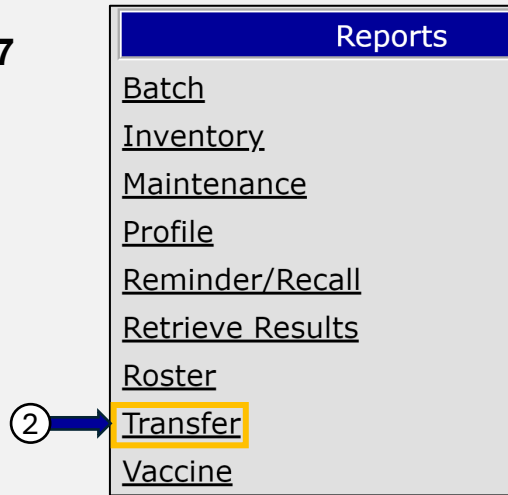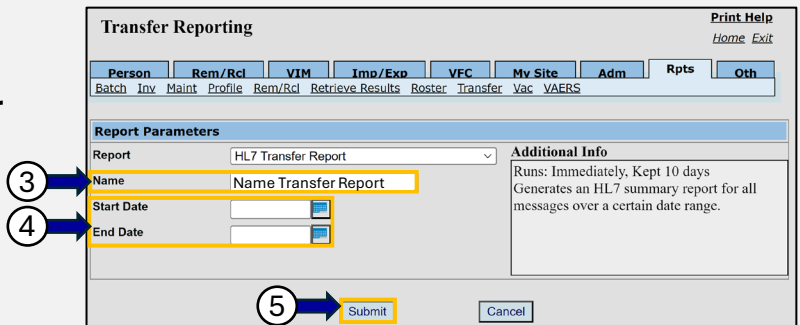# How to Generate and Retrieve the HL7 Transfer Report

Note: This tip sheet is for **MCIR HL7 Transfer Sites** only.
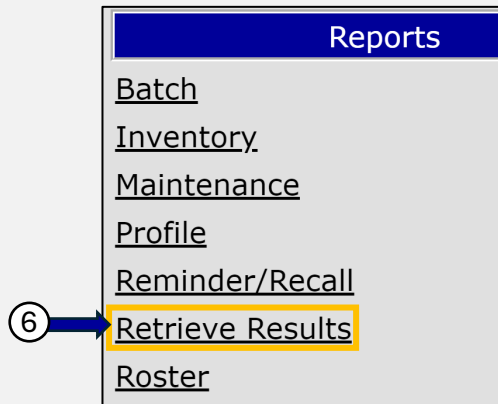
1. Login to MILOGIN

2. Start at your MCIR Home Screen and select **Transfer** from the **Reports** section.

Reports
Batch
Inventory
Maintenance
Profile
Reminder/Recall
Retrieve Results
Roster
② → Transfer
Vaccine

3. Customize the report name (optional).
4. Choose your **Transfer Start** and **End** Dates.
5. Click **Submit**. MCIR will default to the home screen.

Transfer Reporting   Print Help   Home Exit

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

Batch Inv Maint Profile Rem/Rcl Retrieve Results Roster Transfer Vac VAERS

Report Parameters

		Additional Info
Report	HL7 Transfer Report ⌄	Runs: Immediately, Kept 10 days
③ → Name	Name Transfer Report	Generates an HL7 summary report for all messages over a certain date range.
④ → Start Date		
End Date		

⑤ → Submit   Cancel

6. Once back on the home screen, click **Retrieve Results** from the **Reports** section.

Reports
Batch
Inventory
Maintenance
Profile
Reminder/Recall
⑥ → Retrieve Results
Roster

7. The **Scheduled Results** page will display. Click **Refresh** if the report is not ready for retrieval.

8. Click **Report** to open the HL7 Transfer Report.

Scheduled Results   *Home* *Exit*

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

Batch Inv Maint Profile Rem/Rcl Retrieve Results Roster Transfer Vac VAERS

Refresh ← ⑦

Description	User	Target Dt	Status	
Test TRF Report	User123	07/30/2024	Report Ready	Report ← ⑧

9. Select **Delete** to remove a retrieved report, if desired; otherwise, MCIR automatically deletes reports after 10 days.

Scheduled Results   *Home* *Exit*

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

Batch Inv Maint Profile Rem/Rcl Retrieve Results Roster Transfer Vac VAERS

Refresh

Description	User	Target Dt	Status		
Test TRF Report	User123	07/30/2024	Report Ready	Report	Delete ← ⑨

Reading the HL7 Transfer Report: For basic interpretation of the HL7 Report, refer to the HL7 Transfer Report Tip Sheet, visit the HL7 MCIR webpage, or contact the MCIR Help Desk by email or phone.

MCIR Help Desk:
    Phone: 888-243-6652
    Email: MDHHS-MCIRHelp@michigan.gov

MCIR
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