

Conducting Vaccine Transfers

A Quick Guide



Transfers from NCIR to CVMS

1. Email nikki.barbour@dhhs.nc.gov to inform her that you wish to initiate the transfer process.
2. In NCIR, transfer your inventory to NCIP Central Office.
3. DHHS will add the accepted transfer to NCIP inventory.
4. Once the inventory has been added, a transfer will be completed from NCIP to the appropriate CVMS provider.

Transfers from CVMS to NCIR

1. Email nikki.barbour@dhhs.nc.gov to inform her that you wish to initiate the transfer process.
 - a. The Vaccine Helpdesk should monitor transfer requests and inform the relevant body.
2. The CVMS provider must initiate transfers to NCIP Central Office. At the bottom of the transfer request, there should be the name of the provider who will receive the transfer.
3. The CVMS provider should then ask DHHS to receive the transfer into our CVMS inventory for NCIP, and mark it transferred to NCIR.
4. Finally, DHHS will add the doses to NCIP inventory and transfer it to the appropriate provider.

