

Edit a Person's Address



1. Log in to the [Michigan Care Improvement Registry, \(MCIR\)](#), and [Search a Person](#), to retrieve a record.

2. From the person's General Information screen, click the **Edit** link in the Person Information section, *Figure 1*.

3. On the **Edit Person** screen, under Responsible Party, click the **hyperlinked address** to edit, *Figure 2*.

4. The **Edit Contact** screen will appear. Proceed to fill in the fields with the edited address, *Figure 3*.

5. Select **Submit** to save.

Person: Test, Person
Birth Date:
Provider: Overdue [View](#) [Home](#) [Exit](#)

Person [Rem/Rcl](#) [VIM](#) [Imp/Exp](#) [My Site](#) [Adm](#) [Rpts](#) [Oth](#)
[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#)

Person Information **Edit** **MCIR ID :**

Name: Test, Person Birthdate: Gender: Female
Age:
Resp. Party: Test, Person Jurisdiction: Primary Phone:
Address: 123 Medical Drive Secondary Phone:
Lansing, MI 48864 Address Status: Invalid
Country: United States County: No County Address Updated: 08/18/2020

Figure 1

Person: Test, Person
Birth Date:
Provider: Overdue [View](#) [Home](#) [Exit](#)

Person [Rem/Rcl](#) [VIM](#) [Imp/Exp](#) [My Site](#) [Adm](#) [Rpts](#) [Oth](#)
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Person Information **MCIR ID :**

Legal Last* Test Legal First Person Middle Jr / Sr / ...
Birthdate* 05/30/1940 Gender Female Multiple Birth

High Risk Conditions

Influenza Screening Notification Potential Lead Exposure (Flint Water)

Pregnancy: Add

Responsible Party : Add New

Person Test 123 Medical Drive Lansing MI 48864 No County 08/18/2020 ✓

Figure 2

Edit Contact

Contact Information

First Person Middle Last* Test Suffix
Notifications No Longer at this address Desired Language
Country* Valid Keep as Entered
Street*
City* State* Postal Code*
County*

Phone/Email Information

Primary Phone () - Secondary Phone () -
Email

Figure 3