

### MCIR Basic 3

immunizing providers **using** the MCIR inventory

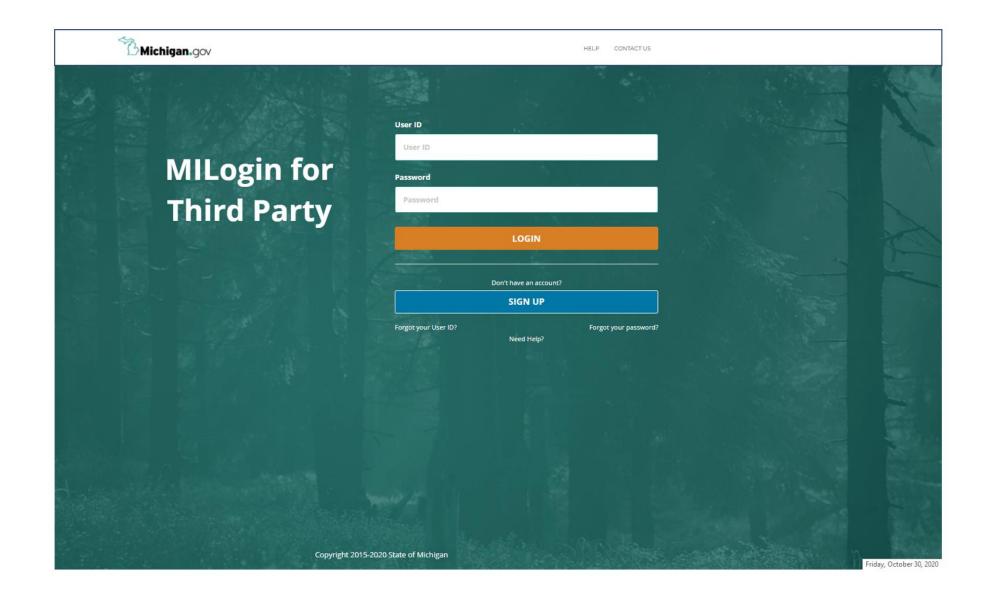




Search for a Person in the MCIR

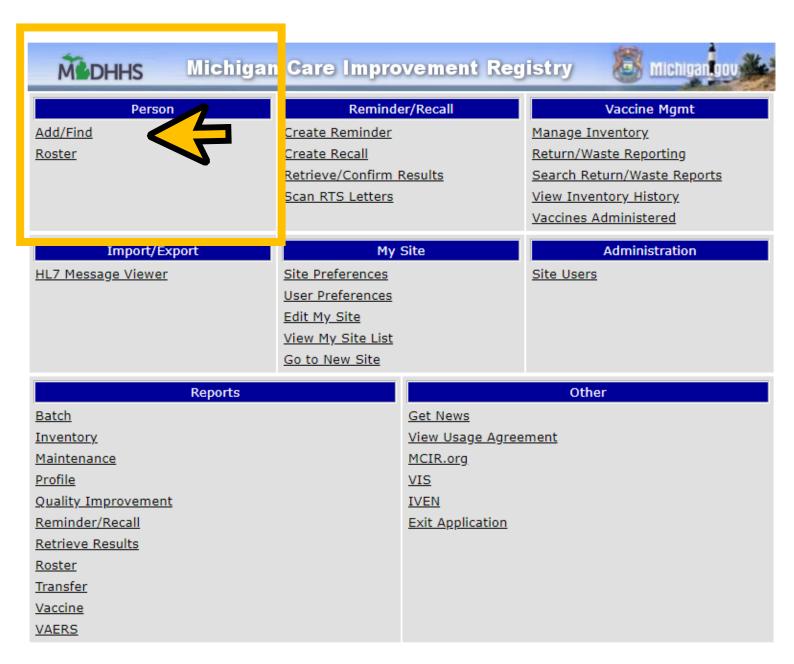
### Log in to the MCIR

Start at the MILogin website to log in.



### MCIR Home Screen

- Your MCIR home screen will display
- 2. Go to the Person section box in top left corner.
- Click <u>Add/Find.</u>

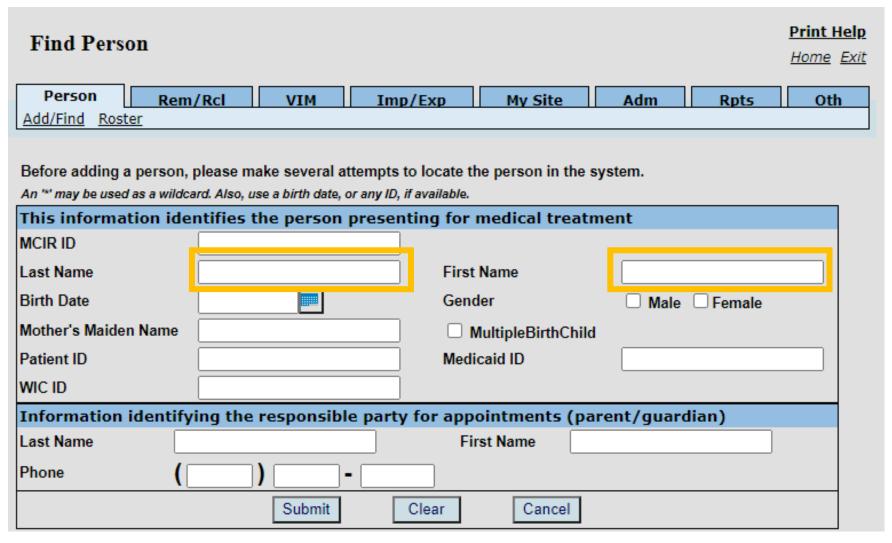


### Find Person Screen

- 4. Enter the legal last name.
- 5. Enter the legal first name.



Capitalize the first letter for both the Last and First names when completing these fields.



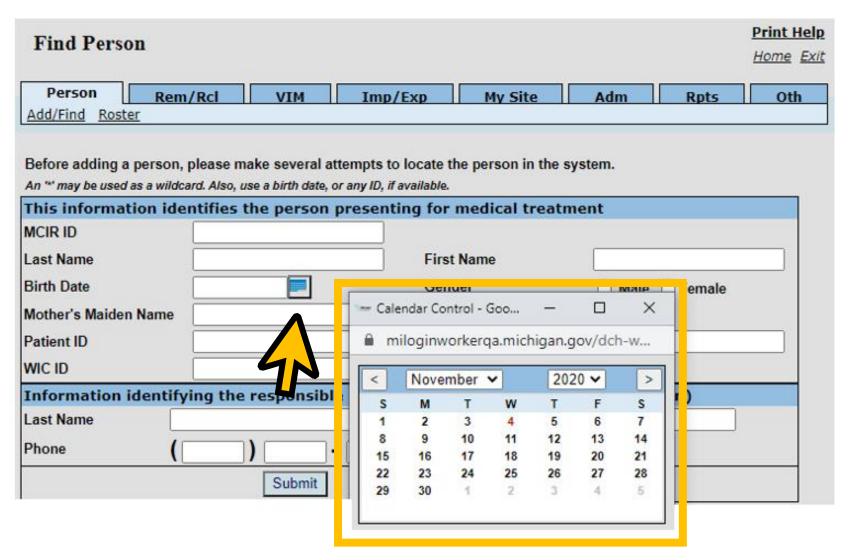
### Date of Birth Required

Enter DOB manually using

2-digit month2-digit day4-digit year

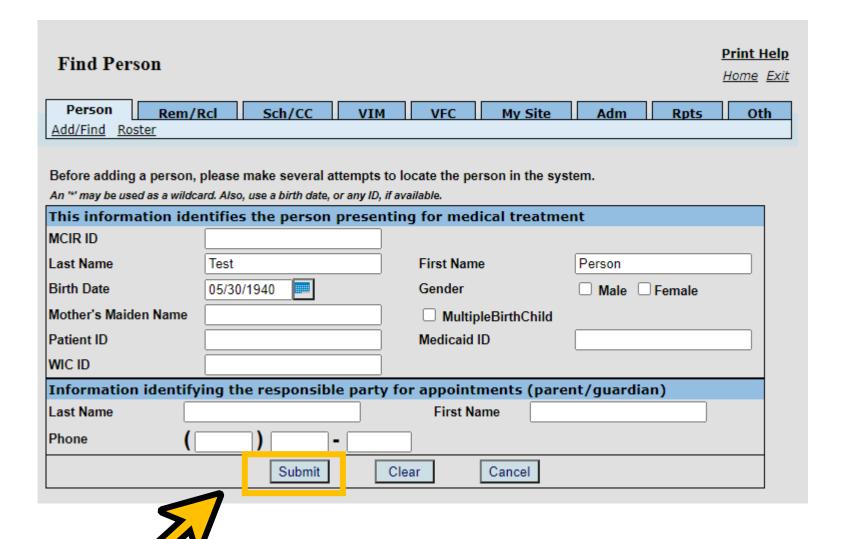
or

click the mini calendar



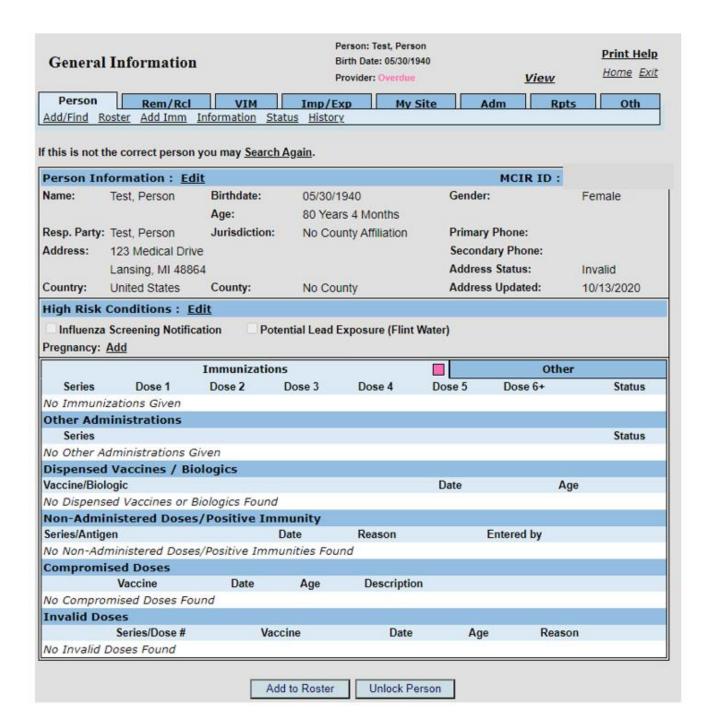
### Click Submit

7. After all information is complete, click submit.



### A Person's MCIR General Information Record

When your search is successful, the MCIR General Information record displays.



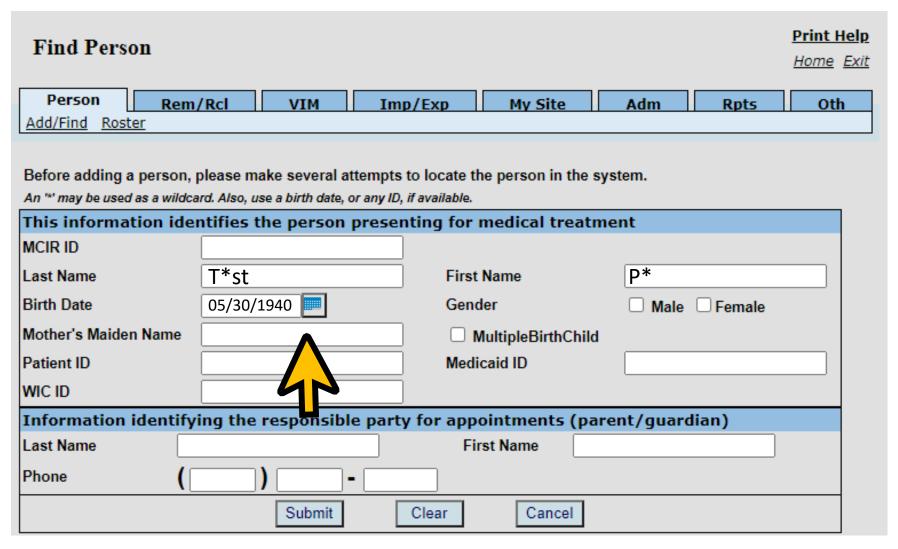
### Having Trouble Finding a Person?

Access the Wildcard Search video

Use an \* asterisk in place of any character in the person's last or first name that is unknown.



A Wildcard search helps to prevent the creation of duplicate records in the MCIR.



### If Multiple Persons are Listed

Click the

hyperlinked name

if the person you are

searching is

identified.

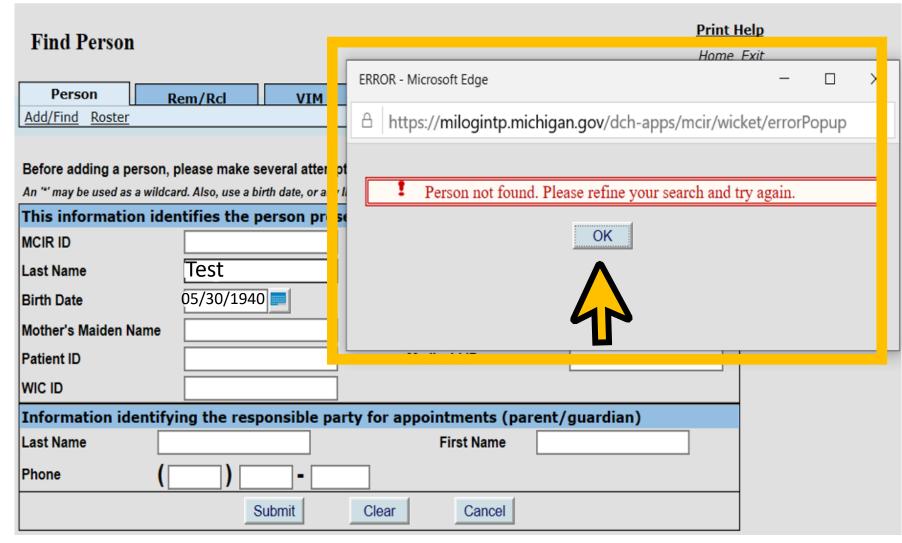


This Person Browse Roster displays a list of multiple people born on the same entered birth date and same name.

### Person Not Found Pop Up Screen

If the MCIR record is not found, you will see this screen.

- 1. Click OK.
- 2. Clearly type name again and Date of Birth again.
- 3. Click Submit

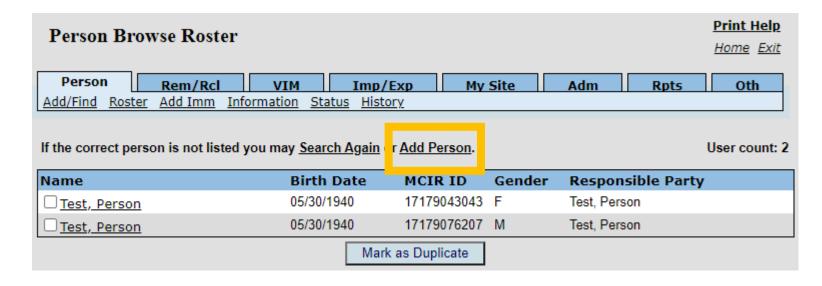




# Add a Person to the MCIR

### Add Person

You may **Add a Person** from either one of these screens.



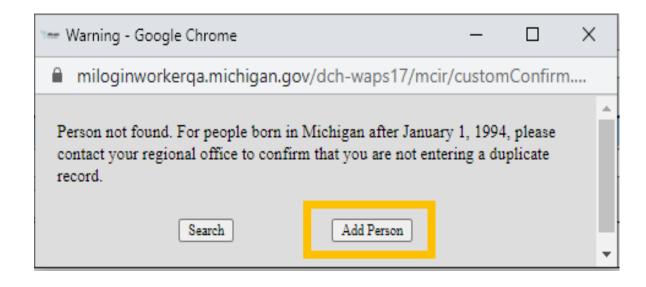
### Click **Add Person**



Try multiple search attempts, before adding a person to the MCIR system,

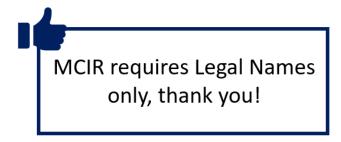
All persons born in Michigan after January 1, 1994 typically have a MCIR record.

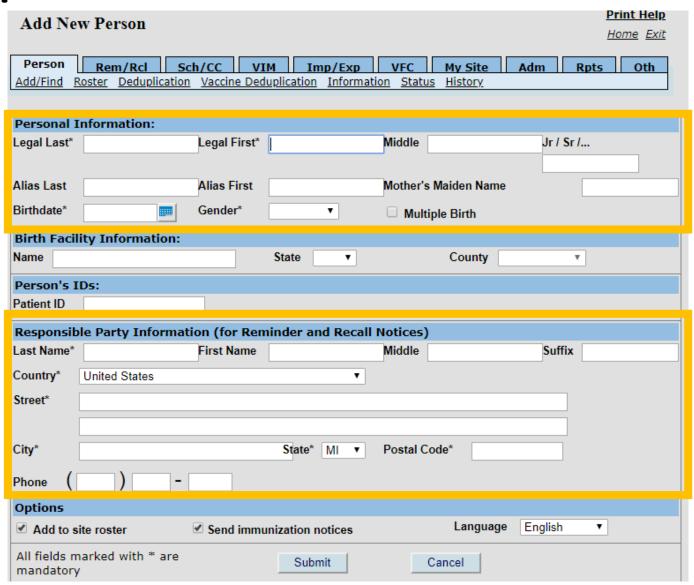
### OR



### Adding New Person

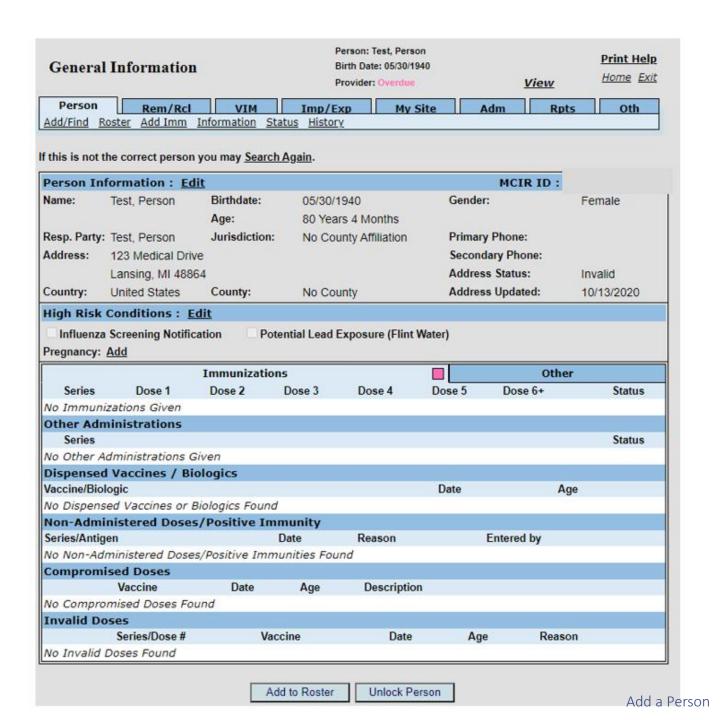
- 1. Add the person's information to MCIR
- 2. All fields marked with an (\*) are mandatory
- 3. Click Submit to save





### A Person's MCIR General Information Record

When your search is successful, the MCIR General Information record displays.





# Adding an Immunization using MCIR inventory.

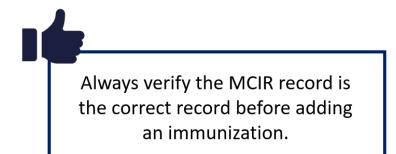
#### **Contact your <u>Regional MCIR Office</u>**

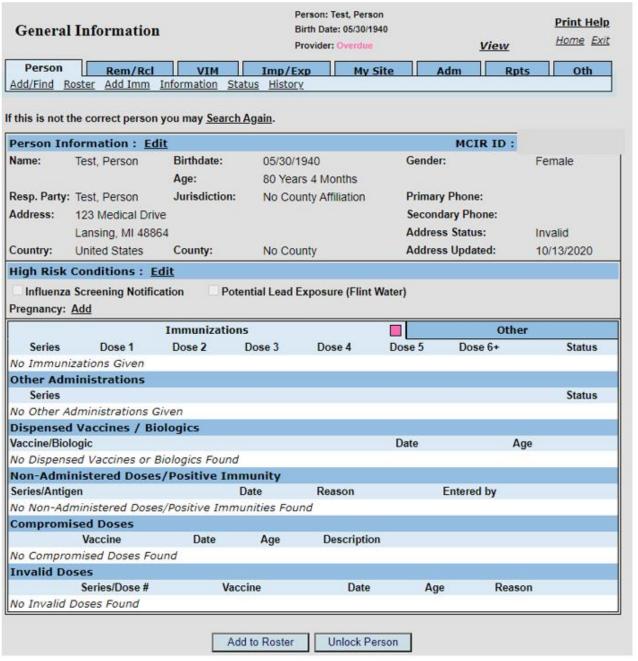
to help you determine if this or another method applies to your MCIR immunizing provider site.

### Retrieve the MCIR Record

If needed visit

How to Search for a Person
in the MCIR.

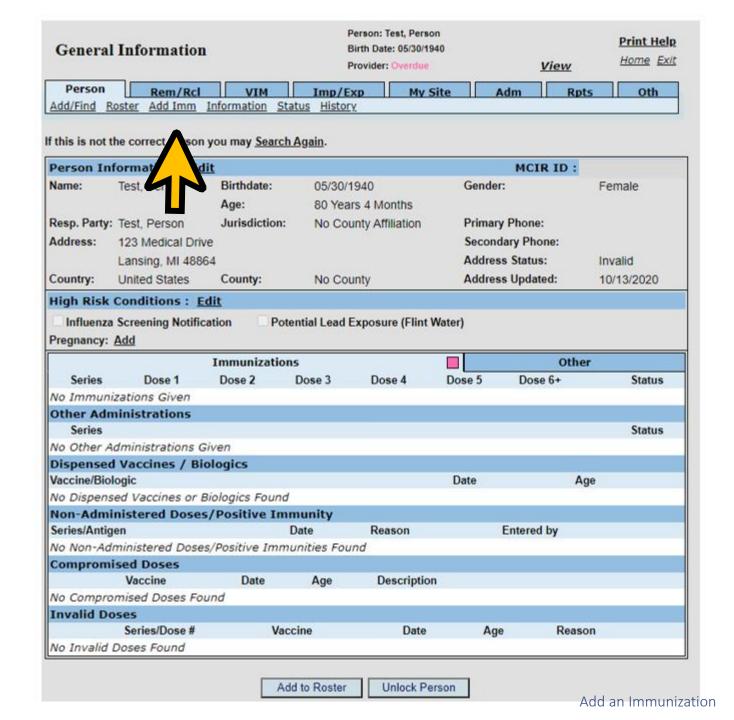




### Go to the Person's General Information Screen

Click the <u>Add Imm</u>
hyperlink at the top of the
MCIR General Information
screen.

Note: This module is using a test record and random vaccine choice to demonstrate the 'Add Immunization' steps in the MCIR.



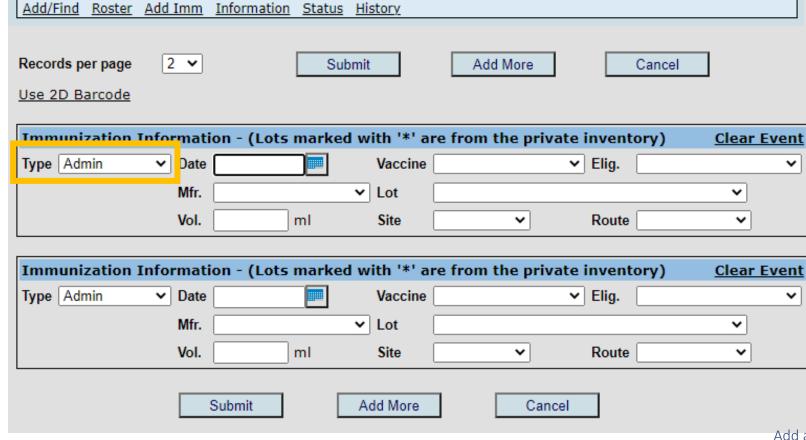
# Add Immunizations Screen Add Immunizations

Person

Rem/Rcl

Sch/CC

Select Admin



Person: Test, Person

Birth Date: 05/30/1940

My Site

Provider: Overdue

VFC

MIV

**Print Help** 

Home Exit

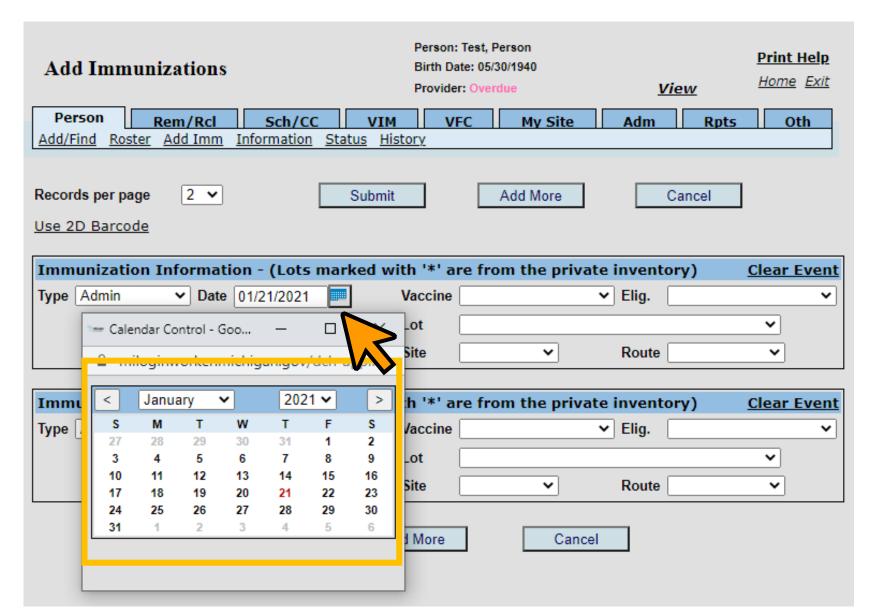
Oth

View

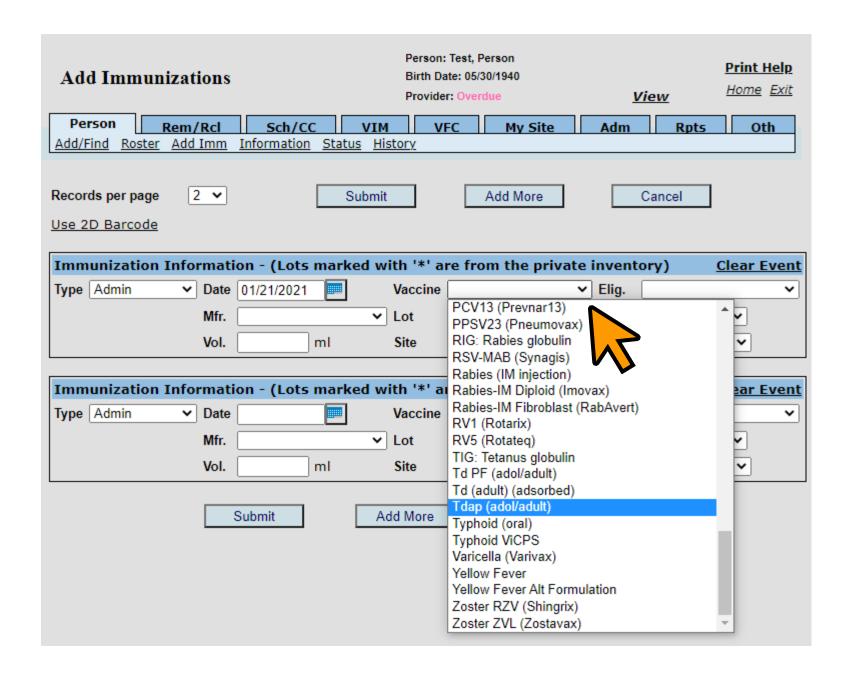
Rpts

Adm

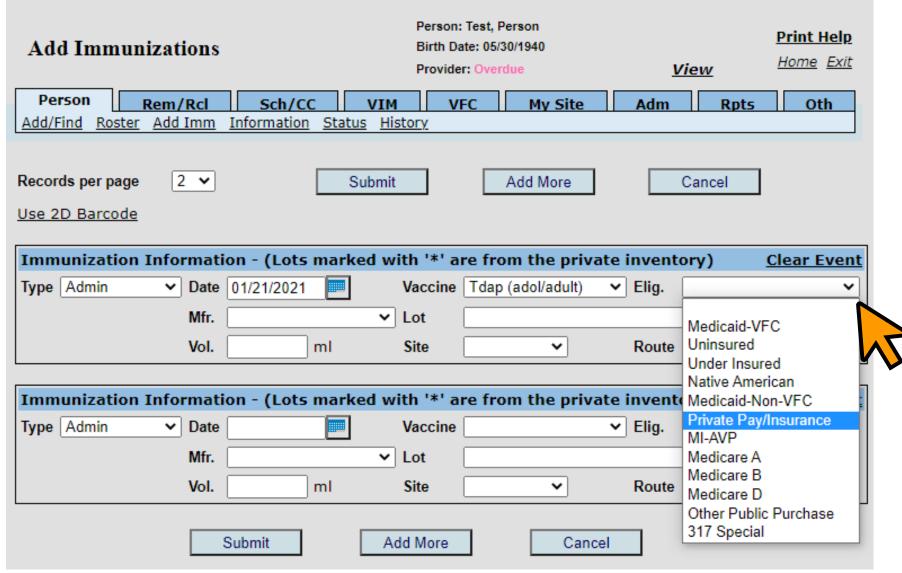
### Input Date Vaccine is Administered



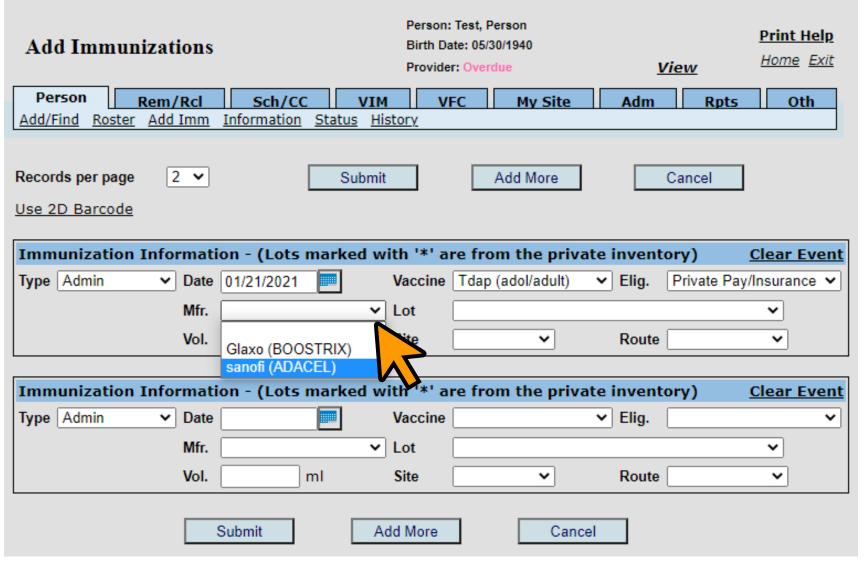
### Select Vaccine



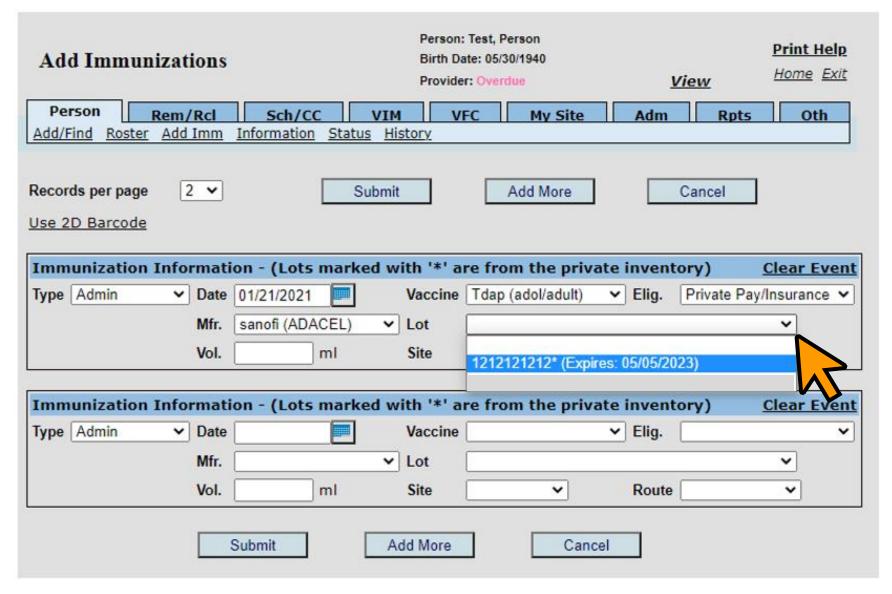
### Select Eligibility



### Select Manufacturer

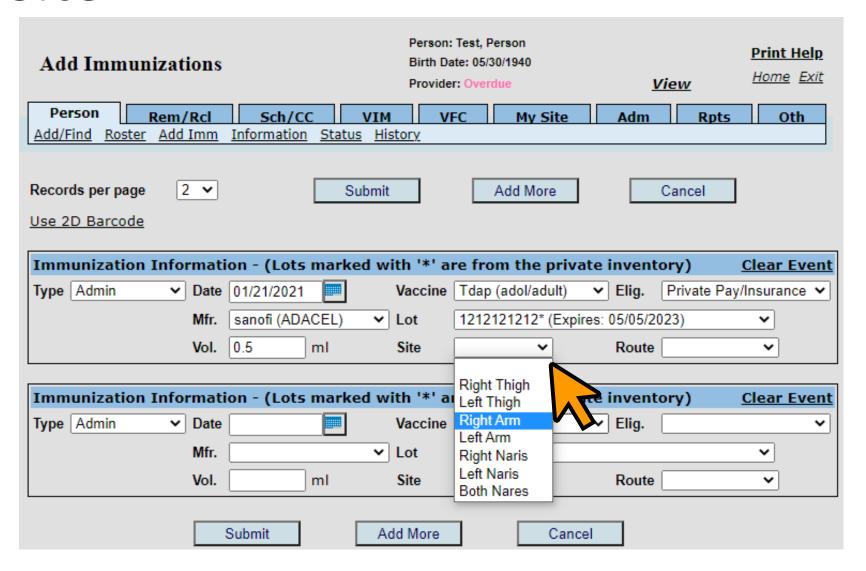


## Select the Lot

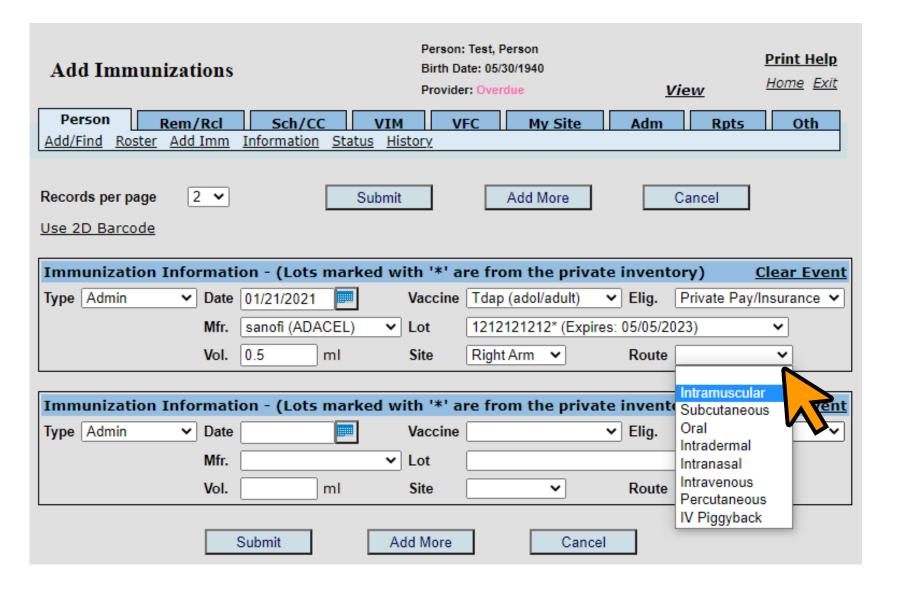


Lots available in the dropdown are those connected and previously documented to a MCIR site inventory. Contact your **Regional MCIR office** regarding inventory documentation and transaction assistance.

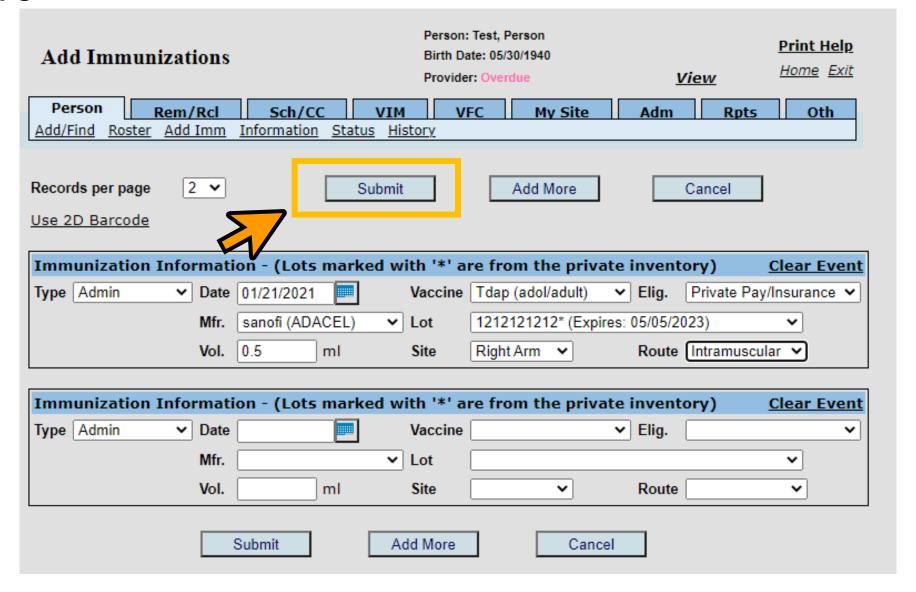
### **Select Site**



### Select Route

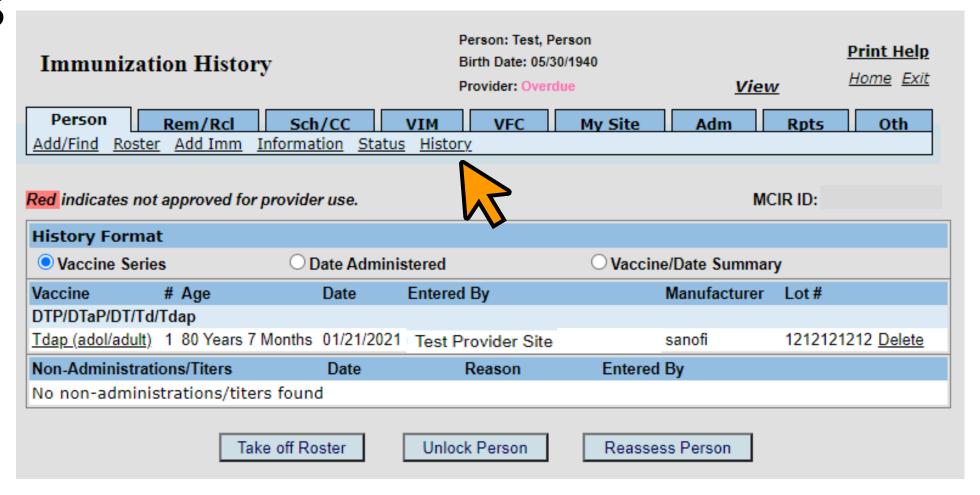


### Submit



### Success





This image is an example that shows when adding an immunization to a person's record, the immunization history screen automatically displays.

While on any screen you may select the Person tab and then click <u>History</u> at the top to get back to this screen.