

# 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.

**Find Person** [Print Help](#)  
[Home](#) [Exit](#)

Person Rem/Rcl VIM Imp/Exp My Site Adm Rpts Oth

**Add/Find** Roster

Before adding a person, please make several attempts to locate the person in the system.  
An \* may be used as a wildcard. Also, use a birth date, or any ID, if available.

**This information identifies the person presenting for medical treatment**

MCIR ID   
Last Name  First Name   
Birth Date  Gender  Male  Female  
Mother's Maiden Name   MultipleBirthChild  
Patient ID  Medicaid ID   
WIC ID

**Information identifying the responsible party for appointments (parent/guardian)**

Last Name  First Name   
Phone (  )  -

Figure 1

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.

**Person Browse Roster** [Print Help](#)  
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM Imp/Exp VFC My Site Adm Rpts Oth

**Add/Find** Roster [Deduplication](#) [Vaccine Deduplication](#) [Information](#) [Status](#) [History](#)

If the correct person is not listed you may [Search Again](#). User count: 2

Name	Birth Date	MCIR ID	Gender	Responsible Party
<input type="checkbox"/> Last, First	10/10/1944	20000000000	M	Example, Anna
<input type="checkbox"/> PERSON, TWO	10/10/1944	30000000000	M	PERSON, ANOTHER

Figure 2

If person is born after 1994 we encourage contacting your [Regional MCIR Helpdesk](#) verify the person is not already in the registry.