Home Clinic Portal: Completing Home Clinic Registration
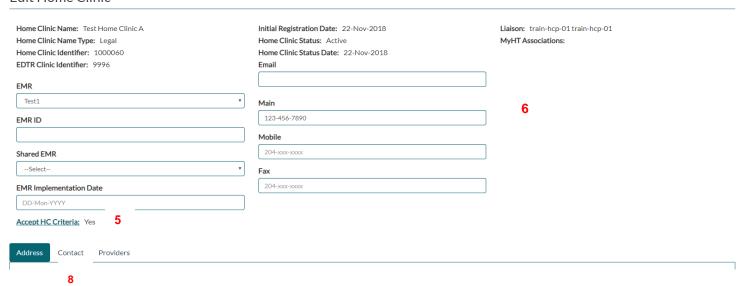
1. Log onto the Home Clinic Portal https://hcp.manitoba-ehealth.ca

2. Acknowledge the Confidentiality Statement by clicking **OK**.

3. Select the appropriate **Home Clinic** name displayed on the Home page.

4. Select the **Edit** button to complete the required information.

Save	Cancel

Edit Home Clinic

Home Clinic Name: Test Home Clinic A
Home Clinic Name Type: Legal
Home Clinic Identifier: 1000060
EDTR Clinic Identifier: 9996

Initial Registration Date: 22-Nov-2018
Home Clinic Status: Active
Home Clinic Status Date: 22-Nov-2018

Liaison: train-hcp-01 train-hcp-01
MyHT Associations:

EMR
Test1

EMR ID

Shared EMR
--Select--

EMR Implementation Date
DD-Mon-YYYY

Accept HC Criteria: Yes   **5**

Email

Main
123-456-7890

6

Mobile
204-xxx-xxxx

Fax
204-xxx-xxxx
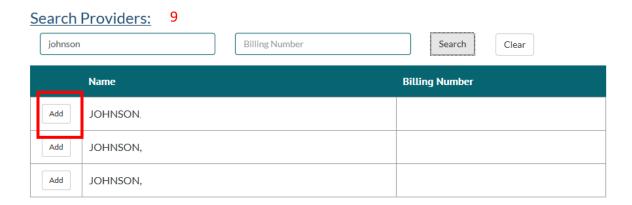
7 | Address | Contact | Providers

8

5. Select **Accept HC Criteria**. A pop-up window will be displayed that contains the criteria your primary care clinic must meet to register. Review each criterion, and if your clinic is eligible, willing and able to meet the criteria, indicate that commitment by checking the <Insert final text> checkbox.

> **!** If your clinic is not eligible or is unable to meet the criteria, do not proceed. Simply save and exit.

6. If the email address or phone numbers for the clinic are not correct, please modify. Note that your fax number may also be listed here.

7. Select the **Address** tab. If your clinic's mailing address is the same, simply check the **Same as Primary Address** checkbox. If the mailing address is different, enter the address.

8. You may add alternate contacts for your Home Clinic. To do so, select the **Contacts** tab.

9. Select the *Providers* tab. Enter information (billing number or any part of the provider's name (first, last)) related to a provider that will be associated with the Home Clinic as a Most Responsible Provider for enrolled patients. Click the *Search* button.

Search Providers: 9

	Name	Billing Number
Add	JOHNSON,	
Add	JOHNSON,	
Add	JOHNSON,	

Search box fields: johnson | Billing Number | Search | Clear

10. Search results will be displayed based on the information entered. If the correct provider is included in the search results, click the *Add* button at the left side of the provider's row. This will associate him/her to the Home Clinic. Then, in the Providers list, enter the *Provider Type* for him/her.

   The Start Date will be automatically populated when the Home Clinic registration is processed.

11. Click *Save* at the top right of the screen. This will record the data entered, and return you to the View Home Clinic screen.

12. You may review all information before submitting. Simply select the *Print Home Clinic Summary* button at the top right of the Home Clinic page.

   • If the information is not correct, add or edit information as necessary. You may also save the registration, and return to complete the registration at a later time.

   • If the information is complete and accurate, select *Edit* again, and then the *Submit Registration* button. If required information is missing, an on-screen message will be displayed. Return to the record, and add the highlighted information. Then, select the *Submit Registration* button again. Your registration will be submitted to the Home Clinic team.