South Dakota Immunization Information System (SDIIS)

- **Vaccine Transfer**
  - **Sending Facility**
  - Use this option to move vaccine inventory from one provider location to another
    - e.g. Hospital to Clinic; clinic to clinic
  - Click **INVENTORY**
  - The **EDIT INVENTORY** screen will appear

  - Sending Facility’s current inventory appears
  - Click **SHIPMENTS**
  - The **EDIT SHIPMENTS** screen will appear
South Dakota Immunization Information System (SDIIS)

- **Vaccine Transfer**
  - **Sending Facility**
    - Click **ADD SHIPMENT**
    - The **ADD NEW SHIPMENT** screen will appear

    - Ensure your facility is in the **SHIPPED FROM** field
    - Enter destination facility in **SHIPPED TO** field
    - Add other details as desired: Order ID, Carrier, Tracking #, Notes
    - Click **NEXT**
    - The **SELECT INVENTORY** screen will appear
**South Dakota Immunization Information System (SDIIS)**

**Vaccine Transfer**

**Sending Facility**
- Enter desired amount to transfer in the proper field under **VOLUME SHIPPED**
- Click **ASSOC INVENTORY**
- The **EDIT SHIPMENT** screen will appear

- Confirm details
- **ITEMS SHIPPED** section shows a transfer has begun
- **NOTE**: **STATUS** field should remain **Open**. DO NOT change **STATUS** field to **COMPLETE**
- Click **UPDATE**
- The **EDIT SHIPMENTS** screen will reappear
South Dakota Immunization Information System (SDIIS)

- **Vaccine Transfer**
  - **Sending Facility**
  - CURRENT INVENTORY section reflects change in inventory count (49-25=24)
  - The transfer appears in the SENDING section
  - Sending facility may now Click CANCEL
  - The EDIT INVENTORY screen will appear
    - (May click ADD SHIPMENT if needing to make another transfer)
  - Sending facility’s inventory reflects the change (49-25=24)
  - Click on blue hyperlink of vaccine to view activity, if desired, or
  - Click CLOSE INVENTORY
• **Vaccine Transfer**
  • **Sending Facility**
    - The transfer appears in the RECONCILIATION INFORMATION section
    - The CURRENT VOLUME has changed
    - Click **CANCEL** to exit
South Dakota Immunization Information System (SDIIS)

- **Vaccine Transfer**
- **Receiving Facility**
  - Click **INVENTORY**
  - The **EDIT INVENTORY** screen will appear
• **Vaccine Transfer**
  - Shows entire inventory, including existing inventory of same lot number being transferred, OR, if no previous inventory of lot, new inventory item with “0” count
  - For reference only: If you click on blue hyperlink of vaccine name in the EDIT INVENTORY ITEM screen, you can see that a shipment is “In Transit”
  - DO NOT click on RECONCILE to receive the shipment
  - Click CANCEL to return to the EDIT INVENTORY screen
  - Click SHIPMENTS
  - The EDIT SHIPMENTS screen will appear
South Dakota Immunization Information System (SDIIS)

- **Vaccine Transfer**
- **Receiving Facility**

- **STATUS** field should be “Not Closed”
  - If Shipment does not appear, change **STATUS** to Complete, and see if the shipment is in that list or contact Immunization Registry Manager.

- Click blue hyperlink (Order #)
- The **EDIT SHIPMENT** screen will appear

- Click **RECEIVE SHIPMENT**
- The **RECEIVE SHIPMENT** screen will appear
**South Dakota Immunization Information System (SDIIS)**

**Vaccine Transfer**

- **Receiving Facility**
  - Enter **TOTAL DOSES RECEIVED**
  - Is this shipment complete?
    - **YES** if received all doses
    - **NO** if more doses pending
  - Click **UPDATE**
  - The **EDIT SHIPMENT** screen will reappear

- Confirm details
- **STATUS** automatically changes to indicate shipment **Complete**
- **VOL SHIPPED = VOL RECEIVED**
- Click **UPDATE**
- The **EDIT SHIPMENTS** screen will reappear
**South Dakota Immunization Information System (SDIIS)**

- **Vaccine Transfer**
  - **Receiving Facility**
    - Receiving facility's current inventory reflects the change
    - Click **CANCEL**
    - The **EDIT INVENTORY** screen will reappear

- Receiving facility's inventory reflects the change
- Click **CLOSE INVENTORY**