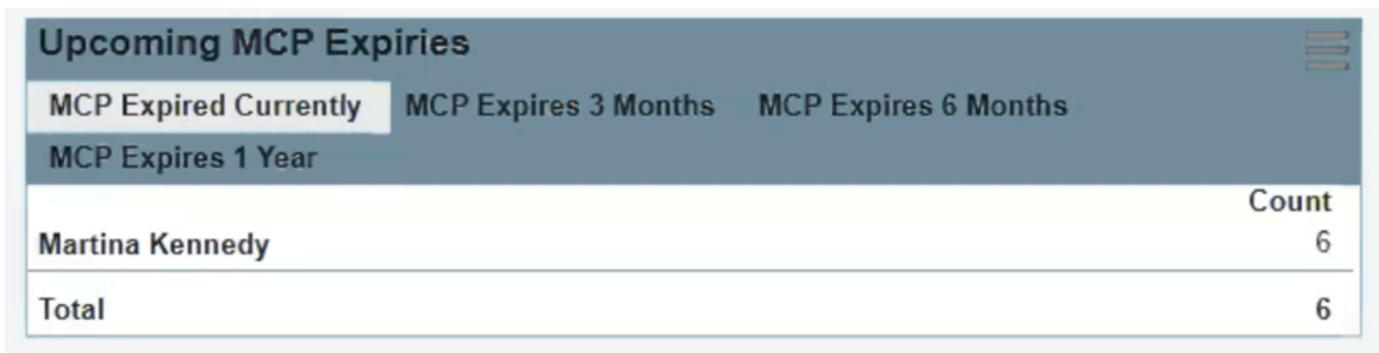


# MANAGING THE ROSTERING PROCESS USING THE “UPCOMING MCP EXPIRIES” WIDGET

Based on feedback from Clinics participating in the Blended Capitation Model (BCM), eDOCSNL has developed the “Upcoming MCP Expiries” widget in the Telus Med Access EMR which can be used to:

1. Identify patients whose MCP registration has already expired and efficiently manage the de-rostering and re-rostering process;
2. Proactively manage patients whose MCP registration will expire in a specific timeframe.



Upcoming MCP Expiries	
MCP Expired Currently	
MCP Expires 3 Months	
MCP Expires 6 Months	
MCP Expires 1 Year	
	Count
Martina Kennedy	6
Total	6

## TIPS FROM CLINICS TO PROACTIVELY AND EFFICIENTLY MANAGE MCP EXPIRIES:

- Check the Ministry Billing Messages frequently to minimize the time that a patient might be de-rostered from Blended Capitation.
- Establish a weekly routine that works best for your clinic to check the “Upcoming MCP Expiries” widget (i.e. Mondays and Fridays).
- Check the patient’s chart in the EMR to see if they already have an upcoming appointment booked prior to the MCP expiry date.
- Communicate clearly with patients that they have an upcoming MCP expiry and they need to renew as quickly as possible. The renewal can be done on-line using the MyGovNL at [https://www.my.gov.nl.ca/en/sign\\_in](https://www.my.gov.nl.ca/en/sign_in).
- If the patient does not use MyGovNL, establish clinic processes to facilitate the renewal, such as the patient coming into the office (or at their appointment) to sign a completed MCP Renewal Form, which can then be faxed directly to MCP. There is a MCP Renewal Form in the EMR (under Tasks and category Forms) which can be printed with most information pre-filled.
- If the clinic is sure the patient has moved away and no longer has MCP coverage, but the patient is still showing up on the “Upcoming MCP Expiries” reports, the patient chart can be moved into an Inactive status which will remove them from the list(s). If the patient returns to the Province and reactivates their MCP, the chart can be returned to an Active status again.

## ACCESSING THE “UPCOMING MCP EXPIRIES” WIDGET IN THE EMR

The “Upcoming MCP Expiries” widget will appear by default on the Blended Capitation Model Dashboard for clinics new to the BCM. It can also be placed on a specific user’s dashboard.

### Blended Capitation Dashboard:

The screenshot shows the Blended Capitation Dashboard for user Kennedy, Martina. The dashboard includes several widgets for patient management. The 'Upcoming MCP Expiries' widget is highlighted with a red box and a blue arrow pointing to it from the left. This widget displays a table with columns for 'MCP Expired Currently', 'MCP Expires 3 Months', 'MCP Expires 6 Months', and 'MCP Expires 1 Year'. Below these columns is a 'Count' column. The data shows 6 patients for each category, with a total of 6 patients listed.

MCP Expired Currently	MCP Expires 3 Months	MCP Expires 6 Months	MCP Expires 1 Year	Count
				6
Martina Kennedy				6
Total				6

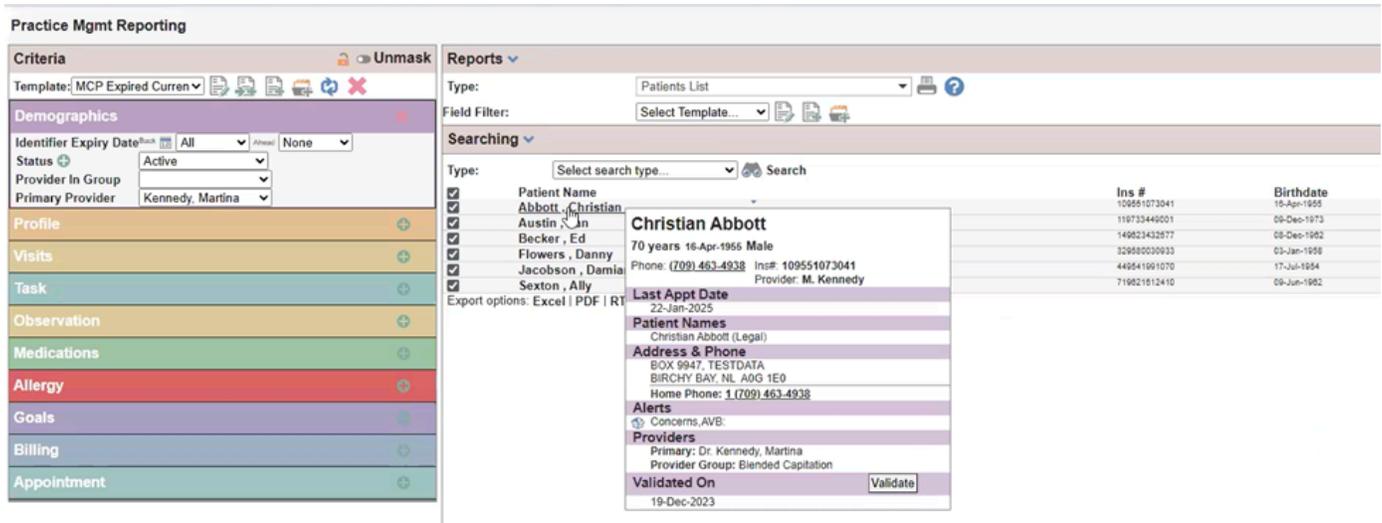
### User Dashboard:

The screenshot shows the User Dashboard for user Kennedy, Martina. The main view is the 'Provider Daysheet (with bills)' for Friday, February 06, 2026. The dashboard includes a calendar view and a 'Daily Availability' section. On the right side, there are several task lists: 'Active Tasks', 'Consult Requests', 'Action Required Bills', and 'Unbilled Appointments'. The 'Upcoming MCP Expiries' widget is highlighted with a red box and a blue arrow pointing to it from the left. This widget displays a table with columns for 'MCP Expired Currently', 'MCP Expires 3 Months', 'MCP Expires 6 Months', and 'MCP Expires 1 Year'. Below these columns is a 'Count' column. The data shows 6 patients for each category, with a total of 6 patients listed.

MCP Expired Currently	MCP Expires 3 Months	MCP Expires 6 Months	MCP Expires 1 Year	Count
				6
Martina Kennedy				6
Total				6

If the “Upcoming MCP Expiries” widget is not on the BCM dashboard or you would like to have it placed on a different/additional dashboard, reach out to [info@edocsnl.ca](mailto:info@edocsnl.ca) or your eDOCSNL EMR Practice Advisor.

Clicking on one of the Tabs (Reports) in the “Upcoming MCP Expiries” widget opens a list of those patients whose MCP numbers are expired, or which will expire in the stated timeframe:



**Practice Mgmt Reporting**

Criteria Unmask

Template: MCP Expired Curren

Demographics

Identifier Expiry Date: All None

Status: Active

Provider In Group: Kennedy, Martina

Primary Provider: Kennedy, Martina

Profile

Visits

Task

Observation

Medications

Allergy

Goals

Billing

Appointment

Reports

Type: Patients List

Field Filter: Select Template...

Searching

Type: Select search type... Search

Patient Name	Ins #	Birthdate
Abbott, Christian	109551073041	16-Apr-1955
Austin, Jin	119733440001	09-Dec-1973
Becker, Ed	149023432877	08-Dec-1952
Flowers, Danny	329500030933	03-Jan-1958
Jacobson, Damia	449541991070	17-Jul-1954
Sexton, Aily	719021612410	09-Jun-1982

Export options: Excel | PDF | RT

**Christian Abbott**

70 years 16-Apr-1955 Male

Phone: (709) 463-4938 Ins#: 109551073041 Provider: M. Kennedy

Last Appt Date: 22-Jan-2025

**Patient Names**  
Christian Abbott (Legal)

**Address & Phone**  
BOX 9947, TESTDATA  
BIRCHY BAY, NL A0G 1E0  
Home Phone: 1 (709) 463-4938

**Alerts**  
Concerns, AVB:

**Providers**  
Primary: Dr. Kennedy, Martina  
Provider Group: Blended Capitation

**Validated On** 19-Dec-2023 Validate

## CUSTOMIZING THE “UPCOMING MCP EXPIRIES” WIDGET TO A SPECIFIC TIME FRAME

The “Upcoming MCP Expiries” widget comes with 4 default filters (reports) to identify patients whose MCP registration:

1. is currently expired, or
2. will expire in 3 months, 6 months, or 1 year.

These timeframes can be modified by eDOCSNL to meet a clinic’s specific needs, such as expiries in 2 weeks, 1 month or any other more relevant period to the specific clinic. Reach out to [info@edocsnl.ca](mailto:info@edocsnl.ca) or your eDOCSNL EMR Practice Advisor to make this request.

## EFFICIENTLY MANAGING MCP BILLING MESSAGES FOR DE-ROSTERED PATIENTS

MCP sends a Ministry Billing Message when a patient’s MCP has expired, and the patient has been de-rostered from BCM with MCP. These Messages are Tasks and can be reassigned to that patient’s chart and kept in view as an Active Task for a specific user until the patient’s MCP has been renewed and they can be re-rostered to BCM.

Billing Messages from MCP can typically be found on the \*Ministry Claims Review dashboard:

The screenshot shows the Ministry Claims Review dashboard with the following sections:

- Action Required Bills:**

Grouped by: Attending Provider	Statistic: Count	Limit: All
Thomas Clancy	10	
<b>Total</b>	<b>10</b>	
- Bills in Approved:**

No data found matching filter.
- Bills in Submitted:**

Grouped by: Attending Provider	Statistic: Count	Limit: All
Ashley Joyce	1	
Daifi Linto Paul	1	
Emily Sweeney	1	
Jeff Hayley	10	
Kathleen Wiseman	7	
Lindsey Kane	3	
Mandy Bull	15	
Martina Kennedy	29	
Nicosia Brake	5	
Robert Parrill	7	
Sharon Wong	3	
Shawna Mitchell	4	
Sherri Porter-Blandford	2	
Stephanie zz Spencer	6	
Thomas Clancy	5	
<b>Total</b>	<b>99</b>	
- Ministry Billing Messages:**

Grouped by: Owner	Statistic: Count	Limit: 25
April Newhook	4	
<b>Total</b>	<b>4</b>	
- Pending Bills over 48 hrs:**

Grouped by: Attending Provider	Statistic: Count	Limit: All
April Newhook	2	
Catherine McCarthy	1	
Daifi Linto Paul	1	
Jeff Hayley	1	
Kathleen Wiseman	1	
Lindsey Kane	1	
Mandy Bull	1	
Martina Kennedy	1	
Melissa Barnes	1	
Mustafa Al-Waeli	1	
Nicosia Brake	1	
Sharon Grandy	1	
Sharon Wong	1	
Shawna Mitchell	1	
Sherri Porter-Blandford	1	
Stephanie zz Spencer	1	
Thomas Clancy	1	
<b>Total</b>	<b>11</b>	
- Today's Pending Claims:**

No data found matching filter.
- All Pending Claims:**

Grouped by: Attending Provider	Statistic: Count	Limit: All
April Newhook	2	
Catherine McCarthy	1	
Daifi Linto Paul	1	
Jeff Hayley	1	
Kathleen Wiseman	1	
Lindsey Kane	1	
Mandy Bull	1	

**Note:** the manner in which Ministry Billing Messages appear depends on specific settings in each EMR and determines who can see and/or access them. Please consult with your EMR Practice Advisor or eDOCSNL at [info@edocsnl.ca](mailto:info@edocsnl.ca) about these specific settings.

1. Open the Billing Message. It will be initially associated with an Unmatched, Patient. Copy (highlight with your mouse) the patient’s MCP number to the clipboard:

The screenshot shows the details of a Ministry Billing Message:

- Start:** 2 Years Back, **End:** Today, **Owner:** Newhook, ..., **Category:** Billing Mes..., **Status:** Active
- Due:** 29 Jan 26, **Patient:** Unmatched, Patient, **Description:** Billing Message, 2026-01-30, **Reason:**, **Recur:** none
- Message:**

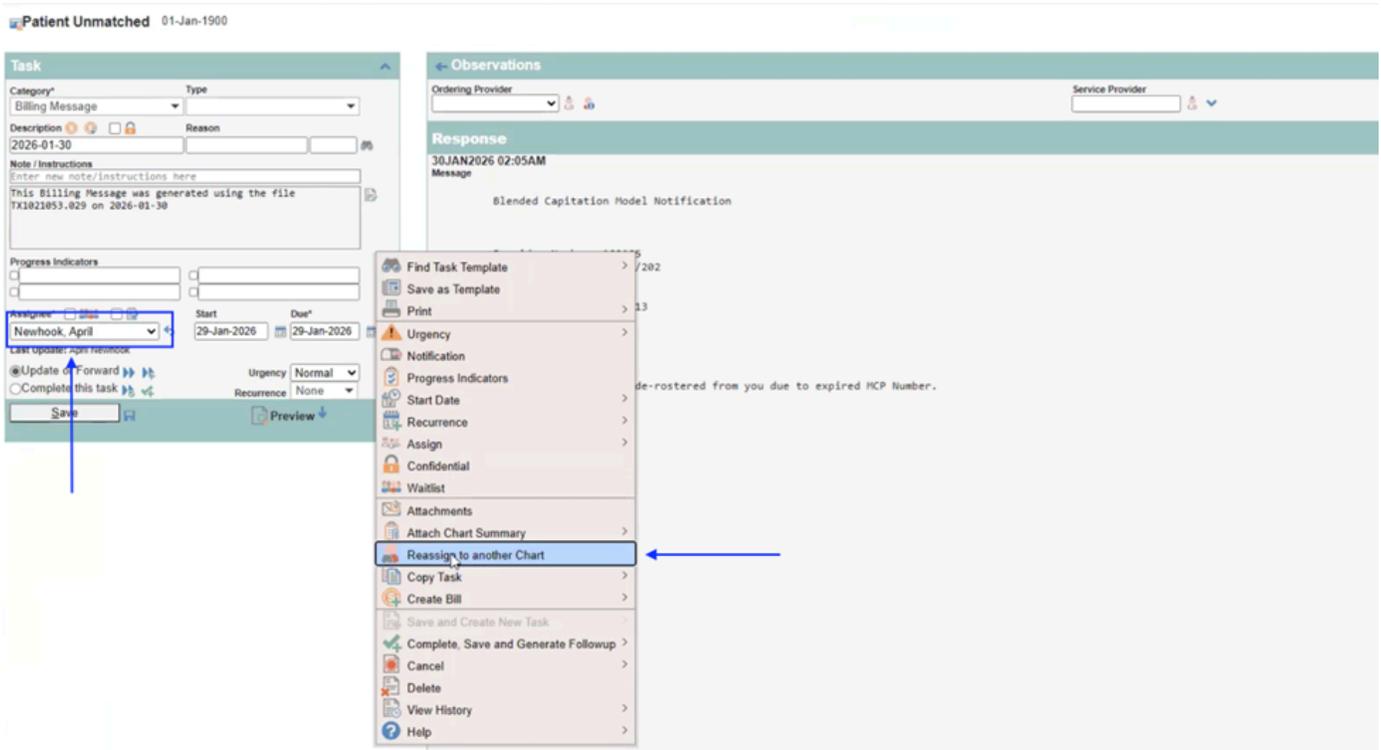
Blended Capitation Model Notification

Provider Number: 102105  
De-Roster Date: 12/23/202

MCP Number: **609360980013**

This patient has been de-rostered from you due to expired MCP Number.

2. Open the Task associated with the Billing Message and hover and right click on the left side of the Task. Left click on "Reassign to another Chart". If you do not see this option when right clicking, please consult with eDOCSNL:



3. Paste the patient's MCP # from the clipboard into the Ins# field. Use the MCP # only to ensure the Billing Message is reassigned to the correct chart:



4. Open the patient's chart and from the Tasks Tab, ensure the Billing Message is in an Active status and is assigned to the user who will be monitoring the renewal of the MCP registration:

**Ed Becker**  
 63 years 08-Dec-1962 Male  
 Phone: (709) 888-2222  
 Provider: B. Blake  
 Ins#: 149623432577

**This patient has not had a FIT in the last 2 years. Please review for eligibility for FIT - Click here to order.**  
**No flu vaccine recorded in the last 12 months.**

Demog Visits **Tasks** Bills Allg Meds Profile Labs Invest Consults Imm Goals Appt

**Recent Tasks**

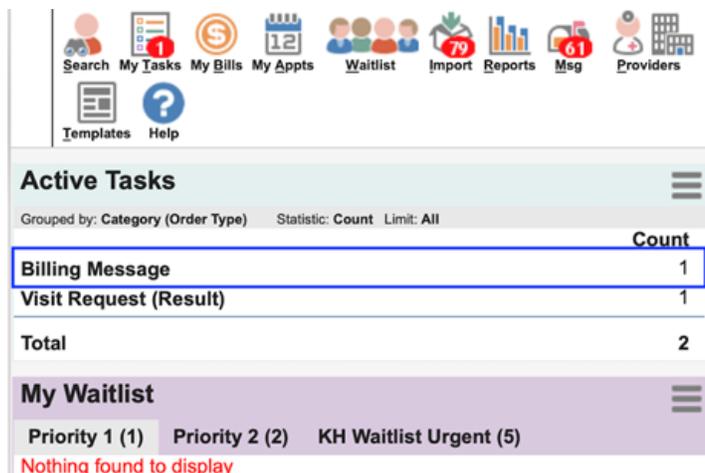
Start: 2 Years Back End: All Group: All Owner: All Status: All  
 Category: All Type: All Description: Summary

Due	Owner	Description	Reason	Recur
30Apr26	Blake, Barbara	Billing Message, Check weekly for MCP Renewal		none

Export options: Excel | PDF | RTF

5. If the patient's MCP is expired, de-roster the patient in the EMR using the de-roster process. Refer to: <https://edocsnl.ca/wp-content/uploads/2024/03/Blended-Capitation-De-Rostering.pdf> for help on the de-rostering process in the EMR.

6. Using the Active Task list as a reminder, check regularly with the Client Registry to see if the MCP has been renewed. The patient may have also informed the clinic themselves:



7. When the patient's MCP has been renewed, update their chart in the EMR by selecting and accepting the new MCP Expiry Date in the Client Registry window:

	Local EMR Record	Client Registry Record
Primary Identifier (NL PHN)	149623432577	149623432577
Last Name (legal)	Becker	BECKER
First Name	Edwardo	EDUARDO
Middle Name		
Birth Date	08-Dec-1962	08-Dec-1962
Sex	Male	Male
Patient Status	Active	Active
Expiry Date	01-Jan-2026	01-Jan-2099
Address (home perm)		
Address (home mail)	12 MAIN STREET TWILLINGATE NL CAN A0G 4M0	12 MAIN STREET TWILLINGATE NL USA A0G 4M0
Phone (home)	(709) 888-2222	(709) 888-2222
Phone (home cell)	(709) 222-3333	(709) 222-3333
Phone (work)		

8. Re-roster the patient to Blended Capitation using the Rostering process in the Billing window. Refer to Step 2 When the patient's MCP has been renewed, update their chart in the EMR by selecting and accepting the new MCP Expiry Date in the Client Registry window: The Blended Capitation Enrollment Form does not need to be completed again if the patient has been de-rostered.

9. Don't forget to complete the Active Task related to the original Billing Message!

**MCP HAS BEEN RENEWED/IS ACTIVE BUT PATIENT STILL APPEARS ON THE “MCP EXPIRED CURRENTLY LIST” IN THE “UPCOMING MCP EXPIRIES” WIDGET**

A patient with a valid MCP may still appear on the “MCP Expired Currently” List (Report/Filter) if they have a non-MCP insurance (Identifier) with an Expiry Date on their chart. This can be resolved by clicking on the Identifier List button on the Demographics tab in the patient chart:

**Ed Becker**  
 63 years 08-Dec-1962 Male  
 Phone: (709) 888-2222 Ins#: 149623432577  
 Provider: B. Blake

**This patient has not had a FIT in the last 2 years. Please review for eligibility for FIT - Click here to order.**  
**No flu vaccine recorded in the last 2 years.**

Summary Search HEALThe NL Help

Demog Visits Tasks Bills Allg Meds Profile Labs Invest Consults Imm Goals Appt

**Demographics** Synchronized - Last CR Verified: 16-Mar-2026 05:41 PM

Other Details Attach Merge CR Search Print Family Menu

**Identification**

Last Name\* Becker First Name\* Ed Middle Prefix Suffix Name Type Display  
 Chart # DOB\* 08-Dec-1962 Sex\* Male Marital Status Unknown  
 Gender Identity Preferred Pronouns  
 Primary Identifier Number 149623432577 Primary Identifier Type 'Group' NL PHN Expiry Date 01-Jan-2026 Patient Status Active

Name List  
 Identifier List

This opens an Identifier List window:

**Ed Becker** 63 years (709) 888-2222

**Identifier List**

Identifier	Authority	Type	Facility	Effective	Expires
149623432577		[NL PHN]			01Jan2099
123456		[MB MRN]		01Mar2025	01Mar2026
Patient Pays		[Patient Pays]			
PP Opted Out		[PP Opted Out]			
Private		[Private]			
WCB		[WCB]			

If there are other Insurances listed which have Expiration Date(s), open those Insurance(s) and remove the Expiration Date(s) and any End Reason(s) and Save:

**Ed Becker** 63 years (709) 888-2222

**Identifier**

Identifier 123456 Identifier Type 'Group' MB MRN  
 Effective Date 01-Mar-2025 Expiration Date 01-Jan-2026 End Reason Coverage in the other province e...  
 Sequence Number 10

Save

Ed Becker 63 years (709) 888-2222

Identifier	
Identifier 123456	Identifier Type 'Group' MB MRN
Effective Date 01-Mar-2025	Expiration Date dd-MMM-yyyy
	End Reason
	Sequence Number 10
<input type="button" value="Save"/>	

This should remove that patient from the MCP Currently Expired report.

For additional assistance with any of the above, please reach out to eDOCSNL at [info@edocsnl.ca](mailto:info@edocsnl.ca), contact your eDOCSNL EMR Practice Advisor directly, or contact the Blended Capitation Program at [bcp@nlma.nl.ca](mailto:bcp@nlma.nl.ca)

A recording of a Webinar on this topic held on February 6, 2026, by the Blended Capitation Model Program can be accessed at: <https://familypracticerenewalnl.ca/blended-capitation/tools-and-resources/#MOA>