

<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>	04/01/2017
<b>Policy &amp; Procedure Approval Authority</b>			

### Policy & Procedure Summary

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 have to make arrangements with the Immunization Division to have vaccines transferred to another enrolled provider. Transfers should only occur in rare situations.

### Policy Statement

This policy supersedes all policies previously issued by the Indiana Immunization Division addressing the transport of publicly funded vaccine. It replaces the following policy:

Title of Policy: **Vaccine Transfers/Return**  
 Policy Number: II-04  
 Creation Date: Apr 1, 2006  
 Revision Date: Mar 1, 2011

Providers should manage their vaccine inventory to determine when there are short-dated doses they may be unable to administer before the expiration date. Vaccine transfers should also be facilitated in the event of a Provider Disenrollment.

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

- Provider's name, PIN number 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 Field Representative 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.**

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.

### Procedure Details

*Step 1) Provider shall notify the Field Representative and/or the Accountability Coordinator of any excess vaccine available for transfer at least 90 days prior to the vaccine expiration date.*

- A. If the provider is withdrawing, the provider should contact the Immunization Division a minimum of 30 days in advance.

*Step 2) Provider will provide all vaccine information to the Immunization Division.*

*Step 3) The Accountability Coordinator will notify the Field Representative of any necessary vaccine transfers.*

*Step 4) All Transfer forms will be provided to the Vaccine Management staff by the Field Representative, once the transfer has been completed. The Transfer transaction will then be processed in VOMS within 7 business days.*

### **References & Resources**

Vaccine Transfer Form (State Form 54658)

### **Revision History**

07/17/2012, Created

03/01/2014, Revised

04/01/2017, Revised