







This Quick Reference Guide (QRG) reviews how to Complete Inpatient Tasks

Common Buttons & Icons

	Stop Sign icon
	Menu icon
	Available Bed icon
	Occupied/Male Bed icon
	Occupied/Female Bed icon
	Held Bed icon
	Transfer Patient icon

Add a Comment to a Transfer Request

➤ From the Transfer List gadget:

STEP 1: Within the appropriate row on the Transfer List, click the **Comment** field.

STEP 2: Type the appropriate comment; then press [**Enter**].

Reserve a Bed for a Patient

➤ From the Transfer List and Bed Board gadgets:

STEP 1: Within the Bed Board gadget, scroll right or left to locate the appropriate unit.

STEP 2: Within the appropriate unit on the Bed Board gadget, scroll down or up to locate an available bed.

STEP 3: Click-and-drag the patient's name from the Transfer List down to the cell for the bed you want to reserve. An Assign window displays.

STEP 4: Review and confirm the patient details and mode of transportation; then click OK.

NOTE: You can use the **Patient will return to current location? check box** to hold the patient's current bed, if they will return to that bed after their initial transfer.

The assigned bed displays with hash marks to indicate that it is reserved.

You can confirm that the correct patient reserved the bed by double-clicking the bed cell and viewing the Reserved Patient tab.

Complete a Transfer

➤ From the Transfer List gadget:

STEP 1: Hover over the appropriate row in the Transfer List.

STEP 2: Click the **Menu** icon to the left of the patient's name.

STEP 3: Click **Transfer** in the drop-down menu.

STEP 4: Click **Complete Transfer** in the sub-menu.

NOTE: When a transfer is complete, the patient falls off the Transfer List and displays in their new bed.

Request a Transport

➤ From the Bed Board gadget:

STEP 1: Click the bed cell for the patient you wish to transport.

STEP 2: Click the Transport icon.

STEP 3: Click Transfer Patient. A Transfer Patient window displays.

STEP 4: Click the Mode of Transport drop-down arrow; then select the appropriate option.

STEP 5: Select the appropriate Patient Attribute checkboxes, if needed.

STEP 6: Enter any pertinent details for transporters in the Transport Details field, if needed.

STEP 7: Select the appropriate Transport Details checkboxes, if needed.

STEP 8: Click OK.

NOTE: You can view the transport request on the Transport List gadget.

Return a Patient to a Held Location

➤ From the Bed Board gadget:

STEP 1: Click the bed cell for the patient you wish to transport.

STEP 2: Click the Transfer Patient icon.

STEP 3: Click Return Patient to Held Location. A Transfer Patient window displays.

STEP 4: Update the Mode of Transport field, if needed.

STEP 5: Select the appropriate Patient Attribute checkboxes, if needed.

STEP 6: Enter any pertinent details for transporters in the Transport Details field, if needed.

STEP 7: Select the appropriate Transport Details checkboxes, if needed.

STEP 8: Click OK. An Assign window displays.

STEP 9: Review and confirm the patient details and mode of transportation; then click OK.

NOTE: The assigned bed displays with hash marks to indicate that it is reserved.

You can confirm that the correct patient reserved the bed by double-clicking the bed cell and viewing the Reserved Patient tab.