SWIM – Access to Care Procedure Room Slates



Quick Reference Guide

Book Procedure Room slates

Add Patient using Procedure Room Care Venue		
1. Select Care Venue	Add New Patient to procedure room waitlist: Select Procedure Room Care Venue Search and add the patient Fields required to search Client Registry: care venue, HCN and type, and/or first in Search Client Registry Care Venue: Womens Hospital PROCEDURE ROOM Luit Type: Reset	Change Care Venue for patient on waitlist Open Patient Case Details Confirm the Care Venue is set to a procedure room Care Venue E.g. If the Care Venue is not HSC-WP, click the hyperlink to modify to Women's Hospital Procedure Room Care Venue PSS PAC Appt. Booking Date Footmants of HSC-W Send NA N Care Venue C
2. Attach Documents	Upload/Scan any required documents There are no system-enforced mandatory documents Procedure Rooms.	
3. Create Block	Open the Calendar and create a block for the Procedure Room Care Venue Create Surgery Block Create a new surgery block on Feb 22, 2024 for HSC-WP Labelled as Starting at 0730 and going until 1530 Create Block	
4. Schedule Patient	 Once the block is created, open the block to begin dragging and dropping patients onto the slate Submit block to the Care Venue 	