



I am a Site Administrator.

I am a Provider User.

Find the MCIR Site ID Number

Click the icon or text graphic to view directions that apply to your MCIR Role.

Provider User

1. On your MCIR home screen, (Figure 1).
2. Click **View My Site List** in the My Site section box.

The screenshot displays the Michigan Care Improvement Registry (MCIR) home screen for a Provider User. The page is organized into several sections:

- Person:** Add/Find, Roster
- Reminder/Recall:** Create Reminder, Create Recall, Retrieve/Confirm Results, Scan RTS Letters
- Vaccine Mgmt:** Manage Inventory, Return/Waste Reporting, Search Return/Waste Reports, View Inventory History, Vaccines Administered
- Import/Export:** Submit File, Retrieve Results
- My Site:** User Preferences, Enroll in VFC Program, **View My Site List**, Go to New Site
- Reports:** Batch, Inventory, Maintenance, Profile, Quality Improvement, Reminder/Recall, Retrieve Results, Roster, Vaccine, VAERS
- Other:** Get News, View Usage Agreement, MCIR.org, VIS, IVEN, Exit Application

Figure 1

continue to next slide. . .

Provider User

3. Your user site list page will display **all sites and site ids you have access to**, (Figure 2)

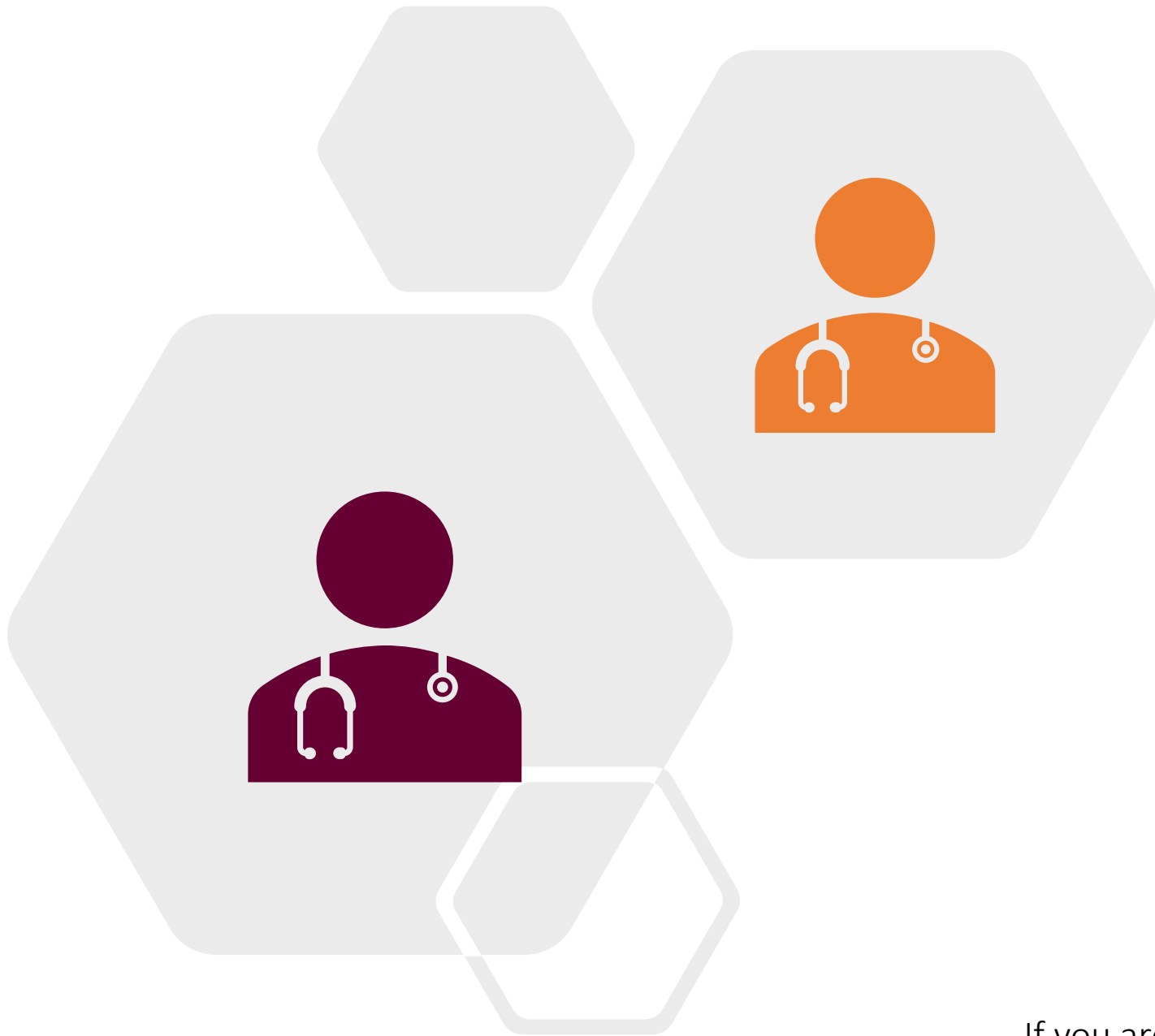
The screenshot displays a web interface titled "Test User's Site List". At the top right, there are links for "Print Help", "Home", and "Exit". Below the title is a navigation bar with buttons for "Person", "Rem/Rcl", "VIM", "Imp/Exp", "My Site", "Rpts", and "Oth". Underneath these buttons are links for "User Preferences", "Enroll in VFC", "View My Site List", and "Go to New Site".

Below the navigation bar, there is an "Edit User" link on the left and "User count: 1" on the right. The main content is a table with the following data:

Site Name	Site Number	Role Name
Test Provider Site	10000000001	Provider User

An orange box highlights the "Site Number" column, and an orange arrow points to the value "10000000001". At the bottom center of the page is a "Done" button.

Figure 2



END.

If you are a Site Administrator continue to next slide . . .

Site Administrator

The screenshot shows the Michigan Care Improvement Registry (MCIR) Site Administrator interface. The header includes the MDHHS logo, the text "Michigan Care Improvement Registry", and the "michigan.gov" logo. The main content is organized into a grid of menu categories:

- Person**: [Add/Find](#), [Roster](#)
- Reminder/Recall**: [Create Reminder](#), [Create Recall](#), [Retrieve/Confirm Results](#), [Scan RTS Letters](#)
- Vaccine Mgmt**: [Manage Inventory](#), [Return/Waste Reporting](#), [Search Return/Waste Reports](#), [View Inventory History](#), [Vaccines Administered](#)
- Import/Export**: [Submit File](#), [Retrieve Results](#)
- My Site** (highlighted with an orange border): [Site Preferences](#), [User Preferences](#), [Edit My Site](#), [Enroll in VFC Program](#), [View My Site List](#), [Go to New Site](#)
- Administration**: [Site Users](#)
- Reports**: [Batch](#), [Inventory](#), [Maintenance](#), [Profile](#), [Quality Improvement](#), [Reminder/Recall](#), [Retrieve Results](#), [Roster](#), [Vaccine](#), [VAERS](#)
- Other**: [Get News](#), [View Usage Agreement](#), [MCIR.org](#), [VIS](#), [IVEN](#), [Exit Application](#)

An orange arrow points to the [Edit My Site](#) link in the My Site section.

1. On your MCIR home screen, (Figure 1).
2. Click [Edit My Site](#) OR [View My Site List](#), (if you have multiple sites) in the My Site section box.

continue to next slide. . .

Figure 1

Site Administrator

3. The Site Information page will display your site id number if you manage just one site, (Figure 2).

The screenshot displays the 'Site Information' page in a web application. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs for 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'My Site' tab, there are links for 'Site Preferences', 'User Preferences', 'Edit My Site', 'Enroll in VFC', 'View My Site List', and 'Go to New Site'. The main content area is titled 'Details' and includes a 'Site Number: 1000053314' field, which is highlighted with an orange box and an arrow. Other fields include 'Name*' (Test Provider Site), 'Facility Type*' (Family Practice (Private)), 'County*' (No County Affiliation), 'Program:' (FQHC, RHC, Neither), and 'Cert. Expires*' (12/31/2006). Below this are sections for 'MCIR Options' (Clinical, Import/Export, Follow Up) and 'Contact Information' (Country, Street, City, State, Postal Code). At the bottom, there are 'Email/Phones' and 'Primary Contact' sections, and 'Submit' and 'Cancel' buttons.

Site Information		Print Help
		Home Exit
Person	Rem/Rcl	VIM
Imp/Exp	My Site	Adm
Rpts	Oth	
Site Preferences User Preferences Edit My Site Enroll in VFC View My Site List Go to New Site		
		Established: 03/04/1999
Details		
Name*	Test Provider Site	Facility Type* Family Practice (Private)
County*	No County Affiliation	<input type="checkbox"/> Site Disabled
Program:	<input type="radio"/> FQHC <input type="radio"/> RHC <input checked="" type="radio"/> Neither	Cert. Expires* 12/31/2006
MCIR Options		
Clinical		
<input checked="" type="checkbox"/> Immunization Provider	<input checked="" type="checkbox"/> VIM	<input type="checkbox"/> VFC Program
<input checked="" type="checkbox"/> BMI		
Import/Export		
<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Transport	
Follow Up		
<input type="checkbox"/> Sickle Cell		
Contact Information	MCIR Users	Site Contacts
Business Hours	Transfer Interfaces	
Country*	United States	<input type="checkbox"/> Valid <input type="checkbox"/> Keep as Entered
Street*	123 Test	
City*	Alpena	State* MI
Postal Code*	49701	
Email/Phones		Primary Contact ?
Email		
Voice*	(517) 335 - 9340	Ext
Fax	() -	Ext
First Name	Therese	
Last Name	Hoyle	
Type	Other	
License: Nbr.	State	
Submit		Cancel

continue to next slide. . .

Figure 2

Site Administrator

4. If you have multiple sites the MCIR – Site Selection page **displays all site ids** you have access to, (Figure 2)

Michigan Care Improvement Registry

Michigan.gov

MCIR - Site Selection

Submit

Please select the site you are representing.
To select a default site, please click the "Go to New Site" link on the main page.

Site count: 3

Name	Number	County	Facility Type
<input type="radio"/> Site Name 1	00000000001	Ingham	Family Practice (Private)
<input type="radio"/> Site Name 2	00000000002	Ingham	Family Practice (Private)
<input type="radio"/> Site Name 3	00000000003	Ingham	Family Practice (Private)

Figure 2



END.