

VFC Tip Sheet: Merge VFC Providers and MCIR VIM

Steps to follow when VFC providers sites want to merge into one location:

- 1) Provider site notifies either LHD or MCIR regional staff of provider offices that plan to merge practices. The provider completes a MCIR Provider User/Usage Agreement to indicate the MCIR Site IDs that are to be merged together. This agreement is sent to their regional MCIR office for processing.
- 2) LHD will notify provider site that will be closing to complete a balance and submit:
 - Doses Administered Report
 - Ending inventory Report
 - Temperature logs
- 3) LHD and/or MCIR regional staff will assist provider to "zero out" their inventory and inactivate lot numbers.
- 4) LHD and/or MCIR regional staff will uncheck the Inventory Active Box to inactivate VIM in closed site.
- 5) LHD reviews and approves reports and temperature logs, then notifies MDCH VFC to inactivate VFC PIN #.
- 6) MDCH VFC will process inactivation of VFC PIN # and notifies via email LHD or LHDs/MCIR staff.
- 7) MCIR regional staff notifies MCIR Tech (Ian) via email with request to move Roster and Users of inactivated site to the active site.

Note: Point of Contact (POC). Include in request if active site has agreed to have POC be changed to reflect new provider allowing for inclusion of clients on all MCIR reports and patient status.

Ian will notify MCIR regional staff via email once move has been completed.

MCIR regional staff verifies users are accurate in active site.
- 8) LHD and/or MCIR regional staff will assist provider in merged active MCIR site to manually "Transfer In" lot numbers to existing inventory in VIM.