SWIM – Access to Care
Print Booking Form

Quick Reference Guide

Print a Booking Form from the Provider's Office module

Print Booking Form	
1. Find patient	• Find the patient and open the **Case Details** screen
2. Booking Form?	• Click the **Booking Form?** hyperlink • Click **Print**.
3. Print	• The Booking Form will open in a new window • Find the print icon to send to the printer ⓘ Based on the Manitoba configuration the booking form will always print with the below values **ADDITIONAL PERSONNEL** = blank **ANESTHESIOLOGIST** = blank **TYPE OF ANESTHETIC** = blank or **GENERAL** **PSS ACTIVITIES:** **SCHEDULED** = Activity has been completed **NOT SCHEDULED** = Activity has started or is in progress