



Complete prior to required training with your MCIR Program Coordinator


New to MCIR?

- Obtain your own MCIR ID and be added to your provider site.

Contact the MCIR Help Desk for assistance.

MCIR Basics

- Set up your MCIR Personal Preferences under My Site, User Preferences. Under “Default Official State of Michigan Immunization Record View”, click “Landscape” and then “Submit”.
- Watch the following videos to be introduced to various MCIR ideas and concepts:
 - [News Screen](#) 1:21
 - [Region-2 Website](#) 4:15
 - [Wildcard Search](#) 1:39
 - [MCIR Records](#) 3:04



Are you going to be a Site Administrator?

Watch these videos:

- [Add a new MCIR User](#) 1:03
- [Add a current MCIR User](#) 0:56
- [Remove a MCIR User](#) 0:41

MCIR Inventory

Working with the Vaccine Inventory?

Watch the following video:

- [MCIR Basics VIM](#) 4:50

HL7 Transfer

Does your site have direct transfer from the EMR to MCIR?

Are you working with the ESSR?

Watch the following videos:

- [Generate the ESSR](#) 0:37
- [The ESSR Explained](#) 5:02
- [ESSR Troubleshooting #1](#) 3:51
- [ESSR Troubleshooting #2](#) 4:35

ESSR:
Electronic
Submission
Summary
Report

After completion of these tasks:

- Schedule training with your MCIR Coordinator.
Contact information available at the bottom of the MCIR News Screen, or on the Region-2 website

These steps will prepare you for the required face-to-face MCIR training with your MCIR Coordinator.