

Provider Profile in MCIR

1. MCIR automatically populates the provider profile tab for the online re-enrollment for active VFC providers.

2. New VFC providers must manually enter data into the provider profile tab when enrolling into the VFC Program. To generate a Provider Profile data report to estimate the number of patients seen within your clinic follow these steps:

- a) Go to **Reports** tab and click on the **Vaccine/Vac** link.
- b) Choose **Provider Profile Data**.
- c) Select the **Report Period** choose the longest time possible, based on data entry/shot records you have entered into MCIR. If you only have data entry in MCIR for one month, you will need to multiply the report results by 12 for a full year's estimate.
- d) Rename the report in the **Description Field**. Example (Profile 2017)
- e) Click **Submit**.
- f) You will be sent back to the **Home** page.
- g) In the **Reports** section of the **Home** page click on **Retrieve Results**.
- h) When the report is ready, click on the **Report** link to view and/or print the report.

3. Universal Hepatitis B, High Risk Hepatitis A and B, and Michigan Adult Vaccine (MI-AVP) programs use the Doses Administered report to populate their Provider Profile on the Provider Enrollment form. Follow these steps to generate a Doses Administered Report in MCIR:

- a) Go to the **Reports** tab and click on the **Vaccine** link.
- a) Choose **Doses Admin Report**.
- b) Enter a **Start date** one year previous to today's date.
- c) Enter an **End date** of today's date.
- d) Vaccine purchase type, eligibility and all age ranges are defaulted, run report with the selected defaults.
- e) Name the report in the Description field with the current month, day and year.
- f) Click **Submit**.
- g) You will be sent back to the **Home** page.
- h) In the Reports section of the **Home** page click on **Retrieve Results**.
- i) When the report is ready, click on the **Report** link to view and print report.

Contact the local health department for further instructions on running and/or submitting these reports.