Creating Transfers

ALERT IIS allows you to transfer vaccines between sites within your organization or between two unrelated organizations. **Remember that you must follow proper packing and shipping instructions when transferring vaccine.** To create a transfer, first enter Inventory into ALERT IIS (see p. 3 of this Quick Tips Sheet for instructions), then follow these steps:

1. Click on Manage Transfers under the Inventory section of the left-side menu panel.

2. Click on New Transfer.
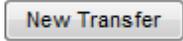
3. Enter the following information:
a. Sending Site from which you will be taking the vaccine (in the drop-down menu) will always be the organization you are logged in under.
b. The Receiving Organization to which you are transferring the vaccine. Ignore the Internal Receiving Site drop-down menu as it is not being used.
c. Choose between Active and Non-Expired or Inactive or Expired vaccines by clicking the radio button to show the correct type of vaccine.
d. Enter the number of doses in the Transfer Quantity field for each of the trade names being transferred.
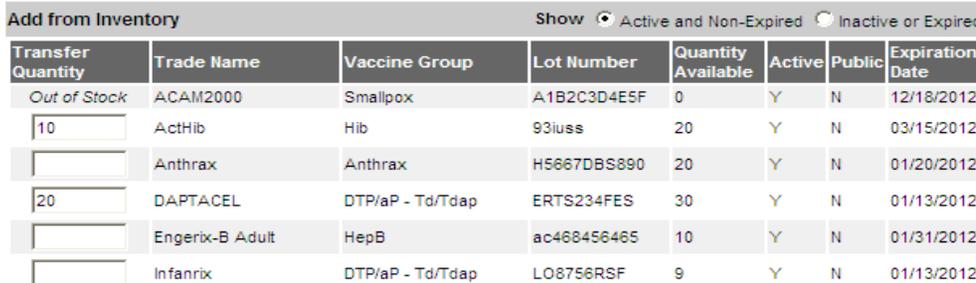
e. Click on Save.
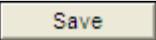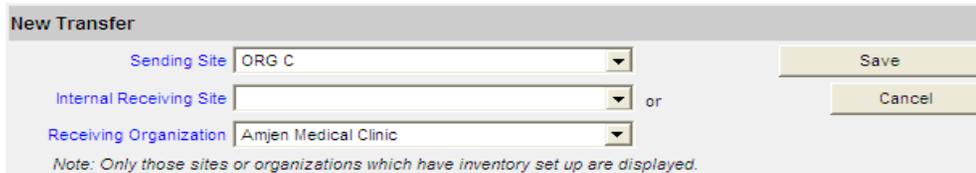
New Transfer

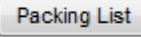|	
Sending Site	ORG C
Internal Receiving Site	___ or
Receiving Organization	Amjen Medical Clinic

Save   Cancel

Note: Only those sites or organizations which have inventory set up are displayed.

Add from Inventory   Show ⦿ Active and Non-Expired ◯ Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
Out of Stock	ACAM2000	Smallpox	A1B2C3D4E5F	0	Y	N	12/18/2012
10	ActHib	Hib	93iuss	20	Y	N	03/15/2012
	Anthrax	Anthrax	H5667DBS890	20	Y	N	01/20/2012
20	DAPTACEL	DTP/aP - Td/Tdap	ERTS234FES	30	Y	N	01/13/2012
	Engerix-B Adult	HepB	ac468456465	10	Y	N	01/31/2012
	Infanrix	DTP/aP - Td/Tdap	LO8756RSF	9	Y	N	01/13/2012

NOTE: The site you are transferring to will only allow transfers if the organization information includes a valid vaccine delivery address and a person listed as the vaccine contact. Super Users can confirm or change this information. Please call us if you are having problems or get an error message about the recipient.

f. "Saved Successfully" will confirm your action, but the transfer will not be initiated until you create a packing list or label and then ship the vaccine.
g. Click on Packing List or Label. **You must have Pop-Ups enabled in Internet Explorer** to be able to complete this step. You do not have to print.
h. Click on Ship to go to the final screen where you will actually ship the vaccines. The date field shows today's date; you can use an alternate date up to one week before/after the current date.
i. To complete the transfer, you must click on Ship again so that "Transfer Successfully Shipped" appears. Once you click on Ship, the transferred vaccine will be removed from your inventory. There will be a Ship Date in the Ship Date column and the transfer will appear in the Outbound Transfer list, where it will remain until it is accepted by the receiving site/organization.

NOTE: To transfer out expired vaccine, send it to Receiving Organization | OIP EXPIRED VACCINE RETURNS ⌄

Accepting or Rejecting Transfers

Orders of state-supplied vaccine as well as transfers between provider organizations are automatically entered into inventory when they are accepted by the receiving organization. Transfers made through ALERT IIS and received by the provider organization must be accepted, rejected or partially accepted so that ALERT IIS can post and track inventory properly. To accept or reject a transfer, follow these steps:

1. Click on Manage Transfers under the Inventory section of the left-side menu panel. The Manage Transfer page categorizes transfers as follows:
   - Outbound Transfer: Displays transfers that are outbound from your organization but not yet accepted by the receiving organization
   - Inbound Transfer: Displays transfers that are inbound to your organization, as well as orders that have been approved by the state
   - Historic Transfer: Displays completed transfers

To proceed to the Receive Transfers page (where you accept or reject transfers), scroll down to the **Inbound Transfer** section and click on the Create Date (blue hyperlink) in the Create Date column. **There MUST BE a SHIP DATE in the Ship Date column for you to be able to accept the inbound transfer. If there is no Ship Date, the organization sending you the transfer has not completed the transfer. You should contact the sender to let them know they need to take the above additional steps so you can accept it.** It is also possible that we have not yet received shipping information for an order transfer (sometimes there is a delay), in which case there will be no Ship Date. Just check again the next day.

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
10/05/2012	TRANSFER	AMJEN MEDICAL CLINIC	Wanda's Test Clinic	10/05/2012		

At the **Receive Transfer** page, you may accept the entire transfer, reject the entire transfer or partially accept some of the transfer:

Receive Transfer	
Accept Entire Transfer....	Accept Transfer
Reject Entire Transfer....	Reject Transfer
Partially Accept Transfer....	Partially Accept
Return to the Previous Screen....	Cancel

Accept Transfer: Click on Accept Transfer to accept the transfer and automatically add all transfer items into Alert IIS Inventory. Click on OK to continue with the acceptance and be returned to the Manage Transfers page.

Reject Transfer: Click on Reject Transfer to reject the entire transfer. Select a reason in the Enter Rejection Reason drop down list: Damaged, Not Wanted, Wrong Vaccine or Never Received. After selecting a reason, click on Reject. Click on OK to continue with the rejection and be returned to the Manage Transfers page. Then, open the transfer by clicking on the Create Date link again and click "Save" to create a return date.

Partially Accept: Click on Partially Accept. At the Partially Accept Transfer page, select the dose quantity of the each vaccine you wish to accept and a rejection reason for those you wish to reject. Click on Save. Click on OK to continue with partially accepting the transfer and be returned to the Manage Transfer page. When you have returned to the Manage Transfers page, open the Transfer again and click "Save" to create a return date.

Viewing Inventory

To view your organization's vaccine inventory in ALERT IIS, follow these steps:

1. Click on Manage Inventory under the Inventory section of the left-side menu panel.
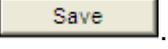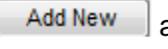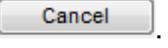2. Click on [Show Inventory].

Adding New Inventory

Use the Add Vaccine function only if you are setting up your inventory for the first time, or if you are adding locally owned or privately purchased vaccine with a *new* lot number. **Vaccine that you order from us comes to you as a transfer.** All vaccine that you will be transferring must be added to Inventory

1. Click on Manage Inventory under the Inventory section of the left-side menu panel.
2. On the Manage Inventory/Inventory Alerts page, click on [Show Inventory].
3. Click on [Add Inventory].
4. On the Add Vaccine Inventory Information page, fill in the (blue) required fields; NDC is optional but must be added if you want to see Packaging:

Add Vaccine Inventory Information	
Site: AMJEN MEDICAL CLINIC	[Save]
Trade Name: ACAM2000 ▾ ●	[Cancel]
Manufacturer: Sanofi Pasteur Inc. ▾ ○	
NDC: ▾	
Packaging: ▾	
Lot Number:	
Dose: ▾	
Expiration Date: 📅	
Funding Source: ▾	
Lot Active: Yes ▾	
Quantity on Hand:	
Cost Per Dose ($):	

5. Click on [Save].
6. If the new vaccine was saved successfully, the message **"Inventory was inserted successfully"** will appear at the bottom of the page.
7. To add additional vaccines, click on [Add New] and repeat Steps 4-5.
8. To return to the Show Inventory page, click on [Cancel].