

# Add a Person to the MCiR



# Person Not Found Pop Up Screen

After unsuccessful attempts to find a person, it is encouraged to contact your [Regional MCIR Office](#) first.

The image shows a screenshot of a web application interface for finding a person. The main window is titled "Find Person" and has tabs for "Person", "Rem/Rcl", and "VIM". Below the tabs are links for "Add/Find" and "Roster". The main content area contains a form with the following fields:

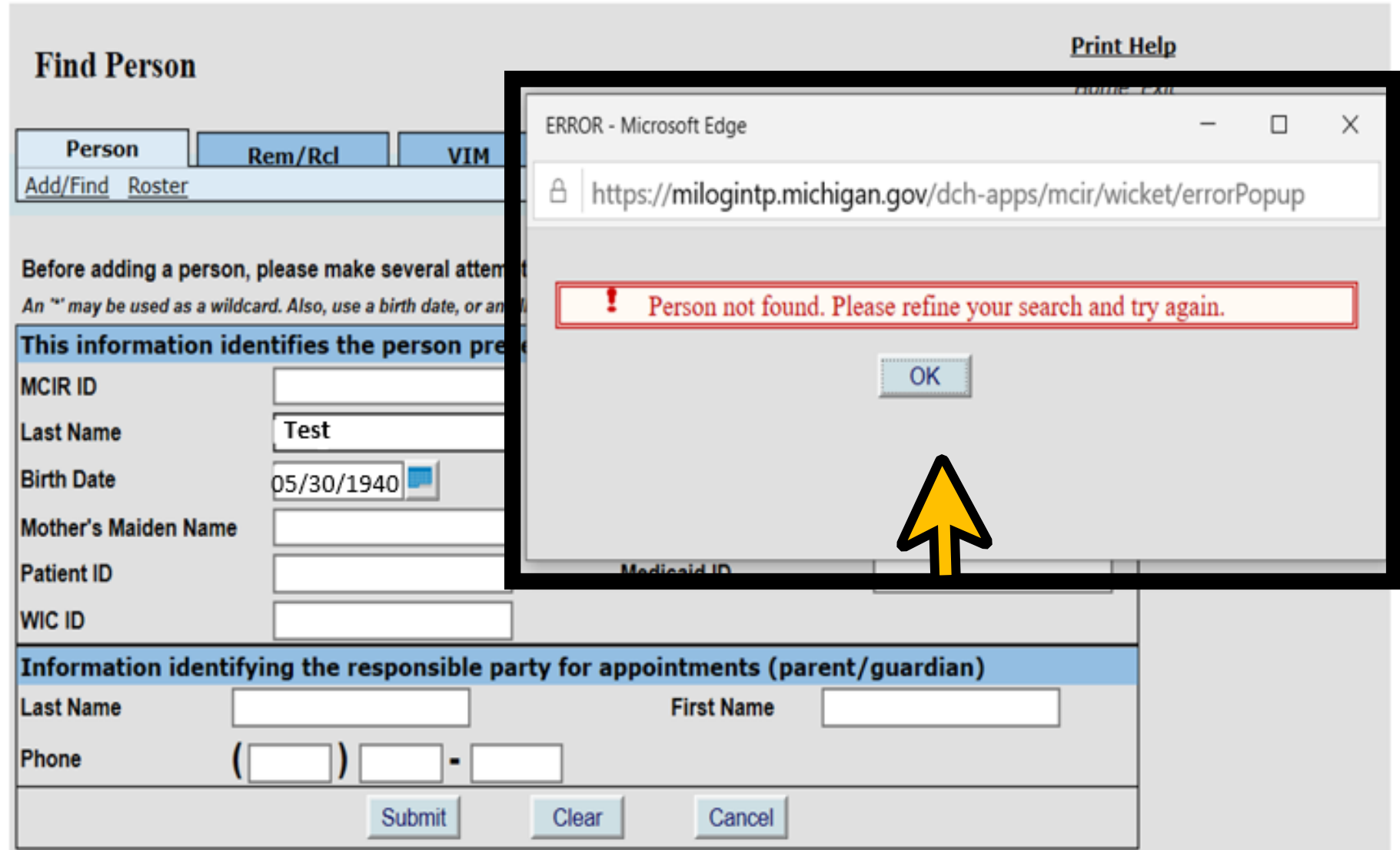
- MCIR ID:
- Last Name:
- Birth Date:
- Mother's Maiden Name:
- Patient ID:
- WIC ID:
- Medicaid ID:

Below the form is a section titled "Information identifying the responsible party for appointments (parent/guardian)" with fields for Last Name, First Name, and Phone. At the bottom are "Submit", "Clear", and "Cancel" buttons.

An error popup window is overlaid on the form. The title bar reads "ERROR - Microsoft Edge". The address bar shows the URL "https://milogintp.michigan.gov/dch-apps/mcir/wicket/errorPopup". The main content of the popup is a red-bordered box containing the text: "Person not found. Please refine your search and try again." Below this text is an "OK" button.

# If a Person is Not Found

1. If the person's MCIR record is not found, you will see this Pop Up screen.
2. Click **OK**.
3. Click Submit



The image shows a web application interface for finding a person. The main window is titled "Find Person" and has tabs for "Person", "Rem/Rcl", and "VIM". Below the tabs are links for "Add/Find" and "Roster". A message states: "Before adding a person, please make several attempts. An '\*' may be used as a wildcard. Also, use a birth date, or any other information." Below this is a section titled "This information identifies the person presently in the system" with fields for MCIR ID, Last Name (containing "Test"), Birth Date (containing "05/30/1940"), Mother's Maiden Name, Patient ID, and WIC ID. At the bottom of this section are "Submit", "Clear", and "Cancel" buttons. A second section is titled "Information identifying the responsible party for appointments (parent/guardian)" with fields for Last Name, First Name, and Phone. A pop-up window titled "ERROR - Microsoft Edge" is overlaid on the main window. The pop-up window shows the URL "https://milogintp.michigan.gov/dch-apps/mcir/wicket/errorPopup" and a red-bordered message box that says "Person not found. Please refine your search and try again." Below the message box is an "OK" button. A yellow arrow points to the "OK" button.

# Add Person Pop Up

4. If the record is still not found, an **Add Person pop up** will display on your screen.
5. Click **Add Person**

**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.

*PLEASE NOTE: At least one person name field and a birthdate are required to add a new record. You may use any other field for identification purposes, but using these fields will not allow you to add a new record.*

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

MCIR ID   
Last Name   
Birth Date   
Mother's Maiden Name   
Patient ID   
WIC ID

**Information identifying the res**

Last Name   
Phone (  )  -

Warning - Google Chrome  
miloginworkerqa.michigan.gov/dch-waps17/mcir/customConfirm....

Person not found. For people born in Michigan after January 1, 1994, please contact your regional office to confirm that you are not entering a duplicate record.

# Add New Person

6. Add the person's information to MCIR
7. All fields marked with an (\*) are mandatory
8. Click Submit to save



MCIR requires Legal Names only, thank you!

**Add New Person** [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

**Personal Information:**  
Legal Last\*  Legal First\*  Middle  Jr / Sr / ...   
Alias Last  Alias First  Mother's Maiden Name   
Birthdate\*   Gender\*   Multiple Birth

**Birth Facility Information:**  
Name  State  County

**Person's IDs:**  
Patient ID

**Responsible Party Information (for Reminder and Recall Notices)**  
Last Name\*  First Name  Middle  Suffix   
Country\*   
Street\*   
City\*  State\*  Postal Code\*   
Phone (  )  -

**Options**  
 Add to site roster  Send immunization notices Language

All fields marked with \* are mandatory

# A Person's MCIR General Information Record

- The new person's completed MCIR General Information record displays.

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

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

[View](#)

<b>Person</b>	<b>Rem/Rcl</b>	<b>VIM</b>	<b>Imp/Exp</b>	<b>My Site</b>	<b>Adm</b>	<b>Rpts</b>	<b>Oth</b>
<a href="#">Add/Find</a>	<a href="#">Roster</a>	<a href="#">Add Imm</a>	<a href="#">Information</a>	<a href="#">Status</a>	<a href="#">History</a>		

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

<b>Person Information : <a href="#">Edit</a></b>				<b>MCIR ID :</b>			
<b>Name:</b>	Test, Person	<b>Birthdate:</b>	05/30/1940	<b>Gender:</b>	Female		
		<b>Age:</b>	80 Years 4 Months				
<b>Resp. Party:</b>	Test, Person	<b>Jurisdiction:</b>	No County Affiliation	<b>Primary Phone:</b>			
<b>Address:</b>	123 Medical Drive Lansing, MI 48864			<b>Secondary Phone:</b>			
		<b>Country:</b>	United States	<b>Address Status:</b>	Invalid		
		<b>County:</b>	No County	<b>Address Updated:</b>	10/13/2020		

<b>High Risk Conditions : <a href="#">Edit</a></b>							
<input type="checkbox"/> Influenza Screening Notification				<input type="checkbox"/> Potential Lead Exposure (Flint Water)			
Pregnancy: <a href="#">Add</a>							

Immunizations						Other	
Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	Status
<i>No Immunizations Given</i>							
Other Administrations							
Series							Status
<i>No Other Administrations Given</i>							
Dispensed Vaccines / Biologics							
Vaccine/Biologic						Date	Age
<i>No Dispensed Vaccines or Biologics Found</i>							
Non-Administered Doses/Positive Immunity							
Series/Antigen			Date	Reason	Entered by		
<i>No Non-Administered Doses/Positive Immunities Found</i>							
Compromised Doses							
Vaccine	Date	Age	Description				
<i>No Compromised Doses Found</i>							
Invalid Doses							
Series/Dose #	Vaccine	Date	Age	Reason			
<i>No Invalid Doses Found</i>							

Add to Roster
Unlock Person

# The End.

