

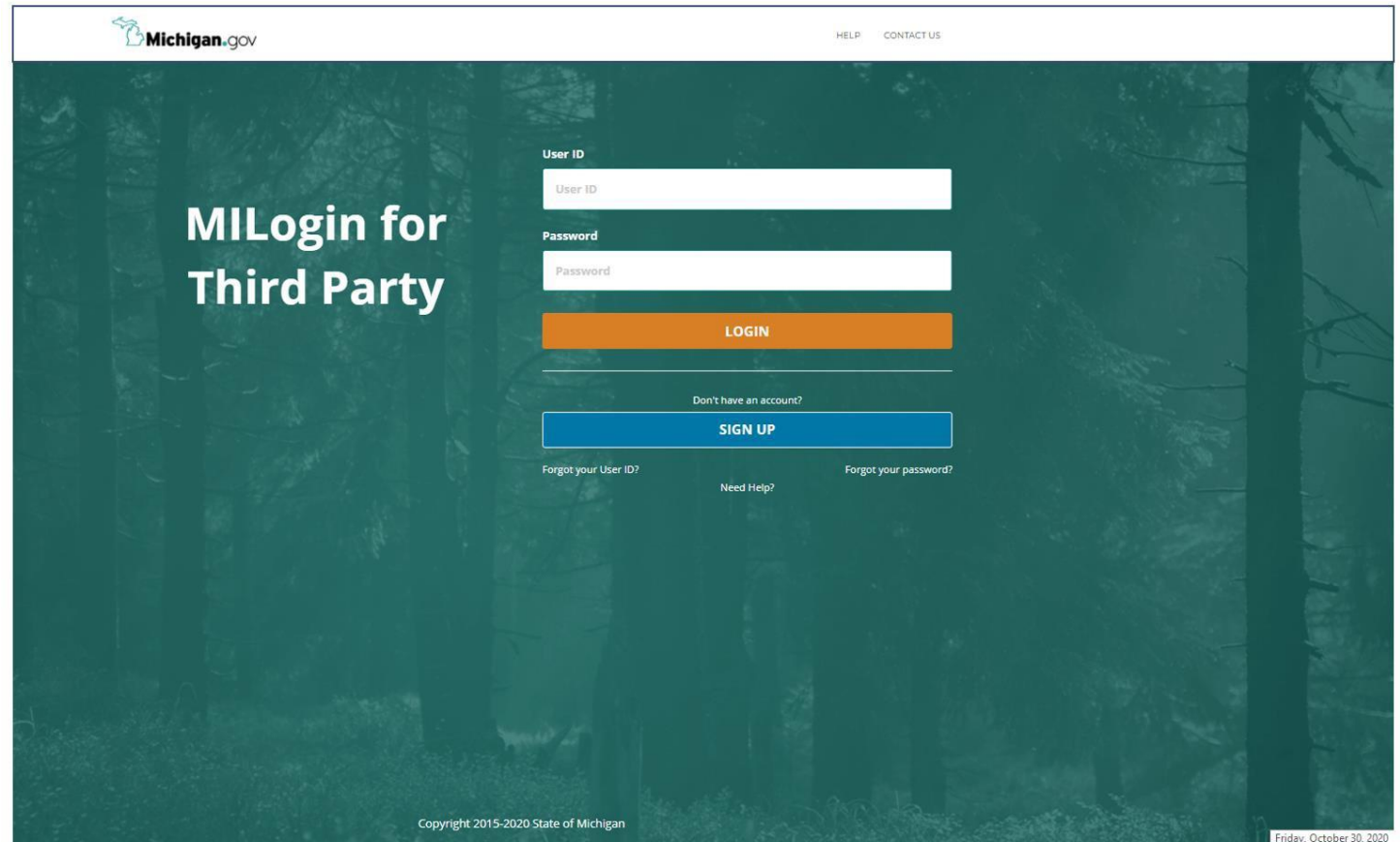
How to Document a **Historical Dose** of COVID-19 Vaccine in the MCIR

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 are two input fields: "User ID" and "Password". An orange "LOGIN" button is positioned below the password field. A blue "SIGN UP" button is located below the login button, with the text "Don't have an account?" above it. At the bottom of the login section 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".

MCIR Home Screen

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

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

My Site	Administration
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 for a Person

Enter

- Legal last Name
- Legal First Name
- Birth Date

Click the **Submit** button.

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

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

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 Multiple Birth Child
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](#).

Person General Information Displays

Confirm the correct patient is displayed.



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

Person: Test, Person
Birth Date: 03/03/1950
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

General Information

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

Person Information : [Edit](#) **MCIR ID :**

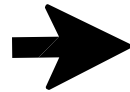
Name:	Test, Person	Birthdate:	03/03/1950	Gender:	Female
		Age:	71 Years 2 Months		
Resp. Party:	Test, Person	Jurisdiction:	Ingham (33) County	Primary Phone:	
Address:				Secondary Phone:	
	Lansing, MI 48933			Address Status:	Valid
Country:	United States	County:	Ingham	Address Updated:	05/05/2021

High Risk Conditions

Influenza Screening Notification Potential Lead Exposure (Flint Water)

Add Immunizations Page Displays

Click the **Type** dropdown field and select **Historical**.



Person: Test, Person
Birth Date: 03/03/1950
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

Add Immunizations

Person **Rem/Rcl** **Sch/CC** **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 - (Lots marked with '*' are from the private inventory) [Clear Event](#)

Type **Historical** Date Vaccine Elig.
Admin
No Inventory
Titer/Immunity
Non Admin
Historical
Outbreak
Mfr. Lot
Vol. ml Site Route

Immunization Information - (Lots marked with '*' are from the private inventory) [Clear Event](#)

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

Immunization Information - (Lots marked with '*' are from the private inventory) [Clear Event](#)

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

Enter Date COVID Vaccine was Administered

Person: Test, Person
Birth Date: 03/03/1950
Provider: Overdue

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

[View](#)

Person **Rem/Rcl** **Sch/CC** **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 Historical **Date** 03/31/2021 Vaccine Elig.
Lot Vol. ml
Site Route

Immunization Information [Clear Event](#)

Vaccine Elig. Other Provider Data
Lot Vol. ml
Route

Immunization Information [Clear Event](#)

Vaccine Elig. Other Provider Data
Lot Vol. ml
Route

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

<	March	>	2021	<	>	
S	M	T	W	T	F	S
28	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	3

Select the COVID-19 Vaccine Administered

For this example, we are selecting COVID-19 Janssen...



Person: Test, Person
Birth Date: 03/03/1950
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

Add Immunizations

Person Rem/Rcl Sch/CC 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	Historical	Date	03/31/2021
Mfr.		Vaccine	
Site		Lot	
		Route	
Immunization Information		Clear Event	
Type	Historical	Date	
Mfr.		Vaccine	
Site		Lot	
		Route	
Immunization Information		Clear Event	
Type	Historical	Date	
Mfr.		Vaccine	
Site		Lot	
		Route	

Vaccine Elig.

- Adenovirus 4,7, live, oral
- Anthrax
- Anthrax Immune Globulin
- BCG
- Botulinum Antitoxin
- CMVIG (IV)
- Cholera
- Cholera (Vaxchora)
- COVID-19 (AstraZeneca)
- COVID-19 (Janssen)**
- COVID-19 (Moderna)
- COVID-19 (Pfizer)
- COVID-19 (Unspecified)
- DT (pediatric)
- DTP (historical)
- DTP-Hib
- DTaP (pediatric)
- DTaP (Daptacel)
- DTaP-Hep B-IPV (Pediarix)

Please do **not** choose COVID-19 Unspecified as MCIR may not assess the vaccine correctly for a historical dose.

Enter Manufacturer, Lot Number, Site and Route if known

You have the option to enter this information.

It is not required for your provider office when documenting a Historical vaccine.



Continue to next slides for completion of vaccine data entry.

Person: Test, Person
Birth Date: 03/03/1950
Provider: Overdue

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

Person Rem/Rcl Sch/CC 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 Historical 03/31/2021 Vaccine COVID-19 (Janssen) Other Provider Data Unknown
Site

Immunization Information [Clear Event](#)
Type Historical Other Provider Data
Site

Immunization Information [Clear Event](#)
Type Historical Other Provider Data
Site

Manufacturer

Choose the manufacturer.

Add Immunizations Person: Test, Person
Birth Date: 03/03/1950
Provider: **Overdue** [View](#) [Print Help](#)
[Home](#) [Exit](#)

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

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

Records per page:

[Use 2D Barcode](#)

Immunization Information [Clear Event](#)

Type: Date: Vaccine: Elig.:

Mfr.: Lot: Vol.: ml

Site: Route:

Immunization Information [Clear Event](#)

Type: Date:

Mfr.: Lot: Vol.: ml

Site: Route:

Immunization Information [Clear Event](#)

Type: Date:

Mfr.: Lot: Vol.: ml

Site: Route:

Enter Lot

Directly enter the **lot number** into this blank space if known and verified.

Person: Test, Person
Birth Date: 03/03/1950
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

Add Immunizations

Person Rem/Rcl Sch/CC 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 Historical 03/31/2021 COVID-19 (Janssen) Other Provider Data Unknown 12345678910 ml

Immunization Information [Clear Event](#)

Type Historical Other Provider Data ml

Immunization Information [Clear Event](#)

Type Historical Other Provider Data ml

Select Site & Route

Person: Test, Person
Birth Date: 03/03/1950
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

Add Immunizations

Person Rem/Rcl Sch/CC 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 Historical 03/31/2021 COVID-19 (Janssen) Other Provider Data Unknown 12345678910 ml

Immunization Information [Clear Event](#)

Type Historical Other Provider Data ml

Immunization Information [Clear Event](#)

Type Historical Other Provider Data ml

For this example, we are selecting Right Arm and Intramuscular.

Click Submit

When all fields are completed with **Historical** provider administration information

Click **Submit**.

Add Immunizations Person: Test, Person
Birth Date: 03/03/1950
Provider: **Overdue** [View](#) [Print Help](#) [Home](#) [Exit](#)

Person | Rem/Rcl | Sch/CC | 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: Historical Date: 03/31/2021 Vaccine: COVID-19 (Janssen) Elig.: Other Provider Data
Mfr.: Unknown Lot: 12345678910 Vol.: ml
Site: Right Arm Route: Intramuscular

Immunization Information [Clear Event](#)

Type: Historical Date: Vaccine: Elig.: Other Provider Data
Mfr.: Lot: Vol.: ml
Site: Route:

Immunization Information [Clear Event](#)

Type: Historical Date: Vaccine: Elig.: Other Provider Data
Mfr.: Lot: Vol.: ml
Site: Route:

Success! Immunization History Screen Displays

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

Immunization History Person: Test, Person Print Help
Birth Date: 03/03/1950 View Home Exit
Provider: **Overdue**

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

Red indicates not approved for provider use. MCIR ID:

History Format
 Vaccine Series Date Administered Vaccine/Date Summary

Vaccine	#	Age	Date	Entered By	Manufacturer	Lot #
SARS-CoV-2						
<u>COVID-19</u> (Janssen)	1	71 Years	03/31/2021		Unknown	12345678910 Delete

Non-Administrations/Titers Date Reason Entered By
No non-administrations/titers found

[Take off Roster](#) [Unlock Person](#) [Reassess Person](#)

The End.

COVID-19