

Please complete this form to prepare for data exchange with the Michigan Care Improvement Registry (MCIR). The form gathers comprehensive details about your organization, facility, and technical specifications regarding your electronic health record/health information technology (EHR/health IT) system for seamless data exchange. Additionally, it collects information about your immunization practices. Accurate and thorough completion of this form expedites the onboarding process. Completed forms should be submitted to MDHHS-HL7@michigan.gov, if necessary.

Before submitting this information, please ensure that your organization is enrolled in MCIR, has signed the [MCIR Provider Usage Agreement](#), and has completed the online [Onboarding Registration form](#). Once these steps are completed, a request to establish the link will be forwarded to the HSTR development team. For any inquiries, please contact the MCIR team at MDHHS-HL7@michigan.gov. Thank you for your interest in data exchange with MCIR.

As part of the onboarding process for data exchange with the Michigan Care Improvement Registry (MCIR), it's essential to understand the responsibilities your site will undertake to ensure smooth and accurate transmission of immunization data.

Site Responsibilities:

1. Enter immunization data accurately and promptly into the EHR.
2. Review and rectify errors at least three times per week to meet the 72-hour reporting requirement to MCIR.
3. Ensure connectivity through an approved Sub-State Health Information Exchange (SSHIE) is maintained. Any connectivity issues should be addressed between the SSHIE, EHR Vendor, and Health Care Organization; MCIR is not the primary contact for such issues.
4. Ensure that the Manufacturer, Lot Number, and Financial Vaccine Eligibility Status for all newly administered vaccines are accurately entered into the EHR.
5. Ensure HL7 messages are programmed for Production submission, adhering to the requirement standards outlined in the MCIR [HL7 Specification Guide](#).
6. Send updates of this form to MDHHS-HL7@michigan.gov or MDHHS-MU-MCIRHelp@michigan.gov. The data quality team will document the changes, and our Education and Training Analyst will train new staff to ensure correct and timely data entry.

Note: Your site will not go live until it meets MCIR requirements and passes data quality checks. Once this form is accurately completed, you will be contacted by your Education and Training Analyst to schedule training and a Go-Live Date for production.

Roles and Responsibility Agreement

1. Organization Information

Provide the name of your organization:

2. Electronic Health Record/Health IT System Information

Please provide details about the EHR/Health IT system intended to facilitate the interface connection with the IIS. Any connectivity issues should be addressed between the SSHIE, EHR Vendor, and Health Care Organization. **MCIR is not the first point of contact for connectivity issues.**

EHR/Health IT System Vendor/Developer:

Sub-State Health Information Exchange (SSHIE) site is affiliated:

Does your facility plan to Query by Parameter? Yes No

If yes, I verified my EHR vendor is approved to support QBP: Yes No

Please refer to the [Approved HL7 EHR MCIR Vendors](#) list to verify the approval status. Note that

QBP-compliant products are marked with an asterisk (*).

Sub-State Health Information Exchange (SSHIE) site is affiliated:

3. Facility information

Provide information about the individual facilities/sites to be included in the interface between your organization and MCIR.

Facility Name:

Street Address:

City, State, Zip:

MCIR Provider Site ID:

MCIR HL7 Facility ID:

Is this a birthing site? Yes No

4. Technical Lead/Interface Technician Contacts

Provide contact information for the person responsible for establishing and testing the interface between the EHR/Health IT system and MCIR. Depending on your organization, these contacts may be multiple people or the same person. Please be advised that vendors are not permitted to access MCIR.

MCIR USER ID:

Name:

Title/role:

Affiliation:

Email address:

Phone number:

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Lead Provider Office Staff at the facility: Provide contact information for the person responsible for maintaining and monitoring the production interface once it is established. To request an MCIR account, visit [MiLogin for Business](#). Please note that the registration process consists of two parts. To assist you, here are two tipsheets:

1. [How to Register](#) for a MiLogin for Business Account.
2. How to [Request MCIR Access](#) using MiLogin for Business.

Primary Contact

MCIR USER ID:

Name:

Title/role:

Affiliation:

Email Address:

Phone Number:

Backup Contact

MCIR USER ID:

Name:

Title/role:

Affiliation:

Email Address:

Phone Number:

5. **Capabilities**

Provide information about technical capabilities.

5a. How HL7 messaging errors can be corrected. Electronic Manual

Electronic: If the Provider's EHR system can submit edited immunization information, corrections will primarily be conducted through the EHR interface. Maintaining the correct order of transactions is crucial, ensuring that the "Delete" record matches the original "Add" record. Subsequent "Add" records with corrected information will update the MCIR record, and appropriate inventory adjustments will be made accordingly. It's advised not to use the manual edit method if proper "Delete" records are being sent from the EHR, which could lead to duplication errors.

Manual: If the EHR system does not send "Delete" records, users must manually log into MCIR and enter corrections by hand.

5b. How are messages sent? Batch Realtime

5c. How will historical immunizations be reported to MCIR?

Documented immunizations must be based on official medical documentation, not self-reported.

Entered into the EHR and reported to MCIR through the HL7 data feed:

Hand-entry into MCIR:

5d. How will documented immunity to Varicella be reported to MCIR?

Documented immunity must be based on official medical documentation, not self-reported.

Entered into the EHR and reported to MCIR through the HL7 data feed:

Hand-entry into MCIR:

Note: Hand-entry into MCIR is required for documented immunity for other diseases (Hepatitis B, Measles, Mumps, Rubella, Rabies, and Hepatitis).

Roles and Responsibility Agreement

5e. How will non-administered vaccines (patient refusals) be entered into MCIR?

Entered into the EHR and reported to MCIR through the HL7 data feed:

Hand-entry into MCIR:

5f. Is this facility enrolled in the Vaccines for Children (VFC) program? Yes No

If yes, provide the primary and backup contacts. Visit [MiLogin for Business](#) to create an account.

VFC Primary Contact

MCIR USER ID:

Name:

Title/role:

Affiliation:

Email Address:

Phone Number:

VFC Backup Contact

MCIR USER ID:

Name:

Title/role:

Affiliation:

Email Address:

Phone Number:

MCIR Downtimes: In our continuous dedication to upholding the reliability and performance of the MCIR system, periodic maintenance or unforeseen outages may occur for various reasons. Additionally, please note that ***planned downtimes*** for MCIR are scheduled ***every Wednesday from 4 a.m. to 6 a.m.*** These events may result in temporary unavailability of the system, affecting data submissions.