

# Summary Report



## How To: Generate and Retrieve Report in MCIR

This report generates lists and charts of patients last vaccinated at your site/practice. The report assesses patients at least 2 years of age and not yet 3 years of age. The report results **do not** include any identifying personal patient information. The data results are assessed by MCIR on the date the report generates.

### Generate Summary Report

1. Start at the MCIR Home Screen.
2. In the **Reports** section box select Quality Improvement, (Figure 1).
3. The **Quality Improvement Reporting** screen will display, (Figure 2).
4. Select the Summary Report.
5. The Quality Improvement Reporting screen allows the option to name your report in the **Name** field, (Figure 2).
6. The report parameters displaying **Type, Age Unit, and Doses** default to the pediatric cohort 2 not yet 3 years of age.
7. Select **Submit**.
8. You will be automatically directed to the MCIR Home Screen.



Figure 1

A screenshot of the "Quality Improvement Reporting" screen. The screen has a header with "Quality Improvement Reporting" and "Print Help" (with sub-links "Home" and "Exit"). Below the header is a navigation bar with tabs: Person, Rem/Rcl, VIM, Imp/Exp, My Site, Adm, Rpts, and Oth. Under the "Rpts" tab, there are sub-tabs: Batch, Inv, Maint, Profile, QI, Rem/Rcl, Retrieve Results, Roster, Transfer, Vac, and VAERS. The main content area is titled "Report Parameters" and includes:

- Report: Summary (dropdown)
- Name: Name Your Report Here (text input)
- Age Unit:  Months  Years
- People of age at least: 2 (input)
- but not yet of age: 3 (input)
- Note: Enter '999' to check for series Complete
- Doses of DTaP/DTP/DT/Id: 4 (input)
- Doses of IPV: 3 (input)
- Doses of MMR: 1 (input)
- Doses of HIB: 999 (input)
- Doses of HepB: 999 (input)
- Doses of Varicella: 1 (input)
- Doses of PCV: 999 (input)
- Doses of Rotavirus: 0 (input)
- Doses of HPV: 0 (input)
- Doses of HepA: 999 (input)
- Doses of Influenza: 999 (input)
- Doses of MenB: 0 (input)
- Doses of MenACWY: 0 (input)
- Gender: All (dropdown)
- Select People By: Provider Id (dropdown)
- Patient Status: Active (dropdown)
- List People Not Meeting Criteria: No (dropdown)
- Display People As:  List  1 Page - Official State of Mich Imms Record without address (dropdown)

At the bottom right, there are "Submit" and "Cancel" buttons. An "Additional Info" box on the right side contains the text: "Runs: Immediately, Kept 10 days. Generates various charts and lists of people with vaccine statuses. Can be used with efforts to increase vaccination. Set to 2-3 year old cohort."

Figure 2

# Retrieve Summary Report

1. Start at the MCIR Home Screen.
2. In the **Reports** section box select Retrieve Results.
3. The **Provider Site's Scheduled Results** report screen will display with your report, (Figure 3).
4. The report is immediately ready to open when it displays 'Report Ready'.
5. Select Report to open to view, (Figure 3).
6. All reports will display as 'Report has been retrieved' if a MCIR user has opened and viewed the report.

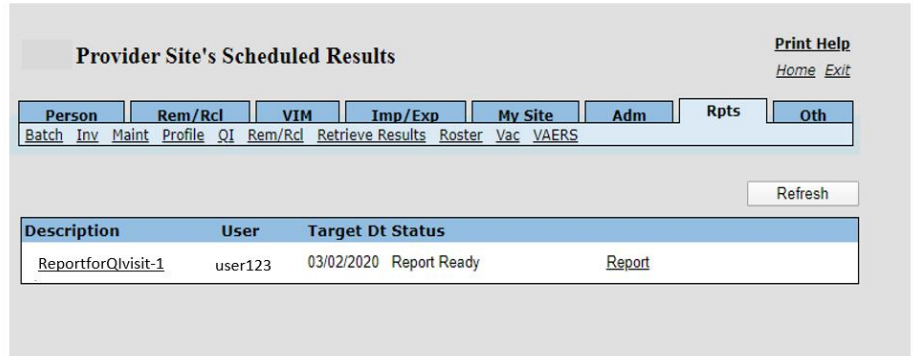


Figure 3

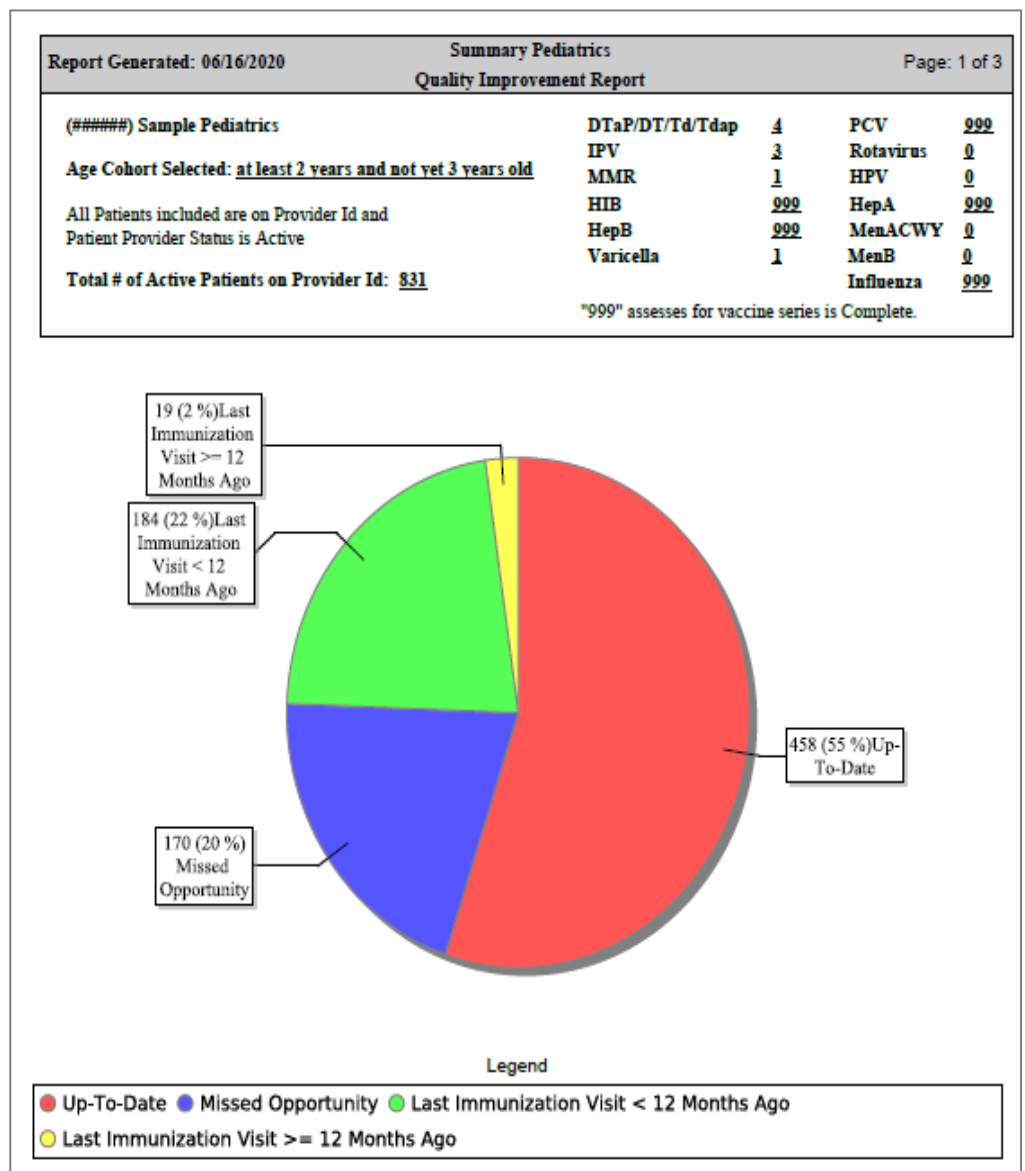


Figure 4

The PDF **Summary Report** in a PDF pop up window on your screen, (Figure 4).

View the report in the PDF window or download the report.