

# Home Clinic Portal: Managing Provider Associations

This quick reference contains instructions for managing (e.g. adding and removing) provider associations to the Home Clinic. Information for updating basic information such as location and contact details is 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.

## Associating a New Provider

1. Select the **Edit** button to update the Home Clinic record.
2. Select the **Providers** tab.
3. Enter information such as new provider's billing number, first, middle or last name in the search fields. Click the **Search** button.

Search Providers: 3

	Name	Billing Number
4 <input type="button" value="Add"/>	JOHNSON, ROBERT G	61560
<input type="button" value="Add"/>	JOHNSON, DARCY	18592
<input type="button" value="Add"/>	JOHNSON, LAURA E	43381

4. Select the appropriate provider from the search results, and click the **Add** button at the left side of their row. The chosen provider will appear in a list below.

Providers:

Name	Billing Number	Provider Type
JOHNSON, ROBERT G	61560	5 <input type="button" value="Add"/> <input type="text" value="--- Select One ---"/>

5. Select the **Provider Type**.
6. Repeat steps 3 – 5 as needed until all required provider associations are complete.
7. Select the **Save** button to register the updates.

## Ending a Provider Association

1. Select the **Edit** button to update the Home Clinic record.
2. Select the **Providers** tab.
3. Locate the provider to be disassociated from the Home Clinic in the Provider list.
4. Select the **End** button at the right side of the Provider's row. The End Provider Association pop-up window will display.

Providers:

Name	Billing Number	Provider Type	Start Date	End Prov Assoc
JOHNSON, ROBERT G	61560	Family Physician	22-Nov-2016	End

5. Enter the **End Date** indicating when the Provider was disassociated from the Home Clinic.

### End Provider Association

Please complete the following fields.

**Name \***  
JOHNSON, ROBERT G

**Start Date \***  
22-Nov-2016

**End Date \***  
5 23-Nov-2016

**End Reason**  
6 --Select--

Save Cancel

6. Enter the **End Reason**, if known.
7. Click **Save**.
8. Select the **Save** button to register the updates.