
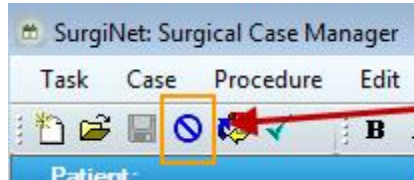


Canceling a case booked with Surgical Case Manager

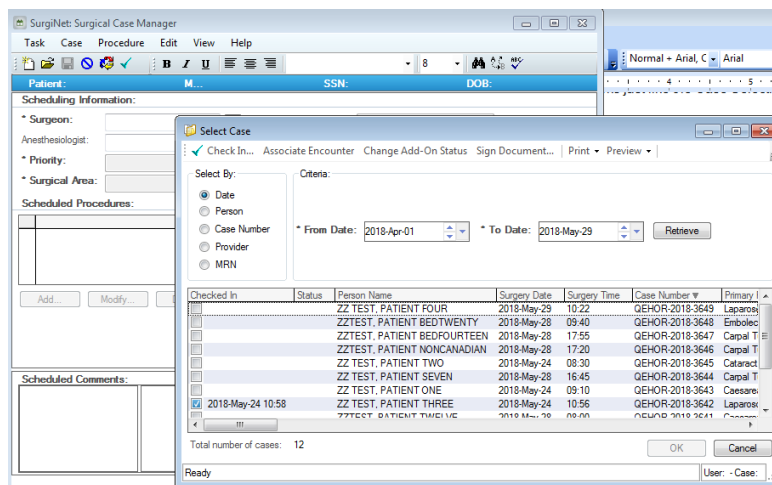
NOTE – If you have opened the patient’s chart and opened the Perioperative Doc tab (even if you haven’t charted anything on the OR record), you will not be able to cancel the case.

You will need to terminate the OR record. Refer to Terminate OR record

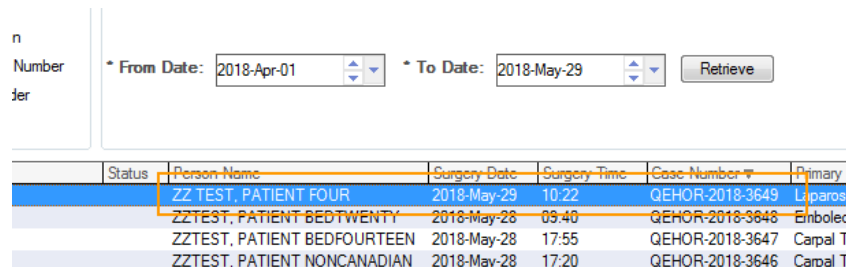
1. Open Surgical Case Manager. Select the Cancel Case icon .



2. A ‘Select Case’ window will open, which looks just like the Case Selection screen.

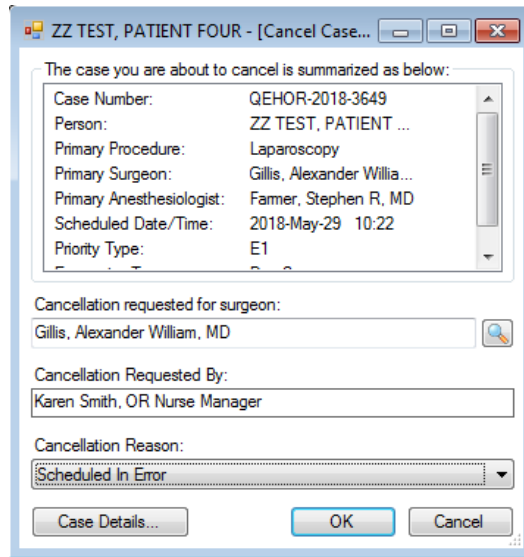


3. Click “Retrieve”. Highlight the case you want to cancel. Double-click on the case or click “OK”.

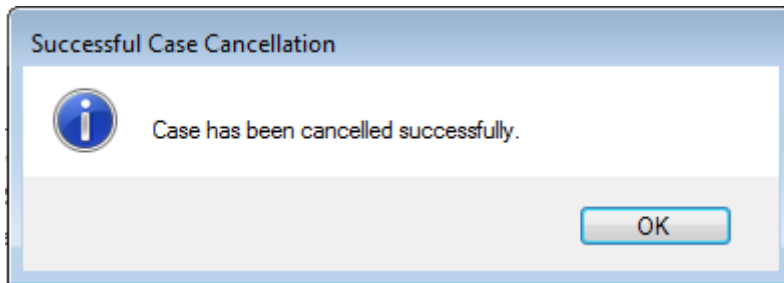


4. A window will appear where you enter
 - the surgeon’s name,

- your name (free text)
 - select a reason from the available drop-down.
5. Click OK.



6. A window will appear to tell you the case was cancelled successfully. Click OK.



7. Close Surgical Case Manager, and click Retrieve on the Case Selection screen. The case you just cancelled will appear on the screen in red font with the word 'Cancelled' in the Status column.

Status	Surgery Date	Surgery Time	Case Number	Person Name	MRN	Primary Procedure
	2018-May-21	08:30	QEHOR-2018-3637	ZZTEST, PATIENT FOURTEEN	888000861	Total Hip Arthroplasty Hyb
	2018-May-24	08:00	QEHOR-2018-3638	ZZ TEST, PATIENT FOUR	888000855	Total Ankle Arthroplasty (I
	2018-May-24	10:56	QEHOR-2018-3642	ZZ TEST, PATIENT THREE	888000854	Laparoscopy
Cancelled	2018-May-29	10:22	QEHOR-2018-3649	ZZ TEST, PATIENT FOUR	888000855	Laparoscopy
	2018-May-28	09:40	QEHOR-2018-3640	ZZTEST, PATIENT BEDTWENTY	888000853	Embolectomy (NONE)
	2018-May-24	08:00	QEHOR-2018-3639	ZZTEST, PATIENT TWELVE	888000857	Chalazion Cyst Excision (I
	2018-May-24	08:30	QEHOR-2018-3645	ZZ TEST PATIENT TWO	888000853	Cataract Phaco IOL (NON