

A MCIR Quick Tip Sheet for Pharmacies

This tip sheet is tailored for pharmacy sites. It covers how to:

1. Get your pharmacy site set up in MCIR
2. Use MCIR to find (or add) patients and record immunizations

Step 1: Get your Pharmacy (Provider) Site set up in MCIR

Complete the MCIR Provider User/Usage Agreement for your Site

Available at: <http://mcir.org/forms/MCIR%20Provider%20Access%20Applicaton%20Sept%2008.pdf>

VERY IMPORTANT: to be processed, the pharmacy agreement must:

- Be filled out completely and legibly
- Have a **physician's name** and **that physician's 10-digit MI license number**
- Be signed by the either the physician or his/her designee.
- **Be faxed to the MCIR Helpdesk at MPHI: 517-324-6099**

Once it is processed, the person designated as Site Administrator on the agreement will receive an E-mail containing a PIN number and registration instructions. If the Site Administrator needs assistance with the registration process, or needs to add additional authorized MCIR users, the following resources will be helpful:

- **Registration: a One-Time, Four Step Process:**
<http://mcir.org/forms/Registration4StepProcess7-08.pdf>
- **Site Administrator Training and Materials:**
<http://mcir.org/SiteAdministratorTraining.html>

Once you have completed the registration process, you will be able to click on the Michigan Care Improvement Registry link at the DCH Application Portal. Clicking on this link will take you to the MCIR Home Page (Figure 1). The MCIR News Screen will popup over the MCIR Home Page. If you do not see the News Screen, you have a popup blocker that must be disabled. Refer to the *How to Disable Common Popup Blockers* tip sheet at: <http://www.mcir.org/forms/How%20to%20Disable%20Common%20Pop-Up%20Blockers%20June%202006.pdf>

Figure 1: MCIR Home Page. The highlighted link (Add/Find) will be referred to in this tip sheet.



Step 2: Use MCIR to find (or add) patients and record immunizations

Finding a Person in MCIR

Under the Person menu, click the **Add/Find** link. You will be taken to the Find Person screen (Figure 2).

Figure 2: MCIR Find Person screen. Either Last OR First Name is required, along with a Birthdate.

Find Person Print Help
Home Exit

Person Reports VIM Rem/Rec My Site Other

Add/Find Roster

Before adding a person, please make several attempts to locate the person in the system.
PLEASE NOTE: At least one person name field and a birthdate are required to add a new record.
You may use any other field for identification purposes, but using these fields will not allow you to add a new record.

This information identifies the person presenting for medical treatment

MCIR ID

Last Name **Required Fields to Search for a Person** First Name

Birthdate* Gender Male Female

Mother's Maiden Name MultipleBirthChild

Patient ID Medicaid ID

WIC ID

Information identifying the responsible party for appointments (parent/guardian)

Last Name First Name

Phone () -

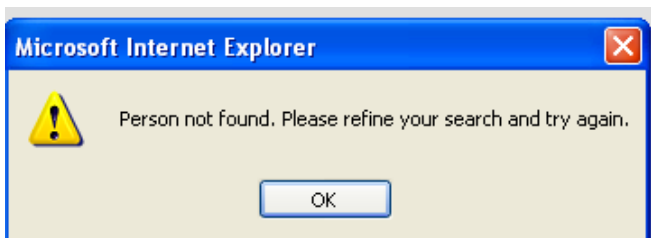
The person may already exist in the MCIR. When searching, use the person's legal name: do not use nicknames. You are encouraged to use the wildcard (* asterisk) around the person's name(s). For more help with the wildcard search, refer to the **How to Use the Wildcard Search** tip sheet:

- <http://www.mcir.org/forms/How%20to%20Use%20the%20Wildcard%20Search%20July07.pdf>

Once you've entered the required search criteria (one Name – either First or Last -- surrounded by the *, and Birthdate), click the Search button.

- If the person is found you will be taken to their General Information screen.
- If the wrong person is found, click on the "Unlock Person" button on the General Information screen. This will return you to the Find Person screen so you may verify that the search information is entered correctly.
- If the person is not found, the following message will appear:

Figure 3: Person not found popup



If you get this message, you must refine the wildcard search (use the other Name surrounded by the wildcard*), re-enter the Birthdate and click the Search button again. If you still do not find the person, follow the instructions in the next section on how to add a new person to the MCIR.

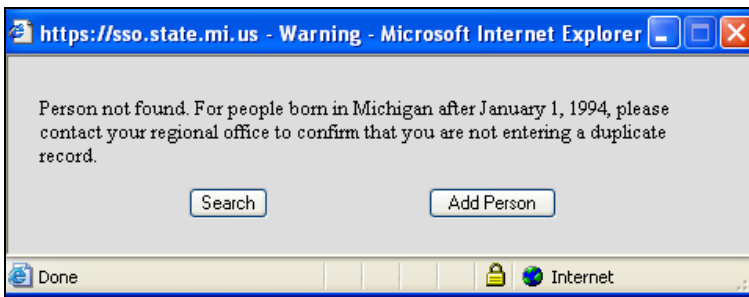
Adding a new Person to MCIR

To add a new Person to MCIR, do not use the wildcard search. Type in the person's Last Name, First Name, and Birthdate. Click Search. You will get the "Person not found" popup (Figure 3). Click OK. The Birthdate will erase. Type in the same Birthdate and click Search. You will get the Add Person popup (Figure 4).

If you do not see the Add Person popup, you have a popup blocker that must be disabled. Contact your site's technical support to locate pop-up blockers and modify your computer settings to always allow pop-ups from '*.state.mi.us' web pages. You can temporarily disable some pop-up blockers by holding down the Control (Ctrl) key as you click the Search button. For more popup blocker tips, refer to the **How to Disable Common Popup Blockers** tip sheet at:

<http://www.mcir.org/forms/How%20to%20Disable%20Common%20Pop-Up%20Blockers%20June%202006.pdf>

Figure 4: Add person popup



Click the Add Person button. You will be taken to the Add New Person screen (Figure 5). Complete as much as you can on this screen. Required fields include: Legal Last and legal First Names, Birthdate, Gender, Responsible Last Name and First Name and Address (for adults this would be the adult's own name and address), and County. Click Submit once the screen is completed.

Figure 5: Add New Person Screen

Add New Person						Print Help
Person						Home Exit
Reports	VIM	Rem/Rec	My Site	Other		
Add/Find Roster						
Personal Information :						
Legal Last*	Jones	Legal First*	Jane	Middle		
Alias Last		Alias First		Mother's Maiden Name		
Birthdate*	03/03/1980	Gender*	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> Multiple Birth		
Birth Facility Information :						
Name		State		County		
Person's Ids						
Patient ID		Medicaid ID				
Responsible Party Information (for Reminder and Recall Notices)						
Last Name *	Jones	First Name	Jane	Middle Name		
Address	1234 West St. Apt 2A					
City	Anywhere	State	MI	Zipcode	48888-2222	
Country	USA	County*	Alger County	Phone	(517) 555 - 1212	
Options						
<input checked="" type="checkbox"/> Add to site roster	<input checked="" type="checkbox"/> Send immunization notices	Language English				
All fields marked with * are mandatory						
<input type="Submit"/> <input type="Cancel"/>						

Adding Immunizations to MCIR

Once you have found or added the Person, click the Add Imm link near the top of the General Information page (Figure 6). You will be taken to the Add Immunization screen (Figure 7).

Figure 6: General Information screen with highlighted Add Imm link

General Information		Person: Test, Test Ann	Print	Print Help		
		Birth Date: 03/03/1980	View	Home Exit		
		Provider: Overdue				
Person	Reports	VIM	Rem/Rec	My Site	Other	
Add/Find	Roster	Add Imm	Information	Status	History	Clinic Rec
Personal Information :					MCIR ID : 16338507217	
Legal Last	Test	Legal First	Test Ann	Middle	Suffix	
Alias Last	<input type="text"/>	Alias First	<input type="text"/>	Mother's Maiden Name	<input type="text"/>	
Birthdate	03/03/1980	Gender*	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> Multiple Birth		

Figure 7: Add Immunization screen

Add Immunization		Person: influenza, Testnine	Print	Print Help			
		Birth Date: 10/30/2006	View	Home Exit			
		Provider: Overdue					
Person	Reports	VIM	Rem/Rec	Imp/Exp	My Site	Admin	Other
Add/Find	Roster	Add Imm	Hazard	Information	Status	History	
Select whether the immunizations were administered by this office or another provider. <i>Optional fields</i> selected by type or by CPT code. Click on 'Add More' to record more immunizations for the same person.							
<input checked="" type="checkbox"/> Wish to be point of contact for MCIR reminder and recall notices.							
Date*	CPT	Vaccine*	Vaccine Elig.	Manuf./Dose/Lot#			
09/15/2008		Influenza LAIV (FluMist)	<input type="checkbox"/>	#			
			<input type="checkbox"/>	#			
			<input type="checkbox"/>	#			
			<input type="checkbox"/>	#			
			<input type="checkbox"/>	#			
			<input type="checkbox"/>	#			
			<input type="checkbox"/>	#			
			<input type="checkbox"/>	#			
			<input type="checkbox"/>	#			
Date*	Titer/Immunity*	Date*		Series*	Non-Administration*		
All fields marked with * are mandatory							
		Submit	Add More	Clear	Cancel		

How to record current vaccine administrations

Required fields for pharmacies:

- 1) Date the vaccine was administered
- 2) Vaccine type (choose from the drop-down box.) Common vaccines during flu season include:
 - Influenza Shot (TIV)
 - Influenza LAIV (Flumist)
 - Pneumococcal Polysaccharide (a.k.a. Pneumovax or PPV23)

Recommended fields for pharmacies include:

- 1) Vaccine Eligibility (adults or children paying cash are the eligibility of “Private Pay/Insurance”)
- 2) Manuf./Dose/lot (Click the # sign to enter Manufacturer, Dose amount, and Lot number information)

If you have more than one immunization to record, use additional lines. Click the Submit button when finished.

How to record historical immunization information

See what has already been entered into MCIR by looking at the Immunization History screen (to do so, click on the **History** link). Enter any missing historical immunizations by clicking the **Add Imm** link and following the 2 steps as above. For the Vaccine Eligibility, choose “Other Provider Data.”

Figure 8: Vaccine Eligibilities on the Add Immunizations screen

Add Immunization

Person: influenza, Testnine [Print](#) [Print Help](#)
 Birth Date: 10/30/2006 [Home](#) [Exit](#)
 Provider: Overdue [View](#)

Person Reports VIM Rem/Rec Imp/Exp My Site Admin Other

Add/Find Roster Add Imm Hazard Information Status History

Select whether the immunizations were administered by this office or another provider. Vaccine may be selected by type or by CPT code. Click on 'Add More' to record more immunizations for the same person.

Wish to be point of contact for MCIR reminder and recall notices.

Date*	CPT	Vaccine*	Vaccine Elig.	Manuf./Dose/Lot#
09/05/2008	90700	DTaP	Other Provider Data	# [] [] []
			Medicaid-VFC	# [] [] []
			Uninsured	# [] [] []
			Under Insured	# [] [] []
			Native American	# [] [] []
			Medicaid-Non-VFC	# [] [] []
			Private Pay/Insurance	# [] [] []
			MI-CHILD	# [] [] []
			MI VRP	# [] [] []
			Medicare A	# [] [] []
			Medicare B	# [] [] []
			Medicare D	# [] [] []
			Other Public Purchase	# [] [] []
			317 Special	# [] [] []
			Unknown	# [] [] []

Date* Titer/Immunity* Date Non-Administration*

All fields marked with * are mandatory [Submit](#) [Add More](#) [Clear](#) [Cancel](#)

*If you need further assistance, call or contact your Regional MCIR Helpdesk.
 (See next page for contact information)*

Regional MCIR Helpdesks

REGION 1 1-888-217-3900

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

REGION 2 1-888-217-3901

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

REGION 3 1-888-217-3902

Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties

REGION 4 1-888-217-3903

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

REGION 5 1-888-217-3904

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

REGION 6 1-888-217-3905

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