

Michigan Care Improvement Registry (MCIR)

Using an Asterisk (*) for Wildcard Searches

- ❖ Inserting an asterisk (*) in search parameters helps avoid creating duplicate records in MCIR.
- ❖ A wildcard character is a special character that represents one or more other characters.

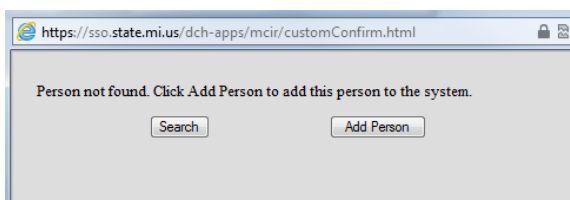
Examples:

- Jacquelyn could be spelled Jacqueline, Jaclyn, Jacklyn, etc. (search as J*)
- Devonte vs Devontae or Davonta (search as Dev* or *vont*)
- Morrison could be Morisson (search as Mo*i*son*)
- McLaughlin vs McClaughlin (search as *Laughlin)
- William vs Williams (search as William*)
- Smith vs Smyth (search as Sm*th)
- Robert vs Robertson (search as Robert*)
- If the name is listed as Juan-Castro Amaro-Alvarez III try a wildcard search of:
 - *Amaro* or *Alvarez* in the Last Name, or
 - *Juan* or *Castro* in the First name

Note: Using **less** search criteria will give you the greatest chance of finding the record.

Do not fill in every field on the Add/Find screen: this kind of search is too specific. Doing this will not likely yield a found record.

- ❖ You can help avoid duplicating existing MCIR records by using the wildcard (*) in your name search. If you used the wildcard search and did not locate the desired record, the * has to be taken out of the search to add a person.
- ❖ Running the exact same search twice (without the wildcard [*] symbol) will allow you to add a new record in MCIR. After the second unsuccessful search a popup will appear.



Note: If you do not get the popup allowing you to add a new person to MCIR after two identical searches, you need to set your browser to allow popups from MCIR.

If you need assistance with any of the above, please contact the MCIR Helpdesk at 1-888-243-6652.