

This document provides general information on how to generate and retrieve AFIX reports using the MCIR. *Questions about how to utilize the AFIX reports should be directed to the immunization staff at your LHD/County health department or the MDHHS AFIX Coordinator.*

How to Generate AFIX Reports

- From the MCIR Home Screen, under the Reports section, click on AFIX



The AFIX Reporting screen will appear

Defaults for the AFIX Reports:

People : 24 – 36 months old
 Vaccines: 4 doses DTaP, 3 doses polio,
 1 dose MMR, 3 doses Hib, 3 doses
 HepB, 1 dose varicella, 4 doses PCV
 and 2 doses HepA
 Gender: All
 Selected by: Provider Id
 Patient Status: Standard
 Missed Opportunities: Last vaccine
 visit
 List People not meeting criteria: No
 Description: MCIR Auto generates

Each of these defaults can be changed. Please contact your LHD /County Immunization Staff with questions about changing the defaults and what effect it will have on the results generated.

- Select the AFIX report that is to be generated.
*The AFIX Basic Overview Report is most common.
 Contact your LHD/County Immunization staff for assistance with using any of the AFIX reports.*

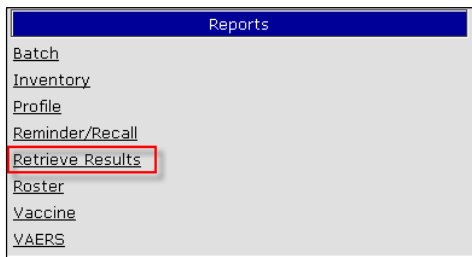
- Change the Description name (i.e. SAMPLE Peds Basic)
This assists in identifying the report when it is retrieved

- Click Submit
MCIR will return to the home screen.

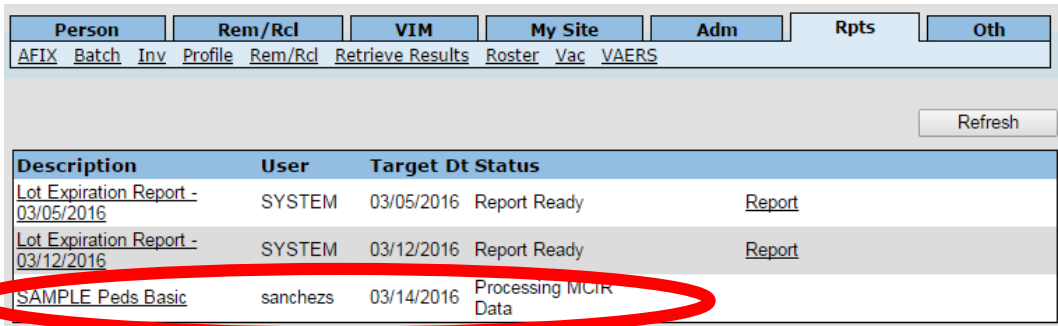
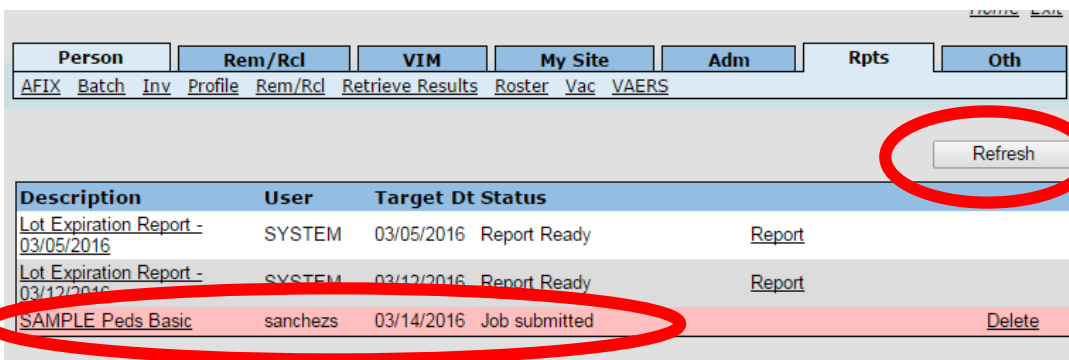
How to retrieve submitted AFIX report/s.

Note: MCIR reports may not generate immediately; reports may take a few hours prior to being available

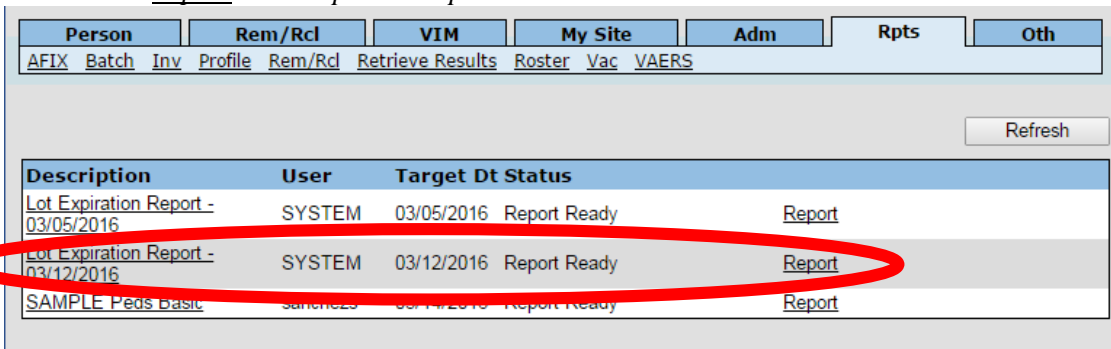
- From the MCIR Home Screen, under the Reports section, click Retrieve Results.



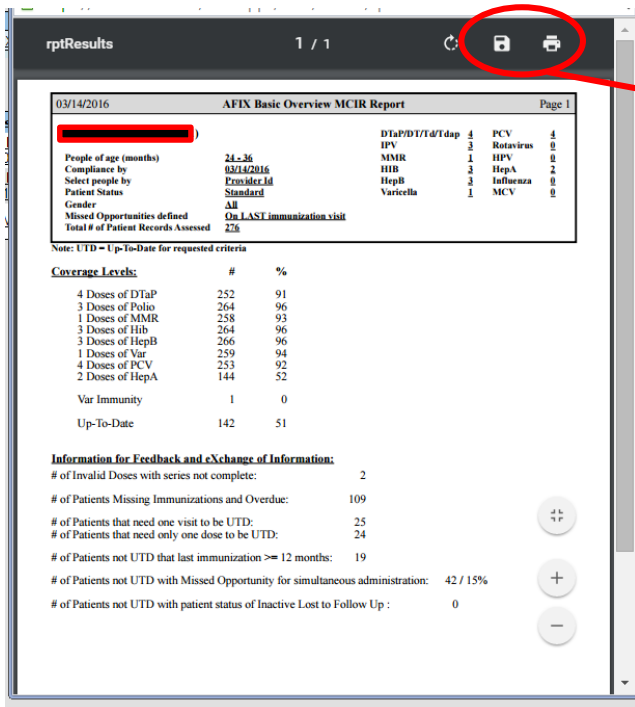
- The AFIX reports are available when Report Ready appears; if the report status is Job submitted or Processing MCIR Data, click Refresh.



The AFIX reports are available when Report Ready appears in the status column
Click on the Report link to open the report



7. The AFIX report will appear in a PDF view report window.



AFIX Report can be saved or printed from the PDF report view

8. The AFIX Report can be deleted manually, by selecting delete.

AFIX reports will auto-delete after 10 days in the retrieve reports section

Person	Rem/Rcl	VIM	My Site	Adm	Rpts	Oth
AFIX Batch	Inv Profile	Rem/Rcl	Retrieve Results	Roster	Vac	VAERS
Refresh						
Description	User	Target Dt	Status			
Lot Expiration Report - 03/05/2016	SYSTEM	03/05/2016	Report Ready	Report		
Lot Expiration Report - 03/12/2016	SYSTEM	03/12/2016	Report Ready	Report		
SAMPLE Peds Basic	sanchezs	03/14/2016	Report has been retrieved	Report	Delete	



For assistance with generating/retrieving AFIX reports contact the Regional MCIR helpdesk.

- REGION 1** City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties
- 1-888-217-3900
- REGION 2** Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren Counties
- 1-888-217-3901
- REGION 3** Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties •
1-888-217-3902
- REGION 4** Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola Counties
- 1-888-217-3903
- REGION 5** 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
- 1-888-217-3904
- REGION 6** Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties
- 1-888-217-3905

Statewide MCIR Help desk: 1-888-243-6652