Search for a Person in the MCIR
Log in to the MCIR

visit the MILogin website
MCIR Home Screen

1. Your MCIR home screen will display

2. Go to the Person section box

3. Click Add/Find
Find Person Screen

4. Enter legal Last Name.

5. Enter legal First Name.
Date of Birth Required

6. Enter manually using
   2-digit month
   2-digit day
   4-digit year
   or
   click the mini calendar
7. After all information is complete, click submit.
A Person’s MCIR General Information Record

8. A successful search displays the person’s MCIR General Information record.
If Multiple Persons are Listed

The person browse roster screen displays a list of multiple people born on the entered birth date after searching.

If the person you are searching is identified, then click that hyperlinked name.
Having Trouble Finding a Person?

Access the [Wildcard Search](#) video

Use an * asterisk in place of any character in the person’s name that is unknown.

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### Find Person

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<tr>
<th>Find Person</th>
<th>Rem/Rcl</th>
<th>VIM</th>
<th>Imp/Exp</th>
<th>My Site</th>
<th>Adm</th>
<th>Rpts</th>
<th>Oth</th>
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</thead>
<tbody>
<tr>
<td>Person</td>
<td>Add/Find</td>
<td>Roster</td>
<td></td>
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</tr>
</tbody>
</table>

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**: *
est*
- **Birth Date**
- **Mother’s Maiden Name**
- **Patient ID**
- **WIC ID**

Information identifying the responsible party for appointments (parent/guardian):
- **Last Name**
- **First Name**
- **Phone**: (____) ____-____

[Submit] [Clear] [Cancel]
If the person’s MCIR record is not found, you will see this screen.

Click OK.

Click Submit.
After unsuccessful attempts to find a person, it is encouraged to contact your Regional MCIR Office first.

If person is not found, then select Add Person.

Visit the How To Add Person to the MCIR.

When a person is found a MCIR record will display continue to next slide.
A Person’s MCIR General Information Record

9. The new person’s completed MCIR General Information record displays after a successful search.
The End.