Edit a Person's Address



Contact your **Regional MCIR Office** for training.

- Log in to the <u>Michigan Care</u>
 <u>Improvement Registry</u>,
 (MCIR), <u>Search a Person</u>,
 and retrieve a person's record.
- From the person's General Information screen, click the <u>Edit</u> link in the Person Information section, Figure 1.
- 3. On the Edit Person screen under the 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.

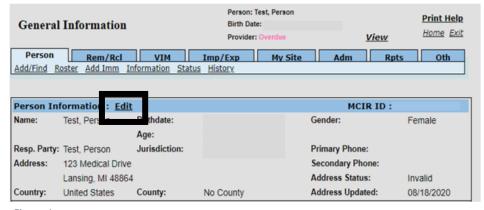


Figure 1



Figure 2

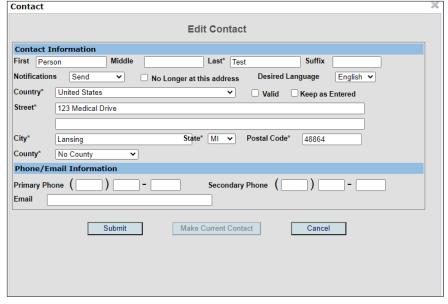


Figure 3

