

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.

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