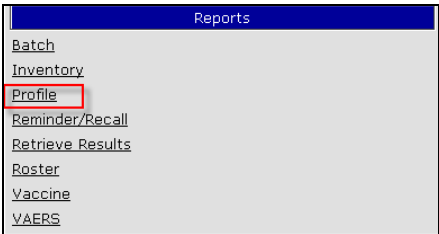
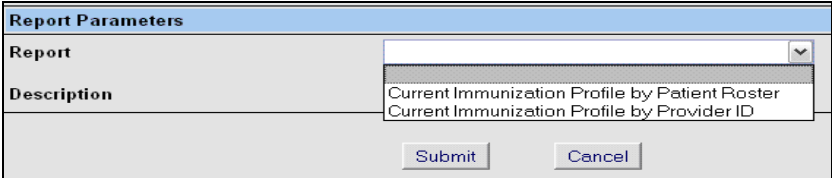


# Providers: How to Generate an Immunization Profile Report

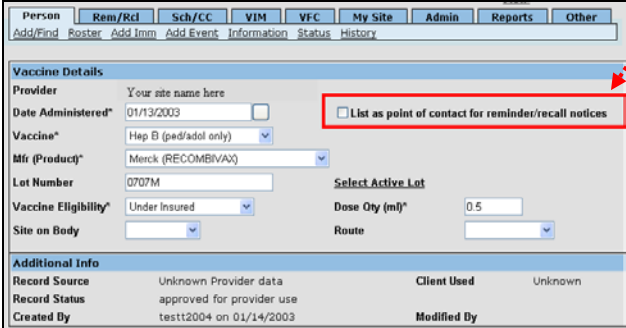
1) From the Home Screen, go to the Reports box and click on Profile.



2) Choose to generate the report by Provider ID or Patient Roster.



- Profile by Patient Roster uses information from your Roster (list of patients) that you have created for your site.
- Profile by Provider ID uses information where your Provider site ID is listed on a person's record as the "POC/Point of Contact."



Here are the rules MCIR uses to assign POC:

- The last provider who administered two consecutive doses to the child will be considered the current point of contact (POC), with the following constraints:
  - ✓ The POC is re-evaluated when a dose is reported to the MCIR.
  - ✓ The dose must be a provider administered dose. Historical doses are ignored.
  - ✓ The dose is approved for provider use (not a duplicate or school dose).
  - ✓ The dose is NOT a birth dose Hepatitis B, Seasonal Influenza, or H1N1-09 Influenza.
  - ✓ The provider reporting the dose is an immunization provider.
  - ✓ A provider may override this by flagging the record as POC.

3) Choose the report criteria.

The screenshot shows the 'Profile Reporting' interface with the following settings:

- Report: Current Immunization Profile by Patient Roster
- People of age at least (months): 19
- but not yet of age (months): 36
- Minimum Doses of DTaP/DT/Td: 4
- Minimum Doses of IPV: 3
- Minimum Doses of MMR: 1
- Minimum Doses of Hib: 3
- Minimum Doses of HepB: 3
- Minimum Doses of Varicella: 1
- Minimum Doses of PCV7 (Pneum): 0
- Minimum Doses of HepA: 0
- Minimum Doses of Rotavirus: 0
- Minimum Doses of Influenza: 0
- Minimum Doses of Meningococcal: 0
- Minimum Doses of HPV: 0
- Migrant People: Exclude
- List People Not Meeting Criteria: Yes
- Display People As: List
- Description: Profile report Jan 2009

- To view only the percentage levels, choose “No” in the “List People Not Meeting Criteria” dropdown.
- To review the MCIR records for the noncompliant people, choose “Yes” and pick between a listing of the people or a MCIR record of each person’s MCIR record.

Remember to change the report description; we suggest you name the report (ex: “Dr. Smith’s March Profile Report”) for easier identification when retrieving.

4) Once you submit the report, you will be returned to the MCIR Home Screen. From the Home Screen, go to the Reports box and click on Retrieve Results.

The Reports menu includes the following options:

- Batch
- Inventory
- Profile
- Reminder/Recall
- Retrieve Results
- Roster
- Vaccine
- VAERS

5) Once the report is available, click on the Report link to retrieve your report.

*Red indicates the report will run after 5PM prior to its target date*

Description	User	Target Dt	Status		
Julie's profile by ID April 5, 07	clarkj3	04/06/2007	Report has been retrieved.	<a href="#">Report</a>	<a href="#">Delete</a>

## **Contact your regional MCIR helpdesk for assistance**

**REGION 1** City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties

- 1-888-217-3900

**REGION 2** Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren Counties

- 1-888-217-3901

**REGION 3** Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties

- 1-888-217-3902

**REGION 4** Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola Counties

- 1-888-217-3903

**REGION 5** 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

- 1-888-217-3904

**REGION 6** Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties

- 1-888-217-3905