

## Home Clinic Portal: Change/Associate MRP

This quick reference contains instructions for changing the Most Responsible Provider (MRP) associated with an enrolled client.

## **Getting Started**

- 1. Log onto the Home Clinic Portal https://hcp.manitoba-ehealth.ca.
- 2. Acknowledge the Confidentiality Statement by selecting OK.
- 3. Select *Client/Enrolment* from the Home page menu bar.
- 4. Search for and view existing client record.

## Change MRP Enrolment

1. Select the *Enrolment Wizard* button within the Enrolment History area of the Client Details window.

Enrolment Wizard						×
Enrolment - Add Enrolment De-enrolment Providers - Edit MRP	Unknown, Unknown: 10103 PCDE UAT 14, 1000013 initially registere Enrolled on 01-Mar-201 Actively enrolled on 01-Mar Associated to Provider ADAM-SDROLIAS, HEA	88120 ed on 0 17 -2017 THER	1-Jan L on O	-2010 1-Mar-2	2017	
Historical Enrolm t Data Correction	Provider *	3				
If there is no current provider, the label will display "Add MRP".	Client Provider Relationship Start Date *	] 4				
the label will display "Edit MRP".			5	Save	Cancel	

- 2. From within the Enrolment Wizard, select the *Edit MRP* option. The Edit MRP wizard will display, and the header will include the currently associated MRP.
- 3. Select the *Provider* using the drop-down list.
- 4. Enter the date on which the MRP was associated to the enrolled client in the *Client Provider Relationship Start Date* field.
- 5. Select the **Save** button.

If there was a break between the end of the prior MRP and the start of the new MRP, you need to End MRP before you Add MRP.