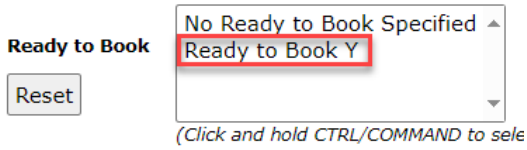
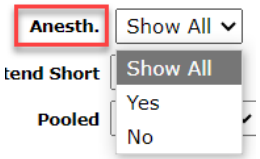
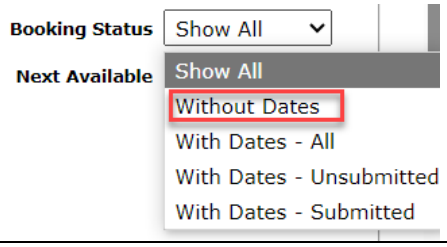
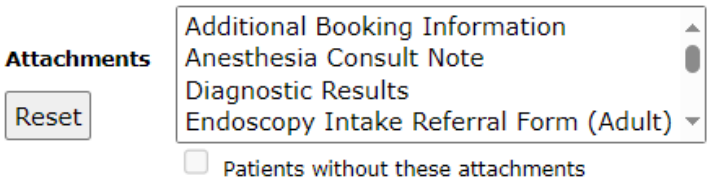
SWIM – Access to Care

How to choose cases (Slating/Booking PMH/SH-SS)

Quick Reference Guide

How to choose cases in SWIM by filtering the surgeon's list and selecting appropriate cases.

Filter List	
1. Ready to Book	• Set to **Ready to Book Y** 
2. Anesth.	• Depending on the cases you are looking for, select **Yes** or **No**. 
3. Booking Status	• Select **Without Dates** 
4. Attachments	• Select the attachment name that must be present for case booking 

Select cases	
1. Examine list	• After setting filters, examine the list and determine which cases would be appropriate for the upcoming slate. Consider surgical case type, procedure mix, case time required, etc.

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Shared health Soins communs Manitoba

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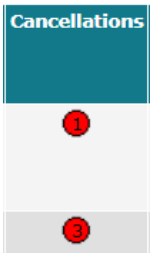
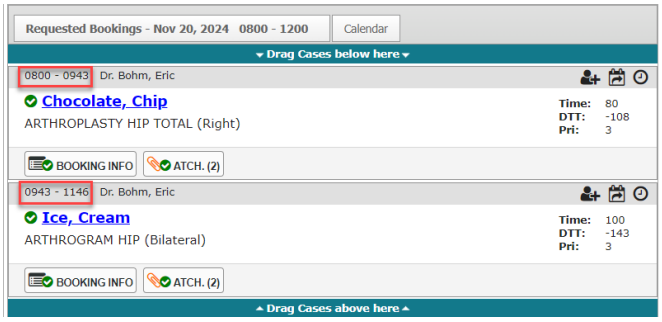
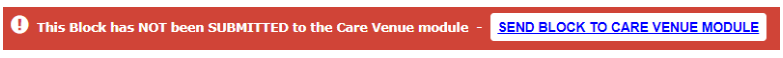
Select cases	
2. Identify cancellations	• Consider rescheduling patients who were previously cancelled. Identify cancellations by clicking on the number in the red/yellow/green circle in the **Cancellations** column. 
3. Top to bottom	• Work from the top of the list to the bottom to ensure the higher priority cases are chosen before lower priority cases.
4. Schedule date	• Use one of the three methods for scheduling cases on a block (drag and drop, **List View** with mini scheduler, or on **Case Details** with mini scheduler) **Scheduling from the List View with mini scheduler may be the best method since the filters are already set.**
5. Examine block	• After patients have been added to the block, view the block in the **Calendar**. Consider the times they are scheduled for and whether more or less time is required. 
6. Empty Appointment	• Consider using an **Empty Appointment** to hold a spot(s) for an urgent case(s) which may not yet be known. **Empty Appointments** should be filled closer to the surgical date.
7. Submit to Care Venue	• When ready, click **Send Block to Care Venue Module** 

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