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 ^O.



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

BurgiNet: Surgical Case Manager Task Case Procedure Edit Definition Definition Definition	: View Help I 및 ≣ ≣ ≣ M	• 8 • 4 4 SSN: DO	- • ×	Normal + Arial, C • Arial
Scheduling Information: Scheduling Information: Surgeon: Pitonty: Scheduled Procedures:	Select Case Check In Assou Select By: Date Person Case Number Provider MRN	ciate Encounter Change Add-On Status S Cateria: • From Date: 2018/Apr-01	ign Document Print • To Date: 2018-May-25	Preview
Add Modfy []	Checked In	Status Person Name ZTEST, PATIENT FOUR ZZTEST, PATIENT BEDTWENTY ZZTEST, PATIENT BEDTWENTY ZZTEST, PATIENT SEPONERTE ZZTEST, PATIENT TWO ZZ TEST, PATIENT SEVEN ZZ TEST, PATIENT SEVEN ZZ TEST, PATIENT THRE ZZTEST, PATIENT THRE	Surgery Date Surgery 2018.May-29 10.22 2018.May-28 0.940 2018.May-28 17.55 2018.May-28 17.20 2018.May-28 17.20 2018.May-28 16.46 2018.May-24 08.30 2018.May-24 09.10 2018.May-24 09.10 2018.May-24 09.10 2018.May-24 09.00	y Time (Case Number ¥ Primay) / a CHDR 2013-5494 (Lawrein) CHDR 2013-5494 (Lawrein) CHDR 2013-5494 (Lawrein) CHDR 2013-5464 (Carpal T CHDR 2013-5454 (Carpal T) CHDR 2013-5454 (Carpal T) CH

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

n Number Jer	* From	Date: 2018-Apr-01 📮 ▪ 1	o Date: 2018-	May-29	▼ Retrieve	
	Status	Person Name	Surgery Date	Surgery Time	Case Number 🔻	Primary I
		ZZ TEST, PATIENT FOUR	2018-May-29	10:22	QEHOR-2018-3649	Laparos
		ZZTEST, PATIENT BEDTWENTY	2018-May-28	09.40	QEHOR-2018-3648	Embolec
		ZZTEST, PATIENT BEDFOURTEEN	2018-May-28	17:55	QEHOR-2018-3647	Carpal T
		ZZTEST, PATIENT NONCANADIAN	2018-May-28	17:20	QEHOR-2018-3646	Carpal T

- 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.

🖳 ZZ TEST, PATIENT FOUR	🖳 ZZ TEST, PATIENT FOUR - [Cancel Case 👝 💿 📧					
The case you are about to o	The case you are about to cancel is summarized as below:					
Case Number:	Case Number: QEHOR-2018-3649					
Person: ZZ TEST, PATIENT						
Primary Procedure:	Laparoscopy					
Primary Surgeon:	Gillis, Alexander Willia 😑					
Primary Anesthesiologist:	Farmer, Stephen R, MD					
Scheduled Date/Time:	2018-May-29 10:22					
Priority Type:	E1					
Cancellation meuosted for au						
Gillis, Alexander William, MD	Gillis Alexander William MD					
Cancellation Requested By:						
Karen Smith, OR Nurse Manager						
Cancellation Reason:						
Scheduled In Error	•					
Case Details	OK Cancel					

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	MBN	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 (1
	2018-May-24	10:56	OEHOR-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	89.48	QEHOR-2018-3648	ZZTEST, PATIENT BEDTWENTY	888888833	Embolectomy (NONE)
	2018-May-24	08:00	QEHOR-2018-3639	ZZTEST, PATIENT TWELVE	888000857	Chalazion Cyst Excision (N
	2018-May-24	08-30	OFHOR-2018-3645	77 TEST PATIENT TWO	888000853	Cataract Phace IOL (NON