Search for a Person in the MCIR

Contact your [Regional MCIR Office](#) for training.

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 your [Regional MCIR Helpdesk](#) verify the person is not already in the registry.*