Updating VFC Information after Online Enrollment Submission (12/27/2017)

VFC Enrollment tab

Very often there are changes to a provider’s staff that occur after the VFC enrollment has been submitted and approved. Any changes in the medical director, new providers within the practice, or changes in the VFC Primary and/or Backup contacts need to be reported to the local health department (LHD). The LHD will submit that information to the MDHHS VFC, who will then make the appropriate changes to the VFC Enrollment tab in MCIR.

VFC E-Ordering tab
The VFC E Ordering tab is updated and maintained by either the Administrator of the site or the Regional MCIR Coordinator. MDHHS VFC does not maintain or update this screen.

VFC Shipping tab

![Image of VFC Shipping screen]

The VFC Shipping tab should be updated by the provider. The Shipping Hours information is what is transmitted to McKesson and Merck and informs the shipping services when your practice is open and staff available to accept vaccine deliveries. Provider staff must be available to accept vaccine deliveries during stated Shipping Days/Hours so be sure this information is accurate. If the shipping address changes, the LHD must be notified.
The VFC, Storage tab should be updated/maintained by the provider, once approval of the unit has been received from the LHD. Providers should follow the guidelines for storage units outlined in the VFC Resource Book.