SWIM – Access to Care
Endoscopy Cases SHSS Flow

Shared health Soins communs Manitoba

Quick Reference Guide

Priority 1 & 2 Endoscopy Cases (Urgent/Semi-urgent)

ROLE	Module	Action
GI Central Intake Clerk	**Provider Office Module**	• **Create Case** in SWIM for Dr. GI Central Intake • Mark case **Ready to Book (Y)**
Slating Clerk	**Provider Office Module**	• Monitor Dr. GI Central Intake waitlist for Priority 1 & 2 cases • Select surgeon to perform procedure per operational process • Update **Provider** in **Case Details** • Add case to the OR Block
	Care Venue Module	• Review Case Details; create case in SIMS • **Clear** case • **Send a message** to the Provider Office Message format: "Priority <X> case scheduled <DATE>"
Providers Office	**Provider Office Module**	• Review **messages**, select **patient name** to open and review record • Follow office process to ensure patient is ready for procedure

Priority 3, 4 & 5 Endoscopy Cases (Elective)

ROLE	Module	Action
GI Central Intake Clerk	**Provider Office Module**	• **Create Case** in SWIM for Dr. GI Central Intake **Ready to Book = blank** • Transfer case to the identified surgeon
Slating Clerk	**Provider Office Module**	• Monitor surgeon's waitlist for cases that are Ready to Book (Y) • Schedule per operational process
	Care Venue Module	• Review Case Details; create case in SIMS • **Clear** case

Providers Office	**Provider Office Module**	• Monitor **Transfers** on **Task List** and accept **case**
		• Review the case information
		  – Note patient **name** and search for record to review case information
		    OR

Quick Reference Guide

Priority 3, 4 & 5 Endoscopy Cases (Elective)		
		– Follow internal process to ensure patient is ready for booking (i.e., add patient to office EMR, provide information to surgeon, schedule consult for patient, etc.) • When patient is ready for to be booked by slating, mark case **Ready to Book (Y)**