MCIR Inventory Adjustment for possible "Extra" COVID-19 Pfizer or Moderna Vaccine Doses

Vaccine documentation priority includes every vaccine dose is correctly documented and recorded in a patient's MCIR immunization record. Although it is not required to balance COVID 19 vaccine in the Outbreak inventory, sites that desire to balance MCIR Outbreak inventory and perform adjustments to reflect accuracy of doses may refer to the following instructions or contact their Regional MCIR Coordinator for training or assistance regarding MCIR inventory adjustment transactions.

1. Log in to **MILogin** to directly access the Michigan Care Improvement Registry, (MCIR).

Figure 1

2. Your MCIR provider site Home Screen will display after logging in. Click **Manage Inventory** in the Vaccine Mgmt. box, (Figure 1).
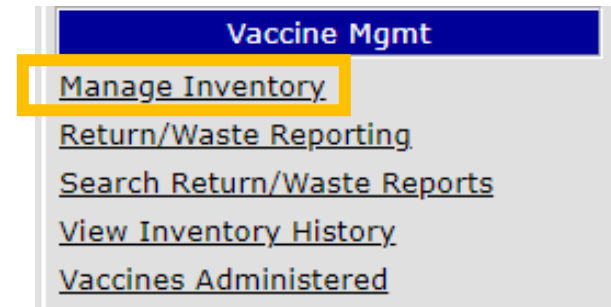
Manage Inventory – Outbreak Screen (Figure 2)

3. From the 'Manage Inventory' screen select **Outbreak** for the inventory field, and click **Get Inventory**, (Figure 2).

4. Click the underlined vaccine name to perform adjustment, (Figure 2).

Figure 2

MCIR Inventory Adjustments – COVID Pfizer Vaccine

Lot Transactions – Outbreak Screen - (Figure 3)

5. Select the underlined **Add New Transaction**, (Figure 3).

Add Vaccine Lot Transaction – Outbreak Screen - (Figure 4)

6. Input the **date** and **number of doses** needed for adjustment due to extra dose obtained, (Figure 4).

7. **Action:** Select Adjustment

8. **Reason:** Select Data Entry Correction

9. **Inventory Effect Bubble**: Select Add

10. **LWB Effect Bubble:** Select N/A

11. Please enter a comment indicating the adjustment is to correct ___?___ number of extra doses administered from the Pfizer or Moderna vial, (Figure 4).

*this example demonstrates a COVID-19 (Pfizer) lot adjustment.

Figure 3

Figure 4

MCIR Inventory Adjustments – COVID Pfizer Vaccine