

Home Clinic Portal: Use of Notifications Window Filters

This quick reference contains instructions for using the Filters options on the Notifications window to narrow the list of messages displayed on screen.

Getting Started

1. Select **Notifications** from the Home page menu bar. **Note:** The list of notifications is specific to an individual user of the Home Clinic Portal. Although it is unlikely, there could be differences between each user's list.

Notifications for Home Clinic Portal User's Name

4 Search Clear

2 Home Clinic: Subject:

From: To:

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| Notification Date | Subject | Home Clinic |
|-------------------|---|-------------|
| 23-Oct-2017 11:00 | Enrolment rejections and/or de-enrolments available for remediation | PCDE UAT 14 |
| 20-Oct-2017 17:00 | Enrolment rejections and/or de-enrolments available for remediation | PCDE UAT 14 |
| 20-Oct-2017 14:00 | Enrolment rejections and/or de-enrolments available for remediation | PCDE UAT 14 |
| 20-Oct-2017 13:00 | Enrolment rejections available for remediation | PCDE UAT 14 |
| 20-Oct-2017 13:00 | Same Start and End Date De-enrolment | PCDE UAT 14 |
| 20-Oct-2017 12:00 | Enrolment rejections available for remediation | PCDE UAT 14 |

Notification Date: 23-Oct-2017 11:00

Subject:
Enrolment rejections and/or de-enrolments available for remediation

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Body:
Information received from other Home Clinics resulted in rejections and/or de-enrolments that require your attention. Please log into the Home Clinic Portal at your earliest opportunity to review.

Notification ID: 877453

View Notifications

2. Use the filters across the top of the **Notifications** window to narrow the list of messages. Options include: Home Clinic (name), Subject (select from drop down list) or a date range (From and To dates). **Note:** Home Clinic (name) is useful for users associated with multiple Home Clinics. If you are associated to more than one Home Clinic, using the filter for Home Clinic to restrict the search to one site will narrow the search results by eliminating all notifications for other sites.
3. The list of options contains all possible Subjects.

Notifications for Home Clinic Portal User's Name

Home Clinic: Subject:

From: To:

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- De-enrolment information available for client
- Enrolment rejections and/or de-enrolments available for remediation
- Enrolment rejections available for remediation
- Enrolment rejections available for remediation
- Home Clinic Name Change
- Home Clinic Registration Escalation
- Home Clinic Registration Received
- Home Clinic Registration Successfully Completed
- Home Clinic Registration Withdrawal
- Inactive Home Clinic
- Last MRP Disassociated
- MRP Associated
- MRP Disassociated
- Primary Contact Update
- Same Start and End Date De-enrolment
- Same Start and End Date De-enrolment

- Click the **Search** button.
- Notifications will be amalgamated into a single entry by Date Sent and Subject. Click on a specific notification to display the details for that notification. The details for the highlighted notification will display to the right of the window. Select **Details – PDF** or **Details – Excel** to produce the **Notification – Detail Report**.

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 [Details - EXCEL](#)
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- The **Notification - Detail Report** provides greater detail concerning the selected notification row. It will list the clients associated with the notification. You may download the report in either PDF or Excel format.

Notification - Detail

Report Parameters: Home Clinic Identifier: 1000013
Home Clinic Name: PCDE UAT 14
Username: lmcisaa02

Report Run Date / Time: 24-Oct-2017 09:55:08 AM

| Client Identifier | Client Date of Birth | Client Admin. Sex | Rejection / De-Enrolment Reason |
|-------------------|----------------------|-------------------|----------------------------------|
| 106498357 - JHNMB | 1963-11-19 | Female | RDCR - Data Correction Required |
| 115451504 - JHNMB | 1973-02-15 | Female | DMRA - DMRA - More Recent Active |