

MCIR Form Instructions

Please complete top half of form only, down through Signature.

If you're not sure what to put in any area, leave it blank. Someone at the clinic will help you.

Text Boxes

When filling in boxes please:

- Use only black ink. Do not use pencil or blue ink.
- Print only in capital letters.
- Print only one character in each box.
- Print small so that characters do not touch the sides of the boxes.
- Print characters flush left (always start with the first cell on the left end of a row).
- Don't use white-out.

Below are examples of printed characters.

0	1	2	3	4	5	6	7	8	9			
A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Note: The letter "I" must be written with the top and bottom bars, as it appears above.

Please do not put slashes or crosses through letters or numbers. For example, do not place slashes through zeroes or cross sevens or "Zs," as shown below.

Correct:

0	7	Z
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Incorrect:

Ø	7	Z
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Selection Dots

To make a selection, fill in the appropriate dot completely. Do not put an "X" or check mark (✓) in the dot.

Correct: ● **Incorrect:** ✓ ✗

County Codes

Crawford	20	Mecosta	54
Kalkaska	40	Missaukee	57
Lake	43	Newaygo	62
Manistee	51	Oceana	64
Mason	53	Wexford	83

Please be sure to sign the form. Thank you.