

Michigan Care Improvement Registry (MCIR)

Petition for Modifications to MCIR Information

Personal Information (As it currently appears in MCIR):

If person has more than one record, please list all records below.

| | | | | |
|--|--------------------|----------------------------|---------|--------------------------|
| Name (Last, First, Middle) | Suffix (i.e., III) | Date of Birth | MCIR ID | <input type="checkbox"/> |
| | | | | <i>Active</i> |
| Name (Last, First, Middle) | Suffix (i.e., III) | Date of Birth | MCIR ID | <input type="checkbox"/> |
| | | | | <i>Active</i> |
| <i>MCIR Use Only</i> | | | | |
| <i>Action taken: Deleted Merged Modified Opted Out</i> | | | | |
| Correct Name (Last, First, Middle) | Suffix (i.e., III) | Date of Birth (MM/DD/YYYY) | Sex | Deceased |
| | | | M / F | <input type="checkbox"/> |

Vaccine Encounter Information:

**Add column is only for use by offices unable to add data directly into the MCIR*

| Immunization Date | Vaccine Type | Modify (Date / Vaccine Type) | Delete | Add |
|-------------------|--------------|------------------------------|--------------------------|--------------------------|
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |

Responsible Party Information:

**Only for use by offices unable to modify MCIR data!*

Delete

Modify

Add

| | | | | |
|------------------------------------|------|--------|-------|----------|
| Name (Last, First, Middle, Suffix) | | | | |
| Street Number & Address | City | County | State | Zip Code |


Documentation supporting requested changes must be submitted with this petition in order for changes to occur.

Requester Information:

| | |
|-----------------------------|--------|
| Signature: | Date: |
| Provider/Organization Name: | Email: |

For MCIR Use Only Notes:

| |
|--|
| |
| |
| |

| | |
|---|--|
| Documentation: |  <p style="font-size: small;">Mail To: MCIR Region 3 MMDHD 615 N State St Suite 1 Stanton MI 48888</p> <p style="font-size: x-small;">Barry - Clinton - Eaton - Gratiot - Ingham - Montcalm</p> |
| Signature: | |
| Date Completed: | |
| Fax to: 989-831-3613 Helpdesk: 1-888-217-3902 | |

Instructions on back

Petition for Modification Instructions

- Errors that are discovered in a MCIR immunization record, such as missing or incorrect data, may be modified using the MCIR. If these errors are being corrected by the initial office staff that entered them, a Petition for Modification form is not indicated. All other users who need to have a record modified need to submit a Petition for Modification form.
- A child's parent, guardian, or legal representative may also petition the MDCH or its authorized agents to amend a child's record.
- Requests for modifications require appropriate documentation to support the correction of a vaccine encounter already existing in the MCIR. The MDCH or its authorized agents will be responsible for investigating and making the requested modifications, if deemed appropriate. If a modification request is denied, the applicant shall be informed of the denial and the reason(s) for the denial. Corrections can be made and the request can be resubmitted.

Modifications that can be made to a MCIR record include:

- deletion of an immunization encounter
- correction of an encounter date
- correction of vaccine type
- correction of responsible party information
- correction of a person's name
- correction of a person's date of birth
- correction of a person's gender
- deletion of a duplicate record
- documentation of a person's death

Each modified piece of information will be noted as such. The MCIR will record the date of the change and the User ID of the person modifying the record. The MDCH or its authorized agent must retain the paperwork documenting the modification for a minimum of one year. The original encounter record will be retained in the database, but will not be displayed on any data reports and screens available to MCIR users. Furthermore, the original record will not be used for assessment purposes.

***Please provide your email to receive a confirmation of the correction.**