

THE MCIR¹ MINUTE

Tools You Can Use to Manage the Michigan Care Improvement Registry



Fall 2017

www.mcir.org

USING RECALL TO AVOID EXPIRING VACCINE LOSSES

Sallee Burns, Monroe Data Analyst

When vaccines in the refrigerator are soon to expire, MCIR inventory shows some vaccine expiration dates in color, or if an email alert is received that vaccine will expire soon, using Recall is one way to avoid vaccine loss.

By choosing the Create Recall link from the MCIR home page, letters and a list of names for overdue patients can be generated after adding criteria such as age range of the patients eligible to get the soon-to-expire vaccine, as well as the dose number due in the series. If the letters will be used, a message with the office phone number can also be included. The list of names at the end of a recall can also be used to call overdue patients, getting them protected while using up the soon-to-expire vaccine.

If, for example, Hepatitis A will be expiring soon, a recall can be run for children over one year old. Choosing the dose number (dose 1 or 2) is also important, because dose 1 catches anyone overdue to start the series, and dose 2 catches those who didn't finish.

After retrieving and using a MCIR recall to contact patients, mark it as Mailed to stop additional letters for 60 days. For more recall information, visit <https://www.mcir.org/wp-content/uploads/2017/08/RR-User-Reference-Guide.pdf>.

USING MCIR REMINDERS FOR BACK-TO-SCHOOL

Dave McKenna, Detroit Data Analyst

MCIR offers a patient reminder tool to assist offices in identifying and reaching out to those children who may need to receive immunizations for school enrollment. Using this strategy allows practices to get ahead of the rush, managing increased volume more effectively and efficiently.

On the MCIR landing page (or home screen), a "Create Reminder" link can be found in the "Reminder/Recall" section of the page. From there, reminder letters can be generated as well as address labels for postcards, and a file can even be generated to export to Excel that shows a complete list of every child MCIR identifies as needing immunizations for school. It's a lot easier than people think! To run Reminders:

- Start by clicking on "Create Reminder" in the Reminder/Recall section of the MCIR landing page
- A few options are available that target children who may be subject to school exclusion due to reporting school requirements:
 - a "Happy Birthday Reminder" for 1 year olds (daycare requires current immunizations also)
 - a "Kindergarten Reminder" for 5 year olds
 - an "Adolescent Reminder" for 11 year olds
 - a "High Risk Reminder" for anyone flagged as high risk for influenza
- For samples of each letter, click the radio button next to one of the three reminders, then click "Preview Report" in the upper right corner of the screen, opening a .pdf sample of the letter selected
- If postcards will be used, select the reminder for the targeted age group, then place a checkmark in the "Generate labels" box to print labels instead of letters (Avery 5960 or similar labels can be used)

(Reminder cont'd on page 2)

Region 1 MCIR includes Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne counties, in addition to the City of Detroit.

Region 1 MCIR Help Desk: 1-888-217-3900

Help Desk Fax: 734-727-7083

DID YOU KNOW...

A strong vaccine recommendation from a health care provider is the number one factor influencing vaccination decisions.

(Reminder cont'd from page 1)

- To create the file that shows all of the patients needing a reminder, simply place a checkmark in the “Generate CSV extract file” box
- Leave the zip code field blank
- Add a personalized message (including the practice phone #) in the box at the bottom
- Give the report a name (at the top of the page) to make it easy to find
- Choose the number of letters (the default is 300s, but can be changed if needed)
- Click submit to return to the MCIR landing page
- Click “Retrieve/Confirm Results” in the “Reminder/Recall” section of the MCIR landing page to edit or review the reminders or address labels, retrieve the export file, and mark your reminders as mailed or not mailed

For more, please contact your MCIR Data Analyst or visit <https://www.mcir.org/wp-content/uploads/2017/08/RR-User-Reference-Guide.pdf>.

USING THE NO INVENTORY VACCINE REPORT TO FIND MISSING DOSES

Derek Seifulla, Macomb/St. Clair Data Analyst

Ever wonder how to view all of the vaccines entered into MCIR for a specific time frame, even if inventory isn't kept for the MCIR site? What about finding a missing vaccine that never deducted from Private or VFC Inventory (that may have been administered to a patient), but was most likely entered into MCIR incorrectly?

This information may be found using the MCIR No Inventory Vaccine Report. Running the report is simple and reading the report is even simpler. From the MCIR landing page (aka home screen), under the Reports box or tab, click the Inventory link. From the drop-down, choose the No Inventory Vaccine Report, change the report name and then select the Start and End Dates of the report (for inventory users, this is the day after the last balance date through the current count date); then click Submit.

Retrieve the Results from the Reports box or tab on the landing page, looking for the report name and clicking the Report link to view all the immunizations entered into MCIR that did not deduct from inventory during the time frame specified. Data fields included for this report are the person's MCIR ID, First/Last Name, Birth date, Administered Date, Vaccine Name, Eligibility Type, Created By (the User ID that *(No Inventory cont'd on page 3)*

FIND OUT WHO GOT WHAT USING MCIR'S VACCINES ADMINISTERED REPORT

LeAnn Gaffke, Livingston/Washtenaw Data Analyst

The Doses Administered Report (DAR) in MCIR is regularly run to show the total number of doses given for a specific antigen in certain age ranges. When something looks wrong on this report (i.e. a DTaP dose showing in the 25-44 age range?), how is that person found?

Easy! Use the Vaccines Administered Report, found by clicking on the Vaccines Administered link in the Vaccine Management box on the MCIR landing page (aka home screen). When clicking the link, choose the appropriate vaccine from the drop-down listing of all vaccines, enter the start and end date, choose the specific eligibility (the default is ALL to catch VFC and Private) then click Get Records. A Total Doses Administered table will appear showing age ranges and the total number of doses for that vaccine, similar to what is seen on the MCIR Doses Administered Report.

What's different about this report is that the total number of doses in each age range is underlined, *(Vaccines Admin cont'd on page 3)*

(Vaccines Admin cont'd from page 2)

and when clicked on, will show the details for the individuals who received that vaccine. Data fields listed include the Date of Administration, the person's name, birth date, eligibility, lot number and quantity. The names are also underlined in this section, and the MCIR history can be opened by clicking on a name.

Once the history is open, scroll to the immunization in question and if corrections or edits are needed, click the vaccine name to open and edit. Please contact your regional MCIR staff or visit <https://www.mcir.org/wp-content/uploads/2017/08/REPORTS-User-Reference-Guide.pdf> for more information.

(No Inventory cont'd from page 2)

or HL7 transmission code) and the Created Date (when information was added into the record).

Determine if vaccine was added into the record incorrectly as No Inventory or Historical data by reviewing the Eligibility list for Unknown or Other Provider Data. Keep in mind that any VFC related eligibilities found on this report should be investigated to determine if VFC vaccine was added to the record as No Inventory or Other Provider Data, or if the VFC eligibility was incorrectly selected.

If transferring to MCIR from your EHR (via HL7) and administered vaccines are transferring incorrectly due to staff or transmission errors, compare the MCIR records listed on the report to the EHR to verify accuracy. The Electronic Submission Summary Report (ESSR) won't show the detail for Historical doses sent over to MCIR, but the No Inventory Vaccine Report does (the HL7 Viewer in MCIR also shows this).

Issues found using this report should be corrected, which will likely result in balanced inventory lots. Don't forget – staff found on this report that are incorrectly entering doses should be re-educated, avoiding inventory issues in the future! Please contact your regional MCIR staff for more information, or visit <https://www.mcir.org/wp-content/uploads/2017/08/REPORTS-User-Reference-Guide.pdf>.

MCIR AND 2D BARCODE SCANNERS

Kris Dupuis, Region I Manager

Considering purchasing 2D Barcode scanners or already using them? Wondering how these scanners are compatible with MCIR? Below is convincing information that purchasing a scanner may be well worth it.

2D scanners, by manufacturers such as Gryphon or Motorola, can be used in MCIR for several different functions including adding vaccines that contain a 2D barcode to inventory, reporting a 2D barcoded vaccine administered to a person's MCIR record, and flagging a person's address as invalid in MCIR from a returned recall letter.

2D barcodes are different from linear barcodes because they contain much more information. The benefits of using a scanner with 2D barcodes include:

- Minimizing data entry errors due to vaccine information (e.g., lot number, manufacturer, expiration date) already included in the barcode, increasing the accuracy of the information captured
- Improving patient chart and EHR documentation

(2D cont'd on page 4)

HOW TO USE THE MCIR INVENTORY TRANSACTION HISTORY BY LOT #

Sue Kepsel, Oakland Data Analyst

When trying to balance a particular lot number in inventory, this report is a favorite. It shows all transactions entered into a lot number by time frame, without having to look back through multiple closed inventories.

This report is found by clicking on the Inventory link in the Report section of the MCIR landing (home) page. From the drop-down on the VIM Reporting page, select Inventory Transaction History by Lot #. Give the screen a moment to refresh, then change the report name and complete the following criteria before clicking Submit:

- Start and end dates

(Inv Trans History cont'd on page 4)

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(Inv Trans History cont'd from page 3)

- Inventory (Private, VFC/Public, All Hazard)
- Lot Status (Active or Inactive)
- Vaccine
- Manufacturer
- Lot #

If researching several lot numbers, rename the reports to include the lot #, and choose a longer period of time for your start and end dates. This will give a good overall picture of what's transpired with the lot # since the vaccine came into the inventory.

Under the Report section of the landing page, click on Retrieve Results to open the report for review. If the report is still processing, click refresh until completed. Once available, clicking on the Report link opens the report, showing every transaction for the designated lot number, in chronological order from bottom to top. Information such as Date of Service, Person's eligibility or Transaction Type, amount added or deducted, the person's name and DOB, and even the Comment is listed for each transaction.

Duplicate transactions, zero entries, adds or deletes and other transactions that can affect the current balance cycle are all included in this one handy report. It's also great to monitor if lost or borrowed vaccine has been replaced, and allows a "snapshot" of the transactions and comments used to ensure accuracy. For more information, please contact your MCIR regional staff or visit <https://www.mcir.org/wp-content/uploads/2017/08/REPORTS-User-Reference-Guide.pdf>.

(2D cont'd from page 3)

- Decreasing inventory reconciliation time
- Benefitting patient safety initiatives
- Reducing time flagging invalid addresses in MCIR for recall letters returned by USPS

In 2014, the Motorola DS4208 and the Gryphon I GD4430 were both verified as MCIR compatible during a Michigan Department of Health and Human Services (MDHHS) 2D Barcode project. Other brands have not been verified by MDHHS for compatibility with MCIR.

For those offices planning on purchasing a scanner, prices range from \$200 up, and make sure the scanner reads two-dimensional (2D) barcodes. For more information on scanners, please refer to <https://www.mcir.org/wp-content/uploads/2017/08/2D-User-Reference-Guide.pdf> or contact your Regional MCIR staff.