



Quick Reference Guide

How to log into Patient Connect NL Admin

Patient Connect Overview

Patient Connect NL is a provincial list of individuals who have identified as being without a Primary Care Provider (Family Doctor or Nurse Practitioner) in Newfoundland and Labrador (NL). Individuals may register to be placed on the list, with the goal of becoming a patient of a Collaborative Team Clinic (CTC) and attached to a Primary Care Provider (PCP).

Registration is currently open to residents of the Eastern Health Region by clicking [here](#). It will open to other regions as other CTC's become available in the province. Individuals may register for family members if they are the substitute decision maker, such as your children or spouse, etc., they will require their information, such as MCP card, to complete the registration on their behalf.

A substitute decision maker is a person who will communicate health care decisions if the individual is unable to do so. This person must be 19 years of age or over. A substitute decision maker must indicate his or her acceptance of the appointment in writing. If a person is submitting a Patient Connect NL form on behalf of another individual, the person must be prepared to provide documentation to support authority to do so.

CTC staff will require access to Registry Queue to roster and assign individuals to a primary care provider.

CTC staff and other staff who require access to the Patient Connect NL Registry Queue or Admin site will be required to complete and submit a registration form to request access. Please contact Identity.Management@nlchi.nl.ca if you require a copy of the registration form.

This quick reference guide will outline the steps for new users to log into the Patient Connect NL Admin to access the Registry Queue once you receive your user name and password.

Step 1

Access the Patient Connect NL Admin site by clicking [here](https://patientconnectadmin.nlchi.nl.ca/). <https://patientconnectadmin.nlchi.nl.ca/>

Next, a welcome screen will appear as shown in Figure 1.

- Enter your 'user name' (firstname.lastname) and 'password'
- Click 'Log in'

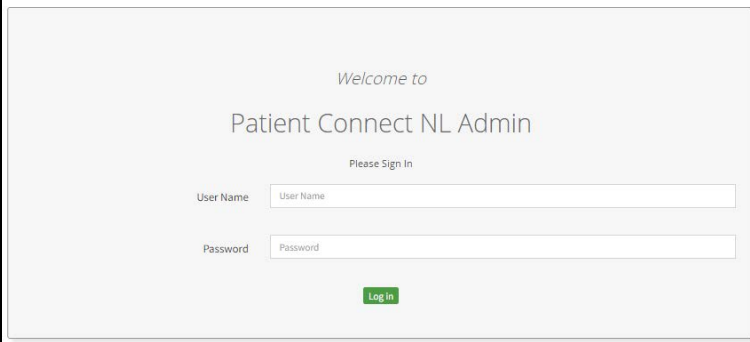
The image shows a web browser window displaying the Patient Connect NL Admin sign-on screen. The page has a light gray background. At the top, it says "Welcome to" in a small font, followed by "Patient Connect NL Admin" in a larger font. Below this, it says "Please Sign In". There are two input fields: "User Name" and "Password". The "User Name" field has a placeholder text "User Name" and the "Password" field has a placeholder text "Password". Below the "Password" field is a green "Log In" button.

Figure 1: Patient Connect NL Admin sign-on screen

Step 2

Your first time logging into the Patient Connect NL Admin site a prompt will appear to reset your password as shown in Figure 2.

- Enter your 'Current Password, New Password, and Confirm New Password'
- Click 'Change Password'
- If successful, a screen will appear indicating 'Password successfully changed' as shown in Figure 3.

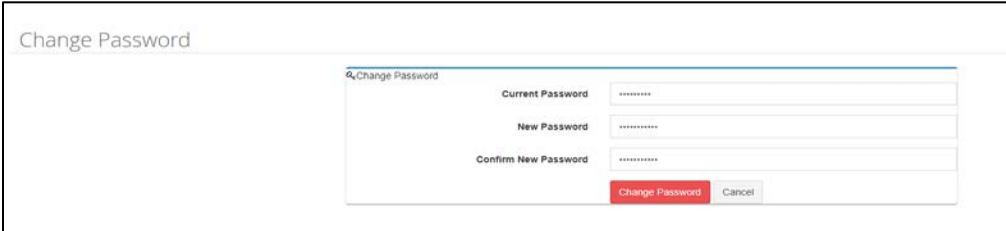
The image shows a web browser window displaying the "Change Password" screen. The page has a light gray background. At the top, it says "Change Password". Below this, there is a form with three input fields: "Current Password", "New Password", and "Confirm New Password". Each field has a placeholder text consisting of several asterisks. Below the "Confirm New Password" field are two buttons: a red "Change Password" button and a gray "Cancel" button.

Figure 2: Change password screen

The image shows a web browser window displaying the "Change Password" screen after a successful password change. The page has a light gray background. At the top, it says "Change Password". Below this, there is a green banner with a white checkmark and the text "Password successfully changed". In the top right corner, there is a link that says "Home > Change Password".

Figure 3: Password changed successfully screen

Step 3

Once you log into the Patient Connect Admin NL site and change your password, a dashboard screen will appear with a 'Registry Queue' button as shown in Figure 4.

- Click '**Registry Queue**'

You now have access to the Patient Connect NL Registry Queue.

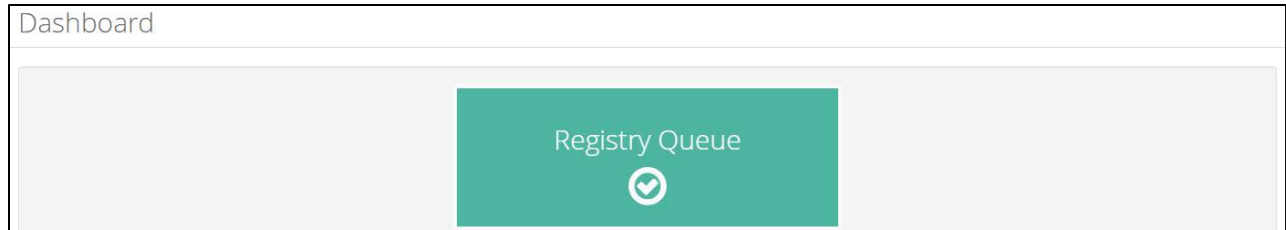


Figure 4: Dashboard screen