

Edit a Person's Immunization Record

You may only edit or delete immunizations administered or reported by your immunizing site provider. A [Petition for Modification](#) form is found on [MCIR.org](#). Fax completed form to the **MCIR Helpdesk 517-763-0370** to change or delete immunizations added by another provider.

1. Log in to the [Michigan Care Improvement Registry, \(MCIR\)](#), and [Search a Person](#) to retrieve the record.
2. On the General Information screen, Click **History**.

Immunization History

Person: Test, Person
Birth Date:
Provider: Overdue

Print Help
Home Exit

View

Person Rem/Rcl VIM Imp/Exp My Site Adm Rpts Oth

Add/Find Roster Add Imm Information Status History

MCIR ID: 17170031552

History Format

Vaccine Series Date Administered Vaccine/Date Summary

Manufacturer	Date	Entered By	Manufacturer	Lot #
Zoster RZV (Shingrix)	08/31/2020	Test Provider Site	Glaxo	Delete

Non-Administrations/Titers

Date Reason Entered By

No non-administrations/titers found

Figure 1

3. On the Immunization History screen click the **hyperlinked vaccine** to edit, *Figure 1*.
4. The Edit Immunization History Screen will appear.
5. Enter immunization edits.

Edit Immunization History

Person: Test, Person
Birth Date:
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Vaccine Details

Provider Test Provider Site

Date Administered* 08/31/2020 List as point of contact for reminder/recall notices

Vaccine* Zoster RZV (Shingrix)

Mfr (Product)* Glaxo (SHINGRIX)

Lot Number

Vaccine Eligibility* Private Pay/Insurance

Site on Body

Select Active Lot

Dose Qty (ml)* 0

Route

Additional Info

Client Used Provider Thin Client Record Status approved for provider use

Created By on 08/31/2020 Modified By

All fields marked with * are mandatory

Submit Cancel

Figure 2

6. Select **Submit** to save.

