1. In Healthbridge open the Surgical Care application
2. Click the Surgery Case List tab
3. Select your Today case list from the dropdown menu
4. Select the case from the list
5. Click the Surgery Case Details tab
6. Click the Intra-op tab
7. Click the Close Case button
8. Select Procedure Cancelled from the Closed Status dropdown menu
9. Select a Cancellation Reason from the dropdown menu
10. Then click OK
11. Click Yes to the Case Validation Errors prompt.