

Vaccine Transfer Quick Reference Guide



Note: Vaccine transfers between Vaccine for Children (VFC) providers must be approved by the Montana Immunization Program prior to physically exchanging the vaccine.

Do not receive a vaccine transfer in imMTrax until the vaccine has physically arrived at your clinic.

Initiate Vaccine Transfer:

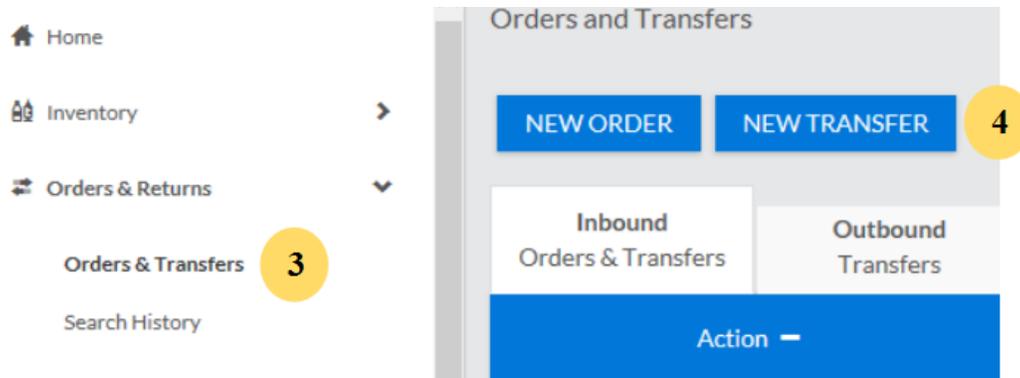
1. Select VOMS 2.0, under the Inventory Management panel.



The screenshot shows the 'Patient Search' form in the imMTrax application. On the left is a navigation menu with 'Inventory Management' selected and a yellow circle with the number '1' next to it. The form contains several input fields for patient information:

- Patient Search:** First Name or Initial, Last Name or Initial, Birth Date, ID, SIIS Patient ID / Bar Code, Chart Number.
- Family and Address Information:** Guardian First Name, Mother's Maiden Name, Street, City, State (dropdown), Zip Code, Phone Number, Country (dropdown set to 'United States').

2. VOMS 2.0 application opens.
3. Select Orders & Transfers located under the Orders & Returns panel.
4. Select New Transfer.



The screenshot shows the 'Orders and Transfers' panel. On the left, the 'Orders & Returns' menu item is highlighted with a yellow circle containing the number '3'. The main panel contains two buttons: 'NEW ORDER' and 'NEW TRANSFER', with the latter highlighted by a yellow circle containing the number '4'. Below these buttons are sections for 'Inbound Orders & Transfers' and 'Outbound Transfers', and an 'Action' dropdown menu.

5. Select the Receiving Organization and Facility.
6. Enter the number of doses for each vaccine lot in Transfer Quantity column.
7. Select Comment in the Transfer Reason column for each vaccine lot being transferred.

TRANSFER ADVERTISE

Receiving Organization: **5**

Receiving Facility: **5**

Vaccine	Lot #	Exp Date	Available Quantity	Transfer Quantity	Transfer Reason
Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52	3333333	 01/26/2019	17	<input type="text" value="17"/>	<input type="button" value="COMMENT"/>
Mmr Proquad 10 pack - VIALS NDC: 00006-4171-00	TEST1234	04/13/2019	15	<input type="text"/>	<input type="button" value="COMMENT"/>

- Provide a reason why the vaccine(s) are being transferred.
- Select Save.
- Select Submit Transfer.

Vaccine	Lot #	Exp Date	Available Quantity	Transfer Quantity	Transfer Reason
Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52	3333333	 01/26/2019	17	<input type="text" value="17"/>	8 Vaccine is going to expire in less than three months.
Mmr Proquad 10 pack - VIALS NDC: 00006-4171-00	TEST1234	04/13/2019	15	<input type="text"/>	<input type="button" value="COMMENT"/>

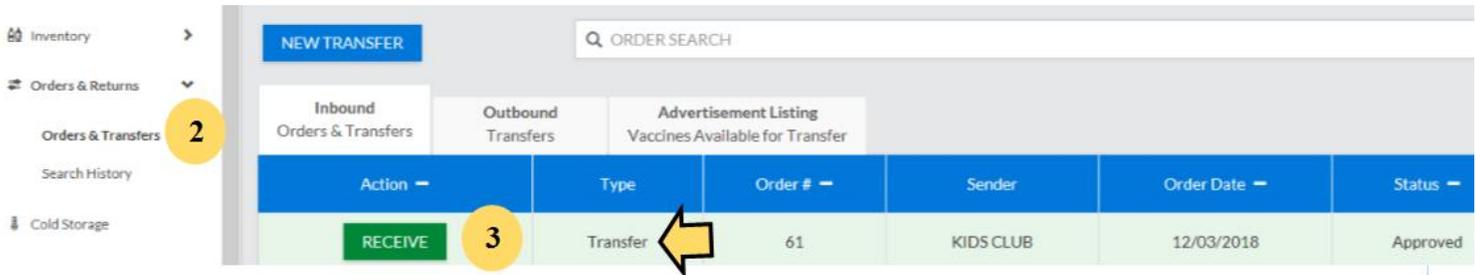
10

- Contact the Montana Immunization Program.


Note: The transferred vaccine is not removed from your site's inventory until the receiving site accepts the vaccine in imMTrax.

Receive Vaccine Transfer:

1. Once the vaccine arrives at your clinic, **immediately** select VOMS 2.0, under the Inventory Management panel.
2. Select Orders & Transfers.
3. Select Receive.
 - a. Transfer should be listed as the type.



4. Check that the physical vaccine information matches the vaccine transfer details.
 - a. If any information is incorrect, **do not select Receive**. Call the Montana Immunization Program.
5. If the physical vaccine information matches the vaccine transfer details, enter the Receipt Quantity for each vaccine.
6. Select Receive.
7. Select Search/Add Inventory, located under the Inventory panel to check the vaccine order saved into your active inventory.

TRANSFER # 61

Transfer Status: APPROVED	Approver Name/Date: mbarber - 12/03/2018
Sending Org/Fac/Contact: ABCD - KIDS CLUB	Receiving Org/Fac: 0000 DEFAULT ORGANIZATION - DEFAULT ORGANIZATION

Vaccine Transfer Details

Vaccine	Lot #	Expiration Date	Approved Quantity	Transfer Reason	Receipt Quantity	Adjustment
DTaP/DT/Td						
Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52 Funding: PRVT	3333333	01/26/2019	17	Vaccine is going to expire in less than three months.	17	ADJUST

CANCEL RECEIVE