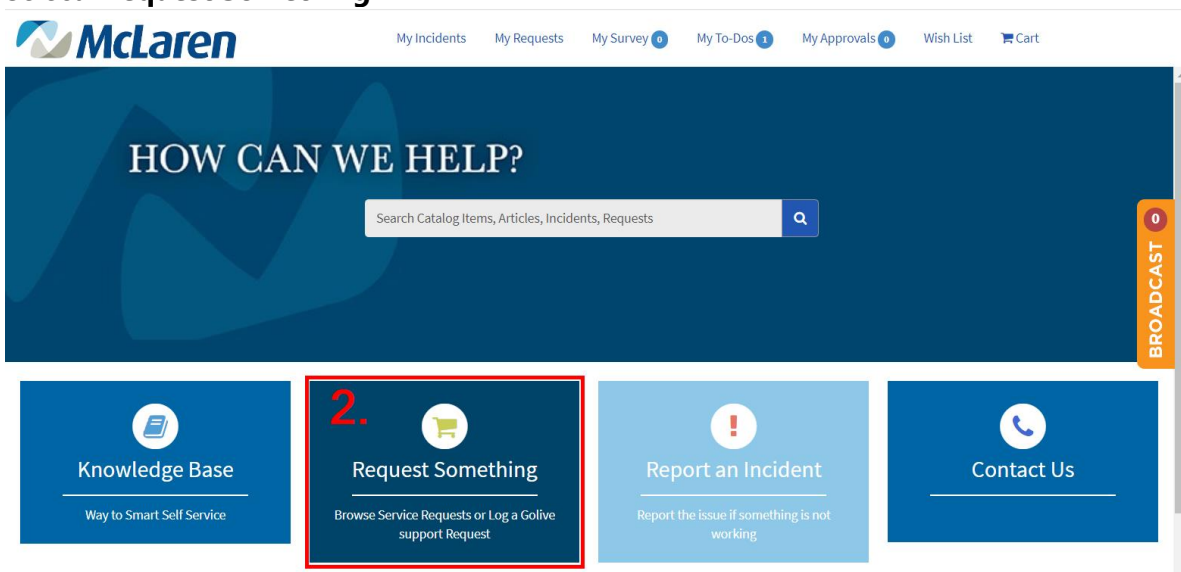
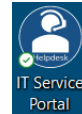


# Cerner Flash

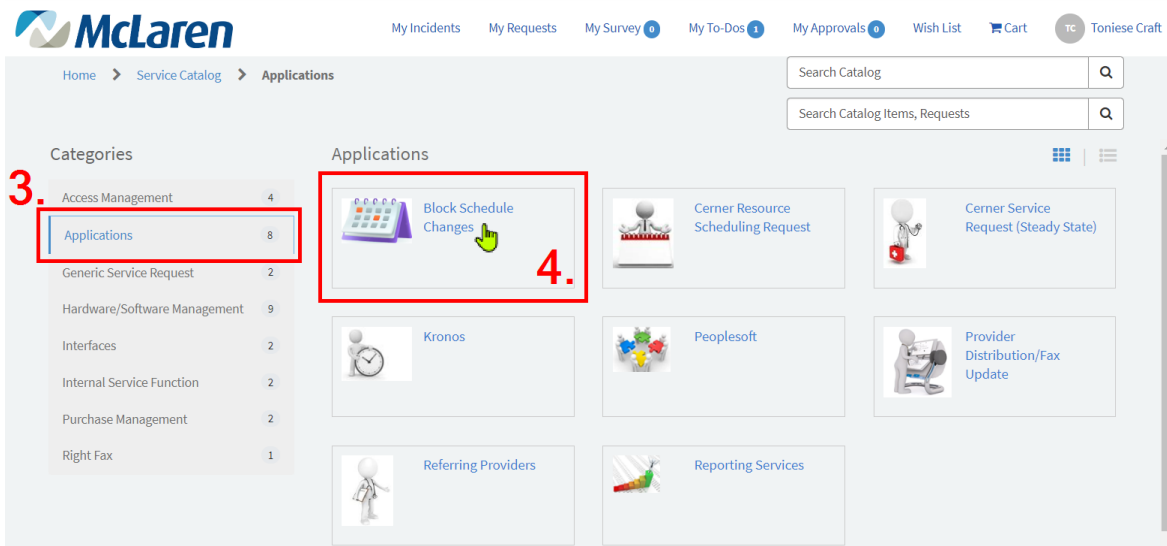
07/14/2023

## Block Scheduling Requests

1. To submit Surgery Block scheduling build, modifications, or removals use the following process in the **IT Service Portal**
2. Select **"Request Something"**



3. Click **"Applications"**
4. Click on **"Block Schedule Changes"**




# Cerner Flash

5. Complete all necessary and Required (\*) fields
6. Block Schedule Template
  - a. Download the **Block Schedule Template**
  - b. Open the downloaded spreadsheet and complete the template
  - c. Upload the completed template to the ticket request

\*\* You may use your own updated electronic version of the block schedule in place of this template as long as it clearly calls out the changes. Having clear, concise information will assist in getting your changes made faster.


**5.**

\*Phone Number  Extn / Cellphone

\*Proposed Completion Date  

\*Summary

\*Description

\*When will new block template start?  

\*Will new blocks be needed?  
 Yes  No

\*Are there new surgeons?  
 Yes  No

\*Is there late start or education times needed?  
 Yes  No

Please download the template and provide with details of [Block schedule template](#)

\* Please attach the Block Schedule Template

**6.**

\* Is the Block Schedule Template Spreadsheet attached and filled out completely?  
 Yes

\* Are ALL the weeks accounted for in the template request?  
 Yes  No