

## Providers: How to Create a Batch Report

The MCIR Batch Report saves an office time in retrieving the immunization records for a large number of people at one time. If an office knows who their scheduled appointments are for the next day, next several days, or even the next week, they can run a Batch Report in MCIR to obtain the immunization records for those people instead of looking them all up individually.

On the MCIR Home page, click on the Batch link in the Reports Box.



**Home Page: Reports/Batch Report Menu**

There are two options available to select a record for Batch Reporting: Report by Roster or Search Criteria

**Batch Report Screen**

## 1) Batch Report by Roster

- Select the records for the report by clicking on the Add link on the right for each client.

**Batch Report Roster** [Print Help](#)  
[Home](#) [Exit](#)

[Person](#) | [Rem/Rec](#) | [VIM](#) | [My Site](#) | [Admin](#) | [Reports](#) | [Other](#)  
[Batch](#) | [Inv](#) | [Profile](#) | [Rem/Rcl](#) | [Retrieve Results](#) | [Roster](#) | [Vac](#) | [VAERS](#)

Last Name:   Roster Size: 2

Name	Birth Date	MCIR Id	Gender	IS	
Michigander, Ima	01/31/2001	66443688570	F	0	Add
Michigander, Little	01/01/2008	10218507326	F	0	Add

### Batch Report Roster Screen: Add Person

- Once all patients have been added, click on the Done button at the bottom of the page.

**Batch Report** [Print Help](#)  
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Batch Report Roster List count: 1

Birth Date	Last Name	First Name	Medicaid ID	Patient ID	WIC ID	MCIR ID
<input type="text"/>						

**Current List**

Report:  ▲

Target Date:   Description:

Add to Roster | 
  Exclude Up-To-Date People | 
  Sort By Order Entered

Birth Date	Last Name	First Name	Medicaid ID	Patient ID	WIC ID	MCIR ID	Delete
01/31/2001	Michigander	Ima				66443688570	<input type="checkbox"/>

| 
  | 
  | 
 [Check All](#) | [Clear All](#)

### Batch Report screen: Current list of immunization requested report

- Prior to submitting, change the name of the report by completing the description box.
- Click on the Submit button
- To view and print this information see the “Retrieving Results” Reports section on page 4.

2) Batch Report by Search Criteria:

- Enter the client's birth date, last name and first name in the Search Criteria Grid.
- Click the Add to List button.

**Batch Report** Print Help  
Home Exit

Person Rem/Rec VIM My Site Admin Reports Other

Home/Rpt Retrieve Results Roster Vac VAERS

List count: 1

Birth Date	Last Name	First Name	Medicaid ID	Patient ID	WIC ID	MCIR ID
01/01/2008	Michigander	Little				

Add to List Clear List

**Batch report screen: Add to List**

- Name the report by completing the Description on the MCIR-Batch Report screen.
- Check the Add to Roster box to add the records on the list to your Patient Roster for future Batch reports.

**Current List**

Report: 1 Page - Official State of Michigan Immunization Record without address

Target Date: 02/17/2010 Description: BAT\_1266345273452

Add to Roster  Exclude Up-To-Date People  Sort By Order Entered

Birth Date	Last Name	First Name	Medicaid ID	Patient ID	WIC ID	MCIR ID	Delete
01/31/2001	Michigander	Ima					<input type="checkbox"/>

Submit Delete Checked Cancel Check All Clear All

**Batch report Screen: Current List section**

- Choose the Report Option for Printing:

**Batch Report** Print Help  
Home Exit

[Person](#) | [Rem/Rec](#) | [VIM](#) | [My Site](#) | [Admin](#) | [Reports](#) | [Other](#)

[Batch](#) | [Inv](#) | [Profile](#) | [Rem/Rcl](#) | [Retrieve Results](#) | [Roster](#) | [Vac](#) | [VAERS](#)

Batch Report Roster List count: 0

Birth Date	Last Name	First Name	Medicaid ID	Patient ID	WIC ID	MCIR ID
<input type="text"/>						

**Current List**

**Report:** 1 Page - Official State of Michigan Immunization Record without address

**Target Date:** Official State of Michigan Immunization Record

Add to Roster 1 Page - Official State of Michigan Immunization Record with address

1 Page - Official State of Michigan Immunization Record without address

Birth Date	Last Name	First Name	Medicaid ID	Patient ID	WIC ID	MCIR ID	Delete
<input type="text"/>							

### Batch report Screen: Print Report options

Options for printing are:

- Office State of Michigan Immunization Record (2 page report)
  - 1 page Official State of Michigan Immunization Record with address
  - 1 page Official State of Michigan Immunization Record without address
- Click the Submit button when the list is complete.

## Retrieving Results

1.) From the Home Screen click on Retrieve Results



**Michigan Care Improvement Registry**

[Person](#) | [Reminder/Recall](#) | [Vaccine Mgmt](#)

[Add/Find](#) | [Create Reminder](#) | [Manage Inventory](#)  
[Roster](#) | [Create Recall](#) | [View Inventory History](#)  
[Retrieve/Confirm Results](#) | [Vaccines Administered](#)

[My Site](#) | [Administration](#)

[Site Preferences](#) | [Add/Find User](#)  
[User Preferences](#) | [Site Users](#)  
[Edit My Site](#)  
[View My Site List](#)  
[Go to New Site](#)

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[Batch](#) | [Get News](#)  
[Inventory](#) | [View Usage Agreement](#)  
[Profile](#) | [MCIR Training Course](#)  
[Reminder/Recall](#) | [MCIR.org](#)  
[Retrieve Results](#) | [VIS](#)  
[Roster](#) | [IVEN](#)  
[Vaccine](#) | [Exit Application](#)  
[VAERS](#)

Click on Retrieve Results to see your report.

### Home screen: Retrieve Results

2. Locate the name of the report in the Description column on the Scheduled Results screen.

Test Site B's Scheduled Results Print Help  
Home Exit

Person	Rem/Rec	VIM	My Site	Admin	Reports	Other
<a href="#">Batch</a> <a href="#">Inv</a> <a href="#">Profile</a> <a href="#">Rem/Rd</a> <a href="#">Retrieve Results</a> <a href="#">Roster</a> <a href="#">Vac</a> <a href="#">VAERS</a>						

*Red indicates the report will run after 5PM prior to its target date* Refresh

Description	User	Target Dt	Status	
Roster Report Feb 2010		02/17/2010	Report is ready.	<a href="#">Report</a>

**Scheduled Results screen: Retrieve Report**

3. Click on the Report link next to the Status column. (This will open the report in a pdf file format)
4. Print the report.
5. The final pages of the report will list the Matched People Summary and the Non-Matched People Summary.
  - Matched People Summary will list all persons found in MCIR, shown below in red
  - Non-Matched People Summary will list all persons not found in MCIR, shown below in blue.

<b>User ID</b>	<b>Site ID</b>	<b>Request Status ID</b>	1719466
<b>Target Date</b>	02/17/2010	<b>Description</b>	Roster Report Feb 2010

Matched People Summary			
MCIR ID#	Name	Birth Date	Status
66443688570	Michigander, Ima	01/31/2001	Overdue

Non-Matched People Summary					
Non-matched entries may be caused by children being born out of state, incorrect birthdates, incorrect names (e.g. nicknames or names different than those found on the birth certificate). Please check the information on the child's birth certificate and resubmit if changes are needed.					
MCIR ID#	Name	DOB	Medicaid ID	Patient ID	WIC ID

## **Contact your regional MCIR helpdesk for assistance**

- REGION 1** City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties
- 1-888-217-3900
- REGION 2** Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren Counties
- 1-888-217-3901
- REGION 3** Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties
- 1-888-217-3902
- REGION 4** Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola Counties
- 1-888-217-3903
- REGION 5** Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Oscoda, Osceola, Otsego, Presque Isle, Roscommon, and Wexford Counties
- 1-888-217-3904
- REGION 6** Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties
- 1-888-217-3905