



MCIR

Batch Reporting Guide

Batch Reporting allows you to access more than one client's immunization record at a time in MCIR. This is an offline reporting feature and results will be returned within one day of the request.

Last Update June 26, 2006

Batch Reporting Requirements

You will need the latest version of Adobe Acrobat Reader or Writer.

Accessing Batch Reporting

1. Log into MCIR Web
2. Click on the Batch link, under the Reports menu on the home page.

The screenshot shows the Michigan Care Improvement Registry (MCIR) web application interface. The browser address bar displays "https://sso.state.mi.us - Site: HIPAA Compliant Train/Present Site ID - Microsoft Internet Explorer". The page header includes the MCIR logo and the text "Michigan Care Improvement Registry". The main content area is organized into a grid of menu items:

- Person:** Add/Find, Roster
- Reports:** Batch (circled in red), Retrieve Results, Roster, Profile, VAERS, VFC
- Vaccine Mgmt:** Doses Administered, Control Inventory, Ending Inventory, Vaccine Preferences, Create Reports, Access Reports
- Reminder/Recall:** Create Reminder, Create Recall, Retrieve/Confirm Results, Create Reports, Access Reports
- My Site:** Site Preferences, User Preferences, Edit My Site, View My Site List, Go to New Site
- Administration:** Add/Find User
- School/Childcare:** IP-100, IP-101, My Schools, My Childcares, Create Reports, Access Reports, Edit News, Edit News HTML
- Other:** Get News, View Usage Agreement, MCIR Training Course, MCIR.org, VIS, Exit Application

At the bottom of the page, it states "Version 5.0" and "Last Updated: Fri, June 23, 2006 3:30 AM". The browser's taskbar at the bottom shows the Internet Explorer icon and the text "Internet".

Record Selection

NOTE: There are two options available to select a record for Batch Reporting, the **Batch Report Roster** and the **Search Criteria Grid**.

The screenshot shows a web browser window titled "Batch Report" with the URL "https://sso.state.mi.us - Batch Reporting - Site: HIPAA Compliant Train/Present Site ID - Microsoft Internet Explorer". The page has a navigation menu with tabs: Person, Reports, Vaccine Mgmt, Reminder/Recall, My Site, Administration, School/Childcare, and Other. Below the menu, there are links for Batch, Retrieve Results, Roster, Profile, VAERS, and VFC. The "Batch Report Roster" section is highlighted with a red oval. It contains a "List count: 0" and a table with columns: Birth Date, Last Name, First Name, Medicaid ID, Patient ID, WIC ID, and MCIR ID. Below the table are "Add to List" and "Clear List" buttons. The "Current List" section has a "Report:" dropdown menu set to "1 Page - Official State of Michigan Immunization Record without address", a "Target Date:" field with "06/27/2006", and a "Description:" field with "BAT_1151345500627". There are checkboxes for "Add to Roster" and "Exclude Up-To-Date People". Below this is another table with columns: Birth Date, Last Name, First Name, Medicaid ID, Patient ID, WIC ID, MCIR ID, and Delete. At the bottom of this table are "Submit", "Delete Checked", and "Cancel" buttons, along with "Check All" and "Clear All" links. The browser's status bar at the bottom shows "Done" and "Internet".

Search Criteria Grid Selection

1. Enter the client's birth date, last name and first name in the Search Criteria Grid.
2. Click the Add to List button.
3. Name the report by completing the Description on the MCIR-Batch Report screen.
4. Check the Add to Roster box to add the records on the list to your Patient Roster for future Batch reports.
5. Click the Submit button when the list is complete.

Batch Report Roster Selection

1. Click on the Batch Report Roster link.
2. Select the records for the report by clicking on the Add link for each client.
3. Click on the Done button
4. Name the report by completing the Description on the MCIR-Batch Report screen.
5. Click on the Submit button, under Current List on the MCIR-Batch Report screen.

The screenshot shows a web browser window titled "https://sso.state.mi.us - Batch Report Roster - Site: HIPAA Compliant Train/Present Site ID - Microsoft Internet Explorer". The page content includes a navigation menu with tabs for "Person", "Reports", "Vaccine Mgmt", "Reminder/Recall", "My Site", "Administration", "School/Childcare", and "Other". Below the menu is a search area with a "Last Name" input field, a "Search" button, and a "Roster Size: 10" label. The main area contains a table with the following data:

Name	Birth Date	MCIR Id	Gender	IS	
Korten, Jerome	12/03/2003	30244035423	M	E	Add
Lead, Baby	07/11/2001	20249742687	F	E	Add
Number, Nine	04/30/2003	20256685100	M	E	Add
Number, One	04/30/2003	20256686122	M	E	Add
Number, Seven	04/30/2004	20256686049	M	O	Add
Number, Six	04/30/2003	20256686542	M	E	Add
Number, Ten	04/30/2003	20222464792	F	E	Add
Number, Two	04/25/1991	20256687738	M	O	Add
Reminder, Adolescent	04/30/1994	10272282962	M	O	Add
Reminder, Kindergarten	04/30/2000	20256686998	M	O	Add

Below the table is a "Done" button. The browser's status bar at the bottom shows "Done" and "Internet".

Print Format Selection

Be sure to choose one of the three printing formats for printing each client's record in the batch report.

The screenshot shows a web browser window titled "Batch Reporting - Site: HIPAA Compliant Train/Present Site ID - Microsoft Internet Explorer". The page is titled "Batch Report" and has a navigation menu with tabs: Person, Reports, Vaccine Mgmt, Reminder/Recall, My Site, Administration, School/Childcare, and Other. Below the navigation menu are links: Batch, Retrieve Results, Roster, Profile, VAERS, and VFC. The "Batch Report Roster" section shows a "List count: 0" and a table with columns: Birth Date, Last Name, First Name, Medicaid ID, Patient ID, WIC ID, and MCIR ID. Below the table are "Add to List" and "Clear List" buttons. The "Current List" section has a "Report:" dropdown menu with the following options: "1 Page - Official State of Michigan Immunization Record without address" (selected), "Official State of Michigan Immunization Record", "1 Page - Official State of Michigan Immunization Record with address", and "1 Page - Official State of Michigan Immunization Record without address". There is also a "Target Date:" field and an "Add to Roster" checkbox. At the bottom, there is a table with columns: Birth Date, Last Name, First Name, Medicaid ID, Patient ID, WIC ID, MCIR ID, and Delete. Below the table are "Submit", "Delete Checked", and "Cancel" buttons, along with "Check All" and "Clear All" links.

Scheduling Considerations

1. Reports must be submitted by midnight the night before the target date.
2. Reports should be available by 8:00 am on the target date. However, this time is not guaranteed. The availability of the reports is dependent on the load on the MCIR servers, the target date and the order in which they were scheduled.
3. Reports will be automatically deleted, whether retrieved or not, after 10 business days.

Retrieving Scheduled Results



1. Click on the Retrieve Scheduled Results link, under the Report menu on the home page.
2. Locate the name of the report in the Description column on the Scheduled Results screen.
3. Click on the Report link next to the Status column.
4. Print the report.
5. The final pages of the report will list the Matched People's Summary and the Non Matched People's Summary.

Description	User	Date	Status	
Five Kids	vestm1	02/02/2004	Report is waiting to be processed.	Delete
6 kids	vestm1	02/03/2004	Report is ready. Report	Delete

Please contact the Region Six MCIR office at 1-888-217-3905 for assistance.