

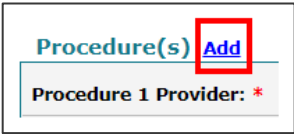
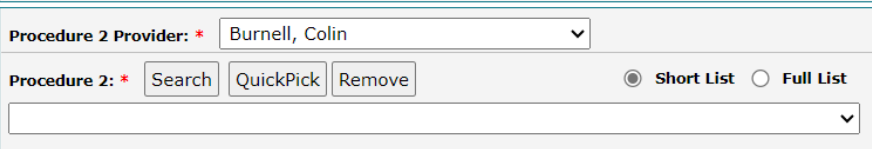


SWIM – Access to Care

Add Multiple Procedures


Quick Reference Guide

Add multiple procedures to a case either when creating the case or updating the case details.

Add Procedure in Add Patient

<p>1. Add 2nd procedure</p>	<ul style="list-style-type: none"> From the Add Patient screen, click Add in the Procedure(s) area 
<p>2. Choose Procedure</p>	<ul style="list-style-type: none"> Procedure 2 will appear Select the second procedure using the Search, QuickPick, or procedure dropdown list  <ul style="list-style-type: none"> Add the consented procedure and laterality as required <div style="border: 1px solid green; padding: 5px;"> <p> If the consented procedure is the same as Procedure 1, enter “See above”</p> </div> <ul style="list-style-type: none"> Click Remove if added in error <p><i>Multiple procedures can be added this way and will appear Procedure 3, Procedure 4, etc.</i></p> <div style="border: 1px solid green; padding: 5px;"> <p> If the Provider for the second procedure is different, select the Provider from the Procedure 2 Provider dropdown list and add the consented procedure as it would appear on the patient consent</p> </div>
<p>3. Adjust time</p>	<ul style="list-style-type: none"> Change the Est. Procedure Time for Procedure 2 to zero minutes Ensure that the Estimated Procedure Time for Procedure 1 includes all necessary time for the multiple procedures; update if necessary







Add Procedure in Case Details

<p>1. Add 2nd Procedure</p>	<ul style="list-style-type: none"> From the Case Details screen, click Add in the Procedure(s) area 
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Add Multiple Procedures

Quick Reference Guide

Add Procedure in Case Details	
<p>2. Choose Procedure</p>	<ul style="list-style-type: none"> On the Edit Procedure screen select the second procedure using the Search, QuickPick, or procedure dropdown list Add the consented procedure and laterality as required <div style="border: 1px solid green; padding: 5px; margin: 5px 0;"> <p> If the consented procedure is the same as Procedure 1, enter “See above”</p> </div> <div style="border: 1px solid green; padding: 5px; margin: 5px 0;"> <p> If the Provider for the second procedure is different, select the Provider from the Procedure 2 Provider dropdown list and add the consented procedure as it would appear on the patient consent</p> </div>
<p>3. Adjust time</p>	<ul style="list-style-type: none"> Change the Est. Procedure Time for Procedure 2 to zero minutes Ensure that the Estimated Procedure Time for Procedure 1 includes all necessary time for the multiple procedures; update if necessary
<p>4. Responsibility for Payment</p>	<ul style="list-style-type: none"> Select the appropriate Responsibility for Payment type
<p>5. Update</p>	<ul style="list-style-type: none"> Click Update to save
<p>6. Edit options</p>	<ul style="list-style-type: none"> If procedure was added incorrectly or in error, click Edit to make adjustments or Remove <div style="border: 1px solid #00728f; padding: 5px; margin: 5px 0;"> <p>Procedure (Add)</p> <p> Edit: 1. ARTHROPLASTY HIP TOTAL Consented Procedure: left total hip arthroplasty Responsibility For Payment : Manitoba Health Coverage</p> <p> Edit: 2. ARTHROSCOPY KNEE (DIAGNOSTIC) Consented Procedure: test Responsibility For Payment : Manitoba Health Coverage</p> </div>
<p>7. Change Order</p>	<ul style="list-style-type: none"> If Procedure 2 should be the primary procedure and listed as Procedure 1, click the up or down arrow on the left side to change the order <div style="border: 1px solid #00728f; padding: 5px; margin: 5px 0;"> <p>Procedure (Add)</p> <p> Edit: 1. ARTHROPLASTY HIP TOTAL Consented Procedure: left total hip arthroplasty Responsibility For Payment : Manitoba Health Coverage</p> <p> Edit: 2. ARTHROSCOPY KNEE (DIAGNOSTIC) Consented Procedure: test Responsibility For Payment : Manitoba Health Coverage</p> </div>