

# VIMS Inventory Transfer Requests Hospitals as COVID-19 Vaccine Distribution Hubs



A hospital acting as a hub is responsible for ordering COVID-19 vaccine for redistribution to affiliated practices, recording all transfers in the Vaccine Inventory Management System (VIMS) on the day they occur, and reconciling your facility's vaccine inventory weekly.

**Practice Inventory**

**Requests**

**Transfer**

Adjust

Reconcile

Order

**View History**

**Reports**

### Add items to Transfer Out Request

1. Select Transfer from the left menu.
2. Scroll past the heading and click  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.

**Insert Vaccines**

Search:

Vaccine	Brand	NDC	Intention	Lot #	Expiration	Qty	Insert
COVID-19	COV-19 (Moderna 14)	80777-0273-98	Adult	033B21A	9/26/2021	6146	<input type="button" value="Insert"/>
COVID-19	COV-19 (Pfizer 1170)	59267-1000-02	Mix	EW0180	8/31/2021	4290	<input type="button" value="Insert"/>
COVID-19	COV-19 (Moderna 10)	80777-0273-99	Adult	037C21A	11/2/2021	3140	<input type="button" value="Insert"/>
COVID-19	COV-19 (Pfizer 450)	59267-1000-03	Mix	FA6780	9/30/2021	2700	<input type="button" value="Insert"/>

6. Indicate the quantity and reason for the transfer, as well as the practice that will receive the transferred inventory for each line item. As quantities are added to the inserted lines, the ending # doses on hand value will update to reflect your remaining inventory.

*You may enter transfers to multiple practices on separate lines within the same transaction, however only one Transfer Request may be submitted to the Immunization Program per day.*

Line	Vaccine	Brand	NDC	PED/ADU/MIX	Lot	Expiration	Reason	# Doses	Ending # doses on hand	To practice	To PIN	Cost per dose	Transfer Value
1	COVID-19	COV-19 (Janssen)	59676-0580-15	ADU	206A21A	8/7/2021	Outbreak		350			\$0.010	\$0.000
2	COVID-19	COV-19 (Moderna 10)	80777-0273-99	ADU	041C21A	11/1/2021	Outbreak		1100			\$0.010	\$0.000
3	COVID-19	COV-19 (Pfizer 1170)	59267-1000-02	MIX	EW0180	8/31/2021	Outbreak		4290			\$0.010	\$0.000
4	COVID-19	COV-19 (Moderna 14)	80777-0273-98	ADU	054C21A	11/13/2021	Outbreak		2240			\$0.010	\$0.000

7. Once all information has been added, select Submit Transfer. The transferred doses will be decremented from your inventory.