

MICHIGAN CHILDHOOD IMMUNIZATION REGISTRY
POLICY AND PROCEDURES

Number: 03-03 v. 5
Effective Date: 02-26-1998
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Subject: Petitions for Modification Process
Authority: MDCH & Region Six MCIR
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Policy Statement: A standard process will be followed when a request is received by the Regional Office to modify information that is contained in the MCIR database.

Purpose of Policy: To define the steps necessary for processing a *Petition for Modification* (P4M) form, and to detail which information can be altered by the documenting entity and which information requires submission to the Regional Office for modification.

Responsibility: The Regional MCIR Office will process all *Petition for Modification* forms submitted.

Procedure:

1. If the MCIR user (with Read and Write access) identifies an **immunization** error to a MCIR record, which was entered by their office, the user may delete or modify the immunization information. The change does not require the submission of a *Petition for Modification* form to the Regional Office.
2. If the MCIR user (with Read and Write access *or* Read Only access) identifies information that is incorrect, including inaccurate immunization data not entered by that Read and Write user, a *Petition for Modification* form must be submitted to the Regional Office in order for corrections to occur. Appropriate documentation is required for all requested modifications to a MCIR record.*
 - a. If the change is determined to be appropriate and sufficient support documentation is included:
 - 1) *Petition for Modification* forms will be processed within 72 hours, excluding large batch requests (greater than 10) or petitions requiring lengthy investigation.
 - 2) Each corrected piece of information must be noted on the *Petition for Modification* form.
 - 3) All confidential documentation will be shredded once modifications are completed.**
 - 4) All *Petition for Modification* forms will be maintained for a minimum of 1 year from the date of change.
 - b. If the change is determined to be inappropriate:
 - 1) The applicant shall be contacted and informed of the denial and the reason(s) for the denial. If the denial is due to insufficient documentation, submitters are encouraged to resubmit the *Petition for Modification* form with the proper documentation to the Region Six MCIR Office.
 - 2) A copy of all denied petitions, not related to insufficient documentation, will be retained for a minimum of 1 year from the date of denial.
3. *Petition for Modification* forms will be denied if:
 - a. Support documentation has not been submitted with the modification request.

- b. The individual requesting the P4M has not completely filled out the “requestor information” box on the form.
 - c. The requesting office is able to perform the requested changes.
 - d. The requested change(s) cannot be validated through regional investigation.
4. All regional providers attached to any regionally modified MCIR record, will be notified via a weekly faxed table of all modified and/or updated information.
5. If the petition necessitates investigation by MDCH, the original *Petition for Modification* form will be forwarded to MDCH via U.S. mail and a copy of the original form with supporting documentation will be kept on file at the Regional Office for a minimum of 1 year.

Notes: *Appropriate documentation to support a Petition for Modification may include, but is not limited to: a copy of the office’s internal immunization record for the child, a copy of the child’s green immunization card, a copy of a parent’s signature card, a copy of the child’s demographical information sheet (i.e.; date of birth, child’s full name, responsible party information), etc. The MCIR record, by nature of a Petition for Modification, is in question and therefore cannot be considered sufficient support documentation.

**All official documents (i.e.; birth certificates, adoption records, medical cards) will be shredded once modifications have occurred. The regional MCIR office is prohibited from requesting and/or retaining official documents, however these documents may be used to support requested modifications if submitted. Any official document submitted and utilized to support changes will be noted on the petition form prior to shredding.

Related Policies and Procedures: #02-01 *Merge File*; #03-02 *Opt-Out Processing*; #03-10 *4:3:3:1:3:1 Assessment*; #03-12 *MOGE*

Related Materials and Forms: *Michigan Childhood Immunization Registry (MCIR) Petition for Modifications to the MCIR Information form, Notice of Region Six Modifications to the MCIR facsimile table*

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