

How To Document Race and Ethnicity Directly in the MCIR

Only the following MCIR user roles: Provider Users and Site Administrators may edit person information.

Contact your [Regional MCIR Office](#) for additional assistance and training editing person information in the MCIR.

1. Start by logging directly in to the MCIR via [MILogin](#).
2. [Search for a Person](#), (Figure 1).
3. From the person's general information screen, click **Edit** to the right of Person Information, (Figure 1).

Person: Test, Person
 Birth Date: 05/30/1940
 Provider: Overdue

General Information [Print Help](#)
[Home](#) [Exit](#)

[View](#)

Person | [Rpt](#) | [Sch/CC](#) | [VIM](#) | [VFC](#) | [My Site](#) | [Rpts](#) | [Oth](#)

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

Person Information : [Edit](#) **MCIR ID :**

Name: Test, Person Birthdate: 05/30/1940 Gender: Female
 Age: 80 Years 8 Months

Resp. Party: Test, Person Jurisdiction: No County Affiliation Primary Phone:
 Address: 123 Grand Avenue Secondary Phone:
 Lansing, MI 48933 Address Status: Invalid
 Country: United States County: No County Address Updated: 11/13/2020

High Risk Conditions

Influenza Screening Notification Potential Lead Exposure (Flint Water)

Pregnancy: [Add](#)

Series	Immunizations						Status
	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	
DTP/DTaP/ DT/Td/Tdap	01/21/2021 Tdap (adol/adult) 80yrs 7mos						Td DUE NOW
MMR							MMR DUE NOW

Figure 1

4. The Edit Person screen displays, (Figure 2).

5. Scroll down to the **Additional Information** section, (Figure 2).

Person: Test, Person
 Birth Date: 05/30/1940
 Provider: Overdue

[Print Help](#)
[Home](#) [Exit](#)

Edit Person

[View](#)

Person	Rem/Rcl	Sch/CC	VIM	VFC	My Site	Rpts	Oth
Add/Find	Roster	Add Imm	Information	Status	History		

Person Information MCIR ID :

Legal Last Name*
Legal First Name*
 Legal Middle Name
Legal Suffix Name
 Birthdate*
Gender
 Multiple Birth

High Risk Conditions

Influenza Screening Notification
 Potential Lead Exposure (Flint Water)
 Pregnancy: [Add](#)

Responsible Party : [Add New](#)

[Person Test 123 Grand Avenue Lansing MI 48933](#)
No County 11/13/2020

Identifiers

Medicaid
 Patient ID

Birth Facility Information

Name
State
County

Medical Home

Jurisdiction
Patient Jurisdiction Status

MCIR Options

Person does not receive medical care in Michigan
 Person is deceased
 Person is migrant

Additional Information

Race (Source: Clinical)
Ethnicity (Source: Clinical)
 Alias Last
First
Mother's Maiden Name

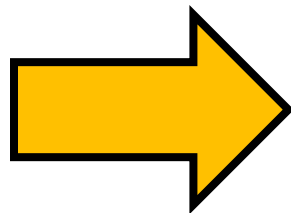
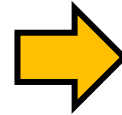


Figure 2

6. Click Race dropdown and make selection, (Figure 3).



Additional Information

Race (Source:Clinical)

Ethnicity (Source:Clinical)

Alias Last

- Unknown(UNK)
- White(2106-3)
- Black/African-American(2054-5)
- American Indian/Alaskan Native(1002-5)
- Chinese(2034-7)
- Japanese(2039-6)
- Filipino(2036-2)
- Native Hawaiian(2079-2)
- Other Race(2131-1)
- Asian(2028-9)
- Alaskan Native(1735-0)
- Arab(2129-5)
- Native Hawaiian/Other Pacific Islander(2076-8)

Figure 3

7. Click Ethnicity dropdown and continue selection, (Figure 4).



Additional Information

Race (Source:Clinical)

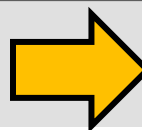
Ethnicity (Source:Clinical)

Alias Last

- Unknown(UNK)
- Hispanic/Latino(2135-2)
- Not Hispanic/Latino(2186-5)

Figure 4

8. Click Submit, (Figure 5).



Additional Information

Race (Source:Clinical)

Ethnicity (Source:Clinical)

Alias Last First Mother's Maiden Name

Figure 5

9. After clicking submit the General Information screen will display, (Figure 6).

10. [To View Race and Ethnicity is documented on a MCIR record](#), click the **Other tab** to the right of the Immunizations Tab, (Figure 6).

11. Scroll down to the bottom section titled **Additional Information**, (Figure 7).

12. Race and Ethnicity is displayed as documented, (Figure 7).

Person: Test, Person
Birth Date: 05/30/1940
Provider: Overdue

General Information [Print Help](#) [Home](#) [Exit](#)

[View](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Oth
Add/Find Roster Add Imm Information Status History

If this is not the correct person you may [Search Again](#) or [Add Person](#).

Person Information : Edit **MCIR ID :**

Name: Test, Person Birthdate: 05/30/1940 Gender: Female
Age: 80 Years 8 Months
Resp. Party: Test, Person Jurisdiction: No County Affiliation Primary Phone:
Address: 123 Grand Avenue Lansing, MI 48933 Secondary Phone:
Address Status: Invalid
Country: United States County: No County Address Updated: 1/13/2020

High Risk Conditions

Influenza Screening Notification Potential Lead Exposure (Flint Water)
Pregnancy: [Add](#)

Series	Immunizations						Status
	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	
DTP/DTaP/ DT/Td/Tdap	01/21/2021 Tdap (adol/adult) 80yrs 7mos						Td DUE NOW
MMR							MMR DUE NOW

Figure 6

Additional Information

Race 1 (Source: Clinical) White(2106-3) Ethnicity (Source: Clinical) Not Hispanic/Latino(2186-5)
Mother's Maiden Name:

[Add to Roster](#) [Unlock Person](#)

Figure 7