Northern Light Health

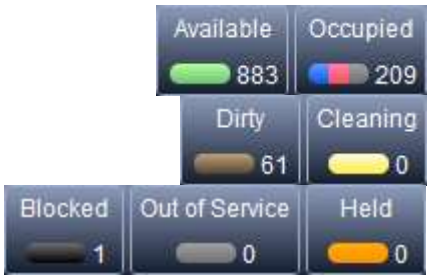
From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Introduction to Capacity Management

February 25, 2022

This Quick Reference Guide(QRG) introduces Capacity Management.

Common Buttons & Icons

	Select Location icon
	Right Arrow icon
	Add Favorites icon
	Expand icon
	Favorites icon
	**Bed Status** buttons
	Global Search button

Attribute Icon Key

	Magnifying Glass icon	1 to 1
N/A	No Icon	24 HR EEG Monitoring
N/A	No Icon	CABG Patients
N/A	No Icon	Ceiling Lift
	Leaf icon	Comfort Care – or – Fetal Demise
	Notebook icon	Complete Registration
	Phone icon	Currently Working
N/A	No Icon	Cystic Fibrosis
N/A	No Icon	Dialysis
	Red Heart icon	DNR
	Fall icon	Falls Risk
	White Heart icon	Fetal Monitoring
N/A	No Icon	Gynecological
	Butterfly icon	GIP Hospice
N/A	No Icon	Handicap Bathroom
	Bed icon	Hallway

	Ear icon	Hearing Impaired
	Helping Hands icon	Hospice
N/A	No Icon	Hospital (Acadia Only)
	Speech icon	Interpreter Required
	Hazard icon	Lead-Lined
	Nursing icon	Near Nurse Station
	Lungs icon	Negative Pressure
N/A	No Icon	Neuro
	Fork and Knife icon	NPO
N/A	No Icon	Obstetrical
N/A	No Icon	Oncology
N/A	No Icon	Ophthalmologic
N/A	No Icon	Orthopedic
	Green Check Mark icon	Patient Arrived
	Rehab icon	Rehab
N/A	No Icon	Respiratory
	Restraint icon	Restraints
	Person icon	Seizure Precautions
	Swing icon	Swing Bed
	Red Monitor icon	Telemetry, Cardiac
	Green Monitor icon	Telemetry, Medical – or – Surgical
	Purple Heart icon	TAVR Patients
	Joint icon	Total Joint
	TR icon	Total Restriction
	PR icon	Partial Restriction
N/A	No Icon	Urological
	Ventilator icon	Ventilator
	Eye icon	Visually Impaired
	Blue Stop Sign icon	Airborne Precautions
	Red Stop Sign icon	Contact Precautions
	Green Stop Sign icon	Droplet Precautions
	Pink Stop Sign icon	Neutropenic Precautions
	Biohazard icon	Isolation

Personalize Gadgets

- From anywhere within the Capacity Management application:

STEP 1: **Click Personalization in the top menu bar.**

STEP 2: Click **My Gadgets**.

STEP 3: **Click a gadget to add or remove it from view.**

NOTE: **A check mark indicates that the gadget is selected.**

STEP 4: **Repeat steps 1 – 3, as needed.**

NOTE: **Click the Save icon to save any changes your make to your perspective. If you do not do this before exiting Capacity Management, any updates to your perspective will not populate when you log back in to the application.**

Click Reset Perspective to revert everything back to default your view.

Select Your Location

- From the Bed Management view in the Capacity Management application:

STEP 1: **Click the Select Location icon.**

STEP 2: **Click the appropriate location.**

STEP 3: **Use the Right Arrow icons to narrow down to a unit or bed view, if desired.**

NOTE: **You can return to a higher-level view by clicking that option in the location toolbar, if needed.**

Create a Custom Favorite Location

- From anywhere within the Capacity Management application:

STEP 1: **Click the Add Favorites icon.**

STEP 2: **Click Add Custom Location Favorite. An Add Custom Location Favorite window displays.**

NOTE: **If you want to set your currently selected location as a favorite, you can use the Add Current Location option.**

STEP 3: **Use the Expand icons to drill-down and select the appropriate location.**

STEP 4: **Click Add.**

NOTE: **You can repeat steps 3-4 to add as many locations as needed.**

STEP 5: **Enter a name for your custom list in the Favorite Name field.**

STEP 6: **Click OK.**

NOTE: **Click the Save icon to save any changes your make to your perspective. If you do not do this before exiting Capacity Management, any updates to your perspective will not populate when you log back in to the application.**

Click Reset Perspective to revert everything back to default your view.

Update to a Custom Favorite View

- From anywhere within the Capacity Management application:

STEP 1: Click the Favorites icon.

STEP 2: Select your custom list.

NOTE: **You can manage your favorites using the Manage Custom Location Favorite option.**

Click the Save icon to save any changes your make to your perspective. If you do not do this before exiting Capacity Management, any updates to your perspective will not populate when you log back in to the application.

Click Reset Perspective to revert everything back to default your view.

View Attributes on the Bed Board

- From the Bed Board gadget:

STEP 1: Click Detailed.

NOTE: **Patient attributes icons display in color, while room attributes do not.**

STEP 2: To return to the condensed view, click Summary.

Filter the Bed Board

- From the Bed Board gadget:

STEP 1: Click a bed status button.

NOTE: **You can select multiple bed status buttons. To reset any filters, click Clear.**

Search for a Patient's Location

- From the Patient List or Bed Board gadget:

STEP 1: Click Global Search.

STEP 2: Enter the patient's name, medical record number, and/or financial identification number in the appropriate field.

STEP 3: Click Search.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.