



REGION 4 MCIR NEWS

Winter 2008

CENTRALIZED ORDERING AND DISTRIBUTION

Providers who participate in the Vaccines for Children (VFC) program will begin to use the MCIR Centralized Ordering and Distribution (COD) system to order and track their VFC vaccine this year. Once ordering begins in MCIR, vaccines will be shipped directly to provider offices. Local health departments (LHD) will continue to oversee VFC programs and the approval of provider orders. Providers will be required to use MCIR COD to participate in the VFC program. The following information provides more detail about the COD implementation process.

What?

- MCIR COD consists of two components: The Vaccine Inventory Module (VIM) and the vaccine e-ordering system.
- VIM will track and balance vaccine inventory in MCIR. VIM training will include entering provider vaccine inventory and how to adjust and balance inventory.
- E-ordering will be based on a familiar online ordering system using a "shopping cart" format.

When?

- VFC provider COD training will begin in early 2008. The Region 4 MCIR Coordinator will work with LHD within the region to plan and schedule trainings.
- Ordering of VFC vaccines in MCIR is estimated to begin in May of 2008 on a tiered basis.

- Providers will not begin to order through MCIR until they are trained.
- The goal is that COD will be fully implemented by September 2008.

How?

- The Region 4 MCIR Coordinator will train providers on COD features and functions. LHD may also participate in training.
- Training will occur at individual provider offices or in group trainings at computer labs. Training is expected to last about 2 hours.
- Providers will be contacted by the Region 4 MCIR office or their local health department regarding training dates and locations.

DON'T FORGET

- When requesting changes in MCIR records, such as names and dates of immunizations, please submit a Petition for Modification to the Region 4 office. The Petition for Modification form can be accessed at: <http://www.gchd.us/services/CommunityHealth/mcir/P4Mform.pdf>
- Report staff changes to the Region 4 office as soon as they occur. This will prevent invalid access to your site from other offices and users.

Region 4 MCIR Registry Office

**Genesee County Health
Department**

**630 S. Saginaw St.
Flint, MI 48502**

Help Desk: 1-888-217-3903

Fax: 1-810-257-3809

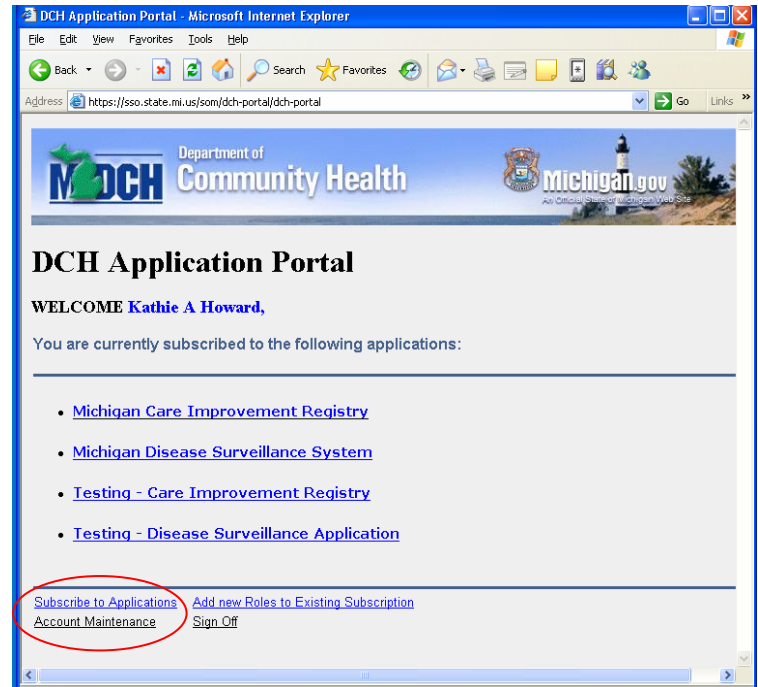
MCIR4@gchd.us

**Online Information and
Support: www.MCIR.org**

UPDATING YOUR EMAIL ADDRESS IN MCIR

It is important for MCIR users to update their email information under their Personal Information. A current email address will assure that MCIR can email a new password to you after clicking on the *I Forgot My Password* link on the Single Sign On (SSO) log-on page. To update your email address:

1. Click on the [Account Maintenance](#) link on the bottom of the DCH Application Portal welcome screen. The [Account Maintenance](#) screen will appear with a list of links.
2. Click on the [Change My Personal Information](#) link to access the personal information edit screen.
3. Update the email address with your current work or personal email. User phone numbers can also be updated on the same screen.
4. Click on the **OK** button to return to the Account Maintenance screen, then on the [Done](#) button to return to the DCH Application Portal.



Answer the following questions for a chance to win! Participants with all the correct answers will be placed in a drawing for a \$10.00 gift card to Applebee's. Email or FAX the answers to the regional staff by [February 22, 2008](#).

1. When requesting changes in MCIR records, submit a _____ to the Region 4 office.
2. COD stands for _____.
3. To update your email address, click on the _____ link on the DCH Application Portal welcome screen to access the *Change My Personal Information* link.

Congratulations to our last contest prize winner Caroline Brief, from Bridgeport Community Health Center in Bridgeport.

Wondering if you got the correct answers last time? The answers for the **Fall** contest were:

1. Click **Add/Find** on the MCIR home page in the Person box to find or add a person in MCIR.
2. Contact the Region 4 MCIR office before adding a person born in Michigan on or after **January 1, 1994**.
3. If you are having trouble with your password, do not click on the **Register** button on the log-on page, as you are already registered. Instead, contact the Region 4 office for assistance to get back onto MCIR.