SWIM – Access to Care SANA Slates – St. Boniface



Quick Reference Guide

Book SANA slates at St. Boniface Hospital.

Patient on the waitlist		
1. Select Care Venue	Add New Patient to procedure room waitlist: Select St Boniface Hospital Procedure Room Care Venue Search and add the patient Fields required to search Client Registry: care venue, HCN and type, and/or first in Search Client Registry Care Venue:* St. Boniface Hospital PROCEDURE RCV With Type* Subtrinit Reset	Change Care Venue for patient on waitlist Open Patient Case Details Confirm the Care Venue is set to SBH-PR If the Care Venue is not SBH-PR, click the hyperlink to modify to St Boniface Hospital Procedure Room Click Update Edit Care Venue Select a Care Venue St. Boniface Hospital PROCEDURE ROOM Update Cancel
2. Attach Documents	Upload/Scan any required documents There are no system-enforced mandatory documents for the St. Boniface Hospital Procedure Room.	
3. Create Block	Open the Calendar and create a block for the SBH-PR Care Venue Create Surgery Block Create a new surgery block on Dec 27, 2023 for SBH-PR Labelled as SANA Starting at 0745 and going until 1200 Create Block	
4. Schedule Patient	 Once the block is created, open the block to begin dragging and dropping patients onto the slate Submit block to the Care Venue 	