### SWIM – Access to Care

### **Getting Started on Day One**



#### Quick Reference Guide

Steps to complete when accessing the application for the first time.

When navigating in the ATC application, use the menu list and dropdown lists. Using the browser back button causes instability in the application and may result in errors.

Working in the ATC application				
1. Create a bookmark in your web browser	<ul> <li>Open your web browser and copy this link into the address bar: <a href="https://mb-waitlist.ca.novarihealth.net">https://mb-waitlist.ca.novarihealth.net</a> Click Enter Reference: <u>Creating a Browser Bookmark</u> QRG to create your bookmark</li> </ul>			
	Creating a bookmark is a two-step process. The web browser automatically changes the original link; which if used, will result in an error. After creating a bookmark, you must edit the bookmark to match the above link.			
2. Login to SWIM ATC	<section-header></section-header>			
	Private offices Only: Enter Multi-factor Authentication code			
	Accept Shared Health MB Terms of Use			

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Working in the ATC application				
	Enter your username and password			
	<ul> <li>Shared Health Managed Device: Enter your network username and password, this is the same username and password used to login to your managed workstation</li> </ul>			
	<ul> <li>Private (community) Office: Enter the username and password provided. You will receive an error.</li> </ul>			
	<ul> <li>Oper <u>https</u> Follo</li> </ul>	n a new browser window and go to ://webmail.manitoba-ehealth.ca/owa w on-screen prompts to update/change your		
	Reference: Log in and	Change Password QRG		
	After login the application will automatically check for the TWAIN Driver. If it is not installed on the workstation a pop-up will appear.			
	Click <b>Download</b> button			
<ol> <li>Download TWAIN driver (Private offices only)</li> </ol>	• Once downloading is complete, double-click the downloaded file and follow the on-screen prompts to install the driver.			
	Reference: TWAIN Driver Installation QRG for detailed instructions			
	If you change workstations, you may be prompted to install the TWAIN driver on the new workstation.			
	From the main encorp colect Licer Proferences module			
4. Update User Preferences	From the main screen, select <b>Oser Freierences</b> module			
	Setting	User Preference		
	Default Care Venue	select from the dropdown list the site you will be backloading		
	Default PSS Venue	select the corresponding PSS care venue. This setting must be updated even though you do not have access to the PSS module.		
	Review PSS Info on Patient Add?	Select No		
	Display Notes Column on List View	Select Yes		

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	Display Service Time on List View	Select Yes	
	Quickscreen field to show on list view	From the drop-down, select <b>Surgical</b> Oncology and select Intent of Surgery	
	Default Responsibility for Payment Selection	Select Manitoba Health Coverage (if desired)	
	Empty or Not Submitted OR Block Warning	From the drop down, select <b>21 days.</b> Change option to send warning to email to " <b>No</b> "	
	Update	Click Update to save changes	
	All other settings have been defaulted to the recommended configuration; do not update		
	Reference: User Preferences QRG		
5. Add a case	Select the <b>Provider Office</b> module to begin building your waitlist Reference: <u>Create a Case</u> QRG for detailed instructions Reference: <u>Working with QuickPicks</u> QRG		