

Enrolment Method Overview

Enrolment Methods

Patients may be enrolled with your Home Clinic using one of two methods: active or passive enrolment.

Active patient enrolment directly involves the patient in the enrolment decision. The process involves direct communication (verbal or written) with the patient, and ensures his or her understanding of the benefits of Home Clinic enrolment. The communication also clarifies the responsibilities of both parties: the Home Clinic and the enrolled patient. When an active enrolment occurs, and there is an enrolment agreement, the date of the active enrolment discussion is documented in the EMR as the Enrolment Start Date. Active enrolment can occur with new or existing patients, and with patients who were passively enrolled.

Active enrolment cannot be future dated and must be equal to or greater than 01/01/2010.

Passive enrolment is determined by the Home Clinic, and is based on an inferred relationship between the patient and the Home Clinic. Passive enrolment does not involve communication with the patient. If you are using your Primary Care Data Extract to submit enrolment, passive enrolment is indicated in the EMR by an Enrolment Start Date of 01/01/1899. If you are using Enrolment Service, a passive enrolment is recorded through specific functionality in the EMR. Candidates for enrolment are identified through analysis of data in the Home Clinic EMR. Review our [suggestions for this analysis](#) before you get started.

Passive enrolment is indicated in the EMR by an Enrolment Start Date of 01/01/1899 or through Enrolment Service functionality.

Processing Enrolment Records

Home Clinics across Manitoba are submitting patient enrolment information to the provincial enrolment system. Therefore, it is important that there are guidelines to manage processing of the records. The guidelines below are directly related to the enrolment methods described above.

- Active enrolment will always supersede passive enrolment
- An active enrolment with a more recent active communication date (Enrolment



Start Date) will supersede a prior active enrolment

- If more than one Home Clinic submits a passive enrolment for the same patient, neither Home Clinic retains the enrolled patient. Each Home Clinic will be advised to have an active communication with their patient to determine appropriate enrolment. The patient's enrolment status will remain 'pending' until an enrolment with an active enrolment method is received.