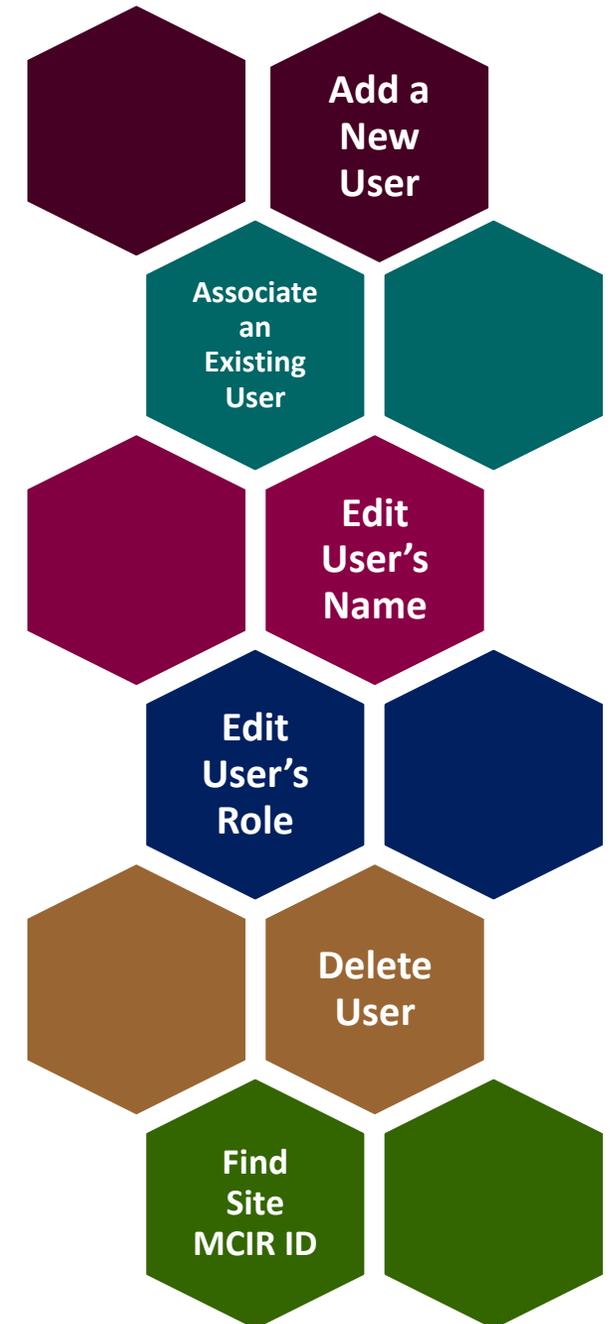


# MCIR Provider Site Administrator Basic Training

Education & Training 2020

# Learning Objectives

1. To begin select the **'Start Here'** yellow hexagon or press enter.
2. To review or **visit a specific lesson** in this module click directly on the lesson's hexagon.
3. To return to this menu slide select the  icon in the right-hand corner on any slide.



# Add a New User to Your Site



# Add a New User to Your Site

1. Start at the MCIR home screen.
2. Select Site Users in the Administration section box.

The screenshot shows the Michigan Care Improvement Registry (MCIR) home screen. The page is titled "Michigan Care Improvement Registry" and features a navigation menu with several sections: Person, Reminder/Recall, Vaccine Mgmt, My Site, Administration, Reports, and Other. The "Administration" section is circled in black, and the "Site Users" link within it is highlighted.

Person	Reminder/Recall	Vaccine Mgmt
<a href="#">Add/Find</a> <a href="#">Roster</a>	<a href="#">Create Reminder</a> <a href="#">Create Recall</a> <a href="#">Retrieve/Confirm Results</a> <a href="#">Scan RTS Letters</a>	<a href="#">Manage Inventory</a> <a href="#">Return/Waste Reporting</a> <a href="#">Search Return/Waste Reports</a> <a href="#">View Inventory History</a> <a href="#">Vaccines Administered</a>
My Site	Administration	
<a href="#">Site Preferences</a> <a href="#">User Preferences</a> <a href="#">Edit My Site</a> <a href="#">Enroll in VFC Program</a> <a href="#">View My Site List</a> <a href="#">Go to New Site</a>	<a href="#">Site Users</a>	
Reports	Other	
<a href="#">Batch</a> <a href="#">Inventory</a> <a href="#">Maintenance</a> <a href="#">Profile</a> <a href="#">Quality Improvement</a> <a href="#">Reminder/Recall</a> <a href="#">Retrieve Results</a> <a href="#">Roster</a> <a href="#">Vaccine</a> <a href="#">VAERS</a>	<a href="#">Get News</a> <a href="#">View Usage Agreement</a> <a href="#">MCIR.org</a> <a href="#">VIS</a> <a href="#">IVEN</a> <a href="#">Exit Application</a>	



# Add a New User to Your Site

3. A current list of all site users associated to your site is listed below your **MCIR Users** Tab on the Site Information screen.
4. Select Add New User at the top of the name list.



**Site Information** [Print Help](#)  
[Home](#) [Exit](#)

<b>Person</b>	<b>Rem/Rcl</b>	<b>VIM</b>	<b>Imp/Exp</b>	<b>My Site</b>	<b>Adm</b>	<b>Rpts</b>	<b>Oth</b>
<a href="#">Site Preferences</a>	<a href="#">User Preferences</a>	<a href="#">Edit My Site</a>	<a href="#">Enroll in VFC</a>	<a href="#">View My Site List</a>	<a href="#">Go to New Site</a>		

Established: 03/04/1999

**Details** **Site Number: 1000053314**

Name\*  Facility Type\*    
County\*   Site Disabled   
Program:  FQHC  RHC  Neither Cert. Expires\*

**MCIR Options**

**Clinical**  
 Immunization Provider  VIM  VFC Program  BMI

**Import/Export**  
 Transfer  Transport

**Follow Up**  
 Sickle Cell

<b>Contact Information</b>	<b>MCIR Users</b>	<b>Site Contacts</b>	<b>Business Hours</b>	<b>Transfer Interfaces</b>
User Name		User ID		Role Name
<a href="#">Add New User</a>				
Cat, Buddy		not-registered		<a href="#">Provider User</a>



# Add a New User to Your Site

5. Type the user's first name, last name and select **SUBMIT**.

**Associate Users - Test Provider Site** [Print Help](#)  
[Home](#) [Exit](#)

<b>Person</b>	<b>Rem/Rcl</b>	<b>VIM</b>	<b>Imp/Exp</b>	<b>My Site</b>	<b>Adm</b>	<b>Rpts</b>	<b>Oth</b>
---------------	----------------	------------	----------------	----------------	------------	-------------	------------

Site Users

<b>First Name</b>	<input type="text" value="Gingerbread"/>	<b>Last Name</b>	<input type="text" value="Man"/>
<b>User Id</b>	<input type="text"/>		

Use '\*' for wildcard search



# Add a New User to Your Site

6. If the user you are trying to add is not listed or the user's name did not populate below, *No results found*, then select Add New User under Search Results.

**Associate Users - Test Provider Site** [Print Help](#)  
[Home](#) [Exit](#)

<b>Person</b>	<b>Rem/Rcl</b>	<b>VIM</b>	<b>Imp/Exp</b>	<b>My Site</b>	<b>Adm</b>	<b>Rpts</b>	<b>Oth</b>
---------------	----------------	------------	----------------	----------------	------------	-------------	------------

Site Users

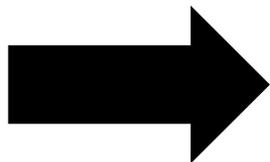
First Name  Last Name   
User Id

Use ' \* ' for wildcard search

**Search Results**

[Add New User](#) Click column heading for desired sorting preference. User count: 0

<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	Pin	Agreement Status
<i>No results found. Please check your supplied criteria and supply a wildcard character, if desired.</i>			



# Add a New User to Your Site

7. Re-enter the user's first name, last name and the new user's email address.
8. Check the box before the site administrator's email address.
9. Select **SUBMIT** to save.

**User Information** [Print Help](#)  
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	My Site	<b>Adm</b>	Rpts	Oth
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[Site Users](#)

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**User Details:**

First Name\*  Last Name\*

**Notification E-mail Recipients:**

Please enter/check one or more E-mail addresses so registration instructions can be sent. The E-mail address will not be saved.

To:

admin@healthcarecenter.com

All fields marked with \* are mandatory



# Add a New User to Your Site

10. If the user id is displayed proceed to the next slide [ASSOCIATE AN EXISTING USER TO YOUR PROVIDER SITE.](#)

**Associate Users -** [Print Help](#)  
[Home](#) [Exit](#)

**Person** **Rem/Rcl** **VIM** **Imp/Exp** **My Site** **Adm** **Rpts** **Oth**

Site Users

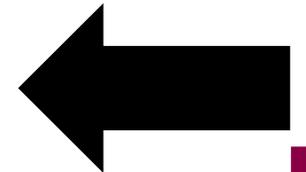
First Name  Last Name   
User Id

Use '\*' for wildcard search

**Search Results**

[Add New User](#) Click column heading for desired sorting preference. User count:

<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	Pin	Agreement Status	
not-registered	Gingerbread, Man	1140-54-13	Not Accepted	<a href="#">Associate</a>



# Associate an Existing User to your Provider Site



# Associate an Existing User to Your Site

1. Click the word Associate to the right of the user's name.

**Associate Users -** [Print Help](#)  
[Home](#) [Exit](#)

**Person** **Rem/Rcl** **VIM** **Imp/Exp** **My Site** **Adm** **Rpts** **Oth**

Site Users

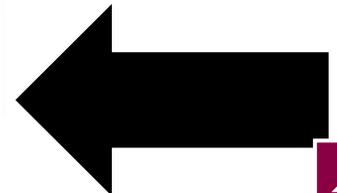
First Name  Last Name   
User Id

Use ' \* ' for wildcard search

**Search Results**

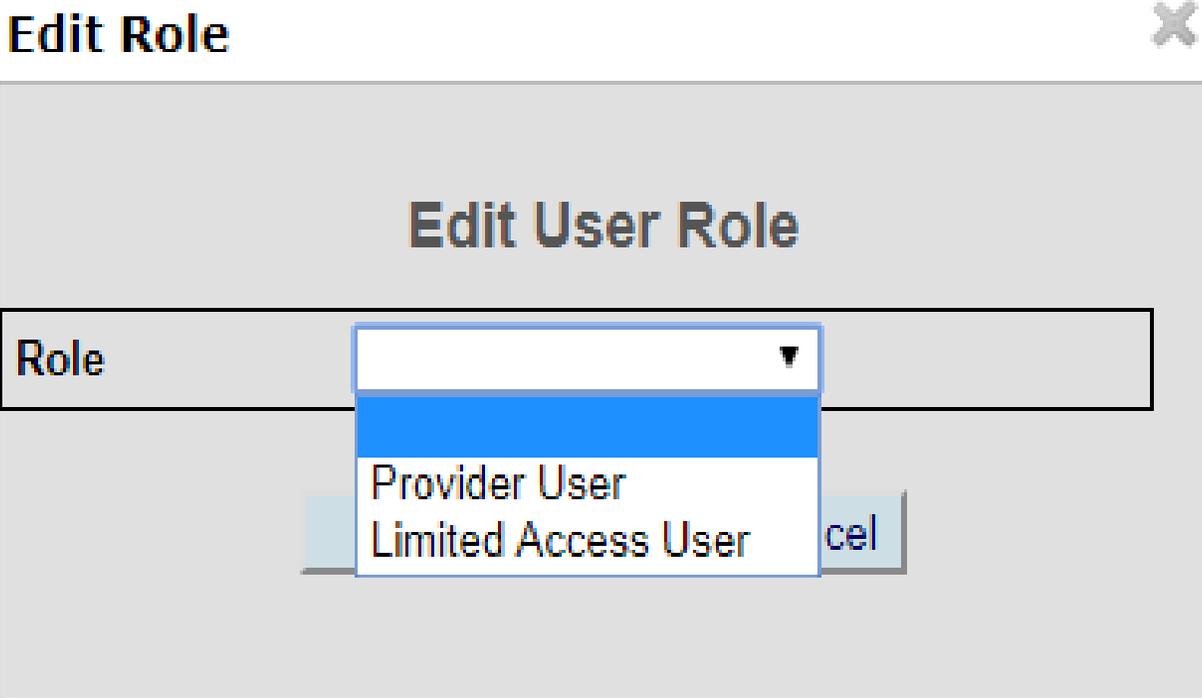
[Add New User](#) Click column heading for desired sorting preference. User count:

<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	Pin	Agreement Status	
not-registered	Gingerbread, Man	1140-54-13	Not Accepted	<a href="#">Associate</a>



# Associate an Existing User to Your Site

2. Select the appropriate user role from the **Edit User Role** drop down of choices.
3. Select OK.



The screenshot shows a dialog box titled "Edit Role" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Edit User Role". Below this title is a form with a label "Role" and a dropdown menu. The dropdown menu is open, showing two options: "Provider User" and "Limited Access User". The "Provider User" option is highlighted with a blue background. To the right of the dropdown menu, there is a small text input field containing the text "cel".



# Edit User's Name



# Edit User's Name

1. Start at the MCIR home screen.
2. Select **Site Users** in the Administration section box.
3. Click directly on the user's name.
4. Edit user's name.
5. Select **SUBMIT** to save changes.

The screenshot shows the Michigan Care Improvement Registry (MCIR) home screen. The header includes the MDHHS logo, the text "Michigan Care Improvement Registry", and the "Michigan.gov" logo. The main content area is organized into several navigation boxes:

- Person**: Add/Find, Roster
- Reminder/Recall**: Create Reminder, Create Recall, Retrieve/Confirm Results, Scan RTS Letters
- Vaccine Mgmt**: Manage Inventory, Return/Waste Reporting, Search Return/Waste Reports, View Inventory History, Vaccines Administered
- Import/Export**: Submit File, Retrieve Results
- My Site**: Site Preferences, User Preferences, Edit My Site, Enroll in VFC Program, View My Site List, Go to New Site
- Administration**: Site Users (circled in black)
- Reports**: Batch, Inventory, Maintenance, Profile, Quality Improvement, Reminder/Recall
- Other**: Get News, View Usage Agreement, MCIR.org, VIS, IVEN, Exit Application



# Edit User's Role



# Edit User's Role

1. Start at the MCIR home screen.
2. Select **Site Users** in the Administration section box.
3. Click directly on the underlined role name.
4. Select the appropriate user role from the **Edit User Role** drop down of choices.
5. Click OK.

The screenshot displays the Michigan Care Improvement Registry (MCIR) home screen. The header includes the MDHHS logo, the text "Michigan Care Improvement Registry", and the Michigan state seal. The main content is organized into a grid of menu categories:

- Person**: [Add/Find Roster](#)
- Reminder/Recall**: [Create Reminder](#), [Create Recall](#), [Retrieve/Confirm Results](#), [Scan RTS Letters](#)
- Vaccine Mgmt**: [Manage Inventory](#), [Return/Waste Reporting](#), [Search Return/Waste Reports](#), [View Inventory History](#), [Vaccines Administered](#)
- Import/Export**: [Submit File](#), [Retrieve Results](#)
- My Site**: [Site Preferences](#), [User Preferences](#), [Edit My Site](#), [Enroll in VFC Program](#), [View My Site List](#), [Go to New Site](#)
- Administration**: [Site Users](#) (underlined)
- Reports**: [Batch](#), [Inventory](#), [Maintenance](#), [Profile](#), [Quality Improvement](#), [Reminder/Recall](#)
- Other**: [Get News](#), [View Usage Agreement](#), [MCIR.org](#), [VIS](#), [IVEN](#), [Exit Application](#)



# Delete User



# Delete User

1. Start at the MCIR home screen.
2. Select **Site Users** in the Administration section box.
3. Find user to delete and click directly on the trash can icon.



**Site Information** [Print Help](#)  
[Home](#) [Exit](#)

<b>Person</b>	<b>Rem/Rcl</b>	<b>VIM</b>	<b>Imp/Exp</b>	<b>My Site</b>	<b>Adm</b>	<b>Rpts</b>	<b>Oth</b>
<a href="#">Site Preferences</a>	<a href="#">User Preferences</a>	<a href="#">Edit My Site</a>	<a href="#">Enroll in VFC</a>	<a href="#">View My Site List</a>	<a href="#">Go to New Site</a>		

Established: 03/04/1999

**Details** **Site Number: 1000053314**

Name\*  Facility Type\*   
County\*   Site Disabled  
Program:  FQHC  RHC  Neither Cert. Expires\*

**MCIR Options**

**Clinical**

Immunization Provider  VIM  VFC Program  BMI

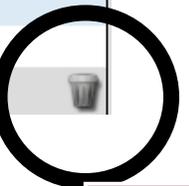
**Import/Export**

Transfer  Transport

**Follow Up**

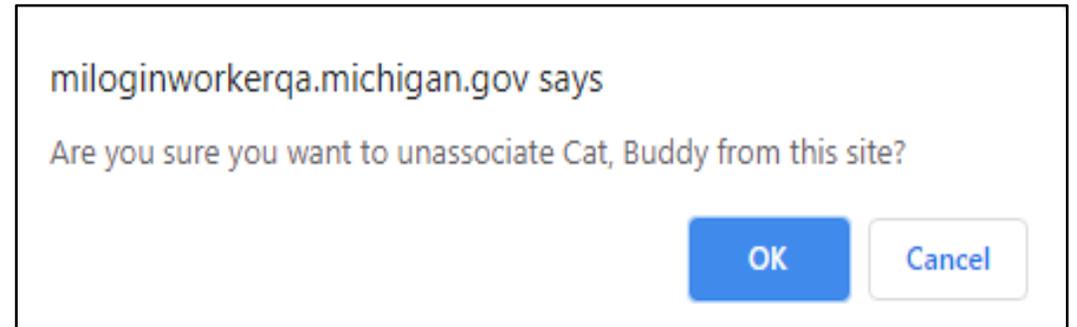
Sickle Cell

Contact Information	MCIR Users	Site Contacts	Business Hours	Transfer Interfaces
User Name	User ID	Role Name		
<a href="#">Add New User</a>				
Cat, Buddy	not-registered	Provider User		



# Delete User

4. A popup box will appear asking if you are sure to unassociate the MCIR user from your site.
5. Select OK.
6. Select **SUBMIT** to save changes.
7. This action will remove the user from your provider site only.

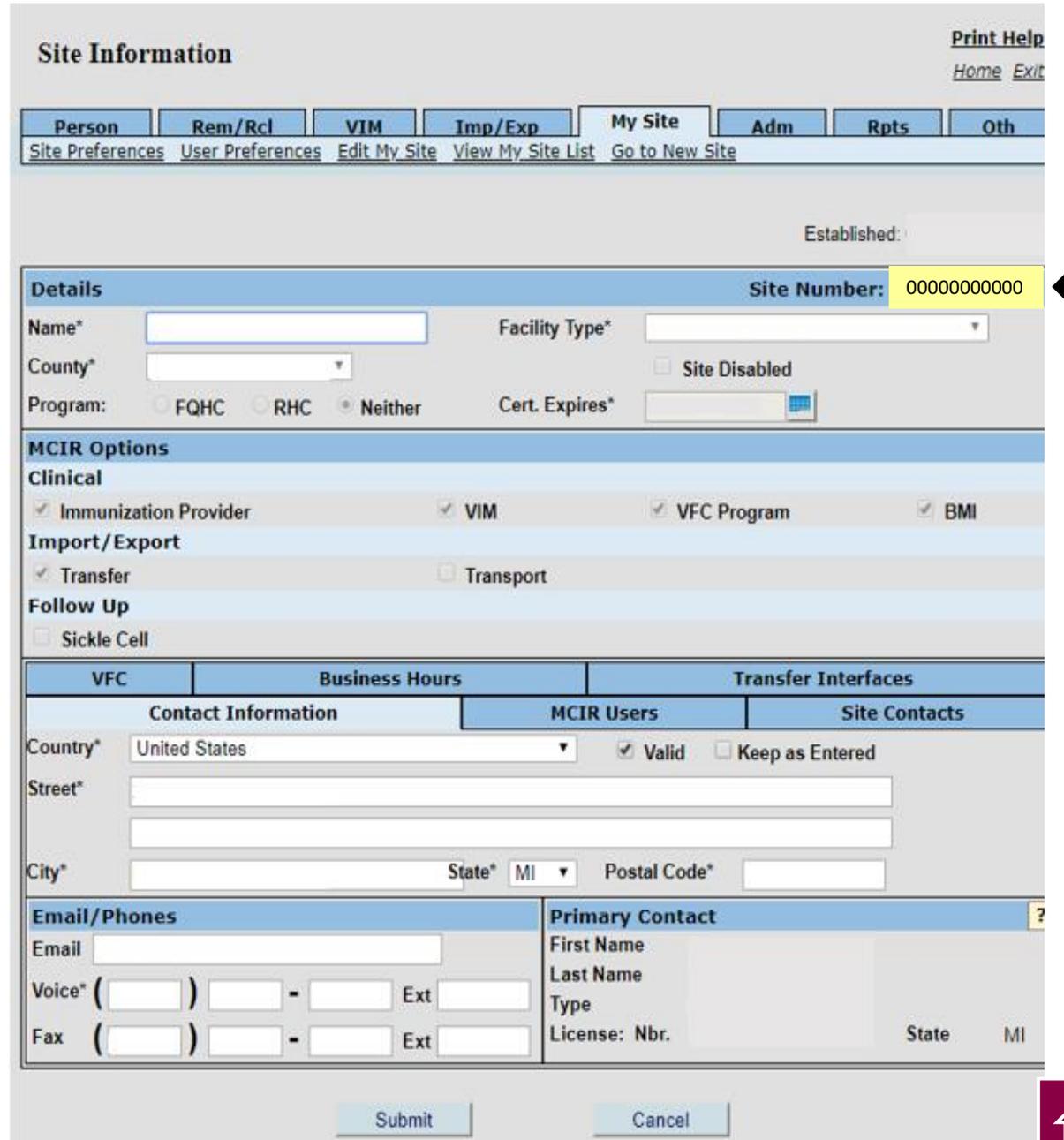


# Find the MCIR Site ID Number



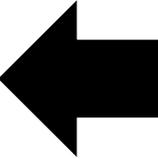
# Find the MCIR Site ID Number

1. Start at the MCIR home screen.
2. Click Edit My Site in the My Site section box.
3. The default screen displays your contact information.
4. Check the top right corner for your MCIR site id number.



The screenshot shows the 'Site Information' form in the MCIR system. The 'My Site' tab is selected, and the 'Edit My Site' option is active. The 'Site Number' field is highlighted in yellow and contains the value '0000000000'. A large black arrow points to this field from the right side of the image. The form includes sections for 'Details', 'MCIR Options', 'Contact Information', and 'Primary Contact'. The 'Contact Information' section shows 'Country' as 'United States' and 'State' as 'MI'. The 'Primary Contact' section includes fields for 'First Name', 'Last Name', 'Type', and 'License: Nbr.'. The 'Submit' and 'Cancel' buttons are at the bottom.

Site Information		Print Help
		Home Exit
Person	Rem/Rcl	VIM
Imp/Exp	My Site	Adm
Rpts	Oth	
Site Preferences User Preferences Edit My Site View My Site List Go to New Site		
		Established:
<b>Details</b>		<b>Site Number:</b> 0000000000
Name*	<input type="text"/>	Facility Type* <input type="text"/>
County*	<input type="text"/>	<input type="checkbox"/> Site Disabled
Program:	<input type="radio"/> FQHC <input type="radio"/> RHC <input checked="" type="radio"/> Neither	Cert. Expires* <input type="text"/>
<b>MCIR Options</b>		
<b>Clinical</b>		
<input checked="" type="checkbox"/> Immunization Provider	<input checked="" type="checkbox"/> VIM	<input checked="" type="checkbox"/> VFC Program
<input checked="" type="checkbox"/> BMI		
<b>Import/Export</b>		
<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Transport	
<b>Follow Up</b>		
<input type="checkbox"/> Sickle Cell		
VFC	Business Hours	Transfer Interfaces
<b>Contact Information</b>		MCIR Users
<b>Site Contacts</b>		
Country*	United States	<input checked="" type="checkbox"/> Valid <input type="checkbox"/> Keep as Entered
Street*	<input type="text"/>	
City*	State* MI	Postal Code* <input type="text"/>
<b>Email/Phones</b>		<b>Primary Contact</b>
Email	<input type="text"/>	First Name
Voice* ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext <input type="text"/>	Last Name	
Fax ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext <input type="text"/>	Type	
	License: Nbr.	State MI
Submit		Cancel



# Next Steps

1. Click the [Provider Site Administrator Basic Training Certificate Form LINK](#) to complete and validate training.
2. You will receive your certificate of completion via email.
3. Forward your emailed certificate to your Regional MCIR Coordinator.

