


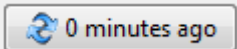






Complete Acadia Tasks

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

Complete Acadia Tasks

Request a Patient Transfer

From the Bed Board gadget:

1. Click the bed cell for the patient you wish to transport.
2. Click the **Transfer** drop-down arrow.
3. Click **Transfer Patient**. A Transfer Patient window displays.
4. Click the **Mode of Transport** drop-down arrow; then select the appropriate option.
5. Select the appropriate **Patient Attribute** checkboxes, if needed.
6. Enter any pertinent details for transporters in the **Transport Details** field, if needed.
7. Select the appropriate **Transport Details** checkboxes, if needed.
8. Click **OK**.

Notes:

- 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:

1. Within the appropriate row on the Transfer List, click the **Comment** field.
2. Type the appropriate comment; then press [**Enter**].

Breakaway Adoption Solutions

Reserve a Bed for a Patient

From the Transfer List and Bed Board gadgets:

1. Within the Bed Board gadget, scroll right or left to locate the appropriate unit.
2. Within the appropriate unit on the Bed Board gadget, scroll down or up to locate an available bed.
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.
4. Review and confirm the patient details and mode of transportation; then click **OK**.

Notes:

- 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:

1. Hover over the appropriate row in the Transfer List.
2. Click the **Menu** icon to the left of the patient's name.
3. Click **Transfer** in the drop-down menu.
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:

1. Hover over the appropriate patient's name.
2. Click the **Menu** icon.
3. Click **Discharge** in the drop-down menu.
4. Click **Discharge Patient**.
5. Complete the steps to discharge the patient using PM Conversation.