Flag a Record as Duplicate

Contact your Regional MCIR Office for training.

1. Log in to the Michigan Care Improvement Registry, (MCIR), and Search a Person.

2. When searching for a person and two records look the same with matching information, the records may need an investigation, Figure 1.

3. Click the boxes, to the left of the names, to mark each duplicate record, Figure 1.

4. Click ‘Mark as Duplicate’ at the bottom of the Person Browse Roster screen, Figure 2.

A duplicate reported record displays in your Regional MCIR Office’s deduplication queue for investigation and processing.