

MCIR USER REFERENCE GUIDE:

MY SITE

Table of Contents:

Site Preferences 3
Add Person to Roster 3
Enabling/Disabling the Add Person to Roster Default 3

User Preferences 5
Default History Format View..... 6
Default Official State of Michigan Immunization Record View..... 7
Default Demographics..... 8

Edit My Site 9
Site Name Change (to Site) and Contact Information Updates 9
Add/Update Site Contacts and Update Business Hours..... 10

View My Site List and Go to New Site Options 12

Some of the system functions documented in this reference guide are available only to those individuals granted Site Administrator access. For questions or support related to Site Administrator rights, please contact your Regional MCIR Office.

Information and instructions included in this reference guide periodically change with system updates and are subject to annual review. Please be advised: Images and directions may no longer replicate current system function.

SITE PREFERENCES

Add Person to Roster

The **Add Person to Roster** default can only be enabled/disabled by a Site Administrator. When enabled, any record retrieved in the system will automatically be added to the site's Roster. If the default is set, persons who should not be included on the Roster will need to be manually removed. For additional information and instructions on the Roster, please reference the [MCIR User Reference Guide: Person Module](#).

Enabling/Disabling the Add Person to Roster Default

Step One: From the system's landing page ("home screen"), click on the **Site Preferences** link under **My Site** section.



Step Two: To enable the **Add Person to Roster** default, check the **Default Input Behavior** box. To disable default function, uncheck the default. Be sure to **Submit** any changes.

The screenshot displays a web interface for 'Site Preferences'. At the top, there is a navigation bar with tabs for 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', and 'A'. Below the tabs is a menu with links: 'Site Preferences', 'User Preferences', 'Edit My Site', 'View My Site List', and 'Go to New Site'. The main content area is titled 'Default Input Behavior' and contains a single checkbox labeled 'Add Person to Roster', which is currently checked. At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'.

USER PREFERENCES

User Preferences apply to the individual user. Each user can set their own User Preferences for:

- Default History Format View
- Default Official State of Michigan Immunization Record View
- Default Demographics

User Preferences are accessible from the system's landing page ("home screen"), by clicking on the **User Preferences** link under the **My Site** section. Always be sure to **Submit** changes when updating preferences.



Default History Format View

The **Default History Format View** indicates how a user's history screen will display.

Default History Format View

by Vaccine Series
 by Date Administered
 as Vaccine/Date Summary

There are 3 viewable history formats for a person's record:

Default History Format View: by Vaccine Series

History Format						
<input checked="" type="radio"/> Vaccine Series <input type="radio"/> Date Administered <input type="radio"/> Vaccine/Date Summary						
Vaccine	#	Age	Date	Entered By	Manufacturer	Lot #
DTP/DTaP/DT/Td/Tdap						
DT (pediatric)	1	10 Months 16 Days	01/01/2002	MDHHS LHD ADMIN	Unknown	
DTaP	2	2 Years 10 Months	01/03/2004	MCIR VIM LHD Site	Unknown	
DTaP-Daptacel	3	8 Years 1 Month	03/21/2009	MCIR VIM LHD Site	sanofi	12345

Default History Format View: by Date Administered

History Format						
<input type="radio"/> Vaccine Series <input checked="" type="radio"/> Date Administered <input type="radio"/> Vaccine/Date Summary						
Date	Vaccine	Age	Entered By	Manufacturer	Lot #	
01/01/2002	DT (pediatric)	10 Months 16 Days	MDHHS LHD ADMIN	Unknown		
01/03/2004	DTaP	2 Years 10 Months	MCIR VIM LHD Site	Unknown		
02/02/2007	Hep B (ped/adol)	5 Years 11 Months	MDHHS LHD ADMIN	Glaxo	04223	
03/21/2009	DTaP-Daptacel	8 Years 1 Month	MCIR VIM LHD Site	sanofi	12345	
04/27/2009	Hep B (ped/adol)	8 Years 2 Months	MCIR VIM LHD Site	Merck	PP987654	
08/17/2010	Hib (ActHIB/Hiberix)	9 Years 6 Months	MDHHS LHD ADMIN	sanofi	A95868	

Default History Format View: as Vaccine/Date Summary

History Format							
<input type="radio"/> Vaccine Series <input type="radio"/> Date Administered <input checked="" type="radio"/> Vaccine/Date Summary							
Vaccine Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
DTP/DTaP/DT/Td/Tdap	01/01/2002	01/03/2004	03/21/2009	08/20/2010	02/10/2011		
Polio	01/05/2011	06/07/2011					
MMR	01/05/2011						

The individual site user can select a different immunization history view from the top of the person's **History** screen; however, this will not overwrite the **Default History Format View** setting selected on the **User Preference** screen.

Person: Michigander, Little Jr
 Birth Date: 02/16/2001
 Provider: **Overdue**

Immunization History [Print Help](#)
[Home](#) [Exit](#)

[View](#)

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

Add/Find Roster Add Imm Information Status History

Yellow indicates a compromised or invalid dose.

MCIR ID: 46287478938

History Format

Vaccine Series Date Administered Vaccine/Date Summary

Vaccine Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
----------------	--------	--------	--------	--------	--------	--------	--------

Default Official State of Michigan Immunization Record View

The **Default Official State of Michigan Immunization Record View** indicates the user's preferential view/print format for a person's official immunization record.

Default Official State of Michigan Immunization Record View

1 Page Without address 1 Page With address 2 Page Landscape

It is possible to change the default “view” from a person's record by clicking on the **View** link in the upper right hand corner of the screen. Select the desired format from the dropdown menu and then click **Submit**.

Note: Changing the **Default Official State of Michigan Immunization Record View** from a person's record will not overwrite the setting selected on the **User Preference** screen.

Person: Michigander, Little Jr
 Birth Date: 02/16/2001
 Provider: **Overdue**

General Information [View](#)

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

Add/Find Roster Add Imm Information Status History

Immunization Report ✕

Report

Default Demographics

To use the **Default Demographics**, the Site Administrator sets the default **City**, **Zipcode** and **County** to be auto-filled when adding a new person's record to the system.

Default Demographics			
City	<input type="text" value="Detroit"/>	Zipcode	<input type="text" value="48127"/>
Select County	<input type="text" value="Wayne"/>		

Add New Person		Print Help					
		Home Exit					
Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Add/Find	Roster	Add Imm	Information	Status	History		
Personal Information:							
Legal Last*	<input type="text" value="Michigander"/>	Legal First*	<input type="text" value="Sister"/>	Middle	<input type="text"/>	Jr / Sr /..	<input type="text"/>
Alias Last	<input type="text"/>	Alias First	<input type="text"/>	Mother's Maiden Name	<input type="text"/>		
Birthdate*	<input type="text" value="03/12/2008"/>	Gender*	<input type="text"/>	<input type="checkbox"/> Multiple Birth			
Birth Facility Information:							
Name	<input type="text"/>	State	<input type="text"/>	County	<input type="text"/>		
Person's IDs:							
Patient ID	<input type="text"/>						
Responsible Party Information (for Reminder and Recall Notices)							
Last Name*	<input type="text"/>	First Name	<input type="text"/>	Middle	<input type="text"/>	Suffix	<input type="text"/>
Country*	<input type="text" value="United States"/>						
Street*	<input type="text"/>						
City*	<input type="text" value="Detroit"/>	State*	<input type="text" value="MI"/>	Postal Code*	<input type="text" value="48127"/>		
Phone	<input type="text"/>						
Options							
<input checked="" type="checkbox"/> Add to site roster	<input checked="" type="checkbox"/> Send immunization notices	Language		<input type="text" value="English"/>			
All fields marked with * are mandatory							
<input type="button" value="Submit"/>				<input type="button" value="Cancel"/>			

It is possible for the individual user to change the demographics on the **Add New Person** screen. Note: Manually changing the demographics will not overwrite the default settings the Site Administrator has selected for the site.

EDIT MY SITE

The following **Edit My Site** functions are only available to the Site Administrator:

- Name Change
- Contact Information
- Email/Phones
- Business Hours
- Add/Update Site Contacts

Site Name Change (to Site) and Contact Information Updates

To edit/update the site **Name**, **Contact Information** and/or **Email/Phones**:

Step One: From the system's landing page ("home screen"), click on the **Edit My Site** link of the **My Site** section. The system will navigate to the **Site Information** screen.



Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users

Step Two: Update the site's **Name** and/or Contact Information. Be sure to click **Submit** to save your changes.

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

[Person](#) | [Rem/Rcl](#) | [Sch/CC](#) | [Imp/Exp](#) | [My Site](#) | [Adm](#) | [Rpts](#) | [Oth](#)
[Add/Find Site](#) | [Add/Find User](#) | [Find Contact](#)

Discontinued: 06/01/2006

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**

Country*
Street*
City* **State*** **Postal Code***

Email/Phones | **Primary Contact**

Email
Voice* () - **Ext.**
Fax () - **Ext.**

Primary Contact
First Name Therese
Last Name Hoyle
Type Other
License: Nbr. **State**

Add/Update Site Contacts and Update Business Hours

Step One: From the system's landing page ("home screen"), click on the **Edit My Site** link of the **My Site** section. The system will navigate to the **Site Information** screen.


Michigan Care Improvement Registry


Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users

Step Two: from the **Site Information** screen:

Click on the **Site Contacts** tabs to view and update the appropriate information.

Contact Information	MCIR Users	Site Contacts	Business Hours	Transfer Interfaces
Name	Phone	Email	Lic#/State	Type
Add New Contact				
Wendy Nye			Administrator/Manager 📄	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

Click on the **Business Hours** tabs to view and update the appropriate information.

Contact Information	MCIR Users	Site Contacts
VFC	Business Hours	Transfer Interfaces
Edit Hours		
Monday	9:00 A.M. - 5:00 P.M.	
Tuesday	9:00 A.M. - 5:00 P.M.	
Wednesday	9:00 A.M. - 5:00 P.M.	
Thursday	9:00 A.M. - 5:00 P.M.	
Friday	9:00 A.M. - 5:00 P.M.	
Saturday	9:00 A.M. - 3:00 P.M.	
Sunday	CLOSED	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Step Three: Be sure to click **Submit** to save changes made to the **Site Contacts** and/or **Business Hours** tabs.

VIEW MY SITE LIST AND GO TO NEW SITE OPTIONS

If you have been granted access rights to more than one site, you will be able to access the following links from the system's landing page ("home screen"):



Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users

View My Site List allows you to view all sites attached to your User ID.

Go To New Site allows you to switch between site access rights without needing to log out and back into the system.