Vaccine Transfers

Definition
A vaccine transfer is when a limited number of doses of public stock vaccine is physically transferred from one Public Vaccine Program Provider to another Public Vaccine Program Provider.

- A vaccine transfer is only authorized if approved by the Wyoming Immunization Unit prior to vaccine being moved from one location to another.

Procedures
Vaccine can be transferred only under the following conditions and with the approval of the Immunization Unit

- A vaccine transfer must be created in the Wyoming Immunization Registry (WyIR).
- Physical transfer of vaccines MUST NOT occur until the WyIR transfer has been approved.

Provider Responsibility

<table>
<thead>
<tr>
<th>Sending Provider</th>
<th>Receiving Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creates the Transfer in the WyIR</td>
<td>Verifies approval of the transfer in the WyIR</td>
</tr>
<tr>
<td>Ensures the vaccine is packed and transported correctly</td>
<td>Responsible for arranging/scheduling transport</td>
</tr>
<tr>
<td>See Storage &amp; Handling Toolkit</td>
<td>“Receives” the approved Inbound Transfer in the WyIR</td>
</tr>
</tbody>
</table>

CREATING A VACCINE TRANSFER-WYIR SCREENSHOTS

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

4. Select Receiving Organization and Facility
5. Enter Transfer Quantity and click “Create Transfer”
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 Unit for approval.

<table>
<thead>
<tr>
<th>Outbound Transfers</th>
<th>Rejected Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Transfer Number PIN Submit Date Receiving IRMS/Facility</td>
<td></td>
</tr>
<tr>
<td>Filter</td>
<td>1</td>
</tr>
</tbody>
</table>

Immunization Unit Approval
- When the transfer is approved by the Immunization Unit, 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 WyIR 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 WyIR inventory will then be updated to reject the received vaccine.