

Quick Reference Guide: Vaccine Transfers

Last Revised: 02/2024

Overview

A vaccine transfer occurs when one authorized site transfers doses to another authorized site. Vaccine transfers can be used to:

- Prevent vaccine waste by transferring doses to another provider in the area that can use them prior to expiration.
- Supplement inventory when circumstances cause additional doses to be needed unexpectedly.

Vaccines can be transferred only under the following conditions.

- Vaccine transfers <u>must</u> be created in the Wyoming Immunization Registry (WyIR).
- Vaccine transfers must be approved by the Immunization Unit before the transfer occurs.
- Providers should note that vaccine transfers will not always be approved, especially to replace wasted vaccines.
- Vaccines can only be transferred within a two-hour driving radius from the transferring facility.

Provider Responsibility

Sending Provider/Facility

- Creates the transfer in the WyIR.
- Verifies approval from the Immunization Unit.
- Ensures the vaccine is packed and transported correctly.

Receiving Provider/Facility

- Verifies approval of the transfer in the WyIR.
- Arranges and schedules transportation.
- Marks the approved inbound transfer in the WyIR "Received."

Create a Vaccine Transfer

- 1. Log into the WyIR at https://wyir.health.wyo.gov.
- 2. Click "Orders/Transfers" > "Create/View Orders."
- 3. Click "Create Transfer."







IMMUNIZATION

Main Backordered Orders Favorities Select Order Number PIN Submit Date Backorder Date Patient Denied Orders Select Order Number PIN Submit Date Backorder Date Vaccinations Select Order Number PIN Submit Date Denial Date Physicians & Inbound Transfers Inbound Transfers Select Transfer Number PIN Submit Date Sending Organization (IRMS)/Facility Vaccinators Outbound Transfers Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Arets Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Praterview Orders Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Reject Date	Bolt Science	Current Order/T Inbound Orders Select	ransfer List Order Number	_	PIN	_	Submit Date	Appro	oval Date	Status
Patient Denied Orders Vaccinations Select Order Number PIN Submit Date Denial Date) Facilities Inbound Transfers Inbound Transfers Select Transfer Number PIN Submit Date Select Select) Lot Numbers Outbound Transfers Outbound Transfers Select Transfer Number PIN Submit Date Select Numbers 2 Orders/Transfers Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Arefs Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Arefs Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Arefs Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Modify Order Set Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility	Main Favorites	Backordered Or Select	ders Order Numbe	er	P	IN	Submit Date		Backorder D	ate
Facilities Inbound Transfers Physicians & Select Transfer Number Vaccinators Outbound Transfers Select Outbound Transfers Outbound Transfers Select Otders/Transfers Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Addits Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Receiving Organization Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Reserving Organization Select Transfer Number Modity Select Transfer Number Video Select Transfer Number	Vaccinations Organization (IRMS)	Denied Orders Select	Order Nu	mber		PIN	Submit	t Date	Denial	Date
Lot Numbers Outbound Transfers Outbound Transfers Outbound Transfers Outbound Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Rejected Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Reject Date Modify Order Set	Facilities Physicians & Vaccinators	Inbound Transfe Select	Transfer Number	PIN	Subr	nit Date		Sending Organiza	tion (IRMS)/Facility	
Create/View Orders Rejected Transfers Search History Select Transfer Number PIN Submit Date Receiving Organization (IRMS)/Facility Reject Date Modify Order Set	Lot Numbers Orders/Transfers Alerts	Outbound Trans Select	fers Transfer Number	PIN	Submi	t Date	R	eceiving Organiza	tion (IRMS) Facility	
	Create/View Orders Search History Modify Order Set	Rejected Transfe Select Tra	ers Insfer Number PIN	Subm	it Date		Receiving Organ	ization (IRMS)/Fa	icility	Reject Date

4. Select the organization of the receiving facility from the dropdown menu.

Create Transfer			
Sending Organization		Λ	
Sending Facility		7	/
Submitter		\sim	
Receiving Organization	select		~
Receiving Facility	select V		

- 5. Enter the number of doses to be transferred in the "Transfer Quantity" column.
- 6. Add a brief description of the reason for the transfer in the "Transfer Reason" column (i.e. "about to expire").

5	Transfer Details							
	Transfer Quantity	Vaccine	Funding Source	Lot Number	Quantity Available	Expiration Date	Transfer Reason	~"
		COVID-19, mRNA, LNP-S, PF, 25 mcg/0.25 mL	PRVT	AU5554B	6	06/06/2024		
		COVID-19, mRNA, LNP-S, PF, 50 mcg/0.5 mL	PRVT	8057459	16	03/31/2024		
		COVID-19, mRNA, LNP-S, PF, 50 mcg/0.5 mL	PUB	8057658- BRIDGE	1	03/31/2024		

7. Create Transfer

- Transfers will remain in "Manual Review" status until approved by the Immunization Unit.

- The doses will not decrement from the sending facility's inventory until the receiving facility accepts the transfer in the WyIR.





Wyoming Department of Health Immunization Unit (307) 777-7952 www.immunizewyoming.com

IMMUNIZATION

UNIT

	yellow fever (YF-Vax)	PRVT	UJ829AA	2	05/28/2024		
	yellow fever (YF-Vax)	PRVT	UJ830AC	10	07/31/2024		
Logond					[Cancel Create Transfer	7.

Immunization Unit Approval

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

Receive a vaccine transfer

- 1. Log in to the WyIR at https://wyir.health.wyo.gov.
- 2. Click "Orders/Transfers" > "Create/View Orders."
- 3. Open the "Inbound Transfer" by clicking on the box with the arrow.

		3.			-	-				
	Inbound ⁴	Fransfers								
	Select	Transfer Number	PIN	Submit Date			5	Sending IRMS/Facili	ty	
3	>	1	1-1015	09/24/2012		TEST- CHE	EYENNE- 10	15 / CITY COUNTY	HEALTH DEPART	MENT
	Outbound	d Transfers								
I	Select	Tran	sfer Numbe	r	PIN	Submit Da	ate	Rec	ceiving IRMS/Faci	lity
	Rejected	Transfers								
I	Select	Transfer N	umber	PIN	Submit (Date	Rec	ceiving IRMS/Facility	1	Reject Date
							[Create Order	Create Transfer	Vaccine Return

- 4. Enter the number of doses physically received in the "Received Quantity" column.
- 5. Click "Receive".

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reas	son for rejecting
5	5		DTaP	SKB	12345TEST	12/21/2011		Creating a New Lot	select	
	(4)									Cancel Receive

6. Click "Lot Numbers" > "Reconciliation."

a. Check to make sure the doses are accurately reflected in the inventory.

Resources:

CDC Storage and Handling Toolkit.

Still have questions? Please contact: WyIR Help Desk: 833-231-1451 or <u>wyir.helpdesk@wyo.gov</u>





IMMUNIZATION UNIT

Wyoming Department of Health Immunization Unit (307) 777-7952 www.immunizewyoming.com