

# VIMS: TRANSFER INVENTORY REQUESTS

## How To

The transfer of state-supplied vaccine between practices enrolled in Vermont's VCVF and VAVP 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 "Requests" menu.
2. Scroll down 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 transfer quantities are specified, the "ending # of doses on hand" value will update accordingly.
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, *should not* document the transaction in VIMS. The inventory of the receiving practice will be automatically updated once the Immunization Program has confirmed delivery.