

## Transfers

For inventory transfers, when contacting the provider you must find out of if the clinic you're transferring with is currently using CT WiZ for vaccine ordering. Depending on this answer, you will have to enter a transfer two different ways.

	<b>Both clinics on CT WiZ</b>	<b>Transferring clinic not on CT WiZ Receiving clinic on CT WiZ</b>
<b>Transfer In</b>	<ul style="list-style-type: none"> <li>Go to your vaccines <b>On Hand</b> Screen</li> <li>Click on <a href="#">blue pending transfer hyperlink</a> at top of page</li> <li>Click <b>Received</b> next to vaccine transferred in</li> <li>Enter the <b>Date and Time</b></li> <li>Click <b>Ok</b></li> <li>Repeat for each vaccine transferred in</li> </ul>	<ul style="list-style-type: none"> <li>Go to your vaccines <b>On Hand</b> Screen</li> <li>Click on <b>Add New Inventory</b> at the top of the screen</li> <li>Enter the <b>Date and Time</b></li> <li>Select the <b>Inventory location</b> where vaccines are going</li> <li>Choose the correct vaccine and NDC code</li> <li>Carefully type in <b>Lot Number</b> and <b>Expiration Date</b></li> <li>Funding Source will always be <b>Blended Public CVP</b></li> <li>Enter the number of doses transferred in under <b>Doses Adjusted</b></li> <li>In the <b>Comments</b>, write the name of the clinic or pin the vaccines are being transferred in from</li> <li>Click <b>Create</b></li> <li>Repeat for all vaccines transferred in</li> </ul>
	<b>Both clinics on CT WiZ</b>	<b>Transferring clinic on CT WiZ Receiving clinic not on CT WiZ</b>
<b>Transfer Out</b>	<ul style="list-style-type: none"> <li>Go to your vaccines <b>On Hand</b> screen</li> <li>Select the vaccine and click <b>Action, Transfer</b></li> <li>Enter the <b>Date and Time</b></li> <li>Select the <b>Destination Inventory Location (Organization-Pin-Unit)</b></li> <li>Enter the number of <b>Doses Transferred</b></li> <li>Click <b>Create</b></li> <li>A <a href="#">blue pending transfer hyperlink</a> will appear on the top of your inventory screen showing the pending transfer. Once your transfer is accepted by the other clinic, this will disappear</li> </ul>	<ul style="list-style-type: none"> <li>Go to your vaccines <b>On Hand</b> screen</li> <li>Select the vaccine you are transferring out and click <b>Action, Adjustment</b></li> <li>Enter the <b>Date and Time</b></li> <li>For <b>Reason</b> choose <b>CVP-Transfer to off-line clinic</b></li> <li>Modification will default to subtract</li> <li>Enter the amount of doses you are transferring under <b>Doses Adjusted</b></li> <li>In the <b>Comments</b> field, write the name or pin number of the clinic you are transferring to</li> <li>Click <b>Create</b></li> <li>Repeat for all vaccines transferred</li> </ul>
	<b>No paper Transfer Form!</b>	<b>A paper form still needs to be sent to DPH</b>