
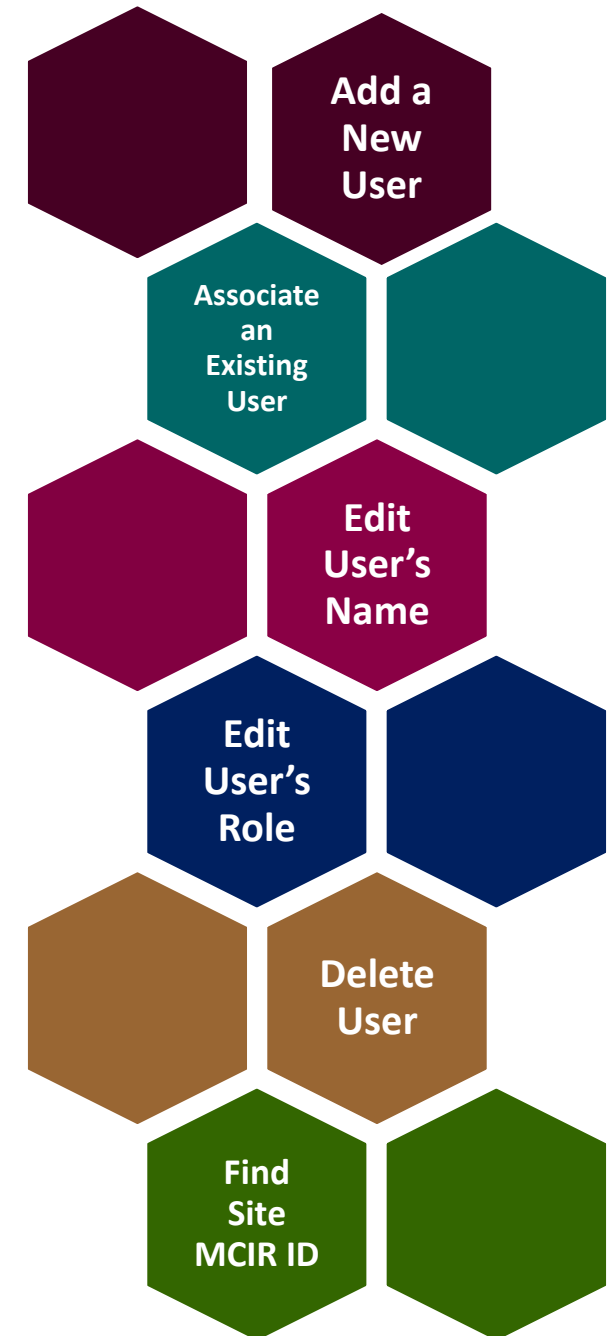


MCIR Provider Site Administrator Basic Training

Education & Training 2020

Learning Objectives

1. To begin select the **'Start Here'** yellow hexagon or press enter.
2. To review or **visit a specific lesson** in this module click directly on the lesson's hexagon.
3. To return to this menu slide select the  icon in the right-hand corner on any slide.



Add a New User to Your Site



Add a New User to Your Site

1. Start at the MCIR home screen.
2. Select Site Users in the Administration section box.

The screenshot shows the Michigan Care Improvement Registry (MCIR) home screen. The page is titled "Michigan Care Improvement Registry" and features a navigation menu with several sections:

- Person**: Add/Find, Roster
- Reminder/Recall**: Create Reminder, Create Recall, Retrieve/Confirm Results, Scan RTS Letters
- Vaccine Mgmt**: Manage Inventory, Return/Waste Reporting, Search Return/Waste Reports, View Inventory History, Vaccines Administered
- My Site**: Site Preferences, User Preferences, Edit My Site, Enroll in VFC Program, View My Site List, Go to New Site
- Administration** (circled in black): Site Users
- Reports**: Batch, Inventory, Maintenance, Profile, Quality Improvement, Reminder/Recall, Retrieve Results, Roster, Vaccine, VAERS
- Other**: Get News, View Usage Agreement, MCIR.org, VIS, IVEN, Exit Application



Add a New User to Your Site

3. A current list of all site users associated to your site is listed below your **MCIR Users** Tab on the Site Information screen.
4. Select Add New User at the top of the name list.



Site Information [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Site Preferences	User Preferences	Edit My Site	Enroll in VFC	View My Site List	Go to New Site		

Established: 03/04/1999

Details **Site Number: 1000053314**

Name* Facility Type*
County* Site Disabled
Program: FQHC RHC Neither Cert. Expires*

MCIR Options

Clinical
 Immunization Provider VIM VFC Program BMI

Import/Export
 Transfer Transport

Follow Up
 Sickle Cell

Contact Information	MCIR Users	Site Contacts	Business Hours	Transfer Interfaces
User Name		User ID		Role Name
Add New User				
Cat, Buddy		not-registered		Provider User



Add a New User to Your Site

5. Type the user's first name, last name and select **SUBMIT**.

Associate Users - Test Provider Site [Print Help](#)
[Home](#) [Exit](#)

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

Site Users

First Name	<input type="text" value="Gingerbread"/>	Last Name	<input type="text" value="Man"/>
User Id	<input type="text"/>		

Use ' * ' for wildcard search



Add a New User to Your Site

6. If the user you are trying to add is not listed or the user's name did not populate below, *No results found*, then select Add New User under Search Results.

Associate Users - Test Provider Site [Print Help](#)
[Home](#) [Exit](#)

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

Site Users

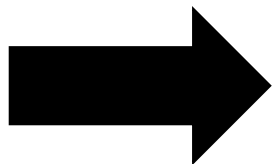
First Name Last Name
User Id

Use ' * ' for wildcard search

Search Results

[Add New User](#) Click column heading for desired sorting preference. User count: 0

<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	Pin	Agreement Status
<i>No results found. Please check your supplied criteria and supply a wildcard character, if desired.</i>			



Add a New User to Your Site

7. Re-enter the user's first name, last name and the new user's email address.
8. Check the box before the site administrator's email address.
9. Select **SUBMIT** to save.

User Information [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	My Site	Adm	Rpts	Oth
--------	---------	-----	---------	------------	------	-----

[Site Users](#)

User Details:

First Name* Last Name*

Notification E-mail Recipients:

Please enter/check one or more E-mail addresses so registration instructions can be sent. The E-mail address will not be saved.

To:

admin@healthcarecenter.com

All fields marked with * are mandatory



Add a New User to Your Site

10. If the user id is displayed proceed to the next slide [ASSOCIATE AN EXISTING USER TO YOUR PROVIDER SITE.](#)

Associate Users - [Print Help](#)
[Home](#) [Exit](#)

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

Site Users

First Name Gingerbread Last Name Man

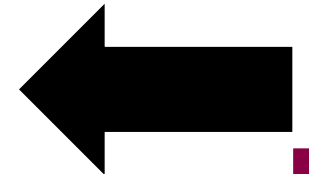
User Id

Use '*' for wildcard search

Search Results

[Add New User](#) Click column heading for desired sorting preference. User count:

User Id	User Name	Pin	Agreement Status	
not-registered	Gingerbread, Man	1140-54-13	Not Accepted	Associate



Associate an Existing User to your Provider Site



Associate an Existing User to Your Site

1. Click the word Associate to the right of the user's name.

Associate Users - [Print Help](#)
[Home](#) [Exit](#)

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

Site Users

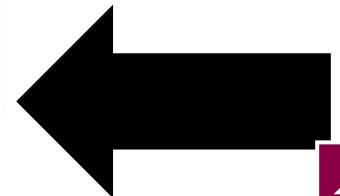
First Name Last Name
User Id

Use ' * ' for wildcard search

Search Results

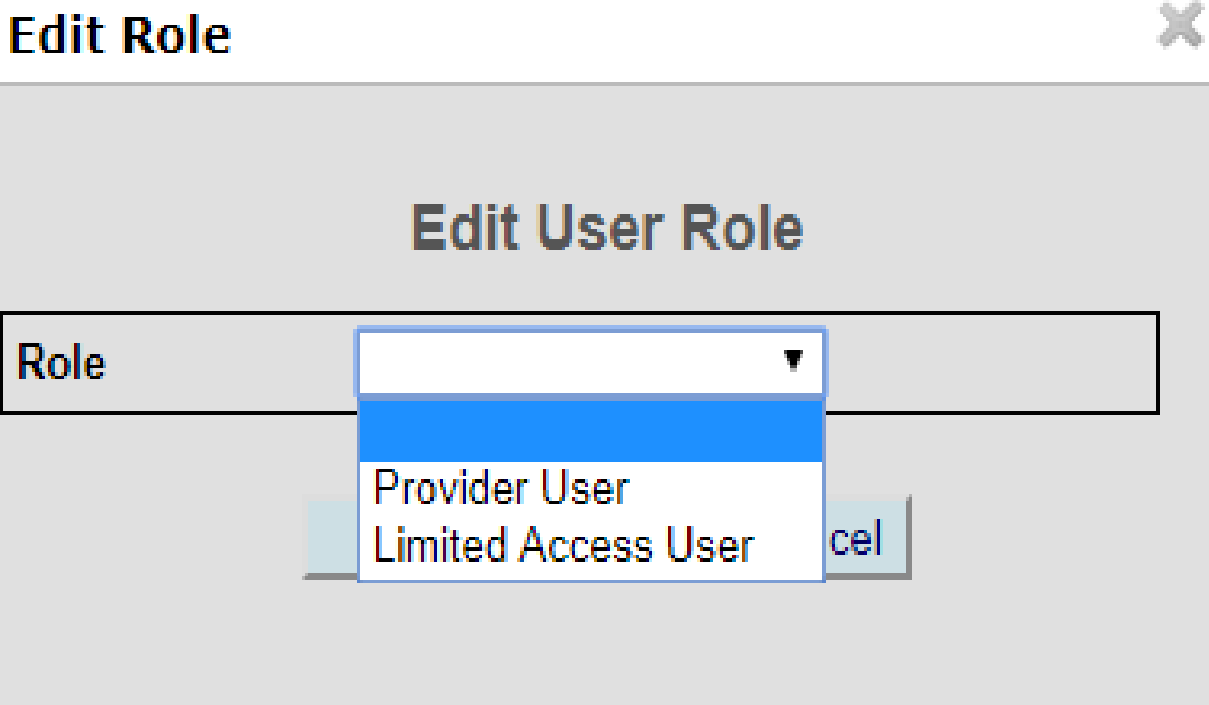
[Add New User](#) Click column heading for desired sorting preference. User count:

<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	Pin	Agreement Status	
not-registered	Gingerbread, Man	1140-54-13	Not Accepted	Associate



Associate an Existing User to Your Site

2. Select the appropriate user role from the **Edit User Role** drop down of choices.
3. Select OK.



The screenshot shows a dialog box titled "Edit Role" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Edit User Role". Below this title is a form with a label "Role" and a dropdown menu. The dropdown menu is open, showing two options: "Provider User" and "Limited Access User". The "Provider User" option is highlighted with a blue background. To the right of the dropdown menu, there is a small text input field containing the text "cel".



Edit User's Name



Edit User's Name

1. Start at the MCIR home screen.
2. Select **Site Users** in the Administration section box.
3. Click directly on the user's name.
4. Edit user's name.
5. Select **SUBMIT** to save changes.

The screenshot shows the Michigan Care Improvement Registry (MCIR) home screen. The header includes the MDHHS logo, the text "Michigan Care Improvement Registry", and the "Michigan.gov" logo. The main content area is organized into several menu categories, each with a blue header and a list of links:

- Person**: [Add/Find Roster](#)
- Reminder/Recall**: [Create Reminder](#), [Create Recall](#), [Retrieve/Confirm Results](#), [Scan RTS Letters](#)
- Vaccine Mgmt**: [Manage Inventory](#), [Return/Waste Reporting](#), [Search Return/Waste Reports](#), [View Inventory History](#), [Vaccines Administered](#)
- Import/Export**: [Submit File](#), [Retrieve Results](#)
- My Site**: [Site Preferences](#), [User Preferences](#), [Edit My Site](#), [Enroll in VFC Program](#), [View My Site List](#), [Go to New Site](#)
- Administration**: [Site Users](#) (circled in black)
- Reports**: [Batch](#), [Inventory](#), [Maintenance](#), [Profile](#), [Quality Improvement](#), [Reminder/Recall](#)
- Other**: [Get News](#), [View Usage Agreement](#), [MCIR.org](#), [VIS](#), [IVEN](#), [Exit Application](#)



Edit User's Role



Edit User's Role

1. Start at the MCIR home screen.
2. Select **Site Users** in the Administration section box.
3. Click directly on the underlined role name.
4. Select the appropriate user role from the **Edit User Role** drop down of choices.
5. Click OK.

The screenshot displays the Michigan Care Improvement Registry (MCIR) home screen. The header includes the MDHHS logo, the text "Michigan Care Improvement Registry", and the Michigan state seal. The main content is organized into a grid of menu categories:

- Person**: [Add/Find Roster](#)
- Reminder/Recall**: [Create Reminder](#), [Create Recall](#), [Retrieve/Confirm Results](#), [Scan RTS Letters](#)
- Vaccine Mgmt**: [Manage Inventory](#), [Return/Waste Reporting](#), [Search Return/Waste Reports](#), [View Inventory History](#), [Vaccines Administered](#)
- Import/Export**: [Submit File](#), [Retrieve Results](#)
- My Site**: [Site Preferences](#), [User Preferences](#), [Edit My Site](#), [Enroll in VFC Program](#), [View My Site List](#), [Go to New Site](#)
- Administration**: [Site Users](#) (underlined)
- Reports**: [Batch](#), [Inventory](#), [Maintenance](#), [Profile](#), [Quality Improvement](#), [Reminder/Recall](#)
- Other**: [Get News](#), [View Usage Agreement](#), [MCIR.org](#), [VIS](#), [IVEN](#), [Exit Application](#)



Delete User



Delete User

1. Start at the MCIR home screen.
2. Select **Site Users** in the Administration section box.
3. Find user to delete and click directly on the trash can icon.



Site Information [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Site Preferences	User Preferences	Edit My Site	Enroll in VFC	View My Site List	Go to New Site		

Established: 03/04/1999

Details **Site Number: 1000053314**

Name* Facility Type*
County* Site Disabled
Program: FQHC RHC Neither Cert. Expires*

MCIR Options

Clinical

Immunization Provider VIM VFC Program BMI

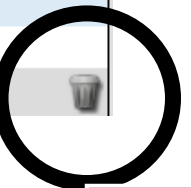
Import/Export

Transfer Transport

Follow Up

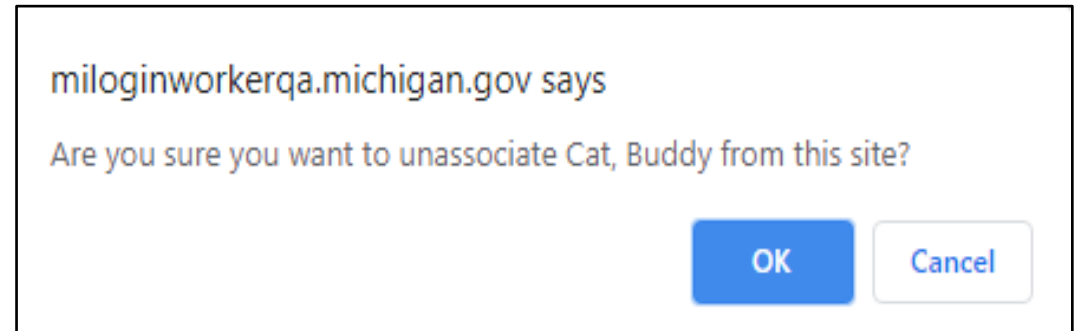
Sickle Cell

Contact Information	MCIR Users	Site Contacts	Business Hours	Transfer Interfaces
User Name	User ID	Role Name		
Add New User				
Cat, Buddy	not-registered	Provider User		



Delete User

4. A popup box will appear asking if you are sure to unassociate the MCIR user from your site.
5. Select OK.
6. Select **SUBMIT** to save changes.
7. This action will remove the user from your provider site only.



Find the MCIR Site ID Number



Find the MCIR Site ID Number

1. Start at the MCIR home screen.
2. Click Edit My Site in the My Site section box.
3. The default screen displays your contact information.
4. Check the top right corner for your MCIR site id number.

Site Information [Print Help](#) [Home](#) [Exit](#)

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

Site Preferences User Preferences Edit My Site View My Site List Go to New Site

Established: _____

Details Site Number: 0000000000

Name* _____ Facility Type* _____
County* _____ Site Disabled
Program: FQHC RHC Neither Cert. Expires* _____

MCIR Options

Clinical
 Immunization Provider VIM VFC Program BMI

Import/Export
 Transfer Transport

Follow Up
 Sickle Cell

VFC	Business Hours	Transfer Interfaces
Contact Information	MCIR Users	Site Contacts
Country* United States <input type="checkbox"/> Valid <input type="checkbox"/> Keep as Entered		
Street* _____		
City* _____ State* MI Postal Code* _____		

Email/Phones **Primary Contact**

Email _____ First Name _____
Voice* (_____) _____ - _____ Ext _____ Last Name _____
Fax (_____) _____ - _____ Ext _____ Type _____
License: Nbr. _____ State MI

Submit Cancel

