Michigan Care Improvement Registry (MCIR)
Provider Transfer Site Responsibilities & Contact Information Form
Share copies of this completed form with MPHI, the appropriate Regional MCIR Office, and the Site

Site name:

MCIR Provider Site ID:

Electronic Medical Record name:

Date:

Provider Transfer Site Responsibilities include:
- **Entering immunization data <u>correctly</u> AND <u>timely</u> into its Electronic Medical Record (EMR)**
  - **A Vaccines For Children (VFC) site must enter MCIR Vaccine Inventory Module (VIM) required fields (Manufacturer, Lot number, Dose amount, Vaccine eligibility) into its EMR**
- **Uploading transfer files <u>regularly</u> to MCIR**
- **Reviewing and <u>correcting any transfer errors</u> regularly**

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1. This site plans to upload MCIR transfer files:

  ➢ Daily (which days?):

  ➢ Three times per week (which days?):

  ➢ Other frequency (must be approved by the Regional MCIR Office):

2. Who at this site is responsible for <u>generating the transfer file from the EMR and uploading it to MCIR</u>?

  ➢ Primary Name: ➢ Backup Name:

    Position: Position:

    Phone: Phone:

    Email: Email:

3. Who at this site is responsible for regularly reviewing the Import/Export→Retrieve Results to correct transfer Edits ("User-correctable errors") and resubmit them online, and reviewing the Transfer Summary Report to check for and fix appropriate System Errors?

> Primary Name: > Backup Name:

    Position: Position:

    Phone: Phone:

    Email: Email:

4. If newly licensed vaccines are used at this site, who is responsible for adding new vaccine codes into the EMR, and also into the MCIR transfer file?

- Name:

- Position:

- Phone:

- Email:

5. Is this a Parent/Child transfer site?   YES   NO

If yes, someone *who is not housed at this site* is in charge of uploading this site's transfer file to MCIR. This "Child" transfer site will communicate with the following persons at the "Parent" site (Health System) with questions regarding its immunization data uploads to MCIR:

> Primary Name: > Backup Name:

    Position: Position:

    Phone: Phone:

    Email: Email:

6. Is this a VFC site?   YES   NO

If yes, it is especially critical that this site's immunization data, including Manufacturer, Lot number, Dose amount, and Vaccine Eligibility, is uploaded on a timely basis for accurate inventory accounting and balancing in the MCIR VIM.

➢ VFC PIN number:

➢ Person responsible for <u>reviewing the VIM Transactions Report & reconciling mismatched lot numbers ("Unsuccessful VIM Transactions") in the EMR and MCIR</u>:

- Name:

- Position:

- Phone:

- Email: