Check Receiving Provider Information in VAOS for Transferring a Vaccine
Overview

• **Purpose**
  • The following job aid describes how COVID-19 Vaccine Providers may find Receiving Provider information in the **Vaccine Allocation & Ordering System (VAOS)** so that they may complete an approved transfer of vaccines

• **Audience**
  • VAOS primary and backup vaccine coordinators
Check Receiving Provider Information in VAOS for Transferring a Vaccine
Once a request to transfer or return vaccines is approved, the requesting person at the **Transferring Provider** will receive an email notification.

Dear Provider,

Thank you for your return request submission. Your request to return 2 doses of COVID-19 from Matl-org16_01 has been **approved**. These doses will be transferred to Tes Acc1@.

As the returning provider, you are responsible for the physical transfer of the approved doses to Tes Acc1@. You can view the relevant details of your vaccine transfer, including the address and contact information for the receiving provider, in the Texas Vaccine Allocation and Ordering System (VAOS) at [https://texasvaccines.dshs.texas.gov](https://texasvaccines.dshs.texas.gov).

**Next Steps:**

1. In VAOS, navigate to Service Requests and download Vaccine Transfer form to view relevant details for the receiving provider

2. Contact the receiving provider to coordinate the transfer of doses

3. Ship or otherwise physically transfer doses to the receiving provider as soon as possible

You can find additional information about VAOS and how to use it on the [COVID-19 Vaccine Management Resources](https://texasvaccines.dshs.texas.gov) site.

For any questions related to COVID-19 orders, or technical questions on how the Vaccine Ordering and Management system operates, please contact [COVID19VacEnroll@dshs.texas.gov](mailto:COVID19VacEnroll@dshs.texas.gov)
When a Provider’s request to transfer or return vaccines is approved, DSHS will indicate a *Receiving Provider* where the approved doses should be sent. The *Transferring Provider* is responsible for shipping or otherwise transporting the vaccine to the *Receiving Provider* while maintaining the cold chain and proper vaccine storage.

*Transferring Providers* are also responsible for any costs incurred in transferring vaccines.
1. To view information for the Receiving Provider, navigate to VAOS and click **Vaccine Requests and Transfers** to view your Service Requests.

2. Select **All**.
3. Select your approved *Vaccine Transfer Request* or *Vaccine Return Request*.

<table>
<thead>
<tr>
<th>Service Request Name</th>
<th>Record Type</th>
<th>Transferring provider</th>
<th>Quantity to transfer</th>
<th>Facility</th>
<th>Number of doses req...</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR-0034</td>
<td>First Dose Allocation Request</td>
<td></td>
<td></td>
<td>TX Test</td>
<td>200</td>
</tr>
<tr>
<td>SR-0038</td>
<td>Vaccine Transfer Request</td>
<td>TX Test</td>
<td>450</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR-0044</td>
<td>Vaccine Return Request</td>
<td>TX Test</td>
<td>200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. In the **Files** section, click **Download the Vaccine Transfer Form**.
5. Review the Vaccine Transfer Authorization Form to find the *Receiving Provider* shipping and contact information.
Step 5: Complete Vaccine Transfer

6. Contact the *Receiving Provider* and coordinate the transfer of vaccines. Ship or otherwise physically transport the approved doses to the *Receiving Provider* using proper vaccine storage and handling.

**Remember**: it is the responsibility of the *Transferring Provider* to practice proper vaccine storage & handling and maintain the cold chain in transport.
Have Questions?

For questions about VAOS and accessing the dashboards, please contact us at COVID19VacMgmt@dshs.texas.gov