

How to Use the MCIR Patient Roster

Who should be on my Roster?

- A roster is a list of current patients that you wish to track.



Some sites set an “Add to Roster” default, where each found patient is automatically added to your site. Please check with your Site Administrator for more information.

If this default is not set, you may add a person to your roster by clicking the **Add to Roster** button. This button is found at the bottom of the person’s General Information, Status, and History screens.



Once a person is added to the Roster, their name will appear on the Roster list.

- Roster list includes:
Name, Birth Date, MCIR ID, Gender, Patient ID (if entered into MCIR by your site), Immunization Status, Last Evaluation, Migrant Status and Last Access Date.

Roster								Print Help
								Home Exit
Person	Rem/Rec	VIM	My Site	Admin	Reports	Other		
Add/Find Roster								
Last Name		Search		Roster Size:				
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid red; padding: 2px;">Patient name is listed here</div> <div style="border: 1px solid red; padding: 2px;">Patient MCIR id is listed here</div> <div style="border: 1px solid red; padding: 2px;">Under the IS column, the patients immunization status is listed. See Table Key for explanation.</div> </div>								
Name	Birth Date	MCIR ID	G	Patient ID	IS	Last Eval	Mig Last Access	
Day, Margaret	04/15/2004	123456789	F	n/a	U			Table Key
Doe, Tom	09/01/1966	23456789	M	n/a	O	Overdue		
Hill, Jav	02/27/2009	52525252	M	n/a	E	Eligible		
Jones, Jane	12/06/1961	12345678	F	n/a	U	Up-To-Date		

If you find a person who is in MCIR twice (duplicate record), please help us merge the records. First, be sure that both names are on your roster. Then, click the Modify Roster link.

Roster								Print Help
								Home Exit
Person	Rem/Rec	VIM	My Site	Admin	Reports	Other		
Add/Find Roster								
Last Name		Search		Roster Size: 2				
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid red; padding: 2px;">To mark duplicates in MCIR click Modify Roster.</div> <div style="border: 1px solid red; padding: 2px;">Modify Roster</div> </div>								
Name	Birth Date	MCIR ID	G	Patient ID	IS	Last Eval	Mig Last Access	
Jones, John	01/28/1989	12345678	M	n/a	O	10/28/2009	N	10/28/2009
Jones, John	01/28/1989	12568999	M	n/a	O	10/28/2009	N	10/28/2009

Boxes will then appear in front of the names. Click in the boxes of the two persons you wish to mark as duplicates. Then, click the “Mark as Duplicates” button on the bottom of the roster. The names will be reported to your Regional office for investigation and merging.

<input type="checkbox"/>	Name	Birth Date	MCIR ID	G	Patient ID	IS	Last Eval	Mig	Last Access
<input checked="" type="checkbox"/>	Jones, John	01/28/1989	12345678	M	n/a	0	10/28/2009	N	10/28/2009
<input checked="" type="checkbox"/>	Jones, John	01/28/1989	12568999	M	n/a	0	10/28/2009	N	10/28/2009

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