NCIR
NC Immunization Registry

Managing Your Transfers North Carolina Immunization Program (NCIP)

Outbound Transfers

Inbound Transfers

Transfers to non-NCIR users

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

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 Sv
Desk

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
No Outbound Transfer.						

Inbound Transfer

Create Date	Type	Sending Or...		...eive 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: 04/01/2008   To: 04/08/2008   Refresh List

Create Date	Typ...	...	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDE...	Distribution REGISTRY	04/08/2008	04/08/2008		

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		Save
Internal Receiving Site		or	Transfer all Expired
Receiving Organization	Vaccine Distribution		Cancel

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

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
	Ac						1/2008
10	Adacel	Td - Tdap	ADA1234	500	Y	Y	08/08/2009
			11111	96	Y	Y	09/30/2008
			111111	87.5	Y	Y	06/30/2009
			212121	103	Y	Y	03/30/2009
			32434	247	Y	Y	01/01/2010
	Fluzone Pres-Free	Influenza	654-654	10200	Y	Y	06/30/2
	Gardasil	HPV	1234z	89	Y	Y	05/05/2
	Gardasil	HPV	GD5543	10	Y	Y	01/01/2009
	Menactra	Meningo	testuat	7	Y	Y	12/31/2009
	Pediarix	DTP/aP - HepB - Polio	65656	50	Y	Y	09/30/2008
	Recombivax-Adult	HepB	252525	98	Y	Y	03/30/2009
	Tripedia	DTP/aP	U1985CA	20	Y	Y	08/06/2008

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.

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 Successf

Save

Packing List | Label

Finish Trans | Ship

Cancel Transfer

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.

Tra| ttps://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	To:
Mary Parkinson-Ivers	CAROLINE HELTON
NORTH CAROLINA IMMUNIZATION REGISTRY	Vaccine Distribution
NC DHHS, Division of Public Health, Immunization Branch	1330 ST MARYS STREET
1917 Mail Service Center	RALEIGH, NC, 27605-1235
Raleigh, NC, 27692-1917	
	Phone: (877) 8736247
Phone: (919) 7156770	

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

one   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 04/08/2008 [calendar icon]

Ship

Cancel

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

Transfer Between Organizations Created on

Sending Entity

Organization	TEST ORGANIZATION
Site	TEST ORGANIZATION
Address	111 South Street, test updated address Monona, WI 53704-1232
Contact	Jason Suchon
Phone #	(608) 123-4564 ext 45

Site WAKE COUNTY HUMAN SERVICES

Address 10 SUNNYBROOK RD, RM 107 RALEIGH, NC 27610

Contact CONNIE NANCE

Phone # (919) 212-7000

Transfer Vaccine Item

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

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 Sc...	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 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: 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. 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.

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....	Accept Transfer
Reject Entire Transfer....	Reject Transfer
Partially Accept Transfer....	Partially Accept
Return to the Previous Screen....	Cancel

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.

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 E

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

Organiza

Microsoft Internet Explorer ✕

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

Add

Click **OK** → OK   Cancel

Con
Pho
Ship Date 04/08/2008

Transfer Vaccine Item

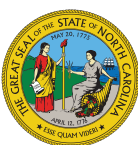| Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
10	Polio	IPOL	12123	Create New Lot

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**