

PeriOp staff will interact with Capacity Management when patients enter the department and again when patients leave. The interaction will provide better visualization of which bays are in use, as well as alert custodians where their services are needed.

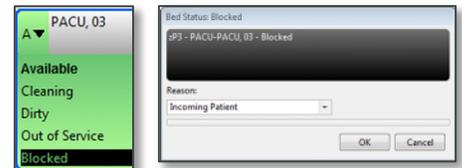
### Incoming Patients

When a patient arrives into a bay, staff will manually block the location in Capacity Management.

**STEP 1:** Locate the bay on Capacity Management Bed Board

**STEP 2:** Click the dropdown and select **Blocked**.

**STEP 3:** Enter **Incoming Patient** as the reason and **OK**.



### Outgoing Patients

When the patient has left the department, staff will manually change the bed status to **Dirty**. This will alert EVS of a task.

**STEP 1:** Locate the bay on Capacity Management Bed Board

**STEP 2:** Click the dropdown and select **Dirty**.



Location	Statu...	Priority	Type	Status	Comment	Custodian	Request T...	Scheduled...	Start Time
zP3 - PACU-PACU, 03	Dirty	Routi...	Disch...	Requ...	Standard Discharge Clean		12/28/18 ...	12/28/18 ...	
zP3 - PACU-PACU, 02	Dirty	Routi...	Disch...	Requ...	Standard Discharge Clean		12/13/18 ...	12/13/18 ...	

- This will create a task for custodial services through the mobile device.

**NOTE:** If the custodian is manually assigned by PeriOp staff, the metrics for the EVS manager will be skewed.

### Canceling a Clean Request

In the event department staff cleans the bay, the request will need to be canceled and the room flipped back to available.

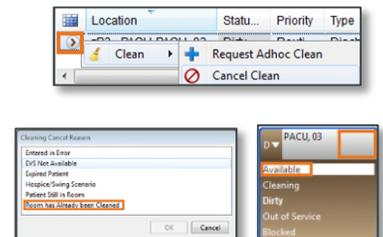
**STEP 1:** Locate the clean request on the Custodial Services List.

**STEP 2:** Click in the first box on the far left to activate a dropdown.

**STEP 3:** Select **Clean** → **Cancel Clean**.

**STEP 4:** Enter **Room has Already Been Cleaned** as the reason.

**STEP 5:** Change the bed status back to **Available**.



For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.