

## How to Record Doses for Persons who have Opted-Out of MCIR

### 1. Account for the Doses Administered

- Under the Vaccine Management/VIM menu, click **Vaccines Administered**
- Choose the **Add Non-Reported Administrations**
  
- Enter the following information:
  - 1) **Date** the vaccine was administered
  - 2) **Vaccine**
  - 3) **Date of Birth**
  - 4) Vaccine **eligibility** (H1N1-09 is Federal)
  - 5) **Reason** for not reporting (Opted Out)

Target Group is an option for “Add Event” vaccines and antivirals. It can be “Not Recorded.” Other choices are available.
- Click **Add Records**-The vaccines will be added to your Doses Administered Report

**Doses Administered** [Print Help](#)  
[Home](#) [Exit](#)

Person Rem/Rec VIM My Site Admin Reports Other

Manage Inv Inv Hist **Vacs Admin** VIS

Vaccine\*  **Add Non-Reported Administrations**

Start Date  End Date

VFC Eligibility All

**Add Administered Doses** [Print Help](#)  
[Home](#) [Exit](#)

Person Rem/Rec Sch/CC VIM VFC My Site Admin Reports Other

Manage Inv Inv Hist Vacs Admin

Date*	Vaccine*	DOB*	VFC Eligibility*	Reason*	Target Group*
11/08/2009	H1N1-09 (Inject)	02/25/1963	Federal	Opted-Out	
				Opted-Out	
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## 2. Account for the Inventory Deduction (for MI-Vaccines For Children and H1N1-09 enrollees)

Under the **Vaccine Management/VIM** tab

- Click the **Manage Inventory** link
- Select the Inventory (VFC/Private/All Hazard) Click **Get Inventory**.
- Click on the **Vaccine/Lot** that was administered (H1N1 for example)
- Click **Add New Transaction**
- Enter:
  - 1) **Date** the vaccine was administered
  - 2) Number of **Doses**
  - 3) Choose **Action: MCIR Opted-Out**

**Comment is optional.**
- Click **Submit** and the vaccine doses will be added to your *Ending Inventory Report*

### Manage Inventory - VFC/Public

Person	Rem/Rcl	Sch/CC	VIM	VFC	My Site	Admin	Reports			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Manage Inv</td> <td style="text-align: center;">Inv Hist</td> <td style="text-align: center;">Vacc Admin</td> </tr> </table>								Manage Inv	Inv Hist	Vacc Admin
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Inventory		<input type="text" value="All Hazard"/> <input type="button" value="Get Inventory"/>	<a href="#">Show inactive lots</a>					Ba		
Inventory		<input type="text" value="Private"/> <input type="text" value="VFC/Public"/> <input type="text" value="All Hazard"/>	Last Balanced							
Name		<input type="text" value="VFC Public"/>	Rfg Nbr/VFC Pin*		<input type="text"/>					

  

Inventory		<input type="text" value="All Hazard"/> <input type="button" value="Get Inventory"/>	<a href="#">Show inactive lots</a>					<a href="#">Balance Inventory</a>																																																																																							
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