



# MCIR

## How to Build and Use a Roster

The Roster allows you to quickly access the same client's record time after time, without having to search for the client each time and without the concern of a duplicating a MCIR record. The Roster function also aids in MCIR Batch Reporting.

*Last Updated July 30, 2007*

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

## Creating a Roster

**NOTE:** There are two options for creating a Roster: You may **add clients to your roster as you view their MCIR records** or you may **set your default** to automatically include all records viewed to your Roster.

### Manually adding Clients to your Roster

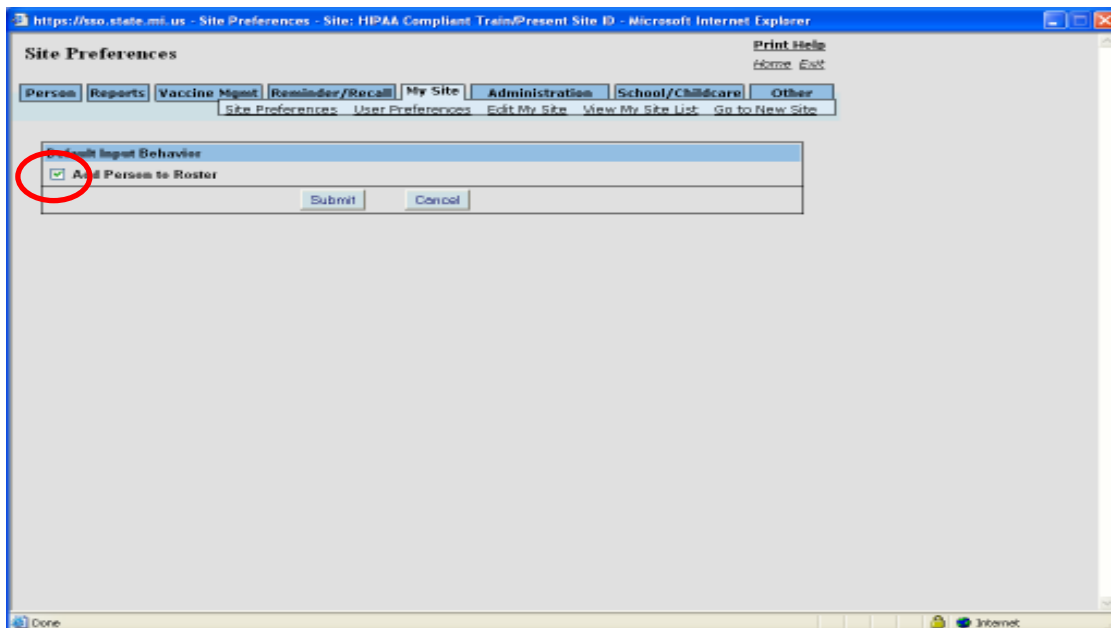
The screenshot shows a web browser window displaying the 'General Information' page for a patient in the Michigan State Health Department's MCIR system. The browser address bar shows 'https://sso.state.mi.us - General Information - Site: HIPAA Compliant Train/Present Site ID - Microsoft Internet Explorer'. The page title is 'General Information'. The patient's details include: Person Number: One, Birth Date: 04/30/2003, and MCIR ID: 20256686122. The page has several tabs: Reports, Vaccine Mgmt, Reminder/Recall, My Site, Administration, School/Childcare, and Other. The 'Administration' tab is selected. Below the tabs, there are buttons for 'Add/Find Roster', 'Add Imm', 'Information', 'Status', and 'History'. The 'Personal Information' section includes fields for Legal Last, Number, Legal First, One, Middle, Suffix, Alias Last, Alias First, Mother's Maiden Name, Birthdate (04/30/2003), Gender (Male checked, Female unchecked, Multiple Birth unchecked). The 'Responsible Party' section shows 'Mom One' at '1234 Sycamore Street Escanaba MI 49801', Kalamazoo County, with a current date of 11/23/2005. The 'Birth Facility Information' section has fields for Name, State (MI), and County. The 'Additional Information' section has a Patient ID field with the value 123450. The 'MCIR options' section includes checkboxes for: 'Person does not receive medical care in Michigan', 'Person is deceased', 'Person is migrant', 'Use alias name on reports', and 'Person has moved or gone elsewhere'. At the bottom of the form, there are four buttons: 'Update Person', 'Unlock Person', 'Add to Roster' (circled in red), and 'Remove Person'.

1. Click on the Add to Roster button to add a client to your roster.

2. To remove a patient from your roster, click the Take off Roster button.

*\*The Take off Roster button will only appear if the record is currently on your Patient Roster.*

## Setting your Default to add Records to your Roster



1. Click on the Site Preference link from the MCIR home screen.
2. Flag the option to Add Person to Roster.

*\*With this default set, all viewed MCIR records will become part of your Roster.*

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## Using Your Roster

Click on Roster from the Person column of the home page.



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## Retrieving a MCIR Record from your Roster

Click on client's name/hyperlink to open and view their MCIR record.

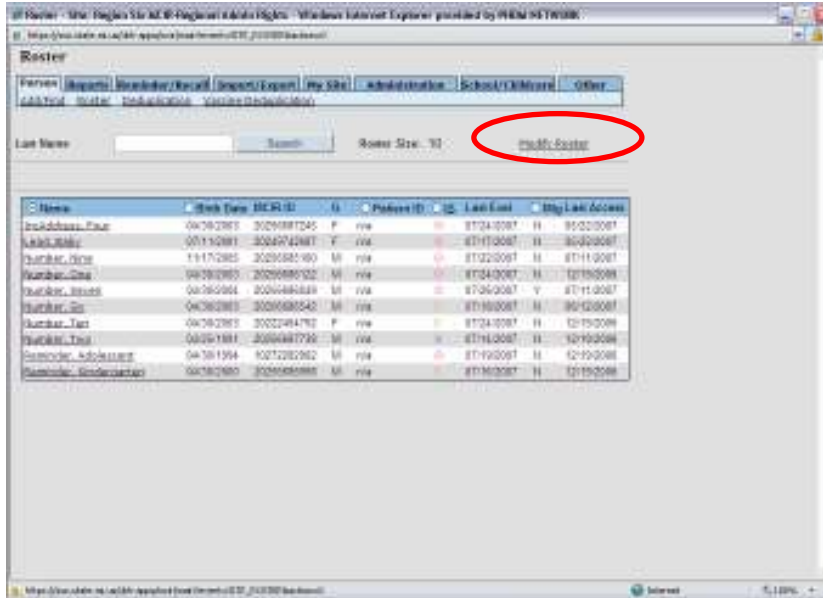
The screenshot shows a web application window titled "Roster - Site: Region Six MCIR Regional Admin Rights". The window contains a navigation menu with the following items: Person, Reports, Reminder/Recall, Import/Export, My Site, Administration, School/Childcare, and Other. Below the menu is a search bar with the text "Last Name" and a "Search" button. The main content area displays a table of roster entries. The entry "Samir, Kindergarten" is circled in red.

Name	Birth Date	MCIR ID	G	Patient ID	IS	Last Eval	Mig	Last Access
InAddress_Four	04/30/2003	2025687245	F	n/a	O	07/24/2007	N	05/22/2007
Lead_Baby	07/11/2001	20249742687	F	n/a	O	07/17/2007	N	05/22/2007
Number_Nine	11/17/2005	2025685100	M	n/a	O	07/22/2007	N	07/11/2007
Number_One	04/30/2003	2025685122	M	n/a	O	07/24/2007	N	12/19/2006
Number_Seven	04/30/2004	2025685049	M	n/a	O	07/26/2007	Y	07/11/2007
Number_Six	04/30/2003	2025685542	M	n/a	I	07/18/2007	N	05/12/2007
Number_Ten	04/30/2003	20222464752	F	n/a	I	07/24/2007	N	12/19/2006
Number_Two	04/25/1991	2025687736	M	n/a	U	07/14/2007	N	12/19/2006
Samir, Adolescent	04/30/1994	10272282962	M	n/a	O	07/19/2007	N	12/19/2006
Samir, Kindergarten	04/30/2000	2025686998	M	n/a	I	07/16/2007	N	12/19/2006

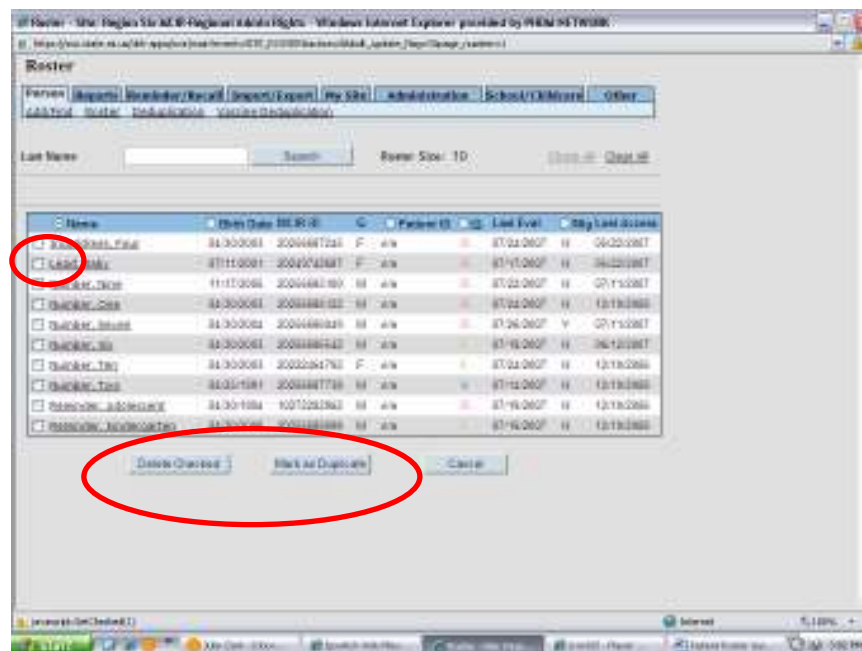
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## Modifying your Roster

To modify the roster, click on the Modify Roster link in the upper right corner of the Roster screen.



Check the box in front of the record(s) you wish to alter and then choose the appropriate option from the bottom of the screen.



For **Mark as Duplicate** option see regional worksheet entitled “Reporting Duplicate MCIR records.”

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## Assessing Clients from your Roster Screen

It is possible to quickly assess a patient from the Roster screen by looking at the “IS” Immunization Status column. It is important that you review the actual MCIR record for any client who is “O” Overdue for specific immunization administration information.

\*Immunization Status “IS” Codes:

O - Overdue

E - Eligible

U - Up to date

Name	Birth Date	MCIR ID	G	Patient ID	IS	Last Eval	Mig Last Access
IncAddress_Four	04/30/2003	20256687245	F	n/a	O	07/24/2007	N 05/22/2007
Lead_Baby	07/11/2001	20249742687	F	n/a	O	07/17/2007	N 05/22/2007
Number_Nine	11/17/2005	20256685100	M	n/a	O	07/22/2007	N 07/11/2007
Number_One	04/30/2003	20256686122	M	n/a	O	07/24/2007	N 12/19/2006
Number_Seven	04/30/2004	20256686049	M	n/a	O	07/26/2007	Y 07/11/2007
Number_Six	04/30/2003	20256686542	M	n/a	O	07/18/2007	N 06/12/2007
Number_Ten	04/30/2003	20222464792	F	n/a	O	07/24/2007	N 12/19/2006
Number_Two	04/25/1991	20256687738	M	n/a	U	07/14/2007	N 12/19/2006
Reminder_Adolescent	04/30/1994	10272282962	M	n/a	O	07/19/2007	N 12/19/2006
Reminder_Kindergarten	04/30/2000	20256686998	M	n/a	O	07/16/2007	N 12/19/2006

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