

SWIM – Access to Care

Edit or Delete a Surgery Block

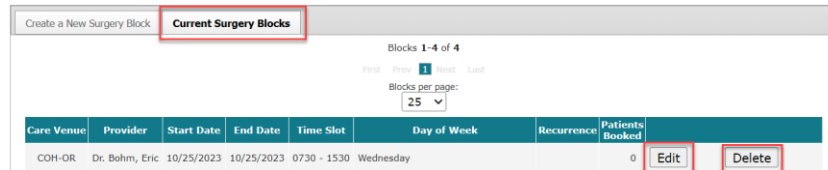
Quick Reference Guide

Modify or remove surgical blocks

Edit or Delete a Surgery Block – from Calendar view

1. Edit/Delete Surgery block

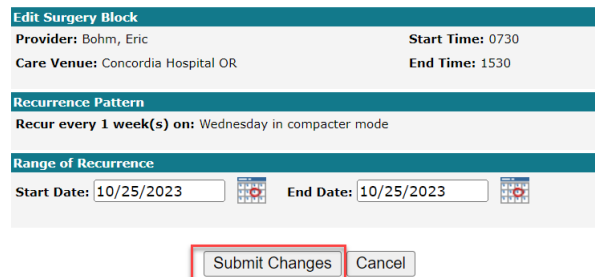
- Select **Calendar** from **Calendar** on the main navigation menu.
- Select **the date** Find the block you wish to edit or delete.



- Select the option to **Edit/Delete a Block on this Day**

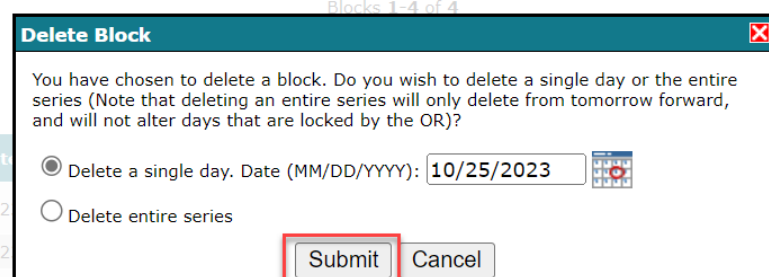
2. Edit Surgical block

- Select **Edit**
- Update the required details on the **Edit Surgery Block** screen
- Click **Submit Changes**



3. Delete surgical block

- Select **Delete**
- Select the desired action
- Click **Submit**



 **Warning: If there are patients on the selected block, they must be removed before the block can be deleted.**

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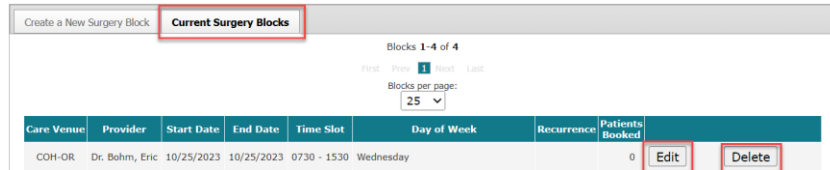
Edit or Delete a Surgery Block

Quick Reference Guide

Edit or Delete a Surgery Block – from Calendar view

4. Edit/Delete Surgery block

- Select **Surgery Blocks** from **Calendar** on the main navigation menu.
- Select **Current Surgery Blocks**. Find the block you wish to edit or delete.

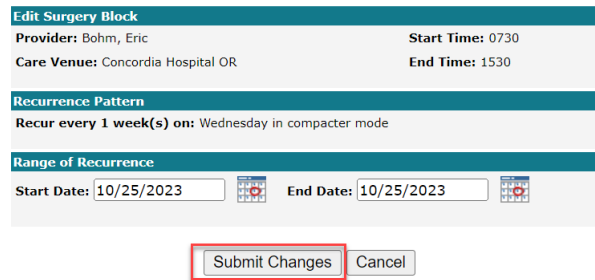


Care Venue	Provider	Start Date	End Date	Time Slot	Day of Week	Recurrence	Patients Booked
COH-OR	Dr. Bohm, Eric	10/25/2023	10/25/2023	0730 - 1530	Wednesday		0

- Select the option to **Edit/Delete a Block on this Day**

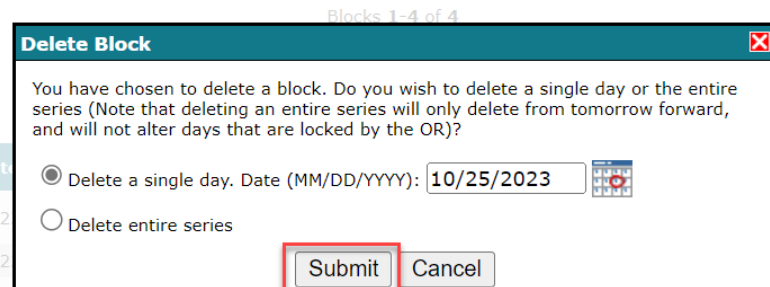
5. Edit Surgical block

- Select **Edit**
- Update the required details on the **Edit Surgery Block** screen
- Click **Submit Changes**



6. Delete surgical block

- Select **Delete**
- Select the desired action
- Click **Submit**




Warning: If there are patients on the selected block, they must be removed before the block can be deleted.