Receiving a Vaccine Transfer From Another Facility.

Is the other facility an NCIR user?

YES, they are a NCIR user & have inventory in NCIR

NO, they are **NOT** a NCIR user or don't have inventory in NCIR yet.

- Click **Manage Transfers**

- Under **Inbound Transfer** you will see a transfer from the sending organization.

- Click on the **Date of the Transfer/Create Date**

- Verify **Transfer Quantity, Tradename and Lot#** are correct

- If the information is correct, click **Accept Transfer** (*if Accept transfer button is not shown, than the sending organization did not send the transfer correctly*)

- Click **OK**, when pop-up box asks "Are you sure you want to add all transfer items into inventory?"

- Click **Manage Inventory**

- Click **Show Inventory**

- Verify vaccine has been transferred correctly into your inventory

- Please call the NCIR helpdesk 1-877-USE-NCIR or your NCIR consultant with any questions

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- Fill out a **NCIP Vaccine Transfer Form** Available at: http://www.immunizenc.com/forms.htm

- Fill out information on **provider transferring vaccine** and check "**NCIR user**" box as "**NO**"

- Fill out information on **provider receiving vaccine** and check "**NCIR user**" box as "**YES**"

- Fill out information on vaccine being transferred (vaccine type, lot#, expiration date, # doses transferred)

- Check "**YES**" under question "**Would you like for the NCIR helpdesk to add transferred vaccine into your NCIR inventory?**

- Fax form to the NCIR helpdesk at 1-800-544-3058

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