



<b>Policy &amp; Procedure Title</b>	Vaccine Transfers	<b>Issuing Date</b>	7/17/2012
<b>Policy &amp; Procedure Number</b>	19	<b>Revision Date</b>	01/01/2023
<b>Policy &amp; Procedure Approval Authority</b>	<i>Dave McConnick</i>		

**Policy Statement**

The Indiana Immunization Division holds providers accountable for all publicly funded doses ordered. Providers should order vaccine one time each month and should only maintain a 4-6 week inventory of vaccines. When providers determine that there is an excess of vaccine, providers should first run a reminder recall in CHIRP to determine patient population in need of vaccine. If the provider still has an excess of vaccine, they should make arrangements with the Immunization Division to have vaccines transferred to another enrolled provider. **Transfers should only occur in rare situations, with the approval and under direct guidance of the Immunization Program, and at the discretion of the Regional Quality Assurance Specialists (RQAS).**

*The Regional Quality Assurance Specialist will assist with transfers if available, but this service is not guaranteed.*

When short-dated or excess vaccine needs to be transferred, providers should provide the following information to the Regional Quality Assurance Specialist and/or Accountability Coordinator *90 days* prior to the vaccine expiration date:

- Provider’s name, **VFC PIN**, and contact information
- Type of vaccine, vaccine brand name, vaccine National Drug Code (NDC), lot number, expiration date and number of doses
- Any special circumstances, such as limited hours or dates available, closing date, etc.

The Immunization Division will maintain a list of all available vaccines and the Vaccine Management staff will compare this list to incoming vaccine orders to facilitate vaccine transfers. When appropriate, the Accountability Coordinator will alert the respective RQAS to complete the vaccine transfer. The appropriate forms and instructions will be forwarded to all parties involved. **All transfer of vaccine between clinics/providers must be authorized by the Immunization Division.**

**Partially used multi-dose vials cannot be transferred between providers**

In the event that a provider is withdrawing from the Publicly Funded Vaccine Program, the Division will assist with the transfer of all applicable vaccine to another enrolled provider, as well.

**References & Resources**

Vaccine Transfer Form (State Form 54658)

**Revision History**

- 07/17/2012, Created
- 03/01/2014, Revised
- 04/01/2017, Revised
- 03/07/2022, Revised
- 01/01/2023, Revised