How to Redistribute Doses in the MCIR Outbreak Inventory

MCIR transaction guidance for the site redistributing vaccine
Important Information

- Contact your Local Health Department for guidance regarding redistribution of vaccine.

- Connect with your Regional MCIR Office for MCIR transaction assistance.

- Reminder: Redistribution sites must have a Redistribution Agreement submitted to MDHHS and comply with its expectations.
Are You Logged into MCIR?

1. Log in to the Michigan Care Improvement Registry, MCIR via [MILogin](#).
2. Start on your MCIR Home Screen.

3. Click **Manage Inventory** in the Vaccine Mgmt box.
Select Outbreak Inventory

4. Select **Outbreak** as the inventory.

5. Click the **Get Inventory** button.
Outbreak Inventory and Lots Displayed

6. Select and click directly on the hyperlinked vaccine lot you wish to redistribute to another site.
7. Verify the lot information displayed matches the physical product to be redistributed.

8. Click **Add New Transaction**.
9. Enter **Date**.

10. Enter **Dose** quantity.
Select Accurate Transaction Details

10. Click Action dropdown and select **Transferred Out**.

11. Click Reason dropdown and select **Distribution**.
Enter Comment Details as Described*

12. Enter comments with recipient site identified.

13. Click **Submit**.

*COMMENT DETAILS MUST INCLUDE THE FOLLOWING TEXT AND INFORMATION:

Redistributing # of Doses and Presentation to Recipient Site Name
14. Transaction Log displays **QTY** is reduced by indicated doses transferred out.
15. The **Current Balance** reflects the correct subtraction of doses.
Continue to Part 2 of 2:
MCIR transaction guidance for the site receiving vaccine redistributed doses from parent site