Michigan Care Improvement Registry (MCIR)
General Immunizing Pharmacy Directions

This tip sheet is tailored for Pharmacy Sites:

1. Get the provider site/pharmacy site set up in MCIR
2. Use MCIR to find (or add) patients and record immunizations

**VERY IMPORTANT: to be processed, the pharmacy agreement must:**

- Be filled out completely and legibly
- Have a physician’s name and that physician’s 10-digit MI license number
- Be signed by the physician

**Step 1: How to set up the Pharmacy in MCIR**

- **Hospital Pharmacies for Universal Hepatitis B** should visit this page for information: [https://www.mcir.org/providers/pharmacies/hospital/](https://www.mcir.org/providers/pharmacies/hospital/)

- **Pharmacies administering vaccines** must complete the *MCIR Provider User/Usage Agreement* for the site. This form is available at: [https://www.mcir.org/wp-content/uploads/2014/08/MCIR_Provider_User-Usage_Agreement.pdf](https://www.mcir.org/wp-content/uploads/2014/08/MCIR_Provider_User-Usage_Agreement.pdf)

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 resources will be helpful:


- **Site Administrator Training and Materials:** adding and removing users on your site, etc. [https://www.mcir.org/resource/site-administrator-training/](https://www.mcir.org/resource/site-administrator-training/)

Once the registration process is complete, 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 on the next page). The MCIR News Screen will popup over the MCIR Home Page. If you do not see the News Screen, there is a popup blocker in your internet browser that must be disabled. Contact your technical support for assistance.
Figure 1: MCIR Home Page. The highlighted link (Add/Find) will be referred to in this tip sheet.

Step 2: Use MCIR to find (or add) patients in MCIR

Finding a Person in MCIR

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

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

- The person may already exist in the MCIR. **When searching, use the person’s legal name. Do not use nicknames.**
• You are encouraged to use the wildcard (* asterisk) search to avoid creating duplicate records in MCIR: Tip sheet on using the wildcard search: https://www.mcir.org/wp-content/uploads/2014/08/How_to_Use_the_Wildcard_Search.pdf

• Once the required search criteria has been entered click the Search button.

• If the person is found you will be taken to their General Information screen. Proceed to Step 3: Adding Immunizations to a MCIR Record on page 5 of this document.

  ➢ If the wrong person is found, click on the Unlock Person button on the General Information screen. This will return you to the Find Person screen so you may verify that the search information is entered correctly.
  ➢ If the person is not found, the following message will appear:

  ![Microsoft Internet Explorer](https://www.mcir.org/wp-content/uploads/2014/08/How_to_Use_the_Wildcard_Search.pdf)

  Figure 3: Person not found popup

  ➢ If this message appears you must refine the wildcard search (use the other Name surrounded by the wildcard*), re-enter the Birthdate and click the Search button again. If it still does not find the person, follow the instructions in the next section on how to add a new person to the MCIR.

❖ Adding a New Person to MCIR

• If the record is not found, create one using the following steps.

• To add a brand new record 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 “Person not found” popup (Figure 3 above). Click OK. The Birthdate will erase. Type in the same Birthdate and click Search. You will get the Add Person popup (Figure 4 on next page).

  ➢ If you do not see the Add Person popup, you have a popup blocker on your internet browser that must be disabled. Contact your site’s technical support 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. If you need more assistance disabling a popup blocker contact your technical support.
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: Legal Last and legal First Names, Birthdate, Gender, Responsible Last Name and First Name and Address (for adults this would be the adult’s own name and address), and County. Click Submit once the screen is completed.

Proceed to Step 3: Adding Immunizations to a MCIR Record on the next page of this document.
Step 3: Adding Immunizations to a MCIR Record

- 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 Immunizations screen (Figure 7).

**General Information**

![Figure 6: General Information screen with highlighted Add Imm link](image)

**Add Immunizations**

![Figure 7: Add Immunization screen](image)

**How to Record Vaccines Administered by your Pharmacy**

- **Enter these required fields:**
  1. **Date** the vaccine was administered in MM/DD/YYYY format
  2. **Vaccine** type (choose from the drop-down box.) *Common vaccines administered by pharmacies include: Influenza Shot (TIV), Influenza LAIV (Flumist), and Pneumococcal Polysaccharide (a.k.a. Pneumovax or PPV23)*

- **Recommended fields for data entry include:**
  1. **Elig** (Vaccine Eligibility; persons paying cash are “Private Pay/Insurance”)
  2. **Mfr** (Manufacturer)
  3. **Lot** (Lot Number)

- If you have more than one immunization to record, use additional lines. Click the **Submit** button when finished.
How to Record Historical Immunization Information

- See what has already been entered into MCIR by looking at the Immunization History screen (to do so, click on the History link). Enter any missing historical immunizations by clicking the Add Imm link.

- Change the Type to “Historical”

- Enter the Date and Vaccine. The Elig (Vaccine Eligibility) will default to “Other Provider Data.”

Click Submit.

Figure 8: Vaccine Eligibilities on the Add Immunizations screen
If you need further assistance, call the MCIR Helpdesk at 1-888-243-6652 or your Regional MCIR Helpdesks at:

**REGION 1  1-888-217-3900**
City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties

**REGION 2  1-888-217-3901**
Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren Counties

**REGION 3  1-888-217-3902**
Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties

**REGION 4  1-888-217-3903**
Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola Counties

**REGION 5  1-888-217-3904**
Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Oscoda, Osceola, Otsego, Presque Isle, Roscommon, and Wexford Counties

**REGION 6  1-888-217-3905**
Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties