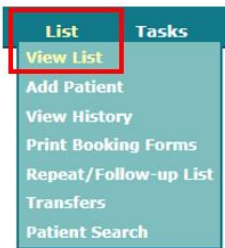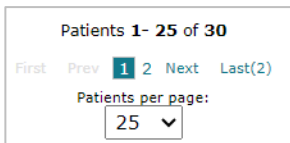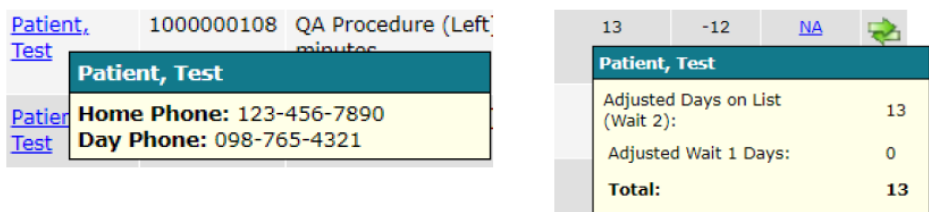# SWIM – Access to Care
View and manage Waitlist

Quick Reference Guide

Learn how to effectively read, sort and edit a waitlist. The Provider's Office waitlist is your primary working area in SWIM ATC. From the wait list, you can delve into a patient's detail, send a patient to Pre-Surgical Screening, assign a surgical date to a patient, and much more.

View and Manage Waitlist	
1. Open List view	• On the navigation menu, click **List** • Select **View List** from the dropdown list
2. Customize the Waitlist	Temporarily change the way the waitlist is presented • Use **Patients per page** to change the number of rows displayed on each page 💡 **For permanent changes to the way the list is presented, update your User Preferences.** **Sort /reorder list view** • Click a column heading to sort the list by those values in ascending order • Click the column heading a second time to sort by those values in descending order
3. Access Hover Help	View additional information by hovering over certain areas in the list view

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Waitlist Columns Defined														
📋	Ready	Cancellations	Nt.	📎	Name	Novari ID	Procedure	Target Days (Pri)	Care Venue	Anesth	Next Available	Current Surg Date	Adjusted Days on List	Adjusted Days to Target ⌄	PSS Status		Intent of Surgery

Clipboard	The clipboard allows you to select patients for whom actions can be carried out. *For example, you could add multiple patients to the Clipboard and then transfer them to another provider.*
Ready	The Ready column identifies cases with a checkmark if the system enforced documents are attached if applicable to the case type. A number 1 means one or more documents are missing.

Cancellations	• This column displays the target status and the number of case cancellations (displayed in the centre of the colored circle).
	• Clicking on the circle will display previous cancellations for a case.
	
	Target Staus: a colored circle:
	   1. **Green** - within target
	   2. **Yellow** - approaching the target
	   3. **Red** - exceeding the target

Notes	• The **Notes** field can be turned on or off in **User Preferences**. • This is an area where information can be added to the case without it being attached to the case when it gets sent to the **Care Venue**. • Hovering over the note displays the message. Think of them as a yellow sticky note on a paper chart.
Attachments 📎	• A paperclip indicates that a document has been attached to the case. • Hover over the paperclip to see the number of attachments associated with a case. • Click on the paperclip to manage the attachments. **Based on surgical requirements, you will need to upload/scan all required documents to the case.** **NOTE: the History & Physical and Patient Questionnaire must be attached prior to submitting to the site for slating – this is enforced by the system.**
Name	Displays the patient's name (Last Name, First Name). Hover over a patient's name to view their telephone number(s). Click on a patient name to view the **Case Details**.

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Waitlist Columns Defined	
Novari ID	System defined unique identifier assigned to a patient/case.
Procedure	Procedure name, body site, or laterality, and either the default procedure time or physician specific average time if applicable to your facility
Target Days (Pri)	Displays the number of days to target. Target days are defined by the priority assigned to the patient's case.
Care Venue	Displays (in short from) the Care Venue (hospital or clinic) where the surgery will be performed.
Anesth	Winnipeg Health Centre: Not applicable. This column will default to **Y** for all cases. Regaional Health Centre: Will display **Y** or **N** depending on whether an anesthetist is required for the procedure.
Next Available	This column will display the next date a patient is available for surgery if a patient has been placed on a fixed hold.
Current Surg Date	The current surgical date that has been assigned to the patient. ○ 📅 - The calendar icon means the patient has not yet been scheduled ○ ~~07/03/2020~~ - A date crossed out in red is when a surgery date has been cancelled ○ ✔ - A green checkmark means the case has been submitted to the OR booking office
Adjusted Days on List	This is a calculation of the length of time a patient has been on the wait list minus any time they have been unavailable.
Adjusted Days to Target	The number of days the patient is away from their provincial target minus any days they have been unavailable. **Note: a negative number means the patient has waited beyond their provincial target.**
PSS Status	Indicates the patient's pre-surgical screening readiness. ○ Red background – not viewed by PSS clerk ○ Yellow background – viewed but not complete ○ Green background – reviewed and completed (patient ready)
Unnamed ⏩	The bi-directional green arrow is used to transfer a patient to another provider. ⏩
Intent of Surgery	Displays the intent of surgery for oncology cases. This column can be turned off or on in your **User Preferences.**