How to Redistribute Doses in MCIR Outbreak Inventory

MCIR transaction guidance for the site receiving doses from a redistribution/parent site.
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 MI LOGIN.
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.
Inventory Displayed

6. If no existing lot information matches the product you are receiving, select **Add Vaccine Lot**.

Have an existing vaccine in this inventory that matches the product you are receiving? **Visit Slide 15**.
Enter Received Vaccine Lot Information

7. Enter Lot Information in fields moving from left to right on screen.
Enter Received Vaccine Lot Information

8. Enter Lot Information exactly as indicated on your vaccine received.
Enter Date and Doses

9. Enter Date.

10. Enter # of Doses received.
11. Click Action and select Transferred In.
Add to Inventory

12. Click Reason and select Add to Inventory.
Enter Comment Details as Described*

13. Enter comments with redistributing site identified.

14. Click Submit.

*COMMENT DETAILS MUST INCLUDE THE FOLLOWING TEXT AND INFORMATION:

Received Doses from Redistribution Site Name
Transaction Success!
Manage Inventory Screen Displays

Vaccine information reflected in Inventory Details and in On Hand count.
The End.
Alternate Step –
Existing Lot # in your Outbreak Inventory
If you have an existing lot already in your inventory that exactly matches the product you are receiving, then . . .

1. Click on the **hyperlinked vaccine name** instead of Add New Lot.

Continue to next slide.
2. Click on **Add New Transaction** link.

Continue to next slide.
Enter Date & Dose

3. Enter the date

4. Enter dose amount

Continue to next slide.
5. Click Action and select Transferred In.

Continue to next slide.
Add to Inventory

6. Click Reason and select Add to Inventory.

Continue to next slide.
7. Enter comments with redistributing site identified.

8. Click **Submit**.

*COMMENT DETAILS MUST INCLUDE THE FOLLOWING TEXT AND INFORMATION:

Received Doses from Redistribution Site Name

Continue to next slide.
Vaccine information reflected in Inventory Details and in On Hand count.

Continue to next slide.
The End.