

## How to Search for a Client in MCIR

### Searching the MCIR

To find a client in the MCIR, identifying information must be entered. You must enter the **last or first name and birth date**. Date of Birth must be in **mm/dd/yyyy** format. Start your search with *ONLY* two pieces of information and increase the information used to search *ONLY* if your results come back with "Person not found. Please refine search and try again."



### Record NOT Found

If a client's record is not found, the system will display a pop-up window asking you to refine your search. At this point you must re-enter the patient's birth date & verify you have spelled the first/last name correctly. The following fields may also be populated on a second search:

• MCIR ID	• Patient ID
• Multiple birth information	• WIC ID
• Mother's maiden name	• SSN
• Gender	• Medicaid ID

**After 2 unsuccessful searches, the system will allow you to add a client to the registry.**  
(not for "View Only" users)

You are required to contact the Regional MCIR Office before adding a record for any client born in Michigan from January 1, 1994 to present. You may do this via either the regional *Find A Child "FAC"* form or via the toll free helpdesk. The FAC form is available in our regional website's resource library at <http://www.mcir.org/region-6>

### Pop-Up Blockers (not for "View Only" users)

If you are not given the option to add a new record, after two search attempts, you may have a pop-up blocker on your computer that is preventing your from receiving the pop-up window option to "Add New Person." You must allow pop-ups from <https://sso.state.mi.us> in order to see this window and others in the registry. The MCIR *does* operate on pop-up window functionality.

### Creating a MCIR record (not for "View Only" users)

You should use the client's given/legal name to create a MCIR record. The "alias" first and last name boxes should be used for a nickname or alias. Young, newly married woman should be searched for by both their maiden and married name. If you find the record for a married woman under her maiden name, add the married name to the alias box and contact our office to assist in updating the legal last name. It is a good idea to retain the woman's maiden name in the alias last name box.

### The "Wild Card" Search

If you are unsure of the spelling of a client's name (first or last), you may choose to enter only a portion of the spelling followed by the asterisk "\*." This will force the MCIR to do a WILD CARD search, looking for all records meeting the letters you have specified, plus any additional letters. For example: To search for Kelly, you might enter "Kell\*" into the first name box. The MCIR will then pull records with "Kell" plus any additional letters (ex: Kellee, Kelli, Kellie, Kelley, Kelly). *You can use the asterisk at the beginning or end of a name.* The wild card cannot be used in the DOB field. If you suspect the DOB is in error, you will need to contact our office to assist in your search.