

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

Who Can Submit CVP Transfers?

- Providers enrolled in the program and maintain inventory in the Immunization Information System.

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

Transfer Guidelines:

1. Complete a CVP Vaccine Transfer Request in the IIS at least 48 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 CVP vaccine transport guidelines to ensure the cold chain is always maintained during transport

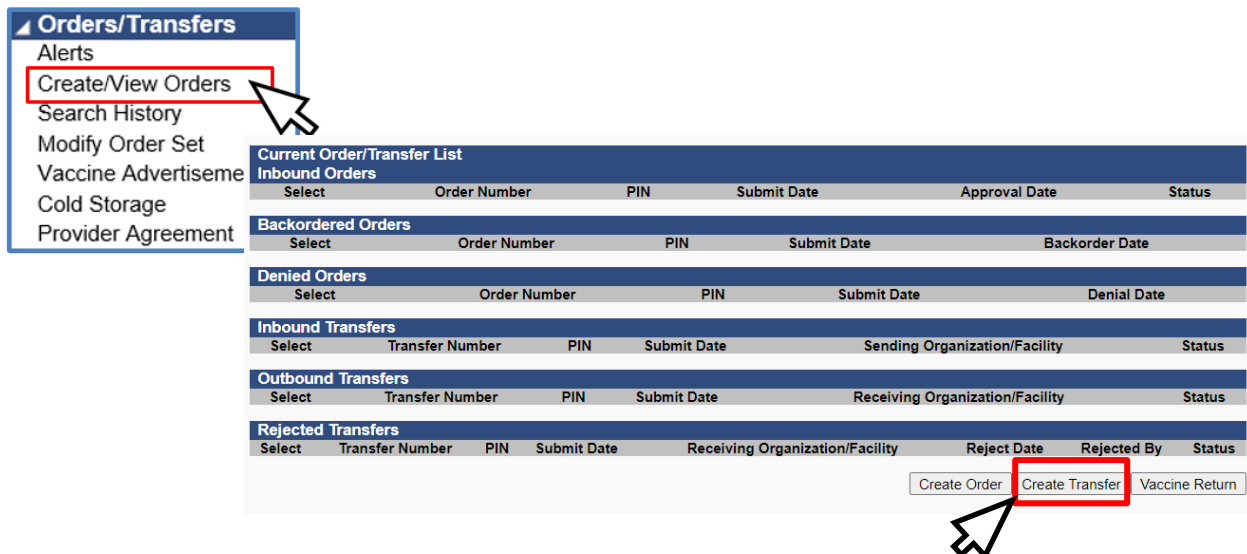
Transferring Facility: Facility transferring vaccine to other facilities.

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**



Orders/Transfers

- Alerts
- Create/View Orders**
- Search History
- Modify Order Set
- Vaccine Advertisement
- Cold Storage
- Provider Agreement

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	
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	Status

Create Order Create Transfer Vaccine Return

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 doh.information@doh.wa.gov.

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4. On the **Create Transfer** screen for the transferring facility:
 - a. Select the **Receiving Organization** from the drop-down menu and the **Receiving Facility**
 - b. Enter the **Transfer Quantity** (amount of CVP 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 TWO					
Submitter	NICOLE PENDER (NPENDER)					
Receiving Organization	BECKY'S TEST ORGANIZATION (10012)					
Receiving Facility	BECKY'S TEST FACILITY THREE					

Transfer Details						
Transfer Quantity	Vaccine	Funding Source	Lot Number	Quantity Available	Expiration Date	Transfer Reason
	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	PUB	1637642	100	02/25/2022	
19	DTaP-Hep B-IPV (Pediatrix)	PUB	TEST234	19	08/31/2021	Soon to expire
	DTaP-Hib-IPV (Pentacel)	PUB	TEST456	14	12/30/2022	

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								
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		
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		In Manual Review		
Rejected Transfers								
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 and the coordinator will receive an email approval

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		
Rejected Transfers								
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	Status

- 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

Transfer Details										
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for Rejecting
19	<input type="text" value="19"/>	<input type="text"/>	DTaP-Hep B-IPV	PUB	SKB	TEST234	12/30/2022		Merging with Existing Lot	--select--