

From the Office of Clinical Informatics Quick Reference Guide (QRG) Capacity Management – Complete Critical Access Tasks

March 1, 2022

This Quick Reference Guide (QRG) reviews how to Complete Critical Access tasks in Capacity Management

Common Buttons & Icons

🧷 1 minute ago	Refresh icon
DV	Dirty Bed icon
	Menu icon
4	Clean icon

Transfer a Patient to a Swing Bed

- From the Discharge List tab:
- **<u>STEP 1</u>**: Click the **Refresh** icon to update the Discharge List.
- **<u>STEP 2</u>**: Click the **PreAdmit List** tab.
- **<u>STEP 3</u>**: Click the **Refresh** icon to confirm the swing encounter is registered to the bed.
- **<u>STEP 4</u>**: Click **Personalization** to add the Custodial Services List tab to your view.
- **<u>STEP 5:</u>** Click **My Gadgets**.
- **<u>STEP 6</u>**: Click **Custodial Services List** .
- **<u>STEP 7</u>**: Scroll down in the list to find the appropriate cleaning request.
- **<u>STEP 8</u>**: Hover over the request row.
- **<u>STEP 9</u>**: Click the **Menu** icon.
- **<u>STEP 10</u>**: Click **Clean** in the drop-down list.
- **<u>STEP 11</u>**: Click Cancel Clean in the sub-menu.
- **<u>STEP 12</u>**: Click **Hospice/Swing Scenario** in the Cleaning Cancel Reason window.
- STEP 13: 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.