Priority beds provide the ability to designate and prioritize bed assignment for incoming patients on the unit.

Priority Beds

STEP 1: Navigate to the **Bed Board** in Capacity Management and click the **Modify Priority Bed Assignments** button.

STEP 2: Drag and drop beds from the Bed Board into the Priority Beds window.

- Priorities are designated based on hierarchical position, with the first position being top priority.

- A maximum of five beds can be prioritized in each nurse unit.

- Beds can be moved by selecting the bed and using the arrows to the right to move the patient up or down.

- To remove a bed from the list, select the bed and click **Remove**.

STEP 3: Once the beds are in the desired hierarchical position, click **OK**.

STEP 4: Priority Beds will now populate on the Bed Board under **Priority Beds**.

- When a patient has been assigned to a priority bed, the bed will display slash marks. Double-click the bed to view the assigned patient.

- Once the transfer is completed, the bed will be removed from the Priority Bed section and the bed will display as occupied.