

MCIR Web Guide





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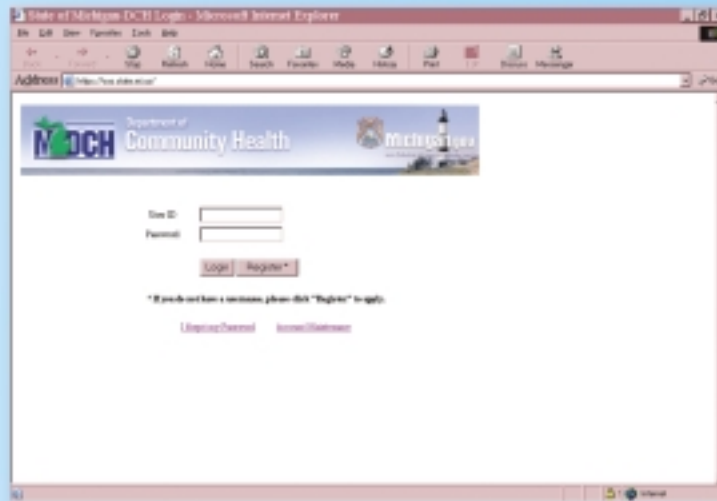
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MCIR User ID, Password and Single Sign On

To enter the MCIR system, you must have a user ID and password. With the new HIPAA security guidelines, it is important that you do not share your Single Sign-On user ID and password. With your user ID and password, anyone can make modifications in the MCIR under your name.



HIPAA security standards are mandated for all health care providers, health plans, and health care clearinghouses that utilize computers to store or transmit patient information electronically.



How to search for a child in the MCIR

To find a child in the MCIR, identifying information must be entered in the text boxes. At a minimum, you must enter two items. We strongly recommend the following information:

- Last name
- MCIR ID number
- Date of Birth (mm/dd/yyyy)



During the first attempt to find a child, it is recommended that you enter the minimum amount

of information to avoid receiving multiple results.

When entering the child's first or last name, use their full name as stated on their birth certificate to be accurate with spelling. Using child IDs are recommended since they help uniquely identify a child. The MCIR system searches faster using numeric child ID fields such as birth date and MCIR ID.

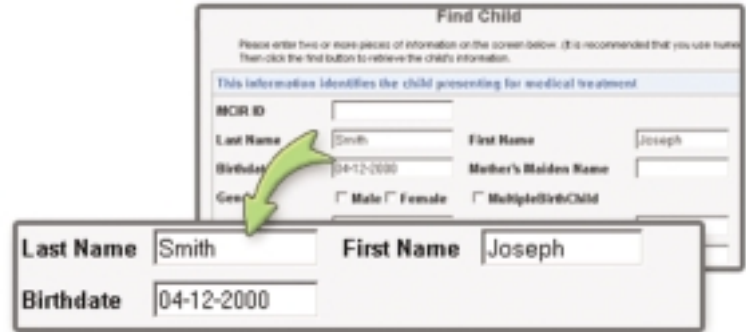
To find a child use the **Find Child** screen.

There are two ways to access the **Find Child** screen:

1. From the home Page under the **Child** column, select **Find**
2. From the MCIR menu bar, select **Find**

Click on the **Submit** button to search for the child in the MCIR.

- *A specific match to a child's information must be made or the child's MCIR record will not be displayed.*



The screenshot shows the 'Find Child' web form. At the top, it says 'Find Child' and 'Please enter two or more pieces of information on the screen below. (It is recommended that you use names. Then click the find button to retrieve the child's information.)'. Below this is a blue header: 'This information identifies the child presenting for medical treatment'. The form fields include: 'MCIR ID' (empty), 'Last Name' (filled with 'Smith'), 'First Name' (filled with 'Joseph'), 'Birthdate' (filled with '04-12-2000'), 'Mother's Maiden Name' (empty), 'Gender' (radio buttons for 'Male' and 'Female', both unchecked), and 'MultipleBirthChild' (checkbox, unchecked). A green arrow points to the 'Last Name' field. Below the main form is a smaller, semi-transparent version of the same form showing the same filled values.

Child found/not found

Child found

The verify **Correct Child** found screen will appear once the system finds a match to the data you entered.



As prompted by the message on the screen, you should always review the child's information to verify the correct child has been found.

1. If the correct child has been found, click **OK** to view the child's MCIR information.
2. If the correct child is not found, click **Cancel**. Your next step depends on if the wrong child or no child was found in your search.

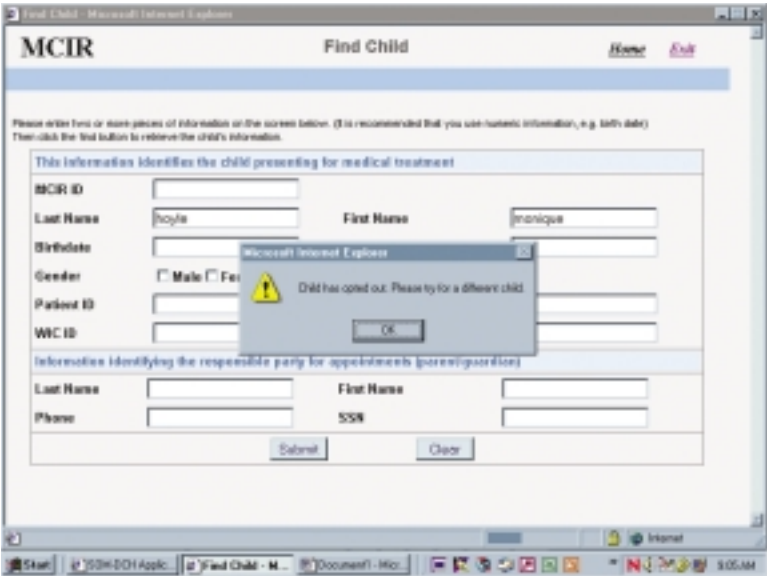
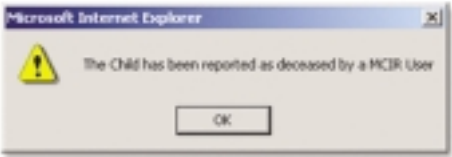
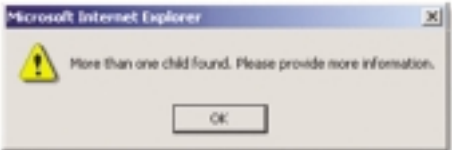
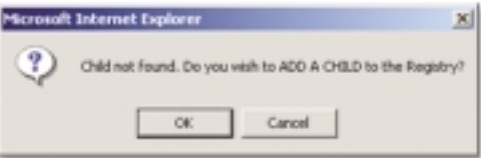
**Gender and Multiple Birth Status of a child are not good search criteria. These pieces of information are too vague to result in a specific child match.*



Child not found

If the child is not found in the MCIR database, one of the following messages will appear:

- Child not found
- More than one child found
- Child not participating in MCIR (“opted out”)
- Child has been reported as deceased.



If you cannot find a MCIR record for a child born in Michigan on or after January 1, 1994:

1. Confirm that you are searching for the child by their legal name (the name as it appears on the birth certificate)
2. Confirm that the child was born in a Michigan hospital
3. Wait 2-3 weeks after the child's date of birth. If you still cannot find the child in the MCIR, DO NOT ADD the child. Contact your MCIR regional office for assistance.

More than One Child Found

More than one child in the MCIR database meets the criteria you have entered into your **Find a Child** search. Click the **OK** button and enter additional pieces of search criteria to narrow your search in an attempt to locate the exact child you are looking for.

Child not participating in the MCIR/Opt-Out

The child has been "opted-out" of the MCIR and is not included in MCIR reporting. The child may be opted-out for several reasons:

- The parent or guardian has opted the child out of the system
- The child is not a Michigan resident

Click the **OK** button. If you believe this information is incorrect or if you need to opt a child out of the MCIR, please notify your regional MCIR office.

**A parent may later choose to rescind their decision to have opted their child's record out of the MCIR.*

Child has been reported as deceased/Recording a child as deceased in the MCIR

Click the **OK** button. If you believe this information is incorrect, please notify your regional MCIR office.

To record a child as deceased in the MCIR database, go to the **General Information** screen. In the MCIR Options at the bottom of the General Information screen, click on the **Child is deceased** check box, then click the **Update Child** button to save the changes.

**It is necessary to report this information to prevent a MCIR Reminder/Recall notice from being sent to the responsible party of a deceased child.*



Adding a child

After a detailed search has yielded no MCIR record for the child you are attempting to find, a new child may be added to the MCIR without contacting the regional office only if:

- The child was born outside of Michigan, or
- The child was born prior to January 1, 1994

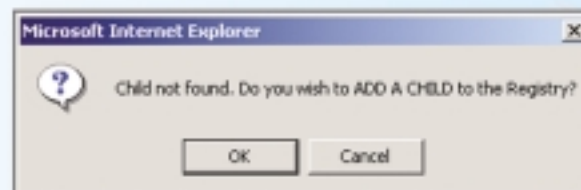
**In all other circumstance, please contact your regional MCIR office before adding a child to the database.*

***In the case of a legal name change or adoption, notify your MCIR regional office to review the original record prior to adding a new one.*

To add a new child to the MCIR:

1. If the **Child Find** screen is not visible on your screen, click the **Find** link on the toolbar.
2. Type in the minimum information required to search for a child. (It is important that you enter the child's name correctly. Once accepted, it cannot be changed. Always use the child's full name.)
3. Click the **Find** button to search for the child in the system.
4. When a record is not found matching the criteria you have entered, the **Child Not Found** message will be displayed.
5. Click **OK** to **Add a Child** to the MCIR
6. The **Add New Child** screen will appear after clicking **Yes** to add a child.

In the **Add New Child screen, text boxes marked with the asterisk (*) must be filled in before a child can be added. The remaining fields are not required, however, you should enter as much information as possible.*

A screenshot of a search form. It has four input fields: "Last Name", "First Name", "Birthdate", and "Mother's Maiden Name". Each field has a small "X" button to its right.

MCIR - Add New Child
[Home](#)
[Exit](#)

[Find](#)
[Patient Entry](#)
[Child](#)
[Reports](#)
[Options](#)
[Admin](#)

Child's names

Legal Last *

Legal First *

Initials

Suffix

Maid Last

Maid First

Mother's Maiden Name

Demographics

Birthdate *

Gender *

☐ Male
☐ Female

☐ MultipleBirth-Child

Residence Information:

State *

County *

Birth Facility Information:

Name

State

County

Child's IDs

Patient ID

Medicaid ID

SSN

Responsible Party Information (for Reminder and Recall Notices)

Last Name *

First Name

Middle Name

Suffix

Address

City

State

Zipcode

Country

Phone

SSN

☒ This person wishes to get immunization notices in

English

All fields marked with * are mandatory

Submit

Cancel



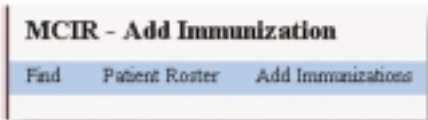
Adding Immunizations

To update a child’s immunization record, you must first find the child. (See the *How to Search for a Child* section of this booklet.)

After finding a child click on the **Add Immunizations** option on the menu bar. The **Add Immunization** screen will appear. Choose the correct administrating party for the vaccine administration you will be documenting in the **Vaccine Administered By** drop down menu. (Only change the **Vaccine Administered By** to **Other Provider Administered Vaccine** if your office did not administer the vaccine you are documenting in the child’s MCIR record.)

Vaccines administered by your office and another office cannot be combined. You must add the vaccinations for one office, click **Submit, and then add the other vaccinations under the appropriate drop-down selection.*

Also, in the **Vaccine Administered By** area, you have the option to select the **Wish to be point of contact** check box. Checking this box identifies your office as the point of contact for MCIR generated reminder/recall notices for the child. If you do not wish to check this box, the MCIR will associate the child to the last provider identified as the "point of contact" for reminder/recall.

A screenshot of the 'MCIR - Add Immunization' form. At the top, it has a title bar and a menu bar with 'Find', 'Patient Roster', 'Add Immunizations', 'Child', 'Inventory', 'Reports', and 'Options'. Below the menu bar, there is a section for 'Child: Birthdate:' and 'Status: Update' with 'Home' and 'Exit' buttons. A text box instructs the user to select whether the immunizations were administered by this office or another provider. Below this, there is a dropdown menu for 'Vaccines administered by' with 'Other Provider Administered Vaccine' selected. A checkbox labeled 'Wish to be point of contact for MCIR reminder and recall notices' is checked. The main part of the form is a table with columns: 'Date*', 'CPT', 'Vaccine*', 'Vaccine Elig.*', 'Name/L./Phone/Let.#', and 'NonAdmin'. There are 10 rows in the table, each with input fields and a checkbox. At the bottom, there is a note 'All fields marked with * are mandatory' and four buttons: 'Submit', 'Add More', 'Clear', and 'Cancel'.A screenshot of the 'Add Immunizations' form. It has a title bar 'Add Immunizations' and a menu bar with 'Child: Birthdate:' and 'Status: Update' with 'Home' and 'Exit' buttons. A text box instructs the user to select whether the immunizations were administered by this office or another provider. Below this, there is a dropdown menu for 'Vaccines administered by' with 'Training User 26' selected. A checkbox labeled 'Wish to be point of contact for MCIR reminder and recall notices' is checked. The main part of the form is a table with columns: 'Date*', 'CPT', 'Vaccine*', and 'Vaccine Elig.*'. There are 10 rows in the table, each with input fields and a checkbox. At the bottom, there is a note 'All fields marked with * are mandatory' and four buttons: 'Submit', 'Add More', 'Clear', and 'Cancel'.A screenshot of the 'Add Immunizations' form. It has a title bar 'Add Immunizations' and a menu bar with 'Child: Birthdate:' and 'Status: Update' with 'Home' and 'Exit' buttons. A text box instructs the user to select whether the immunizations were administered by this office or another provider. Below this, there is a dropdown menu for 'Vaccines administered by' with 'Training User 26' selected. A checkbox labeled 'Wish to be point of contact for MCIR reminder and recall notices' is checked. The main part of the form is a table with columns: 'Date*', 'CPT', 'Vaccine*', and 'Vaccine Elig.*'. There are 10 rows in the table, each with input fields and a checkbox. At the bottom, there is a note 'All fields marked with * are mandatory' and four buttons: 'Submit', 'Add More', 'Clear', and 'Cancel'.

Non-Administered Vaccines

At the bottom of the **Immunization Status** and **Immunization History** screens, the **Non-Administered Vaccine** area lists the vaccines that were not given. The area also shows the date the information was recorded and the reason why the vaccine was not administered.

To add a non-administered vaccine to a child's MCIR record follow the steps outlined in the *Adding Immunizations* section of this booklet. Add the date, vaccine type and click the **Non Adm** check box at the far right of the **Add Immunization** screen. In the **Non Administered Reason** pop-up box, select the reason for the non-administration:

Documented Immunity – Child has documented immunity to disease

Parent/Guardian Waiver – Parent/Guardian waives immunizations for child.



Other than documented immunity for Varicella, choosing a non-administered code does not affect the immunization

assessment of the child in the MCIR.

MCIR Eligibility Field

Vaccine eligibility is recorded after the vaccine name on the **Add Immunization** screen. Select the appropriate vaccine eligibility from the drop-down menu:

- **Medicaid**
- **Native or Alaskan American**
- **Uninsured**
- **Underinsured** – Insurance does not cover any reimbursement for the cost of vaccine.
- **Private Insurance/Fully Insured** - (not VFC Eligible) Insurance pays for all or part of the cost of the vaccine. As with underinsured, office co-pays or administration fees may still be charged.

**Mandatory elements of the Vaccine for Children (VFC) Program include screening the child's eligibility status on each visit and keeping a record of each VFC dose administered (tally sheet). The resulting data serves a tri-fold purpose:*

- *Children are not denied immunizations because of the inability to pay, while those who have complete insurance coverage receive vaccines from a purchased supply*
- *The data allows the state to forecast vaccine needs to keep adequate supplies in stock*
- *Vaccine funds are provided through separate state and federal programs. The purchase of vaccines must be attributed to the appropriate funding source to ensure the continuation of this valuable program.*

Editing a MCIR Record

Review the list below to see what information you can and cannot edit on the **General Information** screen:

Edit

Alias Last (name), Alias First (name), Mother's Maiden Name, Residence Information, Birth Facility Information, Patient ID, Responsible Party Information, all MCIR Options

Cannot Edit

Legal Last (name), Legal First (name), Middle (name), Suffix (name), Date of Birth, Multiple Birth Status, MCIR ID, WIC ID, Medicaid ID, Health Plan Name

Editing Immunization Data

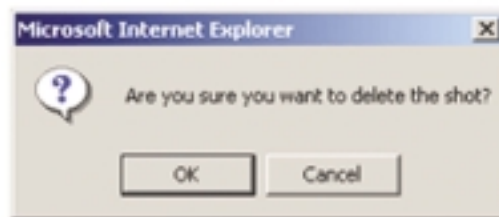
To edit a record, click on the hyperlink under the vaccination you want to edit. The **Edit Immunization History** screen will appear. On this screen you are able to modify the following text boxes: date administered, manufacturer, lot number, site on body, vaccine eligibility, dose, initials, route, non-administration, and provider/other provider. Once the modifications have been made, click the **Submit** button to save the changes.

To delete a vaccine you must be on the **Immunization History** screen. Click on the **Delete** check box on the same row as the vaccine you which to delete. A pop-up box will open stating, "Are you sure you want to delete the shot?" Click the **Yes** button and the record will be deleted.

You will only be allowed to edit/delete those vaccinations that your office entered into the MCIR. These vaccines will have hyperlinks under them. On the **Add Immunization screen, you can add or change information, prior to clicking the **Submit** button. Once submitted, the immunization record becomes part of the immunization history and can only be edited or deleted on the **Immunization History** screen. Care should be taken when entering the vaccine information to ensure you are documenting the appropriate information relating to the vaccines administered.*



Any shot deleted from the MCIR CANNOT be recovered!



Change Medical Status of Child

If a child receives medical care outside of Michigan, you can record this information to prevent reminder/recall notices from being generated for the child. To indicate a child's change in medical status, go to the **General Information** screen. In the **MCIR Options** at the bottom section of the **General Information** screen, click on the **Child does not receive medical care in Michigan** check box. Then click the **Update Child** button to save the changes.

Petition for Modification to a MCIR Record

A MCIR user or a child's responsible party may petition the Michigan Department of Community Health (MDCH) to have a MCIR record changed. The completed Petition for Modification form should be submitted to your regional MCIR office.

Contact your regional MCIR office for **Petition for Modification forms and instructions.*

Printing a Child's MCIR Record

At the top left of the **Immunization History** screen is a **View Immunization Report** hyperlink. Clicking this hyperlink allows you to see the child's immunization status and history in a printable format. To print out a copy of the record, click on the **File** drop-down menu and choose **Print**.

There are three available formats for printing a MCIR record. All three of the formats are considered to be Official State of Michigan Records, which may replace the Green Card immunization record.

- One page print-out with responsible party information
- One page print-out without responsible party information
- Two to three page print-out detailing the manufacturer and lot number

To choose one of the above print formats from the **Immunization History** screen click on **Reports**.

You may also set your computer's default to automatically print in one of the three formats by choosing **Options, then **User Preferences**.*

Patient Roster

The **Patient Roster** can be used to save time in retrieving your patient’s immunization record. It is highly recommended that you include your patients in your *Patient Roster*. The *Patient Roster* is a quick way to access a current patient, especially if the patient was previously hard to locate in the MCIR.

To add a child to your Patient Roster

On the **General Information** screen check the box in the MCIR Options to **Include child in patient roster**.

To delete child from your Patient Roster

In your *Patient Roster*, click on the **Delete** check box which appears on the same line as the name of the child that you wish to remove from your **Patient Roster**. Then click on the **Delete Checked** box.

You may choose to check all children in your roster by clicking on the **Check All hyperlink.*

By clicking on the column titles, you can sort patients by the various column headings.



MCIR Reports

The MCIR System generates reports by combining and organizing individual immunization information according to your requested report parameters. These MCIR Reports help organize and track immunization data at the provider, regional, and state level.

**Since a report is created from individual immunization information, it is important that the child’s information is accurate and current in the MCIR.*

To access MCIR Reports, click on the **Reports** link on the menu bar, or choose the appropriate report category from the **Reports** column of the **MCIR Web Home Page**. Once the report is open, you will have the ability to view the report on the computer or print a paper copy of the report.

1. Official State of Michigan Immunization Record –

This report gives the provider a two to three page printout of a child’s immunization record that can be used for school/daycare/camp. The report provides demographical information regarding the child. The report shows the status of the child based on the date printed. In addition, this report provides a list of vaccinations given by series, displays the child’s current immunization status and indicates needed vaccines, provides a place to write in shots given today, provides more detailed information on vaccines by the date of administration, and displays a non-administered vaccine section.

2. 1-Page Official State of Michigan Immunization Record with Address – This is the same report as the *Official State of Michigan Immunization Record*.

In addition, this report provides a list of vaccinations given by series, displays the child's current immunization status, and indicates needed vaccines. The signature and date line is to be signed by the health care professional that administered the vaccines. Signature and date are optional.

3. 1-Page Official State of Michigan Immunization Record without Address – This is the same report as the 1-Page *Official State of Michigan Immunization Record with Address*. But on this report only the child's MCIR ID, Gender, Patient ID, Name, Age and Date of Birth are viewable. (The child's address is excluded from this report.)

4. Current Immunization Profile by Provider ID – This report is designed to give the user statistics for their immunization practice based on their MCIR User ID number. Parameters for this report can be changed at the discretion of the user. Parameters include: age range and a minimum number of doses for a particular vaccine. Once the report is generated, it will provide the user with the number and percentage of the clients that meet the selected criteria, the number of clients not meeting the selected criteria, and the total number of clients evaluated.

5. Current Immunization Profile by Patient Roster – This report is the same as the *Current Immunization Profile by Provider ID*. The only difference is that this report is based on clients in the user's patient Roster, rather than those clients attached to the user's MCIR ID.

6. Immunization Profile Listing by Provider ID – This report goes hand-in-hand with the Current Immunization Profile by Provider ID and provides the user with a list of clients in their practice who do not meet the minimum doses for specific vaccines. Parameters for this report can be set and changed at the discretion of the user. Parameters include: age range and a minimum number of doses for a particular vaccine. Once this report is generated, it will provide the user with the MCIR IDs for each client not meeting the report criteria. In addition, the report lists the clients' names, birth dates, and responsible party phone numbers (if listed on the individual clients' MCIR

records). This report can be used to contact children who are overdue for immunizations and/or to flag records for clients needing immunizations.

7. Immunization Profile Listing by Patient Roster – This report is the same as the *Immunization Profile Listing by Provider ID*. The only difference is that this report is based on clients in the user's Patient Roster, rather than those clients attached to the user's MCIR ID.

8. Doses Admin – Single User – This report is designed for participants in the Michigan Vaccine for Children (VFC) program. The Vaccine Eligibility field must be used when adding all immunizations into the MCIR in order for this report to generate accurately. In order to run this report, the user must select a starting and ending month/year and vaccine purchase type (funding type) for the report. The Doses Admin- Single User report provides the user with a detailed list of each vaccine series type, along with the number of doses of each vaccine type administered within the chosen time frame and administered to clients in the selected vaccine purchase type category.

Vaccine Purchase/Funding Types:

- MI-VFC – Medicaid, Native American, uninsured, and under insured
- Private Funds – private insurance
- Other Public Funds – other public purchase types
- All – Summary of all vaccine eligibility types combined into one report

9. Provider Profile Report – This report generates a projection for the number of vaccines that will be administered in the user's medical practice for the following year. This report is broken down by the individual Vaccine Purchase Types (see list of Vaccine Purchase Types above). The user must use the vaccine eligibility field when adding all immunization to the MCIR in order for this report to function properly. This report may be ran by a one month, three month, six month or twelve month increment. *Vaccine Eligibility must have been used in the MCIR for the total period of time the user is choosing to generate the report.*

Vaccine Inventory Module

The Vaccine Inventory Module (VIM) is a vaccine tracking system for providers. The VIM automatically deducts the appropriate dose amounts from the provider's inventory balances as the immunizations are added to a child's MCIR record.

VIM Tips

1. When entering vaccines given, always use the pull-down menu to access the correct lot number used. The **lot number and manufacturer must be accurate** for inventory to run smoothly. If you don't see the lot number you want to choose, this means something is wrong with the vaccine type, the lot number, or the manufacturer chosen. Using the pull-down menu to access the correct lot number is the best way to avoid error.
2. **You need to add vaccines received to the VIM in a timely manner.** If vaccines with a new lot number are typed in during routine data entry, before they are entered into VIM, VIM will not take the vaccine out of inventory.
3. If you typed in a lot number and inventory and saved it, and then realized that you made an error, you will not be able to edit the lot number. You must "inactivate" the lot number and enter the correct number into inventory as a new vaccine lot. If this error is not discovered immediately and the incorrect lot number has been selected during data entry, you have two choices for correction:
 - **Add** the correct lot number to inventory and then edit each of the records for those children documented as having received the vaccine. Once this is complete, inactivate the invalid lot number.
 - **Inactivate** the incorrect lot number immediately and enter the correct one into the inventory.
4. Provider *Vaccine for Children (VFC)* logs cannot be done from VIM at this time. The State of Michigan currently requests that all Michigan health departments collect their providers' logs and tally the totals together, recording totals on one form with the specific county name written on the top of the report.

Note: In order to run an accurate end-of-the-month "Ending Inventory Report" you will have to re-activate the inactivated lot number long enough to generate the report.

Options

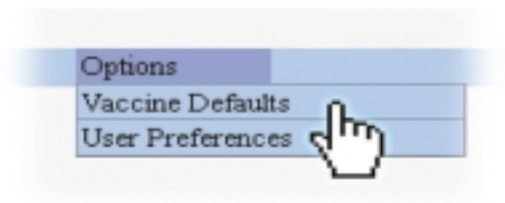
User Preferences

This option allows you to customize those MCIR options you use frequently:

- Automatically add the CPT-4 Codes to vaccines entered
- Automatically add a child to your **Patient Roster**
- Default your **Immunization History** screen view format
- Specify the view and print format for MCIR records
- Specify default demographics to be used when adding a child to MCIR (city, zip code, county or phone area code)

Vaccine Defaults

This option allows you to customize the vaccine settings your office frequently uses to add immunizations and associated information to the MCIR. To see the Vaccine Default information, click on **Options** and then **Vaccine Defaults**, or click directly on **Vaccine Defaults** from the **Options** column on the Home Page. Click **Add New**, fill in the necessary information, and click **Submit**.





General Tips and Troubleshooting

Reminders for Adding Immunization to the MCIR

Combination Vaccines are uniquely assessed in the MCIR:

- Pedvax HIB is a three-dose series vaccine. If you administered Pedvax HIB, select **Hib-Pedvax HIB**. Do not select Hib (unspecified), ActHib/OmniHib, or Hibtriter when entering the immunization encounter into the MCIR. Hib (unspecified) and Hib-hibtriter are both assessed as four-dose series vaccines. Selecting **Hib-Pedvax HIB** will prevent a child from being assessed as needing a fourth dose.
- **DTaP-Hib (Trihibit)** combination vaccine is only licensed for the fourth dose of the DTP and HIB series. The dose will be considered invalid if recorded for any dose other than the fourth. Do not record DTaP-Hib unless the combination vaccine was actually given.
- **Hib-Hep B (Comvax)** is a three-dose series. If you administered Comvax, select Hib-Hep B when adding the encounter. A child will be assessed as needing another Hib if the vaccine is recorded separately under Hib and Hep B.

**Do not document vaccines as combination vaccines in the MCIR unless combination vaccines were actually administered. This does not save time! It will only cause invalid assessments on a child's MCIR record!*

Are you sure what kind of DTP, Hib or Polio some children have received? If not, please consider the following tips when entering this data into the MCIR:

- Select DTaP over DTP if the administration date is after 1-1-2000 (DTP is no longer manufactured)
- Select Hib (unspecified) if the specific type of Hib is not documented on the immunization record
- Select Polio (unspecified) if the specific type of Polio is not documented on the immunization record

***Please contact your regional MCIR office for any technical issues or concerns.**

MCIR Web Data Entry Shortcuts

Vaccine to enter	Key stroke	Tips and Trade Names
DTaP	D	Licensed in 1996
DTP	D, then down arrow key three times	
DTaP-HIB <i>Licensed for fourth dose ONLY!</i>	D, then down arrow key once	TriHibit (<i>Do not enter DTaP and Hib together unless these shots were actually given in the combination DTaP-Hib vaccine. This does not save time. It causes data quality and MCIR immunization assessment errors.</i>)
Hib (<i>unspecified</i>)	H, then down arrow three times	4 dose series
PedvaxHIB <i>Select Hib-Pedvax HIB</i>	H, then down arrow twice	Pedvax 3 dose series
Hib - HibTiter	H	4 dose series
Hib-Hep B	H, then down arrow four times	Comvax (<i>Select Hib-Hep B if the Comvax combination vaccine was given. If accidentally documented separately, the child's MCIR assessment will call for a fourth and unnecessary dose.</i>)
ActHIB	H, then down arrow once	ActHib 4 dose series
Polio (<i>unspecified</i>)	P	If the immunization record does not indicate Oral or Intravenous Polio, then the Polio should be documented as <i>Unspecified</i>
IPV	I	Licensed in 1999 as primary series, <i>but available prior to 1999 upon request</i>
OPV	O	Administered prior to 1999
MMR	M	
Hepatitis B (<i>pediatric or adolescent</i>)	H, then down arrow five times	
Varicella	V	Licensed in 1995
Documenting Immunity to Chickenpox	V (<i>for Varicella</i>)	Check the <i>No Admin</i> box. Select Documented Immunity
Pneumocacal Conjugate	P, then down arrow three times	PCV 7 or Prevnar Licensed in 2000
Non Administered Vaccines	<i>Key in appropriate vaccine</i>	Check the <i>No Admin</i> box. Then choose proper non-administration reason in the <i>Non Administered</i> pop-up box.

Regional MCIR Help Desks

Listed by Michigan County, unless otherwise noted

- Region 1:** City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw & Wayne Counties
1-888-217-3900
- Region 2:** Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph & Van Buren Counties
1-888-217-3901
- Region 3:** Barry, Clinton, Eaton, Gratiot, Ingham and Montcalm Counties
1-888-217-3902
- Region 4:** Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee & Tuscola Counties
1-888-217-3903
- Region 5:** Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Osocoda, Oseola, Ostego, Presque Isle, Roscommon & Wexford Counties
1-888-217-3904
- Region 6:** The entire U.P. (Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, & Schoolcraft Counties)
1-888-217-3905

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