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## CHECKLIST FOR VACCINE DELIVERIES

**IMMEDIATELY** contact the following person when vaccine deliveries arrive:

Primary Contact's Name: \_\_\_\_\_

Primary Contact's Phone Number: \_\_\_\_\_

Secondary Contact's Name: \_\_\_\_\_

Secondary Contact's Phone Number: \_\_\_\_\_

Use the 4 step QUILT System to inspect your delivery.

✓ Check for proper **QU**antity, **I**ntegrity, **Lo**t/expiration, and **T**emperature.



### QUANTITY:

Did you receive the correct type and amount of vaccine? If not, contact the Immunization Branch Help Desk at 1-877-873-6247. (Orders shipped in multiple packages will be indicated as such on your packing list.)



### INTEGRITY:

Are packages undamaged with no leakage? If your vaccine is damaged, contact the Immunization Branch Help Desk at 1-877-873-6247.



### LOT/EXPIRATION DATE:

Does the Lot Number and Expiration Date match your packing list and your NCIR Order? If these numbers do not match, NCIR inventory features may not function correctly. Contact the Immunization Branch Help Desk at 1-877-873-6247.



### TEMPERATURE:

Check all TransTracker and 3M temperature monitors according to the attached instructions. If there are any problems, put the vaccine into your storage units and contact McKesson Specialty directly at 877-TEMP123 OR 877-836-7123.



After using the QUILT System, immediately store non-frozen vaccines in the refrigerator and frozen vaccines in the freezer.



Failure to open and inspect vaccine deliveries within 2 hours of receipt could result in loss of vaccine, and your facility may have to reimburse the Immunization Branch. (See the NCIP Financial Restitution Policy at [www.immunizenc.com/providers.htm](http://www.immunizenc.com/providers.htm).)