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Patient flow throughout the facility is monitored within Capacity Management. The flow can be interrupted if a bed is missing. Notification, location, and transfer of an available bed is a collaborative effort.

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### Missing Bed

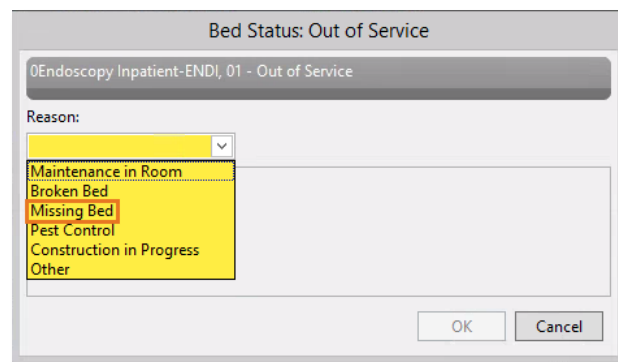
Occasionally, the bed is transferred out of a room with the patient. Unit staff will work with Environmental and Transport Services to locate an available bed and prepare the room for an incoming patient. The steps below will also alert the Bed Manager of the room's status to avoid the transfer of a patient to an incomplete room.

**STEP 1:** EVS staff receives notice on their mobile device for a cleaning task.

**STEP 2:** EVS will verbally alert Unit Staff if the bed is missing after the room has been cleaned.

**STEP 3:** Unit Staff will explore the unit for an available bed.

- If a bed is found, it will be taken to the room.
- If no bed is found, unit staff can manually change the Bed Status to **Out of Service** with the Reason of **Missing Bed**.



- Unit staff will verbally notify Materials Dispatch no bed was found on the unit and ask the dispatcher to place an AdHoc request for Transport staff to locate a bed for the identified room.

**STEP 4:** Transport staff will notify the unit staff when the bed is physically in the room.

- If the bed is dirty, the Unit Staff can place an AdHoc request for EVS to wipe down the bed.
- If the bed is missing linens, unit staff can prepare the bed.

**STEP 5:** Unit staff will manually update the room to **Available**.