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Please contact your local [Regional MCIR Office](#) for Site Administrator Training, and questions related to the Michigan Care Improvement Registry.

Direct all Vaccine for Children questions to your [Local Health Department](#).

## BASIC SITE ADMINISTRATOR ACTIVITIES

# Add a New User to Your Site

Please contact your [Regional MCIR Office](#) to add another Site Administrator to your Site.

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration section box (Figure 1).
3. A current list of all site users associated to your site displays on the Site Information screen.
4. Click **Add New User** at the top of the name list.
5. Type First Name and Last Name then click **Submit**.
6. If a user you are trying to add is not listed to associate to your provider site, then click **Add New User** below Search Results.
7. Re-enter the First Name, Last Name the new user's email address.
8. **Check** the box before the Site Administrator's email address.
9. Click **Submit** to Save.
10. If user id is **found**, then proceed to **Associate an Existing User to Your Provider Site**.

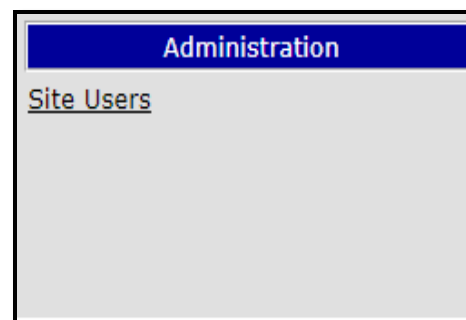


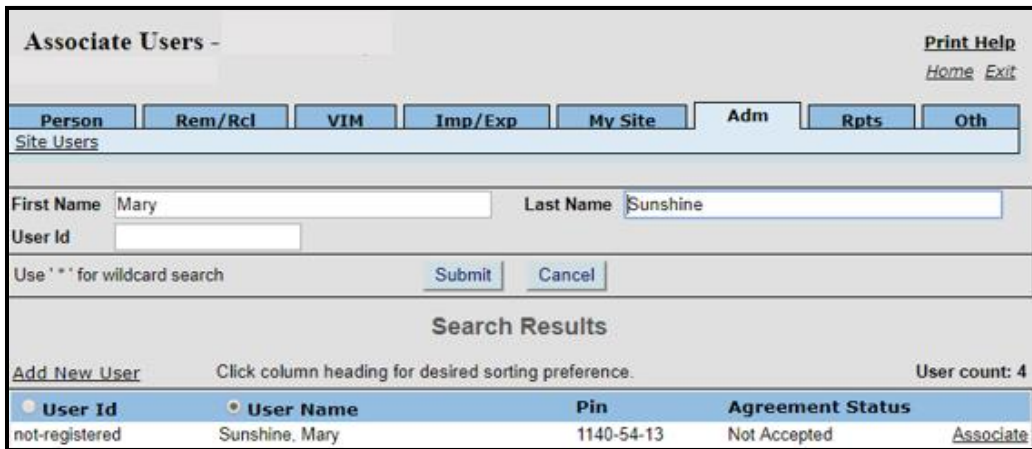
Figure 1

After the site administrator completes **ADD NEW USER**, the new user will receive a new MCIR Registration email that contains their **one-time use MCIR PIN**. This MCIR PIN is required for the new user to complete the registration process starting at [MILogin](#).

# Associate an Existing User to Your Provider Site

If you have found a registered user when trying to **Add a New User**:

1. Click the word **Associate** to the far right of the user's name (Figure 2).

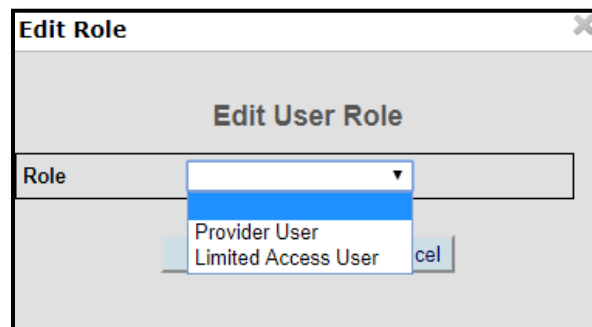


The screenshot shows a web application window titled "Associate Users -". It features a navigation menu with buttons for "Person", "Rem/Rcl", "VIM", "Imp/Exp", "My Site", "Adm", "Rpts", and "Oth". Below the menu is a search form with fields for "First Name" (containing "Mary") and "Last Name" (containing "Sunshine"), and a "User Id" field. There are "Submit" and "Cancel" buttons. Below the search form is a "Search Results" section with a table of results. The table has columns for "User Id", "User Name", "Pin", and "Agreement Status". The first row shows "not-registered", "Sunshine, Mary", "1140-54-13", and "Not Accepted". An "Associate" link is visible at the end of the row. The "User count" is 4.

User Id	User Name	Pin	Agreement Status	
not-registered	Sunshine, Mary	1140-54-13	Not Accepted	Associate

Figure 2

2. Select the appropriate **User Role** from the Edit User Role drop down of choices (Figure 3).
3. Click OK.



The screenshot shows a dialog box titled "Edit Role". Inside, there is a section titled "Edit User Role". Below this, there is a "Role" label and a dropdown menu. The dropdown menu is open, showing two options: "Provider User" and "Limited Access User". There is a "cel" button next to the dropdown.

Figure 3

A **Provider User** may view immunization status and history. This user role may add and edit responsible party, immunization encounters and view, run and print MCIR reports.

A **Limited Access User** may view immunization status and history. This user role may view, run and print MCIR reports.

# Edit User's Name

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration section box.
3. Click directly on the username.
4. Edit user's name on the User Information screen (*Figure 4*).
5. Click **Submit** to Save.

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

[Person](#) [Rem/Rcl](#) [VIM](#) [My Site](#) [Adm](#) [Rpts](#) [Oth](#)

[Site Users](#)

[Edit Site](#)

**User Details:**

First Name\*  SignOn ID

Last Name\*  Pin

User Agreement Status

All fields marked with \* are mandatory

Figure 4


# Edit User's Role

1. Start at the MCIR home screen.
2. Click **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.

To add or change a Site Administrator role, contact your [Regional MCIR Office](#).

# Delete User

Please contact your [Regional MCIR Office](#) to **delete** another Site Administrator from your Site.

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration Section box.
3. Click the  trash can icon.
4. A popup box will appear asking if you are sure to unassociated MCIR user from your site.
5. Click OK.
6. Click **Submit** to Save.
7. This action will remove the user from your provider site only. This action will not remove a MCIR user from the entire registry.

# Find the MCIR Site ID Number

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box (Figure 5).
3. The default screen displays your contact information.
4. Check the top right corner for your site id number (Figure 6).



Figure 5

A screenshot of the "Site Information" form. At the top right, there are links for "Print Help" and "Exit". Below the title is a navigation bar with tabs: "Person", "Rem/Rcl", "VIM", "Imp/Exp", "My Site", "Adm", and "Rpts". Under the "My Site" tab, there are links: "Site Preferences", "User Preferences", "Edit My Site", "Enroll in VFC", "View My Site List", and "Go to New Site". The form displays "Established: 03/04". A large black arrow points from the "Edit My Site" link in the navigation bar to the "Site Number: 1000053314" field in the "Details" section.

**Details** Site Number: 1000053314

Name\*  Facility Type\*   Site Disabled

County\*  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**

Country\*   Valid  Keep as Entered

Street\*

City\*  State\*  Postal Code\*

**Email/Phones** **Primary Contact** ?

Email

Voice\* (  )  -  Ext

Fax (  )  -  Ext

First Name   
Last Name   
Type   
License: Nbr.  State

Figure 6

# VACCINE INVENTORY MANAGEMENT (VIM) SITE ADMINISTRATOR ACTIVITIES

Notify your [Regional MCIR Office](#) and [Local Health Department](#) for contact, shipping, storage and E-ordering changes.

## Edit Shipping Address

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **Shipping Tab**.
5. To edit shipping address, click (**Edit**) to the right of Shipping Address (*Figure 7*).



Shipping Address ( <b>Edit</b> )			
Address:		Address Status:	Valid
Country: United States	County:	Address Updated:	09/18/2019

Figure 7

6. An Edit Shipping Address box will pop out (*Figure 8*).
7. Complete shipping address.
8. Click **Submit** to Save.

Address Details	
Country*	<input type="text"/> <input checked="" type="checkbox"/> Valid <input type="checkbox"/> Keep as Entered
Street*	<input type="text"/>
City*	<input type="text"/> State* MI <input type="text"/> Postal Code* <input type="text"/>
County*	<input type="text"/>

Figure 8





# Edit Shipping Hours

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **Shipping Tab**.
5. To edit Shipping Hours, click **(Edit)** to the right of Shipping Hours.
6. An Edit Hours box will pop out (*Figure 10*).
7. **Check** the small box located before the day of the week to edit that specific day.
8. Click **Submit** to Save.

Hours - hh[:mm]										
<input checked="" type="checkbox"/> Monday	8:00	A.M.	-	11:00	A.M.	1:00	P.M.	-		
<input type="checkbox"/> Tuesday			-					-		
<input type="checkbox"/> Wednesday			-					-		
<input type="checkbox"/> Thursday			-					-		
<input type="checkbox"/> Friday			-					-		
<input type="checkbox"/> Saturday			-					-		
<input type="checkbox"/> Sunday			-					-		

12:00 PM is assumed to be Noon. 12:00 AM is assumed to be Midnight.

Submit Clear Cancel

Figure 10

# Add Storage Units

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **Storage Tab**.
5. Click **Add Storage Unit** to add a new unit.
6. An Add/Edit Storage Unit box will pop out (Figure 11).

The screenshot shows a modal dialog box titled "Add/Edit Storage Unit". Inside the dialog, there is a form with the following elements:

- A "Type" dropdown menu.
- A "Desc" field containing the text "N/A".
- A section header "Details" in a blue bar.
- Two rows of input fields: "Unit: Make" and "Model\*" in the first row, and "Logger: Make" and "Model" in the second row.
- "Submit" and "Cancel" buttons at the bottom.

Figure 11

7. Select and enter storage unit information.
8. Click **Submit** to Save.

Contact your [Local Health Department](#) for assistance or consultation regarding storage units.

# Edit Storage Units

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **Storage Tab** (Figure 12).
5. Click directly on the **underlined linked unit name** listed to Edit the Storage Unit details.
6. Make necessary edits.
7. Click **Submit** to Save.

Contact Information		MCIR Users		Site Contacts			
VFC		Business Hours		Transfer Interfaces			
VFC Name*	<input type="text"/>	Facility Type*	Private Provider ▼				
VFC Pin*	<input type="text"/>	VFC Status*	Active ▼	Last Site Visit	<input type="text"/>		
E Ordering		Shipping		Storage		Enrollment	
Description		P-Grd	FF	Log	Appl Make/Model	Temp Log	Make/Model
<u>Add Storage Unit</u>							
<u>Regular/Large Stand-alone Refrigerator</u>		✓		✓	Make: AEGIS Model: 2-R-16G		Make: Control Solutions Model: 28029
<u>Small Stand-alone Freezer</u>		✓	✓	✓	Make: Sanyo Model: SF-L6111W		Make: Control Solutions Model: 21999
<input type="button" value="Submit"/>				<input type="button" value="Cancel"/>			

Figure 12

# Add E-Order Contact

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site Section box.
3. Click the VFC Tab.
4. Click the **E Ordering Tab**.
5. To Add an E Order Contact, click, **Add New E-Order Contact**.
6. An Add Contact box will pop out (*Figure 13*).
7. Select contact from drop down box to the right of User.\*
8. Type in the new E-Order Contact's email
9. Check the Send email notifications box under email field.
10. Click **Submit** to Save.

**Contact Information**

**Add Contact**

**Contact Information**

Type\*  User\*

Title  First Name\*  MI  Last Name\*  Jr/Sr...

**Phone Numbers**

Office (  )  -  Ext

Fax (  )  -  Ext

Cell/Pgr (  )  -

**Email Address**

Email\*

Send email notifications

Figure 13

# Edit E-Order Contact


1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **E Ordering Tab**.
5. To Edit an E Order Contact, click directly on **underlined Contact's Name**.
6. An Edit Contact box will pop out (*Figure 14*).
7. Edit contact information.
8. Click **Submit** to Save.

The screenshot shows a web-based form titled "Contact Information" with a sub-header "Edit Contact". The form is divided into several sections: "Contact Information" with dropdowns for "Type\*" and "User\*"; a row of text boxes for "Title", "First Name\*", "MI", "Last Name\*", and "Jr/Sr..."; a "Phone Numbers" section with three rows for "Office", "Fax", and "Cell/Pgr", each with a main number box and an "Ext" box; and an "Email Address" section with an "Email\*" text box and a checked checkbox for "Send email notifications". At the bottom are "Submit" and "Cancel" buttons. A large black arrow points from the bottom right towards the "Send email notifications" checkbox.

Figure 14

- Remember to check the Send email notifications box under the email field.

# Remove E-Order Contact

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site Section box.
3. Click the VFC Tab.
4. Click the **E Ordering Tab**.
8. Click the  trash can icon.
9. A popup box will appear asking if you are sure to remove E-order Contact (*Figure 15*).

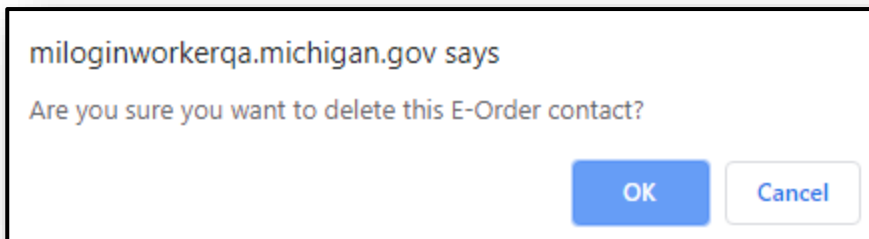


Figure 15

10. Click OK
11. This action will remove the user from your provider site.
5. Click **Submit** to Save.

## MISCELLANEOUS SITE ADMINISTRATOR ACTIVITIES

# Edit Site Name, Address, Phone, Fax and Email

Contact your [Regional MCIR Office](#) to change your facility type or primary contact.

1. Start at the MCIR home screen.
2. Click the **Edit My Site** in the My Site section box.
3. The default screen displays your contact information (*Figure 16*).
4. Edit Provider Site Name, Address, Phone Number, Fax Number and Fax Number.
5. Click **Submit** to Save.

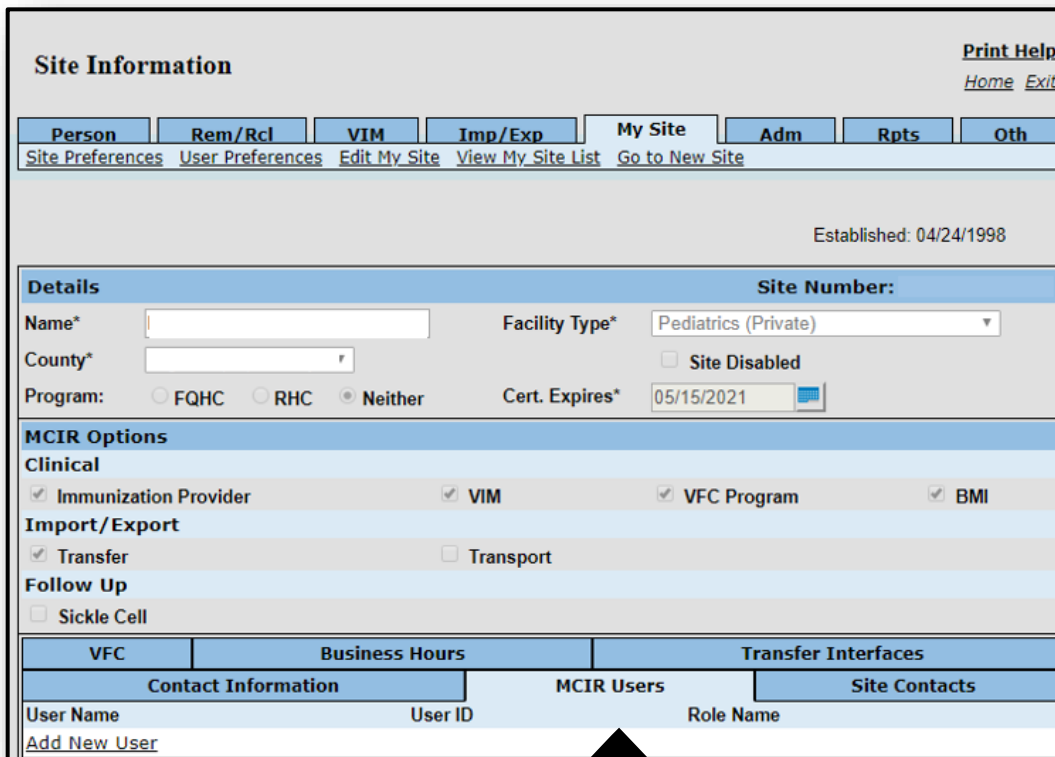
The screenshot displays the 'Site Information' form in the MCIR system. The form is titled 'Site Information' and includes a 'Print Help' link and 'Home Exit' buttons. The navigation bar shows 'Person', 'Rem/Rcl', 'Sch/CC', 'VIM', 'Imp/Exp', 'VFC', 'My Site', 'Adm', 'Rpts', and 'Oth'. The 'My Site' section is active, showing 'Site Preferences', 'User Preferences', 'Edit My Site', 'View My Site List', and 'Go to New Site'. The form is established on 11/24/1997. The 'Details' section includes fields for Name, County, Facility Type (DHHS - Immunization Division), Site Disabled checkbox, Program (FQHC, RHC, Neither), and Cert. Expires. The 'MCIR Options' section includes Clinical (BMI checked), Import/Export (Transfer checked), and Follow Up (Sickle Cell unchecked). The 'Contact Information' section includes Country (United States), Street, City (Lansing), State (MI), and Postal Code. The 'Email/Phones' section includes Email, Voice, and Fax fields. The 'Primary Contact' section includes First Name, Last Name, and Type fields. The form has 'Submit' and 'Cancel' buttons at the bottom.

Figure 16



# Edit MCIR Users

1. Start at the MCIR home screen.
2. Click the **Edit My Site** in the My Site section box.
3. Click the **MCIR Users Tab** (Figure 17).
4. Click directly on the MCIR username.
5. Click **Submit** to Save.



The screenshot displays the 'Site Information' page in the MCIR system. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs: 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'My Site' tab, there are links for 'Site Preferences', 'User Preferences', 'Edit My Site', 'View My Site List', and 'Go to New Site'. The page shows site details such as 'Established: 04/24/1998', 'Name\*', 'County\*', 'Facility Type\*' (set to 'Pediatrics (Private)'), 'Program:' (with radio buttons for FQHC, RHC, and Neither), and 'Cert. Expires\*' (05/15/2021). There are sections for 'MCIR Options' (Clinical, Import/Export, Follow Up) and 'Transfer Interfaces'. At the bottom, there are tabs for 'VFC', 'Business Hours', and 'Transfer Interfaces'. Below these are 'Contact Information', 'MCIR Users', and 'Site Contacts'. The 'MCIR Users' tab is highlighted with a blue background and an arrow pointing to it. Below the 'MCIR Users' tab, there are columns for 'User Name', 'User ID', and 'Role Name', and a link for 'Add New User'.

Figure 17

# Edit Site Contacts

1. Start at the MCIR home screen.
2. Click the Edit My Site in the My Site section box.
3. Click the **Site Contacts Tab**.

# Edit Business Hours

1. Start at the MCIR home screen.
2. Click Edit My Site under the My Site Section box.
3. Click the **Business Hours Tab**.
4. Click Edit Hours Link.
5. An Edit Hours box will pop out (*Figure 18*).
6. Complete Edit Hours by placing a check in the small box located before the day.
7. Edit hours accordingly.
8. Click **Submit** to Save.

Hours - hh[:mm]	
<input checked="" type="checkbox"/> Monday	8:00   A.M.   -       -
<input type="checkbox"/> Tuesday	-             -
<input type="checkbox"/> Wednesday	-             -
<input type="checkbox"/> Thursday	-             -
<input type="checkbox"/> Friday	-             -
<input type="checkbox"/> Saturday	-             -
<input type="checkbox"/> Sunday	-             -

\* 12:00 PM is assumed to be Noon. 12:00 AM is assumed to be Midnight.

Submit Clear Cancel

Figure 18

# MCIR Regional Contact List

For training or questions contact your region (Figure 19).

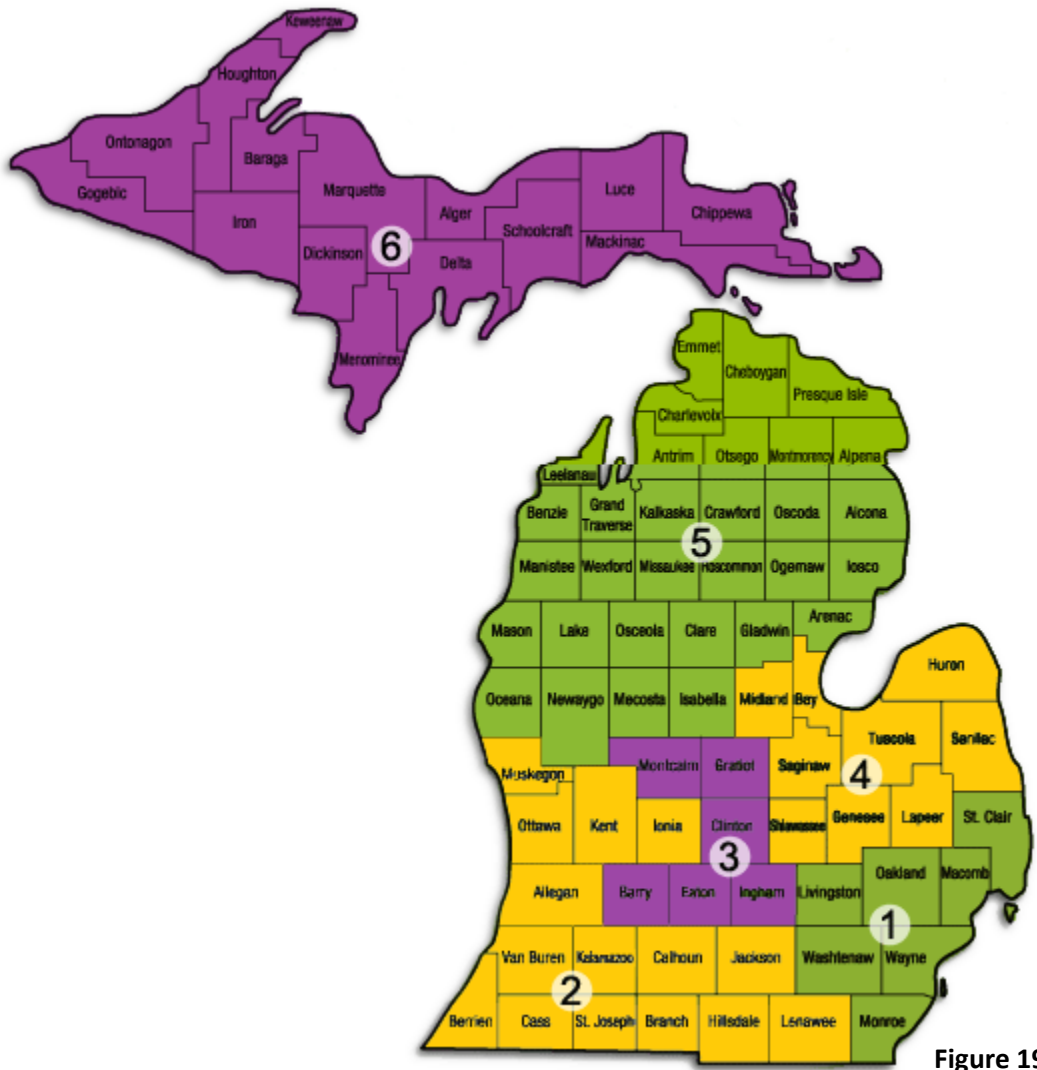


Figure 19

## REGIONAL HELPDESK CONTACTS

Region 1 Helpdesk	1-888-217-3900	<a href="mailto:region1mcirhelp@hline.org">region1mcirhelp@hline.org</a>
Region 2 Helpdesk	1-888-217-3901	<a href="mailto:mcirhelp@kalcounty.com">mcirhelp@kalcounty.com</a>
Region 3 Helpdesk	1-888-217-3902	<a href="mailto:region3mcir@mmdhd.org">region3mcir@mmdhd.org</a>
Region 4 Helpdesk	1-888-217-3903	<a href="mailto:MCIR4@gchd.us">MCIR4@gchd.us</a>
Region 5 Helpdesk	1-888-217-3904	<a href="mailto:kdepeel@hdh10.org">kdepeel@hdh10.org</a>
Region 6 Helpdesk	1-888-217-3905	<a href="mailto:R6mcir@phdm.org">R6mcir@phdm.org</a>