

October 2011

4th Quarter of 2011



Donna Kitto
Tracy Romanowski

Site of Excellence Award

CONGRATULATIONS to the Aspirus Grand View Clinic – Ironwood on receiving the Site of Excellence Award for the third quarter of FY 2011. Their 4313314 immunization coverage rate is 80%, and their compliancy rate (the percentage of children whose immunizations are entered within the 72 hours) is 94%! They enter all immunizations, including adults. They have managed their paperwork process to make it work for them in an outstanding way. Congratulations to

Tracy Romanowski and Donna Kitto for all their hard work entering immunizations and balancing.

**CONGRATULATIONS AND WAY-TO-GO ASPIRUS GRAND VIEW CLINIC!
THANK YOU FOR DOING A GREAT JOB!**

UPDATE INFORMATION ON A MCIR RECORD

You can add a new address, responsible party, or an alias name to a MCIR record.

However, you do not have access to change the following fields:

1. Last name
2. First name
3. Middle initial
4. Suffix
5. Birthdate
6. Gender

If a child has been adopted but the parent has not provided the legal documentation, add the new name to the alias field on the bottom of the 'Person Edit' screen. Once the documentation is submitted, you can forward the P4M to us and we will change the legal name on the record.

If these fields need to be changed, you must have documentation in your charts to back up the request. Submit the changes on a Petition for Modification (P4M) and fax it to the MCIR office. If you have questions on filling it out, please call the Helpdesk at 1-888-217-3905. Once we receive the P4M, we will make those changes for you.

Reminder

Don't forget to update your patients' address each time they come to your office (see the July 2011 newsletter for more information on how to update addresses). If that patient moves or goes to a new provider, don't forget to update the Patient Status. Watch for more information on the Patient Status in the next newsletter.

Frequently Asked Questions

Q: Why do I need to unlock?

A: Only one user in the State is able to access a record at any given time. If you didn't unlock, you could be locking someone out of a record they need to access. At the bottom of the General Information, Status and History screens of a patient's MCIR record, there is a button titled "Unlock Person". If you 'X' out, or just 'Exit' MCIR without unlocking the record, no one else in Michigan will be able to access that record.

You might be thinking, "I've never had a problem." That may be true, but you may be causing the problem for someone else. If left locked, the record should be released overnight and the record will be accessible the following day. Would you want to wait until the following day to access a record for a patient?

Please create the habit of unlocking the record as you finish using it. There will be fewer problems for other users.

MCIR Coordinator

Jeanne' McCoy
Public Health,
Delta & Menominee Counties
2920 College Avenue
Escanaba, MI 49829

Helpdesk: 1-888-217-3905
Fax: (906) 789-8151

Software Updates

Here are the do's and don'ts for updating software programs. Be sure to share this information with your IT/MIS department so they know, too!

MCIR Web Application System Requirements

1. High-speed internet connection (DSL, cable modem, T1)

* Dial up is not recommended

2. Web Browser

* Internet Explorer version 9 is not recommended (due to issues identified at this time)

* Internet Explorer versions 6 through 8 are recommended

* Mozilla Firefox

3. Web Browser Settings

* Turn pop-up blockers OFF for this website:
<http://sso.state.mi.us>

* Disable "Display Mixed Content" (Tools, Options, Security, Custom Level)

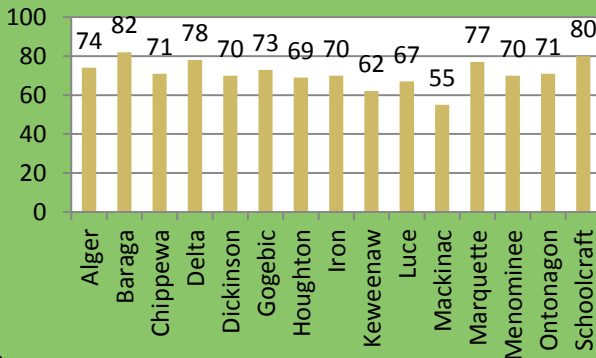
4. Adobe Reader (minimum version 6.0)

* Recommended version 8.2 or above



COUNTY PROFILE

Percent of Children, 19 but not yet 36 months of age,
that are Current on their Immunizations
July 2011



MCIR QUIZ

Responses with all questions answered correctly will be entered into a drawing, and a gift will be sent to the winner.

Answer the following questions for a chance to win!

1. **How can you correct the name or birthdate on a record?**
2. **Give an example why you would add an alias first and/or last name to a MCIR record.**
3. **By signing the P4M form, what are you verifying that you have seen?**
4. **Why is it important to unlock a MICR record, and where is the "Unlock Person" button located?**

Send your responses to newsletter@phdm.org by Dec. 8th.

🎉 **Congratulations** to Genevieve (Genna) Pokley, MGHS-Marquette General Family Medicine who was the winner for the 3rd quarter quiz. Genna is a motivated MCIR user, and was recently trained to be the back-up for inventory balancing. Congratulations, Genna, on reading the newsletter carefully and answering all of the questions correctly!

INTRODUCING. . .

Say hello to Jennifer Ahola, and welcome her to our community of MCIR users! Jen is the



Infectious Disease Control person at Manor Care Services. She is excited about using MCIR, and we're excited to have her as part of the team.