How to Search for a Client in MCIR

Pop-Up Blockers
If you do not get the Region 6 MCIR News Screen after accepting your agreement, you may have a pop-up blocker preventing some screens from displaying. If so, you will not have the option to add a new record. Look for the gray bar at the top of your screen that states pop-ups are being blocked; right click and choose **"always allow from this site"**. Other versions may require you to click on "options" at the bottom of your screen. You must allow pop-ups from https://sso.state.mi.us in order to utilize all registry functionality. You may need to discuss this with your site's Information Technology personnel.

The "Wild Card" Search
Using an asterisk (*) will force MCIR to do a Wild Card search for all records that meet your criteria plus any additional letters. Example: To search for Kelly, you might enter "Kell*." MCIR will then pull records with "Kell" plus additional letters (i.e., Kelly, Kelli, Kellie, Kelley). You can use the asterisk at the beginning and end of a name to find hyphenated names. See the MCIR Quick Tip Sheet in your Basic Training Packet on using the wild card. The wild card cannot be used in the Birthdate field. **If you suspect a client's DOB was entered in error, please contact the regional MCIR office for assistance.**

Searching the MCIR
To find a client in MCIR, identifying information must be entered. Enter the **last name, first name <u>and</u> birth date**. Date of Birth must be in **mm/dd/yyyy** format. Start your search with **ONLY** these three pieces of information using the wildcard (*). If no results are returned, remove the asterisk and use the patients full legal name.

Find Person

Print Help
Home Exit

MCIR ID	
Last Name	sm*th First Name jo*
Birthdate	04/12/2000 Gender ☐ Male ☐ Female

Record NOT Found
If a client's record is not found, the system will display a pop-up window asking you to refine your search. At this point you must verify the spelling of the first name and last name and re-enter the patient's birth date. You will be required to search 2 times with the same information before being given the opportunity to add the record.

Add Person *(Not Available to "View Only" users)*
After 2 <u>un</u>successful searches with the same information (with no *****), the system will allow you to add a client to the registry.

Creating a MCIR record *(Not Available to "View Only" users)*
You should use the client's legal name to create a MCIR record. The "alias" first and last name boxes should be used for a nickname or alias only. Search for young, recently married women using both their maiden and married names. If you find the record for a married woman under her maiden name, add the married name to the alias box and complete a Petition for Modification to update the record. We will retain the woman's maiden name in the alias last name box when updating her record. The Maiden Name box currently available on the record applies to the client's mother.

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