**When patients are transported to surgery and are expected to return to the same location postoperatively, the Held Bed Workflow detailed below is followed.**

Starting the Held Bed Process

The Held Bed Workflow includes the Bed Placement Coordinator (BPC) or Bed Manager, the sending charge nurse and/or unit secretary, and the Surgical Services nurse. The below workflow begins after the Nurse-to-Nurse handoff between the sending and receiving unit has occurred.

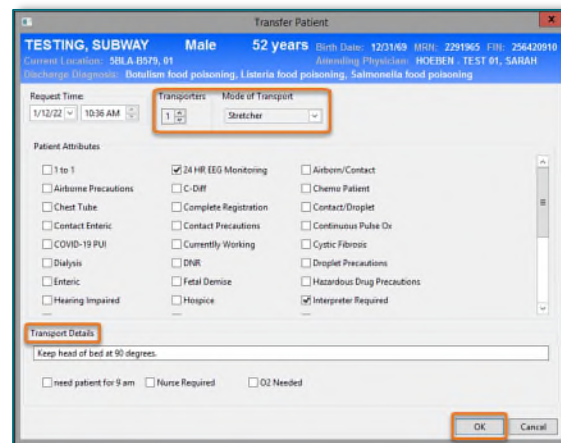**STEP 1:**   The bedside nurse or unit secretary places the patient on the **Transfer List**.

- Place the patient on the Transfer List by selecting the patient's name, clicking the **Transfer** icon, and selecting **Transfer Patient**.
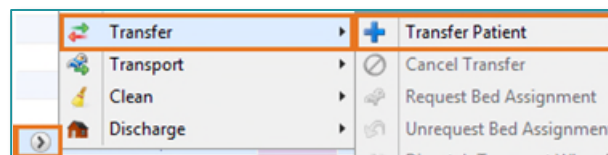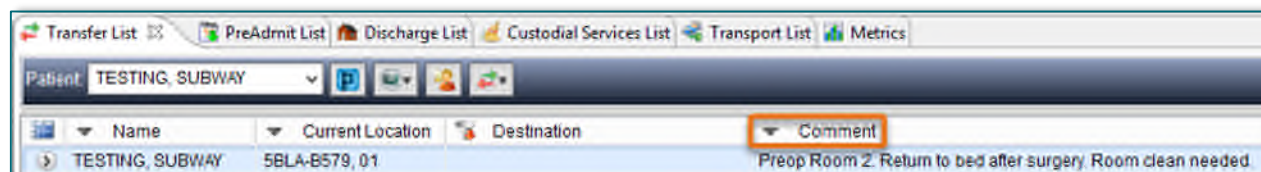
STEP 2:   The Transfer Patient window will display. Member Organizations who use transport staff may indicate patient attributions and various transport details such as number of Transporters needed, Mode of Transport, and Transport Details within the window. Once all transport information is complete, click **OK**.

STEP 3:   Once the patient populates to the Transfer List, indicate the plan for the patient to return to their original room post procedure in the **Comments** column.

- Indicate the Surgical Services bed location, if applicable. The BPC will assign the patient to a Surgical Services location. If a room clean is needed, indicate this information in the Comments.

STEP 4:   When the BPC assigns the destination, they will check the box for the patient to return to the original location and indicate if a room clean is needed.

STEP 5:   The OR staff notifies the inpatient unit the patient is being transferred.

- The unit coordinator confirms the patient is on the Transfer List.

STEP 6: The PreOp staff completes the Transfer when the patient arrives on the unit by clicking the arrow in the far most left column **> Transfer > Complete Transfer**.

- Once the transfer is completed, the patient will now show as occupying the new bed and will be removed from the Transfer List.
- The bed on the sending unit will be in a **Held** status, indicated by an **H** with a yellow background on the Bed Board.
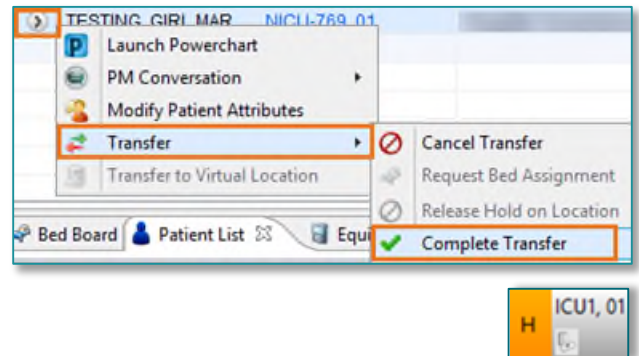
Completing the Held Bed Process

Upon completion of the procedure, the PACU staff will request the transfer when the patient is ready to return to the original location.

STEP 1: The PACU staff will select the patient's name and click the **Transfer** icon to reveal transfer options.

- Select **Return Patient to Held Location** and the Modify Patient Attributes window will appear. Modify attributes as needed, then select **OK**.
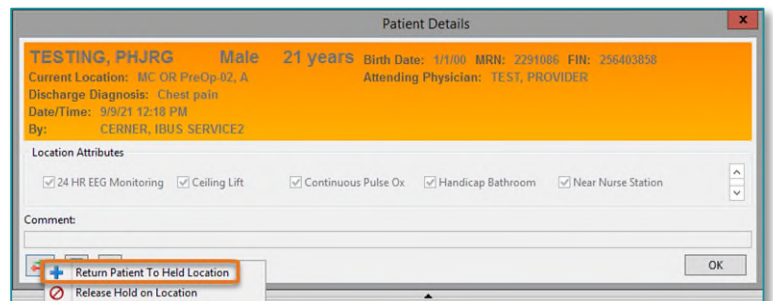
> **NOTE:** When selecting Return to Held Location, the original bed location will automatically populate in the destination.

- For those facilties that have transport, the **Dispatch Transport** window will pop-up. Complete the necessary information, then select **OK**.
- The patient will now appear on the **Transfer List**.
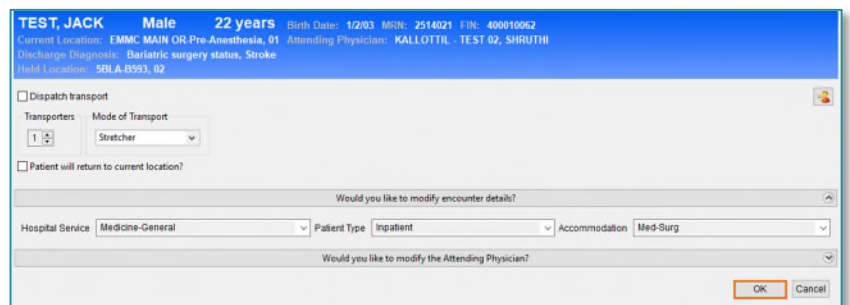
> **NOTE:** If the patinet will not be returning to the same location, select Release Hold on Bed. Communicate with the BPC to determine the patient's new location.

STEP 2: Staff on the receiving unit completes the transfer when the patient arrives back on the unit by clicking the arrow in the far most left column > **Transfer** > **Complete Transfer**.

  ▪ Once the transfer is completed, the patient will now show as occupying the held bed and will be removed from the Transfer List.
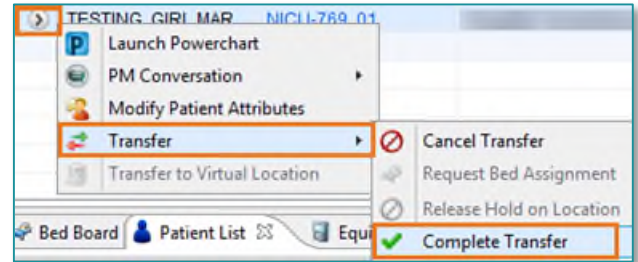
NOTE: **When the patient arrives back on the sending unit, the staff will need to reassign care staff to patient in Clairvia Patient Assignment.**