

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. The table indicates the methods to submit a PCDE and the eligibility criteria for each method.

METHOD	ELIGIBILITY	REQUIRED SUBMISSION FREQUENCY
<p>Cloverleaf Secure Courier: This electronic submission method is already in use by over 180 primary care clinics across the province.</p>	<p>Clinics who participated in the Physician Integrated Network or in the EMR Adoption Program. Clinics submitting by this method may continue to follow their current process.</p>	<p>Monthly</p>
<p>Upload to the Home Clinic Portal: Direct, secure submission of the PCDE files; processed in the same manner as any data extract file submitted via Cloverleaf Secure Courier.</p>	<p>Home Clinics authorized for direct upload to the Home Clinic Portal include:</p> <ul style="list-style-type: none"> Any Home Clinic not currently submitting the PCDE through Cloverleaf Secure Courier and using an EMR product certified for the Primary Care Quality Indicator Reminders and Data Extract or certified at the Integrated level. Confirm your product's eligibility by reviewing the list of Certified Products. 	<p>Monthly</p>
<p>Provision of an Encrypted USB or CD: If you are unsure how to encrypt the files, refer to our encryption instructions before submitting. Submit encrypted files to: Attn: PCDE Information Management & Analytics branch 4040–300 Carlton St. Winnipeg MB R3B 3M9</p>	<p>Any Home Clinic using a non-Certified EMR, using a certified EMR that is not certified for the Primary Care Quality Indicator Reminders and Data Extract.</p>	<p>Quarterly</p>

Contact us at homeclinic@manitoba-ehealth.ca for further clarification.