



Vaccine Transfer Form

Transferring Site Details

Site Name: _____

Site PIN#: _____

Transferring Contact: _____

Site Telephone: _____

Site Fax:			Faxed to Site <input type="checkbox"/>
	Provider Agreement <input type="checkbox"/>	Cold Chain <input type="checkbox"/>	Reconciliation <input type="checkbox"/>

Receiving Site Details

Site Name: _____

Site PIN#: _____

Receiving Contact: _____

Site Telephone: _____

Site Fax:			Transfer Accepted <input type="checkbox"/>
	Provider Agreement <input type="checkbox"/>	Cold Chain <input type="checkbox"/>	Reconciliation <input type="checkbox"/>

Sites that meet the following requirements are allowed to transfer and/or receive transferred vaccine if:

- The Immunization Provider is an active Site with a current Provider agreement on file, and
- Cold Chain temperatures have been in range for the last 7 days, and
- Site has reconciled their inventory within the last 30 days

Transferring Site Instructions:

- Call Vaccine Management at 1-800-569-0659 to verify the above requirements before proceeding with the transfer process
 - Vaccine Management will fill out the vaccine transfer form and will transfer the vaccine for the site in ImmPact
 - Vaccine Management will fax the completed form to transferring site
 - Place a copy of the vaccine transfer form and vaccine in an appropriate container to maintain the cold chain
 - Call UPS or some other delivery service, if necessary, to ship the vaccine to the receiving site
- For information on Maintaining Cold Chain during transport go to: <http://www.eziz.org/assets/docs/IMM-983.pdf>

Receiving Site Instructions:

- Site will immediately check to see that the vaccine transfer form matches the vaccine received
- Site will immediately place vaccine in the appropriate storage unit
- Site will immediately call Vaccine Management at 1-800-569-0659 to confirm that the inbound transfer is complete and accurate. The transferred vaccine will then be accepted in the site's ImmPact inventory

If the inventory is incorrect:

- Vaccine Management will call the transferring site to correct the vaccine transfer form and fax corrected form to both sites
- Vaccine Management will receive the rejected transfer back into the transferring site's inventory
- Vaccine Management will do a new transfer to match what the receiving site received and accept the vaccine into inventory

Vaccine Brand Name	Manufacturer Name	Lot Number	Amount of Doses

MIP OFFICE USE ONLY

MIP Staff Name: _____	Activity Tracker#: _____	MIP Complete Date: _____
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