

**Michigan Care Improvement Registry (MCIR)**  
**Request to Change School/Childcare Site Administrator**  
**Instruction Sheet**

**See Page 2 for the Form**



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This form is for those individuals who:

- 1) Are assigned to be the new Site Administrator of a School/Childcare site.
  - 2) Are with a School/Childcare site that has used MCIR to report immunizations the previous school/childcare reporting period.
  - 3) Are replacing a Site Administrator that is no longer adding or removing MCIR users for this site.
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Procedures:

- 1) Please fill out the form **COMPLETELY!**  
Forms not completely filled out will be faxed back to you which may result in a delay in processing your form.
- 2) If you are a MCIR user (*you have used MCIR previously or are currently using MCIR,*) you will NOT be notified that your site has been added. You will notice next time you log on that you will have an additional site on to your Site Selection list.
- 3) If you are not a MCIR user, you will be emailed your PIN number when you have been added to MCIR as a user. Your PIN number will be emailed to the email address as written on the form. **Please print clearly and fill in all required fields.**

*[Emails will come from [mcir@michigan.gov](mailto:mcir@michigan.gov). If you do not find your PIN number in your email please check spa/ junk email folders for your information]*

- 4) All forms should be faxed to 517-324-6099.

**This form is NOT for adding any additional users on a site. Current Site Administrators should follow directions at [www.mcir.org](http://www.mcir.org) to add additional users.**

- How to add an Existing User, or ●How to add A New User.

# Michigan Care Improvement Registry (MCIR)

## Request to Change School/Childcare Site Administrator

In accordance with Public Act 540 of the Public Acts of 1996, Amended 2006, Act 91, the Michigan Department of Community Health (MDCH) has established the Michigan Care Improvement Registry (MCIR) to record information regarding immunizations administered by health care providers. Access to the MCIR is permitted for the sole purpose of providing information and documentation needed for immunization purposes. Users of the system must refrain from employing the MCIR and data on the MCIR for any use other than that required to provide immunization services. Access to the MCIR data base is permitted under the provisions of MCL 540.9201, 9206 and 9227. Access to MCIR data is under the terms and conditions prescribed by the MDCH. Improper use of the MCIR will result in revocation of the user's access privileges. The MDCH reserves the right to revoke a user's access privileges at any time, without notice.

Please read the following statements. If you agree to abide by these statements, please complete the information requested below and fax this agreement to: 517-324-6099 or mail to: MCIR Support Project, MPHI-ISG, 2438 Woodlake Circle Suite 240, Okemos, MI 48864.

As a user of the Michigan Care Improvement Registry, I accept and agree to the following:

- I will handle information or documents obtained through the MCIR in a **confidential** manner.
- I will restrict my use of the MCIR to accessing information and generating documentation only as necessary to properly conduct the administration and management of my duties as they relate to immunizations.
- I understand that my transactions on the MCIR are logged and are subject to being audited.
- I will not furnish information or documentation obtained through the MCIR to individuals for personal use nor to any individuals not directly involved with the conduct of my duties as they relate to immunizations.
- I will not falsify any document or data obtained through the MCIR.
- I will not attempt to copy all or part of the database or the software used to access the MCIR database in any unauthorized fashion, nor attempt to falsify or otherwise alter data in the MCIR database or otherwise violate the Michigan Computer Crime Law (MCL 333.791-333.797) or the Vital Records Law (MCL 333.2894) summarized on the reverse side of this form.
- I will carefully safeguard my access privileges and password for the MCIR and will not permit the use of my access privileges by any other person, unless I have authorized such use.
- I will report any threat to or violation of the MCIR security.

**MCIR User Information: PLEASE PRINT or TYPE**

**I have read the above security agreement and the prohibited acts provided on the reverse side of this form. I understand this information and I agree to comply with the above provisions. Further, I understand any violation of these provisions may result in termination of access privileges and/or recommendation for prosecution.**

**PHYSICAL ADDRESS: \*\*=Required Information**

|   |
|---|
| <b>**Facility</b><br>:  |
| <b>**Address</b><br>:   |
| <div style="display: flex; justify-content: space-between;"> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> <span>County</span> </div> |
| <b>**Phone Number:</b>  |
| <b>NOTE: If you are requesting access to multiple sites, please fill out <u>one request form per site.</u></b>  |

**CURRENT SITE ADMINISTRATOR INFORMATION:**

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| <b>**Print Current Site Administrator's Name:</b><br>(This person will be removed from the MCIR site.) |
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**NEW SITE ADMINISTRATOR INFORMATION**

|  |                     |
|--|---------------------|
| <b>**Print New Site Administrator's Name:</b>  |                     |
| <b>**Do you have a MCIR ID</b> <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, please provide: |                     |
| <b>** (REQUIRED) E-mail Address:</b>   |                     |
| <b>**Signature:</b>  | <b>Date Signed:</b> |

# Prohibited Acts

## Michigan Care Improvement Registry Law

MCL 540.920, 540.9206, 540.9207, 540.9227

Sec.540.9206(2) Before administering an immunizing agent to a child, a health care provider shall notify the parent, guardian or person in loco parentis of the child, on a form provided by the department, of the right to object to the reporting requirement of subsection(3).

Sec 540.9206(3) Unless the parent, guardian or person in loco parentis of the child who received the immunizing agent objects by written notice received by the health care provider prior to reporting, a health care provider shall report to the department each immunization administered by the health care provider, pursuant to rules promulgated under section 9227. If the parent, guardian or person in loco parentis of the child who was immunized objects to the reporting requirement of this subsection by written notice received by the health care provider prior to notification, the health care provider shall not report the immunization.

Sec 540.9207(2) The information contained in the registry is subject to the **confidentiality** and disclosure requirements of sections 2637 and 2888 and to the rules promulgated under section 9227. The department may access the information contained in the registry when necessary to fulfill its duties under this code.

## Vital Records Law

MCL 333.2894 (1) A person shall not:

- (d) Wilfully and knowingly obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another person, for any purpose of deception, a counterfeited, altered, amended, or mutilated vital record or certified copy thereof.
- (e) Wilfully and knowingly furnish or process a vital record or a certified copy of a vital record with the knowledge or intention that it be used for the purposes of deception.

(2) A person shall not make, counterfeit, alter, amend, or mutilate a vital record or report required to be filed

MCL 333.2898 A person who violates section 2894...is guilty of a misdemeanor punishable by imprisonment for not more than 1 year, or a fine of not more than \$1,000.00, or both.

## Michigan Computer Crime Law

MCL 752.794 - 752.797

Sec.752.794 A person shall not, for the purpose of devising or executing a scheme or artifice with intent to defraud or for the purpose of obtaining money, property, or service by means of a false or fraudulent pretense, representation, or promise with intent to, gain access to or cause access to be made to a computer, computer system, or computer network

Sec 752.795 A person shall not intentionally and without authorization, gain access to, alter, damage, or destroy a computer, computer system, or computer network, or gain access to, alter, damage, or destroy a computer software program or data contained in a computer, computer system, or computer network

Sec 752.796 A person shall not utilize a computer, computer system, or computer network to commit a violation of section 174 of Act 328 of the Public Acts of 1931.....being section 750.362 of the Michigan Compiled Laws. [Larceny by conversion]

Sec 752.797 A person who violates this act, if the violation involves \$100.00 or less, is guilty of a misdemeanor. If the violation involves more than \$100.00, the person is guilty of a felony, punishable by imprisonment for not more than 10 years, or a fine of not more than \$5,000.00, or both.