



Genesee County Health Department

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<http://www.gchd.us>

11/2/2009

Floyd J. McCree Courts & Human Services Building
630 S. Saginaw Street, Ste 4
Flint, Michigan, 48502-1540
Phone: 810-257-3612
Fax: 810-257-3147

RE: H1N1 enrollment process

The following steps should occur before your office can participate in the H1N1 vaccine administration program:

Community Health
Phone: 810-257-3612
Fax: 810-257-3147

1. In Michigan, you are required to use the Michigan Care Improvement Registry (MCIR) for H1N1 vaccine administration. This will assist with tracking of both the vaccine doses administered and patient recall. If you are not currently registered to use MCIR, complete the attached MCIR Provider User/Usage Agreement also found at http://www.mcir.org/forms/MCIR_Provider_Access_Applicaton_Apr09.pdf, and fax it to 810-257-3809. The MCIR regional staff will then contact your office regarding training your site to use the registry. If you have any questions, please contact your MCIR regional office at 1-888-217-3903.

Environmental Health
Phone: 810-257-3603
Fax: 810-257-3125

2. Appropriate storage and handling for the vaccine will need to be in place before we can approve your office's enrollment into the program. These resources are available at <http://www.aimtoolkit.org/vaccine.htm> Temperature logs must be submitted showing that your refrigerator has maintained the appropriate temperature for at least two weeks before you receive the vaccine. You should also store water bottles in your refrigerator to maintain temperature consistency. Our office staff will review your storage and handling and work with you to ensure the safety of the vaccine.

Personal Health
Phone: 810-257-3132
Fax: 810-237-6162

3. Complete an H1N1 enrollment form which can be found at:

<http://www.gchd.us/HotTopics/H1N1Flu.asp#Clinicians>. Below are instructions to assist you with this.

Burton Branch
G-3373 S. Saginaw St.
Burton, Michigan 48529
Phone: 810-742-2255
Fax: 810-742-2561

McCree North Health Center
115 E. Pierson Rd.
Flint, Michigan 48505
Phone: 810-600-2400
Fax: 810-785-9675

- Michigan Care Improvement Registry Site ID#: This must be completed. Attached you will find instructions on locating this number in MCIR. If you have not completed your MCIR training yet, please take your completed enrollment form with you to the MCIR training. At that time, you can add the ID number to the enrollment form and leave it with the MCIR Coordinator.
- VFC PIN#: This is for providers who are already enrolled in the Vaccine For Children Program currently provided through the state of Michigan. If you are not enrolled in this program, please leave this space blank.
- All information must be completed accurately. Any information not included will require additional follow-up and may delay your office's enrollment process.
- The Provider Agreement must be signed by a duly authorized agent who can bind the organization. Such person must ensure all vaccine providers employed by, or associated with, the organization are informed of their obligations under the Provider Agreement. The name and medical license number of the Medical Director must be provided whether or not that individual signs the agreement on behalf of the practice/facility/organization.
- Once the form is completed, the original form with the original signature must be mailed to: Genesee County Health Department-Burton Branch
G-3373 S. Saginaw
Burton, MI 48529
Attention: H1N1