MCIR Basic 3

1. How To Search for a Person
2. How To Add a Person
3. How to Add an Immunization when using the MCIR Inventory

All Immunizing Providers using MCIR Inventory
The MCIR Basic 3 Module

1. How To Search for a Person
2. How To Add a Person
3. How to Add an Immunization using MCIR Inventory

After completing the Module click this icon on the last slide to complete your training and receive your certificate.

Start Here
Search for a Person in the MCIR
Log in to the MCIR

Start at the [MiLogin](#) website to log in.
1. Your MCIR home screen will display

2. Go to the Person section box in top left corner.

3. Click **Add/Find.**
4. Enter the legal last name.

5. Enter the legal first name.

Capitalized first letter for both Last and First names when completing these fields.
Date of Birth Required

6. Enter DOB manually using
   2-digit month
   2-digit day
   4-digit year

   or

   click the mini calendar
After all information is complete, click submit.
A Person’s MCIR General Information Record

When your search is successful, the MCIR General Information record displays.
Having Trouble Finding a Person?

Access the **Wildcard Search** video

Use an * asterisk in place of any character in the person’s last or first name that is unknown.

A Wildcard search helps to prevent the creation of duplicate records in the MCIR.
If Multiple Persons are Listed

Click the **hyperlinked name** if the person you are searching is identified.

This Person Browse Roster displays a list of multiple people born on the **same entered birth date and same name**.
If the MCIR record is not found, you will see this screen.

1. Click **OK**.

2. Clearly type name again and Date of Birth again.

3. Click **Submit**
Add a Person to the MCIR
Add Person

You may Add a Person from either one of these screens.

Click Add Person

OR

Try multiple search attempts, before adding a person to the MCIR system,

All persons born in Michigan after January 1, 1994 typically have a MCIR record.
Adding New Person

1. Add the person’s information to MCIR

2. All fields marked with an (*) are mandatory

3. Click Submit to save

MCIR requires Legal Names only, thank you!
A Person’s MCIR General Information Record

When your search is successful, the MCIR General Information record displays.
Adding an Immunization using MCIR inventory.

Contact your Regional MCIR Office to help you determine if this or another method applies to your MCIR immunizing provider site.
Retrieve the MCIR Record

If needed visit How to Search for a Person in the MCIR.

Always verify the MCIR record is the correct record before adding an immunization.

Continue to next slide for steps.
Go to the Person’s General Information Screen

Click the Add Imm hyperlink at the top of the MCIR General Information screen.

Note: This module is using a test record and random vaccine choice to demonstrate the ‘Add Immunization’ steps in the MCIR.
Add Immunizations Screen

Select **Admin**
Input Date Vaccine is Administered
Select Vaccine

Add an Immunization
Select Eligibility

Add Immunizations

Person: Test, Person
Birth Date: 05/30/1940
Provider: Overdue

Records per page: 2
Use 2D Barcode

Immunization Information - (Lots marked with '*' are from the private inventory)

Type: Admin
Date: 01/21/2021
Vaccine: Tdap (adolescent/adult)
Elig.: 
Mfr.: 
Lot: 
Vol.: ml
Site: 
Route: 

Immunization Information - (Lots marked with '*' are from the private inventory)

Type: Admin
Date: 
Vaccine: 
Elig.: 
Mfr.: 
Lot: 
Vol.: ml
Site: 
Route: 

Clear Event

Private Pay/Insurance
Medicaid-VFC
Uninsured
Under Insured
Native American
Medicaid-Non-VFC
MI-AVP
Medicare A
Medicare B
Medicare D
Other Public Purchase
317 Special

Add an Immunization
Select Manufacturer

**Add Immunizations**

<table>
<thead>
<tr>
<th>Person</th>
<th>Rem/Rcl</th>
<th>Sch/CC</th>
<th>VIM</th>
<th>VFC</th>
<th>My Site</th>
<th>Adm</th>
<th>Rpts</th>
<th>Oth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Fnd</td>
<td>Roster</td>
<td>Add Imm</td>
<td>Information</td>
<td>Status</td>
<td>History</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Records per page**

- Use 2D Barcode

**Immunization Information**

**Type**: Admin

**Date**: 01/21/2021

**Vaccine**: Tdap (ado/child) / Elig.

**Manufacturer**: Glaxo (BOOSTRIX)

**Vol.**: 0.5 ml

**Route**: subcutaneous

**Add an Immunization**
Select the Lot

Lots available in the dropdown are those connected and previously documented to a MCIR site inventory. Contact your Regional MCIR office regarding inventory documentation and transaction assistance.
Select Site

Add Immunizations

Records per page: 2

Use 2D Barcode

Immunization Information - (Lots marked with '*' are from the private inventory)

Type: Admin
Date: 01/21/2021
Vaccine: Tdap (ado/adult)
Manufacturer: sanofi (ADACEL)
Lot: 1212121212*
Expiration: 05/05/2023
Volume: 0.5 ml
Site: Right Arm
Route: 

Immunization Information - (Lots marked with '*' are from the private inventory)

Type: Admin
Date: 
Vaccine: 
Manufacturer: 
Lot: 
Volume: 
Site: 
Route: 

Add More Cancel
Select Route

Add Immunizations

Person: Test, Person
Birth Date: 06/30/1940
Provider: Overdue

Add Immunizations

Records per page: 2
Submit
Add More
Cancel

Immunization Information - (Lots marked with ** are from the private inventory)

Type: Admin
Date: 01/21/2021
Vaccine: Tdap (ado/Adult)
Elig.: Private Pay/Insurance
Mfr.: sanofi (ADACEL)
Lot: 12121212" (Expires: 05/05/2023)
Vol.: 0.5 ml
Site: Right Arm
Route: Intramuscular

Immunization Information - (Lots marked with ** are from the private inventory)

Type: Admin
Date: 
Vaccine: 
Elig.: 
Mfr.: 
Lot: 
Vol.: 
Site: 
Route: 

Submit
Add More
Cancel

Add an Immunization
Add an Immunization

This image is an example that shows when adding an immunization to a person’s record, the immunization history screen automatically displays.

While on any screen you may select the **Person** tab and then click **History** at the top to get back to this screen.
Next Steps

1. Click this [MCIR Basic 3 for All Immunizing Providers using MCIR Inventory](#) or the icon below to complete and validate online training.

2. You will receive a certificate of completion via email.

3. Forward your certificate to your [Regional MCIR Coordinator](#) for additional assistance and training.