

## Home Clinic Portal: Providers Tab and Managing Provider Associations

This quick reference contains instructions for managing (e.g. adding and removing) provider associations to the Home Clinic, as well as sorting options in the Providers tab of the Home Clinic Portal.



March 2022

**Important Note:** Provider name changes will now update existing providers in the Home Clinic Portal automatically. No additional action is required or needed by the end user.

### Getting Started

1. Log onto the Home Clinic Portal <https://hcp.manitoba-ehealth.ca>
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select the appropriate **Home Clinic** name displayed on the Home page.

### Associating a New Provider

1. Select the **Edit** button to update the Home Clinic record.
2. Select the **Providers** tab.
3. Enter information such as new provider's billing number, first, middle or last name in the search fields. Click the **Search** button.

Search Providers: 3

<input type="text" value="johnson"/>	<input type="text" value="Billing Number"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
--------------------------------------	---	---------------------------------------	--------------------------------------

	Name	Billing Number
4 <input type="button" value="Add"/>	JOHNSON, ROBERT G	
<input type="button" value="Add"/>	JOHNSON, I	
<input type="button" value="Add"/>	JOHNSON, L	

4. Select the appropriate provider from the search results, and click the **Add** button at the left side of their row. The chosen provider will appear in a list below.

Name	Billing Number	Provider Type	Start Date
ProvTestWilliam, Kevin	SW8010	Family Physician	03-Nov-2021
Test, Wheaties	27219	Family Physician	02-Feb-2021

5. Select the Provider start date.
6. Repeat steps 3 – 5 as needed until all required provider associations are complete.
7. Select the **Save** button to register the updates.



March 2022

New sorting arrows which allow users to sort providers by Name, Billing Number, Provider Type and Start Date are now available in the View and Edit Home Clinic screens. By default, the list of providers is sorted by Name instead of Billing Number.

### View Home Clinic

Test CR Clinic UAT, 1000000

Home Clinic Status: Active, 14-Apr-2021

Home Clinic Name Type: Common  
EDTR Clinic Identifier: 0005

Email: 13testEmail2@testtest.com  
Phone: Main 204-867-5309 Ext 224  
Fax 204-111-2228

Liaison: N/A  
MyHT Associations: Morden/Winkler  
Authorized to send client summaries: Yes

EMR: ChartStar  
EMR ID: TEST-EMR-001  
Shared EMR: None  
EMR Implementation Date:  
Accept HC Criteria: Yes

Address   Contact   **Providers**   Clients   PCDE Upload

#### Providers

Show Inactive Provider

Name	Billing Number	Provider Type	Start Date
ProvTestWilliam, Kevin	SW8010	Family Physician	03-Nov-2021
Test, Wheaties	27219	Family Physician	02-Feb-2021

### Ending a Provider Association

1. Select the **Edit** button to update the Home Clinic record.
2. Select the **Providers** tab.
3. Locate the provider to be disassociated from the Home Clinic in the Provider list.
4. Select the **End** button at the right side of the Provider's row. The End Provider

Association pop-up window will display.

Providers:

Name	Billing Number	Provider Type	Start Date	End Prov Assoc
JOHNSON,		Family Physician	22-Nov-2016	End

5. Enter the **End Date** indicating when the Provider was disassociated from the Home Clinic.

End Provider Association ×

---

Please complete the following fields.

**Name \***

**Start Date \***

**End Date \***

5

**End Reason**

6

6. Enter the **End Reason**, if known.
7. Click **Save**.
8. Select the **Save** button to register the updates.

**For questions and assistance with the Home Clinic Portal please contact your **Home Clinic Liaison** or the Home Clinic team at 204-926-6010, 1-866-926-6010 or [homeclinic@sharedhealthmb.ca](mailto:homeclinic@sharedhealthmb.ca).**