How to Document a Dose of COVID-19 Vaccine in the MCIR

Contact your Regional MCIR Office for additional assistance.
Are You Logged into MCIR?

Log in to the Michigan Care Improvement Registry, MCIR via MILogin.
MCIR Home Screen

After successful log in to MILogin, your MCIR Home Screen displays, *image*.

Click **Add/Find** in the Person section.
Search Patient

Enter Last Name, First Name, and Birth Date.

Click the Submit button.

For detailed guidance such as Adding a Person to MCIR, Wildcard searching, Editing a Person’s Address and more, visit the MCIR Basics resource page or contact your Regional MCIR Office.
Patient General Information Displays

Confirm the correct patient is displayed.

Click **Add Imm** link from the Person tab.
Add Immunizations Page Displays

Click **Type** and select **Outbreak**.

Outbreak is only accessible to sites enrolled in the COVID-19 Vaccination Program.
Enter Date COVID Vaccine is Administered
For this example, we are selecting COVID-19 PFR 195 CTN ... *
Select **Federal**. This is the only option displayed.

The **Event** field will populate automatically to COVID-19 Outbreak.
Select Target

Choose the one option **Target** displayed.
Select Lot #
*For this example, we are selecting Left Arm.*
Select Route

*For this example, we are selecting Intramuscular.*
Click Submit

When all fields are completed with provider administration information, click Submit.
Success! Immunization History Screen Displays

The COVID-19 immunization appears in the patient’s Immunization History.
The End.