


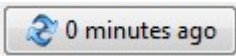





This Quick Reference Guide (QRG) reviews how to Complete Acadia Tasks in Capacity Management

Common Buttons & Icons

	Transfer Patient icon
	Nursing icon
	Menu icon
	Refresh icon
	Available Bed icon
	Occupied/Male Bed icon
	Occupied/Female Bed icon
	Dirty Bed icon

Request a Patient Transfer

➤ From the Bed Board gadget:

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

STEP 2: Click the Transfer drop-down arrow.

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.

You can see what a patient attribute icon means by hovering over it.

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: 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.

Access PM Conversation for Patient Discharge

➤ From the Discharge List gadget:

STEP 1: Hover over the appropriate patient's name.

STEP 2: Click the Menu icon.

STEP 3: Click Discharge in the drop-down menu.

STEP 4: Click Discharge Patient.

STEP 5: Complete the steps to discharge the patient using PM Conversation.