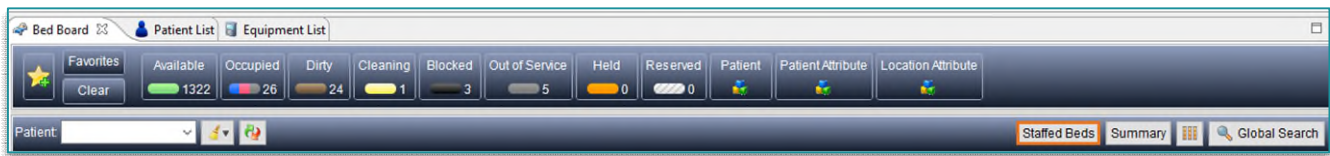


Capacity Management can block patient beds based on staffing numbers related to the operational number of beds available by nursing unit. Staffing availability may change daily affecting the ability to cover all the available operational beds within a unit. The Staffed Beds widget will assist with automatically blocking beds based on the number of staff available.

**STEP 1:** Sign into Capacity Management.

**STEP 2:** Select the **Staffed Beds** button on the bed board.



**STEP 3:** Select the **Location**.

- Scroll to appropriate **Nursing Unit**.

**STEP 4:** Document the appropriate number of staff for that day in the **Staffed** column.

**STEP 5:** Select **Acknowledge Staffing** to confirm the change.

**NOTE:** This will need to be updated when there is a staffing change that will affect bed coverage. Once a staffed number has been placed, it will remain until it is manually changed.

- Decreased staffed bed availability is noted on the bed board by the red not available symbol.

