

Transferring COVID-19 Vaccine Inventory

DECEMBER 22, 2020
Version 1.2



There may be times when you want to transfer COVID-19 vaccines from your inventory to another site within your organization or to another VFC provider outside of your organization. This short guide will give you the step-by-step instructions on how to transfer your site's inventory.

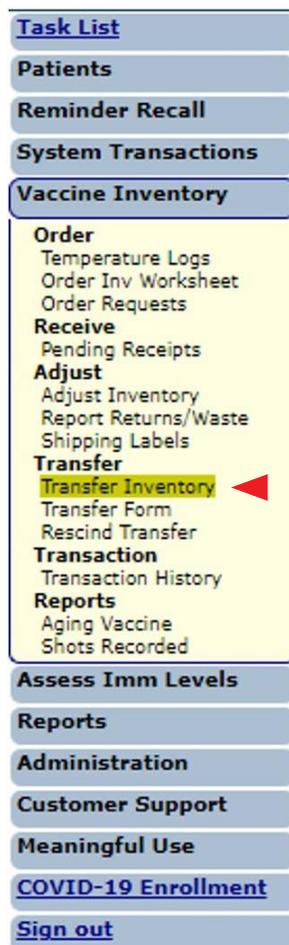
NOTE: If you are transferring COVID-19 vaccine to another enrolled COVID-19 vaccine program site *outside* of your organization, contact the VFC Program at FloridaVFC@flhealth.gov, *before* transferring the vaccine.

STEP 1

Log into [Florida SHOTS](#).

STEP 2

Select "**Vaccine Inventory**" then "**Transfer Inventory**" from the Florida SHOTS menu.



STEP 3

Select the desired VFC site from the drop-down box. Then click "**Search.**"

NOTE: If you work with a single VFC site, the site name will automatically appear in the drop-down box.

Click "**Search**" to bring up that PIN's "**Transfer Inventory Supply Select**" page.

If you work with multiple VFC sites within your organization, select the PIN for the site you wish to work with from the drop-down box. Click "**Search**" to bring up that PIN's "**Transfer Inventory Supply Select**" page.

The "**Transfer Inventory Supply Select**" page includes the following site information:

- **Org Name** – Name of the organization as it is listed in Florida SHOTS.
- **VFC PIN** – Identification number that the VFC Program office provided to your site.
- **Site Name** – Name of the site as it is listed in Florida SHOTS.
- **VFC Shipping Address** – Address to which the VFC Program office ships your site's VFC vaccine.
- **VFC Shipping Contact Info** – Phone, FAX, email, and VFC primary contact for the site.

NOTE: Always check this information for accuracy and notify the VFC Program office if there are changes.

STEP 4

Use any of the following criteria to select the VFC inventory for transferring to another VFC site:

- **Vaccine Category** – Generic name used to group vaccines having similar components.
- **Brand Name** – Name the manufacturer provides to the vaccine.
- **NDC** – National Drug Code that the CDC has attached to this specific vaccine.
- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.

Select the criteria and click **“Retrieve Matching Inv Records.”**

Transfer Inventory Supply Select VT99 : Emulating NDW17020

Lookup VFC PIN:
 1MTL - MAITLAND CENTER (VFC PIN 481046)

Org Name: PHYSICIAN ASSOCIATES OF FL
 VFC PIN: 481046
 Site Name: 1MTL - MAITLAND CENTER
 Central Pharmacy: No

VFC Shipping Address
 Line 1: 800 N MAITLAND AVE
 Line 2: STE 102
 City/State/Zip: MAITLAND, FL 32751

VFC Shipping Contact Info
 Phone: (407)660-7002
 Fax: (407)660-7106
 Email: NOTVALID@FLSHOTS.COM
 Contact: VAZQUEZ,CASSIDY

VFC Private Provider Inventory Item

Vaccine Category: COVID-19 Brand Name: COVID-19 PFIZER NDC: 59267-1000-02: COVID-19 PFIZER ((5 doses per Multi-Dose Vials) x 195)
 Lot number: Effort: COVID-19 (not VFC elig)

Lot Number	Expiration Date	Effort	Last Reported Qty On Hand	Calc Current Qty On Hand	Tx History
DUMMY	12/31/2020	COVID-19 (not VFC elig)		975	View Tx <input type="button" value="Select"/>

STEP 5

Each VFC inventory record in the **“Transfer Inventory Supply Select”** result list will show the following information:

- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.
- **Expiration Date** – The date the manufacturer provides as to when the vaccine will no longer be available to give as a dose to a patient.
- **Effort** – The funding source.
- **Last Reported Qty On Hand** – The date and number of doses that Florida SHOTS shows involved with the most recent inventory update.
- **Calc Current Qty On Hand** – The amount of vaccine Florida SHOTS calculates your site has for a lot based on what the site has communicated regarding doses administered, current inventory, transfers, and adjustments through the “Order Request Form” and through inventory maintenance in Florida SHOTS.
- **Tx History** – A link to the “Transaction History” page for that VFC inventory record; displays every transaction that has occurred with the VFC vaccine since Florida SHOTS recognized it as part of your site’s VFC vaccine inventory.

Click **“Select”** by the VFC vaccine record that you wish to transfer to another VFC site.

STEP 6

This brings you to the “**Transfer Inventory**” page, which displays “**Inventory record being reduced**” at the top of the page in blue and “**Pending Transfer to be created for**” below.

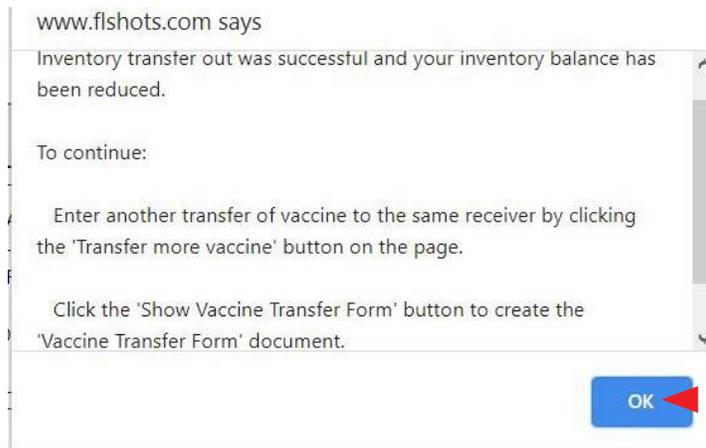
Your site must complete the steps listed below on the “**Transfer Inventory**” page (required fields will be blue):

- a. Enter the “**Effective Date**” of transfer.
- b. Indicate where the vaccine will be transferred:
 - If you know the PIN, enter it and click “**Lookup pin number.**”
 - If you do not know the site’s PIN, you can enter the Organization Name and click “**Retrieve matching organizations,**” and pick the site from the list displayed.
 - If the site is within your organization, you can simply select the site from the site **drop-down box.**
- c. Enter the number of doses you want to transfer in “**Transfer Quantity.**”
- d. Select the **reason** you are transferring the COVID-19 vaccines to the other VFC site. Available transfer options are:
 - Excess Inventory
 - Inadequate Inventory
 - Loss of Inventory – Mechanical Failure
 - Other
 - Practice Closure
 - Transferred for Outbreak Response

NOTE: Choosing “**Other**” as your transfer reason will require that you input an additional comment.

STEP 7

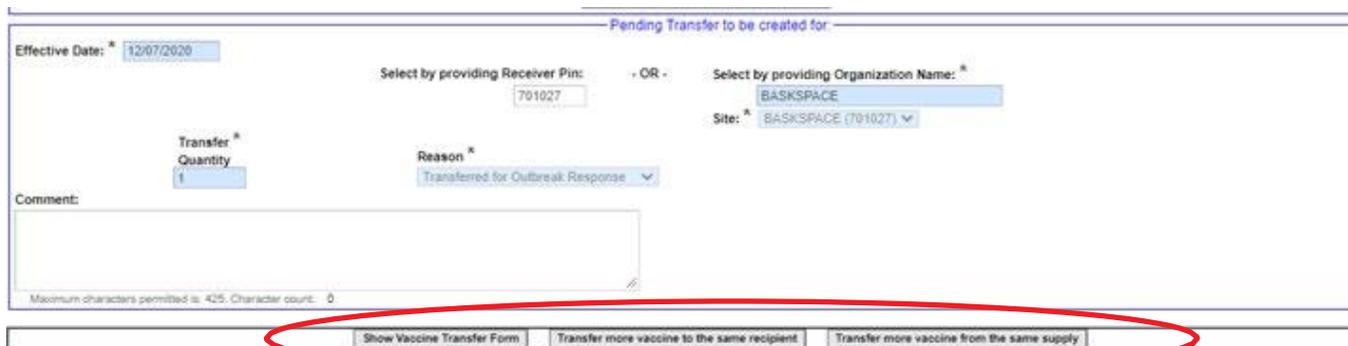
Once you have entered the required information, click **"Submit."** The following pop-up appears to confirm a successful transfer. Click **"OK."**



STEP 8

After submitting your transfer, Florida SHOTS will allow you to complete one of the following actions from the same **"Transfer Inventory"** page:

- Click the **"Show Vaccine Transfer Form"** to process the packing slip, which will be sent with the COVID-19 vaccine to the receiving site.
- Transfer more vaccines to the **same recipient.**
- Transfer more vaccines from the **same supply.**



Creating the Vaccine Transfer Form

STEP 1

Click **"Show Vaccine Transfer Form"** so that the transferred COVID-19 vaccines have the appropriate documentation when they are sent to the receiving site. The **"Vaccine Transfer Form Select"** page displays.

STEP 2

Select the **"Responsible Person"** who is physically transferring the COVID-19 vaccines from your site. Then determine whether the specific NDC and lot number should be included on this **"VFC Vaccine Packing Slip"** by checking the **"Include on form?"** check box.

Shipped Date	Sending Site	Receiving Organization	Receiving Site	Select this form												
12/07/2020	1MTL - MAITLAND CENTER	BASKSPACE	BASKSPACE	<input checked="" type="checkbox"/>												
<table border="1"> <thead> <tr> <th>Vaccine Name</th> <th>NDC</th> <th>Manufacturer</th> <th>Lot Number</th> <th>Doses</th> <th>Include on form?</th> </tr> </thead> <tbody> <tr> <td>COVID-19 PFIZER59267-1000-02 PFR-PFIZER, INC DUMMY</td> <td></td> <td></td> <td></td> <td>1</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>					Vaccine Name	NDC	Manufacturer	Lot Number	Doses	Include on form?	COVID-19 PFIZER59267-1000-02 PFR-PFIZER, INC DUMMY				1	<input checked="" type="checkbox"/>
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12/06/2020	1MTL - MAITLAND CENTER	BASKSPACE	BASKSPACE	<input type="checkbox"/>												
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STEP 3

Enter the required criteria and click **"Submit."** The **"Vaccine Transfer Form"** then appears.

FLORIDA VACCINES FOR CHILDREN (VFC) PROGRAM

Vaccine Transfer Packing Slip

To preserve the vaccine viability, it is important to maintain the "cold-chain" when transporting vaccines. Providers must handle, store, and transport vaccines properly. NOTE: Do not transfer open vials.

Provider Transferring the vaccine(s)

VFC PIN: 481046 Provider Name: 1MTL - MAITLAND CENTER
Telephone #: (407)660-7000 Date: 12/07/2020

Print Name: DANIELLE ACEVEDO

Provider Receiving the vaccine(s)

VFC PIN: 701027 Provider Name: BASKSPACE

When receiving the vaccines listed below, please verify the vaccines are in viable condition and the cold-chain has not been compromised.

Name of the Vaccine/Mfg	Lot Number	NDC	Expiration Date	Number of Doses
COVID-19 PFIZER - COVID-19 PFIZER PFR-PFIZER, INC	DUMMY	59267-1000-02	12/31/2020	1

To avoid vaccines becoming unserviceable, the provider will ensure:

- all vaccines are immediately and properly stored.
- the refrigerator temperature for storage is within the range.
- to use the vaccines with the shortest expiration date first.

----- This is a packing slip. Please do not fax this form to the VFC program -----

STEP 4

For all transfers, both the sending and receiving sites need to sign the Vaccine Transfer Form and email a copy to the VFC Program at FloridaVFC@flhealth.gov for record keeping.

NOTE: The receiving site should go to their "**Pending Receipts**" page after comparing the transfer form and packing slip they receive with the transferred vaccine and accept the pending transfer by clicking "**Apply transfer to inventory balances.**"

HELP DESK**FREE TECHNICAL SUPPORT:**

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials