

## Home Clinic Portal: View Client Enrolment History

This quick reference contains instructions for reviewing client enrolment history for existing client records within the Home Clinic Portal.

### Getting Started

1. Log onto the Home Clinic Portal <https://hcp.manitoba-ehealth.ca>.
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select **Client/Enrolment** from the Home menu bar.

## Home Clinic Portal



### Search for Existing Client

1. Enter as much client-specific data as you have available on the Search Client window. **NOTE: Please ensure you have checked off ACTIVE and DECEASED client status**, then select the **Search** button.



Select the Clear button to delete previously entered search criteria to begin a new search

2. Select the appropriate client from the search results. This will take you to the Client Details window. You will see your Home Clinic name in the Enrolment History section. By clicking on the record, this will take you to the **Enrolment Details as of Today** window.

### Client Details



Client: Melon, Bitter  
Date of Birth: 01-Jan-2005  
Administrative Sex: Female  
Client Status: Active  
Client Status Date: Jan-2022

Phone: 204-888-8888  
Address: 123 Anywhere Street  
Winnipeg, Manitoba R2K 1K2

PHIN: 905880600  
MHRN:

Enrolment History

As of: 22-Mar-2023 Today Include Corrected History  Enrolment Wizard

Home Clinic Name	Enrolment Dates	Status	Provider	Client Provider Relationship Dates
Clinic A	Start: 04-Apr-2017 Active: 27-Sep-2021	In Effect	MRP: Provider A, Physician	Start: 04-Apr-2017

In the **Enrolment Details as of Today** window you will find details for that specific client enrolment such as when:

- The original passive enrolment was submitted
- Any providers were associated with the client
- The enrolment method became active
- The client was de-enrolled

Enrolment Details as of Today

Clinic A

Detail Creation Date	Enrolment Dates	Enrolment Method	Enrolment Status	Enrolment End Reason	Provider	Client Provider Relationship Dates
03-Nov-2021 02:06	Start: 04-Apr-2017 Active: 27-Sep-2021	Active	In Effect		MRP: Provider A, Physician	Start: 04-Apr-2017
05-Apr-2017 03:30	Start: 04-Apr-2017	Passive	In Effect		MRP: Provider A, Physician	Start: 04-Apr-2017
05-Apr-2017 03:30	Start: 04-Apr-2017	Passive	In Effect			

Start: Date when the original passive enrolment was submitted

Active: Date when enrolment method became active

Provider associated with enrolment

Each column offers different information and becoming familiar with this window can help Home Clinics better understand each client's enrolment journey:

- The **Detail Creation Date** indicates when enrolment information was processed by the Home Clinic Portal.
- The **Enrolment Method** column along with the **Enrolment Dates** column can demonstrate timelines for changes in enrolment status such as when a client was changed from passive to active enrolment.
- The term 'In Effect' in the **Enrolment Status** column indicates current enrolment status to the applicable Home Clinic.