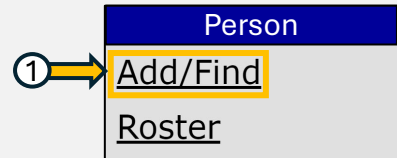


Adding and Searching for a Person in the MCIR

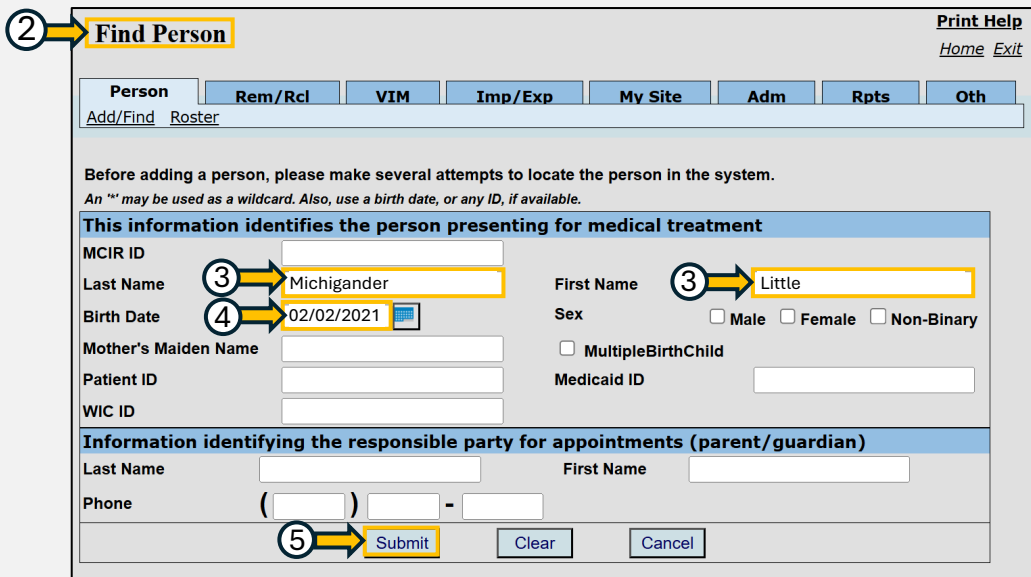
This tip sheet will guide you through the step-by-step process for searching and adding a person to the Michigan Care Improvement Registry (MCIR). Before proceeding, perform a ***wildcard search*** to ensure the person is not already in the system. This crucial step helps avoid creating duplicate records.

NOTE: [Disable pop-up blockers](#) in the browser settings to ensure functionality.

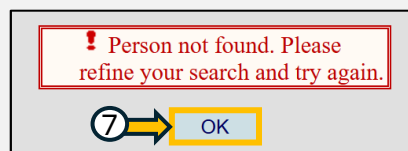
1. On the MCIR home screen, click **Add/Find** to search for an individual's record.



2. The **Find Person** screen opens.
3. Enter the person's **Last Name** and **First Name**.
4. Enter the **Birthdate**.
5. Click **Submit**.

A screenshot of the 'Find Person' screen. At the top left, there is a yellow arrow with a circled '2' pointing to the 'Find Person' button. In the top right corner, there are links for 'Print Help', 'Home', and 'Exit'. Below these links is a navigation bar with tabs: 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. The 'Person' tab is selected. Below the navigation bar, there is a sub-header 'Add/Find Roster'. A message reads: '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.' Below this message is a section titled 'This information identifies the person presenting for medical treatment'. It contains several input fields: 'MCIR ID', 'Last Name' (with 'Michigander' entered), 'First Name' (with 'Little' entered), 'Birth Date' (with '02/02/2021' entered), 'Sex' (with radio buttons for 'Male', 'Female', and 'Non-Binary'), 'Mother's Maiden Name', 'Patient ID', 'WIC ID', 'MultipleBirthChild' (checkbox), and 'Medicaid ID'. Below this section is another section titled 'Information identifying the responsible party for appointments (parent/guardian)'. It contains input fields for 'Last Name', 'First Name', and 'Phone'. At the bottom of the form, there are three buttons: 'Submit', 'Clear', and 'Cancel'. A yellow arrow with a circled '5' points to the 'Submit' button.

6. If the person has a MCIR Record, the patient's **General Information** screen will automatically open.
7. If a **Person not Found** pop-up appears, click **OK** and continue to Step 8.



8. Conduct a **second search**, inserting an **asterisk (*)** into the search parameters to conduct a **wildcard search**.

9. Click **Submit**.

10. If the **Person Not Found** popup appears again, click **OK**.

11. Remove asterisk(s) (#9), click **Submit** (#10). If the person is still not found, click **Add Person**.

12. Enter the person's information. All **yellow boxes** are required. (12)

13. Note: Use the **Alias** boxes to add nicknames, etc. (13)

14. Enter Responsible Party Information. Persons under the age of 18 should have a parent/guardian listed as Next of Kin. (14)

15. Click **Submit**.

For assistance, contact the MCIR Help Desk:

Phone: 888-243-6652

Email: MDHHS-MCIRHelp@michigan.gov



Updated November 2024