

# How to edit an existing approved COVID-19 Enrollment application in MCIR

To modify information (such as shipping hours, providers or storage capacity) on an existing **approved** COVID-19 enrollment application in MCIR (Michigan Care Improvement Registry)

1. Log into MILogin and select the Michigan Care Improvement Registry (MCIR) application link.

2. From the MCIR Home Page, select the Covid-19 Enrollment link.



3. The next screen will show the application **Status: Approved**

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## CDC COVID-19 Vaccination Program Provider Agreement

Instructions

4. Click the **Edit Form** button

Edit Form

Edit Form

For Site:

Name of Site

Status: **Approved**

Last saved on Dec 7, 2020 1:27:11 AM by user wildtk

Print (PDF)

Edit Form

Expand All

5. A warning message will appear when you select Edit Form. To continue to edit the application, select Update Application.

Select cancel to exit from updating the application.

6. Application Status will change to In Progress when updating.

### Warning: Confirm Action

In order to make changes to the form, you must press **Update Application**.

If you do so, the form will revert to **In Progress** and you will need to submit the form again before your changes can be reviewed and approved.

**NOTE: This form is already Approved, making changes will require it to be reviewed and approved again before the changes are finalized.**

Cancel

Update Application

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For Site:

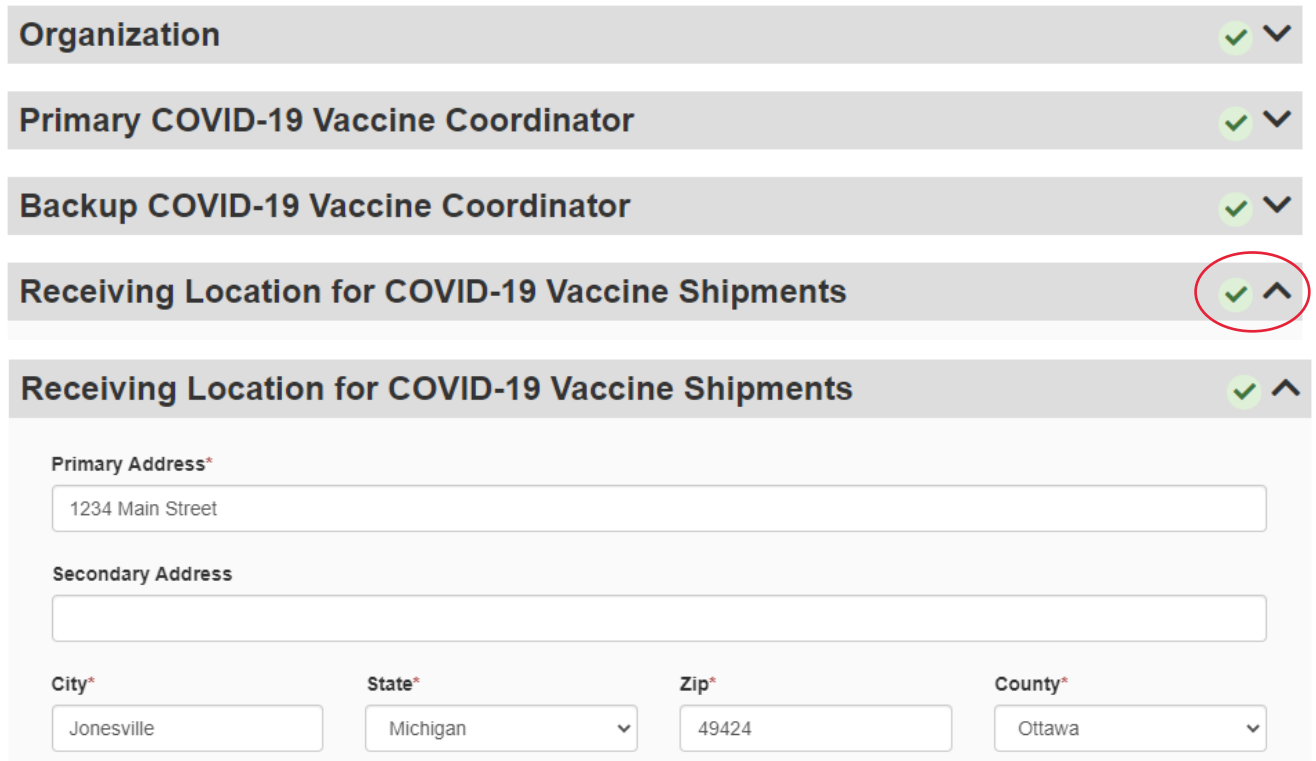
Name of Site

Status: **In Progress**

Last saved on May 7, 2021 2:19:32 PM by user scottt1

Expand All

7. Choose the section you wish to edit and click the caret to open the section for editing. Use the "Save" button to save the edited information.



Organization

Primary COVID-19 Vaccine Coordinator

Backup COVID-19 Vaccine Coordinator

Receiving Location for COVID-19 Vaccine Shipments

Receiving Location for COVID-19 Vaccine Shipments

Primary Address\*

1234 Main Street

Secondary Address

City\*

Jonesville

State\*

Michigan

Zip\*

49424

County\*

Ottawa

8. When edits are complete, of the form and click the Submit button at the bottom of the screen.

9. After clicking Submit, the Status will change to Submitted for Approval.

### Providers Practicing at this Facility

All required sections are completed. You may submit the application for review.  
**Note: Once submitted you will not be able to make any changes to the form.**  
You can save at any time and return later to complete the application.

Save

Submit

The MDHHS COVID Enrollment Team will review the application and approve or contact the practice for clarification.

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## CDC COVID-19 Vaccination Program Provider Agreement

### Instructions

For Site:

Name of Site

Status: Submitted for Approval

Last saved on May 7, 2021 2:27:27 PM by user scottt1

Edit Form

Expand All

The updated information will be shared with the CDC during the next MDHHS data upload to the CDC.

**Questions?**

**Email: MDHHS-COVIDVaccineProviders@michigan.gov**