How to Upload an Approved Provider Transfer (EXT) File

Access

To use this function, a provider site must create a fixed format text file from their Electronic Medical Record (EMR) system and have it approved by MPHI. The MCIR Provider Transfer File Format Specifications, as well as secure testing procedures can be found at the Transfer References section at the MCIR.org at: https://www.mcir.org/ext/.

Once a file format is approved, your Regional MCIR Office will be notified to activate the Transfer function for your provider site. Once activated, the Import/Export menu will become available on the MCIR Home page.

Providers must continue hand-entering into MCIR web until their training date.

Submitting a Transfer File
- Under Import/Export, click on Submit Transfer File. You will be taken to the Upload Data screen.
- Make a note of the Target Date. Your file will be transferred into MCIR by this date.
- Change the job Description to something meaningful, e.g. the file name or immunization date range in the file "Transfer_15Dec2006".
- Browse to select the Transfer file for upload.
- Click the Submit button.
- A File Upload window will indicate "Upload in progress. Please wait…"
- When the upload is complete you will be returned to the MCIR Home page.

Retrieving Results/Error Correction
- The following day, click on Retrieve Transfer Results (under Import/Export menu).
- Underneath your job Description it will list the Job Status:
  - *Transfer run is waiting to be processed.*
  - *Error occurred and job has been aborted.*
  - *Transfer job has completed with no errors.*
  - *Transfer run has completed. Errors should be corrected.* Click on Edit to correct errors.
    - Transfer Error Roster screen(s) lists the error types for each person's record.
    - Click on a person's name to correct the errors indicated.
    - Incorrect data is highlighted in red. Use the New Data column to correct data. Click on the Next button as you move through the error correction screens [Transfer Child Errors, Transfer Shot Errors, and Transfer Responsible Party Errors]. Click Submit when finished correcting a person's record.
    - Once finished with error correction, click the Process Errors button. Your corrected errors will be resubmitted to the MCIR.

- Retrieve the Summary Report to check for any System Errors (duplicate Patient IDs/Mismatched birthdates, Deceased/Opted-out Persons, Invalid/Inactive Provider Site ID, etc.). Such errors will need to be either:
  1. Corrected in your own Electronic Medical Record and then the immunizations for these patients re-uploaded to MCIR, or
  2. The immunizations for these patients will need to be added manually into MCIR.