Provider Profile in MCIR

1. MCIR automatically populates the provider profile tab for the online re-enrollment for active VFC providers.

2. New VFC providers must manually enter data into the provider profile tab when enrolling into the VFC Program. To generate a Provider Profile data report to estimate the number of patients seen within your clinic follow these steps:

   a) Go to Reports tab and click on the Vaccine/Vac link.
   b) Choose Provider Profile Data.
   c) Select the Report Period choose the longest time possible, based on data entry/shot records you have entered into MCIR. If you only have data entry in MCIR for one month, you will need to multiply the report results by 12 for a full year’s estimate.
   d) Rename the report in the Description Field. Example (Profile 2017)
   e) Click Submit.
   f) You will be sent back to the Home page.
   g) In the Reports section of the Home page click on Retrieve Results.
   h) When the report is ready, click on the Report link to view and/or print the report.

3. Universal Hepatitis B, High Risk Hepatitis A and B, and Michigan Adult Vaccine (MI-AVP) programs use the Doses Administered report to populate their Provider Profile on the Provider Enrollment form. Follow these steps to generate a Doses Administered Report in MCIR:

   a) Go to the Reports tab and click on the Vaccine link.
   a) Choose Doses Admin Report.
   b) Enter a Start date one year previous to today’s date.
   c) Enter an End date of today’s date.
   d) Vaccine purchase type, eligibility and all age ranges are defaulted, run report with the selected defaults.
   e) Name the report in the Description field with the current month, day and year.
   f) Click Submit.
   g) You will be sent back to the Home page.
   h) In the Reports section of the Home page click on Retrieve Results.
   i) When the report is ready, click on the Report link to view and print report.

Contact the local health department for further instructions on running and/or submitting these reports.