

# A MCIR Quick Tip Sheet for Providers Using Special 317 for HepA/HepB Vaccine

This tip sheet is tailored for Provider Sites using Special 317 funds for combination Hepatitis A & B Vaccine (a.k.a. “Twinrix”). Three steps are outlined in this tip sheet:

1. Get your provider site set up in MCIR
2. Use MCIR to find (or add) patients and record immunizations
3. Run the Doses Administered Report for 317 Special Funds

## Step 1: Get your Provider Site set up in MCIR

### Complete the MCIR Provider User/Usage Agreement for your Site

[http://mcir.org/forms/MCIR\\_Provider\\_Access\\_Application\\_Apr09.pdf](http://mcir.org/forms/MCIR_Provider_Access_Application_Apr09.pdf)

Fax to the MPHI MCIR Helpdesk at 517-324-6099 for processing. 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 tip sheets will be helpful:

- Registration: a One-Time, Four Step Process:  
<http://mcir.org/forms/MCIR%20User%20Registration%204%20Step%20Process.pdf>
- Site Administrator Training and Materials:  
<http://mcir.org/SiteAdministratorTraining.html>

Once the registration process has been completed, 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 three highlighted links (Add/Find, Retrieve Results, and Vaccine) will be referred to in this tip sheet.

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

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

**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 (  )  -

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

### Finding a Person in MCIR

The person may already exist in the MCIR. When searching, use the Person's legal Name – do not use nick names. 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 "Take Off Roster" button on the General Information screen to return to the Find Person screen and verify that the search information is correct.
- If the person is not found, the following message will appear:

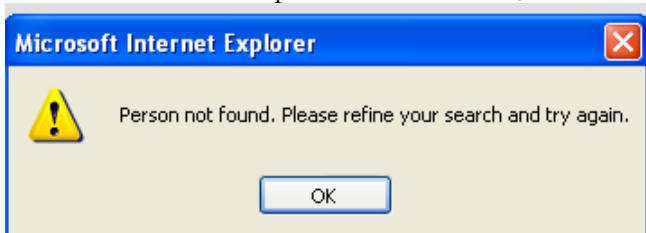


Figure 3: Person not found popup

You must now 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 below instructions 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 above 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 local 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>

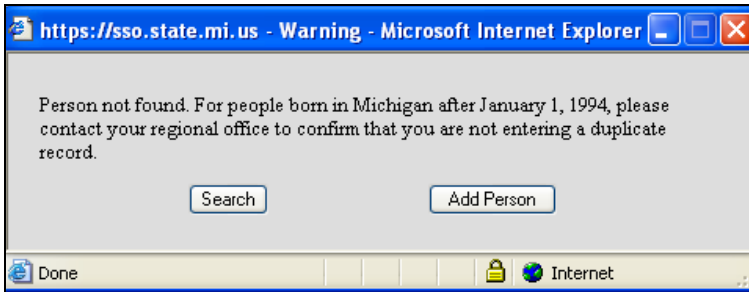


Figure 4: Add person popup

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: Last and First Names, Birthdate, Gender, Responsible Party Names and Address (for adults this would be the adult's own name and address), and County. Click Submit once the screen is completed.

Add New Person						Print Help
Person						Home Exit
Reports	VIM	Rem/Rec	My Site	Other		
Add/Find Roster						
<b>Personal Information :</b>						
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 type="checkbox"/> Female <input type="checkbox"/> Multiple Birth			
<b>Birth Facility Information :</b>						
Name		State		County		
<b>Person's Ids</b>						
Patient ID		Medicaid ID				
<b>Responsible Party Information (for Reminder and Recall Notices)</b>						
Last Name *		First Name		Middle Name		
Address						
City		State	MI	Zipcode		
Country	USA	County*		Phone	( ) -	
<b>Options</b>						
<input checked="" type="checkbox"/> Add to site roster	<input checked="" type="checkbox"/> Send immunization notices	Language English				
All fields marked with * are mandatory						
			Submit	Cancel		

Figure 5: Add New Person Screen

## 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).

**General Information** Person: Test, Test Ann [Print](#) [Print Help](#)  
Birth Date: 03/03/1980 [Home](#) [Exit](#)  
Provider: **Overdue** [View](#)

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 6: General Information screen with highlighted Add Imm link

**Add Immunizations** Person: Test, Thomas II [Print](#) [Print Help](#)  
Birth Date: 02/05/1998 [Home](#) [Exit](#)  
Provider: **Overdue** [View](#)

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

Records per page: 8

**Immunization Information - (Lots marked with '\*' are from the private inventory)**

Type	Admin	Date	06/29/2009	Vaccine	Hep A-Hep B	Elig.	317 Special
Mfr.	Glaxo (TWINRIX)	Lot	<input type="text"/>	Vol.	<input type="text"/>	ml	
Site	<input type="text"/>	Route	<input type="text"/>	Sig.	<input type="text"/>		

VIS: HepA 03/21/2006 HepB 01/30/2008

Figure 7: Add Immunization screen

### How to record current Twinrix (HepA-HepB) vaccine administrations

Enter the:

- 1) Select the Type: Admin
- 2) Date the vaccine was administered
- 2) Vaccine type ('HepA-HepB' in the drop-down)
- 3) Vaccine Eligibility (317 Special)
- 4) Mfr
- 5) Lot number

Click the Submit button

### How to record other current immunization administrations

Follow the 5 steps as above – choosing the appropriate vaccine type from the drop-down. Choose the appropriate Vaccine Eligibility from the list (see Figure 8 below). Enter all shots given to this patient

## How to record historical immunization information

Look at the patient's Immunization History screen by clicking on the **History** link. Enter any missing historical immunizations by clicking the **Add Imm** link and then on the Left choose Type as **Historical**, and following the 5 steps as above. For the Vaccine Eligibility, choose "Other Provider Data."

**Add Immunizations**

Person: Test, Thomas II [Print](#) [Print Help](#)  
 Birth Date: 02/05/1998 [Home](#) [Exit](#)  
 Provider: Over due [View](#)

Person | Rem/Rcl | VIM | My Site | Admin | Reports | Other

Add/Find Roster Add Imm Add Event Information Status History Clinic Rec

Records per page: 8

**Immunization Information**

Type: Historical Date: 03/02/2002 Vaccine: DTaP Elig.: Other Provider Data  
 Mfr.: Unknown Lot: Vol.:  
 Site: Route: Sig.:

**Immunization Information**

Type: Historical Date: Mfr.: Site: Elig.:  
 Vol.: Sig.:

When entering immunizations in a record that you do not administer at your clinic; please choose, "Other Provider Data."

Figure 8: Vaccine Eligibilities on the Add Immunizations screen

## Step 3: Run the MCIR Doses Administered Report for 317 Special Funds

You will be required to fax or deliver this report to your Local Health Department. Contact your LHD to determine when the report is due.

### Generating the report

- 1) Under the Reports menu, click the Vaccine link. You will be taken to the VFC Reporting screen (Figure 9).
- 2) Choose **VFC Doses Admin Report** from the drop-down.
- 3) Enter the Start Date and End Dates for the report.
- 4) Choose 317 Special for the VFC Eligibility: Enter a name for your report in the Description box. Click the Submit button. You will be taken to the MCIR Home Page (Figure 1).

**VFC Reporting** [Print Help](#)  
[Home](#) [Exit](#)

Person | Rem/Rec | VIM | My Site | Admin | Reports | Other

Batch Inv Profile Rem/Rcl Retrieve Results Roster Vac VAERS

**Report Parameters**

Report: VFC Doses Admin Report [Choose VFC Doses Admin Report](#)

Start Date: 03/01/2009 [Choose the dates you wish the report to reflect](#)

End Date: 06/01/2009

Vaccine Purchase Type: 317 Special Funds [Be sure to choose the 317 Special Funds](#)

Description: 317 special [The description can be anything, highlight the change if you wish to type in a name of the report.](#)

Figure 9: VFC Reporting screen

## Retrieving and printing the report

- 1) Under the Reports menu, click the Retrieve Results (Figure 1) link. You will be taken to the Retrieve Results screen.
- 2) You will notice your report Description on the list. Click on the underlined **Report** link, which is found to the right of the report Description/your UserID/report date.
- 3) The report will open in Adobe Reader (PDF format). To print, click the Printer icon in the top menu of Adobe Reader.

03/28/2008	<b>VFC Doses Admin Report</b>											Page 1
	<b>MDCH Nurse Educators</b>											
	<b>Report Period: 03/01/2008 - 03/28/2008</b>											
Provider Type: Public	VFC Pin:					Funding Type: 317 Special Funds						
<b>Hep A-Hep B</b>												
<1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+	Total
0	0	0	0	0	0	0	0	0	1	0	0	1

**Figure 10: Sample Doses Administered Report**

*If you need further assistance, call Pam Becka at the MCIR Helpdesk: 1-888-243-6652*