

HOW TO REVIEW AND REVISE VFC SHIPPING INFORMATION

VFC Providers must ensure their shipping hours comply with the following CDC requirement: **At least one weekday other than Monday for at least four consecutive hours.** These required hours must be reflected in the MCIR VFC “Shipping” tab (not the “Business Hours” tab) and **at the time of placing an e-order.** Below are instructions on how to review and revise shipping information to ensure compliancy.

IMPORTANT: Orders cannot be approved with noncompliant shipping hours.

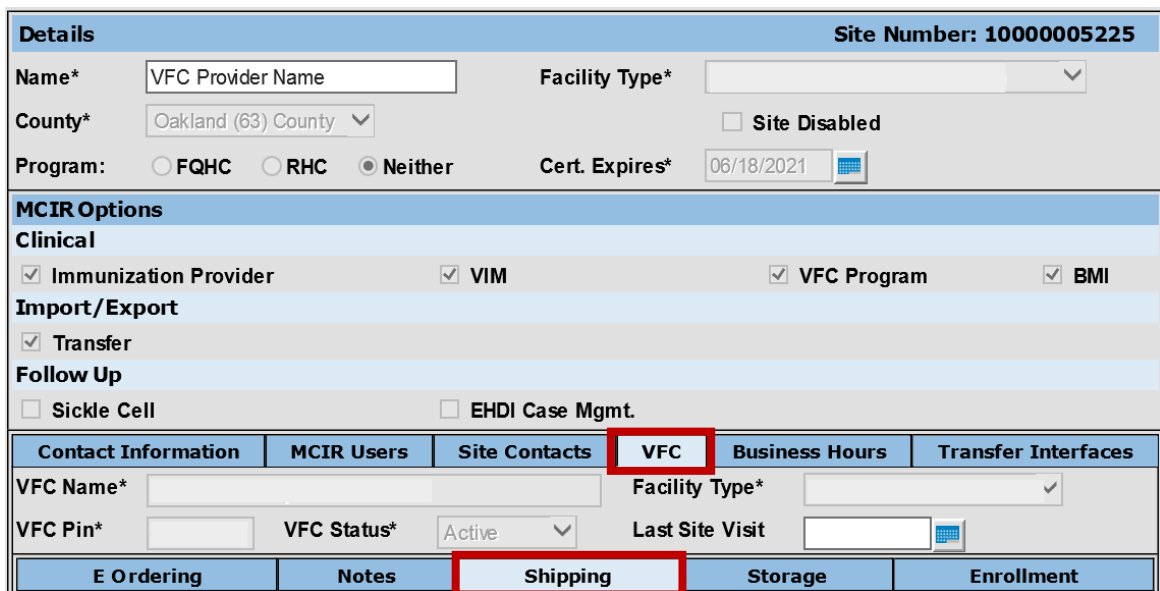
Please follow the instructions below to review shipping hours and if needed, revise to ensure compliancy. While reviewing shipping hours, please ensure all additional information is also correct such as the **address**, to ensure it shows as “Valid.”

1. From the MCIR Home Screen, select “Edit My Site”



A screenshot of a web application menu titled "My Site". The menu items are: "Site Preferences", "User Preferences", "Edit My Site" (highlighted with a red rectangle), "View My Site List", and "Go to New Site".

2. Select the “VFC” tab.



A screenshot of the MCIR Options form. The form is divided into several sections: "Details", "MCIR Options", "Clinical", "Import/Export", "Follow Up", and a tabbed interface at the bottom. The "VFC" tab is selected and highlighted with a red rectangle. A red arrow points from the "Shipping" tab in the bottom navigation bar to the "VFC" tab in the main form area.

Details		Site Number: 1000005225	
Name*	VFC Provider Name	Facility Type*	
County*	Oakland (63) County		<input type="checkbox"/> Site Disabled
Program:	<input type="radio"/> FQHC <input type="radio"/> RHC <input checked="" type="radio"/> Neither	Cert. Expires*	06/18/2021
MCIR Options			
Clinical			
<input checked="" type="checkbox"/> Immunization Provider	<input checked="" type="checkbox"/> VIM	<input checked="" type="checkbox"/> VFC Program	<input checked="" type="checkbox"/> BMI
Import/Export			
<input checked="" type="checkbox"/> Transfer			
Follow Up			
<input type="checkbox"/> Sickle Cell <input type="checkbox"/> EHDI Case Mgmt.			
Contact Information	MCIR Users	Site Contacts	VFC
VFC Name*		Facility Type*	
VFC Pin*		VFC Status* Active	
		Last Site Visit	
E Ordering	Notes	Shipping	Storage
		Enrollment	

3. Click on the “Shipping” tab
4. Verify all shipping information for compliancy and accuracy. In the example below, there is both NONCOMPLIANT shipping hours (Example A) and an INVALID address (Example B). Follow these steps for review and revision:

A. REVIEW AND REVISE SHIPPING HOURS:

1. From the Shipping tab, review “**Shipping Hours**” for compliancy (At least one weekday other than Monday for at least four consecutive hours). In this example, the below hours are noncompliant and must be corrected. Please note that shipping hours must ***also be verified at the time of submitting an e-order*** and may be revised at that time if needed. For information on revising hours at the time of e-ordering, see [VFC Provider Guide to E-Ordering](#).

Contact Information	MCIR Users	Site Contacts	VFC	Business Hours	Transfer Interfaces
VFC Name*			Facility Type*	<input type="text"/>	
VFC Pin*		VFC Status*	Active <input type="text"/>	Last Site Visit	<input type="text"/>
E Ordering	Notes	Shipping	Storage	Enrollment	
Shipping Contact* <input type="text"/>					
Shipping Address (Edit)					
Address: 1200 N Telegraph Rd Bldg 34E					
Country: Bldg 34E, Pontiac, MI 48344 County: Oakland Address Status: Invalid Address Updated: 08/31/2020					
Shipping Hours (Edit)					
Monday	9:00 A.M. - 12:00 P.M.				
Tuesday	9:00 A.M. - 12:00 P.M.				
Wednesday	9:00 A.M. - 12:00 P.M.				
Thursday	9:00 A.M. - 12:00 P.M.				
Friday	NO SHIPPING				

2. Next to the words “**Shipping Hours.**” select “**Edit**”.

Contact Information	MCIR Users	Site Contacts	VFC	Business Hours	Transfer Interfaces
VFC Name*			Facility Type*	<input type="text"/>	
VFC Pin*		VFC Status*	Active <input type="text"/>	Last Site Visit	<input type="text"/>
E Ordering	Notes	Shipping	Storage	Enrollment	
Shipping Contact* <input type="text"/>					
Shipping Address (Edit)					
Address: 1200 N Telegraph Rd Bldg 34E					
Country: Bldg 34E, Pontiac, MI 48344 County: Oakland Address Status: Invalid Address Updated: 08/31/2020					
Shipping Hours (Edit)					
Monday	9:00 A.M. - 12:00 P.M.				
Tuesday	9:00 A.M. - 12:00 P.M.				
Wednesday	9:00 A.M. - 12:00 P.M.				
Thursday	9:00 A.M. - 12:00 P.M.				
Friday	NO SHIPPING				
Shipping Instructions <input type="text"/>					

- A window will pop-up to make revisions. Modify hours to ensure you have **at least one weekday other than Monday for at least four consecutive hours.**

Edit Hours

Hours - hh[:mm]						Copy Business Hours				
<input checked="" type="checkbox"/> Monday	9:00	A.M.	-	3:30	P.M.			-		
<input checked="" type="checkbox"/> Tuesday	9:00	A.M.	-	3:30	P.M.			-		
<input checked="" type="checkbox"/> Wednesday	9:00	A.M.	-	3:30	P.M.			-		
<input checked="" type="checkbox"/> Thursday	9:00	A.M.	-	3:30	P.M.			-		
<input type="checkbox"/> Friday	9:00	A.M.	-	4:00	P.M.			-		

* 12:00 PM is assumed to be Noon. 12:00 AM is assumed to be Midnight.

- Click "Submit"
- Hours will now be updated in the "Shipping Hours" area.

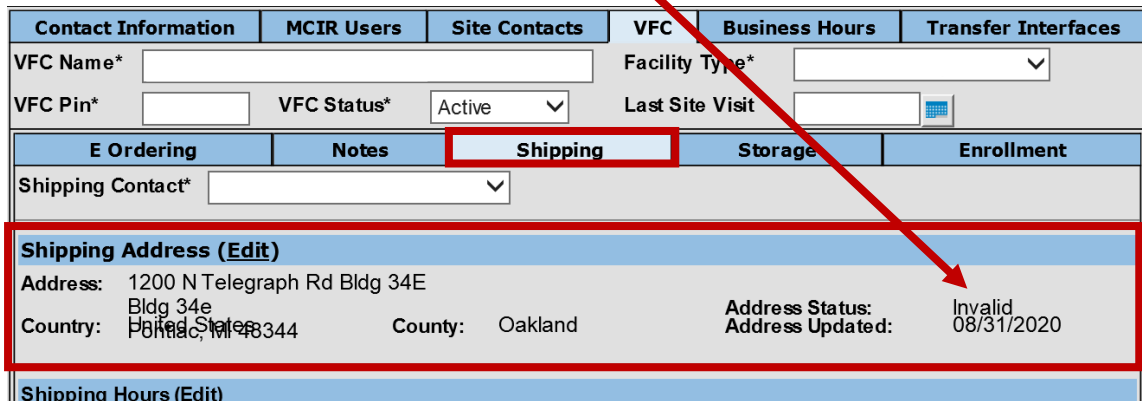
Shipping Hours (Edit)	
Monday	9:00 A.M. - 3:30 P.M.
Tuesday	9:00 A.M. - 3:30 P.M.
Wednesday	9:00 A.M. - 3:30 P.M.
Thursday	9:00 A.M. - 3:30 P.M.
Friday	NO SHIPPING

Shipping Instructions

Please note that the "Shipping Instructions" area is not included in the delivery instruction to McKesson/Merck. DO NOT USE THIS AREA. However, please use signage at your office to relay delivery instructions to your carrier. Always ensure deliveries are immediately attended to and stored appropriately.

B. REVIEW AND REVISE SHIPPING ADDRESS:

1. From the VFC “**Shipping**” tab, review the information in “**Shipping Address**” area. In this example, the “**Address Status**” shows as “**Invalid**”

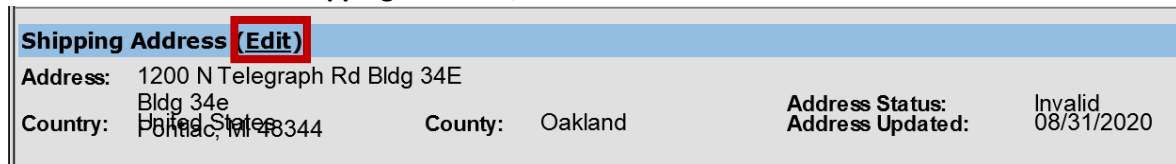


The screenshot shows the VFC interface with the 'Shipping' tab selected. The 'Shipping Address (Edit)' section displays the following information:

Contact Information		MCIR Users	Site Contacts	VFC	Business Hours	Transfer Interfaces
VFC Name*				Facility Type*		
VFC Pin*		VFC Status*	Active	Last Site Visit		
Shipping Address (Edit)						
Address: 1200 N Telegraph Rd Bldg 34E				Address Status: Invalid		
Country: Pontiac, MI 48344				Address Updated: 08/31/2020		
County: Oakland						
Shipping Hours (Edit)						

A red arrow points from the 'Invalid' status to the 'Edit' link in the 'Shipping Address' header.

2. Next to the words “**Shipping Address**”, click “**Edit**”

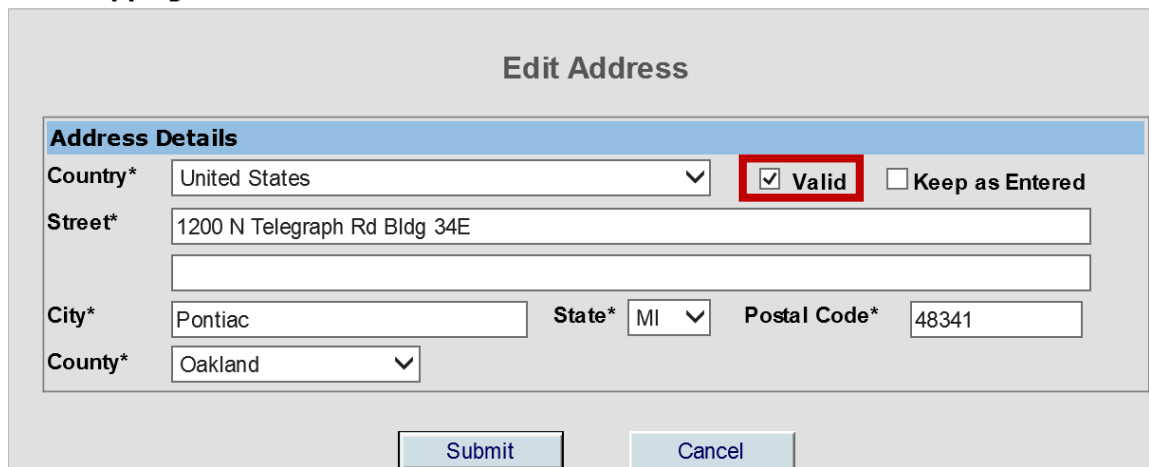


The screenshot shows the 'Shipping Address (Edit)' section. The 'Edit' link is highlighted with a red box. The address information is as follows:

Shipping Address (Edit)	
Address: 1200 N Telegraph Rd Bldg 34E	
Country: Pontiac, MI 48344	County: Oakland
Address Status: Invalid	
Address Updated: 08/31/2020	

3. A window will appear for revisions. Update with correct information, and the “**Valid**” checkbox automatically updates if an accurate USPS address was entered:

Edit Shipping Address

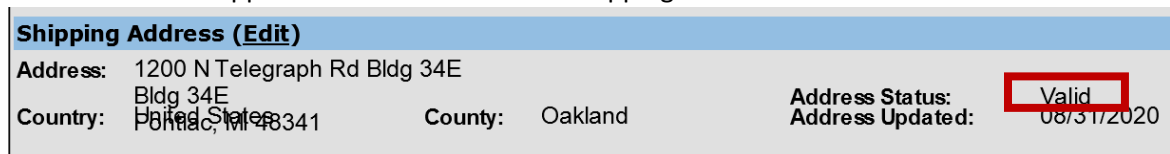


The 'Edit Address' window shows the following details:

Address Details	
Country*	United States
<input checked="" type="checkbox"/> Valid <input type="checkbox"/> Keep as Entered	
Street* 1200 N Telegraph Rd Bldg 34E	
City* Pontiac	State* MI
County* Oakland	Postal Code* 48341

Buttons: Submit, Cancel

4. Click “**Submit**”
5. Address now appears as “**Valid**” within the Shipping Address section:



The screenshot shows the 'Shipping Address (Edit)' section with the address status updated to 'Valid'.

Shipping Address (Edit)	
Address: 1200 N Telegraph Rd Bldg 34E	
Country: Pontiac, MI 48341	County: Oakland
Address Status: Valid	
Address Updated: 08/31/2020	