

Michigan Care Improvement Registry

Policies and Procedures

MCIR Policies and Procedures

- Developed policies in 1998 (historical)
 - Requests for MCIR Software
 - Receipt of Records for Manual Entry
 - Telephone Requests for ID and/or Password



Confidentiality Policy

- To ensure that there is a standard procedure in place for maintaining confidentiality of the information in MCIR.
 - Opt out
 - Use of Immunization Registry Data
 - Access to and disclosure of Information
 - Penalties for unauthorized Disclosures

Provider Policies



MCIR User Agreement Processing

- This policy shall establish uniform standardized procedures to ensure that:
 - User/usage agreements are processed in a uniform and timely manner;
 - The licensure status of Michigan health care providers is accurately assessed.

Cancellation of a MCIR Site or User Information

- To provide a standardized process for the cancellation or modification of any MCIR user's information.
 - Physicians office merges with another office
 - Provider who signed the agreement retires
 - Confidentiality and security breach occurs at the provider office

Provider Reporting Compliance

- To ensure accordance with the Michigan Public Health Code for 72 hour reporting requirement
 - Regional staff monitor timeliness
 - Identify and notify the site of non compliance
 - No response notify LHD
 - No response notify MDCH



System Administration



Patient De-duplication

- To establish and implement a consistent, accurate, and reproducible methodology for evaluation of MCIR records flagged for de-duplication.
 - Manual review of possible duplicates
 - Merging duplicate records
 - Flagging records that are not duplicates

MCIR Record Correction Process

- To define a consistent, accurate, and reproducible methodology for MCIR record corrections.
 - Petition of Modification will be processed in 7 days of receipt
 - All Petitions will be maintained for 60 days from the date of change

Processing Opt Out Forms

In the event that an individual objects to their (or their child's) immunization information being reported to the MCIR or the individuals would like to rescind a previous opt out, an Opt Out Form will be processed by the regional office in a timely manner.



Regional Legacy Data Support

- To provide a standardized method by which the regional MCIR office will receive and process legacy data from immunization providers.
- Provider legacy data support will only be performed at the discretion of the regional MCIR office.

Processing Adoption Records

- To establish and implement a standardized method for the processing of records involving changes due to adoption.
 - New MCIR record creation
 - Alias names will be deleted
 - All Immunizations will be added to the new record

Help Desk Operations

- To ensure expedient resolution for MCIR inquiries, technical assistance and training needs.
 - Hours of operation
 - Unstaffed the help desk will be covered by voice mail or forwarding calls to the state help desk

Technical Policies

- The Michigan Department of Technology, Management and Budget (Central IT)
 - **Develop and maintain the following policies:**
 - Disaster and Recovery
 - Security
 - Remote Vendor Access
 - Hosting Center Standards