

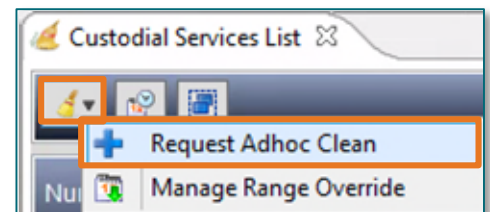
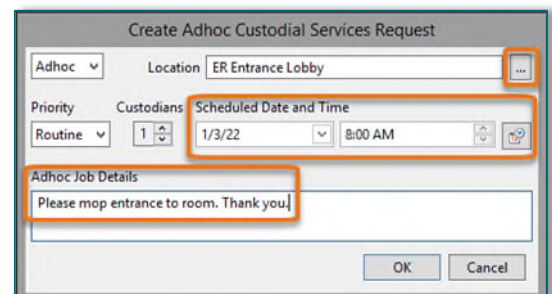
Within Capacity Management, end users have the ability to request a clean job or for a patient to be transported to another location or discharged from the facility manually.

AdHoc Requests

Many of the tasks associated with patient flow are automated in Capacity Management; however, there are times tasks which need to be completed outside of the automated filters.

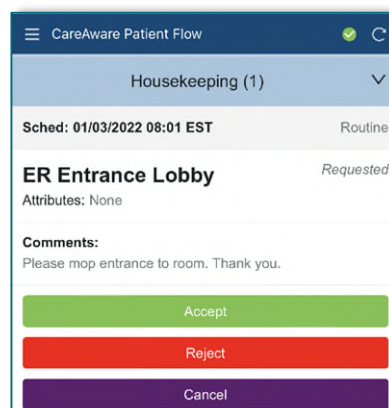
➤ Custodial Service Needs

- In the event a cleaning is not associated with a discharge or transfer, staff can place an AdHoc request for custodial staff to be alerted.
 - While on the **Custodial Services List** gadget, click the **Broom** icon.
 - Select **Request Adhoc Clean**.
 - Enter the location by using the ellipses button to expand facility.
 - Once the location has been selected, it will appear in the Recent tab for ease in future selection.
 - End-users can set a time for cleaning to occur or leave as the default time.
 - Staff can also change the number of custodians needed to complete the job.
 - Enter comments to alert custodial staff what needs to be cleaned and click **OK**.

NOTE: This will place the job on the Custodial Services List and create a job on the mobile device of the custodian assigned to the zone.

Mercy Emergency Department...	Routine	Adhoc	Requested	Please mop entrance to ED. Thank you.
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➤ Transport Service Request

End users at Mercy and EMMC have the ability to request assistance from Transport staff to take patients for testing or when being discharged from the facility.

- While on the Bed Board, Patient List, or Transport List, staff have the access to the **Transport** action button.
 - Click the **Transport** button and **Request AdHoc Transport**.
 - When the request window opens, the end user will note the From location defaults to the current location.
 - Enter the To: location using the ellipses button.
 - End users can schedule a time, request more than one transporter, and change the mode of transport, if appropriate.
 - Patient Attributes will default based on what is already charted or selected, but if additional attributes are needed, the box can be checked.
 - Enter **Transport Details** if appropriate and click OK.

NOTE: The request will populate to the Transport List and create a job on the mobile device for the transporter assigned in sending zone.