

How to Edit A Site

It is important to keep the Site page up-to-date with the most current information. The person assigned the role of Site Administrator has the ability to edit information on their site page.



Click on the Edit My Site link in the My Site section of the Home Page as shown.

To Edit a section (see below), click on the blue tab.

After updating information click on the **Submit** button to save changes.

Details Site Number: Your Site ID

Name* Facility Type*

County* Transfer Disabled

Program: FQHC RHC Neither Cert. Expires*

MCIR Options

Clinical Record VFC Program VIM

Business Hours **Shipping Hours** **Principal Storage** **Alternate Storage**

Contact Information **MCIR Users** **Site Contacts** **VFC Enrollment** **Emergency Response Plan**

Physical Address

Street*

City*

State* Zip Code*

Mailing Address

Street*

City*

State* Zip Code*

Email/Phones

Email

Voice* () -

Fax () -

Primary Contact ?

First Name Primary Contact Name Here

Last Name

Type

License: Nbr. State

Providers will see additional tabs, shown here highlighted in blue.

All Site Administrators are responsible for editing:

- 1) Address information (included Physical and Mailing)
- 2) Phone/Fax Number
- 3) E-Mail Address
- 4) MCIR Users
- 5) Site Contacts
- 6) Business Hours

For Provider Site Administrators using the Vaccine Inventory Module (VIM) there are additional items to edit. They are:

- 1) Shipping Hours
- 2) Principal Storage
- 3) Alternate Storage
- 4) Emergency Response Plan