SWIM – Access to Care
Data Entry Details

Shared **health**
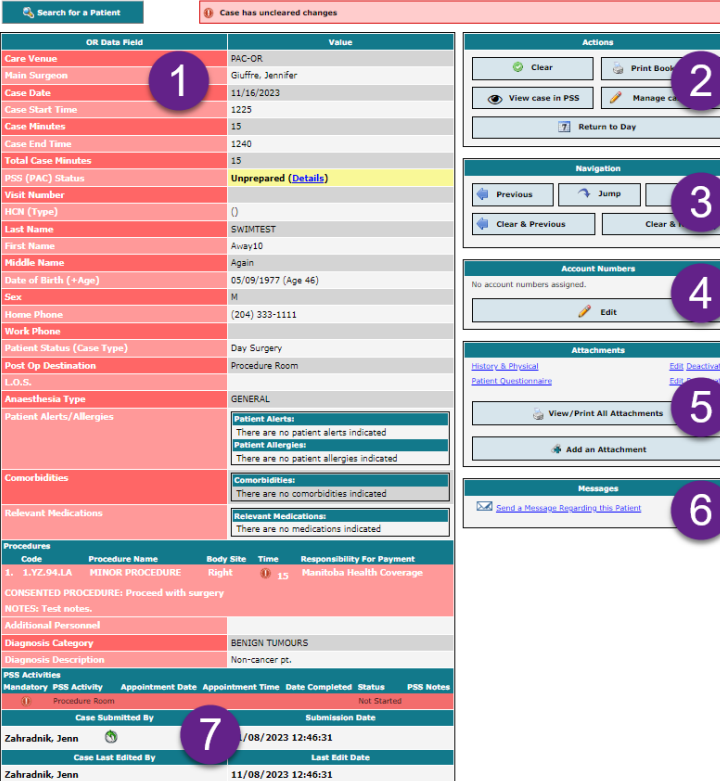**Soins** communs
Manitoba

Quick Reference Guide

The Care Venue Data Entry page displays the changes made to a booking. Step through all changed bookings, one by one, marking them clear as the changes are recorded in your SIMS information system

Action and Clear Case Changes

Review case details	• In the **Care Venue Day View**, click the patient's name
	• Review patient data
	○ Field names with **red** background identify the fields that have changed since it was last cleared.
	○ **Grey** fields on the left side indicate no changes to the field
	• Create/Update case in SIMS
	• **Clear** record, all fields with red background will change to grey

1 **Case Details**	The Care Venue Data Entry fields that are displayed are predefined and ordered per the SIMS case entry details to make it easier for slating

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Action and Clear Case Changes

	Actions	In the Action section: ● Click **Clear** to acknowledge/accept all changes for this case up to this point in time ● Click **Return to Day** to return to the Care Venue Day View ● Click **Jump** to navigate to any other case ● Click **Next** to navigate to the next case on the day
	Navigation	● Move to next or previous case record
	Account Numbers	● **Account Numbers** are entered by the Patient Registration department. ● Once Registration creates the pre-registered visit in the EPR, staff will add the EPR **Visit Number** and **MRN** in this section. REGISTRATION'S GOAL IS TO CLEAR THEIR QUEUE EACH DAY BUT IF THERE IS NO VISIT # AND IT IS REQUIRED URGENTLY, SENT A MESSAGE TO REGISTRATION
	Attachments	● View all documentation that was submitted from the Provider Office
	Messages	● The **Messages** panel shows a history of all messages sent about this case. Click to send a message regarding the case
	Submission Details	● View contact information of the person who submitted the case from the Provider's Office