

Region 4 MCIR News

Spring 2007

Helpful Features in MCIR to Raise Your Practice Immunization Rates

Providers can utilize features in MCIR to assure the system is reflecting the true immunization rate of their practice. Generating Profile reports and Reminder-Recall letters can assist providers in identifying and contacting children who are overdue for immunizations. Updating records is also important to assure accurate rates for a practice. Listed below are a few simple steps that can help raise immunization rates:

1. Enter **Historical Data** into MCIR records to update missing immunization doses and assure complete records.
2. Run **Profile Reports** to determine immunization percentages for your practice and to generate a list of children that are shown as incomplete for immunizations in MCIR. (See how to run a profile report in this newsletter).
3. Utilize the **Reminder-Recall** feature in MCIR to generate letters that can be mailed to parents and guardians of children overdue for immunizations. (For information and training to run reminders-recalls, please contact the Region 4 office).



CONTEST !

Answer the following questions for a chance to win! Participants with all the correct answers will be placed in a drawing for a \$10.00 gift certificate to Applebee's. E-mail or FAX the answers to the regional staff by **May 25, 2007**.

1. _____ reports can assess the number and percentage of children who are up-to-date on their immunizations.
2. MCIR can generate _____ - _____ letters that can be mailed to the parents/guardians of children who are overdue for immunizations.
3. Entering _____ into MCIR can help assure complete immunizations records.
4. The _____ profile report represents patients for which a practice has entered into MCIR vaccinations they have administered and has become the patient's last point of contact.

Congratulations to our last contest prize winner Kathy Gardner from the office of Dr. Thomas Teal in Chesaning.

Wondering if you got the correct answers last time? The answers for the Winter contest were:

1. Passwords will need to be changed every **90 days** beginning February 12, 2007.
2. To change a password, log-in and click on the **Account Maintenance** link on the welcome page to access the Change Password feature.
3. To reset a password that is expired or forgotten click on the **I forgot my password** link on the SSO log-in page.
4. Users should assure that a current email accessible for them is entered under **Personal Information** on the Account Maintenance page.

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Help Desk: 1-888-217-3903
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MCIR4@gchd.us

Online Information and Support: www.MCIR.org

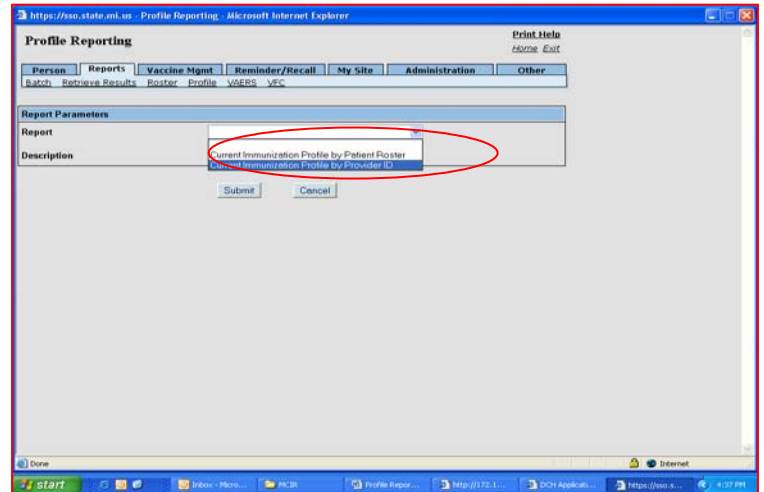
Generating a Profile Report

Profile Reports can be generated to assess the number and percentage of people in an office who are up-to-date on their immunizations. A practice can assess their current immunization rates either by their **Provider ID** or by their **Patient Roster**. Each report will provide a percentage of people in the requested age range and dose criteria requested.

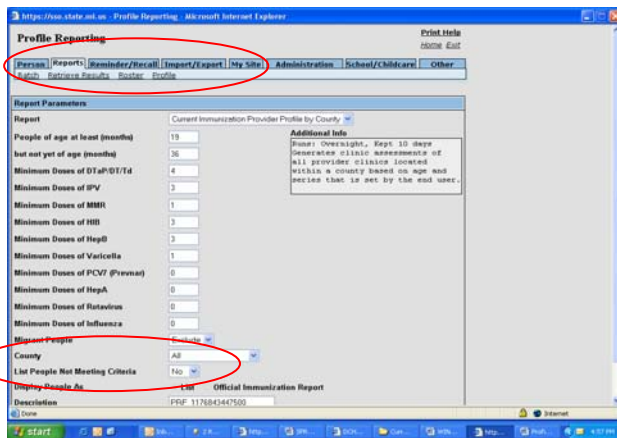
1. The **Provider ID** report represents patients for which a practice has entered vaccines they administered into their MCIR record. The record will stay attached to the provider site ID number until another provider enters vaccines administered under that practice site ID. That provider then becomes the person's last point of contact.
2. The **Provider Roster** report represents patients who have been looked up in MCIR by the provider. The **Roster** does not represent all people who are attached to the provider site ID and may not generate an accurate practice rate assessment for all patients with that practice.



3. To run a profile report, click on the **Profile** link in the **Reports** box on the MCIR home page.
4. On the **Profile Reporting** screen click on the drop down arrow and select the type of report to run, either by "provider roster" or "provider ID."



5. The **Reports Parameters** screen will appear next. The parameter boxes are pre-filled by default for people aged 19 – 36 months and minimum required dosages for that age.



6. Other age ranges and vaccine dosages can also be assessed by entering into the parameter boxes the selected ages (in months) of the people and vaccine doses.
7. To generate a list of people not meeting the criteria entered, choose **Yes** from the drop down box next to **List Person Not Meeting Criteria**.
8. Name the report in the description box and click on the **Submit** button to generate the report.

9. Retrieve the report by clicking on the **Retrieve Reports** link under **Reports** on the MCIR home page.
10. Locate the name of the report in the **Description** column on the reports screen and click on the **Report** link next to the **Status** column. Print the report.



Description	User	Date	Status	
Five Kids	vestm1	02/02/2004	Report is waiting to be processed.	Delete
6 kids	vestm1	02/03/2004	Report is ready.	Report Delete