Receiving a Vaccine Transfer From Another Facility.

Is the other facility an NCIR user?

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

- 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, Trade name 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

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

- Fill out a [NCIP Vaccine Transfer Form](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

1/15/2013