Michigan Care Improvement Registry (MCIR)
Provider Checklist for Achieving Meaningful Use (MU)
Promoting Interoperability

1. DETERMINING ELIGIBILITY

- ☐ Is the site an immunizing provider site or hospital? If not, you do not need to test with MCIR for MU.
- ☐ Is the site enrolled with MCIR? (Identify the 11-digit MCIR Provider Site Number)
  If yes, the office site administrator can look up the ID by following the directions provided through this link: Locating the MCIR Site Number.
  If not, contact your Regional MCIR Office: MCIR Regional Contacts to obtain it.
- ☐ Pharmacy Stores do not need to complete the registration for MU but should send an email to MDHHS-MU-MCIRHelp@michigan.gov to request their MCIR HL7 Facility Id be assigned.
- ☐ The Electronic Health Record (EHR) must be certified. A complete list of certified products can be found at: https://chpl.healthit.gov/#/search.

2. REGISTRATION

- ☐ Complete the registration at Michigan Public Health and Meaningful Use Testing Registration (HSTR)
- ☐ Upon completion of the registration and validation by the MCIR staff, the site will receive an email confirming registration and outlining the next steps in the process.
- ☐ If you plan to pursue electronic vaccine submission through HL7 messaging you'll need to choose an HIE to transport the messages. MCIR requires connectivity through a Qualified Organization/Sub-State health information Exchange (QO/SSHIE). A list of available HIE's can be found at: Qualified Organizations in the State of Michigan.

3. TEST MESSAGE SUBMISSION

- ☐ The site's unique MCIR HL7 Facility Id will be assigned by MCIR and sent by email to the designated site contact person. Refer to the MCIR Specification Guide for the MSH-4: Sending Facility requirements.
- ☐ Make sure the MCIR HL7 Facility Id is mapped in the EHR so that it is populated in MSH-4 as required.
- ☐ Follow the test message instructions in the email notice you will receive. You have the option to reply back to that email notice with a copy/paste test message generated from your certified EHR; or you can submit one through a QO/SSHIE.

4. CONFIRMATION LETTER

- ☐ A confirmation letter containing the current status will be issued from the State of Michigan in the form of an email attachment.

5. ONBOARDING

- ☐ Do you have a QO/SSHIE connection? If not, a list of available HIEs can be found at: Qualified Organizations in the State of Michigan. Connectivity is established by sending an HL7 VXU message and receiving the acknowledgement (ACK).
- ☐ Sites and/or their EHR Vendor must configure their EHR according to the MCIR Specification Guide. MCIR will not acknowledge a message if the MSH-4 Sending Facility field is not populated with the site's unique HL7 Facility Id.
- ☐ The SSHIE, EHR Vendor, or Provider site **needs to notify MCIR at MDHHS-MU-MCIRHelp@michigan.gov** when they are actively submitting live patient vaccine records to MCIR through a QO/SSHIE and are ready to start the Data Quality Assurance (DQA) process.
- ☐ Questions regarding the message format can be sent to: MCIRHELP (MDHHS-MU-MCIRHelp@michigan.gov).

6. DATA QUALITY ASSURANCE (DQA) TESTING

- ☐ MCIR Analysts will work directly with the site and/or EHR Vendor until they are approved by MCIR for production submission.
- ☐ Live patient submissions will be used for DQA purposes only. There must be a sufficient number of messages submitted throughout the entire DQA process.

- ☐ Sites must continue to use the same method they currently use (hand entry/EXT Transfer upload) to enter data into MCIR until the production go-live date is set up.
- ☐ A site will be considered ready for production submission once all of the DQA issues are resolved. These steps are included in the MCIR Data Quality Assurance Steps document.
- ☐ DQA is completed on all sites prior to production approval. The MCIR Region will complete a final DQA prior to approval for production.

7. PRODUCTION SUBMISSION

- ☐ The Processing Id in MSH 11.1 must have a value of P on or before the go-live date, otherwise MCIR will not process the messages.
- ☐ Prior to production go-live, the provider site must complete the MCIR Provider Site Roles & Responsibilities Information Form and send a copy to MDHHS-MU-MCIRHelp@michigan.gov. This form assigns the appropriate contact people to monitor the data feed and correct errors. MCIR Regional staff use information from this form to coordinate training sessions and a production go-live date.
- ☐ On the go-live date, MCIR will direct the flow of HL7 messages from test to production. The QO/SSHIE and/or vendor does not need to take any action during this process.