

Capacity Management allows facilities to track patients throughput and manager bed-readiness on inpatient and perioperative units. Specific interactions within Capacity Management update bed status automatically; however, there are times a manual update is required.

## Manual Bed Status Updates

To manually update the status:

- Click the drop down beside the bed number and select appropriate reason.
  - **Available:** The room is unoccupied and ready for the next patient.
  - **Cleaning:** Staff are actively cleaning the room.
  - **Dirty:** The room is ready for staff to clean.
  - **Out of Service:** The room is not acceptable for patient use due to a non-clinical issue, i.e., maintenance needed.
  - **Blocked:** The bed cannot be used for a specified clinical reason, i.e., existing patient condition in a semi-private room, staffing issues, etc.
- **Out of Service** and **Blocked** options require staff to select a reason from a drop-down list to explain why the bed is unavailable.
  - Once the reason has been set, staff can double-click to open the **Location Details** window to review the **Comments**.
- **Command Center Dashboard**
  - Accurate bed status is important, as this information now displays on the Command Center Dashboard, a real-time view, providing leadership and other designated staff with capacity and bed utilization data.

