



# Region 4 MCIR News

## Summer 2007

### Award of Excellence

**Congratulations** to **Dr. Alicia Franco-Imperial** and her staff who received the Region 4 MCIR Award of Excellence! The practice was recognized for their dedication to utilizing MCIR to assure children are receiving timely vaccinations and to increase their immunization rate.

By implementing new processes and using MCIR features, the office was able to increase their rate for children aged 19-35 months from 55% to 88%. The office:

- Runs MCIR Batch Reports each week for children scheduled for appointments
- Runs profile reports to identify children due for immunizations
- Reviews printed MCIR record with parent/guardian for each child who comes in for appointments
- Enters historical data to update MCIR records
- Uses MCIR roster to identify children needing immunizations
- Notifies parents/guardians of children not up-to-date on immunizations by sending reminder postcards



Dr. Alicia Franco-Imperial (center) and staff Carrie Ciak (left) and Tonya Dykes (right) recently received an Award of Excellence. Not present is Angelica Araos.

Along with utilizing MCIR, the practice has been committed to assuring that parents/guardians are aware of their children's immunization status and understand the importance of protecting them from preventable diseases. Thank you Dr. Franco-Imperial and staff for your continued efforts to ensure that your children are current on their vaccinations.



### 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 [August 20, 2007](#).

1. \_\_\_\_\_ allows printing of more than one person's immunization record at a time in MCIR.
2. \_\_\_\_\_ is the new Region 4 HELP desk secretary.
3. \_\_\_\_\_ for MCIR provider sites expire every three years and must be renewed through the region office.

**Congratulations to our last contest prize winner Melanie Geister from Thumb Pediatrics in Cass City.**

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

1. **Profile** reports can assess the number and percentage of children who are up-to-date on their immunizations.
2. MCIR can generate **Reminder – Recall** letters that can be mailed to the parents/guardians of children who are overdue for immunizations.
3. Entering **historical data** into MCIR can help assure complete immunizations records.
4. The **Provider ID** 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.

# Batch Reporting

**Batch Reporting** allows you to print more than one person's immunization record at a time in MCIR, instead of printing from each individual record. This can save time in retrieving records for a large amount of children. There are two options available to select a roster for Batch Reporting, choosing patients from the Batch Report Roster or entering information into the search grid on the Batch Report page.

- The Batch Report Roster consists of people who have been looked up in MCIR by the provider. The Roster does not represent all people who are attached to the provider site.
- Entering information into the search grid will search for records in the entire MCIR system, using criteria entered by the user.

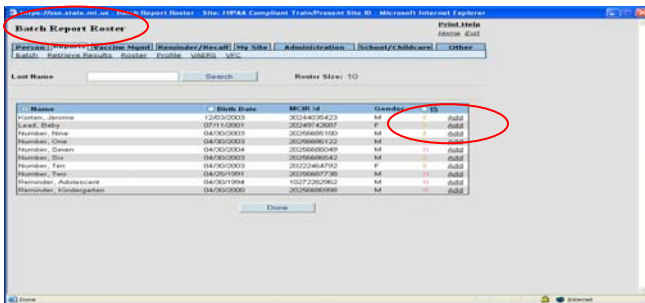
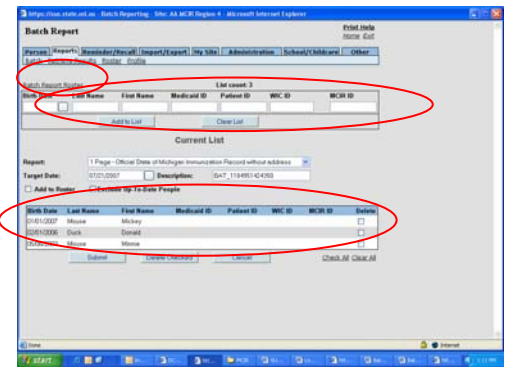


To run a **Batch Report**, follow these steps:

1. Click on the **Batch** link, under the **Reports** menu on the MCIR home page.
2. Choose one of the two options to search for records, the **Batch Report Roster** or entering criteria into the **search grid**.

## Search Grid

1. Enter the client's birth date, last name and first name into the **search grid**. Click the **Add to List** button to create a batch list.
2. Check the **Add to Roster** box to add the records on the list to your Patient Roster for future Batch reports. Click the **Submit** button when the list is complete.



## Batch Report Roster

1. Click on the **Batch Report Roster** link.
2. Select the records for the report by clicking on the **Add** link for each person. Click on the **Done** button to go back to the Batch Report page list. Click on the **Submit** button when the list is complete.

## To print reports:

1. Click on the **Retrieve Results** link under Reports on the home page.
2. 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 records.

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

# New MCIR Help Desk Secretary

There is a new face – and voice – on the Region 4 HELP desk. We are pleased to welcome Andrea Nustad. She previously worked as a secretary in the Environmental Health Division at the Genesee County Health Department. She has also worked in the private sector as a Client Service Associate/Backup Operations for UBS Financial Services.

Andrea has two “great kids,” a grown son and a daughter who is currently attending college. She enjoys gardening, walking, hiking, reading and spending time with her friends and children. Andrea looks forward to working with regional providers and MCIR.

## Don't Forget!

- User agreements for MCIR provider sites expire every three years. The Region 4 office is currently contacting sites that need to renew their agreements.

**Region 4 MCIR Registry Office**  
**Genesee County Health Department**  
**630 S. Saginaw St. Flint, MI 48502**  
**Help Desk: 1-888-217-3903**  
**Fax: 1-810-257-3809**  
**MCIR4@gchd.us**  
**Online Information and Support: [www.MCIR.org](http://www.MCIR.org)**