North Carolina Immunization Registry (NCIR)

Ordering, Transferring and Inventory Management for COVID-19 Vaccine

User Guide

Last Updated: November 17, 2021

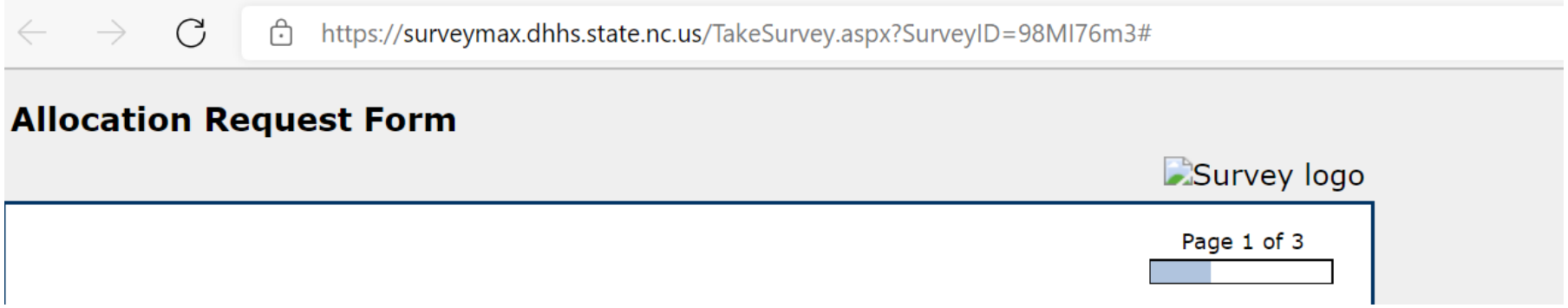
NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Steps to Order COVID-19 Vaccine

Step 1 of 4: Navigate to Allocation Request Form

All COVID-19 vaccine is currently ordered outside of NCIR. Providers need to submit requests via the Allocation Request Form, available here:

https://surveymax.dhhs.state.nc.us/TakeSurvey.aspx?SurveyID=98MI76m3#



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Administrator

Step 2 of 4: Complete Provider Information

Fill out provider information and location information

Allocation Request Form

Page 1 of 3

Provider Information

Please enter your provider organization and location information below.

1. Parent Organization*
2. Please choose your provider location name*
   Select one from below list.
   PIN - Provider Location Name
3. If your "PIN - Provider Location Name" is not in the dropdown above, please enter it here:
4. Provider Contact Name*
5. Provider Contact Email*
6. Provider Contact Phone Number*

Next

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Step 3 of 4: Complete Allocation Information

Complete allocation request information

Allocation Request Form

Page 2 of 3

Allocation Request

Please request vaccine doses below (inclusive of first and second doses).

7. Please request the number of Pfizer doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Pfizer doses. Pfizer doses requested must be in multiples of 1170.*

   0

8. Please request the number of Moderna doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Moderna doses. Moderna doses requested must be in multiples of 100.*

   0

9. Please request the number of Janssen doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Janssen doses. Janssen doses requested must be in multiples of 100.*

   0

10. Your requested doses will likely be filled via transfer facilitated through this request form. Please provide the name of the on-site coordinator to assist with the transfer.*

11. Your requested doses will likely be filled via transfer facilitated through this request form. Please provide the phone number of the on-site coordinator to assist with the transfer.*

Back Next

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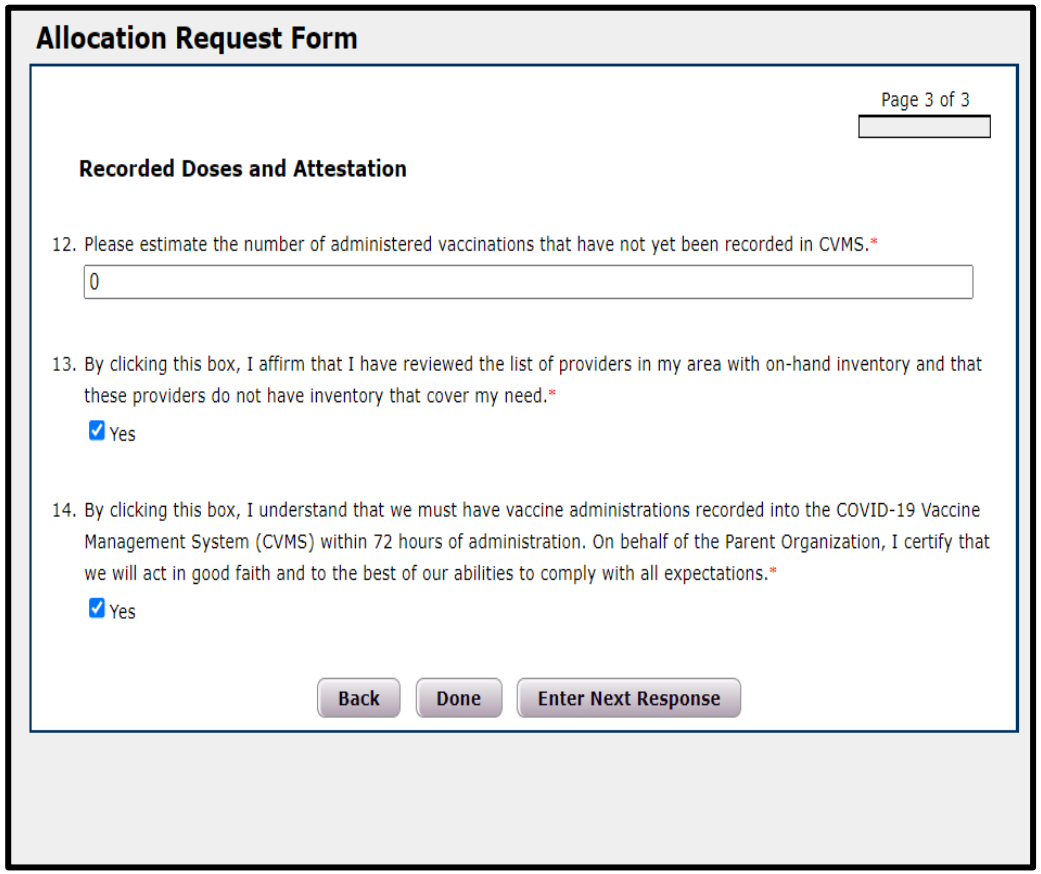
Step 4 of 4: Complete Form

Complete form by selecting **Yes** to the final statements and clicking **Done**



Allocation Request Form

Page 3 of 3

Recorded Doses and Attestation

12. Please estimate the number of administered vaccinations that have not yet been recorded in CVMS.*

0

13. By clicking this box, I affirm that I have reviewed the list of providers in my area with on-hand inventory and that these providers do not have inventory that cover my need.*

☑ Yes

14. By clicking this box, I understand that we must have vaccine administrations recorded into the COVID-19 Vaccine Management System (CVMS) within 72 hours of administration. On behalf of the Parent Organization, I certify that we will act in good faith and to the best of our abilities to comply with all expectations.*

☑ Yes

Back | Done | Enter Next Response

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Timeline for Ordering COVID-19 Vaccine

Ordering Timeline

1. Requests must be received by Thursday at 10am to be considered for shipment the following week.
2. NCDHHS will review all requests to ensure requests are in line with guidelines below.
3. Orders are confirmed on Friday.
4. Orders are delivered the following Tuesday or Wednesday.

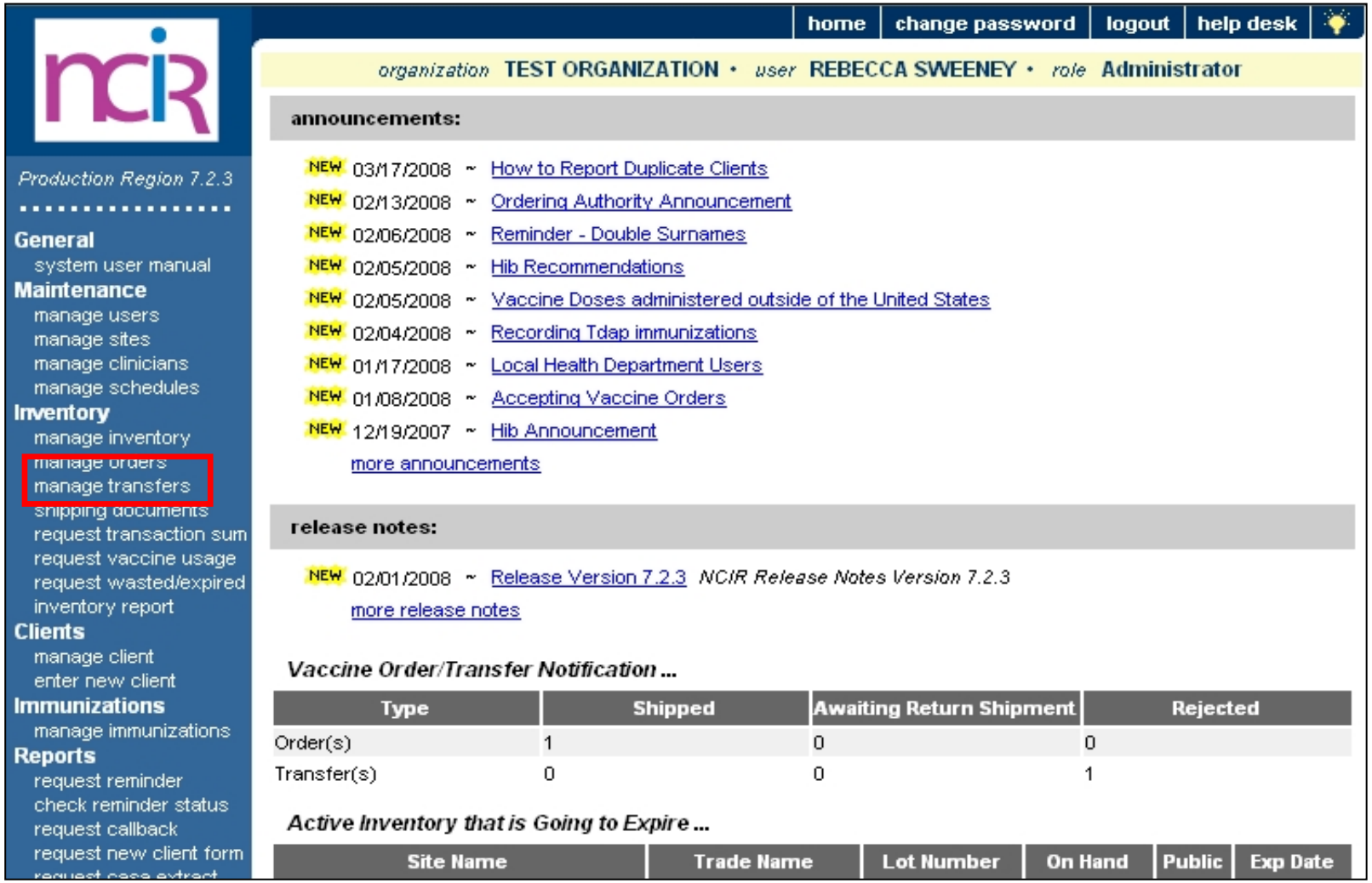
NOTE: In most cases, denied requests will be due to insufficient administration history and/or forecasted booster dose demand at your site. Please only request direct allocation if you can administer the Minimum Order Quantity (MOQ) within 3 months of receipt.

If you believe your vaccine request was denied in error, please review the ordering guidelines below and resubmit with sufficient justification for how you will administer all doses within 3 months of receipt.

Steps for Accepting State-Supplied Orders

Step 1 of 4: Navigate to Manage Transfers

Click on **Manage Transfers**.



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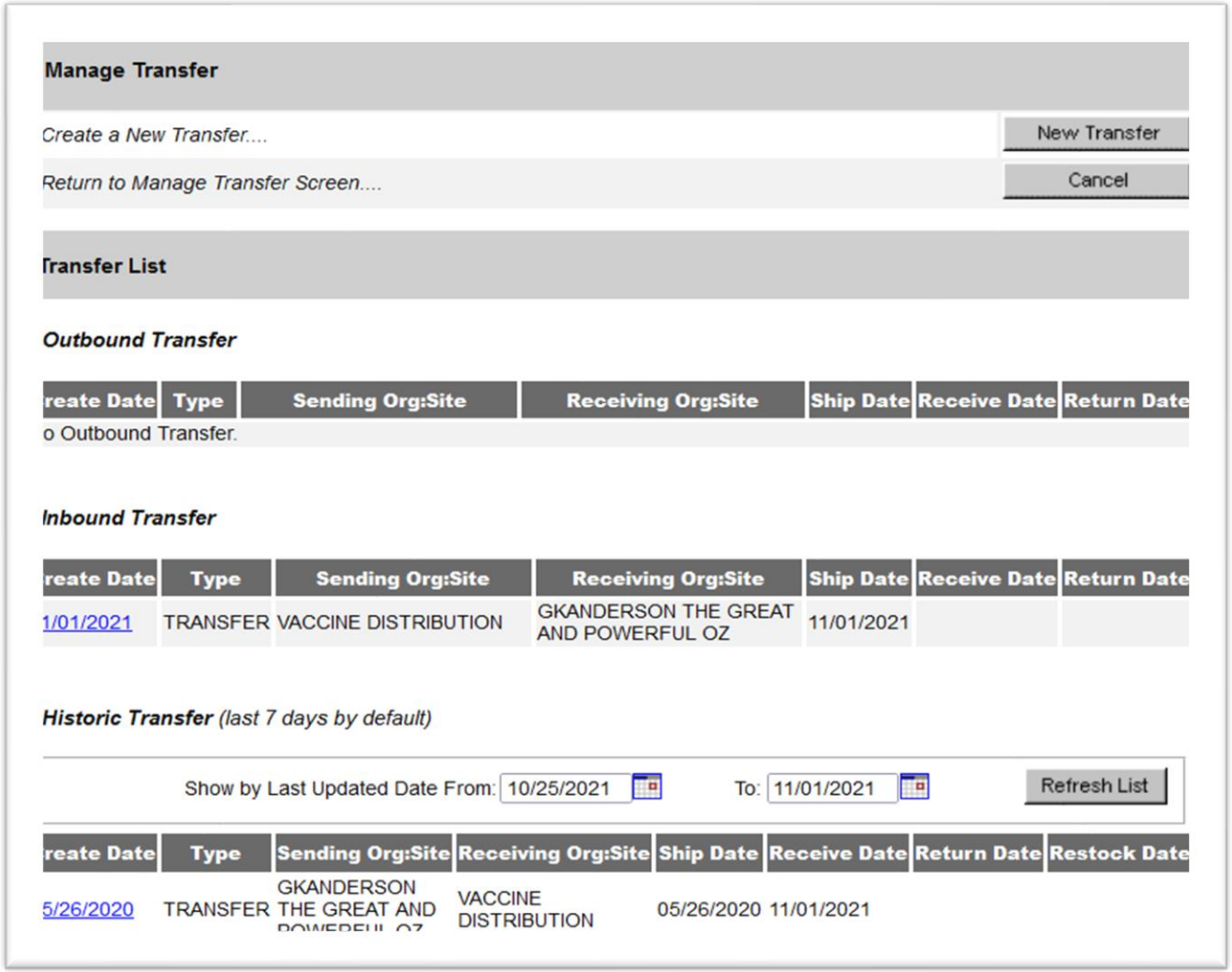
Step 2 of 4: Navigate to Your Order

1. Find your order under the **Inbound Transfers**.
2. Click on the **Create Date** in blue. This is going to take you to where you can view your order.



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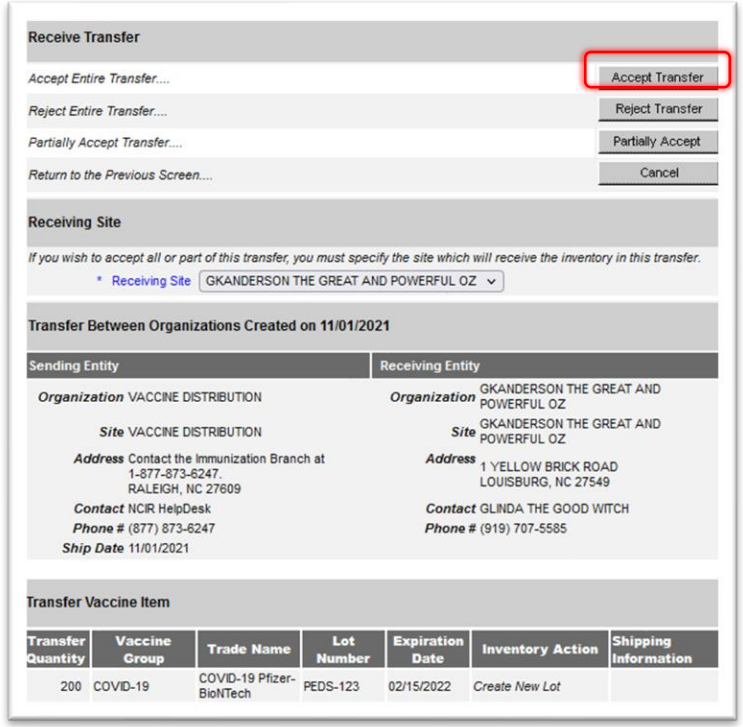
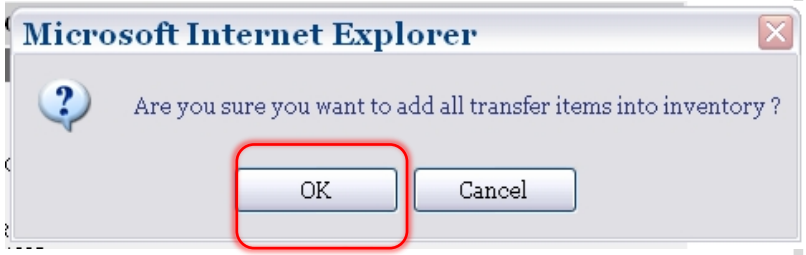
Step 3 of 4: Accept Transfer

1. You will see your order at the bottom of the screen. You must verify that these lot numbers and amounts match what you have on your invoice from the vaccine shipping box. If they do not match, please call the Help Desk at 877-873-6247
2. Accept the transfer and it will be loaded into your inventory. Before you reject or partially accept your transfer you must call the Help Desk for assistance.
3. If your invoice matches the NCIR order then you can accept it straight into your inventory by clicking **Accept Transfer**.
4. When you click Accept Transfer, you will see a pop up message like below.
5. Click **OK**





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Step 4 of 4: Review

When you have successfully added your order into your NCIR inventory, then you will see the message below in **red**. You can double check to make sure your inventory is in the NCIR by going back to **Manage Inventory** and then clicking **Show Inventory**.

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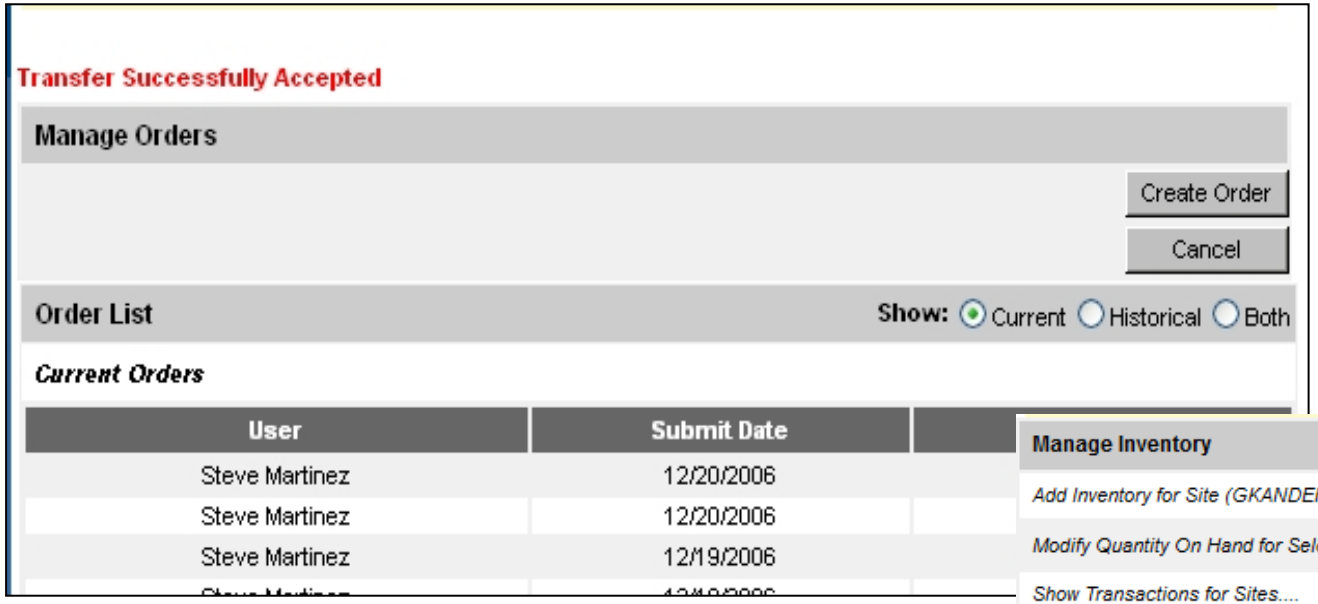

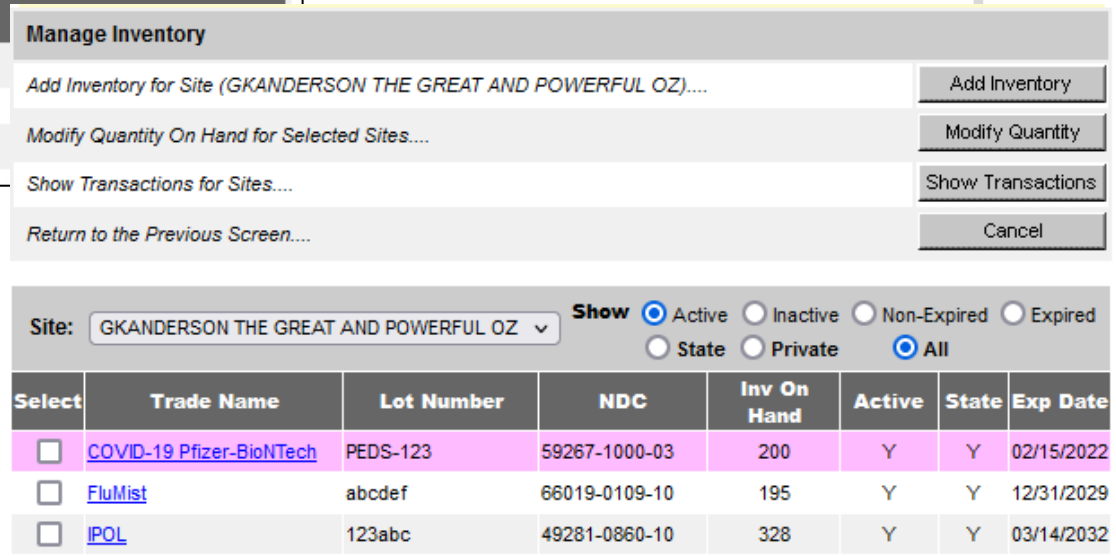

You can verify the vaccine has been entered into NCIR inventory.

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Transferring COVID-19 Vaccine

Different Types of Transfers

Definitions

organization NORTH CAROLINA IMMUNIZATION REGISTRY • *user* Rebecca Sweeney • *role* NCIR Help Desk

Manage Transfer

Create a New Transfer.... New Transfer

Return to the Previous Screen.... Cancel

Outbound Transfers are when you transfer from your inventory to another site's inventory.

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	eceive Date	Return Date
No Outbound Transfer.				

Inbound Transfers are when you receive transfers from another site into your inventory.

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution				

Historic Transfers are transfers that have been shipped and/or received.

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 04/01/2008 To: 04/08/2008 Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

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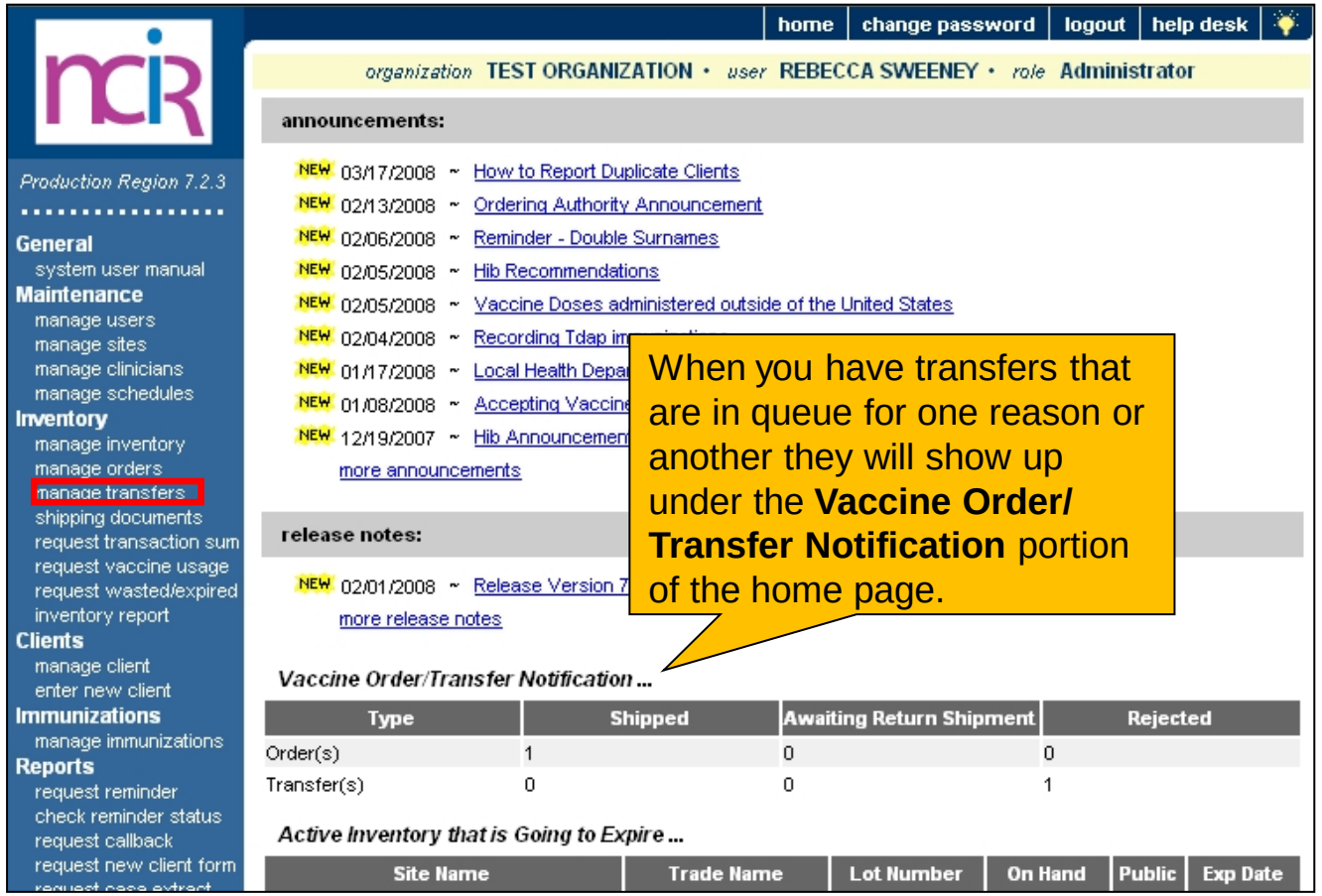
Outbound Transfers to NCIR Users

Step 1 of 6: Navigate homepage

You can view any pending Inbound or Outbound transfers in the NCIR under the **Vaccine Order / Transfer Notification** portion of the Home Page. In addition to the **Manage Transfer** Screen.

1. Click **Manage Transfer**



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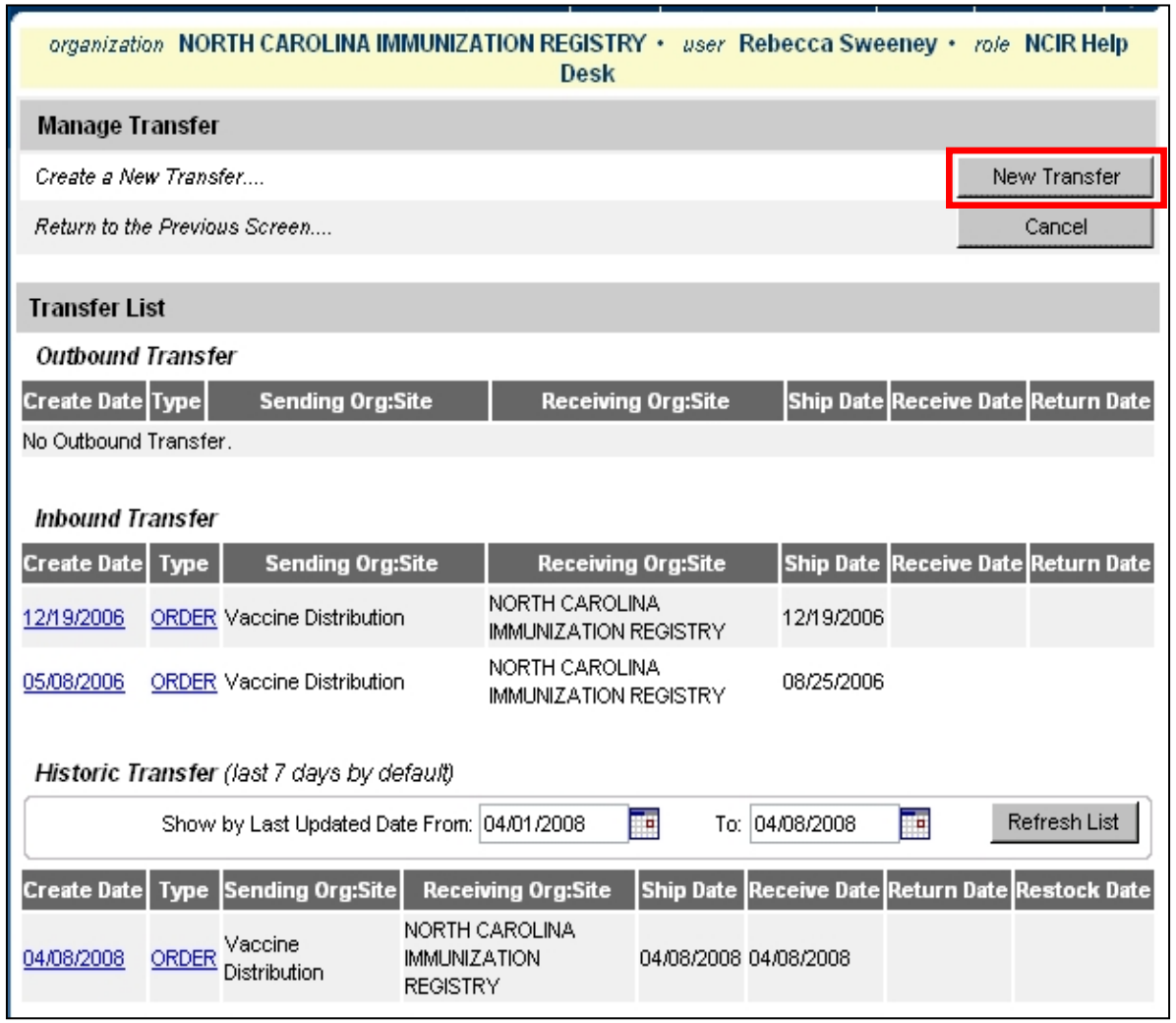
Inventory Control

Administrator

Step 2 of 6: Navigate to New Transfer

Using the Manage Transfer function leaves an electronic trail from your facility to NCIP facility that you are physically transferring vaccine to.

1. To transfer vaccine to another provider on the NCIR, start by clicking **New Transfer**.



Audience

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Step 3 of 6: Complete Transfer Information

1. Choose your **Receiving Organization** as the facility that you are transferring vaccine to (NCIR only).
2. You can choose to transfer active and inactive vaccine to another provider. Click on the **OK** radio button next to your choice.
3. Enter the **Transfer Quantity** in the box next to the vaccine you are wanting to transfer. Remember to enter the amount in doses.
4. Click **Save** when you are ready to finish the transfer.

New Transfer

Sending Site: NORTH CAROLINA IMMUNIZATION REGISTRY

Internal Receiving Site: or

Receiving Organization

Save | Transfer all Expired | Cancel

Note: Only those sites or organizations which have inventory set up are displayed.

Add from Inventory — Show: Active and Non-Expired | Inactive and Non-Expired | Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
	Acel-Imune	DTP/aP	22525	7	Y	Y	07/31/2008
	Adacel	Td - Tdap	ADA1234	500	Y	Y	08/08/2009
	Boostrix	Td - Tdap	11111	96	Y	Y	09/30/2008
	Engerix-B Adult	HepB	111111	87.5	Y	Y	06/30/2009
	Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
	Fluvirin	Influenza	32434	247	Y	Y	01/01/2010
	Fluzone Pres-Free	Influenza	654-654	10200	Y	Y	06/30/2008
	Gardasil	HPV	1234z	89	Y	Y	05/05/2008
	Gardasil	HPV	GD5543	10	Y	Y	01/01/2009
	Menactra	Meningo	testuat	7	Y	Y	12/31/2009
	Pediarix	DTP/aP - HepB - Polio	65656	50	Y	Y	09/30/2008
	Recombivax-Adult	HepB	252525	98	Y	Y	03/30/2009
	Tripedia	DTP/aP	U1985CA	20	Y	Y	08/06/2008

Audience

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Step 4 of 6: Navigate to Packing List

In order to finish this transfer, you must view or print the Packing List or Label. You will not be able to complete the transaction without doing this step. Click **Packing List.**

The vaccine that you are transferring will show up under **Transfer Item.**

Edit Transfer: Create Date 11/01/2021 **Saved Successfully**

Sending Site GOTHAM CITY HEALTH CENTER

Internal Receiving Site [ ] or

Receiving Organization 123 Pediatrics

Note: Only those sites or organizations which have inventory set up are displayed.

Save | Packing List | Label | Finish Trans | Ship | Cancel Transfer

You should see this message **"Saved Successfully"**

Transfer Item

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
☐	50	COVID-19 Moderna	COVID-19	COVIDYAY	9979	Y	Y	05/10/2120

*NOTE: Fields marked with an asterisk * are required.*

Add from Inventory Show ◉ Active and Non-Expired ○ Inactive and Non-Expired ○ Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
	AFLURIA IIV4 P-Free, Ped	Influenza	HH449	50	Y	N	06/30/2022
	ActHib	Hib	ACTHIB987	500	Y	N	01/01/2080
	ActHib	Hib	NDCSRCOOL	3000	Y	N	01/01/2099
	Adacel	Td - Tdap/Pertussis	GHSK5554AB	796	Y	N	01/01/2089

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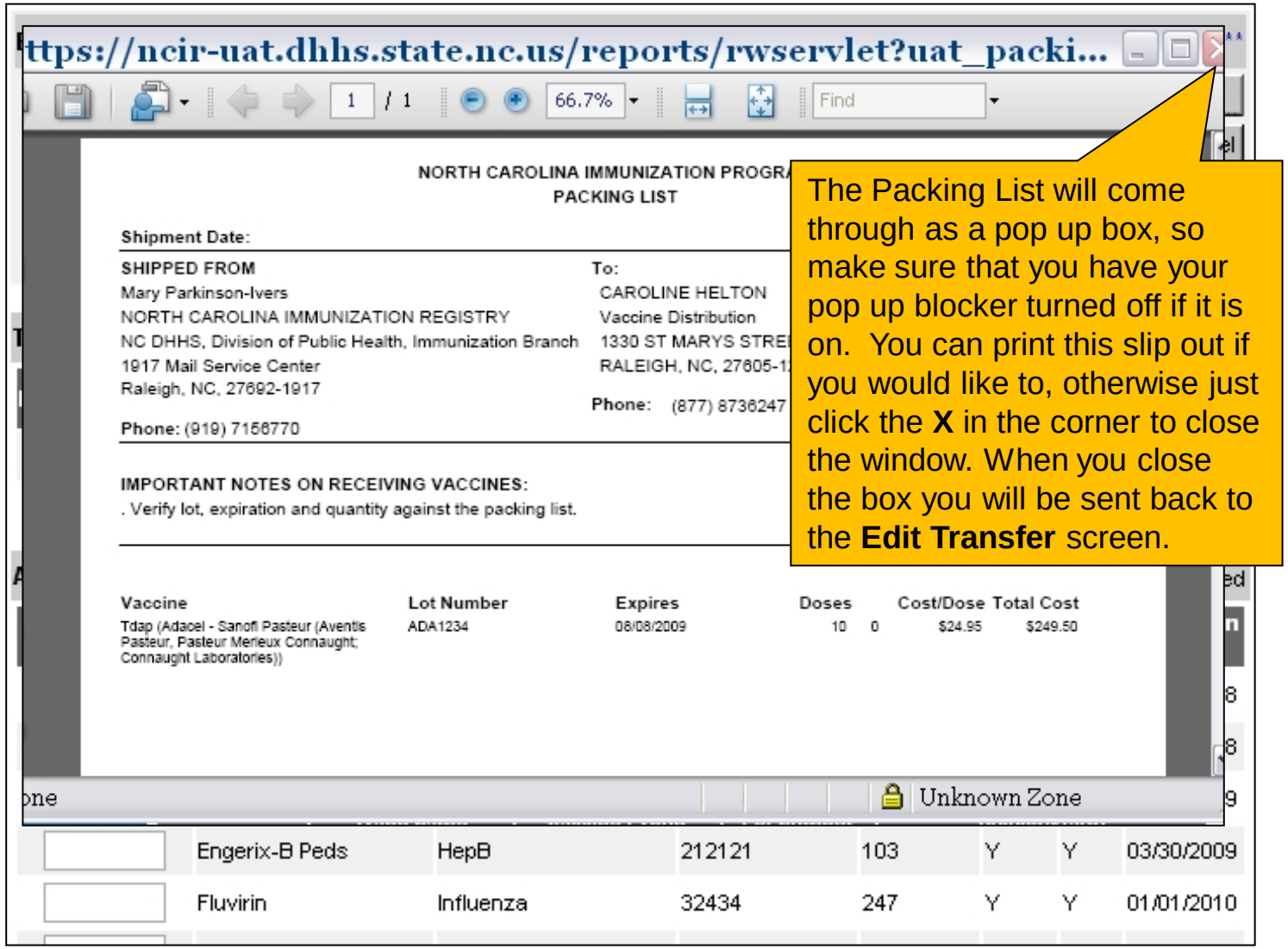
Step 5 of 6: Complete Transaction

Once back to the **Edit Transfer** screen, click **Ship** twice to complete transaction.



The Packing List will come through as a pop up box, so make sure that you have your pop up blocker turned off if it is on. You can print this slip out if you would like to, otherwise just click the **X** in the corner to close the window. When you close the box you will be sent back to the **Edit Transfer** screen.

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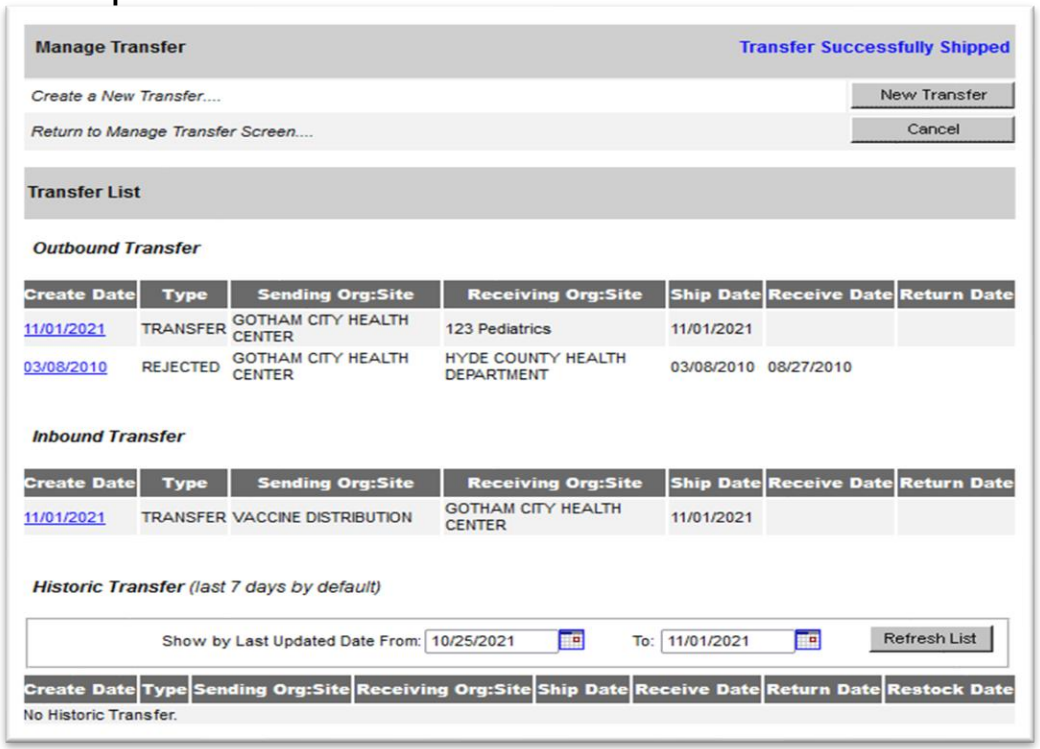
Step 6 of 6: Check Transaction Details

If the transfer was completed, you will see the message in blue Transfer Successfully Shipped and the transfer will show up under Outbound Transfer.



Manage Transfer — Transfer Successfully Shipped

Create a New Transfer.... New Transfer

Return to Manage Transfer Screen.... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
11/01/2021	TRANSFER	GOTHAM CITY HEALTH CENTER	123 Pediatrics	11/01/2021		
03/08/2010	REJECTED	GOTHAM CITY HEALTH CENTER	HYDE COUNTY HEALTH DEPARTMENT	03/08/2010	08/27/2010	

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
11/01/2021	TRANSFER	VACCINE DISTRIBUTION	GOTHAM CITY HEALTH CENTER	11/01/2021		

***Historic Transfer** (last 7 days by default)*

Show by Last Updated Date From: 10/25/2021 To: 11/01/2021 Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date

No Historic Transfer.

Note:

- If a “Ship Date” does not appear on the Outbound Transfer, then the transfer was not finished.
- If the date of transfer is different than the current date shown, then type the correct date in the box next to “Enter Ship Date”.
- Once the Transfer is completed, the vaccine is immediately removed from the Senders NCIR inventory and ready to Accept into the Receivers inventory.

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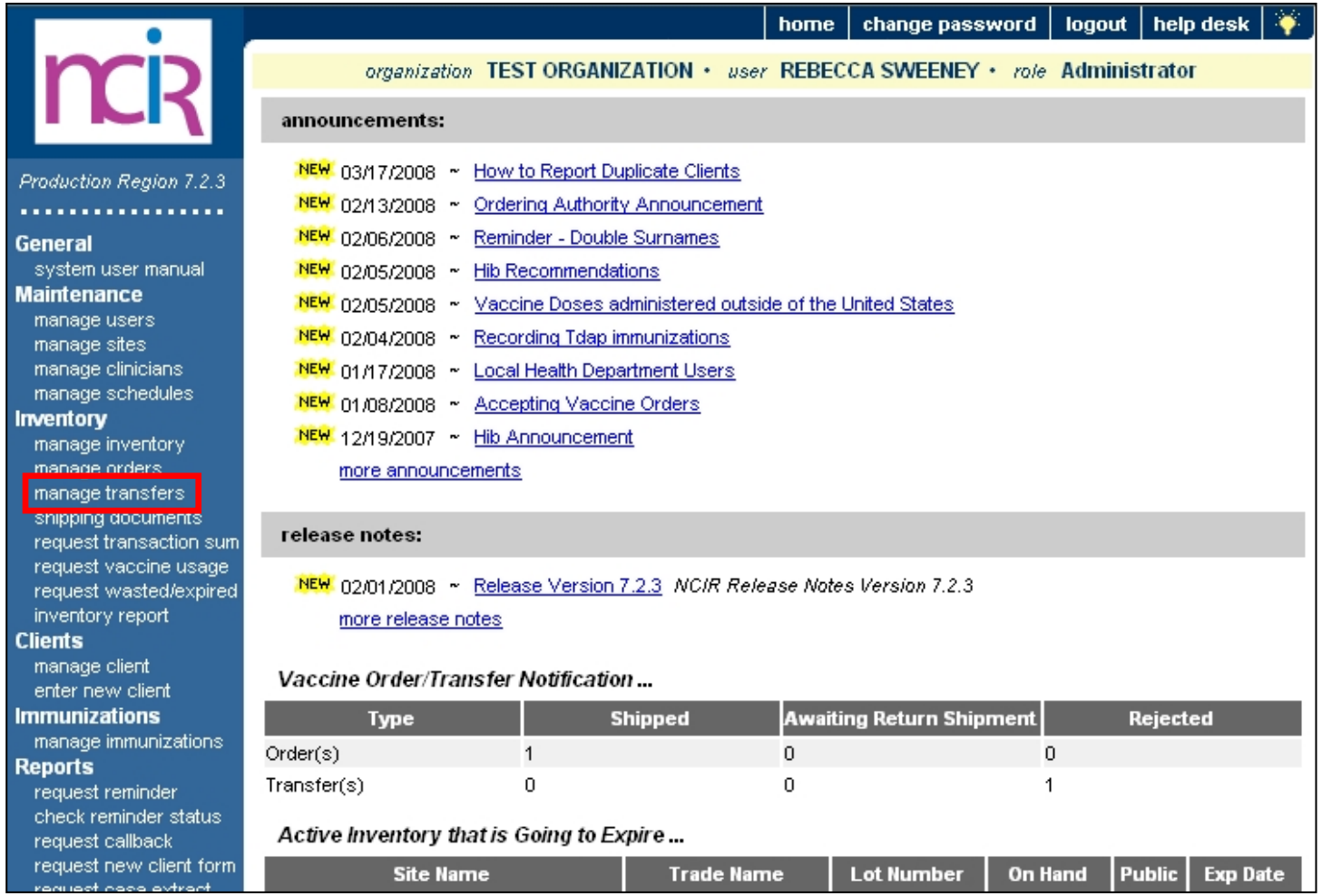
Inbound Transfers

Step 1 of 3: Navigate homepage

Click **Manage Transfers** and pending inbound transfers can be seen under the Inbound Transfer heading.



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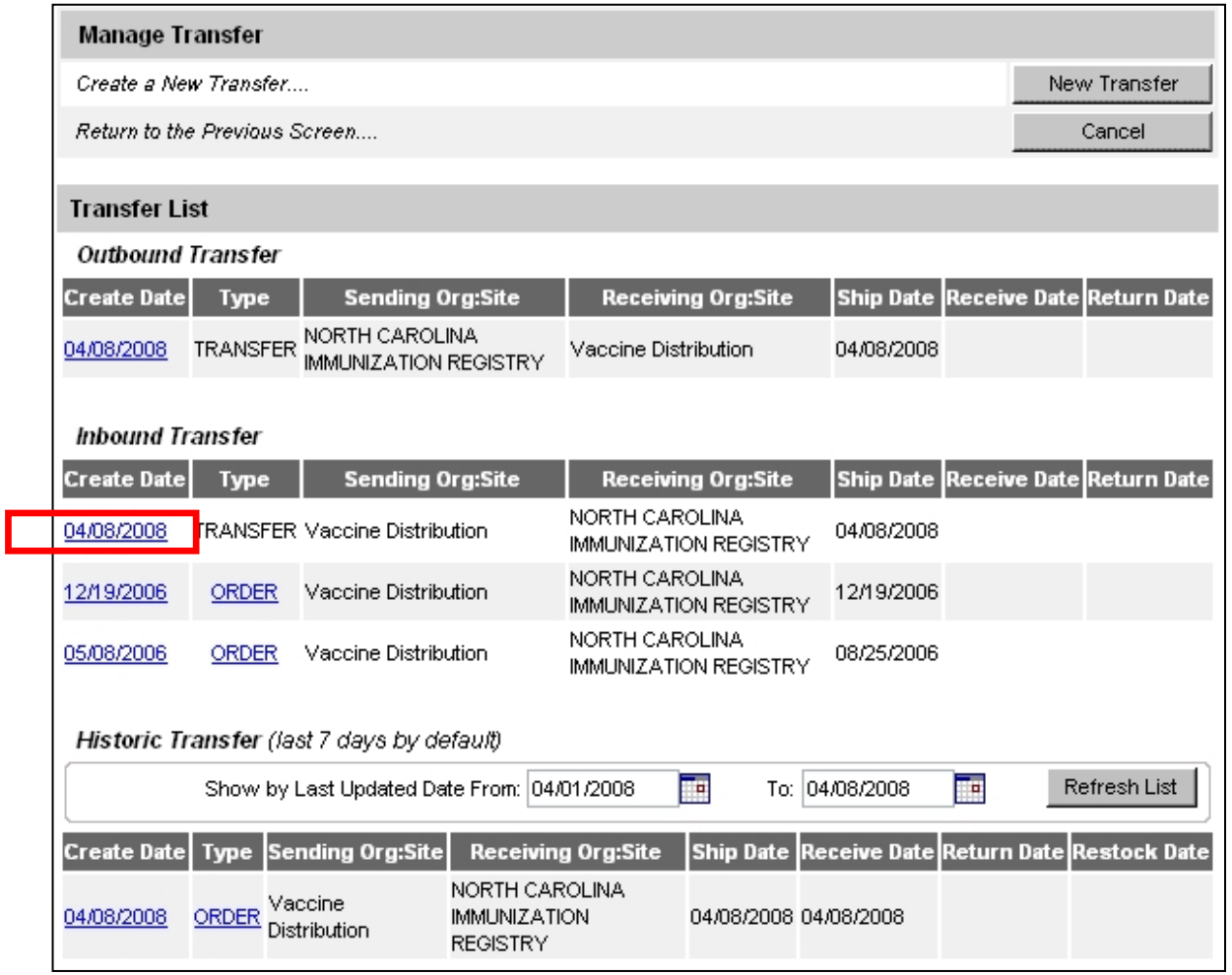
Step 2 of 3: Find Transfer

Inbound Transfers can be state supplied vaccine orders or transfers from another provider. The process of accepting these inbound transfers is the same, no matter the type.

Find your transfer and click on the **Create Date** link in blue.



Manage Transfer

Create a New Transfer.... New Transfer

Return to the Previous Screen.... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	NORTH CAROLINA IMMUNIZATION REGISTRY	Vaccine Distribution	04/08/2008		

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008		
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

***Historic Transfer** (last 7 days by default)*

Show by Last Updated Date From: 04/01/2008 To: 04/08/2008 Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Audience

Inventory Control

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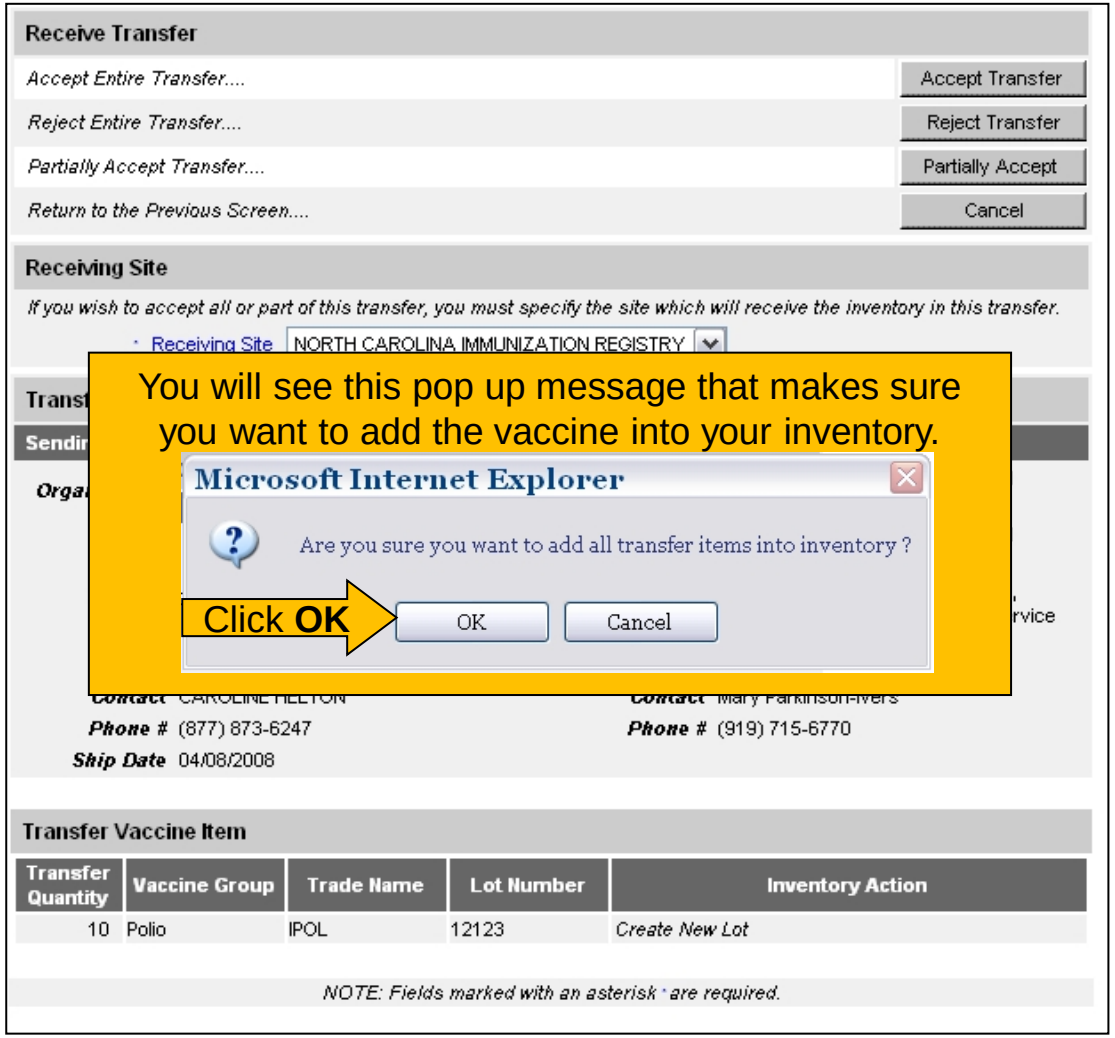
Step 3 of 3: Accept Transfer

To accept this transfer into your inventory, click on **Accept Transfer**. You should only accept your transfer after you have verified lot number, expiration date, and amount shipped. If your invoice matches the NCIR then accept.



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COVID-19 Vaccine Transfers between NCIR and CVMS

Transferring COVID-19 Doses between NCIR and CVMS

NOTE: Cross-system transfers are **not currently supported**.

If you have any questions, please contact the NC Vaccines Help Desk by calling 1-877-873-6247 or by submitting a ticket via the Immunization Inquiry Form

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Moving COVID-19 Vaccine from CVMS to NCIR (Transition)

Moving COVID-19 Vaccine from CVMS to NCIR

If you have transitioned from CVMS to NCIR for managing COVID-19 vaccines, prior to the final transition date, your existing COVID-19 inventory will be transferred from CVMS to NCIR.

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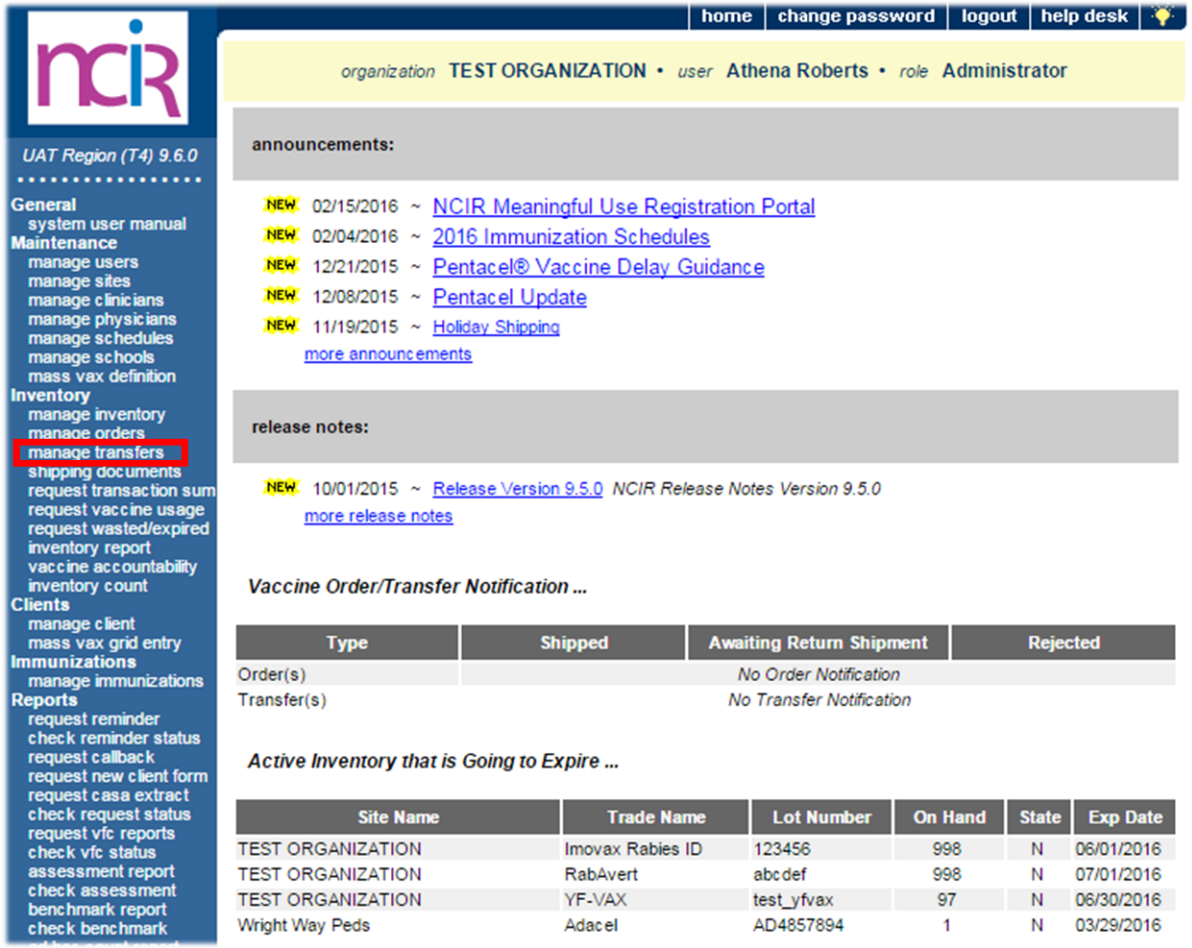
Reporting and Returning Expired Vaccine

Steps to Document Expired Vaccine

Step 1 of 4: Count Expired Vaccines and Navigate to Transfers Page

1. It's a good idea to count your expired vaccines before you begin the process to document them in the NCIR. This helps ensure that the physical count of vaccines matches what the NCIR reports your facility as having on hand.
2. Click **Manage Transfers**



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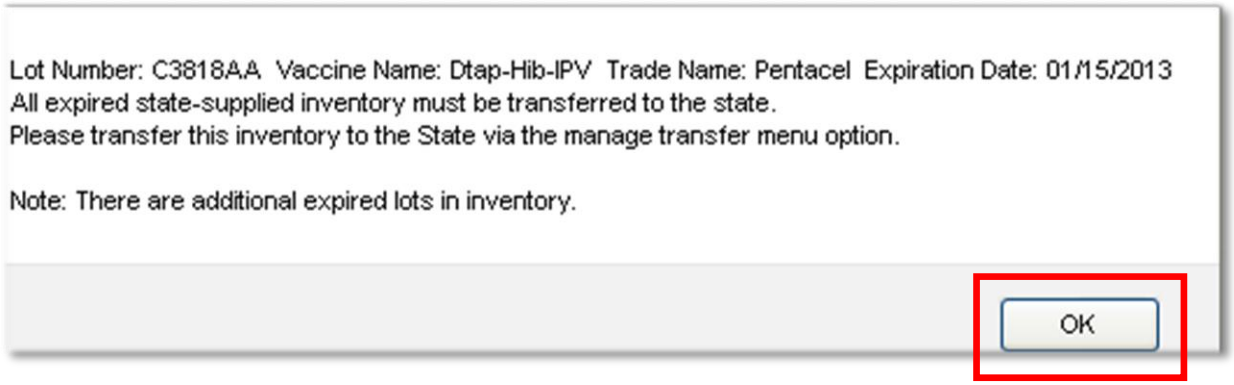
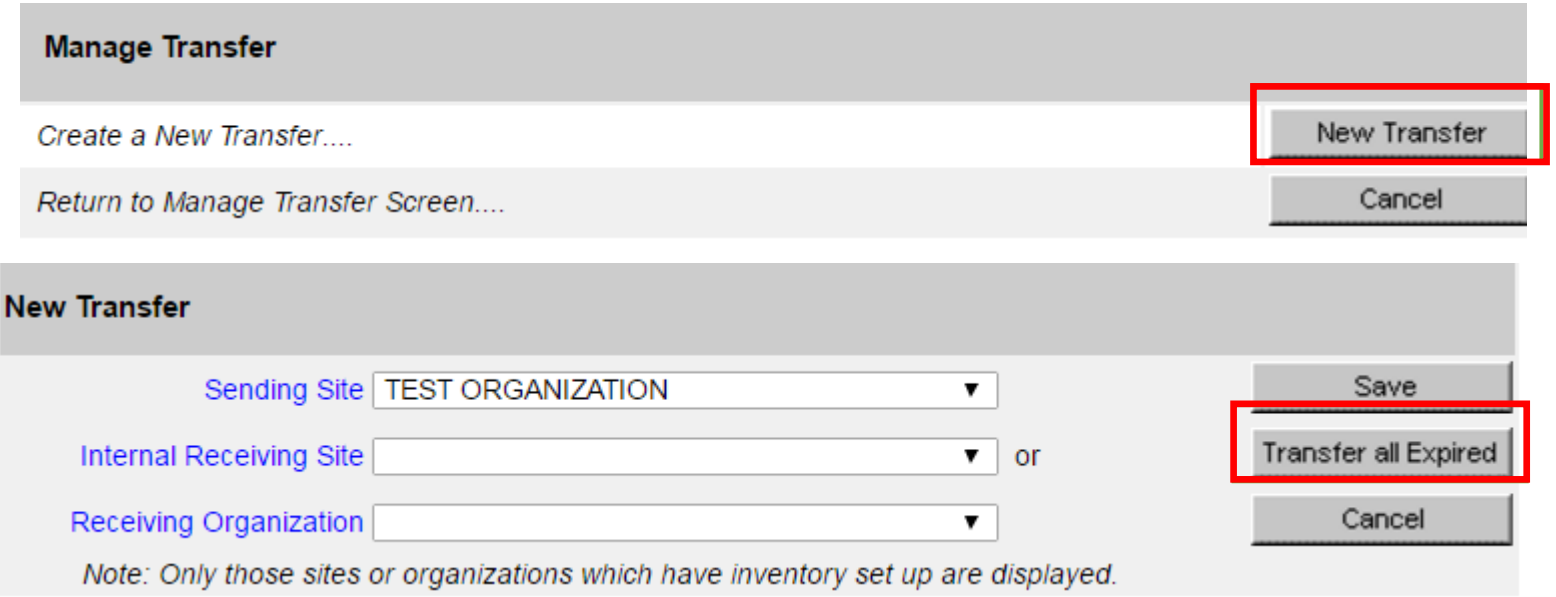
Step 2 of 4: Create New Transfer

1. You should get a pop-up for the expired vaccine. Click **OK**.
2. Click **New Transfer**.
3. Click **Transfer All Expired.**





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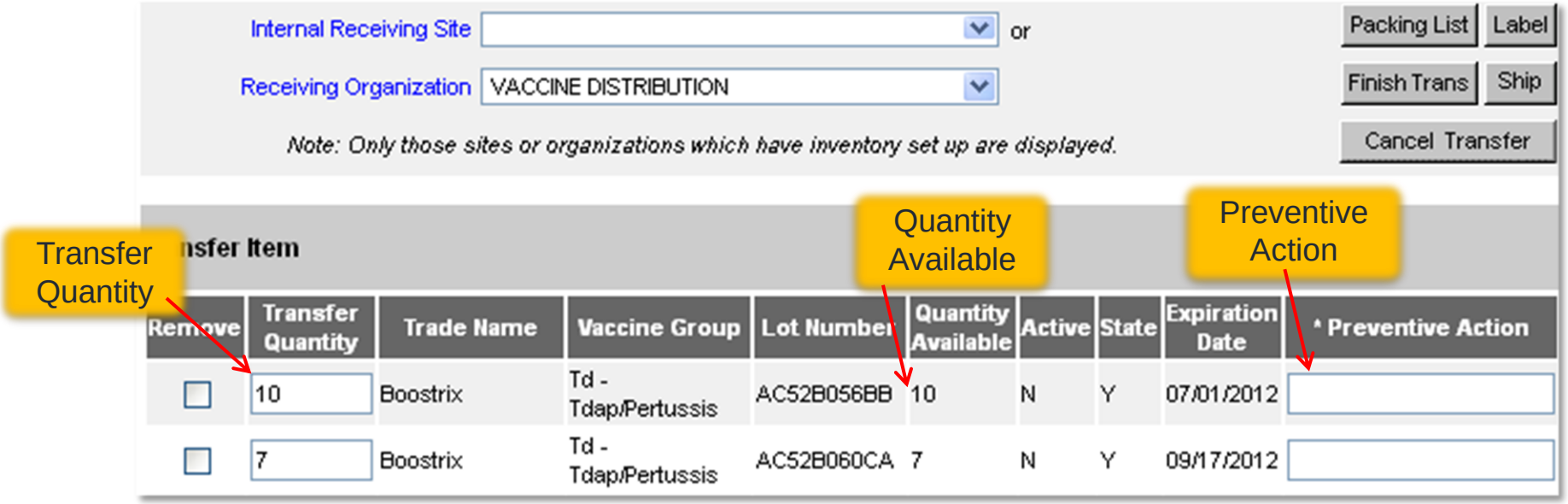
Step 3 of 4: Enter Expired Dose Quantity

1. In the **Transfer Quantity** box, enter the number of doses that you are PHYSICALLY sending back. Make sure this number matches EXACTLY what the NCIR says you have (Quantity Available).
2. If it matches, move to the next step.
3. If the numbers DO NOT match call the NCIR Help Desk at 877-873-6247 and ask them to remove the excess doses from your inventory
4. Enter a **Preventive Action** (e.g. “Use before expires”).



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Step 4 of 4: Discard Expired Doses

DO NOT ATTEMPT TO SEND ANY COVID-19 VACCINE BACK TO MCKESSON SPECIALTY, THE STATE OF NORTH CAROLINA, OR THE CENTERS FOR DISEASE CONTROL AND PREVENTION.

PLEASE DISCARD OF ALL EXPIRED COVID-19 VIA THE PROTOCOLS OR PROCEDURES OF YOUR OFFICE.

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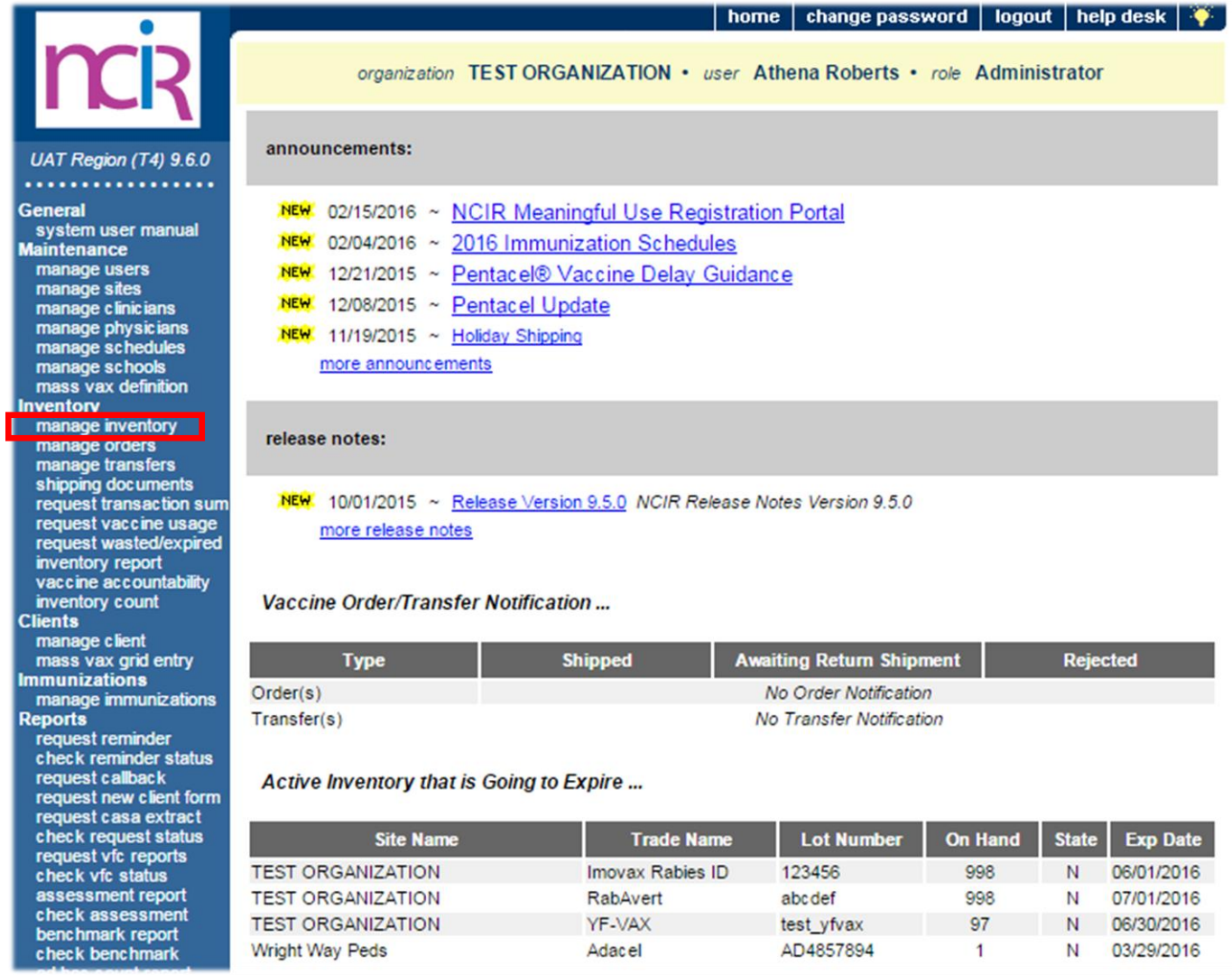
Reporting Wasted Vaccine

Steps to Document Wasted or Spoiled COVID-19 Vaccine

Step 1 of 5: Navigate to Inventory Page

From the homepage, click **Manage Inventory**



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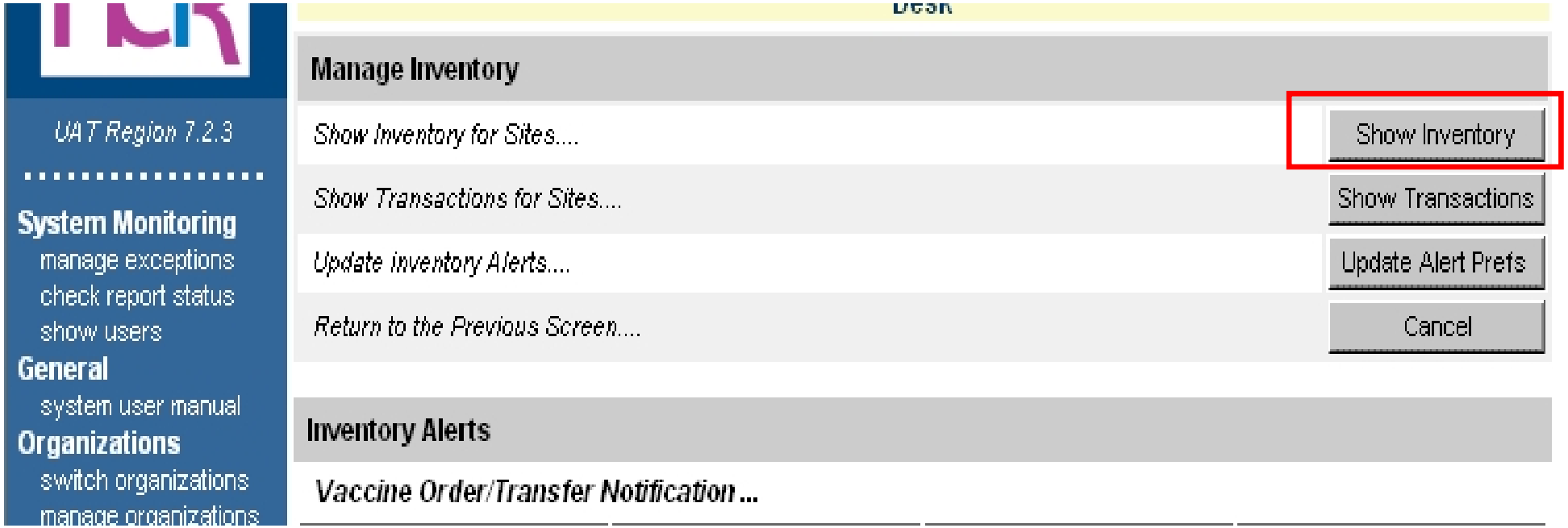
Step 2 of 5: Navigate to Inventory

Click **Show Inventory.**



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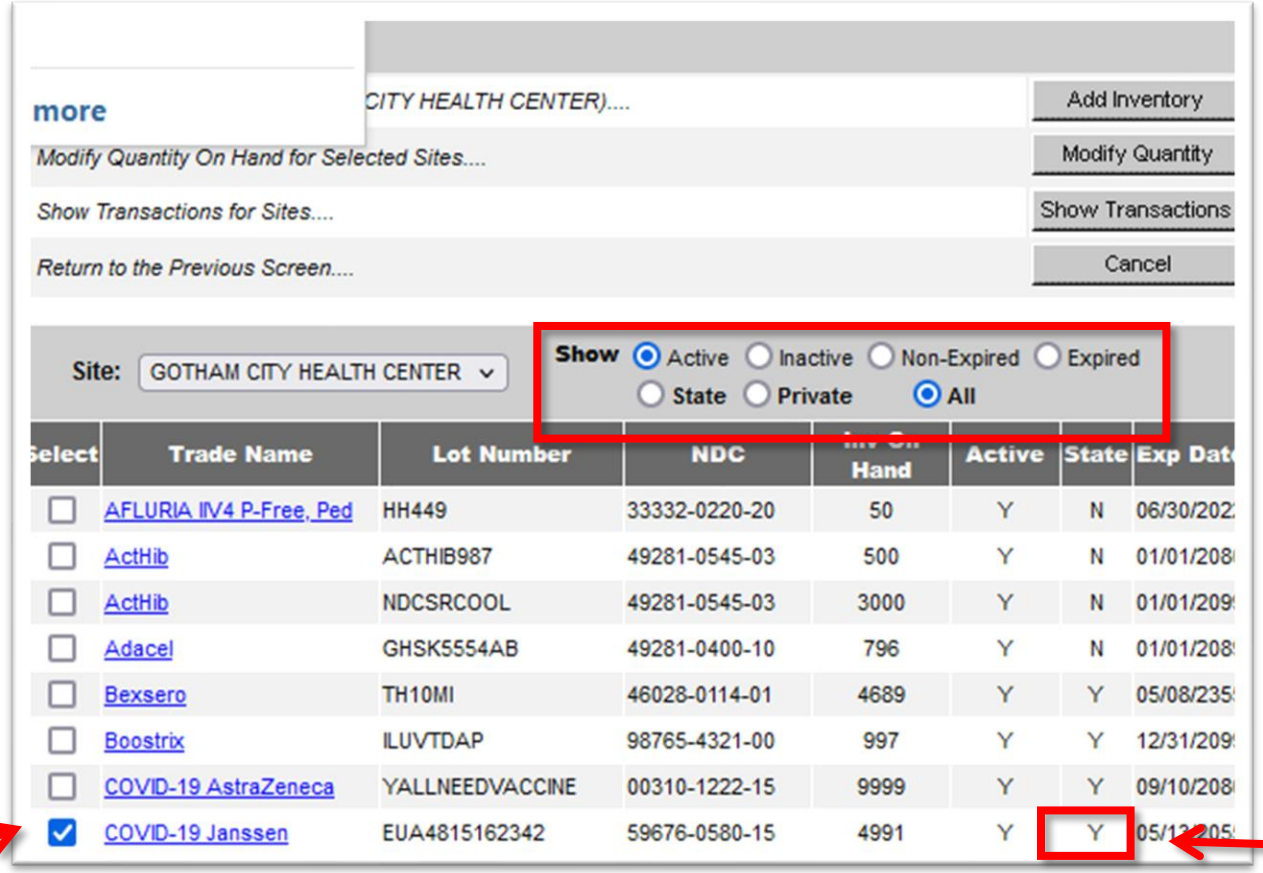
Step 3 of 5: Select the Correct Vaccine

1. Click on the **State** or **Private** radio button to display only state or private vaccine.
2. Find each **Trade Name** and **Lot Number** for the vaccine that was wasted.
3. Click the **Select** box next to the vaccine so the check appears.
4. Click **Modify Quantity**.



Y = Yes (i.e. state vaccine)

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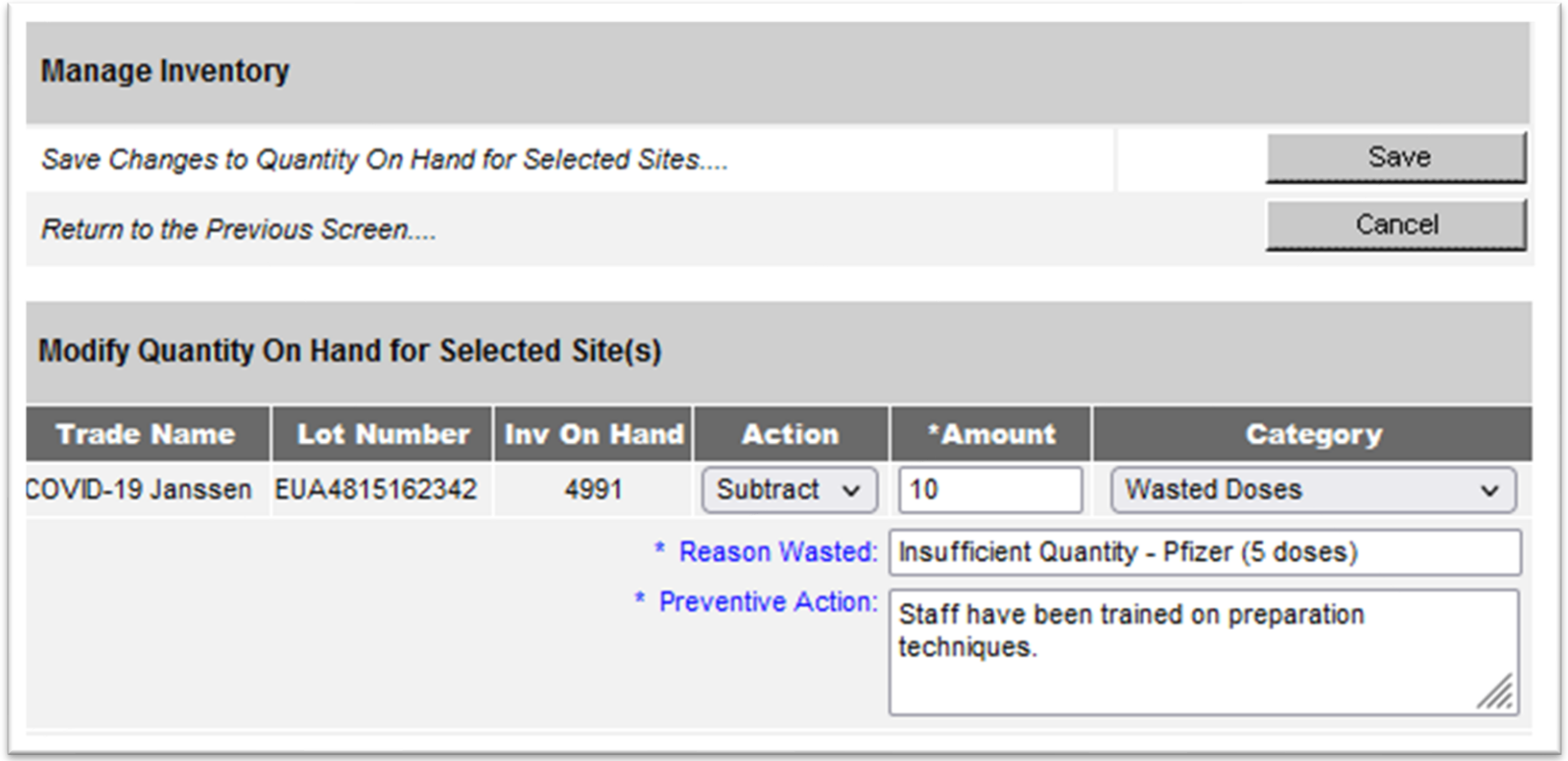
Step 4 of 5: Enter Wasted Dose Quantity

1. In the **Modify Quantity On Hand** section, choose '**Subtract**' from the **Action** drop down list.
2. Enter the number of doses wasted in the **Amount** column.
3. Choose '**Wasted Doses**' from the **Category** drop down box.
4. This brings up the **Reason Wasted** and **Preventive Action** boxes. Document what happened to the vaccine and how it can be prevented. Both of these boxes are required.
5. Click **Save**.



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Reasons for Wastage

The following reasons may be recorded in the provided text box when using “Wasted Doses” in the Modify Quantity function to waste COVID-19 vaccine.

- Broken Vial/Syringe
- Expired Vaccine
- Failure to store properly upon receipt
- Lost or unaccounted for vaccine
- Mechanical failure Natural disaster/Power outage
- Open vial but all doses not administered
- Recall
- Storage Unit too cold
- Storage Unit too warm
- Vaccine drawn into syringe but not administered
- Vaccine spoiled in transit (Freezer/Warm)
- Insufficient Quantity – Pfizer (5 doses)
- Insufficient Quantity – Janssen (4 doses)
- Insufficient Quantity – Moderna (13 doses)

Audience

Administrator

Step 5 of 5: Review Inventory

You are redirected back to the **Show Inventory** screen, where you can check to see that the dose(s) were subtracted.

Manage Inventory

Add Inventory for Site (GOTHAM CITY HEALTH CENTER)....	Add Inventory
Modify Quantity On Hand for Selected Sites....	Modify Quantity
Show Transactions for Sites....	Show Transactions
Return to the Previous Screen....	Cancel

Site: GOTHAM CITY HEALTH CENTER

Show ◉ Active ○ Inactive ○ Non-Expired ○ Expired ○ State ○ Private ◉ All

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	State	Exp Date
☐	AFLURIA IIV4 P-Free, Ped	HH449	33332-0220-20	50	Y	N	06/30/2022
☐	ActHib	ACTHIB987	49281-0545-03	500	Y	N	01/01/2080
☐	ActHib	NDCSRCOOL	49281-0545-03	3000	Y	N	01/01/2099
☐	Adacel	GHSK5554AB	49281-0400-10	796	Y	N	01/01/2089
☐	Bexsero	TH10MI	46028-0114-01	4689	Y	Y	05/08/2355
☐	Boostrix	ILUVTDAP	98765-4321-00	997	Y	Y	12/31/2099
☐	COVID-19 AstraZeneca	YALLNEEDVACCINE	00310-1222-15	9999	Y	Y	09/10/2080
☐	COVID-19 Janssen	EUA4815162342	59676-0580-15	4991	Y	Y	05/13/2055

Audience

Administrator

Where to Go for More Help?

Questions?

Contact your Regional Immunization Program Consultant (RIC)
The RIC Coverage Map with contact information is located on the Immunization Branch website:
https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk
1-877-873-6247
(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)
Immunization Inquiry Form

Appendix

NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager