Special Considerations for Provider Transfer sites using the VIM & VIM Transactions Report

- ❖ Establish an office procedure to ensure new lot numbers are entered into MCIR as soon as possible, and before your transfer file containing the new lots is uploaded. Always add the lot number the exact same way as it is printed on the vaccine box (not vial/syringe).
- * Transfer files process every day after 5:00 p.m. Plan to complete balancing activities the day after the transfer file (containing data from the refrigerator count date) is uploaded. For example;
 - Do your refrigerator count at the end of the day (for example, Monday 8/17/2009). This is your refrigerator count date.
 - On (Tuesday 8/18/2009), you upload the transfer file that contains all of (Monday's) immunization data. The file will process overnight.
 - On (Wednesday 8/19/2009), go to the MCIR **Import/Export** menu→<u>Retrieve</u> **Results** link to fix any:
 - ✓ User-correctable Errors (if there are any, the <u>Edit</u> link will be available)
 - ✓ System Errors (listed in the System Errors section of the *Transfer Summary Report*)
 - ✓ Unsuccessful VIM Transactions (listed in the Unsuccessful VIM Transactions section of the *VIM Transactions Report*)
 - ...and complete your balance.
- ❖ Decide how you will handle editing immunization data within your EMR and MCIR. If you correct an immunization date/type/lot number/eligibility in your EMR (and the incorrect immunization information already transferred into MCIR), you will need to log into MCIR to manually correct the information (unless your MCIR Transfer File has an approved "Add/Delete/Add" process).
 - To correct VIM doses in MCIR, go to the patient's <u>Immunization History</u> screen. Delete the incorrect immunization. Click the <u>Add Imm</u> link to add the correct immunization back in then as an Administered dose from inventory.
 - ➤ "Parent/Child" Transfer Sites (one upload on behalf of multiple provider site locations, e.g. health systems) using the VIM must make sure to make any corrections in MCIR under the correct "Child" site.

MCIR Helpdesk at MPHI Updated July 2010

VIM Transactions Report

This report is for provider sites that:

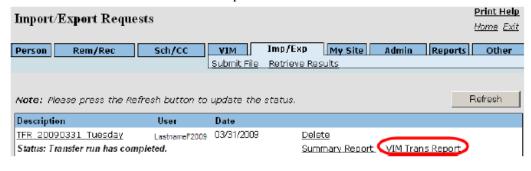
- Upload immunization data to MCIR from an approved Electronic Medical Record (EMR), and
- Are also using the MCIR Vaccine Inventory Module (VIM).

All Provider Transfer Sites must check (at the **Import/Export** \rightarrow **Retrieve Results** link) the day after their upload for any Edits or System Errors that occurred with their transfer file.

- Edits may be corrected and resubmitted online
- System errors appear in their Transfer Summary Report and must be fixed manually in the MCIR

A new report will appear for Provider Transfer Sites: the VIM Transactions Report.

• This report lists any immunizations from the transfer file that did not deduct from inventory in MCIR. See below for an example.



05/08/2009

Transfered Vim Transactions

Page 1

Your provider site name

Failed/Unprocessed transactions

| Admin Date | Product - Lot | Eligibility | Inv. |
|------------|---------------------------------------------|-----------------------|------|
| | | | |
| 05/23/2006 | Td (adult) Ares. Free (sanofi) - U1596CA | MI VRP | UNK |
| | Status: No lot in eventory. | | |
| | | | |
| 04/14/1998 | Hep B (adult) (Glaxo) - 2153A1 | Private Pay/Insurance | UNK |
| | Status: No lot in inventory. | | |
| 03/21/2001 | PPV23 (Wyeth (WAL)) - 465-898 | Private Pay/Insurance | UNK |
| | Status: No lot in inventory. | | |
| 04/14/1998 | Td (adult): Teta-Diph (Connaught) - 7C91550 | Private Pay/Insurance | UNK |
| | Status: No lot in inventory. | | |

Lastname, Firstname - Birthdate - MCIR ID

- ➤ All of these errors must be fixed by Provider Transfer Sites so that their complete immunization data is loaded into MCIR.
- ➤ Transfer Summary Reports and VIM Transactions Reports are only available at the Import/Export→Retrieve Results link for 10 days following the transfer file upload. It is strongly advised to save the reports to a secure location for future reference (for example, when it comes time for inventory balancing).