

This guide covers how to create and receive an online transfer in the Immunization Information System (IIS) for providers enrolled in the **COVID-19 Vaccine Program**.

**Who Can Submit COVID-19 Vaccine Transfers?**

- Providers enrolled in the COVID-19 Vaccination Program who have a vaccine redistribution agreement in place and maintain inventory in the Immunization Information System.

Providers who meet these requirements can submit a transfer in the IIS to request Department of Health (DOH) approval to move COVID vaccine from one enrolled facility to another.

**Transfer Guidelines:**

1. Complete a COVID-19 Vaccine Transfer Request in the IIS at least 24 hours before each intended movement of vaccine. **Vaccine cannot be moved prior to Transfer Request approval from DOH.**
2. Ensure that receiving facility (where vaccine is being transferred) is no more than a one (1) hour drive away.
3. Providers must follow COVID vaccine transport guidelines to ensure the cold chain is always maintained during transport

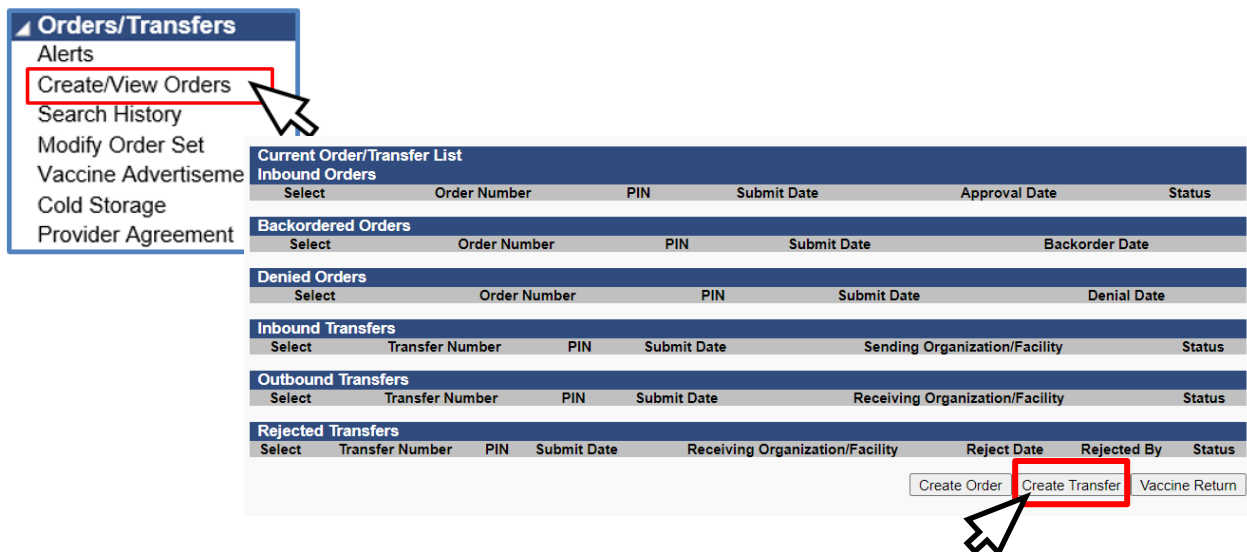
**Transferring Facility:** Facility distributing vaccine to other facilities.

**Receiving Facility:** Facility receiving vaccine from a distributing facility.

**Transferring Facility**

**Creates a vaccine transfer in the Immunization Information System (IIS):**

1. Log into the Washington State Immunization Information System (IIS).
2. Ensure the correct facility displays at the top of the screen under: Organization/Facility.
3. Go to the **Orders/Transfers** menu in the left menu, select **Create/View Orders** and then **Create Transfer**.



4. On the **Create Transfer** screen for the transferring facility:
  - a. Select the **Receiving Organization** from the drop down menu and the **Receiving Facility**

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov). DOH 348-781 December 2020.

- b. Enter the **Transfer Quantity** (amount of COVID-19 vaccine that will be transferred)
- c. Enter **Transfer Reason**
- d. Select **Create Transfer**

**Create Transfer**

Sending Organization	BECKY'S TEST ORGANIZATION
Sending Facility	BECKY'S TEST FACILITY ONE
Submitter	BECKY MITCHELL (BXIM2303)
<b>Receiving Organization</b>	BECKY'S TEST ORGANIZATION ( 10012 )
Receiving Facility	BECKY'S TEST FACILITY TWO

**Transfer Details**

Transfer Quantity	Vaccine	Funding Source	Lot Number	Quantity Available	Expiration Date	Transfer Reason
150	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	PUB	TEST890	975	03/26/2021	Supply Needed
	DTaP (Daptacel, Infanrix, Tripedia)	PUB	TEST123	5	12/30/2022	
	DTaP-Hep B-IPV (Pediarix)	PUB	TEST234	5	12/30/2022	
	DTaP-Hib-IPV (Pentacel)	PUB	TEST456	5	12/30/2022	
	DTaP-IPV (Kinrix, Quadracel)	PUB	TEST345	5	12/30/2022	
	Hep A, ped/adol, 2 dose (Havrix, Vaqta)	PUB	TESTADU124	5	12/31/2020	

**Legend**

Expired Vaccines

Expires in 30 days or less

5. Once **Create Transfer** is selected you will be directed back to the **Create/View Orders** page.
6. Under the **Create/View Orders** page you will be able to view your **Outbound Transfers**.

Current Order/Transfer List						
<b>Inbound Orders</b>						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
<b>Backordered Orders</b>						
Select	Order Number	PIN	Submit Date	Backorder Date		
<b>Denied Orders</b>						
Select	Order Number	PIN	Submit Date	Denial Date		
<b>Inbound Transfers</b>						
Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility		Status
<b>Outbound Transfers</b>						
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility		Status
-->	38673	159999	12/16/2020	BECKY'S TEST ORGANIZATION / BECKY'S TEST FACILITY TWO		In Manual Review
<b>Rejected Transfers</b>						
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility		Reject Date
				Rejected By	Status	

7. Once a transfer is approved by the state, the status will change from In Manual Review to **Approved** on the Outbound Transfers page.

Outbound Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility		Status
-->	38673	159999	12/16/2020	BECKY'S TEST ORGANIZATION / BECKY'S TEST FACILITY TWO		Approved
<b>Rejected Transfers</b>						
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility		Reject Date
				Rejected By	Status	

### Receiving Facility

- Once the **Transferring Facility's** request is approved by the state, the transfer will then appear on the **Receiving Facility's Inbound Transfers** list.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
Backordered Orders						
Select	Order Number	PIN	Submit Date	Backorder Date		
Denied Orders						
Select	Order Number	PIN	Submit Date	Denial Date		
Inbound Transfers						
Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility		Status
-->	38673	193999	12/16/2020	BECKY'S TEST ORGANIZATION / BECKY'S TEST FACILITY ONE		Approved
Outbound Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility		Status
Rejected Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By
<input type="button" value="Create Order"/> <input type="button" value="Create Transfer"/> <input type="button" value="Vaccine Return"/>						

- The **Receiving Facility** will enter in the **Receipt Quantity** and select **Receive**.
  - Two things will happen once the transfer is received in the IIS:
    - The vaccine will subtract from the **Transferring Facility's** reconciliation (inventory) page
    - The vaccine will be added to the **Receiving Facility's** reconciliation page

Receive Transfer											
Transfer Number	38675										
Submit Date	12/16/2020										
Submitter											
Approval Date											
Approver											
Receiver											
Transfer Details											
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for Rejecting	
150	150		COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	PFR	TEST890	03/26/2021		Merging with Existing Lot	--select--	
<input type="button" value="Cancel"/> <input type="button" value="Receive"/>											