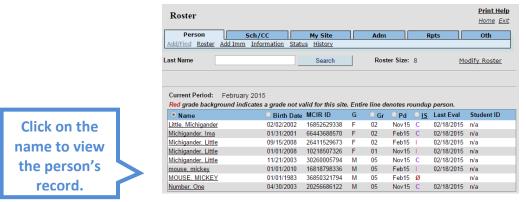# Michigan Care Improvement Registry (MCIR) Editing Data in Individual Records

Editing Data in Individual Records

❖ **Not all fields are editable by School/Childcare Users (i.e. name, DOB, etc.) to edit this data you will need to submit a Petition to Modify Data:**

➢ https://www.mcir.org/wp-content/uploads/2014/10/School-Childcare_Modify_Person_Data.pdf

Editing General Information

➢ From the Roster click on the individual's name you wish to edit.
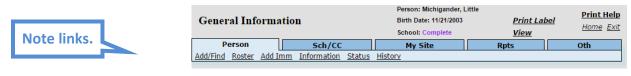
Click on the name to view the person's record.

➢ The Person's General Information screen pops up. Address, phone numbers and school/childcare information can be edited from this page.

Note links.
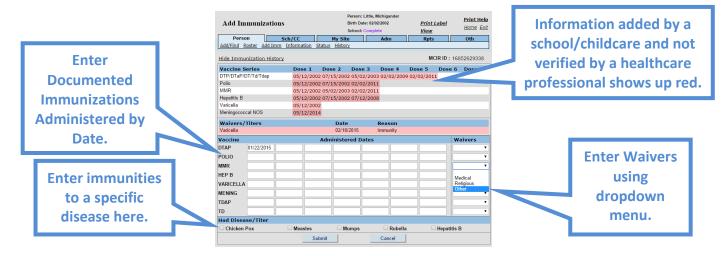
Edit Address.

Edit School or Childcare Information.

Edit Phone.

Adding Immunizations/Waivers and Viewing Immunization Status/History

➢ On the Student's General Information page are five links

Note links.

o Add/Find—Takes you to the search page to find a person in MCIR.

o Roster—Takes you back to your Roster.

o Add Imm—Takes you to a screen where you can input immunizations or waivers into the active record.

Enter Documented Immunizations Administered by Date.

Enter immunities to a specific disease here.

Information added by a school/childcare and not verified by a healthcare professional shows up red.

Enter Waivers using dropdown menu.

o Status—Shows if Vaccine series is complete and/or when Vaccines are due.

o History—Shows all Immunizations administered, Waivers and/or Immunities/Titers for specific diseases.

If you have further questions, call the MCIR Helpdesk at 1-888-243-6652.