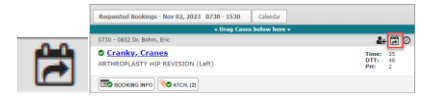
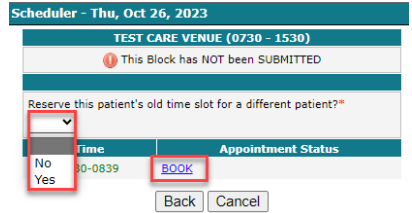


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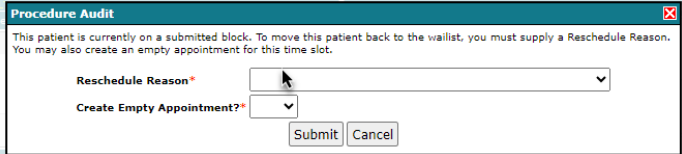

Cancel and/or Reschedule Surgical Dates

Quick Reference Guide

Cancel and/or reschedule a surgery date

Cancel & Reschedule	List View	Case Detail View	Calendar View
1. Find patient	<ul style="list-style-type: none"> Find the patient on the List View. 	<ul style="list-style-type: none"> Search and select patient 	<ul style="list-style-type: none"> From the Calendar, click the date of the current surgery booking
2. Find current surgical date	<ul style="list-style-type: none"> From the List View, find the patient's surgery date (column: Current Surg Date) Click the date hyperlink In the Surgery Date Change window, select Assign a New Surgery Date 	<ul style="list-style-type: none"> On the Case Details screen Click the date hyperlink under Current Surg Date In the Surgery Date Change window, select Assign a New Surgery Date 	<ul style="list-style-type: none"> Find patient under the Requested Bookings and click the Reschedule icon 
3. Reschedule surgery	<ul style="list-style-type: none"> Select a new date on the Booking Calendar On the Scheduler window, indicate if you want to save the original time slot for a different patient Confirm details and click Book 		
4. Reason for rebooking	<ul style="list-style-type: none"> If the surgical block, that the patient was previously scheduled on, has been sent to the Care Venue, select the most appropriate reason for rebooking Notification of the rebooking will be sent to the Registration, Care Venue, and PSS modules 		

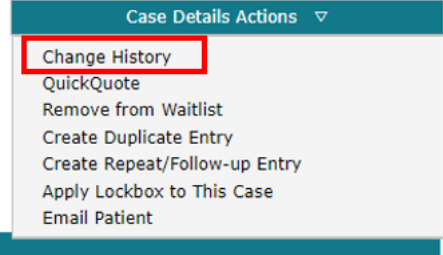
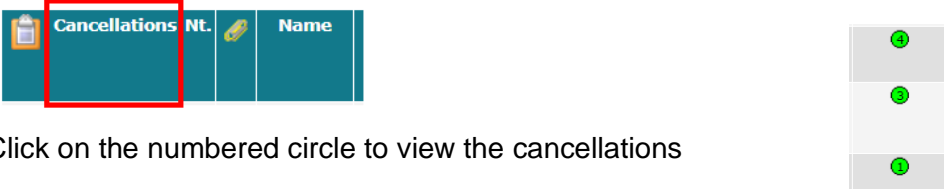
Quick Reference Guide

Cancellations with no new date			
1. Find patient	<ul style="list-style-type: none"> Find the patient on the List View. 	<ul style="list-style-type: none"> Search and select patient 	<ul style="list-style-type: none"> From the Calendar, click the date of the current surgery booking Find patient under the Requested Bookings Drag the patient from the Requested Bookings back to the Unbooked patient list
2. Find and remove current surgical date	<ul style="list-style-type: none"> From the List View, find the patient's surgery date (column: Current Surg Date) Click the date hyperlink In the Surgery Date Change window, select Remove the Current Surgery Date 	<ul style="list-style-type: none"> On the Case Details screen Click the date hyperlink under Current Surg Date In the Surgery Date Change window, select Remove the Current Surgery Date 	
3. Complete Procedure Audit	<ul style="list-style-type: none"> If the surgical block, that the patient was previously scheduled on, has been sent to the Care Venue, select the most appropriate Reschedule Reason Select Yes if an Empty Appointment should be created for the canceled surgery Click Submit Notification of the cancellation will be sent to the Registration, Care Venue, and PSS modules 		 <p>Procedure Audit</p> <p>This patient is currently on a submitted block. To move this patient back to the waitlist, you must supply a Reschedule Reason. You may also create an empty appointment for this time slot.</p> <p>Reschedule Reason* <input type="text"/></p> <p>Create Empty Appointment?* <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> <div style="border: 2px solid green; padding: 5px; margin-top: 10px;"> <p> The number of cancellations will appear on the View List in the red/yellow/green circle 2. To view the previous cancellation dates and reasons, click on the numbered circle</p> </div>

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Cancel and/or Reschedule Surgical Dates

Quick Reference Guide

Find Previous Surgery Dates	
<p>1. Option 1 – Case Details</p>	<ul style="list-style-type: none">• Open the Case Details• Under Case Details Action select Change History <p>This will show all dates the patient was scheduled for surgery, regardless of if it was sent to the Care Venue</p>  <p>Case Details Actions ▾</p> <ul style="list-style-type: none">Change HistoryQuickQuoteRemove from WaitlistCreate Duplicate EntryCreate Repeat/Follow-up EntryApply Lockbox to This CaseEmail Patient
<p>2. Option 2 – List View</p>	<ul style="list-style-type: none">• Open View List• Under the Cancellations column, if a number is displayed inside the green/yellow/red circles, the patient has had a surgical date rescheduled/removed  <p>Cancellations Nt. Name</p> <ul style="list-style-type: none">• Click on the numbered circle to view the cancellations <p><i>Cancellations will only display if sent to the Care Venue</i></p>