

# Print an Official MCIR Record



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

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

2. Click the **View** link, *Figure 1*.

Figure 1

3. A pop-up window appears allowing you to select the Official State of Michigan Immunization record to print, *Figure 2*.

4. **Select** the Official State of Michigan Immunization record version using the dropdown arrow, *Figure 2*.

Figure 2

5. Select **Submit**, *Figure 2*.

6. The record type selected will open in a PDF format on your screen.

7. **Print** the record using the print feature on your computer when you the PDF display on the screen, *Figure 3*.

Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	Status
DTP/DTaP/DT/Td/Tdap							Tdap DUE NOW
MMR							MMR DUE NOW
Hepatitis B							Consider Next Due 05/30/1959
Hepatitis A							Hepatitis A DUE NOW

Figure 3