



# Genesee County Health Department

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<http://www.gchd.us>

12/18/2009

**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

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

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

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

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

RE: H1N1 enrollment process

The H1N1 flu vaccine is now available to the all members of the public. If your facility is interested in administering the H1N1 vaccine to your residents, patients, employees, or clients, you have two options. The first option is to participate in the H1N1 vaccine administration program by registering to become an H1N1 provider. The steps needed to become a H1N1 vaccine provider are detailed below. The second option is to work with a current H1N1 vaccine provider to administer the vaccine for you. If you normally contract with an outside organization to administer seasonal flu vaccine, you should contact them to see if they are providing the H1N1 vaccine.

The following steps must occur before your facility can participate in the H1N1 vaccine administration program as a provider:

1. In Michigan, H1N1 vaccine providers are required to use the Michigan Care Improvement Registry (MCIR), the state's vaccine database. 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](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.
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 as a provider. 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.
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.
  - 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  
Attention H1N1  
G-3373 S. Saginaw  
Burton, MI 48529

Additionally, we are updating our emergency communications plan. Please fill out the attached form with your contact information and return it to the Genesee County Health Department. This will ensure that GCHD distributes information regarding public health concerns to the correct personnel and delivers updates in a timely manner.