SWIM – Access to Care

Provide Workflow

Quick Reference Guide

Consider performing these actions each day.

Daily Tasks	
1. Check Messages	• If the message icon at the top of the screen is flashing, this means there are new messages. Click on the envelop icon to view all messages • Do not mark a message as **Read** until the action required has been completed Mark as Read **Check for messages throughout the day. These messages are from the Care Venue (Slating, PAC, or Registration) and require awareness or action**
2. Search a Patient	• On the **Dashboard**, use the **Find a Patient** section to search for a patient on the list ○ Select from the dropdown list the desired search criteria • From the **View List screen**, use the **View List Actions** drop-down menu to **Find a Patient on the List** **Use the search feature before adding a new case to the list to ensure the patient has not already been added**
3. Add a patient to the waitlist *(Create a Case)*	• Perform the **Client Registry** search • Click **Submit** • Fill in all the mandatory fields on the **Add Patient** screen and then click **Submit** **Cases must be entered into SWIM within 7 days of the decision to treat date**
4. Modify a Case	• After creating a new case, scan the **Case Details** screen to identify any potential errors or missing data that should be added
5. View Case on List	• Find the case on the list by using the search

Create surgical blocks, schedule patients for surgery and submit surgical blocks to the care venue aligned to the site booking rules