## **SWIM – Access to Care**



## **Edit or Delete a Surgery Block**

### Quick Reference Guide

#### Modify or remove surgical blocks

Edit or Delete a Surgery Block – from Calendar view		
1. Edit/Delete Surgery block	<ul> <li>Select Calendar from Calendar on the main navigation menu.</li> <li>Select the date Find the block you wish to edit or delete.</li> <li>         Create a New Surgery Block         Current Surgery Block         Blocks 1-4 of 4         Blocks 1-4 of 4</li></ul>	
2. Edit Surgical block	<ul> <li>Select Edit</li> <li>Update the required details on the Edit Surgery Block screen</li> <li>Click Submit Changes         <pre>Edit Surgery Block             Provider: Bohm, Eric             Care Venue: Concordia Hospital OR             End Time: 1530             Recurrence Pattern             Recurrence Pattern             Recurrence             Start Date: 10/25/2023             End Date: 10/25/2023</pre></li></ul>	
3. Delete surgical block	<ul> <li>Select Delete</li> <li>Select the desired action</li> <li>Click Submit         Blocks 1-4 of 4         Delete Block         You have chosen to delete a block. Do you wish to delete a single day or the entire series (Note that deleting an entire series will only delete from tomorrow forward, and will not alter days that are locked by the OR)?         Image: Delete a single day. Date (MM/DD/YYYY): 10/25/2023         Image: Delete entire series         Image: Delete entire series&lt;</li></ul>	

## SWIM – Access to Care



# **Edit or Delete a Surgery Block**

Quick Reference	Guide
-----------------	-------

Edit or Delete a Surgery Block – from Calendar view		
4. Edit/Delete Surgery block	<ul> <li>Select Surgery Blocks from Calendar on the main navigation menu.</li> <li>Select Current Surgery Blocks. Find the block you wish to edit or delete.</li> <li>Crete a New Surgery Block Current Surgery Blocks 14 of 4 Start Date End Date Time Stot Day of Week Recurrence Patients Corted and the Stort Day of Week Recurrence Patients Corted and the Stort Day of Week Corted Cor</li></ul>	
5. Edit Surgical block	<ul> <li>Select Edit</li> <li>Update the required details on the Edit Surgery Block screen</li> <li>Click Submit Changes</li> <li>Edit Surgery Block         <pre>Provider: Bohm, Eric Start Time: 0730         Care Venue: Concordia Hospital OR End Time: 1530         Recurrence Pattern         Recurrence Pattern         Recurrence         Start Date: 10/25/2023         End Date</pre></li></ul>	
6. Delete surgical block	<ul> <li>Select Delete</li> <li>Select the desired action</li> <li>Click Submit         Elects 1-4 of 4         Pelete Block         Value chosen to delete a block. Do you wish to delete a single day or the entire series (Note that deleting an entire series will only delete from tomorrow forward, and will not alter days that are locked by the OR)?         Delete a single day. Date (MM/DD/YYYY): 10/25/2023         Delete entire series         Submit Cancel         Warning: If there are patients on the selected block, they must be removed before the block can be deleted.     </li> </ul>	