

Home Clinic Portal: Add Enrolment

This quick reference contains instructions for enrolling an existing client with a registered Home Clinic, and associating them with an MRP (optional).

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.

Add Enrolment

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

The screenshot shows the 'Enrolment Wizard' window for client 'Turner, Marcus: 103225855'. The left sidebar has a menu with 'Enrolment' expanded, and 'Add Enrolment' selected (indicated by a red box and the number 2). Below it are 'De-enrolment', 'Providers', 'Add MRP', 'Historical Enrolment', and 'Data Correction'. The main content area is titled 'Add Home Clinic' and contains three fields: 'Home Clinic *' (a text box with a refresh icon and a red 3), 'Enrolment Start Date *' (a date picker showing 'DD-Mon-YYYY' and a red 4), and 'Enrolment Method *' (radio buttons for 'Active' and 'Passive' with a red 5). At the bottom right, there are 'Save' (highlighted with a red box and a red 6) and 'Cancel' buttons. A 'Close' button is at the bottom right of the window.

2. From within the Enrolment Wizard, select the **Add Enrolment** option. The Add Enrolment wizard will display.
3. Within the Add Enrolment wizard, confirm the **Home Clinic** to which the client is enrolled. You will need to select the appropriate Home Clinic from the drop down list.

- For Active Enrolment, enter the actual **Enrolment Start Date** as recorded in the EMR. For Passive Enrolment, do not enter the 01/01/1899 date recorded in the EMR. Enter the date that the enrolment information was recorded in the EMR. If that is not known, enter the current date.
- Select the Active or Passive **Enrolment Method**.
- Select the **Save** button. A pop-up window will display, asking if you want to add (i.e. associate) an MRP to the enrolled client. If you are not associating an MRP select **No** and close the Enrolment Wizard. If you are associating an MRP, select **Yes**, and follow the steps below.

Associate MRP

Follow these steps to associate an MRP as part of the initial client enrolment or as a stand-alone activity (i.e. associating an MRP to a previously enrolled client).

- Select **Add MRP** from the Providers section of the Enrolment Wizard.
- Select the **Provider** using the drop-down list.
- Select the **Client-Provider Relationship Start Date**. For initial client enrolment, this may be the same date as the Enrolment Start Date. For subsequent associations, enter the actual start date.

Enrolment Wizard

Unknown, Unknown: 111768564
 PCDE UAT 14, 1000013 initially registered on 01-Jan-2010
 Enrolled on 01-Mar-2017
 Actively enrolled on 01-Mar-2017

Add MRP

Provider * 2

Client Provider Relationship Start Date * 3
 DD-Mon-YYYY

4 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".

- Select the **Save** button.