

# Tennessee Immunization Information System (TennIIS) Quick Reference Guide

### **Vaccine Advertisement Screen**

The Vaccine Advertisement function allows you to transfer vaccines to and from other VFC providers. This is a simple and easy way to send and receive vaccines when your facility is either in need of or has a surplus of a vaccine.

#### Viewing vaccine advertisements from VFC providers

1. Click on Orders/Transfers



#### ✓ Orders/Transfers

Alerts Create/View Orders Search History Modify Order Set

2. Click on Vaccine Advertisement

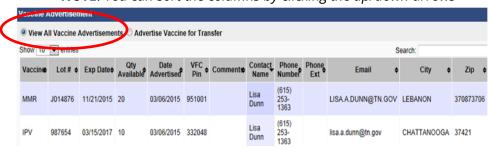


Create/View Orders Search History Modify Order Set



3. The first page that comes up will default to the **View All Vaccine Advertisements** option.

**NOTE**: You can sort the columns by clicking the up/down arrows



4. To request advertised vaccines, contact the provider listed and asks them to initiate a vaccine transfer request in TennIIS.

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#### Advertising vaccines in your inventory

1. Click on Orders/Transfers



2. Click on Vaccine Advertisement



3. Check circle by **Advertise Vaccine for Transfer** 



4. Enter the information for the vaccines you would like to advertise for other VFC providers to request for transfer.



5. Click the **Advertise** button.



**NOTE**: All VFC vaccine transfer must be approved by the Tennessee Immunization Program before being exchanged by providers. Contact your local VFC Field Representative for further information on how to physically transfer the vaccine. You can view the status of your transfer request on the **Create/View Orders** page.

2For TennIIS assistance, contact the Helpdesk at: (844) 206-9927 Monday thru Friday 7AM to 6PM CDT or by email at: <a href="mailto:TennIIS.Help@tn.gov">TennIIS.Help@tn.gov</a>
The Helpdesk will be closed on all state holidays.