

## Submitting the Primary Care Data Extract

All registered Home Clinics are eligible to submit an initial bulk enrolment using the Primary Care Data Extract (PCDE), and some Home Clinics can use the PCDE for ongoing enrolment purposes. If your EMR is certified and provisioned to the Enrolment Service, monthly submissions of the PCDE are required for chronic disease management data. The below table indicates the methods to submit a PCDE and the eligibility criteria for each method.

| METHOD  | ELIGIBILITY  | REQUIRED SUBMISSION FREQUENCY |
|---|--|-------------------------------|
| <p><b>Upload to the Home Clinic Portal:</b><br/>Direct, secure submission of the PCDE files.</p>  | <p>Home Clinics authorized for direct upload to the Home Clinic Portal include:</p> <ul style="list-style-type: none"> <li>Any Home Clinic using an EMR product certified for the <a href="#">Primary Care Quality Indicator Reminders and Data Extract</a> or certified at the Integrated level. Confirm your product's eligibility by reviewing the list of <a href="#">Certified EMRs</a>.</li> </ul> | <p>Monthly</p>                |
| <p>Provision of an <b>Encrypted USB or CD:</b><br/>If you are unsure how to encrypt the files, refer to our <a href="#">encryption instructions</a> before submitting.</p> <p>Submit encrypted files including a <a href="#">Primary Care Data Extract Submission Form</a> to:<br/>4040–300 Carlton St.<br/>Winnipeg MB R3B 3M9</p> | <p>Any Home Clinic using a non-Certified EMR or using a certified EMR that is not certified for the <a href="#">Primary Care Quality Indicator Reminders and Data Extract</a>.</p>   | <p>Quarterly</p>              |

Contact us at [homeclinic@sharedhealthmb.ca](mailto:homeclinic@sharedhealthmb.ca) for further clarification.