



Immunization Registry Information System (IRIS) Vaccines for Children Program (VFC) Vaccine Transfers August 2017

The Vaccines for Children Program (VFC) requires considerable attention to provider compliance of program requirements. All doses of vaccine distributed to providers must be accounted for as vaccine accountability is a cornerstone of the Program.

Transferring VFC vaccine to another VFC clinic should be the exception, and providers should monitor vaccine inventory and vaccine usage patterns closely. Vaccine transfers between VFC providers should only occur after receiving approval from the VFC Program by calling 1-800-831-6293. When VFC vaccines are transferred to another VFC provider, the [Vaccine Transferred Between VFC Providers](#) form must be completed and faxed to 1-800-831-6292. The following instructions address VFC vaccine transfers in IRIS. For VFC questions, call 1-800-831-6293, ext. 4. For IRIS questions, call the IRIS Help Desk at 1-800-374-3958.

IRIS Transfers

To create a transfer between two organizations in IRIS:

1. Select **Manage Transfers** under the Inventory section of the menu panel.
2. Select the **New Transfer** button.
3. Enter the following information:
 - a. The organization which will be receiving the vaccine
 - b. Number of doses in the Transfer Quantity field for each of the vaccine trade names being transferred
4. Select the **Save** button.
5. "Saved Successfully" will display, confirming the transfer transaction.
6. Select the **Packing List** button or the Label button. A PDF document appears in a new window and can be printed.
7. Select the **Ship** button when ready to ship the vaccines. Either enter the current date or enter an alternate shipment date in MM/DD/YYYY format.
8. Select the **Ship** button. "Transfer Successfully Shipped" displays. The transfer will then be moved to the Outbound Transfer list, where it remains until accepted by the receiving organization.

Note: Only organizations with a valid vaccine delivery address and a designated contact with the "Vaccine Delivery" role will be listed under "Receiving Organizations". Confirm with the receiving organization their information is on file in IRIS. Admin users can confirm the vaccine delivery details or contact the IRIS Help Desk at 800-374-3958.

Shipping Documents

Organizations sending a transfer can view and print the packing list and shipping labels associated with the transfer. The packing list and label can be generated immediately after a transfer has been created or by using the following feature:

1. Select **Shipping Documents** under the Inventory section of the menu panel.
2. Select the **Packing List** button or the Label button. Print labels and/or packing list, if desired.
3. Enter a ship date if different from the current date, using MM/DD/YYYY format.
4. Select the **Ship** button. "Transfer Successfully Shipped" displays.

Accepting or Rejecting Transfers

Transfers made through IRIS and received by the organization must be accepted, rejected or partially accepted so IRIS can post and track inventory properly. To accept or reject a transfer:

1. Select **Manage Transfers** under the Inventory section of the menu panel.
2. The Manage Transfer page categorizes transfers as follows:
 - a. Outbound Transfer: Displays transfers outbound from your organization
 - b. Inbound Transfer: Displays transfers inbound to your organization
 - c. Historic Transfer: Displays completed transfers
3. To proceed to the Receive Transfers page (area to accept or reject transfers), locate the Inbound Transfer section and select the date hyperlink in the Create Date column.
4. Ensure the corresponding Type column states Transfer. The Receive Transfer page allows users to reject the entire transfer or partially accept some of the transfer while rejecting the remainder.

Accept Transfer

1. Select the **Accept Transfer** button to accept the transfer and add all transfer items into inventory.
2. Select the **OK** button to continue accepting transfers. The Manage Transfers page will display.
3. "Transfer Successfully Accepted" displays.

Reject Transfer

1. Select the **Reject Transfer** button to reject the entire transfer.
2. Select a reason in the Enter Rejection Reason drop-down list:
 - a. Damaged, Not Wanted, Wrong Vaccine or Never Received.
3. After selecting a reason, select the **Reject** button.
4. Select the **OK** button to continue with the rejection. The Manage Transfers page will display.

Partially Accept

1. Select the **Partially Accept** button.
2. On the Partially Accept Transfer page, select the dose quantity of each vaccine accepted and a reason for those vaccine rejected.
3. Select the **Save** button.
4. Select the **OK** button to continue with partially accepting the transfer. The Manage Transfer page will display.

Shipping and Restocking Transfers

When a transfer has been rejected with a reason code of Not Wanted, Wrong Vaccine, Never Received, or Damaged, it is necessary to ship and restock the transfer in the system so the doses are correctly reported in inventory.

Shipping Back a Rejected Transfer

The receiving site of a rejected transfer must ship the rejected quantities back to the original sender. To ship the rejected quantities back to the original sender:

1. Select **Manage Transfers** under the Inventory section of the menu panel.
2. Select the appropriate transfer date hyperlink under the Create Date column.
3. Enter a return ship date at the Ship Return Transfer page by entering the date using the MM/DD/YYYY format.
4. Select the **Ship** button.

Accepting a Rejected Transfer

The original sender of a transfer will need to restock the rejected quantities in IRIS after the receiving organization has rejected the shipment and shipped it back.

1. Select **Manage Transfers** under the Inventory section of the menu panel.
2. Select the transfer date hyperlink of the rejected transfer under the Create Date column.
3. Select the **Save** button at the Restock Rejected Transfer page. The Manage Transfer page will display, and the transfer will be added to the Historical section of the page.