

Home Clinic Portal: Maintaining Home Clinic Information

This quick reference contains instructions for updating basic information such as location and contact details. Instructions for managing provider associations are also available.

Getting Started

1. Log onto the [Home Clinic Portal](#).
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select the appropriate **Home Clinic** name displayed on the Home page.

Updating Basic Home Clinic Information

1. Select the **Edit** button to update the Home Clinic record. Email address and phone numbers, including Main, Mobile and Fax may be edited on the Home Clinic page.

Email

Main

Mobile

Fax

2. To change your Home Clinic's location, select the **Address** tab. You may change the Primary Address, add a Mailing Address or change an existing Mailing Address.

Primary Address

Street Line 1

Street Line 2

City

Province *

Postal Code

Mailing Address

Same as Primary Address

Street Line 1

Street Line 2

City

Province

Postal Code

Clicking the Same as Primary Address button will automatically populate the Primary Address in the Mailing Address fields. No data entry required

If the Mailing Address is no longer the same as the Primary Address, click Clear, and enter the new Mailing Address.

3. To add new or change the designated contacts (e.g. Primary or alternate(s)) for your Home Clinic, select the **Contacts** tab. You may a) add a new contact, b) edit the existing contact information or c) delete an existing contact. Note that a Primary Contact must always be associated with the Home Clinic record, and may not be deleted.

Primary Contact *

3b

First Name	<input type="text" value="Susan"/>	Work	<input type="text" value="204-654-2304"/>
Last Name	<input type="text" value="Smith"/>	Mobile	<input type="text" value="204-xxx-xxxx"/>
Email	<input type="text" value="ssmith@firstclinic.ca"/>	Fax	<input type="text" value="204-xxx-xxxx"/>

4. Select the **Save** button to register the updates.

Concurrent Users

When there is more than one user editing the Home Clinic details, an alert will display indicating the number of users. You can expand the Concurrent Users alert to display the name of all users currently editing this Home Clinic. The Home Clinic Portal will provide different options for saving the edits during concurrent user activity.

Edit Home Clinic

Home Clinic Name: PCDE UAT 10
 Home Clinic Name Type: Common
 Home Clinic Identifier: 1000009
 EDTR Clinic Identifier: 8010

EMR

Freedom Paperless Office

Shared EMR

--Select--

EMR Implementation Date

DD-Mon-YYYY

Accept HC Criteria: Yes

Initial Registration Date: 01-Jan-2010
 Home Clinic Status: Active
 Home Clinic Status Date: 08-Mar-2017
Email

testEmail1@test.com

Main

204-232-3341 ext.123

Mobile

204-xxx-xxxx

Fax

204-xxx-xxxx

Liaison: N/A

MyHT Associations:

1 Concurrent Users <

Concurrent Users >

Users

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