

From the Office of Clinical Informatics Quick Reference Guide (QRG) Capacity Management – Complete Bed Status Changes

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This Quick Reference Guide (QRG) reviews how to Complete Bed Status Changes in Capacity Management

Common Buttons & Icons

A	Available Bed icon
Oc	Occupied/Male Bed icon
Oc	Occupied/Female Bed icon
DV	Dirty Bed icon
В▼	Blocked Bed icon
0▼	Out of Service Bed icon
н	Held Bed icon
c▼	Cleaning Bed icon

Complete Bed Status Changes

- ➢ From the Bed Board:
- **<u>STEP 1</u>**: Click the appropriate drop-down arrow for the bed whose status you need to change.
- **<u>STEP 2</u>**: Select the appropriate status from the drop-down list.
- **<u>STEP 3</u>**: If prompted, click the **Reason** drop-down arrow to select an appropriate reason for the status change.
- **<u>STEP 4</u>**: Then, click **OK**.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.