

## Vaccines for Children (VFC) Program Vaccine Transfer Instructions

Email: [iowaVFC@hhs.iowa.gov](mailto:iowaVFC@hhs.iowa.gov) Phone: 800-831-6293

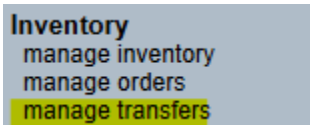
The Vaccines for Children (VFC) Program requires considerable attention to provider compliance of program requirements. All doses of vaccine distributed to providers must be accounted for as vaccine accountability is a cornerstone of the Program.

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 emailing [iowaVFC@hhs.iowa.gov](mailto:iowaVFC@hhs.iowa.gov) or calling 1-800- 831-6293. When VFC vaccines are transferred to another VFC provider, the [VFC Vaccine Transfer Form](#) must be completed and emailed to [iowaVFC@hhs.iowa.gov](mailto:iowaVFC@hhs.iowa.gov) or faxed to 1-800-831-6292. The following instructions address VFC vaccine transfers in IRIS.

### 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. Select the Sending and Receiving Organizations from the respective dropdown menus and enter the **Transfer Quantity** for each vaccine trade name that will be transferred. Select the **Save** button.

**New Transfer**

Sending Site:  Save

Receiving Organization:  Cancel

Note: Only those organizations which have inventory and complete Vaccine Delivery information set up are displayed..

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**Add from Inventory** Show  Active and Non-Expired  Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
<input type="text" value="10"/>	IPOL (49281-0860-55)	Polio	043A21A	50	Y	Y	10/04/2023

- 'Saved Successfully' confirms the transfer transaction.

Edit Transfer: Create Date 02/18/2025 \*\*Saved Successfully\*\*

Sending Site Testing 123

Receiving Organization Hospital Test 123

*Note: Only those organizations which have inventory and complete Vaccine Delivery information set up are displayed.*

Buttons: Save, Packing List, Label, Ship, Cancel Transfer

- Select the **Packing List** button. A PDF of the Packing List will open in a new tab/window and should be printed to accompany the transfer.

Edit Transfer: Create Date 02/18/2025 \*\*Saved Successfully\*\*

Sending Site Testing 123

Receiving Organization Hospital Test 123

*Note: Only those organizations which have inventory and complete Vaccine Delivery information set up are displayed.*

Buttons: Save, Packing List, Label, Ship, Cancel Transfer

- Select the Ship button when ready to ship the vaccines.

Edit Transfer: Create Date 02/18/2025 \*\*Saved Successfully\*\*

Sending Site Testing 123

Receiving Organization Hospital Test 123

*Note: Only those organizations which have inventory and complete Vaccine Delivery information set up are displayed.*

Buttons: Save, Packing List, Label, Ship, Cancel Transfer

- Enter the appropriate shipping date and select **Ship** a second time.

Ship Transfer

Enter Ship Date 02/18/2025

Buttons: Ship, Cancel

Transfer Between Organizations Created on 02/18/2025

Sending Entity			Receiving Entity		
Organization	Testing 123		Organization	Hospital Test 123	
Site	Testing 123		Site	Hospital Test 123	
Address	432 PHARMACY WAY		Address	1223 E RUSHOLME	
	DAVENPORT,IA 52803			DAVENPORT,IA 52803	

- 'Transfer Successfully Shipped' displays. The transfer is then moved to the 'Outbound Transfer' list until accepted by the receiving organization.

Manage Transfer Transfer Successfully Shipped

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Transfer ID	Order ID	Sending Org	Receiving Org	Ship Date	Accept Date	Return Date
<a href="#">02/18/2025</a>	TRANSFER			Testing 123	Hospital Test 123	02/18/2025		

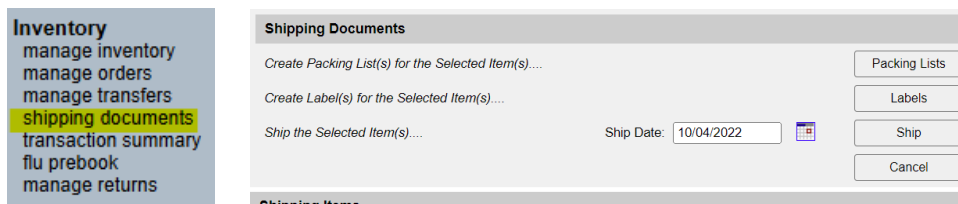
**Note:** Only organizations with a valid vaccine delivery address and designated contact for the 'Vaccine Delivery' role will be listed for 'Receiving Organizations.' Confirm the receiving organization has current and accurate information on file in

IRIS. Admin users may confirm the vaccine delivery contact details or call 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 by completing the following:

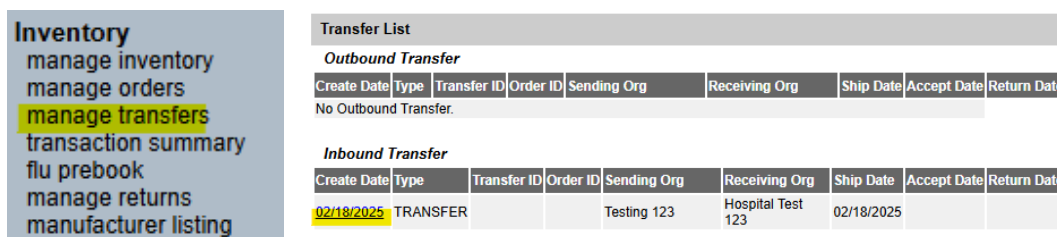
1. Select **Shipping Documents** under the 'Inventory' section of the menu panel.
2. Select the **Packing List** or **Label** button. Print labels and/or packing lists as needed.
3. Enter a ship date if different from the current date.
4. Select the **Ship** button. 'Transfer Successfully Shipped' displays.



## Accepting or Rejecting Transfers

Transfers made through IRIS and received by the organization must be accepted, rejected or partially accepted for IRIS to 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 Transfers page categorizes transfers into three categories
  - Outbound Transfer: Transfers out from your organization
  - Inbound Transfer: Transfers coming into your organization
  - Historic Transfer: Completed transfers
3. Locate the Inbound Transfer section and select the hyperlink in the 'Create Date' column for the pending transfer(s)
4. Ensure the corresponding 'Type' column displays 'Transfer.' The 'Receive Transfer' page allows users to reject or accept 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 items into inventory.

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

2. Select the **Ok** button

**iris.iowa.gov says**

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

3. The Manage Transfer page will display 'Transfer Successfully Accepted.'

Manage Transfer	Transfer Successfully Accepted
Create a New Transfer...	New Transfer
Return to the Previous Screen...	Cancel

## Reject Transfer

1. Select the **Reject Transfer** button to reject the entire transfer.
2. Select a reason in the 'Enter Rejection Reason dropdown list (damaged, not wanted, wrong vaccine, never received).
3. After selecting a reason, select the **Reject** button.
4. Select the **OK** button to continue with the rejection. The Manage Transfer page will display.

## Partially Accept Transfer

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 the vaccine(s) rejected.
3. Select the **Save** button.
4. Select the **OK** button to continue with partially accepting the transfer. The Manage Transfer page will display.

## Accepting or Rejecting 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.