MCIR Basic 3

immunizing providers NOT using the MCIR inventory
Search for a person in the MCIR
Log in to the MCIR

visit the MILogin website
MCIR Home Screen

1. Your MCIR home screen will display

2. Go to the Person section box

3. Click Add/Find
Find Person Screen

4. Enter legal Last Name.

5. Enter legal First Name.
Date of Birth Required

6. Enter manually using
2-digit month
2-digit day
4-digit year

or

click the mini calendar
Click Submit

7. After all information is complete, click submit.
A Person’s MCIR General Information Record

8. A successful search displays the person’s MCIR General Information record.
If Multiple Persons are Listed

If the person you are searching is identified, then click that **hyperlinked name**.
Access the **Wildcard Search** video

Use an * asterisk in place of any character in the person’s name that is unknown.
1. If the person’s MCIR record is not found, you will see this screen.

2. Click OK.
3. Add a Person from either one of these screens.

4. Click **Add Person**
Add a Person to the MCIR
Person Not Found Pop Up Screen

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

2. Click OK.

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

5. Click **Add 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!
9. The new person’s completed MCIR General Information record displays.

![MCIR General Information Record](image)

Continue to next slide Add an Immunization
Adding an Immunization without using MCIR inventory.

Contact your Regional MCIR Office to help you determine if this or another method applies to your MCIR immunizing provider site.
Retrieve the MCIR Record

1. Refer to How to Search a Person in MCIR if needed.

Always verify the MCIR record is the correct record before adding an immunization.
Go to the Person’s General Information Screen

2. Click the **Add Imm** hyperlink at the top of the MCIR General Information screen.
Add Immunizations Screen

Select No Inventory
Input Date
Vaccine is Administered
Select Vaccine
Select Eligibility
Select Manufacturer
Enter the Lot #
Select Site
Select Route
### Add Immunizations

#### Immunization Information

<table>
<thead>
<tr>
<th>Type</th>
<th>No Inventory</th>
<th>Date</th>
<th>Vaccine</th>
<th>Elig.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mfr.</td>
<td>Glaxo (HAVRIX)</td>
<td>Lot</td>
<td>0123456789</td>
<td>Private Pay/Insurance</td>
</tr>
<tr>
<td>Site</td>
<td>Right Arm</td>
<td>Route</td>
<td>Intramuscular</td>
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Success