

# Search for a Person in the MCiR



# MCIR Home Screen

1. Your MCIR home screen will display
2. Go to the Person section box
3. Click Add/Find

The screenshot shows the Michigan Care Improvement Registry (MCIR) Home Screen. The header includes the MDHHS logo and the title 'Michigan Care Improvement Registry'. The main content area is organized into several sections:

- Person**: [Add/Find](#), [Roster](#)
- Reminder/Recall**: [Create Reminder](#), [Create Recall](#), [Retrieve/Confirm Results](#), [Scan RTS Letters](#)
- Vaccine Mgmt**: [Manage Inventory](#), [Return/Waste Reporting](#), [Search Return/Waste Reports](#), [View Inventory History](#), [Vaccines Administered](#)
- Import/Export**: [HL7 Message Viewer](#)
- My Site**: [Site Preferences](#), [User Preferences](#), [Edit My Site](#), [View My Site List](#), [Go to New Site](#)
- Administration**: [Site Users](#)
- Reports**: [Batch](#), [Inventory](#), [Maintenance](#), [Profile](#), [Quality Improvement](#), [Reminder/Recall](#), [Retrieve Results](#), [Roster](#), [Transfer](#), [Vaccine](#), [VAERS](#)
- Other**: [Get News](#), [View Usage Agreement](#), [MCIR.org](#), [VIS](#), [IVEN](#), [Exit Application](#)

A yellow arrow points to the [Add/Find](#) link in the 'Person' section.

# Find Person Screen

4. Enter legal Last Name.
5. Enter legal First Name.

**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.  
*An "\*" may be used as a wildcard. Also, use a birth date, or any ID, if available.*

**This information identifies the person presenting for medical treatment**

MCIR ID	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date	<input type="text"/>	<input type="checkbox"/> MultipleBirthChild	
Mother's Maiden Name	<input type="text"/>	Medicaid ID	<input type="text"/>
Patient ID	<input type="text"/>		
WIC ID	<input type="text"/>		

**Information identifying the responsible party for appointments (parent/guardian)**

Last Name	<input type="text"/>	First Name	<input type="text"/>
Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/>		

# Date of Birth Required

6. Enter manually using

2-digit month  
2-digit day  
4-digit year

or

click the mini  
calendar

The screenshot shows a web application interface for finding a person. At the top, there is a 'Find Person' title and navigation links for 'Print Help', 'Home', and 'Exit'. Below this is a menu bar with tabs: 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'Person' tab, there are sub-links for 'Add/Find' and 'Roster'. A message states: 'Before adding a person, please make several attempts to locate the person in the system. An "\*" may be used as a wildcard. Also, use a birth date, or any ID, if available.'

The main form is divided into two sections. The first section, titled 'This information identifies the person presenting for medical treatment', contains fields for: MCIR ID, Last Name, First Name, Birth Date (with a mini-calendar icon), Mother's Maiden Name, Patient ID, and WIC ID. The second section, titled 'Information identifying the responsible person', contains fields for: Last Name and Phone (with a format '( ) - '). A 'Submit' button is located at the bottom right of the form.

A yellow arrow points to the mini-calendar icon in the 'Birth Date' field. A larger calendar control window is overlaid on the form, showing the month of November 2020. The calendar grid has the following dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5. The date 4 is highlighted in red.

# Click Submit

7. After all information is complete, click submit.


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

**Person** **Rem/Rcl** **Sch/CC** **VIM** **VFC** **My Site** **Adm** **Rpts** **Oth**

[Add/Find](#) [Roster](#)


Before adding a person, please make several attempts to locate the person in the system.  
*An "\*" may be used as a wildcard. Also, use a birth date, or any ID, if available.*

**This information identifies the person presenting for medical treatment**

MCIR ID	<input type="text"/>	First Name	<input type="text" value="Person"/>
Last Name	<input type="text" value="Test"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date	<input type="text" value="05/30/1940"/> 	<input type="checkbox"/> MultipleBirthChild	
Mother's Maiden Name	<input type="text"/>	Medicaid ID	<input type="text"/>
Patient ID	<input type="text"/>		
WIC ID	<input type="text"/>		

**Information identifying the responsible party for appointments (parent/guardian)**

Last Name	<input type="text"/>	First Name	<input type="text"/>
Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/>		



# A Person's MCIR General Information Record

- A successful search displays the person's MCIR General Information record.

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

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

[View](#)

<b>Person</b>	<b>Rem/Rcl</b>	<b>VIM</b>	<b>Imp/Exp</b>	<b>My Site</b>	<b>Adm</b>	<b>Rpts</b>	<b>Oth</b>
<a href="#">Add/Find</a>	<a href="#">Roster</a>	<a href="#">Add Imm</a>	<a href="#">Information</a>	<a href="#">Status</a>	<a href="#">History</a>		

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

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

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

Immunizations						Other	
Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	Status
<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
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Unlock Person
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# If Multiple Persons are Listed

The person browse roster screen displays a list of multiple people born on the entered birth date after searching.

If the person you are searching is identified, then click that hyperlinked name.


**Person Browse Roster** [Print Help](#)  
[Home](#) [Exit](#)

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

If the correct person is not listed you may [Search Again](#). User count: 2

Name	Birth Date	MCIR ID	Gender	Responsible Party
<input type="checkbox"/> <a href="#">Test, Person</a>	05/30/1940		F	Test, Person
<input type="checkbox"/> <a href="#">Test, Person</a>	05/30/1940		M	Test, Person

[Mark as Duplicate](#)



# Having Trouble Finding a Person?

Access the [Wildcard Search](#) video

Use an \* asterisk in place of any character in the person's name that is unknown.

**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.  
An "\*" may be used as a wildcard. Also, use a birth date, or any ID, if available.

**This information identifies the person presenting for medical treatment**

MCIR ID	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text" value="*est*"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date	<input type="text"/> <input type="button" value="Calendar"/>	<input type="checkbox"/> MultipleBirthChild	
Mother's Maiden Name	<input type="text"/>	Medicaid ID	<input type="text"/>
Patient ID	<input type="text"/>		
WIC ID	<input type="text"/>		

**Information identifying the responsible party for appointments (parent/guardian)**

Last Name	<input type="text"/>	First Name	<input type="text"/>
Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/>		

# Person Not Found Pop Up Screen

If the person's MCIR record is not found, you will see this screen.

Click OK.

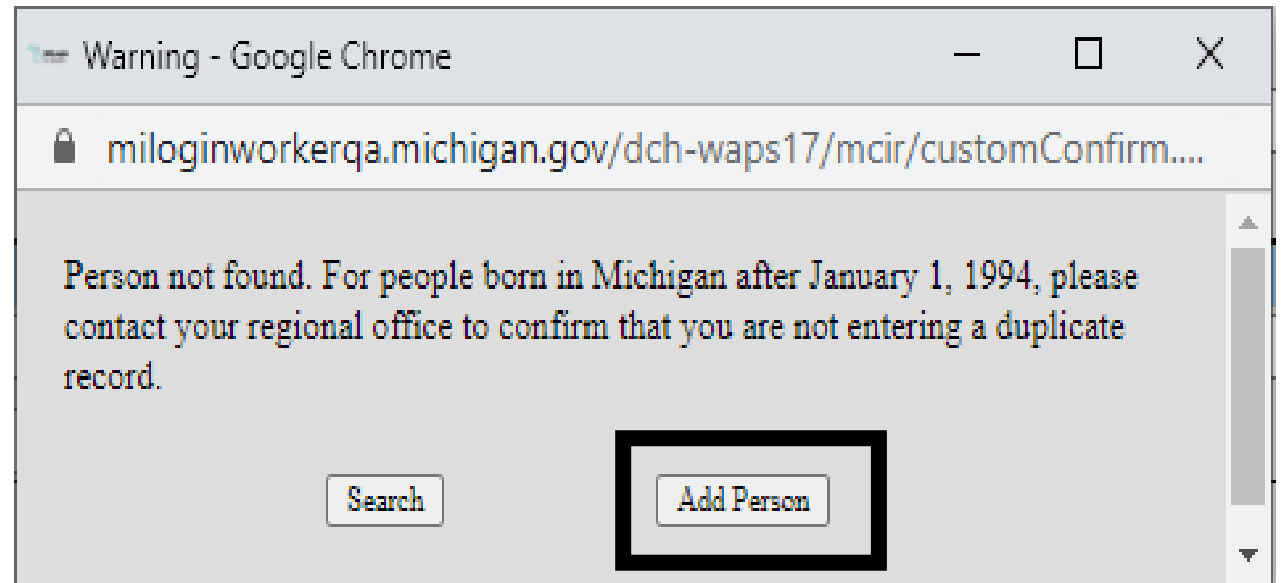
Click Submit.

The image shows a screenshot of a web application interface. The main window is titled "Find Person" and contains several tabs: "Person", "Rem/Rcl", and "VIM". Below the tabs are links for "Add/Find" and "Roster". The main content area has a heading "Before adding a person, please make several attempts..." followed by a sub-heading "This information identifies the person..." and a form with fields for "MCIR ID", "Last Name", "Birth Date", "Mother's Maiden Name", "Patient ID", and "WIC ID". Below this is another section titled "Information identifying the responsible party for appointments (parent/guardian)" with fields for "Last Name", "First Name", and "Phone". At the bottom are "Submit", "Clear", and "Cancel" buttons. A "Print Help" link is in the top right corner.

Overlaid on the main window is a smaller window titled "ERROR - Microsoft Edge" with a "Home Exit" link. The address bar shows "https://milogintp.michigan.gov/dch-apps/mcir/wicket/errorPopup". The main content of the error window is a red-bordered box containing a red exclamation mark icon and the text "Person not found. Please refine your search and try again." Below this box is an "OK" button. A yellow arrow points to the "OK" button.

# Person Not Found Pop Up Screen

If person is not found, then select Add Person.



# A Person's MCIR General Information Record

- The new person's completed MCIR General Information record displays after a successful search.

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

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

[View](#)

<b>Person</b>	<b>Rem/Rcl</b>	<b>VIM</b>	<b>Imp/Exp</b>	<b>My Site</b>	<b>Adm</b>	<b>Rpts</b>	<b>Oth</b>
<a href="#">Add/Find</a>	<a href="#">Roster</a>	<a href="#">Add Imm</a>	<a href="#">Information</a>	<a href="#">Status</a>	<a href="#">History</a>		

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

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

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

Immunizations						Other	
Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	Status
<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.

