

Enrolment Reason Code Definitions

A Home Clinic may receive email notifications related to enrolment submitted using the Primary Care Data Extract (PCDE). These notifications may include:

- records that did not meet enrolment requirements or conflict with existing enrolment data from another Home Clinic (i.e. rejections); and
- records that, based on data received from another Home Clinic, require attention (i.e. de-enrolments).

This document outlines the conditions that may trigger these notifications, and provides guidance as to the remediation activities that may be required for resolution. Patient records within the PCDE that are missing or contain invalid demographic data may not meet Manitoba Health, Seniors and Active Living (MHSAL) processing requirements. Notifications will not be issued for unprocessed records.

Should you have any questions during the remediation process or require information on records that did not get processed, contact the Home Clinic team at 204-926-6010, 1-866-926-6010 or homeclinic@manitoba-ehealth.ca. They can help guide you towards a resolution.

Rejections

If there are rejections, a single notification will be sent following your PCDE submission. The notification will advise you to log into the Home Clinic Portal to view the details.

REASON FOR REJECTION	REMEDIATION
Reason RHSD: Historical Start Date Enrolment Start Date must not be prior to January 1, 2010 for Active enrolments.	Correct the Enrolment Start Date in the EMR. Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.
Reason RFSD: Future Start Date Enrolment Start Date must not be future dated.	Correct the Enrolment Start Date in the EMR. Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.
Reason RHCU: Home Clinic Unidentifiable Based on the enrolment data provided, we are unable to identify the Home Clinic to which this patient should be enrolled.	Confirm the appropriate Home Clinic for this patient. Enter this individual enrolment within the Home Clinic Portal.

<p>Reason RCUI: Client Unidentifiable</p> <p>Based on the client identifiers provided, we are unable to identify the client to be enrolled with your Home Clinic.</p>	<p>The client record has more than one identifier in the EMR. Verify the accuracy of all client identifiers, and correct as needed.</p> <p>Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.</p>
<p>Reason RCIT: Client Identifier Type Invalid</p> <p>The Client Identifier Type provided in the enrolment record is not valid.</p>	<p>Refer to the list of Valid Client Identifier Types, and correct the client record as required.</p> <p>Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.</p>
<p>Reason RIVP: Invalid Provider</p> <p>Your Home Clinic submitted an enrolment for a provider that is in your EMR, but not associated to your Home Clinic at the time of the enrolment.</p>	<p>Using the Home Clinic Portal, associate the provider to your Home Clinic. If the provider is already associated to your Home Clinic, confirm the provider Start Date and End Date (if applicable).</p> <p>Submit the enrolment information via your next regular PCDE submission or using the Home Clinic Portal.</p>
<p>Reason RSEO: Start and End Order</p> <p>Your Home Clinic submitted an Enrolment End Date that is earlier than the Enrolment Start Date.</p>	<p>Confirm the Start or End Date and correct the inaccurate date in the EMR.</p> <p>Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.</p>
<p>Reason RHED: Historical End Date</p> <p>Enrolment End Date must not be prior to January 1, 2010.</p>	<p>Correct the Enrolment End Date in the EMR.</p> <p>Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.</p>
<p>Reason RFED: Future End Date</p> <p>Your Home Clinic submitted an Enrolment End Date that is future dated.</p>	<p>Correct the Enrolment End Date in the EMR.</p> <p>Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.</p>
<p>Reason RASP: Active Supersedes Passive</p> <p>Your Home Clinic submitted a passive enrolment and there already is an existing active enrolment with another Home Clinic.</p>	<p>De-enrol the patient in your EMR.</p>

<p>Reason RPEC: Passive Enrolment Conflict</p> <p>Your Home Clinic submitted a passive enrolment and there is an existing passive enrolment with another Home Clinic.</p>	<p>Your Home Clinic should actively communicate with the patient about enrolment and confirm the patient's choice of Home Clinic.</p> <ul style="list-style-type: none"> • If the patient declines to enrol, de-enrol him/her in the EMR and include the reason for de-enrolment. • If the patient agrees to enrol with your Home Clinic, record the active enrolment date in the EMR. <p>Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.</p>
<p>Reason REXA: Existing Active Enrolment</p> <p>Your Home Clinic submitted an active enrolment and the client is already actively enrolled with another Home Clinic.</p>	<p>If your EMR data is incorrect (e.g. wrong client or wrong Enrolment Start Date), correct the data in the EMR.</p> <p>Alternately, re-confirm the client's relationship with the clinic (e.g. phone call, next visit, etc.). Once confirmed, update the Enrolment Start Date in the EMR.</p> <p>Submit the updated enrolment information via your next regular PCDE submission or using the Home Clinic Portal.</p>
<p>Reason RDCR: Data Correction Required</p> <p>Your Home Clinic submitted a passive enrolment for a client who is already actively enrolled with your clinic. Corrections to enrolment method cannot be submitted via the PCDE.</p>	<p>Email the Home Clinic team (homeclinic@manitoba-ehealth.ca) to request the data correction.</p>
<p>Reason RDOB: Date of Birth</p> <p>Your Home Clinic submitted an enrolment start date earlier than the client's Date of Birth.</p>	<p>Your EMR data contains an incorrect date of birth or enrolment start date for the client. Confirm the correct dates and update the information in your EMR.</p> <p>Submit the updated enrolment information via your next regular PCDE submission, or by using the Home Clinic Portal.</p>

Note: If the record is not changed prior to the next PCDE submission, the rejection will continue to be reported.

Valid Client Identifier Types

JHNAB (Alberta)	JHNNT (Northwest Territories)	JHNAF (Armed Forces)
JHNBC (British Columbia)	JHNU (Nunavut)	JHNCI (Immigration)
JHNMB (Manitoba)	JHNON (Ontario)	JHNCO (Correctional Institution)
JHNNB (New Brunswick)	JHNPE (Prince Edward Island)	JHNFN (First Nations)
JHNNL (Newfoundland)	JHNSK (Saskatchewan)	JHNRC (Royal Canadian Mounted Police)
JHNNS (Nova Scotia)	JHNYT (Yukon)	JHNVA (Veterans Affairs)

De-enrolments

Notifications regarding automatic de-enrolment of patients associated with your Home Clinic will be sent by email. Users must access the Home Clinic Portal for details.

REASON FOR DE-ENROLMENT	REMEDIATION
<p>Reason DPEC: Passive Enrolment Conflict</p> <p>In the past, your Home Clinic successfully submitted a passive enrolment. At a later date, <u>another Home Clinic</u> submits a second passive enrolment for the same patient.</p>	<p>Your Home Clinic should actively communicate with the patient about enrolment and confirm the patient's choice of Home Clinic.</p> <ul style="list-style-type: none"> • If the patient declines to enrol, de-enrol him/her in the EMR and include the reason for de-enrolment. • If the patient agrees to enrol with your Home Clinic, record the active enrolment date in the EMR. <p>Submit the updated enrolment information via the PCDE or using the Home Clinic Portal.</p>
<p>Reason DASP: Active Supersedes Passive</p> <p>In the past, your Home Clinic successfully submitted a passive enrolment. Later, <u>another Home Clinic</u> submits an active enrolment for the same patient.</p>	<p>De-enrol the patient in the EMR and include the reason for de-enrolment.</p>
<p>Reason DMRA: More Recent Active</p> <p>Your Home Clinic successfully submitted an active enrolment. Later, <u>another Home Clinic</u> submits a more recent active enrolment for the same patient.</p>	<p>De-enrol the patient in the EMR and include the reason for de-enrolment.</p>