1. Log in to the Michigan Care Improvement Registry, MCIR.

2. Start at the MCIR Home page under the Person section box, click Add/Find, Figure 1.

3. Enter the Last Name, Figure 1.

4. Enter the First Name, Figure 1.

5. Enter the Birth Date field manually or click the mini calendar to fill the Birth Date field, Figure 1.

6. If the person’s MCIR record is NOT found, you will see a pop-up error.

7. Input name and search again.

8. Use an (*) asterisk in any character of a person’s name. For multiple ways to search visit the Wildcard Search Feature Video or Wildcard Search Tip Sheet for more help.

9. Click the hyperlinked name of the person you are searching and verify, Figure 2.

10. When ‘Find a Person’ search is successful, the person’s MCIR General Information Record displays.

   If person is born after 1994, we encourage contacting the MCIR Helpdesk to verify the person is not already in the registry.