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**.

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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.

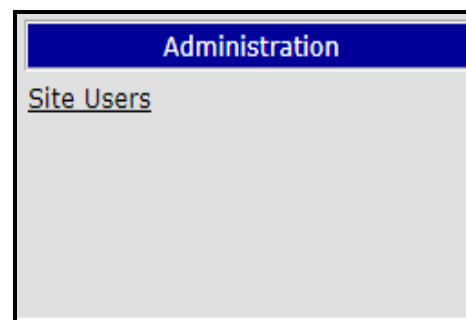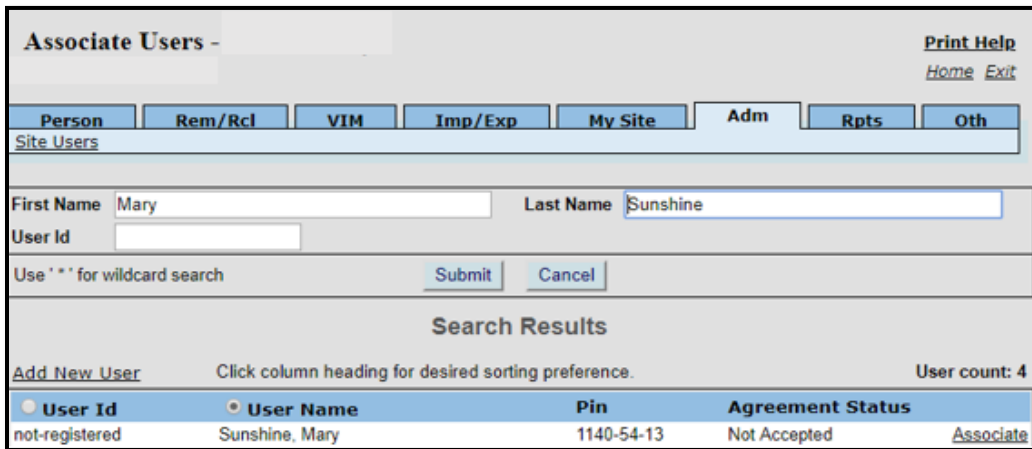10. If user id is **found,** then proceed to **Associate an Existing User to Your Provider Site.**

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.**

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Associate an Existing User to Your Provider Site

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

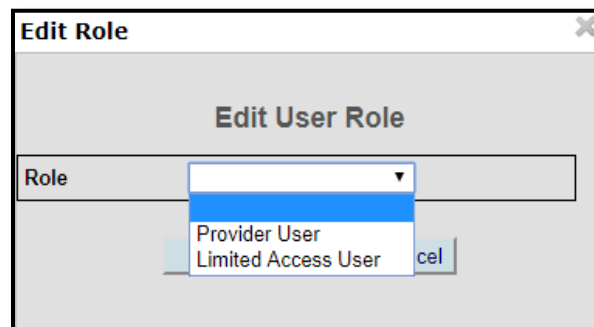1. Click the word __Associate__ to the far right of the user's name *(Figure 2).*

Figure 2

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

3. Click OK.

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.

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

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.

Figure 8

Edit Shipping 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 **Shipping Tab.**

5. To edit Shipping Contact, select the drop-down box (to the right of Shipping Contact*).

6. Choose from list of site shipping contacts *(Figure 9).*

7. Click **Submit** to Save.

Figure 9

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.

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).*

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.

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.

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.

Figure 14

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

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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.

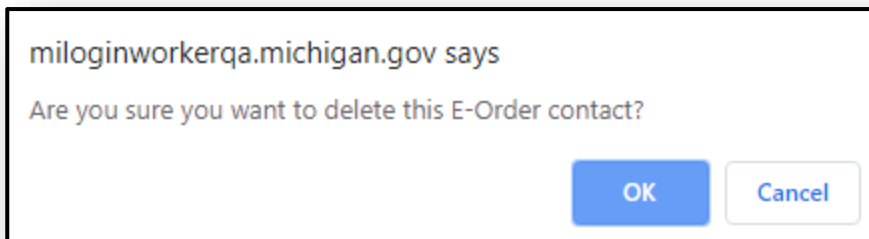9. A popup box will appear asking if you are sure to remove E-order Contact *(Figure 15).*

miloginworkerqa.michigan.gov says

Are you sure you want to delete this E-Order contact?

OK   Cancel

Figure 15

10. Click OK

11. This action will remove the user from your provider site.

5. Click **Submit** to Save.

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.

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.

Figure 17

Edit Site Contacts

1. Start at the MCIR home screen.

2. Click the <u>Edit My Site</u> in the My Site section box.

3. Click the Site Contacts Tab.

Edit Business Hours

1. Start at the MCIR home screen.

2. Click **<u>Edit My Site</u>** under the My Site Section box.

3. Click the **Business Hours Tab.**

4. Click **<u>Edit Hours</u>** Link.

5. An Edit Hours box will pop out *(Figure 18).*

6. Complete Edit Hours by placing a check in the small box located before the day. ☑

7. Edit hours accordingly.

8. Click **Submit** to Save.

Figure 18

MCIR Regional Contact List

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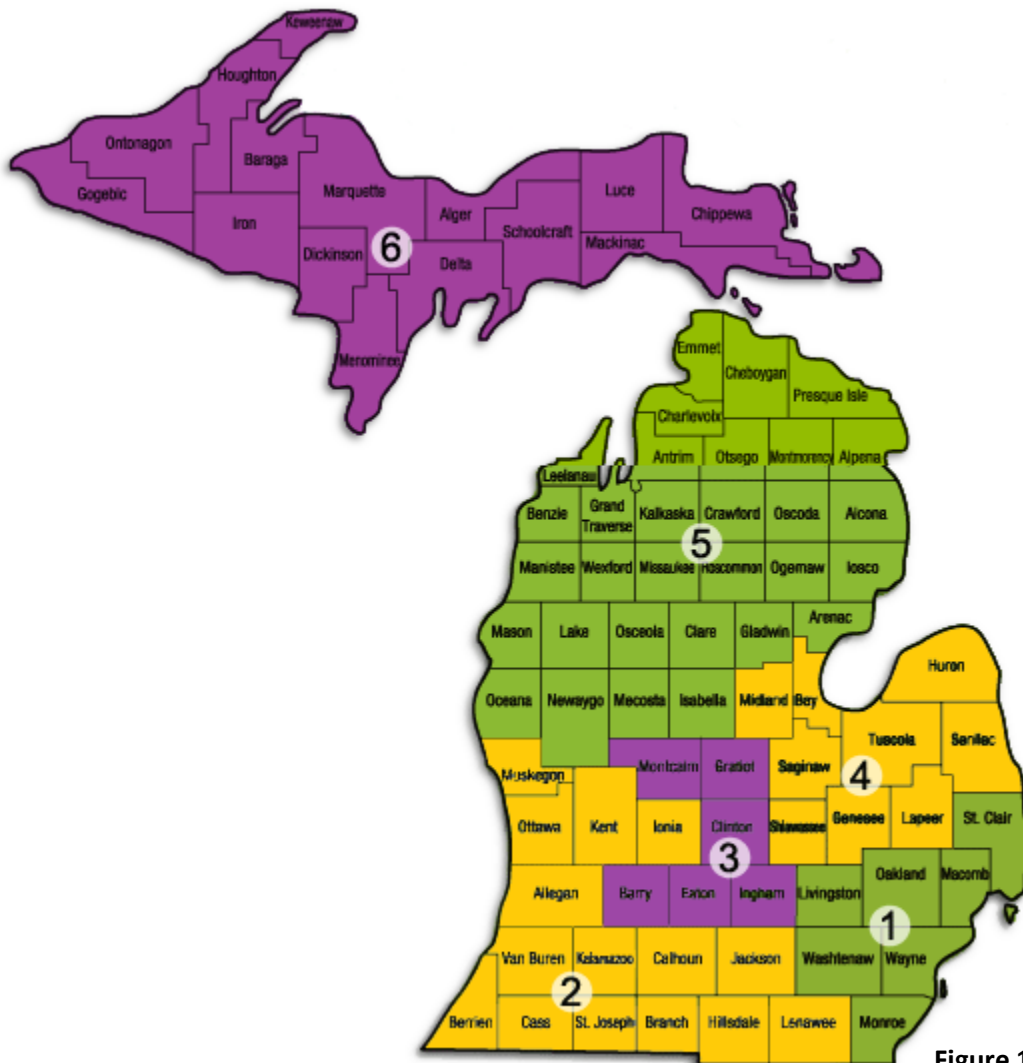
Figure 19

REGIONAL HELPDESK CONTACTS

Region	Phone	Email
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