

# Home Clinic Portal: Remediating Enrolment Records

This quick reference contains instructions for accessing enrolment records that require attention for a specific Home Clinic. This includes enrolment records that were rejected, automatically de-enrolled or flagged for review based on Home Clinic Portal processing rules. Home Clinic Portal users may review specific details related to these records in the portal prior to correcting the data in their EMR. Refer to our [tips for remediating records in your EMR](#) for more information.

## Getting Started

1. Log onto the [Home Clinic Portal](#).
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select the applicable Home Clinic name from within the My Home Clinic(s) section of the Home page.

## Remediating Records

1. Select the **Pending Activities** button on the top right of the View Home Clinic page. The Pending Activities window will be displayed. Records not yet marked as “corrected” will be displayed in ascending date order.

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### Pending Activities (PCDE UAT 14)

**Type**

**Reason**

**Description**

**From**

**To**

**Show Checked Row(s)**

**Search**

The following is a list of records that require attention. Some may require an update in your EMR. Once the record is remediated:

- Check the box in the appropriate row
- Select **Apply** at the bottom of the page. You may check multiple rows before selecting **Apply**.

	Activity Creation Date	Type	Reason	Description
<input type="checkbox"/>				
<input type="checkbox"/>	20-Oct-2017	Rejection	RASP - Active Supersedes Passive	EDTR Clinic ID 8014, Billing Number N/A, Client ID 108016324
<input type="checkbox"/>	20-Oct-2017	Rejection	RASP - Active Supersedes Passive	EDTR Clinic ID 8014, Billing Number N/A, Client ID 119346962
<input type="checkbox"/>	20-Oct-2017	Rejection	RASP - Active Supersedes Passive	EDTR Clinic ID 8014, Billing Number N/A, Client ID 117613163
<input type="checkbox"/>	20-Oct-2017	Rejection	RASP - Active Supersedes Passive	EDTR Clinic ID 8014, Billing Number N/A, Client ID 102409212

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Click Apply to remove checked rows from your Pending Activities 8 **Apply**

2. Enter criteria to filter the list for a specific record or group of records. Options include **Type** (rejection or de-enrolment), **Reason** (related to either Rejection or De-enrolment Type), **Description** (Client Identifier

[e.g. PHIN or other health card number] or Client Last and/or First Name) and a date range (**From** and **To** dates).

3. You may choose to show/hide corrected rows by checking the **Show Checked Row(s)** box. Checked rows will display shaded and will have a checkmark beside them. The user who checked the row will also appear in the User column.
4. Click the **Search** button. Search results will display in the window below.
5. The Pending Activities table displays all records requiring review and possible remediation. Check off the row once the record has been reviewed and, where necessary, remediated in your EMR.
  - a. Some items will display the Extract Processed Date in the Description column. These are activities created prior to September 12, 2017.
  - b. There will be no more than twenty (20) activities displayed at a time in the table. Click on the page numbers at the bottom left of the table to move to the next page if required.
6. Where necessary, correct the record in your EMR.
7. Mark the record as remediated in the Home Clinic Portal by checking the box at the left side of the record. You can mark all records within the currently displayed list as remediated by checking the box in the table header.
8. Click the **Apply** button to confirm the remediation. Records marked as corrected will no longer display in the results list.
9. Select the **Return to Home Clinic** button to close the Pending Activities window.