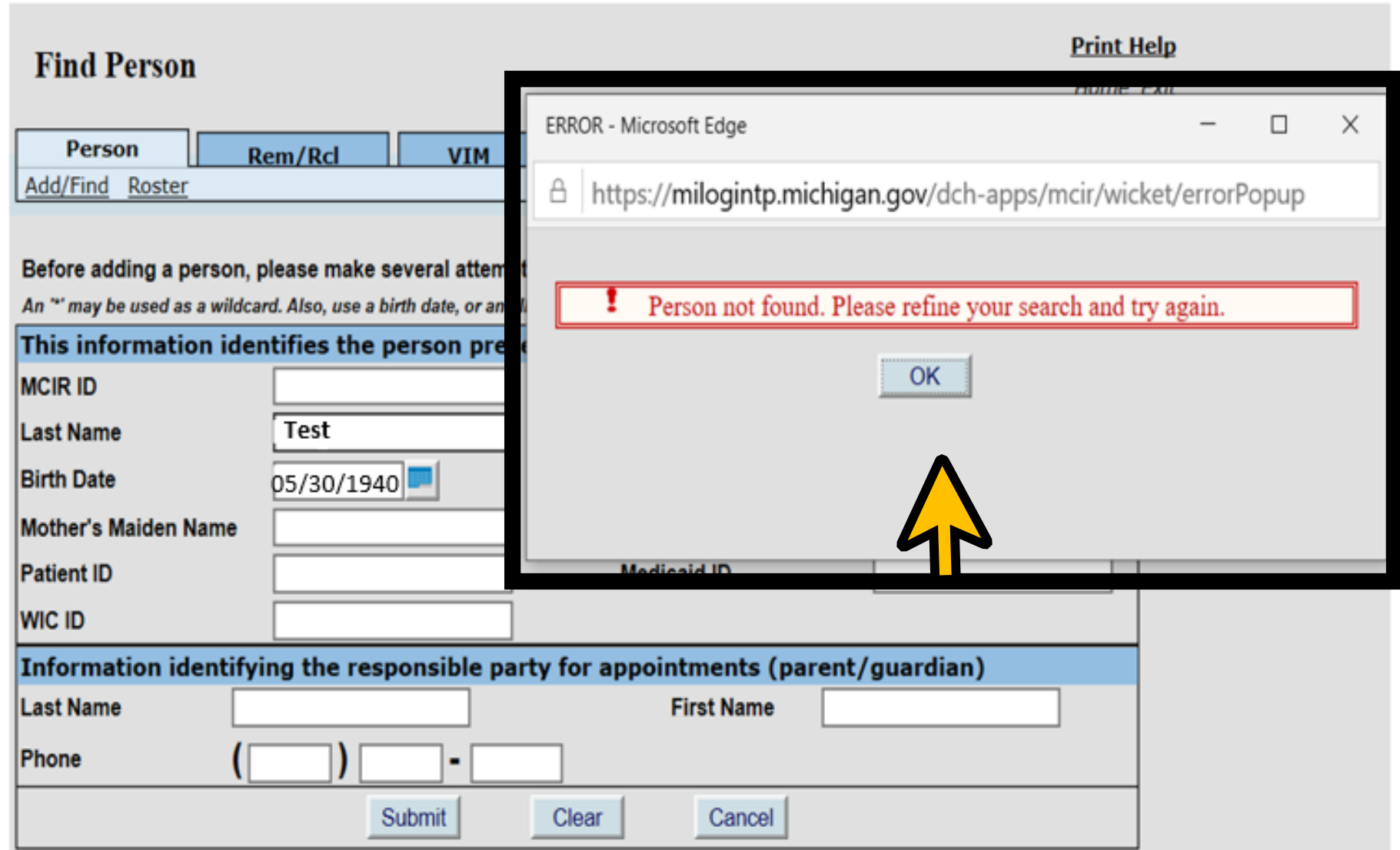


Add a Person to the MCiR



If a Person is Not Found

1. If the person's MCIR record is not found, you will see this Pop Up screen.
2. Click **OK**.
3. Click Submit



The image shows a web application interface for finding a person. The main window is titled "Find Person" and has tabs for "Person", "Rem/Rcl", and "VIM". Below the tabs are links for "Add/Find" and "Roster". A message states: "Before adding a person, please make several attempts. An '*' may be used as a wildcard. Also, use a birth date, or any other information." Below this is a section titled "This information identifies the person presently in the system" with input fields for MCIR ID, Last Name (containing "Test"), Birth Date (containing "05/30/1940"), Mother's Maiden Name, Patient ID, and WIC ID. At the bottom of this section are "Submit", "Clear", and "Cancel" buttons. A second section is titled "Information identifying the responsible party for appointments (parent/guardian)" with input fields for Last Name, First Name, and Phone. A pop-up window titled "ERROR - Microsoft Edge" is overlaid on the main window. The pop-up window shows the URL "https://milogintp.michigan.gov/dch-apps/mcir/wicket/errorPopup" and a red-bordered message box that says "Person not found. Please refine your search and try again." Below the message box is an "OK" button. A yellow arrow points to the "OK" button.

Add Person Pop Up

4. If the record is still not found, an **Add Person pop up** will display on your screen.
5. Click **Add Person**

Find Person [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl VIM Imp/Exp My Site Adm Rpts Oth
Add/Find Roster

Before adding a person, please make several attempts to locate the person in the system.

PLEASE NOTE: At least one person name field and a birthdate are required to add a new record. You may use any other field for identification purposes, but using these fields will not allow you to add a new record.

This information identifies the person presenting for medical treatment

MCIR ID
Last Name
Birth Date
Mother's Maiden Name
Patient ID
WIC ID

Information identifying the res

Last Name
Phone () -

Search Add Person

Submit Clear Cancel

Warning - Google Chrome
miloginworkerqa.michigan.gov/dch-waps17/mcir/customConfirm...
Person not found. For people born in Michigan after January 1, 1994, please contact your regional office to confirm that you are not entering a duplicate record.

Add New Person

6. Add the person's information to MCIR
7. All fields marked with an (*) are mandatory
8. Click Submit to save



MCIR requires Legal Names only, thank you!

Add New Person [Print Help](#) [Home](#) [Exit](#)

Person **Rem/Rcl** **Sch/CC** **VIM** **Imp/Exp** **VFC** **My Site** **Adm** **Rpts** **Oth**
Add/Find [Roster](#) [Deduplication](#) [Vaccine Deduplication](#) [Information](#) [Status](#) [History](#)

Personal Information:
Legal Last* Legal First* Middle Jr / Sr / ...
Alias Last Alias First Mother's Maiden Name
Birthdate* Gender* Multiple Birth

Birth Facility Information:
Name State County

Person's IDs:
Patient ID

Responsible Party Information (for Reminder and Recall Notices)
Last Name* First Name Middle Suffix
Country*
Street*
City* State* Postal Code*
Phone () -

Options
 Add to site roster Send immunization notices Language

All fields marked with * are mandatory

A Person's MCIR General Information Record

- The new person's completed MCIR General Information record displays.

Person: Test, Person
 Birth Date: 05/30/1940
 Provider: Overdue

[Print Help](#)
[Home](#) [Exit](#)

[View](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Add/Find	Roster	Add Imm	Information	Status	History		

If this is not the correct person you may [Search Again](#).

Person Information : Edit				MCIR ID :			
Name:	Test, Person	Birthdate:	05/30/1940	Gender:	Female		
		Age:	80 Years 4 Months				
Resp. Party:	Test, Person	Jurisdiction:	No County Affiliation	Primary Phone:			
Address:	123 Medical Drive Lansing, MI 48864			Secondary Phone:			
		Country:	United States	Address Status:	Invalid		
		County:	No County	Address Updated:	10/13/2020		

High Risk Conditions : Edit							
<input type="checkbox"/> Influenza Screening Notification				<input type="checkbox"/> Potential Lead Exposure (Flint Water)			
Pregnancy: Add							

Series	Immunizations					Other		Status
	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+		
<i>No Immunizations Given</i>								
Other Administrations								
Series								Status
<i>No Other Administrations Given</i>								
Dispensed Vaccines / Biologics								
Vaccine/Biologic					Date	Age		
<i>No Dispensed Vaccines or Biologics Found</i>								
Non-Administered Doses/Positive Immunity								
Series/Antigen	Date		Reason	Entered by				
<i>No Non-Administered Doses/Positive Immunities Found</i>								
Compromised Doses								
Vaccine	Date	Age	Description					
<i>No Compromised Doses Found</i>								
Invalid Doses								
Series/Dose #	Vaccine	Date	Age	Reason				
<i>No Invalid Doses Found</i>								

Add to Roster
Unlock Person

The End.

