

MCIR Site Administrator Manual

Michigan Care Improvement Registry



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Please contact your local [Regional MCIR Office](#) for Site Administrator Training, and questions related to the Michigan Care Improvement Registry.

Direct all Vaccine for Children questions to your [Local Health Department](#).

BASIC SITE ADMINISTRATOR ACTIVITIES

Add a New User to Your Site

Please contact your [Regional MCIR Office](#) to add another Site Administrator to your Site.

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration section box (Figure 1).
3. A current list of all site users associated to your site displays on the Site Information screen.
4. Click **Add New User** at the top of the name list.
5. Type First Name and Last Name then click **Submit**.
6. If a user you are trying to add is not listed to associate to your provider site, then click **Add New User** below Search Results.
7. Re-enter the First Name, Last Name the new user's email address.
8. **Check** the box before the Site Administrator's email address.
9. Click **Submit** to Save.
10. If user id is **found**, then proceed to **Associate an Existing User to Your Provider Site**.

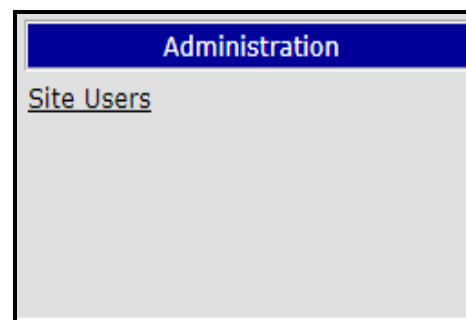


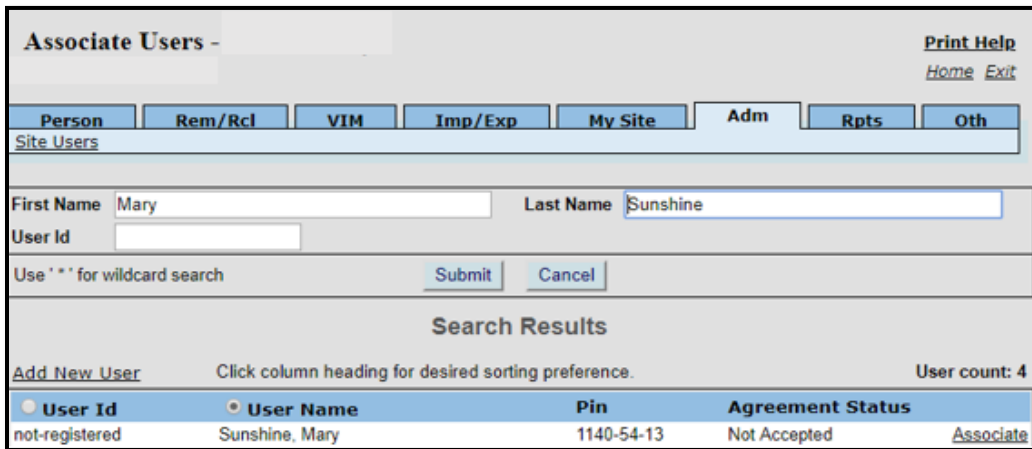
Figure 1

After the site administrator completes **ADD NEW USER**, the new user will receive a new MCIR Registration email that contains their **one-time use MCIR PIN**. This MCIR PIN is required for the new user to complete the registration process starting at [MILogin](#).

Associate an Existing User to Your Provider Site

If you have found a registered user when trying to **Add a New User**:

1. Click the word **Associate** to the far right of the user's name (Figure 2).



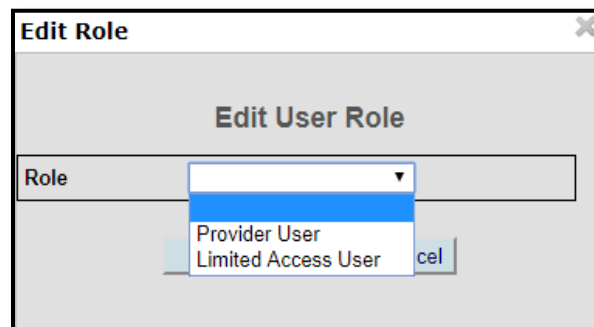
The screenshot shows a web application interface titled "Associate Users". At the top right, there are links for "Print Help", "Home", and "Exit". Below these are several tabs: "Person", "Rem/Rcl", "VIM", "Imp/Exp", "My Site", "Adm", "Rpts", and "Oth". The "Adm" tab is selected. Underneath the tabs is a "Site Users" section with input fields for "First Name" (Mary) and "Last Name" (Sunshine), and a "User Id" field. Below the search fields are "Submit" and "Cancel" buttons. The main area is titled "Search Results" and contains a table with the following data:

User Id	User Name	Pin	Agreement Status	
not-registered	Sunshine, Mary	1140-54-13	Not Accepted	Associate

At the bottom left of the search results, there is a link "Add New User" and a note "Click column heading for desired sorting preference." At the bottom right, it says "User count: 4".

Figure 2

2. Select the appropriate **User Role** from the Edit User Role drop down of choices (Figure 3).
3. Click OK.



The screenshot shows a dialog box titled "Edit Role" with a close button (X) in the top right corner. The main title is "Edit User Role". Below the title is a "Role" label and a dropdown menu. The dropdown menu is open, showing two options: "Provider User" and "Limited Access User". There is a "cel" button to the right of the dropdown menu.

Figure 3

A **Provider User** may view immunization status and history. This user role may add and edit responsible party, immunization encounters and view, run and print MCIR reports.

A **Limited Access User** may view immunization status and history. This user role may view, run and print MCIR reports.

Edit User's Name

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration section box.
3. Click directly on the username.
4. Edit user's name on the User Information screen (*Figure 4*).
5. Click **Submit** to Save.

User Information [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl VIM My Site Adm Rpts Oth

Site Users

[Edit Site](#)

User Details:

First Name* SignOn ID

Last Name* Pin

User Agreement Status

All fields marked with * are mandatory

Figure 4


Edit User's Role

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration section box.
3. Click directly on the underlined role name.
4. Select the appropriate User Role from the **Edit User Role** drop down of choices.
5. Click OK.

To add or change a Site Administrator role, contact your [Regional MCIR Office](#).

Delete User

Please contact your [Regional MCIR Office](#) to **delete** another Site Administrator from your Site.

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration Section box.
3. Click the  trash can icon.
4. A popup box will appear asking if you are sure to unassociated MCIR user from your site.
5. Click OK.
6. Click **Submit** to Save.
7. This action will remove the user from your provider site only. This action will not remove a MCIR user from the entire registry.

Find the MCIR Site ID Number

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box (Figure 5).
3. The default screen displays your contact information.
4. Check the top right corner for your site id number (Figure 6).



Figure 5

A screenshot of the "Site Information" form. At the top right, there are links for "Print Help" and "Exit". Below the title is a navigation bar with tabs: "Person", "Rem/Rcl", "VIM", "Imp/Exp", "My Site", "Adm", and "Rpts". Under the "My Site" tab, there are links: "Site Preferences", "User Preferences", "Edit My Site", "Enroll in VFC", "View My Site List", and "Go to New Site". The form includes fields for "Name*" (Test Provider Site), "Facility Type*" (Family Practice (Private)), "County*" (No County Affiliation), "Program:" (radio buttons for FQHC, RHC, Neither), and "Cert. Expires*" (12/31/2006). A "Details" section shows "Site Number: 1000053314". Below are sections for "MCIR Options" (Clinical, Import/Export, Follow Up) and "Contact Information" (Country, Street, City, State, Postal Code). At the bottom, there are "Email/Phones" and "Primary Contact" sections. A large black arrow points from the "Edit My Site" link in Figure 5 to the "Site Number" field in this form.

Figure 6

VACCINE INVENTORY MANAGEMENT (VIM) SITE ADMINISTRATOR ACTIVITIES

Notify your [Regional MCIR Office](#) and [Local Health Department](#) for contact, shipping, storage and E-ordering changes.

Edit Shipping Address

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **Shipping Tab**.
5. To edit shipping address, click (**Edit**) to the right of Shipping Address (*Figure 7*).



Shipping Address (Edit)			
Address:		Address Status:	Valid
Country: United States	County:	Address Updated:	09/18/2019

Figure 7

6. An Edit Shipping Address box will pop out (*Figure 8*).
7. Complete shipping address.
8. Click **Submit** to Save.

Address Details	
Country*	<input type="text"/> <input checked="" type="checkbox"/> Valid <input type="checkbox"/> Keep as Entered
Street*	<input type="text"/>
City*	<input type="text"/> State* MI <input type="text"/> Postal Code* <input type="text"/>
County*	<input type="text"/>

Figure 8

Edit Shipping Hours

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **Shipping Tab**.
5. To edit Shipping Hours, click **(Edit)** to the right of Shipping Hours.
6. An Edit Hours box will pop out (*Figure 10*).
7. **Check** the small box located before the day of the week to edit that specific day.
8. Click **Submit** to Save.

Hours - hh[:mm]	
<input checked="" type="checkbox"/> Monday	8:00 A.M. - 11:00 A.M. 1:00 P.M. - [empty]
<input type="checkbox"/> Tuesday	[empty] [empty] - [empty] [empty] [empty] [empty] - [empty] [empty]
<input type="checkbox"/> Wednesday	[empty] [empty] - [empty] [empty] [empty] [empty] - [empty] [empty]
<input type="checkbox"/> Thursday	[empty] [empty] - [empty] [empty] [empty] [empty] - [empty] [empty]
<input type="checkbox"/> Friday	[empty] [empty] - [empty] [empty] [empty] [empty] - [empty] [empty]
<input type="checkbox"/> Saturday	[empty] [empty] - [empty] [empty] [empty] [empty] - [empty] [empty]
<input type="checkbox"/> Sunday	[empty] [empty] - [empty] [empty] [empty] [empty] - [empty] [empty]

12:00 PM is assumed to be Noon. 12:00 AM is assumed to be Midnight.

Submit Clear Cancel

Figure 10

Add Storage Units

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **Storage Tab**.
5. Click **Add Storage Unit** to add a new unit.
6. An Add/Edit Storage Unit box will pop out (*Figure 11*).

The screenshot shows a dialog box titled "Add/Edit Storage Unit". Inside the dialog, there is a form with the following elements:

- A "Type" dropdown menu.
- A "Desc" field with the value "N/A".
- A blue header section titled "Details".
- Two rows of input fields: "Unit: Make" and "Model*" in the first row, and "Logger: Make" and "Model" in the second row.
- Two buttons at the bottom: "Submit" and "Cancel".

Figure 11

7. Select and enter storage unit information.
8. Click **Submit** to Save.

Contact your [Local Health Department](#) for assistance or consultation regarding storage units.

Edit Storage Units

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **Storage Tab** (Figure 12).
5. Click directly on the **underlined linked unit name** listed to Edit the Storage Unit details.
6. Make necessary edits.
7. Click **Submit** to Save.

Contact Information		MCIR Users		Site Contacts			
VFC		Business Hours		Transfer Interfaces			
VFC Name*	<input type="text"/>	Facility Type*	Private Provider ▼				
VFC Pin*	<input type="text"/>	VFC Status*	Active ▼	Last Site Visit	<input type="text"/>		
E Ordering		Shipping		Storage		Enrollment	
Description		P-Grd	FF	Log	Appl Make/Model	Temp Log	Make/Model
<u>Add Storage Unit</u>							
<u>Regular/Large Stand-alone Refrigerator</u>		✓		✓	Make: AEGIS Model: 2-R-16G		Make: Control Solutions Model: 28029
<u>Small Stand-alone Freezer</u>		✓	✓	✓	Make: Sanyo Model: SF-L6111W		Make: Control Solutions Model: 21999
<input type="button" value="Submit"/>				<input type="button" value="Cancel"/>			

Figure 12

Add E-Order Contact

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site Section box.
3. Click the VFC Tab.
4. Click the **E Ordering Tab**.
5. To Add an E Order Contact, click, **Add New E-Order Contact**.
6. An Add Contact box will pop out (*Figure 13*).
7. Select contact from drop down box to the right of User.*
8. Type in the new E-Order Contact's email
9. Check the Send email notifications box under email field.
10. Click **Submit** to Save.

Contact Information

Add Contact

Contact Information

Type* User*

Title First Name* MI Last Name* Jr/Sr...

Phone Numbers

Office () - Ext

Fax () - Ext

Cell/Pgr () -

Email Address

Email*

Send email notifications

Figure 13

Edit E-Order Contact


1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. Click the VFC Tab.
4. Click the **E Ordering Tab**.
5. To Edit an E Order Contact, click directly on **underlined Contact's Name**.
6. An Edit Contact box will pop out (*Figure 14*).
7. Edit contact information.
8. Click **Submit** to Save.

The screenshot shows a web-based form titled "Contact Information" with a sub-header "Edit Contact". The form is divided into several sections: "Contact Information" with dropdowns for "Type*" and "User*"; a row of text boxes for "Title", "First Name*", "MI", "Last Name*", and "Jr/Sr..."; a "Phone Numbers" section with three rows for "Office", "Fax", and "Cell/Pgr", each with a format of "() - Ext"; and an "Email Address" section with an "Email*" text box and a checked checkbox for "Send email notifications". At the bottom are "Submit" and "Cancel" buttons. A large black arrow points from the bottom right towards the "Send email notifications" checkbox.

Figure 14

- Remember to check the Send email notifications box under the email field.

Remove E-Order Contact

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site Section box.
3. Click the VFC Tab.
4. Click the **E Ordering Tab**.
8. Click the  trash can icon.
9. A popup box will appear asking if you are sure to remove E-order Contact (*Figure 15*).

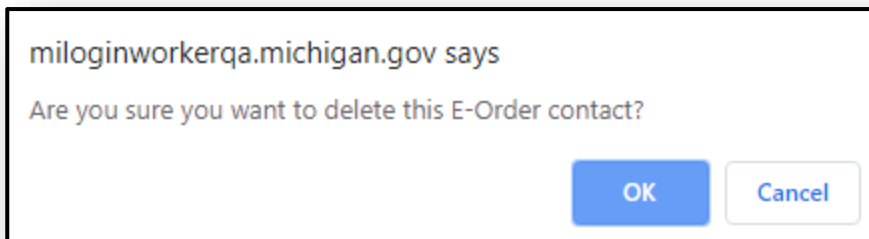


Figure 15

10. Click OK
11. This action will remove the user from your provider site.
5. Click **Submit** to Save.

MISCELLANEOUS SITE ADMINISTRATOR ACTIVITIES

Edit Site Name, Address, Phone, Fax and Email

1. Start at the MCIR home screen.
2. Click the **Edit My Site** in the My Site section box.
3. The default screen displays your contact information (*Figure 16*).
4. Edit Provider Site Name, Address, Phone Number, Fax Number and Fax Number.
5. Click **Submit** to Save.

The screenshot shows the 'Site Information' form in the MCIR system. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs for 'Person', 'Rem/Rcl', 'Sch/CC', 'VIM', 'Imp/Exp', 'VFC', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'My Site' tab, there are links for 'Site Preferences', 'User Preferences', 'Edit My Site', 'View My Site List', and 'Go to New Site'. The form displays 'Established: 11/24/1997' and 'Site Number: 100'. The 'Details' section includes fields for 'Name*', 'County*', 'Facility Type*' (set to 'DHHS - Immunization Division'), and 'Program' (radio buttons for 'FQHC', 'RHC', and 'Neither'). There is also a 'Cert. Expires*' field and a 'Site Disabled' checkbox. The 'MCIR Options' section has three sub-sections: 'Clinical' with a checked 'BMI' checkbox, 'Import/Export' with a checked 'Transfer' checkbox, and 'Follow Up' with an unchecked 'Sickle Cell' checkbox. The 'Contact Information' section has tabs for 'Contact Information', 'MCIR Users', 'Site Contacts', 'Business Hours', and 'Transfer Interfaces'. It includes fields for 'Country*' (United States), 'Street*', 'City*' (Lansing), 'State*' (MI), and 'Postal Code*'. There are also checkboxes for 'Valid' and 'Keep as Entered'. The 'Email/Phones' section has fields for 'Email', 'Voice*' (with area and extension), and 'Fax' (with area and extension). The 'Primary Contact' section has fields for 'First Name', 'Last Name', and 'Type'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Figure 16

Edit MCIR Users

1. Start at the MCIR home screen.
2. Click the **Edit My Site** in the My Site section box.
3. Click the **MCIR Users Tab** (Figure 17).
4. Click directly on the MCIR username.
5. Click **Submit** to Save.

The screenshot shows the 'Site Information' page in the MCIR system. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs: 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'My Site' tab, there are links for 'Site Preferences', 'User Preferences', 'Edit My Site', 'View My Site List', and 'Go to New Site'. The page indicates the site was 'Established: 04/24/1998'. The 'Details' section includes fields for 'Name*', 'County*', 'Facility Type*' (set to 'Pediatrics (Private)'), 'Program:' (with radio buttons for 'FQHC', 'RHC', and 'Neither'), and 'Cert. Expires*' (set to '05/15/2021'). There is a 'Site Disabled' checkbox. The 'MCIR Options' section has three sub-sections: 'Clinical' with checkboxes for 'Immunization Provider', 'VIM', 'VFC Program', and 'BMI'; 'Import/Export' with checkboxes for 'Transfer' and 'Transport'; and 'Follow Up' with a checkbox for 'Sickle Cell'. Below this are sections for 'VFC', 'Business Hours', and 'Transfer Interfaces'. At the bottom, there are three tabs: 'Contact Information', 'MCIR Users', and 'Site Contacts'. The 'MCIR Users' tab is highlighted with a blue background and has a large black arrow pointing to it. Below the 'MCIR Users' tab, there are columns for 'User Name', 'User ID', and 'Role Name', and a link for 'Add New User'.

Figure 17

MCIR Regional Contact List

For training or questions contact your region (Figure 19).

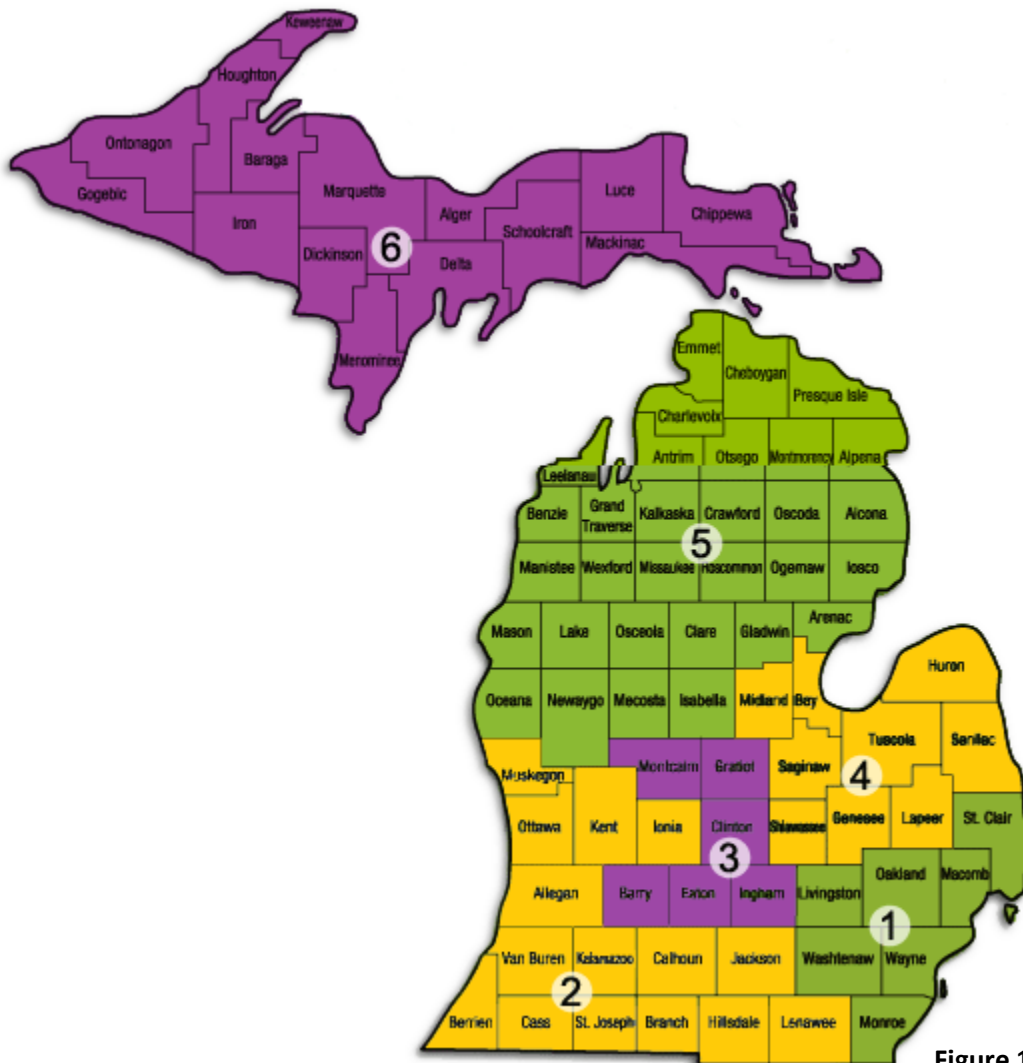


Figure 19

REGIONAL HELPDESK CONTACTS

Region 1 Helpdesk	1-888-217-3900	region1mcirhelp@hline.org
Region 2 Helpdesk	1-888-217-3901	mcirhelp@kalcounty.com
Region 3 Helpdesk	1-888-217-3902	region3mcir@mmdhd.org
Region 4 Helpdesk	1-888-217-3903	MCIR4@gchd.us
Region 5 Helpdesk	1-888-217-3904	kdepeel@hdh10.org
Region 6 Helpdesk	1-888-217-3905	R6mcir@phdm.org