

VIMS: TRANSFER INVENTORY REQUESTS

HOW TO

The transfer of state supplied vaccines between practices enrolled in Vermont's VFC and VFA programs is permitted with prior permission from the Immunization Program. **Before packing and moving any vaccine call or email the Program.**

Add items to Transfer Out Request

1. Select **Transfer** from the left menu.
2. Scroll past the heading and click on the **Transfer Out** button above the empty table.
3. VIMS will display a pop-up menu that contains a list of all vaccine in your inventory. Use the side bar to scroll through the list, or enter a value to search for a specific vaccine.
4. Click Insert for each transferred item. This will add a line to the table on the page below the pop-up menu.
5. Close the pop-up menu.

Fill in Transfer Out Request details

6. Indicate the quantity and reason for the transfer, as well as the practice that will receive the transferred inventory for each line item. **You may enter transfers to multiple practices on separate lines within the same Request.** As quantities are added to the inserted lines, the ending # doses on hand value will update to reflect the remaining quantity available for use for the practice item.
7. Once all information has been added, select **Submit Transfer**. The transferred doses will be decremented from your inventory.

Expiring Soon?

VIMS will not allow you to enter a transfer for vaccine that has expired. If moving vaccine expiring soon, make sure to submit the Request *before* the product expires.

Practice Inventory

Requests

Transfer

Adjust

Reconcile

Order

View History

Reports

Transfer *Out* Checklist

- Contact Immunization Program Staff for permission to transfer State-supplied Vaccine and coordinate with receiving practice.
- Pack vaccines following CDC guidance, found here: <https://www.cdc.gov/vaccines/recs/storage/downloads/emergency-transport.pdf>
- Document the Transfer in VIMS *on the same day* the vaccine is moved.

Transfer *In*

The practice receiving a vaccine transfer, *is not* required to document the transaction in VIMS. The inventory of the receiving practices will be automatically updated once the Immunization Program has confirmed delivery.