SWIM – Access to Care
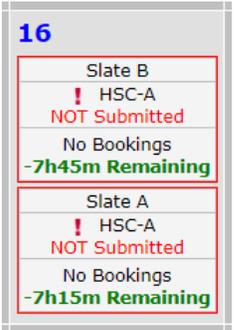
Scheduling a "Double Day"

*Create and schedule a Double Day – use this when a surgeon will use two slates on the **same day** at the **same site**. Consider having the second slate start later (if appropriate) so the two slates do not begin at the same time; patient's case start time would then be staggered.*

Double Day	

1. Create Two Blocks	• From the **Booking Calendar**
	    o select the date
	    o **Create a Surgery Block on this Day,** label it **Slate A**
	    o Create a second block for the same day, label it **Slate B**
	        ▪ Ensure the Care Venue is the same as Slate A
	
	• An alert will pop up outlining that a block conflicts with an existing block time. Click **OK**
	
	• Two blocks display on the calendar for the same day and same Care Venue
	
	Note: The time remaining may differ if the selected start/stop times are different.

2. Select Patients	• Open Slate A
	    o select patients to schedule.
	    o submit to Care Venue when ready
	• Open Slate B
	    o select patients to schedule.
	    o submit to Care Venue when ready