

Redistributing Vaccine to Another PA SIIS Clinics

Notes:

- This Quick Reference Sheet outlines how to ship vaccine in PA-SIIS as part of an approved redistribution to another PA-SIIS clinic.
- Access to PA SIIS through this link <https://siis.health.state.pa.us/siis/>

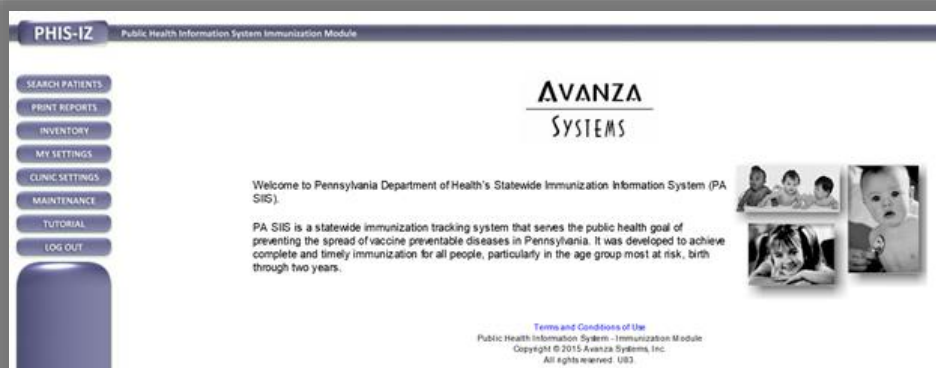
1

Login to PA SIIS using your unique username and password.



2

Click on the **Inventory** button on the left-hand side of the main page.



3 Select the **Shipments** button (located at the bottom of the screen) to go to Edit Shipments.

EDIT INVENTORY

CHOOSE CLINIC

Covid Clinic ▼

VACCINE	FUNDING SOURCE	LOT NUMBER(S)	EXPIRATION DATE(S)	CURRENT VOLUME
COVID19-PFR-1	PAN	COV2020	03/31/3021	2590

Active ▼

ADD INVENTORY
SHIPMENTS
ORDERS
BATCHES
CLOSE INVENTORY

4 From the Edit Shipments screen, click on the **Add Shipment** button.

EDIT SHIPMENTS

CHOOSE CLINIC

Covid Clinic ▼

STATUS

Not Closed ▼

CURRENT INVENTORY					RECEIVING							
VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE(S)	CURRENT VOLUME	#	DATE	FROM	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL
COVID19-PFR-1	PAN	COV2020	03/31/3021	2590	18352	03/16/2021	Covid Vx Pharmacy	COVID19-PFR-1	COV2020	03/31/3021	9	

SENDING											
#	DATE	TO	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL				

ADD SHIPMENT
CANCEL

5 To add a shipment, select the site to which you are transferring vaccine in the **“Shipped To”** drop-down box. Click on **Next**.

ADD NEW SHIPMENT

SHIPPED FROM * Covid Clinic ▼	SHIPPED TO * Covid Hospital ▼	ORDER ID <input type="text"/>	SHIPMENT DATE * 4/12/2021	STATUS * Open ▼
CARRIER <input type="text"/>	TRACKING NUMBER <input type="text"/>	NOTES <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		

NEXT
CANCEL

* Required

- 6 Type the volume that you are sending in the “**Volume Shipped**” box beside the applicable inventory item. Click on **Associate Inventory**.

SELECT INVENTORY

VOLUME SHIPPED *	VACCINE	FUNDING SOURCE	LOT NUMBER	EXPIRATION DATE	CURRENT VOLUME
<input type="text"/>	COVID19-PFR-1	PAN	COV2020	03/31/3021	2590

Active ▼

ASSOC INVENTORY
CANCEL

* Required

- 7 Verify that all information is correct and select **Update**.

EDIT SHIPMENT

SHIPPED FROM *	SHIPPED TO *	ORDER ID	SHIPMENT DATE	STATUS *	
Covid Clinic ▼	Covid Hospital ▼	<input type="text"/>	4/12/2021	Open ▼	
CARRIER	TRACKING NUMBER				
<input type="text"/>	<input type="text"/>				
NOTES					
<input type="text"/>					
ITEMS SHIPPED					
VACCINE	FUNDING SOURCE	LOT NUMBER	EXPIRATION DATE	VOL SHIPPED	VOL RECEIVED
COVID19-PFR-1	PAN	COV2020	03/31/3021	200	0

UPDATE
SELECT INVENTORY
CANCEL

* Required

- 8 The transaction will be added under the Sending section of that screen. Click on **Cancel** and the Edit Inventory screen will appear. (The current volume will now reflect the shipped volume subtracted from your current inventory).

EDIT SHIPMENTS

CHOOSE CLINIC ▼ Covid Clinic STATUS ▼ Not Closed

CURRENT INVENTORY					RECEIVING							
VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE(S)	CURRENT VOLUME	#	DATE	FROM	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL
COVID19-PFR-1	PAN	COV2020	03/31/3021	2390	18352	03/16/2021	Covid Vx Pharmacy	COVID19-PFR-1	COV2020	03/31/3021	9	
1					#	DATE	TO	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL
					18354	04/12/2021	Covid Hospital	COVID19-PFR-1	COV2020	03/31/3021	200	

ADD SHIPMENT
CANCEL

9 Click **Close Inventory** to be returned to the main menu.

EDIT INVENTORY

CHOOSE CLINIC

Covid Clinic ▼

VACCINE	FUNDING SOURCE	LOT NUMBER(S)	EXPIRATION DATE(S)	CURRENT VOLUME
COVID19-PFR-1	PAN	COV2020	03/31/3021	2390

Active ▼

ADD INVENTORY

SHIPMENTS

ORDERS

BATCHES

CLOSE INVENTORY

10 The clinic you shipped to should follow [QRS-PA-SIIS-2004](#) for directions on Receiving Shipments which will then add the vaccine to their inventory.