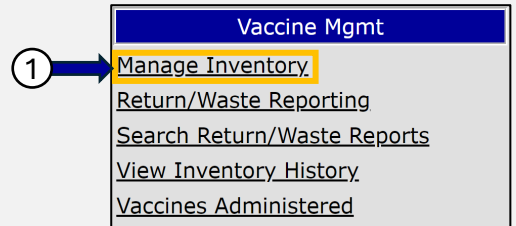


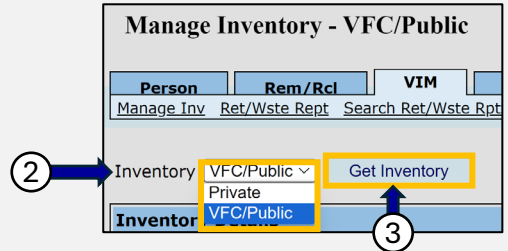
# How to Correct a Vaccine Expiration Date in MCIR

To get started, log in to the MCIR via [MiLogin for Business](#).

1. From the MCIR Home Screen, select **Manage Inventory**.

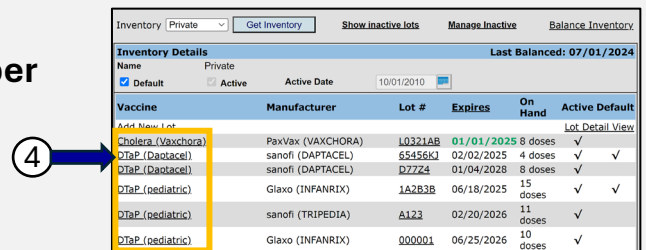


2. Use the dropdown menu to select the inventory that needs to be corrected.



3. Then click **Get Inventory**.

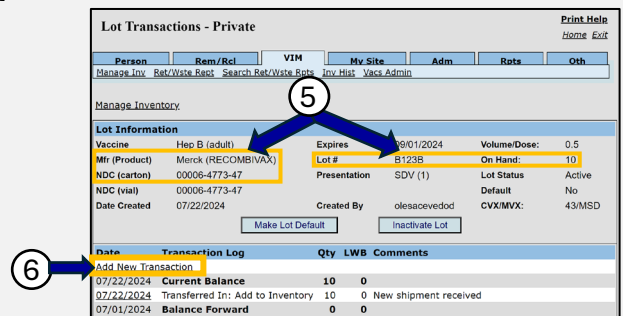
4. Select the **linked vaccine lot number** to update its expiration date.



5. MCIR automatically directs to the **Lot Transaction** screen. **Record** the Lot Information:

- Mfr
- NDC Code from carton
- Lot #
- On Hand number of doses.

This information is needed to complete Step 9.



6. Click **Add New Transaction**.

For assistance, contact the MCIR Help Desk:

Phone: 888-243-6652

Email: [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov)



7. **Remove** the incorrect inventory doses from the MCIR.
  - A. Add the **date** of the transaction
  - B. Use the **Action** dropdown menu to select **Adjustment**.
  - C. Set **Inventory Effect** to **Subtract**.
  - D. Enter the **On Hand** number of doses.
  - E. Use the **Reason** dropdown menu to select **Inv On Hand/Data Correction**.
  - F. Leave **LWB Effect** as **N/A**.
  - G. Add comment: Correcting Expiration Date to \_\_\_\_\_ (enter correct expiration date).
  - H. Click **Submit**.

**Add Vaccine Lot Transaction - Private** Print Help  
Home Exit

Person	Rem/Rcl	VIM	Mv Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Search Ret/Wste Rpts	Inv Hist	Vacs Admin		

Lot Details Use 2D Barcode

Lot Information					
Vaccine	Hep B (adult)	Expires	09/01/2024	Volume/Dose:	0.5
Mfr (Product)	Merck (RECOMBIVAX)	Lot #	B123B	On Hand:	0
NDC	00006-4773-47	Presentation	SDV (1)	CVX/MVX:	43/MSD

Transaction Detail			
Date*	07/22/2024	Doses*	6
Action*	Adjustment	Reason*	Inv On Hand/Data Correction
Inventory Effect:	<input checked="" type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input checked="" type="radio"/> N/A
Comment*	Correcting Expiration Date to 01/01/2025		
Created By:	Date:	07/22/2024	

Submit
Cancel

8. To **add** doses back into the MCIR Inventory, return to the **Manage Inventory** screen and click **Add New Lot**.

**Manage Inventory - Private** Print Help  
Home Exit

Person	Rem/Rcl	VIM	Mv Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Search Ret/Wste Rpts	Inv Hist	Vacs Admin		

Inventory Private Get Inventory Show inactive lots Manage Inactive Balance Inventory

Inventory Details							Last Balanced: 07/01/2024
Name	Private						
<input checked="" type="checkbox"/> Default	<input type="checkbox"/> Active	Active Date	10/01/2010				
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active	Default	
<span style="border: 1px solid black; padding: 2px;">Add New Lot</span>							
Cholera (Vaxchora)	PaxVax (VAXCHORA)	L0321AB	01/01/2025	8 doses	✓		
DTaP (Daptacel)	sanofi (DAPTACEL)	65456KJ	02/02/2025	4 doses	✓	✓	
DTaP (Daptacel)	sanofi (DAPTACEL)	D7724	01/04/2028	8 doses	✓		
DTaP (pediatric)	Glaxo (INFANRIX)	1A2B3B	06/18/2025	15 doses	✓	✓	

9. Complete the **Lot Information** with the vaccine information recorded in Step 5.

A. Use the dropdown menu to add the A) **Vaccine Name**, B) **Mfr.**, and C) **NDC Code** from the carton.

B. Enter the **Expiration Date**.

C. Enter **Lot #**.

The screenshot shows the 'Add Vaccine Lot - Private' form. At the top right, there are links for 'Print Help' and 'Home Exit'. Below this is a navigation bar with tabs for 'Person', 'Rem/Rcl', 'VIM', 'My Site', 'Adm', 'Rpts', and 'Oth'. Underneath are links for 'Manage Inv', 'Ret/Wste Rept', 'Search Ret/Wste Rpts', 'Inv Hist', and 'Vacs Admin'. A section labeled 'Use 2D Barcode' is present. The 'Lot Information' section contains fields for 'Vaccine\*' (Hep B (adult)), 'Expires\*' (01/01/2025), 'Mfr (Product)\*' (Merck (RECOMBIVAX)), 'Lot #' (B123B), 'NDC\*' (00006-4773-47), and 'Presentation' (SDV (1)). The 'Transaction Detail' section includes 'Date\*' (07/22/2024), 'Doses\*' (6), 'Action\*' (Transferred In), 'Reason\*' (Add to Inventory), 'Inventory Effect' (radio buttons for Subtract and Add), and 'LWB Effect' (radio buttons for Subtract, Add, and N/A). At the bottom, there are 'Created By' and 'Date' fields, and a 'Submit' button. Callouts A through H point to the Vaccine, Mfr, NDC, Expires, Lot #, Date, Doses, Reason, Inventory Effect, LWB Effect, and Submit buttons respectively.

10. Complete the **Transaction Detail**.

D. Enter the **Date** of entry.

E. Using the dropdown menu, set **Action** to **Transferred In**.

F. Input the number of **Doses on Hand**.

G. Using the dropdown menu set **Reason** to **Add to Inventory**.

H. The **Inventory Effect** will default to **Add**, and **LWB** will default to **N/A**.

11. Click **Submit**.

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