

Adding and Removing Primary Care Provider

Quick Reference Guide

This **Quick Reference Guide (QRG)** provides step-by-step instructions for adding and removing a **Primary Care Provider (PCP)** in the **Electronic Patient Record (EPR)**.



Important Note: The definition of “care provider” in **EPR**: A **Care Provider** refers to any care provider on the patient’s health-care team, not only physicians.

Who is entered as a Primary Care Provider (PCP)?

- Family Physicians/Nurse Practitioners

Who is entered as a Care Provider?

The system records the actual provider(s) responsible for the patient’s care, such as:

- Attending providers
- Admitting providers
- Consulting providers

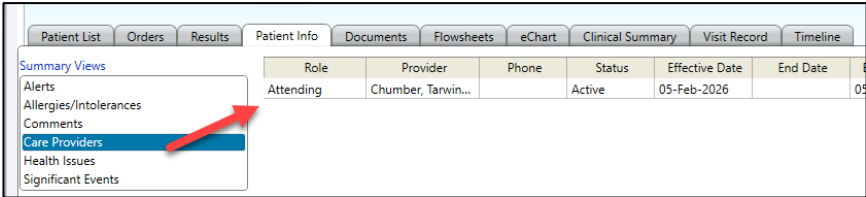
In areas where the patient does not see a physician, registration occurs under the appropriate provider (e.g., nurse practitioner or midwife).

Where to View Primary Care Provider Information:

Primary care providers and all other prescribers' details for the patient and visit can be viewed in the **Patient Info** tab

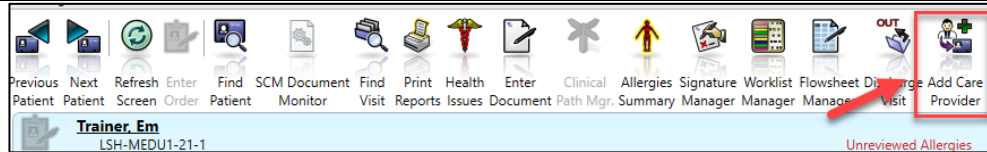
Primary care providers may be added or removed (deleted) based on their active involvement in the patient’s visit. Clinical staff may add themselves to ensure the care team accurately reflects who is involved in the patient’s care and the role they are performing. Assigning the correct role supports operational and reporting functions, such as criteria-based patient lists.

Adding A Primary Care Provider

Find Patient	1. Place the patient into context on the Patient Header												
Patient Info Tab	<p>1. Navigate to the Patient Info tab</p> <p>Under Summary Views:</p> <p>2. Select Care Providers from the list. The patients' current care providers are displayed to the right</p>  <table border="1" data-bbox="683 1591 1284 1640"> <thead> <tr> <th>Role</th> <th>Provider</th> <th>Phone</th> <th>Status</th> <th>Effective Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Attending</td> <td>Chumber, Tarwin...</td> <td></td> <td>Active</td> <td>05-Feb-2026</td> <td>05...</td> </tr> </tbody> </table>	Role	Provider	Phone	Status	Effective Date	End Date	Attending	Chumber, Tarwin...		Active	05-Feb-2026	05...
Role	Provider	Phone	Status	Effective Date	End Date								
Attending	Chumber, Tarwin...		Active	05-Feb-2026	05...								
Add PCP	1. Click on the Add Care Providers icon on the Main Toolbar												

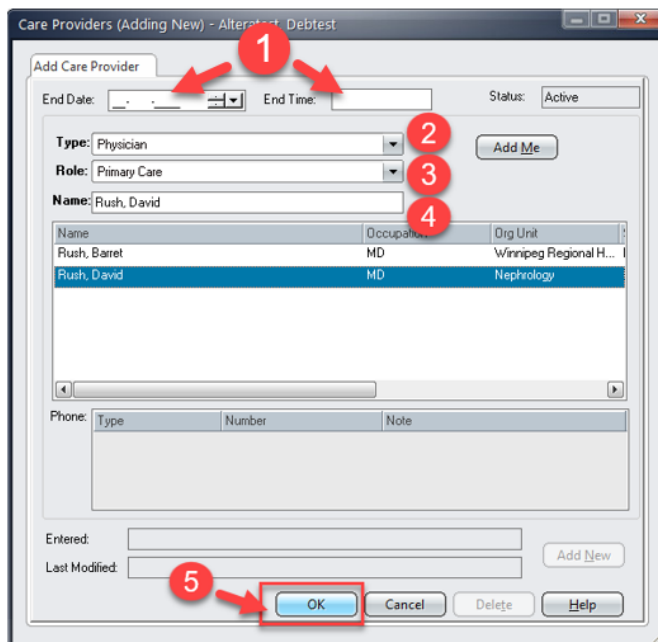
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The **Care Providers (Adding New)** screen opens

1. Leave the **End Date/End Time** blank when adding a care provider
2. Enter the **type** of provider by clicking the drop-down, i.e. Physician
3. Enter their **role**, i.e. Primary Care
4. Start typing the provider's last name. As you type, a list of matching names displays, highlight the provider's name



Care Providers (Adding New) - Alteratort, Debtest

Add Care Provider

End Date: . . . End Time: Status: Active

Type: Physician

Role: Primary Care

Name: Rush, David

Name	Occupation	Org Unit
Rush, Barret	MD	Winnipeg Regional H...
Rush, David	MD	Nephrology

Phone: Type Number Note

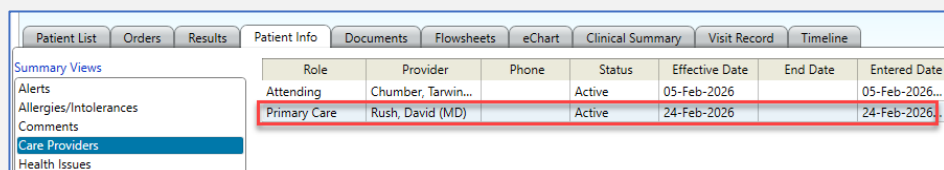
Entered: Add New

Last Modified: Add New

OK Cancel Delete Help

5. Click **OK**

Note: The newly added prescriber is now listed as a patient's care provider:



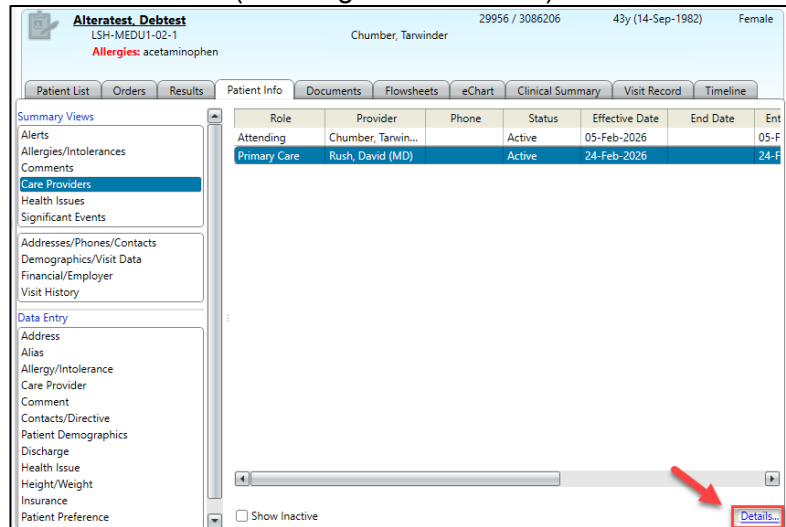
Role	Provider	Phone	Status	Effective Date	End Date	Entered Date
Attending	Chumber, Tarwin...		Active	05-Feb-2026		05-Feb-2026...
Primary Care	Rush, David (MD)		Active	24-Feb-2026		24-Feb-2026...

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Deleting a Primary Care Provider

1. Select the attending provider from the list of providers and click the **Details...** link (lower right-hand corner)



Alteratest, Debstest
LSH-MEDU1-02-1
Allergies: acetaminophen

Chumber, Tarwinder 29956 / 3086206 43y (14-Sep-1982) Female

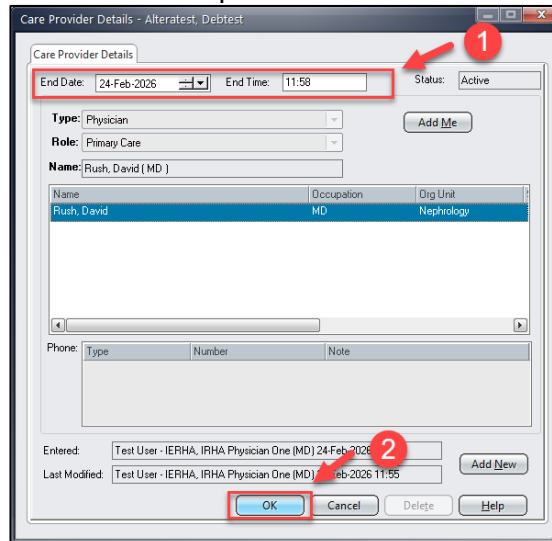
Role	Provider	Phone	Status	Effective Date	End Date	Ent
Attending	Chumber, Tarwin...		Active	05-Feb-2026		05-F
Primary Care	Rush, David (MD)		Active	24-Feb-2026		24-F

Details...

The **Care Provider Details** window opens.

Delete a Care Provider

1. Click the drop-down and choose a date and time



Care Provider Details - Alteratest, Debstest

End Date: 24-Feb-2026 End Time: 11:58 Status: Active

Type: Physician Add Me

Role: Primary Care

Name: Rush, David (MD)

Name	Occupation	Dirg Unit
Rush, David	MD	Nephrology

Phone: Type Number Note

Entered: Test User - IERHA, IRHA Physician One (MD) 24-Feb-2026 Add New

Last Modified: Test User - IERHA, IRHA Physician One (MD) 24-Feb-2026 11:55

OK Cancel Delete Help

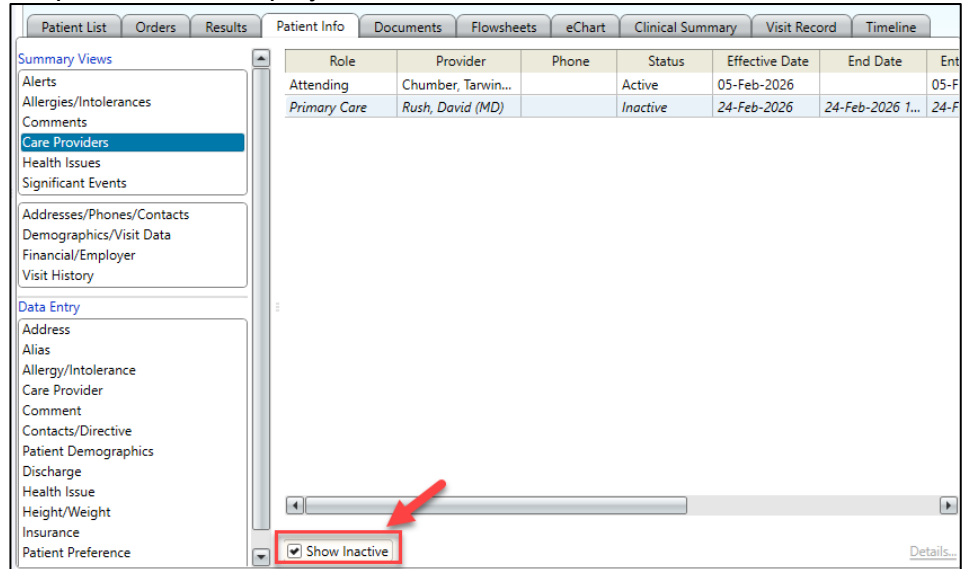
2. Click **OK** to save

Note: The care provider's status changes to inactive, and they will be removed from the current provider list.

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3. Click the **Show Inactive** box at the bottom of the screen to display the inactive providers for your patient. The previous **Primary Care** provider now displays in *italics*.



Role	Provider	Phone	Status	Effective Date	End Date	Ent
Attending	Chumber, Tarwin...		Active	05-Feb-2026		05-F
<i>Primary Care</i>	<i>Rush, David (MD)</i>		<i>Inactive</i>	<i>24-Feb-2026</i>	<i>24-Feb-2026 1...</i>	<i>24-F</i>