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 Ready to Book Ready to Book Ready to Book Y Reset (Click and hold CTRL/COMMAND to sele	
2. Anesth.	Depending on the cases you are looking for, select Yes or No . Anesth. Show All Yes No No Yes Yes No Yes Yes No Yes Yes	
3. Booking Status	 Select Without Dates Booking Status Show All Next Available Show All Without Dates With Dates - All With Dates - Unsubmitted With Dates - Submitted 	
4. Attachments	Select the attachment name that must be present for case booking Additional Booking Information Anesthesia Consult Note Diagnostic Results Endoscopy Intake Referral Form (Adult) Patients without these attachments	

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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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. Requested Bookings - Nov 20, 2024 0800 - 1200 Calendar Torga Cases below here* Chocolate, Chip ARTHROPLASTY HIP TOTAL (Right) BOOKING INFO Catch. (2) Chocolate, Info Time: 100 DTT: 143 Pri: 3 BOOKING INFO CATCH. (2) Charg Cases above here* 	
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 This Block has NOT been SUBMITTED to the Care Venue module - SEND BLOCK TO CARE VENUE MODULE	

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