

Testing and Approval of MCIR Provider Transfer Files (EXT format)

The MCIR Support Project at the MPHI-Interactive Solutions Group tests and approves all MCIR Transfer files before a provider site is activated for the MCIR Transfer upload feature. Following is the process:

Provider site:

- A. Enrolls in MCIR (if it hasn't already) with their regional MCIR office
 - Regional contact information available at http://www.mcir.org/contact_regions.html
 - B. Creates a transfer file of a week's worth of live data from their Electronic Medical Record (EMR), per the format specifications in the document *MCIR Provider Transfer EXT File Format Specifications and References*.
 - C. Securely transmits the file to MPHI. Special precautions must be taken for the transmission of this file in order to comply with HIPAA and MPHI policy regarding the handling of Protected Health Information (PHI). All electronic documentation that contains identifiable health information must be secure during transit. Two methods are available to securely receive the test file:
 1. Encrypted via e-mail (for example, TLS encryption)
 2. Directly uploaded to the secure MCIR Helpdesk Ticket Tracker
 - <https://mphi.tryggh.com/otrs/customer.pl>
- **Contact Pam Kowalske or Diedra Garlock at MCIRHELP@mph.org or 1-888-243-6652 option 3 to arrange for secure transmission of the test file.**
- Provider sites must continue hand-entering into MCIR until the file is approved and training is completed by MCIR staff. The timeline to test and approve a file for upload to MCIR Transfer depends on the:
- The number of files already in the MPHI testing queue
 - Priority of the test file
 - Quality of the test file, and
 - Availability of the provider site's staff to address any formatting and data quality issues in the file. If there are many issues, it may take more than one test file before approval.
 - Provider site completion of the *Transfer Site Responsibilities & Contact Information Form* (see *Appendix G of the MCIR Provider Transfer Specs Manual*).

Files are tested in order of Priority, and then date received. Testing queue priority is assigned in this order:

1. Provider site is already transferring to MCIR, and is VFC
2. Provider site is already transferring to MCIR, and has identified data issues
3. Provider site is currently hand-entering into MCIR, and has a new EMR
4. Provider site is brand new to MCIR (never entered before)

MPHI:

- A. Reviews the file visually for obvious formatting issues.
- B. Uploads the file to the MCIR test database to check for:
 - a. Proper formatting
 - b. User Errors
 - c. System Errors
- C. Reviews the file for data quality, including:
 - Populating required fields with valid (not bogus) data. If the provider site is using the Vaccine Inventory Module (VIM), then manufacturer code, lot number, dose amount, and vaccine eligibility code must be included.
 - Checks the provider's inventory in MCIR production against the file to ensure that lot numbers are being entered accurately, and that VIM Transactions would occur when the site begins using MCIR Transfer.
 - Distribution of vaccine codes: ensuring that all appropriate, routinely administered immunizations are included.
 - Historical data: if this is not included in the file, then the provider will need to manually enter this information so that patient immunization history and assessment are accurate.

Once the file is approved, and the *Transfer Site Responsibilities & Contact Information Form* is completed, training will be arranged with MCIR staff and the MCIR **Import/Export** menu will be activated for the site.

Transfer files should be generated; uploaded to, and any resulting User/System errors corrected in MCIR **at least three times per week** in order to meet the 72-hour reporting rule.

Daily transfer file upload/correction is preferred.