SWIM – Access to Care



User Preferences – Provider Office

Quick Reference Guide

Follow these steps to set up your User Preferences in the Provider's Office module.

Update User Preferences		
1. Open U Prefere	ser nces	• From the splash screen, open User Preferences
2. Set defa Venue &	ault Care & PSS Venue	 From the drop down, select the Care Venue that you'd like as your default. This will display when you add patient. The PSS venue must also be chosen even though you may not have direct access to this module. Preferences Default Care Venue [Please Select]
3. Review Patient	PSS Info on Add?	Change this option to "No" Review PSS Info on Patient Add? O Yes O No Ask Me Each Time
4. Display Column	Notes on List View	 Change this option to "Yes" Display Notes Column on List View? Yes No
5. Display on List	Service Time View	 Change this option to "Yes" Display Service Time on List View? Yes No
6. Quickso show of (two op or C-Se	creen field to n list view tions: Cancer ctions)	Option 1 From the drop down, find Surgical Oncology and select Intent of Surgery. Surgical Oncology Intent of Surgery Intent of Surgery

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Quick Reference Guide Update User Preferences Option 2: From the drop down, find Cesarean Section (Planned) and select • Expected Due Date. QuickScreen Field to Show on List View? Expected Due Date **Default Responsibility for Payment Selection** Cesarean Section (Planned) Expected Due Date If your surgeon does not perform Oncology Surgery or Csections do not select option 1 or 2; leave this field blank 7. Default From the drop down, select Manitoba Health Coverage (if desired). • **Responsibility for** Default Responsibility for Payment Selection Manitoba Health Coverage ~ **Payment Selection** • From the drop down, select 21 days. 8. Empty or Not Change option to send warning to email to "No" . Submitted OR Block Empty or Not Submitted OR Block Warning Warning Warn me 21 days ➤ before the surgery date. Also, send a warning to my email address (listed below) No 🗸 When finished, click **Update** to save changes. • 9. Update Update Cancel