

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.

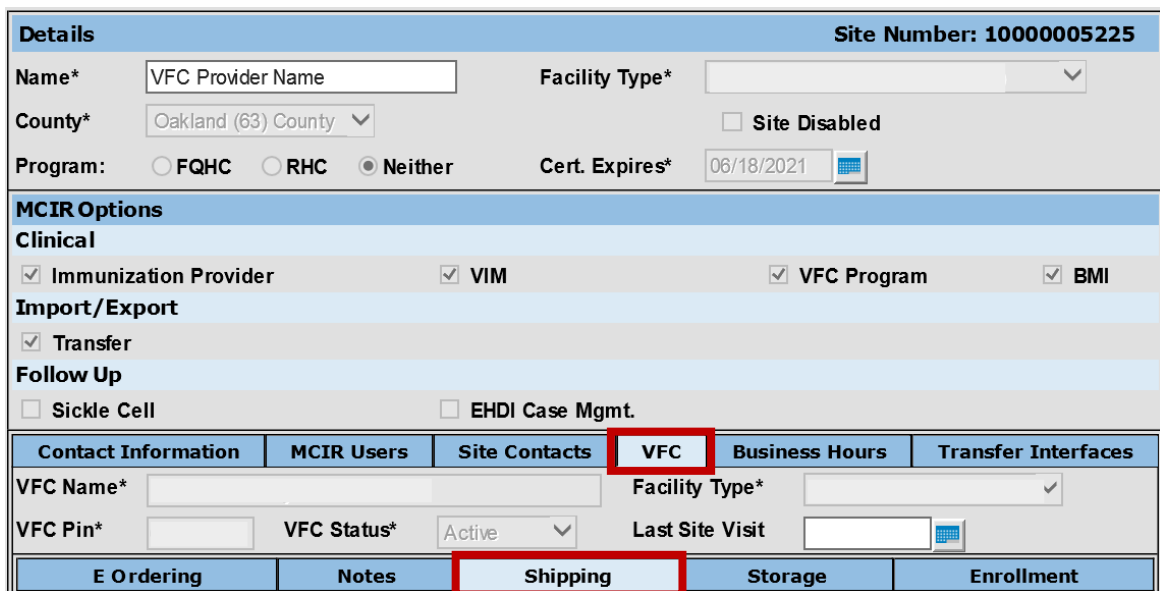
Please follow the instructions below to review shipping hours and if needed, revise to ensure compliancy. While reviewing shipping hours, please ensure all additional information is also correct such as the **address**, to ensure it shows as “Valid.”

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 box), "View My Site List", and "Go to New Site".

2. Select the “VFC” tab.



A screenshot of the MCIR VFC site configuration page. The page is titled "Details" and "Site Number: 1000005225". It contains several sections: "Name*", "County*", "Program:", "Facility Type*", "Cert. Expires*", "MCIR Options", "Clinical", "Import/Export", "Follow Up", "Contact Information", "MCIR Users", "Site Contacts", "VFC", "Business Hours", "Transfer Interfaces", "E Ordering", "Notes", "Shipping", "Storage", and "Enrollment". The "VFC" tab is highlighted with a red box, and the "Shipping" tab is also highlighted with a red box. A red arrow points from the "Shipping" tab to the text in step 3.

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 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 type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Tuesday	9:00 A.M. - 3:30 P.M.	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Wednesday	9:00 A.M. - 3:30 P.M.	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Thursday	9:00 A.M. - 3:30 P.M.	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Friday	9:00 A.M. - 4:00 P.M.	<input type="text"/>	<input type="text"/>

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

Submit Clear Cancel

- 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”

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

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

Shipping Address (Edit)			
Address: 1200 N Telegraph Rd Bldg 34E Bldg 34E 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

Edit Address

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

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

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