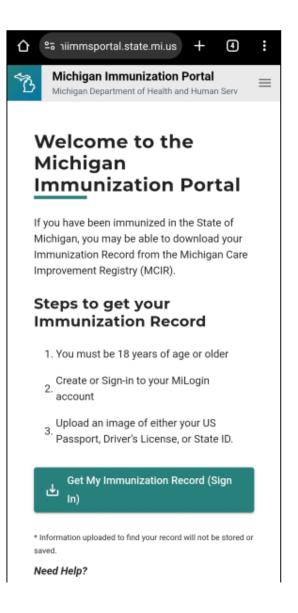
# HOW TO USE THE MICHIGAN IMMUNIZATION PORTAL

**Android Tutorial** 

If you have been immunized in the State of Michigan, you may be able to download your Immunization Record from the Michigan Care Improvement Registry (MCIR).

START HERE: Visit Michigan Immunization Portal





# Who Can Use the Michigan Immunization Portal?

- You must be 18 years of age or older
- You must have or create a MiLogin Account
- You must upload an image of either your valid US
   Passport, Driver's License, or State ID
- Your Name and Address on your ID must match what is in MCIR to access your record
  - If your information has changed, complete a <u>Request to Change Information</u> form and return to <u>MDHHS-MCIRHelp@michigan.gov</u> or fax to 517-763-0370
  - Passports and out-of-state licenses can be used for non-Michigan residents if the address entered in the portal matches the address in MCIR.



For more information on how to get an immunization record copy for someone under 18, an out-of-state resident, or to get a copy without using the portal, please see <u>page 20</u>.



#### **Before Using the Portal**

- Before using the portal, take a picture of your US Passport, Driver's License or State ID.
- Take the picture in an area with bright light and hold the camera steady to get a clear image showing all 4 corners.
- Save the picture in an easily accessible location.
- The portal will **not** accept expired IDs.

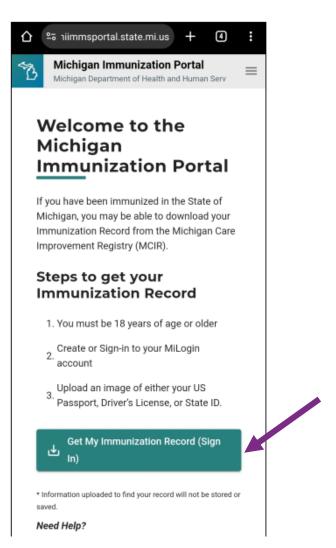






Click here to get started: Michigan Immunization Portal

Click Get My Immunization Record (Sign In)





#### Have a MiLogin account?

Enter your User ID/Email and Password.

Check the box next to "I'm not a robot".

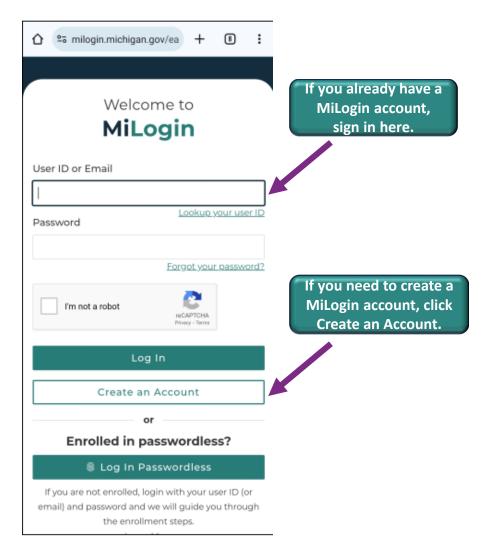
Click Log In.

**Note**: MiLogin is also used for Secretary of State Online Services, MI Bridges, Unemployment/MiWAM, and more. If you have an existing account from one of these programs, it can be used here.

Need a MiLogin account?

Click Create an Account.

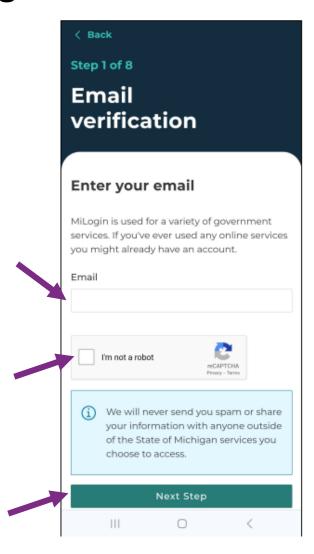
Skip to page 13 if you have an existing account.





Enter your email address.

Check the box next to "I'm not a robot".

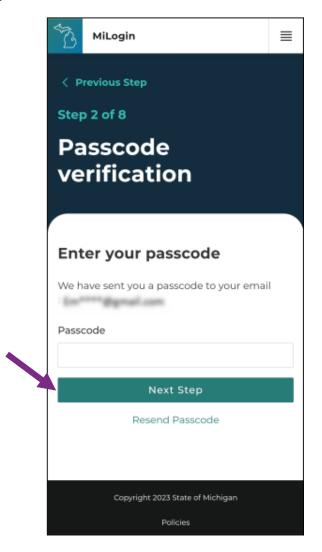




Check your email for the passcode to verify your email address.

Enter the passcode.

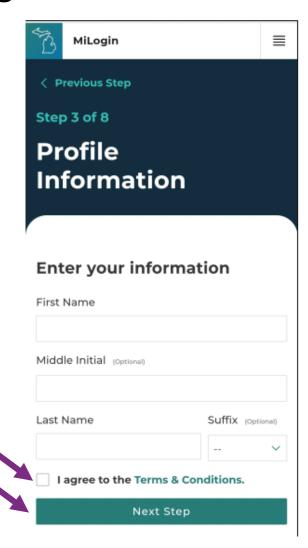
If you do not see the email, check your spam or junk folders. The email will come from <a href="mailto:DONOTREPLY-MILogin@michigan.gov">DONOTREPLY-MILogin@michigan.gov</a>.





Enter your First Name and Last Name.

Check the box next to "I agree to the Terms & Conditions."





Click **Skip this for now** to skip phone number verification.

OR

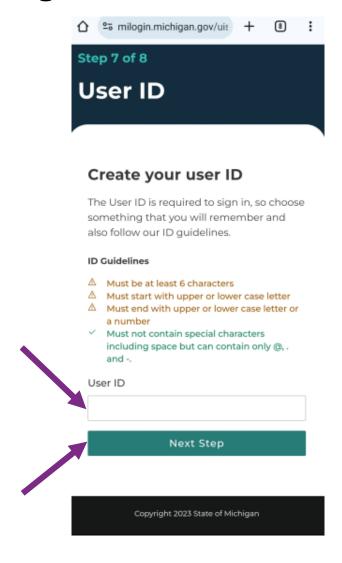
Enter your **Phone Number** and click **Next Step** to complete phone number verification (*steps not shown*).





Create your **User ID**.

The **User ID** must be at least **6 characters**, start with a **letter**, end with a **letter** or a **number**, and **must not contain** specials characters including space but can contain @,. and -.





Create your **Password**.

Your password must be at least 8 characters in length, not based on your User ID, contain at least one upper case letter, one lower case letter, a number, and a symbol (@#\$!~&)

Enter your **Password** again to **Confirm**.

Click Create Account.





You may be returned to the MiLogin Home Page.

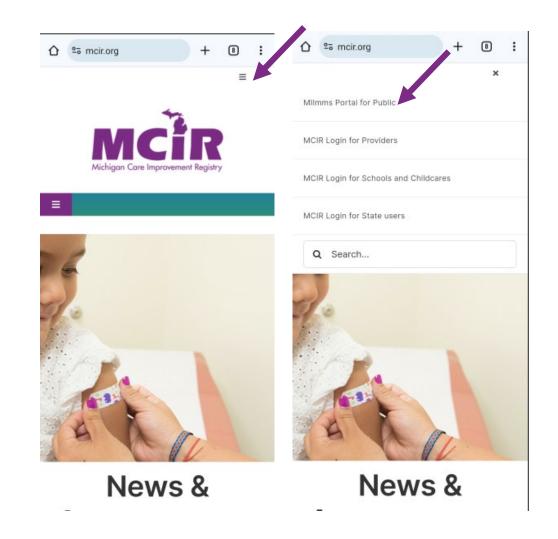
Click **HERE** to return to the **Michigan Immunization Portal** 

OR

Visit mdhhs.miimmsportal.state.mi.us

OR

Go to <a href="https://www.mcir.org">www.mcir.org</a> and select MIIMMS Portal for Public

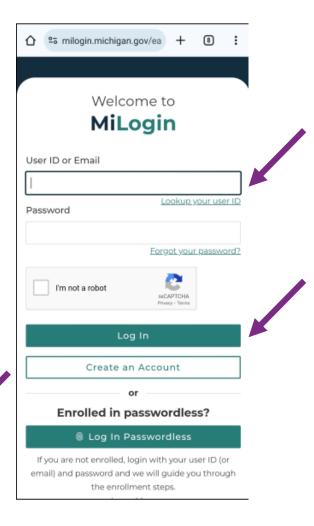




Click Get My Immunization Record (Sign In).

If you are not already logged into **MiLogin**, enter your **User ID** or **Email** and **Password**, and click **Log in**.



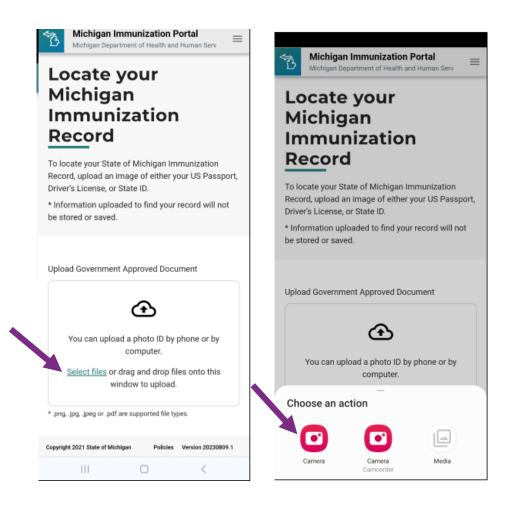




Click **Select Files** to locate your ID picture.

You will have the option to select Camera, Camcorder, or Media. Locate your **ID Photo or File** (or take a new one) and select it (example shown using Photo Library).

Click Done.





Review the **Information from your Photo ID** section to check for errors.

The Address **MUST** match what is in MCIR or the portal will **not** locate a record.

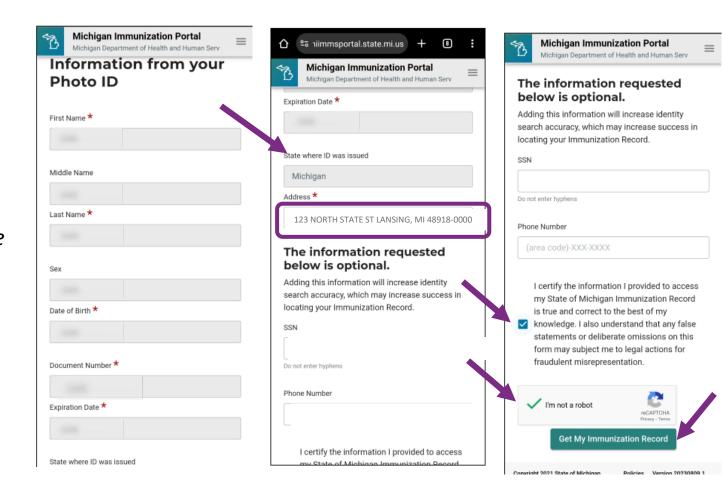
Confirm or enter in the correct address.

**Note**: You do not need to enter your SSN or Phone Number. No other fields can be edited except the Address field.

Check the box to certify your information is entered correctly and truthfully.

Check the box next to "I'm not a robot".

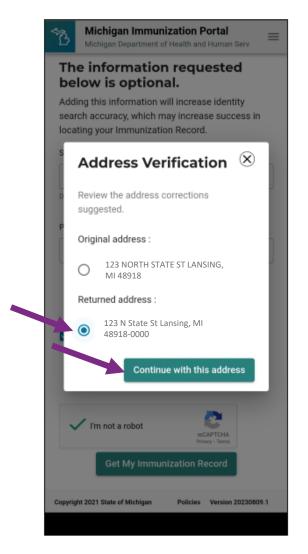
Click Get My Immunization Record.





A pop-up may appear requesting you to review suggested address corrections. Select the most accurate option using the button to the left.

Click Continue with this address.

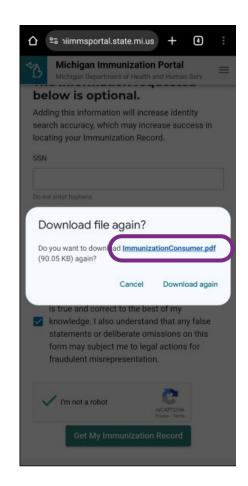


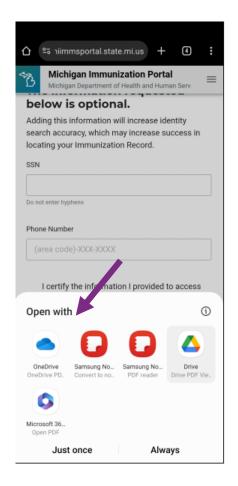


If the search was successful and after you verified your address, the file should automatically download and open in the browser. You may see a pop-up window appear asking if you'd like to 'Download file again'. Click the blue ImmunizationConsumer.pdf link.

Select which program you would like to use to open the file. Options shown will depend on apps you have downloaded and may be different than shown.

Save the PDF file using your preferred app. Once saved the file can be shared via email, text, etc.

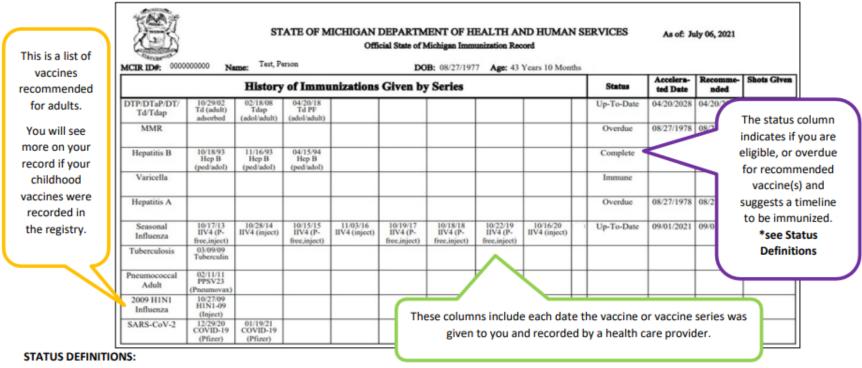






#### **How to Read Your State of Michigan Immunization Record**

Your immunization record provides a history of all the vaccines reported to the Michigan Care Improvement Registry (MCIR). The MCIR is an immunization database that documents immunizations given to individuals receiving immunization care in Michigan. If you were born before December 31, 1993, your childhood vaccines may not be entered in our system. If you have medical documentation of your childhood immunizations work with your healthcare provider to update your immunization record in the MCIR. Connect with your health care provider if you have any questions or concerns regarding your immunization record information.



Eligible: A dose in this series can be given now.

- Complete: All recommended doses in this series have been received. No further doses are recommended.
- Immune: Indicates person does not need this vaccine because they already have non-vaccine related immunity to the disease the vaccine prevents.
- Overdue: Vaccine is past the recommended date for the dose of vaccine, it is recommended to contact your healthcare provider.
- Up to Date: Additional doses recommended in this vaccine series, but it may not be time for your next dose.
- Accelerated Date: The earliest date the vaccine may be given to catch-up a person that may be more than one month behind the immunization due date.
- Consider: Health care providers considering giving a vaccine dose to their patient based on age and risk factors
- Discuss/Due now: Health care provider encourage to discuss with the patient about risk of disease and benefit of vaccination and then based on clinical decision the patient
  may receive the vaccine.



#### **Immunization Record Not Found**

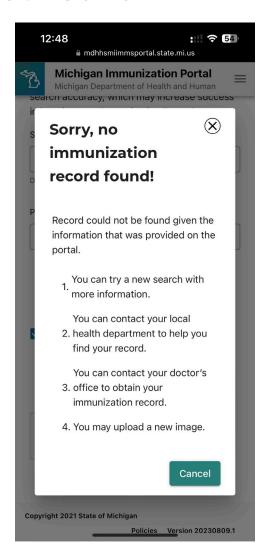
If the search was unsuccessful, a new window will pop-up saying the record could not be found.

Double check that the address you have entered is correct, and that none of the populated fields from your ID have errors in your name or date of birth.

If your ID picture is unclear/blurry, try uploading a retaken picture. Alternatively, use another form of ID if you have it.

Remember, your name and address on your ID must match what is in MCIR.

If your record still cannot be found, contact the MCIR Help Desk for troubleshooting at 888-243-6652. The Help Desk can also confirm if the name and address in your MCIR record is the same as your ID or check for duplicate records that may cause this error.





#### Alternate Ways to Locate Your MCIR Immunization Record

There are multiple options for getting a copy of your MCIR record without using the portal.

- 1. Request a copy from your county's <u>Local Health</u> Department.
- 2. Request a copy from your physician.
- 3. Submit an Official State of Michigan Immunization Record Request (non-Michigan residents must use this form).
- 4. Completed requests along with required ID photocopy can be faxed to 517-335-9855, emailed to <a href="MDHHS-ImmunizationRecords@michigan.gov">MDHHS-ImmunizationRecords@michigan.gov</a>, or mailed to MDHHS Immunization Program, PO Box 30195, Lansing, MI 48909. Please allow up to 14 business days for processing a copy of any records will be mailed.



#### REQUEST FOR OFFICIAL STATE OF MICHIGAN IMMUNIZATION RECORD

This document is subject to revision or withdrawal at the discretion of the Michigan Department of Health and Human Services

lev. 2-2016



## Accessing a Child's Immunization Record

The Michigan Immunization Portal can only be used for finding records for someone 18+ and **only** for finding your **own** record. To get a copy of a **child's** immunization record (as their parent or guardian):

- 1. Request a copy from your county's <u>Local Health</u> Department.
- 2. Request a copy from the child's pediatrician.
- Submit an <u>Official State of Michigan Immunization Record</u> Request on their behalf.
- 4. If submitting the form on behalf of a child, you must include a copy of your ID. Completed requests along with required ID photocopy can be faxed to 517-335-9855, emailed to MDHHS-ImmunizationRecords@michigan.gov, or mailed to MDHHS Immunization Program, PO Box 30195, Lansing, MI 48909. Please allow up to 14 business days for processing a copy of any records will be mailed.



#### REQUEST FOR OFFICIAL STATE OF MICHIGAN IMMUNIZATION RECORD

PLEASE PRINT CLEARLY AND LEGIBLY REQUESTED IMMUNIZATION RECORD INFORMATION Last Name Date of Birth: Female NOTE: on the Immunization record may request a copy. If the requestor is a social services agency, please provide a formal request with parental/legal guardian's signature and a photocopy of their state-issued I.D., along with Requestor's Name: Requestor's Relationship: Current New Number:



#### Missing Immunizations on MCIR Record

If there are immunizations missing from your record you received **recently**, contact the provider or pharmacy who administered the immunization to confirm it is uploaded to MCIR.

MCIR may not include all **childhood** immunizations if you received them prior to December 31, 1993 - all immunizations administered to a child under 20 after this date are required to be reported to MCIR within 72 hours. If you need help adding immunizations to your record, contact your physician or **Local Health Department.** The LHD can also help input vaccine records into MCIR from other states or countries with proof/documentation.

Check with your previous health care providers, schools (preschool – college), past employers, or family records to locate old immunization records.

**Note**: MCIR requires the reporting of childhood vaccines through age 19 years, and highly recommends the reporting of adult vaccination records. Not all records may be in the registry.

#### **Tips for Finding Old Immunization Records**



Your immunization history is important. Immunization records are needed at doctor visits and to meet childcare, summer camp, and school (including college and post-secondary training and education) immunization requirements. Your records may be needed for a job or international travel. If you have a copy of your immunization record, keep it safe. If the record is lost, it can be a challenge to replace. Here are some tips on how to find old immunization records.

#### Where to look for old immunization records?

- Family Records: Look through family records, such as baby books.
   Remember to look through old papers, such as camp and medical forms.
- Doctor Offices or Clinics: Check with all previous health care providers, including the local health department, where immunizations may have been given.
- Don't forget that sometimes when a physician retires or the medical practice changes hands, old patient records may be stored electronically or in a storage unit. It may be possible to obtain records, for a fee, from the company.
- School (including preschool through college) or Childcare Provider: Schools and licensed childcare providers must verify immunizations for students. Check schools or any childcare provider that was attended, to see what immunization records have been kept. For some teens, vaccines are required for college entry. Don't forget to check colleges attended to see if any records have been kept.
- Previous Employers: Check with previous employers (including military) that may have required immunizations in an employee personal file.
- An Immunization Registry (immunization information system):
   The Michigan Care Improvement Registry (MCIR) for Michigan is a confidential, computerized system for storing immunization records. The registry has the ability to collect reliable immunization information and gather vaccine history from multiple providers.

#### What immunization records are in the Michigan Care Improvement Registry (MCIR)?

Immunization records have been stored in the MCIR since 1994. MCIR is a lifespan registry. MCIR requires the reporting of childhood vaccines through age 19 years, and highly recommends the reporting of adult vaccination records. Not all records may be in the registry.

How to obtain an immunization record through MCIR?

Information about how you can find MCIR immunization records can be obtained from your physician, local health department, or MCIR website <a href="https://www.mcir.org">www.mcir.org</a>. Computerized immunization records for Michiganders are easy to find with MCIR. The registry provides a complete history of immunizations to help get needed vaccines at the right time and provides printed immunization records that can be used for things such as but not restricted to daycare, school, or camp registration. If you have been <a href="https://www.dec.gov/naccines/programs/iis/contacts-locate-records.html#state">immunization Record from the Michigan, you may be able to download your Immunization Record from the Michigan Care Improvement Registry (MCIR). Immunization given in another state may require contacting the registry in that state, in order to get a complete record. A list of registries can be found at <a href="https://www.dc.gov/vaccines/programs/iis/contacts-locate-records.html#state">https://www.dc.gov/vaccines/programs/iis/contacts-locate-records.html#state.</a>

#### What do I do if I can't find my record?

You and your provider will discuss the next steps towards updating your immunization status. No national registry maintains this information. So, if immunization records are lost or not available, you or your child may need to repeat vaccine doses.

What to do if you find your record? Congratulations! Now you should take the records to your provider or local health department and ask them to document this information on an official record, and, if possible, in the state or local immunization registry. Many schools, camps, etc., will accept only this type of "provider-verified" record because this ensures the information has been verified by a medical professional. Be sure to keep a copy with your home records and place all your supporting documentation in a safe place where you can find it. It is a good idea to take a picture of records with a smartphone or scan and save a copy electronically.

For more information or updates to this handout refer to the Michigan Department of Health and Human Services Division of Immunization website at <a href="https://www.michigan.gov/immunize">www.michigan.gov/immunize</a> or the Michigan Care Improvement Registry (MCIR) at <a href="https://www.micr.org">www.micr.org</a>

Revised August 11, 202



# **Local Health Departments and Immunization Records**

The **Local Health Department** (LHD) can help you:

- Obtain a copy of you or your child's immunization record.
- Submit requests to modify your immunization record for legal name changes, address updates, spelling or date of birth corrections, or combining duplicate accounts.
- Update your record if you have proof of missing vaccinations.
- Interpret your immunization record and identify upcoming or overdue vaccines.
- Input (or translate) your out-of-state or international immunization records into MCIR with proof/documentation.
- Learn the immunization requirements for schools and childcares for your child.
- Provide vaccines to you or your child (many LHDs have programs to provide low/no-cost vaccines with or without health insurance, call to determine eligibility requirements).

