

CARE4 MODULE NAME: Registration

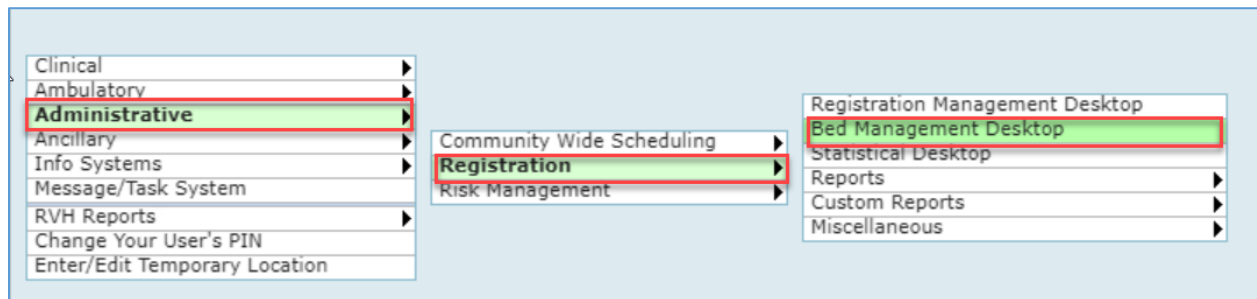
Bed Request Process Nursing/Clerks

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

A screenshot of the 'Bed Request' form interface. At the top, a green header bar displays patient information: 'Inpatient One', '05/05/2021 -', 'VA0000580/21', and 'V000001071'. Below this, a light blue section contains 'Bed Request Info' with fields for 'Request Service' (Surgical), 'Request Reason' (Patient to be admitted (IN)), 'Requesting Location' (Surgery 2), 'Request Priority' (Routine), 'Request Comment', and 'Date/Time Needed' (05/05/2021 10:25). To the right of this is a 'Bed Attribute' dropdown menu. Below the 'Bed Request Info' is a 'Notes' section with a text area. On the far right, a vertical sidebar contains navigation buttons: 'Home', 'Msg/Task', 'Single Mode', 'Schedule', 'Pre-Register', 'Register', 'Revisit', 'Bed Request' (highlighted with a red box and an arrow pointing to it), 'LOA', 'Outpatient Bed', 'Discharge', 'Edit', 'Fix Event', and 'Cancel'.