

New MCIR Address Features for Providers

10/6/2011

In October 2011, MCIR will implement a new way of handling person addresses. This reference guide describes the new address features available to immunization providers. All addresses will be validated against the U.S. Postal Service.

General Information Screen

Once a person's record is found in the MCIR their contact information (address, phone number) can be updated from the General Information screen. There are two "Edit" links used to update a person's contact information:

- **Person Information: Edit** → clicking this Edit link makes the **Edit Person Screen** appear
- **Address (Edit)** → clicking this Edit link makes the **Edit Address Popup** appear

General Information							Person: Test, Address	Print	Print Help
							Birth Date: 01/01/2000	View	Home Exit
							Provider: Overdue		
Person	Rem/Rcl	VIM	My Site	Admin	Reports	Other			
Add/Find Roster Add Imm Add Event Information Status History									
Person Information : <u>Edit</u>							MCIR ID : 16630225984		
Name:	Test, Address		Birthdate:	01/01/2000		Gender:	Male		
			Age:	11 Years 8 Months					
Resp. Party:	Test, Momma		Phone:	(269) 789-9999		Jurisdiction:	Calhoun (13) County		
Address (<u>Edit</u>):	222 N Main St								
	Marshall, MI 49068								
Country:	United States		County:	Calhoun		Address Updated:	09/16/2011		
High Risk Conditions : <u>Edit</u>									
<input type="checkbox"/> Influenza Screening Notification									
Immunizations					<input type="checkbox"/>	Other			
Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	Status		
No Immunization Given									
Other Administrations									
Series									Status
No Other Administrations Given									
Non-Administered Doses/Positive Immunity									
Series/Antigen			Date	Reason	Entered by				
No Non-Administered Doses/Positive Immunities Found									
Invalid Doses									
Series/Dose #		Vaccine	Date	Age	Reason				
No Invalid Doses Found									
Take off Roster					Unlock Person				

Edit Person Screen

The following items may be updated on this screen:

- High Risk Conditions: Influenza Screening Notification
- Responsible Party Information:
 - **Add New** – use to add a new responsible party name. Clicking **Add New** will open the **Add Contact Popup**.
 - **Click on one of the responsible party names to update that particular responsible party's address and phone information. This will open the Edit Contact Popup. Note that the current responsible party name is indicated by a green checkmark to the right.**
- Identifiers: Patient ID
- Birth Facility Information: Name, State and County
- MCIR Options: Person does not receive medical care in Michigan, Person is migrant
- Additional Information: Alias Name, Mother's Maiden Name

Once any of this information is updated, remember to click the **Submit** button to save changes.

Edit Person Person: Test, Address *Print* Birth Date: 01/01/2000 *Print Help*
Provider: Overdue *View* Home Exit

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

Person Information MCIR ID : 16630225984
Legal Last* Test Legal First Address Middle Suffix
Birthdate* 01/01/2000 Gender Male Multiple Birth

High Risk Conditions
 Influenza Screening Notification

Responsible Party **Add New** **Add Contact Popup** **Edit Contact Popup**
Momma Test 222 N Main St Marshall MI 49068 (269) 789-9999 Calhoun 09/16/2011 ✓

Identifiers
Medicaid
Patient ID

Birth Facility Information
Name State County

MCIR Options
 Person does not receive medical care in Michigan
 Person is migrant

Additional Information
Alias Name: Last First Default
Mother's Maiden Name

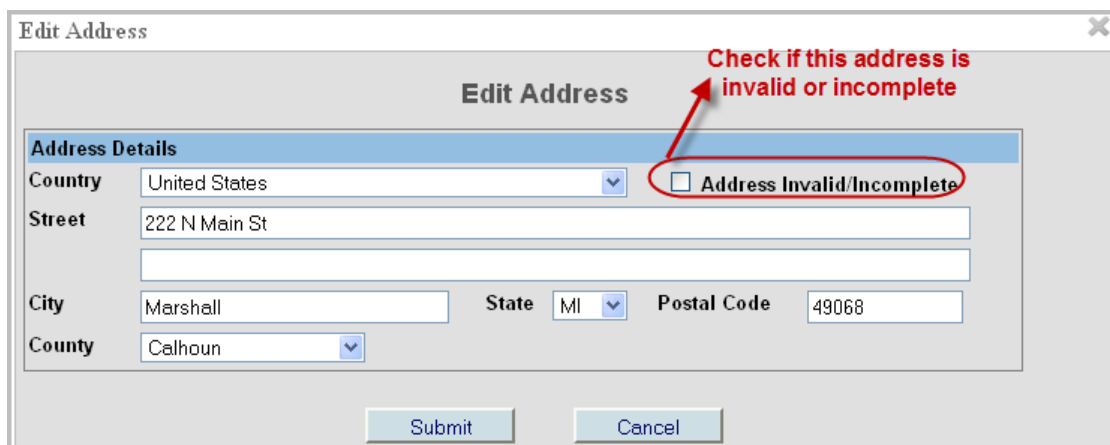
Submit Cancel

Edit Address Popup

Use this popup to update address information (Country, Street, City, State, Postal Code, County) for the current responsible party.

- The “Address Invalid/Incomplete” box should be checked if the new address is not valid for mailings -- for example, only the responsible party’s city or state are known & recorded. This excludes the current responsible party from receiving any reminder or recall letters or notices from MCIR.

Once any of this information is updated, remember to click the **Submit** button to save changes.



The screenshot shows a window titled "Edit Address" with a close button (X) in the top right corner. The window contains a form with the following fields:

- Country:** United States (dropdown menu)
- Street:** 222 N Main St (text input)
- City:** Marshall (text input)
- State:** MI (dropdown menu)
- Postal Code:** 49068 (text input)
- County:** Calhoun (dropdown menu)

At the bottom of the form is a checkbox labeled "Address Invalid/Incomplete". A red circle highlights this checkbox, and a red arrow points to it from the text "Check if this address is invalid or incomplete" located above the checkbox. Below the form are two buttons: "Submit" and "Cancel".

If the new address is not valid according to U.S. Postal Service rules, you will see this message at the top of the General Information Screen:



This message may just mean that an apartment, lot or room number is needed

Add Contact Popup

Use this popup to add an additional responsible party name and contact information for the person. This could be another parent, or a family member who brings the person in for immunization appointments.

- The “Address Invalid/Incomplete” box should be checked if the new address is not valid for mailings -- for example, only the responsible party’s city or state are known & recorded. This excludes the current responsible party from receiving any reminder or recall letters or notices from MCIR.

Once any of this information is updated, save changes by clicking either:

- The **Submit** button.
- The **Make Current Contact** button if this is where MCIR reminder or recall notices should now be addressed for the person.

Contact **Use this popup to add an additional contact person for the patient**

Add Contact

Contact Information

First Middle Last* Suffix

Notifications Desired Language

Country Address Invalid/Incomplete

Street

City State Postal Code

County

Phone () -

Click to make this new contact the current contact for the patient

If the new address is not valid according to U.S. Postal Service rules, you will see this message at the top of the General Information Screen:



This message may just mean that an apartment, lot or room number is needed

Edit Contact Popup

Use this popup to update the current responsible party name and contact information.

- The “Address Invalid/Incomplete” box should be checked if the new address is not valid for mailings -- for example, only the responsible party’s city or state are known & recorded. This excludes the current responsible party from receiving any reminder or recall letters or notices from MCIR.

Once any of this information is updated, save changes by clicking the **Submit** button.

Contact ×

Use this popup to edit an existing contact

Edit Contact

Contact Information

First Middle Last* Suffix

Notifications Desired Language

Country

Street

City State Postal Code

County

Phone () -

Check if this address is invalid or incomplete

Address Invalid/Incomplete

If the new address is not valid according to U.S. Postal Service rules, you will see this message at the top of the General Information Screen:



This message may just mean that an apartment, lot or room number is needed

Scenarios

Scenario 1: The current responsible party (Momma Test) has moved to a new known address. The provider wants to record this in MCIR.

1. From the General Information screen click the “**Address (Edit)**” link. The **Edit Address Popup** will appear.
2. Enter the new address (Street, City, State, Postal Code, County).
3. Click **Submit**.

Scenario 2: A mailing to the current responsible party has come back as undeliverable, with no known new address. The provider wants to record this in MCIR.

1. From the General Information screen click the “**Address (Edit)**” link. The **Edit Address Popup** will appear.
2. Check the box to the left of “**Address Invalid/Incomplete.**”
3. Click **Submit**.

The next time a provider looks up this record, they will receive a popup stating “This person’s record does not have a valid address. Please update the address on this MCIR record.”

Scenario 3: A new responsible party (Grandma Test) has brought the patient for immunizations. The provider wants to use this responsible party address for sending MCIR reminder and recall notifications.

1. From the General Information screen click the “**Person Information: (Edit)**” link. The **Edit Person Screen** will appear.
2. Click the **Responsible Party: Add New** link. The **Add Contact Popup** will appear.
3. Enter Grandma Test’s name, address (Country, Street, City, State, Postal Code, County) and phone information.
4. Click the **Make Current Contact** button.

Scenario 4: Making an old responsible party the current responsible party. The provider wants to send MCIR reminder and recall notices to Momma Test again, instead of to Grandma Test.

1. From the General Information screen click the “**Person Information: (Edit)**” link. The **Edit Person Screen** will appear.
2. Click on Momma Test’s name and address. The **Edit Contact Popup** will appear.
3. Click the **Make Current Contact** button.

Scenario 5: Updating the responsible party phone number

1. From the General Information screen click the “**Person Information: (Edit)**” link. The **Edit Person Screen** will appear.
2. Click the responsible party name on which the phone number needs updated. The **Edit Contact Popup** will appear.
3. Enter the new phone number.
4. Click **Submit**.

Need Assistance? Contact your Regional MCIR Helpdesk!

- 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
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