

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→**Retrieve Results** link to fix any:
 - ✓ User-correctable Errors (if there are any, the Edit 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 Immunization History screen. Delete the incorrect immunization. Click the Add Imm 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.

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** → **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.

Import/Export Requests [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rec Sch/CC **VIM** Imp/Exp My Site Admin Reports Other
 Submit File Retrieve Results

Note: Please press the Refresh button to update the status.

Description	User	Date	
TFR_20090331_Tuesday	LastnameF2009	03/31/2009	Delete
Status: Transfer run has completed.			Summary Report: VIM Trans Report

05/08/2009

Transferred Vim Transactions

Page 1

Your provider site name

Failed/Unprocessed transactions

Admin Date	Product - Lot	Eligibility	Inv.
05/23/2006	Td (adult) (Sanofi) - U1596CA Status: No lot in inventory.	MI VRP	UNK
04/14/1998	Hep B (adult) (Glaxo) - 2133A1 Status: No lot in inventory.	Private Pay/Insurance	UNK
03/21/2001	PPV23 (Wyeth (WAL)) - 465-898 Status: No lot in inventory.	Private Pay/Insurance	UNK
04/14/1998	Td (adult): Teta-Diph (Connaught) - 7C91556 Status: No lot in inventory.	Private Pay/Insurance	UNK

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).