

Home Clinic Portal: Uploading the PCDE

This quick reference contains instructions for uploading the Primary Care Data Extract (PCDE) using the Home Clinic Portal. Note: Upload functionality is only available to eligible Home Clinics.

Getting Started

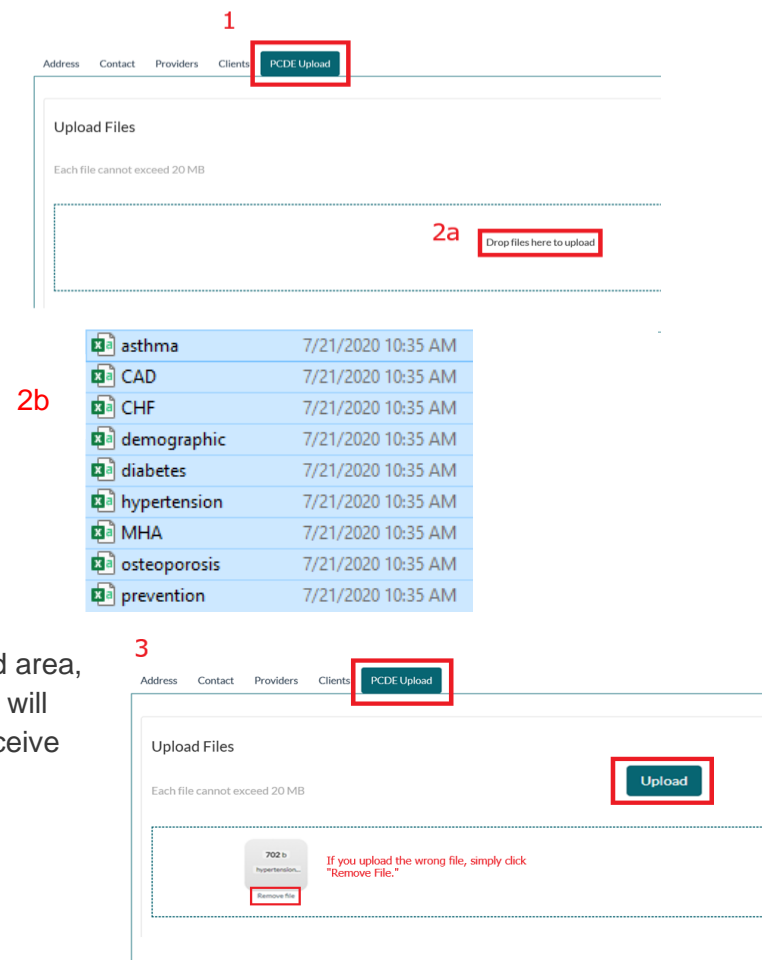
1. Log onto the Home Clinic Portal <https://hcp.manitoba-ehealth.ca>
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select the appropriate **Home Clinic** name displayed on the Home page.

Upload PCDE Files

1. From within the View Home Clinic page, select the **PCDE Upload** tab.
2. Either:
 - a. Click in the space indicated **Drop files here to upload**. File Explorer will open on your computer where you will need to locate your files. Once located, select all files and click Open.

OR

 - b. Locate your files in File Explorer first, select your files and then drag and drop your files into the box as indicated.
3. Once the appropriate files are displayed in the upload area, select the **Upload** button to submit the files. The files will disappear once they are uploaded. Your clinic will receive an email confirmation indicating files were received.



4. PCDEs used for enrolment will appear in the Processed Extract section of the **PCDE Upload** tab.

Processed Extract

EDTR Clinic ID	Extract Processed Date	Enrolment Rejections	Outstanding Rejections
	06-Dec-2018	69	69