



## TRAINING BULLETIN #1

Welcome to SRMS TRAINING BULLETIN #1:

In an effort to communicate more regularly and effectively with SRMS participants we will be sending out bulletins that address common errors and questions that arise from the field along with any helpful tips. So we would ask that you please distribute these bulletins to the SRMS users throughout your department.

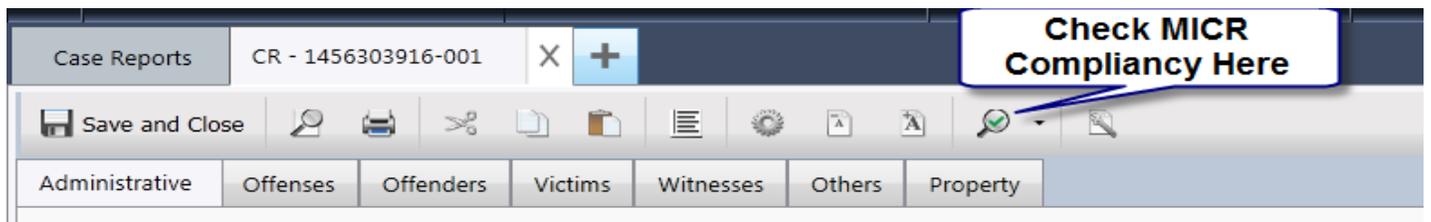
The goal is to assist you and your agency in becoming the most efficient and error free MICR reporters possible; and the most efficient place to avoid errors is at the initial data entry point.

When you encounter a problem with SRMS, do your best to be self-sufficient and figure out the problem, but do not endure to the point of frustration and anger. Many of the problems encountered are simply due to unfamiliarity with MICR reporting rules.

**CALL US!** Please don't hesitate to contact us with any problems that you are unable to resolve. Chances are we have handled a similar issue and can quickly guide you to a fix.

### CHANGE IN PROCEDURE

Beginning Wednesday November 19, 2014, the Compliancy Check in the folder view of SRMS will be turned off. This final check of the folder takes places within the workflow. Therefore, this step does not have to be done before sending a completed report through workflow. We still encourage personnel that are entering a case report to check the compliancy within the report itself. This will help the workflow process at the command level so that changes do not have to be made during the review process.



If you have any questions regarding the system please contact the SRMS staff at:

**(517) 335-SRMS (7767)**

**MSPSRMS@MICHIGAN.GOV**