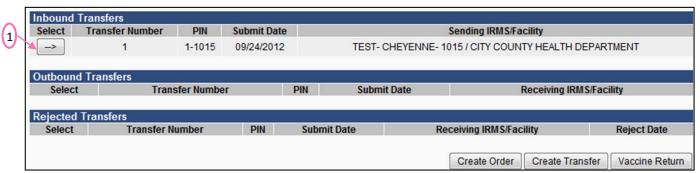
Vaccine Receipt (Receiving Provider)

• For detailed guidance on receiving and unpacking vaccine shipments see the Storage & Handling Toolkit.

### RECEIVING A VACCINE TRANSFER IN THE WYIR

Log in to the WylR and open the "Create/View Orders" screen.

- 1. Locate and Open the "Inbound Transfer" by clicking on the box with the arrow. Click Receive.
- 2. After opening the "Inbound Transfer," enter the "Receipt Quantity," or physical amount of vaccine received.



- 3. Click "Receive."
- 4. The WylR inventory will then be updated to reflect the received vaccine.

