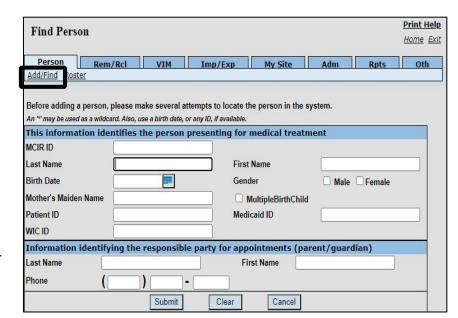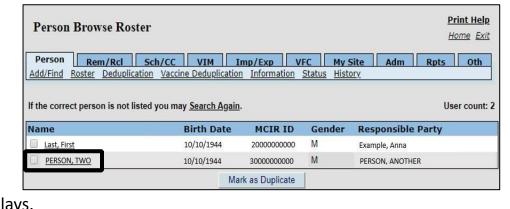# Search for a Person in the MCIR

1. Log in to the **Michigan Care Improvement Registry, MCIR.**

2. Start at the MCIR Home page under the Person section box, click **Add/Find,** *Figure 1.*

3. Enter the Last Name, *Figure 1.*

4. Enter the First Name, *Figure 1.*

5. Enter the Birth Date field manually or click the mini calendar to fill the Birth Date field, *Figure 1.*

6. If the person's MCIR record is **NOT** found, you will see a pop-up error.

7. Input name and search again.

8. **Use an (*) asterisk in any character of a person's name. For multiple ways to search visit the Wildcard Search Feature Video or Wildcard Search Tip Sheet for more help.**

9. Click the **hyperlinked name** of the person you are searching and verify, *Figure 2.*

10. When 'Find a Person' search is successful, the person's MCIR General Information Record displays.

If person is born after 1994, we encourage contacting the
MCIR Helpdesk *to verify the person is not already in the registry.*