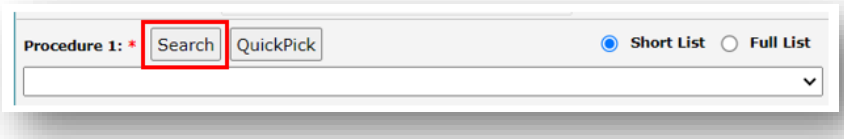
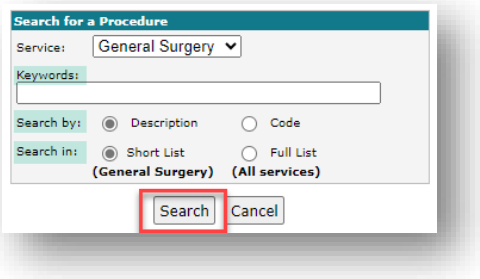
SWIM – Access to Care

Find a Procedure

Quick Reference Guide

Locate a procedure using Search or Drop-Down lists.

SEARCH	
1. Open the Search for a procedure window	On the **Add Patient** screen, • In the **Procedure** section, click **Search** 

2. Enter search criteria	• Enter a keyword, partial word or procedure code
	• Select the desired **Search by** option
	  ○ **Description** – text based procedures
	  ○ **Code** – SIMS procedure code
	• Select the desired **Search in** option
	  ○ **Short List** – includes only procedures for the service
	  ○ **Full List** – includes all services' procedures
	• Click **Search**
	 

3. Select from list	• From the list of possible procedure matches, find the most appropriate procedure • Click **Select**. If there is no match, the search criteria may be too specific. Click **Back** to return to the search criteria and enter an alternate keyword/code; try using a single short term that matches the desired procedure.

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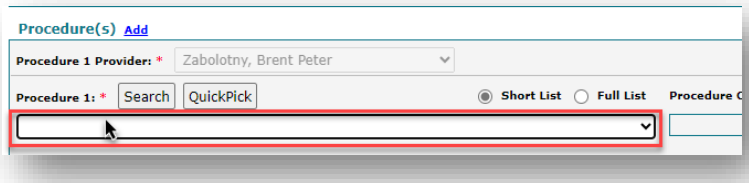
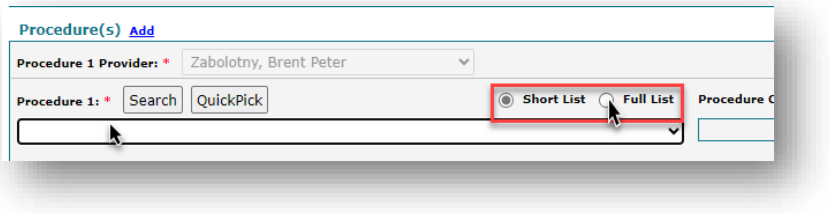
DROP-DOWN List	
1. Select from drop-down list	• Click in the Procedure textbox to open the drop-down list of procedures  **Procedures are in alphabetical order. Entering the first letter of the procedure will bring you to the start of the list with that letter.**
2. Expand the drop-down list	• By default the application will always display procedures for the corresponding service (**Short List**) • Select the **Full List** radio button to view all services' procedures 
3. Select the procedure	• From the drop-down list, click on the desired procedure • Continue to enter the remaining case details