

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

Sending Provider	Receiving Provider
<ul style="list-style-type: none"> • Creates the Transfer in the WyIR • Ensures the vaccine is packed and transported correctly • See Storage & Handling Toolkit 	<ul style="list-style-type: none"> • Verifies approval of the transfer in the WyIR • Responsible for arranging/scheduling transport • “Receives” the approved Inbound Transfer in the WyIR

CREATING A VACCINE TRANSFER-WYIR SCREENSHOTS

1. Log in at <https://wyir.health.wyo.gov/>
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”

Sending Information	
Sending IRMS	TEST-CHEYENNE-1015
Sending Facility	CITY COUNTY HEALTH DEPARTMENT
Submitter	JUDE SERRANO (JSERRANO)
Receiving IRMS	TEST-CASPER-1018 (1018)
Receiving Facility	NATRONA COUNTY PHN-1018

Transfer Details					
Transfer Quantity	Vaccine	Lot Number	Quantity Available	Public	Expiration Date
	Influenza Nasal Spray	500683P	15	Y	12/26/2011
	MMR	1052Y	29	Y	01/01/2013
	Pneumococcal(PCV) (Prevnar)	123TEST1	3	Y	03/06/2012
	Varicella (Varivax)	123TEST	10	Y	01/01/2012

- 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.

Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	
<input type="button" value="-->"/>	1	1018	09/24/2012	TEST- CASPER- 1018 / NATRONA COUNTY PHN- 1018	

Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date

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 WylR and open the "Create/View Orders" screen.

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

Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility	
<input type="button" value="-->"/>	1	1-1015	09/24/2012	TEST- CHEYENNE- 1015 / CITY COUNTY HEALTH DEPARTMENT	

Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	

Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date

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

Receive Transfer									
Transfer Number	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 Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for rejecting
5	<input type="text" value="5"/>	<input type="text"/>	DTaP	SKB	12345TEST	12/21/2011		Creating a New Lot	--select--