

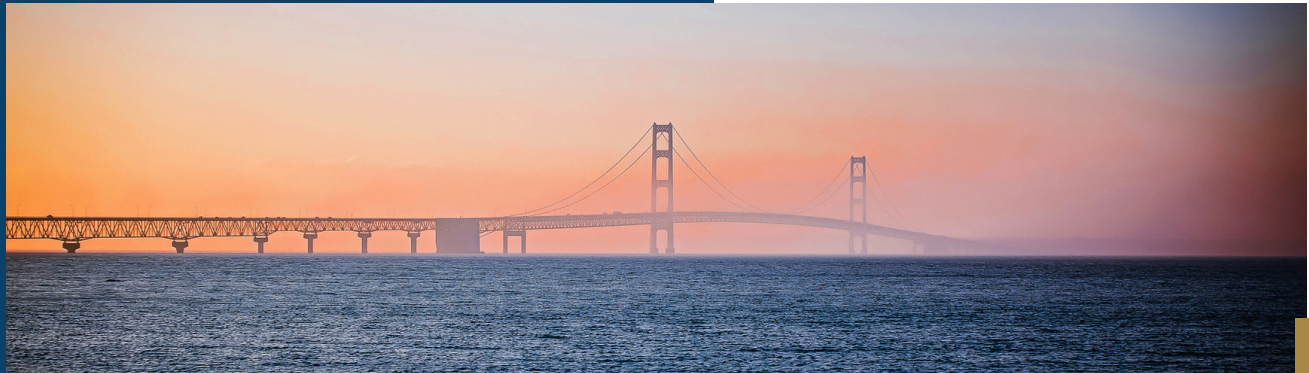
# MCIR MONTHLY

Michigan Care Improvement Registry  
Newsletter

[MCIR.ORG](https://www.mcir.org)

**MCiR**  
Michigan Care Improvement Registry

Monday, April 29, 2024



The MCIR Team is excited to announce **MCIR Monthly**, our fresh newsletter designed to keep you updated on all things MCIR.

Moving forward, this newsletter will contain tips on the best ways to utilize MCIR, training opportunities, assessment information, and more.

## Meet Your New Education & Training Analysts

You might have noticed that there have been significant changes in the MCIR program. For our first edition of our newsletter, we would like to introduce the Education and Training Analyst (ETA) Team. Our team is here to help with training, technical assistance, keeping your site up to date, assistance with your account and other system issues, and answering any questions you may have. If we don't know the answer, our goal will be to find it for you!

## Top News

Introductions: Meet Your New ETA Team

ETA Office Hours

New to MCIR? Need a Refresher? MCIR Training Options



Tips of the Trade

01/04

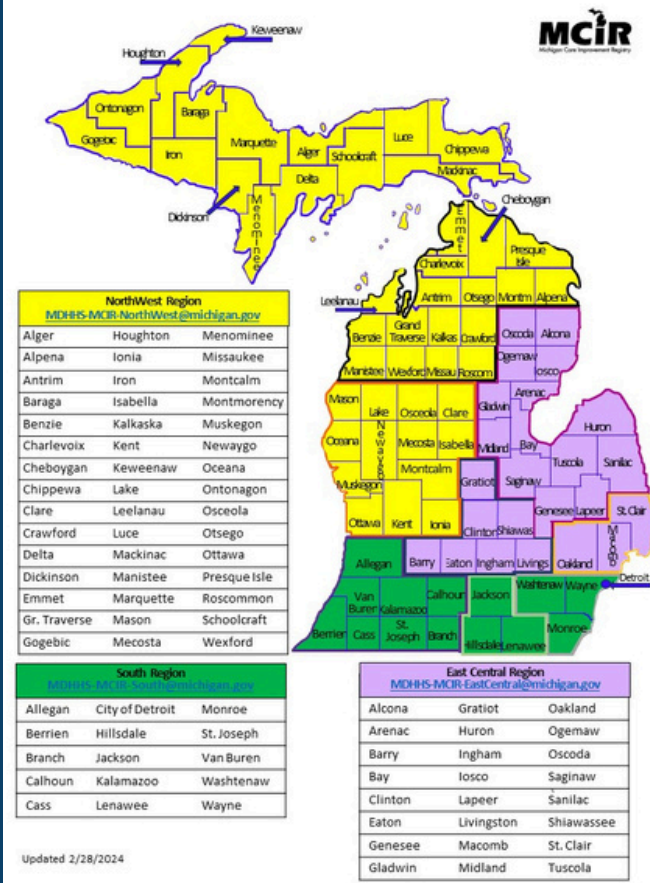


Figure 1

# We want to hear from YOU!



Your feedback helps us improve our communication with our providers. After reading our newsletter, please take a minute to complete a [short survey here](#).

## MCIR ETA Team Cont.

Your ETA Team Members are:

[Amy Eaton - South Team](#)

[LeAnn Gaffke - South Team](#)

[John Harwood - South Team](#)

[Sheila Edwards - South Team](#)

[Ann Goldon - East Central Team](#)

[Derek Sejfulla - East Central Team](#)

[Denise Oles-Acevedo - East Central](#)

[Gail Brazeau - North West Team](#)

[Jenna May - North West Team](#)

Unsure of your new region? Click on the map above (Figure 1) to find your county and ETA team. For more information and ETA contact info, please visit: [Contact Us](#)

Are you new to MCIR or just need a refresher? Have you recently hired new staff? We have online group trainings available. Check out our schedule here: [MCIR Group Training Schedule](#)

We are here for you and also offer individual trainings that work best with your schedule!

## ETA Office Hours

The ETA Team is excited to announce that we will be hosting monthly open office hours. Pop in to have your question answered or stay for the entire meeting.

During these meetings ETAs will be available to answer questions, review common errors and misconceptions, and explain updates. Please come ready with questions for us to answer or submit your questions at registration. Use the links below to register for our office hours for May and June.

\*Pre-registration is not required\*

[May 16, 2024](#)

[9:00 - 10:00 AM EST](#)

[June 20, 2024](#)

[2:00 - 3:00 PM EST](#)

# Tips of the Trade: Making the Most of MCIR

MCIR is a pretty user-friendly system, but we have some tips that can help you make the most of it. When users know how to use the system, data is more accurate, providers can use that data to provide better care, and Michigan citizens can have better health outcomes.

## Have you found a duplicate record in the system?

It happens, and when it does it can cause a lot of problems for the patient who has multiple incomplete records. You can flag the records in MCIR as duplicates, however, you should still follow up with a Petition for Modification (P4M) form so that we know what the correct legal information is when we merge the records to one complete record. You can find the updated P4M form

[HERE](#).

**\*As a reminder, all P4Ms should be filled out completely. Otherwise, we may have to contact you to get more information or have you complete the form before we can process your request.**

## What about adoptions?

Have you noticed that when you are filling out a P4M for a name change, we ask the reason for the name change? This is super important because of how we are required to process adoptions. Please be sure that you indicate on the form if this is a name change due to a legal adoption. We must process these name changes differently so that there is no tie back to the original birth record.

## Do you need a vaccine correction?

If you need a vaccine corrected that was not documented on the record by your office, you can submit a Petition to Modify Immunization Information, found [HERE](#).

Keep in mind, you must submit the documentation of the correct immunization information in order for us to correct the record.

## MCIR Help Desk

### Updated Phone Hours

Monday-Thursday: 10 AM-12

PM & 1 PM-4 PM

Friday: Closed

1-888-243-6652

MDHHS-MCIRHelp@michigan.gov

Fax: 517-763-0370



# MCIR Site Renewal vs VFC Reenrollment

We often see confusion regarding MCIR Site Renewal and VFC Reenrollment. Here are some tips to guide you in the right direction.



Figure 2

## Are you a site administrator?

Make sure your email is updated in MCIR so your site renewal reminder and other communications are sent to the right email. This is found under the **Edit My Site** link on your homepage under the heading **My Site** (Figure 2).

**My Site** is also where you will find the link to your **MCIR Site Renewal**. The site agreement should be updated at least every three years or if the supervising physician or other site information changes.

The **MCIR Site Renewal** is different from the **VFC Enrollment**. The **Enroll in VFC Program** link is found under the **VFC Program** heading on your homepage (Figure 3).

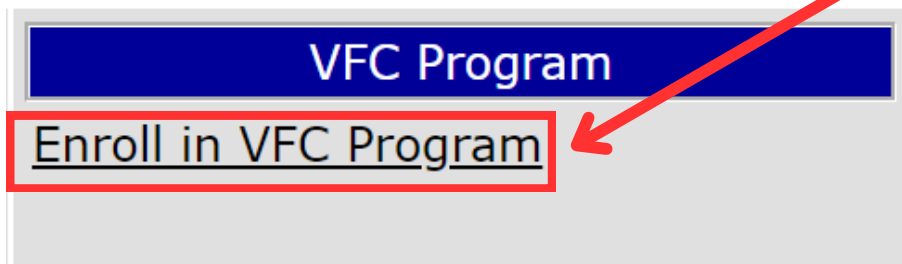


Figure 3

If you are a new site administrator, and you don't see the link to the MCIR Site Renewal on your homepage you may need to request to be given site administrator access. You can do this by filling out a new Provider Site Agreement (PSUA) and sending it in to the Helpdesk or your ETA Team. You can find the newly updated site agreement form [HERE](#).