

DOSES ADMINISTERED IN MCIR (4/3/2018)

State law, Public Health Act 540 of 1996, requires documenting immunizations in the MCIR within 72 hours of vaccination regardless of whether the child receives VFC or private stock vaccine.

Adding Shots Given in Your Clinic so the Doses are Counted Correctly

Be sure to sign in under the correct **MCIR Site Name/MCIR Site ID**. If you work in multiple clinics or are a registered user with more than one MCIR site it is important to check the **Site Name/MCIR Site ID** that you are signed into when entering doses. MCIR will automatically put doses entered under that **Site Name** on that site's **VFC Doses Admin Report**. The **VFC Doses Admin Report** is a record of all public vaccines administered under one specific **Site Name**. If doses are entered under the wrong **Site Name**, it will look like your site did not use the vaccine, and the other site did! When you get to the **MCIR - Add Immunization** screen, verify that the correct clinic appears in the **dark blue title bar at the very top of the screen**. If you are entering a date for a vaccine that was not given in your clinic (for example, from a copy of a parent's immunization record), select **Type: Historical**. It will not be placed on the **VFC Doses Admin Report**. If you do not do this, your report will show that you used more vaccine doses than you really did.

Recording VFC Eligibility When Adding Immunization Encounters

VFC eligibility (shown as **Elig.** on the **MCIR – Add Immunization** screen) must be used for each dose entered or the immunization encounter will not be recorded on the **VFC Doses Admin Report**. Select the appropriate vaccine eligibility. The vaccine eligibility you select will be recorded on both the **VFC Doses Admin Report** and on the **Provider Profile Data Report**.

Children eligible for VFC include:

1. Medicaid eligible (Medicaid-VFC)
2. uninsured (no health insurance)
3. American Indian/Alaska Native (Native American)
4. underinsured (Insurance does not cover cost of vaccines)

Select **Private Pay/Insurance** if you are entering a shot you gave to a child with insurance that covers immunizations or a patient is paying for private purchase vaccine.

If you are entering a date for a shot that was not given in your clinic and have selected **Historical**, MCIR will automatically put "Other Provider Data" in the **Elig.** box.

LHDs, state funded Teen Health Centers, STD clinic and Family Planning Clinics may participate in the High Risk Hepatitis A and B Program and should use **MI-AVP** eligibility for recording doses to those who are insured, and qualify for high risk hepatitis B. These doses will then populate the "VFC Doses Administered Report". However, if the client is less than 19 years of age and qualifies for VFC, they should be served with VFC vaccine and eligibility documented as Medicaid, uninsured, American Indian/Alaskan Native, or underinsured based on their situation.

Only LHDs, FQHCs, Migrant and Tribal Health Centers may participate in the Michigan Adult Vaccine Replacement Program (MI-AVP) and provide adult vaccines. Private providers and RHCs do not qualify for MI-AVP and **should not** use VFC vaccines for adults or use MI-AVP eligibility. Participating sites are to select **MI-AVP** in the eligibility box instead of uninsured or

underinsured. These doses will then populate and be accounted for on the VFC “Doses Administered Report”. Adults with Medicaid must be given private stock vaccine and select **Medicaid-non-VFC** in MCIR, sites must then bill Medicaid. MI-AVP adult doses will not populate the VFC “Annual Provider Profile” as they are not included in the VFC-Basic component of the VFC Program.

Categories to use for VFC Doses Administered Reports

MI-VFC: includes Medicaid VFC, uninsured, American Indian/Alaska Native, underinsured, MI-AVP

Other Public Funds: includes other public purchase types (usually LHD local funds)

Private Funds: includes Private Insurance and Medicaid-non VFC

317 Special Funds: includes special initiatives that are pre-approved by MDHHS

All: Summary of **All** vaccine eligibility types combined into one report

All Hazard Event:

How to Generate the VFC Doses Administered Report in MCIR:

1. Go to the **Reports** tab and click on the **Vaccine** link.
2. Choose **Doses Admin Report**.
3. Enter a **beginning date**.
4. Enter an **ending date**.
5. Choose vaccine purchase type: **MI-VFC Funds**.
6. Name the report in the **Description** field with the **current month, day and year**
7. Click **Submit**.

[Print Help](#)
[Home](#) [Exit](#)

VFC Reporting

Person

Rem/Rcd

VIM

VFC

My Site

Adm

Rpts

Oth

Batch Inv Profile Rem/Rcd Retrieve Results Roster Transfer Vac VAERS

Report Parameters

Report	Doses Admin Report ▼	Additional Info Runs: Immediately, Kept 10 days Generates a chart for each vaccine, the number of doses administered by age group for a given vaccine purchase type and timeframe.
Start Date	<input type="text"/> ☰	
End Date	<input type="text"/> ☰	
Vaccine Purchase Type	MI-VFC Funds ▼	
Eligibility	All ▼	
Age Range	<input checked="" type="checkbox"/> Through 18 <input checked="" type="checkbox"/> 19 And Over	
Description	VFC_1387210159110	

After you click **Submit**, you will return to the **Home** page. On the **Home** page, click on **Retrieve Results** from the **Reports** menu. Look for the current report that you just generated and click on the **Report** link to retrieve the report. The report will generate a PDF document for you to print and submit to your LHD.

Things to Remember with the Doses Administered Report

- Enter all immunization encounters for the month before running a report.
- Always enter vaccine eligibility when adding an immunization encounter.
- Select **Historical** when recording immunizations you did not give.

- Select **Private Pay/Insurance** when recording immunizations administered with non-VFC (private stock) vaccines.
- Keep a copy of the monthly report (on file for 3 years) and give a copy to your local health department.

To view list of individuals who received the doses reported in the Doses Administered Report:

1. Go to the **Vaccine Mgmt** tab.
2. Click on **Vaccines Administered/Vacs Admin** link.
3. Choose a **vaccine** that you wish to view **from the drop-down list**.
4. Enter a **beginning date**.
5. Enter an **ending date**.
6. Choose an **eligibility type**.
7. Click on **Get Records**.

The number of total doses administered will appear on the screen for the vaccine you selected. To display the list of individuals who received this vaccine, just click on the number under the specific age group and those individuals will be displayed.

To add doses for persons who have OPTED OUT of MCIR

Account for the doses administered:

1. Go to the **Vaccine Mgmt** tab.
2. Click on **Vaccines Administered/Vacs Admin** link.
3. Click on the **Add Non-Reported Administrations** link.
4. **Enter** the following information on the screen:
 - a. **Date** the vaccine was administered,
 - b. **Select the Name of vaccine from the drop-down menu**,
 - c. **Date of birth**,
 - d. **Select the VFC eligibility**,
 - e. **Select the Reason** from the drop-down menu for non-reporting.
5. Click **Add Records** and the vaccine doses will be added to your Doses Administered Report.

Account for the inventory deduction:

6. Go to the **Vaccine Mgmt** tab.
7. Click on the **Manage Inventory/Manage Inv** link.
8. Select the **Inventory** (VFC/Public or Private). Click **Get Inventory**.
9. Click on the **Vaccine /Lot** that was administered.
10. Click **Add New Transaction**.
11. Enter **Date** the vaccine was administered, number of **Doses**, and choose Action: **MCIR Opted-Out**.
12. Click **Submit** and the vaccine doses will be added to your Ending Inventory Report.