

Entering Data for Individuals with No First or Last Name in MCIR Tip Sheet

When encountering individuals with no given first or last name, follow these guidelines when creating a new record to ensure the integrity and consistency of patient information in MCIR.

If you need assistance, contact the [MCIR Education and Training Analyst](#) for your region or the MCIR Help Desk at 888-243-6652 or MDHHS-MCIRHelp@michigan.gov.

1. Log in to MCIR. Then select **Add/Find** Person.

A screenshot of a web application menu. At the top is a blue header with the word 'Person' in white. Below the header are three buttons: 'Add/Find' (highlighted with a yellow box), 'Roster', and another button that is partially obscured.

2A. Entering person with **No First Name**

- Click **First Name** field.
- Enter **EXACTLY** "No First Name"

A screenshot of a form field labeled 'First Name'. The text 'No First Name' is entered in the field, which is highlighted with a yellow box.

3A. Enter patient's **Last Name**

A screenshot of a form field labeled 'Last Name'. The text 'Reynolds' is entered in the field, which is highlighted with a yellow box.

2B. Entering Person with **No Last Name**

- Click **First Name** field.
- Enter person's first name.

A screenshot of a form field labeled 'First Name'. The text 'Sam' is entered in the field, which is highlighted with a yellow box.

3B. Enter **EXACTLY** "No Last Name"

A screenshot of a form field labeled 'Last Name'. The text 'No Last Name' is entered in the field, which is highlighted with a yellow box.

4. Next, enter all other **required** and **available patient information** into the appropriate fields, following standard entry procedures for creating a new record.

A screenshot of a form titled 'This information identifies the person presenting for medical treatment'. The form has two columns of fields. The left column includes: MCIR ID (empty), Last Name (Reynolds), Birth Date (02/02/2024), Mother's Maiden Name (empty), Patient ID (empty), and WIC ID (empty). The right column includes: First Name (No First Name), Sex (radio buttons for Male, Female, Non-Binary, Other), MultipleBirthChild (checkbox), and Medicaid ID (empty). The 'No First Name' field is highlighted with a yellow box.

5. Enter **Responsible Party** Information.

A screenshot of a form titled 'Responsible Party Information (for Reminder and Recall Notices)'. The form has several fields: Last Name* (Jones), First Name (Linda), Middle (empty), Suffix (empty), Country* (United States), Street* (1234 Main St), City* (Ypsilanti), State* (MI), Postal Code* (48197), and Phone (313) 555-1212. The 'Jones' and 'Linda' fields are highlighted with yellow boxes.

6. Review all entered information to ensure accuracy.

7. Click **Submit** to create the record.

A screenshot of two buttons: 'Submit' (highlighted with a yellow box) and 'Cancel'.

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