

## Home Clinic Portal: De-enrol Client

This quick reference contains instructions for de-enrolling a client from your Home Clinic.

### 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.

### De-enrol Client

1. Select the **Enrolment Wizard** button within the Enrolment History area of the Client Details window.
2. From within the Enrolment Wizard, select the **De-enrolment** option. The De-enrolment wizard will display.

De-enrolment

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**Enrolment End Date \***

  
**Enrolment End Reason**

Save

Cancel

3. Enter the date on which the client was de-enrolled from the Home Clinic in the **Enrolment End Date** field.
4. Select an **Enrolment End Reason** from the drop-down list, if known.
5. Select the **Save** button.