

General Immunizing Pharmacy Directions

6/16/2011

This tip sheet is tailored for Pharmacy Sites:

1. Get the provider site/pharmacy site set up in MCIR
2. Use MCIR to find (or add) patients and record immunizations

VERY IMPORTANT: to be processed, the pharmacy agreement must:

- Be filled out completely and legibly
- Have a physician's name and that physician's 10-digit MI license number
- Be signed by the physician

Step 1: How to set up the Pharmacy in MCIR

- ❖ **Hospital Pharmacies for Universal Hepatitis B must visit this page for information:**
<http://mcir.org/HospitalPharmacyHepBPage.html>
- ❖ **Pharmacies administering vaccines must complete the *MCIR Provider User/Usage Agreement for the site*.** This form is available at: http://mcir.org/forms/MCIR_Provider_User-Usage_Agreement.pdf

Once it is processed, the person designated as Site Administrator on the agreement will receive an E-mail containing a PIN number and registration instructions. If the Site Administrator needs assistance with the registration process, or needs to add additional authorized MCIR users, the following resources will be helpful:

- ❖ **Registration: a One-Time, Four Step Process:**
<http://mcir.org/forms/Registration4StepProcess.pdf>
- ❖ **Site Administrator Training and Materials:** adding and removing users on your site
<http://mcir.org/SiteAdministratorTraining.html>

Once the registration process is complete, you will be able to click on the Michigan Care Improvement Registry link at the DCH Application Portal. Clicking on this link will take you to the MCIR Home Page (Figure 1 on the next page). The MCIR News Screen will popup over the MCIR Home Page. If you do not see the News Screen, there is a popup blocker in your internet browser that must be disabled. Contact your technical support for assistance.



Figure 1: MCIR Home Page. The highlighted link (Add/Find) will be referred to in this tip sheet.

Step 2: Use MCIR to find (or add) patients in MCIR

❖ Finding a Person in MCIR

- Under the Person menu, click the Add/Find link. You will be taken to the Find Person screen (Figure 2).

Figure 2: MCIR Find Person screen. Either Last OR First Name is required, along with a Birthdate.

- The person may already exist in the MCIR. **When searching, use the person's legal name. Do not use nicknames.**

- You are encouraged to use the wildcard (* asterisk) around the person’s name(s). For more help with the wildcard search, refer to the *How to Use the Wildcard Search* guide located: http://mcir.org/forms/How_to_Use_the_Wildcard_Search.pdf.
- Once the required search criteria has been entered (one Name – either First or Last -- surrounded by the *, and Birthdate), click the **Search** button.
- If the person is found you will be taken to their General Information screen. Proceed to *Step 3: Adding Immunizations to a MCIR Record* on page 5 of this document.
 - If the wrong person is found, click on the **Unlock Person** button on the General Information screen. This will return you to the Find Person screen so you may verify that the search information is entered correctly.
 - If the person is not found, the following message will appear:

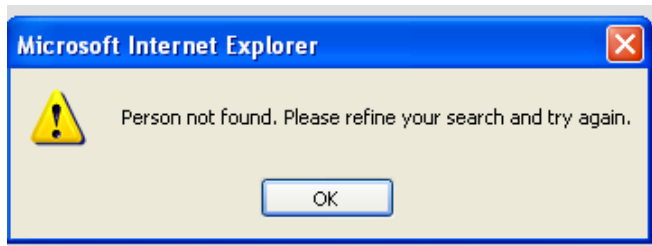


Figure 3: Person not found popup

- If this message appears you must refine the wildcard search (use the other Name surrounded by the wildcard*), re-enter the Birthdate and click the **Search** button again. If it still does not find the person, follow the instructions in the next section on how to add a new person to the MCIR.

❖ Adding a New Person to MCIR

- If the record is not found, create one using the following steps.
- To add a brand new record to MCIR do not use the wildcard search. Type in the person’s Last Name, First Name, and Birthdate. Click **Search**. You will get the “Person not found” popup (Figure 3 above). Click **OK**. The Birthdate will erase. Type in the same Birthdate and click **Search**. You will get the Add Person popup (Figure 4 on next page).
 - If you do not see the Add Person popup, you have a popup blocker on your internet browser that must be disabled. Contact your site’s technical support to always allow pop-ups from ‘*.state.mi.us’ web pages. You can temporarily disable some pop-up blockers by holding down the Control (Ctrl) key as you click the **Search** button. If you need more assistance disabling a popup blocker contact your technical support.

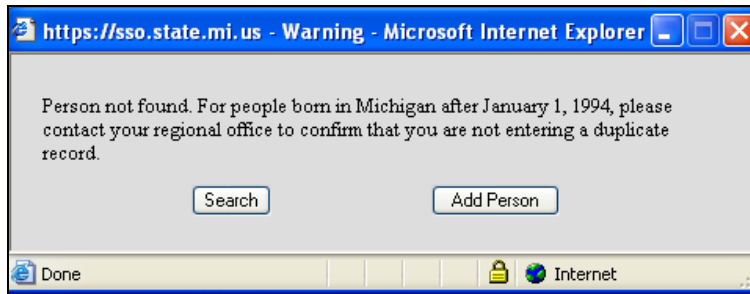


Figure 4: Add Person popup

- Click the **Add Person** button. You will be taken to the Add New Person screen (Figure 5). Complete as much as you can on this screen. Required fields include: Legal Last and legal First Names, Birthdate, Gender, Responsible Last Name and First Name and Address (for adults this would be the adult's own name and address), and County. Click **Submit** once the screen is completed.

| Add New Person | | | | | | Print Help |
|---|--------------------|-------------------------------------|---|----------------------|---------|------------|
| | | | | | | Home Exit |
| Person | Reports | VIM | Rem/Rec | My Site | Other | |
| Add/Find Roster | | | | | | |
| Personal Information : | | | | | | |
| Legal Last* | Jones | Legal First* | Jane | Middle | | Suffix |
| Alias Last | | Alias First | | Mother's Maiden Name | | |
| Birthdate* | 03/03/1980 | Gender* | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Multiple Birth | | | |
| Birth Facility Information : | | | | | | |
| Name | | State | | County | | |
| Person's Ids | | | | | | |
| Patient ID | | Medicaid ID | | | | |
| Responsible Party Information (for Reminder and Recall Notices) | | | | | | |
| Last Name * | | First Name | | Middle Name | | Suffix |
| Address | | | | | | |
| City | | State | MI | Zipcode | | |
| Country | USA | County* | | Phone | () - | |
| Options | | | | | | |
| <input checked="" type="checkbox"/> | Add to site roster | <input checked="" type="checkbox"/> | Send immunization notices | Language | English | |
| All fields marked with * are mandatory | | | | | | |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> | | | | | | |

Figure 5: Add New Person screen

- Proceed to *Step 3: Adding Immunizations to a MCIR Record* on the next page of this document.

Step 3: Adding Immunizations to a MCIR Record

- Once you have found or added the Person, click the Add Imm link near the top of the General Information page (Figure 6). You will be taken to the Add Immunizations screen (Figure 7).

General Information Person: Test, Test Ann Birth Date: 03/03/1980 Provider: **Overdue** [Print](#) [Print Help](#)
[Home](#) [Exit](#) [View](#)

Person Reports VIM Rem/Rec My Site Other
 Add/Find Roster **Add Imm** Information Status History Clinic Rec

Personal Information : MCIR ID : 16338507217
 Legal Last Test Legal First Test Ann Middle Suffix
 Alias Last Alias First Mother's Maiden Name
 Birthdate 03/03/1980 Gender* Male Female Multiple Birth

Figure 6: General Information screen with highlighted Add Imm link

Add Immunizations Person: Test, Tester Birth Date: 01/01/1999 Provider: **Overdue** [Print](#) [Print Help](#)
[Home](#) [Exit](#) [View](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Admin Reports Other
 Add/Find Roster **Add Imm** Add Event Information Status History

Records per page 8

Immunization Information
 Type No Inventory Date 06/16/2011 Vaccine Influenza TIV (Inject) Elig. Private Pay/Insurance
 Mfr. sanofi (FLUZONE) Lot ABC1234 Vol. ml
 Site Route

Figure 7: Add Immunization screen

How to Record Vaccines Administered by your Pharmacy

- Enter these required fields:**
 - Date** the vaccine was administered in MM/DD/YYYY format
 - Vaccine** type (choose from the drop-down box.) *Common vaccines administered by pharmacies include: Influenza Shot (TIV), Influenza LAIV (Flumist), and Pneumococcal Polysaccharide (a.k.a. Pneumovax or PPV23)*
- Recommended fields for data entry include:**
 - Elig** (Vaccine Eligibility; persons paying cash are "Private Pay/Insurance")
 - Mfr** (Manufacturer)
 - Lot** (Lot Number)
- If you have more than one immunization to record, use additional lines. Click the **Submit** button when finished.

❖ **How to Record Historical Immunization Information**

- See what has already been entered into MCIR by looking at the Immunization History screen (to do so, click on the History link). Enter any missing historical immunizations by clicking the Add Imm link.
- Change the Type to “Historical”
- Enter the **Date** and **Vaccine**. The Elig (Vaccine Eligibility) will default to “Other Provider Data.”

Add Immunizations Person: Test, Tester [Print](#) [Print Help](#)
 Birth Date: 01/01/1999 [Home](#) [Exit](#)
 Provider: **Over due** [View](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Admin Reports Other
 Add/Find Roster Add Imm Add Event Information Status History

Records per page 8

Immunization Information

Type No Inventory Date 06/16/2011 Vaccine Influenza TIV (Inject) Elig. Private Pay/Insurance
 Mfr. sanofi (FLUZONE) Lot ABC1234 Vol. ml
 Site Route

Click **Submit**.

Add Immunizations Person: Test, Thomas II [Print](#) [Print Help](#)
 Birth Date: 02/05/1998 [Home](#) [Exit](#)
 Provider: **Over due** [View](#)

Person Rem/Rcl VIM My Site Admin Reports Other
 Add/Find Roster Add Imm Add Event Information Status History Clinic Rec

Records per page 8

Immunization Information

Type Historical Date 03/02/2002 Vaccine DTaP Elig. Other Provider Data
 Mfr. Unknown Lot Vol. Medicaid-VFC
 Site Route Sig. Uninsured
 Native American
 Medicaid-Non-VFC
 Private Pay/Insurance
 MI-CHILD
 MI VRP
 Medicare A
 Medicare B
 Medicare D
 Other Provider Data
 Other Public Purchase
 317 Special
 Unknown

When entering immunizations in a record that you do not administer at your clinic; please choose, "Other Provider Data."

Figure 8: Vaccine Eligibilities on the Add Immunizations screen

**If you need further assistance, call the MCIR Helpdesk at
1-888-243-6652 or your Regional MCIR Helpdesks at:**

REGION 1 1-888-217-3900

City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne
Counties

REGION 2 1-888-217-3901

Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent,
Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren Counties

REGION 3 1-888-217-3902

Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties

REGION 4 1-888-217-3903

Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola
Counties

REGION 5 1-888-217-3904

Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford,
Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee,
Mason, Mecosta, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Oscoda,
Osceola, Otsego, Presque Isle, Roscommon, and Wexford Counties

REGION 6 1-888-217-3905

Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce,
Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties