

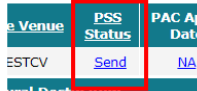


## Send to PSS – No Surgical Date

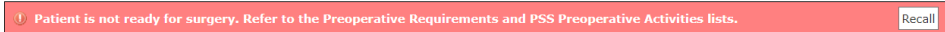

### Quick Reference Guide

Send a case to PAC for assessment when the surgical date is still undecided.  
Recall a case sent to PAC for assessment.



Follow the site's regular process to request the PAC assessment, e.g. before sending the request, phone PAC department.

Send to PSS	
1. Open Case Details	<ul style="list-style-type: none"> <li>Find the patient and open the <b>Case Details</b></li> </ul>
2. Attach documents	<ul style="list-style-type: none"> <li>Attach all available documents</li> </ul>
3. Send to PSS	<ul style="list-style-type: none"> <li>Click <b>Send</b> under the <b>PSS Status</b></li> </ul>  <ul style="list-style-type: none"> <li>The status will change to "<b>Sent</b>".</li> </ul> 
4. Send Message	<ul style="list-style-type: none"> <li>Send a <b>Message</b> to PSS asking for the case to be screened.</li> </ul> 

Recall a case previously sent to PSS	
1. Open Case Details	<ul style="list-style-type: none"> <li>Find the patient and open the <b>Case Details</b></li> </ul>
2. PSS Status	<ul style="list-style-type: none"> <li>Click the <b>PSS Status</b> hyperlink</li> </ul>
3. Recall	<ul style="list-style-type: none"> <li>On the <b>Pre-Surgical Screening – Case Details</b> screen click <b>Recall</b></li> </ul>  <ul style="list-style-type: none"> <li>Click <b>Patient</b> on the top menu bar to return to the case details</li> </ul> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;">  <p><b>If the assessment has been started and the plan for the patient has changed, consider phoning the PAC department to update them.</b></p> </div>