

Edit a Person's Address



Contact your [Regional MCIR Office](#) for training.

1. Log in to the [Michigan Care Improvement Registry, \(MCIR\)](#), [Search a Person](#), and retrieve a person's record.

2. From the person's General Information screen, click the **Edit** link in the Person Information section, *Figure 1*.

General Information

Person: Test, Person
Birth Date:
Provider: Overdue

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Person Rem/Rcl VIM Imp/Exp My Site Adm Rpts Oth

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Person Information: **Edit** MCIR ID :

Name: Test, Person Birthdate: Gender: Female

Age:

Resp. Party: Test, Person Jurisdiction:

Primary Phone:

Address: 123 Medical Drive
Lansing, MI 48864

Secondary Phone:

Country: United States County: No County Address Status: Invalid

Address Updated: 08/18/2020

Figure 1

3. On the **Edit Person** screen under the Responsible Party click the **hyperlinked address** to edit, *Figure 2*.

Edit Person

Person: Test, Person
Birth Date:
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Person Information MCIR ID :

Legal Last* Test Legal First Person Middle Jr / Sr / ...

Birthdate* 05/30/1940 Gender Female ☐ Multiple Birth

High Risk Conditions

☐ Influenza Screening Notification ☐ Potential Lead Exposure (Flint Water)

Responsible Party : Add New

Person Test 123 Medical Drive Lansing MI 48864 No County 08/18/2020 ✓

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.

Contact

Edit Contact

Contact Information

First Person Middle Last* Test Suffix

Notifications Send No Longer at this address ☐ Desired Language English

Country* United States Valid ☐ Keep as Entered ☐

Street* 123 Medical Drive

City* Lansing State* MI Postal Code* 48864

County* No County

Phone/Email Information

Primary Phone () - Secondary Phone () -

Email

Submit Make Current Contact Cancel

Figure 3