

# SWIM – Access to Care

## Return referral to WRHA

### Endoscopy (SH-SS)

#### Quick Reference Guide

*Clinic receives referral for case that was originally submitted to WRHA Central Intake Endoscopy and patient indicates that they want to remain on WRHA waitlist for Endoscopy*

Return referral to WRHA	
1. Find Patient	<ul style="list-style-type: none"> <li>Perform a <b>search</b> to find the patient</li> <li>Select the patient name to open the <b>Case Details</b> screen</li> </ul>
2. Notify GI Central Intake	<ul style="list-style-type: none"> <li>Send email to GI Central Intake               <ul style="list-style-type: none"> <li>Indicate the patient wishes to remain on the WRHA waitlist for Endoscopy</li> <li>Include relevant patient information</li> </ul> </li> </ul>
3. Remove patient from Waitlist	<ul style="list-style-type: none"> <li>From the Case Details Action dropdown list select <b>Remove from Waitlist</b></li> <li>From the <b>Reason Removed</b>, select <b>Patient requested Cancellation</b></li> <li>Add a <b>Note</b> indicating that the patient wants to remain on WRHA waitlist and GI Central Intake SHSS has been notified</li> </ul> <p>Reference: <a href="#">Remove from the Waitlist QRG</a></p>
<b>GI Central Intake will notify WRHA Central Intake Endoscopy</b>	