

Updating VFC Information after Online Enrollment Submission

VFC Enrollment tab

Contact Information	MCIR Users	Site Contacts	VFC	Business Hours	
VFC Name* <input type="text" value="District Health Dept. #2 Alcona"/>		Facility Type* <input type="text" value="Local Health Department"/>			
VFC Pin* <input type="text" value="010000"/>	VFC Status* <input type="text" value="Active"/>	Last Site Visit <input type="text"/>			
E Ordering	Notes	Shipping	Storage	Enrollment	
Enroll Date 01/04/2000	Renewal Date 03/03/2016	<input type="checkbox"/> Check, if considered a Specialty Provider ?			
Contact Information					
VFC Medical Director:	Dr. Russell L Bush, MD VFC		(989)724-6757		
VFC Primary Contact:	Nancy Flynn	nfyinn@dhd2.org	(989)724-6757 ext. 1600		
VFC Backup Contact:	Karla Mattson	kmattson@dhd2.org	(989)345-5020 ext. 1851		
Providers					
Name	Phone	Email	Lic#/State	Type	
Add Provider					
<i>No providers found</i>					
Vaccines Offered					
<input checked="" type="checkbox"/> DTaP	<input checked="" type="checkbox"/> Influenza	<input checked="" type="checkbox"/> Meningococcal	<input checked="" type="checkbox"/> Polio	<input checked="" type="checkbox"/> TD/Tdap	
<input checked="" type="checkbox"/> Hepatitis A	<input checked="" type="checkbox"/> HIB	<input checked="" type="checkbox"/> MMR	<input checked="" type="checkbox"/> Rotavirus	<input checked="" type="checkbox"/> Varicella	
<input checked="" type="checkbox"/> Hepatitis B	<input checked="" type="checkbox"/> HPV	<input checked="" type="checkbox"/> Pneum Conj (PCV13)	<input checked="" type="checkbox"/> Pneum Poly (PPV23)		
Enrollment Application					
Description	Created By	Created	Status	Updated	By
VFC-Enrollment-20160129	clarkj2000	01/29/2016	Completed	03/03/2016	garnc

Provider staff changes after VFC enrollment has been submitted and approved will follow these instructions. 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.

Any changes with the medical director after online enrollment has been approved requires a signature of the new medical director on the [Michigan Provider Agreement](#) document. The field staff should have a copy of this on hand to provide to their local health department.

VFC E-Ordering tab

Contact Information	MCIR Users	Site Contacts	VFC	Business Hours
VFC Name*	District Health Dept. #2 Alcona		Facility Type*	Local Health Department ▼
VFC Pin*	010000	VFC Status*	Active ▼	Last Site Visit
E Ordering	Notes	Shipping	Storage	Enrollment
<input checked="" type="checkbox"/> VFC eOrdering		Approver:	MDHHS VFC Program ▼	
<input type="checkbox"/> All Hazard eOrdering		Vaccine Approver:	▼	
		Non-Vaccine Approver:	▼	
E-Order Contacts				
Name	E-Mail Address	Phone	Notify	
Add New E-Order Contact				
Dave Brown	brownd53@michigan.gov		🗑️	
Nancy Flynn, VFC PRIMARY	nflynn@dhd2.org	(989)724-6757 x1600	✔️	
Connie Garn	garnc@michigan.gov		🗑️	
Karla Mattson, VFC Back-Up	kmattson@dhd2.org	(989)343-1851	✔️ 🗑️	

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

VFC Shipping tab

Contact Information	MCIR Users	Site Contacts	VFC	Business Hours
VFC Name*	District Health Dept. #2 Alcona		Facility Type*	Local Health Department ▼
VFC Pin*	010000	VFC Status*	Active ▼	Last Site Visit
E Ordering	Notes	Shipping	Storage	Enrollment
Shipping Contact* Nancy Flynn ▼				
Shipping Address (Edit)				
Address: 311 N LAKE ST HARRISVILLE, MI 48740-9684				
Country:	United States	County:	Alcona	Address Updated: 04/08/2016
Shipping Hours (Edit)				
Monday	8:00 A.M. - 12:30 P.M., 1:00 P.M. - 4:00 P.M.			
Tuesday	8:00 A.M. - 12:30 P.M., 1:00 P.M. - 4:00 P.M.			
Wednesday	8:00 A.M. - 12:30 P.M., 1:00 P.M. - 4:00 P.M.			
Thursday	8:00 A.M. - 12:30 P.M., 1:00 P.M. - 4:00 P.M.			
Friday	NO SHIPPING			
Shipping Instructions				
<input type="text"/>				
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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. Provider should never refuse a shipment.

VFC Storage tab

Details		Site Number: 50000089673	
Name*	District Health Dept. #2 Alcona	Facility Type*	Local Health Department (Public)
County*	Alcona (01) County	<input type="checkbox"/> Site Disabled	
Program:	<input type="radio"/> FQHC <input type="radio"/> RHC <input checked="" type="radio"/> Neither	Cert. Expires*	07/22/2016
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 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*	District Health Dept. #2 Alcona	Facility Type*	Local Health Department
VFC Pin*	010000	VFC Status*	Active
Last Site Visit			
E Ordering	Notes	Shipping	Storage
Description	P-Grd	FF	Log Appl Make/Model
Temp Log Make/Model			
Add Storage Unit			
Combination Refrigerator/Freezer	×	✓	Make: Model: Crosley
Freezer Chest/Large Stand-alone	×	×	Make: Model: Magic Chef
			Make: Model: VFC5000
			Make: Model: VFC5000

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](#).