immunizing providers using the MCIR inventory
Search for a Person in the MCIR
Log in to the MCIR

Start at the MILogin website to log in.
1. Your MCIR home screen will display

2. Go to the Person section box in top left corner.

3. Click **Add/Find**.
4. Enter the legal last name.

5. Enter the legal first name.

Capitalize the first letter for both the Last and First names when completing these fields.
6. Enter DOB manually using
   2-digit month
   2-digit day
   4-digit year

   or

   click the mini calendar
7. After all information is complete, click submit.
A Person’s MCIR General Information Record

When your search is successful, the MCIR General Information record displays.
Access the **Wildcard Search** video

Use an * asterisk in place of any character in the person’s last or first name that is unknown.

A Wildcard search helps to prevent the creation of duplicate records in the MCIR.
If Multiple Persons are Listed

Click the hyperlinked name if the person you are searching is identified.

This Person Browse Roster displays a list of multiple people born on the same entered birth date and same name.
If the MCIR record is not found, you will see this screen.

1. Click OK.
2. Clearly type name again and Date of Birth again.
3. Click Submit
Add a Person to the MCIR
You may **Add a Person** from either one of these screens.

Click **Add Person**

Try multiple search attempts, before adding a person to the MCIR system,

All persons born in Michigan after January 1, 1994 typically have a MCIR record.
Adding New Person

1. Add the person’s information to MCIR

2. All fields marked with an (*) are mandatory

3. Click Submit to save

MCIR requires Legal Names only, thank you!
A Person’s MCIR General Information Record

When your search is successful, the MCIR General Information record displays.
Adding an Immunization using MCIR inventory.

Contact your Regional MCIR Office to help you determine if this or another method applies to your MCIR immunizing provider site.
Retrieve the MCIR Record

If needed visit How to Search for a Person in the MCIR.

Always verify the MCIR record is the correct record before adding an immunization.

Continue to next slide for steps.
Go to the Person’s General Information Screen

Click the **Add Imm** hyperlink at the top of the MCIR General Information screen.

Note: This module is using a test record and random vaccine choice to demonstrate the ‘Add Immunization’ steps in the MCIR.
Add Immunizations Screen

Select Admin
Input Date Vaccine is Administered
Select Vaccine

<table>
<thead>
<tr>
<th>Immunization Information (Lots marked with '*')</th>
<th>Clear Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Admin</td>
</tr>
<tr>
<td>PCV13 (Provar13)</td>
<td></td>
</tr>
<tr>
<td>PPSV23 (Pneumovax)</td>
<td></td>
</tr>
<tr>
<td>RIG: Rabies globulin</td>
<td></td>
</tr>
<tr>
<td>RSV-MAB (Synagis)</td>
<td></td>
</tr>
<tr>
<td>Rabies (IM injection)</td>
<td></td>
</tr>
<tr>
<td>Rabies-IM Diploid (Imovax)</td>
<td></td>
</tr>
<tr>
<td>Rabies-IM Fibroblast (RabAvert)</td>
<td></td>
</tr>
<tr>
<td>RV1 (Rotarix)</td>
<td></td>
</tr>
<tr>
<td>RV5 (Rotarix)</td>
<td></td>
</tr>
<tr>
<td>TIG: Tetanus globulin</td>
<td></td>
</tr>
<tr>
<td>Td PF (adoi/adult)</td>
<td></td>
</tr>
<tr>
<td>Td (adult) (adsorbed)</td>
<td></td>
</tr>
<tr>
<td>Tdap (adoi/adult)</td>
<td></td>
</tr>
<tr>
<td>Typhoid (oral)</td>
<td></td>
</tr>
<tr>
<td>Typhoid ViCPS</td>
<td></td>
</tr>
<tr>
<td>Varicella (Varivax)</td>
<td></td>
</tr>
<tr>
<td>Yellow Fever</td>
<td></td>
</tr>
<tr>
<td>Yellow Fever Alt Formulation</td>
<td></td>
</tr>
<tr>
<td>Zoster R2ZV (Shingrix)</td>
<td></td>
</tr>
<tr>
<td>Zoster ZVL (Zostavax)</td>
<td></td>
</tr>
</tbody>
</table>

Add an Immunization
Select Eligibility

Add Immunizations

Person: Test, Person
Birth Date: 05/30/1940
Provider: Overdue

Add an Immunization

Private Pay/Insurance
- Medicaid-VFC
- Uninsured
- Under Insured
- Native American
- Medicaid-Non-VFC
- Other Public Purchase
- 317 Special
Select Manufacturer

Add an Immunization
Select the Lot

Lots available in the dropdown are those connected and previously documented to a MCIR site inventory. Contact your **Regional MCIR office** regarding inventory documentation and transaction assistance.
Select Site

### Add Immunizations

**Person:** Test, Person  
**Birth Date:** 05/30/1940  
**Provider:** Overdue

**Add Immunizations**

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Vaccine</th>
<th>Mfr</th>
<th>Lot</th>
<th>Site</th>
<th>Vol.</th>
<th>Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>01/21/2021</td>
<td>Tdap (adol/adult)</td>
<td>sanofi (ADACEL)</td>
<td>Lot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5 ml</td>
<td></td>
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**Immunization Information - (Lots marked with ‘*’ are from the private inventory)**

- **Right Arm**
- **Left Arm**
- **Left Thigh**
- **Right Thigh**
- **Left Naris**
- **Right Naris**
- **Both Nares**

**Use 2D Barcode**

**Records per page:** 2

**Submit** | **Add More** | **Cancel**
Select Route

Add Immunizations

Person: Test, Person
Birth Date: 06/30/1940
Provider: Overdue

View

Home Exit

Records per page 2 Submit Add More Cancel

Use 2D Barcode

Immunization Information - (Lots marked with ‘*’ are from the private inventory) Clear Event

Type Admin Date 01/21/2021 Vaccine Tdap (addl/adult) Elig. Private Pay/Insurance
Mfr. sanofi (ADACEL) Lot 121212121 (Expires: 05/05/2023)
Vol. 0.5 ml Site Right Arm

Add an Immunization

Intramuscular
Subcutaneous
Oral
Intradermal
Intranasal
Intravenous
Percutaneous
IV Piggyback
Submit

Add Immunizations

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Add More

Cancel

Add an Immunization
This image is an example that shows when adding an immunization to a person’s record, the immunization history screen automatically displays.

While on any screen you may select the **Person tab** and then click **History** at the top to get back to this screen.