

# MCIR Online Group Training Options

**NOTE:** These training options are designed for users from local health departments, medical provider clinics, and pharmacies, not for school and childcare users.

For help with school and childcare, go to [School/Childcare Frequently Asked Questions – mcir.org](https://mcir.org/School/Childcare-Frequently-Asked-Questions)

**MCIR Basic User Training:** Are you a new MCIR user? Maybe you have had an MCIR account but haven't used it in a while and need a refresher. This session is for you! The training reviews how to search for and print records, document and edit different types of vaccines, update the responsible party on a record, and request corrections for records that may have errors or have duplicates.

**MCIR Vaccine Inventory Management (VIM) Training:** Review how to navigate and manage your inventory within the MCIR system. This includes adding or inactivating vaccine lots, completing a transaction to correct inventory, balancing inventory, and pulling commonly used inventory reports.

**MCIR Site Administrator Training:** This session provides a quick review of tasks specific to Site Administrators. These include adding and removing users from your site, updating and submitting your MCIR Site Agreement, finding your site ID number, and moving between sites within the system.

**MCIR HL7 Refresher Training:** HL7 data transfer is when you enter your vaccines into your Electronic Medical Record (EMR), and it transfers to MCIR, so you don't have to do dual entry. ***Please note that this training is for sites already in production and does not replace the initial HL7 training that occurs in onboarding.*** This session is for users familiar with HL7 but who want a quick refresher on monitoring and correcting transfer errors. This session will review the steps for retrieving the HL7 transfer report, review the HL7 Message Viewer in MCIR, and discuss tips for correcting and stopping transfer errors.

**MCIR Reports Refresher Training:** This session offers a quick review of how to pull the most commonly used reports in MCIR. It explains the purpose of and how to retrieve the following: Batch Reports, Profile Reports, Roster Reports, and Vaccines Administered Reports.

As always, personalized technical assistance and training are available. Please schedule a one-on-one session with your region's [Education and Training Analyst](#) to get help with your specific inventory, HL7 data feed, or reports.

For assistance, contact the MCIR Help Desk:

Email: [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov)

