

# Michigan Care Improvement Registry (MCIR) Provider Site and User Preferences

## ❖ Site Preferences (Site Administrators Only)

- From your Site's Homepage click on "Site Preferences."

The screenshot shows the MCIR homepage with a navigation menu. A callout box labeled "Site Preferences" points to the "Site Preferences" link in the "My Site" section of the menu.

- The "Site Preferences" screen comes up.

The screenshot shows the "Site Preferences" screen. A callout box labeled "Add Person to Roster" points to the checked "Add Person to Roster" checkbox under the "Default Input Behavior" section.

- If the "Add Person to Roster" box is checked **all** records searched for by any user on your Site will automatically be added to your patient Roster.

## ❖ User Preferences (all Users)

- From your Site's Homepage click on "User Preferences."

The screenshot shows the MCIR homepage with a navigation menu. A callout box labeled "User Preferences" points to the "User Preferences" link in the "My Site" section of the menu.

- The "User Preferences" screen comes up.

The screenshot shows the "User Preferences" screen. A callout box labeled "The option to Use CPT-4 Codes for Vaccine Entry is being phased-out and is unavailable at the time of this publication." points to the unchecked "Use CPT-4 Codes for Vaccine Entry" checkbox under the "Default Input Behavior" section.

- Choose default view for how History pages within Records are displayed.
- Choose which View of the State of Michigan Immunization Record you would like to default to.
- Filling out the "Default Demographics" section automatically inputs the information into any new Record created by the User.