

Home Clinic Portal: Change/Associate MRP

This quick reference contains instructions for changing the Most Responsible Provider (MRP) associated with an enrolled client.

Getting Started

1. Log onto the [Home Clinic Portal](#).
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select **Client/Enrolment** from the Home page menu bar.
4. Search for and view existing client record.

Change MRP Enrolment

1. Select the **Enrolment Wizard** button within the Enrolment History area of the Client Details window.

Enrolment Wizard

Enrolment ▾
Add Enrolment
De-enrolment

Providers ▾
Edit MRP
End MRP

Historical Enrolment
Data Correction

Unknown, Unknown: 101038120
PCDE UAT 14, 1000013 initially registered on 01-Jan-2010
Enrolled on 01-Mar-2017
Actively enrolled on 01-Mar-2017
Associated to Provider ADAM-SDROLIAS, HEATHER L on 01-Mar-2017

Edit MRP

Provider * 3

Client Provider Relationship Start Date * 4

5 Save Cancel

Close

If there is no current provider, the label will display "Add MRP".
If there is an existing provider, the label will display "Edit MRP".

2. From within the Enrolment Wizard, select the **Edit MRP** option. The Edit MRP wizard will display, and the header will include the currently associated MRP.
3. Select the **Provider** using the drop-down list.
4. Enter the date on which the MRP was associated to the enrolled client in the **Client Provider Relationship Start Date** field.
5. Select the **Save** button.

! *If there was a break between the end of the prior MRP and the start of the new MRP, you need to End MRP before you Add MRP.*