

Home Clinic Portal: Add Enrolment

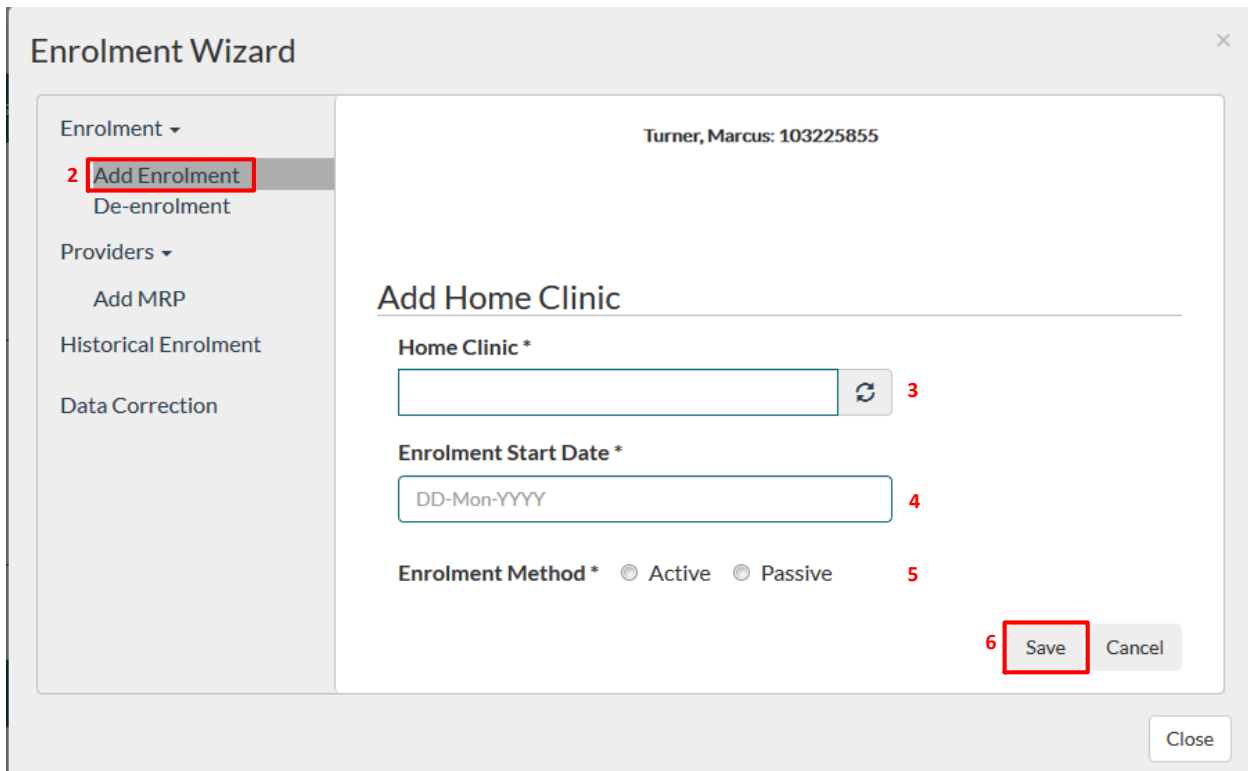
This quick reference contains instructions for enrolling an existing client with a registered Home Clinic, and associating them with an MRP (optional).

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.

Add Enrolment

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



Enrolment Wizard

Turner, Marcus: 103225855

2 Add Enrolment
De-enrolment

Providers

Add MRP

Historical Enrolment

Data Correction

Add Home Clinic

Home Clinic *

3

Enrolment Start Date *

4 DD-Mon-YYYY

Enrolment Method * Active Passive 5

6 Save Cancel

Close

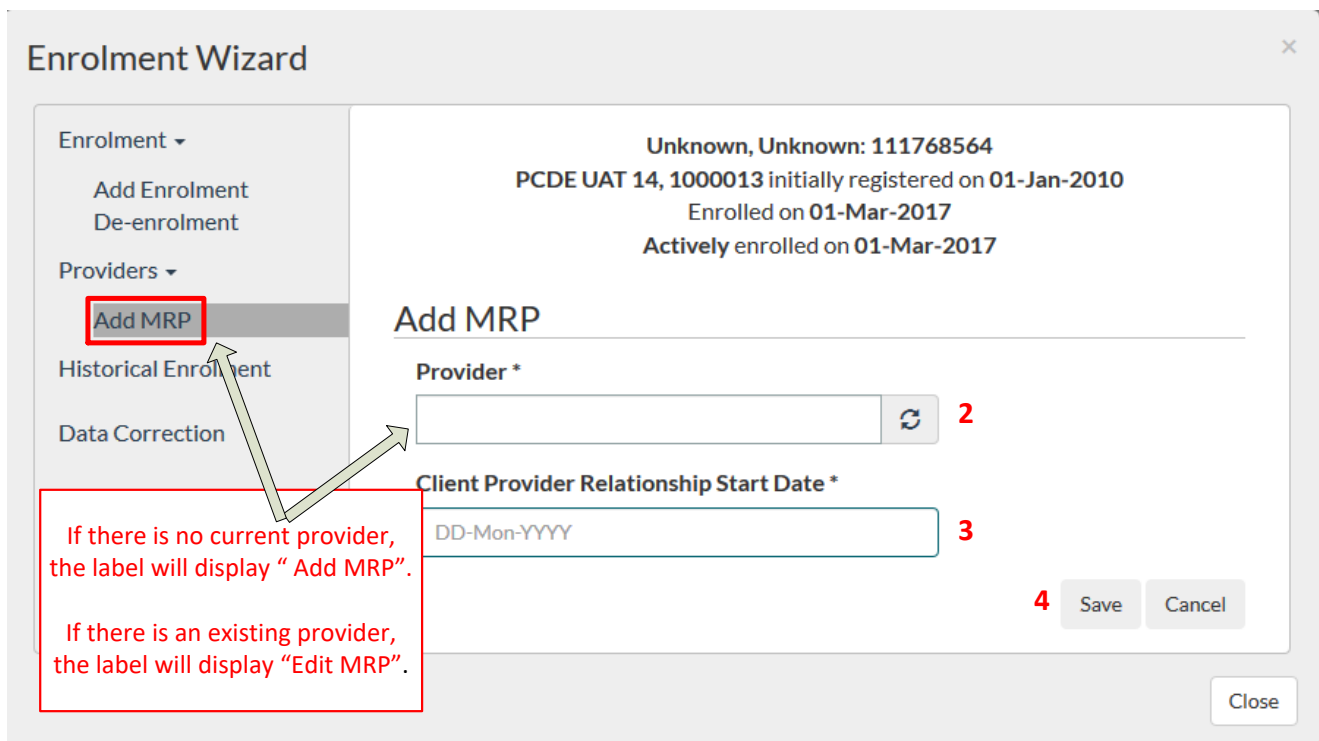
2. From within the Enrolment Wizard, select the **Add Enrolment** option. The Add Enrolment wizard will display.
3. Within the Add Enrolment wizard, confirm the **Home Clinic** to which the client is enrolled. You will need to select the appropriate Home Clinic from the drop down list.

- For Active Enrolment, enter the actual **Enrolment Start Date** as recorded in the EMR. For Passive Enrolment, do not enter the 01/01/1899 date recorded in the EMR. Enter the date that the enrolment information was recorded in the EMR. If that is not known, enter the current date.
- Select the Active or Passive **Enrolment Method**.
- Select the **Save** button. A pop-up window will display, asking if you want to add (i.e. associate) an MRP to the enrolled client. If you are not associating an MRP select **No** and close the Enrolment Wizard. If you are associating an MRP, select **Yes**, and follow the steps below.

Associate MRP

Follow these steps to associate an MRP as part of the initial client enrolment or as a stand-alone activity (i.e. associating an MRP to a previously enrolled client).

- Select **Add MRP** from the Providers section of the Enrolment Wizard.
- Select the **Provider** using the drop-down list.
- Select the **Client-Provider Relationship Start Date**. For initial client enrolment, this may be the same date as the Enrolment Start Date. For subsequent associations, enter the actual start date.




Enrolment Wizard

Enrolment ▾
Add Enrolment
De-enrolment

Providers ▾
Add MRP
Historical Enrolment
Data Correction

Unknown, Unknown: 111768564
PCDE UAT 14, 1000013 initially registered on 01-Jan-2010
Enrolled on 01-Mar-2017
Actively enrolled on 01-Mar-2017

Add MRP

Provider *  2

Client Provider Relationship Start Date * 3

4 Save Cancel

Close

If there is no current provider, the label will display "Add MRP".
If there is an existing provider, the label will display "Edit MRP".

- Select the **Save** button.