SWIM – Access to Care
Review and Clear Changes

Shared **health** Soins communs Manitoba

Quick Reference Guide

For each day on the calendar screen, once all cases within a particular service are cleared, that service will be displayed on a grey background to indicate no remaining uncleared cases remain.

If a subsequent change to the day comes from one of the provider's offices (for instance, if the booking requests are reordered), then the service will revert to a background of yellow to indicate that attention is required.

> **The goal for each day is for all services on the calendar to appear on a grey background, to indicate that all cases are transmitted and cleared.**

Review and Clear Changes

Clearing a case indicates that case has been successfully transcribed in the OR system. In this fashion, once a case is cleared, Novari ATC can effectively flag to OR staff any future changes to the booking details

1. View cases for a particular day	• Click on the blue hyper-link date number to load the OR Day View • The provider blocks and details for the day will be displayed o Provider, service, block start and end time, number of cases in that block, the number of changed cases in that block, if any, and the number of cleared cancellations in that block, if any
2. View Case Details	• Click the (**+**) sign beside the number of cases in the **Cases**, **Changed Cases** or **Cleared Cancellation** columns • The Day View expands to display those cases in that block. 💡 **The Changed Cases column is a quick way to see if there are any remaining actions that are required on a case in that block**

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3. Review Cases	From the **OR Day View**, there are several actions that are available: • Click on the **patient's name** to open the **Data Entry View**. • An **empty appointment** represents a block of unused but reserved time - The provider's office could be planning to fill this appointment with a booking

4. Review Time Change Summary	
	
	When a Provider's Office changes a case on a surgical block, it can sometimes affect the times and/or order of that case and other cases in that block.
	
	If changes are made the View/Clear Time Changes icon appears.
	
	This icon appears in several locations in the Care Venue Day View.
	
	    ○ Click the **View/Clear Time Changes** icon to open the **Time Changes Summary**
	
	    ○ Compare the **Time Change Summary** to the order of cases in SIMS and reorder if necessary
	
	    ○ Use **Clear All** to clear all the changes as a time saving step. Any changes to a case other than the time change will not be affected by the **Clear** action.
	
	When all time change cases are cleared, the icons disappear

5. Review Pre-Surgical Screening Status	In the **pre-surgical screening or PSS column:**
	
	    ○ The red background indicates that PSS staff have not yet looked at the record.
	
	    ○ The yellow background indicates the patient is not prepared for surgery,
	
	    ○ The green background is for patients prepared for surgery, and
	
	    ○ The grey background indicates the patient is not in PSS.
	
	• Click **Detail** for more information on the patient's pre-op requirements.