

**Transfers and Reporting of Transferred H1N1 Vaccine to the  
North Carolina Immunization Program (NCIP)**

H1N1 Vaccine Transferring Facility	H1N1 Vaccine Receiving Facility	Transfer and Reporting Documentation
<p><b>Local Health Dept (LHD) Transfers H1N1 Vaccine to →</b></p>	<p><b>Non-H1N1 Contracted Provider (Non-H1N1)</b></p> <p><i>A Non-H1N1 Contracted Provider is a provider who did NOT sign an H1N1 Provider Agreement with the North Carolina Immunization Program but would like to administer H1N1 Vaccine</i></p>	<ol style="list-style-type: none"> <li>LHD informs the Non-H1N1 Contracted Provider to Submit the H1N1 Weekly Aggregate Report Form</li> <li>LHD receives H1N1 Weekly Aggregate Reporting Forms from Non-H1N1 Contracted provider by Close of Business (COB) every Friday</li> <li>LHD totals H1N1 Weekly Aggregate Reports from all Non-H1N1 Contracted providers and submits those totals on an H1N1 Weekly Aggregate Report to NCIP by NOON every Monday</li> <li>LHD can report H1N1 doses administered by the LHD via NCIR or aggregate weekly report –reporting method must be consistent on a weekly basis</li> </ol>
<p><b>LHD Transfers H1N1 Vaccine to →</b></p>	<p><b>H1N1 Contracted Provider (H1N1)</b></p> <p><i>H1N1 Contracted Provider is a provider that was designated by the Local Health Department as an H1N1 Vaccine Provider and submitted a H1N1 Provider Agreement to the North Carolina Immunization Program</i></p>	<ol style="list-style-type: none"> <li><b>Should happen on a rare occasion</b></li> <li>LHD submits Vaccine Transfer Form to NCIP</li> <li>H1N1 Provider continues to report doses administered to NCIP weekly by Noon on Monday</li> </ol>
<p><b>H1N1 Contract Provider Transfers Vaccine They Cannot Use to →</b></p> <p><i>Unusable Vaccine is defined for this purpose as vaccine that was provided that cannot be used by the population served, e.g.; nasal spray to an OB/GYN or a provider that will no longer administer H1N1 vaccine.</i></p>	<p><b>H1N1 Contracted Provider (including the Local Health Department)</b></p>	<ol style="list-style-type: none"> <li>Provider with vaccine to transfer contacts LHD to coordinate transfer - LHD contacts NCIP for assistance with coordination of transporting vaccine transfer</li> <li>LHD submits Vaccine Transfer Form to NCIP</li> <li>H1N1 Provider that will no longer administer H1N1 vaccine submits a final H1N1 Weekly Aggregate Reporting Form indicating Additional Vaccine is Not Needed</li> <li>The accepting provider using NCIR should add H1N1 inventory to NCIR and continue to report via NCIR. Accepting providers using the H1N1 Weekly Aggregate Reporting Form should continue to submit by noon on Monday</li> </ol>
	<p><b>Non Contracted Provider</b></p> <p><i>Prior approval is needed from NCIP when transferring vaccine to an allergist for use in skin allergy testing. Contact NCIP for details on this policy.</i></p>	<ol style="list-style-type: none"> <li>Provider with vaccine to transfer contacts LHD to coordinate transfer - LHD contacts NCIP for assistance with coordination of transporting vaccine transfer</li> <li>LHD submits Vaccine Transfer Form to NCIP</li> <li>H1N1 provider that will no longer administer H1N1 vaccine submits a final H1N1 Weekly Aggregate Reporting Form to the NCIP indicating Additional Vaccine is Not Needed</li> <li>Non Contracted Provider receiving H1N1 vaccine then submits Weekly Aggregate Reporting Forms to the LHD by close of business every Friday.</li> <li>LHDs using NCIR should add H1N1 inventory to NCIR and continue to report via NCIR. LHDs using the H1N1 Weekly Aggregate Reporting Form should continue to submit by noon on Monday</li> </ol>
	<p><b>Facilities within the same organization</b></p>	<ol style="list-style-type: none"> <li>Providers may transfer H1N1 vaccine between facilities within their own organizations. In this case, it is not necessary for each facility to be a H1N1 contracted provider.</li> <li>The corporate headquarters (the organization with the H1N1 contract) must submit the Weekly Aggregate Reporting Form.</li> <li>If the vaccine is transferred between facilities within the same organization, and each facility is a H1N1 contracted provider, a transfer form must be completed and submitted to NCIP.</li> <li>Each facility must submit the Weekly Aggregate Reporting Form.</li> </ol>