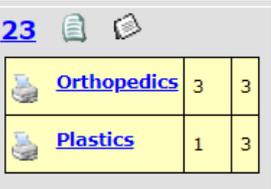


## Care Venue Workflow

### Quick Reference Guide

Here are the recommended workflow activities for the Care Venue module including finding new cases, finding case changes, and finding removals from the waitlist.

New Submissions	
<p><b>1. Find dates with new cases</b></p>	 <ul style="list-style-type: none"> <li>From the <b>Calendar</b> page, identify dates that have yellow bars. These are dates that there are new or changed/updated cases</li> <li>Click on the date number or one of the service hyperlinks to open the cases</li> </ul>
<p><b>2. Identify new submissions</b></p>	<ul style="list-style-type: none"> <li>After expanding the changed cases by surgeon, the list of cases will be viewable</li> <li>Look for new submissions and click the hyperlink on the patient's name</li> </ul> 
<p><b>3. Slate in SIMS</b></p>	<ul style="list-style-type: none"> <li>After opening the patient's <b>Data Entry</b> screen, slate in SIMS</li> <li>Only after slating the patient in SIMS, click <b>Clear</b></li> </ul>

Rescheduled or Cancelled cases	
<p><b>1. Find rescheduled or cancelled cases</b></p>	<ul style="list-style-type: none"> <li>From the <b>Calendar</b> page, identify dates that have yellow bars. These are dates that there are new cases or changed/updated cases.</li> <li>Click on the date number or one of the service hyperlinks to open the cases.</li> </ul>
<p><b>2. Identify rescheduled cases</b></p>	<ul style="list-style-type: none"> <li>After expanding the changed cases by surgeon, the list of cases will be viewable.</li> <li>Look for rescheduled or cancelled cases and click the hyperlink on the patient's name.</li> </ul> 
<p><b>3. Update SIMS</b></p>	<ul style="list-style-type: none"> <li>For rescheduled patients, hover over the rescheduled hyperlink to see the previous booking date</li> <li>For cancelled patients, hover over the word <b>cancelled</b> to see the cancellation reason</li> <li>After opening the patient's <b>Data Entry</b> screen, make changes in SIMS</li> <li>Only after slating the patient in SIMS, click <b>Clear</b></li> </ul>

# SWIM – Access to Care

## Care Venue Workflow

### Quick Reference Guide

Updated or Reordered Cases							
1. Find updated cases	<ul style="list-style-type: none"> <li>From the <b>Calendar</b> page, identify dates that have yellow bars. These are dates that there are new cases or changed/updated cases.</li> <li>Click on the date number or one the service hyperlink to open the cases.</li> </ul>						
2. Identify updated or reordered cases	<ul style="list-style-type: none"> <li>After expanding the changed cases by surgeon, the list of cases will be viewable.</li> <li>Look for updated or reordered cases and click the hyperlink on the patient's name</li> </ul> <table border="1" data-bbox="576 751 1040 848"> <tr> <td>Updated</td> <td></td> <td><a href="#">Pie, Pumpkin</a></td> </tr> <tr> <td>Reordered</td> <td></td> <td><a href="#">Rain, Drop</a></td> </tr> </table> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;">  If the clock icon  is showing, the changes are only time changes.         </div>	Updated		<a href="#">Pie, Pumpkin</a>	Reordered		<a href="#">Rain, Drop</a>
Updated		<a href="#">Pie, Pumpkin</a>					
Reordered		<a href="#">Rain, Drop</a>					
3. Update SIMS	<ul style="list-style-type: none"> <li>Look for values highlighted in red, and review what was updated/modified</li> <li>Update SIMS with the changed information</li> <li>Only after updating SIMS, click <b>Clear</b></li> </ul>						

Patients removed from waitlist	
1. Find removal notifications	<ul style="list-style-type: none"> <li>From the main <b>Calendar</b> page, click on the pink bar to see the uncleared removal notifications</li> </ul> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">  There is 1 uncleared removal notification. Click <a href="#">here</a> to view.         </div>
2. View list	<ul style="list-style-type: none"> <li>From the list, view the patient's names and surgical dates</li> <li>Review the reason for removal</li> </ul>
3. Update SIMS	<ul style="list-style-type: none"> <li>Remove the case from SIMS</li> <li>Only after updating SIMS, click <b>Clear</b></li> </ul>