

What is It?

The OR Marketplace activity can be used by surgeons, clinic staff, and OR schedulers to review time, request time, and release individual block times to increase your OR utilization and decrease unused time.

NOTE: *OR Marketplace IS NOT Case Entry.*

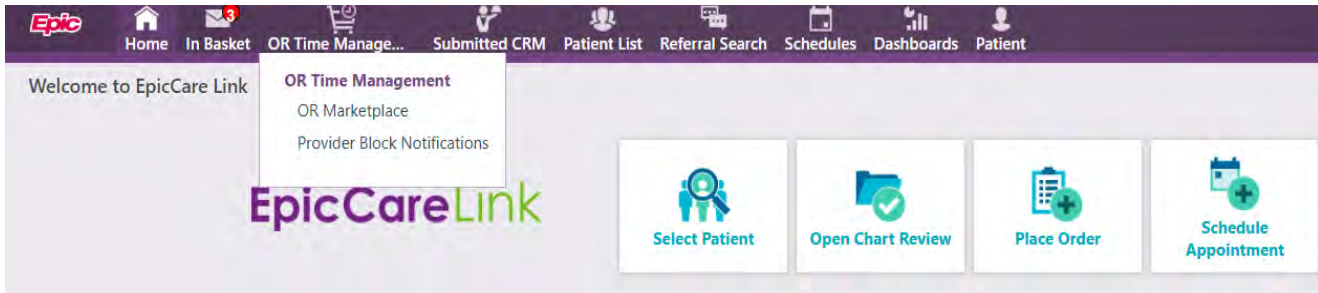
Who Uses It?

Any clinic staff that are listed as alternate recipients for a surgeon will have access to the OR Marketplace. This is true for Hyperdrive and EpicCare Link users. Additionally, all surgeons have access.

Accessing OR Marketplace in EpicCare Link

Click onto **OR Time Management Marketplace** Icon within EpicCare Link, then select **OR Marketplace**

NOTE: If you do not see the icon, you have not been added to your surgeon's record and will need to reach out to Hospital Scheduling team.



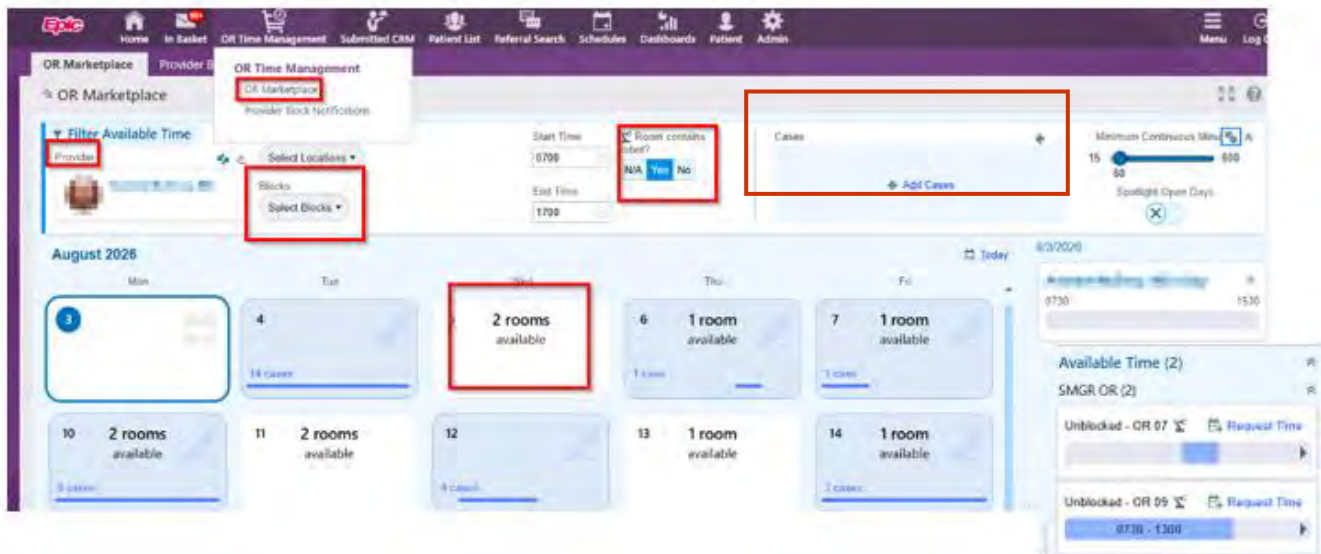
Searching for Open Time

From the OR Marketplace activity, search for open time using the filters at the top.

- Search for your Surgeon under blocks under **Provider** or **Blocks**
- Select location(s)
- Review available time by date (middle panel)
- Specify if Robot needed
- Add a case to whether the cases need to schedule

Add Cases allows you to match cases you have already entered in case entry with available OR time. If you entered a case but have not yet selected “**Ready to Schedule**,” you can open Or Marketplace, search for available time, and select Add Cases to associate the case with the OR Time you would like to request.

NOTE: Add Cases does not replace Case Entry. Surgical case information must first be entered through Case Entry.



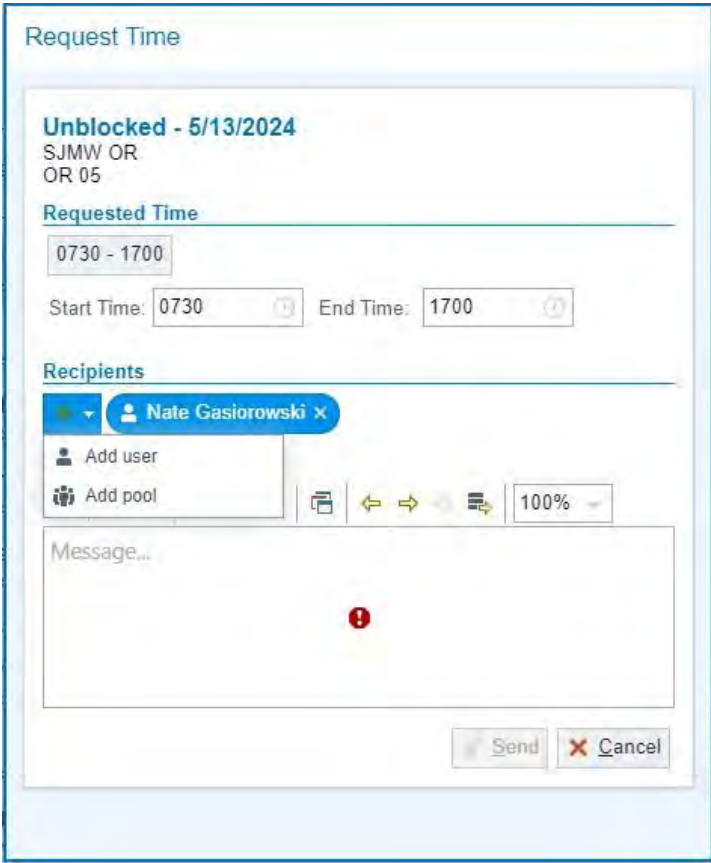
NOTE: Selecting the provider under blocks will show their block time only and dates with owned block time will appear dark blue.

Requesting Open Time

After selecting a date, a list of available time and ORs for that date appears. After selecting the desired room, you can request time by selecting the **Request Time** button.

Block	Time	Actions
Unblocked SJMw OR OR 05	0730 - 1700	 Request Time

Clicking Request Time launches the Request Time activity:



The Request Time activity window displays the following information:

- Unblocked - 5/13/2024**
- SJMw OR
- OR 05
- Requested Time**
- 0730 - 1700
- Start Time: 0730 End Time: 1700
- Recipients**
- Nate Gasiorowski x
- Add user
- Add pool
- 100%
- Message...
- Send Cancel

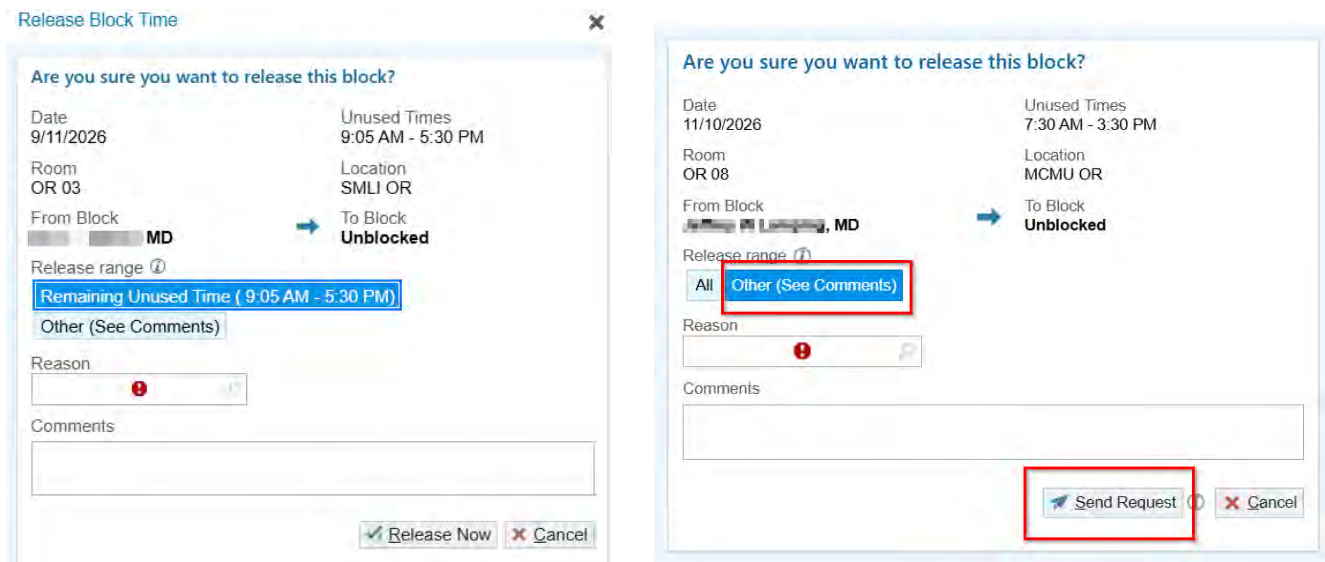
- In the window that appears, select your OR scheduling pool to send the request to if it does not default.
- Adjust the start and end times as needed for the **entire procedure** not just the surgeon's time. The request automatically includes details such as the location of the available time and the name of the surgeon you're requesting the time for.
- In the message box Type the full procedure name so that OR staff can determine if the length of time is appropriate.
- OR Schedulers will approve the request or send a follow up message to your inbox. (**Block Messages**)

Releasing Block Time

Time can only be released for individual owned blocks. Group blocks cannot be released as this is shared time. Users can release owned block time in increments of 4 hours or more.

NOTE: If the unused time is less than 4 hours, the release time button will not be visible.

- To release individual block time, click the date, and then click release time.
- Clicking **Release Now** opens a confirmation box allowing the user to select a reason for release. The release is immediate and is not reviewed for approval by the OR.
- Once released, the time will become available for other providers or services to claim.



Release Block Time

Are you sure you want to release this block?

Date: 9/11/2026
Unused Times: 9:05 AM - 5:30 PM
Room: OR 03
Location: SMLI OR
From Block: MD
To Block: Unblocked
Release range: Remaining Unused Time (9:05 AM - 5:30 PM)
Other (See Comments)
Reason:
Comments:
Release Now Cancel

Are you sure you want to release this block?

Date: 11/10/2026
Unused Times: 7:30 AM - 3:30 PM
Room: OR 08
Location: MCMU OR
From Block: MD
To Block: Unblocked
Release range: All Other (See Comments)
Reason:
Comments:
Send Request Cancel

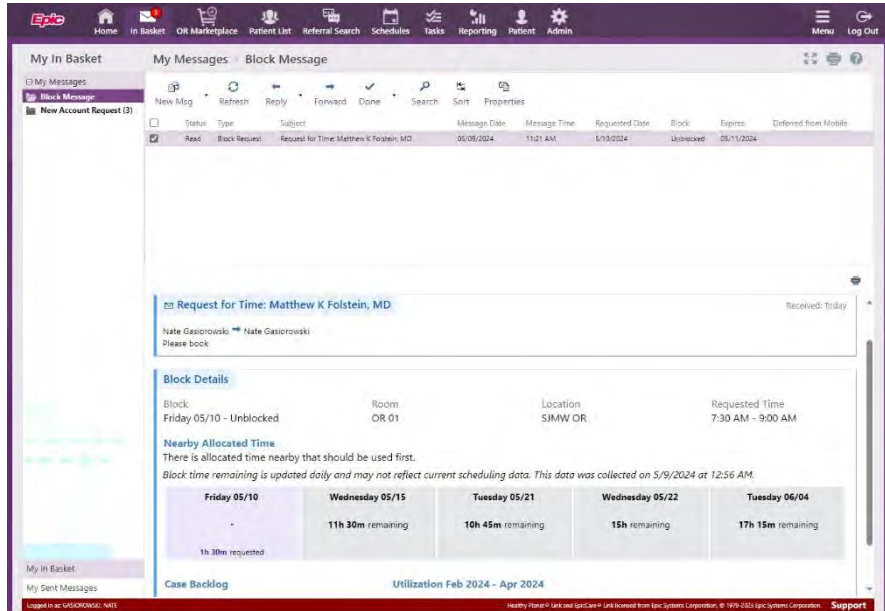
Partial blocks cannot be released. If needed, please select **Other (See Comments)** and indicate the partial block time in the comments field. If you click **Release Now**, it will automatically release the entire block time, so using **Other (See Comments)** will send a message to the OR schedulers to manually release the partial block. Be aware that releasing anytime, even a partial block, will mark the entire day as unused.

NOTE: Releasing only part of a block does not result in a partial utilization credit. Marketplace treats the release as a full block release, which may cause the full day to be reflected as underutilized in utilization reporting.

A block notification message will be automatically sent for block time that is projected to be underutilized (per RHM specification). To receive credit for releasing unused block time, the release must be made at least 14 days before the block date. Released made within 14 days are considered late released and still may impact utilization reporting.

In Basket Messages & OR Time Management

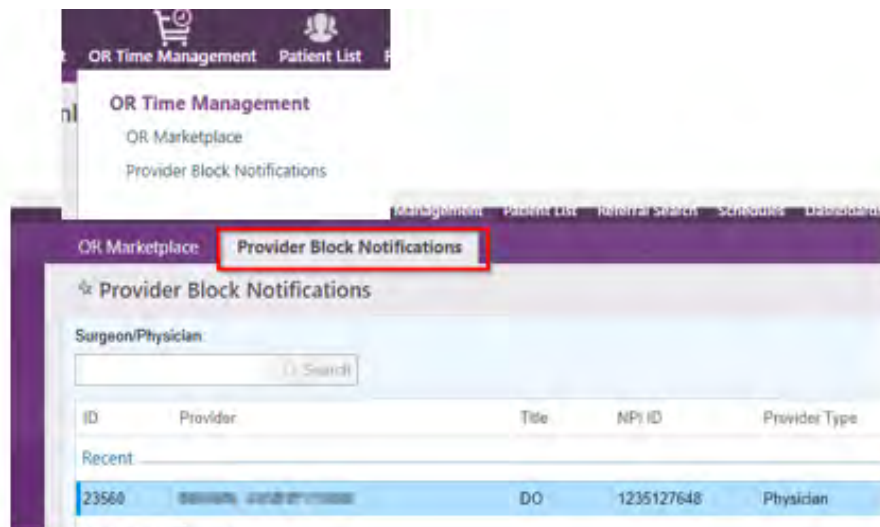
The Block Message folder will automatically appear when a new block message has been received. Messages typically appear 7-14 days prior to date of surgery.



Friday 05/10	Wednesday 05/15	Tuesday 05/21	Wednesday 05/22	Tuesday 06/04
1h 30m requested	11h 30m remaining	10h 45m remaining	15h remaining	17h 15m remaining

These notifications can be adjusted in **Provider Block notifications**. This activity allows you to set up who should be alerted about OR Time opportunities and underused block time.

1. Click the OR Time Management Icon > Provider Block Notifications on your tool bar
2. Double-click to select your surgeon

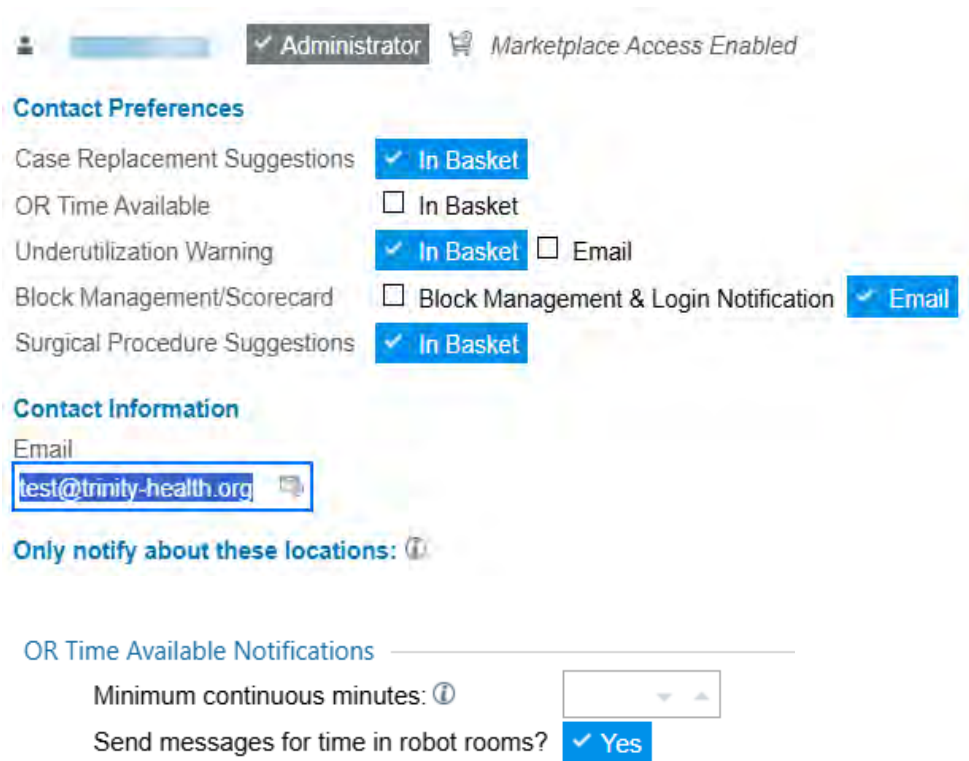


ID	Provider	Title	NPI ID	Provider Type
Recent				
23560	Matthew K Folstein, MD	DO	1235127648	Physician

Provider Block Notification Types:

1. **Case Replacement Suggestions** provides AI generated replacement suggestions when the entered CPT code may not match the procedure/preference card. This is an inbasket notification and at least one scheduler must receive these notifications.
2. **OR Time Available** allows you to set who should be notified of open time. You can choose a portion of time you like to be notified about for open time. (60 minutes is the minimum.) You can specify to receive robot rooms opening notifications as well.

NOTE: As these notifications can clutter the inbasket, it may be helpful to deselect this and manually watch OR Marketplace for open times

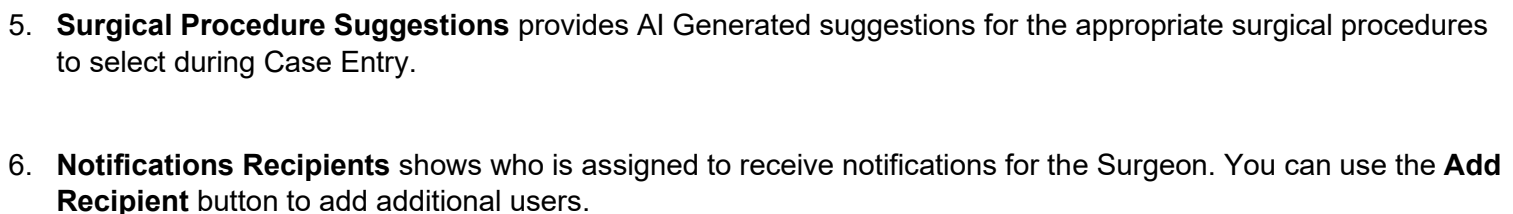


The screenshot shows the user interface for a provider's notification preferences. At the top, the user is identified as an Administrator with Marketplace Access Enabled. The 'Contact Preferences' section includes options for Case Replacement Suggestions (In Basket), OR Time Available (In Basket), Underutilization Warning (In Basket and Email), Block Management/Scorecard (Block Management & Login Notification and Email), and Surgical Procedure Suggestions (In Basket). The 'Contact Information' section shows an email address of test@trinity-health.org. The 'OR Time Available Notifications' section includes a minimum continuous minutes field and a checkbox for sending messages for time in robot rooms, which is currently checked.

3. **Underutilization Warning** allows you to receive a block notification message for block time that is projected to be underutilized. The notification will be sent 14 days prior to the surgery date. To receive credit for releasing unused block time, the release must be made at least 14 days before the block date. Released made within 14 days are considered late released and still may impact utilization reporting.

NOTE: The system will auto release unused time 10 days prior to surgery. Reminders may say “Do you plan to use this time?” or “You’re unlikely to use this time. Can we open this time for others to fill?”

4. **Block Management Scorecard** sends a monthly summary report related to block notifications through inbasket and/or email. (Email is recommended for Link users) The Scorecard shows how well a surgeon is using their assigned OR Time, highlighting the block utilization percentage in relation to the regional goal as well as the number if used, unused, and released minutes.



NOTE: If the Surgeon does not want to receive notifications they or any delegates can uncheck the notifications options under the Surgeon in Provider Block Notifications. However, if there is not at least one scheduler listed for all the notification types, the notifications will be sent to the Surgeon by default.