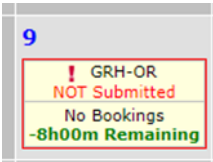





Add Patients to Blocks

Quick Reference Guide

Schedule patient for surgery using the Scheduler and Mini-Scheduler. Surgical Blocks must be built before scheduling patients.

Using the Scheduler	
1. Select a date	<ul style="list-style-type: none"> On the Calendar page, select a date to add patients to the block. 
2. Drag and Drop	<ul style="list-style-type: none"> After selecting a date, the Schedule Patients page will open. Begin selecting the patients for the block by dragging from the left side (Unbooked Patients) to the right side (Requested Bookings) <div style="border: 2px solid green; padding: 5px;"> <p> Only patients with the mandatory attachments can be submitted to the Care Venue. If there are patients on the Requested Bookings list that do not have the attachments, the block cannot be submitted.</p> </div>
3. Submit to Care Venue	<ul style="list-style-type: none"> When ready, send the block of patients to the Care Venue <div style="border: 2px solid red; padding: 5px; text-align: center;"> <p>SEND BLOCK TO CARE VENUE MODULE</p> </div>

Using the Mini-Scheduler	
4. Open the Mini-Scheduler	<ul style="list-style-type: none"> From the List View, in the Current Surg Date column, click on the calendar icon or a date that is crossed out to open the Mini-Scheduler to add the patient to a block, or  08/31/2023 On the Case Details screen, click on the Current Surg Date hyperlink to open the Mini-Scheduler 
5. Select method	<ul style="list-style-type: none"> From the Surgery Date Change window, either select Assign a New Surgery Date or Assign to First Available Slot
6. Select date and time	<ul style="list-style-type: none"> From the Booking Calendar window, select the date for the patient. The time of the procedure will default to the next available time on the block starting from the beginning of the block Click BOOK to secure the date and time.