

How to Set Up Vaccine Preferences

Before documenting immunizations in MCIR, it is helpful for providers to set up Manufacturer and Lot Number information by entering Vaccine Preferences. To begin, click on the [Vaccine Preferences](#) link, which is found under the Vaccine Mgmt menu. You will be brought to the Vaccine Defaults screen.

Click on the **Add New** button. You will be brought to the Add Vaccine Preferences screen.

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Vaccine Preferences

Vaccine* Tdap
Manufacturer sanofi pasteur Route Intramuscular
Lot Number 124125
Dose Qty (ml) 0.50 Default* No

Vaccine Information Statements

Tdap	07/12/2006
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Submit Cancel

Follow these steps for each vaccine manufacturer/lot number combination in your inventory:

1. Using the drop-down menus, choose the **Vaccine** type and **Manufacturer**
2. Enter the **Lot Number**
3. Enter the **Dose Quantity** and **Route** for this vaccine type
4. **Default:** choose No or Yes
 - Choose “No” if you stock more than one Manufacturer or Lot number of this vaccine type (e.g. Hib-ActHIB and Hib-PedvaxHIB). This allows your staff to choose the correct vaccine/lot # when adding shots.
 - Choose “Yes” if you stock only one Manufacturer or Lot Number of this type of Vaccine.
5. Check that all Vaccine Information Statement (VIS) dates in your office for this vaccine match the most current VIS date displayed on this Vaccine Preferences screen. If the paper VIS statements do not match what is on this screen, your VIS is outdated.
 - You may access and print the latest version of the VIS from the MCIR (Vaccine Mgmt menu, [VIS](#) link, [Get Statements](#)). When a new VIS is added to MCIR you will be notified that your VIS is out of date and will be given a link to update to a new VIS statement.
6. Click the **Submit** button. You will be taken back to the Vaccine Defaults screen. You will see the vaccine preference that you just added.

When finished adding all vaccine preferences, click the [Home](#) link in the upper right-hand corner. You are now ready to begin entering immunizations on your patients.