

ALERT IIS: How to Transfer Vaccine

ALERT IIS allows you to transfer vaccines between sites within your organization, or between two unrelated organizations.

****Remember: You must follow proper packing/shipping procedures when transferring vaccine****

This Vaccine Transfers guide addresses the following subjects:

- How to create a vaccine transfer
- How to accept, reject or partially accept a vaccine transfer

Creating a New Transfer

1. Click **Manage Transfers** under the Inventory heading in the menu panel.
2. Click **New Transfer**.
3. Verify that the vaccine is in your organization's inventory in ALERT IIS.

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Manage Transfer

Create a New Transfer... **New Transfer**

Return to the Previous Screen... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/20/2012	TRANSFER		Shelbys Test Clinic	ERIN'S INVENTORY TEST CLINIC: ERIN INVENTORY TEST CLINIC			

4. The **Sending Site** will always be the organization you are logged in under.
(Ignore **Internal Receiving Site**)

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New Transfer

Sending Site: SHELBY'S TEST CLINIC Save

Internal Receiving Site: or Cancel

Receiving Organization:

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	Funding Source	Expiration Date
	ACAM2000	Smallpox	75432	10	Y	S	12/21/2013
	ActHib	Hib	dol9	20	Y	S	12/12/2013
	Adacel	Td/Tdap - DTP/aP	C3491AA	10	Y	S	07/29/2013

5. Select the **Receiving Organization** where the transfer is being sent.

- Choose between **Active and Non-Expired** and **Inactive or Expired** to view the correct lots of vaccine by selecting the radio button for your choice.
- Enter the number of doses for each of the trade names being transferred in the **Transfer Quantity** field.
- Click **Save**.

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. It is the role of the Super User at your organization to maintain this information. Please call the ALERT IIS Help Desk if you are having problems or get an error message about the recipient.

- The message “Saved Successfully” will appear. However, your transfer will not be finished until you have completed the following steps.

- Click on **Packing List** or **Label**. The packing list is very useful to include in the box with the vaccine transfer. ****You must have Pop-Ups enabled in Internet Explorer to view the packing list.****
- Click on **Ship** to go to the final screen where you can actually ship the transfer. The date field defaults to today’s date, and can be changed to up to one week before or after the current date.
- To complete the transfer, you must click **Ship** again, so that the message “Transfer Successfully Shipped” appears.

- Once you click Ship, the vaccine will be removed from your inventory.
- There will be a ship date in the “Ship Date” column. It will remain there until the receiving site accepts the transfer.

Accepting Orders as Transfers, Accepting and Rejecting Transfers

Orders placed with the State will show as incoming transfers in ALERT IIS, with an accompanying Order ID. Transfers made through ALERT IIS and received by the provider organization must be accepted, rejected, or partially accepted so ALERT IIS can properly track and post inventory.

To Accept, Reject or Partially Accept a Transfer:

1. On the **Manage Transfers** screen, click on the **Create Date** hyperlink of the transfer you wish to accept or reject.
2. This will take you to the **Receive Transfer** screen. On this page, you have the option to **Accept Transfer**, **Reject Transfer**, **Partially Accept** or **Cancel** (which will take you back to the **Manage Transfers** screen).

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Receive Transfer

Accept Entire Transfer... Accept Transfer

Reject Entire Transfer... Reject Transfer

Partially Accept Transfer... Partially Accept

Return to the Previous Screen... Cancel

Transfer Between Organizations Created on 12/28/2012

Sending Entity		Receiving Entity	
Organization	AMJEN MEDICAL GROUP	Organization	Shelbys Test Clinic
Site	AMJEN MEDICAL GROUP	Site	SHELBY'S TEST CLINIC
Address	1240 SE 20TH WAY, SUITE 200	Address	456 W FOURTH
	TROUTDALE, OR 97060		KLAMATH FALLS, OR 97000
Contact	JANE Williams	Contact	SUPER USER
Phone #	(503) 252-1499 x668	Phone #	(541) 123-4567
Ship Date	12/28/2012		

- Click **Accept Transfer** to accept the entire transfer into your ALERT IIS Inventory. The message “Are you sure you want to add all transfer items into inventory?” will appear. Click **OK** to continue.

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Receive Transfer

Accept Entire Transfer... Accept Transfer

Reject Entire Transfer... Reject Transfer

Partially Accept Transfer... Partially Accept

Return to the Previous Screen... Cancel

Transfer Between Organizations Created on 12/28/2012

Sending Entity		Receiving Entity	
Organization	AMJEN MEDICAL GROUP	Organization	Shelbys Test Clinic
Site	AMJEN MEDICAL GROUP	Site	SHELBY'S TEST CLINIC
Address	1240 SE 20TH WAY, SUITE 200	Address	456 W FOURTH
	TROUTDALE, OR 97060		KLAMATH FALLS, OR 97000
Contact	JANE Williams	Contact	SUPER USER
Phone #	(503) 252-1499 x668	Phone #	(541) 123-4567
Ship Date	12/28/2012		

Message from webpage

Are you sure you want to add all transfer items into inventory ?

OK Cancel

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Funding Source	Inventory Action	Order Line #
20	Hib	ActHib	dol9	State	Create New Lot	

- Click **Reject Transfer** to reject all of the transfer items. **Enter Rejection Reason** in the drop-down list, and then click **Reject**.

NOTE: You must return ship any rejected transfer items.

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Reject Entire Transfer

Enter Rejection Reason **Reject**

Cancel

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Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine Group	Lot Number
20	ActHib	Hib	do19

- Click **Partially Accept** to accept some of the transfer items into your ALERT IIS Inventory. Enter the number of doses accepted in the **Amount Accepted** text box. Then select the **Rejection Reason** from the drop-down list. Click **Save** to finish.
 - For a detailed list of explanations for Rejection Reasons, please see the User Manual.

NOTE: You must PHYSICALLY RETURN SHIP any rejected transfer items.

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Partially Accept Transfer

Partially Accept Transfer... **Save**

Return to the Previous Screen... **Cancel**

Transfer Between Organizations Created on 12/28/2012

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Site	AMJEN MEDICAL GROUP	Site	SHELBY'S TEST CLINIC
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Phone #	(503) 252-1499 x668	Phone #	(541) 123-4567
Ship Date	12/28/2012		

Transfer Vaccine Item

Vaccine Group	Trade Name	Lot #	Inventory Action	Transfer Qty	Amount Accepted	Rejection Reason
Hib	ActHib	do19	Create New Lot	20	20	