

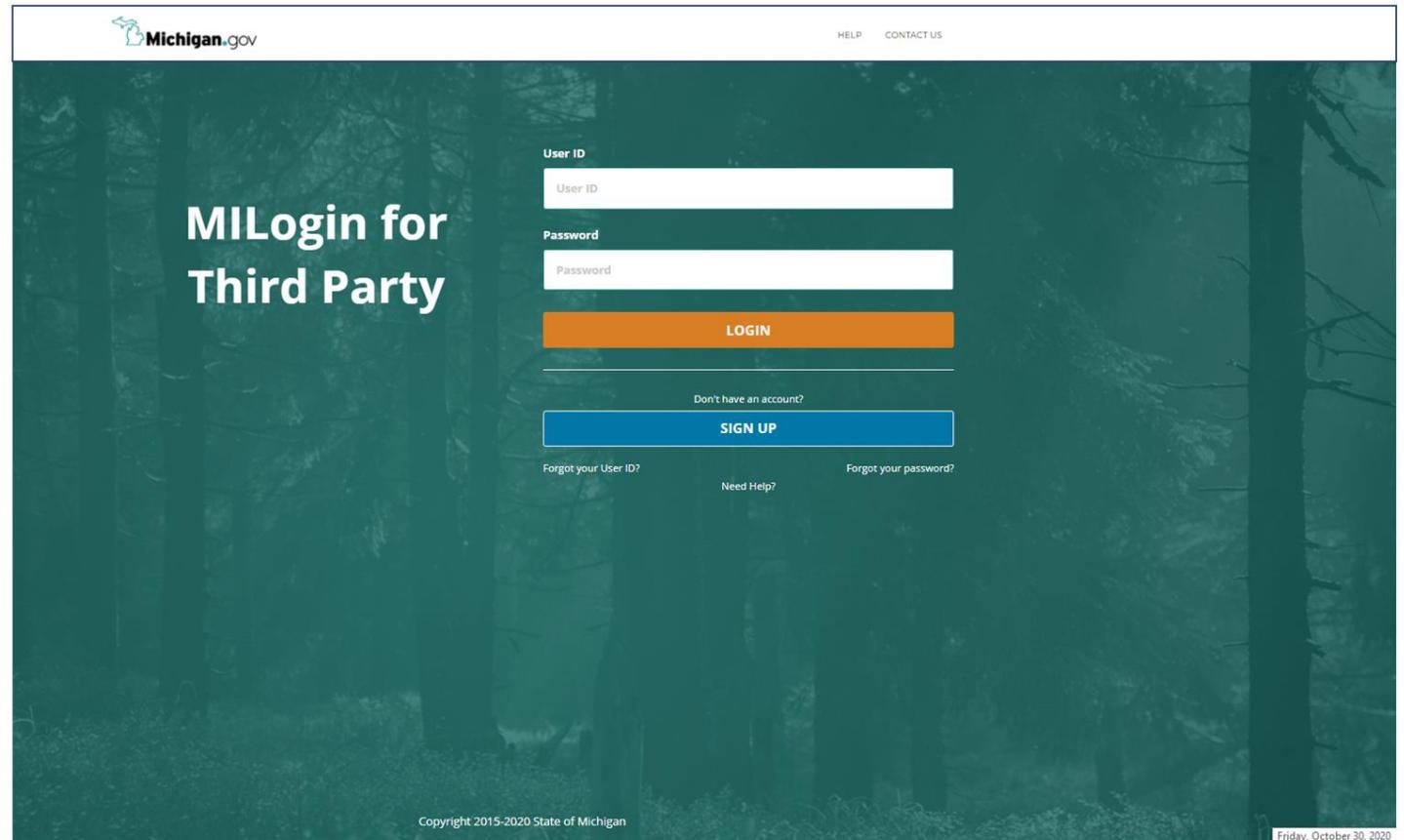
How to Document a Dose of COVID-19 Vaccine in the MCIR

Contact your [Regional MCIR Office](#) for additional assistance.

COVID-19

Are You Logged into MCIR?

Log in to the Michigan
Care Improvement
Registry, MCIR via
[MILogin.](#)



The screenshot shows the Michigan MILogin for Third Party login page. The page has a dark teal background with a forest scene. At the top left is the Michigan.gov logo, and at the top right are links for HELP and CONTACT US. The main heading is "MILogin for Third Party". Below this is a login form with two input fields: "User ID" and "Password". Below the fields is an orange "LOGIN" button. Underneath the login button is a blue "SIGN UP" button, with the text "Don't have an account?" above it. At the bottom of the form are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer contains the text "Copyright 2015-2020 State of Michigan" and the date "Friday, October 30, 2020".

Michigan.gov

HELP CONTACT US

MILogin for Third Party

User ID

Password

LOGIN

Don't have an account?

SIGN UP

[Forgot your User ID?](#) [Need Help?](#) [Forgot your password?](#)

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Friday, October 30, 2020

MCIR Home Screen

After successful log in to MILogin, your MCIR Home Screen displays, *image*.

Click **Add/Find** in the Person section



MDHHS Michigan Care Improvement Registry Michigan.gov

Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting Search Return/Waste Reports View Inventory History Vaccines Administered
Import/Export	My Site	Administration
Submit File Retrieve Results	Site Preferences User Preferences Edit My Site Enroll in VFC Program View My Site List Go to New Site	Site Users
Reports	Other	
Batch Inventory Maintenance Profile Quality Improvement Reminder/Recall Retrieve Results Roster Vaccine VAERS	Get News View Usage Agreement MCIR.org VIS IVEN Exit Application	

Search Patient

Enter **Last Name, First Name, and Birth Date.**

Click the **Submit** button.

Find Person [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Rpts** **Oth**

[Add/Find](#) [Roster](#)

Before adding a person, please make several attempts to locate the person in the system.
An "" may be used as a wildcard. Also, use a birth date, or any ID, if available.*

This information identifies the person presenting for medical treatment

MCIR ID

Last Name First Name

Birth Date Gender Male Female

Mother's Maiden Name

Patient ID Medicaid ID

WIC ID

Information identifying the responsible party for appointments (parent/guardian)

Last Name First Name

Phone () -



For detailed guidance such as **Adding a Person to MCIR, Wildcard searching, Editing a Person's Address** and more, visit the [MCIR Basics](#) resource page or contact your [Regional MCIR Office](#).

Patient General Information Displays

Confirm the correct patient is displayed.

Click **Add Imm** link from the Person tab.

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

General Information

Person Rem/Rci VIM Imp/Exp VFC My Site Rpts Oth
Add/Find **Add Imm** Information Status History

If this is not the correct person you may [Search Again](#).

Person Information : Edit		MCIR ID :			
Name:	ZZZTestPatient, Adult	Birthdate:	08/20/1954	Gender:	Female
Resp. Party:	Test, Adult	Age:	66 Years 3 Months	Primary Phone:	
Address:	1234 LIFELONG LN , MI	Jurisdiction:	Oakland (63) County	Secondary Phone:	
Country:	United States	County:	Oakland	Address Status:	Invalid
				Address Updated:	11/16/2016

Add Immunizations Page Displays

Click **Type** and select **Outbreak**.



Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue** [View](#) [Home](#) [Exit](#) [Print Help](#)

Add Immunizations

Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth
Add/Find Roster Add Imm Information Status History

Records per page 3

Immunization Information [Clear Event](#)

Type Date Vaccine Elig.
Mfr. Lot Vol. ml
Site Route

Immunization Information [Clear Event](#)

Type Date Vaccine Elig.
Mfr. Lot Vol. ml
Site Route

Immunization Information [Clear Event](#)

Type Date Vaccine Elig.
Mfr. Lot Vol. ml
Site Route



Outbreak is only accessible to sites enrolled in the COVID-19 Vaccination Program.

Enter Date COVID Vaccine is Administered

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue**

[Print Help](#)
[Home](#) [Exit](#)
[View](#)

Add Immunizations

Person | Rem/Rcl | VIM | Imp/Exp | VFC | My Site | Adm | Rpts | Oth
Add/Find | Roster | Add Imm | Information | Status | History

Records per page: 3 | | |

Use 2D Barcode

Immunization Information [Clear Event](#)

Type: Outbreak | Date: | Agent: | Fund.:
Event: | Trgt: | Lot:
Site: | Route:

Immunization Information [Clear Event](#)

Type: | Agent: | Fund.:
Trgt: | Lot:
Route:

Immunization Information [Clear Event](#)

Type: | Agent: | Fund.:
Trgt: | Lot:
Route:

| |

Calendar Control - Goo...
miloginworkerqa.michigan.gov/dch-w...

< December 2020 >

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Select Agent Administered

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue**

[Print Help](#)
[Home](#) [Exit](#)

Add Immunizations

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

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#)

Records per page: 3

[Use 2D Barcode](#)

Immunization Information [Clear Event](#)

Type: Outbreak Date: 12/11/2020

Event: Trgt: Lot:

Site: Agent: Fund.:

Route:

Immunization Information [Clear Event](#)

Type: Outbreak Date:

Event: Trgt: Lot:

Site: Agent: Fund.:

Route:

Immunization Information [Clear Event](#)

Type: Outbreak Date:

Event: Trgt: Lot:

Site: Agent: Fund.:

Route:

*For this example,
we are selecting
COVID-19 PFR 195 CTN ...*

Select Fund

Select **Federal**. This is the only option displayed.

The **Event** field will populate automatically to COVID-19 Outbreak.

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue**

[Print Help](#)
[Home](#) [Exit](#)

Add Immunizations

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

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#)

Records per page: 3

[Use 2D Barcode](#)

Immunization Information [Clear Event](#)

Type: Outbreak Date: 12/11/2020 Agent: COVID-19 PFR 195 Fund.
Event: COVID-19 Outbreak Trgt: Lot: **Federal**
Site: Route:

Immunization Information [Clear Event](#)

Type: Outbreak Date: Agent: Fund.
Event: Trgt: Lot:
Site: Route:

Immunization Information [Clear Event](#)

Type: Outbreak Date: Agent: Fund.
Event: Trgt: Lot:
Site: Route:

Select Target

Choose the one option **Target** displayed.

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

Add Immunizations

Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth
[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#)

Records per page 3

[Use 2D Barcode](#)

Immunization Information [Clear Event](#)
Type Outbreak Date 12/11/2020 Agent COVID-19 PER 195 Fund Federal
Event COVID-19 Outbreak Trgt Lot
Site Route **COV_19-UNK - COVID-19-Not recorded**

Immunization Information [Clear Event](#)
Type Outbreak Date Agent Fund.
Event Trgt Lot
Site Route

Immunization Information [Clear Event](#)
Type Outbreak Date Agent Fund.
Event Trgt Lot
Site Route

Select Lot

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue**

[Print Help](#)
[Home](#) [Exit](#)

Add Immunizations

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

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#)

Records per page: 3

[Use 2D Barcode](#)

Immunization Information [Clear Event](#)

Type: Outbreak Date: 12/11/2020 Agent: COVID-19 PFR 195 Fund: Federal

Event: COVID-19 Outbreak Trgt: COV_19-UNK - COV Lot: **C564C3A (Expires: 06/12/2021)**

Site: Site Route: Route

Immunization Information [Clear Event](#)

Type: Outbreak Date: Date Agent: Agent Fund: Fund

Event: Event Trgt: Trgt Lot: Lot

Site: Site Route: Route

Immunization Information [Clear Event](#)

Type: Outbreak Date: Date Agent: Agent Fund: Fund

Event: Event Trgt: Trgt Lot: Lot

Site: Site Route: Route

Select Site

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

Add Immunizations

Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth
Add/Find Roster Add Imm Information Status History

Records per page 3 Submit Add More Cancel

[Use 2D Barcode](#)

Immunization Information [Clear Event](#)
Type Outbreak Date 12/11/2020 Agent COVID-19 PFR 195 Fund. Federal
Event COVID-19 Outbreak Trgt COV_19-UNK - COV Lot C564C3A (Expires: 0)
Site 

Immunization Information [Clear Event](#)
Type Outbreak Date Agent Fund.
Event Trgt Lot
Site Route

Immunization Information [Clear Event](#)
Type Outbreak Date Agent Fund.
Event Trgt Lot
Site Route

Submit Add More Cancel

*For this example,
we are selecting Left Arm.*

Select Route

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

Add Immunizations

Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth
Add/Find Roster Add Imm Information Status History

Records per page 3

[Use 2D Barcode](#)

Immunization Information [Clear Event](#)

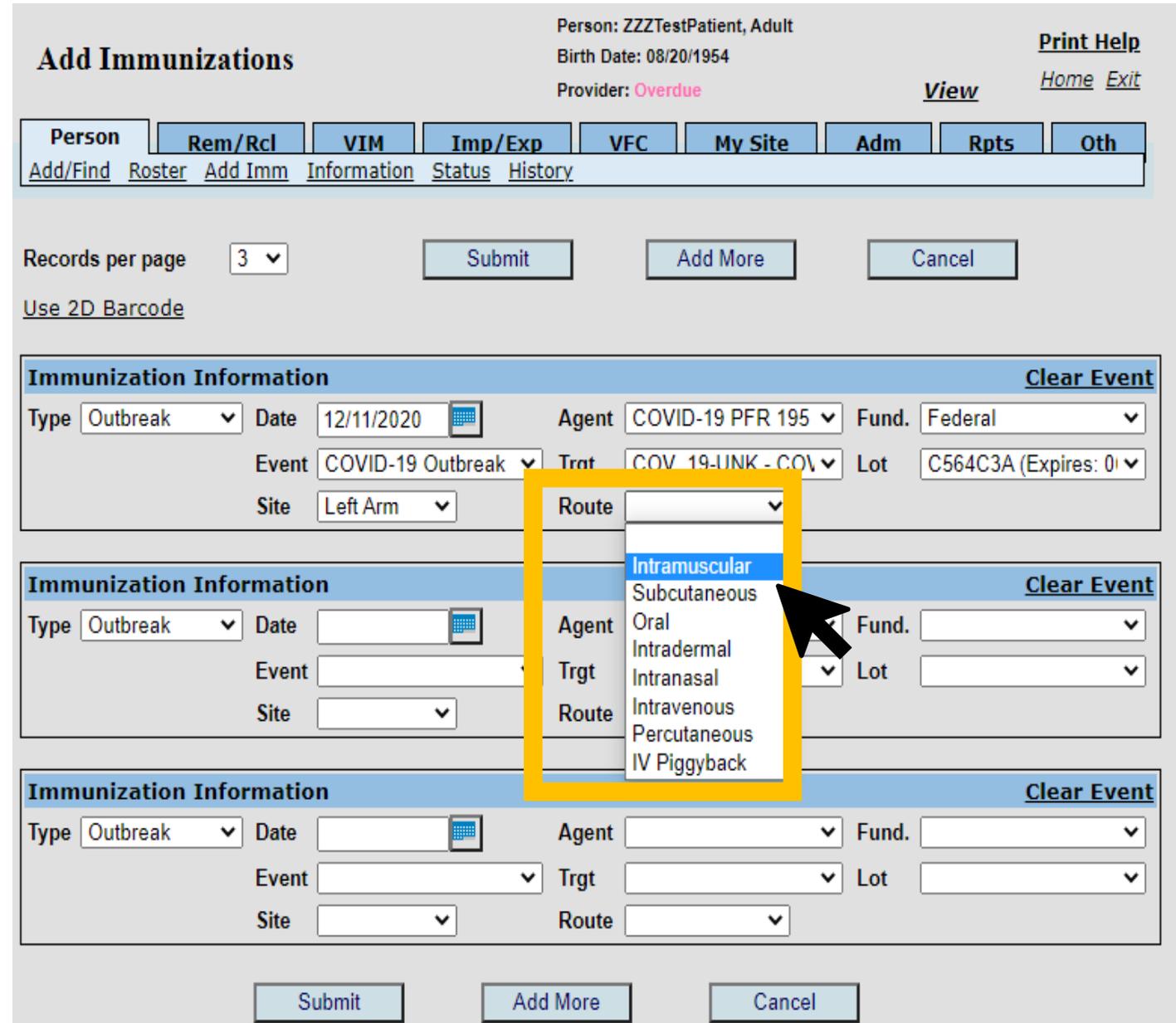
Type Outbreak Date 12/11/2020 Agent COVID-19 PFR 195 Fund. Federal
Event COVID-19 Outbreak Trgt COV_19-UNK - COV Lot C564C3A (Expires: 0)
Site Left Arm Route

Immunization Information [Clear Event](#)

Type Outbreak Date Agent Fund.
Event Trgt Lot
Site Route

Immunization Information [Clear Event](#)

Type Outbreak Date Agent Fund.
Event Trgt Lot
Site Route



*For this example,
we are selecting
Intramuscular.*

Click Submit

When all fields are completed with provider administration information, click **Submit**.

Add Immunizations Person: ZZZTestPatient, Adult Birth Date: 08/20/1954 Provider: *Overdue* [Print Help](#) [View](#) [Home](#) [Exit](#)

Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth
Add/Find Roster Add Imm Information Status History

Records per page 3 **Submit** Add More Cancel

Use 2D Barcode

Immunization Information [Clear Event](#)
Type Outbreak Date 12/11/2020 Agent COVID-19 PFR 195 Fund. Federal
Event COVID-19 Outbreak Trgt COV_19-UNK - COV Lot C564C3A (Expires: 01)
Site Left Arm Route Intramuscular

Immunization Information [Clear Event](#)
Type Outbreak Date Agent Fund.
Event Trgt Lot
Site Route

Immunization Information [Clear Event](#)
Type Outbreak Date Agent Fund.
Event Trgt Lot
Site Route

Submit **Add More** **Cancel**

Success! Immunization History Screen Displays

The COVID-19 immunization appears in the patient's Immunization History.

Person: ZZZTestPatient, Adult
Birth Date: 08/20/1954
Provider: **Overdue**

Immunization History [Print Help](#)
[Home](#) [Exit](#)

[View](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Rpts** **Oth**

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#)

MCIR ID:

History Format

Vaccine Series Date Administered Vaccine/Date Summary

Vaccine	#	Age	Date	Entered By	Manufacturer	Lot #
SARS-CoV-2						
COVID-19 (Pfizer)	1	66 Years 3 Months	12/11/2021	Provider Name Here	Pfizer	C564C3A Delete

Non-Administrations/Titers **Date** **Reason** **Entered By**

No non-administrations/titers found

[Add to Roster](#) [Unlock Person](#)

The End.

COVID-19