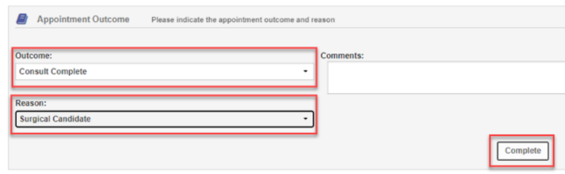
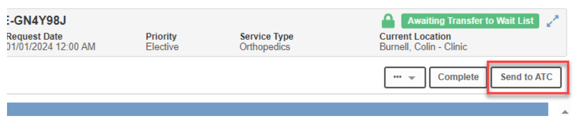
SWIM – eRequest

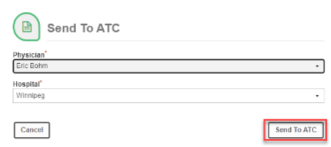
Send Record to ATC

Quick Reference Guide

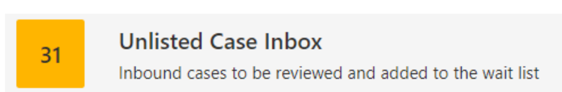
Add a referral record to the surgical waitlist.

<table>
<tr><th colspan="2">Send Record to ATC</th></tr>
<tr><td>1. Find patient</td><td>
Search for the Patient by last name or PHIN or select the patient record from the Awaiting Outcome Dashboard bucket
</td></tr>
<tr><td>2. Log Outcome</td><td>
Log the outcome as Consult Complete
Select Surgical Candidate from the Reason dropdown list
Add Comments if required
Click Complete


</td></tr>
<tr><td>3. Send to ATC</td><td>
The record status will update to Awaiting Transfer to Wait List
Click Send to ATC


In the Send to ATC pop-up, select the Surgeon from the Physician drop-down list
The Hospital will default to Winnipeg
Click Send to ATC


</td></tr>
<tr><td>4. Open Provider Office module</td><td>
Return to the application Main Menu
Open the Provider's Office module
Select the correct provider if required


</td></tr>
<tr><td>5. Unlisted Case Inbox</td><td>
From the Dashboard screen, under Task List open the Unlisted Case Inbox


Find the patient in the list and click Add


</td></tr>
</table>

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6. Search Client Registry	• From the **Unlisted Case Inbox Add Patient** pop-up, select a **Care Venue** and click **Search Client Registry** This will update the patient's most recent Client Registry information • Click **Submit**
7. Add Patient	• Update the **Add Patient** screen with all available information *Some data fields will be pre-populated with data from the eRequest record, such as the **Referral Type**, **Referral Source**, **Referral date**, and **Consult Date*** • Click **Submit**