# **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.

MDCH	Michigan	Care Improv	vement Reg	istry 😸 Michigangou
Person Add/Find Roster		Remind <u>Create Reminder</u> <u>Create Recall</u> Retrieve/Confirm R	er/Recall	Vaccine Mgmt <u>Manage Inventory</u> <u>View Inventory History</u> Vaccines Administered
Site Preferences User Preferences Edit My Site View My Site List Go to New Site	My Site		<u>Add/Find User</u> <u>Site Users</u>	Administration
Batch Inventory Profile Reminder/Recall Retrieve Results Roster Vaccine VAERS	Reports		Get News View Usage Agree MCIR Training Cou MCIR.org VIS IVEN Exit Application	Other ement urse

## 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	Bat	ch Report by R Click here	oster				<u>Print Help</u> <u>Home</u> <u>Exit</u>			
Person	Rem/Rec	VIM	My Site	Admin	Re	ports	Other			
موري المراجع	Batch Ir	<u>iv Profile Rem</u>	<u>/Rcl_Retriev</u>	<u>e Results</u> <u>Ro</u>	<u>ster Vac N</u>	VAERS				
Batch Report Roster List count: 0										
Birth Date Last	Name First I	lame Medi	caid ID 🛛 I	Patient ID	WIC ID	MCI	R ID			
Add to List Clear List										
	Current List									
Report:	1 Page - Official S	State of Michigan	Immunization	Record withou	t address	~				
Target Date:	02/17/2010	Descriptio	on: BA	T_1266342805	002					
Add to Roster Exclude Up-To-Date People Sort By Order Entered										
Birth Date Last N	ame First I	lame Me	dicaid ID	Patient ID	WIC ID	MCIR ID	Delete			
	Submit	Delete Check	ed	Cancel		Check	All <u>Clear All</u>			

**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									<u>Print H</u> <u>Home</u>	lelp Exit
Person	Rem/Rec		VIM	My	Site	Admi	n	Rep	orts	Other	
	Ba	<u>tch Inv</u>	Profile	Rem/Rcl	<u>Retrieve</u> R	Results	Roster	Vac	VAERS		
Last Name			] <u> </u>	earch	F	Roster S	ize: 2				
💿 Name			0	Birth Date	MCI	R Id		Gend	er <u>   </u>	6	
Michigander, Ima			01/3	31/2001	6644	43688570	)	F	0	Added	
Michigander, Little			01/0	01/2008	1021	18507328	6	F	0	<u>Add</u>	
					Done						-

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						<u>Pri</u> Ho	int Help me_ <u>Exit</u>		
Person	Rem/Rec Batch I	VIM	My Site m/Rcl Retrieve	Admin Results Ros	Reports	5 Ot	her		
Batch Report Roster List count: 1									
Birth Date Las	st Name First	Name Med	licaid ID P	atient ID	WIC ID	MCIR II			
	Add to List Clear List								
Current List									
Report:	1 Page - Official S	State of Michiga	n Immunization F	Record without	address 🔽	Areses.			
Target Date:	02/17/2010	Descript	ion: Ros	ter Report Feb	2010				
🗌 Add to Roster	Exclude Up-T	o-Date People	🗆 S	ort By Order E	intered				
Birth Date Last	Namo Firet	Name M	ndicaid ID	Patient ID			Delete		
01/31/2001 Mich	igander Ima		curculu ID	1 ducit ID	66	6443688570			
	Submit	Delete Chec	ked	Cancel		<u>Check All</u>	<u>Clear All</u>		

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 Rep	oort					<u>Print Help</u> <u>Home</u> Exit			
Person	Rem/R <u>ec</u>	VIM	My Site	Admin	Reports	Other			
Enter Birth search for p report. The	Enter Birth Date, Last Name, First Name to search for person's to be included in the report. Then click "Add to List" List count: 1								
Birth Date	🗸 ast Name 🛛 First I	Name Me	dicaid ID 🛛 Pa	ntient ID WIC	: ID	MCIR ID			
01/01/2008	Michigander Little								
	Add to Li:	st	Cle	ar 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:	ort: 1 Page - Official State of Michigan Immunization Record without address								
Target Date:	02/17/2010	Description:	BAT_12663452734	152					
Add to Roster	Exclude Up-To	o-Date People	Sort By Order	Entered					
Birth Date Last Na	ame First M	lame Medicaid I	D Patient ID	WIC ID	MCIR ID	Delete			
01/31/2001 Michiga	ander Ima								
	Submit	Delete Checked	Cancel		<u>Check All</u>	<u>Clear All</u>			
After you click the person's nat up here. When complete click	"Add to List" me will show the list is Submit."	You you box Che	may delete names click submit by che on the right and th cked.'	off the list be ecking the 'De en click 'Dele	efore elete' ete				

**Batch report Screen: Current List section** 

• Choose the Report Option for Printing:

Batch Report						<u>Print Help</u> <u>Home</u> <u>Exit</u>				
Person	Rem/Rec Batc	NIM h Inv Profile	My Site Rem/Rcl Retri	Admin eve Results <u>R</u> c	ster Vac VA	erts Other				
Batch Report Roste	Batch Report Roster List count: 0									
Birth Date La	ist Name F	irst Name	Medicaid ID	Patient ID	WIC ID	MCIR ID				
Add to List Clear List										
			Current Li	st						
Report: Target Date: Add to Roster	Report: 1 Page - Official State of Michigan Immunization Record without address   Target Date: 0fficial State of Michigan Immunization Record   1 Page - Official State of Michigan Immunization Record with address   1 Page - Official State of Michigan Immunization Record with address   1 Page - Official State of Michigan Immunization Record with address   1 Page - Official State of Michigan Immunization Record with address   1 Page - Official State of Michigan Immunization Record without address									
Birth Date Last	tName F	irst Name	Medicaid ID	Patient ID	WIC ID	MCIR ID Delete				
	Submit	Delete (	Checked	Cancel		<u>Check All</u> <u>Clear All</u>				

**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

MOCH Michigan	Care Improv	/ement Regi	stry 💩 Michigangov
Person	Remind	er/Recall	Vaccine Mgmt
Add/Find	<u>Create Reminder</u>		Manage Inventory
Roster	Create Recall		<u>View Inventory History</u>
	<u>Retrieve/Confirm F</u>	<u>lesults</u>	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			
Reports			Other
Batch		Get News	
Inventory	k on Petrieve	View Usage Agree	<u>ment</u>
Profile Resu	alts to see your	MCIR Training Cou	<u>rse</u>
Reminder/Recall	ort.	MCIR.org	
<u>Retrieve Results</u>		VIS	
Roster		IVEN	
Vaccine		Exit Application	
VAERS			

Home screen: Retrieve Results

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

Test Site B's Sched	ıled Results	l				<u>Print Help</u> <u>Home</u> <u>Exit</u>
Person Rem/	Rec Batch Inv	VIM M Profile Rem/R	y Site cl Retrieve Re:	Admin sult <u>s Roste</u>	<b>Reports</b> r <u>Vac VAE</u>	Other RS
Red indicates the report w	ill run after 5PM	prior to its targ	et date			Refresh
Description	User	Target Dt	Status			
Roster Report Feb 2010		02/17/2010	Report is ready.	<u>Report</u>		

**Scheduled Results screen: Retrieve Report** 

- 3. Click on the <u>Report</u> 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.

User ID Target Date	02/17/2010	Site ID Description R	loster Report	Request Status ID Feb 2010	1719466						
	Matched People Summary										
MCIR ID#		Name	Birth Date	e Status							
66443688570		Michigander, Im	01/31/2001	Overdue							
No. and do do at		Non-Matched P	eople Summ	ary							
Non-matched entr	ies may be caused by cl	hildren being born out of s	tate, incorrect bi	rthdates, incorrect names (e.	g. nicknames or names						
different than thos	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

- City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, **REGION 1** 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 • Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties **REGION 3** 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