CARE4 MODULE NAME: Registration
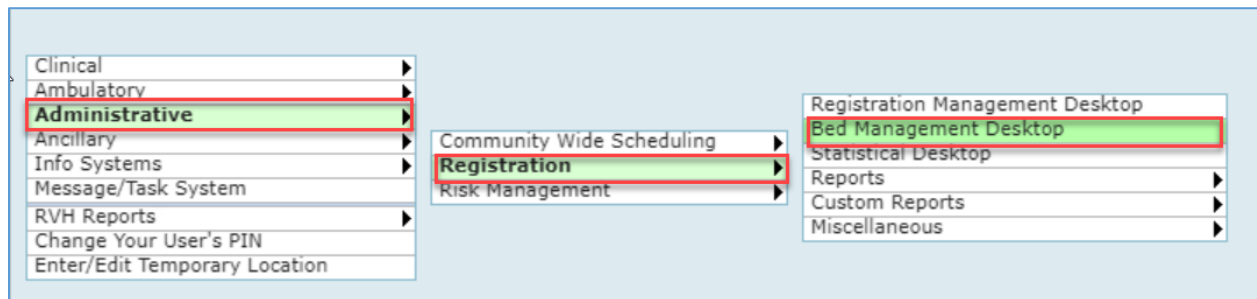## Bed Request Process Nursing/Clerks

Overview

The bed request process provides notification to Patient flow of the need for a bed in addition to any bed attributes. Once a Bed Request has been put in CGMH, GBGH and HHCC will receive a printout of the request.

If a unit-to-unit transfer is required, sending unit will utilize the Bed Request

Select Administrative from the main menu -> Registration -> Bed Management Desktop

- Select Bed Request from the buttons on the righthand menu
- Enter the information for the required questions
- Requesting Location will auto populate with the unit who wants to transfer the patient
- Bed Attributes – select any special requirements from the dropdown list applicable for the patient
- Identify what floor the patient will be going to in the Notes