

Providers: How to Use Multiple Sites in MCIR

This tip sheet is for those MCIR users who have access to multiple sites in MCIR. For example, your hospital or provider office has multiple locations and you need to have access to all of them.

- ❖ Log into MCIR. The MCIR – Site Selection Page will be the first page you see. From this page you may choose the site in which to work by clicking in the radio button in front of the name of the site. Click the **Submit** button in the top right corner of the page.

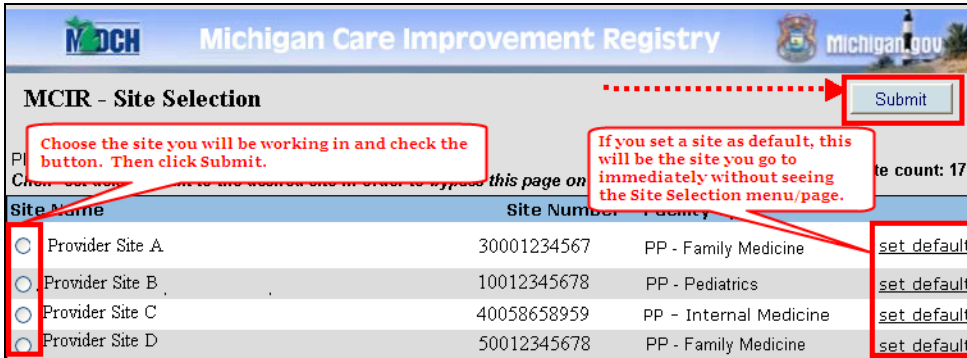


Figure 1: MCIR – Site Selection page

You are taken to the site chosen. On the top of the screen in the dark blue section, the name of the site in which you are working is listed (see Figure 2).

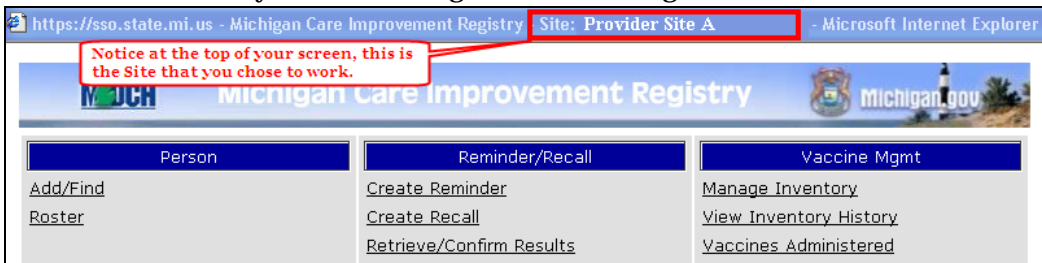


Figure 2: MCIR Home Page

At any time you may switch to another site by going to the “My Site” menu /tab and clicking on the Go to New Site link. This will take you back to the MCIR-Site Selection page (Figure 1). The entire list of current sites you are associated with can be viewed by clicking the View My Site List link.

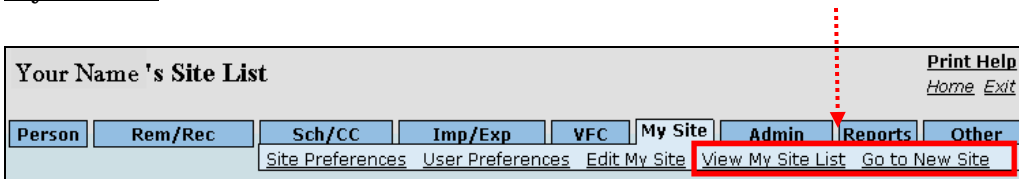


Figure 3: MCIR – View My Site List-Go to a New Site

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