

How to add an E-Order Contact

Contact your Local Health Department, [Regional MCIR Office](#) or refer to the [Site Administrator Training](#) page for additional assistance.

COVID-19

Are you a MCIR Site Administrator?



Click image
that applies
to you.



Only MCIR Site Administrators
can add, edit or delete E-Order
contacts.

Contact your MCIR Regional
Office to be associated as a
Site Administrator.

Contact your Regional MCIR Office

to request Site Administrator role access.
Click Region for contact information.

[Region 1](#)

[Region 2](#)

[Region 3](#)

[Region 4](#)

[Region 5](#)

[Region 6](#)

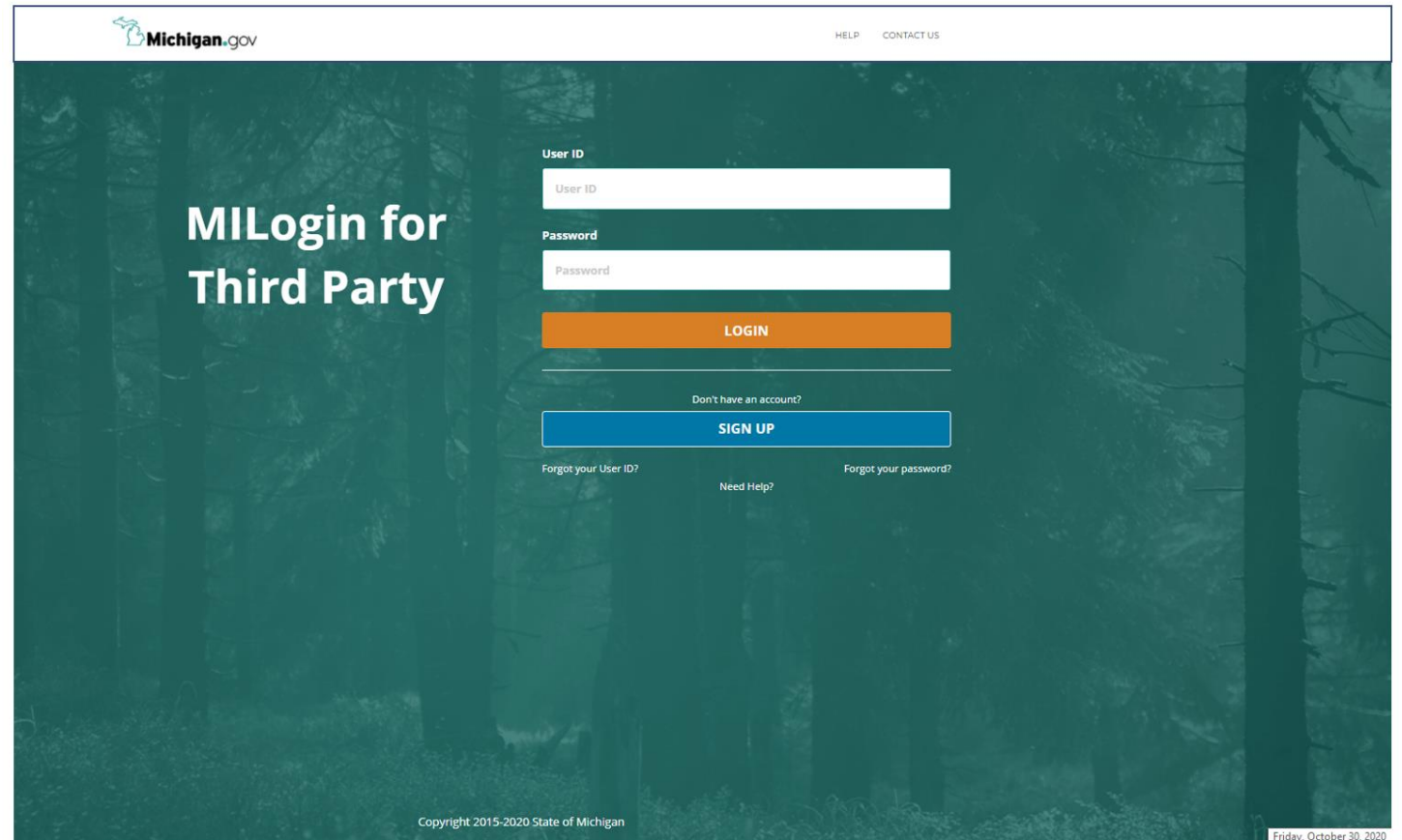
The screenshot shows the MCIR (Michigan Care Improvement Registry) website. The header includes the MCIR logo and the tagline "Improving Healthcare in Michigan". The navigation menu has "Providers" selected. Below the menu, there is a breadcrumb trail: "Browse: Home / Providers / Contact Regions".

On the left sidebar, there are several buttons: "MILogin" (yellow), "Providers" (purple), "School & Childcare" (blue), "Public" (green), "PI/MU" (teal), "HL7" (dark purple), and "Vaccine Information" (green). Below these is a search bar and a link for "MILogin - State Employees".

The main content area has a heading "Choose a region from the map to display contact information or choose your county from the select box." Below this is a dropdown menu showing "Alcona". To the right is a map of Michigan divided into six regions, numbered 1 through 6. Region 6 is highlighted in purple, corresponding to the selected county in the dropdown.

Are you Logged into the MCIR?

1. Log in to the Michigan Care Improvement Registry, MCIR via [MILogin](#).



The screenshot shows the Michigan.gov MILogin for Third Party login page. The page has a dark teal background with a forest scene. At the top left is the Michigan.gov logo, and at the top right are links for HELP and CONTACT US. The main heading is "MILogin for Third Party". Below this is a login form with two input fields: "User ID" and "Password". Below the fields is an orange "LOGIN" button. Below the button is a link for "Don't have an account?" which leads to a blue "SIGN UP" button. At the bottom of the form are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer contains the copyright notice "Copyright 2015-2020 State of Michigan" and the date "Friday, October 30, 2020".

MCIR Home Screen

2. Start on your MCIR Home Screen.

3. Click **Edit My Site** in the My Site Section box.

The screenshot displays the MCIR Home Screen with the following menu structure:

- Person**
 - [Add/Find Roster](#)
- Reminder/Recall**
 - [Create Reminder](#)
 - [Create Recall](#)
 - [Retrieve/Confirm Results](#)
 - [Scan RTS Letters](#)
- Vaccine Mgmt**
 - [Manage Inventory](#)
 - [Return/Waste Reporting](#)
 - [Search Return/Waste Reports](#)
 - [View Inventory History](#)
 - [Vaccines Administered](#)
- Import/Export**
 - [Submit File](#)
 - [Retrieve Results](#)
- My Site** (highlighted)
 - [Site Preferences](#)
 - [User Preferences](#)
 - [Edit My Site](#) (indicated by an arrow)
 - [Enroll in VFC Program](#)
 - [View My Site List](#)
 - [Go to New Site](#)
- Administration**
 - [Site Users](#)
- Reports**
 - [Batch Inventory Maintenance Profile Quality Improvement Reminder/Recall Retrieve Results Roster Vaccine VAERS](#)
- Other**
 - [Get News](#)
 - [View Usage Agreement](#)
 - [MCIR.org](#)
 - [VIS](#)
 - [IVEN](#)
 - [Exit Application](#)

Site Information Screen

4. Click the VFC tab – refer to arrow.
5. Next, click the E Ordering Tab-refer to yellow box.

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

Person | **Rem/Rcl** | **VIM** | **Imp/Exp** | **VFC** | **My Site** | **Adm** | **Rpts** | **Oth**

[Site Preferences](#) | [User Preferences](#) | [Edit My Site](#) | [View My Site List](#) | [Go to New Site](#)

Established:

Details **Site Number:**

Name* Facility Type*

County* Site Disabled

Program: FQHC RHC Neither Cert. Expires*

MCIR Options

Clinical
 Immunization Provider VIM VFC Program

Import/Export
 Transfer Transport

Follow Up
 Sickle Cell

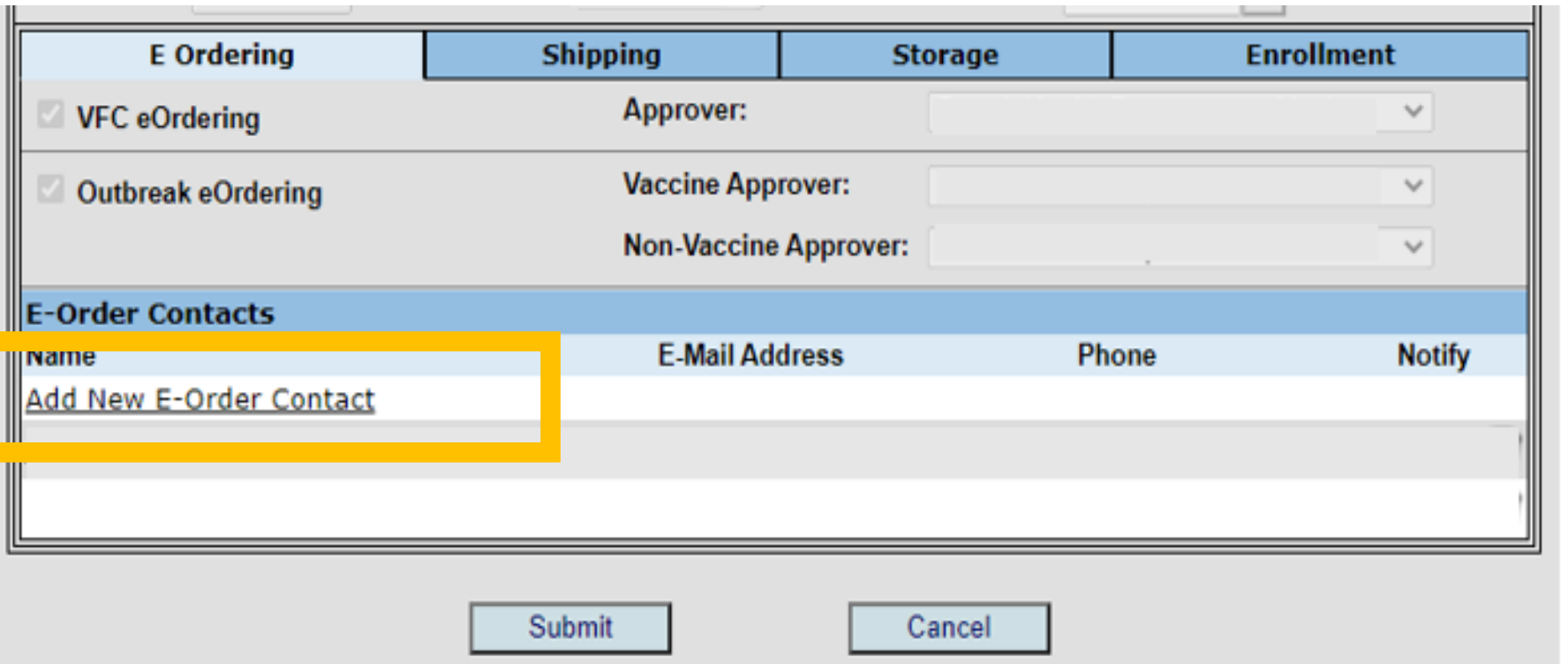
Business Hours	Transfer Interfaces	Outbreaks
Contact Information	MCIR Users	Site Contacts
VFC Name* <input type="text"/>	VFC Status* <input type="text"/>	VFC <input type="text"/>
E Ordering	Shipping	Storage
<input checked="" type="checkbox"/> VFC eOrdering	Approver: <input type="text"/>	Enrollment
<input checked="" type="checkbox"/> Outbreak eOrdering	Vaccine Approver: <input type="text"/>	
	Non-Vaccine Approver: <input type="text"/>	

E-Order Contacts

Name	E-Mail Address	Phone	Notify
Add New E-Order Contact			

Site Information Screen

6. Click the Add New E-Order Contact link.



The screenshot displays the 'Site Information Screen' with the 'E Ordering' tab selected. The interface includes several sections: 'VFC eOrdering' and 'Outbreak eOrdering' (both checked), 'Approver', 'Vaccine Approver', and 'Non-Vaccine Approver' dropdown menus. Below these is the 'E-Order Contacts' table, which has columns for 'Name', 'E-Mail Address', 'Phone', and 'Notify'. A yellow box highlights the 'Add New E-Order Contact' link in the 'Name' column, with a black arrow pointing to it. At the bottom of the screen are 'Submit' and 'Cancel' buttons.

E Ordering				Shipping				Storage				Enrollment			
<input checked="" type="checkbox"/>	VFC eOrdering			Approver:				<input type="text"/>							
<input checked="" type="checkbox"/>	Outbreak eOrdering			Vaccine Approver:				<input type="text"/>							
				Non-Vaccine Approver:				<input type="text"/>							
E-Order Contacts															
Name				E-Mail Address				Phone				Notify			
Add New E-Order Contact															

Add Contact Information box Pop Up

7. Select a user contact name and id from drop down box.

*if you do not see the user's name when clicking the dropdown [click this link.](#)

Contact Information

Add Contact

Contact Information

Type* E-Order Contact

User*

Title First Name* MI Last Name JT/ST...

Phone Numbers

Office () - Ext

Fax () - Ext

Cell/Pgr () -

Email Address

Email*

Send email notifications

Submit Cancel

Add Contact Information box Pop Up

8. Type in the new E-Order contact's name and email.
9. Click the send email notifications box.
10. Click submit to save.

The screenshot shows a 'Contact Information' dialog box titled 'Add Contact'. The dialog contains several sections: 'Contact Information' with 'Type*' (E-Order Contact) and 'User*' dropdowns; 'Title' dropdown; 'First Name*', 'MI', 'Last Name*', and 'Jr/Sr...' text boxes; 'Phone Numbers' section with 'Office', 'Fax', and 'Cell/Pgr' fields; 'Email Address' section with 'Email*' text box and a 'Send email notifications' checkbox; and 'Submit' and 'Cancel' buttons at the bottom. A yellow box highlights the name fields, and a black arrow points to the 'Send email notifications' checkbox.

Contact Information

Add Contact

Contact Information

Type* E-Order Contact User*

Title

First Name* MI Last Name* Jr/Sr...

Phone Numbers

Office () - Ext

Fax () - Ext

Cell/Pgr () -

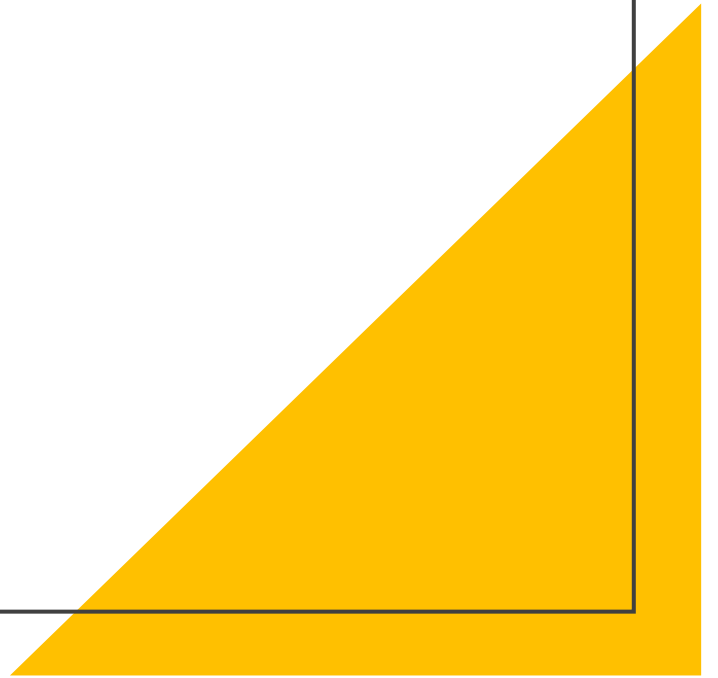
Email Address

Email*

Send email notifications

Submit Cancel

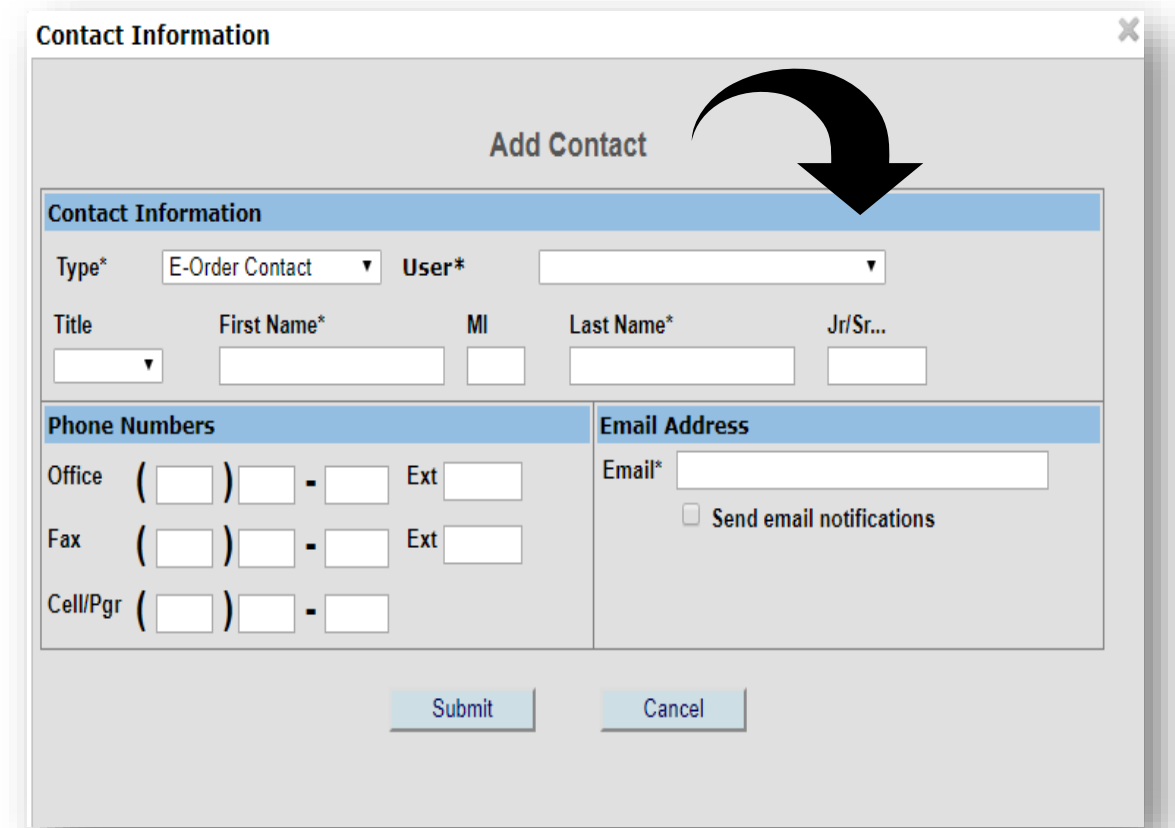
The End.



Don't see the user?

Only users associated, to your provider site will display when you click the drop down.

This means a site administrator needs to add the user to their provider site in MCIR.



Contact Information

Add Contact

Contact Information

Type* E-Order Contact User* [dropdown]

Title [dropdown] First Name* [text] MI [text] Last Name* [text] Jr/Sr... [text]

Phone Numbers

Office ([]) [] - [] Ext []

Fax ([]) [] - [] Ext []

Cell/Pgr ([]) [] - []

Email Address

Email* [text]

Send email notifications

Submit Cancel

✓ [Click this link](#) for help adding user to your site.

OR

✓ [Continue](#) with Adding an E-Order Contact instructions.

Associate a User to your Site to then assign them as an E-Order Contact

Add a New User to Your Site



If you have a completely **NEW MCIR user** [click this image](#) for instructions.

Associate an Existing User to your Provider Site



If you need to associate an **existing MCIR user**, someone already in the MCIR system, to your site [click this image](#) for instructions.

Continue to next slide to add the user as an E-Order contact if you see the user's name, OR follow the above resource and come back to this module to add the user as an E-Order contact.

Add Contact Information box Pop Up

1. Type in the new E-Order contact's name and email.
2. Click the send email notifications box.
3. Click submit to save.

The screenshot shows a 'Contact Information' pop-up window titled 'Add Contact'. The window contains the following fields and controls:

- Contact Information** (Section Header)
- Type***: Dropdown menu set to 'E-Order Contact'
- User***: Dropdown menu
- Title**: Dropdown menu
- First Name***: Text input field
- MI**: Text input field
- Last Name***: Text input field
- Jr/Sr...**: Text input field
- Phone Numbers** (Section Header)
- Office**: () - Ext
- Fax**: () - Ext
- Cell/Pgr**: () -
- Email Address** (Section Header)
- Email***: Text input field
- Send email notifications**
- Submit**: Button (highlighted with a yellow box)
- Cancel**: Button

A yellow box highlights the 'First Name*', 'MI', 'Last Name*', and 'Jr/Sr...' fields. A black arrow points to the 'Send email notifications' checkbox. The 'Submit' button is also highlighted with a yellow box.

The End.

