

SWIM – Access to Care

Block Submission Report

Quick Reference Guide

To ensure surgery blocks are submitted to Care Venue in a timely manner and to ensure surgery blocks are fully utilized, use the Block Submission Report

Block Submission Report	
<p>1. Create Report</p>	<ul style="list-style-type: none"> Select Block Submission Report from the Report item in the toolbar navigation menu; this will open the Generate Block Submission Report dialog box
<p>2. Provide Report Criteria</p>	<p>Enter Report Criteria</p> <p style="text-align: center;">Generate the Block Submission Report</p> <div data-bbox="558 680 1325 947" style="border: 1px solid black; padding: 5px;"> <p>Report Criteria</p> <p>Health Center:* <input type="text" value="Winnipeg"/></p> <p>Care Venue:* <input type="text" value="Pan Am Clinic OR"/></p> <p>Start Date:* <input type="text" value="11/18/2023"/> <input type="button" value="Calendar"/></p> <p>End Date:* <input type="text" value="12/02/2023"/> <input type="button" value="Calendar"/></p> <p>Block Submission:* <input type="radio"/> Submitted <input type="radio"/> Not Submitted <input checked="" type="radio"/> Both</p> <p>Include Empty Appts: <input type="checkbox"/></p> </div> <p style="text-align: center;"> <input type="button" value="Generate"/> <input type="button" value="Export to Excel"/> <input type="button" value="Reset"/> </p> <ul style="list-style-type: none"> Health Center will default to Winnipeg Select the Care Venue from the dropdown list The start and end dates are automatically filled, the start date with today's date and the end date with a date two weeks in the future <ul style="list-style-type: none"> <i>You can change the start and end dates, but the start date cannot be in the past and the end date cannot be no more than one month in the future from the start date</i> Choose if you want to see only the Submitted, only the Not Submitted or Both Optionally, choose to include empty appointments. Empty appointments do not count towards block utilization but can be a key visual indicator that additional cases can be scheduled onto a block into the empty appointments
<p>3. Generate Report</p>	<ul style="list-style-type: none"> Select Generate to display the report onscreen in the dialogue box Select Export to Excel to download the report as a .xls file that can open in Microsoft Excel Select Reset to reset the report criteria to the default settings