Search for a Person in the MCIR





Log in to the MCIR

visit the **MILogin** website



MCIR Home Screen

- 1. Your MCIR home screen will display
- 2. Go to the Person section box
- 3. Click Add/Find

MEDHHS	Michigan	Care Impro	vement Reg	jistry 🙆 Michigangou
Person Add/Find Roster	4	Reminde Create Reminder Create Recall Retrieve/Confirm I Scan RTS Letters	er/Recall Results	Vaccine Mgmt <u>Manage Inventory</u> <u>Return/Waste Reporting</u> <u>Search Return/Waste Reports</u> <u>View Inventory History</u> <u>Vaccines Administered</u>
Import/Exp HL7 Message Viewer	port	My Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Site	Administration Site Users
Batch Inventory Maintenance Profile Quality Improvement Reminder/Recall Retrieve Results Roster Transfer Vaccine VAERS	Reports		<u>Get News</u> <u>View Usage Agree</u> <u>MCIR.org</u> <u>VIS</u> <u>IVEN</u> <u>Exit Application</u>	Other ement

Find Person Screen

4.	Enter legal
	Last Name.

5.	Enter legal
	First Name.

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r mu i ei son						<u>Home</u> Exit
Person Rem	/Rcl VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Add/Find Roster						
Before adding a person,	please make sever	al attempts to locate t	he person in the	system.		
An '*' may be used as a wildca	ard. Also, use a birth da	ate, or any ID, if available.				
This information ide	ntifies the pers	on presenting for	medical treat	ment		
MCIR ID				-		
Last Name		First	Name			
Birth Date		Gen	der	🗌 Male	E Female	
Mother's Maiden Name			AultipleBirthChild	ł		
Patient ID		Medi	caid ID			
WIC ID						
Information identify	ing the respons	sible party for app	ointments (pa	arent/guard	lian)	
Last Name		Fi	rst Name			
Phone ()	-				
	Subm	it Clear	Cancel			

Date of Birth Required

Find Person									
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Phone (_) <u> </u>	8 15 22	16 23	17	18	19	20	21	-

6. Enter manually using

2-digit month2-digit day4-digit year

or

click the mini calendar

Click Submit

7. After all information is complete, click submit.

Find Person								<u>Print Helj</u> <u>Home</u> <u>Exi</u>
Person Rem/R	tcl	Sch/CC	VIM	VFC	My Site	Adm	Rpts	Oth
Add/Find Roster								
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This information ide	ntifies	the person	presentin	g for med	lical treatme	nt		
MCIR ID								
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Birth Date	05/30	/1940 💻		Gender		🗆 Male 🛛	Female	
Mother's Maiden Name				🗆 Multip	leBirthChild			
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Information identify	ing th	e responsibl	e party fo	r appoint	ments (parei	nt/guardi	an)	
Last Name				First Na	ame			
Phone ()	-]				
		Submit	Cle	ar	Cancel			
	7							
	/							

A Person's MCIR General Information Record

 A successful search displays the person's MCIR General Information record.

General I	Information		Person: Birth Da Provider	Test, Person ite: 05/30/1940 r: Overdue		Vie	<u>ew</u>	Print Help Home Exi
Person	Rem/Rcl	VIM	Imp/Exp	My Sit	e A	dm	Rpts	Oth
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f this is not the	e correct person y	you may <u>Search A</u>	<u>again</u> .					
Person Info	rmation : Edi	it				MCIR	(D :	
Name: 7	Test, Person	Birthdate:	05/30/1940		Gender		F	emale
		Age:	80 Years 4 M	onths				
Resp. Party: 1	lest. Person	Jurisdiction:	No County At	filiation	Primary	Phone:		
Address: 1	23 Medical Drive	e			Second	ary Phone		
	ansing MI 4886	4			Address	s Status:	In	valid
Country:	Inited States	County:	No County		Address	s Updated	. 1	0/13/2020
			no obany					0,10,2020
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If Multiple Persons are Listed

The person browse roster screen displays a list of multiple people born on the entered birth date after searching.

If the person you are searching is identified, then click that <u>hyperlinked name.</u>

Person Rem/Rc Add/Find Roster Add Imm	I VIM Imp/ Information Status Hist	VExp My	/ Site	Adm Rpts	Oth
f the correct person is not lis	sted you may <u>Search Again</u> .				User count: 2
lame	Birth Date	MCIR ID	Gender	Responsible Party	
Test, Person	05/30/1940		F	Test, Person	
			M	Test Darson	
Test, Person	05/30/1940		IVI	Test, reison	

Having Trouble Finding a Person?

	Find Person					<u>Print Help</u> <u>Home</u> <u>Exit</u>
Access the <u>Wildcard Search</u>	Person Rem	/Rcl VIM	Imp/Exp	My Site	Adm Rj	ots Oth
video	Before adding a person, An '*' may be used as a wildca	please make several at ard. Also, use a birth date, o	tempts to locate or any ID, if available.	the person in the s	system.	
	This information ide	ntifies the person	presenting for	medical treatr	nent	
	MCIR ID					
	Last Name	*est*	Firs	t Name		
Use an * asterisk in	Birth Date		Ger	der	🗆 Male 🗌 Fer	nale
place of any	Mother's Maiden Name			MultipleBirthChild	L	
character	Patient ID		Med	licaid ID		
n the person's name	WIC ID	42				
that is unknown.	Information identify	ing the responsible	e party for app	oointments (pa	rent/guardian)	
	Last Name		F	irst Name		
	Phone ()				
		Submit	Clear	Cancel		

Person Not Found Pop Up Screen

If the person's MCIR record is not found, you will see this screen.

Click OK.

Click Submit.

Find Porson	Print He	elp
ring reison	Home E	xit
Person p /p vru	ERROR - Microsoft Edge	- 🗆 X
Add/Find Roster	https://milogintp.michigan.gov/dch-apps/mcir/wick	et/errorPopup
Before adding a person, please make several atte	pt	
An '*' may be used as a wildcard. Also, use a birth date, or a	Person not found. Please refine your search and try	y again.
This information identifies the person pr	56	
MCIR ID	OK	
Last Name		
Birth Date		
Mother's Maiden Name		
Patient ID	Medicaid ID	
WIC ID		
Information identifying the responsible	arty for appointments (parent/guardian)	
Last Name	First Name	
Phone ()		
Submit	Clear Cancel	

Person Not Found Pop Up Screen

After unsuccessful attempts to find a person, it is encouraged to contact your <u>Regional MCIR Office</u> first.

If person is not found, then select Add Person.

Visit the <u>How To Add Person to the</u> <u>MCIR.</u>

When a person is found a MCIR record will display <u>continue to next</u> <u>slide.</u>

🖙 Warning - Google Chrome	_		×
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Person not found. For people born in Michigan after January contact your regional office to confirm that you are not ente record.	y 1, 1994 ring a du	, please plicate	
Search Add Person			Ŧ

A Person's MCIR General Information Record

 The new person's completed MCIR General Information record displays after a successful search.

General Informa	ation	Person Birth D Provide	: Test, Person ate: 05/30/1940 ar: Overdue		<u>View</u>	Print Help Home Exi
Person Rem	/Rcl VIM	Imp/Exp	My Site	Adm	Rpts	Oth
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this is not the correct p	erson you may <u>Searc</u>	<u>:h Again</u> .				
Person Information	: Edit			мо	IR ID :	
Name: Test, Perso	on Birthdate:	05/30/1940		Gender:		Female
	Age:	80 Years 4 M	Aonths			
Resp. Party: Test, Perso	Jurisdiction	No County A	Affiliation	Primary Phor	ne:	
Address: 123 Medica	al Drive			Secondary Pl	hone:	
Lansing M	1 48864			Address Stat	us:	Invalid
Country: United Stat	tes County:	No County		Address Upd	ated:	10/13/2020
ound fr. Onned ofa	ico county.	No county		riduress opu	atoar	10/10/2020
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