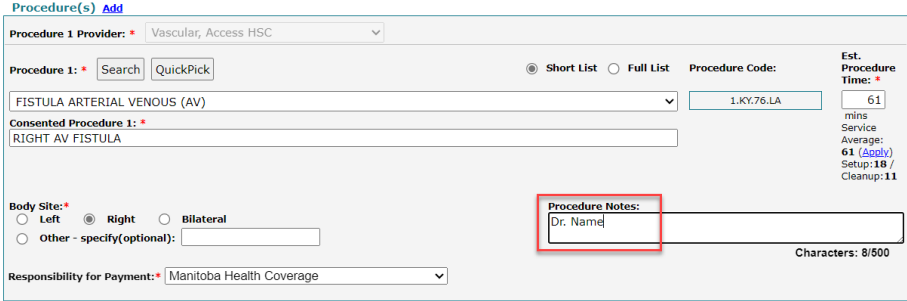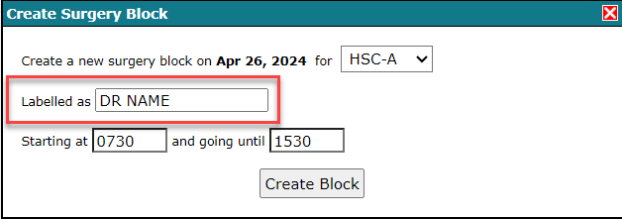# SWIM – Access to Care
Generic Provider Slates

Quick Reference Guide

Create Surgical block when working with a Generic Provider

Generic Provider Slates	
1. Adding a case	• Upon initial case creation, if the provider performing the procedure is known, add their name in the **Procedure Notes** field.
2. Update Notes	• If the provider was not added upon initial case creation or the provider needs to change, open the patient's **Case Details** screen, and update the **Notes**
3. Label Block	• From the **Calendar**, click on the date and select **Create a Surgery Block on this day** • Select the desired Care Venue from the dropdown list • Enter the provider's name in the **Labelled as** text box 💡 Labeling can be done when the block is created or can be edited at a later date by selecting **Edit/Delete a Block on this Day**