

## LHD Enrollment Review and Approval Process

From the main menu in MCIR, click on the Process Enrollments link in the VFC Program section of MCIR.



| Person   | Reminder/Recall  | School/Childcare  |
|--|--|---|
| <a href="#">Add/Find Roster</a>  | <a href="#">Create Reminder</a><br><a href="#">Create Recall</a><br><a href="#">Retrieve/Confirm Results</a><br><a href="#">Scan RTS Letters</a>   | <a href="#">IP-100</a><br><a href="#">IP-101</a><br><a href="#">My Schools</a><br><a href="#">My Childcares</a><br><a href="#">Edit News</a>                                |
| Vaccine Mgmt   | VFC Program  | My Site   |
| <a href="#">Manage Inventory</a><br><a href="#">Return/Waste Reporting</a><br><a href="#">Process Return/Waste Reports</a><br><a href="#">Search Return/Waste Reports</a><br><a href="#">View Inventory History</a><br><a href="#">Vaccines Administered</a> | <a href="#">Place VFC Pediatric Orders</a><br><a href="#">Place Public Adult Orders</a><br><a href="#">Order History/Status</a><br><a href="#">Order Search</a><br><a href="#">Process Orders</a><br><a href="#">All Hazard Provider Roster</a><br><a href="#">Prebook Roster</a><br><a href="#">Process Enrollments</a><br><a href="#">Online Renewal</a> | <a href="#">Site Preferences</a><br><a href="#">User Preferences</a><br><a href="#">Edit My Site</a><br><a href="#">View My Site List</a><br><a href="#">Go to New Site</a> |

The VFC Enrollment Administrations screen will display all currently enrolled provider names, for the site for which you are logged in, in one of the following sections: Enrollments Pending, Enrollments Not Started and Enrollments Completed.

**VFC Enrollment Administration** [Print Help](#)  
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Adm Rpts Oth

[Hzd Roster](#) [Proc Enrlmnt](#) [Renewal](#)

Enrollment Year: 2015  
 County: Alger (02) County  
 Sort: County by Pin [Get Records](#)

Pin# **Enrollments Pending**

| Alger (02) County |                                      | Approver                    |
|-------------------|--------------------------------------|-----------------------------|
| <b>NEW</b>        | Snyder Drug Store 207                | LHD <a href="#">Review</a>  |
| A                 | 020002 Munising Tribal Health Center | DHHS <a href="#">Review</a> |
| S                 | 020004 Bay Care Medical Center       | LHD <a href="#">Review</a>  |
| I                 | 020023 Munising Memorial Hospital    | LHD                         |

**Enrollments Not Started**

| Alger (02) County     |
|-----------------------|
| A 020000 LMAS - ALGER |

**Enrollments Completed**

| Alger (02) County              |
|--------------------------------|
| No completed enrollments found |

Screen Notes:

The letter before the provider PIN denotes the provider’s current VFC status:

A – Active; I – Inactive; S – Suspended; **NEW** - New enrollment

Clicking on the **Pin#** and entering a VFC PIN number will move your screen to the desired VFC PIN number.

**Enrollments Pending:**

**Enrollments Pending** lists all providers within the county that have begun the enrollment/re-enrollment process.

Note: Counties that have set up multiple approvers must log in as the approver site to access the Approval button. For all other providers listed only the Cancel button will display if the Reviewer link is clicked.

Approver column:

If there is no text or icon displayed, the provider has accessed but not submitted the online renewal.


If there is an approver displayed and a **Review** link, the provider’s enrollment application is ready for review and approval. The approver “LHD” indicates that the application is ready for LHD approval; “MDHHS” indicates that the application is ready to be approved by MDHHS. Clicking on the **Review** link opens the provider’s application. The provider’s online enrollment form will display.

**Review:**

- The entire form to assure that the VFC Primary and Backup persons are correct, all providers within the practice have been entered and the VFC shipping address is correct.
- Vaccines offered to make sure that all ACIP-recommended vaccines have been checked unless the provider is a Specialty Provider, e.g., Birthing Hospital.
- Storage units that have been entered into the system to assure that they are adequate to store the selected vaccines and meet Michigan VFC requirements. If data loggers are used in the unit(s), check to make sure data logger model has been entered.
- Provider’s profile information.
- **The Signature to ensure it matches the VFC Medical Director. If any name other than the VFC Medical Director is in that space, the online enrollment must be rejected by the trash can on your VFC Enrollment Administration screen.**

| Facility Information |   | Site Number: 20011703560 |                                  |
|----------------------|---|--------------------------|----------------------------------|
| VFC Name*            | CFH Teen HC at Parkside   | Facility Type*           | School Based Clinic              |
| County*              | Jackson (38) County   | Approver                 | Jackson County Health Department |
| Designation          | <input checked="" type="radio"/> FQHC <input type="radio"/> RHC <input type="radio"/> Neither | Cert. Expires            | 04/28/2018                       |
| VFC Pin              | 380071  | VFC Status*              | Active                           |
| Signature            | doctor test   | Last Site Visit          | <input type="text"/>             |

Make any needed corrections to the enrollment form and click on the Save Changes button. Click on Approve to send the enrollment form to MDHHS for final approval or click Cancel to return to the Process Enrollments page.

The  icon gives the user the ability to reject the application. Rejecting the application deletes all data from the application; the provider will need to complete a new application to enroll/re-enroll in VFC.

**Enrollments Not Started**

This area lists all VFC providers in the county that have not clicked on the Online Renewal link in MCIR. *\*This does NOT include suspended providers*

**Enrollments Completed**

This area lists all VFC providers in the county whose enrollments have been approved at the LHD and MDHHS level. The **Review** link displays. Clicking on the link allows the user to view the enrollment information. The information cannot be edited after the enrollment has been approved.

When enrollments have been approved at both the LHD and MDHHS levels, the system will update all information. From the **Main Menu**, click on **Edit My Site, VFC** tab.