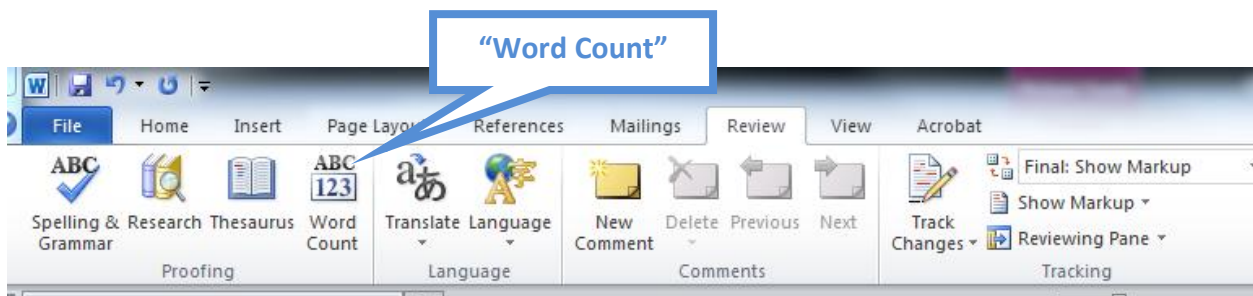# Michigan Care Improvement Registry (MCIR)
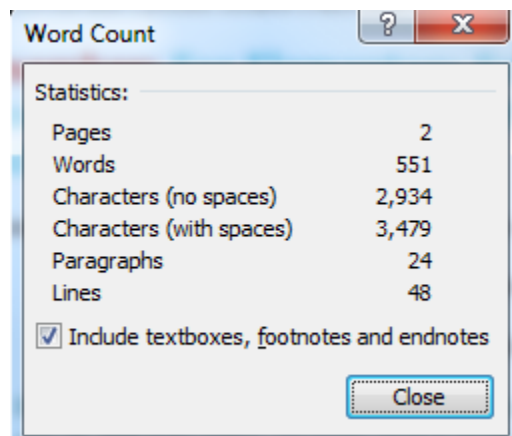# Updating News Screens

❖ **News Screens can hold a maximum of 4000 characters, including spaces, the easiest way to get an accurate count is to create your News Screen in Microsoft Word and then paste it into the MCIR Screen when finished with formatting and editing. (Microsoft Word 2010 shown)**

➢ Once your text is entered in Word, go to "Review."
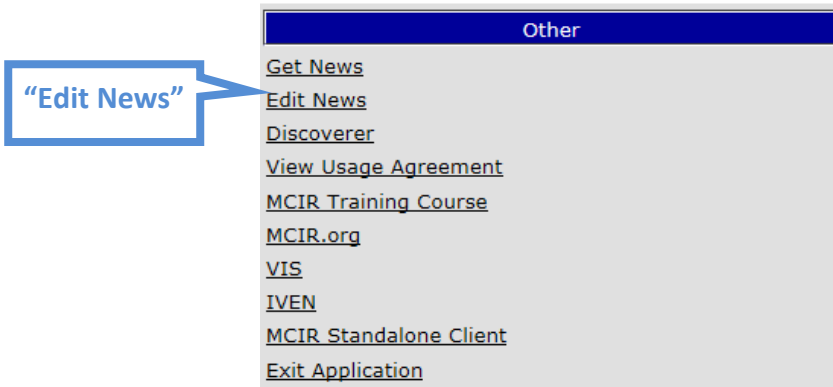

➢ Then click "Word Count."

➢ A popup window with the Word Count comes up. Spaces **are** included in the maximum 4,000 character count on News Screens.
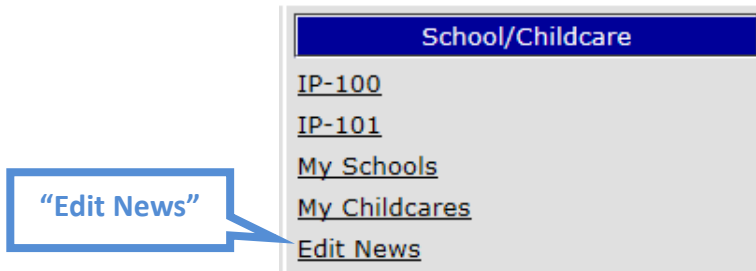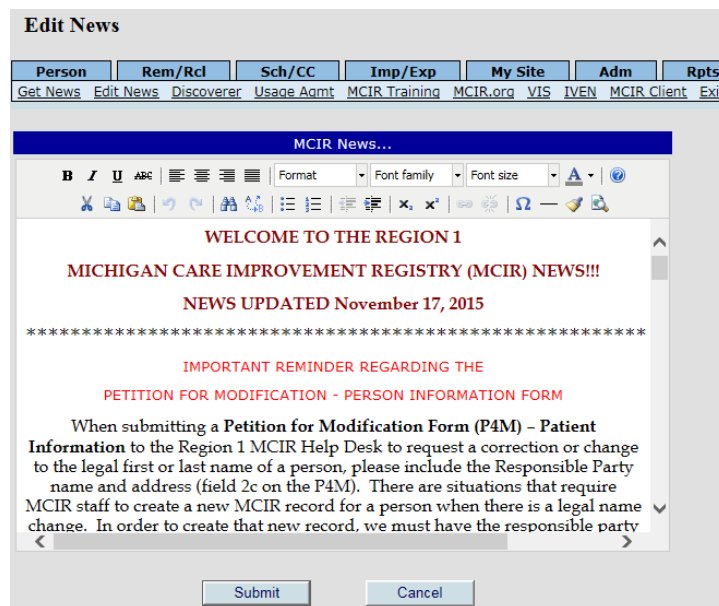
❖ Updating the News Screen in MCIR

➤ Only Administrators can update News Screens.

➤ With your text from Microsoft Word copied, click "Edit News" from the MCIR Home screen.

    ○ Regional Coordinators update Provider News Screens, "Edit News" is located on the "Other" menu:

Other
- Get News
- **"Edit News"** → Edit News
- Discoverer
- View Usage Agreement
- MCIR Training Course
- MCIR.org
- VIS
- IVEN
- MCIR Standalone Client
- Exit Application

    ○ Local Health Departments update School/Childcare News Screens, "Edit News" is located on the "School/Childcare" menu:

School/Childcare
- IP-100
- IP-101
- My Schools
- **"Edit News"** → My Childcares
- Edit News

➤ The "Edit News Screen comes up. Paste the News Screen verbiage in and click "Submit."

Edit News

| Person | Rem/Rcl | Sch/CC | Imp/Exp | My Site | Adm | Rpts |

Get News Edit News Discoverer Usage Agmt MCIR Training MCIR.org VIS IVEN MCIR Client Exit

MCIR News...

WELCOME TO THE REGION 1

MICHIGAN CARE IMPROVEMENT REGISTRY (MCIR) NEWS!!!

NEWS UPDATED November 17, 2015

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IMPORTANT REMINDER REGARDING THE

PETITION FOR MODIFICATION - PERSON INFORMATION FORM

When submitting a **Petition for Modification Form (P4M) – Patient Information** to the Region 1 MCIR Help Desk to request a correction or change to the legal first or last name of a person, please include the Responsible Party name and address (field 2c on the P4M). There are situations that require MCIR staff to create a new MCIR record for a person when there is a legal name change. In order to create that new record, we must have the responsible party

[Submit]   [Cancel]

If you need assistance with any of the above please call the State Helpdesk 1-888-243-6652.