

Warnings for unsubmitted blocks

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How Warnings for Unsubmitted Blocks Work

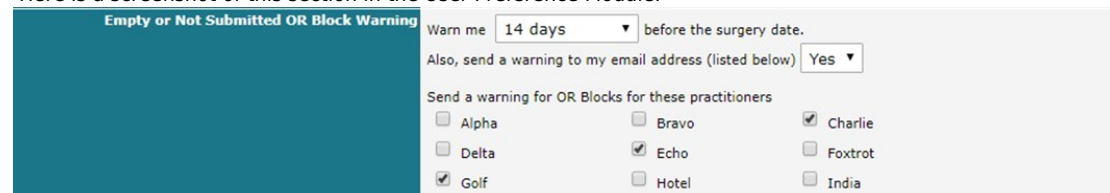
Overview

Describes how the user setting “Empty or Not Submitted OR Block Warning” works.

Settings

In the application each user is given the option to choose how many days before a surgery date they would like to be warned, if they would like a warning sent to their email address, and which providers they would like to receive these warnings for.

Here is a screenshot of this section in the User Preference Module:



In addition to the user preference, there is also a health center setting for OR Reminder Days that dictates the number of days before a user should receive notification that they have not submitted a block to the OR. Below is a screenshot of this setting located in the Administrator Module’s Health Center Settings page under the OR Booking Settings:

OR Booking Settings:		
OR Lock Timeout	The number of minutes a lock enabled by the OR should be disabled.	90
OR Reminder Days	The number of days before a user should receive notification that they haven't submitted a block to the OR.	14
OR Substitution Days	The OR Lock threshold. This represents the number of business days permissible for last minute OR submissions.	40
OR Tracking Days Out	The number of days in advance to track OR submission events.	90
Modify Surgical Blocks	Determines if a user can add/edit/delete surgery blocks.	Yes
Include Setup/Cleanup minutes on the first/last booked case	Determines if the first case of the day should include Setup Minutes and if the last case of the day should include cleanup minutes. This will only apply to compactor scheduling blocks.	No
OR List Removal Notifications	Displays cases that have been removed from the waitlist and have previously been submitted to the OR.	No
OR Event Auto Clear on Removal	This setting whether changes will be reflected in the OR Portal after a case has been removed from a waitlist.	No

Email Notification

For a user to get emailed notifications about unsubmitted blocks the following requirements must be met:

- The user must select “Yes” in user preference for “Also, send a warning to my email address (listed below)”.
- The user must have a valid email.
- The user must select at least one provider that they wish to receive notifications for.
- The block must be within both the health centers' OR Reminder Days and the warning days set in the user’s preferences.
- The block must have at least one case on the block belonging to a physician that the user has chosen to

be notified about in their user preferences.

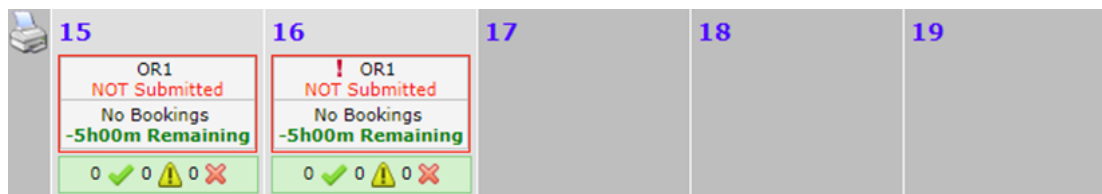
- The block must not be in the past.

Here is a chart to display when a user will receive email notification based upon OR Reminder Days and User Preference settings:

OR Reminder Days	User Preference	When the user will get the email
14	14	14
14	22	14
14	7	7

Red “NOT Submitted” Text on Blocks in the Physician’s Office Calendar

The red “NOT Submitted” text on unsubmitted blocks only appears if the unsubmitted block is within the number of warning days dictated by the user’s preferences. Below is a screenshot of what this warning would look like in the Physician’s Office Calendar:



For this text to show, the block must meet the following criteria:

- The block must not be submitted.
- The block must be on a day equal to or less than the number of warning days set in the user’s preferences.
- The block must not be in the past.
- The block does not need to have any cases on it.

Here is a table to display when the red “NOT Submitted” text will display on an unsubmitted block:

OR Reminder Days	User Preference	When “NOT Submitted” shows on block
14	14	14
14	22	22
14	7	7