



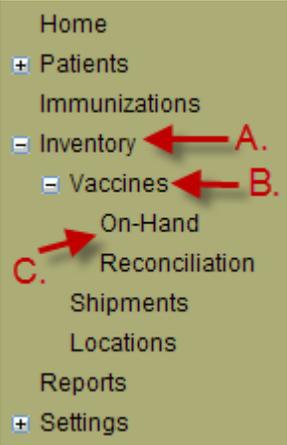
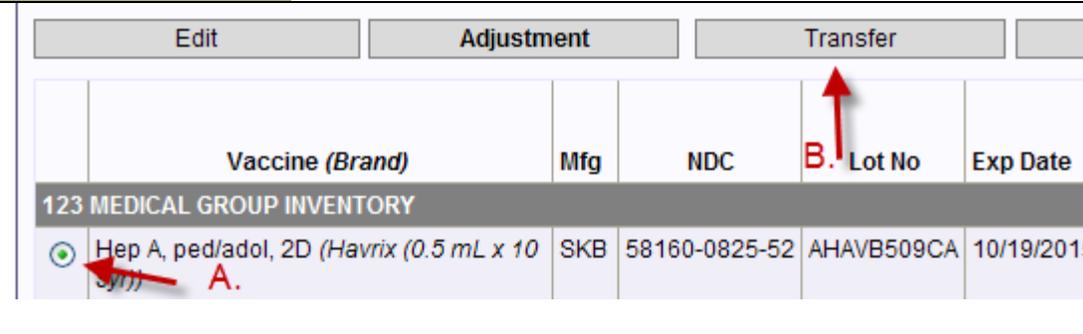
# Full Inventory- Transfer Vaccines

## When to use:

1. Your clinic has excess doses of vaccine that are about to expire.
2. Your clinic has communicated with another clinic who is:
  - Enrolled in SAIRS.
  - Uses Full Inventory Tracking.
3. After receiving written permission from the VFC Program (if transferring VFC vaccines).

**Who should use:** Users who track vaccine inventory.

**Notes:** All transfers need to be sent to and accepted by the receiving clinic prior to your reconciliation. The transferred vaccine doses will not be deducted from your inventory until the receiving clinic manually accepts the transfer. See Table below.

STEPS	ILLUSTRATIONS																												
<p><b>Step 1:</b></p> <p>A. In the left menu, click <b>INVENTORY</b> to expand menu options.</p> <p>B. Click <b>VACCINES</b> to expand again.</p> <p>C. Click <b>ON-HAND</b>.</p> <p><i>This will take you to the full inventory page.</i></p>																													
<p><b>Step 2:</b></p> <p>D. Click the vaccine that you want to transfer.</p> <p>E. Click <b>TRANSFER</b>.</p> <p><b>NOTE:</b> VFC vaccines MUST have written permission from VFC program to transfer.</p>	 <table border="1" data-bbox="456 1392 1539 1726"> <thead> <tr> <th colspan="2"></th> <th>Edit</th> <th>Adjustment</th> <th>Transfer</th> <th colspan="2"></th> </tr> <tr> <th></th> <th>Vaccine (Brand)</th> <th>Mfg</th> <th>NDC</th> <th>Lot No</th> <th>Exp Date</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="7"><b>123 MEDICAL GROUP INVENTORY</b></td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 Dose))</td> <td>SKB</td> <td>58160-0825-52</td> <td>AHAVB509CA</td> <td>10/19/201</td> <td></td> </tr> </tbody> </table>			Edit	Adjustment	Transfer				Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date		<b>123 MEDICAL GROUP INVENTORY</b>							<input checked="" type="radio"/>	Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 Dose))	SKB	58160-0825-52	AHAVB509CA	10/19/201	
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<p><b>Step 3:</b></p> <p><b>A.</b> Click drop-down arrow for <b>DESTINATION INVENTORY LOCATION</b> and select clinic.</p> <p><b>B.</b> Type number of <b>DOSES TRANSFERRED</b>.</p> <p><b>C.</b> Click drop-down arrow for <b>AUTHORIZED BY</b> and select your name.</p> <p><b>D.</b> Click <b>CREATE</b>.</p>	<p><b>Add</b></p> <p style="text-align: right;"><input type="button" value="Create"/> <input type="button" value="Cancel"/></p> <p>Date <input type="text" value="02/07/2012"/></p> <p>Source Inventory Location</p> <p>Inventory Location <input type="text" value="123 MEDICAL CLINIC &gt; TRAINLOC - 123 MEDICAL GROUP INVENTORY"/></p> <p>Vaccine   Mfg   NDC <input type="text" value="HEP A, PED/ADOL, 2D   SKB   58160-0825-52"/></p> <p>Lot Number <input type="text" value="AHAVB509CA"/></p> <p>Expiration Date <input type="text" value="10/19/2015"/></p> <p>Funding Source <input type="text" value="PRIVATE"/></p> <p>Doses On-Hand <input type="text" value="100"/></p> <p>Destination Inventory Location</p> <p>Inventory Location <input type="text" value="FULL INVENTORY PROVIDER &gt; IL0001 - FULL INVENTORY LOC 1"/> <span style="float: right;">A.</span></p> <p>Doses Transferred <input type="text" value="50"/> <span style="float: right;">(The quantity will be immediately decremented from the Source Inventory Location and added to the Destination Inventory Location when marked as 'Received').</span></p> <p>Authorized By <input type="text" value="USER, TRAINING (MA)"/> <span style="float: right;">C.</span></p> <p>Comments <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Clear"/></p> <p style="text-align: right;">D. <input type="button" value="Create"/> <input type="button" value="Cancel"/></p>

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IF:	THEN:																								
<p><b>You are receiving a transfer from another clinic.</b></p>	<p><b>A.</b> In the left menu, click <b>INVENTORY</b>, then <b>VACCINES</b>, then <b>ON-HAND</b>.</p> <p><b>B.</b> At the top left, click <b>PENDING INVENTORY TRANSFERS</b>.</p> <div data-bbox="358 653 1409 835" style="border: 1px solid gray; padding: 5px;"> <p><b>Vaccine Inventory On-Hand</b></p> <p>This is a list of the vaccine inventory currently on-hand. Select an inventory item below and click "Edit", "Adjustment", "Transfer", or "Inquiry" buttons to manage the selected item. Select "Add New Inventory" to add new inventory.</p> <p style="text-align: right;"><input type="button" value="Add New Inventory"/> ⓘ</p> <hr/> <p><b>Pending Inventory Transfers</b> ←</p> </div> <p><b>C.</b> Click <b>RECEIVED</b> next to transferred vaccine. (Count doses received first to verify correct amount.)</p> <div data-bbox="407 930 1485 1192" style="border: 1px solid gray; padding: 5px;"> <p><b>Pending Incoming Inventory Transfers</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Vaccine</th> <th>Dosage</th> <th>NDC</th> <th>Lot</th> <th>Funding Source</th> <th>Mfg</th> <th>Source Location</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="8" style="background-color: #f2f2f2;">Receiving Location: 123 MEDICAL GROUP INVENTORY</td> </tr> <tr> <td>DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))</td> <td>25</td> <td>49281-0286-10</td> <td>TESTLOT</td> <td>Private</td> <td>PMC</td> <td>FULL INVENTORY LOC 1</td> <td style="text-align: center;">? <input type="button" value="Received"/></td> </tr> </tbody> </table> </div> <p><b>D.</b> A window with a date box will pop up. Type in the actual date the transfer was received.</p>	Vaccine	Dosage	NDC	Lot	Funding Source	Mfg	Source Location		Receiving Location: 123 MEDICAL GROUP INVENTORY								DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))	25	49281-0286-10	TESTLOT	Private	PMC	FULL INVENTORY LOC 1	? <input type="button" value="Received"/>
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<p><b>The transfer doses are still showing up in your inventory.</b></p>	<p>Call the receiving clinic's Inventory User and remind them to accept the transfer.</p>																								

**<THE END>**