

Vaccine Transfer Quick Reference Guide



Note: Vaccine transfers between Vaccine for Children (VFC) and COVID-19 enrolled 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:

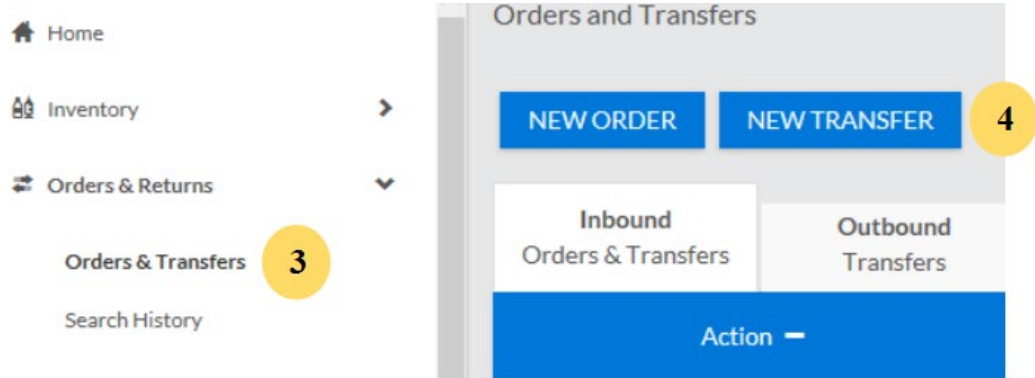
1. Select **VOMS 2.0**, under the **Inventory Management** menu.



The screenshot shows the 'Patient Search' form in the imMTrax system. On the left, a navigation menu is visible with 'Inventory Management' selected and a yellow circle with the number '1' next to it. The form fields include:

- First Name or Initial:
- Last Name or Initial:
- Birth Date:
- Family and Address Information:
 - Guardian First Name:
 - Street:
 - City:
 - Zip Code:
 - Country:
 - ID:
 - SIIS Patient ID / Bar Code:
 - Chart Number:
 - Mother's Maiden Name:
 - State:
 - Phone Number:

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



The screenshot shows the 'Orders and Transfers' interface in the VOMS 2.0 application. On the left, a navigation menu has 'Orders & Returns' expanded, with 'Orders & Transfers' selected and highlighted with a yellow circle containing the number '3'. The main content area shows two buttons: 'NEW ORDER' and 'NEW TRANSFER', with 'NEW TRANSFER' highlighted by a yellow circle containing the number '4'. Below these are sections for 'Inbound Orders & Transfers' and 'Outbound Transfers', and an 'Action' button at the bottom.

- Select the Receiving Organization and Facility.
- Enter the number of doses for each vaccine lot in Transfer Quantity column.

New Transfer

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"/>
MmrV 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 the **Save** button.
- Select the **Submit Transfer** button.

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.
MmrV Proquad 10 pack - VIALS NDC: 00006-4171-00	TEST1234	04/13/2019	15	<input type="text"/>	<input type="button" value="COMMENT"/>

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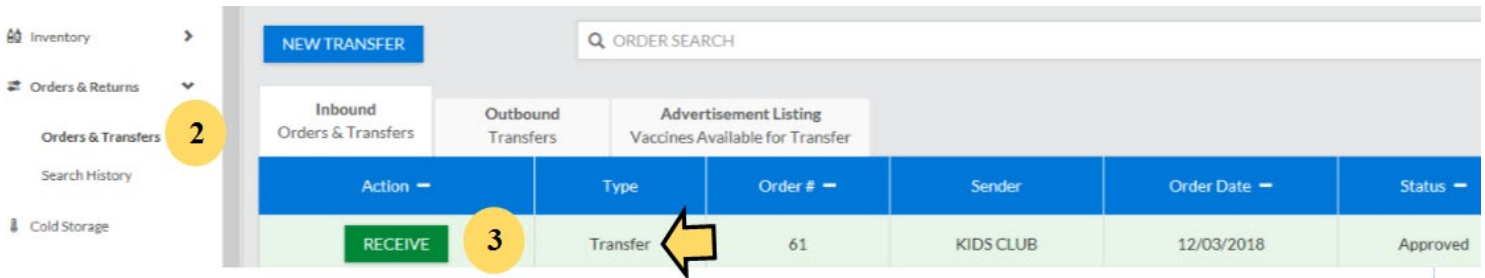
Note: The transferred vaccine is removed from your site's inventory but when viewing the lot history the vaccine will display as Doses On Hold.

Doses On Hold: 5

Date	Description	Dose Change
12/20/2021	Doses on hold (Transfer #3441)	-5

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 the **Receive** button.
 - 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 the **Receive** button.
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

Note: You will NOT be able to complete monthly inventory reconciliation (the physical counts boxes on the Reconciliation screen will be greyed out) until you accept the outstanding transfer.