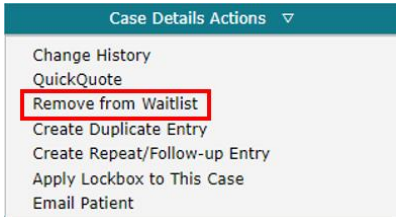





SWIM – Access to Care

Remove from the Waitlist

Quick Reference Guide

Remove a patient from the waitlist who does not need or no longer agrees to surgery

Remove from the Waitlist	
<p>1. Find the patient</p>	<ul style="list-style-type: none"> Perform a search and find the patient that should be removed from the Wait List
<p>2. Open Case Details Actions</p>	<ul style="list-style-type: none"> Select the patient name to open the Case Details screen. From the Case Details Action dropdown list select Remove from Waitlist. 
<p>3. Remove patient from the waitlist</p>	<ul style="list-style-type: none"> Enter the date the decision was made remove the patient from the waitlist Select the most appropriate removal reason from the dropdown list Add any relevant notes, <i>Consider recording the date and time you were notified to remove the wait list entry, who asked for the action (i.e., the patient, the family, the surgeon, etc.), and expand on what reasons were given</i> Click Remove Patient  <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p> If the patient had a surgery date, the date will be cancelled. There will be an option to hold an empty appointment for the patient's time slot</p> </div> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p> If a patient was added more than once on the wait list in error, follow the same steps as above. Select 'Duplicate Wait List Entry'</p> </div>