



Add a Historical Immunization

Historical reporting is for vaccines another provider administered and your office is recording on behalf of the patient.

1. Log in to the [Michigan Care Improvement Registry, \(MCIR\)](#) and [Search a Person](#) to retrieve a record.
2. Click the **Add Imm** link on the General Information Screen, *Figure 1*.

3. Select **Historical** from the Type dropdown box, *Figure 2*.

The screenshot shows the 'General Information' screen for a patient. At the top right, there are fields for 'Person:', 'Birth Date:', and 'Provider: Overdue'. There are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs: 'Person', 'Rem/Rcl', 'VIM', 'VFC', 'My Site', 'Adm', 'Rpts', and 'Oth'. Underneath the tabs is a secondary navigation bar with links: 'Add/Find', 'Roster', 'Add Imm', 'Information', 'Status', and 'History'. The 'Add Imm' link is highlighted with a black box.

Figure 1

4. Input Date.
5. Select Vaccine.
6. Eligibility defaults to other Provider Data.
7. Select Manufacturer.*
8. Select Lot.*
9. Input Volume.*
10. Select Administration Site.*
11. Select Route.*
12. Click **Submit** to save.

The screenshot shows the 'Add Immunizations' screen. At the top right, there are fields for 'Person:', 'Birth Date:', and 'Provider: Overdue'. There are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs: 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Underneath the tabs is a secondary navigation bar with links: 'Add/Find', 'Roster', 'Add Imm', 'Information', 'Status', and 'History'. Below the navigation is a section for 'Records per page' (set to 8) and buttons for 'Submit', 'Add More', and 'Cancel'. There is a link for 'Use 2D Barcode'. Below this is a section for 'Immunization Information' with a 'Clear Event' link. The 'Type' dropdown menu is set to 'Historical'. The form includes fields for 'Date', 'Vaccine', 'Elig.' (set to 'Other Provider Data'), 'Mfr.', 'Lot', 'Vol.' (ml), 'Site', and 'Route'. There are three identical 'Immunization Information' sections stacked vertically.

**if data is known.*