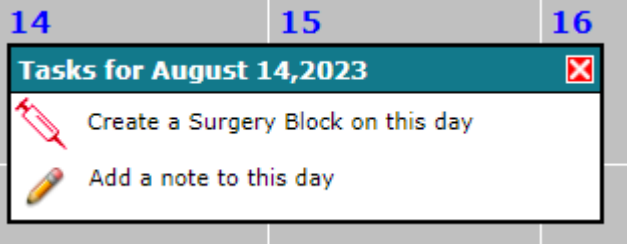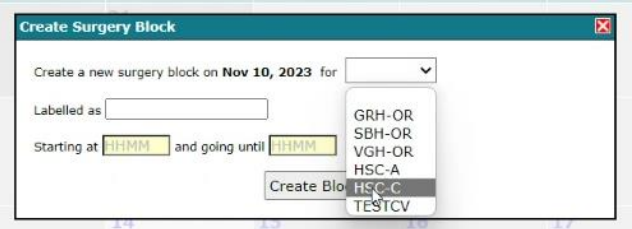# SWIM – Access to Care
Building Surgery Blocks

Quick Reference Guide

How to create single or recurring surgery blocks. There are two ways to do this is in the
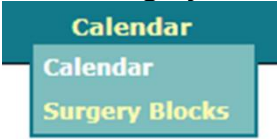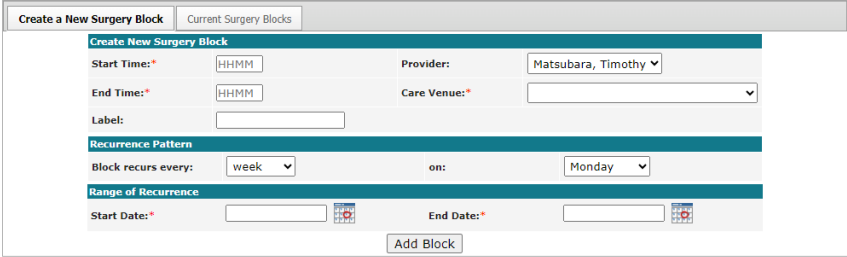
Build a Single Block	
1. Select a date	- From the Main Menu bar select **Calendar** - Click on the blue highlighted number of the day the block should be created on - Select **Create a Surgery Block on this day**
2. Create the surgery block	- From the **Create Surgery Block** dialogue box - Select the **Care Venue** for which you wish to create a block from the drop-down list of available venues - Add a Start and end time (24 hour clock) - Enter a label to the surgery block, maximum length 15 characters - Click **Create Block** to save. ⚠ **Warning! All labels will display in the Care Venue module (slating department)**
3. Confirm block created	From **Calendar view**, ensure the block was added

SWIM – Access to Care
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Create Repeating Surgery Block	
1. Create repeating surgery block	• Select **Surgery Blocks** from the **Calendar** drop down menu • Select **Create a New Surgery Block** tab

2. Enter block details	• Enter the following information:
	  o **Start** and **End time** (24h clock [HHMM])
	  o **Provider** and **Care Venue**
	  o Surgery Block label (optional). The label is applied to all occurrences of the surgery block. Labels for specific blocks can then be edited on a per block basis from the Calendar. The label has a maximum 15-character length
	  o **Recurrence Pattern**
	  o Start and end date of the **Range of Recurrence**
	
	• Click **Add Block**

3. Confirm blocks created	• From **Calendar** view, confirm blocks were added