

Add a Person to the MCIR



1. Log in to the [Michigan Care Improvement Registry](#), (MCIR), and follow the steps to [Search for a Person](#).
2. If your attempts to locate an individual are unsuccessful, contacting the MCIR Helpdesk is recommended. The helpdesk can assist in verifying if a person is already in the system, particularly for persons born after 1/1/1994.
3. If person is not found, and you encounter this pop-up screen, then select **Add Person**, Figure 1.
4. Enter the person's information to the Add New Person screen, Figure 2.
5. All fields marked with an (*) asterisk are required.
6. Click **Submit** to save.



Figure 1

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* United States
Street*
City* State* MI Postal Code*
Phone () -

Options
 Add to site roster Send immunization notices Language English

All fields marked with * are mandatory

Figure 2

