SWIM Access to Care

Repeat / Follow-up

Shared health Soins communs Manitoba

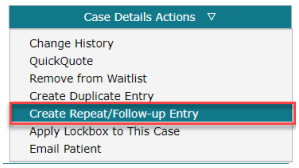
Quick Reference Guide

When a patient is required to return for the same procedure more than once, repeat/follow-up functionality can track the time between procedures and will activate the case on the waitlist in the specified period.

Add Repeat / Follow-up

Case Details Actions

- On the **Case Details** screen, click **Case Details Actions** and select **Create Repeat / Follow-up Entry**



Add Patient screen

- In the **General Info. & Alerts** section click the **Case is part of Repeat/Follow-up Series** checkbox

Procedure Completed / Completion List

- Click the **Add Repeat / Follow-up** icon

1. Define Care Plan	**Repeat / Follow-up Every:**	The frequency the procedure should be repeated
	+/-:	The buffer period (+/-) is the amount of time before or after the targeted appointment date which is reasonable to see the patient. *This selection will inform the recommended priority and date of activation to the waitlist*
	# of repeats / follow-ups	The number of times the procedure should be repeated
2. Confirm Case Information	• Review the **Case Information** • Review the **Care Plan** • Review **+/- Total Days** and **Priority** **Priority:** the system will select the closest priority to the total number of days in the buffer period Example: **+/-** (buffer days)**=** 30 days **Buffer period =** 30+30 = 60 days **+/-** (buffer days) **=** 3 months **Buffer period =** 90+90 = 180 days • Click **Confirm**	
3. Review Created Follow-up Cases	The repeat/follow-up case has been added to the waitlist and will be automatically activated based on the information entered in the Care Plan If you manually **Activate to Waitlist**, the system will recalculate the **Latest Date** (Date the case was activated to the waitlist + Priority Days)	

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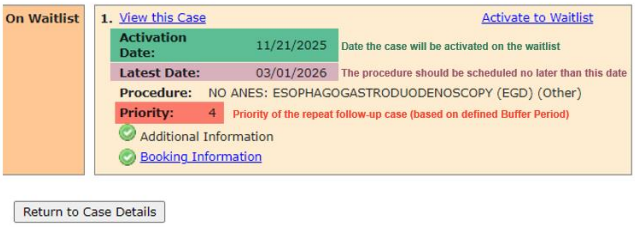
Repeat/Follow-up Case Summary

Activation Date	Date the case will be activated on the waitlist
Latest Date	The procedure should be scheduled no later than this date
Priority	Priority of the repeat follow-up case (based on defined Buffer Period)

Calculations

Target Follow-up	Current Surgery date **ADD** Repeat Frequency *If there is no surgery date the system will use Decision to Treat date*
Priority (recommended)	The closest priority to the total number of days in the buffer period
Activation Date	Target Follow-up date **Less** +/- days (buffer days)
Latest Date	Activation date **ADD** Priority days