How To Document a COVID-19 Dose **Breakage** in the MCIR

Breakage is defined as dropped, broken or defective and is not usable.

Contact your Regional MCIR Office for additional assistance and training regarding inventory adjustments in the MCIR.

1. Start by logging directly in to the MCIR via MILogin.
2. On your MCIR home screen click **Manage Inventory**, (Figure 1).
3. From the inventory dropdown options select '**Outbreak**' and click 'Get Inventory.'
4. Find the vaccine lot of the dose to document adjustment. Click directly on the hyperlinked vaccine.
5. Click **Add New Transaction**.
6. The **Add Vaccine Lot Transaction Outbreak Screen** displays, (Figure 2).
7. Enter the **date** of vaccine breakage, (Figure 2).
8. Enter **number of doses**, (Figure 2).

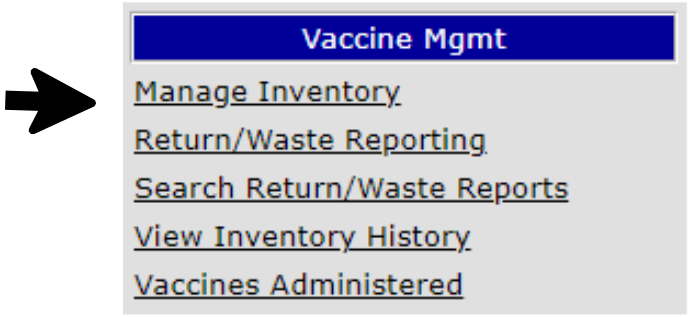

Figure 1

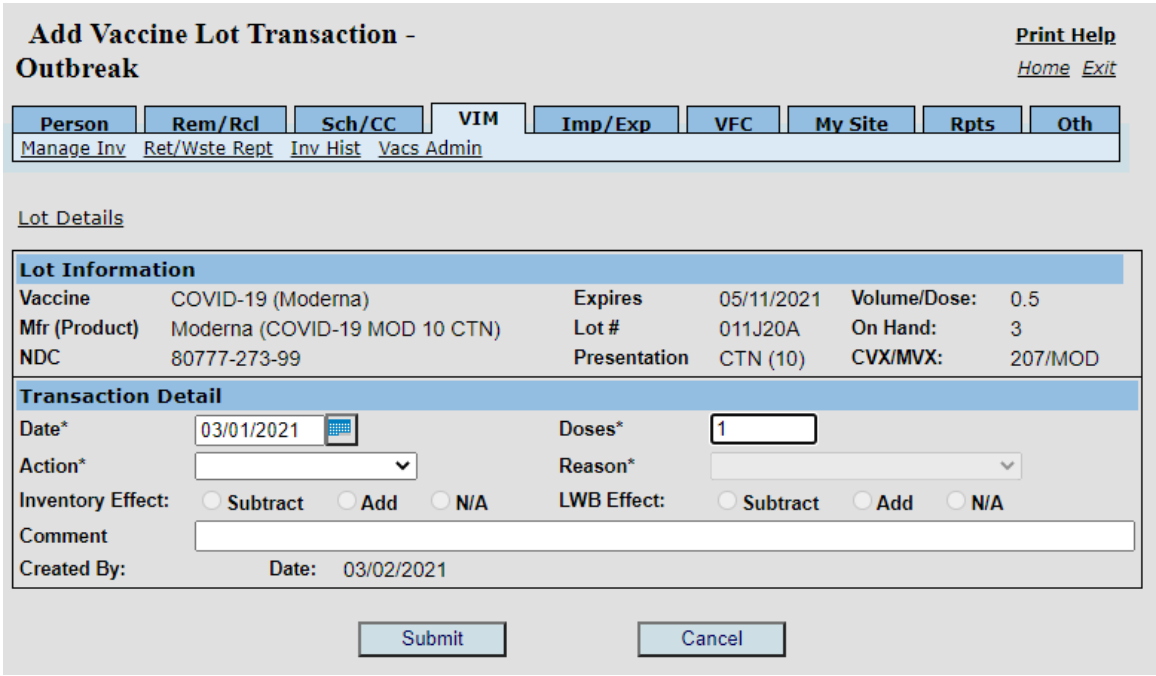

Figure 2

MCIR Michigan Care Improvement Registry

Add Vaccine Lot Transaction – Outbreak Screen

9. ACTION: select **Adjustment,** (Figure 3).

10. REASON: select **Breakage,** (Figure 3).

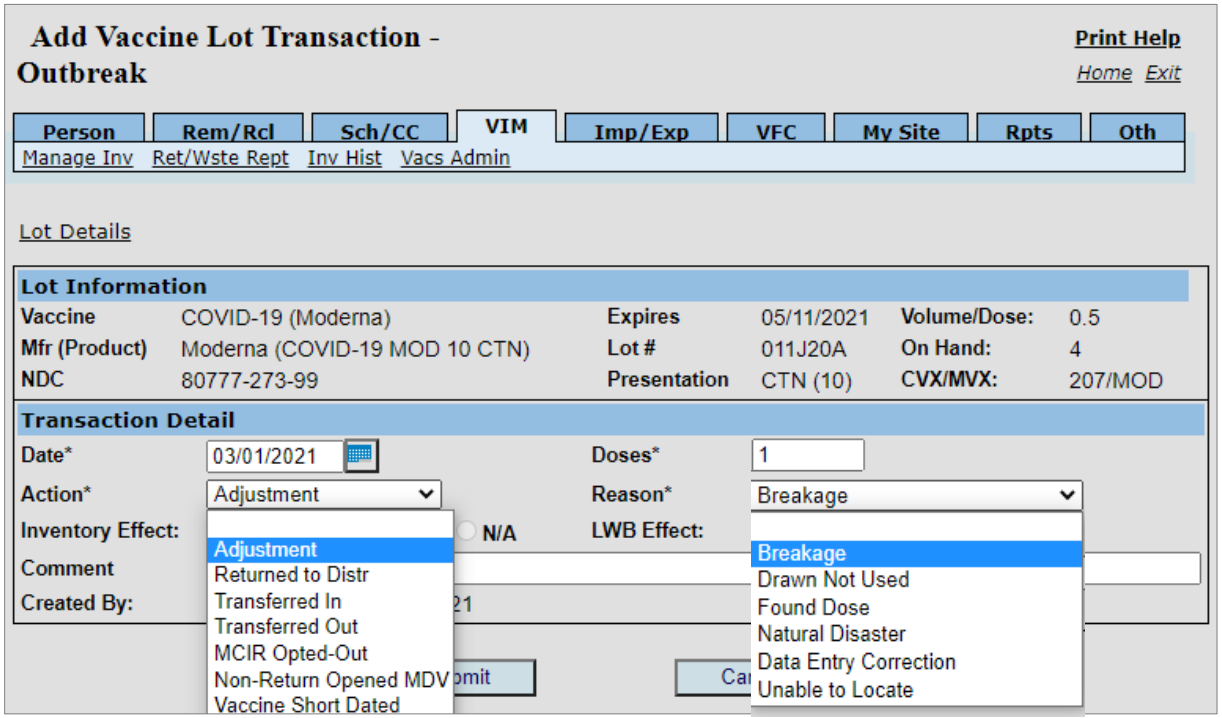

Figure 3

11. COMMENT:
    Please state what happened here.
    For example, vial dropped and broke on the floor, (Figure 4).

12. Click Submit.

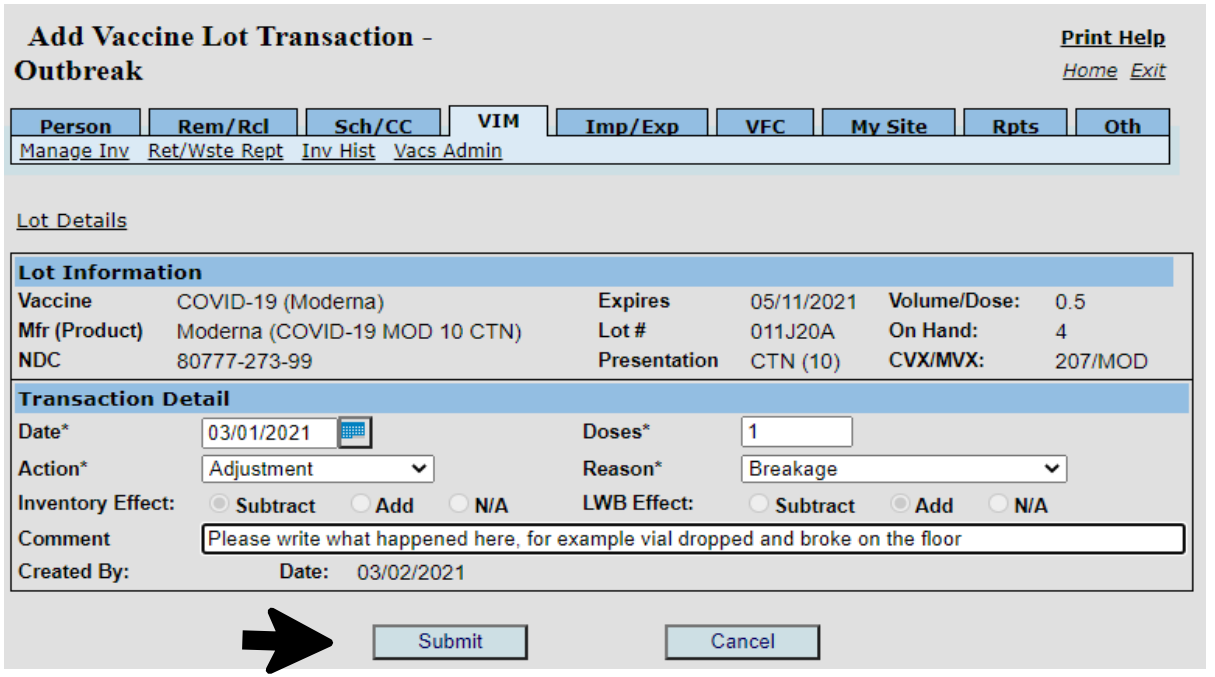

Figure 4

The Lot Transactions – Outbreak Screen

The Vaccine Lot displays the Breakage Adjustment in the MCIR COVID Outbreak Inventory, (Figure 5).

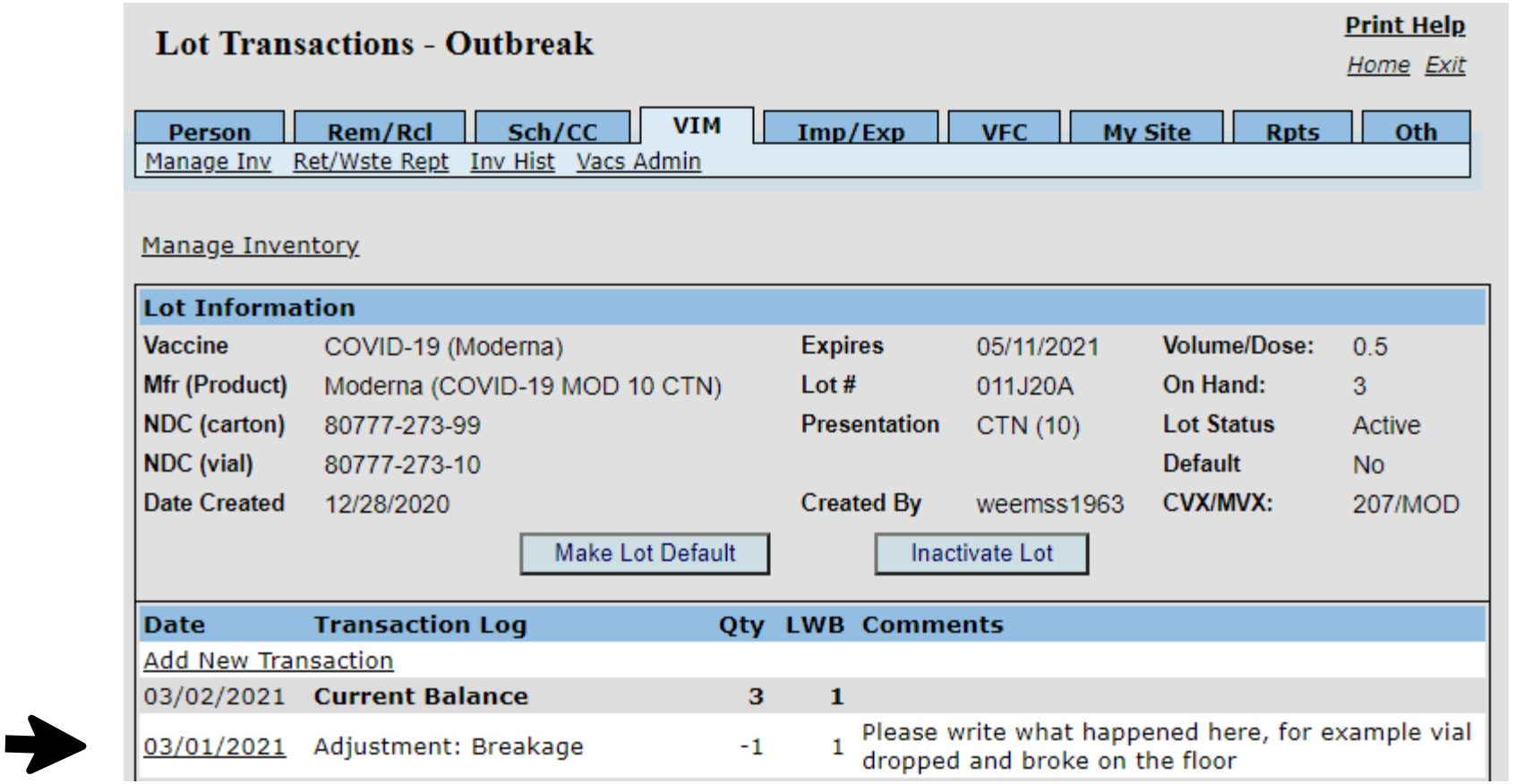

Figure 5