

<b>MCIR</b> <i>(Michigan Care Improvement Registry)</i> <b>Site Administrator Training</b>
Updated September 24, 2009

## MCIR Site Administrator Responsibilities

- Keeping updated records on staff with MCIR access privileges (your “MCIR Users”)
  - Remove staff that have left your organization
  - Add new staff that will need access to MCIR

*It is against MCIR law for Users to share any  
User IDs or Passwords*

## Maintaining your Site's MCIR User List


The screenshot shows the MCIR website navigation menu with the following sections:

- Person**
  - [Add/Find](#)
  - [Roster](#)
- Reminder/Recall**
  - [Create Reminder](#)
  - [Create Recall](#)
  - [Retrieve/Confirm Results](#)
- Vaccine Mgmt**
  - [Manage Inventory](#)
  - [View Inventory History](#)
  - [Vaccines Administered](#)
- My Site**
  - [Site Preferences](#)
  - [User Preferences](#)
  - [Edit My Site](#)
  - [View My Site List](#)
  - [Go to New Site](#)
- Administration**
  - [Add/Find User](#)
  - [Site Users](#) (circled in red)
- Reports**
  - [Batch](#)
  - [Inventory](#)
  - [Profile](#)
  - [Reminder/Recall](#)
  - [Retrieve Results](#)
  - [Roster](#)
  - [Vaccine](#)
  - [VAERS](#)
- Other**
  - [Get News](#)
  - [View Usage Agreement](#)
  - [MCIR Training Course](#)
  - [MCIR.org](#)
  - [VIS](#)
  - [IVEN](#)
  - [MCIR Standalone Client](#)
  - [Exit Application](#)

## Removing a User

Contact Information	MCIR Users	Site Contacts	Business Hours
<b>User Name</b>	<b>User ID</b>	<b>Role Name</b>	
<a href="#">Add New User</a>			
Doe, Jane	doej1234	LHD Administrator	
Smith, Mary	smithm2222	LHD User	

## Adding a User

Contact Information	MCIR Users	Site Contacts	Business Hours
<b>User Name</b>	<b>User ID</b>	<b>Role Name</b>	
<a href="#">Add New User</a>			
Doe, Jane	doej1234	LHD Administrator	
Smith, Mary	smithm2222	LHD User	

## Associate Users screen

**Associate Users - Your Site Name here** [Print Help](#)  
[Home](#) [Exit](#)

<b>Person</b>	<b>Rem/Rcl</b>	<b>VIM</b>	<b>My Site</b>	<b>Admin</b>	<b>Reports</b>	<b>Other</b>
<a href="#">Add/Find User</a>	<a href="#">Site Users</a>					

**First Name**  **Last Name**

**User Id**

Use '\*' for wildcard search

## User is already in MCIR

The screenshot shows a search form with the following fields: First Name (empty), Last Name (Sunshine), and User Id (empty). Below the form are 'Submit' and 'Cancel' buttons. A note says 'Use \*\* for wildcard search'. The search results section is titled 'Search Results' and includes a link for 'Add New User' and a note: 'Click column heading for desired sorting preference.' The results table has a 'User count: 1' indicator. The table columns are: User Id (radio button), User Name (radio button), Pin, Agreement Status, and Associate. The data row shows: sunshinem2007, Sunshine, Mary, 1234-56-78, Expires 02/21/2008, and Associate.

<input type="radio"/> User Id	<input type="radio"/> User Name	Pin	Agreement Status	
sunshinem2007	Sunshine, Mary	1234-56-78	Expires 02/21/2008	Associate

## Assign a Role

- Different roles available in the Edit User Role dropdown depending on your site's facility type
  - Limited access role = View-only

The screenshot shows a dialog box titled 'Edit Role' with a close button (X). The main title is 'Edit User Role'. There is a 'Role' dropdown menu with a downward arrow. Below the dropdown are 'Ok' and 'Cancel' buttons.

## User has never used MCIR before

First Name	<input type="text"/>	Last Name	<input type="text" value="jimihse"/>
User Id	<input type="text"/>		
Use '*' for wildcard search			
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
<b>Search Results</b>			
<input type="button" value="Add New User"/>	Click column heading for desired sorting preference.		User count: 0
<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	<input type="radio"/> Pin	<input type="radio"/> Agreement Status
No results found. Please check your supplied criteria and supply a wildcard character, if desired.			

## User Information screen

- Click Submit when all information is entered and accurate
- Double-check the email address. This is where the MCIR PIN number and registration instructions will be sent.

<b>User Information</b>		<a href="#">Print Help</a>
		<a href="#">Home</a> <a href="#">Exit</a>
<input type="button" value="Person"/>	<input type="button" value="Sch/CC"/>	<input type="button" value="Imp/Exp"/>
<input type="button" value="My Site"/>	<input type="button" value="Admin"/>	<input type="button" value="Reports"/>
<input type="button" value="Other"/>		
<a href="#">Add/Find User</a> <a href="#">Site Users</a>		
<b>User Details:</b>		
First Name*	<input type="text"/>	Last Name* <input type="text"/>
<b>Notification E-mail Recipients:</b>		
Please enter/check one or more E-mail addresses so registration instructions can be sent. The E-mail address will not be saved.		
To:	<input type="text"/>	
<input checked="" type="checkbox"/>	administrator@site.com	
All fields marked with * are mandatory		
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

## New MCIR Users Must Complete their Registration

- Their User ID will display as “not-registered” on your Site Information screen/MCIR Users tab until they follow the directions in the “MCIR User Registration” email from [mcir@michigan.gov](mailto:mcir@michigan.gov)
- If they have not received this email have them check any “spam” or “junk mail” folders

## Edit My Site

- You may update many items on your Site Information screen
  - Click the [Edit My Site](#) link on the home screen
  - Make desired changes (Address, Phone, Fax, Email address, etc)
  - Click the Submit button when finished

Site Information							
Print Help Home Exit							
Person	Rem/Rcl	VIM	My Site	Admin	Reports	Other	
Site Preferences	User Preferences	Edit My Site	View My Site List	Go to New Site			
Established: 09/22/2009							
Details			Site Number: 20012030554				
Name*	Pleasant Pediatrics TEST		Facility Type*	PP - Pediatrics			
County*	Calhoun (13) County		Transfer	Disabled <input type="checkbox"/> Disabled			
Program:	<input type="checkbox"/> FOHC <input type="checkbox"/> RHC <input checked="" type="checkbox"/> Neither		Cert. Expires*	09/22/2011			
MCIR Options							
<input type="checkbox"/> Clinical Record <input checked="" type="checkbox"/> VFC Program <input checked="" type="checkbox"/> VIM <input type="checkbox"/> Sickle Cell							
Business Hours		Shipping Hours		Principal Storage		Alternate Storage	
Contact Information		MCIR Users		Site Contacts		VFC Enrollment	
Emergency Response Plan							
Physical Address				Mailing Address			
Country*	USA			Country*	USA		
Street*	123 W Michigan Ave			Street*	123 W Michigan Ave		
City*	Marshall			City*	Marshall		
State*	MI	Postal Code*	49068	State*	MI	Postal Code*	49068
Email/Phones				Primary Contact			
Email	pleasantpeds@doctor.com			First Name	Laura		
Voice*	(269 ) 789 - 9999	Ext		Last Name	Korten		
Fax	( ) -	Ext		Type	Doctor		
				License: Nbr.	1234567890	State	
Submit				Cancel			

## Resources at MCIR.org

- Site Administrator Training page
  - [www.mcir.org/SiteAdministratorTraining.html](http://www.mcir.org/SiteAdministratorTraining.html)
- All forms, manuals, and quick tip sheets are available in the Resource Library
  - [www.mcir.org/res\\_library.html](http://www.mcir.org/res_library.html)
- For technical assistance please visit [www.mcir.org](http://www.mcir.org)
  - Click on your facility type (Health Plans, Providers, Schools/Childcares)
  - Contact information is listed under the **YELLOW** Technical Assistance heading

## MCIR User Registration Training is Also Available Online

- <http://www.mcir.org/UserRegistrationTraining.html>