Local Health Department (LHD) Guide
Non-Medical Waiver Documentation in MCIR

A guide for local health departments to record, edit, manage, and print the non-medical school and childcare waivers directly in an LHD MCIR site.

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Record a Non-Medical Waiver Session in the MCIR

1. Search for the person by legal last, first name, date of birth using the **Add/Find** link in the Person section, (Figure 1).

   The person’s general information screen will appear, (Figure 2).

2. Select **Status**, (Figure 2).

Figure 1 – An LHD Site MCIR Home Screen

Figure 2 – Person’s General Information Screen
3. On the person’s Immunization Status screen, navigate to the Non-Medical Waivers section near the bottom of the screen, (Figure 3).

4. Click **Add New Waiver**, (Figure 3).
5. From the Non-Medical Waiver Education screen, select the vaccine series to be waived and leave the other vaccines as N/A, (Figure 4).

N/A automatically defaults when opening this screen.

Leave selection as N/A if waiver changes are not needed for the vaccine series.

Figure 4 – Person’s Non-Medical Waiver Education Screen.
6. **Select the vaccine** series to be waived, (resulting from the LHD waiver education session).

7. **Choose and select the reason** for waiver and click on the bubble/radio button that matches the waived vaccine series, (Figure 5).

8. When selecting **Other**, (as a reason for vaccine waiver), a blank field will appear at the bottom of the Waiver Information Section under Reason.

9. **Reason:** Type and enter the reason in this field.

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**The Waiver Date is defaulted to the date the LHD MCIR user/waiver educator opens the Non-Medical Waiver Education Screen.**

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10. **Enter the Parent/Guardian signature** in the Parent/Guardian signature field, (Figure 5).

11. **Enter the Nurse/Administrator signature** in the nurse/administrator field, (Figure 5).

12. Click Submit

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![Figure 5 – Waiver information screen displaying the default waiver date and report year entries.](image-url)
Verify or Check the Entered Waiver on a Person’s MCIR Record in the MCIR

1. From the LHD MCIR Home screen, search for the person by legal first and last name, and date of birth using the Add/Find link in the Person section, (Figure 1, Page 1).

2. On the person’s general immunization record screen, select Status.

   The Immunization Status screen appears, (Figure 6).

3. Non-Administrations are highlighted horizontally in a PINK-ish color under the Non-Administrations/Titers section with date, reason, and the LHD site that entered a waiver on this person’s record, (Figure 6).

Figure 6 -Immunization Status screen displaying Red highlighted non-Administrations documented as waived, with date and reason.
Edit a Non-Medical Waiver from the LHD Waiver Roster in the MCIR

1. From the LHD MCIR Home screen, Select **My Waivers**, (Figure 7).

![Figure 7 – LHD MCIR Home Screen](image-url)
2. The My Waivers screen and waiver roster displays with a list of all counties in the Local Health Department’s jurisdiction, (Figure 8).

3. Specific County, and IP Type, (School/Childcare) can all be sorted from the dropdown fields, (Figure 8).

4. Select the County, and/or IP Type to view applicable waivers.

5. Select the waiver to edit, and Click **EDIT** (Figure 8).

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**LHD MCIR users can only edit a waiver entered by that Local Health Department county/jurisdiction where the original waiver was entered.**

This figure, (for training purposes only), displays waivers in Washtenaw County entered by the local health department MCIR site in Washtenaw County.

*This is only a training example and not representative of waivers for this county.*

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Figure 8-An LHD site displaying waivers entered by their jurisdiction for their jurisdiction. Above data is blocked and does not represent the county.
Edit and complete on the Non-Medical Education screen:

The Non-Medical Waiver Education screen appears, (Figure 9, page 9).

- Edit the Reason for Waiver section by selecting the bubble/radio button.
- The waiver date populates to the date the waiver is opened to edit.
- Enter the parent/guardian signature, (Figure 9).
- Edit the Nurse/Administrator field if necessary.

6. Click **Submit**

When editing a waiver, NOTE all information previously entered will display including the waived vaccine series, the reason, (if applicable), and the previous Nurse/Administrator signature.

- **The Waiver Date** will default to the date the waiver education editing screen is opened to edit.

- **The Parent/Guardian signature** must be re-entered in the MCIR Parent/Guardian signature field.

- **The Nurse/Administrator field** can be edited to reflect a change in a Nurse/Administrator when editing the waiver, Figure 9.
Figure 9 - Non-Medical Waiver Education Editing Screen displaying the date defaults to the day you are opening the editing screen and another Parent/Guardian signature is needed and the Nurse/Administrator field is editable if a change is needed.
Edit a Non-Medical Waiver from an Immunization Record Status Tab in the MCIR

1. From the LHD MCIR Home screen, search for the person by legal first and last name, date of birth using the Add/Find link in the Person section, (Figure 1, Page 1).

2. From the person’s immunization record, Select Status.

3. Scroll down to the Non-Medical Waivers Section, select to the reported waiver you would like to edit, (Figure 10).

**Edit and complete on the Non-Medical Education screen:**

- In this example, Click 2023 Washtenaw (Figure 10).

The Non-Medical Waiver Education screen appears, (Figure 12, page 12)

- Edit the Reason for Waiver section by selecting the bubble/radio button.
- Enter the new waiver date, (Figure 12).
- Enter the parent/guardian signature, (Figure 12).

4. Click Submit
Defining the Question Mark Icon on an Immunization Status page

Below is an Immunization Status page preview of an individual with multiple Reporting Year waivers, (Figure 11).

Hoovering over the QUESTION MARK will include text stating:

**This 2022 Immunization Waiver issued in January 2023 is a valid waiver for school reporting.**

![Image of Immunization Status page with question mark and defined text]

Figure 11: When hoovering over the question mark bubble displaying the defined text.
When editing a waiver, NOTE all information previously entered will display, including the waived vaccine series, the reason, and the Nurse/Administrator Signature.

The date and the Parent/Guardian signature must be re-entered in the MCIR whenever a Non-Medical Waiver Education LHD Edit occurs, (Figure 12).

Figure 12: Non-Medical Waiver Education Edition Screen displaying need for new date and Parent/Guardian signature.
Delete a Non-Medical Documented Waiver from the Immunization Record

1. From the Non-Medical Waiver Education screen of the person, Go to the **Status** Tab

2. To delete a waiver in the current report year, click on the hyperlinked waiver, **2023 Washtenaw**, in this example, (Figure 13).

![Immunization Status](image)

Figure 13
3. From the Non-Medical Waiver Education screen, select **Delete**, Figure 14).
4. After you select Delete, you will see a pop up asking if you are sure you would like to delete this waiver, (Figure 15).

![Image of delete confirmation pop up]

Figure 15

5. Select OK

6. Next the screen displays the individual’s Status screen and it displays the waiver was deleted and no longer on the person’s record, (Figure 16).

![Image of status screen showing deleted waiver]

Figure 16
View Deleted Non-Medical Waivers from the My Waivers Screen

1. From the LHD MCIR Home Screen select My Waivers.

2. Select the applicable County for targeted searching in the County drop down.

3. Select **Show Deleted**, (Figure 17).

4. All deleted waivers will display with a red pink highlight and **Restore** on the right hand side of the table, (Figure 18).
Restore a Deleted Non- Medical Waiver previously recorded in the MCIR

1. If you wish to Restore a previously deleted waiver, click on the **Restore** hyperlink regarding the applicable waiver highlighted in a pinkish red available to you to restore, (Figure 18).

2. A pop up box will display, (Figure 19).

3. **Select Restore.**

4. This will restore the original waiver as it was previously recorded.

5. To verify, check the individual’s record to view the restored waiver.

![Restore Waiver](image)

**Figure 19**

Restore and Edit a Deleted Waiver

1. If you wish to **Restore and Edit** a previously deleted waiver, click on the **Restore** hyperlink regarding the applicable waiver highlighted in a pinkish red available to you to restore, (Figure 18).

2. A pop up box will display, (Figure 19).

3. **Select Restore and Edit.**

4. The Non-Medical Waiver Education screen will display allowing the user to restore and then edit the waiver previously entered, (Figure 20).

5. The date field will default to the date the waiver is opened to restore and edit. The parent/guardian signature field will be blank and need to be re-entered. The nurse/administrator field is an editable field.

6. Edit the waiver as needed and select **Submit**, (Figure 20).
Figure 20

LHD Waiver Documentation in the MCIR
Print a Non-Medical Documented Waiver from the LHD Waiver Roster

1. After selecting the County, and IP Type locate the waiver record you wish to print and select **PDF**, (Figure 13).

   ![My Waiver LHD Jurisdiction Roster screen displaying where to click to print a waiver as a PDF.](image1)

   **Figure 13 – My Waiver LHD Jurisdiction Roster screen displaying where to click to print a waiver as a PDF.**

2. The completed waiver form will appear in a pop-up window on your screen as a PDF to print, (Figure 14).

   ![An example of a PDF waiver displaying as a pop up. Actual waiver will show here. This placeholder is an example of how the waiver appears on screen.](image2)

   **Figure 14 - An example of a PDF waiver displaying as a pop up. Actual waiver will show here. This placeholder is an example of how the waiver appears on screen.**

LHD Waiver Documentation in the MCIR
3. Print the waiver as a PDF using the device/computer printing function, (Figure 15).

*For security purposes the waiver example is not displayed in full detail.

Figure 15 – Example of Waiver displaying as a PDF on the screen
Print a Non-Medical Documented Waiver from Immunization Record Status Tab

1. Search for the person by legal first and last name, date of birth using the Add/Find link in the Person section, (Figure 1, page 1).

2. The person’s general information screen will appear, click Status.

3. On the person’s Immunization Status screen click PDF to print the waiver, (Figure 16).

Figure 16 – Person’s immunization status screen displaying Non-Medical Waivers and where to click to print the PDF
4. The completed waiver form will appear in a pop-up window on the screen as a PDF to print, (Figure 17).

5. Print the waiver as a PDF using the device/computer printing function, (Figure 17).

*For security purposes the waiver example is not displayed in full detail.

Figure 17 – Displaying the how the waiver form may pop up on your screen after selecting PDF

Please note all screen shots are for training purposes only depicting instructional steps, and may not reflect a specific individual, specific immunization record, specific vaccine series or consistent date of birth or specific site or MCIR ID.*

END.