

Ottawa County

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MCIR Program Coordinator

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Video Available:

www.mcir.org/region-2

MCIR Electronic Ordering Manual



“MCIR E-Ordering”

Placing your VFC order electronically

- Click on the place VFC Orders link from the home page to begin the order process by displaying the Vaccine Search Screen.



Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results	Manage Inventory View Inventory History Vaccines Administered
Import/Export	VFC Program	My Site
Submit File Retrieve Results	Place VFC Orders Place All Hazard Vaccine Orders View Order Order History	Site Preferences User Preferences Edit My Site View My Site List Go to New Site
Administration	Reports	Other
Add/Find User Site Users	Batch Inventory Profile Reminder/Recall Retrieve Results Roster Vaccine VAERS	Get News View Usage Agreement MCIR Training Course MCIR.org VIS IVEN Exit Application

Vaccine Search Screen

- Choose **Load Template** if you have already saved a template, then use Vaccine Search to add vaccines not already on your template.
- Choose the desired Vaccine from the vaccine dropdown (manufacturer is optional).
- Click **Search**, available vaccine presentation options will appear.
- Choose desired presentation by Clicking on **Add to Order**, to the right of the desired presentation.
- Click **View Order** when done making selections, this takes you to the Vaccine Order Screen where you will be able to indicate the desired quantity.

Vaccine Search [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **Sch/CC** **VIM** **Imp/Exp** **VFC** **My Site** **Admin** **Reports** **Other**

[VFC Orders](#) [Hzd Vac Orders](#) [View Order](#) [Order Hist](#) [Proc Orders](#) [Hzd Roster](#)

[Load Template](#)

Vaccine **Manufacturer**

[Search](#) [Cancel](#)

[View Order](#) **Search Results**

NDC	Description	Pkg	# of Doses	
49281-860-52	IPV - sanofi (IPOL)	SYR	10	Added
49281-860-55	IPV - sanofi (IPOL)	SYR	1	Add to Order
49281-860-10	IPV - sanofi (IPOL)	VIAL	1	Add to Order

[View Order](#)

Note: At time of printing, minor changes were being considered. Please watch the news screen for updates.

Vaccine Order Screen

- Click **Save Template** if you have created a new one or want to save a modified list as your template.
- Click the **Garbage Can Icon** for *all* of the vaccines on your template that you do not wish to order.
- To add additional vaccines, click **Vaccine Search**.
- Enter the desired number of doses, (# of Doses field will automatically populate smallest amount you can order, which is also the increment of doses).
- Click **Update Order** to save the desired quantity amount(s).
- Click **Continue Order**, after updating, to proceed, this takes you to the Shipping Information screen.

[Print Help](#)
[Home](#) [Exit](#)

Vaccine Order

[Person](#) [Rem/Rcl](#) [Sch/CC](#) [VIM](#) [Imp/Exp](#) [VFC](#) [My Site](#) [Admin](#) [Reports](#) [Other](#)

[VFC Orders](#) [Hzd Vac Orders](#) [View Order](#) [Order Hist](#) [Proc Orders](#) [Hzd Roster](#)

X	Product Description	NDC	# of Doses	Price/Dose	Price
	IPV - sanofi (IPOL)	49281-860-52	<input type="text" value="100"/>	\$13.00	\$1,300.00
	HPV4, quadrivalent - Merck (GARDASIL)	00006-4045-41	<input type="text" value="50"/>	\$13.00	\$650.00
	Hep B (ped/adol) - Merck (RECOMBIVAX)	00006-4981-00	<input type="text" value="120"/>	\$13.00	\$1,560.00

Total: \$3,510.00

- Additional **Vaccine Order Screen Options**:
 - **Save Template**: Click Save Template to have the current order saved for future use (this is helpful if you routinely order the same products).
 - When ordering from a saved template you can delete individual items from the order and they will remain available on your template for future use.
 - **Cancel Order**: Click this option if you want to erase the order.
- **NOTE**: Please watch the news screen for updates.

Shipping Information Screen

- Enter a contact name into the Attn box, this is a required field.
- Update the Shipping Address and Shipping Hours by clicking the Edit links.
- Click **Continue Order** when ready to proceed.

Shipping Information [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **Sch/CC** **VIM** **Imp/Exp** **VFC** **My Site** **Admin** **Reports** **Other**

[VFC Orders](#) [Hzd Vac Orders](#) [View Order](#) [Order Hist](#) [Proc Orders](#) [Hzd Roster](#)

Shipping Information

Attn*:

Address: [\(Edit\)](#) Kalamazoo County HCS
3299 GULL RD
KALAMAZOO, MI 49001
(269) 373-5200

Shipping Hours: [\(Edit\)](#)

Monday: 9:00 A.M. - 4:00 P.M.
Tuesday: 9:00 A.M. - 4:00 P.M.
Wednesday: 9:00 A.M. - 4:00 P.M.
Thursday: 9:00 A.M. - 4:00 P.M.
Friday: 9:00 A.M. - 4:00 P.M.

[View Order](#) [Vaccine Search](#) [Continue Order](#) [Cancel Order](#)

Note: The Shipping Address pulls from the physical address listed under the Edit My Site screen, to update address information, click on the Edit My Site screen and update it there; it will then be reflected on this Shipping information Screen. (Only the Site Administrator can use Edit My Site functions.)

The shipping address and hours must be verified each time you place an order.

Order Confirmation screen

- Review all the information on this screen to confirm that the order is correct.
- Click Continue Order to move to the next step in the process which is the process order screen.

[Print Help](#)
[Home](#) [Exit](#)

Order Confirmation

Person
Rem/Rcl
Sch/CC
VIM
Imp/Exp
VFC
My Site
Admin
Reports
Other

[VFC Orders](#)
[Hzd Vac Orders](#)
[View Order](#)
[Order Hist](#)
[Proc Orders](#)
[Hzd Roster](#)

Order Details

Shipping Address:

Attn: Roxanne Ellis, Wing 1 Room
110
Kalamazoo County HCS
3299 GULL RD
KALAMAZOO, MI 49001

Shipping Hours:

Monday: 9:00 A.M. - 4:00 P.M.
Tuesday: 9:00 A.M. - 4:00 P.M.
Wednesday: 9:00 A.M. - 4:00 P.M.
Thursday: 9:00 A.M. - 4:00 P.M.
Friday: 9:00 A.M. - 4:00 P.M.

Ordered By: Laura Korten

Purchase Order (optional)

NDC	Description	# of Doses	Price/Dose	Price
49281-860-52	IPV - sanofi (IPOL) 100; SYR; Pediatric/Adult	100	\$13.00	\$1,300.00
00006-4045-41	HPV4, quadrivalent - Merck (GARDASIL) 50; SDV; 9-26 years	50	\$13.00	\$650.00
00006-4981-00	Hep B (ped/adol) - Merck (RECOMBIVAX) 120; SDV; Pediatric only	120	\$13.00	\$1,560.00

Shipping Info
View Order
Continue Order
Cancel Order

Total: \$3,510.00

The option to manually enter a **purchase order** number is available if your health systems use an invoice to track VFC orders (note, there is not a cost to your site for the VFC order, the PO number is strictly for tracking purposes and it is an optional field).

Process Order Screen

- Click all check boxes under the Done column to verify that the support documentation has been submitted to the health department.
- Click **Submit** to send the order to the health department.

Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
VFC Orders Order Hist							
Provider Information							
Site:		Facility Type:					
County: Kent (41) County		Approver: KCHD-FULLER					
VFC Pin:		Phone:					
Order Information							
Order #: MI-20100714-2IP-B15		Order Date: 07/14/2010		PO#:			
Ordered By: mcgettigank		Order Status: Awaiting Support Documentation					
Shipping Hours: MWF 8 11 1 5		<input type="checkbox"/> Expedite Order					
Support Documentation							
Document	Status	Done					
Ending Inventory	Not Complete	<input type="checkbox"/>					
Temperature Logs	Not Complete	<input type="checkbox"/>					
VFC Doses Administered	Not Complete	<input type="checkbox"/>					
Order Details				Order Log			
Description	NDC		Ordered				
Hep A (ped only) - Merck (VAQTA) 10; SDV; Pediatric only	00006-4831-41		10				
Hep B (ped/adol only) - Merck (RECOMBIVAX) 10; SDV; Pediatric only	00006-4981-00		10				
Meningococcal - sanofi (MENAQTRA) 5; SDV; Pediatric/Adult	49281-589-05		5				
Submit		Cancel order		Cancel and Reorder		Postpone Order	

- Additional **Process Order Screen** Options:
 - **Cancel Order:** Click this option if you want to erase the order.
 - **Cancel and Reorder:** Cancels this order and takes you to the screen where you can begin a new order.
 - **Postpone Order:** This option allows you to put the order on hold until you are ready to complete it.

Order History Screen

- Displays the status of all orders, along with the acronym of the current approver level for the order (LHD, indicates the order is at the Local Health Department level, DCH, indicates the order is awaiting approval at the Department of Community Health level).
- Clicking the [Order Log](#) link displays the steps the order has gone through.
- *Note: the [Order History](#) link on the Home screen brings users to the Order Log screen as well.*

[Print Help](#)
[Home](#) [Exit](#)

Order History

Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
VFC Orders Order Hist							

Provider Information					
Site:		Facility Type:			
County:	Kent (41) County	VFC Pin:			
Order Number	Order Date	PO Number	Order Status	Who	
MI-20100714-2IK-SPA	07/14/2010	8989756321	Awaiting Approval	LHD	Order Log
MI-20100714-2IP-B15	07/14/2010		Awaiting Approval	LHD	Order Log

Order Log Screen

Order log shows the steps involved in the order and which user generated each step.

Order Number: MI-20100505-2BF-HOF		
Date	Log Entry	User
05/05/2010	Order MI-20100505-2BF-HOF created for site 20000003673 for pin 390000 by user:site kortenl:20000003673	kortenl
05/05/2010	Support Documentation submitted for site 20000003673 for order MI-20100505-2BF-HOF by user:site kortenl:20000003673	kortenl

Order Number: MI-20100430-2CY-Z42		
Date	Log Entry	User
04/30/2010	Order MI-20100430-2CY-Z42 created for site 20000003673 for pin 390000 by user:site hoylet:20000003673	hoylet
04/30/2010	Order did not pass SupportDoc requirement. Order updated but not advanced in the workflow.	hoylet
04/30/2010	Order MI-20100430-2CY-Z42 cancelled for site 20000003673 by user:site hoylet:20000003673	hoylet

Site Administrator E-Ordering Responsibilities

The Site Administrator for your office must follow the steps outlined below to assign a new E-order contact(s):

- From the Edit my Site page, Site Contacts Tab, Click [Add New Contact](#).
- The Add Contact screen will pop-up, choose Type “E-Order Contact.”
- Choose the user who will do E-Ordering (UserID, Name) from the User dropdown, and add the user’s e-mail address (note: email address is required).
- Click **Submit**. (Only those designated as E-Order contacts will have the ability to place an order.)

Emergency Response Plan	Business Hours	Shipping Hours	Principal Storage	
Alternate Storage	E Ordering	Transfer Interfaces		
Contact Information	MCIR Users	Site Contacts	VFC Enrollment	
Name	Phone	Email	Lic#/State	Type

Add New Contact

Rich
Mich
Ther

Contact Information

Add Contact

Contact Information

Type* User*

Title First Name* MI Last Name* Suffix

Phone Numbers

Office () - Ext

Fax () - Ext

Cell/Pgr () -

Email Address

Email

Please note: if the E-Order contact leaves your employment, it is the responsibility of the site administrator to set up the new E-order contact and take the old one off of the site contact list as well as the main user list.

Please contact Jamie Blake at 269-373-5068 or
the MCIR Region 2 Help-Desk with questions: 888-217-3901