How To Document Race and Ethnicity Directly in the MCIR

Only the following MCIR user roles: Provider Users and Site Administrators may edit person information.

1. Start by logging directly in to the MCIR via MiLogin.

2. Search for a Person (Figure 1).

3. From the person’s general information screen, click Edit to the right of Person Information, (Figure 1).

Figure 1
4. The Edit Person screen displays, (Figure 2).

5. Scroll down to the Additional Information section, (Figure 2).
6. Click Race dropdown and make selection, (Figure 3).

7. Click Ethnicity dropdown and continue selection, (Figure 4).

8. Click Submit, (Figure 5).
9. After clicking submit the General Information screen will display, (Figure 6).

10. **To View Race and Ethnicity documented on a MCIR record**, click the **Other tab** to the right of the Immunizations tab, (Figure 6).

11. Scroll down to the bottom section titled **Additional Information**, (Figure 7).

12. Race and Ethnicity is displayed as documented, (Figure 7).