

SWIM – Access to Care

Calendar Notifications

Quick Reference Guide

Review cases that have been removed from the surgical calendar to action as required in supporting systems

Review and Action Notifications

Case removal notifications are displayed in the red box at the top of the screen. These cases have had their surgery date removed by the Surgeon office.

 There is 1 uncleared removal notification. Click [here](#) to view.

1. Review Notifications	<ul style="list-style-type: none"> On the notification bar click on the blue hyperlink to view the cases that have been removed by the Provider Office
2. Match and action changes	<ul style="list-style-type: none"> Review Case Removals; the system will display patient and procedure details to ensure there is enough information to match and cancel the case in the SIMS system Note the Reason Provided for the cancellation Remove case from SIMS
3. Clear Notification	<ul style="list-style-type: none"> In the Action column, click Clear



Do not clear notifications until the corresponding actions have been completed in SIMS.