



Managing Your Transfers North Carolina Immunization Program (NCIP)

Outbound Transfers

Inbound Transfers

Transfers to non-NCIP users

**** You can view the entire module or
skip ahead by clicking above.**

Outbound Transfers to NCIR Users

NCIR
NC Immunization Registry

Production Region 7.2.3

General
system user manual

Maintenance
manage users
manage sites
manage clinicians
manage schedules

Inventory
manage inventory
manage orders
manage transfers
shipping documents
request transaction sum
request vaccine usage
request wasted/expired
inventory report

Clients
manage client
enter new client

Immunizations
manage immunizations

Reports
request reminder
check reminder status
request callback
request new client form
request case extract

home change password logout help desk

organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator

announcements:

- NEW 03/17/2008 ~ [How to Report Duplicate Clients](#)
- NEW 02/13/2008 ~ [Ordering Authority Announcement](#)
- NEW 02/06/2008 ~ [Reminder - Double Surnames](#)
- NEW 02/05/2008 ~ [Hib Recommendations](#)
- NEW 02/05/2008 ~ [Vaccine Doses administered outside of the United States](#)
- NEW 02/04/2008 ~ [Recording Tdap immunizations](#)
- NEW 01/17/2008 ~ [Local Health Department Users](#)
- NEW 01/08/2008 ~ [Accepting Vaccine Orders](#)
- NEW 12/19/2007 ~ [Hib Announcement](#)

Click Manage Transfer

Release Notes:

- NEW 02/01/2008 ~ [Release Version 7.2.3](#) NC
[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
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We will look at 3 different types of transfers: (1) Outbound transfers to NCIR users (2) Inbound transfers from another NCIR User and (3) Transfers between non-NCIR users. Let's start with the Outbound Transfer.

When you have transfers that are in queue for one reason or another they will show up under the **Vaccine Order/Transfer Notification** portion of the home page.

1. You can view any pending Inbound or Outbound transfers in the NCIR under the Vaccine Order / Transfer Notification portion of the Home Page. In addition to the Manage Transfer Screen.
2. We are going to look at 3 different types of transfers: (1) Outbound transfers to NCIR users (2) Inbound transfers from another NCIR User and (3) Transfers between non-NCIR users. Let's start with the Outbound Transfers to other NCIR users.
3. When you have transfers that are in queue for one reason or another they will show up under the **Vaccine Order/ Transfer Notification** portion of the home page.
4. Click **Manage Transfer**

organization **NORTH CAROLINA IMMUNIZATION REGISTRY** • user **Rebecca S**
Desk

Manage Transfer

Create a New Transfer.... New Transfer

Return to the Previous Screen.... Cancel

Transfer List

Outbound Transfer ← **Outbound Transfers** are when you transfer from your inventory to another site's inventory.

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer ← **Inbound Transfers** allow you to receive transfers from another site into your inventory.

Create Date	Type	Sending Org	Receiving Org	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: To: Refresh List

Create Date	Type	Sending Org	Receiving Org	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDE	Vaccine Distribution	IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

To transfer vaccine to another provider in NCIR, click **New Transfer**.

1. **Outbound Transfers** are when you transfer from your inventory to another site's inventory.
2. **Inbound Transfers** are when you receive transfers from another site into your inventory.
3. **Historic Transfers** are transfers that have been shipped and/or received.
4. To transfer vaccine to another provider on the NCIR. Start by clicking **New Transfer**.
5. **Historic Transfers** are transfers that have been completed.
6. Using the **Manage Transfer** function leaves an electronic trail from your facility to NCIP facility that you are physically transferring vaccine to.
7. Outbound Transfers document outgoing vaccine inventory from one facility to another.
8. Inbound Transfers document incoming vaccine inventory either by a transfer from a provider order or a vaccination order from the Immunization Branch.

New Transfer

Sending Site: WAKE COUNTY HUMAN SERVICES

Internal Receiving Site: or

Receiving Organization: Vaccine Distribution

Buttons: Save, Transfer all Expired, Cancel

Note: Only those sites or organizations which have inventory set up are displayed.

Choose your **Receiving Organization** as the facility where you are transferring vaccine.

Add from Inventory

Show ☒ Active and Non-Expired ☐ Inactive and Non-Expired ☐ Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
<input type="text"/>	Ac						1/2008
10	Adacel	Td - Tdap	ADA1234	500	Y	Y	08/08/2009
<input type="text"/>			11111	96	Y	Y	09/30/2008
<input type="text"/>			111111	87.5	Y	Y	06/30/2009
<input type="text"/>			212121	103	Y	Y	03/30/2009
<input type="text"/>			32434	247	Y	Y	01/01/2010
<input type="text"/>	Fluzone Pres-Free	Influenza	654-654	10200	Y	Y	06/30/2009
<input type="text"/>	Gardasil	HPV	1234z	89	Y	Y	05/05/2009
<input type="text"/>	Gardasil	HPV	GD5543	10	Y	Y	01/01/2009
<input type="text"/>	Menactra	Meningo	testuat	7	Y	Y	12/31/2009
<input type="text"/>	Pediarix	DTP/aP - HepB - Polio	65656	50	Y	Y	09/30/2008
<input type="text"/>	Recombivax-Adult	HepB	252525	98	Y	Y	03/30/2009
<input type="text"/>	Tripedia	DTP/aP	U1985CA	20	Y	Y	08/06/2008

You can choose to transfer active and inactive vaccine to another provider. Click **0**.

Enter the **Transfer Quantity** in the box next to the vaccine you are transferring. Enter the amount in doses.

Click **Save** to finish the transfer.

1. Choose your **Receiving Organization** as the facility that you are transferring vaccine.
2. You can choose to transfer active and inactive vaccine to another provider. Click on the **OK** button next to your choice.
3. Enter the **Transfer Quantity** in the box next to the vaccine you are wanting to transfer. Remember to enter the amount in doses.
4. Click **Save** when you are ready to finish the transfer.

Edit Transfer: Create Date 04/08/2008

Sending Site NORTH CAROLINA IMMUNIZATION REGISTRY

Internal Receiving or

Receiving Organiz

Note: Only those have inventory set up are displayed.

Transfer Item

Remove	Transfer Quantity	Trade Name	Vaccine
<input type="checkbox"/>	10	Adacel	Td - Tdap

NOTE: Fields marked with an asterisk () are required.*

Add from Inventory Show ☒ Active and Non-Expired ☐ Inactive and Non-Expired ☐ Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
<input type="text"/>	Acel-Imune	DTP/aP	22525	7	Y	Y	07/31/2008
<input type="text"/>	Boostrix	Td - Tdap	11111	96	Y	Y	09/30/2008
<input type="text"/>	Engerix-B Adult	HepB	111111	87.5	Y	Y	06/30/2009
<input type="text"/>	Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
<input type="text"/>	Fluvirin	Influenza	32434	247	Y	Y	01/01/2010

1. You should see the message **"Saved Successfully"** at the top of the screen.
2. The vaccine that you are transferring will show up under the heading **Transfer Item**.
3. In order to finish this transfer, you must view or print the **Packing List** or **Label**. You will not be able to complete the transaction without doing this step. Click **Packing List**.

Edit Transfer: Create Date 04/08/2008







**Saved Successfully

Click **Ship**
to complete
transaction.

The Packing List will appear as a **pop up** box. Ensure your **pop up blocker** is turned off. You can print this slip or click the **X** in the corner to close the window. When you close the **box** you are returned to the **Edit Transfer** screen.

Note: Only those sites or organizations which have inventory set up are displayed.

Trans https://ncir-uat.dhhs.state.nc.us/reports/rwservlet?uat_packi...

Rem    1 / 1  66.7%   Find

**NORTH CAROLINA IMMUNIZATION PROGRAM
PACKING LIST**

Shipment Date: _____

SHIPPED FROM Mary Parkinson-Ivers NORTH CAROLINA IMMUNIZATION REGISTRY NC DHHS, Division of Public Health, Immunization Branch 1917 Mail Service Center Raleigh, NC, 27692-1917 Phone: (919) 7158770	To: CAROLINE HELTON Vaccine Distribution 1330 ST MARYS STREET RALEIGH, NC, 27605-1235 Phone: (877) 8736247
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IMPORTANT NOTES ON RECEIVING VACCINES:
Verify lot, expiration and quantity against the packing list.

Vaccine	Lot Number	Expires	Doses	Cost/Dose	Total Cost
Tdap (Adacel - Sanofi Pasteur (Aventis Pasteur, Pasteur Merieux Connaught, Connaught Laboratories))	ADA1234	08/08/2009	10 0	\$24.95	\$249.50

Unknown Zone

1. The Packing List will come through as a pop up box, so make sure that you have your pop up blocker turned off if it is on. You can print this slip out if you would like to, otherwise just click the **X** in the corner to close the window. When you close the box you will be sent back to the **Edit Transfer** screen.
2. Click **Ship** to complete the transaction.

Ship Transfer

* Enter Ship Date

Ship

Cancel

NOTE: Fields marked with an asterisk * are required.

Transfer Between Organizations Created on

Sending Entity	
<p>Organization TEST ORGANIZATION</p> <p>Site TEST ORGANIZATION</p> <p>Address 111 South Street, test updated address Monona, WI 53704-1232</p> <p>Contact Jason Suchon</p> <p>Phone # (608) 123-4564 ext 45</p>	<p>Site WAKE COUNTY HUMAN SERVICES</p> <p>Address 10 SUNNYBROOK RD, RM 107 RALEIGH, NC 27610</p> <p>Contact CONNIE NANCE</p> <p>Phone # (919) 212-7000</p>

Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
10	Adacel	Td - Tdap	ADA1234

When you close the packing list the ship screen appears. Choose the date you are shipping the vaccine, or when it is being picked up. Enter the date here.

When you are finished entering the ship date, click **Ship**. This will automatically remove the vaccine out of inventory. It is now up to the other facility to accept it into their inventory.

1. You must make sure to click "Ship" two times to finalize the transfer from this screen.
2. Verify the date of shipment and click "Ship" one more time.

Manage Transfer

Transfer Successfully Shipped

Create a New Transfer....

New Transfer

Return to the Previous Screen

Cancel

Transfer List

If the transfer was completed, you will see the message in blue **Transfer Successfully Shipped**. The transfer will show up under **Outbound Transfer**.

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	NORTH CAROLINA IMMUNIZATION REGISTRY	Vaccine Distribution	04/08/2008		

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From:

To:

Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

1. If the transfer was completed, you will see the message in blue **Transfer Successfully Shipped** and the transfer will show up under **Outbound Transfer**.

Note:

- If a "Ship Date" does not appear on the **Outbound Transfer**, then the transfer was not finished.
- If the date of transfer is different than the current date shown, then type the correct date in the box next to "Enter Ship Date".
- Once the Transfer is completed, the vaccine is immediately removed from the Senders NCIR inventory and ready to Accept into the Receivers inventory.

Inbound Transfers to NCIR Users

NCIR
NC Immunization Registry

Production Region 7.2.3

General
system user manual

Maintenance
manage users
manage sites
manage clinicians
manage schedules

Inventory
manage inventory
manage orders
manage transfers
shipping documents
request transaction sum
request vaccine usage
request wasted/expired
inventory report

Clients
manage client
enter new client

Immunizations
manage immunizations

Reports
request reminder
check reminder status
request callback
request new client form
request case extract

home change password logout help desk

organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator

announcements:

- NEW 03/17/2008 ~ [How to Report Duplicate Clients](#)
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Click Manage Transfer

Release Notes:

- NEW 02/01/2008 ~ [Release Version 7.2.3](#) *NCIR Release Notes Version 7.2.3*
[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
-----------	------------	------------	---------	--------	----------

1. **Inbound Transfers** can be state supplied vaccine orders or transfers from another provider. The process of accepting these inbound transfers is the same, no matter the type.
2. Find the **Inbound Transfer** that needs to be accepted into inventory and click on the **Create Date** link in blue.
3. **Pending Inbound Transfer**, you can check 2 ways: (1) Click Manage Inventory and it can be seen as an alert or (2) Click on **Manage Transfers** and it can be seen under the Inbound Transfer heading.

Manage Transfer

Create a New Transfer....

New Transfer

Return to the Previous Screen....

Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	NORTH C IMMUNIZA				

Inbound Transfers can be state supplied vaccine orders or transfers from another provider. The process of accepting these transfers is the same.

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008		
12/19/2006	ORDER		TH CAROLINA NIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER		TH CAROLINA NIZATION REGISTRY	08/25/2006		

Find your transfer and click on the **Create Date** link in blue.

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 04/01/2008

To: 04/08/2008

Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

1. **Inbound Transfers** can be state supplied vaccine orders or transfers from another provider. The process of accepting these transfers is the same.
2. Find your transfer and click on the **Create Date** link in blue.

Receive Transfer

Accept Entire Transfer....

Reject Entire Transfer....

Partially Accept Transfer....

Return to the Previous Screen....

To accept this transfer into your inventory, click on **Accept Transfer**. You should only accept your transfer after you have verified the lot number, expiration date and amount shipped. If your invoice matches NCIR, click here.

Accept Transfer

Reject Transfer

Partially Accept

Cancel

Receiving Site

If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.

Receiving Site NORTH CAROLINA IMMUNIZATION REGISTRY

Transfer B

Sending En

Organiza

Add

Com

Pho

Ship Date 04/08/2008

You will see this pop up message ensuring you want to add the vaccine into your inventory.

Microsoft Internet Explorer

Are you sure you want to add all transfer items into inventory ?

Click OK

OK

Cancel

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
10	Polio	IPOL	12123	Create New Lot

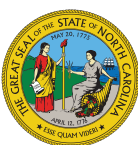
NOTE: Fields marked with an asterisk * are required.

1. To accept this transfer into your inventory, click on **Accept Transfer**. You should only accept your transfer after you have verified lot number, expiration date, and amount shipped. If your invoice matches the NCIR then click here.
2. You will see this pop up message that asks you to "verify that the vaccine should be added to inventory."
3. Click **OK**



Questions?

Phone: 1-877-873-6247 • Fax: 1-800-544-3058 • Email: ncirhelp@dhhs.nc.gov



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Public Health

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