Bed Management Solution (BMS)

User Guide

Version 3.4

August 2023

Department of Veterans Affairs

Office of Information and Technology (OIT)

Revision History

Date	Revision	Description	Author
8/2023	3.4	Updated for BMS version 3.4. The following figures were updated: • **Figure 172** – BMS Facility Patients Pending Bed Placement List- Stnadard View • **Figure 173** – Patients Pending Bed Placement List – Community Care View • **Figure 189 –** Edit Details of the Patient Pending Bed Placement List • • **Figure** 190 - Isolation Required Checkbox The following tables were updated: • Error! Reference source not found. • Error! Reference source not found. • **Table 30** - Add/Edit Patients Pending Bed Placement – Parameters	Booz Allen Hamilton
7/2023	3.7.2	Updated for BMS RFC June 2023. The following figures were updated: • **Figure 242** PPBP By Date Range Report The following figures were added: • **Figure 243:** Community Care Comments • **Figure 354**: Network Active Report The following tables were updated: • **Table 64** Network Active Report Added note to **4.2.1.32** below **Table 52** Added description of community care comments	Booz Allen Hamilton
6/2023	3.7	Updated for BMS version 3.7. The following figures were updated: • **Figure 123** Facility Background Processors • **Figure 124** Facility Background Processors • **Figure 426** Background Processors Page	Booz Allen Hamilton

Date	Revision	Description	Author
		• **Figure 427** Background Processors Page – Adding a VistA Site • **Figure 429** VistA Integration Tab • **Figure 430** Audit Page • **Figure 431** View Audit Results The following tables were updated: • **Table 75** -Removed and all subsequent table numbers were updated • **Table 76** -Removed references to **method** for operations • **Table 78** -Added **VDIF** acronym The following sections were updated: • **4.1.12** Removed references to Add/Update Method from background processors • **4.9.12.1** Added save information • **4.9.12.4** Removed references to configuration Method for background processors on VistA site	
3/7/2023	3.3	Updated for BMS version 3.3. The following figures were updated: • **Figure 188** Add/Edit Patients Pending Bed Placement in the VA Facility - Details • **Figure 189** Edit Details of the Patient Pending Bed Placement List • **Figure 190** Isolation Required Checkbox • **Figure 194** Add/Edit Patients Pending Bed Placement • **Figure 205** VISN Interfacility Transfer Sheet – Enter Patient Data • **Figure 206** VISN Interfacility Transfer Sheet – Enter Patient Data The following tables were updated: • **Table 30** Add/Edit Patients Pending Bed Placement – Parameters • **Table 31** Interfacility Transfer Parameters	Booz Allen Hamilton

Date	Revision	Description	Author
		Redactions of patient/provider names were updated on all images to keep with VA redaction formatting (Lastname. Firstname written as One, Provider; Two, Provider; etc)	
4/7/2022	2.11	Updated for BMS version 2.11. The following sections were added: • **4.2.1.1 Patient Pending Bed Placement (PPBP) View Preference** • **4.3.1.4 New Comment on a Bed after it has been Marked Clean -with the following figures: Figure 319 - Select a Bed for a New Comment, Figure 320 - EMS Bed Status Page – New Comment on Clean Bed and Upon saving, the following screen is displayed showing multiple comments on the bed:** • **Figure 321 - EMS Bed Status Page –** The following sections were updated: • **Section 4.2.1.8 -Adding an Interfacility Transfer -** to update 'Add Interfacility Transfer' wording, to include adding 'Bulk Interfacility Transfer' and **Figure 202 – Selecting Bulk Patients for VISN Interfacility Transfer** • **Section 4.2.1.6 - Removing Patient from the Patient Pending Bed Placement List -** to include Bulk Removal of patients from the PPBP list and • • • • • **Figure 198 – Bulk Remove Patients from the** Patient Pending Bed Placement List The following section was updated:	Booz Allen Hamilton

Date	Revision	Description	Author
		• **4.2.1.30 Facility Diversion Report -** to reflect that only diversions that end during the time interval chosen will display The following figures were updated: • **Figure 7 - BMS Facility Home Screen, Figure 17 - Facility Home Screen Logout, Figure 21 - Selecting Site Options, Figure 24 - Selecting Site Options,** • • • • • • • • • • Figure 28 - Selecting Site Options**, Figure 34 - Selecting Site Options, Figure 40 - Selecting Site Options,** • **Figure 45 - Selecting Site** Options**,** • **Figure 49** - Selecting Site Options**, Figure 58 - Selecting Site Options, Figure 62 - Selecting Site Options, Figure 66 - Selecting Site Options, Figure 72 - Selecting Site Options, Figure 75 - Selecting Site Options, Figure 79 - Selecting Site Options, Figure 85 - Selecting Site Options, Figure 90 - Selecting Site Options, Figure 94 - Selecting Site Options, Figure 98 - Selecting Site Options, Figure 107 - Selecting Site Options, Figure 112 - Selecting Site Options, Figure 117 - Selecting Site Options, Figure 125 - Selecting Site Options, Figure 128 - Selecting Site Options,**	

Date	Revision	Description	Author
		• • **Figure 132 - Selecting** Site Options**, Figure 137 - Selecting Site Options, Figure 141 - Facility Home Page – Site Options, Figure 161 - Facility Home Page Site Options, Figure 166 - VA Facility Homepage, Figure 170 - Census Category Percentage, Figure 171 - Ward Census, Figure 172 - BMS Facility Patients Pending Bed Placement List – Standard View, Figure 174 - Patients Pending Bed Placement List – Patient Flow View, Figure 175 - Patients Pending Bed Placement List – In-House Patients View, Figure 176 - Patients Pending Bed Placement List – DOM/RRTP Patients View, Figure 178 - PPBP Column Grouping Action, Figure 179 - PPBP Column Grouping Result, Figure 180 - PPBP Column Ordering Action, Figure 181 - PPBP Column Ordering Result, Figure 182 - PPBP Customize, Figure 185 - Adding a Patient to the Patients Pending Bed Placement List, Figure 188 - Add/Edit Patients Pending Bed Placement in the VA Facility - Details,** • • • • • **Figure 189 - Edit Details of** the Patient Pending Bed Placement List**,** • **Figure 190 - Isolation Required** Checkbox**, Figure 191**	

Date	Revision	Description	Author
		- Add New Patient in Patient Pending Bed Placement List, • • • • • **Figure 194 - Add**/Edit Patients Pending Bed Placement**, Figure 195 - Patients Pending Bed Placement List Showing Isolation Icon,** • • • • • • **Figure 196 - Remove Patient** from the Pending Bed Placement List**, Figure 199 - Patients Pending Bed Placement: Current, Figure 200 - Undo Remove Patient from the Patient Pending Bed Placement List, Figure 207 - Report Page Navigation, Figure 246 - Selecting Facility Diversion, Figure 258 - Selecting Ward Whiteboard, Figure 268 - Standard View of Patient Pending Bed Placement List, Figure 277 - Selecting Ward Whiteboard,** • • • • • • • • • Figure 285 - Selecting Ward Whiteboard**, Figure 292 - Selecting Ward Whiteboard, Figure 297 - Selecting Ward Whiteboard,**	

Date	Revision	Description	Author
		• • • • • • • **Figure 305** - Editing Patients Pending Bed Placement View**,** • • **Figure 390 - Facility** Home Page- to reflect change in column name from "Requested" to "Bed Needed By" • **Figure 217 - Other Reports** – to reflect Other Reports in alphabetical order in the dropdown • **Figure 7 - BMS Facility Home Screen, Figure 166 - VA Facility Homepage, Figure 183 - Exporting PPBP Data and Figure 184 - PPBP Page Functions** – to reflect the PPBP bulk selection "Transfer" to "Interfacility Transfer" • **Figure 148 - Audit Log Report –** to reflect the reports in alphabetical order in the dropdown • **Figure 23 - Adding/Editing Ward, Figure 26 - Selecting a Ward Group to Edit, Figure 27 - Editing a Ward Group,** • • • • • • Figure 30 - Deleting a VistA Ward Group **–** to reflect change of Ward type from 'Virtual' to 'Combined' • **Figure 235 - Patient Movements Report by Date**	

Date	Revision	Description	Author
		Range – to reflect added column Associated Patient IENs The following tables were updated: • **Table 24 - VA Facility Standard View Parameters, Table 26 - VA Facility Patient Flow View Parameters, Table 27 - VA Facility In-House View Parameters, Table 28 - VA Facility DOM/RRTP View Parameters, Table 30 - Add/Edit Patients Pending Bed Placement – Parameters**- to reflect change in column name from "Requested" to "Bed Needed By"	
9/28/2021	2.9	Updated for BMS version 2.9. The following figure was updated: • **Figure 56 - Facility Configuration Page – Non-Integrated Facility** - to reflect use of fully qualified domain name in Whiteboard Kiosk Default User Name field The following tables were updated: • **Table 6 - VA Facility Configuration Parameters** and **Table 71 - BMS Site Parameters**: to reflect use of fully qualified domain name in Whiteboard Kiosk Default User Name field	
9/1/2021	2.9	Updated for BMS version 2.9. The following figures were updated: • and **Figure 56 - Facility Configuration Page – Non-Integrated Facility**– to reflect new fields for Auto-Remove Edis Patients from PPBP list and Auto Placement of Transfers onto PPBP list • • •	Liberty ITS

Date	Revision	Description	Author
		• • • • • • **Figure 237 -** Patient Pending Bed Placement List Status Report Criteria **-** to reflect field name change from "Community Services" to "Community Specialty" The following table was updated: • **Table 6 - VA Facility Configuration Parameters -** to reflect new fields for Auto-Remove Edis Patients from PPBP list and Auto Placement of Transfers onto PPBP list and Integrated Sites Removed Bed Board Module Enable/Disable Configuration page information from **Section 4.1- Facility Administrator Users**	
4/12/2021	2.8	Updated for BMS version 2.8. The following figure was added: • **Figure 438- Patient Movements Report by Date Range** The following Table was added: • **Table 77- Patient Movement Parameters** The following figure was updated: • **Figure 252 - Patient Movement Report -** to reflect change in title "Patient Movements – All Wards" to "Patient Movement (PM) – All Wards" and "IEN" to "PM IEN".	Liberty ITS
3/10/2021	2.8	Updated for BMS version 2.8. The following figure was updated: • **Figure 312 - Select Bed Clean Request for Assignation**	Liberty ITS

Date	Revision	Description	Author
2/15/2021	2.8	Updated for BMS version 2.8. The following section was added: • **4.1.16.5 Bed History Report** The following figures were updated: • **Figure 235 - Patient Movements Report by Date Range -** to reflect change to reflect change in title "Patient Movements – All Wards" to "Patient Movement (PM) – All Wards", "IEN" to "PM IEN". • • • • • • • • • • Figure 356 - Network Audit Report **and Figure 357 - Network Disposition Report** - to reflect added column "Event Entered Date" The following tables were updated: • **Table 47 - Patient Movement Report by Date** Parameters **-** to reflect change "IEN" to "PM IEN" and D(ate)/T(ime) being changed to D/T as shown in report. • **Table 66 - Network Audit Report and Table 67 – Network Disposition Report** – to reflect added column "Event Entered Date" • **Table 36 - Active Admission Orders Parameters, Table 37 - Active Discharge Orders Parameters, Table 38 - Anticipated Discharge Orders Parameters, Table 44 - Discharges in Progress**	Liberty ITS

Date	Revision	Description	Author
		Parameters, Table 46 - Future Discharge Report Parameters, Table 50 - Bed Switch Report Parameters - to reflect D(ate)/T(ime) being changed to D/T as shown in report	
12/9/2020	2.6	Updated for BMS version 2.6. The following figures were updated: • **Figure 7 - BMS Facility Home Screen, Figure 17 - Facility Home Screen Logout, Figure 21 - Selecting Site Options, Figure 24 - Selecting Site Options,** • • • • • • • • • Figure 28 - Selecting Site Options**, Figure 34 - Selecting Site Options, Figure 40 - Selecting Site Options,** • **Figure 45 - Selecting Site** Options**,** • **Figure** 49 - Selecting Site Options**, Figure 58 - Selecting Site Options, Figure 62 - Selecting Site Options, Figure 66 - Selecting Site Options, Figure 72 - Selecting Site Options, Figure 75 - Selecting Site Options, Figure 79 - Selecting Site Options, Figure 107 - Selecting Site Options, Figure 112 - Selecting Site Options, Figure 117 - Selecting Site Options, Figure 125, Figure 128 - Selecting Site Options,** • • **Figure 132 - Selecting Site** Options**, Figure 137 - Selecting Site Options, Figure 141 -**	Liberty ITS

Date	Revision	Description	Author
		Facility Home Page – Site Options, Figure 161 - Facility Home Page Site Options, Figure 166 - VA Facility Homepage, Figure 169 - Census Category Selection, Figure 170 - Census Category Percentage, Figure 171 - Ward Census, Figure 172 - BMS Facility Patients Pending Bed Placement List – Standard View, Figure 173 - Patients Pending Bed Placement List – Community Care View, Figure 174 - Patients Pending Bed Placement List – Patient Flow View, Figure 175 - Patients Pending Bed Placement List – In-House Patients View, Figure 176 - Patients Pending Bed Placement List – DOM/RRTP Patients View, Figure 177 - Patients Pending Bed Placement List – Emergency Mgmt Patients View, Figure 178 - PPBP Column Grouping Action**, Figure 179 - PPBP Column Grouping** Result**, Figure 180 - PPBP Column Ordering** Action**, Figure 181 - PPBP Column Ordering** Result**, Figure 182 - PPBP** Customize**, Figure 185 - Adding a Patient to the Patients Pending Bed Placement List, Figure 191 - Add New Patient in Patient Pending Bed Placement List, Figure 195 - Patients Pending Bed Placement List Showing Isolation Icon,** • • • • • • • **Figure 196 - Remove Patient** from the Pending Bed Placement	

Date	Revision	Description	Author
		List**, Figure 199 - Patients Pending Bed Placement: Current, Figure 200 - Undo Remove Patient from the Patient Pending Bed , Figure 207 - Report Page Navigation, Figure 246 - Selecting Facility Diversion, Figure 268 - Standard View of Patient Pending Bed Placement List, Figure 269 - Emergency Management View of Patient Pending Bed Placement List, Figure 277 - Selecting Ward Whiteboard,** • • • • • • • • • Figure 285 - Selecting Ward Whiteboard**, Figure 292 - Selecting Ward Whiteboard, Figure 297 - Selecting Ward Whiteboard, Figure 299, Figure 304 - Edit Details of the Patient, Figure** 360 - BMS National/Regional Home Page**,** and • • **Figure 390 - Facility** Home Page - to reflect added columns “SVC” and “Standard Icons” and Emergency Icons”. • **Figure 363 - Accessing Administration Section Page from National/Regional page, Figure 391 - Facility Site Options Page,** • • **Figure 393 - Selection of Orderable Item and** Item Type**, Figure 394 - Orderable Item**	

Date	Revision	Description	Author
		Configuration Addition Confirmation, Figure 427 - Background Processors Page, Figure 428 - Background Processors Page – Adding a VistA Site and **Figure 430 - VistA Integration Tab.** The following tables were updated: • **Table 24 - VA Facility Standard View Parameters, Table 25 - VA Facility Community Care View Parameters, Table 26 - VA Facility Patient Flow View Parameters, Table 27 - VA Facility In-House View Parameters, Table 28 - VA Facility DOM/RRTP View Parameters** and **Table 29 - VA Facility Emergency Mgmt View Parameters** - to reflect added columns "SVC" and "Standard Icons" and Emergency Icons".	
11/17/2020	2.6	Updated for BMS version 2.6. Added the following Sections: • Section 1.2 **Purpose** • Section 1.3 **Document Orientation** • Section 2.2 **System Configuration** • Section 2.3 **Data Flows** • Section 2.4 **User Access Levels** • Section 2.5 **Continuity of Operation** • Section 3.4 **System Menu** • Section 3.5 **Exit System** • Section 4.2.1.4 **Adding Isolation Status to a Patient in the Patient Pending Bed Placement List** • Section 4.9.4.1 **Deactivate and Reactivate Sites**	Liberty ITS

Date	Revision	Description	Author
		• Section 4.9.4.2 **Auto-Remove EDIS Patients from PPBP List** The following Figures were updated: • **Figure 374 - Edit BMS Site, Figure 23 - Adding/Editing Ward, Figure 268 - Standard View of Patient Pending Bed Placement List, Figure 269 - Emergency Management View of Patient Pending Bed Placement List** The following Tables were updated: • **Table 71 - BMS Site Parameters** • **Table 3 - Ward Group Parameters** to change the wording “Virtual” Ward to “Combined” Ward	
10/06/2020	2.5	Updated for BMS version 2.5. Updated Index. Updated Section 4.5.1 to include the VISN Diversion Reports and the VISN Emergency Management Reports. The following Figures were added: • **Figure 334 - VISN Bed Board Page, Figure 335 - Select Diversion Report Type,** • • • • • • • • Figure 336 - Select Diversion Report Specialty**, Figure 337 - Select Diversion Report Date Ranges, Figure 338 - VISN Diversion Report** Results**, Figure 339 - VISN Bed Board Page, Figure 340 - Select Emergency Management Report Type and Facility,**	Liberty ITS

Date	Revision	Description	Author
		Figure 341 - VISN Emergency Management Report – Roster, Figure 342 - VISN Emergency Management Report – Regulate, Figure 343 - VISN Emergency Management Report – Manifest, Figure 344 - VISN Emergency Management Report – Patient Transfer The following Tables were added: • **Table 60 - VISN Diversion Report Parameters** **Table 61 - VISN Emergency Management Reports Parameters**	
09/29/2020	2.5	Updated for BMS version 2.5. • Inserted **Section 4.1.16.7 Whiteboard Patient Icon Usage Report** in Audit Log Report • Inserted **Section 4.2.4.7 Updating Multiple Beds i**n the Ward Whiteboard. • Inserted **Section 4.2.4.8 Returning Multiple Beds to Service** in the Ward Whiteboard • Inserted **Section 4.2.4.9 Updating Multiple Patients with the Evacuation Icon** in the Ward Whiteboard • Inserted **Section 4.1.16.7 Whiteboard Patient Icon Usage Report** in the Audit Log Report • Inserted **Section 4.1.16.8 Whiteboard Bed Icon Usage Report** in the Audit Log Report • Updated **Section 4.2.1** to include Census Category updates and **Figure 169 - Census Category Selection**, **Figure 170 - Census Category**	Liberty ITS

Date	Revision	Description	Author
		Percentage, and **Figure 171 - Ward Census** • Inserted Section 4.2.4.10 **Adding/Removing the Evacuation Icon** in the Ward Whiteboard Home Page.	
09/17/2020	2.5	Updated for BMS version 2.5. The following Figures were updated: • **Figure 255 - Patient Information** Display - the hover ability has been implemented to quickly view patient's last name and last 4 digits of the SSN, if they have opted out of being displayed.	Liberty ITS
08/21/2020	2.5	Updated for BMS version 2.5. The following Figures were updated: • **Figure 172 - BMS Facility Patients Pending Bed Placement List – Standard View** – to reflect added columns "Presenting Problem", "Community Care", "Comments", "Wait Time (h:m)" and deleted columns "Fee" and "Fee Comments". • **Figure 174 - Patients Pending Bed Placement List – Patient Flow View** - to reflect added columns "Presenting Problem" and "Wait Time (h:m)". • **Figure 175 - Patients Pending Bed Placement List – In-House Patients View**– to reflect deleted column "Removed". • **Figure 176 - Patients Pending Bed Placement List – DOM/RRTP Patients View**- to reflect added columns "Presenting Problem" and "Wait Time (h:m)". • **Figure 177 - Patients Pending Bed Placement List –**	Liberty ITS

Date	Revision	Description	Author
		Emergency Mgmt Patients View - to reflect added column "Wait Time (h:m)". • • – to reflect column "Removed". • • • • • • • • • • • Figure 261 - Taking a Bed Out of Service**, Figure 263 - Ward Whiteboard Home – Return Bed to In Service** and • • • • • • • **Figure 264 -** Ward Whiteboard – No Patient Assigned **-** to reflect new button "Warning: Clears ALL Comments and Icons" • • • • • • **Figure** 309 - The Ward Whiteboard Page - to reflect new button "Warning: Clears ALL Comments and Icons" The following Tables were updated: • **Table 25 - VA Facility Community Care View**	

Date	Revision	Description	Author
		Parameters– to reflect added rows “Presenting Problem”, “Community Care”, “Comments” “Wait Time (h:m) and deleted columns “Fee” and Fee Comments”. • **Table 26 - VA Facility Patient Flow View Parameters** - to reflect added rows “Presenting Problem” and “Wait Time (h:m)”.**Table** 28 - VA Facility DOM/RRTP View Parameters**-** to reflect added rows “Presenting Problem” and “Wait Time (h:m)”. • **Table 29 - VA Facility Emergency Mgmt View Parameters -** to reflect added row “Wait Time (h:m)”. • **Table 52 - PPBP By Date Range Report** Parameters **–** to reflect column “Removed”	
08/12/2020	2.5	Updated for BMS version 2.5. The following Figures were updated: • **Figure 228 - Emergency Management Report – Roster** – to reflect sort capability in “Current/Needed Bed Type” • **Figure 229 - Emergency Management Report – Regulate** - to reflect sort capability in “Current/Needed Bed Type” • **Figure 230 - Emergency Management Report – Manifest** - to reflect sort capability in “Current/Needed Bed Type” Updated all Figure numbers and Table numbers. Updated Document Standards and Style.	Liberty ITS
07/23/2020	2.5	Updated for BMS version 2.5. The following Figure was updated:	Liberty ITS

Date	Revision	Description	Author
		Figure 367 - Select User– to reflect added ability to multiple users	
07/17/2020	2.5	Updated for BMS version 2.5. The following Figures were updated: • **Figure 225 - ALL Current Beds Out of Service Report**– to reflect 'Out of Service' wording from red to black standard font • **Figure 160 - Whiteboard Comments Usage Report** – to reflect added columns "Created By", "Created Date", "Edited By" and "Edited Date" The following Tables were updated: • **Table 41 - Beds Out of Service (All) Parameters**– to reflect added column "Reason" and remove column "User Clearing Data" • **Table 23 - Whiteboard Comments Usage Report Parameters**- to reflect added columns "Created By", "Created Date", "Edited By" and "Edited Date" and remove "Transaction Updates"	Liberty ITS
07/01/2020	2.4.1	• Updated Section 4.2.2 Facility Diversion which allows for an Empty End Date while the Diversion is active. • Removed section referring to Staff Assignment Report content in Section 4.	Redacted
06/13/2020	2.4	• Updated Section 4.1.7 to clarify that the Add/Edit Unavailable Reason is now only available for users with the Support Role and section 4.2.4.1 to indicate that out of service types except activate on demand will require	Redacted

Date	Revision	Description	Author
		a return service date selection to allow the bed to be taken out of service.	
04/20/2020	2.4	User Bulk Add / Edit feature is removed from the admin and facility user/edit sections.	Redacted
01/13/2020	2.4	Inserted Section 4.9.6.4 Configuring Auto-Icons for use in BMS. P249. Added guidance for the use of Keyboard Shortcuts on the Patients Pending Bed Placement (PPBP) screen. Pages 45 and 136. Updated screenshots for Whiteboard, added reference to the latest RTM for tracking back to the appropriate User guide sections/pages in Section 6. Added Section 3.2.4 Utilization of Color and 508 Standards Compliance, updated Images. Replaced 4.1.14, added additional content. Updated Section 4.1.8 with the following text, “In addition, the defining of Discharge Appointment Clinic will allow the automated assignment of the Anticipated Discharge, “A”, icon on the facility’s Whiteboard.” Updated p.191, under section 4.2.4 with the following text, “or by finding a current appointment in a previously identified Discharge Appointment Clinic.”	Technatomy
10/17/2019	2.3.3	Added BMS Self-Help Troubleshooting Guide	Redacted
05/09/2018	2.3.2	Updated with 2.3 changes	Redacted
12/19/2016	2.3.1	Updated with VAE MDWS-VIA migration changes	Redacted

Date	Revision	Description	Author
11/22/2016	2.3	Added/removed screenshots and descriptions for the SSO (Single Sign On) PIV login pages.	Redacted
11/3/2016	2.2	Address 508 conformance	Redacted
9/15/2016	2.1	Updated TOC	Redacted
06/07/2016	2.0	Updated screenshots and additional functionality done through BMS 2.0	Redacted
04/05/2016	1.6	Added missing 1.3 update from 10/14/2013	Redacted
03/18/2016	1.6	Updated for accessibility	Redacted
03/04/2016	1.6	Updated for BMS version 1.6. The following Figures were updated: • Figure 10 – BMS VISN Network Bed Boards Screen • Figure 11 – BMS National/Regional Screen • Figure 241 – VISN Bed Boards Page • Figure 242 – Adding a Patient to Patients Pending Bed Placement List • Figure 248 – VISN Bed Boards Page – Summary Reports • Figure 255 – BMS National / Regional Home Page • Figure 258 – Accessing Administration Section Page from National/Regional page	Redacted
8/11/2015	0.6	Updated for BMS version 1.5 and fixes to document formatting. The following sections were modified: • 3.2.1 – Obtain BMS Access – pages 17-18 • 3.2.3 – Log in – pages 18-19 • 4.1.5.1 – Ward Whiteboard Kiosk URL Settings – pages 48-49	Redacted

Date	Revision	Description	Author
		• 4.1.5.2 – EMS Mobile URL Settings – page 49 • Figure 166 – Scheduled Admissions Report – page 129 • Table 24 – Scheduled Admissions Parameters – page 130 • Figure 187 – Scheduled Admissions by Date – page 148 • Table 38 – Scheduled Admissions Parameters – Page 149 • 4.2.4.1 – Taking a Bed out of Service – Last paragraph – Page 162 • 4.9.6.5 – Generating an icon usage report – Pages 213-214 Figure 277 – Administration Section – Icon Usage Report – Page 214	
04/01/2015	0.5	Updated ADT description in section 4.9.12.3.	Redacted
03/30/2015	0.4	Technical edit.	Redacted
07/18/2013	0.3	Updated section 4.1.5 Facility Settings, section 4.1.5.1 Ward Whiteboard Kiosk URL Settings, section4.4.2 EMS Staff Page for Mobile Devices, section 4.9.4 Edit BMS Facility Settings Page, section 4.9.12.5 NUMI, section 4.9.13 Clear Cache confirmation Page, and added Figure 316.	Redacted
10/14/2013	(1.3)	Updated tables 22 and 42 DISCH STATUS description.	Redacted
7/29/2013	0.2	Updated section 4.9.12.1 to add the MDWS Endpoint.	Redacted
06/18/2013	0.1	Initial baseline.	Redacted

Table of Contents

1. Introduction 1

1.1. Purpose 1
1.2. Intended Audience 1
1.3. Document Orientation 1
1.3.1. Organization of the Manual 1
1.3.2. Assumptions 1
1.3.3. Coordination 1
1.3.4. Disclaimers 2
1.3.4.1. Software Disclaimer 2
1.3.4.2. Documentation Disclaimer 2
1.3.5. Documentation Conventions 2
1.3.6. References and Resources 3

2. System Summary 4

2.1. System Requirements 4
2.2. System Configuration 4
2.3. Data Flows 5
2.4. User Access Levels 5
2.5. Continuity of Operation 5
2.6. Internet Explorer Settings 6

3. Getting Started 7

3.1. Launch BMS 8
3.2. Obtain BMS Access 8
3.3. Logging On 8
3.4. System Menu 10
3.4.1. Facility Home Page 10
3.4.2. Ward Whiteboard Page 11
3.4.3. New Events Page 11
3.4.4. Bed Board Site Configuration Page 12
3.4.5. The Facility Diversion Page 12
3.4.6. VISN Network Bed Boards Page 13
3.4.7. National/Regional Page 13
3.4.8. Administration Section 14
3.5. Exit System 14
3.6. BMS Utilization of Color and 508 Standards Compliance 16
3.7. Working with Data Grids 16
3.7.1. Sort Information within Columns 16

4. Using the Software 17

4.1. Facility Administrator Users 17
4.1.1. Bed Board Site Configuration Main Page 18
4.1.2. VistA Ward Add/Edit Page 18
4.1.2.1. Adding a VistA Ward to the Ward Groups Defined for the Current Facility 20
4.1.2.2. Editing a Ward Group 22
4.1.2.3. Deleting a Ward Group 23
4.1.3. Bed Board BMS Orderable Items Configuration Page 25
4.1.3.1. Adding/Deleting an Orderable Item - Mapping 26
4.1.4. EMS Bed Notification Page 28
4.1.4.1. Adding an EMS Bed Notification 29
4.1.4.2. Editing an EMS Bed Notification 32
4.1.4.3. Deleting an EMS Bed Notification 34
4.1.5. Facility Setting Page 35
4.1.5.1. Ward Whiteboard Kiosk URL Settings 38
4.1.5.2. EMS Mobile URL Settings 39
4.1.6. EMS Portal Access Page 40
4.1.6.1. Adding an EMS User 40
4.1.6.2. Editing an EMS User 42
4.1.6.3. Deleting an EMS User 43
4.1.7. Bed Board Site Unavailable Reason Page 45
4.1.7.1. Adding an Unavailable Reason 46
4.1.7.2. Editing an Unavailable Reason 48
4.1.7.3. Deleting an Unavailable Reason 50
4.1.8. Bed Board Discharge Appointment Clinic Configuration Page 52
4.1.8.1. Adding/Deleting a Discharge Appointment Location 53
4.1.9. Events Notifications Page 55
4.1.9.1. Adding an Events Notification 56
4.1.9.2. Editing an Events Notification 58
4.1.9.3. Deleting an Events Notification 60
4.1.10. Site Configurable Icons Page 61
4.1.10.1. Editing an Icon 62
4.1.11. Add/Edit BMS User Page 63
4.1.11.1. Adding a BMS User to the Current Facility Site 64
4.1.11.2. Editing BMS User Rights for the Current Facility Site 67
4.1.11.3. Deleting a BMS User for the Current Facility Site 69
4.1.12. Background Processors Page 71
4.1.13. Patient Waiting Areas Page 72
4.1.13.1. Adding a Waiting Area 74
4.1.13.2. Editing a Waiting Area 75
4.1.13.3. Deleting a Waiting Area 78
4.1.14. Icon Usage Report 80

4.1.15. Bed Management Board Icons Page 82
4.1.16. Audit Log Report Page 83
4.1.16.1. Site Configurable Icons Report 84
4.1.16.2. Facility Patient Pending Bed Placement List Report 85
4.1.16.3. VISN Patient Pending Bed Placement List Report 87
4.1.16.4. Staff Assignment Report 88
4.1.16.5. Bed History Report 89
4.1.16.6. PPBP Usage (VISN) Report 90
4.1.16.7. PPBP Usage (Facility) Report\ 91
4.1.16.8. Whiteboard Patient Icon Usage Report 92
4.1.16.9. Whiteboard Bed Icon Usage Report 93
4.1.16.10. Whiteboard Comments Usage Report 95
4.1.17. Contingency Settings 96
4.1.18. Evacuation On/Off 97
4.2. Site Users 98
4.2.1. The Facility Home Page 98
4.2.1.1. Patient Pending Bed Placement (PPBP) View Preference 109
4.2.1.2. Patient Pending Bed Placement (PPBP) Features 110
PPBP Column Grouping 110
PPBP Column Ordering 111
PPBP Customization 111
Exporting PPBP Data 112
PPBP Page Functions 112
4.2.1.3. Adding a Patient to the Patients Pending Bed Placement List 113
4.2.1.4. Editing the Details of an Entry in the Patients Pending Bed Placement List 118
4.2.1.5. Adding Isolation Status to a Patient in the Patient Pending Bed Placement List 119
4.2.1.6. Removing Patient from the Patient Pending Bed Placement List 121
4.2.1.7. Undo Remove Patient from Patients Pending Bed Placement List 123
4.2.1.8. Adding an Interfacility Transfer 124
4.2.1.9. Ward Occupancy Report 127
4.2.1.10. Bed Groupings Report 129
4.2.1.11. Scheduled Admissions Report 130
4.2.1.12. Patient Movement Report 132
4.2.1.13. Other Reports 134
4.2.1.14. Active Admission Order Report 134
4.2.1.15. Active Discharge Order Report 136
4.2.1.16. Anticipated Discharge Orders Report 137
4.2.1.17. Bed Occupancy Summary Report 138
4.2.1.18. Bed Turnaround Time Report 140
4.2.1.19. Beds Out of Service Report – All 141
4.2.1.20. Historical Beds Out of Service Report - By Date 143

4.2.1.21. Emergency Management Report 144
4.2.1.22. Discharges in Progress Report 147
4.2.1.23. EMS Bed Status Report – Admin 148
4.2.1.24. Patients with Discharge Appointments Report 150
4.2.1.25. Patient Movements by Date 151
4.2.1.26. Scheduled Admissions by Date 152
4.2.1.27. Patients Pending Bed Placement List Status Report 153
4.2.1.28. Active Transfer Orders Report 154
4.2.1.29. Bed Switch Report 155
4.2.1.30. Facility Diversion Report 156
4.2.1.31. PPBP By Date Range Report 157
4.2.1.32. Discharge Order Difference Report 159
4.2.2. The Facility Diversion Page 161
4.2.2.1. Setting a Facility Area/Ward or ED to Diversion Status 162
4.2.2.2. Edit an Existing Facility Diversion Entry 163
4.2.3. The Events Page 164
4.2.3.1. View/Generate Patient Movement Report 164
4.2.4. The Ward Whiteboard Home Page 165
4.2.4.1. Taking a Bed out of Service 170
4.2.4.2. Flagging a Bed/Patient with Different Icons 173
4.2.4.3. Assigning a Bed to a Nurse 177
4.2.4.4. Editing the Nurse Assignment for a Bed 177
4.2.4.5. Assigning Several Beds to Medical Staff 178
4.2.4.6. Display the Patient Details 179
4.2.4.7. Updating Multiple Beds 180
4.2.4.8. Returning Multiple Beds to Service 182
4.2.4.9. Updating Multiple Patients with the Evacuation Icon 185
4.2.4.10. Adding/Removing the Evacuation Icon 187
4.2.4.11. Generate the Ward Whiteboard Report for the Selected Wards 192
4.2.5. The Ward Whiteboard Page 192
4.2.5.1. Request Cleaning/EMS Services for a Bed 194
4.3. EMS Supervisor 195
4.3.1. Environmental Management Service Bed Status Page 195
4.3.1.1. Assigning a bed clean request 197
4.3.1.2. Assigning a batch of bed clean requests 198
4.3.1.3. Commenting a Bed Clean Request 199
4.3.1.4. New Comment on a Bed after it has been Marked Clean 200
4.4. EMS Users 201
4.4.1. Environmental Management Service Bed Status Page 201
4.4.1.1. Assigning a bed clean request 203
4.4.1.2. Mark a Bed Clean Request as Completed 204

4.4.2. EMS Staff Page for Mobile Devices 205
4.5. VISN Users 208
4.5.1. VISN Network Bed Boards Page 208
4.5.2. Adding a Patient to the Patients Pending Bed Placement List 216
4.5.3. Editing the Details of a Patient in the Patients Pending Bed Placement List 218
4.5.4. Finalizing a Patient's Stay in the Community Hospital 219
4.5.5. VISN Bed Boards Reports 220
4.5.5.1. VISN Bed Summary Report 221
4.5.5.2. Network Active Report 222
4.5.5.3. Network Contract Report 224
4.5.5.4. Network Audit Report 225
4.5.5.5. Network Disposition Report 227
4.5.6. VISN Audit Log Reports 228
4.5.7. Site Configurable Icons 229
4.5.8. Facility Patients Pending Bed Placement List Report 229
4.5.9. VISN Patients Pending Bed Placement List Report 229
4.5.10. Staff Assignment Report 229
4.5.11. PPBP Usage (VISN) 229
4.5.12. PPBP Usage (Facility) 229
4.5.13. Whiteboard Bed Icon Usage Report 229
4.5.14. Whiteboard Patient Usage Report 229
4.5.15. Whiteboard Comments Usage Report 230
4.6. Regional Users 230
4.6.1. National Bed Availability Report 231
4.7. National Users 232
4.8. Guest Users 232
4.9. Support Users 233
4.9.1. Log in to the Administration Section Page 233
4.9.2. Maintain Marquee Text Page 234
4.9.3. Add/Edit BMS User Page 235
4.9.3.1. Adding a User 235
4.9.3.2. Editing User Rights 238
4.9.3.3. Deleting a User 239
4.9.4. Edit BMS Facility Settings Page 240
4.9.4.1. Deactivate and Reactivate Sites 242
4.9.4.2. Auto-Remove EDIS Patients from PPBP List 245
4.9.5. Edit Sister Sites Page 246
4.9.5.1. Adding a Sister Sites List 247
4.9.5.2. Editing a Sister Sites List 247
4.9.6. Add/Edit Icon Page 247
4.9.6.1. Modifying the position of an icon in the icon list 249

4.9.6.2. Editing the details of an icon in the icon list 249
4.9.6.3. Adding an icon to the icon list 250
4.9.6.4. Configuring Auto-Icons for use in BMS 251
4.9.6.5. Searching an Icon 254
4.9.6.6. Generating an Icon Usage Report 255
4.9.7. Common Medical Terms Page 256
4.9.7.1. Adding a Common Medical Term 257
4.9.7.2. Editing a Common Medical Term 257
4.9.7.3. Deleting a Common Medical Term 257
4.9.8. View Audit Log Page – Support 258
4.9.8.1. Standard Icons 258
4.9.8.2. Site Configurable Icons 258
4.9.8.3. Facility Patients Pending Bed Placement List Report 259
4.9.8.4. VISN Patients Pending Bed Placement List Report 259
4.9.8.5. Staff Assignment Report 259
4.9.8.6. PPBP Usage (VISN) 259
4.9.8.7. PPBP Usage (Facility) 259
4.9.8.8. Icon Usage Report 259
4.9.8.9. Whiteboard Bed Icon Usage Report 259
4.9.8.10. Whiteboard Patient Icon Usage Report 259
4.9.8.11. Whiteboard Comments Usage Report 259
4.9.9. Treating Specialty/NUMA/HAvBED Edit Page 259
4.9.9.1. Adding a NUMA Specialty 260
4.9.9.2. Adding a HAvBED Specialty 261
4.9.9.3. Editing a NUMA/HavBED Specialty 262
4.9.9.4. Deleting a NUMA/HavBED Specialty 262
4.9.9.5. Mapping a VistA specialty with a NUMA/HavBED Specialty 262
4.9.10. National Waiting Area 263
4.9.10.1. Adding a National Waiting Area 264
4.9.10.2. Editing a National Waiting Area 265
4.9.10.3. Deleting a Waiting Area 267
4.9.11. National Unavailable Reason 269
4.9.11.1. Adding a National Unavailable Reason 270
4.9.11.2. Editing a National Unavailable Reason 271
4.9.11.3. Deleting a National Unavailable Reason 272
4.9.12. Background Processors Page 273
4.9.12.1. VistA Sites 273
4.9.12.2. Schedulers 274
4.9.12.3. Adding a New Scheduler 275
4.9.12.4. VistA Integration 275
4.9.12.5. Audit 277

4.9.12.6. NUMI 278
4.9.12.7. Whiteboard Report 279
4.9.13. Patient Movements by Date Report 281
5. Troubleshooting 283
6. Acronyms and Abbreviations 284
7. Index 286

List of Figures

Figure 1 - System Configuration Diagram 4
Figure 2- Data Flow Diagram 5
Figure 3 - Internet Explorer Settings 6
Figure 4 - VA Single Sign-On Screen 8
Figure 5 - VA Single Sign-On Page 9
Figure 6 - Other Sign-In Options 9
Figure 7 - BMS Facility Home Screen 11
Figure 8 - BMS Ward Whiteboard Screen 11
Figure 9 - BMS Facility New Events Screen 12
Figure 10 - BMS Bed Board Site Configuration/Site Options Screen 12
Figure 11 - BMS Facility Diversion Screen 13
Figure 12 - BMS VISN Network Bed Boards Screen 13
Figure 13 - BMS National/Regional Screen 14
Figure 14 - BMS Administration Section Screen 14
Figure 15 - Regional/National Home Screen Logout 15
Figure 16 - VISN Home Screen Logout 15
Figure 17 - Facility Home Screen Logout 16
Figure 18 - Sort Information Within Columns by Clicking on Column Headers 16
Figure 19 - Bed Board Site Configuration Page 18
Figure 20 - Add/Edit Ward Page 19
Figure 21 - Selecting Site Options 20
Figure 22 - Selecting VistA Ward Add/Edit Page 20
Figure 23 - Adding/Editing Ward 21
Figure 24 - Selecting Site Options 22
Figure 25 - Selecting VistA Ward Add/Edit Page 22
Figure 26 - Selecting a Ward Group to Edit 23
Figure 27 - Editing a Ward Group 23
Figure 28 - Selecting Site Options 24
Figure 29 - Selecting VistA Ward Add/Edit Page 24
Figure 30 - Deleting a VistA Ward Group 25
Figure 31 - Confirm Deletion of VistA Ward Group 25
Figure 32 - Selecting BMS Orderable Items Add/Delete 25
Figure 33 - Bed Board BMS Orderable Items Configuration Page 26
Figure 34 - Selecting Site Options 27
Figure 35 - Selecting BMS Orderable Items Add/Delete 27
Figure 36 - Adding/Editing BMS Orderable Items 28
Figure 37 - BMS Orderable Items - Add 28
Figure 38 - BMS Orderable Items – Delete 28
Figure 39 - EMS Bed Notification Page 29
Figure 40 - Selecting Site Options 30
Figure 41 - Selecting EMS Notification Add/Edit 30
Figure 42 - EMS Bed Notification – Add Location Name 31

Figure 43 - Notifications Add – Edit Parameters 31
Figure 44 - EMS Bed Notification Added 32
Figure 45 - Selecting Site Options 32
Figure 46 - Selecting EMS Notification Add/Edit 33
Figure 47 - EMS Bed Notification – Select Notification for Edit 33
Figure 48 - Notifications Add – Edit Parameters 33
Figure 49 - Selecting Site Options 34
Figure 50 - Selecting EMS Notification Add/Edit 34
Figure 51 - EMS Bed Notification – Delete notification 35
Figure 52 - EMS Bed Notification – Confirm Notification Deletion 35
Figure 53 - EMS Bed Notification – Notification Deletion 35
Figure 54 - Selecting Facility Settings 36
Figure 55 - Facility Configuration Page – Integrated Facility 36
Figure 56 - Facility Configuration Page – Non-Integrated Facility 37
Figure 57 - EMS Portal Access 40
Figure 58 - Selecting Site Options 41
Figure 59 - Selecting EMS Portal Access 41
Figure 60 - EMS Portal Access 41
Figure 61 - EMS Portal Access Page – Add Users 42
Figure 62 - Selecting Site Options 42
Figure 63 - Selecting EMS Portal Access 43
Figure 64 - Select EMS Staff Account/User to Edit 43
Figure 65 - Edit EMS Staff Account/User 43
Figure 66 - Selecting Site Options 44
Figure 67 - Selecting EMS Portal Access 44
Figure 68 - Selecting EMS Staff Account/User for Deletion 45
Figure 69 - Delete EMS Staff Account/User 45
Figure 70 - Selecting Unavailable Reason Add/Edit 45
Figure 71 - Bed Board Unavailable Reason Page 46
Figure 72 - Selecting Site Options 47
Figure 73 - Selecting Unavailable Reason Add/Edit 47
Figure 74 - Adding an Unavailable Reason 48
Figure 75 - Selecting Site Options 49
Figure 76 - Selecting Unavailable Reason Add/Edit 49
Figure 77 - Selecting an Unavailable Reason for Edit 50
Figure 78 - Editing an Unavailable Reason 50
Figure 79 - Selecting Site Options 51
Figure 80 - Selecting Unavailable Reason Add/Edit 51
Figure 81 - Select an Unavailable Reason for Deletion 52
Figure 82 - Delete an Unavailable Reason 52
Figure 83 - Selecting Discharge Appt Clinics Add/Delete 53
Figure 84 - Discharge Appointment Clinics Add/Edit Page 53
Figure 85 - Selecting Site Options 54
Figure 86 - Selecting Discharge Appointment Clinics Add/Delete 54

Figure 87 - Selecting a Discharge Clinic Location 55
Figure 88 - Selecting Event Notification Add/Edit 55
Figure 89 - Events Notifications Page 56
Figure 90 - Selecting Site Options 57
Figure 91 - Selecting Event Notification Add/Edit 57
Figure 92 - Selecting the Location of the Events 57
Figure 93 - Edit Event Notification Parameters 58
Figure 94 - Selecting Site Options 58
Figure 95 - Selecting Event Notification Add/Edit 59
Figure 96 - Selecting Event Notification for Edit 59
Figure 97 - Modifying Parameters for an Event Notification 59
Figure 98 - Selecting Site Options 60
Figure 99 - Selecting Event Notification Add/Edit 60
Figure 100 - Selecting Event Notification for Deletion 61
Figure 101 - Delete an Event Notification 61
Figure 102 - Selecting Site Configurable Icons 61
Figure 103 - Icon Library – Site Configurable Icons Page 62
Figure 104 - Icon Library – Edit Icon Page 62
Figure 105 - Selecting BMS User Add/Edit 63
Figure 106 - User Configuration Page 64
Figure 107 - Selecting Site Options 64
Figure 108 - Selecting BMS User Add/Edit 65
Figure 109 - User Configuration Page 65
Figure 110 - Select User 65
Figure 111 - Customize BMS Facility Site User Rights 66
Figure 112 - Selecting Site Options 67
Figure 113 - Selecting BMS User Add/Edit 67
Figure 114 - BMS User Configuration Page 68
Figure 115 - Select User 68
Figure 116 - Customize BMS Facility Site User Rights 68
Figure 117 - Selecting Site Options 69
Figure 118 - Selecting BMS User Add/Edit 69
Figure 119 - BMS User Configuration Page 70
Figure 120 - Select User 70
Figure 121 - Customize BMS Facility Site User Rights 70
Figure 122 - Selecting Background Processors 71
Figure 123 - Facility Background Processors 71
Figure 124 - Facility Background Processors 72
Figure 125 - Selecting Site Options 72
Figure 126 - Selecting Waiting Area Add/Delete 73
Figure 127 - Patient Waiting Areas 73
Figure 128 - Selecting Site Options 74
Figure 129 - Selecting Waiting Area Add/Edit 74
Figure 130 - Adding a Waiting Area 75

Figure 131 - Waiting Area Added to the List 75
Figure 132 - Selecting Site Options 76
Figure 133 - Selecting Waiting Area Add/Delete 76
Figure 134 - Selecting Waiting Area for Edit 77
Figure 135 - Edit Waiting Area Name 77
Figure 136 - Waiting Area Edited 78
Figure 137 - Selecting Site Options 78
Figure 138 - Selecting Waiting Area Add/Delete 79
Figure 139 - Select a Waiting Area for Deletion 79
Figure 140 - Deleting a Waiting Area 79
Figure 141 - Facility Home Page – Site Options 80
Figure 142 - Selecting Icon Usage Report 80
Figure 143 - Icon Usage Report Parameters 81
Figure 144 - Icon Usage Report 81
Figure 145 - BMS Bed Board Site Configuration BMS Icon Legend Screen 82
Figure 146 - Bed Management Board Icon Legend Page 83
Figure 147 - BMS Bed Board Site Configuration / View Audit Log Screen 83
Figure 148 - Audit Log Report 84
Figure 149 - Site Configurable Icons Report 84
Figure 150 - Facility Patient Pending Bed Placement List Report 86
Figure 151 - VISN Patient Pending Bed Placement List Report 87
Figure 152 - Staff Assignment Report 88
Figure 153 - Bed History Report 89
Figure 154 - PPBP Usage (VISN) Report 90
Figure 155 - PPBP Usage (Facility) Report 91
Figure 156 - Selecting Whiteboard Patient Icon Usage Report 92
Figure 157 - Whiteboard Patient Icon Usage Report 93
Figure 158 - Selecting Whiteboard Bed Icon Usage Report 94
Figure 159 - Whiteboard Bed Icon Usage Report 94
Figure 160 - Whiteboard Comments Usage Report 95
Figure 161 - Facility Home Page Site Options 96
Figure 162 - Bed Board Site Configuration Page Contingency Settings 97
Figure 163 - Contingency Settings Page 97
Figure 164 - Evacuation On/Off 98
Figure 165 - Facility Home Page - Evacuation On 98
Figure 166 - VA Facility Homepage 99
Figure 167 - Selecting from the Available Integrated Sites 99
Figure 168- Facility Diversion Hover 100
Figure 169 - Census Category Selection 100
Figure 170 - Census Category Percentage 101
Figure 171 - Ward Census 101
Figure 172 - BMS Facility Patients Pending Bed Placement List – Standard View 102
Figure 173 - Patients Pending Bed Placement List – Community Care View 103
Figure 174 - Patients Pending Bed Placement List – Patient Flow View 105

Figure 175 - Patients Pending Bed Placement List – In-House Patients View 106
Figure 176 - Patients Pending Bed Placement List – DOM/RRTP Patients View 107
Figure 177 - Patients Pending Bed Placement List – Emergency Mgmt Patients View 108
Figure 178 - PPBP Column Grouping Action 110
Figure 179 - PPBP Column Grouping Result 110
Figure 180 - PPBP Column Ordering Action 111
Figure 181 - PPBP Column Ordering Result 111
Figure 182 - PPBP Customize 112
Figure 183 - Exporting PPBP Data 112
Figure 184 - PPBP Page Functions 112
Figure 185 - Adding a Patient to the Patients Pending Bed Placement List 113
Figure 186 - Add/Edit Patients to the Patients Pending Bed Placement in the VA Facility 113
Figure 187 - Add/Edit Patients Pending Bed Placement – Select Patient 114
Figure 188 - Add/Edit Patients Pending Bed Placement in the VA Facility - Details 115
Figure 189 - Edit Details of the Patient Pending Bed Placement List 119
Figure 190 - Isolation Required Checkbox 119
Figure 191 - Add New Patient in Patient Pending Bed Placement List 120
Figure 192 - Enter Patient Lookup Information 120
Figure 193 - Select Patient 120
Figure 194 - Add/Edit Patients Pending Bed Placement 121
Figure 195 - Patients Pending Bed Placement List Showing Isolation Icon 121
Figure 196 - Remove Patient from the Pending Bed Placement List 122
Figure 197 - Remove Patient from the Pending Bed Placement List Confirmation 122
Figure 198 – Bulk Remove Patients from the Patient Pending Bed Placement List 123
Figure 199 - Patients Pending Bed Placement: Current 123
Figure 200 - Undo Remove Patient from the Patient Pending Bed Placement List 124
Figure 201 - Undo Remove Patient from the Pending Bed Placement List Confirmation 124
Figure 202 – Selecting Bulk Patients for VISN Interfacility Transfer 124
Figure 203 - VISN Interfacility Transfer Sheet – Select Patient 125
Figure 204 - VISN Interfacility Transfer Sheet – Select Patient 125
Figure 205 - VISN Interfacility Transfer Sheet – Enter Patient Data 125
Figure 206 - VISN Interfacility Transfer Sheet – Enter Patient Data 126
Figure 207 - Report Page Navigation 127
Figure 208 - Selecting Parameters for Ward Occupancy Report 128
Figure 209 - Ward Occupancy Report 128
Figure 210 - Selecting Parameters for Bed Groupings Report 129
Figure 211 - Bed Specialty Report 129
Figure 212 - Bed Specialty Report – Roster View 130
Figure 213 - Selecting Parameters for Scheduled Admissions Report 131
Figure 214 - Scheduled Admissions Report 131
Figure 215 - Selecting Parameters for Patient Movement Report 132
Figure 216 - Patient Movement Report 133
Figure 217 - Other Reports 134
Figure 218 - Active Admission Orders Report 135

Figure 219 - Active Discharge Orders Report 136
Figure 220 - Anticipated Discharge Report 137
Figure 221 - Bed Occupancy Summary Report – BMS Wards 138
Figure 222 - Bed Occupancy Summary Report – NUMA Wards 139
Figure 223 - Bed Occupancy Summary Report – HAvBED Wards 139
Figure 224 - Bed Turnaround Time Report 140
Figure 225 - ALL Current Beds Out of Service Report 142
Figure 226 - Historical Beds Out of Service Report - By Date 143
Figure 227 - Patients Pending Bed Placement- Evacuation Patient 145
Figure 228 - Emergency Management Report – Roster 145
Figure 229 - Emergency Management Report – Regulate 145
Figure 230 - Emergency Management Report – Manifest 146
Figure 231 - Emergency Management Report – Transfer 146
Figure 232 - Discharges in Progress Report 148
Figure 233 - EMS Bed Status Report 149
Figure 234 - Inpatients with Future Discharge Report Appointments 150
Figure 235 - Patient Movements Report by Date Range 151
Figure 236 - Scheduled Admissions by Date 152
Figure 237 - Patient Pending Bed Placement List Status Report Criteria 154
Figure 238 - Patient Pending Bed Placement List Status Report 154
Figure 239 - Active Transfer Orders Report 155
Figure 240 - Bed Switch Report 156
Figure 241 - Facility Diversion Report 157
Figure 242: PPBP By Date Range Report 158
Figure 243: Community Care Comments 159
Figure 244 - Discharge Order Difference Report 160
Figure 245 - Facility Diversion Page 161
Figure 246 - Selecting Facility Diversion 162
Figure 247 - Adding/Editing Details of Facility Diversion 163
Figure 248 - Add New Diversion Status 163
Figure 249 - Edit Diversion Status Details 163
Figure 250 - Edit Diversion Status Details 164
Figure 251 - New Events Page 164
Figure 252 - Patient Movement Report 165
Figure 253 - Ward Whiteboard Home – Select Display Criteria 165
Figure 254 - Ward Whiteboard Home 167
Figure 255 - Patient Information Display 167
Figure 256 - Ward Whiteboard Home – Evacuation Status 168
Figure 257 - Ward Whiteboard Home - Ward Census Field 168
Figure 258 - Selecting Ward Whiteboard 170
Figure 259 - Selecting Parameters for Ward Whiteboard 171
Figure 260 - Selecting a Bed from the Ward Whiteboard Page 171
Figure 261 - Taking a Bed Out of Service 172
Figure 262 - Ward Whiteboard Home - Bed Out of Service 172

Figure 263 - Ward Whiteboard Home – Return Bed to In Service 173
Figure 264 - Ward Whiteboard – No Patient Assigned 174
Figure 265 - Ward Whiteboard – Patient Assigned 174
Figure 266 - Incompatible Patient Icon Warning 175
Figure 267 - Ward Whiteboard Home – Bed/Patient Flagged 175
Figure 268 - Standard View of Patient Pending Bed Placement List 176
Figure 269 - Emergency Management View of Patient Pending Bed Placement List 176
Figure 270 - Ward Whiteboard Home – Select Bed to Assign to a Nurse 177
Figure 271 - Ward Whiteboard Home – Select Nurse 177
Figure 272 - Ward Whiteboard Home – Change Nurse Assignment for Bed 178
Figure 273 - Selecting a Batch Assign Button 178
Figure 274 - Batch Assign Beds to Staff 178
Figure 275 - Beds Assigned 179
Figure 276 - Patient Details – Bed Control Pt Inquiry 179
Figure 277 - Selecting Ward Whiteboard 180
Figure 278 - Selecting Parameters for Ward Whiteboard 180
Figure 279 - Selecting Bulk Bed Management 181
Figure 280 - Selecting Bed Out of Service Reason 181
Figure 281 - Selecting Expected Completed Date 181
Figure 282 - Making Comments on Bed Out of Service Reason 182
Figure 283 - Saving Changes 182
Figure 284 - Expected Completed Date Required 182
Figure 285 - Selecting Ward Whiteboard 183
Figure 286 - Selecting Parameters for Ward Whiteboard 183
Figure 287 - Selecting Bulk Bed Management 184
Figure 288 - Selecting Return to Service 184
Figure 289 - Selecting Return to Service Date 184
Figure 290 - Making Comments on Return to Service Date 185
Figure 291 - Saving Changes 185
Figure 292 - Selecting Ward Whiteboard 185
Figure 293 - Selecting Parameters for Ward Whiteboard 186
Figure 294 - Selecting Bulk Bed Management 186
Figure 295 - Selecting Evacuation 186
Figure 296 - Saving Changes 187
Figure 297 - Selecting Ward Whiteboard 187
Figure 298 - Selecting Parameters for Ward Whiteboard 187
Figure 299 - Selecting a Bed/Patient from the Ward Whiteboard Page 188
Figure 300 - Add/Remove Evacuate Patient Icon 188
Figure 301 - Ward Whiteboard Home – Bed/Patient Flagged 189
Figure 302 - Bulk Bed Management Page 189
Figure 303 - Select Patient in Patient Pending Bed Placement List 190
Figure 304 - Edit Details of the Patient 190
Figure 305 - Editing Patients Pending Bed Placement View 191
Figure 306 - Ward Whiteboard Home Page 191

Figure 307 - Bulk Bed Management Page 192
Figure 308 - Ward Whiteboard Report 192
Figure 309 - The Ward Whiteboard Page 193
Figure 310 - Request Manual Cleaning Area 195
Figure 311 - EMS Bed Status Page 195
Figure 312 - Select Bed Clean Request for Assignation 197
Figure 313 - EMS Bed Status Page – Assign Cleaning 197
Figure 314 - Ward Whiteboard – Cleaning Bed 198
Figure 315 - Select Several Bed Clean Requests 198
Figure 316 - Assign Several Bed Clean Requests 199
Figure 317 - Select a Bed Clean Request for Comment 199
Figure 318 - EMS Bed Status Page – Comment Bed Clean Request 200
Figure 319 - Select a Bed for a New Comment 200
Figure 320 - EMS Bed Status Page – New Comment on Clean Bed 200
Figure 321 - EMS Bed Status Page – Showing Multiple Comments on a Bed 201
Figure 322 - EMS Bed Status Page – EMS User 201
Figure 323 - EMS Bed Status Page – Select Bed Clean Request for Assigning 203
Figure 324 - EMS Bed Status Page – Assign Cleaning 203
Figure 325 - Ward Whiteboard – Cleaning Bed 204
Figure 326 - Select Bed Clean Request to Mark as Completed 204
Figure 327 - EMS Bed Status Page – Completed Cleaning 205
Figure 328 - Ward Whiteboard – Clean Bed 205
Figure 329 - EMS Staff Page for Mobile Devices 206
Figure 330 - EMS Staff Page for Mobile Devices – User Login 206
Figure 331 - EMS Staff Page for Mobile Devices – User Home Page 207
Figure 332 - EMS Staff Page for Mobile Devices – Pending to Assigned 207
Figure 333 - VISN Bed Boards Page 208
Figure 334 - VISN Bed Board Page 209
Figure 335 - Select Diversion Report Type 209
Figure 336 - Select Diversion Report Specialty 210
Figure 337 - Select Diversion Report Date Ranges 210
Figure 338 - VISN Diversion Report Results 210
Figure 339 - VISN Bed Board Page 211
Figure 340 - Select Emergency Management Report Type and Facility 212
Figure 341 - VISN Emergency Management Report – Roster 212
Figure 342 - VISN Emergency Management Report – Regulate 212
Figure 343 - VISN Emergency Management Report – Manifest 213
Figure 344 - VISN Emergency Management Report – Patient Transfer 213
Figure 345 - Adding a Patient to Patients Pending Bed Placement List 216
Figure 346 - VISN Interfacility Transfer Sheet – Select Patient 216
Figure 347 - VISN Interfacility Transfer Sheet – Select Patient from List 217
Figure 348 - VISN Interfacility Transfer Sheet – Enter Patient Data 217
Figure 349 - Editing the Details of a Patient in the VISN Patients Pending Bed Placement List 219

Figure 350 - Finalize a Patient's Stay in Community Hospital 220
Figure 351 - VISN Bed Boards Page – Summary Reports 221
Figure 352 - VISN Bed Boards Page – Summary Reports 221
Figure 353 - Bed Occupancy Summary Report 222
Figure 354 - Network Active Report 223
Figure 355 - Network Contract Report 224
Figure 356 - Network Audit Report 226
Figure 357 - Network Disposition Report 227
Figure 358 - Selecting Audit Log from VISN home page 228
Figure 359 - VISN Users – Audit Log Report Types 229
Figure 360 - BMS National/Regional Home Page 230
Figure 361 - National Bed Availability Report – Select Criteria 231
Figure 362 - National Bed Availability 232
Figure 363 - Accessing Administration Section Page from National/Regional page 233
Figure 364 - Administration Section Page 234
Figure 365 - Add/ Edit Marquee Text 234
Figure 366 - Administration Section – User Add/Edit Page 235
Figure 367 - Select User to Activate 235
Figure 368 - Customize BMS user rights 236
Figure 369 - Select User 238
Figure 370 - Edit BMS user rights 238
Figure 371 - Find User Name 239
Figure 372 - Select User to Delete 239
Figure 373 - Customize BMS user rights 240
Figure 374 - Edit BMS Site 240
Figure 375 - Administration Section – Facility Edit Screen 243
Figure 376 - Administration Section – Facility Edit Screen 243
Figure 377 - Facility Edit Screen – Active/Live Site 244
Figure 378 - Facility Edit Screen – Admin Access to Inactive Site 244
Figure 379 - VISN Network Bed Board Page 245
Figure 380 - Administration Section – Facility Edit Screen 245
Figure 381 - Administration Section – Facility Edit Screen 246
Figure 382 - Facility Edit Screen – Auto-Remove EDIS patients from Pending Bed Placement List 246
Figure 383 - Edit BMS Sister Sites 247
Figure 384 - Administration Section – Icon Add/Edit 248
Figure 385 - Administration Section – Change Icon Position in the Icon List 249
Figure 386 - Administration Section – Edit Icon 249
Figure 387 - Administration Section – Add Icon 250
Figure 388 - Selecting an Icon Image File 250
Figure 389 - National Administrator Edit Icon Page 251
Figure 390 - Facility Home Page 252
Figure 391 - Facility Site Options Page 252
Figure 392 - BMS Orderable Items Add/Delete Page 252

Figure 393 - Selection of Orderable Item and Item Type 253
Figure 394 - Orderable Item Configuration Addition Confirmation 253
Figure 395 - Facility Site Options Page 253
Figure 396 - Site Configurable Icons Screen, showing Automatic VistA Orderable Item Icons 254
Figure 397 - Administration Section – Icon Search 254
Figure 398 - Site Configurable Icon Search Result 255
Figure 399 - Administration Section – Icon Usage Report 255
Figure 400 - Administration Section – Icon Usage Report 255
Figure 401 - Administration Section – Icon Usage Report Drill-Down Feature 256
Figure 402 - Administration Section – Common Medical Terms Add/Edit/Delete 257
Figure 403 - Administration Section – Common Medical Terms Add/Edit/Delete 257
Figure 404 - Administration Section – Audit Log Report Types 258
Figure 405 - Standard Icons 258
Figure 406 - Administration Section – Treating Specialty/NUMA/HAvBED Edit 260
Figure 407 - Administration Section – Treating Specialty/NUMA/HAvBED Edit 261
Figure 408 - Administration Section – Treating Specialty/NUMA/HAvBED Edit 261
Figure 409 - Mapping A VistA Specialty with NUMA/HAvBED Specialty 263
Figure 410 - Hiding a NUMA/HAvBED Specialty 263
Figure 411 - National Waiting Areas 264
Figure 412 - Adding a Waiting Area 265
Figure 413 - Waiting Area Added to the List 265
Figure 414 - Selecting National Waiting Area 266
Figure 415 - Selecting Waiting Area for Edit 266
Figure 416 - Edit Waiting Area Name 267
Figure 417 - Waiting Area Edited 267
Figure 418 - Selecting National Waiting Area 268
Figure 419 - Select a National Waiting Area for Deletion 268
Figure 420 - Deleting a National Waiting Area 269
Figure 421 - National Unavailable Reason Page 269
Figure 422 - Adding a National Unavailable Reason 270
Figure 423 - Selecting Unavailable Reason for Edit 271
Figure 424 - Editing an Unavailable Reason 272
Figure 425 - Selecting a National Unavailable Reason for Deletion 272
Figure 426 - Delete a National Unavailable Reason 273
Figure 427 - Background Processors Page 273
Figure 428 - Background Processors Page – Adding a VistA Site 274
Figure 429 - Schedulers page 274
Figure 430 - VistA Integration Tab 275
Figure 431 - Audit Page 277
Figure 432 - View Audit Results 278
Figure 433 - NUMI Page 278
Figure 434 - Selecting the VistA Site for Which to Gather NUMI Data 279
Figure 435 - Whiteboard Report page 279

Figure 436 - Selecting the Facility Site Where to Run the Scheduler for the Whiteboard Report 280
Figure 437 - Application Parameters Page 280
Figure 438- Patient Movements Report by Date Range 281

List of Tables

Table 1 - Documentation Symbols and Descriptions 2
Table 2 - System Requirements 4
Table 3 - Ward Group Parameters 19
Table 4 - Orderable Items Parameters 26
Table 5 - EMS Bed Notification Parameters 29
Table 6 - VA Facility Configuration Parameters 37
Table 7 - Ward Whiteboard URL Configuration Parameters 39
Table 8 - EMS Mobile URL Configuration Parameters 40
Table 9 - Unavailable Reason Parameters 46
Table 10 - Event Notification Parameters 56
Table 11 - Icon Parameters 63
Table 12 - BMS Facility Site User Parameters 66
Table 13 - Icon Usage Report Parameters 82
Table 14 - Site Configurable Icons Report Parameters 85
Table 15 - Facility Patient Pending Bed Placement List Report Parameters 86
Table 16 - VISN Patient Pending Bed Placement List Report Parameters 87
Table 17 - Staff Assignment Report Parameters 89
Table 18– Bed History Report Parameters 90
Table 19 - PPBP Usage (VISN) Report Parameters 91
Table 20 - PPBP Usage (Facility) Report Parameters 92
Table 21 - Whiteboard Patient Icon Usage Report Parameters 93
Table 22 - Whiteboard Bed Icon Usage Report Parameters 95
Table 23 - Whiteboard Comments Usage Report Parameters 96
Table 24 - VA Facility Standard View Parameters 103
Table 25 - VA Facility Community Care View Parameters 104
Table 26 - VA Facility Patient Flow View Parameters 105
Table 27 - VA Facility In-House View Parameters 106
Table 28 - VA Facility DOM/RRTP View Parameters 107
Table 29 - VA Facility Emergency Mgmt View Parameters 108
Table 30 - Add/Edit Patients Pending Bed Placement – Parameters 116
Table 31 - Interfacility Transfer Parameters 126
Table 32 - Ward Status Parameters 128
Table 33 - Bed Specialty Parameters 130
Table 34 - Scheduled Admissions Parameters 131
Table 35 - Patient Movement Parameters 133
Table 36 - Active Admission Orders Parameters 135

Table 37 - Active Discharge Orders Parameters 136
Table 38 - Anticipated Discharge Orders Parameters 137
Table 39 - Bed Summary Parameters 139
Table 40 - Bed Turnaround Time Parameters 141
Table 41 - Beds Out of Service (All) Parameters 142
Table 42 - Historical Beds Out of Service (by Date) Parameters 144
Table 43 - Emergency Management Reports Parameters 146
Table 44 - Discharges in Progress Parameters 148
Table 45 - EMS Bed Status Parameters 149
Table 46 - Future Discharge Report Parameters 150
Table 47 - Patient Movement Report by Date Parameters 152
Table 48 - Scheduled Admissions Parameters 153
Table 49 - Active Transfer Orders Report Parameters 155
Table 50 - Bed Switch Report Parameters 156
Table 51 - Facility Diversion Report Parameters 157
Table 52 - PPBP By Date Range Report Parameters 159
Table 53 - Discharge Order Difference Report Parameters 160
Table 54 - Current Diversions Parameters 161
Table 55 - All Diversions Parameters 162
Table 56 - Beds Parameters 168
Table 57 - Bed Parameters 194
Table 58 - EMS Bed Status Parameters 196
Table 59 - EMS Bed Status Parameters 202
Table 60 - VISN Diversion Report Parameters 210
Table 61 - VISN Emergency Management Reports Parameters 213
Table 62 - Patients Pending Bed Placement - Parameters 215
Table 63 - Interfacility Transfer Parameters 218
Table 64 - Network Active Report 223
Table 65 - Patients in Community Hospitals - Contract Report 225
Table 66 - Network Audit Report 226
Table 67 – Network Disposition Report 227
Table 68 - National Patients Pending Bed Placement - Parameters 230
Table 69 - National Beds Availability 232
Table 70 - BMS User Parameters 237
Table 71 - BMS Site Parameters 241
Table 72 - BMS Sister Site Parameters 247
Table 73 - Icon Usage Report 256
Table 74 - Unavailable Reason Parameters 270
Table 75- New Scheduler Parameters 275

1. Introduction

1.1. Purpose

This document is designed to provide sufficient information about the Bed Management Solution (BMS) application to users so that they can operate the software.

1.2. Intended Audience

This guide provides instructions on how to configure and how to use the Bed Management Solution (BMS) software. Typical audience for this manual will be clinical and administrative staff working in Veterans Affairs (VA) facilities. This user guide assumes the average users will have a basic knowledge of how to use a computer and have no previous experience with BMS in a healthcare setting. The user should have a fair understanding of the processes in the healthcare system of the Department of Veterans Affairs Medical Centers (VAMC). For additional technical information, refer to the technical manual.

1.3. Document Orientation

1.3.1. Organization of the Manual

1. Introduction – Explains BMS software and how it is used.
2. System Summary - Provides a general description of the system written in non-technical terminology and the purpose for which it is intended.
3. Getting Started - Provides a general walkthrough of the system from initiation through exit.
4. Using the Software - Categorizes information and chapter titles by function and role of the software.
5. Troubleshooting - Problems, issues, or items that a user may need assistance with and provide guidance to the extent possible.
6. Acronyms and Abbreviations - Provides a list of the acronyms and abbreviations used in this document and the meaning of each.
7. Index – A directory of the User Guide

1.3.2. Assumptions

This guide was written with the following assumed experience/skills of the audience:

- User has basic knowledge of the operating system (such as the use of commands, menu options, and navigation tools).
- User has been provided the appropriate active roles, menus, and security keys required for the BMS.
- User has validated access to BMS.
- User has completed any prerequisite training.

1.3.3. Coordination

- The Clinical Applications Coordinator or Manager will send an email to the Bed Management Solutions user group describing upcoming enhancements and release dates.

- The Bed Management Solutions business team will have two calls per month with end users and one call per month with the VISN teams to discuss upcoming changes and new functionality.
- OIT EPMO HSP BMS Tier 3 – T3 Sustainment Team, OIT EPMO HPS BMS Tier 2 – T2 Support Team, BMS OERHM Project Lead and the BMS Cloud Migration Project Manager will be notified of all upcoming enhancements and release dates.

1.3.4. Disclaimers

1.3.4.1. Software Disclaimer

This software was developed at the Department of Veterans Affairs (VA) by employees of the Federal Government in the course of their official duties. Pursuant to title 17 Section 105 of the United States Code this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely if any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.

1.3.4.2. Documentation Disclaimer

The appearance of external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

1.3.5. Documentation Conventions

This manual uses several methods to highlight different aspects of the material.

- Various symbols are used throughout the documentation to alert the reader to special information. The following table gives a description of each of these symbols:

Table 1 - Documentation Symbols and Descriptions

Symbol	Description
	Some screens contain 'radio' buttons. Click on the desired radio button to select that option.
	The warning icon indicates items of particular importance.

- Bold type indicates application elements (views, panes, links, buttons, and text boxes, for example) and key names.
- Key names appear in angle brackets <>.

- Italicized text indicates special emphasis.

1.3.6. References and Resources

There is no COTS Product documentation required.

2. System Summary

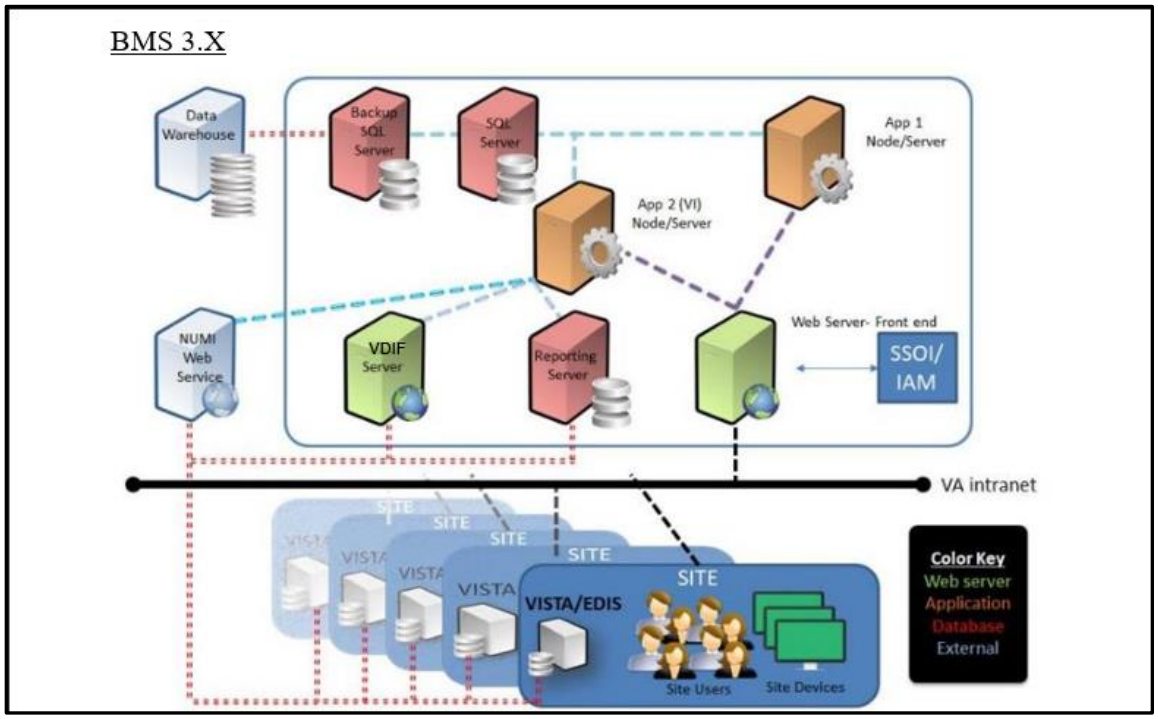
2.1. System Requirements

Table 2 - System Requirements

	Component	Minimum requirement	Recommended requirement
Hardware	Memory	>=1 GB RAM	>= 2 GB RAM
	CPU	1.6 GHz	>= 2.8 GHz dual core
	HDD	40GB	>= SATA 60GB
	Networking	100 Mbps	1000 Mbps
	Video	Integrated video card, minimal supported resolution - 1024x768	Dedicated video card, minimal supported resolution - 1280x800
	Monitor	17-inch LCD, CRT	19-20-inch LCD
	UPS	N/A	650VA
	Printer ports	LPT or USB for LaserJet or InkJet	LPT or USB for LaserJet or InkJet
	USB ports	N/A	2 x USB 2.0
Software	Browser	Internet Explorer 7 (site compatibility turned off) / Firefox 3.5 Java script enabled	Internet Explorer 9 (site compatibility turned off) / Firefox 7 Java script enabled

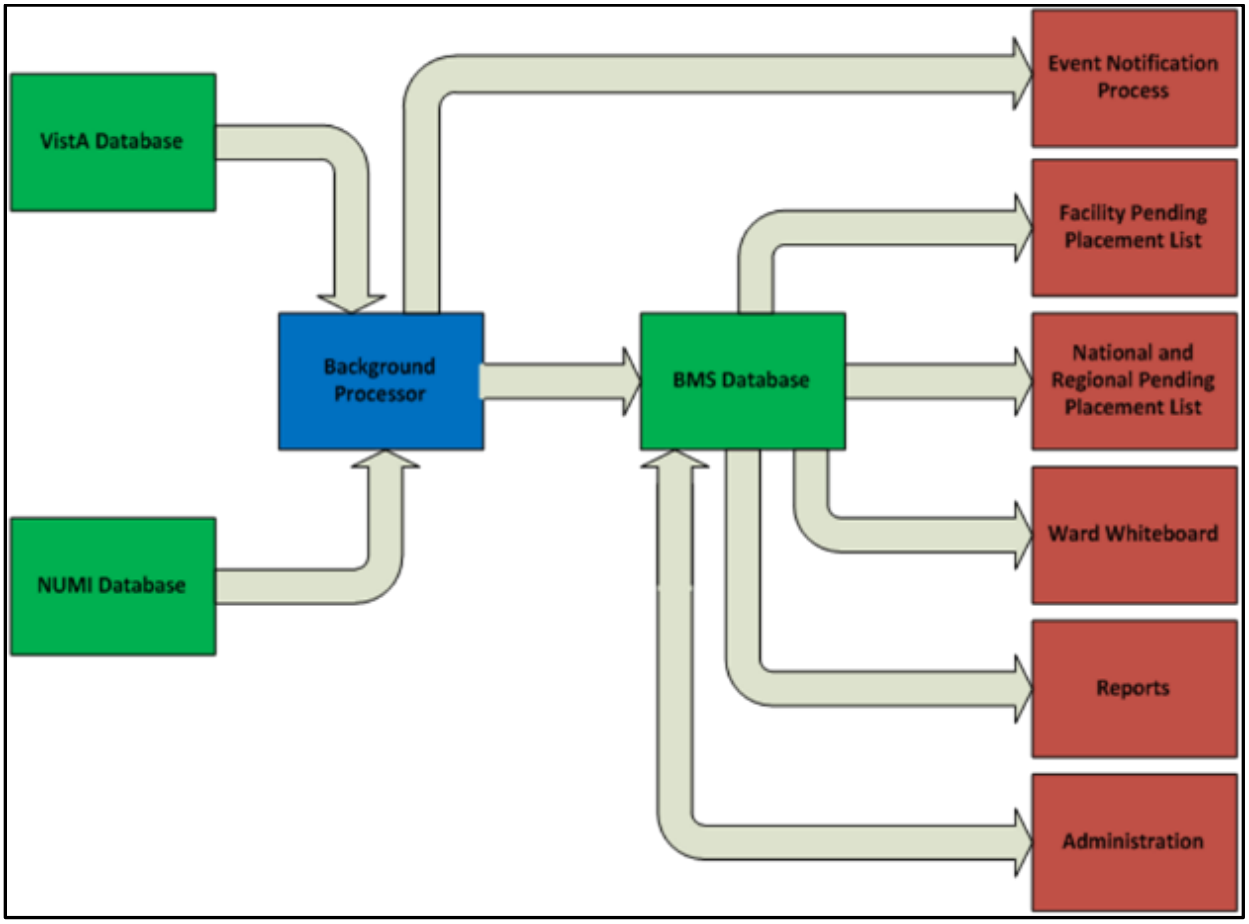
2.2. System Configuration

Figure 1 - System Configuration Diagram



2.3. Data Flows

Figure 2- Data Flow Diagram



2.4. User Access Levels

BMS users can be grouped in the following types:

- Administrator Users
- Site Users
- EMS Supervisor Users
- EMS Users
- VISN Users
- Regional Users
- National Users
- Guest User
- Support Users

2.5. Continuity of Operation

Each facility using the BMS software application will develop a local contingency plan to be used in the event of application problems in a live environment. The facility contingency plan

must identify procedures used for maintaining the functionality provided by the software in the event of a system outage.

- Contingency Settings can be found in the User Guide in Section 4.1.17: **Contingency Settings**
- Contingency Planning instructions can be found **HERE**.

2.6. Internet Explorer Settings

Internet Explorer Privacy must be set to “Medium High” or lower to login.

Tools> Internet Options> Privacy Tab, Settings must be set to “Medium High” or lower.

Figure 3 - Internet Explorer Settings

3. Getting Started

Bed Management Solution (BMS) is a real-time, user-friendly web-based Veterans Health Information Systems and Technology Architecture (VistA) interface for tracking patient movement, bed status and bed availability within the VA system. It provides performance information that can be used to measure and improve patient flow as it occurs within and between VAMCs. BMS enhances safety, quality of care, patient/staff satisfaction and improves patient flow for process and outcome improvements. BMS, the automated Bed Management Solution, allows administrative and clinical staff to record, manage and report on the planning, patient-movement, patient occupancy, and other activities related to management of beds. All patient admission, discharge, and transfer movements are pulled directly from VistA to BMS resulting in minimal manual data entry.

BMS offers the following features:

- Tracks patient movement into, through and out of the hospital;
- Displays patient and bed occupancy status for all beds in the facility, Veterans Integrated Service Networks (VISN), Regional and National;
- Provides visibility of bed availability within VAMC's to support emergency management;
- Automates request and assignment of beds;
- Displays and facilitates discharge appointments;
- Supports and facilitates efficient flow operations and is a catalyst to process improvement and best practices;
- Provides reports on performance measures associated with bed management and patient flow.
- BMS provides answers to the following questions:
- How many beds do we have?
- How many empty beds do we have?
- How many available female beds do we have?
- How many beds are out of service and why?
- How long does it take to clean a bed?
- How many patients have been pending bed placement within the VA facility and in the community hospitals?
- How many admissions, transfers, and discharges did my unit have yesterday?
- How many discharges will we have tomorrow?
- How many scheduled admissions do we have for today?

3.1. Launch BMS

If your support staff has not provided a desktop shortcut or another way to access BMS, you can access BMS by pointing your browser to the [BMS Web URL] the application's Uniform Resource Locater (URL).

When you access this URL, the application's security system automatically redirects you to the login page. As it does this, the security system begins its authentication process.

3.2. Obtain BMS Access

Your manager or BMS Site Coordinator must authorize and provide you access to BMS before you can log in. Your level of access will be dependent upon your role.

You will use your Windows username and password to access BMS, not your PIV card.

3.3. Logging On

When you launch BMS, the application displays the VA Single Sign-On page that will present a few different options to authenticate to the BMS application.

Figure 4 - VA Single Sign-On Screen

To log in, there are 3 different options available to the user to authenticate to the BMS application, though the majority will utilize option #1 if they have a PIV Card:

1. Click on the "Sign In with VA PIV Card"

Upon clicking the "Sign In with VA PIV Card", the user will see the next screen, prompting them for the PIV PIN from the ActivClient Login dialog box, as below:

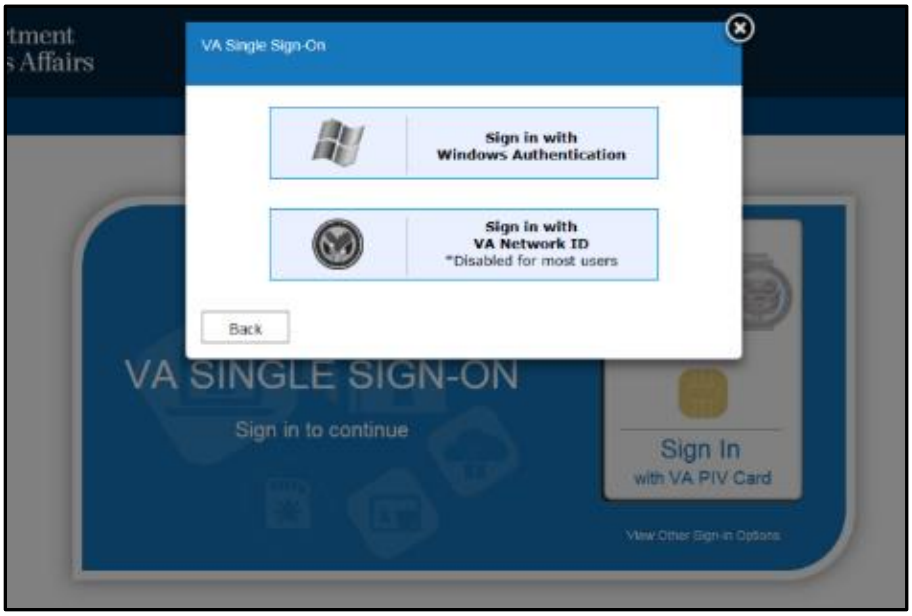
Figure 5 - VA Single Sign-On Page

The user will enter their PIV PIN and click OK.

-OR-

By clicking on the “View Other Sign-in Options” below the “Sign In with VA PIV Card”, the user is presented with another screen (below), allowing them to select either “Sign in with Windows Authentication” or “Sign in with VA Network ID”. Both are viable options to the user if they have a PIV Exemption (new employee or lost PIV badge are common examples).

Figure 6 - Other Sign-In Options



2. Other Sign-In Options

In cases where users have not yet obtained their PIV card (new employee) or have lost their PIV card, they must request a PIV exemption by contacting the NSD and requesting a 2-week exemption. The user's manager needs to follow up with a call or email to NSD to make the exemption permanent. **Without a valid PIV card and/or PIV Exemption, neither of the below options will allow the user to sign into the BMS application.**

Sign In with Windows Authentication

Clicking this button will utilize the security token issued to the user's computer upon signing in to the VA network.

Sign In with VA Network ID

Clicking this button will display a prompt for the user's VA username and password to authenticate with Active Directory.

If you are having issues with accessing BMS, select the link to the POC list on the login page. This link will take you to a list of the Points of Contact (POC) for each facility. Your facility POC can verify you have the correct access to BMS or update your access as appropriate.

Note: The most common reasons for BMS access issues are:

- No BMS access granted by supervisor / site coordinator
- Incorrect Username or Password entered (this may be due to trying to use another User ID and password combination than the Windows User ID and password).
- Windows password expired (Windows passwords expire every 90 days). If your windows password has expired, you will need to contact the National Service Desk (NSD) to request a password reset. This is NOT a BMS password reset, but a reset of your Windows password.
- No PIV badge/exemption. In cases where BMS users do not have their PIV card or have lost their PIV card, they must request a PIV exemption by contacting the NSD and requesting a 2-week exemption. User's manager needs to follow up with a call or email to NSD to make the exemption permanent

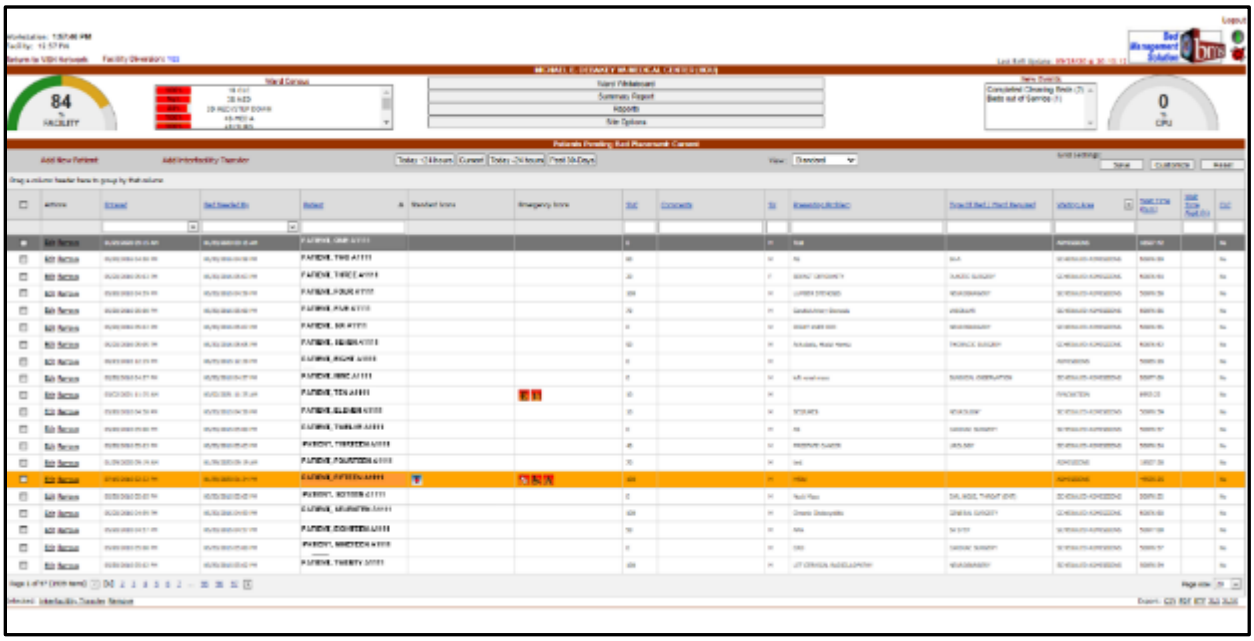
3.4. System Menu

Here is a list of the main pages available within the BMS application and brief presentation of each page:

3.4.1. Facility Home Page

The **Facility Home** page displays the list of patients for pending bed placements in the current facility and allows the user to add patients to the list and generate various reports regarding the bed count and patient movement within the facility. This section is an essential element in the use of BMS. The home page also provides the access to application reports, link to the SharePoint site, and information on how to report a remedy ticket, census rate, banner information, and access to the site configuration settings.

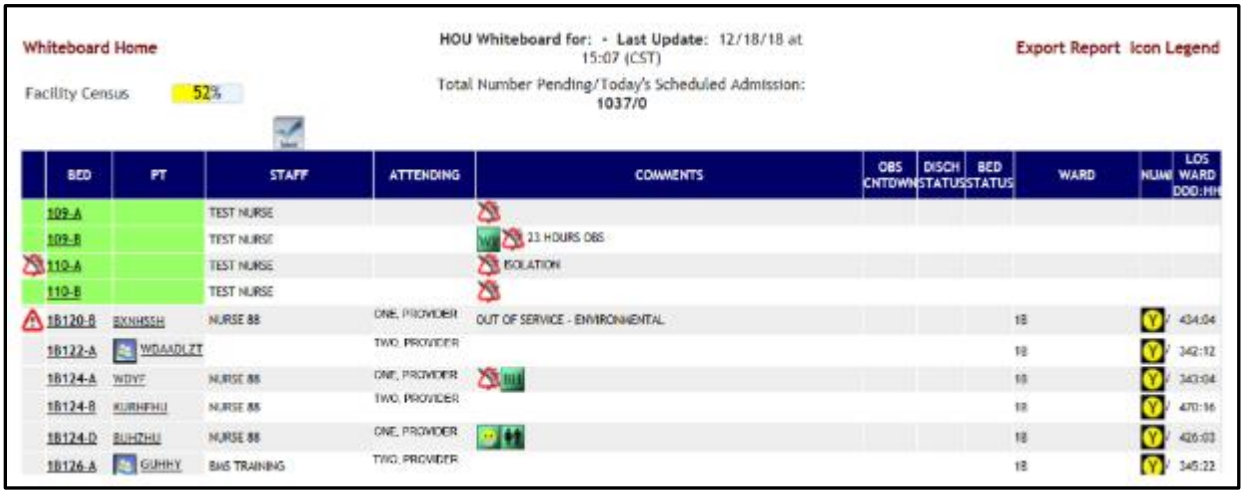
Figure 7 - BMS Facility Home Screen



3.4.2. Ward Whiteboard Page

The **Ward Whiteboard** page presents an overview of the beds in the current facility (or in the selected ward) and allows the user to assess at a glance the bed availability in their facility (or ward).

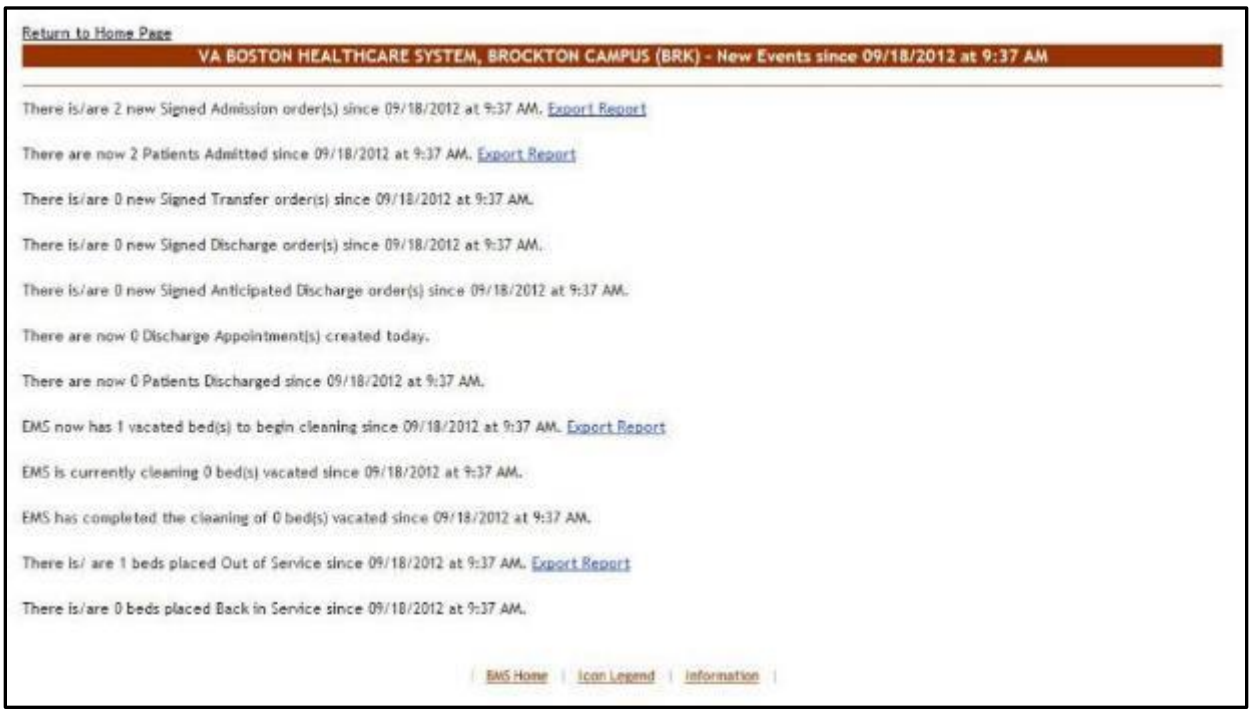
Figure 8 - BMS Ward Whiteboard Screen



3.4.3. New Events Page

The **New Events** page presents a list of events occurring in the current facility (such as admissions, discharges, beds out of service or bed cleaning operations.).

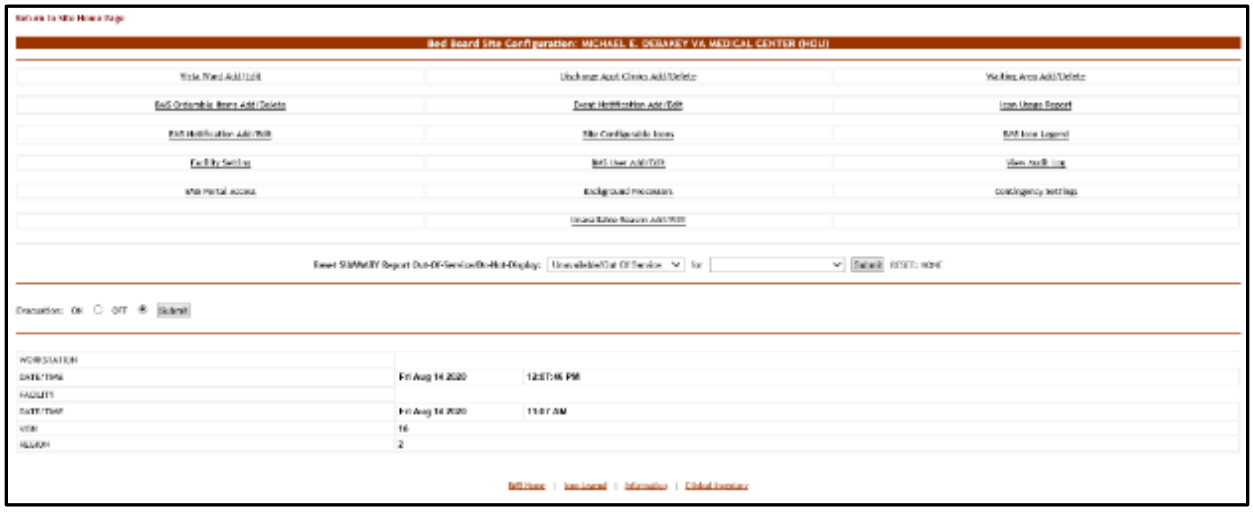
Figure 9 - BMS Facility New Events Screen



3.4.4. Bed Board Site Configuration Page

The **Bed Board Site Configuration** page presents a series of options that can be used to customize the functioning of the current facility site.

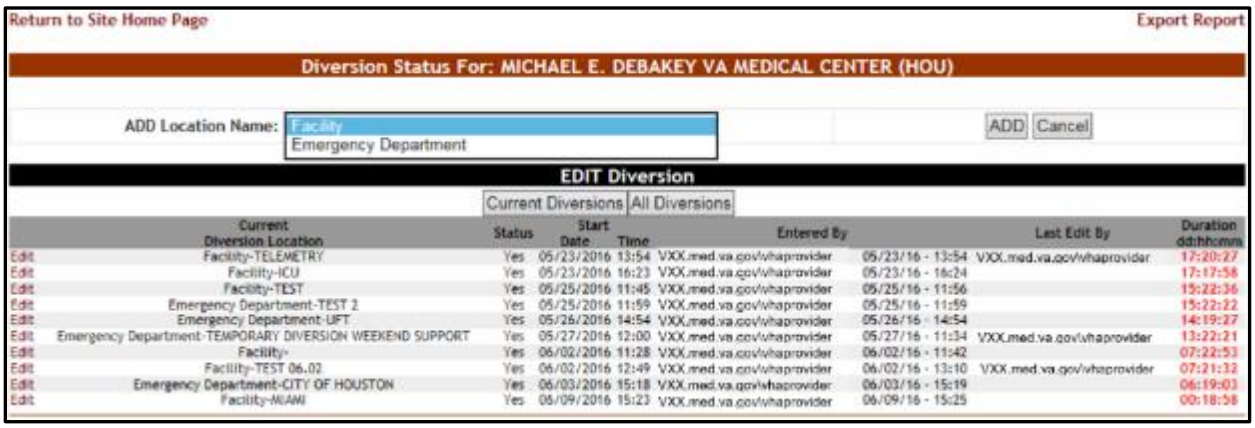
Figure 10 - BMS Bed Board Site Configuration/Site Options Screen



3.4.5. The Facility Diversion Page

The **Facility Diversion** page allows the user to register a diversion status for the current facility.

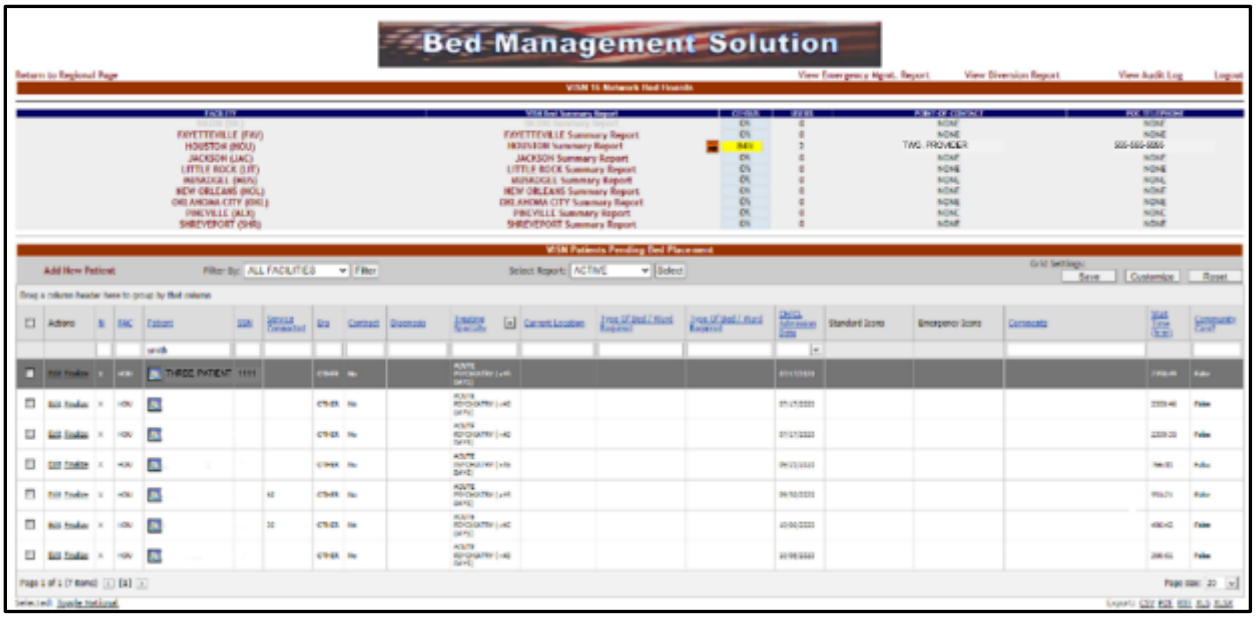
Figure 11 - BMS Facility Diversion Screen



3.4.6. VISN Network Bed Boards Page

The **VISN Network Bed Boards** page displays a list of facility sites in the current VISN and allows the user to view bed summary reports for each facility in the list, as well as the bed occupancy percentage for each facility and other data. Access to this page is determined by the VISN/Facilities.

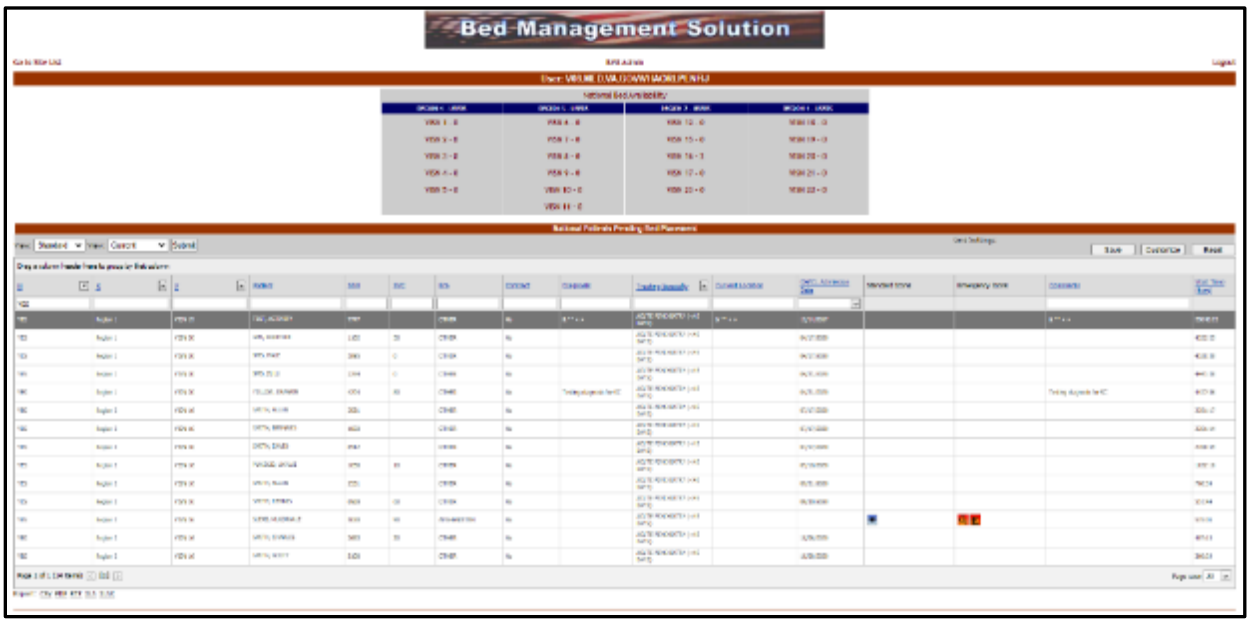
Figure 12 - BMS VISN Network Bed Boards Screen



3.4.7. National/Regional Page

The **National/Regional** page displays a list of VISN grouped according to the regions they belong to and the list of all the patients pending bed placement at national level.

Figure 13 - BMS National/Regional Screen



3.4.8. Administration Section

The **Administration Section** page displays a series of options that can be used to configure BMS for each facility site and is accessible by clicking on the BMS Admin link located in the center of the national page. Access to this page is restricted to national support staff.

Figure 14 - BMS Administration Section Screen

3.5. Exit System

To Log off the system from the Regional/National Page, click Logout in the upper right corner as show in in the figure below:

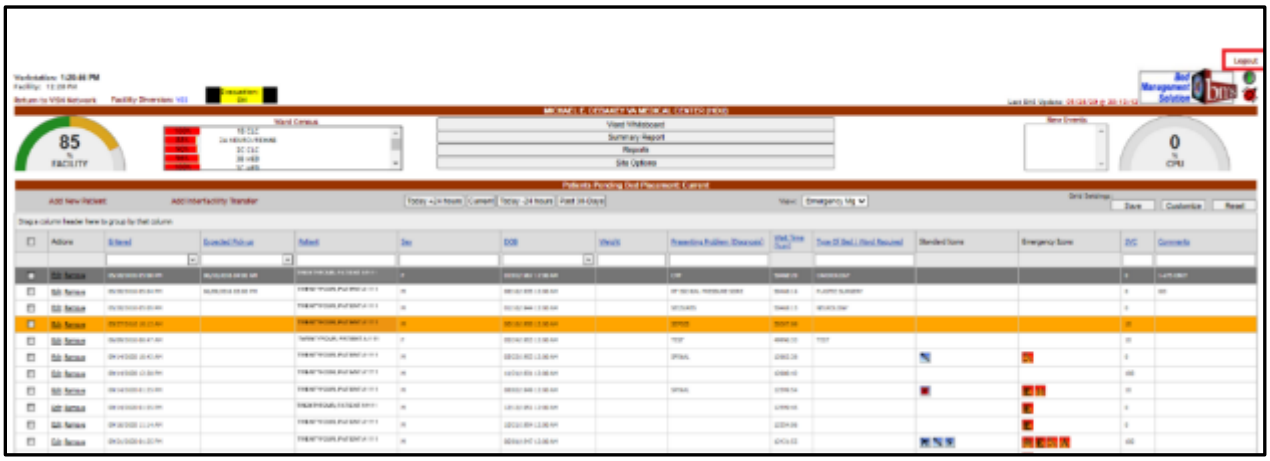
Figure 15 - Regional/National Home Screen Logout

To Log off the system from the VISN Page, click Logout in the upper right corner as show in in the figure below:

Figure 16 - VISN Home Screen Logout

To Log off the system from the Facility Page, click Logout in the upper right corner as show in in the figure below:

Figure 17 - Facility Home Screen Logout



3.6. BMS Utilization of Color and 508 Standards Compliance

The BMS Application uses color as an indicator of importance throughout the application. There have been issues flagged by the 508 office via their audits about color representations, but it has been explained and accepted that while we utilize color to indicate importance, we also indicate this with text such as 90%, 50%, etc., to aid those who may be visually impaired. The 508 office will likely report this going forward, but it has also been an accepted response. The BMS Business Line would rather continue to utilize both color and numerical representations instead of removing the colors, as they are a strong indicator for our end users.

3.7. Working with Data Grids

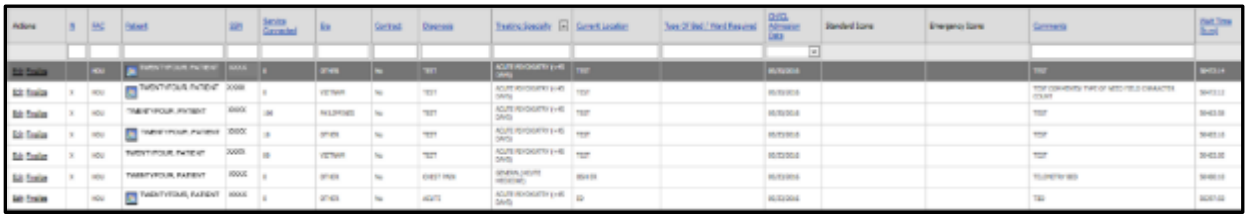
BMS commonly displays information using a tabular—or grid—format. The application's data grids allow you to sort within columns.

3.7.1. Sort Information within Columns

You can sort the information within most columns.

- Click the column header link to sort the information within the grid by that column.
- Click the column header again to sort the column's contents in descending order.

Figure 18 - Sort Information Within Columns by Clicking on Column Headers



4. Using the Software

BMS users can be grouped in the following types:

- Administrator Users
- Site Users
- EMS Supervisor Users
- EMS Users
- VISN Users
- Regional Users
- National Users
- Guest User
- Support Users

The following sections present the BMS pages that can be accessed by each type of user, the actions that can be performed by the user in each page and a step-by-step description of each action.

4.1. Facility Administrator Users

Administrator users can customize the generic BMS settings according to the needs of a specific facility. This is done from the **Bed Boards Site Configuration** (**Site Options**) page of the BMS facility site.

Administrator users can access the following pages:

- VistA Ward Add/Edit page
- BMS Orderable Items Configuration page
- EMS Bed Notification Add/Edit page
- Facility Settings
- EMS Portal Access page
- Discharge Appointment Clinic Add/Edit page
- Events Notification Add/Edit page
- Site Configurable Icons page
- BMS User Add/Edit page
- Background Processors page
- Unavailable Reason Add/Edit page
- Waiting Area Add/Delete page
- Icon Usage Report
- BMS Icon Legend page
- View Audit Log page
- Contingency Settings Page

4.1.1. Bed Board Site Configuration Main Page

The configuration of the VA facility site is done using the options available in the page **Bed Boards Site Configuration** that can be accessed by clicking the **Site Options** link in the upper right corner of the facility home page.

The **Bed Boards Site Configuration** page is displayed as in the following image.

Figure 19 - Bed Board Site Configuration Page

The **Bed Boards Site Configuration** page allows the administrator user to configure several parameters for the site. Click the corresponding link to access the desired page.

The Evacuation ON/OFF option can be used in case of emergency and allows the administrator user to organize the evacuation process. For details, see the section Evacuation On/Off.

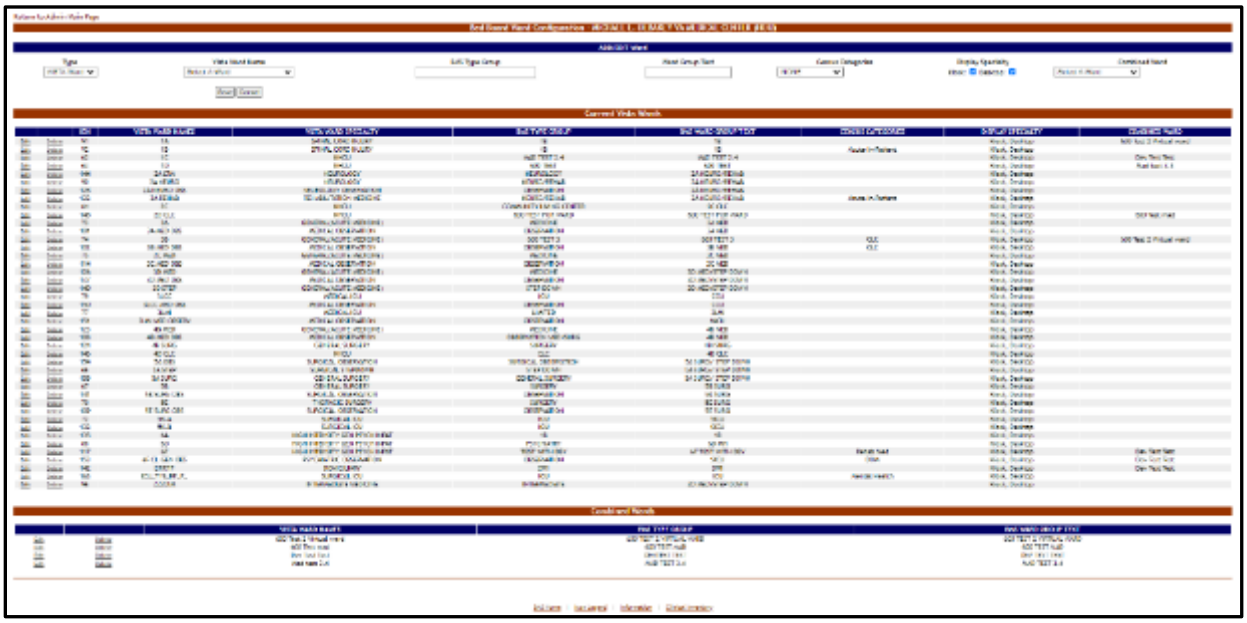
In the lower part of the page the system provides information about the date and time of the workstation, the date and time of the facility site as well as the VISN, and the region where the current facility resides.

For details on the options available see the sections below.

4.1.2. VistA Ward Add/Edit Page

From the Bed Board Site Configuration page, click the VistA Ward Add/Edit link to display the Bed Board Ward Configuration (Facility name) page as in the following image.

Figure 20 - Add/Edit Ward Page



The options available in this screen allow the administrator user to organize the wards retrieved from VistA according to the specific needs of the current facility.

The list of VistA wards already grouped according to the needs of the current organization is displayed in the list Current VistA Wards, in the center portion of the screen, while Combined Wards, if any, will be displayed at the bottom of the screen.

Clicking the header fields in the “Current VistA Wards” table (e.g., VistA Ward Name, VistA Specialty, BMS Type Group, etc.) allow the administrator users to sort the ward group list according to those criteria. Group treating specialties together into one physical ward. For example, 2A-MED, 2A-SURGICAL, 2A-OBSERVATION will all have the same Ward Group name 2A so that all the beds will appear only once for the ward.

For each entry in the list, the following data is available:

Table 3 - Ward Group Parameters

Column	Description
Internal Entry Number (IEN)	The VistA Internal Entry Number for the primary lookup key in the Ward Location #42 file.
VistA Ward Name	The name of the ward retrieved from VistA.
VistA Ward Specialty	The specialty associated to the selected ward in VistA.
BMS Type Group	The specialty assigned to the ward group from the specialties defined for the current facility. (The BMS Type Group field.)
BMS Ward Group Text	The ward group assigned for the needs of the current facility.
Census Categories	The category the with which the ward is associated.
Display Specialty	Display(s) in which the ward appears.
Combined Ward	The combined ward wherein a ward can become a member.

The **Edit** and **Delete** links to the left of each ward group in the Current VistA Wards area allow the user either to modify the details of a ward group or to delete the ward group.

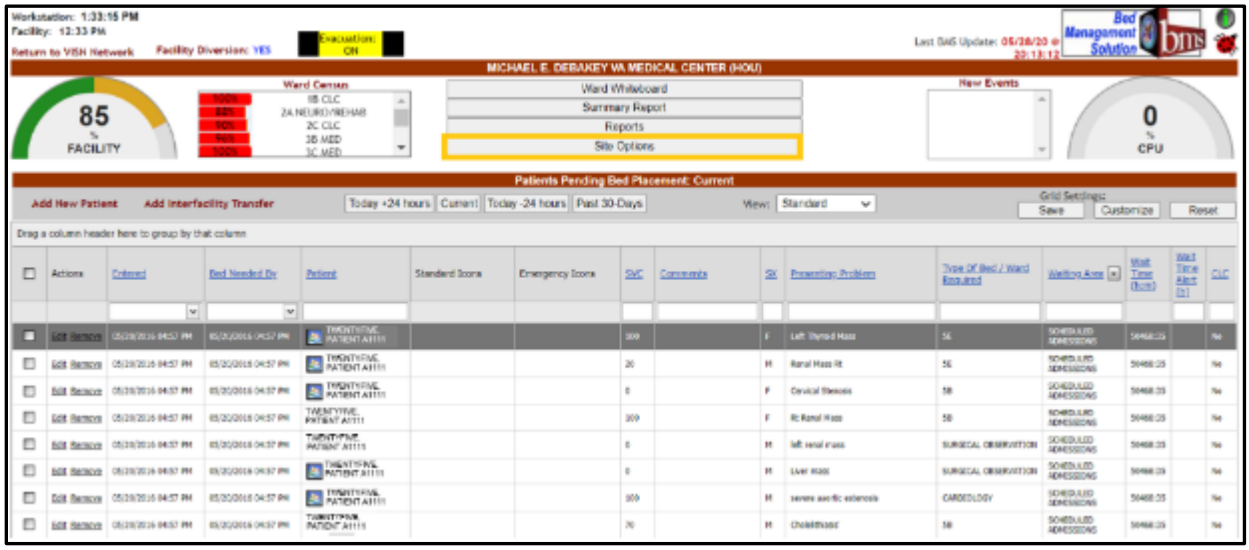
Combined Wards, if any, will be displayed in a table below the **Current Wards**.

The link **Return to the Admin Main Page** in the upper left corner of the page allows the user to go back to the **Bed Board Site Configuration** page on the large screen displays.

4.1.2.1. Adding a VistA Ward to the Ward Groups Defined for the Current Facility

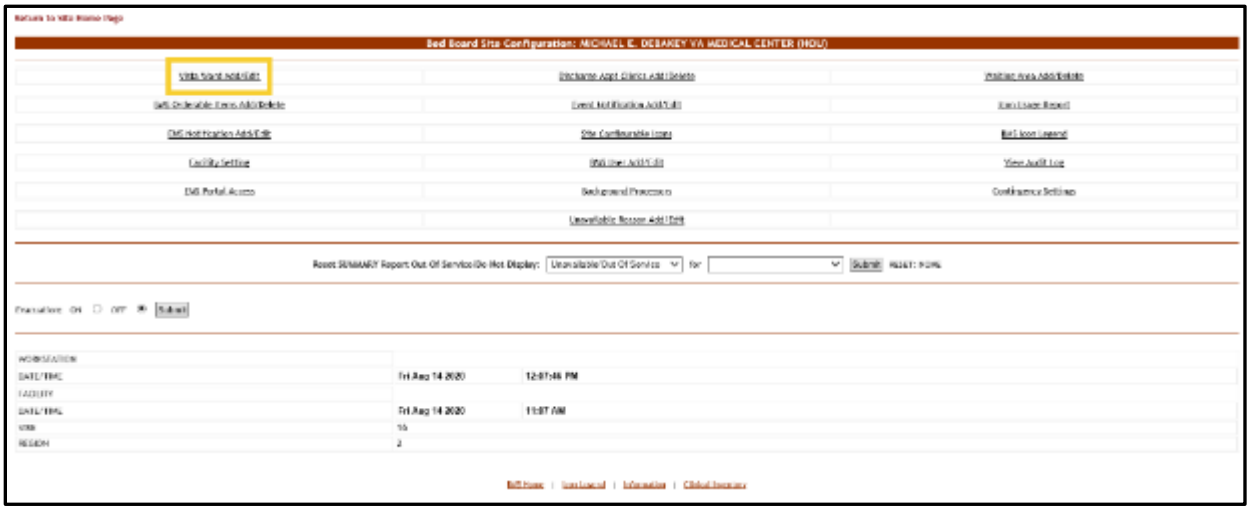
To add a VistA ward to the ward groups defined for the current facility follow the instructions below. From the facility home page, click the **Site Options** link.

Figure 21 - Selecting Site Options



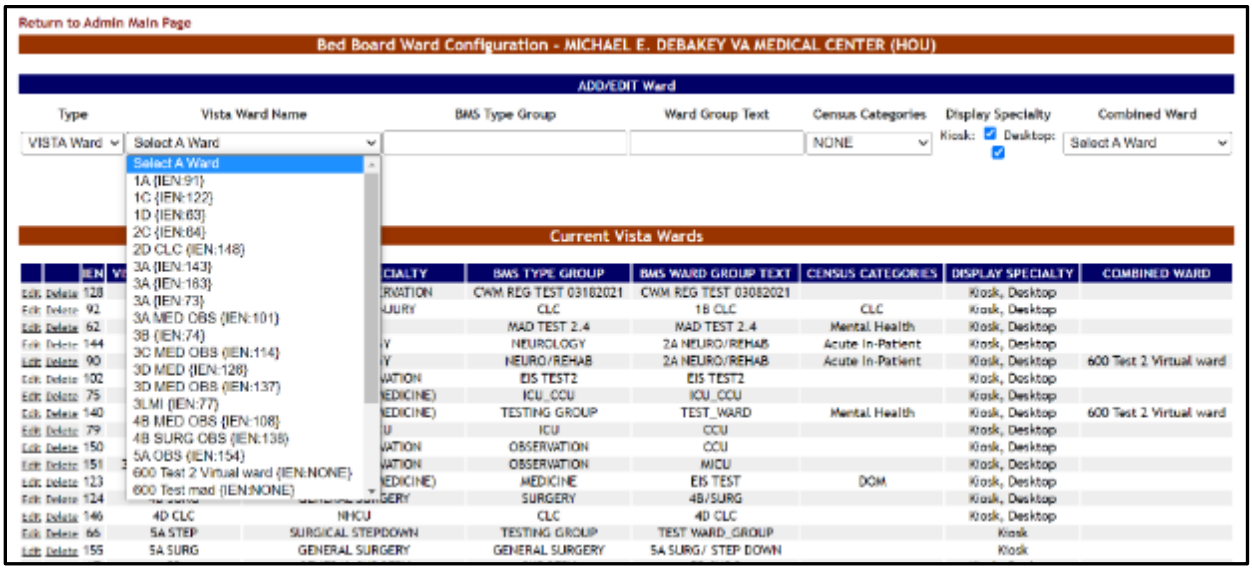
The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 22 - Selecting VistA Ward Add/Edit Page



Click the **VistA Ward Add/Edit** link to display the corresponding page as in the image below.

Figure 23 - Adding/Editing Ward

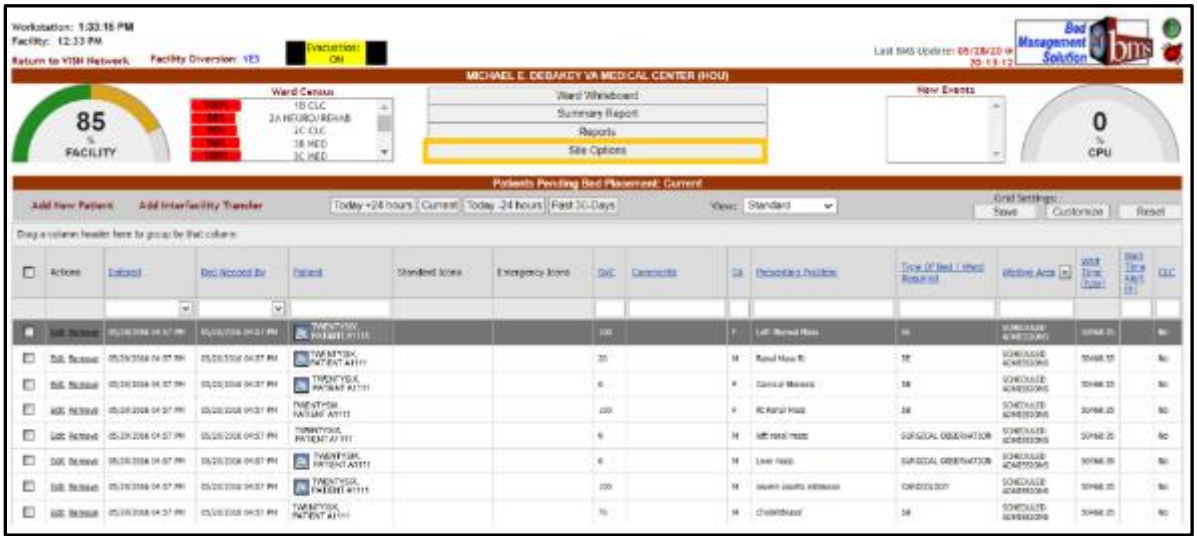


- In the ADD Ward area at the top of the screen, choose a **Type** of VistA or Combined Ward.
- Click the arrow button of the **VistA Ward Name** field to display the list of VistA wards and select the one you want to add to the ward groups defined for the current facility.
- In the **BMS Type Group** field enter the name of one of the ward groups defined for the current facility or the name of a new ward group.
- In the **Ward Group Text** field enter a customized ward group name. Select **Census Category** as appropriate, as well as **Display Specialty**. The Ward can also become a member of a **Combined Ward** if desired.

Clicking the **Save** button will enter the data into the system: the new ward group will be displayed in the Current VistA Wards list in the lower part of the screen. Users can also utilize the **Alt + B** keyboard shortcut to perform the same functions as the **Save** button.

4.1.2.2. Editing a Ward Group

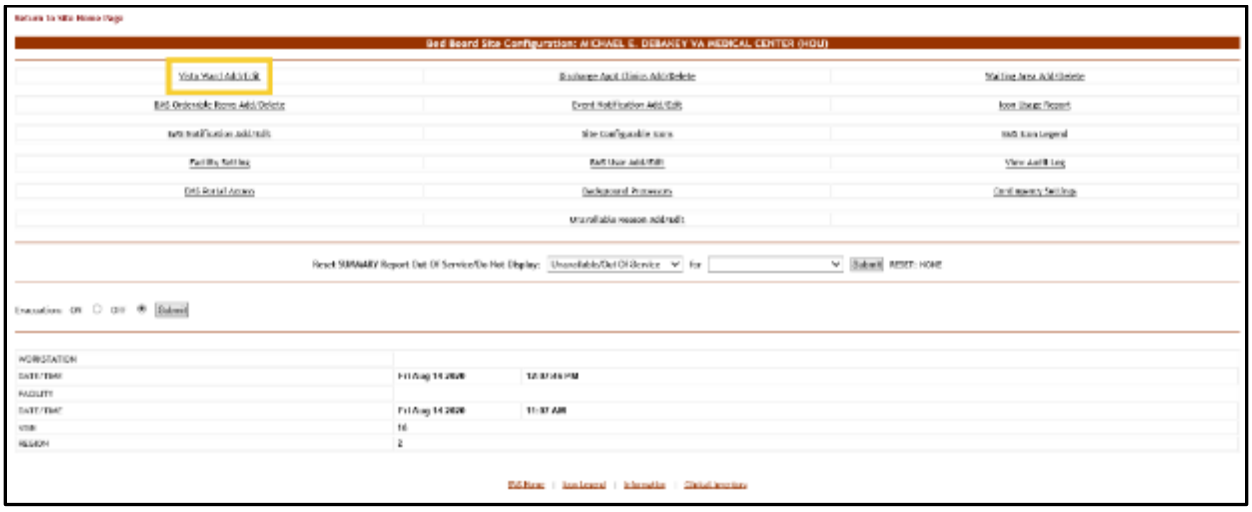
Figure 24 - Selecting Site Options



To edit one of the ward groups defined for the current facility follow the instructions below. From the facility home page, click the **Site Options** link.

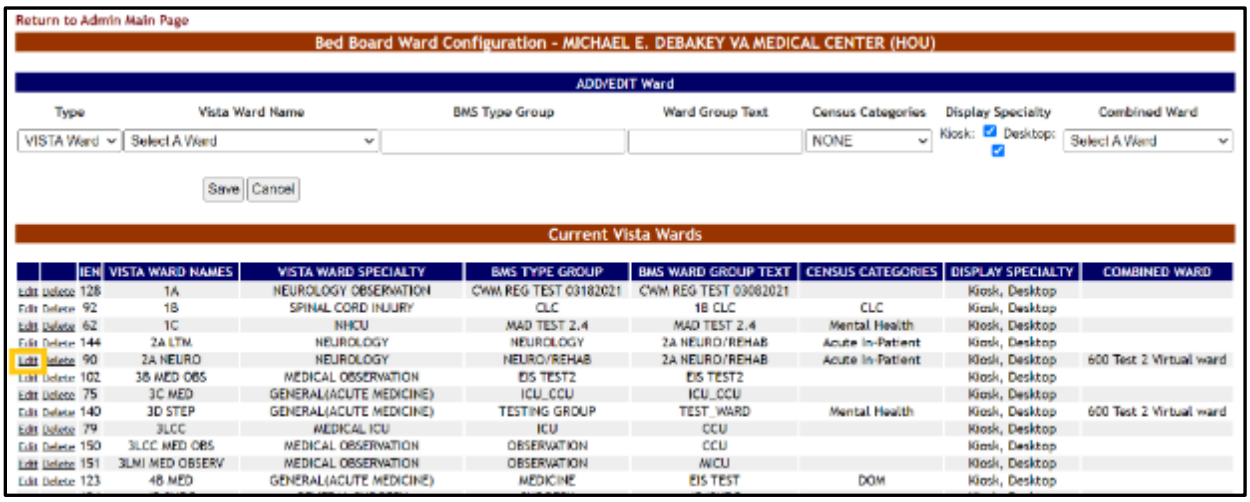
The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 25 - Selecting VistA Ward Add/Edit Page



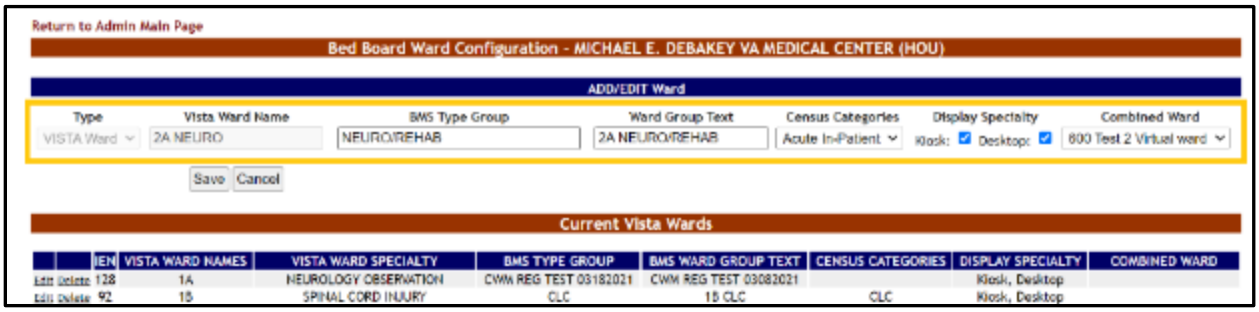
Click the **VistA Ward Add/Edit** link to display the corresponding page as in the image below.

Figure 26 - Selecting a Ward Group to Edit



Click the **Edit** link to the left of an existing ward group: the ward group details will be displayed in the fields in the EDIT Ward area as in the following image.

Figure 27 - Editing a Ward Group

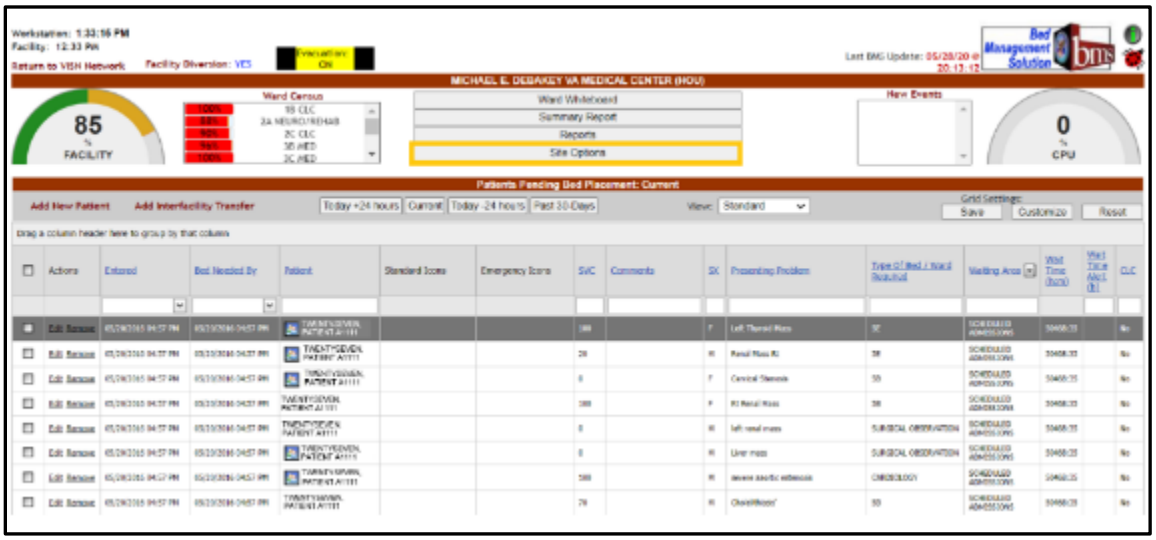


Make the desired changes then press the **Save** button to enter the data into the system. The modified ward group will be displayed in the Current VistA Wards list.

4.1.2.3. Deleting a Ward Group

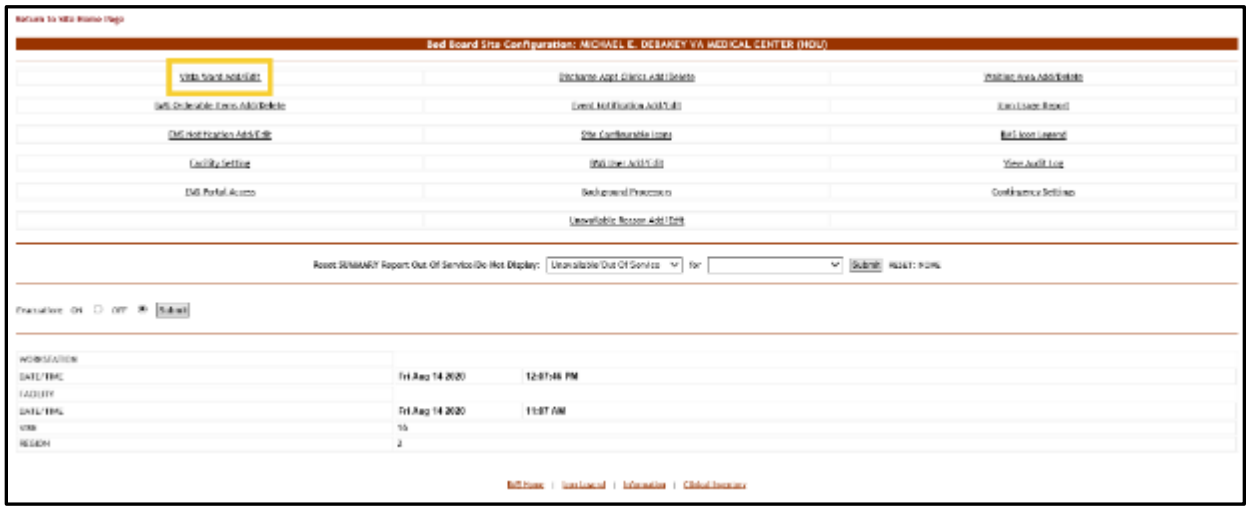
To delete a ward group, follow the instructions below. From the facility home page, click the Site Options link.

Figure 28 - Selecting Site Options



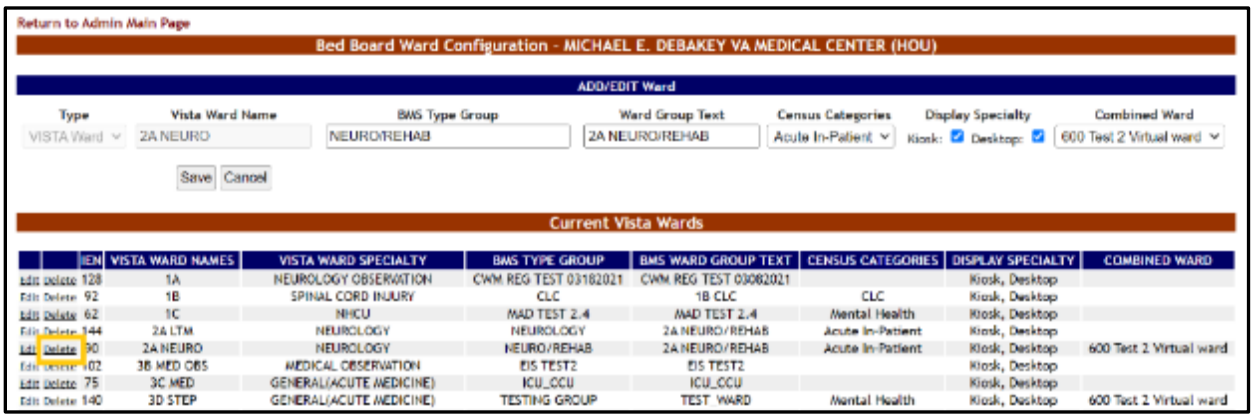
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 29 - Selecting VistA Ward Add/Edit Page



Click the **VistA Ward Add/Edit** link to display the corresponding page as in the image below.

Figure 30 - Deleting a VistA Ward Group



Click the **Delete** link to the left of the ward group you want to delete: a confirmation screen is displayed as in the following image.

Figure 31 - Confirm Deletion of VistA Ward Group

Click the **Delete** button to delete the ward group defined.

4.1.3. Bed Board BMS Orderable Items Configuration Page

The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 32 - Selecting BMS Orderable Items Add/Delete

From the **Bed Board Site Configuration** page, click the **BMS Orderable Items Add/Delete** link to display the following page.

Figure 33 - Bed Board BMS Orderable Items Configuration Page

The **Bed Board BMS Orderable Items Configuration** page allows the user to map the orderable items coming from VistA with orderable items adapted to the needs of their facility/organization.

The drop-down fields in the upper part of the screen allow the administrator users to select the orderable items for mapping. However, only 3 types of orderable items are mapped: admission, discharges and transfers.

The lower part of the screen displays the list of orderable items already mapped. The **Delete** links associated to each entry allow the administrator user to remove an entry from the list.

For each entry in the list, the following data is available:

Table 4 - Orderable Items Parameters

Column	Description
(Orderable item code)	The code of the VistA orderable item.
Orderable Item	The name of the orderable item retrieved from VistA.
Type	The name of the orderable item for the needs of the current facility.

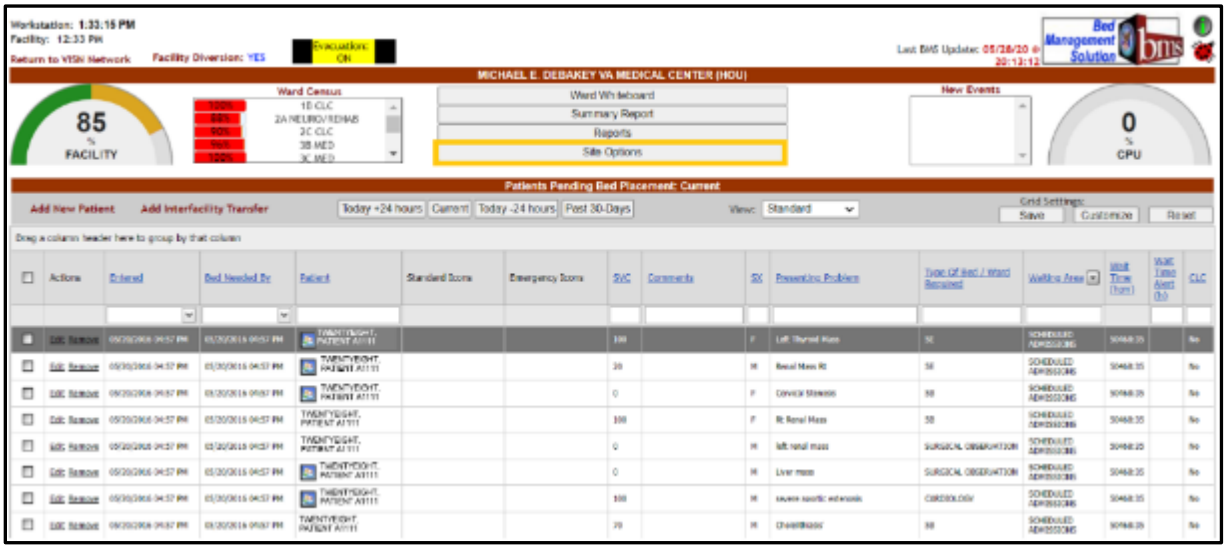
The link **Return to the Admin Main Page** in the upper left corner of the page allows the administrator user to go back to the **Bed Board Site Configuration** page.

4.1.3.1. Adding/Deleting an Orderable Item - Mapping

To add a new orderable item mapping to the system, follow the instructions below.

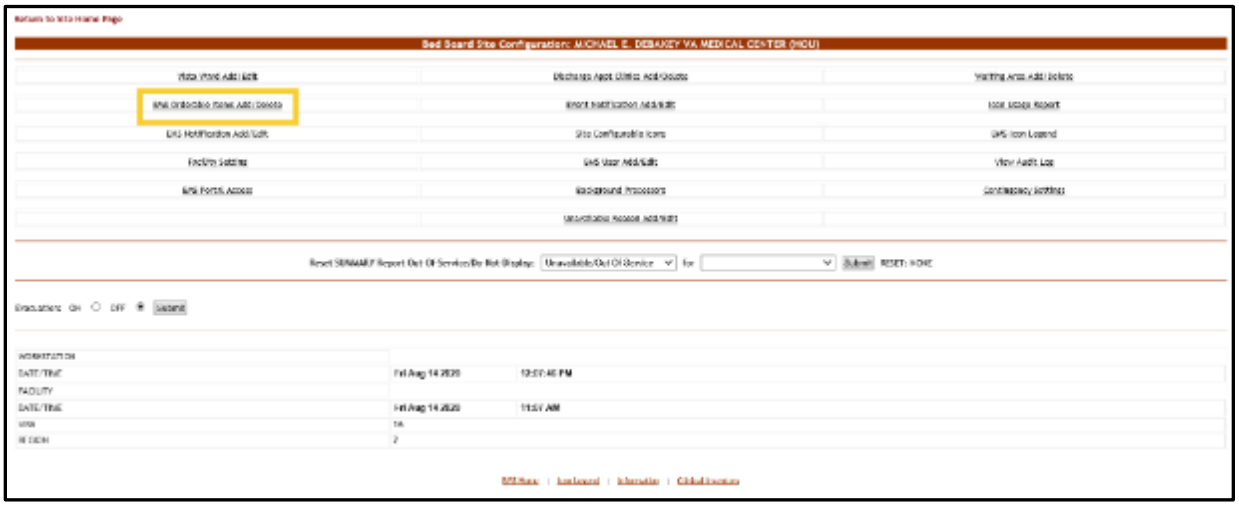
From the facility home page, click the **Site Options** link.

Figure 34 - Selecting Site Options



The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 35 - Selecting BMS Orderable Items Add/Delete



Click the **BMS Orderable Items Add/Delete** link to display the following page.

Figure 36 - Adding/Editing BMS Orderable Items

Use the arrow button of the field **CPRS BMS Orderable Item** to display a list of orderable items existing in VistA and select the one you want to add/map (=rename for use in the current facility). From the field **Orderable Item Type** select the orderable item type you want to use for your facility then click the **Add** button. The newly added (mapped) orderable item will be displayed in the list. You can use the **Delete** link to remove an entry (mapping) from the system.

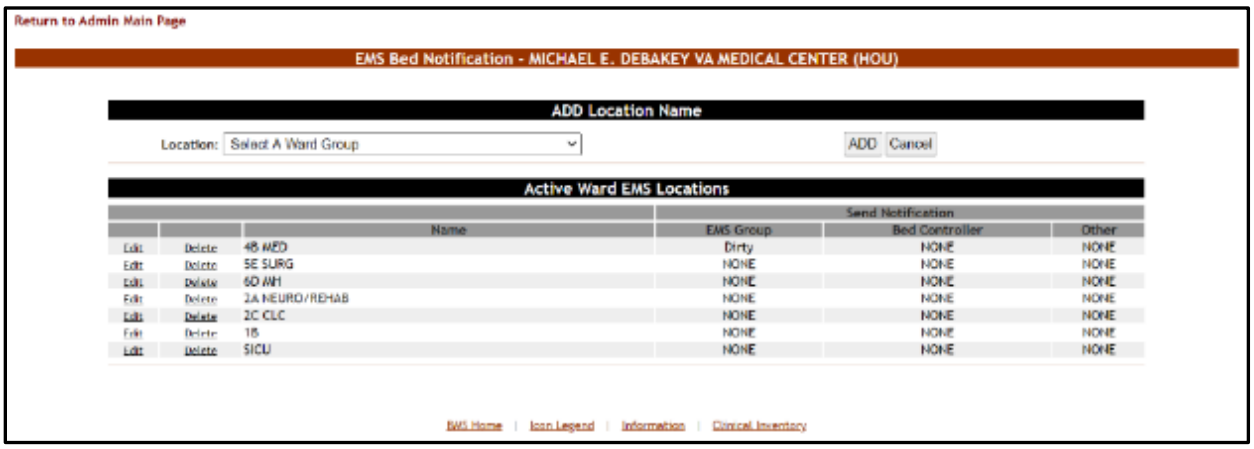
Figure 37 - BMS Orderable Items - Add

Figure 38 - BMS Orderable Items – Delete

4.1.4. EMS Bed Notification Page

From the **Bed Board Site Configuration** page, click the **EMS Notification Add/Edit** link to display the following page.

Figure 39 - EMS Bed Notification Page



The options available in this page allow the administrator user to manage the EMS notifications.

Note: Notifications can also be sent by printer, pager and cell phones as well as email.

In the ADD Location Name area, the options allow the administrator user to add a new EMS Bed notification in the system.

The list in the lower part of the screen presents the locations for which EMS notifications have already been defined in the system.

For each entry in the list, the following data is available:

Table 5 - EMS Bed Notification Parameters

Column	Description
Name	The name of the BMS Ward Group which the EMS notification has been set up.
Send Notification/EMS Group	The event that triggers the notification for the EMS group.
Send Notification/Bed Controller	The event that triggers the notification for the bed controller.
Send Notification/Other	The event that triggers the notification for other personnel.

The links **Edit** and **Delete** to the left of each entry allow the administrator user to modify the details of a notification or to delete it.

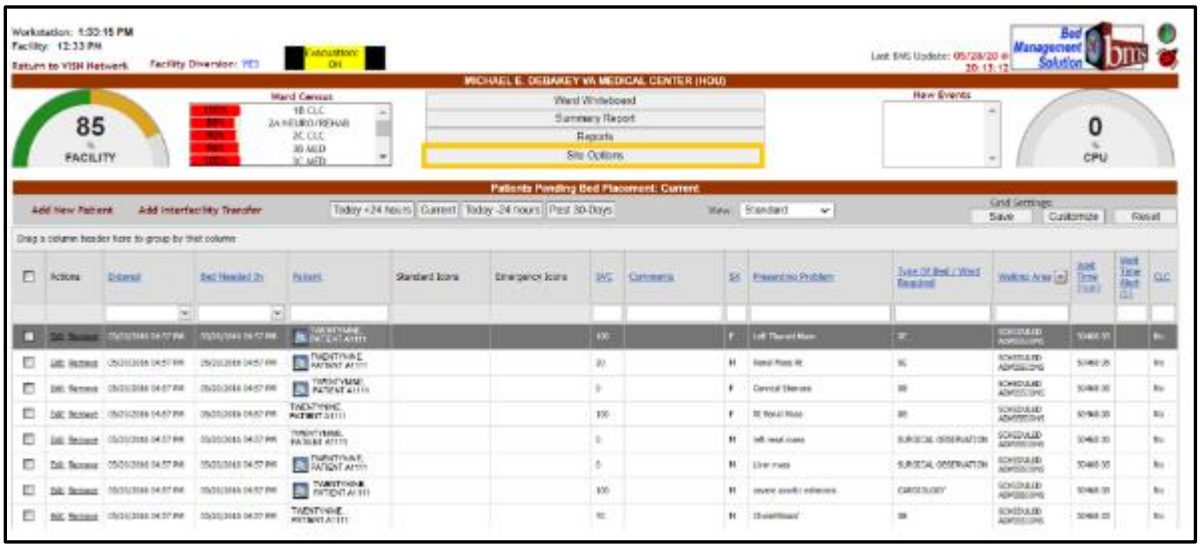
The link **Return to the Admin Main Page** in the upper left corner of the page allows the administrator user to go back to the **Site Options** page.

4.1.4.1. Adding an EMS Bed Notification

To add an EMS bed notification, follow the instructions below.

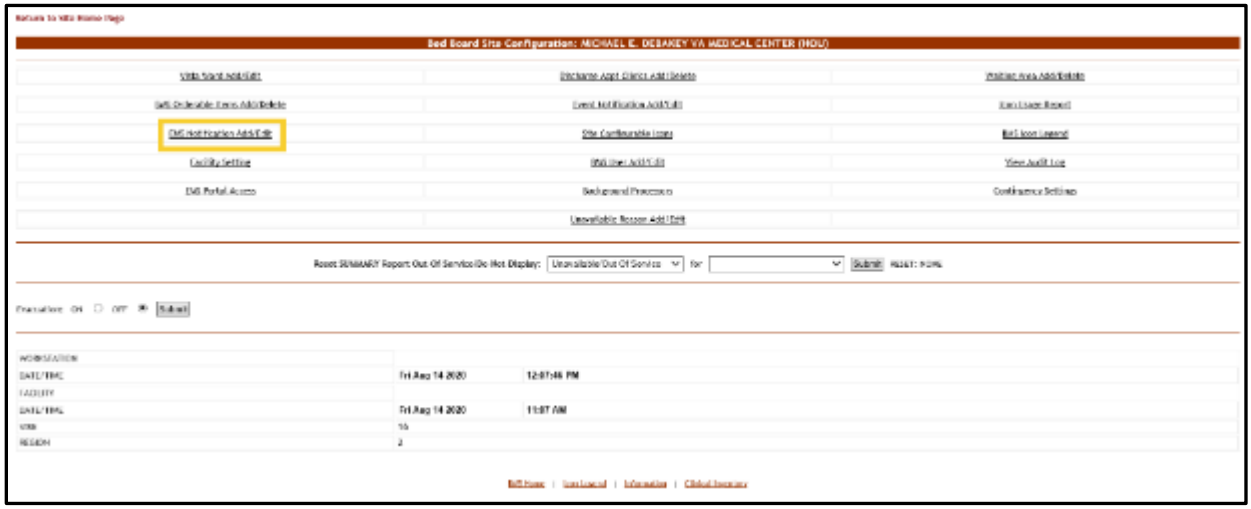
From the facility home page, click the **Site Options** link

Figure 40 - Selecting Site Options



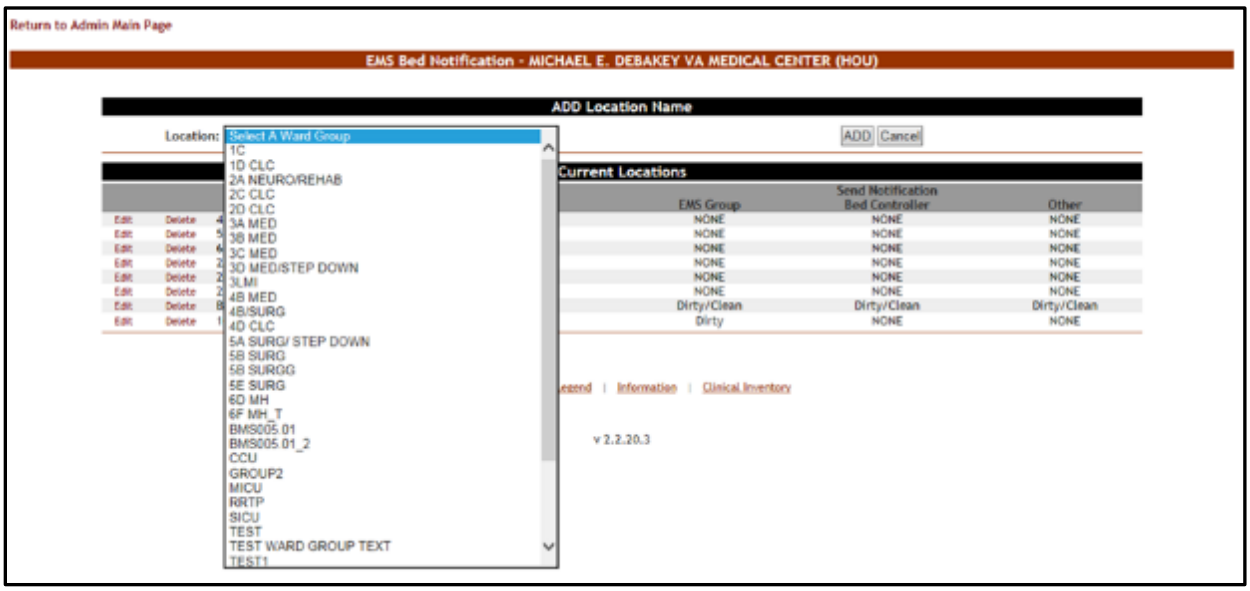
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 41 - Selecting EMS Notification Add/Edit



Click the **EMS Notification Add/Edit** link to display the corresponding page as in the image below.

Figure 42 - EMS Bed Notification – Add Location Name



Click the arrow button of the **Select a Ward Group** field to display a list of locations defined in the system then click the **Add** button to enter the details of the notification.

The following page is displayed.

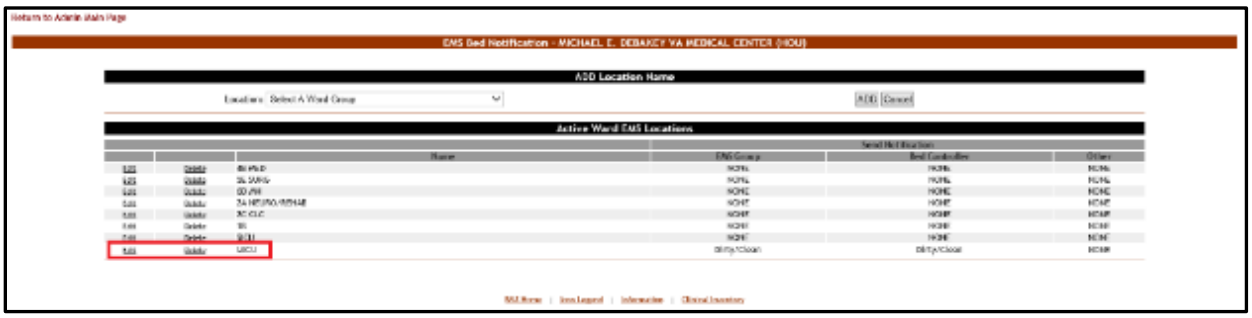
Figure 43 - Notifications Add – Edit Parameters

The name of the selected location is displayed in the page header. In the EDIT Parameters area, enter the email addresses, text pagers, text-compatible cell phones and/or printer where you want to send the current notification: EMS email, Bed Controller email, and Other. From the Notification Event area, select the events that trigger the current notification. Usually a bed clean request will trigger a notification to be sent to the bed controller.

Note: There is a 150-character limit. (FORMAT: name@address,name@address) Refer to Figure 43 as an example.

When you have selected the desired parameters for the current notification click the **Submit** button to enter the data into the system. A confirmation message is displayed and then you return to the main EMS Bed Notification page where the new notification is displayed in the list.

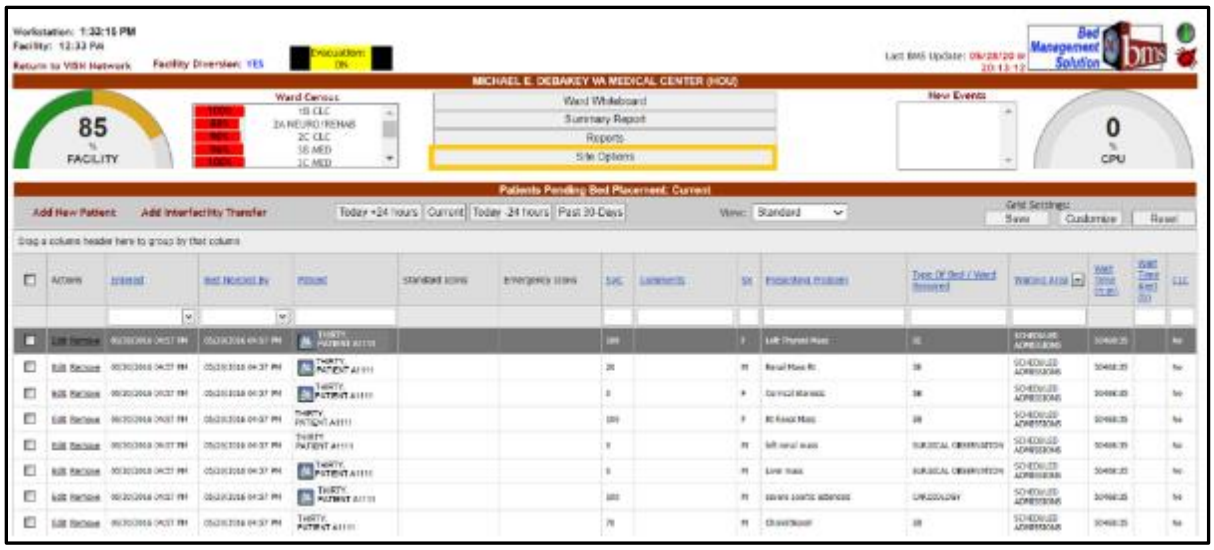
Figure 44 - EMS Bed Notification Added



4.1.4.2. Editing an EMS Bed Notification

To edit an existing EMS bed notification, follow the instructions below. From the facility home page, click the **Site Options** link.

Figure 45 - Selecting Site Options

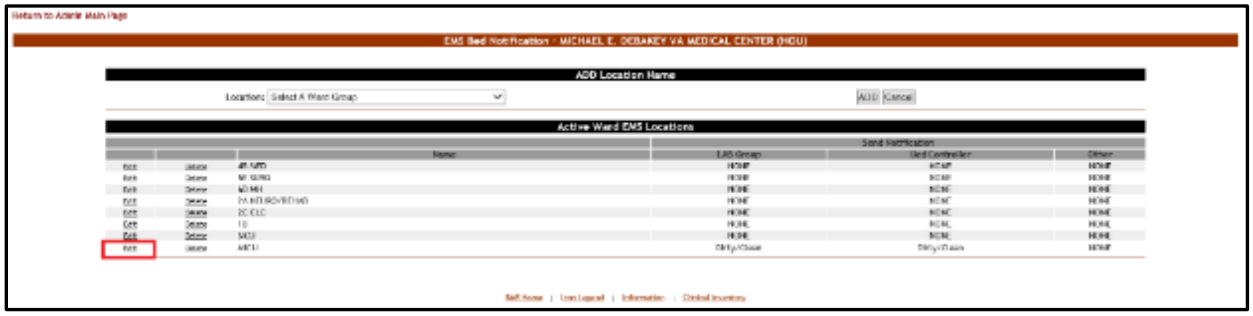


The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 46 - Selecting EMS Notification Add/Edit

Click the **EMS Notification Add/Edit** link to display the corresponding page as in the image below.

Figure 47 - EMS Bed Notification – Select Notification for Edit



Click the **Edit** link to the left of an EMS Bed notification: the **EMS Bed Notification Edit** page is displayed as in the image below.

Figure 48 - Notifications Add – Edit Parameters

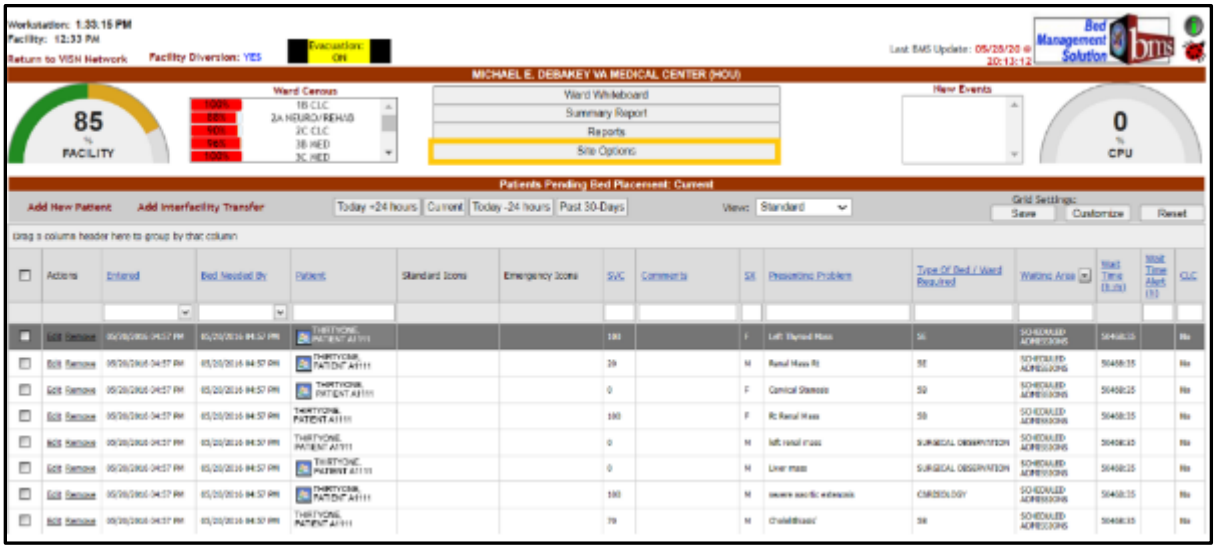
Note: There is a 150-character limit. (FORMAT: name@address,name@address) Refer to Figure 48 as an example.

Make the desired changes then click the **Submit** button to enter the data into the system.

4.1.4.3. Deleting an EMS Bed Notification

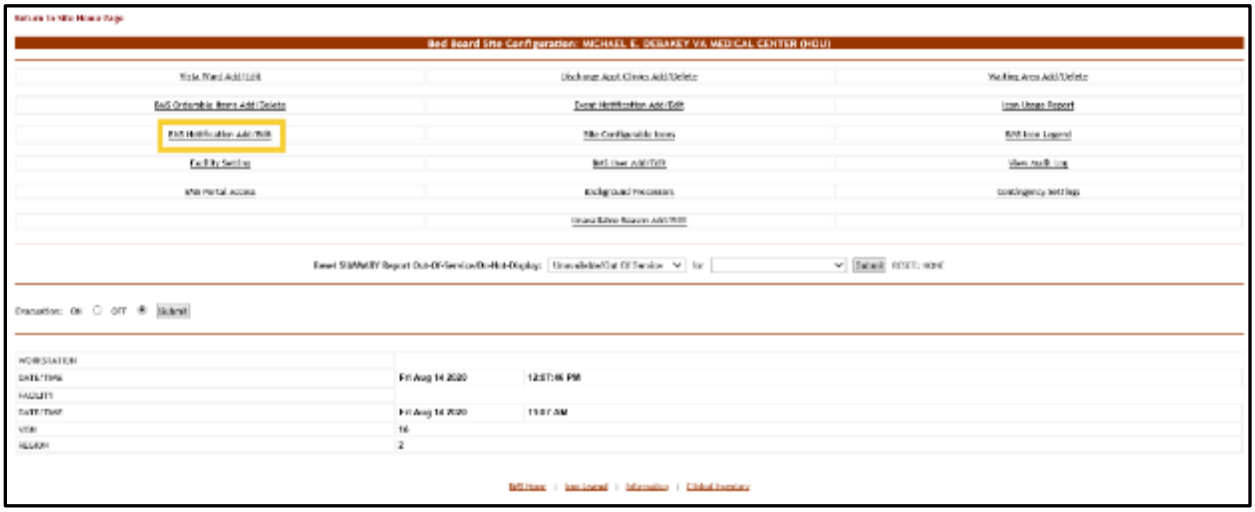
To delete an EMS bed notification, follow the instructions below. From the facility home page, click the **Site Options** link.

Figure 49 - Selecting Site Options



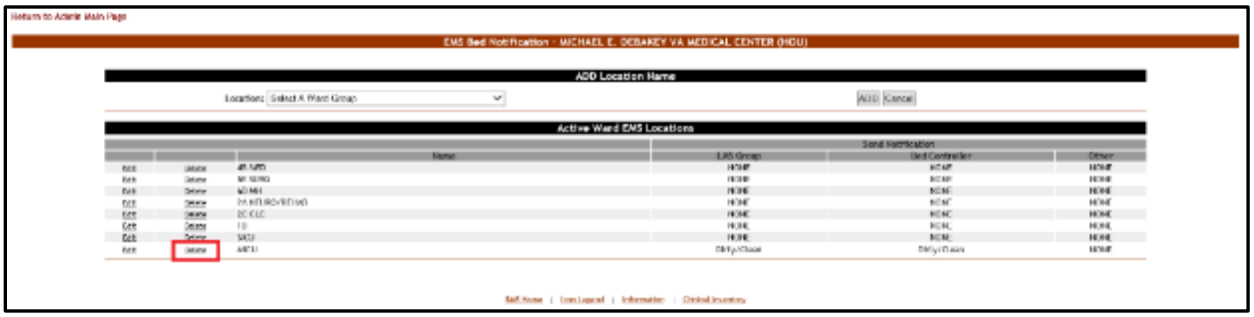
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 50 - Selecting EMS Notification Add/Edit



Click the **EMS Notification Add/Edit** link to display the corresponding page as in the image below.

Figure 51 - EMS Bed Notification – Delete notification

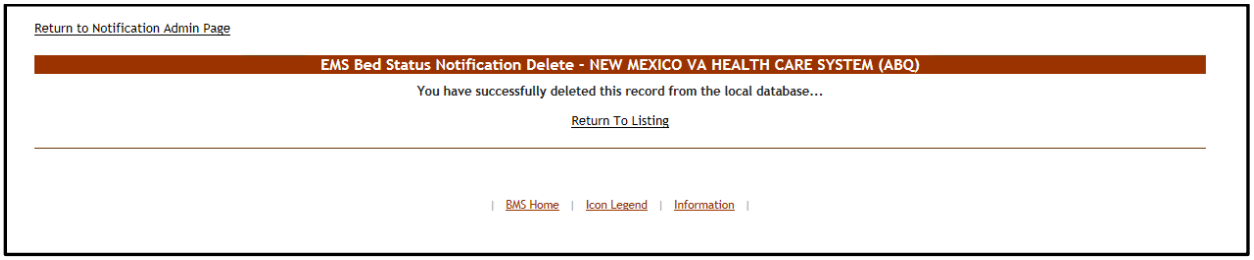


Click the **Delete** link to the left of an EMS Bed notification: a confirmation screen is displayed as in the following image.

Figure 52 - EMS Bed Notification – Confirm Notification Deletion

Click the **Delete Record** button to delete the notification. A message is displayed in the following image.

Figure 53 - EMS Bed Notification – Notification Deletion



4.1.5. Facility Setting Page

The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 54 - Selecting Facility Settings

From the **Bed Board Site Configuration** page, click the **Facility Setting** link to display the following page.

Figure 55 - Facility Configuration Page – Integrated Facility

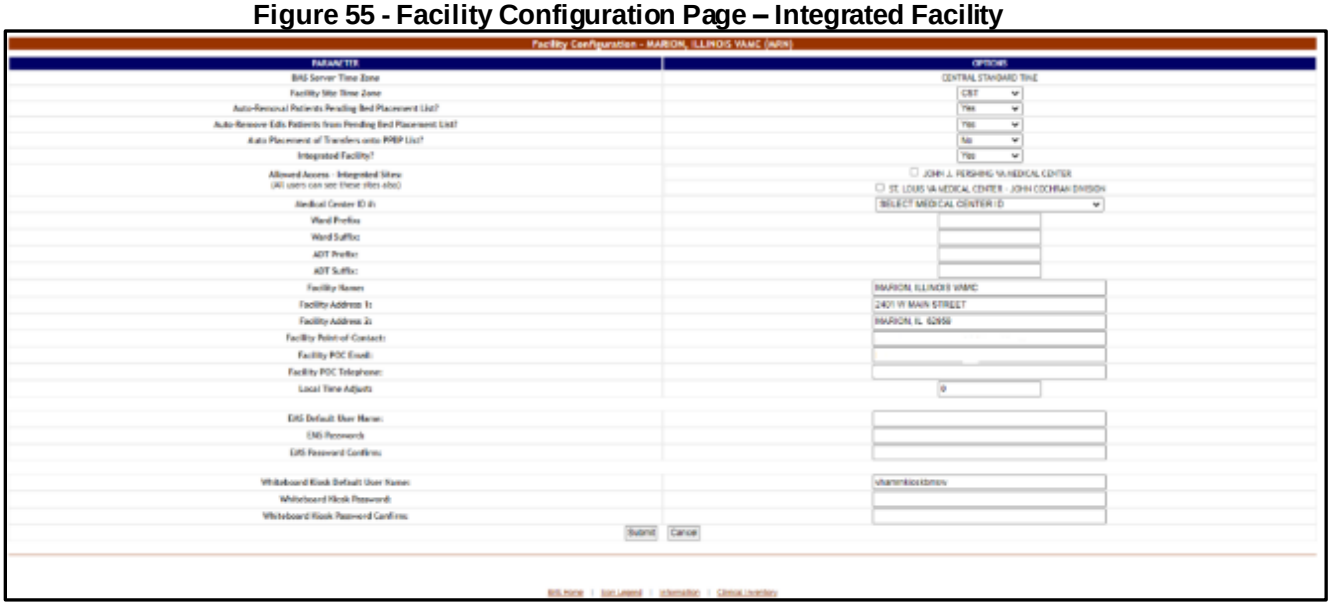
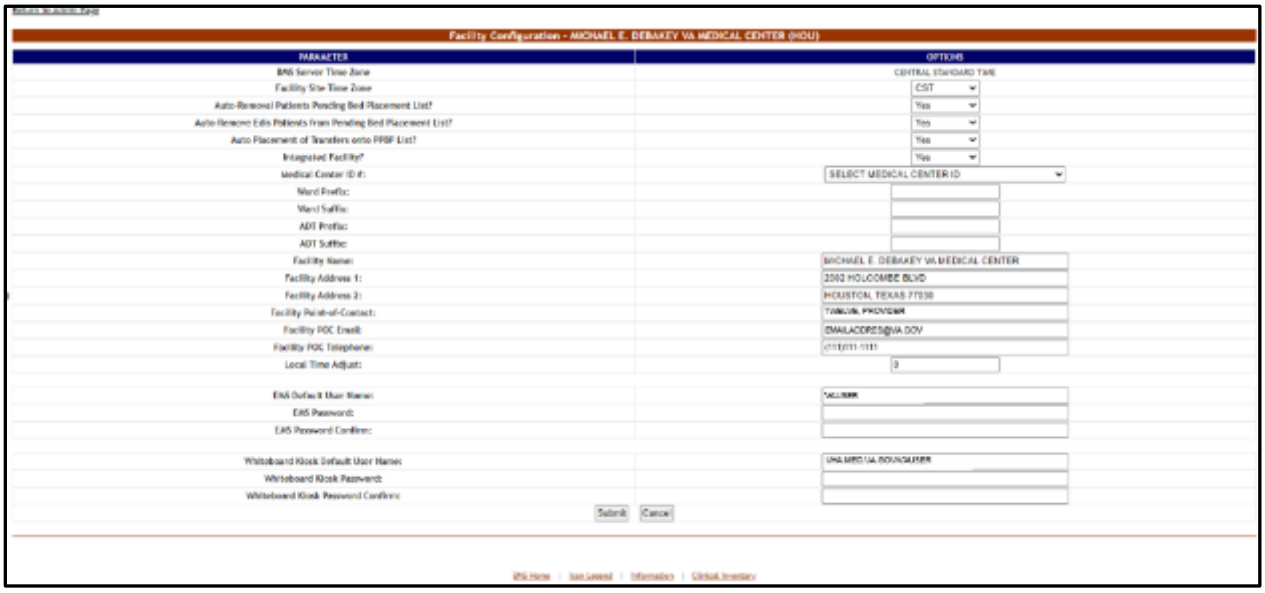


Figure 56 - Facility Configuration Page – Non-Integrated Facility



The following parameters can be configured:

Table 6 - VA Facility Configuration Parameters

Column	Description
BMS Server Time Zone	The time zone of the BMS server where the current facility is connected.
Facility Site Time Zone	The time zone of the facility site.
Auto-Removal Patient Pending Bed Placement List?	If patients are automatically removed from the local facility Pending Bed Placement List when they are assigned a Room/Bed.
Auto-Removal Edis Patients from Pending Bed Placement List?	If Edis patients are automatically removed from the local facility Pending Bed Placement List when they are assigned a Room/Bed.
Auto Placement of Transfers onto PPBP List?	If patients are automatically placed on the local facility Pending Bed Placement List when they are transferred.
Integrated Facility?	If the current facility is integrated with others (sister sites).
Allowed Access – Integrated Sites: (All users can see these sites also).	This field will only become visible after you have selected a sister sites list from the Integrated Site List field, pressed the Submit button and returned to the Facility Configuration page. A list of sites integrated with the current site is displayed; select the sites where the users of the current facility will have access.
Medical Center ID #	The ID number of the medical center associated to the current facility.
Ward Prefix	A prefix used for all the wards defined for the current facility.
Ward Suffix	A suffix used for all the wards defined for the current facility.
ADT Prefix	This is the unique identifier that is the leading part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e., “BO-“ for Boston.

Column	Description
ADT Suffix	This is the unique identifier that is the trailing part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e., "-BO" for Boston.
Facility Name	The full name of the current facility.
Facility Address 1	The main address of the facility.
Facility Address 2	If applicable, any secondary address of the facility.
Facility Point-of-Contact:	The facility point of contact, this can be the triage room, the front desk, others.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Local Time Adjust:	The difference between the local time and the server time.
EMS Default User Name:	The BMS Service Account ID needed to load the EMS Mobile Page for Mobile Devices.
EMS Password:	The BMS Service Account ID password needed to load the EMS Mobile Page for Mobile Devices.
EMS Password confirm:	The confirmation of the password.
Whiteboard Kiosk Default User Name:	The BMS Service Account ID, along with the fully qualified domain name in front of the BMS Service Account ID, needed to load the Whiteboard URL in Kiosk Mode. (Example: v16.med.va.gov\VHAHOUxxx)
Whiteboard Kiosk Password:	The BMS Service Account ID password needed to load the Whiteboard URL in Kiosk Mode.
Whiteboard Kiosk Password confirm:	The confirmation of the password.

4.1.5.1. Ward Whiteboard Kiosk URL Settings

The Ward Whiteboard URL is needed in order to display the information in the Ward Whiteboard page on the screens available on the wall(s) at the hospitals.

In order to run the following URL, a Whiteboard Kiosk Default User and password need to be defined in the Site Options -> Facility Settings page. The user should be setup as a Service Account and needs to be granted the EMS USER role level of access. See the BMS Technical Manual for additional information.

Below is an example of the URL that should be added to the browser:

https://[BMS Web URL]/WardWhiteboardUrl?facilityCode=BRK&wardName=ALL&splitScreen=No&displayPTCode=LastName&genderColorCode=Blue/Pink&displayFooterCensus=Yes&displayStaffAttending=Staff%20and%20Attending&scrollRate=20

Description and available values of the page parameters:

Table 7 - Ward Whiteboard URL Configuration Parameters

Parameter	Short Description	Options
facilityCode	Code of facility (e.g., BROCKTON = BRK).	Enter the 3 character facility
wardName	Name of BMS Ward Name. To see all the wards the value that needs to be configured is ALL.	These are the BMS WARDS as defined in the Facility, Site Options, VistA Ward Add/Edit. The Ward name value should match the "BMS WARD GROUP TEXT". A single ward can be entered or the value "ALL" to
splitScreen	To split the page in two tables enters the value "Yes".	Yes No
displayPTCode	How should be displayed the patient under the column "Patient" (full name or 1st+Last 4). **Note: LastName is required for Kiosk mode due to Privacy regulations**.	FirstAndLast4 LastName
genderColorCode	To change the background color for the row according with patient's gender.	Blue/Pink None
displayFooterCensus	To view the footer census.	Yes No
displayStaffAttending	What column is displayed in the table? (Staff column, Attending column or both).	Staff and Attending Staff Attending
scrollRate	The timer interval will affect the scrolling speed. This parameter can be absent. (If specified then it represents seconds).	Null or an integer value.

4.1.5.2. EMS Mobile URL Settings

The EMS Mobile URL is needed in order to display the information in the EMS Mobile page on portable devices used by EMS Staff.

In order to run the following URL, an EMS Default User and password need to be defined in the Site Options>Facility Settings page. The user should be setup as a Service Account and needs to be assigned to the EMS USER role. See the BMS Technical Manual for additional information. This can be the same account that is used for the BMS Kiosk Default User.

Below is an example of the URL that should be added to the browser:

https://[BMS Web URL]/EMSMobileLogon?code=BRK

Description and available values of the page parameters:

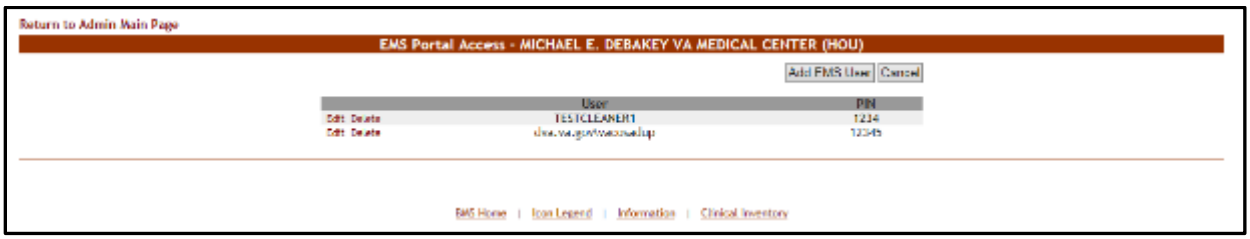
Table 8 - EMS Mobile URL Configuration Parameters

Parameter	Short Description	Options
Code	Code of facility (e.g., BROCKTON = BRK).	Enter the 3 character facility ID.

4.1.6. EMS Portal Access Page

From the **Bed Board Site Configuration** page, click the **EMS Portal Access** link to display the following page.

Figure 57 - EMS Portal Access



This page allows the administrator user to add, edit or delete EMS user accounts and their associated PINs. These EMS user accounts can then be used to access the EMS Staff Page for Mobile Devices. For details see the section EMS Staff Page for Mobile Devices. The EMS users added from this page will be available when a bed clean operation has to be assigned.

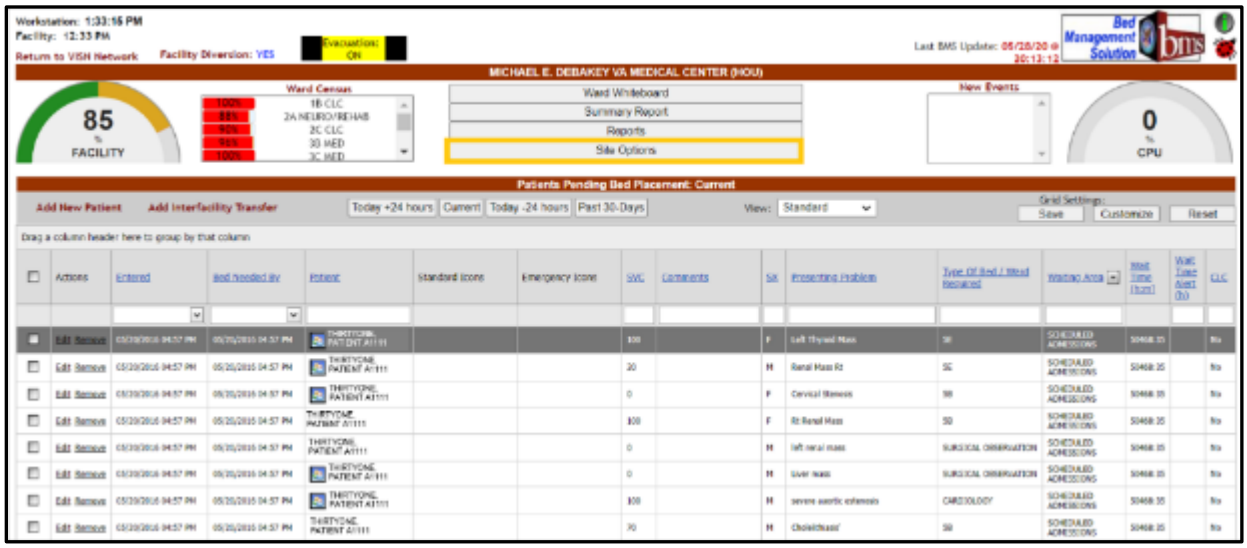
Note: It is recommended that each facility define at least one default EMS Staff User. This verifies that beds can always be assigned to a cleaner.

4.1.6.1. Adding an EMS User

To add an EMS user for the EMS Staff Page for Mobile Devices, follow the instructions below.

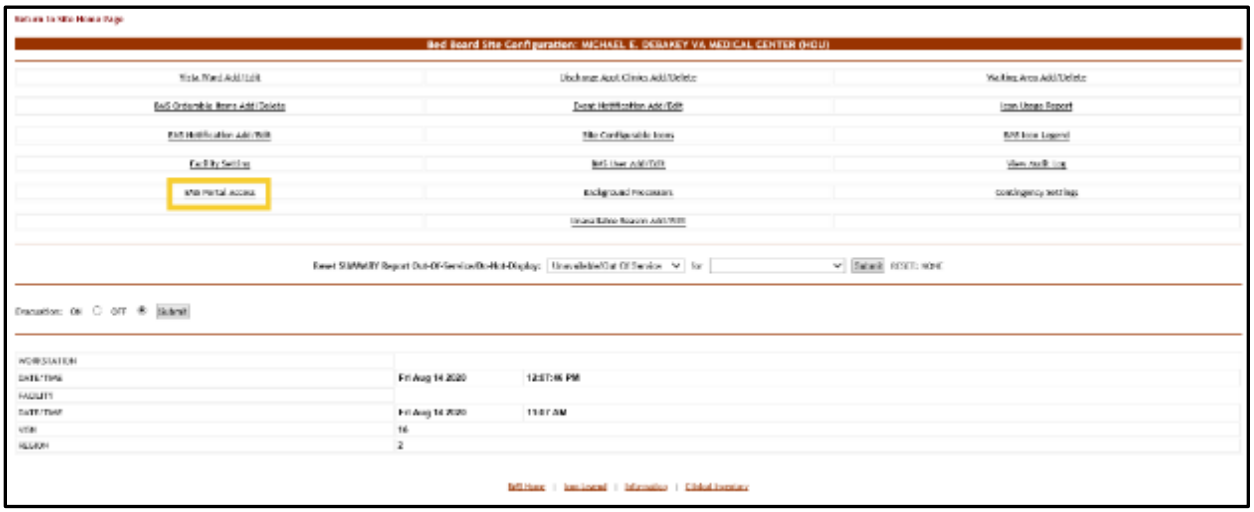
From the facility home page, click the **Site Options** link.

Figure 58 - Selecting Site Options



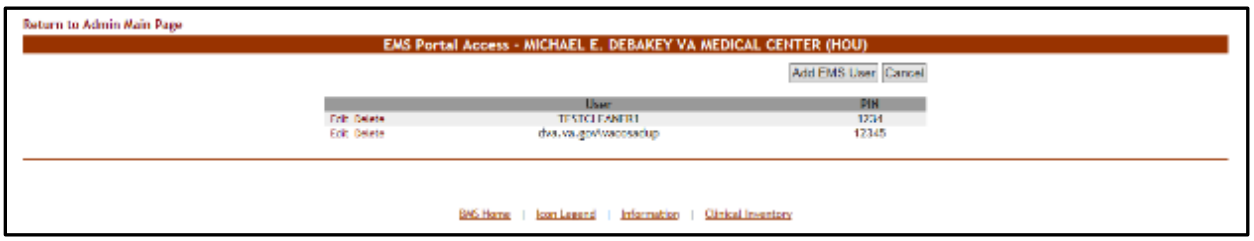
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 59 - Selecting EMS Portal Access



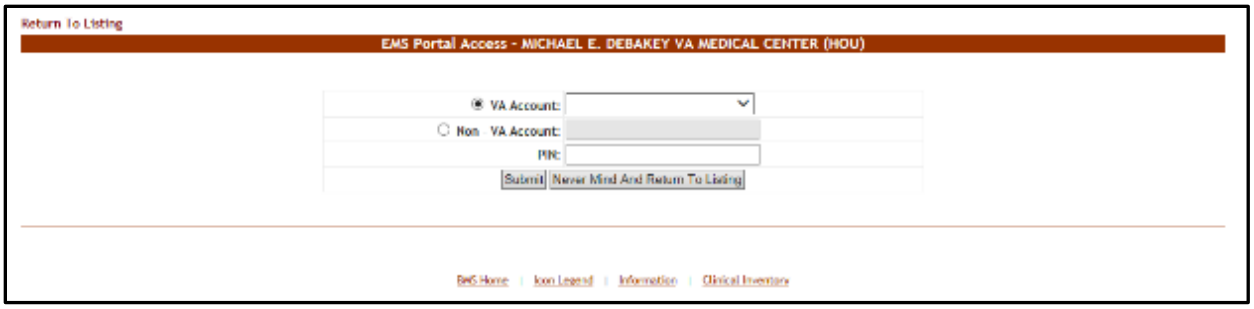
Click the **EMS Portal Access** link to display the corresponding page as in the image below.

Figure 60 - EMS Portal Access



Click the **Add EMS User** button to display the following page.

Figure 61 - EMS Portal Access Page – Add Users



The **VA Account** field will display a list with all the EMS users who already have an account and for whom the current facility is the default facility. Select a name from the list and then enter a PIN number in the PIN field. The selected EMS user will be able to access the EMS Staff Page for Mobile Devices with their current user name and the PIN set in this page.

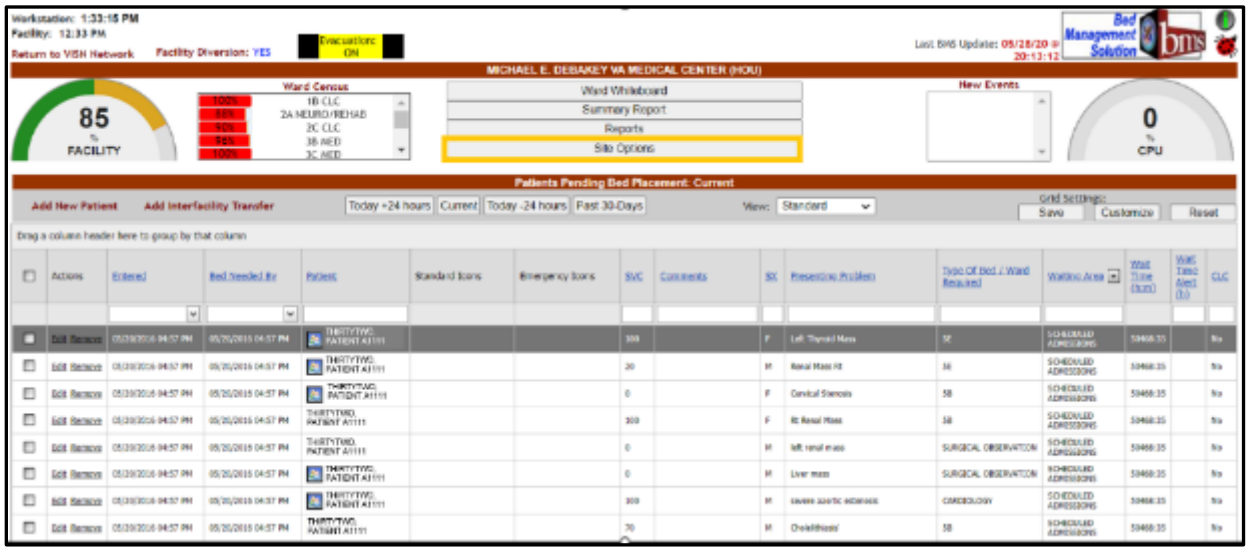
The second **Non-VA Account** field allows the administrator user to create an account for EMS users who do not have one and to assign a PIN code for this account: the EMS user will then be able to access the EMS Staff Page for Mobile Devices using this account, view information and make changes in that page.

4.1.6.2. Editing an EMS User

To edit the details of an EMS user for the EMS Staff Page for Mobile Devices follow the instructions below.

From the facility home page, click the **Site Options** link.

Figure 62 - Selecting Site Options

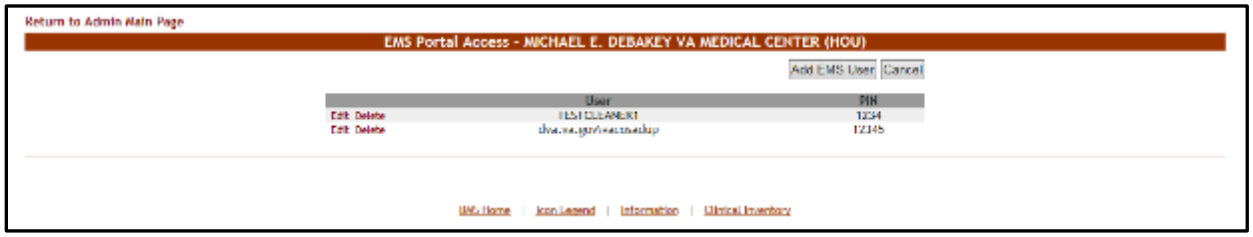


The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 63 - Selecting EMS Portal Access

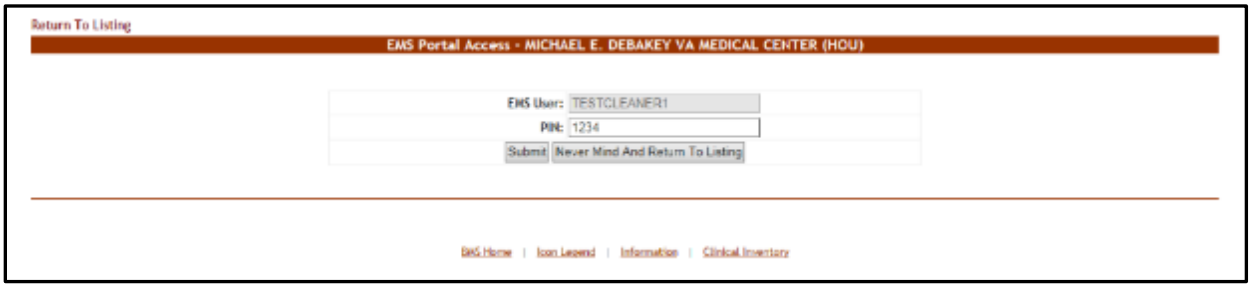
Click the **EMS Portal Access** link to display the corresponding page as in the image below.

Figure 64 - Select EMS Staff Account/User to Edit



Click the **Edit** link to the left of the EMS user name in the list: the **EMS Portal Edit** page is displayed.

Figure 65 - Edit EMS Staff Account/User



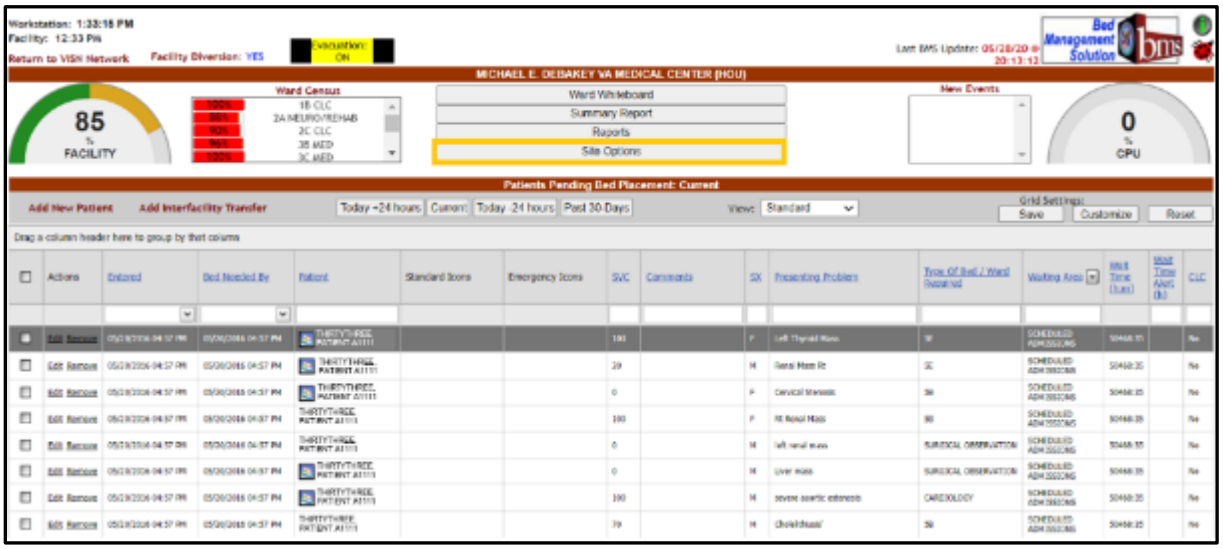
Change the PIN assigned to the EMS user, then press the **Submit** button to enter the data into the system.

4.1.6.3. Deleting an EMS User

To delete an EMS user for the EMS Staff Page for Mobile Devices follow the instructions below.

From the facility home page, click the **Site Options** link.

Figure 66 - Selecting Site Options

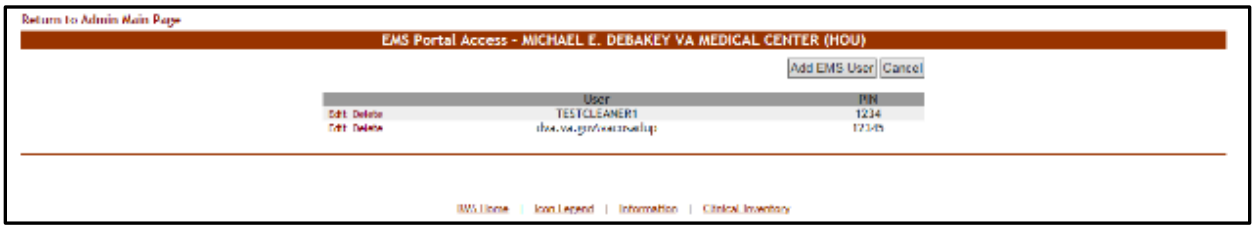


The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 67 - Selecting EMS Portal Access

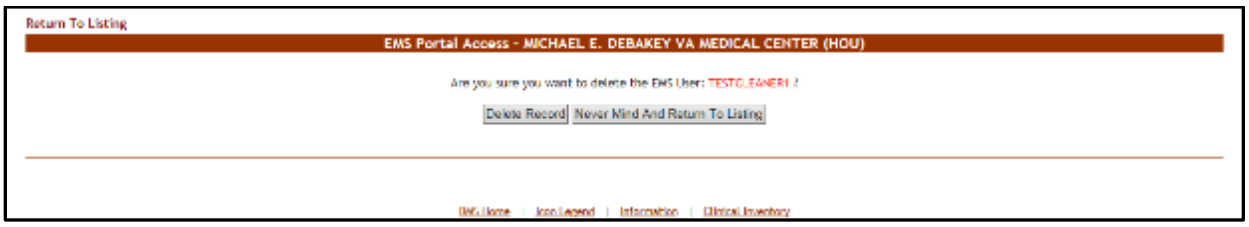
Click the **EMS Portal Access** link to display the corresponding page as in the image below.

Figure 68 - Selecting EMS Staff Account/User for Deletion



Click the **Delete** link to the left of an EMS user in the list: a confirmation screen is displayed as in the following image.

Figure 69 - Delete EMS Staff Account/User

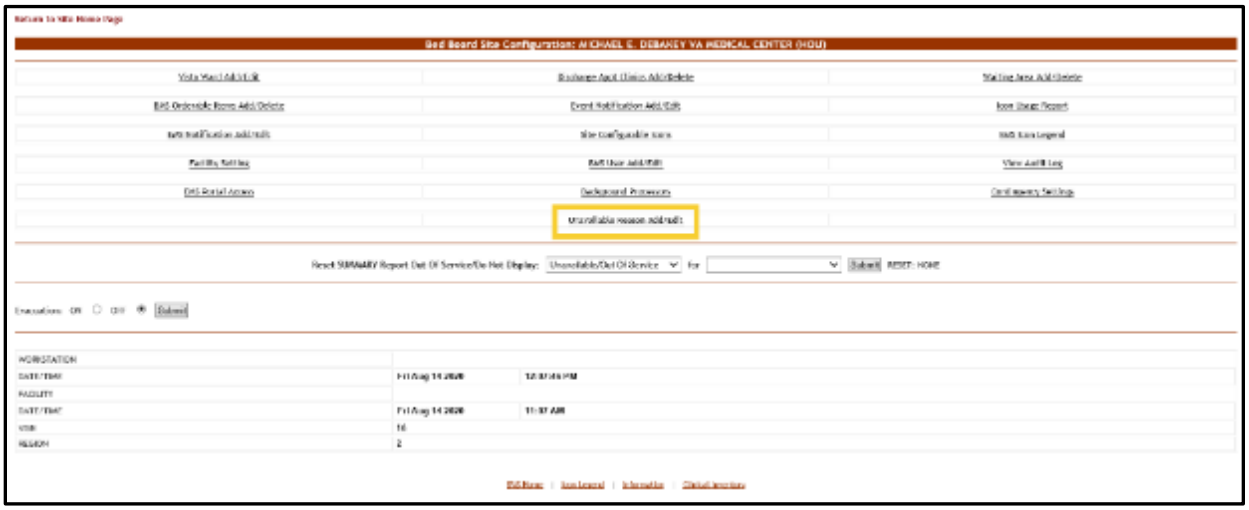


Click the **Delete Record** button to delete the EMS User from the list.

4.1.7. Bed Board Site Unavailable Reason Page

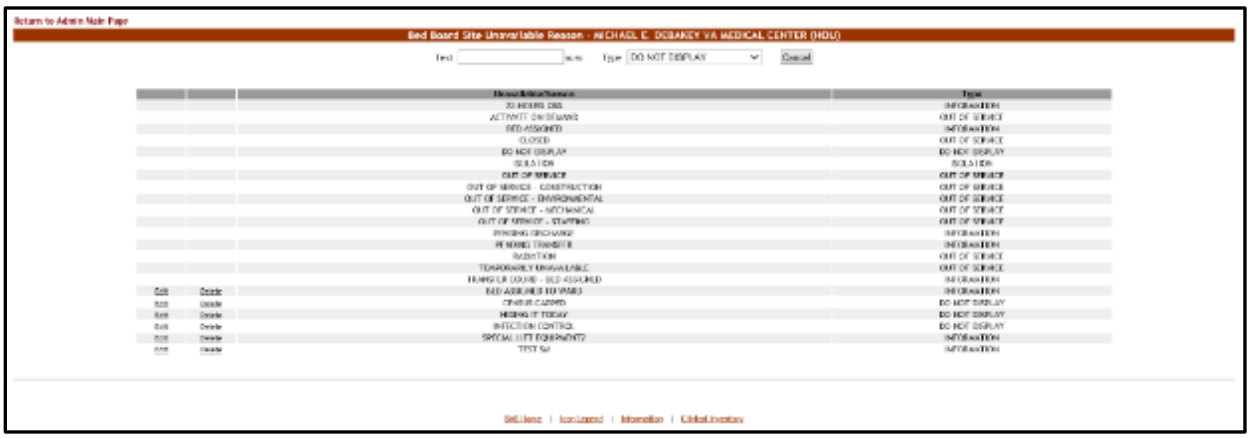
The **Bed Board Site Configuration** page is displayed as in the image below. NOTE: This option is only available for users with the Support user role.

Figure 70 - Selecting Unavailable Reason Add/Edit



From the **Bed Board Site Configuration** page, click the **Unavailable Reason Add/Edit** link to display the following page.

Figure 71 - Bed Board Unavailable Reason Page



The page presents the list of default *unavailable* reasons defined in the system.

The options in this page allow the administrator user to add a new *unavailable reason* for the beds in the current facility.

For each entry in the list, the following data is available:

Table 9 - Unavailable Reason Parameters

Column	Description
Unavailable Reason	The reason why a bed is made unavailable.
Type	The type of reason.

The links **Edit** and **Delete** allow the administrator user to modify the details of a reason or delete it from the system.

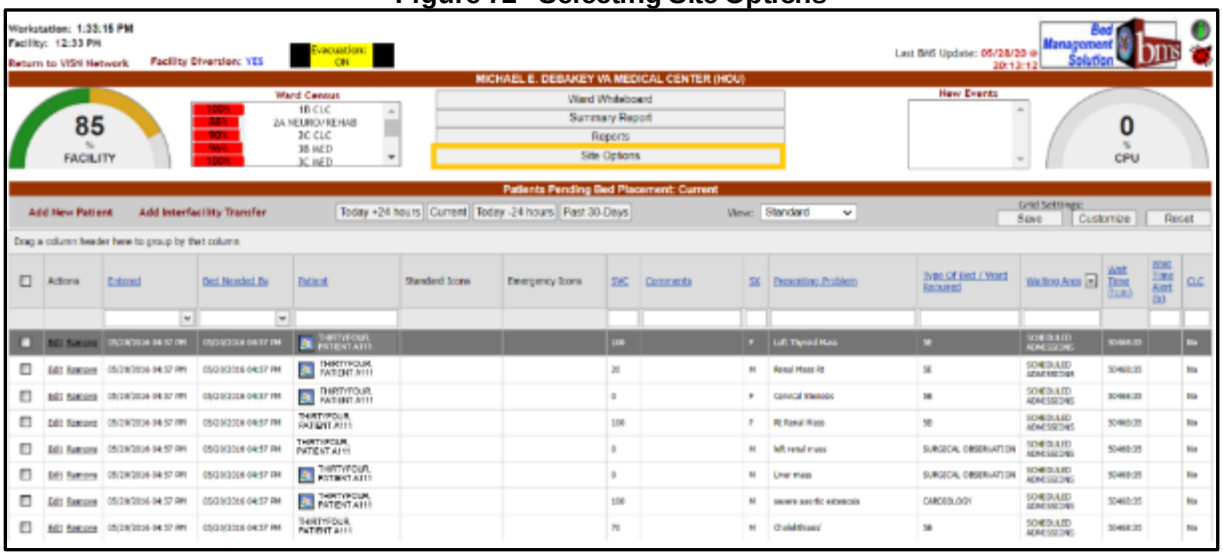
The link **Return to the Admin Main Page** in the upper left corner of the page allows the administrator user to go back to the **Site Options** page.

4.1.7.1. Adding an Unavailable Reason

To add an *unavailable reason,* follow the instructions below.

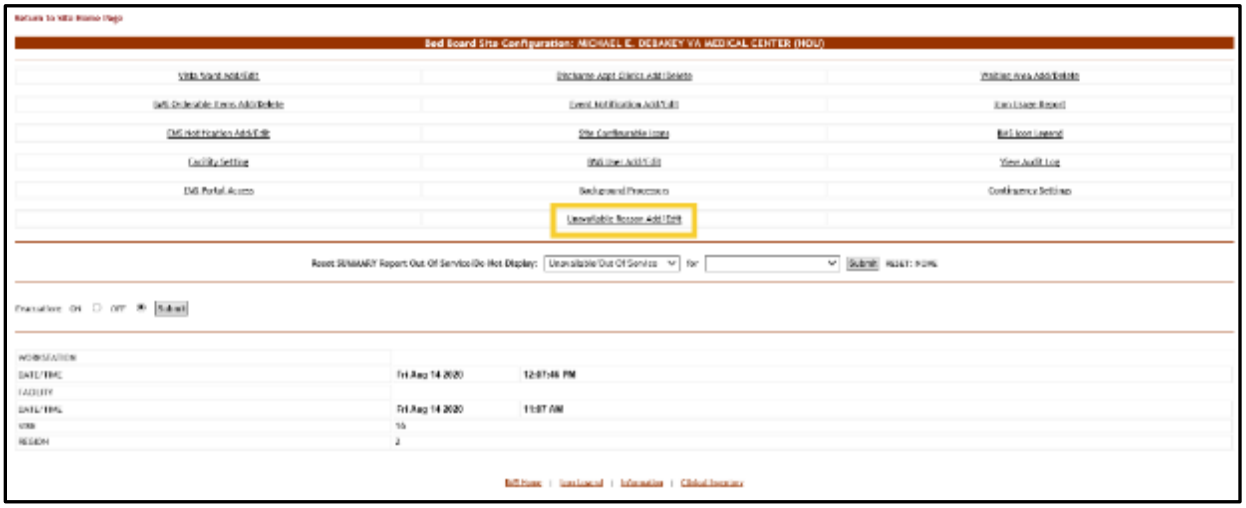
From the home page, click the **Site Options** link.

Figure 72 - Selecting Site Options



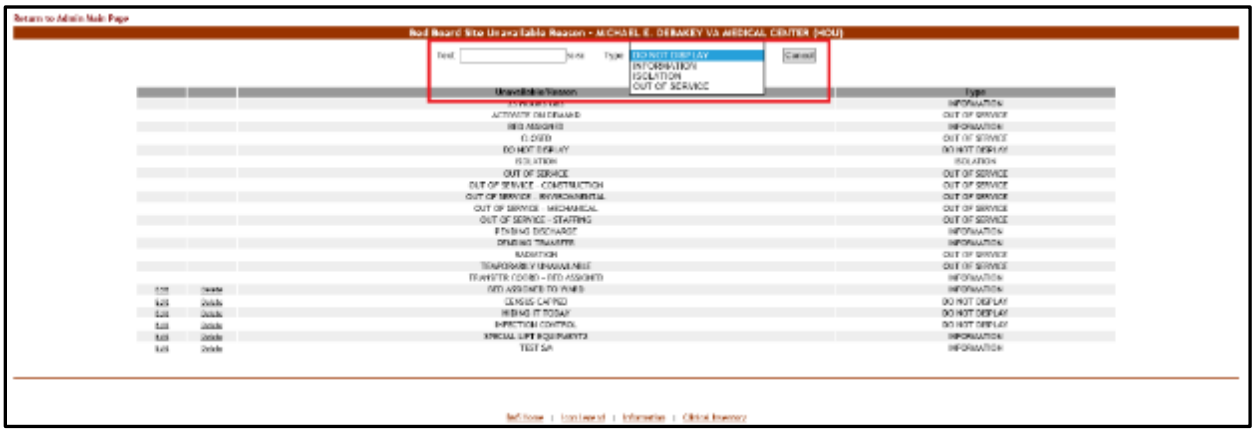
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 73 - Selecting Unavailable Reason Add/Edit



Select the **Unavailable Reason Add/Edit** link to display the page in the following image.

Figure 74 - Adding an Unavailable Reason



In the **Text** field enter the explanation, the reason for the bed unavailability then, from the **Type** field select the type of reason, and click the **Add** button.

In the **Type** field, four types of 'unavailable' reasons can be selected:

- Information (no icon appears on the whiteboard)
- Isolation (isolation icon appears on the whiteboard)
- Do Not Display (bed does not appear on the whiteboard)
- Out of Service (bed is colored RED on the whiteboard).

The newly defined reason will be added to list of existing reasons.

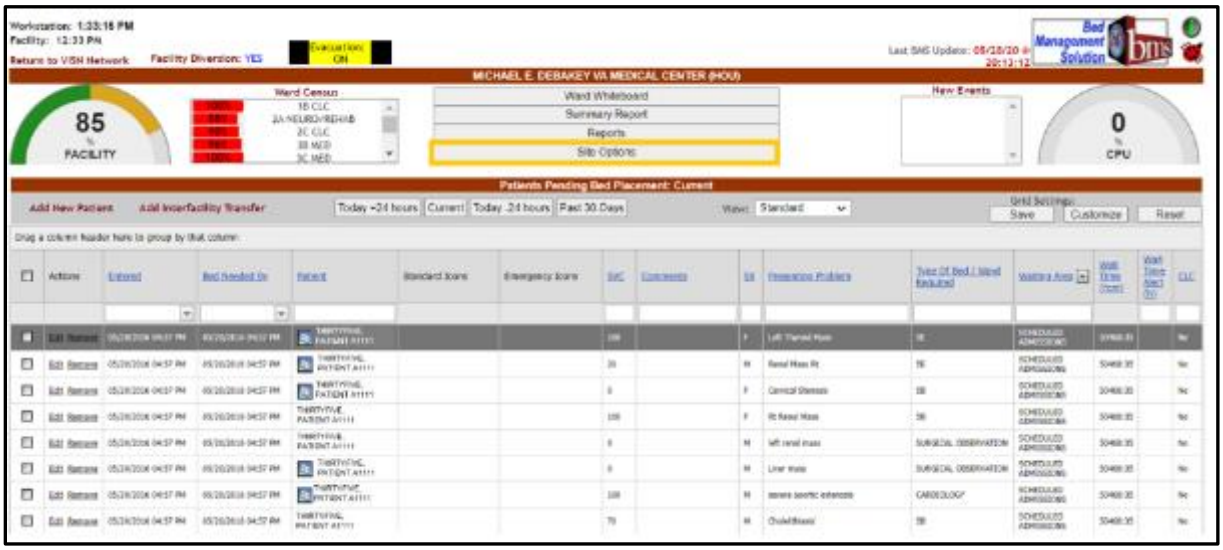
You can use the **Edit** link to modify either the text or the type of the reason. Use the **Delete** link to remove the link from the list.

4.1.7.2. Editing an Unavailable Reason

To edit an unavailable reason, follow the instructions below.

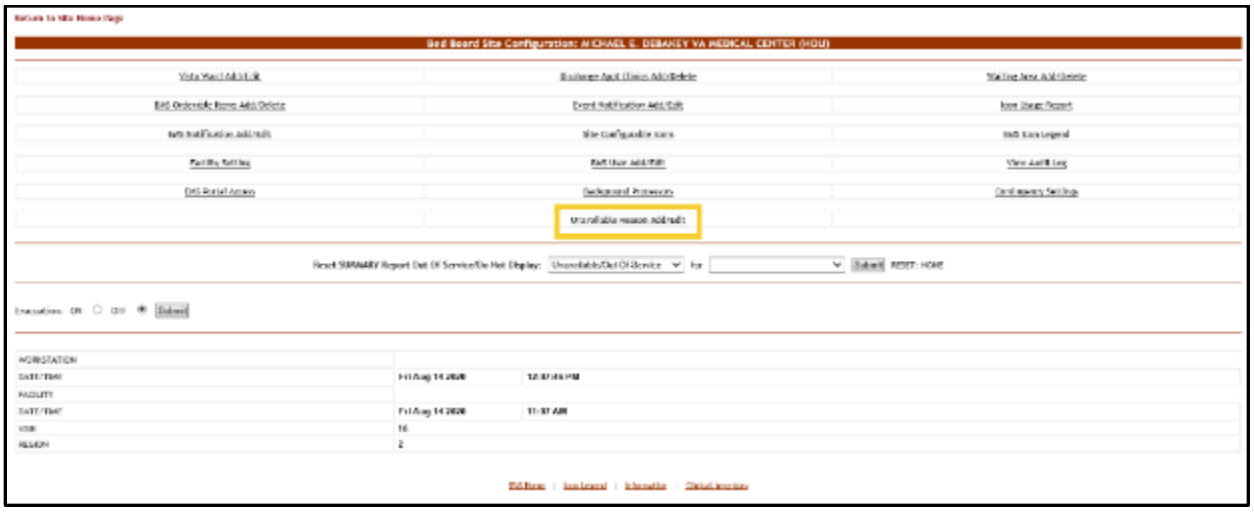
From the facility home page, click the **Site Options** link.

Figure 75 - Selecting Site Options



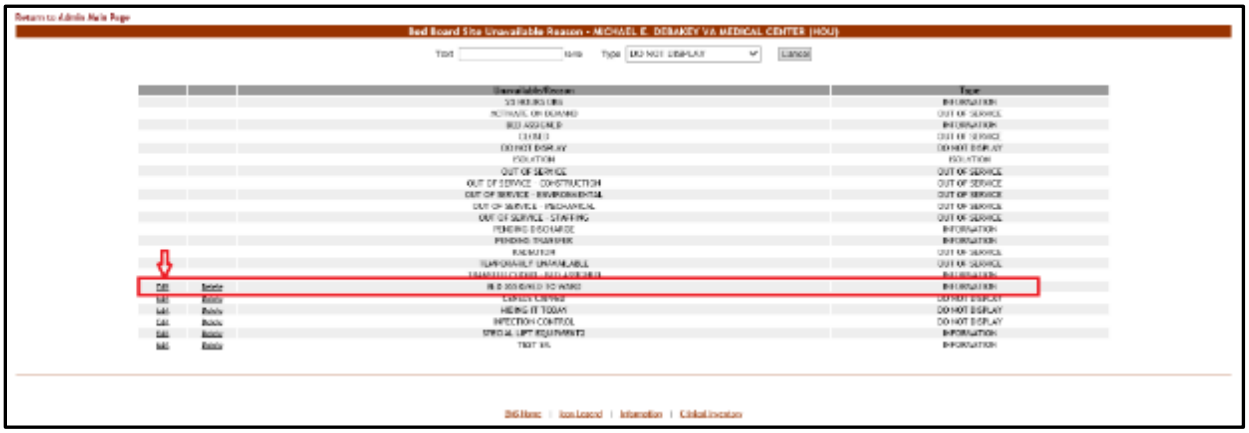
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 76 - Selecting Unavailable Reason Add/Edit



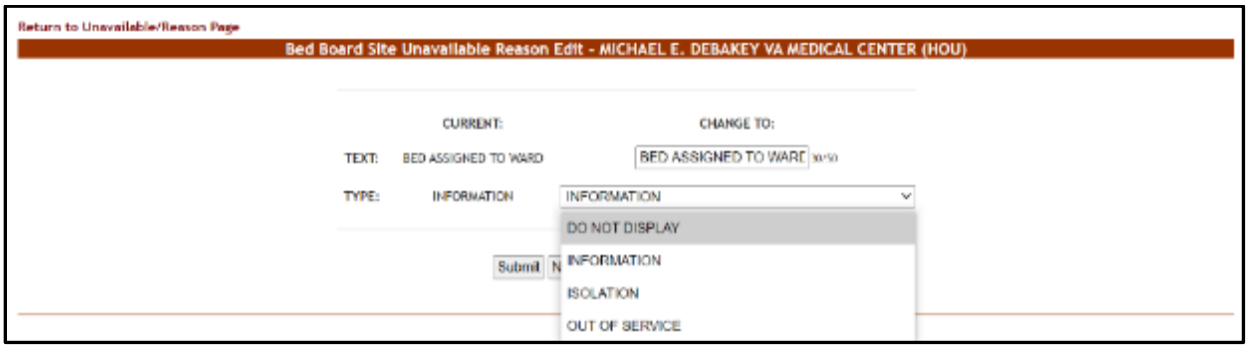
Select the **Unavailable Reason Add/Edit** link to display the page in the following image.

Figure 77 - Selecting an Unavailable Reason for Edit



Click the **Edit** link associated to the *unavailable reason* that you want to modify; the following page is displayed:

Figure 78 - Editing an Unavailable Reason



Operate the desired changes in the **Text** and/or **Type** fields then press the **Submit** button to enter the data into the system.

4.1.7.3. Deleting an Unavailable Reason

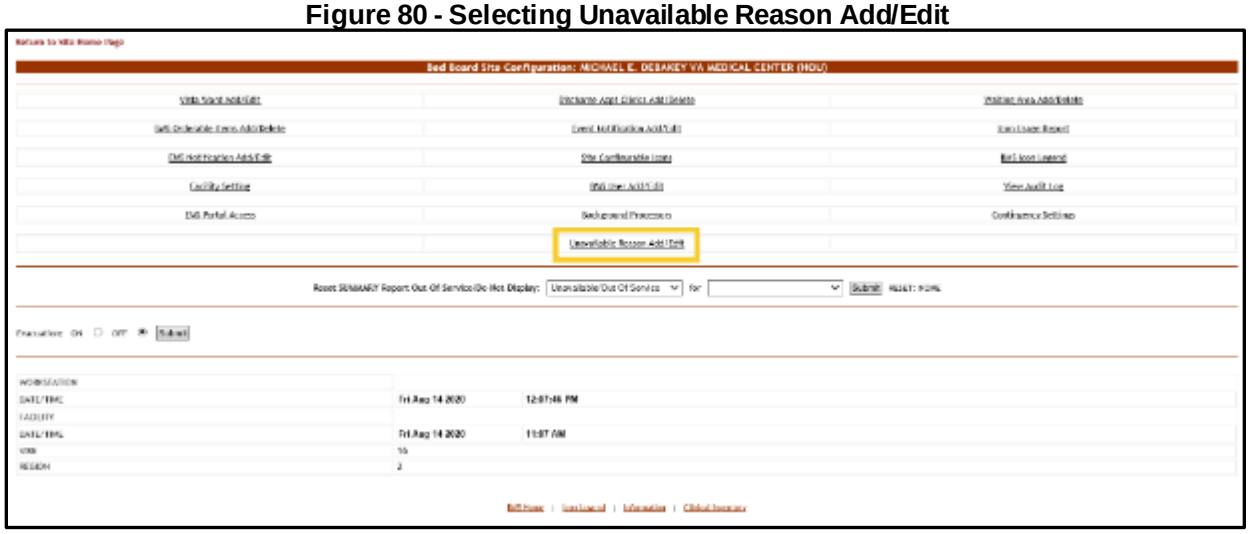
To delete an *unavailable reason,* follow the instructions below.

From the facility home page, click the **Site Options** link.

Figure 79 - Selecting Site Options

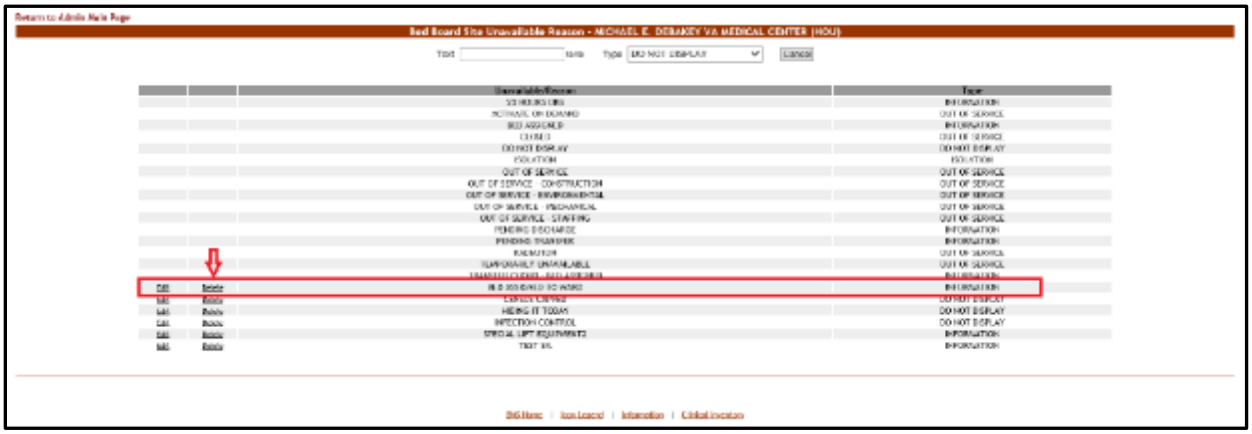
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 80 - Selecting Unavailable Reason Add/Edit



Select the **Unavailable Reason Add/Edit** link to display the page in the following image.

Figure 81 - Select an Unavailable Reason for Deletion



Click the **Delete** link associated to the *unavailable reason* that you want to delete: a confirmation screen is displayed as in the following image.

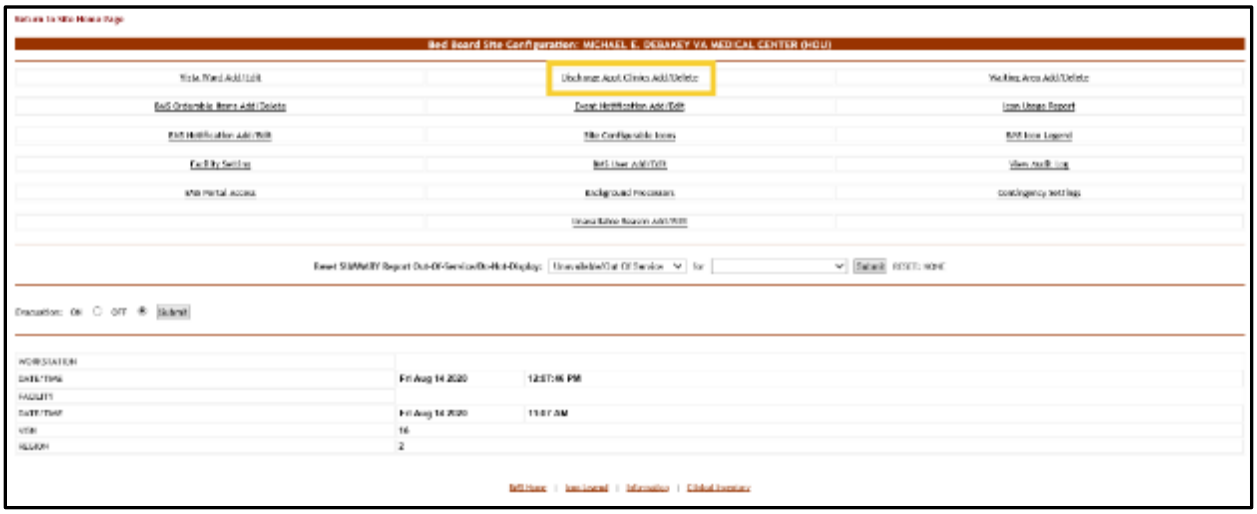
Figure 82 - Delete an Unavailable Reason

Click the **Delete Record** button to delete the *unavailable reason* from the list.

4.1.8. Bed Board Discharge Appointment Clinic Configuration Page

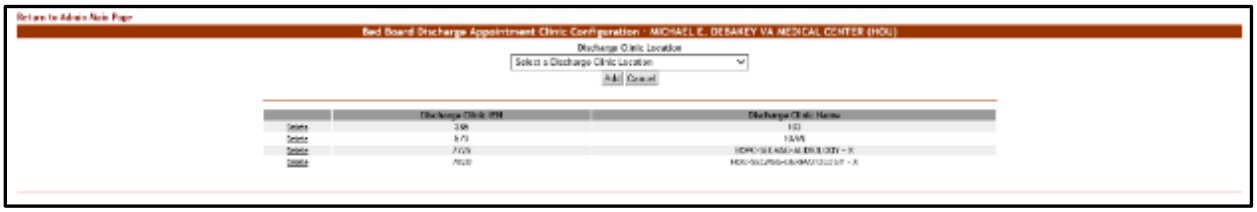
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 83 - Selecting Discharge Appt Clinics Add/Delete



From the Bed Board Site Configuration page, click the **Discharge Appointment Clinics Add/Delete** link to display the following page.

Figure 84 - Discharge Appointment Clinics Add/Edit Page



The options in this screen allow the administrator user the ability to define the discharge clinics used to assist with patient discharges if used by the facilities process. In addition, the defining of Discharge Appointment Clinic will allow the automated assignment of the Anticipated Discharge, “A”, icon on the facility’s Whiteboard.

The options in the upper part of the screen allow the administrator user to define/add a new discharge appointment clinic in the system.

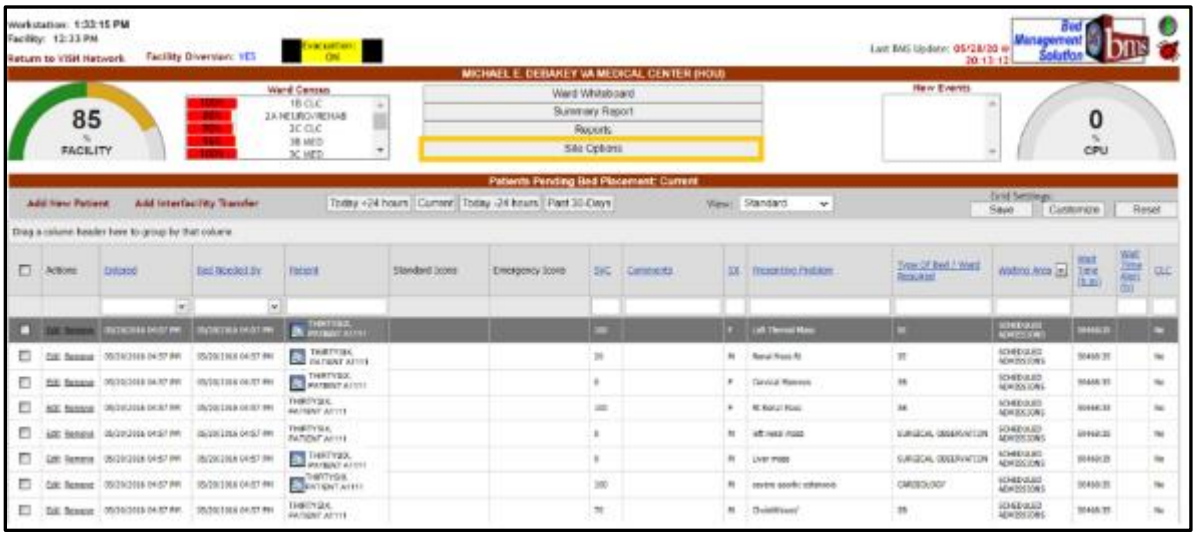
The list in the lower part of the screen presents the discharge appointment clinics already defined in the system. The Delete link to the left of each entry in the list allows the user to delete the clinic from the system.

To go back to the **Bed Board Site Configuration** page, click the link **Return to the Admin Main Page** in the upper left corner of the page.

4.1.8.1. Adding/Deleting a Discharge Appointment Location

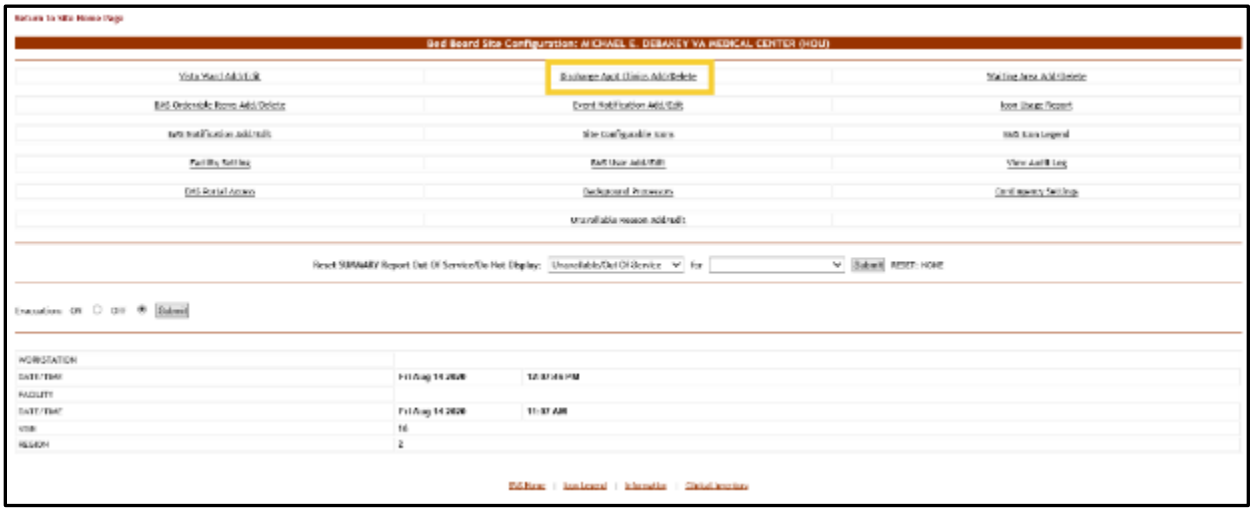
To add a discharge appointment location, follow the instructions below. From the facility home page, click the Site Options link.

Figure 85 - Selecting Site Options



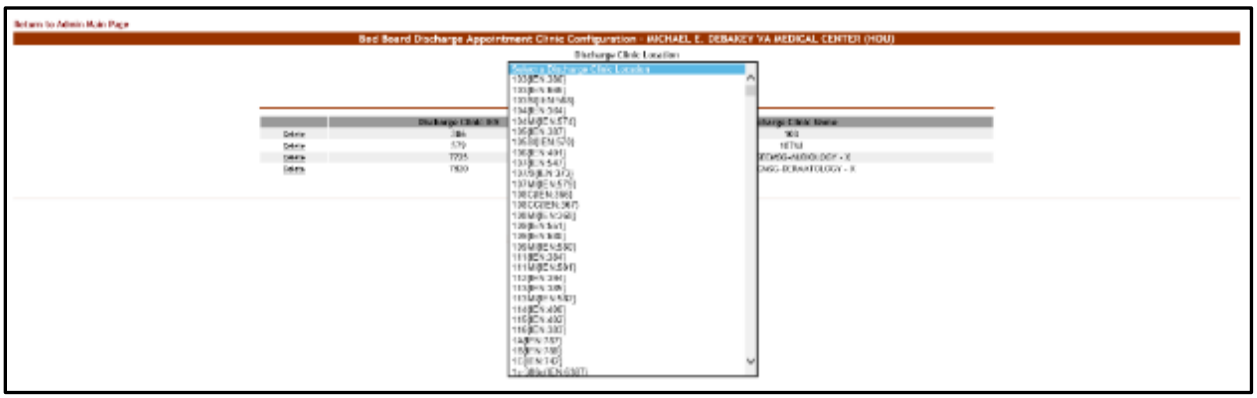
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 86 - Selecting Discharge Appointment Clinics Add/Delete



Select the **Discharge Appointment Clinics Add/Delete** link to display the page in the following image.

Figure 87 - Selecting a Discharge Clinic Location

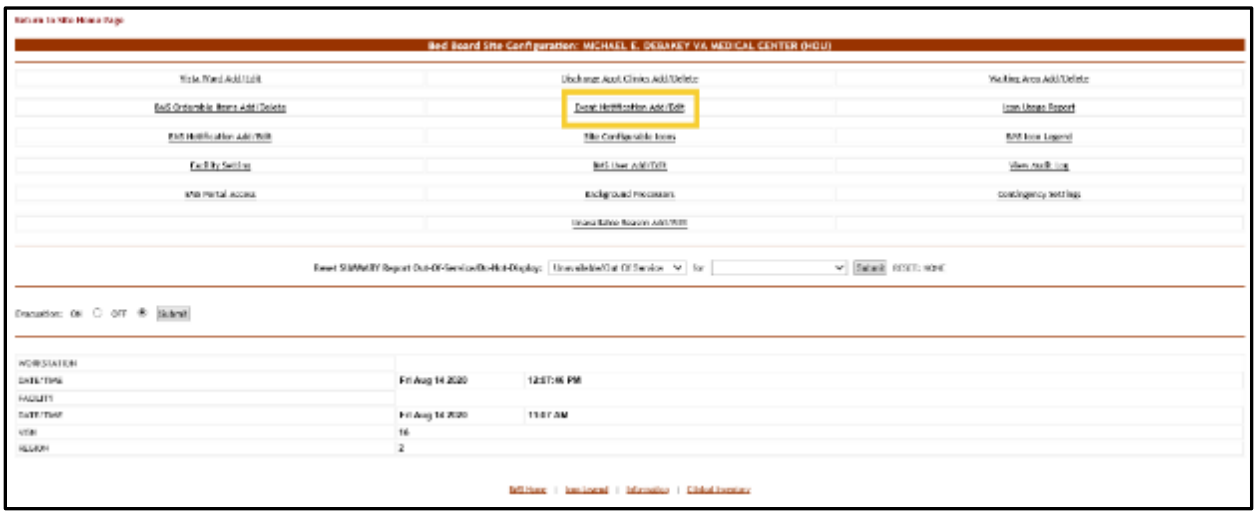


Use the arrow button of the field **Discharge Clinic Location** to display the available locations and select the one you want to add then press the **Add** button. The newly added discharge clinic location will be added to the list. To delete an entry from the list, use the associated **Delete** link.

4.1.9. Events Notifications Page

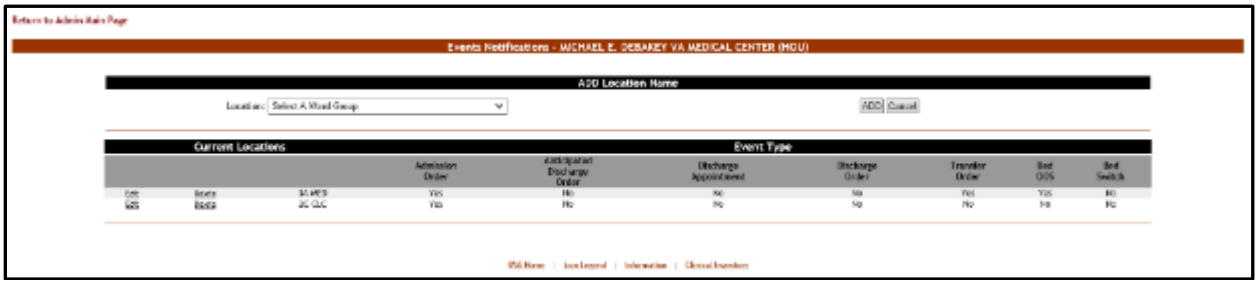
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 88 - Selecting Event Notification Add/Edit



From the **Bed Board Site Configuration** page, click the **Event Notification Add/Edit** page link to display the following page.

Figure 89 - Events Notifications Page



The options available in this screen allow the administrator user to manage the event notifications in the system.

Note: Notifications can also be sent by printer, pager and cell phones as well as email.

For each notification in the list, the following data is available:

Table 10 - Event Notification Parameters

Column	Description
Current Locations	The location for which the event notification has been defined.
Event Type	The event type, which triggers the notification.
Admission Order	Is there a physician admission order?
Anticipated Discharge Order	Is there an Anticipated Discharge order?
Discharge Appointment	Is there a discharge appointment?
Discharge Order	Is there a physician discharge order?
Transfer Order	Is there a physician transfer order?
Bed Out of Service (OOS)	Is there a bed OOS?
Bed Switch	Is there a bed switch? This occurs when a patient moves from one bed to another within the same ward. (Example: patient movement from Cardio Wing Bed 1 to Cardio Wing Bed 2). Do not confuse bed switch with “transfer” which occurs when a patient moves to a bed on a different ward.

The link **Edit** to the left of each entry in the list allows the user to modify the details of an event notification. A notification can be deleted using the adjacent **Delete** link.

To go back to the Bed Board Site Configuration page, click the link **Return to the Admin Main Page** in the upper left corner of the page.

4.1.9.1. Adding an Events Notification

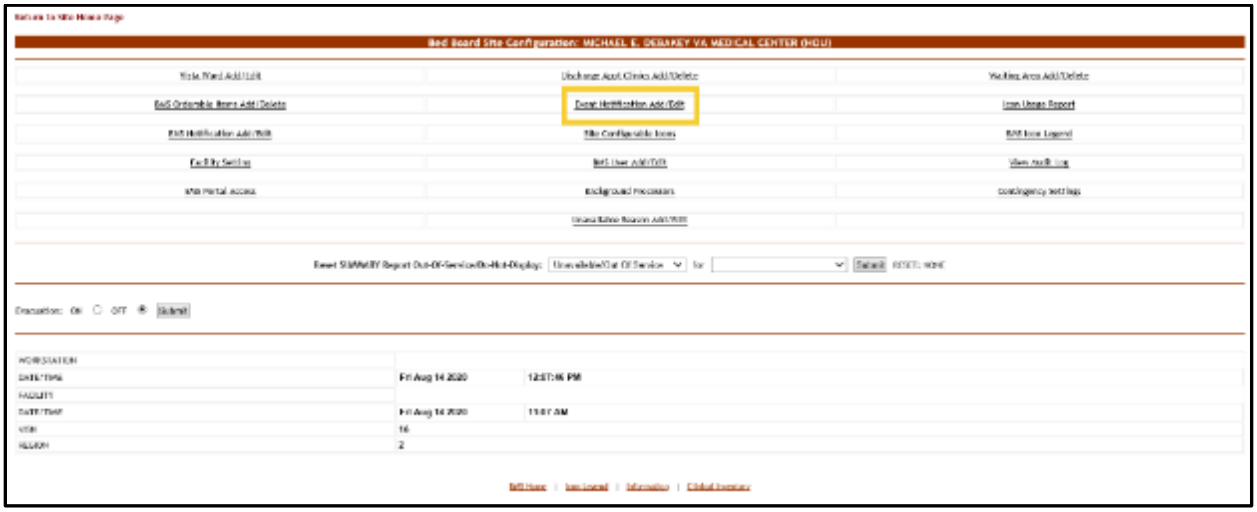
To add an events notification, follow the instructions below.

From the facility home page, click the **Site Options** link.

Figure 90 - Selecting Site Options

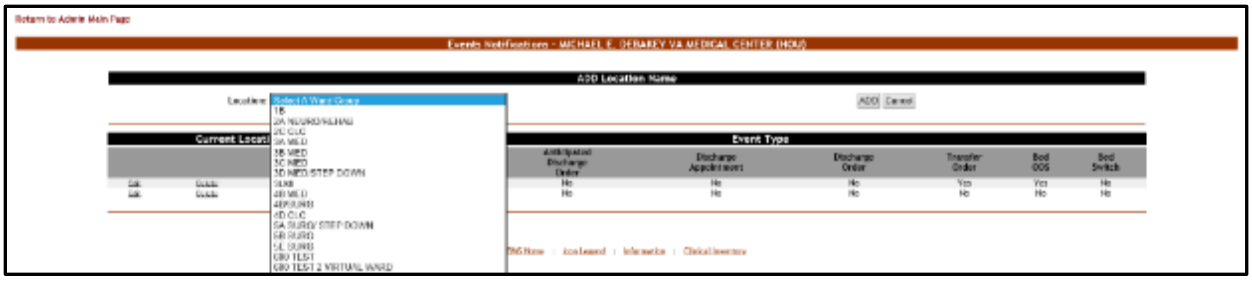
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 91 - Selecting Event Notification Add/Edit



Select the **Event Notification Add/Edit** link to display the page in the following image.

Figure 92 - Selecting the Location of the Events



Click the arrow button of the **Location** field to display the list of ward groups defined in the system then click the ADD button: the following page is displayed.

Figure 93 - Edit Event Notification Parameters

The name of the selected location is displayed in the upper part of the screen and a list of events is presented. In the **Bed Controller/Other** field associated to an event enter the email addresses, text pagers, text-compatible cell phones and/or printer where you want to send the notification. From the drop- down fields in the Notify column, set whether the new notification will actually be sent or not then click the **Submit** button to enter the data into the system.

4.1.9.2. Editing an Events Notification

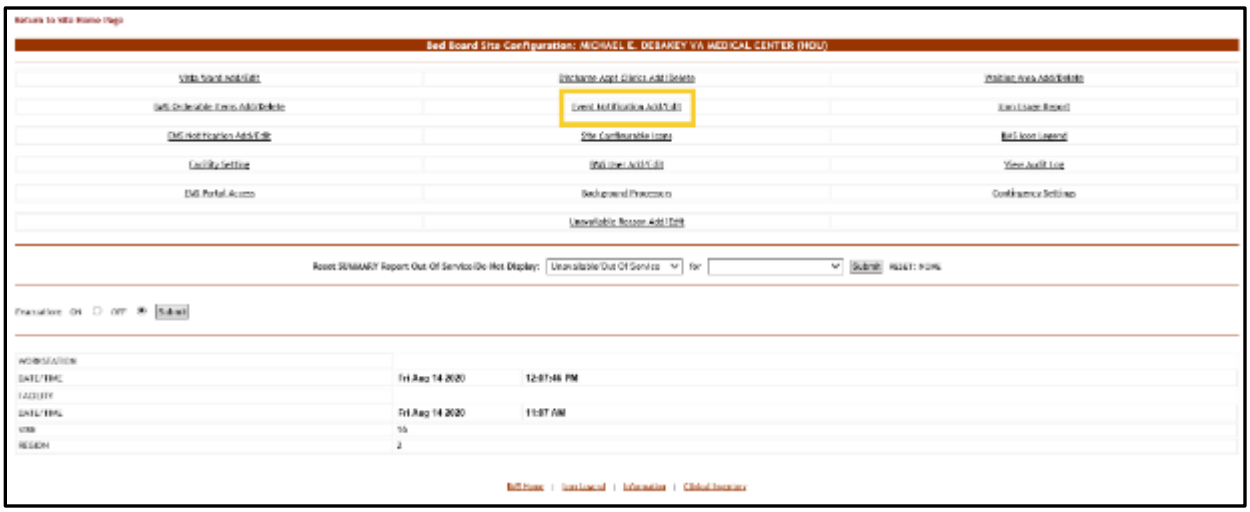
To edit the details of an event notification, follow the steps below.

From the facility home page, click the **Site Options** link.

Figure 94 - Selecting Site Options

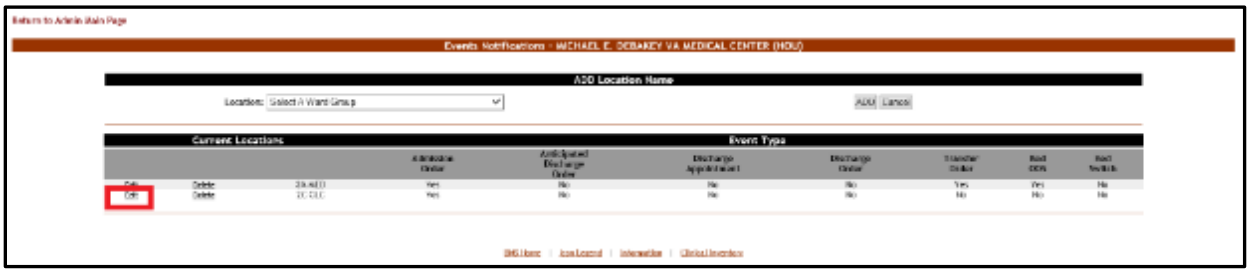
The Bed Board Site Configuration page is displayed as in the image below.

Figure 95 - Selecting Event Notification Add/Edit



Select the **Event Notification Add/Edit** link to display the page in the following image.

Figure 96 - Selecting Event Notification for Edit



Click the Edit link associated to the event notification you want to modify: the following page is displayed.

Figure 97 - Modifying Parameters for an Event Notification

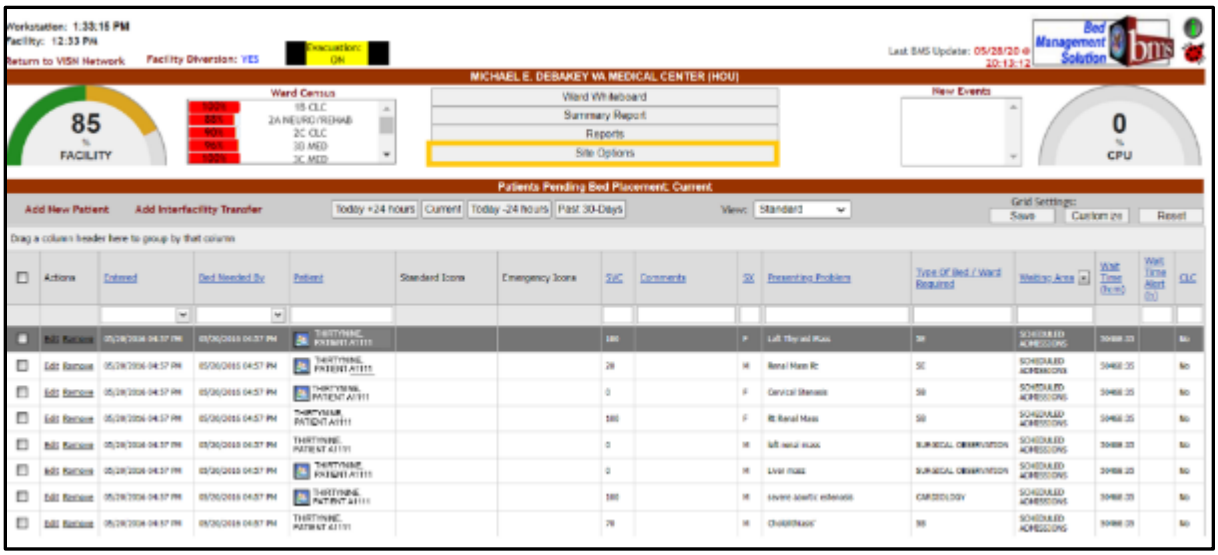
Modify the desired settings then press the **Submit** button to enter the data into the system. The modified event notification will be displayed in the event notifications list with the new settings.

4.1.9.3. Deleting an Events Notification

To delete an event notification, follow the steps below.

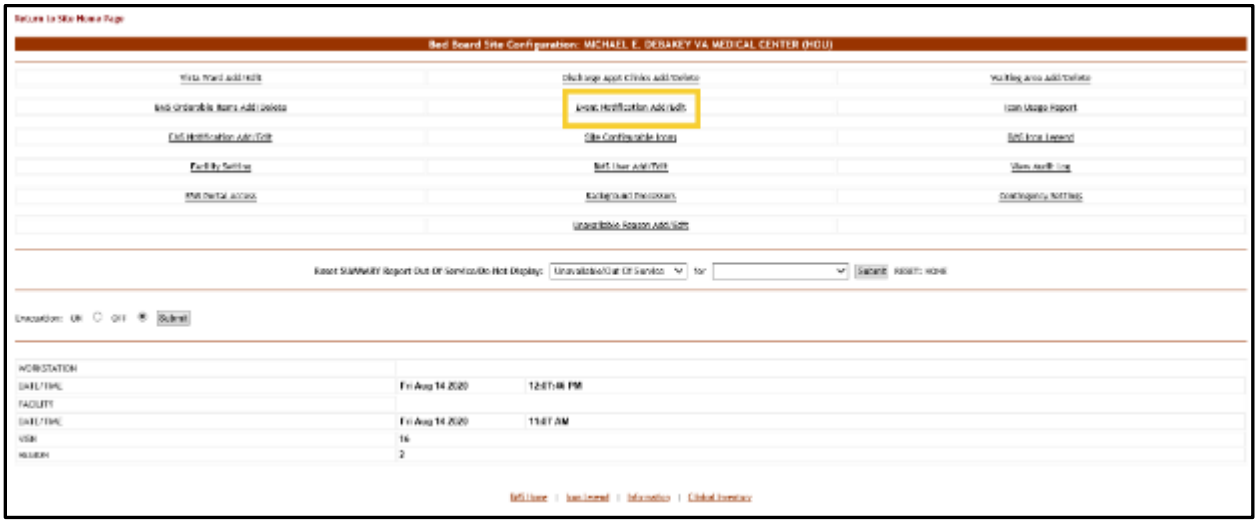
From the facility home page, click the **Site Options** link.

Figure 98 - Selecting Site Options



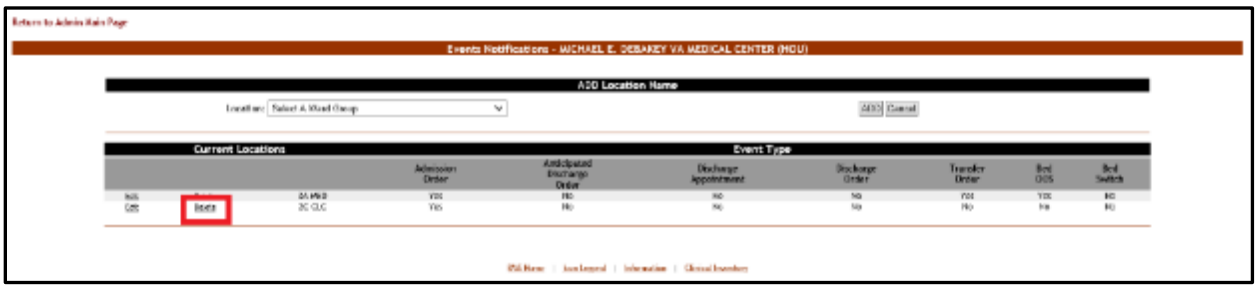
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 99 - Selecting Event Notification Add/Edit



Select the **Event Notification Add/Edit** link to display the page in the following image.

Figure 100 - Selecting Event Notification for Deletion



Click the **Delete** link associated to the events notification that you want to delete: a confirmation screen is displayed as in the following image.

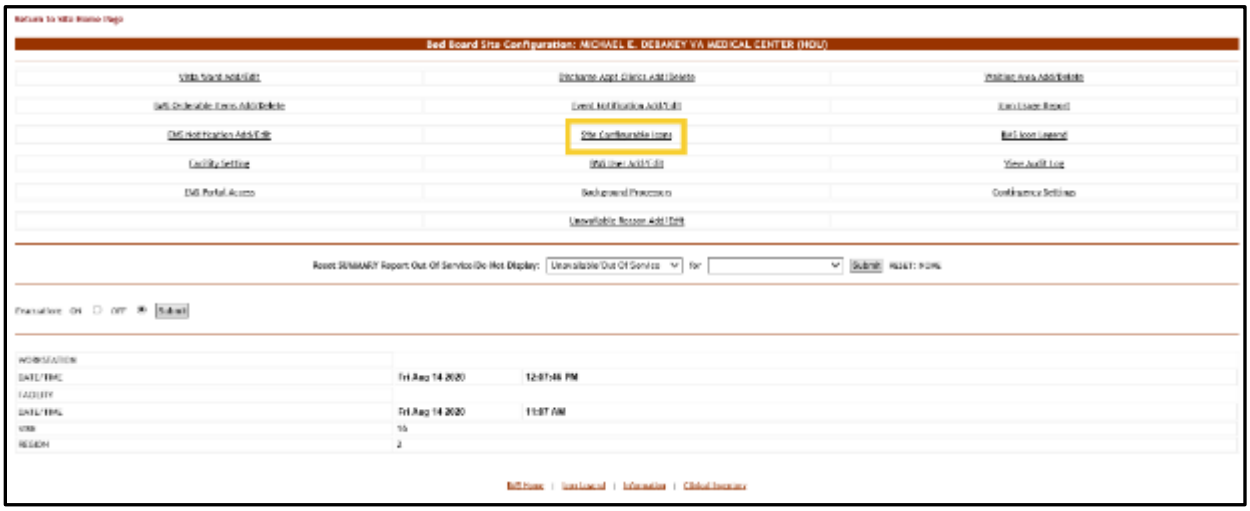
Figure 101 - Delete an Event Notification

Click the **Delete Record** button to delete the events notification from the list.

4.1.10. Site Configurable Icons Page

The **Bed Board Site Configuration** page is displayed as in the image below.

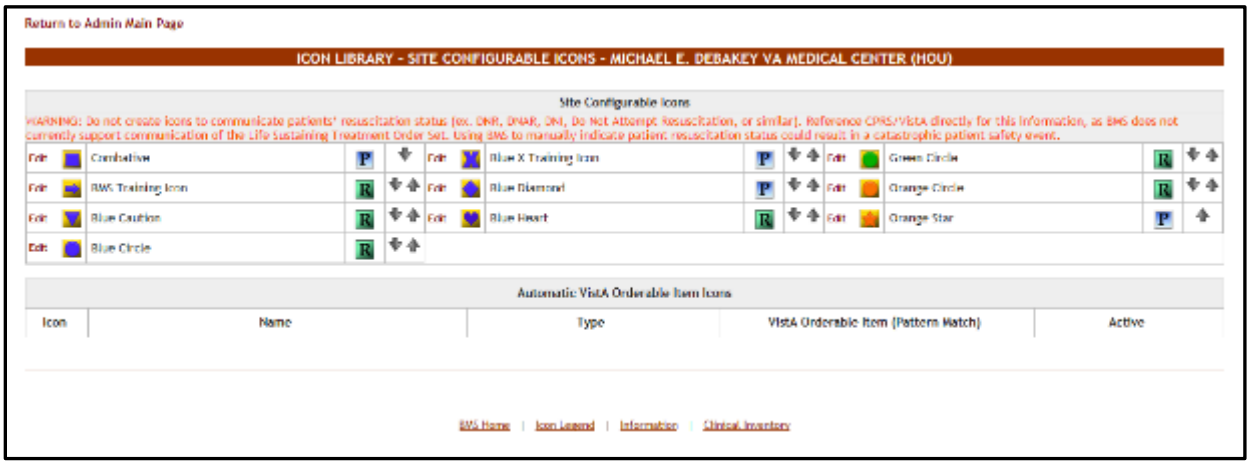
Figure 102 - Selecting Site Configurable Icons



From the **Bed Board Site Configuration** page, click the **Site Configurable Icons** link to display the following page.

Note: Users are discouraged from using the words DNR/DNI in the comment of the Ward Whiteboard or using any icon to represent DNR/DNI on the Ward Whiteboard.

Figure 103 - Icon Library – Site Configurable Icons Page



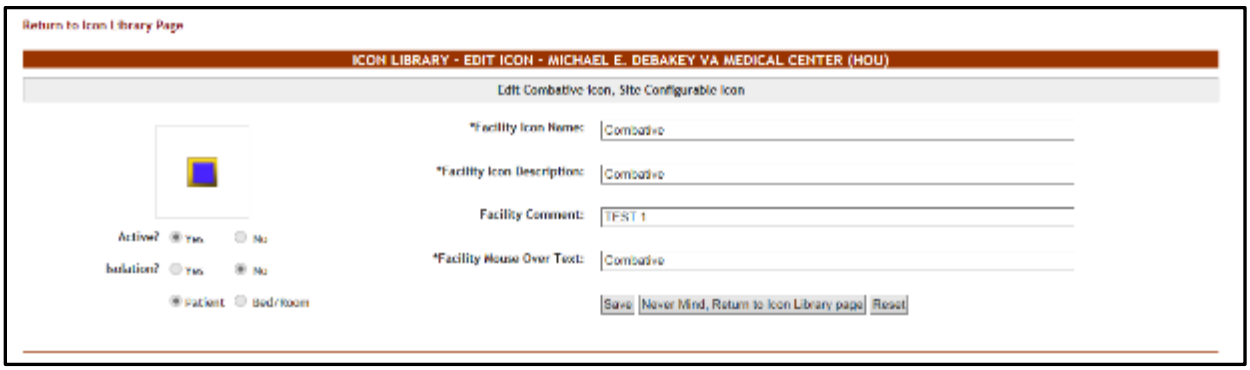
A list of site configurable icons is displayed. These icons can only be used on the site of the current facility. Colored icons are active and can be used to convey information on the Whiteboard; grayed icons are inactive and cannot be used on the Whiteboard. The user can edit the details of an icon.

To go back to the Bed Board Site Configuration page, click the link **Return to the Admin Main Page** in the upper left corner of the page.

4.1.10.1. Editing an Icon

In the **Icon Library – Site Configurable Icons** page click the **Edit** link to the left of the icon you want to edit to display the following image.

Figure 104 - Icon Library – Edit Icon Page



The following parameters can be set for an icon:

(The fields will only be mandatory if the icon is active.)

Table 11 - Icon Parameters

Column	Description
Active Yes/No	If the icon is active or not.
Isolation Yes/No	If the icon is associated with an isolation area or not.
Patient/Bed/Room	If the icon is to be attached to a patient or to a bed/room.
Facility Icon Name	Mandatory field, the name of the icon.
Facility Icon Description	Mandatory field, the description of the icon.
Facility Comment	Any relevant additional info about the icon.
Facility Mouse Over Text	Mandatory field, the text to be displayed when the mouse cursor hovers over the icon.

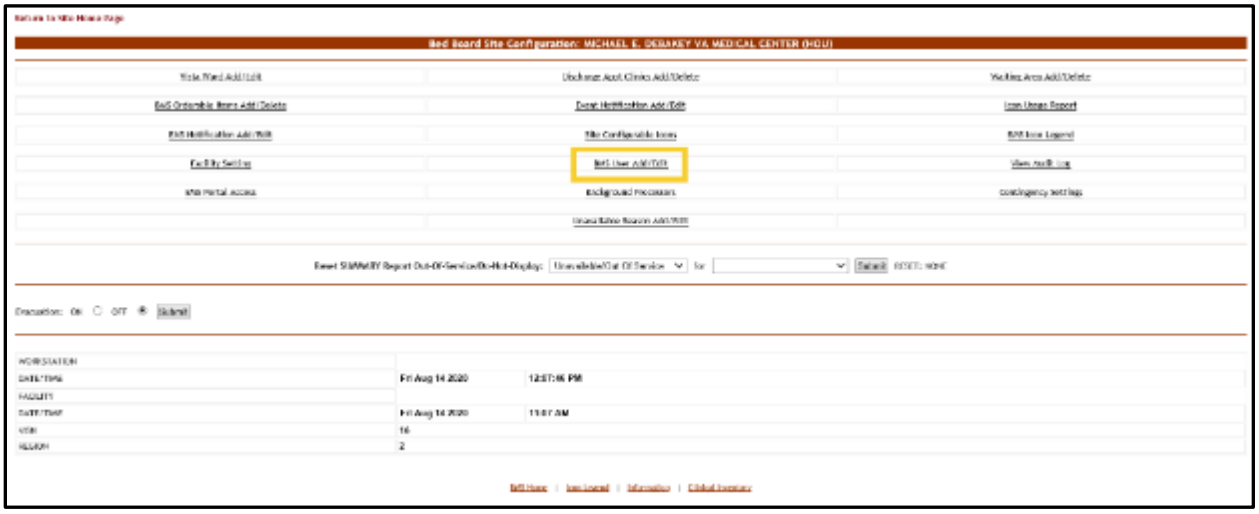
After you have defining the desired parameters for the icon click the **Save** button to enter the data into the system.

NOTE: once an icon has been used to flag a patient or a bed, it cannot be inactivated. In order to be able to make the icon inactive the user will have to remove the icon from Whiteboard where it has been used.

4.1.11. Add/Edit BMS User Page

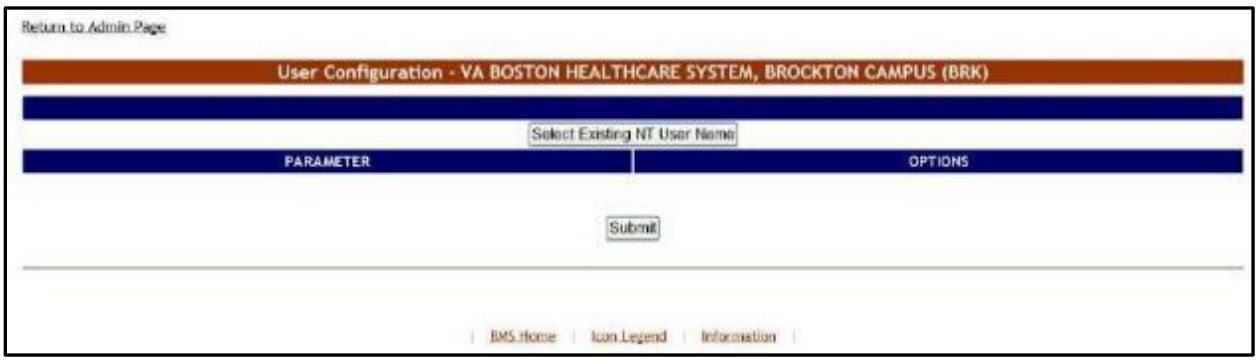
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 105 - Selecting BMS User Add/Edit



From the **Bed Board Site Configuration** page, click the **BMS User Add/Edit** link to display the following page.

Figure 106 - User Configuration Page



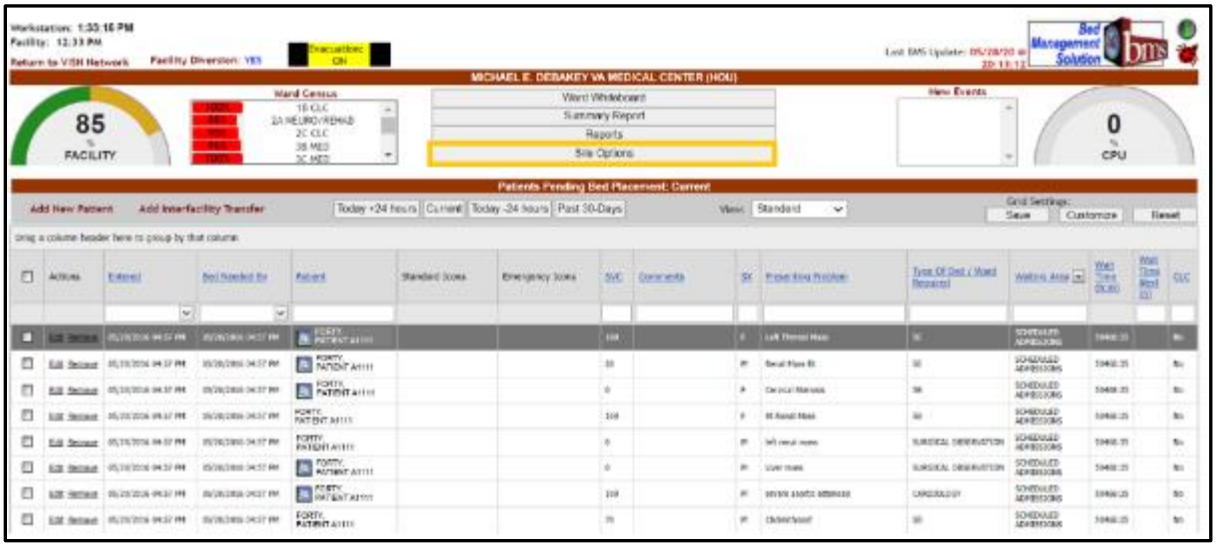
The options available in this screen allow the administrator user to add, edit or delete the rights of the BMS users for the current facility site.

To go back to the Bed Board Site Configuration page, click the link **Return to the Admin Main Page** in the upper left corner of the page.

4.1.11.1. Adding a BMS User to the Current Facility Site

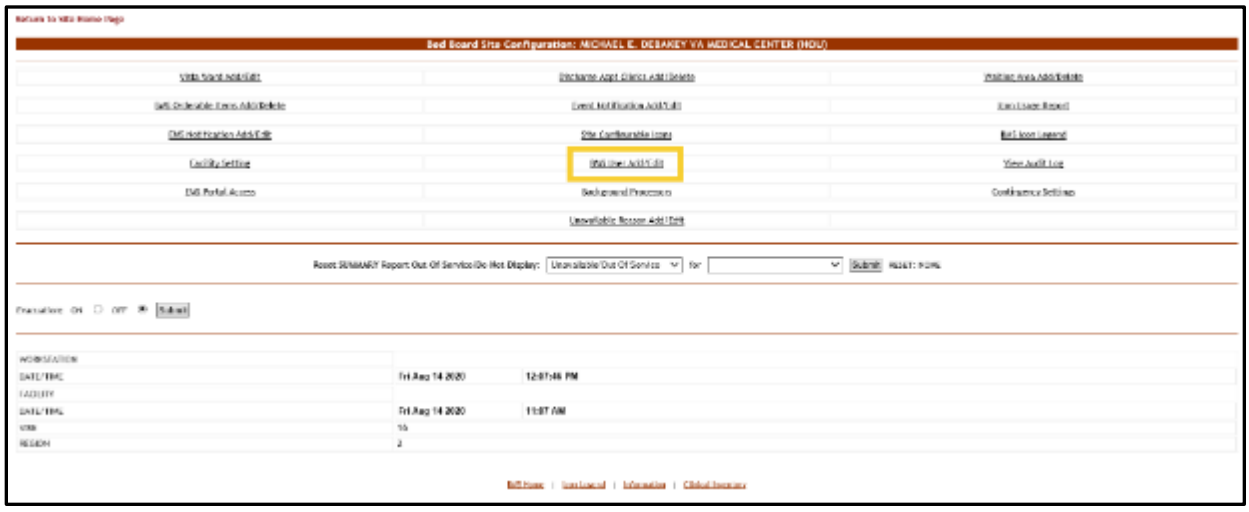
To add a BMS user to the current facility site, follow the instructions below. From the facility home page, click the **Site Options** link.

Figure 107 - Selecting Site Options



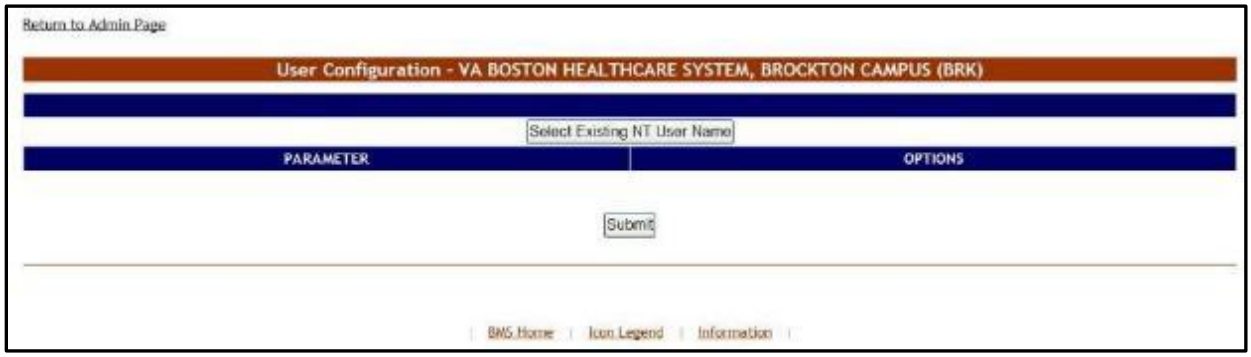
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 108 - Selecting BMS User Add/Edit



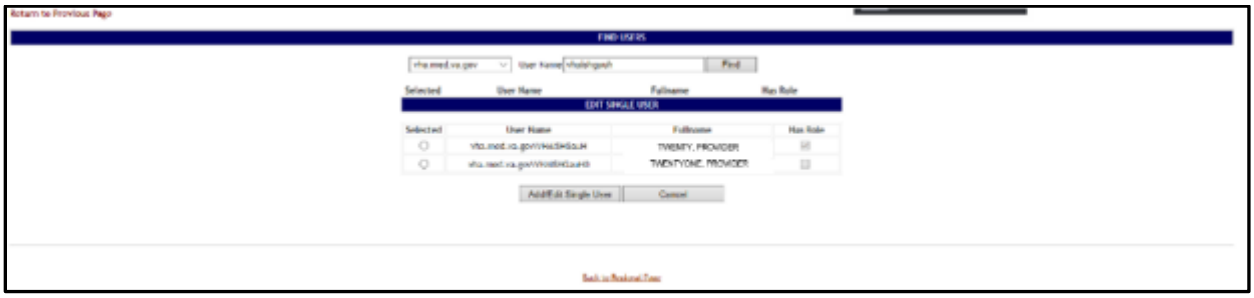
Select the **BMS User Add/Edit** link to display the page in the following image.

Figure 109 - User Configuration Page



Click the button **Select Existing NT User Name** (the user must have an account in VA's Active Directory) click this button to display the following screen:

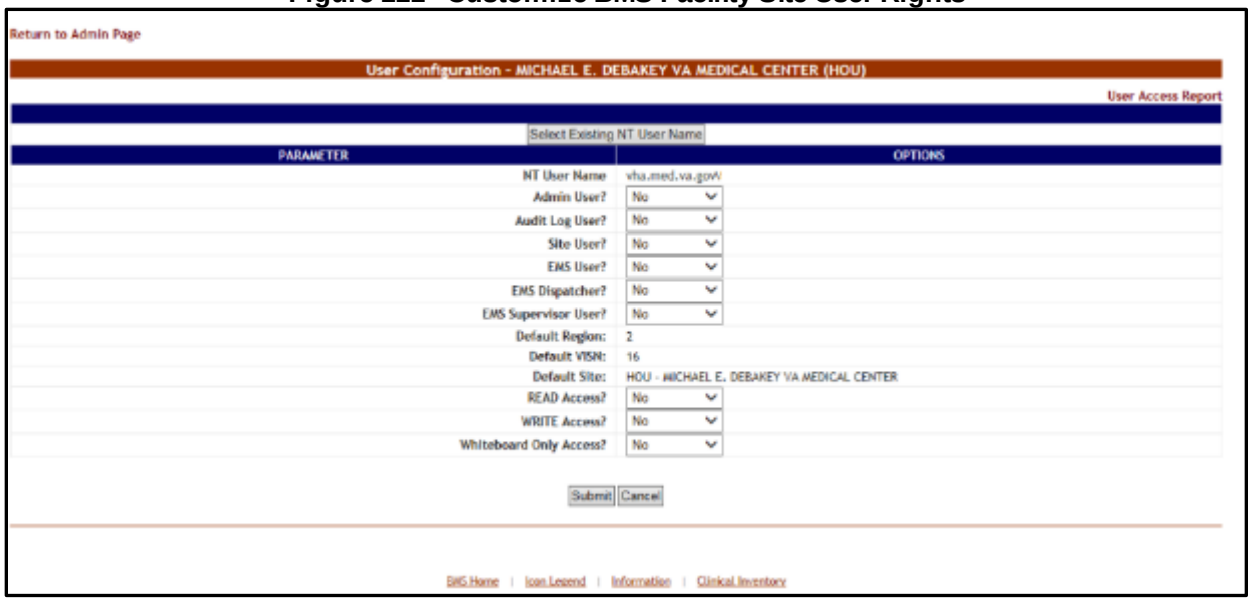
Figure 110 - Select User



From the **Domain** field select the domain to which the user currently belongs. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

From the list in the central part of the screen select the user to whom you want to grant access to the current BMS facility site then press the **Add/Edit Single User** button: the following screen is displayed.

Figure 111 - Customize BMS Facility Site User Rights



The following parameters can be set for a user of a facility site:

Table 12 - BMS Facility Site User Parameters

Column	Description
NT User Name:	NT user who will be given access rights to the facility site.
Admin User?	If the new user will have access to the Administration section page.
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	If the user will have access to the current facility site.
EMS User?	If the new user is part of EMS group.
EMS Dispatcher?	If the new user is an EMS dispatcher.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Default Region	This field displays the name of the current region (where the current VISN belongs to).
Default VISN	This field displays the current VISN (to which the current facility site belongs to).
DefaultSite	The default site which is displayed when the new user logs into the system.
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.

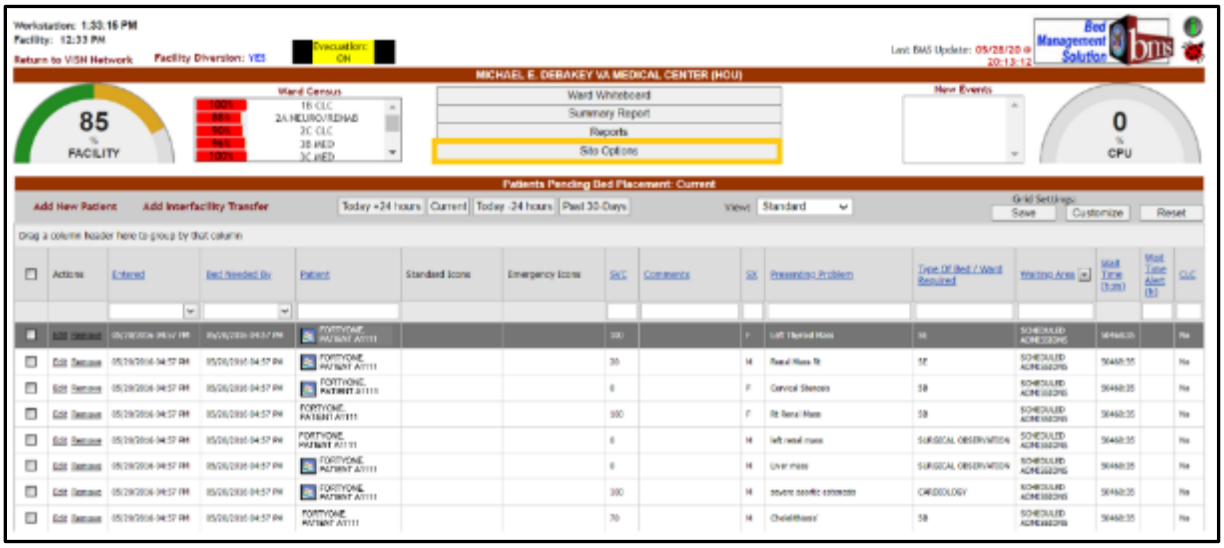
WRITE Access	If the selected user has WRITE rights on the sites in the selected Region/VISN.
Whiteboard Only Access	If the selected user has Whiteboard access only.

After setting the desired parameters for the selected user, click the **Submit** button to enter the data into the system.

4.1.11.2. Editing BMS User Rights for the Current Facility Site

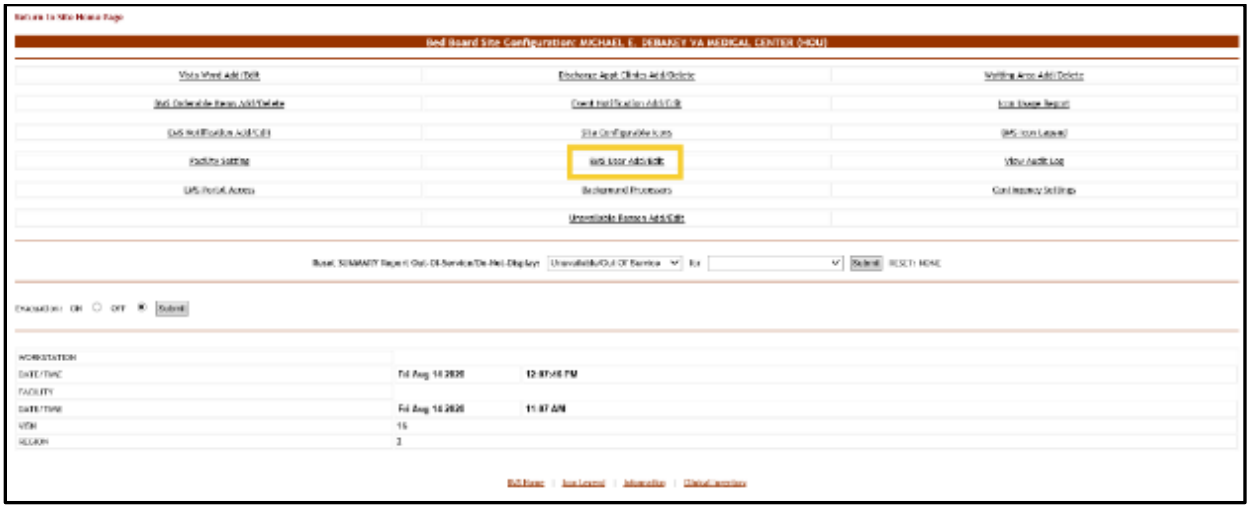
To edit the rights of a BMS user for the current facility site, follow the instructions below. From the facility home page, click the **Site Options** link.

Figure 112 - Selecting Site Options



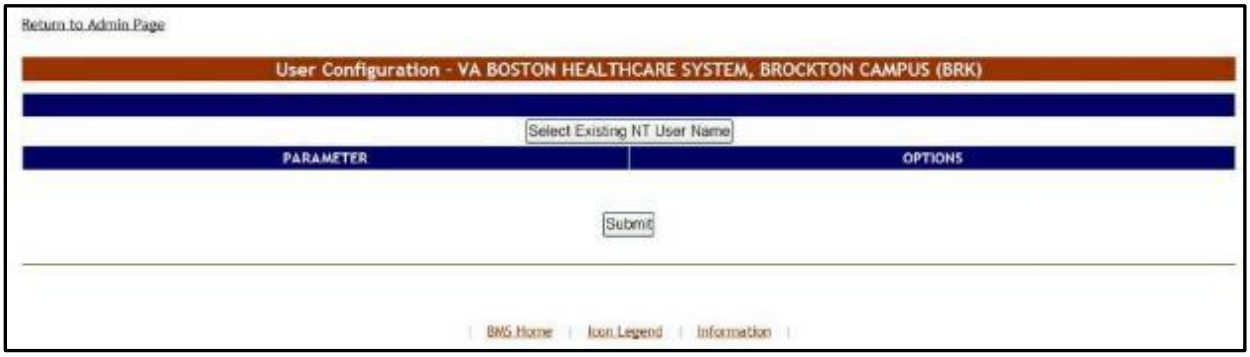
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 113 - Selecting BMS User Add/Edit



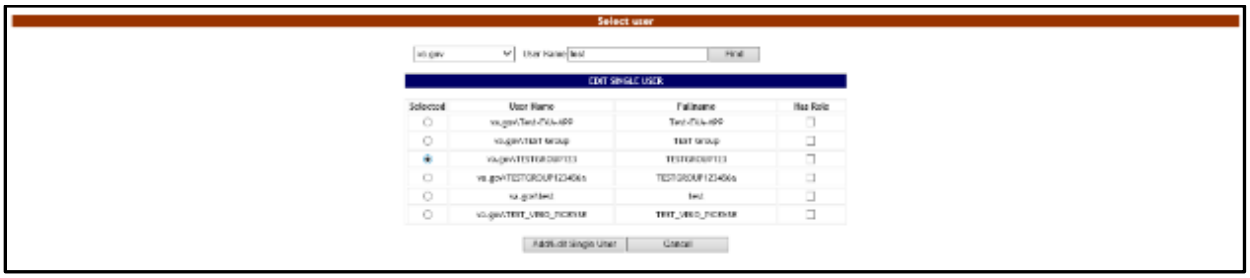
Select the **BMS User Add/Edit** link to display the page in the following image.

Figure 114 - BMS User Configuration Page



Click the button **Select Existing NT User Name** to display the following screen:

Figure 115 - Select User



From the Domain field select the domain to which the user currently belongs. Enter part of the name of the user in the User Name field then press the Find button to locate the user.

From the list in the central part of the screen select the user whose rights for the current facility site you want to edit then Select button: the following screen is displayed.

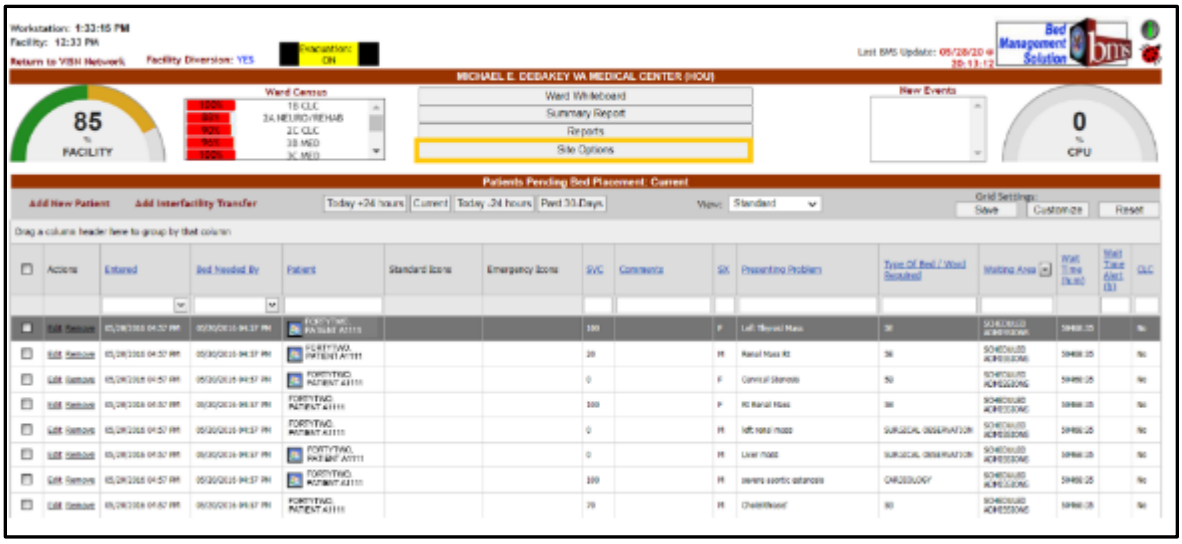
Figure 116 - Customize BMS Facility Site User Rights

Modify the existing selections then click the Submit button to enter the new data into the system.

4.1.11.3. Deleting a BMS User for the Current Facility Site

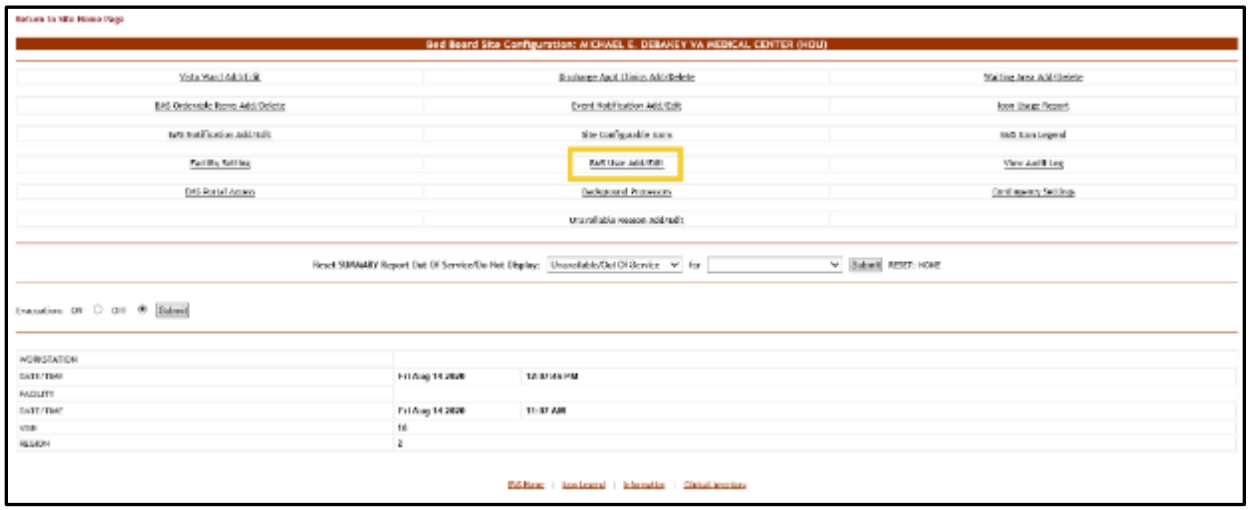
To delete a BMS user (cancel his/her rights) for the current facility site, follow the instructions below. From the facility home page, click the **Site Options** link.

Figure 117 - Selecting Site Options



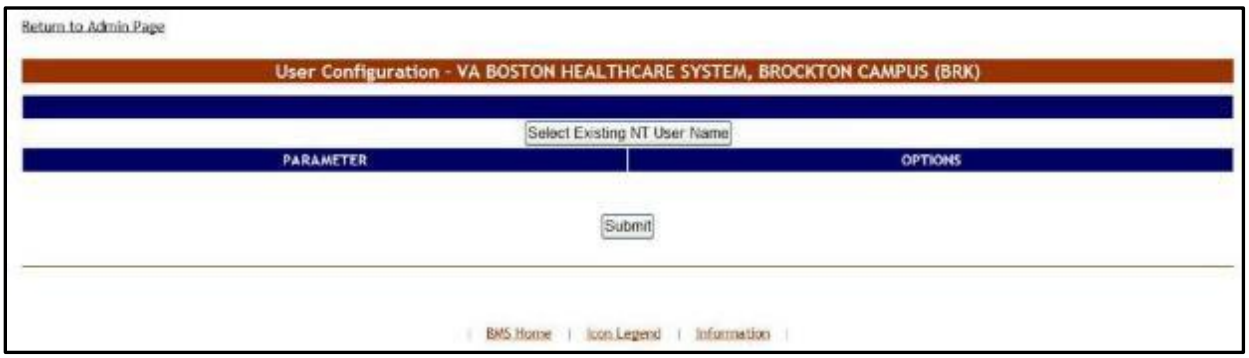
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 118 - Selecting BMS User Add/Edit



Select the **BMS User Add/Edit** link to display the page in the following image.

Figure 119 - BMS User Configuration Page



Click the button **Select Existing NT User Name** to display the following screen:

Figure 120 - Select User

From the Domain field select the domain to which the user currently belongs. Enter part of the name of the user in the User Name field then press the Find button to locate the user.

From the list in the central part of the screen select the user whose rights for the current facility site you want to edit then Select button: the following screen is displayed.

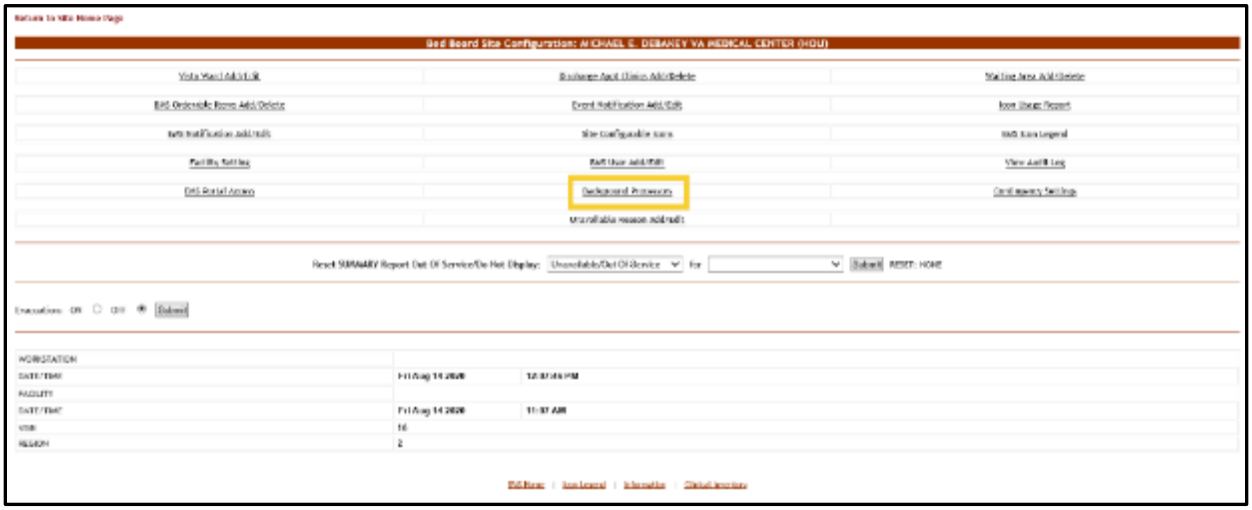
Figure 121 - Customize BMS Facility Site User Rights

Select “No” for all the available options the press the Submit button to enter the data into the system.

4.1.12. Background Processors Page

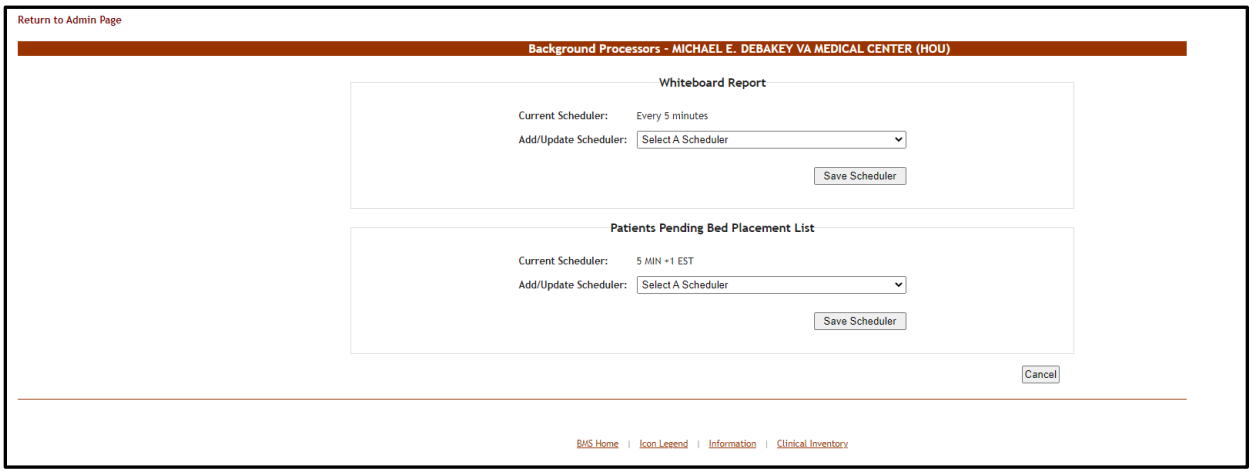
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 122 - Selecting Background Processors



From the **Bed Board Site Configuration** page, click the **Background Processors** link to display the following page.

Figure 123 - Facility Background Processors



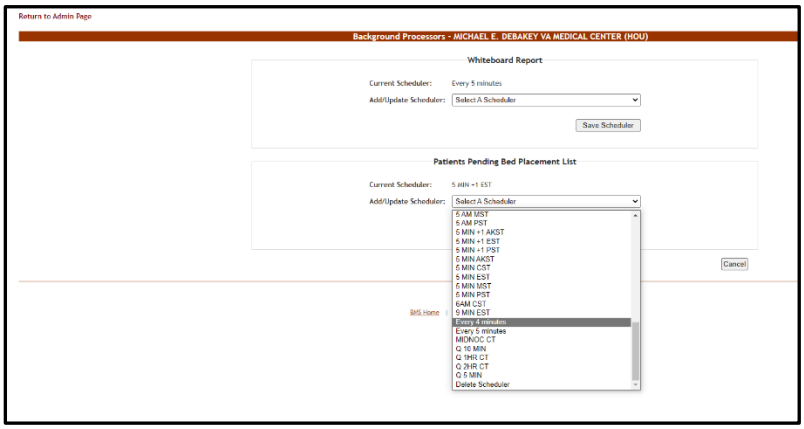
The options available in this screen allow the administrator user to manage the schedulers which collect data for the Whiteboard report and for the Patients Pending Bed Placement list.

In the Whiteboard report area, the Current Scheduler field will display the name of the scheduler that is currently used to collect data for the Whiteboard report. To select another scheduler, use the arrow button of the **Add/Update Scheduler** field to display the available schedulers, select the one you want to use and press the **Save Scheduler** button.

In the Patients Pending Bed Placement list area the **Current Scheduler** field will display the name of the scheduler that is currently used to generate the local Facility Patients Pending Bed Placement List entries for the VistA Scheduled Admissions due for the current day. To select a new scheduler, use the arrow button of the **Add/Update Scheduler** drop down, to display the available schedulers, select the one you want to use and click the Save Scheduler button. Under normal circumstances this is only scheduled to run once a day in the mornings.

If your facility does not want VistA Scheduled Admissions automatically added to the Facility Patients Pending Bed Placement list, use the arrow button of the **Add/Update Scheduler** drop down and select "Delete Scheduler", and click the Save Scheduler button.

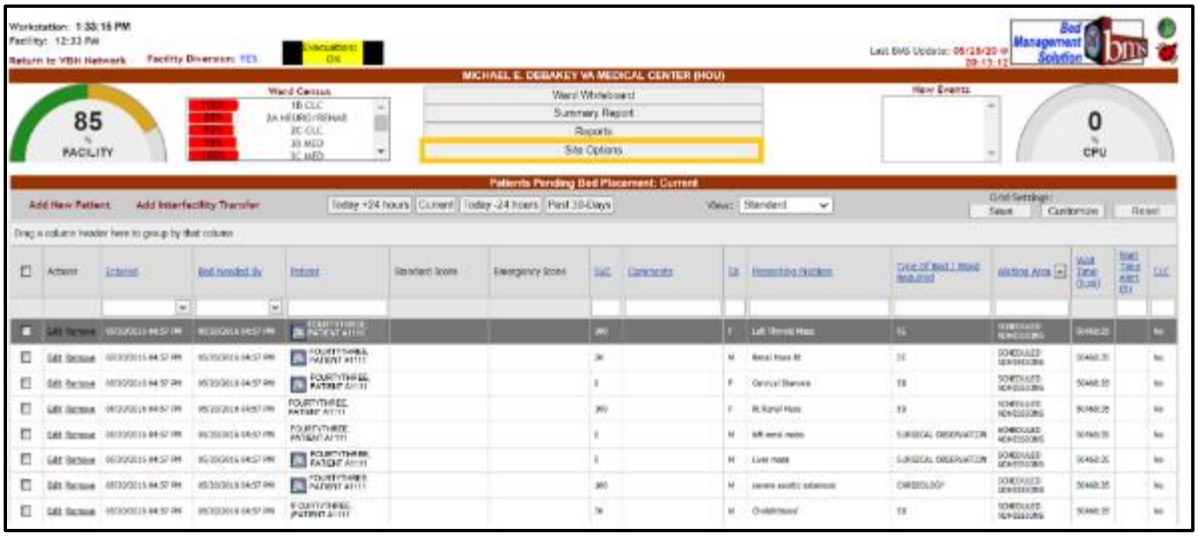
Figure 124 - Facility Background Processors



4.1.13. Patient Waiting Areas Page

From the facility home page, click the **Site Options** link.

Figure 125 - Selecting Site Options

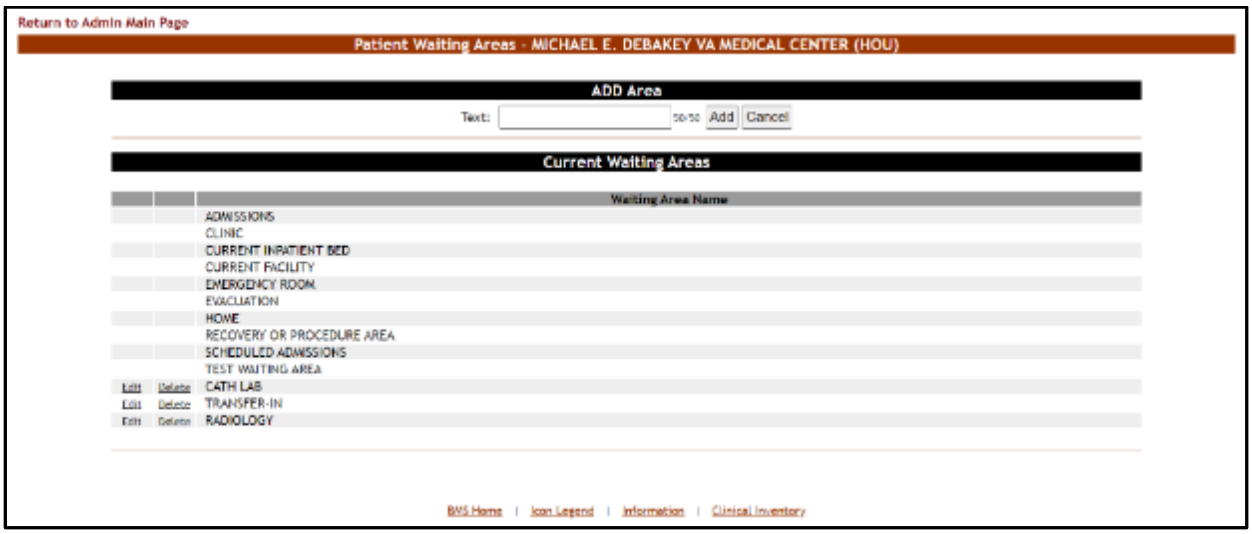


The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 126 - Selecting Waiting Area Add/Delete

Select the **Waiting Area Add/Delete** link to display the page in the following image.

Figure 127 - Patient Waiting Areas



This is where you will add the locations for patients pending bed placement. You may decide to list only outside facilities. Some sites have chosen to list internal areas like the Emergency Room, Recovery or Procedure Area, and Clinic.

The options in the upper part of the screen allow the administrator user to define/add a new waiting area in the system and to decide whether the patients waiting in the new area will appear in the national list of patients pending bed placement (the National option top center of the page). Non-editable waiting areas will be pre-defined for national tracking.

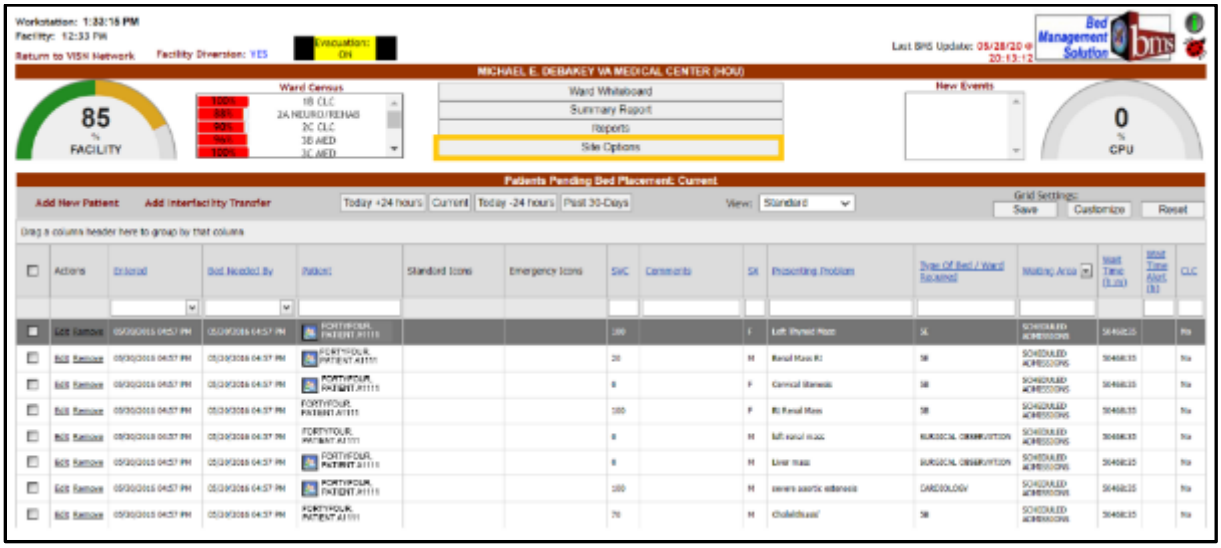
The list in the lower part of the screen presents the waiting areas already defined in the system. The links Edit and Delete to the left of each entry in the list allow the administrator user to modify the name of the selected waiting area or to delete the entry from the system.

To go back to the **Bed Board Site Configuration** page, click the link **Return to the Admin Main Page** in the upper left corner of the page.

4.1.13.1. Adding a Waiting Area

To add a waiting area, follow the instructions below. From the facility home page, click the Site Options link.

Figure 128 - Selecting Site Options

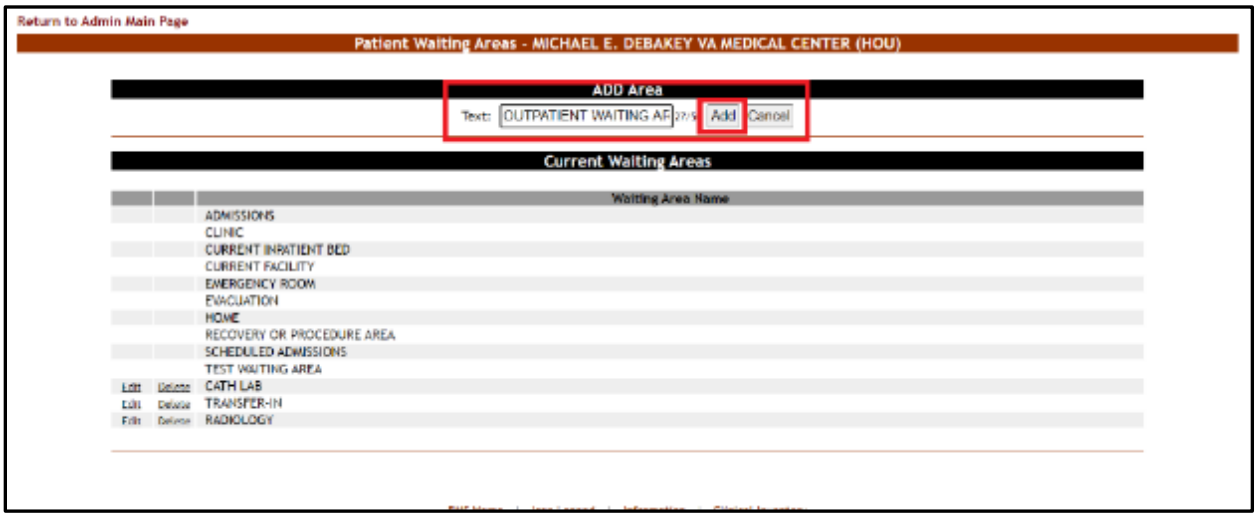


The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 129 - Selecting Waiting Area Add/Edit

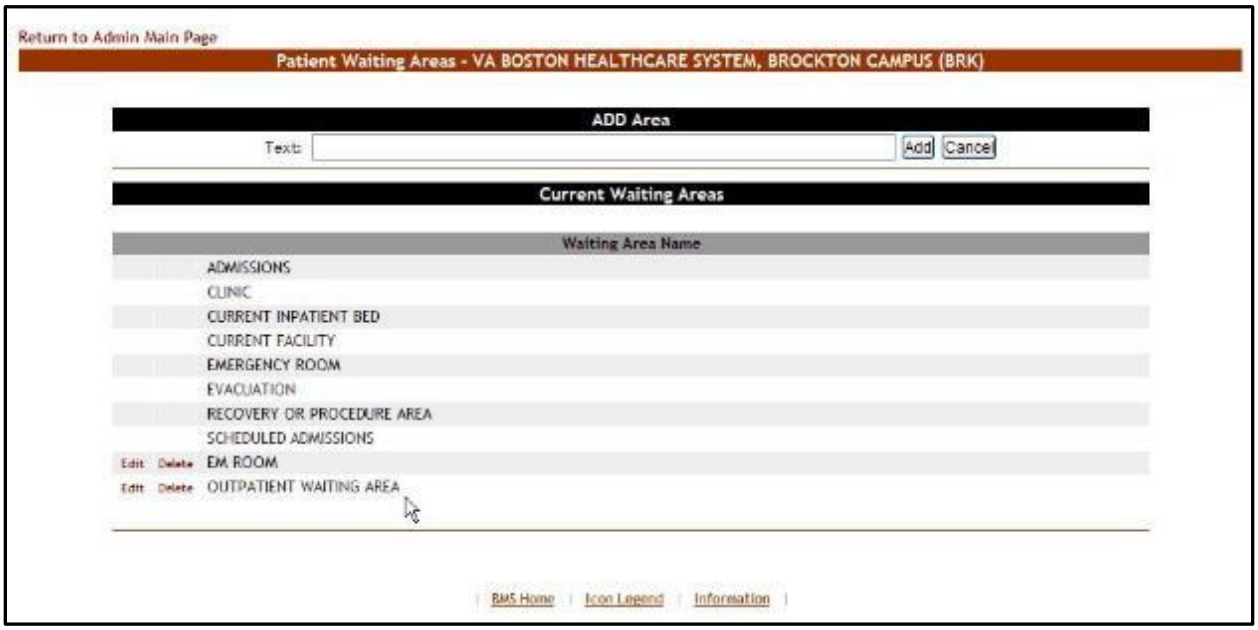
Select the **Waiting Area Add/Edit** link to display the page in the following image.

Figure 130 - Adding a Waiting Area



In the **Text** field from the ADD Area enter the name of the new waiting area then press the **Add** button. A confirmation message is displayed, and the newly added waiting area is displayed in the Current Waiting Areas list.

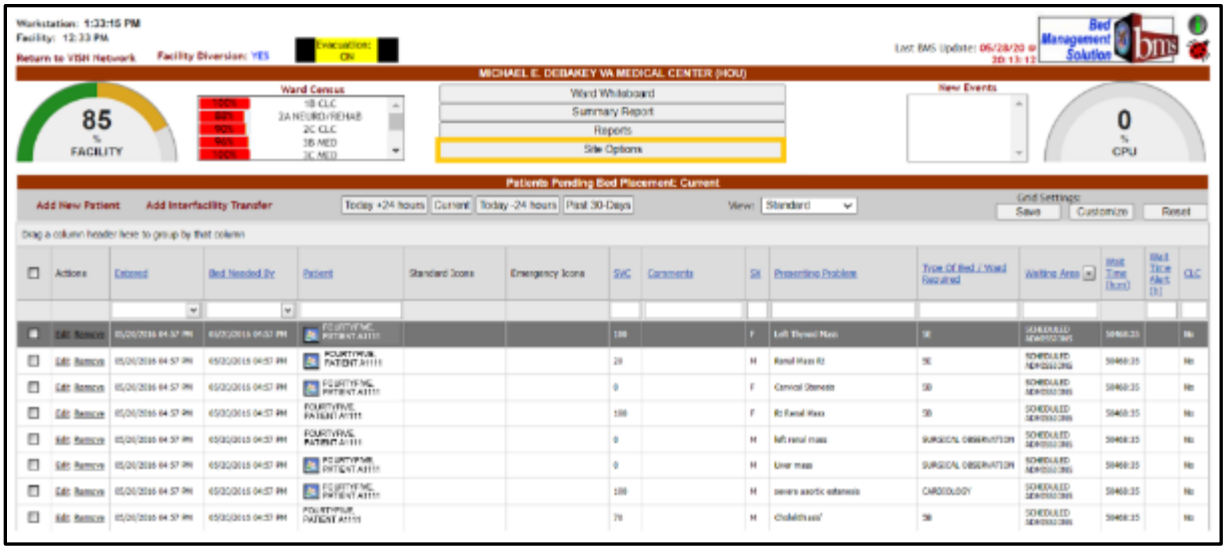
Figure 131 - Waiting Area Added to the List



4.1.13.2. Editing a Waiting Area

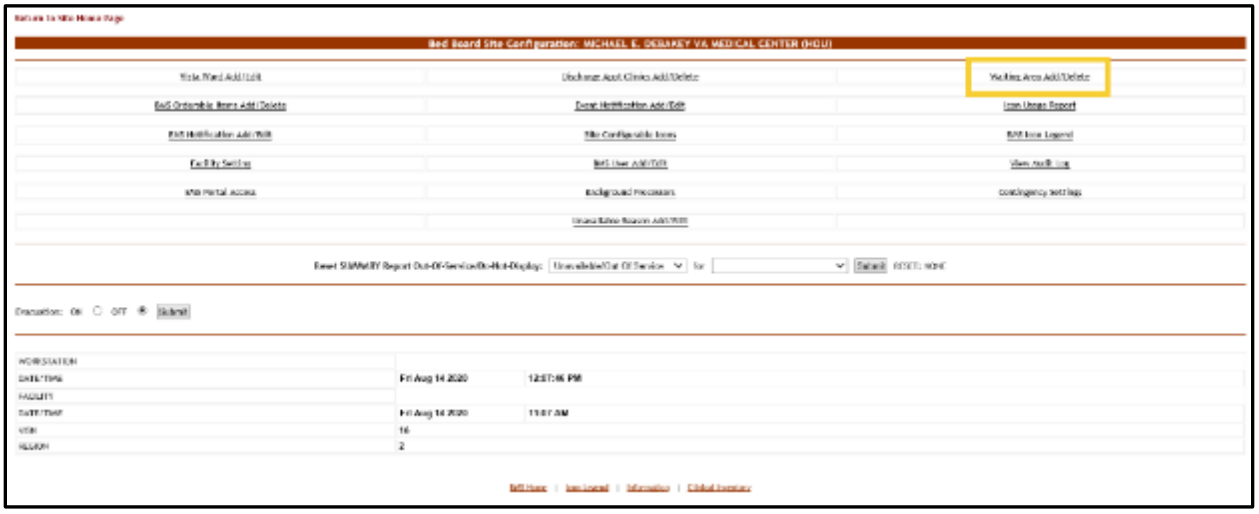
To edit the name of an existing waiting area, follow the instructions below. From the facility home page, click the **Site Options** link.

Figure 132 - Selecting Site Options



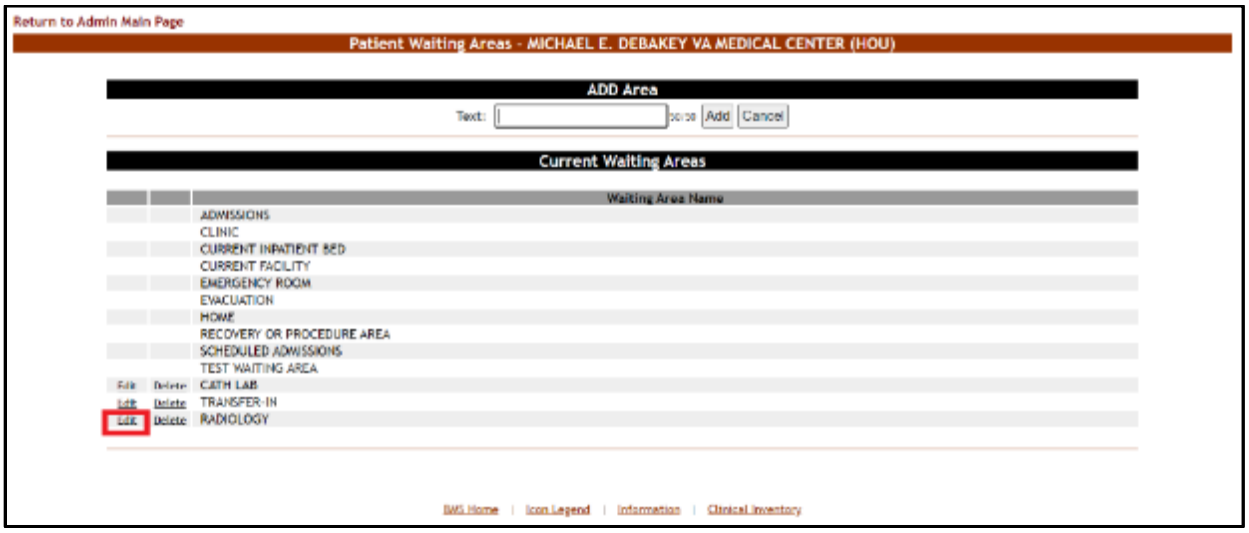
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 133 - Selecting Waiting Area Add/Delete



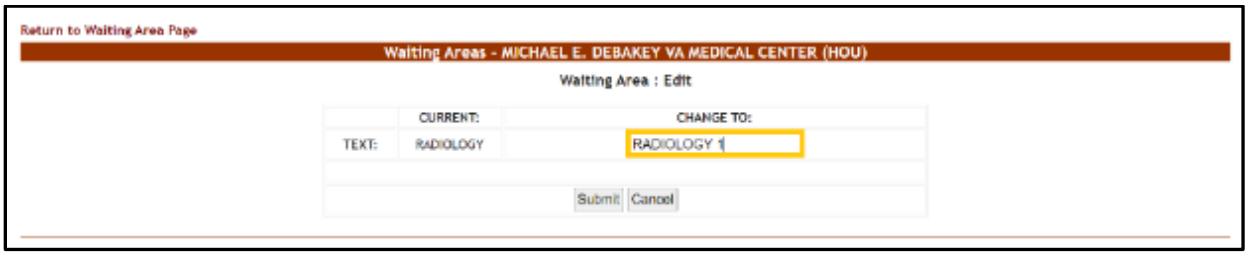
Select the **Waiting Area Add/Delete** link to display the page in the following image.

Figure 134 - Selecting Waiting Area for Edit



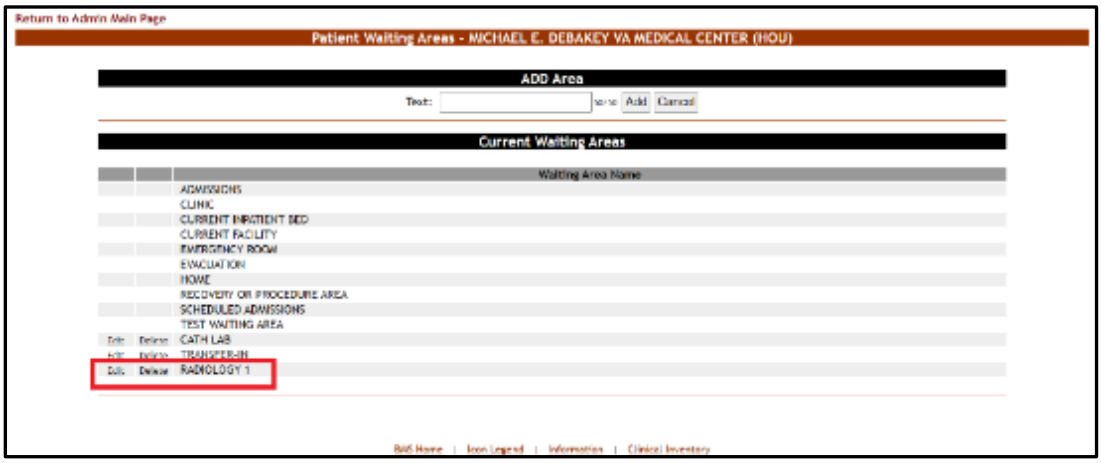
Selecting the **Edit** link will display the **Waiting Areas: Edit** page as in the following image.

Figure 135 - Edit Waiting Area Name



In the field **CHANGE TO:** enter the new name for the waiting area then press the **Submit** button. A confirmation message will be displayed and the waiting area with the new name will be displayed in the Current Waiting Areas list.

Figure 136 - Waiting Area Edited

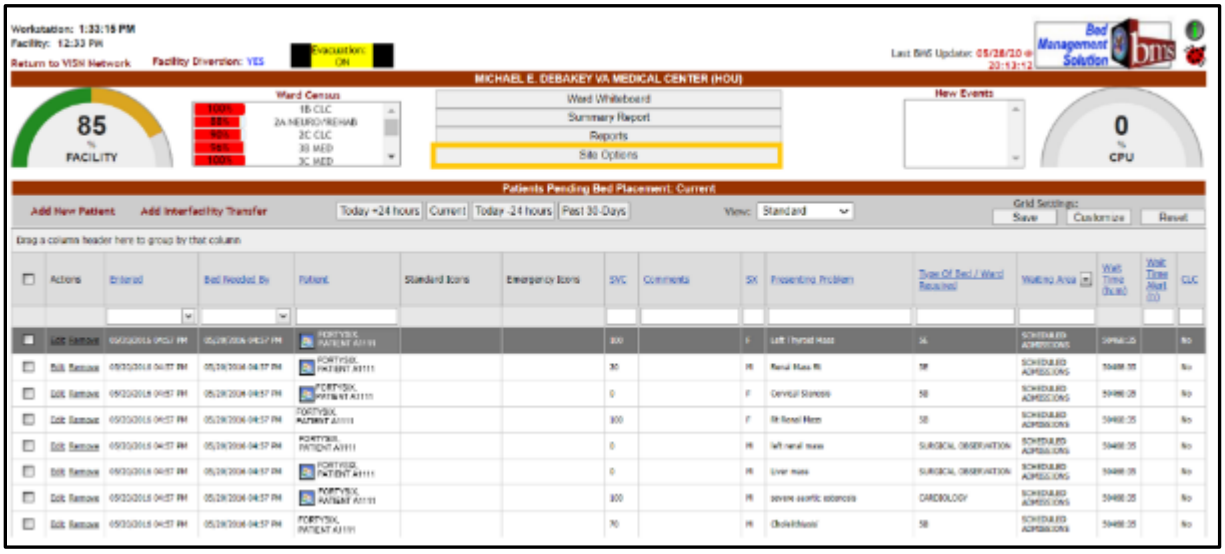


4.1.13.3. Deleting a Waiting Area

To delete a waiting area defined for the current facility, follow the instructions below.

From the facility home page, click the Site Options link.

Figure 137 - Selecting Site Options

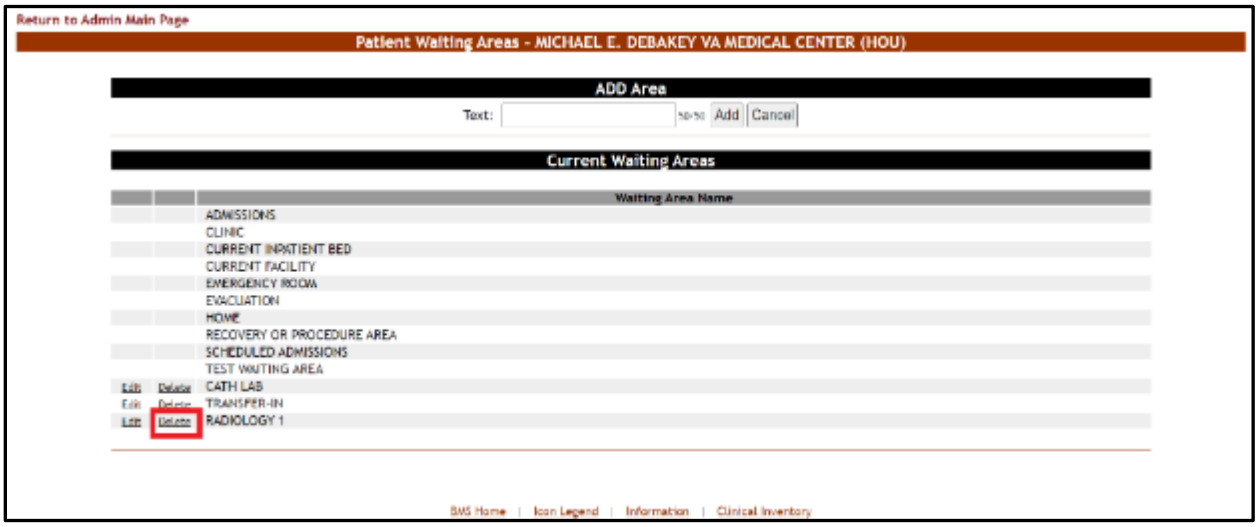


The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 138 - Selecting Waiting Area Add/Delete

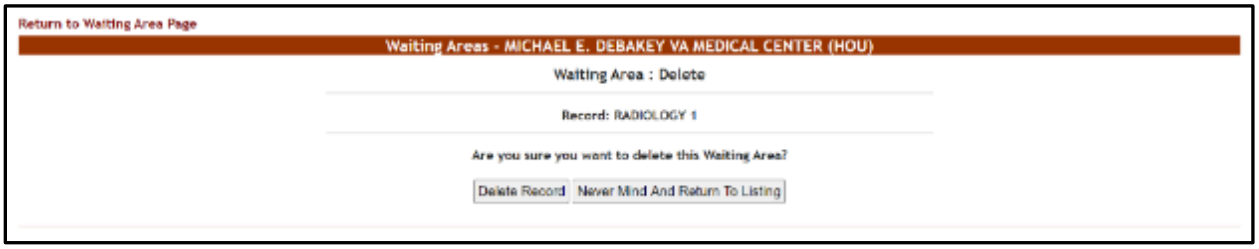
Select the **Waiting Area Add/Delete** link to display the page in the following image.

Figure 139 - Select a Waiting Area for Deletion



Click the **Delete** link associated to the waiting area that you want to delete: a confirmation screen is displayed as in the following image.

Figure 140 - Deleting a Waiting Area



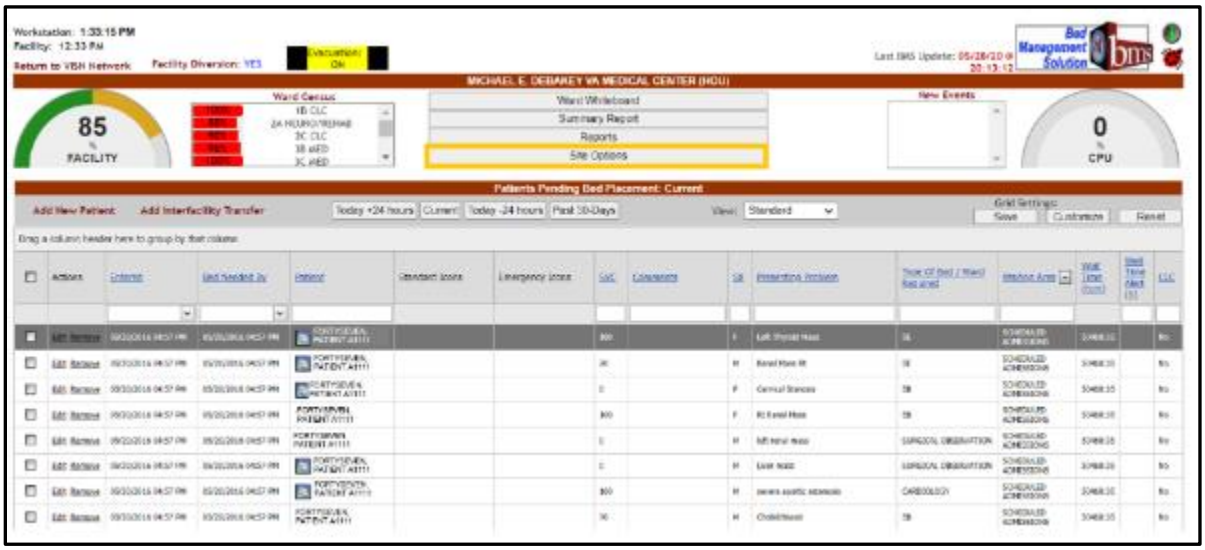
Click the **Delete Record** button to delete the waiting area from the list.

4.1.14. Icon Usage Report

The Icon Usage Report presents information about any and all modifications users have made for Icon Assignments. This report provides a drill down capability to seeing overall icon usage as well as individual bed or patient record assignments.

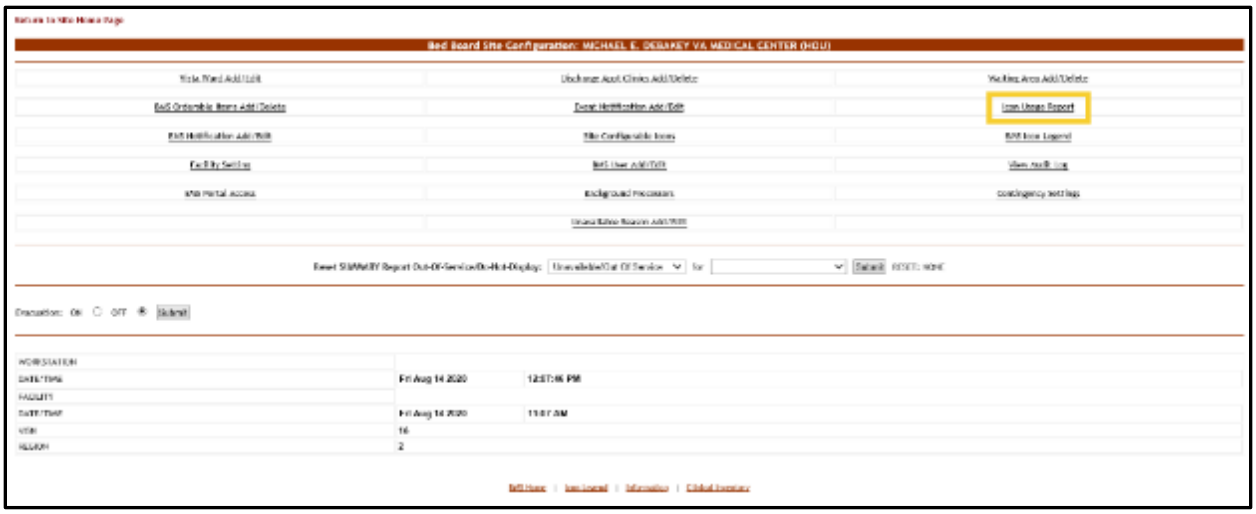
From the facility home page, click the **Site Options** link.

Figure 141 - Facility Home Page – Site Options



The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 142 - Selecting Icon Usage Report

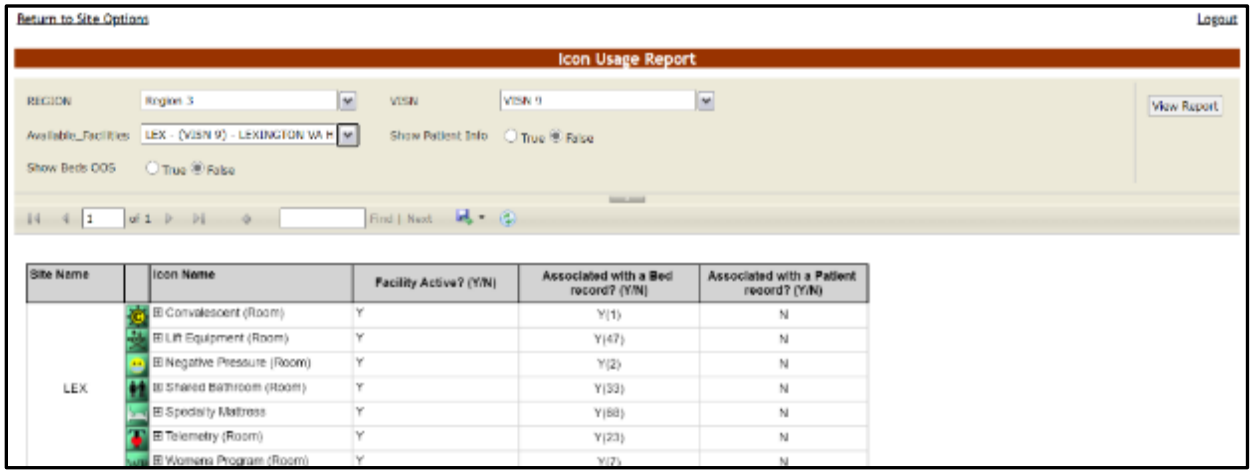


Select the Icon Usage Report link to display the page in the following image.

Figure 143 - Icon Usage Report Parameters

Select the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the Icon Usage Report.

Figure 144 - Icon Usage Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 13 - Icon Usage Report Parameters

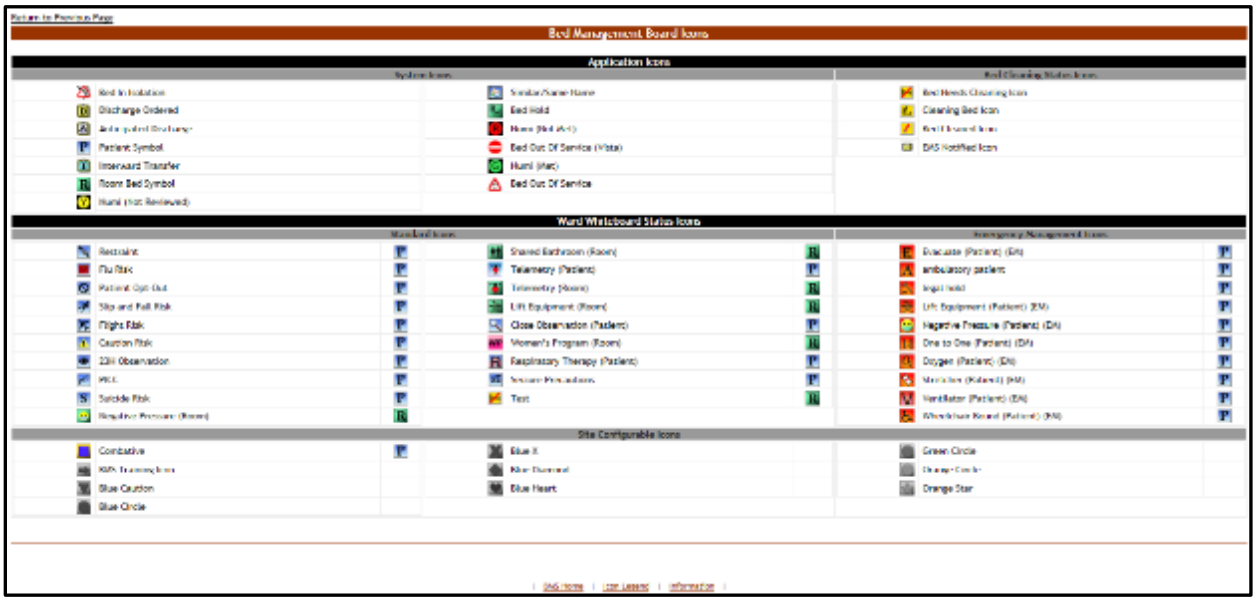
COLUMN	DESCRIPTION
Site Name	The Facility in which the Icon assignment was made
Icon Image	The Icon's graphical representation
Icon Name	The Name of the Icon, with a drill-down selection represented as "+/-" indicating collapse/expand.
Facility Active (Y/N)	Indication of whether the facility is active or not.
Associated with a Patient Record (Y/N)?	Indication and (count) of whether the Icon Update is associated with a patient record.
Associated with a Bed Record (Y/N)?	Indication and (count) of whether the Icon Update is associated with a bed record.
Sub Headers	**These column headers display in bold when an icon audit record is expanded**
Patient/Bed Record	Patient/Bed Record indicator
Ward	Ward name
Bed	Bed Name/number
Patient	Patient First Initial, LastName, "-", and last 4 of SSN

4.1.15. Bed Management Board Icons Page

From the **Bed Board Site Configuration** page, click the **BMS Icon Legend** link to display the following page.

Figure 145 - BMS Bed Board Site Configuration BMS Icon Legend Screen

Figure 146 - Bed Management Board Icon Legend Page



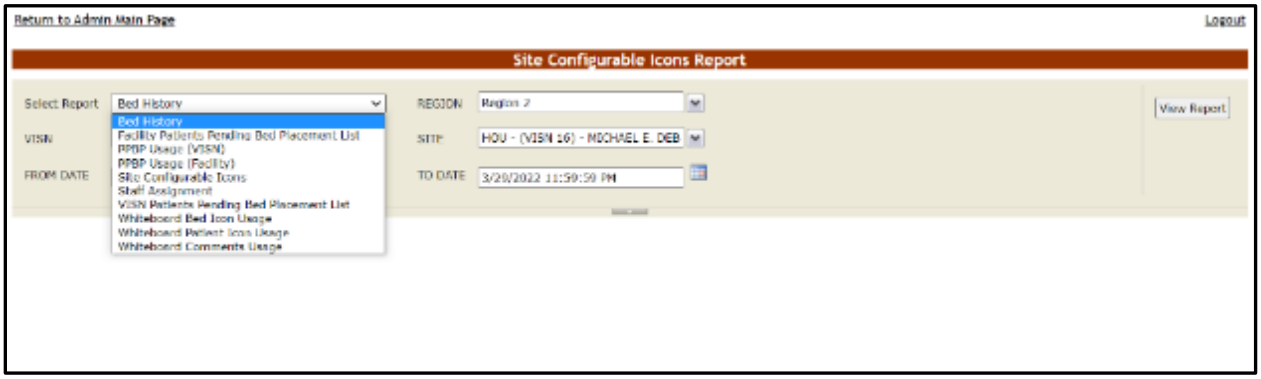
The page presents the icons that can be used throughout the application, their corresponding significance and the application element to which they can be attached (patient, room/bed). The icons are grouped according to area of the application where they are likely to be used and the type of information they convey: Application Icons (System and Bed Cleaning Status), Ward Whiteboard Status Icons (Standard and Emergency Management) and Site Configurable Icons.

4.1.16. Audit Log Report Page

From the Bed Board Site Configuration page, click the Audit Log Report link to display the following page.

Figure 147 - BMS Bed Board Site Configuration / View Audit Log Screen

Figure 148 - Audit Log Report



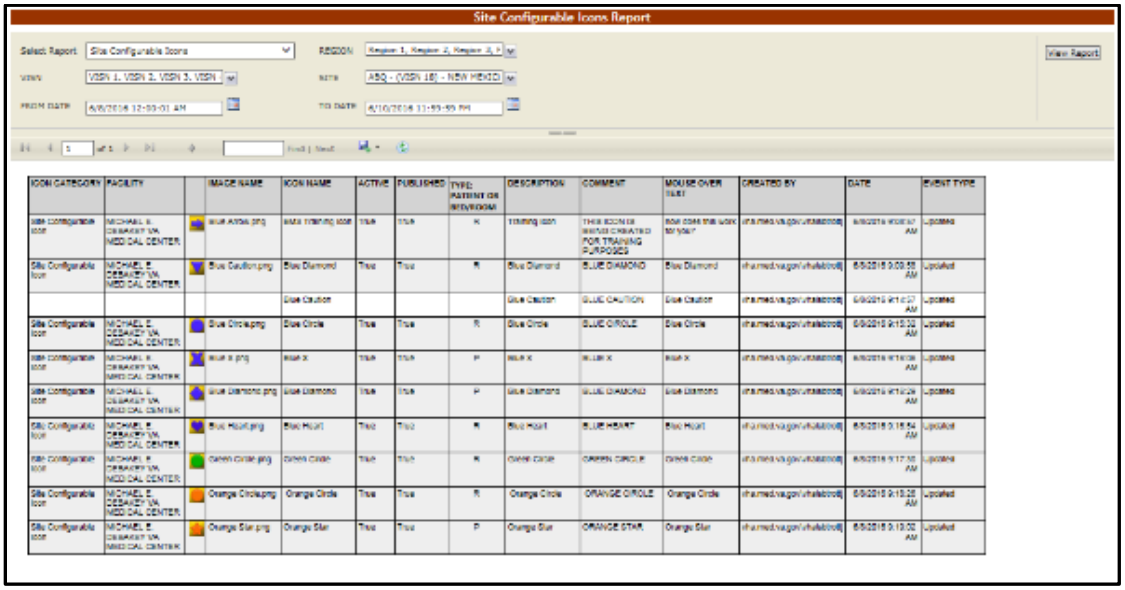
The Audit Log reports present information about what users have performed what actions in different areas of the application (such as icons, pending bed placements, staff assignment or whiteboard usage). See the following sections for details on each report.

4.1.16.1. Site Configurable Icons Report

The Site Configurable Icons Report presents information about the usage of the site configurable icons within the system.

In the **Audit Log Report** page use the **Select Report** field to select the Site Icons report, then select **Date from/Date to** determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of a Site Configurable Icons Report.

Figure 149 - Site Configurable Icons Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 14 - Site Configurable Icons Report Parameters

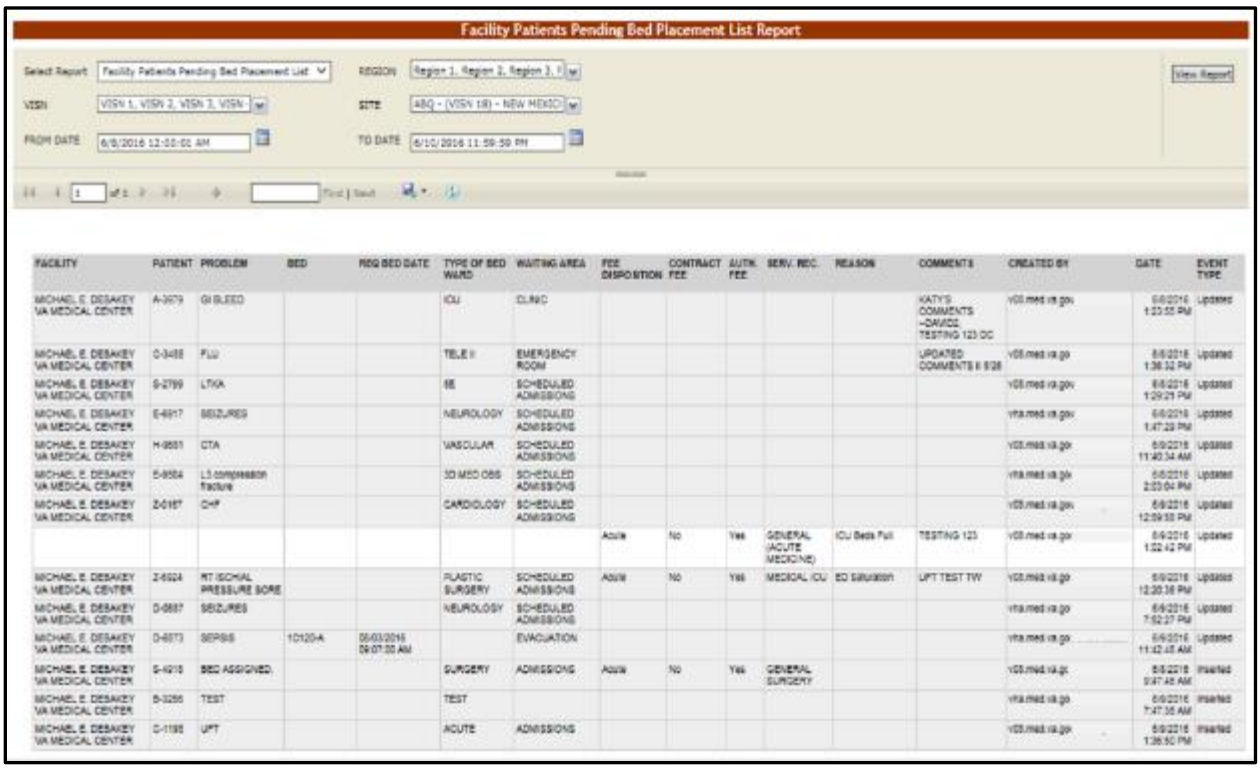
Column	Description
Icon Category	The type of icon: can only be Site Configurable Icon.
Facility	The name of the facility for which the icon has been configured and used.
(Icon image)	The icon image.
Image Name	The name of the image entered in the Image Name field in the Edit Icon page.
Icon Name	The name assigned to the icon.
Active	If the icon is active.
Published	If the icon has been published.
Type: Patient or RoomBed	If the icon is used to flag a patient or a room or a bed.
Description	The description of the icon as entered in the Icon Description field in the Edit Icon page.
Comment	Any comment entered in the Comments field in the Edit Icon page.
Mouse Over Text	The text entered in the Mouse Over Text field in the Edit Icon page.
Created By	The name of the user who performed the current operation on the icon.
Date	The date and time when the current operation has been performed on the icon.
Event Type	The type of operation that has been performed on the icon.

4.1.16.2. Facility Patient Pending Bed Placement List Report

The Facility Patient Pending Bed Placement List Report presents information about what users have performed what actions on a facility pending bed placement list.

In the **Audit Log Report** page use the **Select Report** field to select the Facility Pending Bed Placement List report, then select **Date from/Date to** determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of a Facility Patient Pending Bed Placement List Report.

Figure 150 - Facility Patient Pending Bed Placement List Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 15 - Facility Patient Pending Bed Placement List Report Parameters

COLUMN	DESCRIPTION
Facility	The name of the VA facility.
Patient	The code of the patient.
Problem	The problem for which the patient needed treatment.
Bed	The bed assigned to the patient.
Req Bed Date	The date when the bed was requested for the patient.
Type of Bed Ward	The type of bed/ward requested for the patient.
Waiting Area	The waiting area where the patient has been placed.
Fee Disposition	The fee disposition associated to the patient.
Contract Fee	The contract fee.
Auth. Fee	The authorization to use the fee.

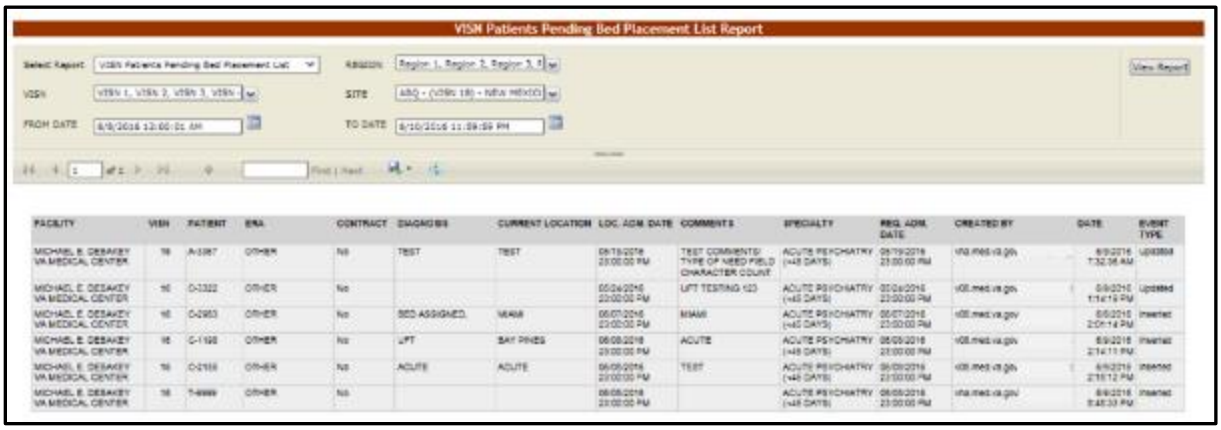
COLUMN	DESCRIPTION
Serv. Rec.	The type of service requested according to the patient's problem.
Reason	The reason for using the fee.
Comments	Any comments entered in the Comments field.
Created by	The user who created the event.
Date	The date and time when the event was created.
Event Type	The type of event.

4.1.16.3. VISN Patient Pending Bed Placement List Report

The VISN Patient Pending Bed Placement List Report presents information about what users have performed what actions on a VISN pending bed placement list.

In the **Audit Log Report** page use the **Select Report** field to select the VISN Patient Pending Bed Placement List report, then select **Date from/Date to** determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of a VISN Patient Pending Bed Placement List Report.

Figure 151 - VISN Patient Pending Bed Placement List Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 16 - VISN Patient Pending Bed Placement List Report Parameters

COLUMN	DESCRIPTION
Facility	The name of the VA facility.

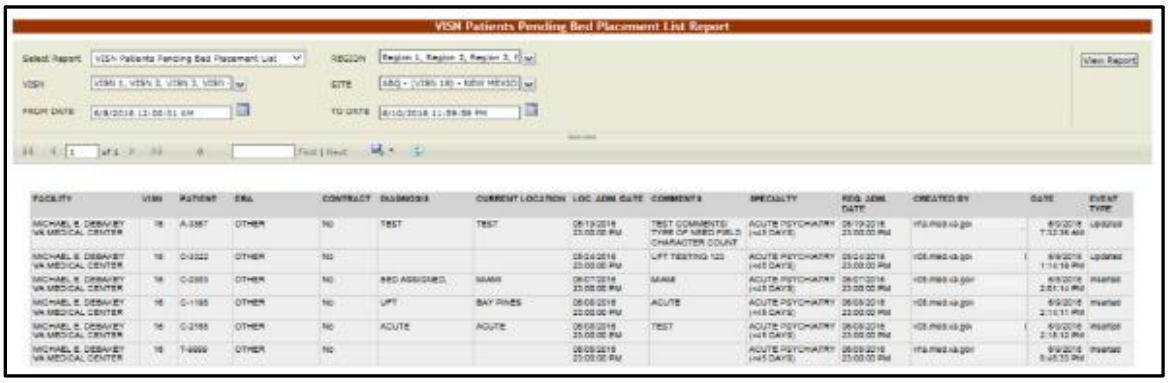
COLUMN	DESCRIPTION
VISN	The VISN where the VA facility is located.
Patient	The code of the patient.
ERA	The period of service that the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient requests admission to the community hospital.
Current location	The name of the community hospital where the patient is currently being treated
Location Adm. Date	The date when the patient has been admitted in the selected location.
Comments	Any comments entered in the Comments field.
Specialty	The treating specialty corresponding to the type of need.
Req. Adm. Date	The date when the patient should be able to be admitted to the VA facility.
Created by	The name of the user who created the event.
Date	The date and time when the event has been created.
Event Type	The type of the event.

4.1.16.4. Staff Assignment Report

The Staff Assignment Report presents information about what users have assigned staff personnel to the beds in the wards of a facility.

In the **Audit Log Report** page use the **Select Report** field to select the Staff Assignment report, then select **Date from/Date to** determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of a Staff Assignment Report.

Figure 152 - Staff Assignment Report



For each entry the following data is available:

Table 17 - Staff Assignment Report Parameters

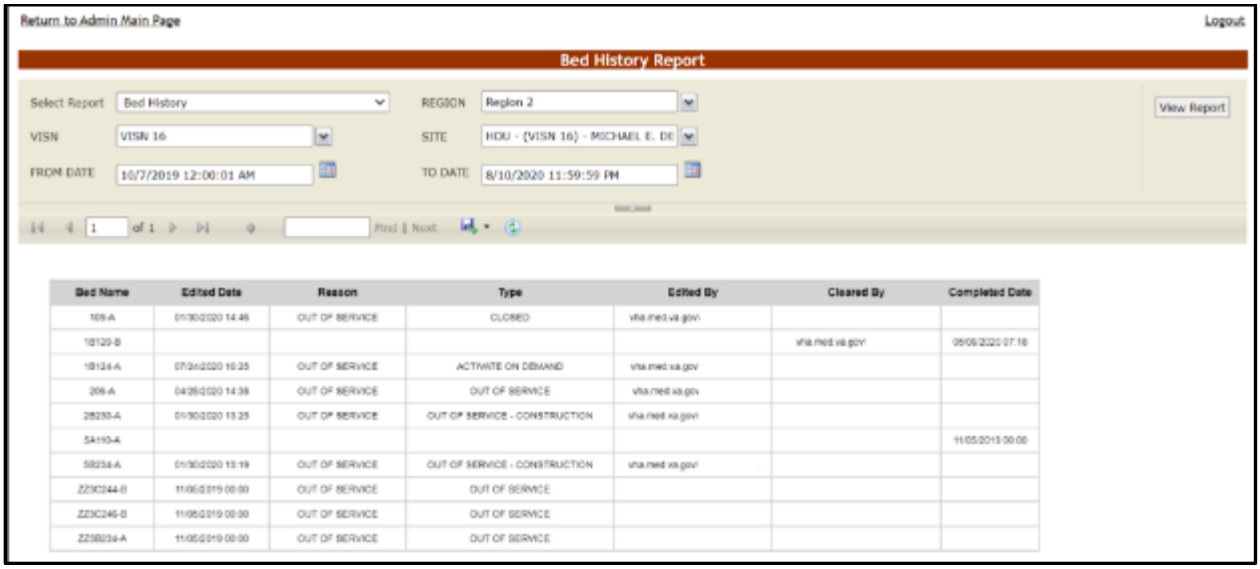
COLUMN	DESCRIPTION
Ward	The ward where the bed is.
Bed	The code of the bed.
Staff	The name of the person assigned to the bed.
Patient	The code of the patient occupying the bed.
Created by	The name of the user who created the event.
Date	The date and time when the event has been created.
Event Type	The type of the event.

4.1.16.5. Bed History Report

The Bed History Report presents information about what users have performed what actions on a bed.

In the **Audit Log Report** page use the **Select Report** field to select the Bed History Report, then **Region**, **VISN, Site,** and then select **From Date/To Date** determine the time interval for the report and press the **View Report** button. The image below presents an example of a Bed History Report.

Figure 153 - Bed History Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 18– Bed History Report Parameters

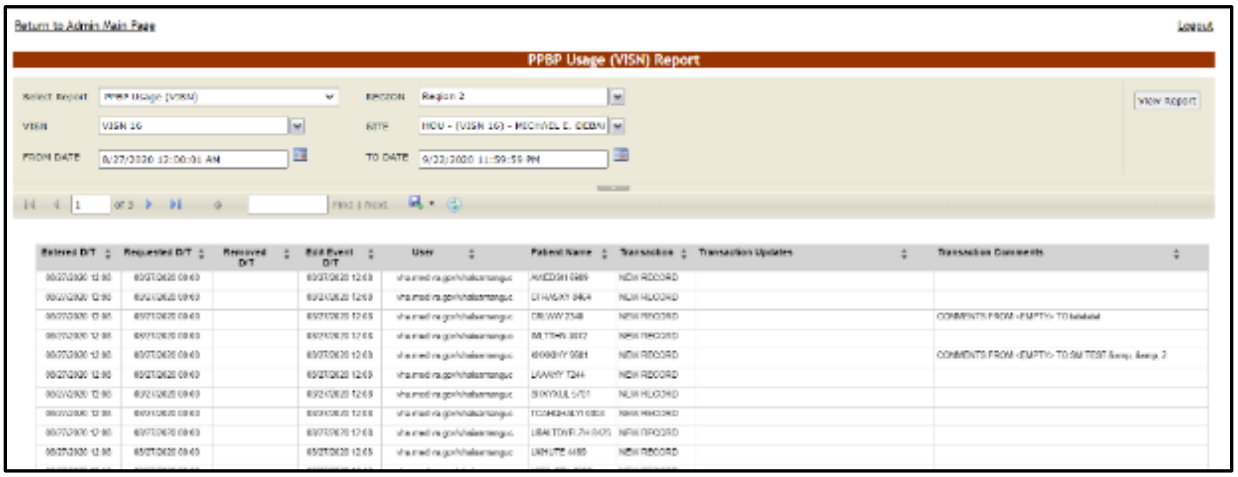
COLUMN	DESCRIPTION
Bed Name	The bed number
Edited Date	The date and time the bed was edited
Reason	The reason the bed is being edited
Type	The type of edit reason
Edited By	The name of the user editing the bed
Cleared By	The name of the user who cleared the edits
Completed Date	The date the bed was cleared of all edits

4.1.16.6. PPBP Usage (VISN) Report

The PPBP Usage (VISN) Report presents information about any and all modifications users have made from the Patient Pending Bed Placement (PPBP) view.

In the **Audit Log Report** page use the **Select Report** field to select the PPBP Usage (VISN) report, then select **Date from/Date to** determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the PPBP Usage (VISN) Report.

Figure 154 - PPBP Usage (VISN) Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 19 - PPBP Usage (VISN) Report Parameters

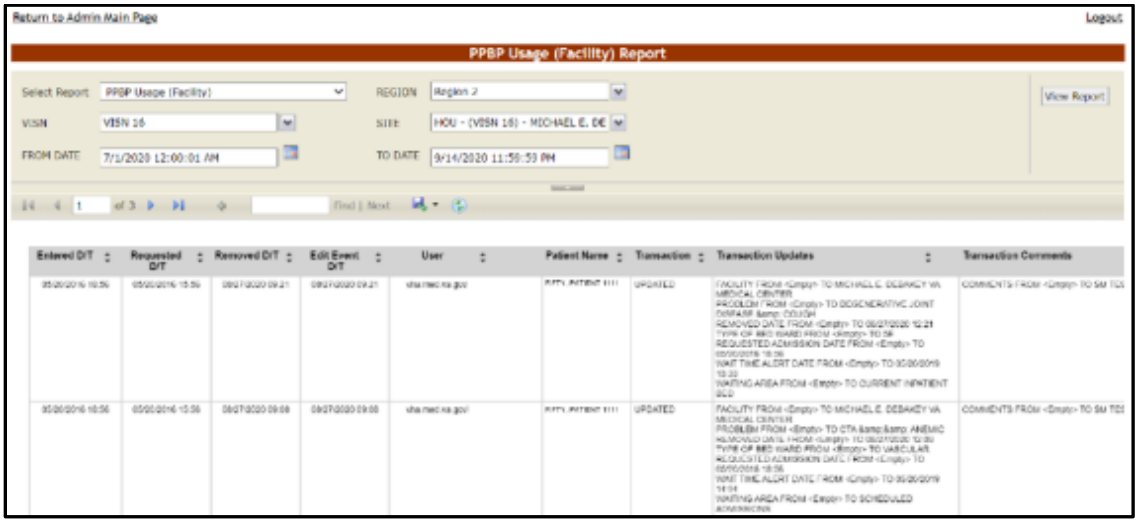
COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard.
Requested D/T	The Date/Time the placement on the board was requested.
Removed D/T	The Date/Time the entry was removed.
Edit Event D/T	The Date/Time the event was deleted.
User	The BMS User who made the modification.
Patient Name	The patient's last name and last 4 digits of the SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments
Transaction Comments	Any comments made for the transaction performed by the user.

4.1.16.7. PPBP Usage (Facility) Report\

The PPBP Usage (Facility) Report presents information about any and all modifications users have made from the Patient Pending Bed Placement (PPBP) view.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Usage report, then select **Date from/Date to** determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the PPBP Usage (Facility) Report.

Figure 155 - PPBP Usage (Facility) Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the Save button. Once exported, the Print button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 20 - PPBP Usage (Facility) Report Parameters

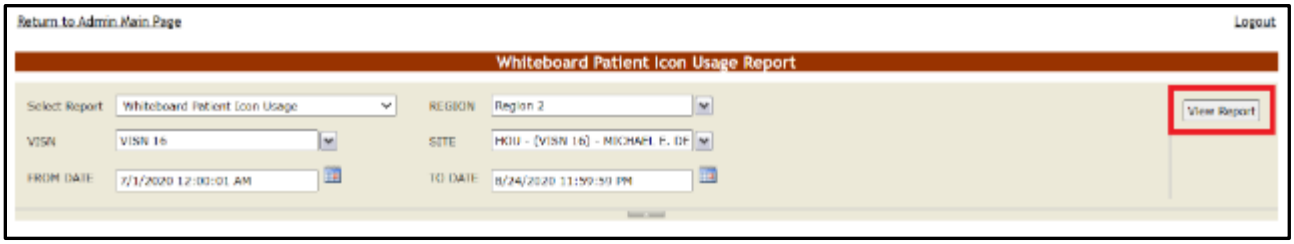
COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard
Requested D/T	The Date/Time the placement on the board was requested.
Removed D/T	The Date/Time the entry was removed.
Edit Event D/T	The Date/Time the event was deleted.
User	The BMS User who made the modification.
Patient Name	The patient's last name and last 4 digits of the SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments
Transaction Comments	Any comments made for the transaction performed by the user.

4.1.16.8. Whiteboard Patient Icon Usage Report

The Whiteboard Patient Icon Usage Report presents information about modifications users have made to Patients from the Whiteboard.

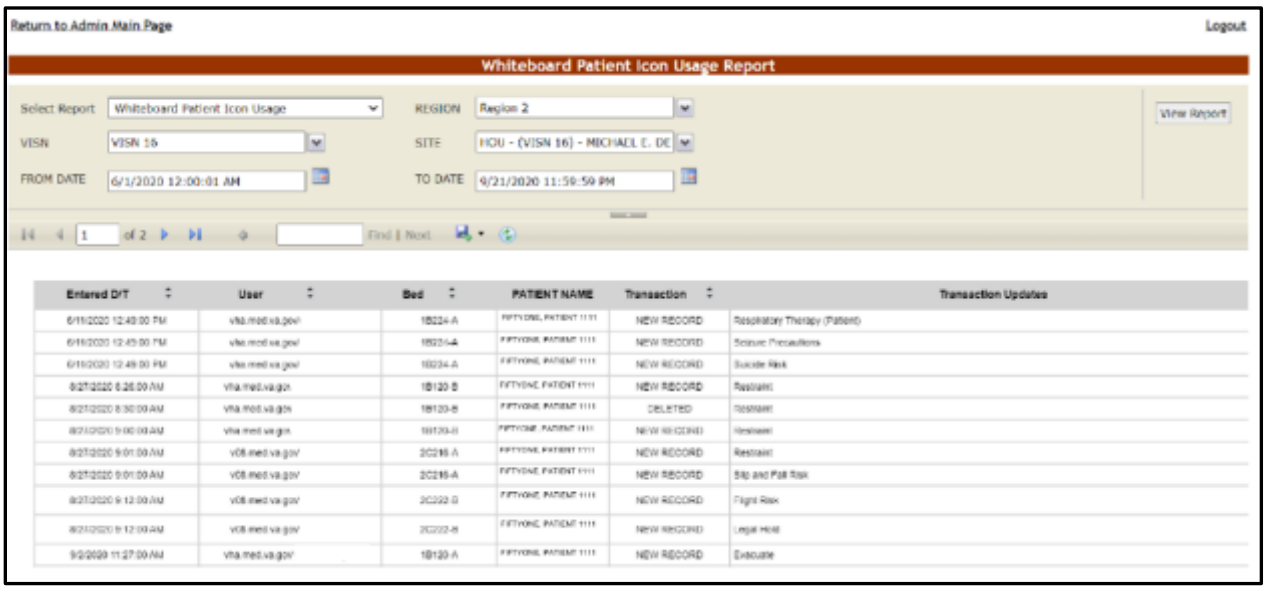
In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Patient Icon Usage report, then select the **Region**, **VISN** and **Site,** then the **From Date/To Date** to determine the time interval for the report and press the **View Report** button.

Figure 156 - Selecting Whiteboard Patient Icon Usage Report



The image below presents an example of the Whiteboard Patient Icon Usage Report.

Figure 157 - Whiteboard Patient Icon Usage Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 21 - Whiteboard Patient Icon Usage Report Parameters

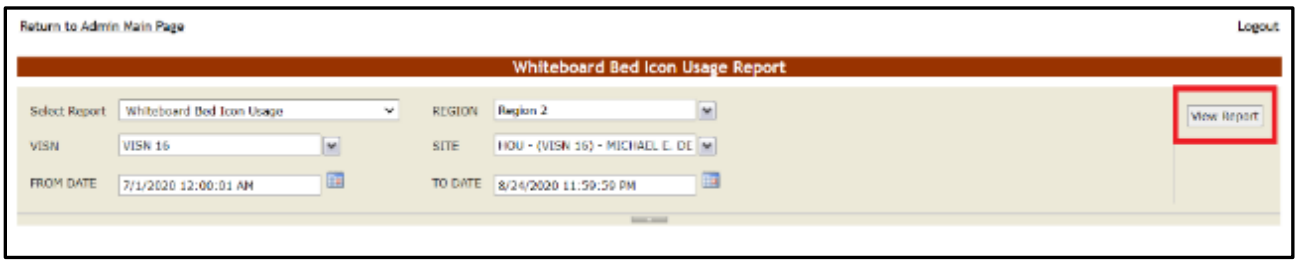
COLUMN	DESCRIPTION
Entered D/T	The Date/Time the entry was created.
User	The BMS User who made the entry.
Bed	The bed assigned to the patient.
Patient Name	The last name, first name and last 4 digits of the patient's SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	Any updates made for the transaction performed by the user.

4.1.16.9. Whiteboard Bed Icon Usage Report

The Whiteboard Bed Icon Usage Report presents information about modifications users have made to Icons from the Whiteboard.

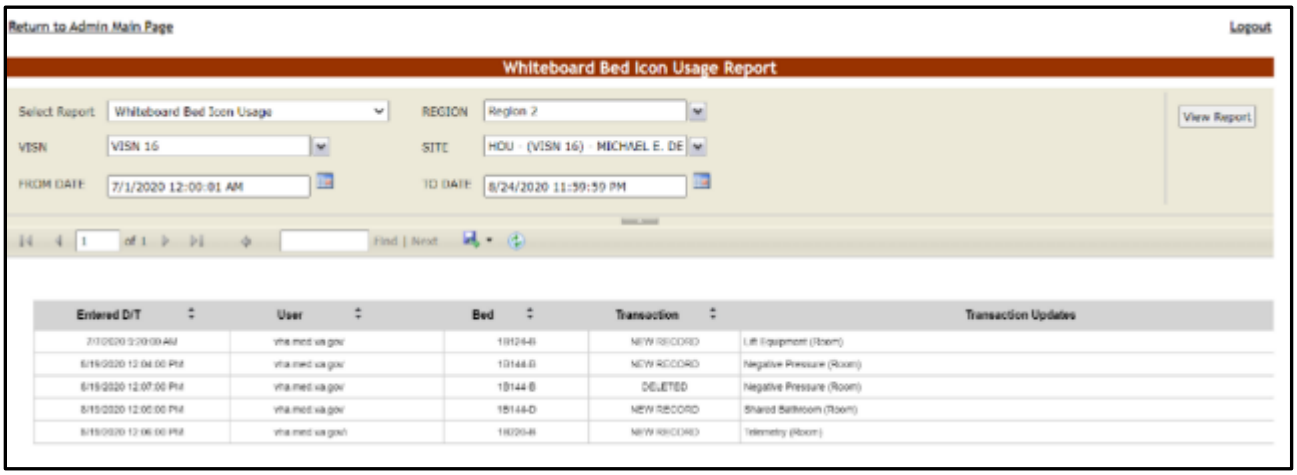
In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Bed Icon Usage report, then select the **Region**, **VISN** and **Site,** then the **From Date/To Date** to determine the time interval for the report and press the **View Report** button.

Figure 158 - Selecting Whiteboard Bed Icon Usage Report



The image below presents an example of the Whiteboard Bed Icon Usage Report.

Figure 159 - Whiteboard Bed Icon Usage Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 22 - Whiteboard Bed Icon Usage Report Parameters

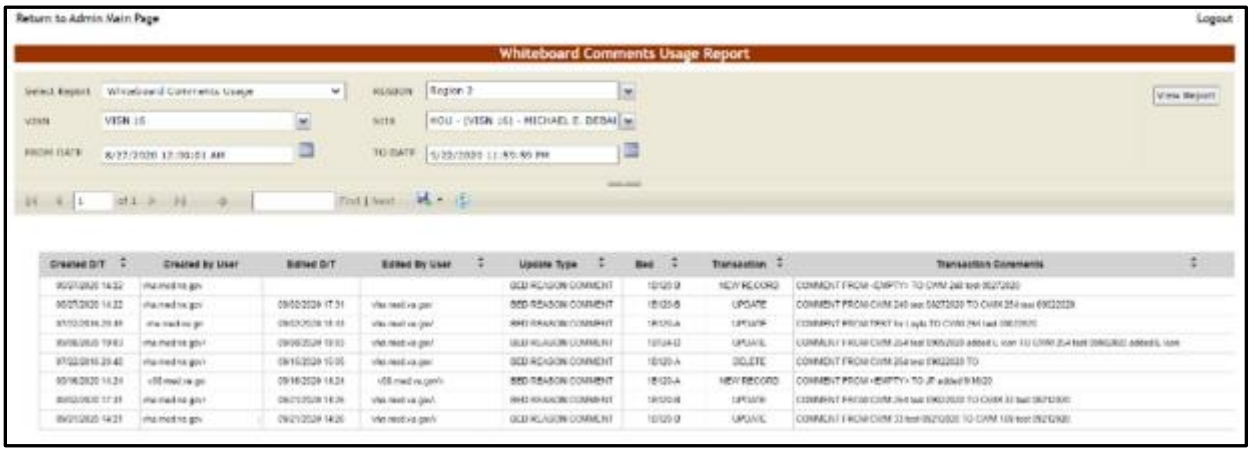
COLUMN	DESCRIPTION
Entered D/T	The Date/Time the entry was created.
User	The BMS User who made the entry.
Bed	The bed assigned to the patient.
Transaction	The type of operation performed on the record, such as Update, New Record, or Deleted.
Transaction Updates	Any updates made for the transaction performed by the user.

4.1.16.10. Whiteboard Comments Usage Report

The Whiteboard Comments Usage Report presents information about any and all modifications users have made from the Whiteboard.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Comments Usage report, then select **Date from/Date to** determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the Whiteboard Usage Report.

Figure 160 - Whiteboard Comments Usage Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

Table 23 - Whiteboard Comments Usage Report Parameters

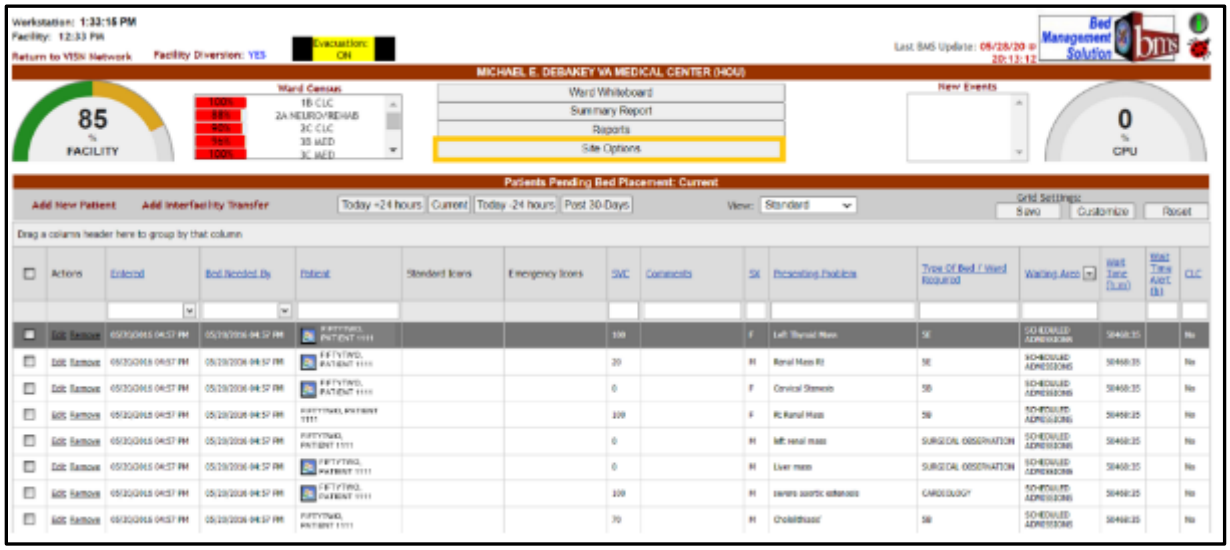
COLUMN	DESCRIPTION
Created D/T	The Date/Time the comment was created.
Created by User	The BMS User who created the comment.
Edited D/T	The Date/Time of the modification to the Whiteboard.
Edited by User	The BMS User who made the modification.
Update Type	The type of update made to the Whiteboard, such as Bed Reason Comment, Bed Unavailable, Icon Assignment, or Bed Staff Assignment.
Bed	The bed record affected by the modification.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Comments	Any comments made for the transaction performed by the user.

4.1.17. Contingency Settings

The Contingency Settings page allows the user to set up network storage area to backup an image of the current Ward Whiteboard for BMS contingency planning.

From the facility home page, click the **Site Options** link.

Figure 161 - Facility Home Page Site Options

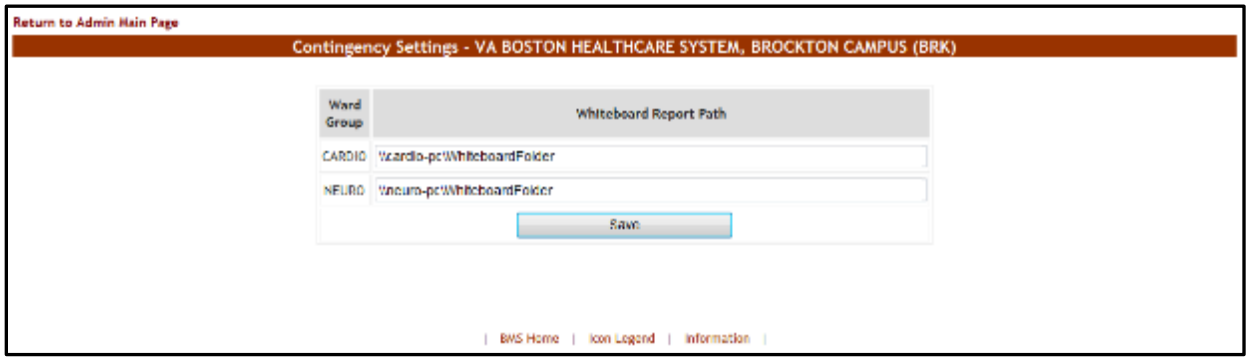


The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 162 - Bed Board Site Configuration Page Contingency Settings

Select the **Contingency Settings** link to display the page in the following image.

Figure 163 - Contingency Settings Page



A list of wards defined for the current facility is displayed. Enter the path for the Whiteboard Report then press the **Save** button.

Note: If a ward selected for the Whiteboard Contingency Report has any of the following special characters:
(/ \ : * ? " < > |)
then these special characters will be replaced with a "_" in the saved file.

Note: The Whiteboard Report Path must be a valid network share with the correct rights/permissions assigned. If you have questions, contact your local facility IS administrator for help. For detailed instructions on setting up a shared network storage area, see the BMS Technical Manual, WHITEBOARD SNAPSHOT CONFIGURATION section.

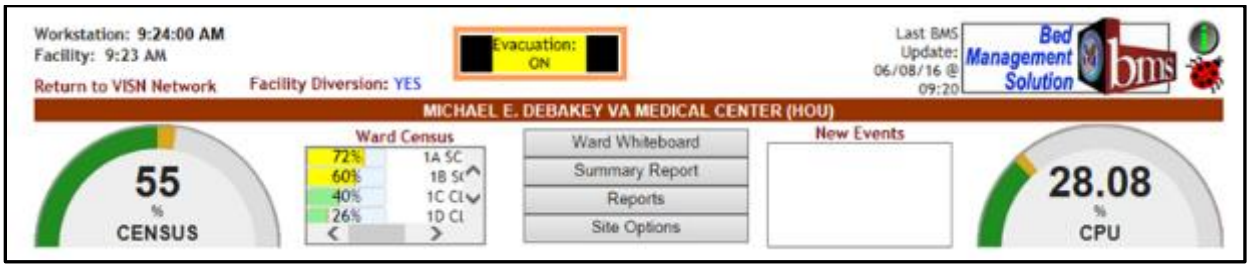
4.1.18. Evacuation On/Off

In the **Bed Board Site Configuration** page, the option **Evacuation On/Off** is available as in the following image.

Figure 164 - Evacuation On/Off

In case of emergency the user can set the **Evacuation** option to ON: this will cause the facility home page to be displayed as in the following image.

Figure 165 - Facility Home Page - Evacuation On



All the patients admitted in the current facility and for whom the Evacuation Patient option has been selected will be placed in the Pending Bed Placement List.

4.2. Site Users

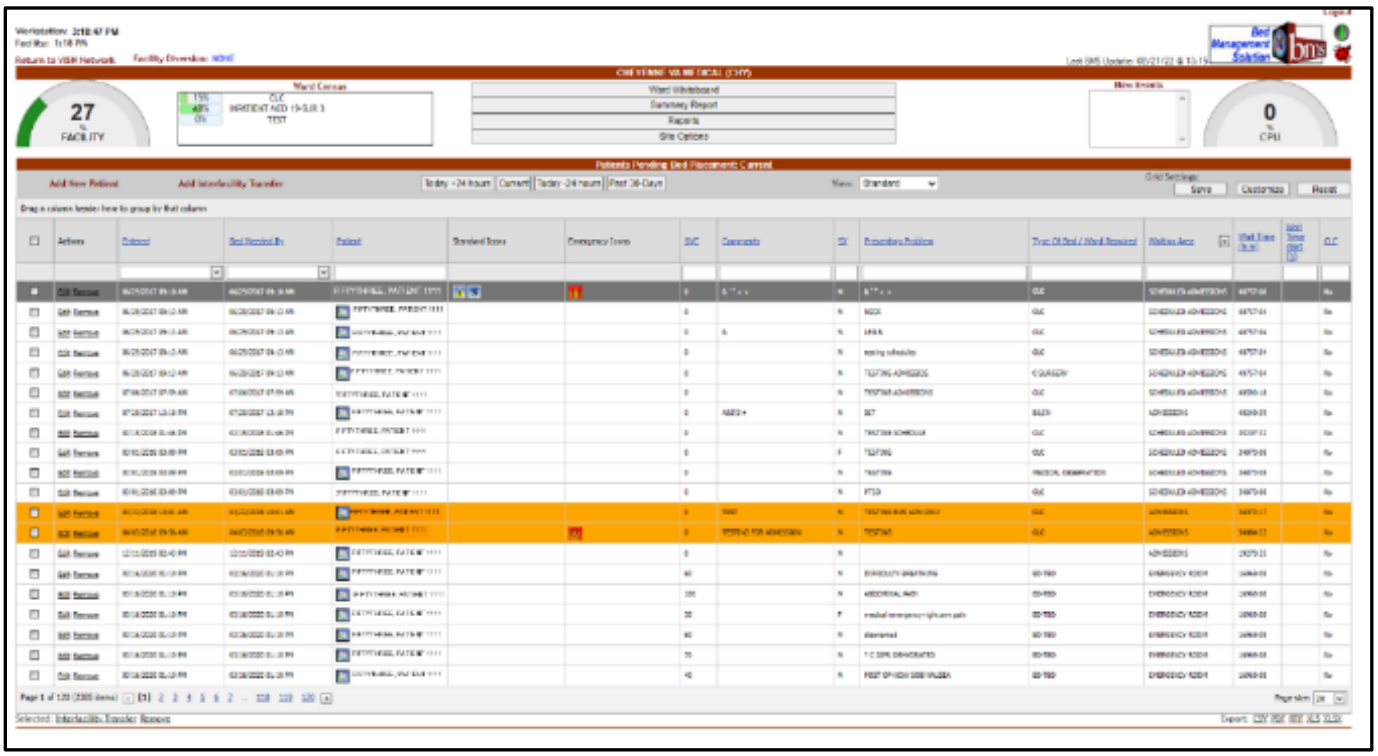
The site users have access to the following pages:

- Facility Home page
- Facility Diversion page
- Events page
- Ward Whiteboard Home page
- Ward Whiteboard page

4.2.1. The Facility Home Page

After logging in the BMS application the home page of the current facility is displayed as in the following image.

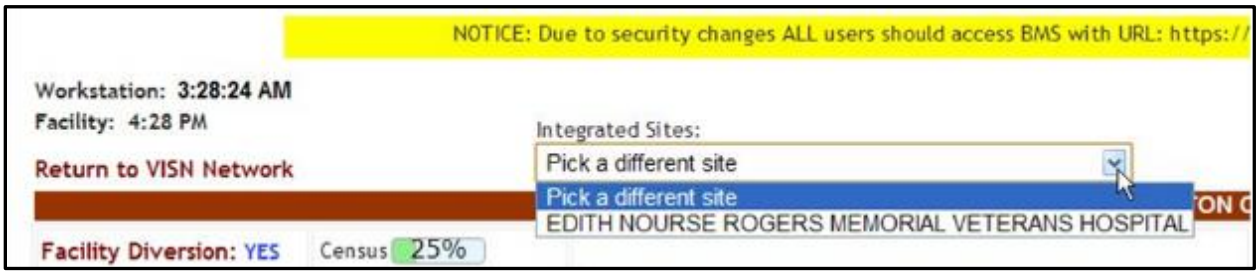
Figure 166 - VA Facility Homepage



The home page allows the administrator user to organize their admission/ discharge operations for the day by presenting the list of patients pending bed placement for a bed and a set of reports offering information about the status of the beds in the current facility.

The **Integrated Sites** dropdown field shown below will only be available for sites for which sister sites have been defined. (For details on how to define sister sites see the sections 3.9.5 Edit Sister Sites and 3.9.4 Edit BMS Facility Settings Page) The **Integrated Sites** field allows the user to switch between sister sites.

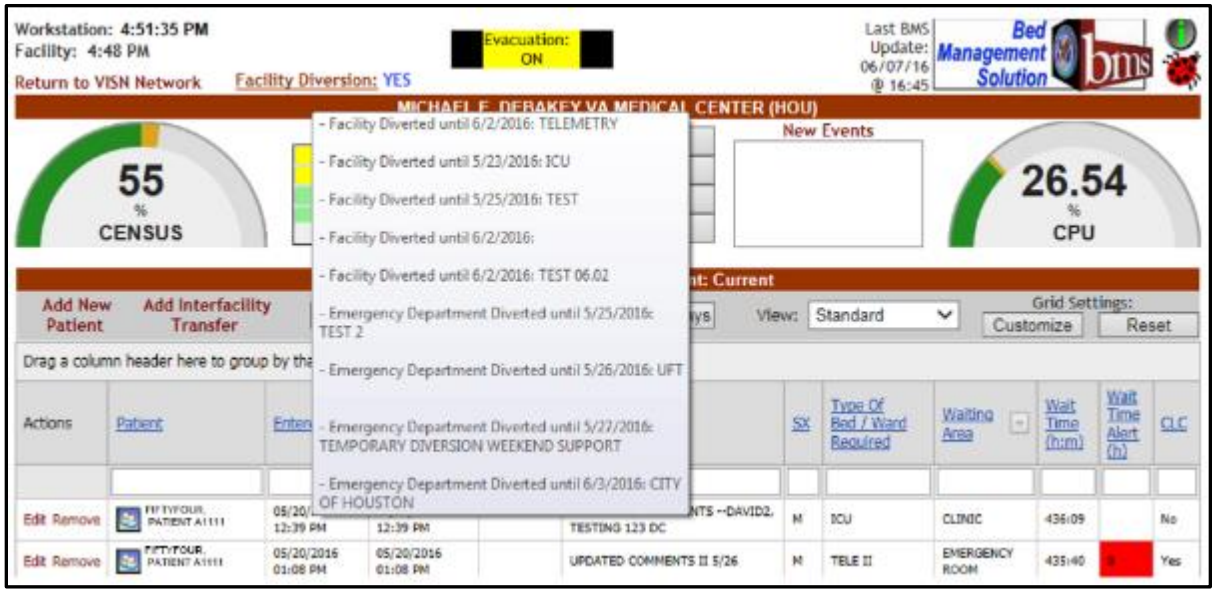
Figure 167 - Selecting from the Available Integrated Sites



The **Facility Diversion** link in the upper left corner of the page allows the user setup a list of facilities or Emergency Departments (ED) that are not accepting patients due to insufficient resources or facility issues. For details on the **Diversion** screen and the available options see The Facility Diversion Page.

Also note that the Figure below demonstrates the Facility Diversion Hover functionality.

Figure 168- Facility Diversion Hover



When a user hovers over the Facility Diversion hyperlink, a hover area is displayed showing the Facility Diversion History with the appropriate comments.

The **Census** graph provides information on the percentage of occupied beds out of the total beds available. Also note that the Figure below demonstrates the Census category selection. Right click on the Gauge to see all Census categories.

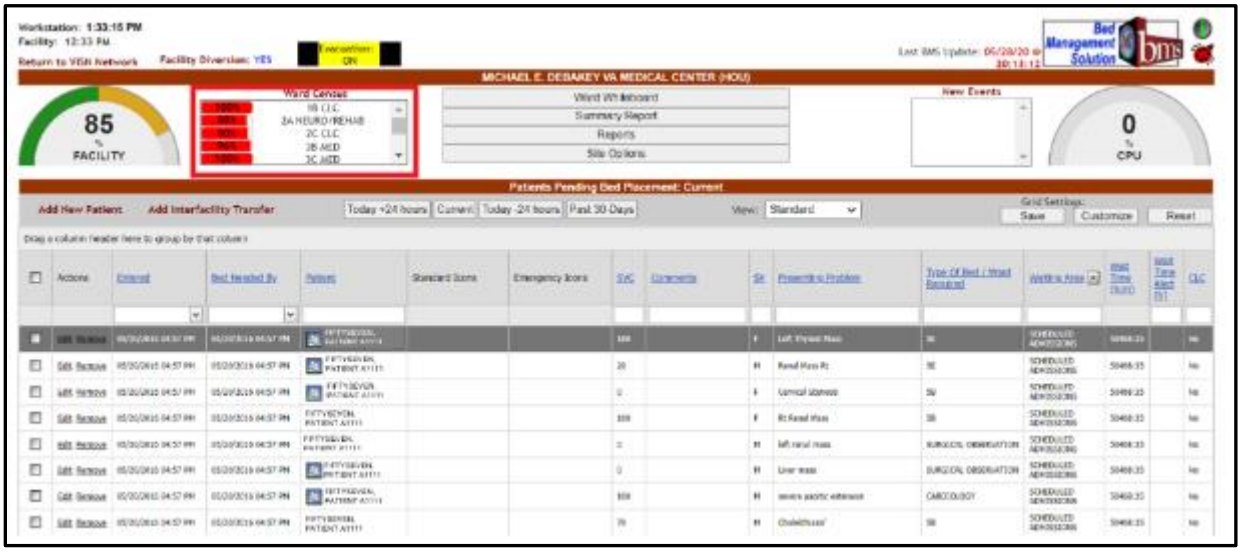
Figure 169 - Census Category Selection

Click on your selection to see the percentage of occupied beds out of total beds available per Census category, or N/A if there are no beds in the ward, as displayed in the following image.

Figure 170 - Census Category Percentage

The Ward Census scroll list provides a breakdown of percentage of occupied beds out of total beds available per ward, as shown in the image below.

Figure 171 - Ward Census



The ladybug button in the upper right corner of the page is a link to an internet site that will provide information regarding the help desk process.

The green information button in the upper right corner of the home page: This Icon links the user to VA's SharePoint System which has available information related to the

project consisting of but not limited to point of contact information, sample documents, FAQs, and training instructions.

The name of the current facility is displayed in the header along with its three letter abbreviation.

The middle top of the page provides 4 navigation buttons: **Ward Whiteboard**, **Summary Report**, **Reports**, and **Site Options**.

The **New Events** list box shows New Event Type categories which can be clicked on for individual reporting.

The lower part of the screen displays a data grid containing patients pending bed placement.

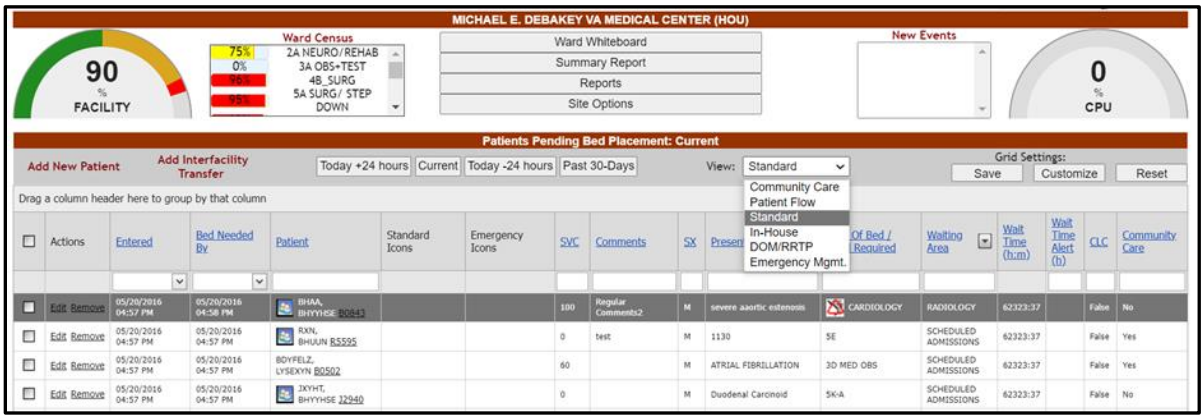
The **Add New Patient** link allows the site user to add a new patient to the pending bed placement list. The **Add Interfacility Transfer** link allows the site user to register an interfacility transfer.

The buttons **Today +24 hours, Current, Today -24 hours, Past 30-Days** allow the site user to filter the patient list according to waiting time but will also include patients who have been removed from the list. Clicking the **Current** button will display a list of patients entered in the pending bed placement list and who have not been removed.

The display of the list can be customized from the **View** drop-down field according to the following criteria:

- Community Care
- DOM/RRTP
- Emergency Management
- In-House
- Patient Flow
- Standard

Figure 172 - BMS Facility Patients Pending Bed Placement List – Standard View



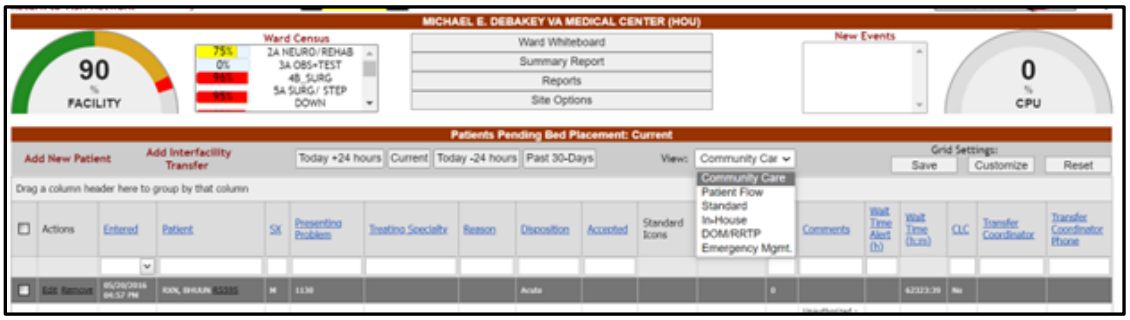
In the **Standard** view (image above), the following data is available for each patient in the list:

Table 24 - VA Facility Standard View Parameters

COLUMN	DESCRIPTION
Entered	The date and time when the request for a bed was entered.
Bed Needed By	The date and time when the bed is needed.
Patient	The name of the patient.
Standard Icons	Icons associated with this patient.
Emergency Icons	Emergency icons associated with this patient.
SVC	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Comment	Comments regarding the patient.
SX	The gender of the patient.
Presenting Problem	The main reason a patient is seeking medical care.
Type of Bed/Ward Required	The type of bed/ ward required according to the patient's problem.
Waiting Area	The waiting area where the patient is registered.
Wait Time (h:m)	The estimated waiting time.
Wait Time Alert (h)	The time interval after which an alert is raised. When the patient is added to the waiting list, the user can enter in this field any value between 1-99. After saving the patient to the waiting list the system begins the countdown: when the value in this field is less than the value select (ex. 5 hours) then it will be displayed against a red background and the operator will know they have to urgently find a bed for that patient.
Community Living Center (CLC)	If the patient is a resident in a Community Living Center or in house waiting for a bed at the Community Living Center.
Community Care	Whether or not the patient is in Community Care.

When selecting the **Community Care** view, the patient pending bed placement list is displayed as in the following image.

Figure 173 - Patients Pending Bed Placement List – Community Care View



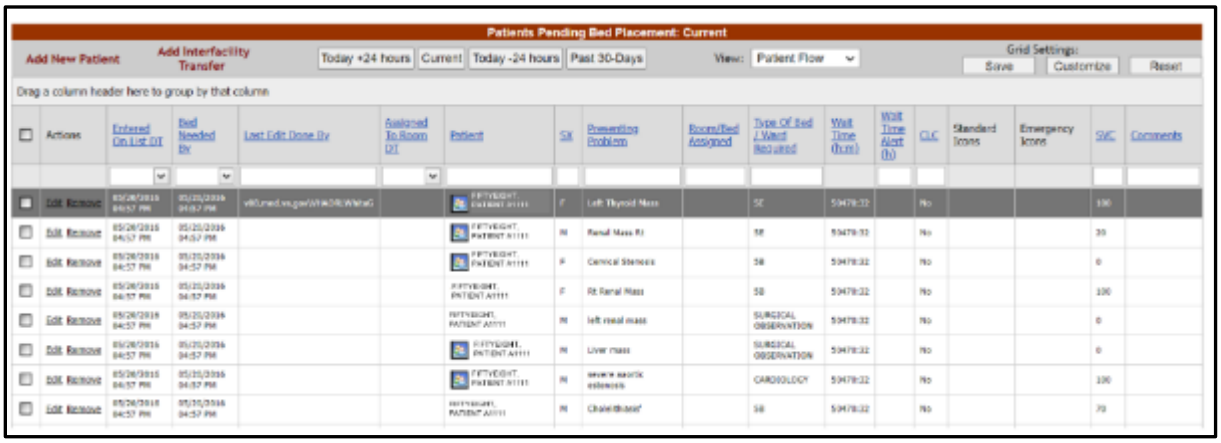
In the **Community Care** view, the following data is available for each patient in the list:

Table 25 - VA Facility Community Care View Parameters

COLUMN	DESCRIPTION
Entered	The date and time when the patient was added to the list of Patients Pending Bed Placement for a Bed.
Patient	The Name of the patient.
SX	The gender of the patient.
Presenting Problem	The main reason a patient is seeking medical care.
Treating Specialty	The treating specialty selected when the patient was added to the pending bed placement list.
Reason	The reason why a certain fee was used for the generation of the bill.
Disposition	The disposition with which the patient is added to the pending bed placement list. List of available choices to select from: • Acute • Non-Acute • CLC
Accepted	The date the patient was accepted.
Standard Icons	Icons associated with this patient.
Emergency Icons	Emergency icons associated with this patient.
SVC	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Comments	Comments regarding the patient.
Wait Time Alert (h)	The time interval after which an alert is raised. When the patient is added to the waiting list, the user can enter in this field any value between 1-99. After saving the patient to the waiting list the system begins the countdown: when the value in this field is less than the value select (ex. 5 hours) then it will be displayed against a red background and the operator will know they have to urgently find a bed for that patient.
Wait time (h:m)	The estimated waiting time.
CLC	If the patient is a resident in a Community Living Center or in house waiting for a bed at the Community Living Center
Transfer Coordinator	The name of the Transfer Coordinator.
Transfer Coordinator Phone	The phone number of the Transfer Coordinator.

When selecting the **Patient Flow** view, the patient pending bed placement list is displayed as in the following image.

Figure 174 - Patients Pending Bed Placement List – Patient Flow View



In the **Patient Flow** view, the following data is available for each patient in the list:

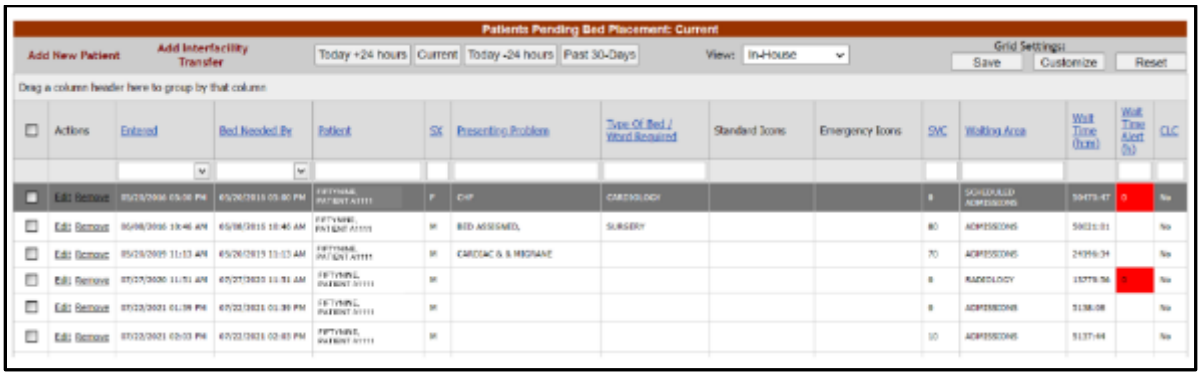
Table 26 - VA Facility Patient Flow View Parameters

COLUMN	DESCRIPTION
Entered on List DT	The date and time when the patient was added to the list.
Bed Needed By	The date and time when the bed is needed..
Last Edit Done by	The name of the user who last edited the entry.
Assigned to Room DT	The date and time when the patient has been assigned a room.
Patient	The name of the patient.
SX	The gender of the patient.
Presenting Problem	The main reason a patient is seeking medical care.
Room/Bed Assigned	The number of the room and of the bed that has been assigned to the patient.
Type of Bed/Ward Required	The type of bed/ward required for the particular ailment of that patient.
Wait Time (h:m)	The estimated waiting time.
Wait Time Alert (h)	The time interval after which an alert is raised. When the patient is added to the waiting list, the user can enter in this field any value between 1-99. After saving the patient to the waiting list the system begins the countdown: when the value in this field is less than the value select (ex. 5 hours) then it will be displayed against a red background and the operator will know they have to urgently find a bed for that patient.
CLC	If the patient is a resident in a Community Living Center or in house waiting for a bed at the Community Living Center.
Standard Icons	Icons associated with this patient.
Emergency Icons	Emergency icons associated with this patient.

COLUMN	DESCRIPTION
SVC	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Comments	Comments regarding the patient.

When selecting the **In-House** view, the Patients Pending Bed Placement list is displayed as in the following image.

Figure 175 - Patients Pending Bed Placement List – In-House Patients View



The **In-House** view presents the patients for whom the **In-House** option has been selected when the patient was added to the pending bed placement list. This is used for those patients already admitted to a ward/bed/room but in need of a different level of care. For details see the section Adding a Patient to the Patients Pending Bed Placement List. In the **In-House** view the data available for each patient is the same as in the standard view, for details see the previous paragraphs.

In the **In-House** view, the following data is available for each patient in the list:

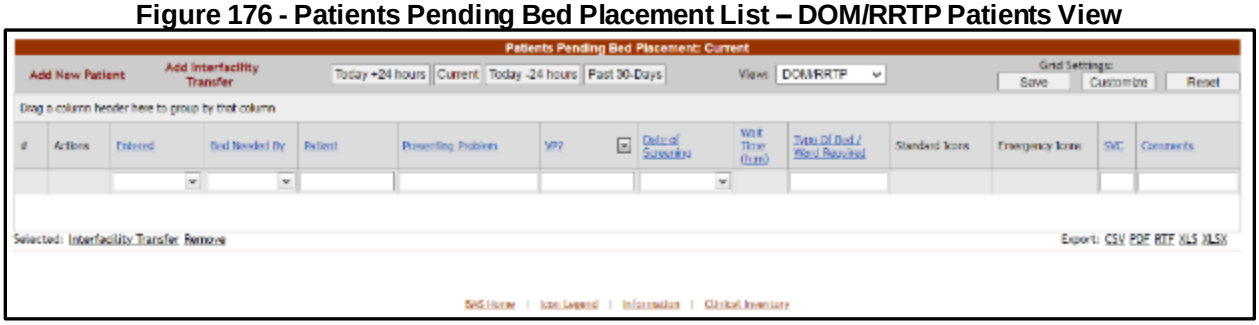
Table 27 - VA Facility In-House View Parameters

COLUMN	DESCRIPTION
Entered	The date and time when the request for a bed was entered.
Bed Needed By	The date and time when the bed is needed.
Patient	The name of the patient.
SX	The gender of the patient.
Presenting Problem	The main reason a patient is seeking medical care.
Type of Bed/Ward Required	The type of bed/ ward required according to the patient's problem.
Standard Icons	Icons associated with this patient.
Emergency Icons	Emergency icons associated with this patient.

COLUMN	DESCRIPTION
SVC	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Waiting Area	The waiting area where the patient is registered.
Wait Time	The estimated waiting time.
Wait Time Alert	The time interval after which an alert is raised. When the patient is added to the waiting list, the user can enter in this field any value between 1-99. After saving the patient to the waiting list the system begins the countdown: when the value in this field is less than the value select (ex. 5 hours) then it will be displayed against a red background and the operator will know they have to urgently find a bed for that patient.
Community Living Center (CLC)	If the patient is a resident in a Community Living Center or in house waiting for a bed at the Community Living Center

When selecting the **DOM/RRTP** view, the patient pending bed placement list is displayed as in the following image.

Figure 176 - Patients Pending Bed Placement List – DOM/RRTP Patients View



In the **DOM/RRTP** view, the following data is available for each patient in the list:

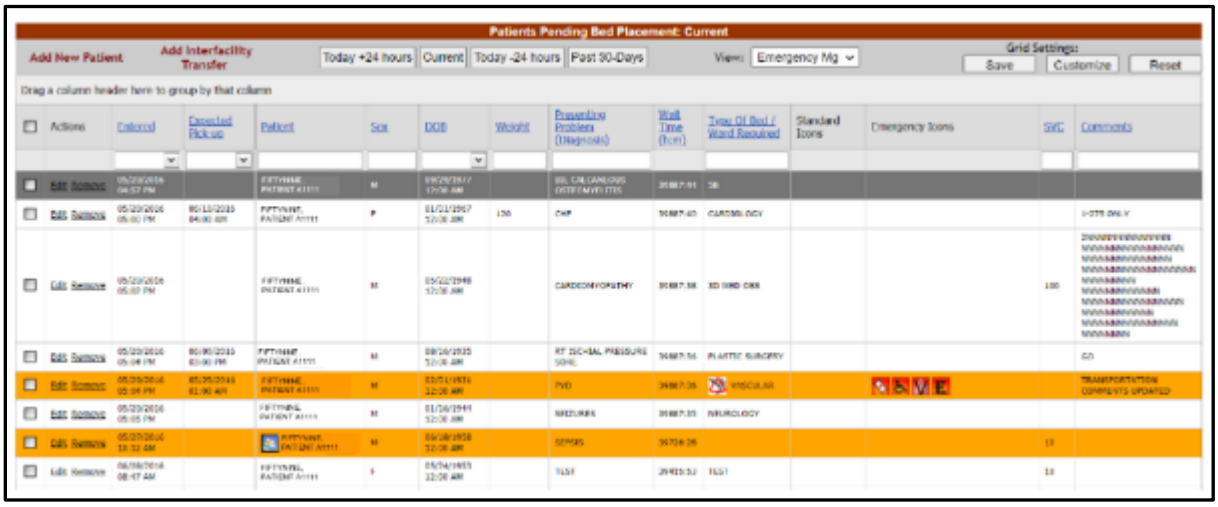
Table 28 - VA Facility DOM/RRTP View Parameters

COLUMN	DESCRIPTION
Entered	The date and time when the patient was added to the list.
Bed Needed By	The date and time when the bed is needed.
Patient	The name of the patient.
Presenting Problem	The main reason a patient is seeking medical care.
VP?	
Date of Screening	The date and time of the screening.
Wait Time (h:m)	The estimated waiting time.
Type of Bed/Ward Required	The type of bed/ward required for the particular ailment of that patient.
Standard Icons	Icons associated with this patient.

COLUMN	DESCRIPTION
Emergency Icons	Emergency icons associated with this patient.
SVC	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Comments	Pertinent comments.

When selecting the **Emergency Mgmt** view, the patient pending bed placement list is displayed as in the following image.

Figure 177 - Patients Pending Bed Placement List – Emergency Mgmt Patients View



In the **Emergency Mgmt** view, the following data is available for each patient in the list:

Table 29 - VA Facility Emergency Mgmt View Parameters

Column	Description
Entered	The date and time when the patient was added to the list.
Expected pick-up	The date and time when the patient is expected to be picked up.
Patient	The name of the patient.
Sex	Patient gender.
DOB	Patient date of birth.
Weight	Patient weight.
Presenting Problem	Patient diagnosis.
Wait Time (h:m)	The estimated waiting time.
Type of Bed/Ward Required	The type of bed/ward required for the particular ailment of that patient.

Column	Description
Standard Icons	Icons associated with this patient.
Emergency Icons	Emergency icons associated with this patient.
SVC	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Comments	Pertinent comments.

The **Edit** and **Remove** links to the left of a patient line from the list, allow the site user to either edit the details, or remove the entry from the list. Once a patient has been removed from the list an **Undo** link will become available allowing the user to cancel the remove operation.

When adding a patient to the Patients Pending Bed Placement list (**Add New Patient** link in Patients Pending Bed Placement for a Bed list) BMS will create an Admission Request for the selected patient. In order to check if an Admission Order has been issued for a patient, access the New Events page and click the corresponding link to display the reports.

Once a patient has been added to the Patients Pending Bed Placement list, he/she can be assigned a bed in a ward and receive the appropriate treatment. The bed assignment is done from VistA. When the patient is admitted to the VA facility he/she can be removed from the list Patients Pending Bed Placement for a Bed in two ways: manually, by clicking the associated Remove link or automatically (when he/she is assigned a bed), if the option Auto-Removal Pending Bed Placement List option has been selected in the **Facility Setting** page from **Site Options**.

After being admitted to a VA facility the patient can be either transferred to another VA facility (to a different ward of different bed) or discharged. For a transfer operation a Transfer Order or a Patient Movement of Type Transfer has to be registered in VistA. For the Discharge operation the following have to be registered in VistA: Patient Appointment, Discharge Order and Patient Movement of Type Discharge.

The actions that the site user can perform in the facility home page are as follows: adding, editing the details of an entry and removing entries from the Patients Pending Bed Placement list. In addition, the user can also add an Interfacility Transfer and generate different types of reports.

4.2.1.1. Patient Pending Bed Placement (PPBP) View Preference

The PPBP can be customized from the **View** drop-down field to allow the user to save their preferred PPBP list view so that if they navigate to other pages of BMS and return to the Facility home page, the PPBP list view they have selected is automatically displayed. User will select their preferred **View** from View dropdown field and then click **Save.**

4.2.1.2. Patient Pending Bed Placement (PPBP) Features

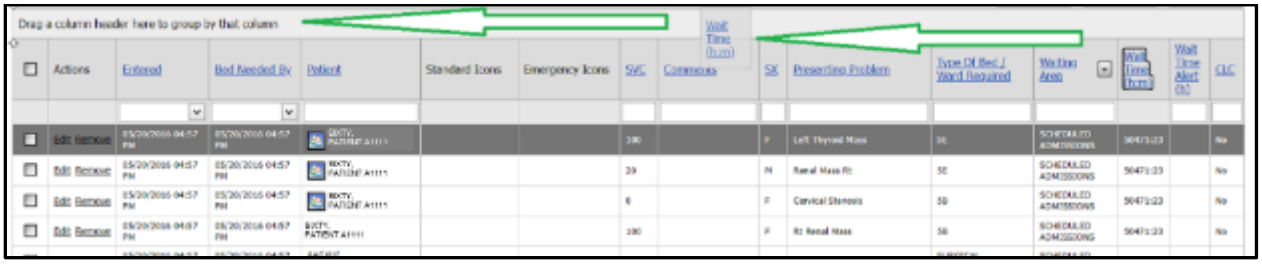
The PPBP data grid has many features which allow users to customize, sort, filter, group, export, and paginate through the PPBP data grid.

Each column within the PPBP list, or “data grid”, is filterable by typing into the text box below the column header. The list is also sortable by selecting the arrow next to the column header (where applicable). The PPBP is heavily customizable by allowing users to perform Grouping, re-ordering, and adding/removing columns. The Waiting Area Column allows users to select which Waiting Areas they would see, “unchecking” a Waiting Area allows users to “filter out” what they don’t want/need to see. Customizing the user’s Grid Settings allowing the user to customize their own preferred layout, as well as save their customizations for future use, and also reset to the default setting. The modified layout is saved each time the user changes their own Grid Settings, Groupings, Filters, or Ordering of columns. Below and left of the PPBP Data Grid are links to allow export to CSV, PDF, RTF, XLS, or XLSX.

Each of these features are explained in the following screenshots.

PPBP Column Grouping

Figure 178 - PPBP Column Grouping Action



For users who wish to group the PPBP data in different ways, the user will click in the header they wish to group by in the grey area (not on the link which orders the columns) and drag that header to the row above where it states “Drag a column header here to group by that column”. This will group the data by that column header. In the top screen example, we have grouped by the Waiting Area.

Figure 179 - PPBP Column Grouping Result

As indicated above, this is the result of the column grouping drag and drop action. We are now Grouping by the Waiting Area. Users can add additional column headers to

group by or remove them by dragging them from the column header grouping area and placing them back into the header area in the order of their choosing. Note that this action forces a reload of the data indicated by a small “Loading” image in the center of the user’s screen. The BMS application is reloading the data for the user based on the new view selected.

The columns headers that you group by are also sortable by ascending and descending order. The small up arrow next to the indicated yellow star “1” shows column header grouping arrow. Clicking this sorts the data in ascending order (up arrow) and descending order (down arrow).

The column header grouping data is also collapse/expandable allowing users to show/hide data groupings at their choosing. Clicking the “-” button collapses, and “+” expands as indicated above the yellow star “2”.

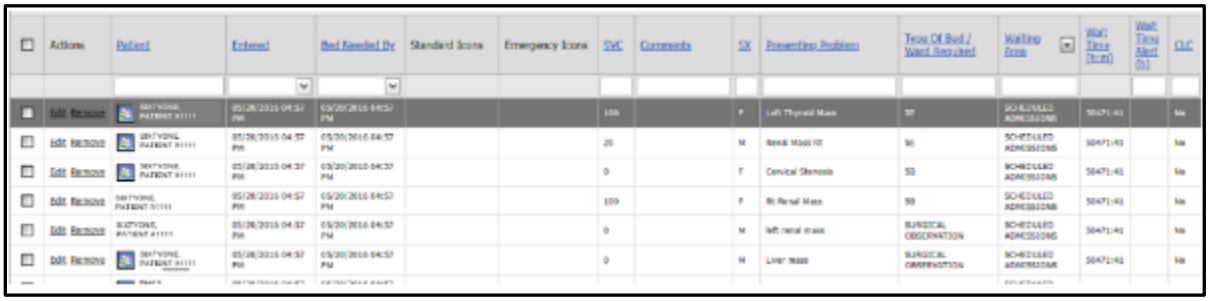
PPBP Column Ordering

Users are able to further customize their own PPBP View by ordering their columns however they choose. The below screenshots show a user making the second column become “patient name”. This can be done by clicking and dragging the column header to the appropriate location. The circled arrow selectors demonstrate the location that the column will be placed upon release of the mouse button.

The second screenshot shows the result of the new column ordering.

Figure 180 - PPBP Column Ordering Action

Figure 181 - PPBP Column Ordering Result



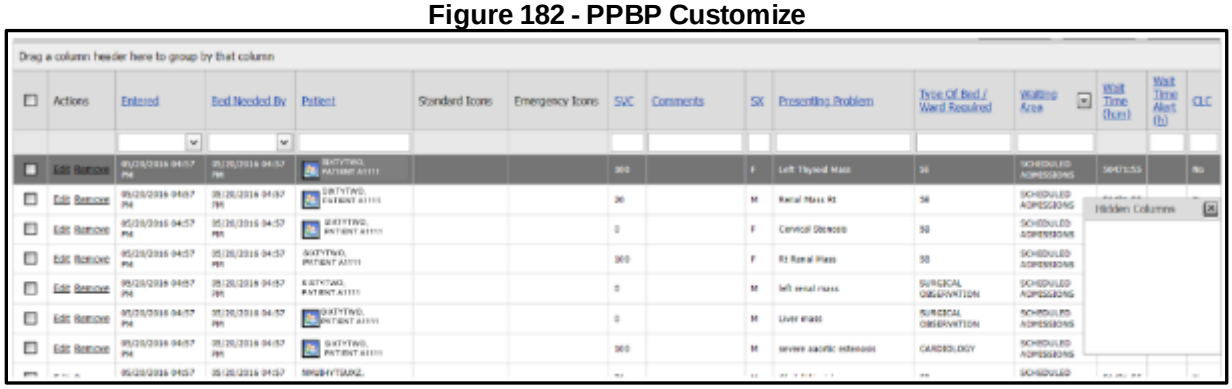
PPBP Customization

Users can even further customize their PPBP View by clicking on the **Customize** button underneath “Grid Settings” at the top right of the PPBP view, which presents the Column Chooser. In this screen shot, we can see that Presenting Problem has been removed from the column selections and placed in the Column Chooser. Users can

drag into and out of the Column Chooser to add/remove the columns they wish to see. Once a column is removed from the Grid, it can always be re-added by clicking on the **Customize** button and then dragging it from the column chooser to the data grid.

Clicking on the **Reset** button resets all selections back to the default. This feature is very useful if users happen to get confused with the combination of customizations they have made and wish to start over with their own customizations. Users can also utilize the **Alt + R** keyboard shortcut to perform the same functions as the **Reset** button.

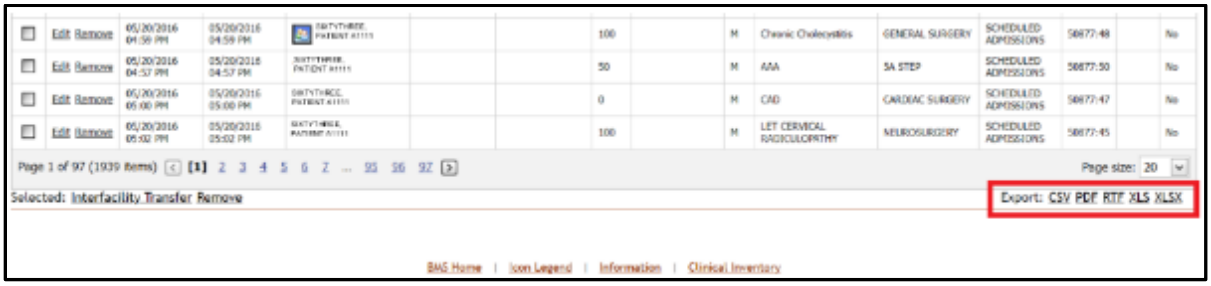
Figure 182 - PPBP Customize



Exporting PPBP Data

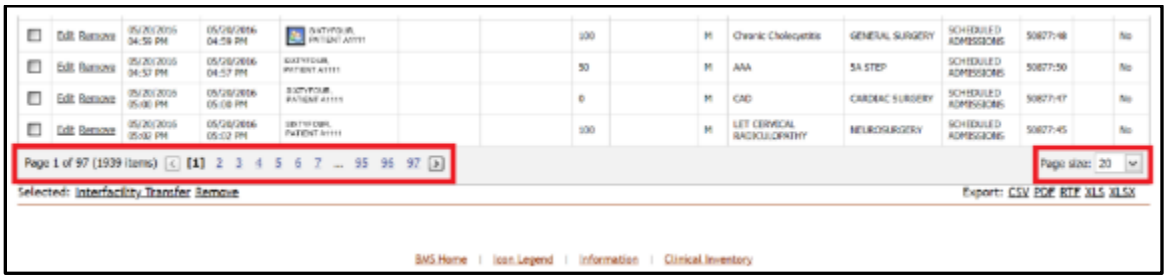
Below and right of the PPBP Data Grid are links to allow export to CSV, PDF, RTF, XLS, or XLSX.

Figure 183 - Exporting PPBP Data



PPBP Page Functions

Figure 184 - PPBP Page Functions



The above screenshot demonstrates pagination functions available from the PPBP View. The view allows users to select specific pages quickly by clicking on a specific

page # for the view. It's also possible to select how many patient records display per page, on the bottom left of the grid.

4.2.1.3. Adding a Patient to the Patients Pending Bed Placement List

To add a patient to the pending bed placement list, follow the steps presented below.

From the facility home page, click the **Add New Patient** link in the Patients Pending Bed Placement area.

Figure 185 - Adding a Patient to the Patients Pending Bed Placement List

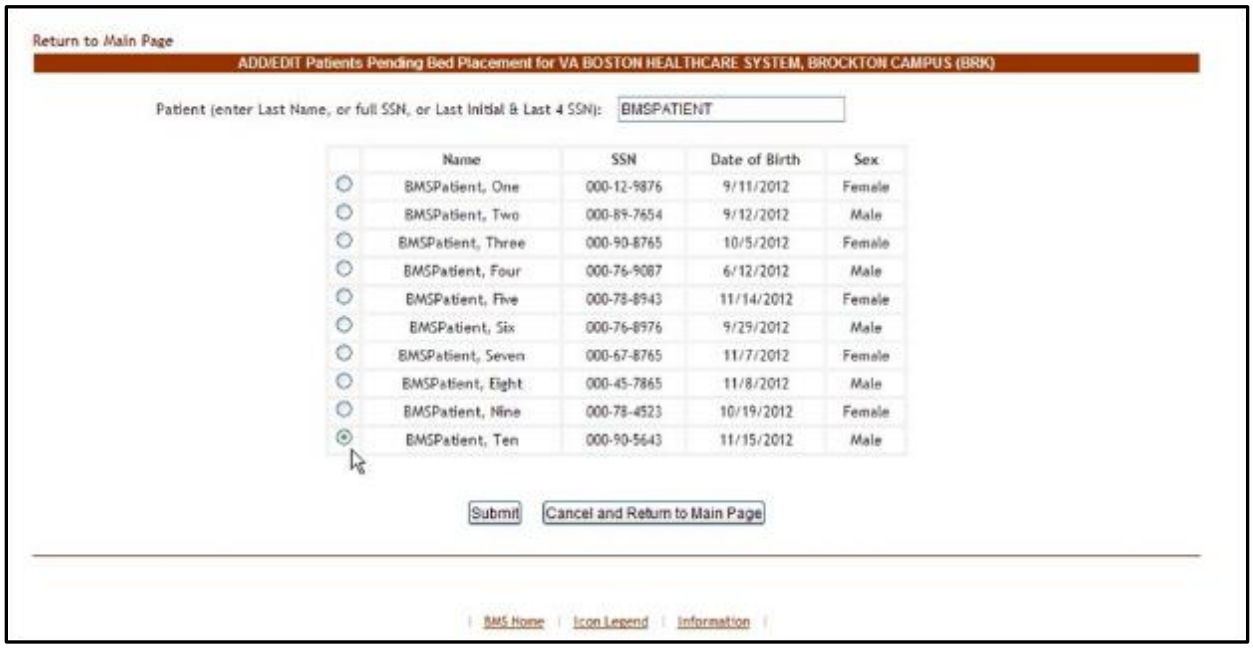
Clicking the **Add New Patient** link will cause the following page to be displayed.

Figure 186 - Add/Edit Patients to the Patients Pending Bed Placement in the VA Facility

Enter the patient's last name, or the full SSN, or the last initial and last 4 SSN digits then click the **Submit** button.

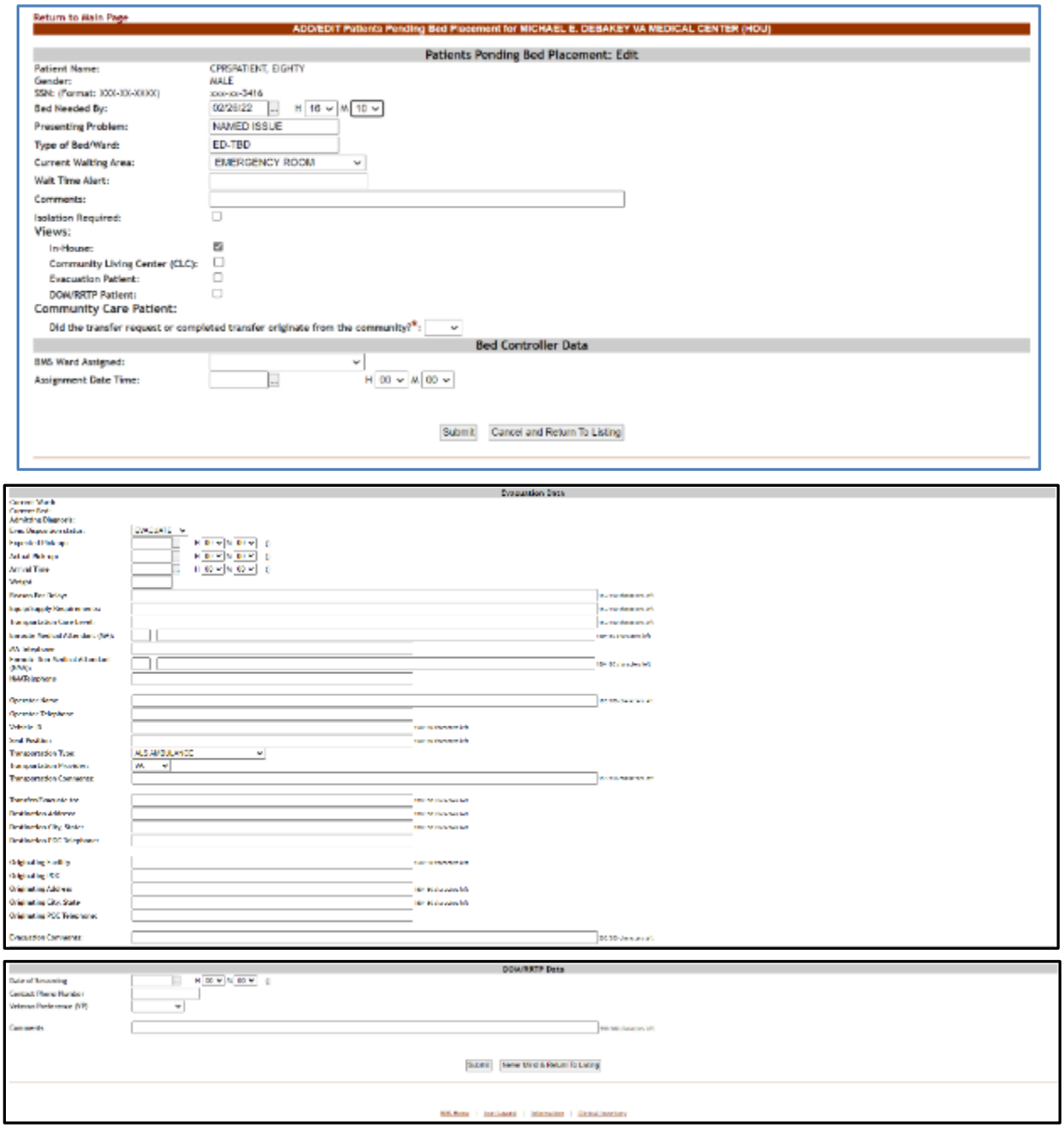
If there are several patients with the same last name, the following page is displayed.

Figure 187 - Add/Edit Patients Pending Bed Placement – Select Patient



A list of all the patients with the last name entered is displayed. Select the patient you want to add then press the **Submit** button to display the following page.

Figure 188 - Add/Edit Patients Pending Bed Placement in the VA Facility - Details



If the SSN exists in the system, the associated data will be retrieved (from VistA) and the NAME (Last, First, MI) of the patient will be displayed in the upper part of the screen.

If the SSN is not found in the system, an error message is displayed.

If the patient is to be added to the National Patient Pending Bed Placement List by selecting the checkbox on the Add Patient screen, a confirmation dialogue box appears to affirm the action.

Entry Date/Time: this field is automatically filled in with the current date and time. The following data needs to be filled in:

Table 30 - Add/Edit Patients Pending Bed Placement – Parameters

Field	Enter
Bed Needed By	Fill in these fields according to the instructions on screen. This is the time that the patient will need the bed. Use "projected Decision to Admit Time"
Present Problem (Level of Care or Bed/Ward needed)	What reason is the patient being admitted? (For example: CHF, DM, Surgery)
Type of Bed/Ward	The type of bed/ward needed according to the patient's problem.
Waiting Area	Select the corresponding waiting area. There is a pre-defined list of waiting areas
Wait Time Alert	The time interval after which an alert is raised. When the patient is added to the pending bed placement list, the user can enter in this field any value between 1-99. After saving the patient to the pending bed placement list the system begins the countdown: when the value in this field is less than the value select (example: 5 hours) then it will be displayed against a red background and the site user will know they have to urgently find a bed for that patient.
Isolation Required	If box is checked for isolation, precautions are taken to prevent the spread of infectious disease. When checked, the isolation icon appears on the patients pending bed placement list.
Views	
In-House	If the patient is already admitted in the hospital but needs only to be moved in another ward.
CLC	If the patient is a resident in a Community Living Center or in-house pending bed placement at the Community Living Center
Evacuation Patient	If the patient has to be evacuated in case of emergency.
DOM/RRTP	If the patient is DOM/RRTP.
Did the transfer request or completed transfer originate from the community?	If the patient is designated as Community Care. Formerly labeled "Community Care." This field is now required.
The following fields will only be displayed if the option "Did the transfer request or completed transfer originate from the community?is set to "yes."	
Disposition	The disposition with which the patient is added to the pending bed placement list. Within the Fee Utilization data, it is the determination of Acute or Non-Acute.
Treating Specialty	The treating specialty required.
Accepted	Flag to designate whether or not the patient is accepted.

Field	Enter
Reasons Using Community Care	The reason justifying fee usage. **(This field is now required)**
Accepting MD	Name of the Accepting Physician.
Transfer Coordinator	Name of the Transfer Coordinator.
Transfer Coordinator Phone	Phone number of the Transfer Coordinator.
Community Care Comments	Any relevant additional information about the fee utilization.
The following fields will only be displayed if the option Evacuation Patient is selected.	
Current Ward	The name/code of the ward where the patient is currently.
Current Bed	The code of the bed where the patient is currently.
Admitting Diagnosis	The admitting diagnosis.
Evac Disposition Status	The disposition status in case of evacuation.
Expected pick-up	The date and time when the patient is expected to be picked up in case of evacuation.
Actual pick-up	The actual date and time when the patient has been picked during
Arrival Time	The time the patient arrived at the facility.
Reason for Delay	The reason for the delay, if applicable.
Equip/Supply Requirements	Equipment or Supply requirements for the patient in case of evacuation.
Transportation Care Level	The level of the transportation care for the patient in case of evacuation.
Enroute Medical Attendant	The number, qualification and name of the enroute medical attendant.
MA Telephone	The Enroute Medical Attendant telephone #
Enroute Non-Medical Attendant (NMA)	The number and the name of the enroute non-medical attendant.
NMA Telephone	The Enroute Non-Medical Attendant telephone #.
Operator Name	The vehicle operator name
Operator Telephone	The vehicle operator telephone #
Vehicle ID	The identifying # of the transportation vehicle.
Seat Position	The patient's seat position on the vehicle.
Transportation Type	The type of transportation required for the patient in case of evacuation.
Transportation Provider	The provider of transportation.

Field	Enter
Transportation Comments	Any relevant comments regarding the transportation.
Transfer/Evacuate To	The location name of the place the patient is evacuated to.
Destination Address	The address of the facility where the patient is evacuated to.
Destination City, State	The city and state where the patient is evacuated to.
Destination POC Telephone	The telephone of the Point-of-Contact of the facility where the patient is evacuated to.
Originating Facility	The facility the patient is being evacuated from.
Originating POC	The name of the Point-of-Contact of the facility where the patient is evacuated from.
Originating Address	The address of the location the patient is being evacuated from.
Originating City, State	The city and state of the location the patient is being evacuated from.
Originating POC Telephone	The telephone of the facility from where the patients are evacuated.
Evacuation Comments	Any relevant evacuation comments.
The following fields will only be displayed if the option DOM/RRTP Patient is selected.	
Date of Screening	The Date of the screening.
Contact Phone Number	Phone number of the person who performed the screening.
Veteran Preference (VP)	Flag to indicate the Veteran Preference.
Comments	Any pertinent comments.

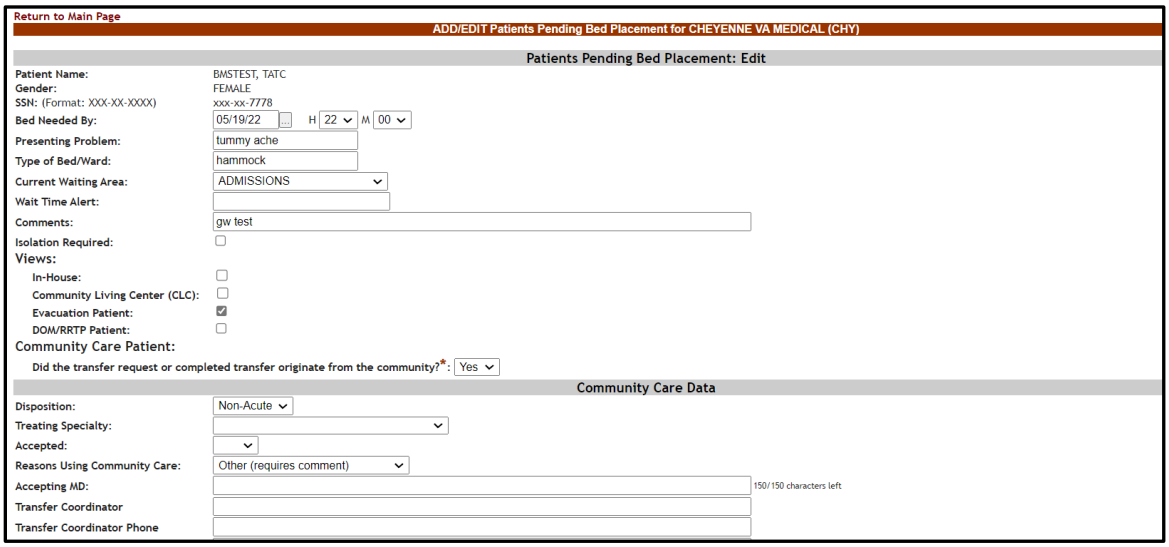
After filling in all the data required click the Submit button to enter the data into the system.

The newly added patient will be displayed in the area Patients Pending Bed Placement from the home page.

4.2.1.4. Editing the Details of an Entry in the Patients Pending Bed Placement List

To edit the details of an entry from the Patients Pending Bed Placement list click the corresponding **Edit** link. The following page is displayed.

Figure 189 - Edit Details of the Patient Pending Bed Placement List



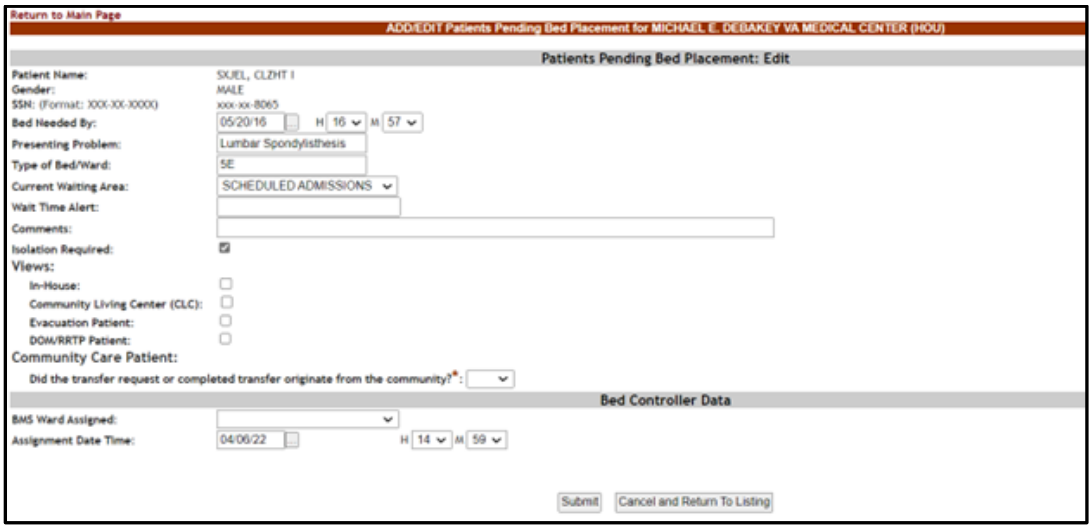
In the Bed Controller Data area, select the **BMS Ward Assigned** and the **Assignment Date Time**. Modify the existing data then press the **Submit** button to enter it into the system.

A screen is displayed confirming the modification of the record in the database.

4.2.1.5. Adding Isolation Status to a Patient in the Patient Pending Bed Placement List

To add an Isolation Status icon to a patient from the Patients Pending Bed Placement list click the corresponding **Edit** link. The following page is displayed. Click on the Isolation Required checkbox and then press the **Submit** button to enter it into the system.

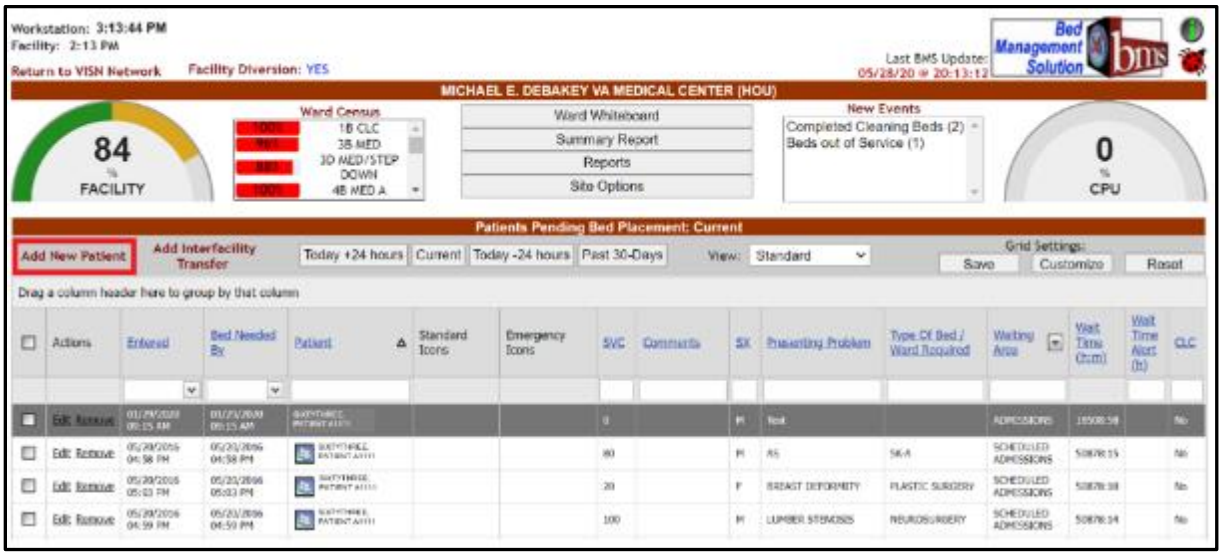
Figure 190 - Isolation Required Checkbox



A screen is displayed confirming the modification of the record in the database.

You can also add an Isolation Required icon from the facility page by clicking Add New Patient in the upper left in the row below the Census gauge.

Figure 191 - Add New Patient in Patient Pending Bed Placement List

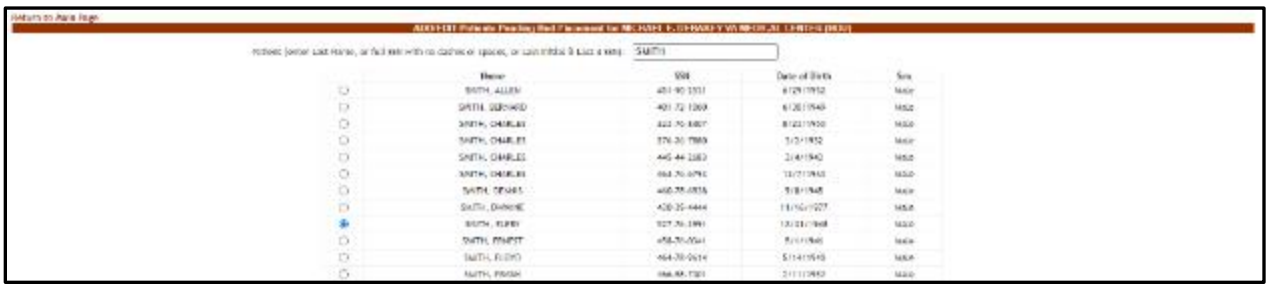


The following page is displayed:

Figure 192 - Enter Patient Lookup Information

Look up the patient you would like to edit by typing their last name, full SSN or Last Initial & Last 4 of the SSN in the Patient search box. The following page is displayed:

Figure 193 - Select Patient



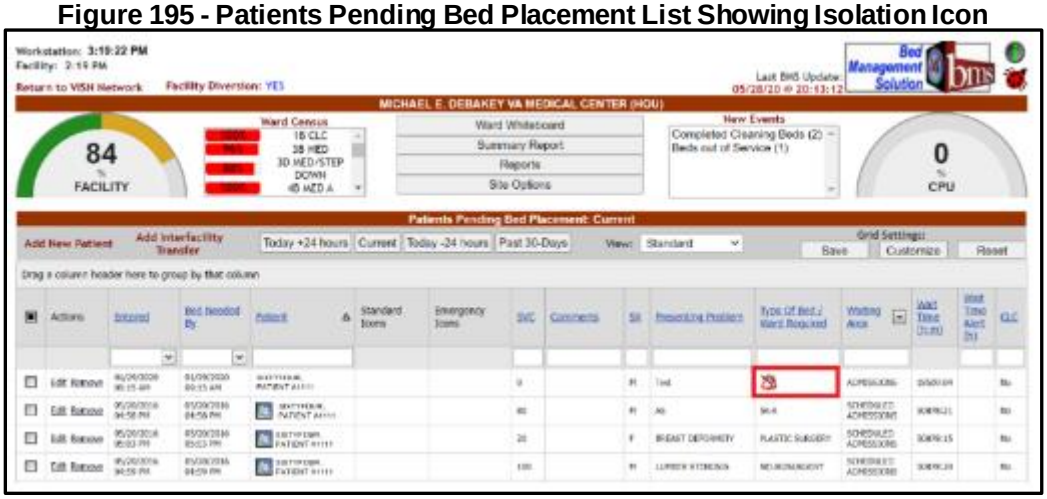
Select the radial button in front of the patient you would like to choose, then press Submit. The following page is displayed:

Figure 194 - Add/Edit Patients Pending Bed Placement

To add Isolation status, select the checkbox next to Isolation Required.

Click Submit at the bottom of the page to save changes. A screen is displayed confirming the modification of the record in the database.

Figure 195 - Patients Pending Bed Placement List Showing Isolation Icon

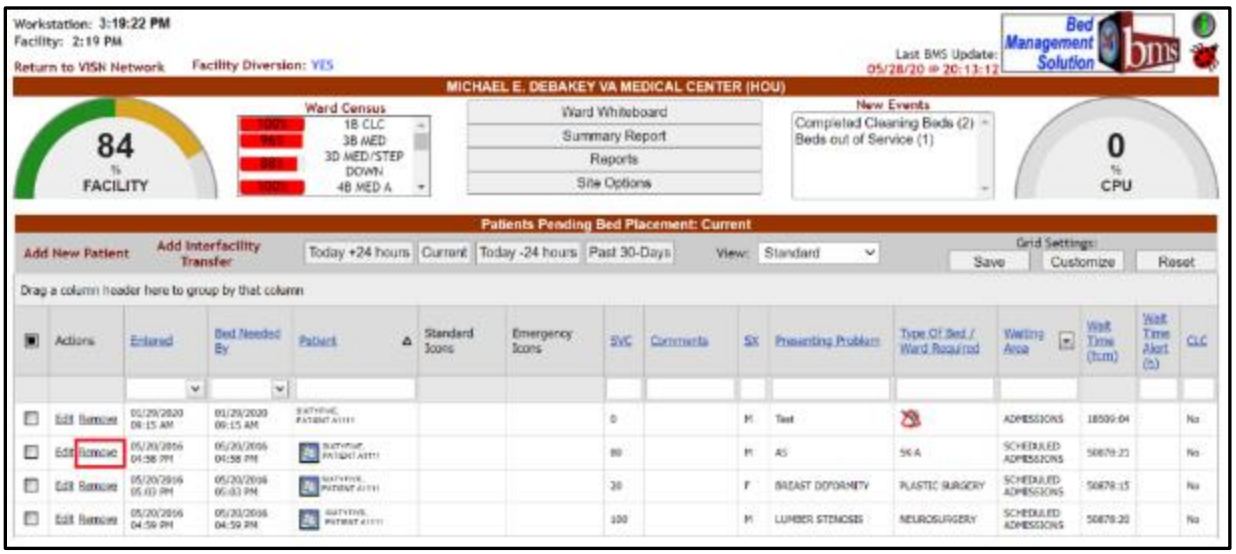


The Isolation Required icon will show in the Patients Pending Bed Placement list in Type of Bed/Ward Required.

4.2.1.6. Removing Patient from the Patient Pending Bed Placement List

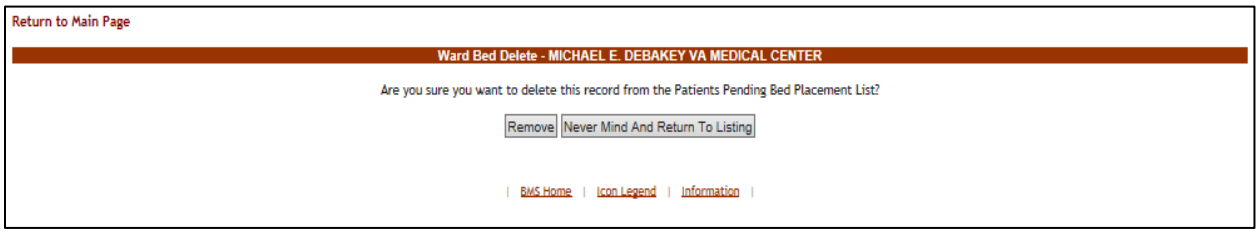
In the facility home page, in the area **Patients Pending Bed Placement** click the corresponding **Remove** link.

Figure 196 - Remove Patient from the Pending Bed Placement List



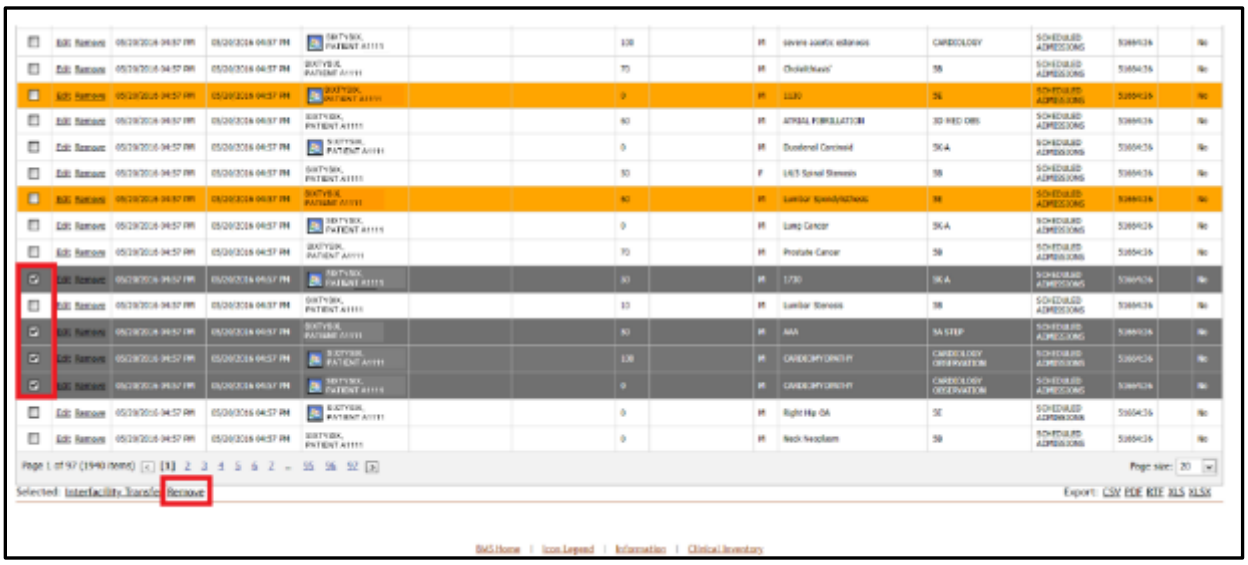
Before actually removing the patient from the pending bed placement list, you will be asked to confirm the operation.

Figure 197 - Remove Patient from the Pending Bed Placement List Confirmation



To add remove multiple patients, select one or more patients by clicking the checkbox to the left of their name in the Patient Pending Bed Placement list. Then click the **Remove** link at the bottom left of the PPBP grid as displayed in the image below.

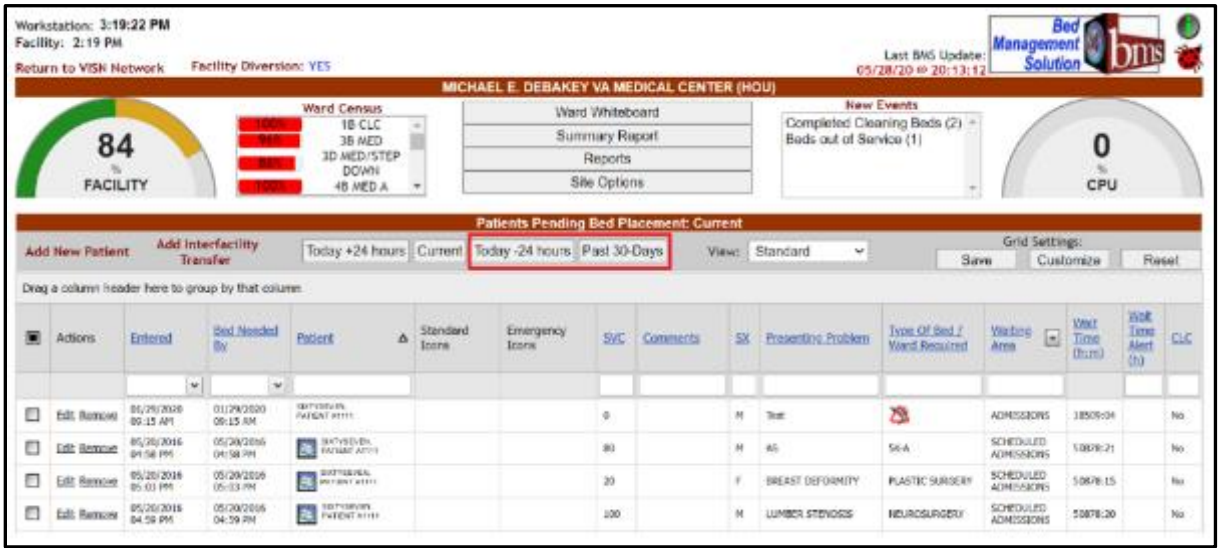
Figure 198 – Bulk Remove Patients from the Patient Pending Bed Placement List



4.2.1.7. Undo Remove Patient from Patients Pending Bed Placement List

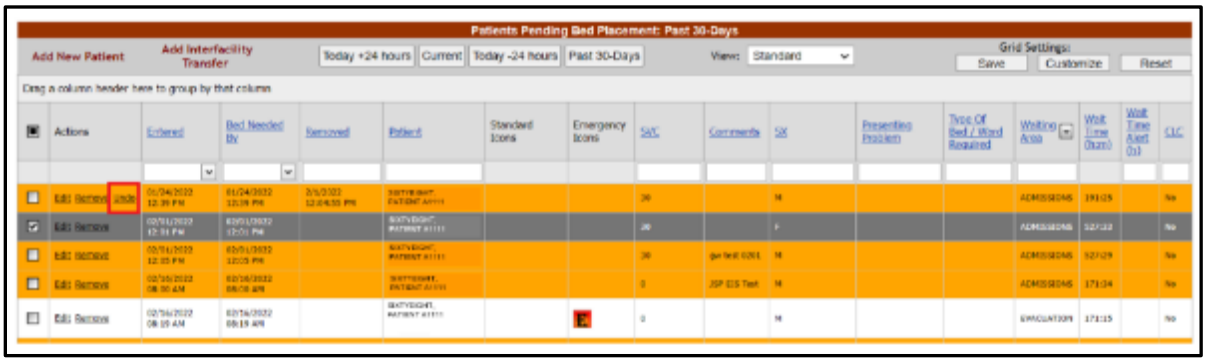
After removing a patient from the pending bed placement list an **Undo** link will become available. Select “Today -24 hours” or Past 30-Days to show current removed patients.

Figure 199 - Patients Pending Bed Placement: Current



Use the **Undo** link to cancel the Remove operation.

Figure 200 - Undo Remove Patient from the Patient Pending Bed Placement List



Before actually undoing the removal of the patient from the pending bed placement list, you will be asked to confirm the operation.

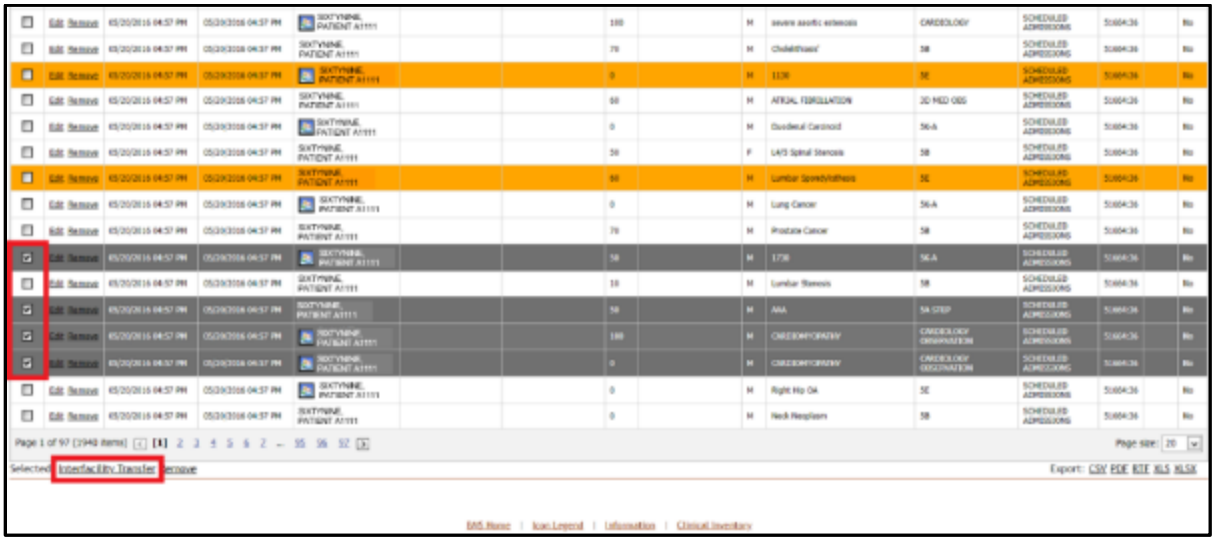
Figure 201 - Undo Remove Patient from the Pending Bed Placement List Confirmation

4.2.1.8. Adding an Interfacility Transfer

Adding interfacility transfers will place the patient information on the VISN Patients Pending Bed Placement list to assist with the transfer needs of the patient.

To add interfacility transfers in the facility home page for multiple patients, select one or more patients by clicking the checkbox to the left of their name in the Patient Pending Bed Placement list. Then click the **Interfacility Transfer** link at the bottom left of the PPBP grid as displayed in the image below.

Figure 202 – Selecting Bulk Patients for VISN Interfacility Transfer



To add an interfacility transfer in the facility home page click the **Add Interfacility Transfer** link to display the following page:

Figure 203 - VISN Interfacility Transfer Sheet – Select Patient

From the **Select Facility** field, select the name of the VA facility that the patient is associated with or the requesting facility. In the **Patient** field, enter either the patient name or the patient SSN number following the instructions on screen, then press the **Submit** button.

If there are several patients in the system with the same name, the system presents a list with details of the patients so that you can identify the patient you need.

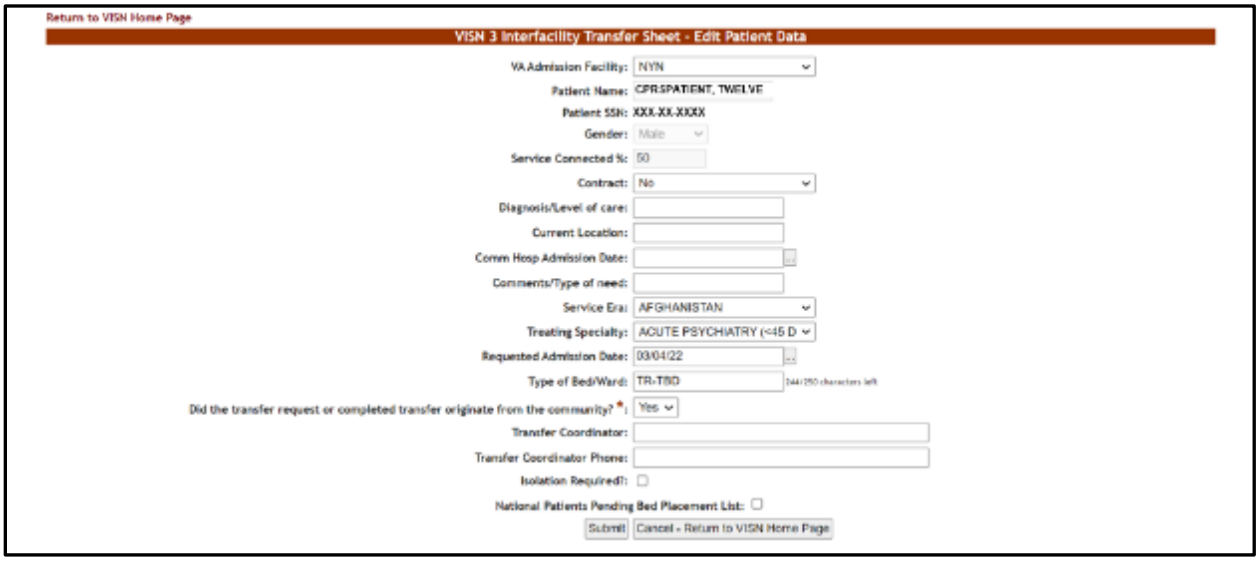
Figure 204 - VISN Interfacility Transfer Sheet – Select Patient

If you entered the patient SSN and the patient is registered in the VistA system, the associated information (patient full name, gender, service connected) will be retrieved and presented as in the following image.

Figure 205 - VISN Interfacility Transfer Sheet – Enter Patient Data

If you entered the patient SSN but that patient has not been added yet to the VistA system you will have to fill in the associated information (patient full name, gender, service connected) as in the following image. (The verification will eventually be done by the system when using the Finalize option and if the patient is still not found in the VistA system the finalize operation cannot be completed.)

Figure 206 - VISN Interfacility Transfer Sheet – Enter Patient Data



In the **VISN Interfacility Transfer Sheet – Enter Patient Data** page the name of the current facility, the VISN it belongs to and the Region are displayed.

Enter the following data:

Table 31 - Interfacility Transfer Parameters

FIELD	ENTER
Service Era	The period of service that the patient served.
Contract:	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis/Level of care	The diagnosis for which the patient requests admission to the community hospital.
Current Location	The name of the location where the patient is currently being treated
Location Admission Date	The date when the patient has been admitted in the selected location.
Comments/Type of need	The type of need for which the patient is being transferred to the community hospital.
Treating Specialty	The treating specialty corresponding to the type of need.
Requested Admission Date	The date when the patient should be able to be admitted to the VA facility.
Type of Bed/Ward	The Type of Bed/Ward that the patient requires.

FIELD	ENTER
Did the transfer request or completed transfer originate from the community?	Designates the patient as Community Care. Formerly labeled “Community Care Patient.” This field is now required.
Transfer Coordinator	Name of the Transfer Coordinator.
Transfer Coordinator Phone	Phone number of the Transfer Coordinator.
National Patients Pending Bed Placement List	If the patient is to be included or not in the National Patients Pending Bed Placement list.

Click the **Submit** button to enter the data into the system.
A screen is displayed confirming the successful registration of the record in the database

4.2.1.9. Ward Occupancy Report

To generate the Ward Occupancy report, follow the instructions below.

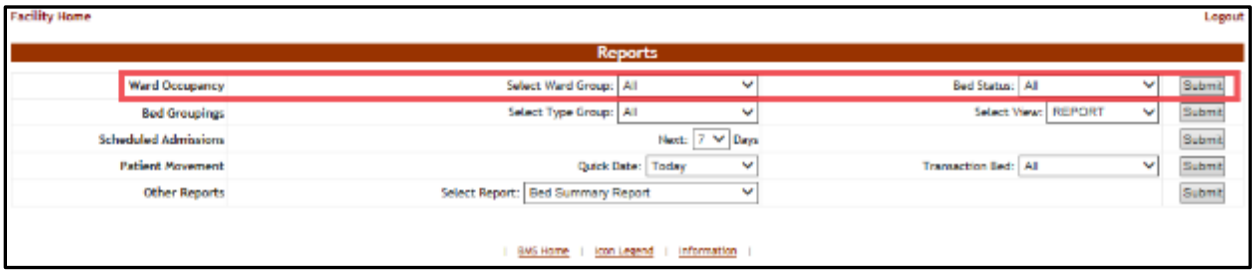
From the Facility Home page, the user will need to navigate to the Reports page by clicking the Reports button as highlighted below.

Figure 207 - Report Page Navigation

In the Reports area, from the **Select Ward Group** field, click the arrow button to display a list of ward groups defined in the system and select the ward group for which you want to generate the report. Then, from the **Bed Status** field select one of the available options (All, Available, Female, Occupied).

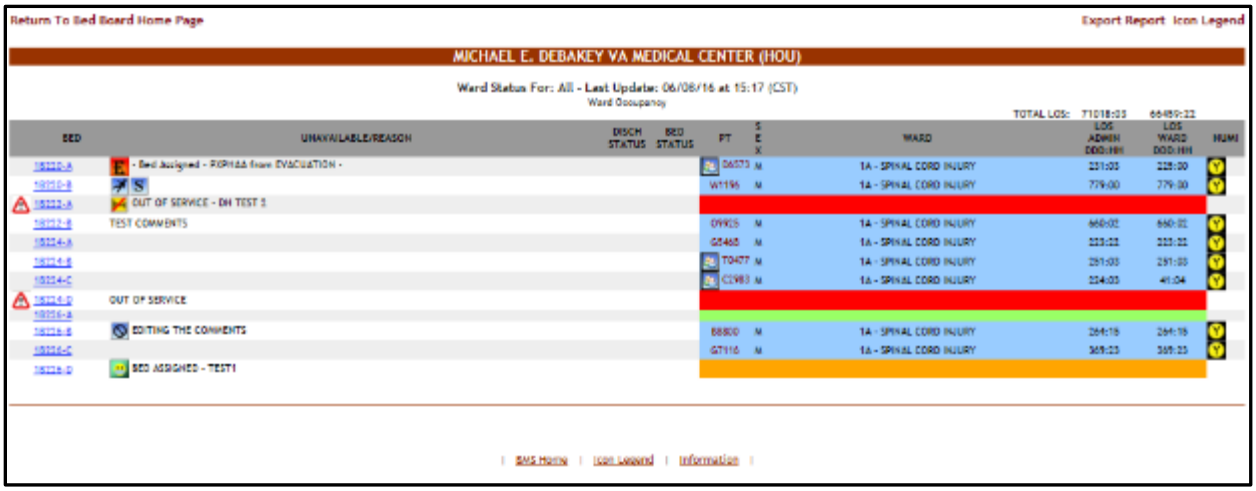
For details on how to define ward groups see the section 3.1.2.1 Adding a VistA Ward…

Figure 208 - Selecting Parameters for Ward Occupancy Report



After you have selected the desired criteria press the **Submit** button. The report is displayed as in the following image.

Figure 209 - Ward Occupancy Report



The following data is available for each entry:

Table 32 - Ward Status Parameters

COLUMN	DESCRIPTION
Bed	The room/bed number.
Unavailable/reason	The reason why it has been marked as unavailable.
Discharge status	The bed will be vacated for one of the following reasons: “Anticipated Discharge or Discharge Appointment”, “Discharge Ordered”, or “Interward Transfer”. See **Table 56 - Beds Parameters** for more information.
Bed status	The bed cleaning status. See the Icon Legend for the meaning of the icon.
PT (patient)	The name of the patient occupying the bed.
Sex	The gender of the patient.
Ward	The ward where the bed is.
LOS ADMIN (Length of stay)	The patient’s length of stay in the facility
LOS WARD (Length of stay)	The patient’s length of stay on the ward

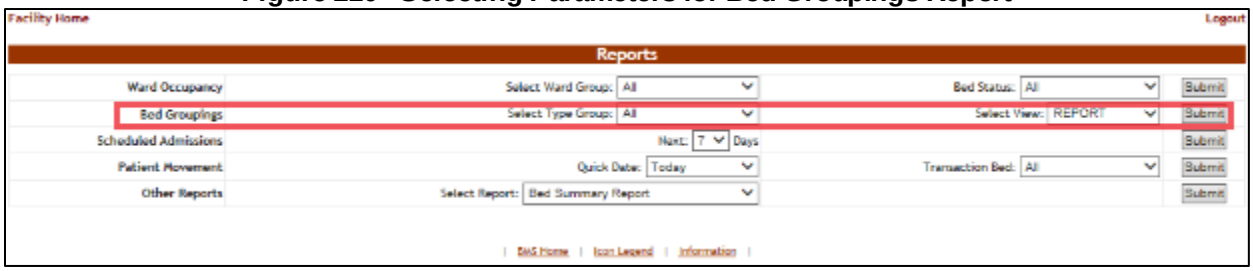
COLUMN	DESCRIPTION
NUMI	The National Utilization Management Integration (NUMI) automates utilization review assessment and outcomes. The Utilization Management (UM) Process is a tool used to help verify that patients are receiving the right care, at the right time, and in the right place. UM is both a quality and efficiency tool, as it is used to move patients efficiently through the VA system to maximize use of resources. UM reviewers assess patient admissions and hospital stay days using standardized objective evidence-based clinical criteria to determine whether patients meet criteria for acute hospital care. Refer to the NUMI icons for the different levels of care.

4.2.1.10. Bed Groupings Report

To generate the Bed Groupings report, follow the instructions below.

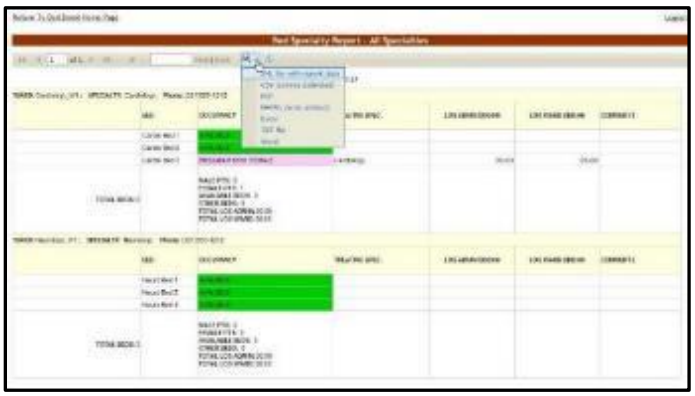
On the Reports page, from the Bed Groupings row, click the arrow button of the **Select Type Group** field to display a list of available wards and select the ward for which you want to generate the report. From the **Select View** field choose a type of view ("report" or "roster" are the available options). The bed grouping report allows you to see the usage of beds for a specific BMS type group such as Medical/Surgical, CLC or ICU. Using the report view will display the information by BMS type group where the roster will display the beds in order. The roster view shows each bed once while the report views displays the beds by VistA ward/specialty.

Figure 210 - Selecting Parameters for Bed Groupings Report



Click the **Submit** button: the report is displayed as in the following image.

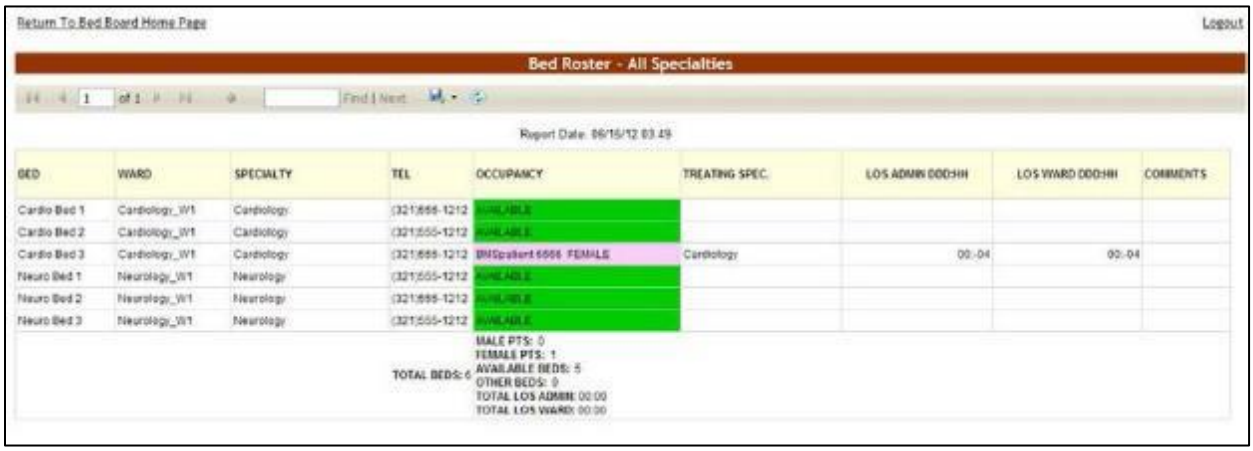
Figure 211 - Bed Specialty Report



Note: The view depends on the option chosen from the **Select View** field: "report" or "roster," in the image above the "report" option has been chosen.

The same report in the “roster” view is displayed in the image below.

Figure 212 - Bed Specialty Report – Roster View



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button (see image above).

Once exported, the **Print** button allows the site user to send the generated report to a printer.

The header of the report displays the criteria used to generate the report: the selected ward and the specialty.

The following data is available in the report:

Table 33 - Bed Specialty Parameters

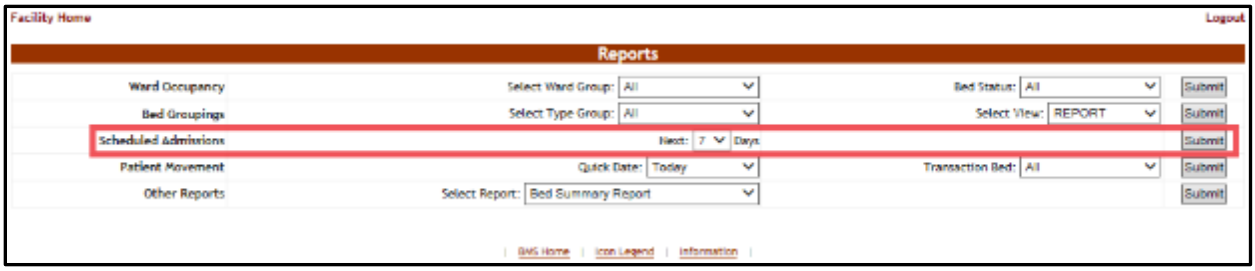
COLUMN	DESCRIPTION
Bed	The room/bed number.
Ward	The name of the ward.
Specialty	The ward specialty.
Tel	The telephone number of the ward POC.
Occupancy	The status of the bed: available, assigned or occupied. (colors are assigned to each status so that they are easily identifiable)
Treating Specialty	The medical specialty to which the bed is assigned.
LOS ADMIN	The patient’s length of stay in the facility
LOS WARD	The patient’s length of stay on the ward
Comments	Any relevant additional info entered by the site user.

4.2.1.11. Scheduled Admissions Report

To generate the Scheduled Admissions report, follow the instructions below:

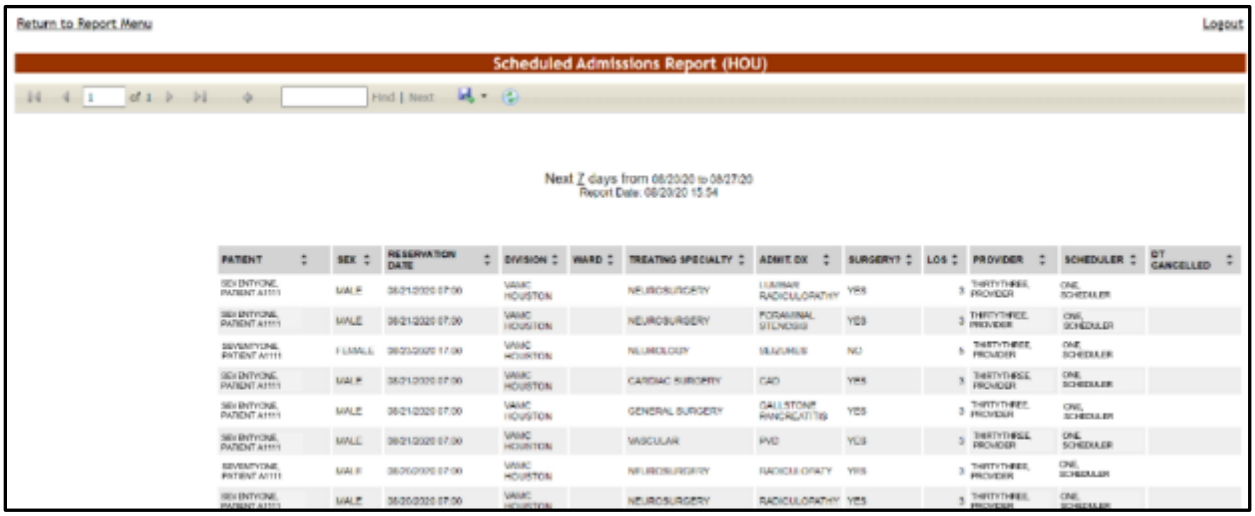
On the Reports page, from the Scheduled Admissions report select for how many days you want to generate the report. You can look ahead 1 week or back 1 week. You can now look at those patients scheduled for today.

Figure 213 - Selecting Parameters for Scheduled Admissions Report



After selecting the number of days, click the **Submit** button to display the report as in the following image.

Figure 214 - Scheduled Admissions Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 34 - Scheduled Admissions Parameters

COLUMN	DESCRIPTION
Patient	The name of the patient displayed as Last Name plus first letter of last name and last 4 of SSN in parentheses. Example: Brown (B1234)
Sex	The gender of the patient.
Reservation Date	The date for which the admission is scheduled.
Division	The division where the admission has been made.

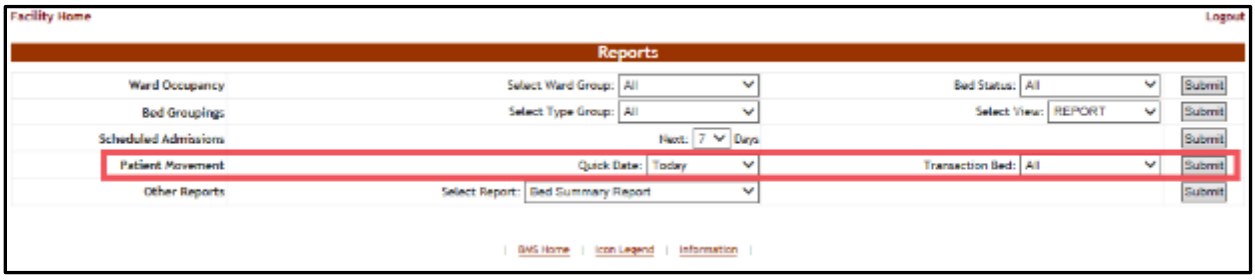
COLUMN	DESCRIPTION
Ward	The ward name.
Treating Specialty	The treating specialty indicated when admission scheduled in VistA. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA
Admt. Dx.	Reason for admission entered in VistA. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA
Surgery?	Indicates if the admitted patient is scheduled for surgery.
LOS	Anticipated Length of Stay. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA.
Provider	The physician arranging the admission. This field is a pre-existing field in the site's VistA instance and BMS is just pulling this field in from VistA.
Scheduler	VA person that scheduled the admission. This filed is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA.
DT cancelled	If the admission was cancelled, the date and time of the cancellation.

4.2.1.12. Patient Movement Report

To generate the Patient Movement report, follow the instructions below.

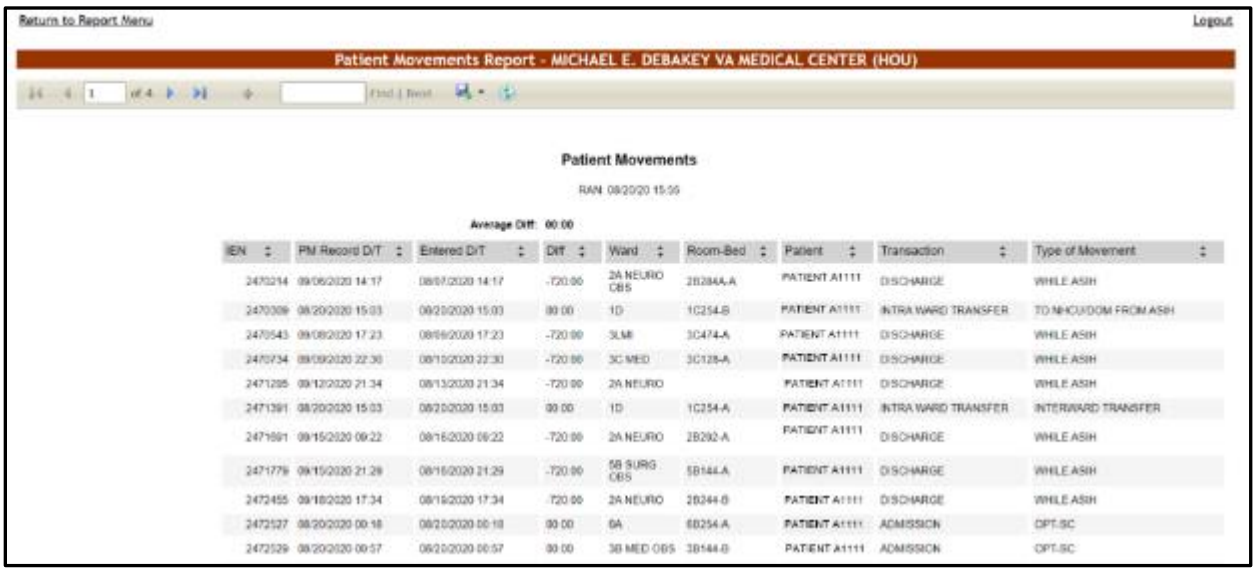
On the facility home page, click the Reports button. On the Reports page, the fourth row is the Patient Movement report. Choose the number of days you want to generate the report using the Quick Date field. From the Transaction Bed field select the type of movement/transaction you want to include in the report (admission, discharges, transfers, specialty transfers, or All).

Figure 215 - Selecting Parameters for Patient Movement Report



After selecting the desired number of days and the type of transaction, you want to include in the report click the **Submit** button. The Patient Movement report is displayed as in the following image.

Figure 216 - Patient Movement Report



IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
2470214	09/06/2020 14:17	08/07/2020 14:17	-720:00	2A NEURO OBS	2B284A-A	PATIENT A1111	DISCHARGE	WHILE ASIH
2470309	08/20/2020 15:03	08/20/2020 15:03	00:00	1D	1C254-B	PATIENT A1111	INTRA WARD TRANSFER	TO NHCU/DOM FROM ASIH
2470543	09/08/2020 17:23	08/09/2020 17:23	-720:00	3LMI	3C474-A	PATIENT A1111	DISCHARGE	WHILE ASIH
2470734	09/09/2020 22:30	08/10/2020 22:30	-720:00	3C MED	3C128-A	PATIENT A1111	DISCHARGE	WHILE ASIH
2471285	09/12/2020 21:34	08/13/2020 21:34	-720:00	2A NEURO		PATIENT A1111	DISCHARGE	WHILE ASIH
2471391	08/20/2020 15:03	08/20/2020 15:03	00:00	1D	1C254-A	PATIENT A1111	INTRA WARD TRANSFER	INTERWARD TRANSFER
2471691	09/15/2020 09:22	08/16/2020 09:22	-720:00	2A NEURO	2B292-A	PATIENT A1111	DISCHARGE	WHILE ASIH
2471776	09/15/2020 21:29	08/16/2020 21:29	-720:00	5B SURG OBS	5B144-A	PATIENT A1111	DISCHARGE	WHILE ASIH
2472455	09/18/2020 17:34	08/19/2020 17:34	-720:00	2A NEURO	2B244-B	PATIENT A1111	DISCHARGE	WHILE ASIH
2472527	08/20/2020 00:18	08/20/2020 00:18	00:00	6A	6B254-A	PATIENT A1111	ADMISSION	OPT-SC
2472529	08/20/2020 00:57	08/20/2020 00:57	00:00	3B MED OBS	3B144-B	PATIENT A1111	ADMISSION	OPT-SC

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

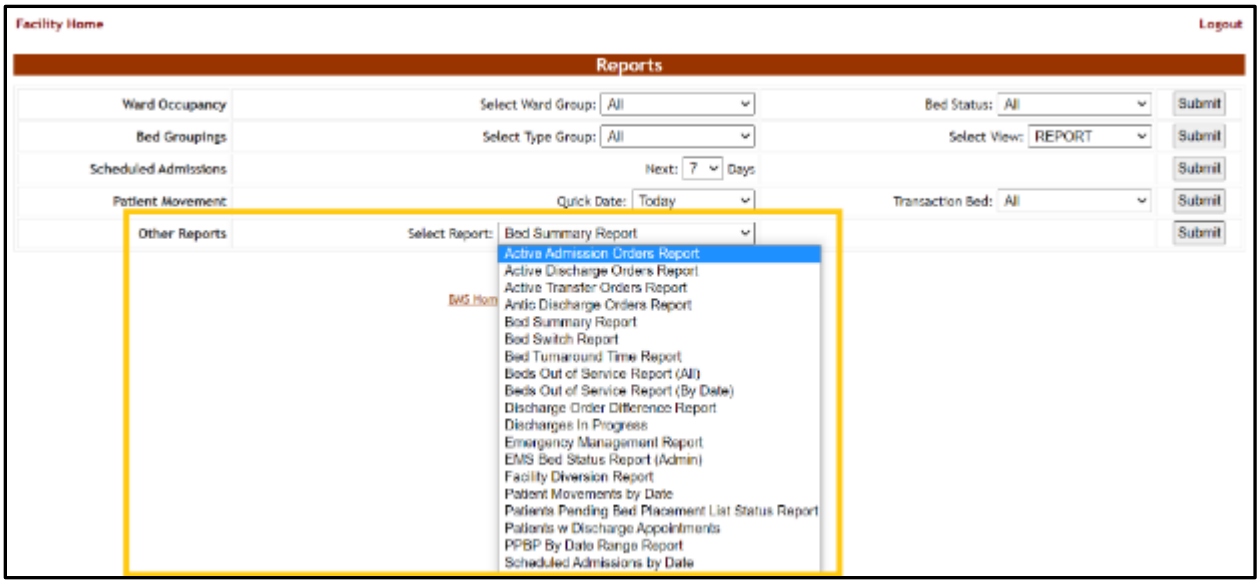
Table 35 - Patient Movement Parameters

COLUMN	DESCRIPTION
IEN	The VistA Internal Entry Number for the primary lookup key in the Patient Movement file.
PM Record D/T	The date and time when the patient movement has been recorded.
Entered D/T	The date and time when the movement has been registered in the system.
Diff	The time lapse between the date/time when the movement occurred and when it has been registered.
Ward	The name of the ward.
Room-Bed	The name of the room/bed.
Patient	The patient name/last 4 of SSN.
Transaction	The type of transaction.
Type of Movement	The type of movement.

4.2.1.13. Other Reports

Use the arrow button of the field Select Report to display a list of reports that can be generated and select the desired one then press the **Submit** button.

Figure 217 - Other Reports



The following sections present each of the additional reports that can be generated.

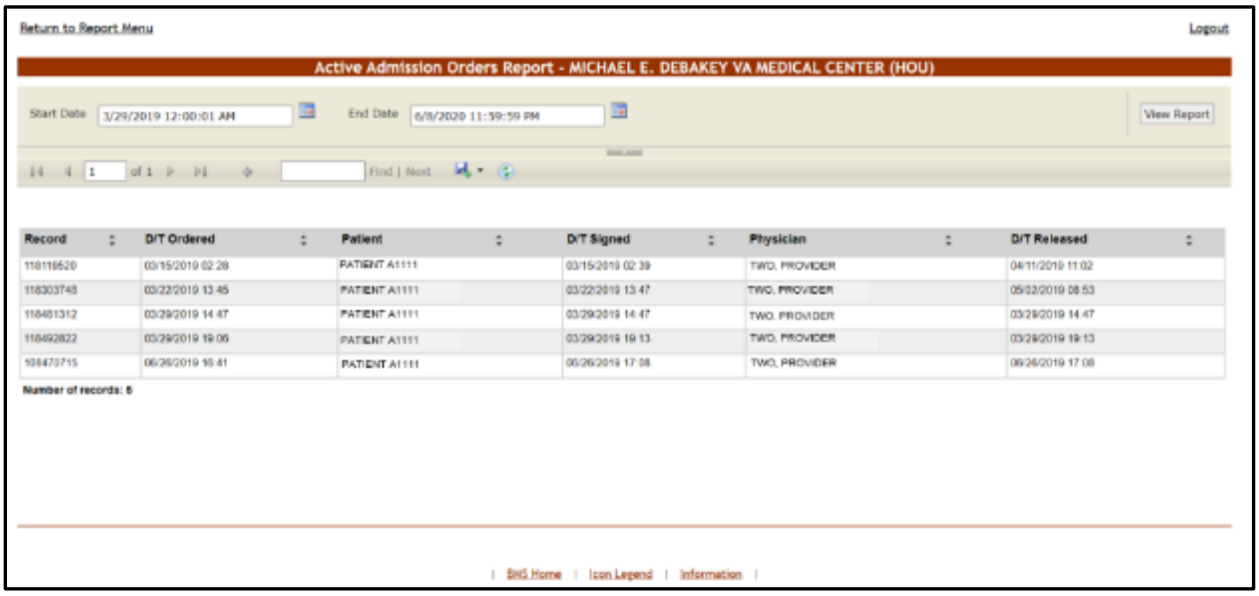
4.2.1.14. Active Admission Order Report

This report shows the patients with admission orders as defined by the orderable items in the site option page. This report shows the IEN (internal entry number) of the order, the date and time it was written, the patient name, the date/time the order was signed, the provider writing the order and the date/time the order was released.

To generate the Active Admission Orders report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Active Admission Orders Report then press the **Submit** button: the report is displayed as in the following image.

Figure 218 - Active Admission Orders Report



From the upper part of the page, you can select the time interval for which you want to generate the report: after selecting a Start Date and an End Date click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each admission order in the report, the following data is available: The following data is available for each entry:

Table 36 - Active Admission Orders Parameters

Column	Description
Record (Internal entry number - IEN)	The VistA Internal Entry Number for the primary lookup key in the Order file.
D/T Ordered	The date and time of the admission order.
Patient	The name of the patient being admitted.
D/T Signed	The date and time when the admission order was signed.
Physician	The name of the physician signing the admission order.
D/T Released	The date and time of the actual release.

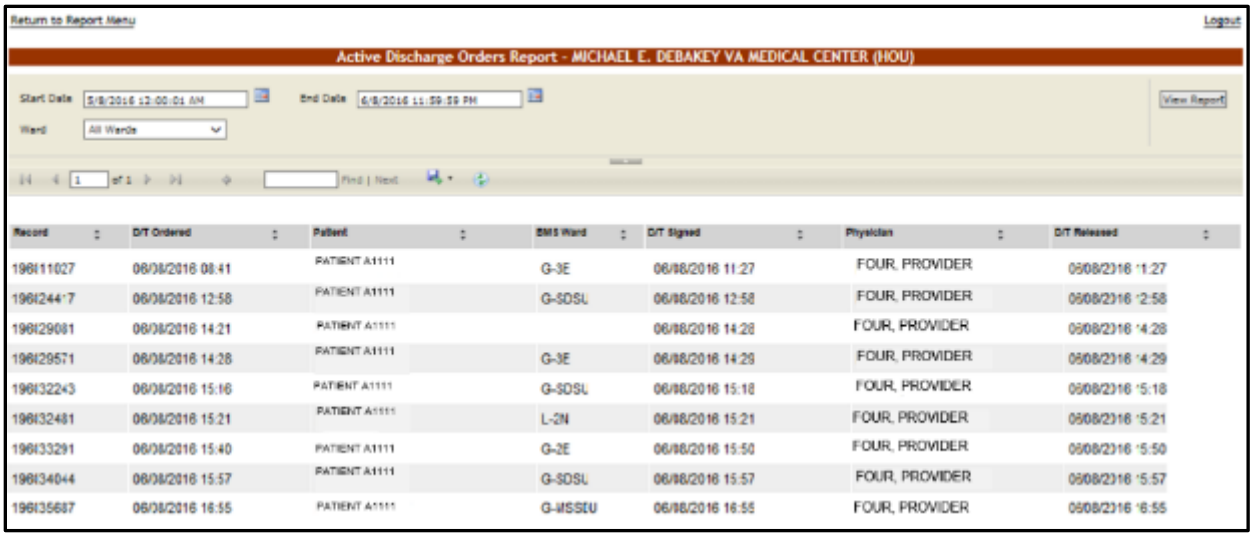
4.2.1.15. Active Discharge Order Report

This report shows the patients with discharge orders as defined by the orderable items in the Site Options page. This report shows the IEN (internal entry number) of the order, the date and time it was written, the patient name, the date/time the order was signed, the provider writing the order and the date/time the order was released.

To generate the Active Discharge Orders report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Active Discharge Orders Report then press the **Submit** button: the report is displayed as in the following image.

Figure 219 - Active Discharge Orders Report



From the upper part of the page, you can select the time interval for which you want to generate the report: after selecting a Start Date and an End Date, use the **Ward** field to select the ward(s) for which you want to generate the report then click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each discharge order in the report, the following data is available:

Table 37 - Active Discharge Orders Parameters

COLUMN	DESCRIPTION
Record	This is a unique ID automatically generated by the system identifying the patients' discharge order.
D/T Ordered	The date and time of the discharge order.

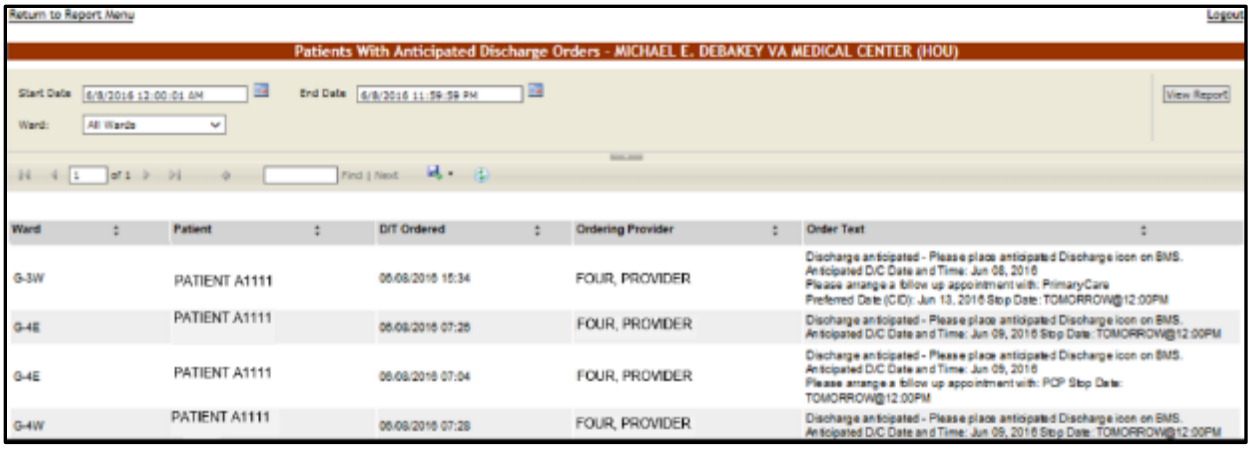
Patient	The name of the patient being discharged.
BMS Ward	The BMS ward where the patient has been treated.
D/T Signed	The date and time when the discharge order was signed.
Physician	The name of the physician signing the discharge order.
D/T Released	The date and time of the actual discharge/release.

4.2.1.16. Anticipated Discharge Orders Report

To generate the Anticipated Discharge report, follow the instructions below.

On the Reports Page, from the **Other Reports** field select Antic Discharge Orders Report then press the **Submit** button. The report is displayed as in the following image.

Figure 220 - Anticipated Discharge Report



Using the **Start Date** and **End Date** fields, you can define the time interval for which you want to generate the report. From the **Ward** field select the ward for which you want to generate the report. After selecting the desired parameters click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each anticipated discharge order in the report, the following data is available:

Table 38 - Anticipated Discharge Orders Parameters

Column	Description
Ward	The name of the ward from where the anticipated discharge operation is being performed.

Patient	The name of the patient being discharged with anticipation.
D/T Ordered	The date and time of the anticipated discharge order.
Ordering Provider	The full name of the clinician ordering the patient's discharge.
Order Text	The text of the anticipated discharge order.

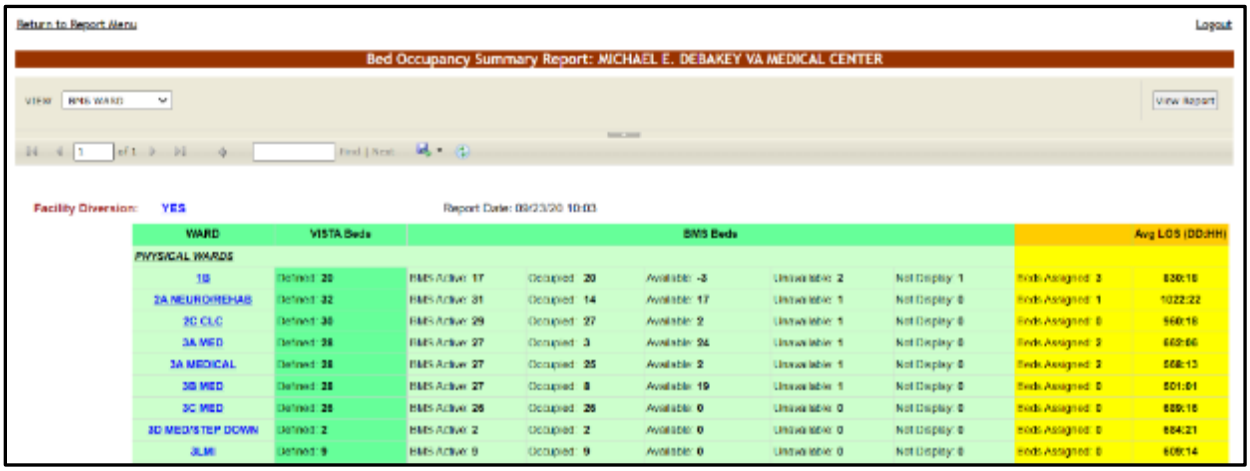
4.2.1.17. Bed Occupancy Summary Report

This report is high-level and gives a quick overall view on bed occupancy and therefore availability in the entire facility.

To generate the Bed Occupancy Summary report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Bed Occupancy Summary Report then press the Submit button. The report is displayed as in the following image.

Figure 221 - Bed Occupancy Summary Report – BMS Wards

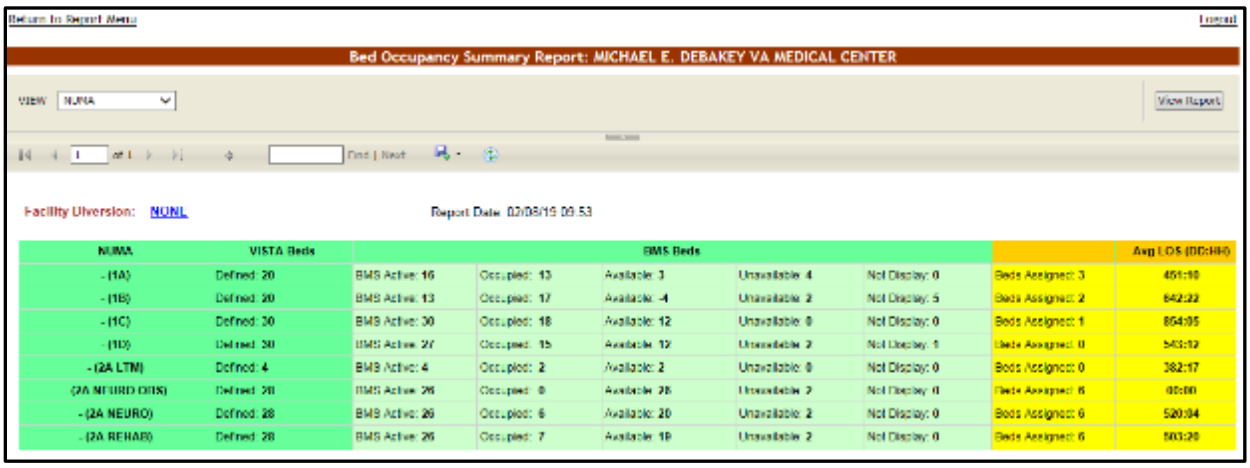


From the VIEW field select one of the available options: BMS WARD, NUMA or HAvBED, and click the **View Report** button:

- BMS view shows the bed summary by BMS ward group text
- NUMA shows the bed summary report by NUMA specialties such as acute-medical, acute- surgical or mental health /chronic
- HAvBed will convert the specialties above to a more specific group of beds used in evacuation and placement of patients.

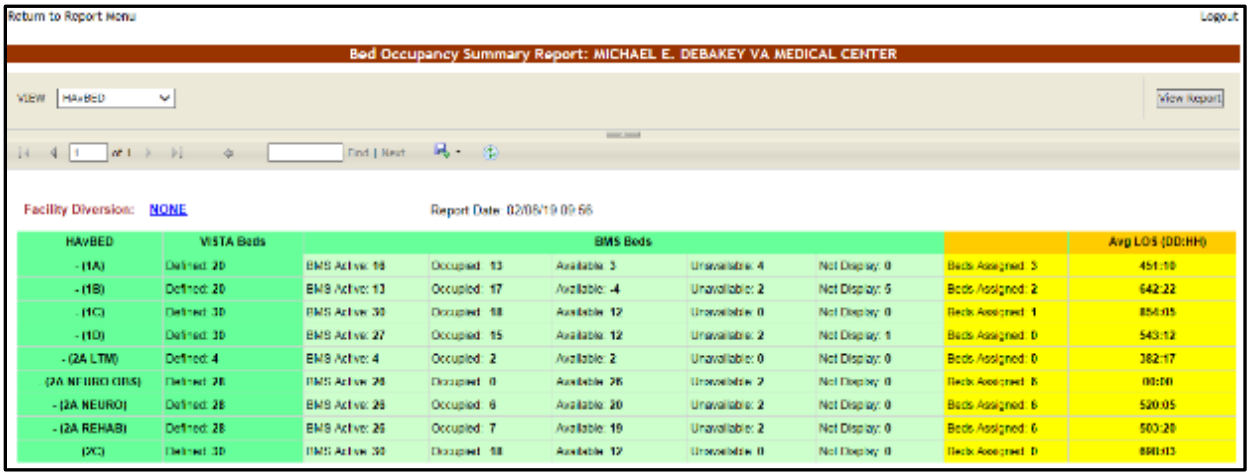
The image above presents the report for the BMS wards. Below is an example of a report for the Nursing Unit Mapping Application (NUMA) specialty.

Figure 222 - Bed Occupancy Summary Report – NUMA Wards



The Hospital Available Beds for Emergencies and Disasters (HAvBED) bed summary report is displayed as in the following image.

Figure 223 - Bed Occupancy Summary Report – HAvBED Wards



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the Print button allows the site user to send the generated report to a printer.

The following data is available:

Table 39 - Bed Summary Parameters

COLUMN	DESCRIPTION
Ward/NUMA/HAvBED	The name of the BMS ward group or the NUMA/HAvBED associated.
VistA Beds	The number of active VistA Beds in the ward.

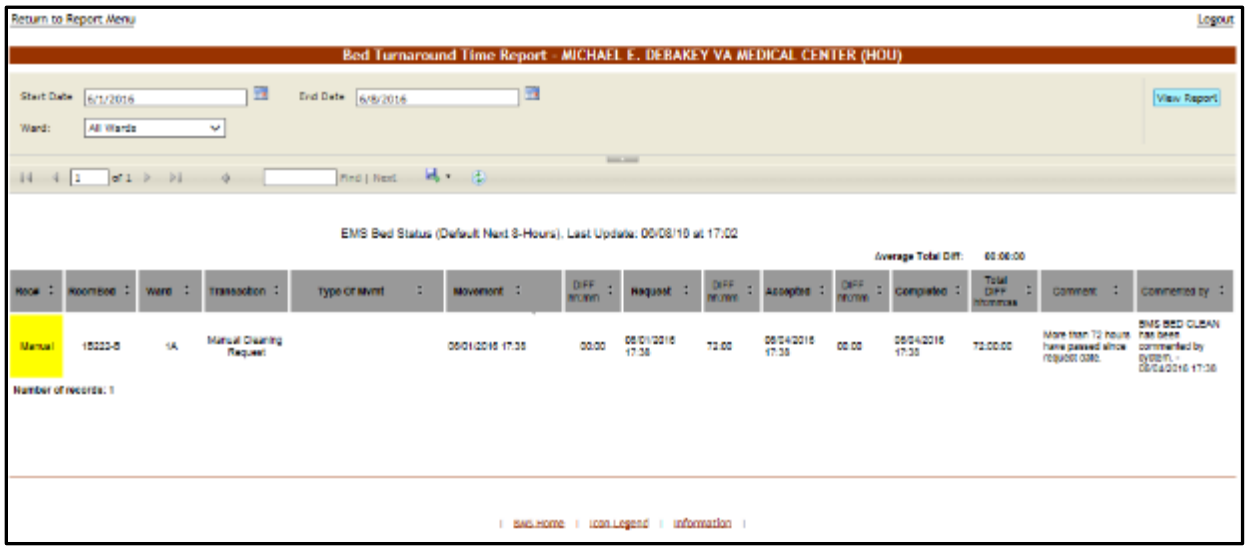
COLUMN	DESCRIPTION
BMS Beds	The number of beds in the ward grouped by their corresponding status (active, occupied, available, unavailable, not displayed).
Beds Assigned	The number of beds which have already been assigned to a patient.
Avg. LOS	The average length of stay for all patients on that ward combined.
Other Information	This area presents the number of Scheduled Admissions for the facility as well as the number of patients pending bed placement.

4.2.1.18. Bed Turnaround Time Report

This report shows how long it takes from discharge of one patient until the bed is ready for the next. To generate the Bed Turnaround Time report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Bed Turnaround Report then press the **Submit** button. The report is displayed as in the following image:

Figure 224 - Bed Turnaround Time Report



From the **Ward** field the site user can select the ward for which to generate the report. Using the **Start Date** and **End Date** fields a time interval for the report can be defined. After selecting the desired parameters click the **View Report** button to generate the report.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 40 - Bed Turnaround Time Parameters

COLUMN	DESCRIPTION
Rec#	The record number automatically assigned in the system to any request. This is the discharge entry number in the patient movement file. Manual bed cleaning requests will not display a record number but the word “manual”.
RoomBed	The code/number of the room/bed requested.
Ward	The code/name of the ward.
Transaction	The type of transaction that caused a bed cleaning usually transfer or discharge.
Type of Mvmt	The type of movement.
Movement	The date and time when the movement has occurred. (The icon indicates that the EMS notification has been sent by BMS).
DIFF	The time lapse between the date/time when the movement occurred and when it was requested.
Request	The date and time when a request has been issued.
DIFF	The time lapse between the date/time when the request is submitted and when the cleaning is accepted by the bed cleaner.
Accepted	The date and time when the request was accepted.
DIFF	The time lapse between the date/time when the request was accepted and when it was completed.
Completed	The date and time when the movement was completed.
Total DIFF	The accumulated total of time lapse between the date/time when the request is submitted and when the cleaning is completed by the bed cleaner
Comment	Any comments added in the Comments field.
Commented by	The user who entered the comments.

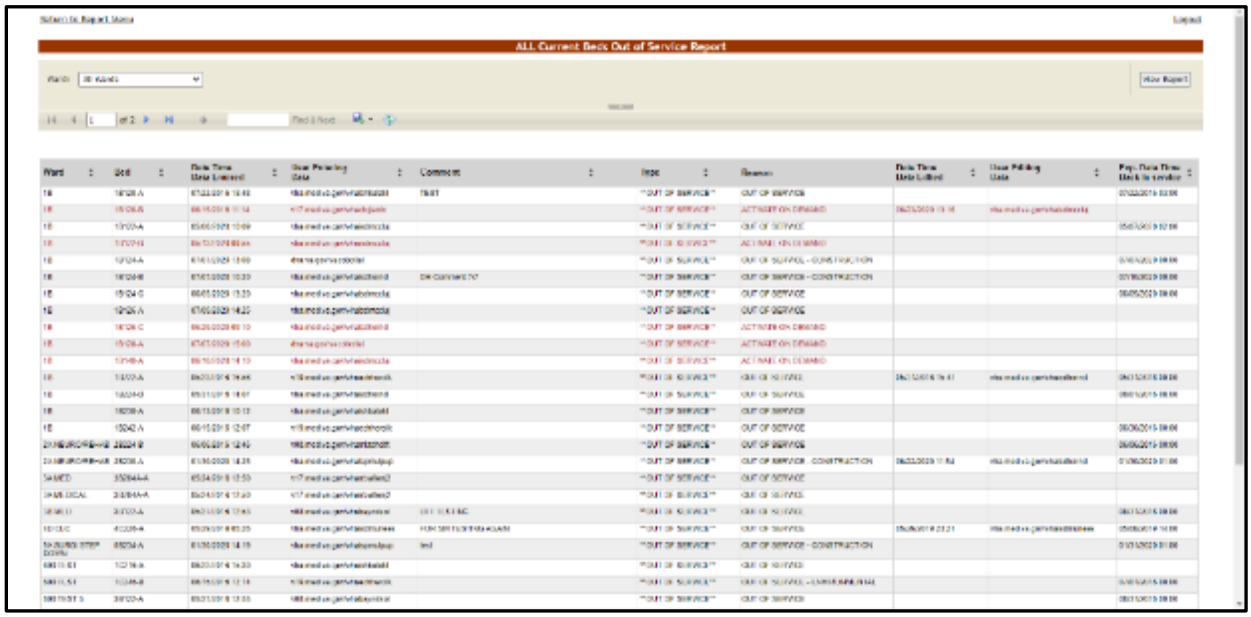
4.2.1.19. Beds Out of Service Report – All

This report shows which beds are or were unavailable and the time they are expected to be back in service.

To generate the Beds Out of Service (All) report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Beds Out of Service (All) report then press the **Submit** button. The report is displayed as in the following image:

Figure 225 - ALL Current Beds Out of Service Report



From the **Ward** field the site user can select the ward for which to generate the report. After selecting the ward(s), click the **View Report** button to generate the report.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip. Use the scroll bar to display all the data available.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 41 - Beds Out of Service (All) Parameters

COLUMN	DESCRIPTION
Ward	The ward where the bed is located.
Bed	The bed's facility assigned number.
Date Time Data Entered	The date and time when the bed was marked as "out of service."
User Entering Data	The user who has taken the bed out of service.
Comment	The comment entered by the user when taking the bed out of service.
Type	The type of reason for which the bed was taken out of service.
Reason	Additional description of the type of reason the bed was taken out of service.

COLUMN	DESCRIPTION
Data Time Data Edited	The date and time when the bed has been taken out of service.
User Editing Data	The name of the user who has taken the bed out of service.
Date Time Data Cleared	The date and time when the data has been cleared.
Exp. Date Time Back in service	The date when the bed is expected to be back in service.

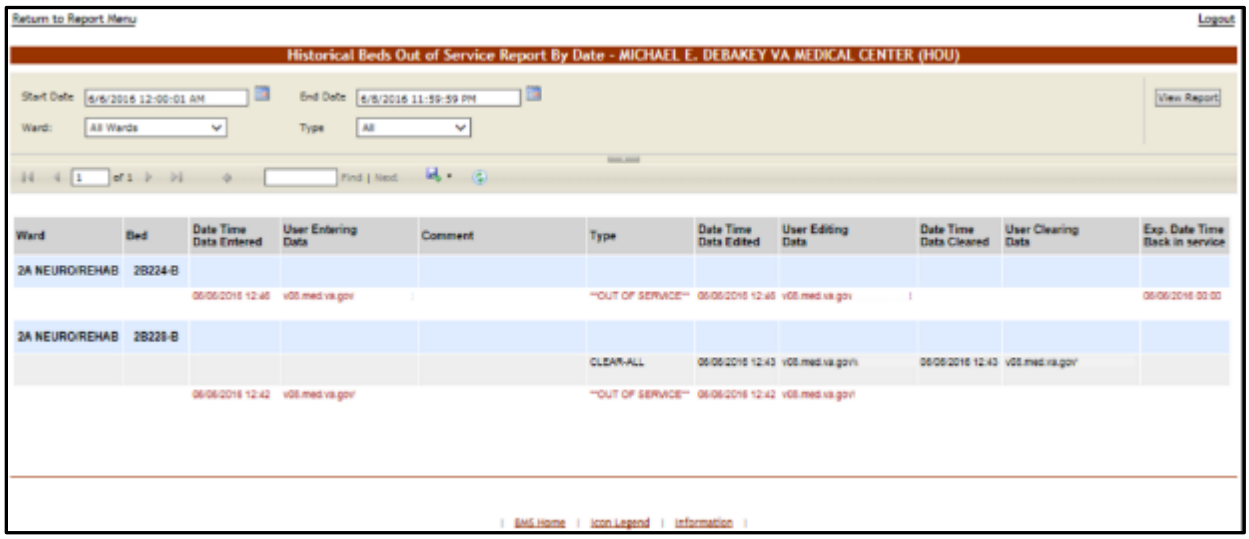
4.2.1.20. Historical Beds Out of Service Report - By Date

This Report shows the beds set to Out of Service during the time frame of the report, and the date they are expected back in service.

To generate the Beds Out of Service (by Date) report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Beds Out of Service (by Date) report then press the **Submit** button: the report is displayed as in the following image.

Figure 226 - Historical Beds Out of Service Report - By Date



From the Ward field the user can select the desired ward or All Wards to generate the report. From the Type field the site user can select the type of reason (Information or Out of service) for the bed being out of service. Using the Start Date and End Date fields a time interval for the report can be defined. After selecting the desired parameters, click the View Report button to generate the report.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the Save button. Once exported, the Print button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 42 - Historical Beds Out of Service (by Date) Parameters

COLUMN	DESCRIPTION
Ward	The ward where the bed is located.
Bed	The code of the bed.
Date Time Data Entered	The date and time when the bed was marked "Out of Service."
User Entering Data	The user who has taken the bed out of service.
Comment	The comment entered by the user when taking the bed out of service.
Type	The Bed Out of Service Reason
Data Time Data Edited	The type of reason for which the bed was taken out of service, can be either (*Information* or *Out of service*).
User Editing Data	The date and time when the bed has been taken out of service.
Date Time Data Cleared	The name of the user who has taken the bed out of service.
User Clearing Data	The explanation of the date when the bed was placed back in service.
Exp. Date Time Back in service	The ward where the bed is located.

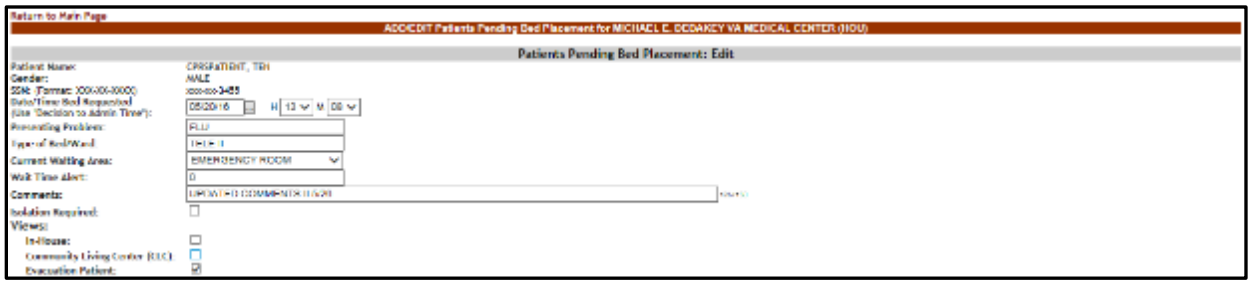
4.2.1.21. Emergency Management Report

This report provides information that can be printed and used in case of an emergency:

- Roster report is a listing of those patients needing to be evacuated and transported out of the facility;
- Regulate report provides a worksheet that can be used with some prefilled information such as admitting diagnosis;
- Manifest report can be used by those actually evacuating the patient such as the driver/attendant of the bus or vehicle.
- Transfer report is a report listing patients transferred and the facility or ward from which the patient was transferred.

The emergency management report presents a list with all the patients that need to be evacuated in case of emergency: all the patients currently admitted in the facility as shown in the **Ward Whiteboard Home** page. The report presents the data entered in the Evacuation Data fields, which become available when selecting the option Evacuation patient in the **ADD/EDIT Patients Pending Bed Placement for (facility name)** page. Some data fields are designed to be filled out once the reports have been printed for use in the actual transport of those patients being evacuated.

Figure 227 - Patients Pending Bed Placement- Evacuation Patient



To generate the emergency management report, follow the instructions below.

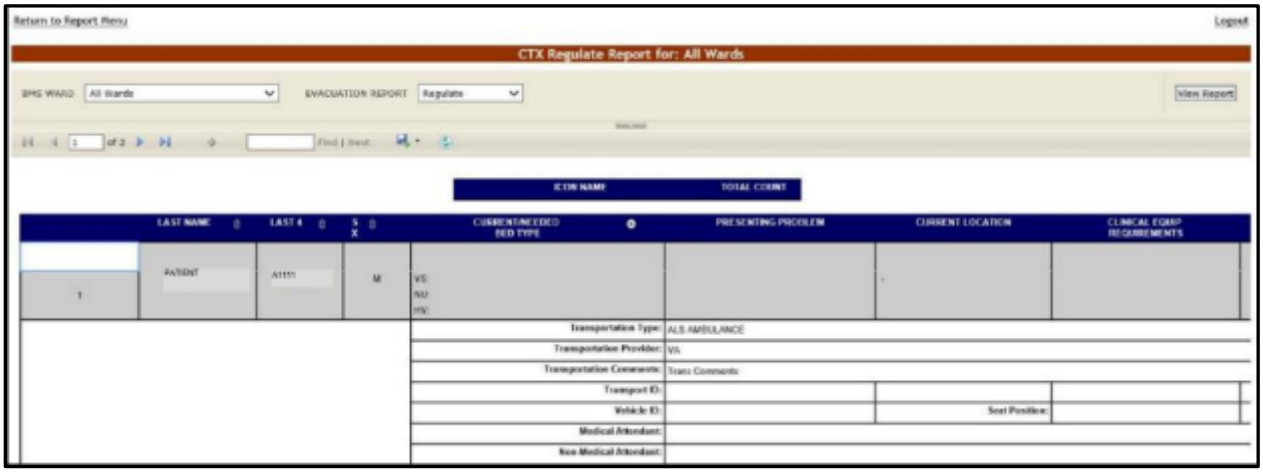
On the Reports page from the **Other Reports** field select the Emergency Management Report. The following page is displayed:

Figure 228 - Emergency Management Report – Roster

From the BMS Ward field select the ward(s) for which you want to generate the report. From the EVACUATION REPORT field select one of the display options for the report: Roster, Regulate or Manifest.

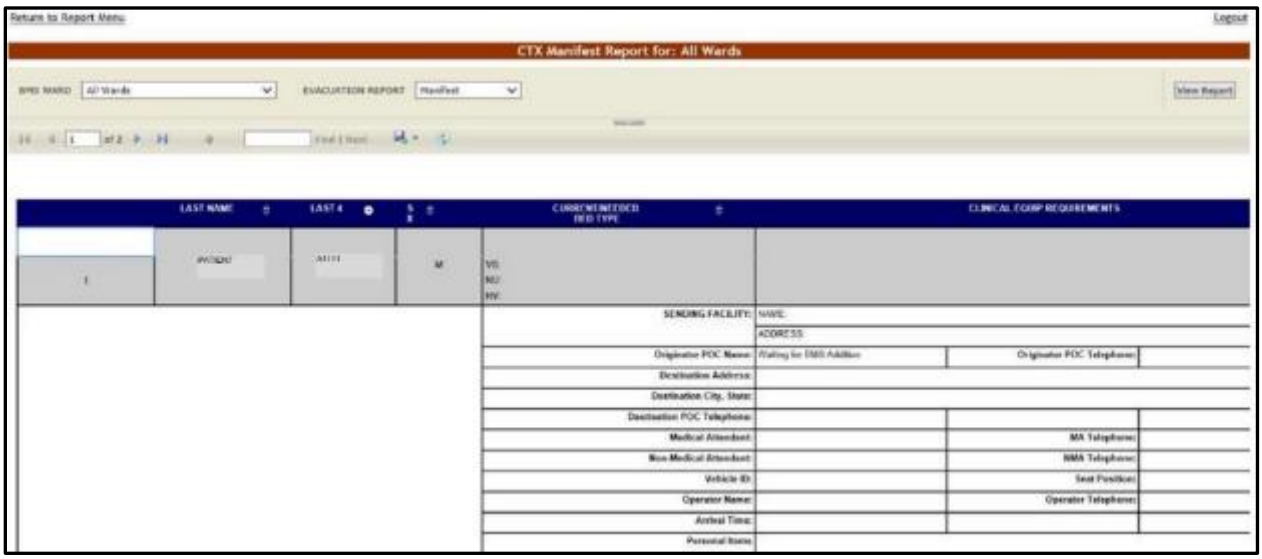
Below is an example of a report displayed with the Regulate display option.

Figure 229 - Emergency Management Report – Regulate



Below is an example of a report displayed with the Manifest display option.

Figure 230 - Emergency Management Report – Manifest



Below is an example of a report displayed with the Patient Transfer display option.

Figure 231 - Emergency Management Report – Transfer

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 43 - Emergency Management Reports Parameters

COLUMN	DESCRIPTION
Last Name	Last name of the patient who needs to be evacuated.
Last 4	First Initial of last name and last four digits of the patient SSN.
SX	The gender of the patient.
Disp. Status	The disposition with which the patient is added to the patient pending bed placement list.

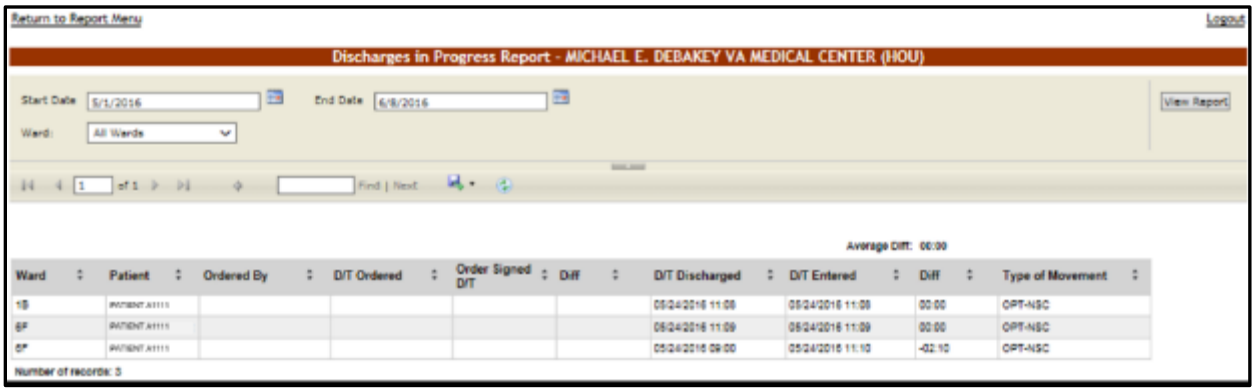
COLUMN	DESCRIPTION
Current/Needed Bed Type	The type of bed needed for the patient who is being evacuated.
Presenting Problem	The problem for which the patient has been admitted. Pulls in admitting Diagnosis for inpatients
Current Location	The current location of the patient. Pulls in current ward/room/bed
Clinical Equipment Requirements	The clinical equipment requirements for the patient.
Transport Care Level	The transport care level.
Originator POC Telephone	The telephone of the facility from where the patients are evacuated.
Destination Address	The address of the facility where the patient is evacuated to.
Destination City, State	The city and state where the patient is evacuated to.
Destination POC Telephone	The telephone of the Point-of-Contact of the facility where the patient is evacuated to.
Medical Attendant	The name of the Medical Attendant assigned for the patient.
MA Telephone	The phone # of the Medical Attendant assigned for the patient.
Non-Medical Attendant	The name of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
NMA Telephone	The phone # of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
Vehicle ID	The identifying # of the transportation vehicle.
Seat Position	The seat position of the patient for the transportation vehicle.
Operator Telephone	The telephone of the facility from where the patients are evacuated.
Evacuation Comments:	Any relevant evacuation comments.

4.2.1.22. Discharges in Progress Report

To generate the Discharges in Progress report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Discharges in Progress Report then press the **Submit** button: the report is displayed as in the following image.

Figure 232 - Discharges in Progress Report



From the **Ward** field select the ward for which you want to generate the report. Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. The **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 44 - Discharges in Progress Parameters

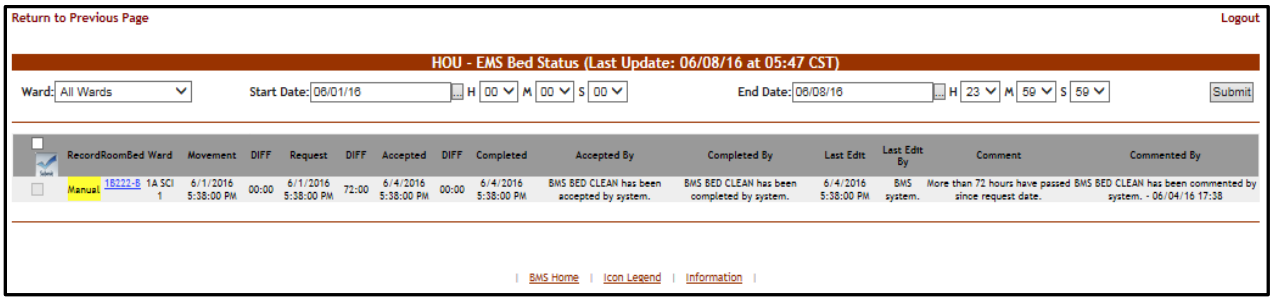
COLUMN	DESCRIPTION
Ward	The name of the ward where the bed is.
Patient	The patient code of the patient who is being discharged.
Ordered by	The name of the clinician writing the discharge order.
D/T Ordered	The date and time when the discharge order has been issued.
Order Signed D/T	The date and time the discharge order was signed.
Diff	The time lapse between the date/time when the discharge was ordered and the date/time that the discharge order was signed.
D/T Discharged	The date and time when the actual discharge was performed.
D/T Entered	The date and time when the discharge was registered in the system.
Diff	The time lapse between the date/time when the discharge was performed and the date/time it was registered in the system.
Type of Movement:	The type of movement.

4.2.1.23. EMS Bed Status Report – Admin

To generate the EMS Bed Status report, follow the instructions below.

On the Reports page, from the **Other Reports** field select EMS Bed Status Report (Admin) then press the **Submit** button. The report is displayed as in the following image.

Figure 233 - EMS Bed Status Report



From the **Ward** field select the ward for which you want to generate the report. Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. After selecting the desired parameters, click the **Submit** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 45 - EMS Bed Status Parameters

COLUMN	DESCRIPTION
Record	The number automatically assigned in the system to the record. This is the discharge entry number in the patient movement file.
RoomBed	The room and bed number.
Ward	The ward number.
Movement	The date and time when the movement has been registered.
DIFF	The time lapse between the date/time when the movement occurred and when it was requested.
Request	The date and time of the request.
DIFF	The time lapse between the date/time when the request occurred and when it was accepted.
Accepted	The date and time when the request was accepted.
DIFF	The time lapse between the date/time when the request was accepted and the date/time when the request was completed.
Completed	The date and time when the movement has been completed.
Accepted by	The name of the person who accepted the request.

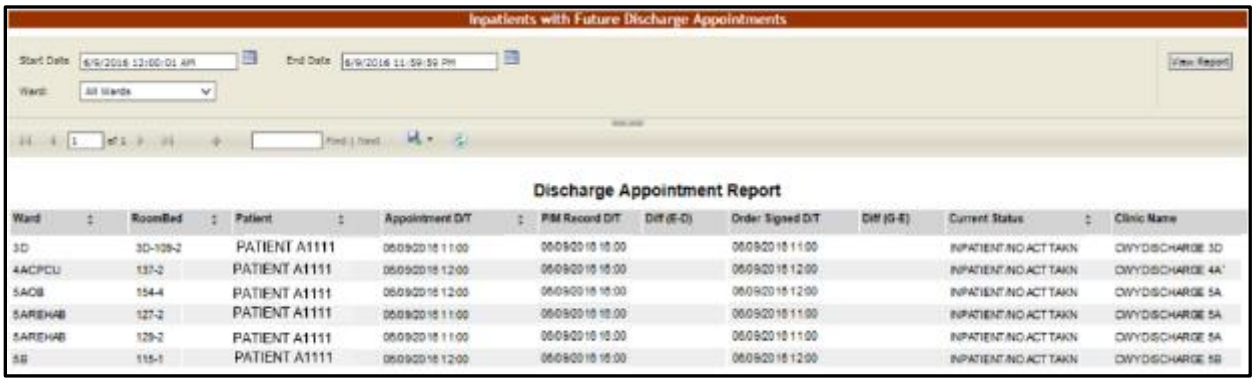
COLUMN	DESCRIPTION
Completed by	The name of the person that completed the operation.
Last Edited	The date and time when the record was last edited.
Comment	The comments entered in the Comments field.
Commented by	The user who entered the comments.

4.2.1.24. Patients with Discharge Appointments Report

To generate the Future Discharge report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Patients w Discharge Appointment Report then press the **Submit** button. The report is displayed as in the following image:

Figure 234 - Inpatients with Future Discharge Report Appointments



Using the **Start Date** and **End Date** fields, define the time interval for the report. From the **Ward** field select the ward for the report. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 46 - Future Discharge Report Parameters

COLUMN	DESCRIPTION
Ward	The code/name of the ward where the bed is.
Room Bed	The bed where the discharge is being performed.
Patient	The name of the patient being discharged.
Appointment D/T	The scheduled date and time of the discharge.

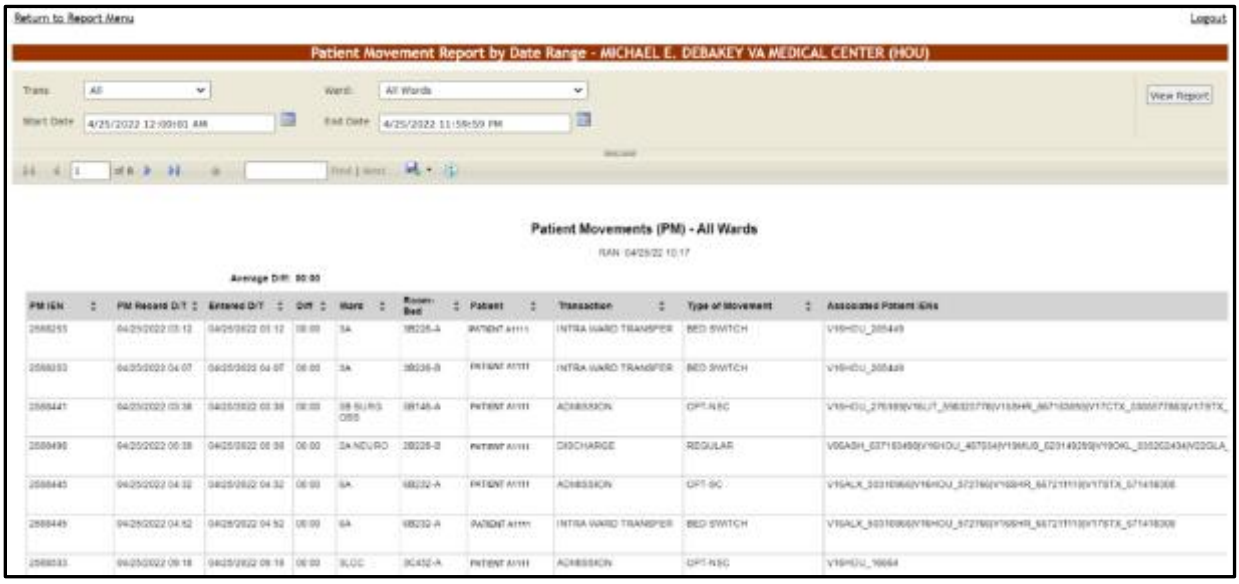
COLUMN	DESCRIPTION
PM (Patient Movement) Record D/T	The date and time of the last patient movement
Diff (E-D)	The time difference between the Appointment Date/Time and the Patient Movement Record Date/Time
Order Signed D/T	The date and time of the time the Discharge Order was signed.
Diff (G-E)	The time difference between the Appointment Date/Time and the Order Signed Date/Time.
Current Status	The current status of the discharge operation.
Clinic Name	The name of the Clinic where the patient has the discharge appointment.

4.2.1.25. Patient Movements by Date

To generate the Patient Movements by Date report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Patient Movements by Date then press the **Submit** button. The report is displayed as in the following image.

Figure 235 - Patient Movements Report by Date Range



From the **Trans** field select the type of movement (all, admissions, discharges, inter ward transfers, intra ward transfers, specialty transfers) you want to include in the report. Using the **Start Date** and **End Date** fields, define the time interval for the report. From the **Ward** field select the ward(s) for which you want to generate the report. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 47 - Patient Movement Report by Date Parameters

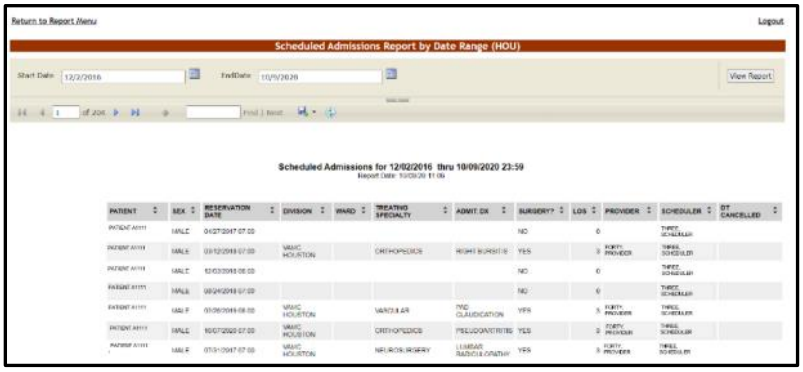
COLUMN	DESCRIPTION
PM IEN (Internal Entry Number)	The VistA Patient Movement Internal Entry Number for the primary lookup key in the Patient Movement file
PM Record D/T	The date and time when the patient movement has been registered in the system.
Entered D/T	The data and time the patient movement was entered in the system.
Diff	The time lapse between the PM Record D/T and the Entered D/T.
Ward	The code/name of the ward.
Room-Bed	The code of the room/bed.
Patient	The code/name of the patient.
Transaction	The type of transaction.
Type of Movement	The type of the movement.
Associated Patient IEN's	Patient Internal Entry Number

4.2.1.26. Scheduled Admissions by Date

To generate the Scheduled Admissions by Date report, follow the instructions below.

On the Reports page, from the **Other Reports** field select the Scheduled Admissions by Date then press the **Submit** button. The report is displayed as in the following image.

Figure 236 - Scheduled Admissions by Date



Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 48 - Scheduled Admissions Parameters

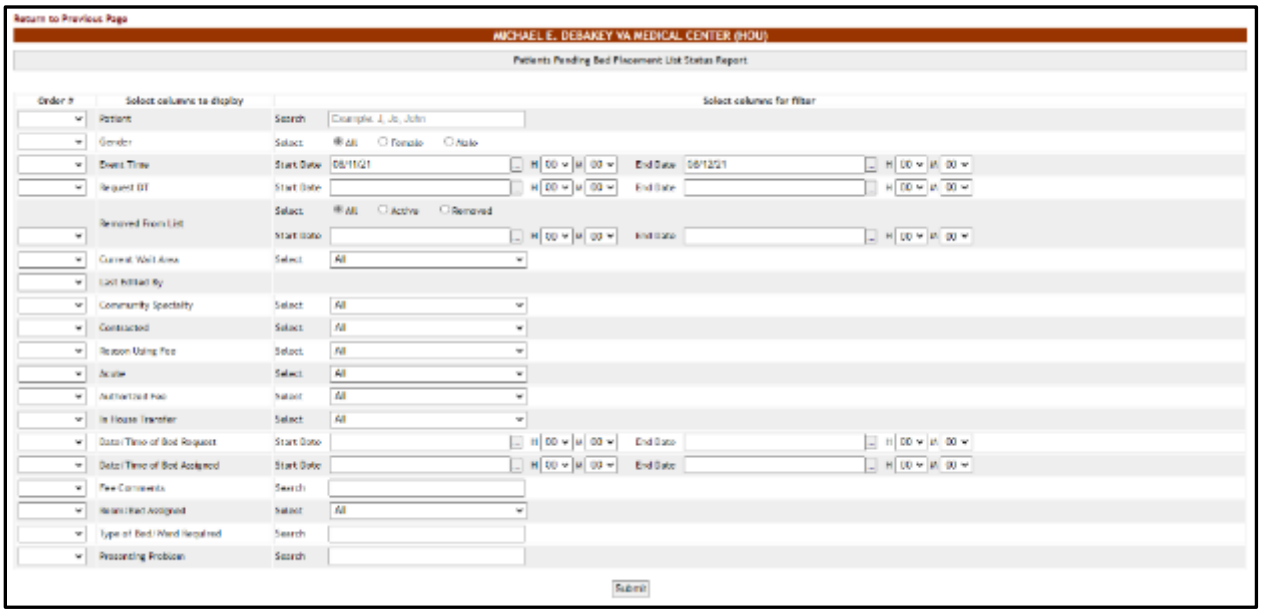
COLUMN	DESCRIPTION
Patient	The name of the patient displayed as Last Name plus first letter of last name and last 4 of SSN in parentheses. Example: Brown (B1234)
Sex	The gender of the patient.
Reservation Date	The date of admission.
Division	The Division where patient will be admitted.
Ward	The ward where is the bed for which the admission has been made.
Treating Specialty	The medical specialty to which the patient has been assigned.
Admt. Dx	Diagnosis on admission.
Surgery?	Indicates if the patient is scheduled for surgery.
LOS	Length of stay.
Provider	The primary care clinician for the patient.
Scheduler	The name of the person scheduling the admission.
DT Cancelled	If the scheduled admission was cancelled, the date and time of the cancellation.

4.2.1.27. Patients Pending Bed Placement List Status Report

To generate the Patients Pending Bed Placement List Status report, follow the instructions below.

On the Reports page, from the **Other Reports** field select the Patients Pending Bed Placement List Status report then press the **Submit** button. The report is displayed as in the following image:

Figure 237 - Patient Pending Bed Placement List Status Report Criteria



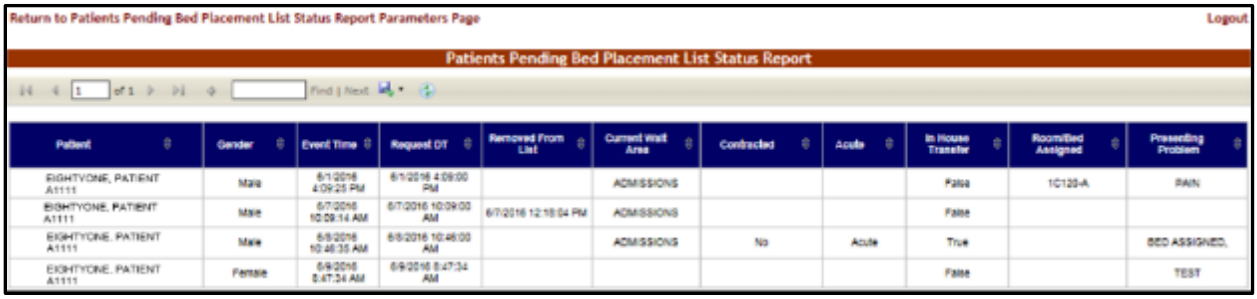
The user can select the data to be included in report.

From the **Order #** column select the order in which the columns of the report will be arranged. If you do not select a number in this column the associated column will not be included in the report.

From the area Select columns for filter select the filter criteria for the report entries.

Make your selections then press the **Submit** button to display the report as in the following image.

Figure 238 - Patient Pending Bed Placement List Status Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

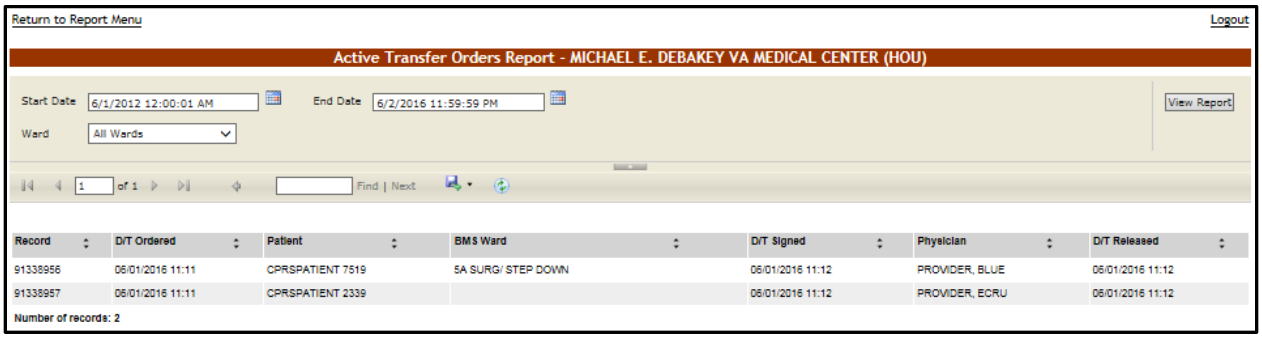
The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

4.2.1.28. Active Transfer Orders Report

This report presents the list of active transfer orders for the current facility. To generate the Active Transfer Orders report, follow the instructions below.

On the Reports page, from the **Other Reports** field select the Active Transfer Orders then press the **Submit** button. The report is displayed as in the following image.

Figure 239 - Active Transfer Orders Report



Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. Using the **Ward** field, select the ward or all wards. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, he **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 49 - Active Transfer Orders Report Parameters

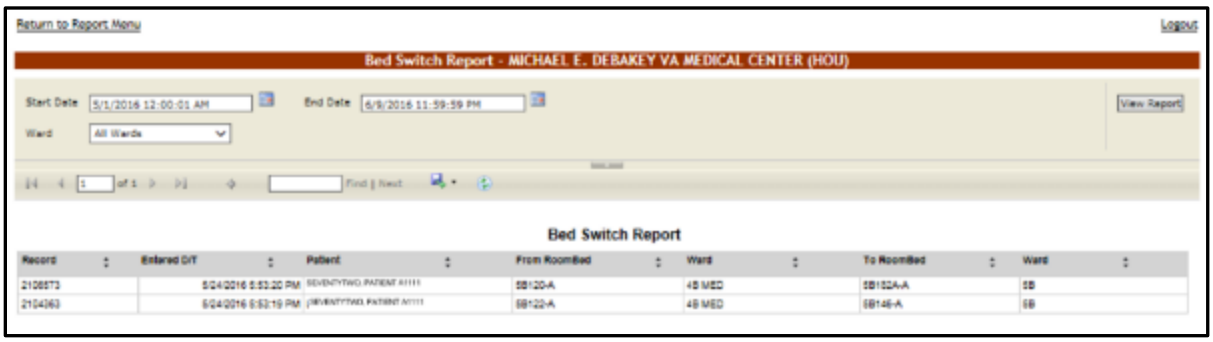
COLUMN	DESCRIPTION
Record	The number automatically assigned in the system to the record. This is the transfer entry number in the patient movement file.
D/T Ordered	The date and time when the transfer has been ordered.
Patient	The patient's last name and the last 4 digits of their SSN.
BMS Ward	The BMS ward where the patient is being transferred to.
D/T Signed	The date and time when the transfer order has been signed.
Physician	The name of the physician who signed the transfer order.
D/T Released	The date and time when the patient has been released.

4.2.1.29. Bed Switch Report

This report presents the list of active transfer orders for the current facility. To generate the Bed Switch report, follow the instructions below.

On the Reports page, from the **Other Reports** field select the Bed Switch Report then press the **Submit** button. The report is displayed as in the following image:

Figure 240 - Bed Switch Report



Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. Using the **Ward** field, select the desired ward of All Wards. After selecting the desired parameters, click the **View Report** button to generate the report.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 50 - Bed Switch Report Parameters

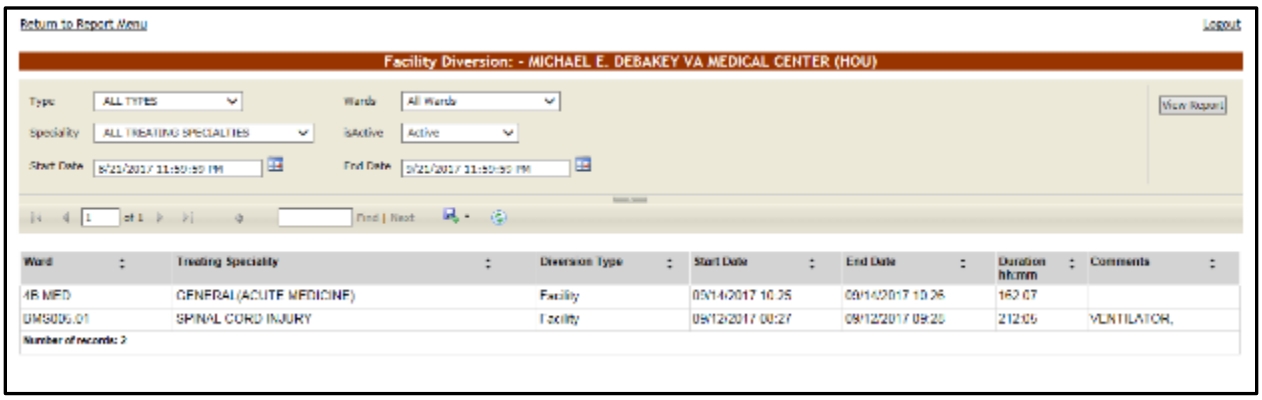
COLUMN	DESCRIPTION
Record	The number automatically assigned in the system to the record. This is the transfer entry number in the patient movement file.
Entered D/T	The date and time when the bed switch was entered.
Patient	The patient's last name and the last 4 digits of their SSN.
From RoomBed	The room/bed which the patient was switched from.
(From) Ward	The BMS ward where the patient was switched from
To RoomBed	The room/bed which the patient was switched to.
(To) Ward	The BMS ward where the patient was switched to.

4.2.1.30. Facility Diversion Report

This report presents the list of facility diversions for the current facility. To generate the Facility Diversion report, follow the instructions below.

On the Reports page, from the **Other Reports** field select the Facility Diversion Report then press the **Submit** button. The report is displayed as in the following image:

Figure 241 - Facility Diversion Report



Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. Facility **Type**, **Ward**, **Specialty,** and **is Active** status can also be selected. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period. (Only diversions that ended during the time interval selected will display).

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. The **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 51 - Facility Diversion Report Parameters

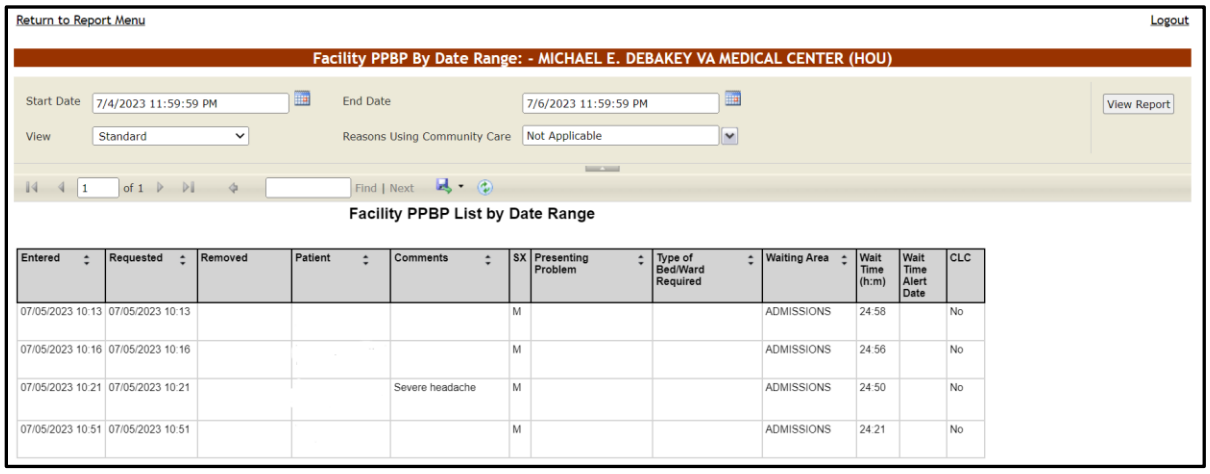
COLUMN	DESCRIPTION
Ward	The Ward
Treating Specialty	The treating specialty.
Diversion Type	The diversion type.
Start Date	Start date of diversion.
End Date	End date of diversion.
Duration	Duration of diversion hours & minutes.
Comments	Any pertinent comments.

4.2.1.31. PPBP By Date Range Report

This report presents the list of PPBP entries by date range for the current facility. To generate the PPBP By Date Range report, follow the instructions below.

On the Reports page, from the **Other Reports** field select the PPBP By Date Range Report then press the **Submit** button. The report is displayed as in the following image:

Figure 242: PPBP By Date Range Report



Entered	Requested	Removed	Patient	Comments	SX	Presenting Problem	Type of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert Date	CLC
07/05/2023 10:13	07/05/2023 10:13				M			ADMISSIONS	24:58		No
07/05/2023 10:16	07/05/2023 10:16				M			ADMISSIONS	24:56		No
07/05/2023 10:21	07/05/2023 10:21			Severe headache	M			ADMISSIONS	24:50		No
07/05/2023 10:51	07/05/2023 10:51				M			ADMISSIONS	24:21		No

Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. By default, the date range is set to 30 days. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

When using the **"Community Care"** view, user must choose a selection from the **"Reasons Using Community Care"** drop down menu. If no selection is made, the following error message will be displayed: **"Please enter a value for the parameter 'Reasons Using Community Care'. The parameter cannot be blank.** Choose a selection from the dropdown box to clear this error.

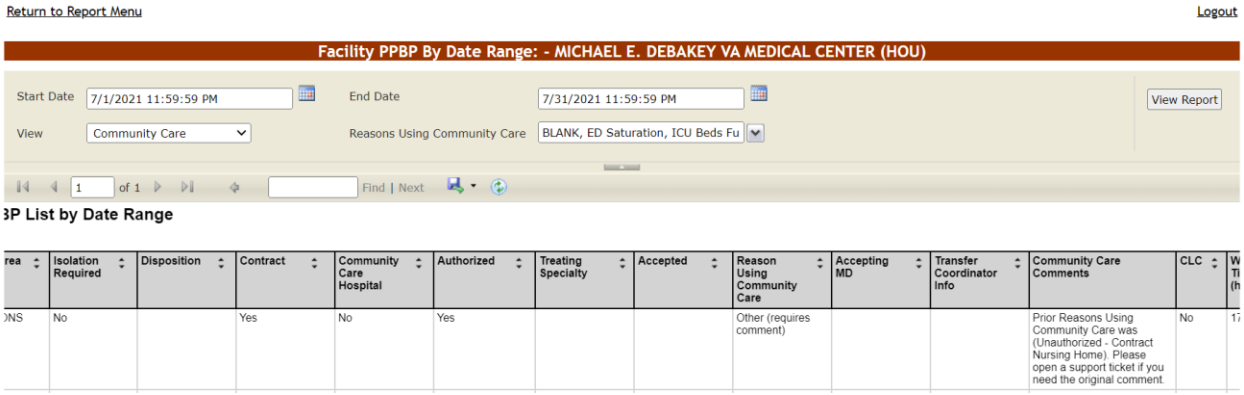
Table 52 - PPBP By Date Range Report Parameters

COLUMN	DESCRIPTION
Entered	Date of entry.
Requested	Date the placement on the board was requested.
Removed	Date the entry was removed.
Patient	The last name, first name and last 4 digits of the SSN
Comments	Pertinent comments.
SX	Patient gender.
Presenting Problem	Patient's initial complaint.
Type of Bed/Ward Required	Ward/Bed required.
Waiting Area	Facility waiting area.
Wait Time	Wait time in hours & minutes.
Wait Time Alert	Alerts, if any.
CLC	If the patient is a resident in a Community Living Center or in-house waiting for a bed at the Community Living Center.

*Note: definitions for other report views may be found in Tables 25 – 29.

If text appears in the Community Care Comments like the image below, open a support ticket for Tier 3 Support to retrieve the prior comment text for you.

Figure 243: Community Care Comments

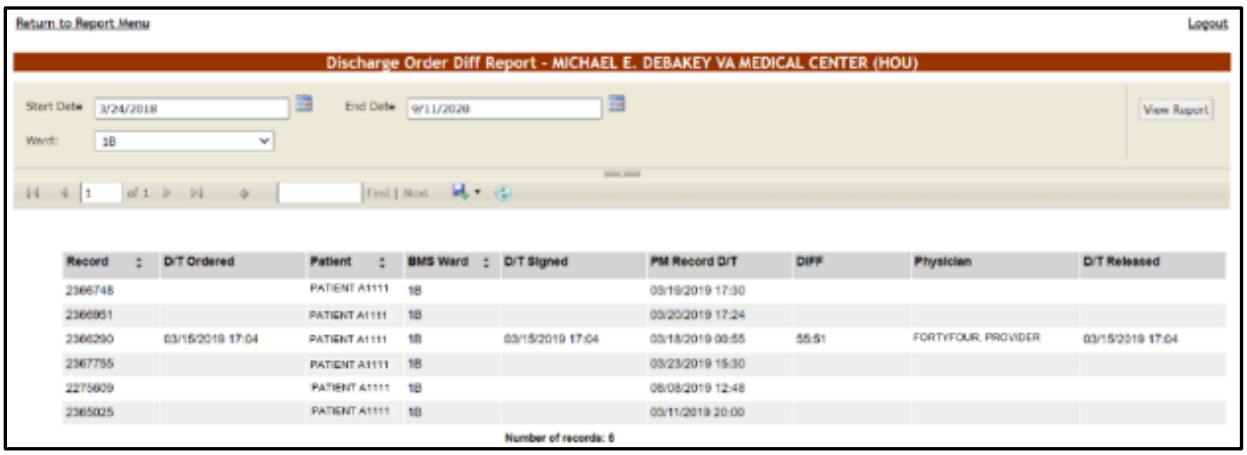


4.2.1.32. Discharge Order Difference Report

This report presents the list of discharge order difference for the current facility. To generate Discharge Order Difference report, follow the instructions below.

On the Reports page, from the **Other Reports** field select the Discharge Order Difference Report then press the **Submit** button. The report is displayed as in the following image:

Figure 244 - Discharge Order Difference Report



Using the **Start Date** and **End Date** fields, define the time interval for the report. Using the **Ward** field, select the desired ward or All Wards for the report After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each patient in the report.

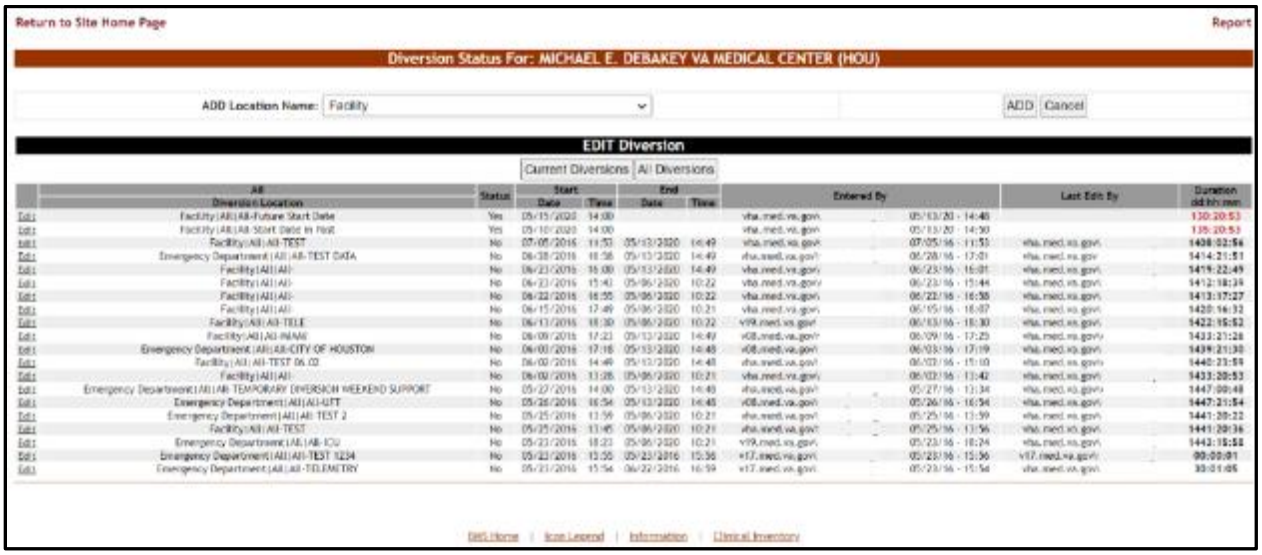
Table 53 - Discharge Order Difference Report Parameters

COLUMN	DESCRIPTION
Record	The number automatically assigned in the system to the record. This is the transfer entry number in the patient movement file.
D/T Ordered	The date and time the transfer has been ordered.
Patient	The patient's last name and the last 4 digits of their SSN.
BMS Ward	The BMS ward the patient is being transferred to.
D/T Signed	The date and time the transfer order has been signed.
PM Record D/T	The date and time when the patient movement has been recorded.
DIFF	The time lapse between the date/time when the movement occurred and when it has been registered.
Physician	The name of the physician who signed the transfer order.
D/T Released	The date and time the order has been released.

4.2.2. The Facility Diversion Page

This page is accessed by clicking the **Facility Diversion** link in the upper left corner of the facility home page.

Figure 245 - Facility Diversion Page



This page presents a list of facility areas/wards or Emergency Departments (ED) that are not accepting patients due to insufficient resources or facility issues.

In the **Facility Diversion** page, the user can perform the following actions: add a Facility Diversion entry and edit an existing Facility Diversion entry.

The user can add one of the locations available in the field **ADD Location Name** (populated from the VistA system).

The diversion list can be filtered to see only the Current Diversions or All Diversions. All Diversions gives the user historical diversion information for the facility or ED.

The following data is available for each entry in the list when the **Current Diversions** button is pressed:

Table 54 - Current Diversions Parameters

COLUMN	DESCRIPTION
Edit	Allows the user to update diversion information.
Current Diversion Location	The name of the facility that is in Diversion Status.
Status	Yes / No.
Start/ Date/Time	The date and time when the diversion operation has been registered.
Entered By	The name of the person who has registered the diversion.
Last Edit By	The name of the person who last modified the details of the diversion.
Duration	The length of time for which the facility has been on Diversion Status

The following data is available for each entry in the list when the **All Diversions** button is pressed:

Table 55 - All Diversions Parameters

COLUMN	DESCRIPTION
Edit	Allows the user to update diversion information.
All Diversion Location	The name of the facility that is in Diversion Status.
Status	Yes / No.
Start/Date/Time	The date and time when the diversion operation has been registered.
End/Date/Time (EST)	The date and time when the diversion operation ended.
Entered by	The name of the person who has registered the diversion.
Last Edit By	The name of the person who last modified the details of the diversion.
Duration	The length of time for which the facility has been on Diversion Status.

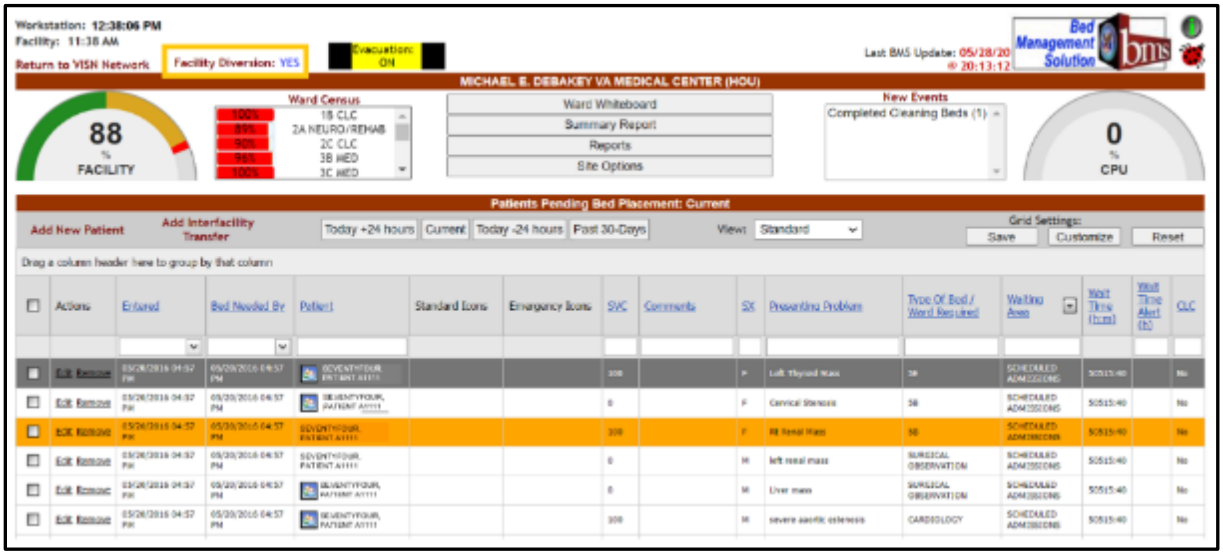
To change the details of a diversion the user can use the **Edit** link to the left of an entry.

4.2.2.1. Setting a Facility Area/Ward or ED to Diversion Status

To register a Facility or ED to Diversion Status, follow the instructions below.

From the home page, click the **Facility Diversion** link in from the upper left corner of the screen.

Figure 246 - Selecting Facility Diversion



The **Diversion** page is displayed as in the following image.

Figure 247 - Adding/Editing Details of Facility Diversion

From the field **ADD Location Name** select the facility or ED you want to divert then press the **ADD** button: the following screen is displayed.

Figure 248 - Add New Diversion Status

The name of the facility selected in the previous screen is displayed in the Diversion Location column. ***The user enters the Date and Time that the Facility or ED will Start Diversion Status***. In addition, the facility can be assigned to a specific **Ward Group** or **Treating Specialty**, as needed. In the **Comments** field, enter any comments that you consider relevant then press the **ADD** button to enter the data into the system. If facility diversion is selected in the comments field indicate which ward/area is being diverted. For example, select Facility and in the comments section indicate Intensive Care Unit (ICU)-No beds available. The newly registered diversion will be displayed in the Current Diversions list in the main **Diversion** screen.

4.2.2.2. Edit an Existing Facility Diversion Entry

To edit the details of the diversion status set for a Facility or ED: in the Diversion Status for… (facility name) page click the **Edit** link to the left of the diversion status you want to modify. The following page is displayed.

Figure 249 - Edit Diversion Status Details

Modify any of the existing parameters then press the **Save** button to enter the data into the system.

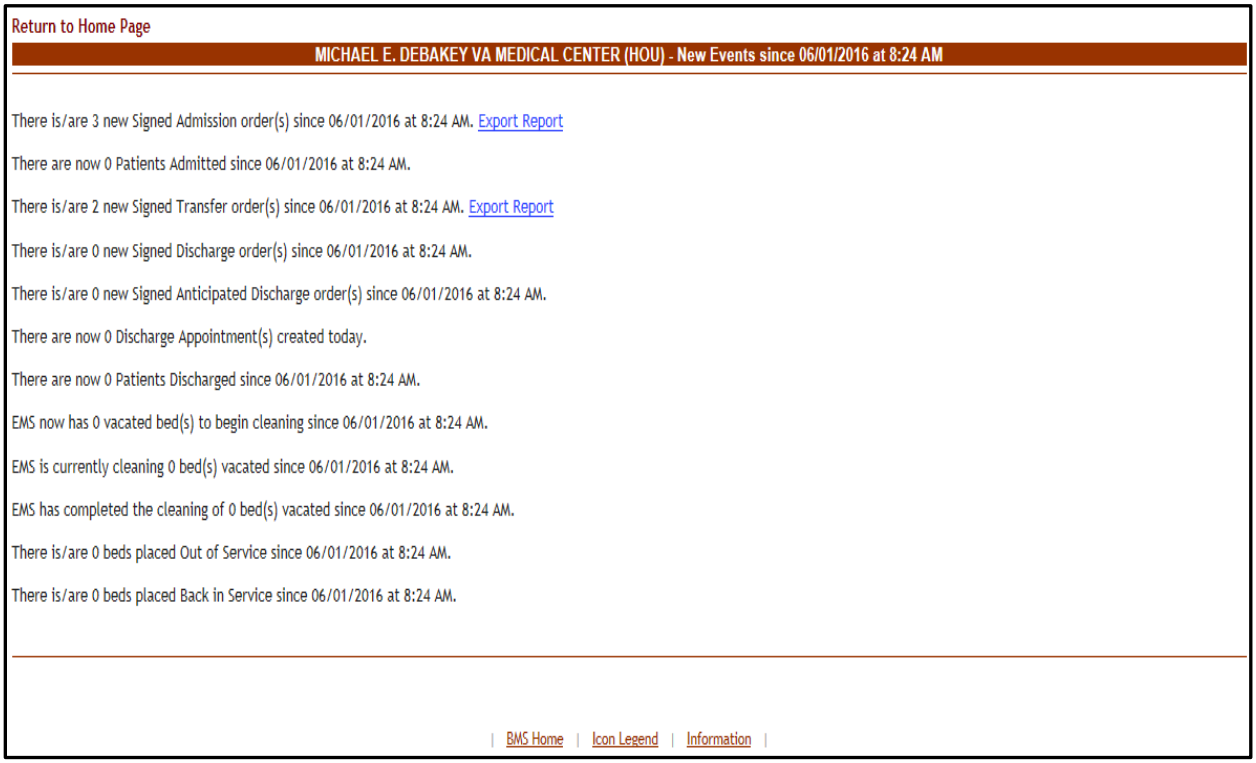
Change the “Current?” Dropdown selection to “No” for the End Date and End Time fields to appear

Figure 250 - Edit Diversion Status Details

4.2.3. The Events Page

This page is accessed by clicking the **New Events** link above the New Events List box on the right side of the screen, beside the CPU% graph.

Figure 251 - New Events Page



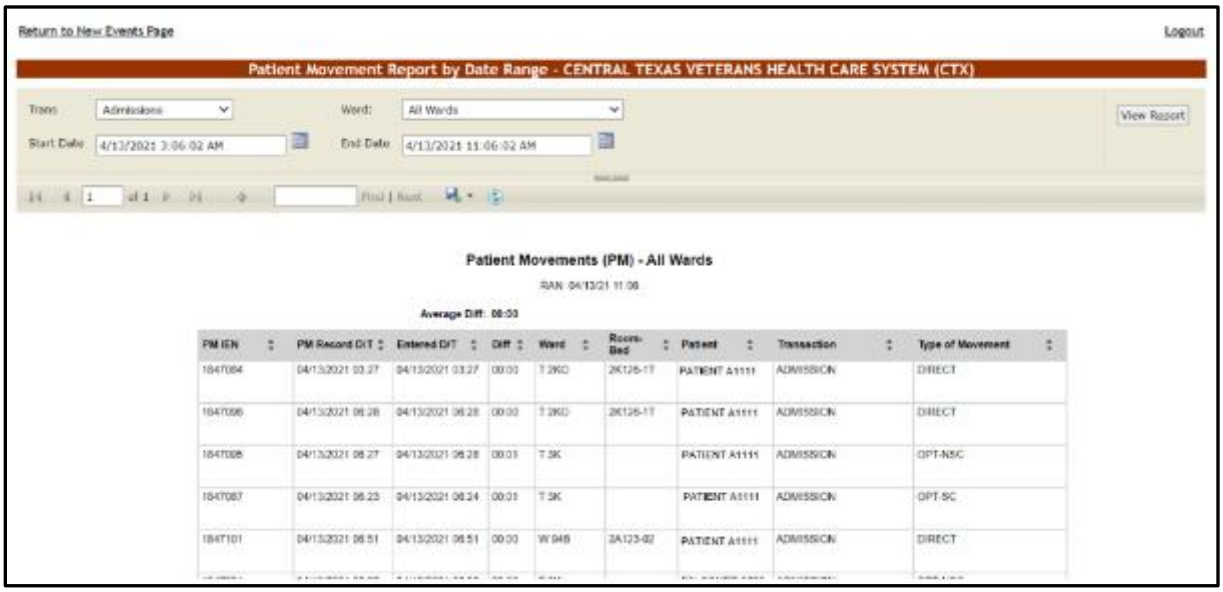
This page presents the latest events occurring in VistA and which have an impact on the activity of the current facility as well as events occurred in the current facility during the last 8 hours. A **View Report** link is available for displaying details on the events of a certain type.

In the Events Page the user can perform a single type of action: generating a report.

4.2.3.1. View/Generate Patient Movement Report

To generate a report in the **New Events** page, click the **Export Report** link. The following page is displayed. (In the image below the Patient Movement Report by Date Range is presented).

Figure 252 - Patient Movement Report

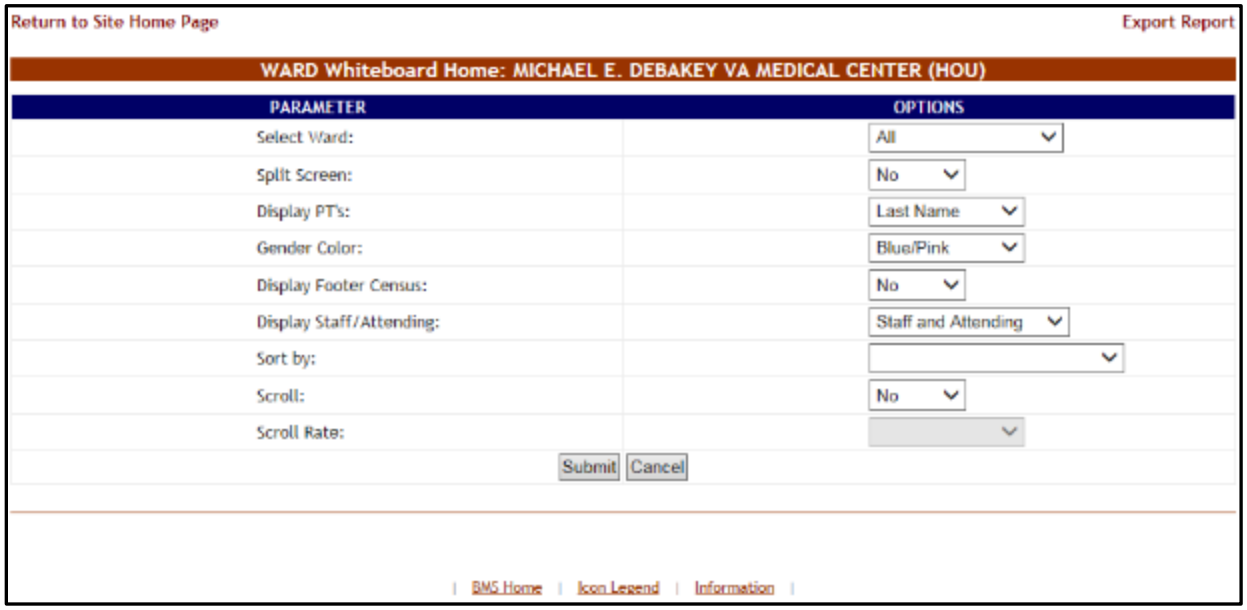


4.2.4. The Ward Whiteboard Home Page

This page is accessed by clicking the **Ward Whiteboard** button in the middle/top section of the facility home page.

Note: Users are discouraged from using the words DNR/DNI in the comment of the Ward Whiteboard or using any icon to represent DNR/DNI on the Ward Whiteboard.

Figure 253 - Ward Whiteboard Home – Select Display Criteria



The following display criteria are available:

Select Ward: use the arrow button of this field to display a list of wards defined for the current facility and select the ward for which you want to display the whiteboard. A new option will allow all wards to be displayed on one screen

Split Screen: use the Yes/No options in this field to decide whether to display the info in one or two columns. This could be helpful if the ward to be displayed has a large number of beds associated to it.

Display PTs: use the arrow button of this field to select display options for the patient name. You can choose between the full name and a code made up of the 1st letter of the name of the patient + 4 last digits in their SSN. The default on a public whiteboard is the full last name.

Gender Color: use the arrow button of this field to determine the color-coding for the patient gender. If set to None all rooms will be displayed in shades of gray.

Display Footer Census: if detailed census values should be displayed at the bottom of the bed list. If set to yes, the whiteboard will be displayed with the information seen for that ward on the Bed Summary Report.

WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	UNASSIGNED	TOTAL
2K	8	6	2	2	9	19

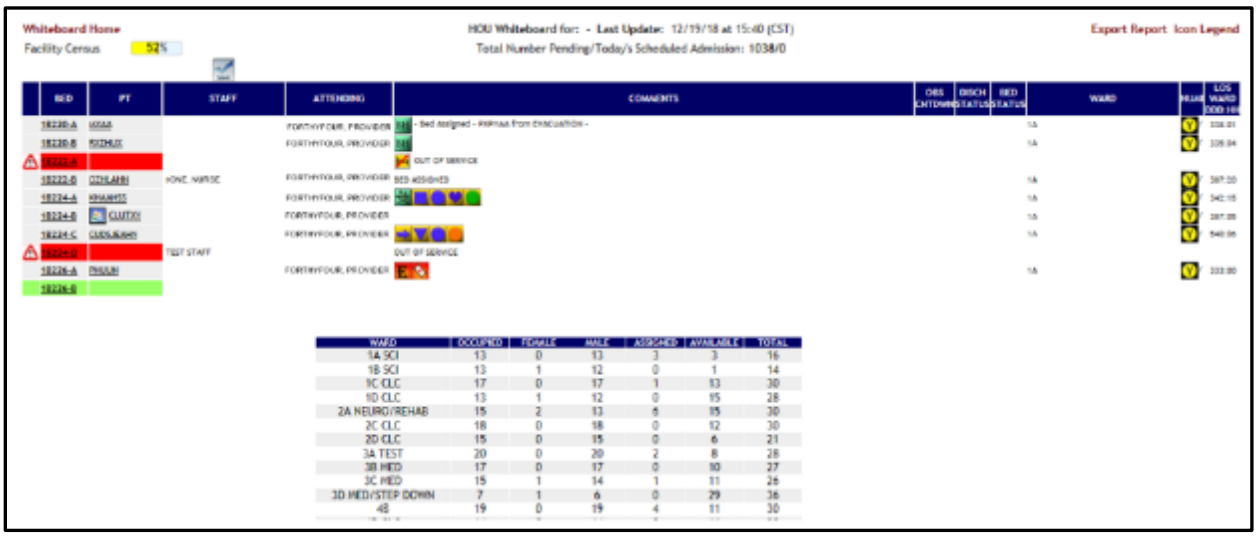
Display Staff/Attending: The options for this field is Staff/Attending, Staff only, or Attending only This will create the appropriate column(s) on the whiteboard, The Attending will be populated from VistA with the Attending physicians last name. **Sort by**: if the list should be sorted according to the available criteria. The available criteria is staff/attending in ascending or descending order or by ward in ascending or descending order. This would be useful for staff assignment or end of shift reporting

Scroll: if the scroll function should be enabled (for long lists).

Scroll Rate: (this option will only be available if you select “yes” for the previous option) the scroll rate. You can select the scroll rate of 2 seconds, 5 seconds, 10 seconds, 20 seconds or 30 seconds.

Select the desired display criteria from the drop-down fields, then press the **Submit** button to order the patient list according to the selected criteria. Below is an example of All wards selected with the footer census.

Figure 254 - Ward Whiteboard Home



NOTE: If the patient has opted-out of having their name displayed, the PT column will show
"x x x x". To view the patient's information quickly, hover over the "x x x x" and the patient's last name and last 4 digits of their SSN will display, as in the screenshot below:

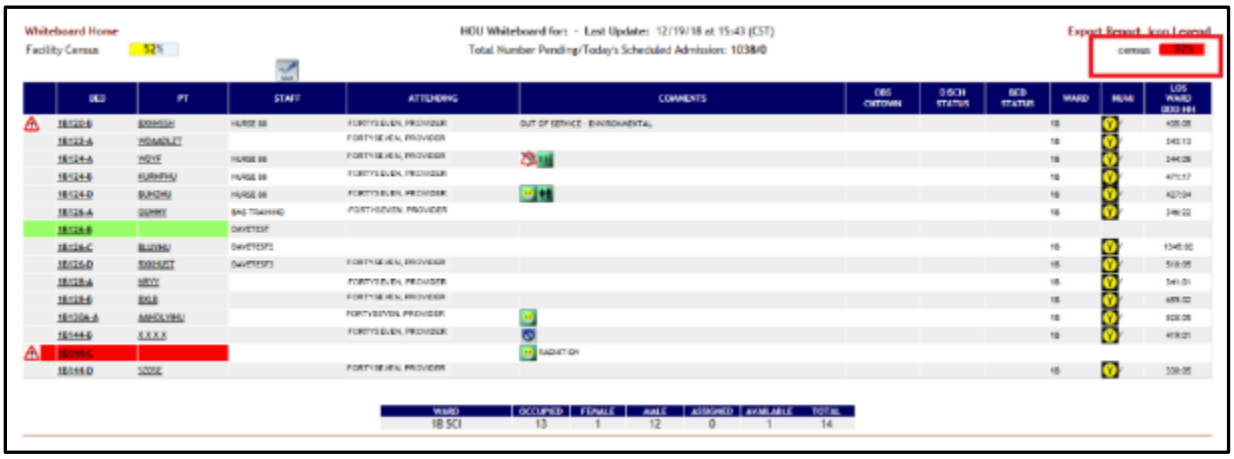
Figure 255 - Patient Information Display

If a facility is set to Evacuation mode, the Whiteboard displays an extra column and an indicator for each patient regarding their evacuation status, as in the screenshot below:

Figure 256 - Ward Whiteboard Home – Evacuation Status

NOTE: if you select only a ward group instead of the entire facility in the upper right corner of the screen a **Ward Census** field will display the percentage of occupancy for the selected ward.

Figure 257 - Ward Whiteboard Home - Ward Census Field



The **Ward Whiteboard Home** page displays the list of beds in the selected ward(s). For each bed, the following data is available:

Table 56 - Beds Parameters

COLUMN	DESCRIPTION
BED	The number assigned to the bed in the ward. The site user can click this link to view and/or edit bed information.
PT	The patient code of the patient occupying the bed. (The format of this code can be selected from the Display PTs field at the top of the beds list). Clicking the patient code link will display the Edit Patient page where you can see details of the selected patient. An icon indicating the same or similar name may appear next to the patient name if another patient on the ward has been identified
STAFF	Name of Nursing personnel assigned to the bed.

COLUMN	DESCRIPTION
ATTENDING	The name of the attending physician in charge of care of the patient.
COMMENTS	Helpful information entered by the site user when changing the bed status. Includes Patient Risk information conveyed by means of specific icons (Flight Risk, Slip, and/or Fall Risk). For details on the patient risk icons available, click the Icon Legend link - top right corner of the beds list.
OBS Countdown	This is the observation countdown.
EVAC Status	When a facility is on Evacuation Status, this column displays patients which have been designated for evacuation.
DISCH STATUS	The DSC column displays the Discharge status of the bed; three possible statuses are available: Anticipated Discharge Discharge Ordered Interward Transfer These icons are all triggered by Orderable Items. They will continue to display until the Orderable Item is completed or the patient is discharged from the room. Discharge Icons are Triggered when a patient is assigned an Orderable Item that has been defined in Site Options, BMS Orderable Items Add/Delete, as Type of "DISCHARGE". Interward Transfer Icons are Triggered when a patient is assigned an Orderable Item that has been defined in Site Options, BMS Orderable Items Add/Delete, as Type of "TRANSFER". Discharge Orders override Anticipated Discharge Orders. Anticipated Discharge Icons are triggered off the Order Text when it contains the text "Anticipated Discharge" or "Planned Discharge", or by finding a current appointment in a previously identified Discharge Appointment Clinic.
BED STATUS	The BED column displays information about the bed cleaning status: three statuses are available: Bed Cleaned Bed Needs Cleaning Cleaning Bed
WARD	The ward where the bed is located.

COLUMN	DESCRIPTION
NUMI	NUMI automates utilization review assessment and outcomes. The Utilization Management (UM) Process is a tool used to help verify that patients are receiving the right care, at the right time, and in the right place. UM is both a quality and efficiency tool, as it is used to move patients efficiently through the VA system to maximize use of resources. UM reviewers assess patient admissions and hospital stay days using standardized objective evidence-based clinical criteria to determine whether patients meet criteria for acute hospital care. Refer to the NUMI icons for the different levels of care
LOS WRD D:H	Length of stay on a ward

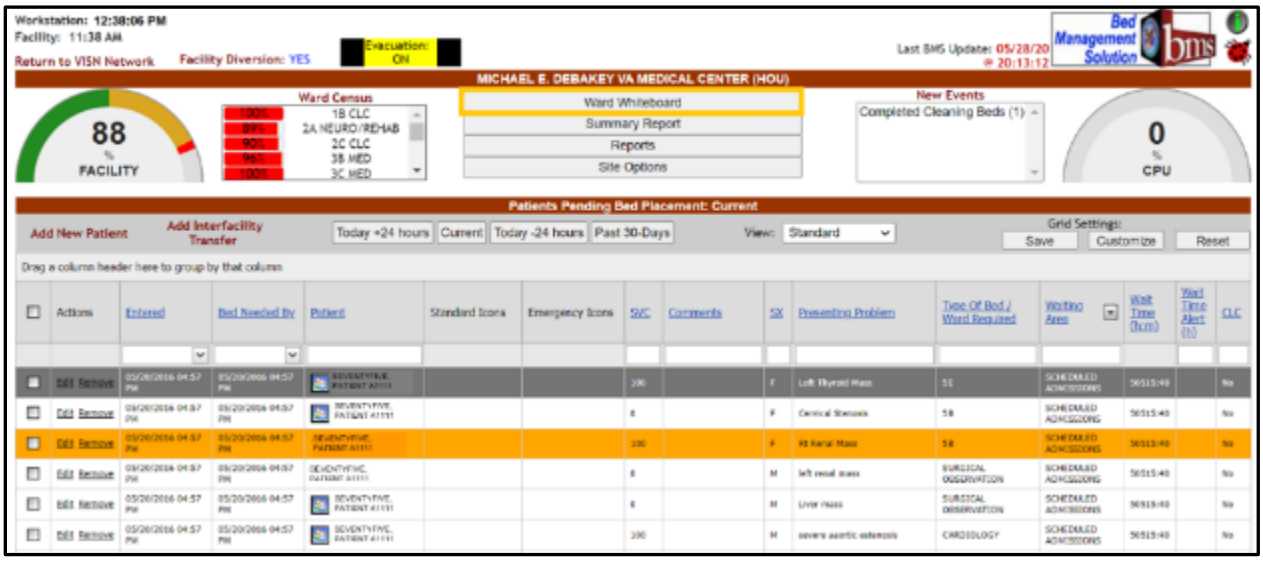
In this page the user can perform the following actions: take a bed out of service, flag a bed with different icons, display the patient details, generate the ward whiteboard report for the selected wards.

4.2.4.1. Taking a Bed out of Service

To take a bed out of service, follow the instructions below. You must have privileges that will allow you to do this action.

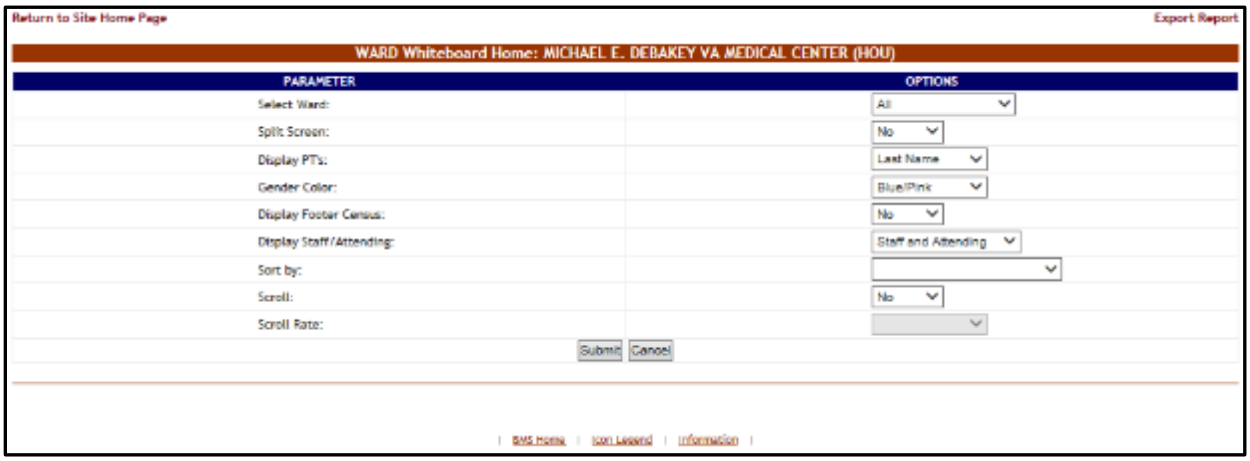
From the home page, click the **Ward Whiteboard** link.

Figure 258 - Selecting Ward Whiteboard



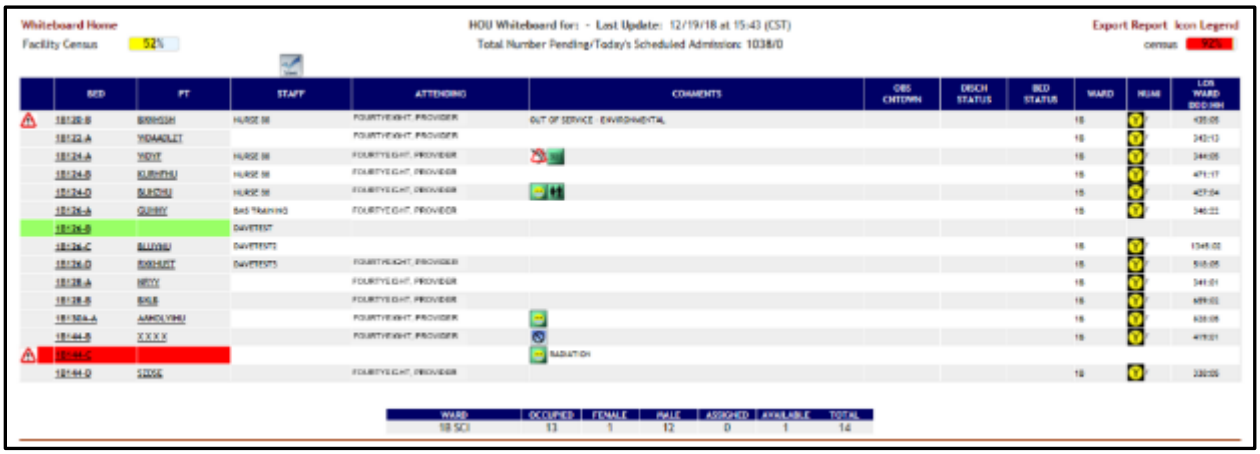
The **Ward Whiteboard** page is displayed as in the following image.

Figure 259 - Selecting Parameters for Ward Whiteboard



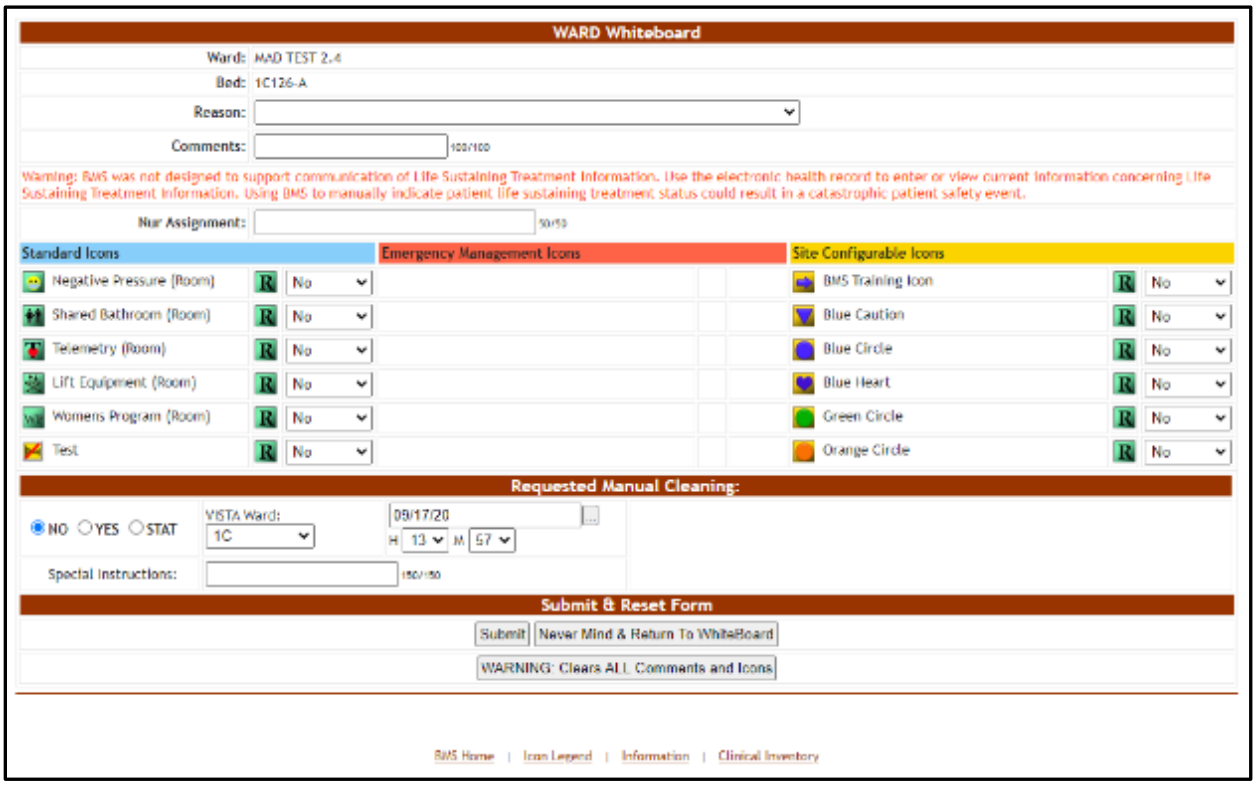
Click the arrow button of the **Select Ward** field to display a list of wards defined in the system and select the ward where the bed is located that you want to take out of service, then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following image.

Figure 260 - Selecting a Bed from the Ward Whiteboard Page



Click the bed code link of the bed you want to take out of service. The **WARD Whiteboard** page is displayed as in the following image.

Figure 261 - Taking a Bed Out of Service

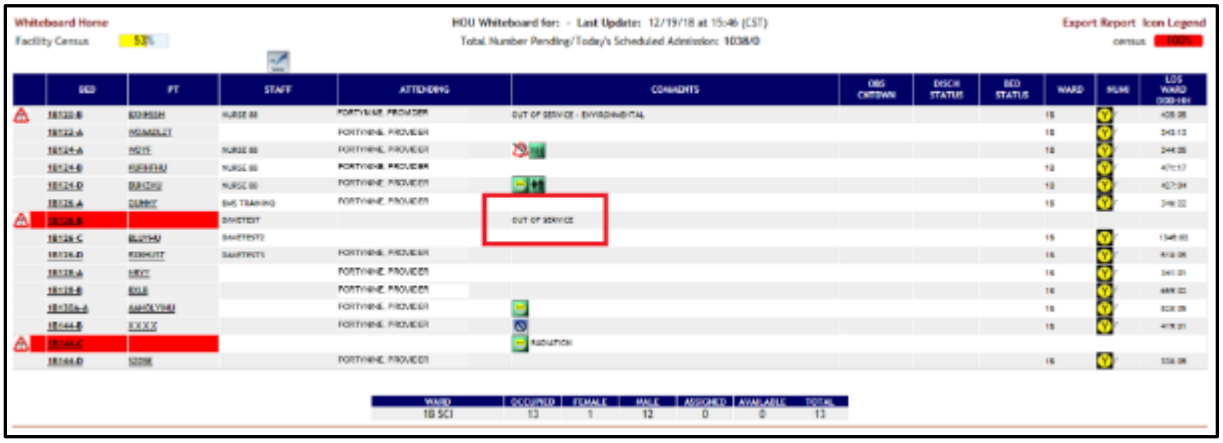


Click the arrow button of the **Reason** field to display a list of available options and select *Out of service.* Enter the date and time the bed is expected to be returned to service if it is known. Note that the date will be a required selection for all Out of Service selections except activate on demand. The date is not required for this reason, as the bed is immediately available pending patient demand. When all the data has been entered, press the **Submit** button. This information is displayed in Beds Out of Service reports.

When displaying the **Ward Whiteboard Home** page, the selected bed will be marked with an icon "Out of service" and the color will be changed to Red.

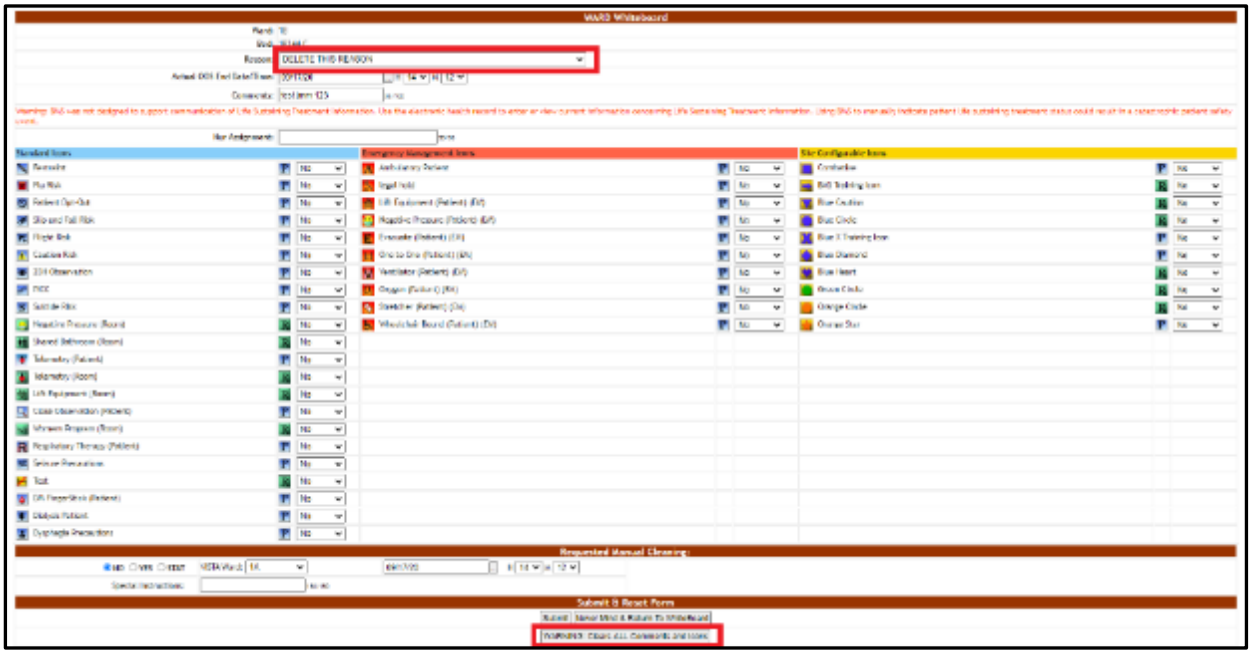
If you choose a **Do Not Display** Reason, the bed will not be displayed on the Whiteboard.

Figure 262 - Ward Whiteboard Home - Bed Out of Service



To return the Bed to In Service Status, Click the arrow button of the **Reason** field to display a list of available options and select *DELETE THIS REASON* and press the **Submit** button or click the **WARNING: Clears ALL Comments and Icons** button. Clicking the clear all comments will remove all icons associated to the room as well as comments.

Figure 263 - Ward Whiteboard Home – Return Bed to In Service



If you've changed the status of a bed to a **Do Not Display** Reason and want to return the bed to service, since you cannot see the bed on the Whiteboard, you will have to go to the either the **Bed Summary Report** or the **Ward Occupancy Report,** which will show the **Do Not Display** beds, so you can put them back in service by selecting *DELETE THIS REASON* and pressing the Submit button, or by clicking the **WARNING: Clears ALL Comments and Icons** button. Clicking the clear all comments will remove all icons associated to the room as well as comments.

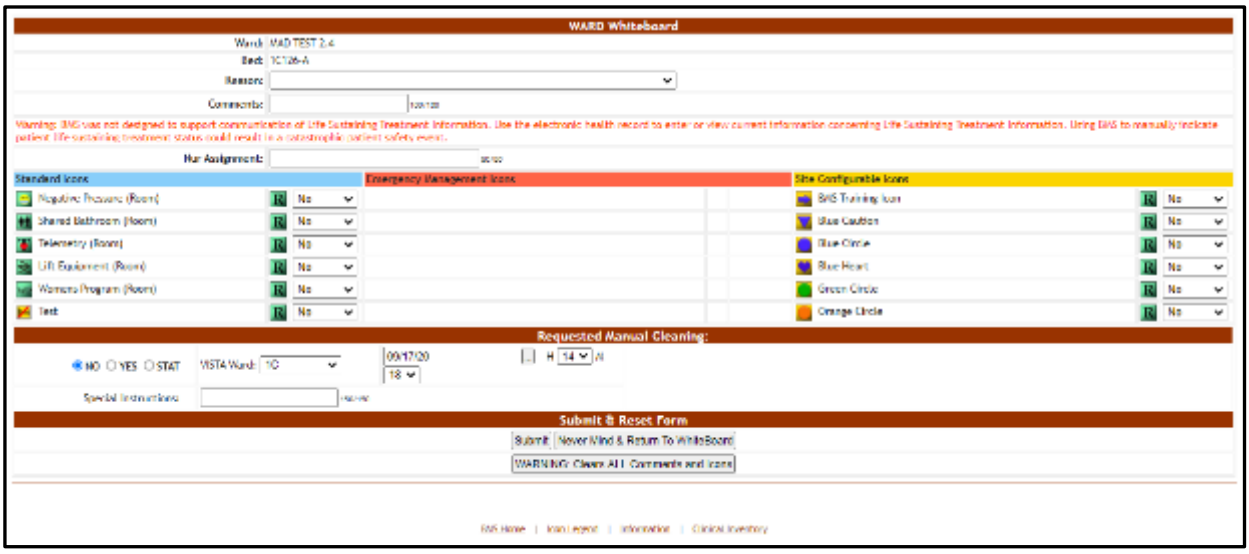
4.2.4.2. Flagging a Bed/Patient with Different Icons

In the Ward Whiteboard Home page click the bed code of the bed you want to flag:

If the selected bed is empty (no patient assigned) then the Ward Whiteboard page is displayed as in the following image.

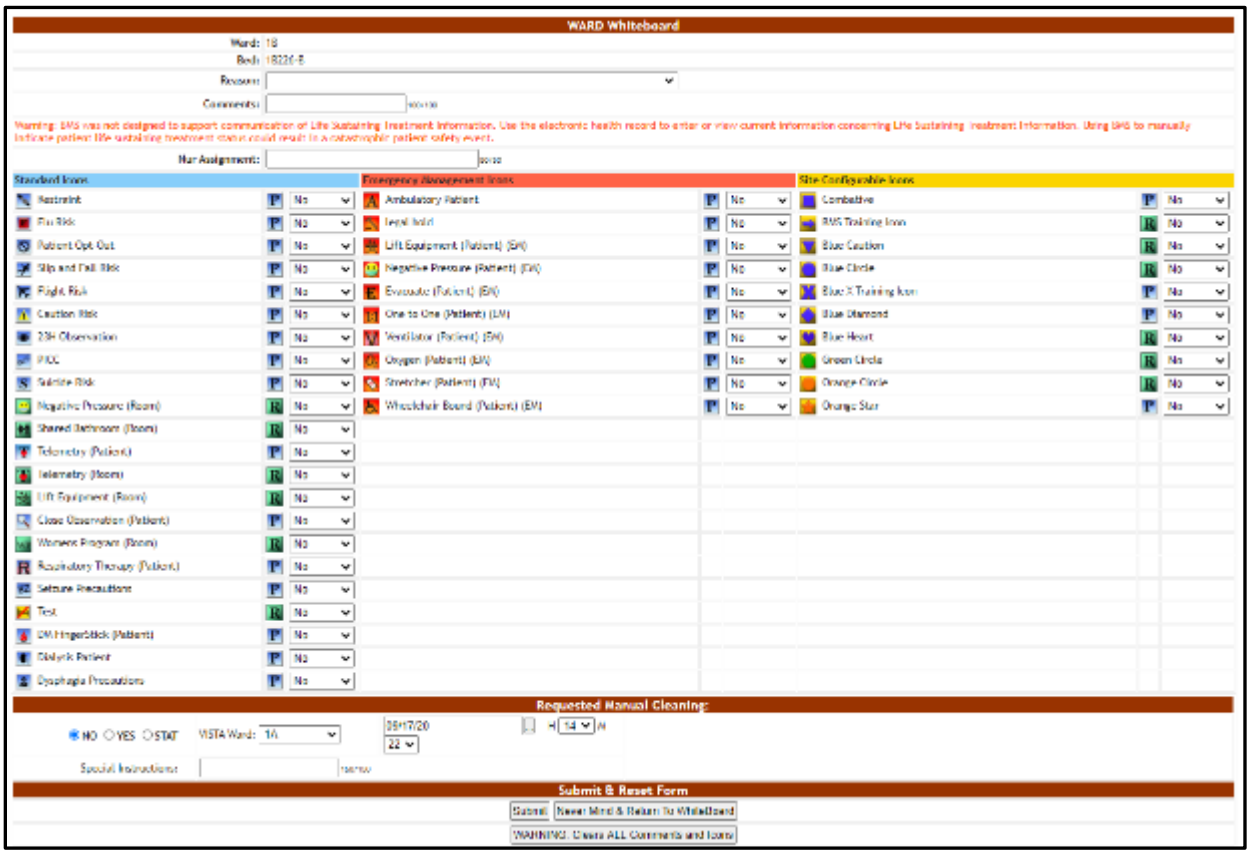
(Only icons that can be assigned to a room/bed will be available).

Figure 264 - Ward Whiteboard – No Patient Assigned



If the selected bed is assigned to a patient, then the Ward Whiteboard page is displayed as in the following image.

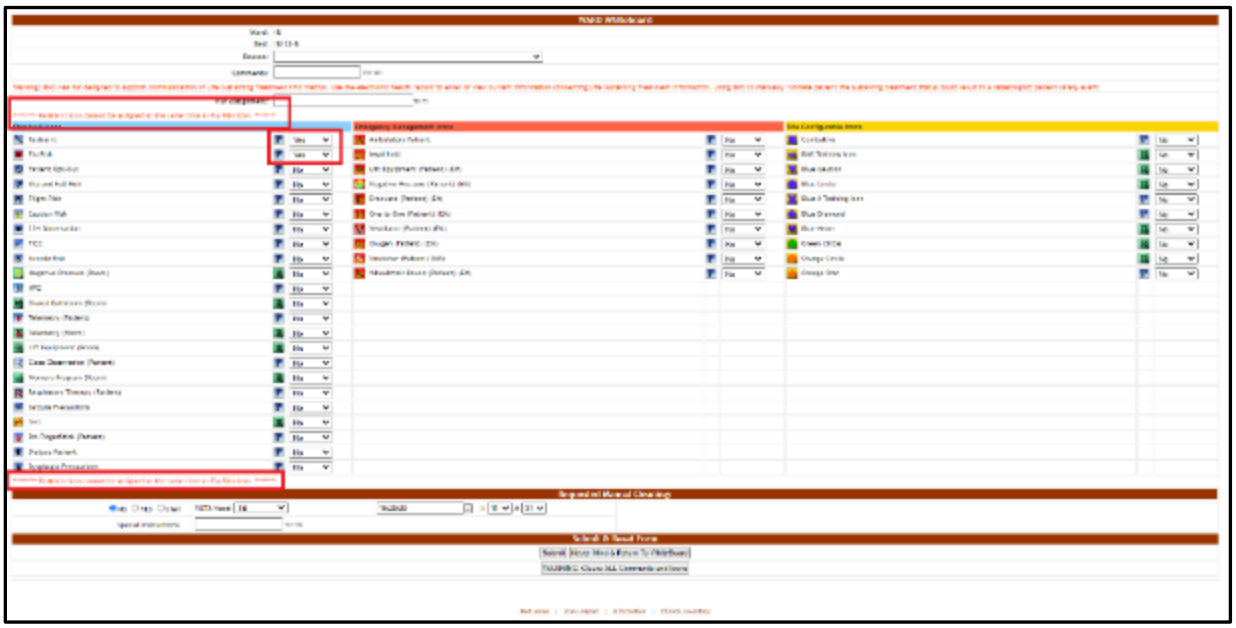
Figure 265 - Ward Whiteboard – Patient Assigned



The image to the right of an icon indicates that it can be used to flag a person and those icons appear on a blue background. The image to the right of an icon indicates that it can be used to flag a room or a bed and those icons appear on a green background.

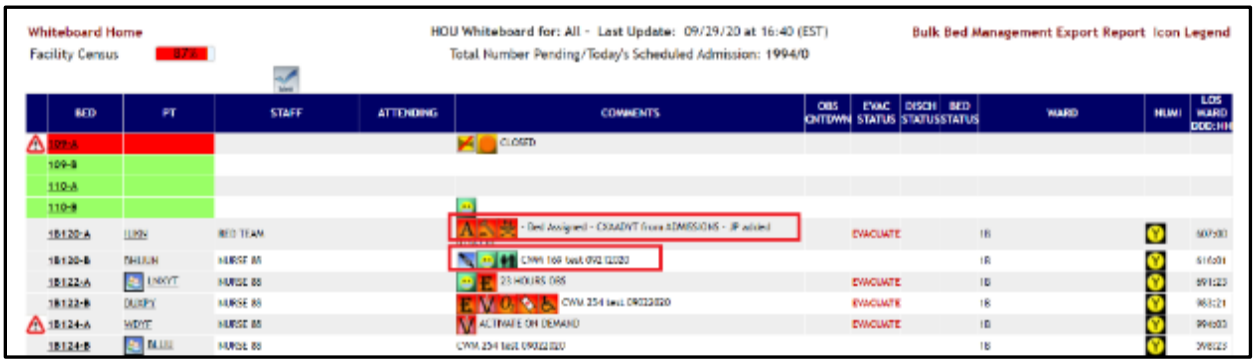
To add an icon to the selected bed, select “yes” from the field to the right of the icon then press the **Submit** button. To add an icon regarding the patient occupying the bed select “yes” from the field to the right of the icon then press the **Submit** button.

Figure 266 - Incompatible Patient Icon Warning



If you select conflicting icons on the patient record, such as Flu Risk and Restraint, a warning will appear above and below the icons that says, “Restraint icon cannot be assigned at the same time as the Flu Risk icon.” Uncheck one of the boxes and then press the **Submit** button. A screen is displayed confirming the modification of the record in the database.

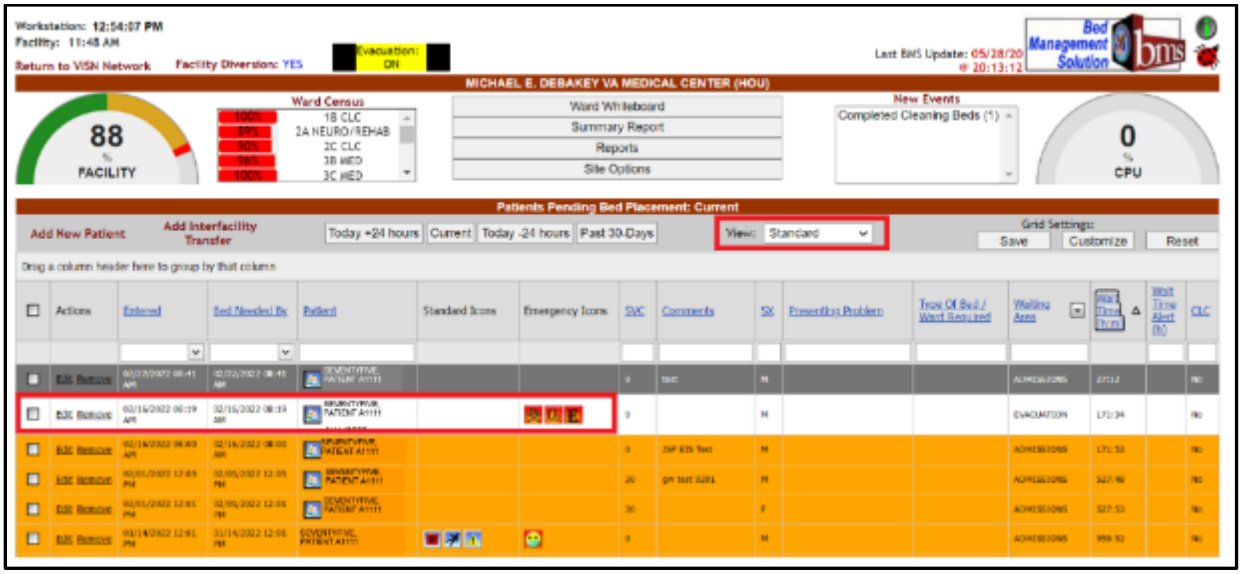
Figure 267 - Ward Whiteboard Home – Bed/Patient Flagged



The icons for which you selected “yes” will be displayed in the Comments column of the selected bed.

Click **Whiteboard Home** in the upper left corner to take you back to the Ward Whiteboard home page and then click **Return to Site Home** page in the upper left corner to return to the Patients Pending Bed Placement list or you can click **BMS Home** at the bottom of the Ward Whiteboard page to return directly to the Patients Pending Bed Placement list.

Figure 268 - Standard View of Patient Pending Bed Placement List



Look up the patient you would like to edit by typing their last name in the Patient search box or select the patient from the list in Standard view. The Standard and Emergency Icons will show in the appropriate columns.

When selecting the **Emergency Mgmt** view, the patient pending bed placement list is displayed as in the following image.

Figure 269 - Emergency Management View of Patient Pending Bed Placement List

4.2.4.3. Assigning a Bed to a Nurse

To assign a bed to a nurse follow the instructions below.

In the **Ward Whiteboard Home** page click the field to the right of a bed in the STAFF column:

Figure 270 - Ward Whiteboard Home – Select Bed to Assign to a Nurse

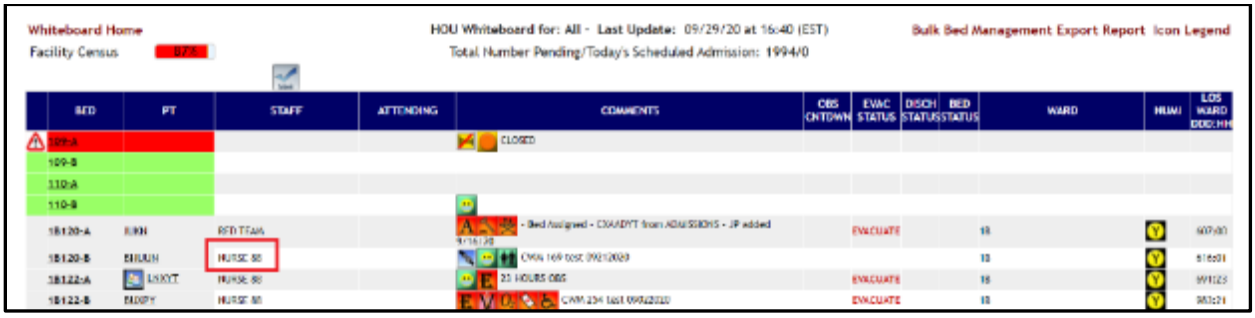
In the field that becomes available enter the name of the nurse to whom you want to assign the bed then press the **Green Check** button to the right of the field to enter the data into the system. To cancel the operation, click the **Red X** button.

4.2.4.4. Editing the Nurse Assignment for a Bed

To change the nurse assignation for a bed, follow the instructions below.

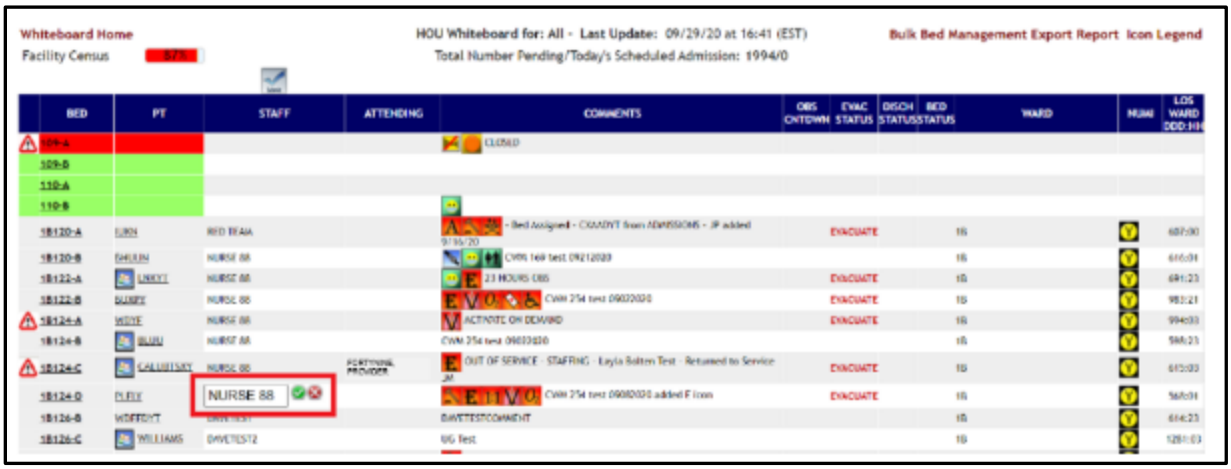
In the **Ward Whiteboard Home** page click the field to the right of a bed in the STAFF column where the name of the current nurse is displayed.

Figure 271 - Ward Whiteboard Home – Select Nurse



The field will become editable as in the following image.

Figure 272 - Ward Whiteboard Home – Change Nurse Assignment for Bed

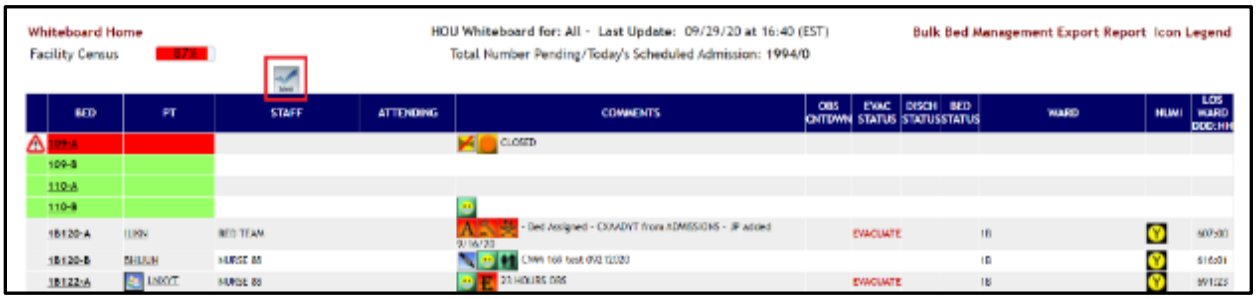


Change the name of the nurse then press the green button to enter the data into the system or the red button to cancel the operation.

4.2.4.5. Assigning Several Beds to Medical Staff

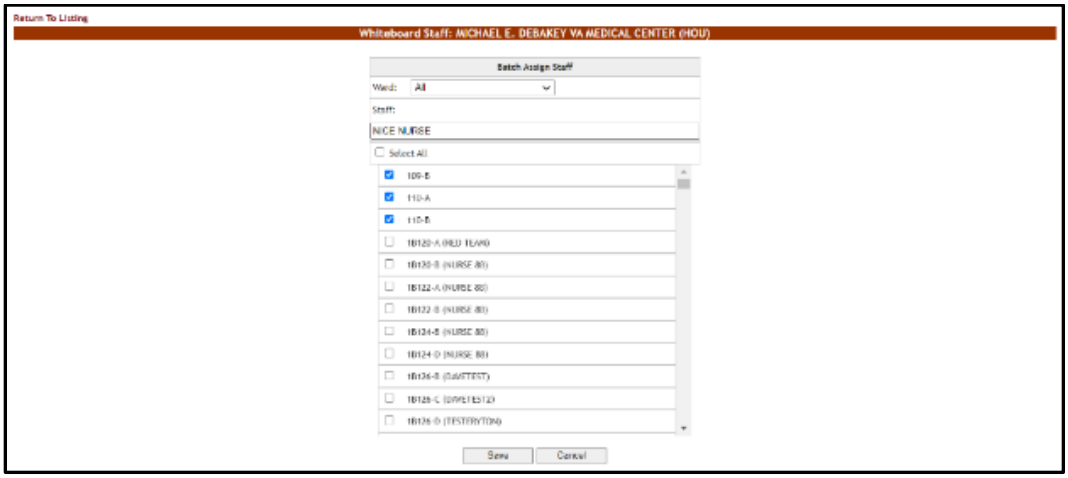
Users can assign several beds to medical personnel available from the Ward Whiteboard page.

Figure 273 - Selecting a Batch Assign Button



Click the **Batch Assign Staff** button at the top of the Staff column: the following page is displayed.

Figure 274 - Batch Assign Beds to Staff



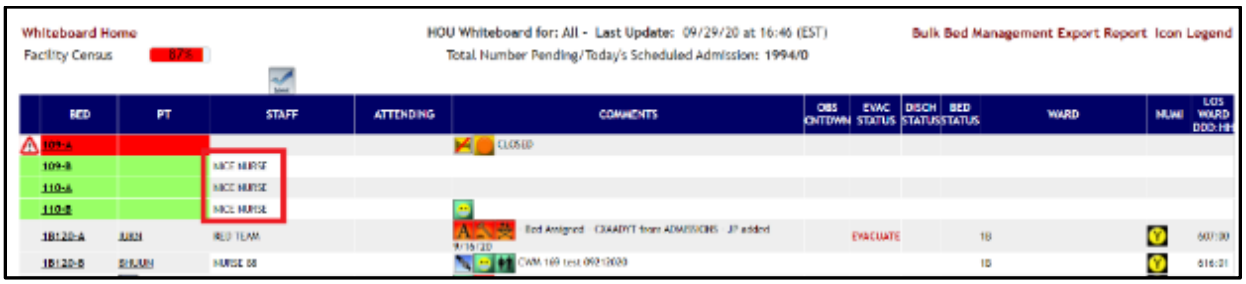
A list of beds is displayed: use the Ward field at the top of the page to filter the bed list according to wards.

In the **Staff** field enter the name of the nurse (or other personnel) that you want to assign for the selected bed.

Use the selection box to select the beds which you want to assign to the selected nurse (or other personnel). If a nurse (or other personnel) has already been assigned to a bed their name will be displayed next to the bed name in the list.

Click the **Save** button to enter the data into the system: the name of the nurse (or other medical personnel) will be displayed in the STAFF column in the **Ward Whiteboard** homepage as in the following image.

Figure 275 - Beds Assigned



4.2.4.6. Display the Patient Details

In the **Ward Whiteboard** home page click the patient name link: the following page is displayed.

Figure 276 - Patient Details – Bed Control Pt Inquiry

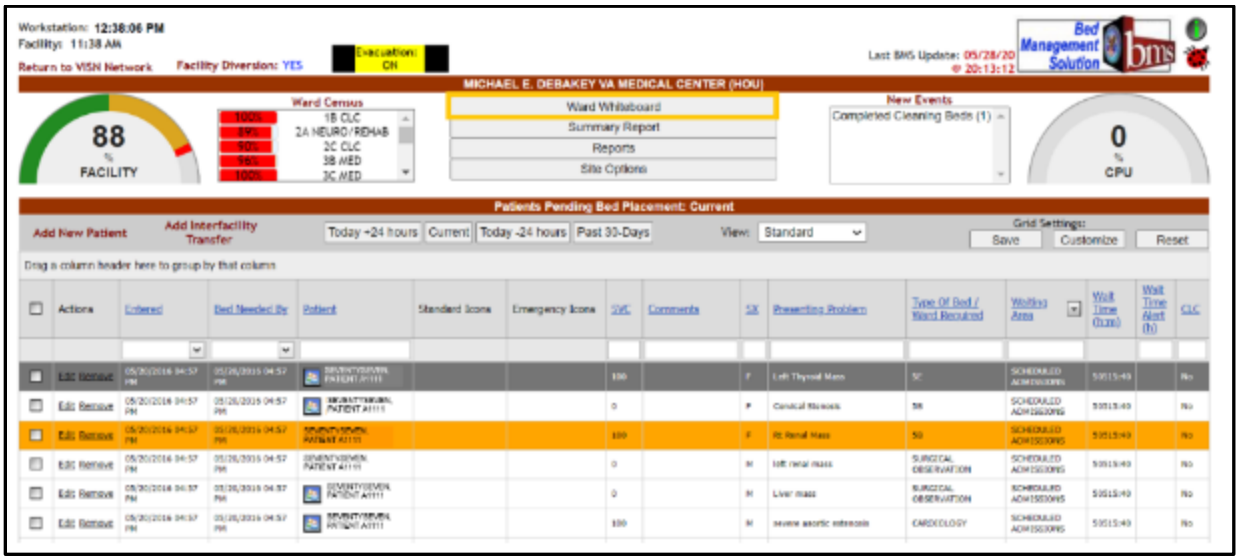
A list with all the operations registered in the system for the selected patient is displayed.

4.2.4.7. Updating Multiple Beds

To update multiple beds at one time with out of service reasons, follow the instructions below. You must have privileges that will allow you to do this action.

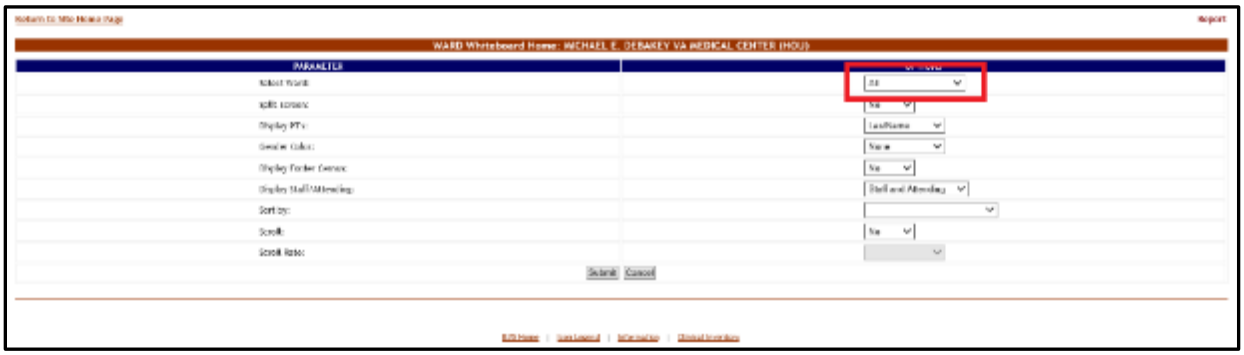
From the home page, click the **Ward Whiteboard** link.

Figure 277 - Selecting Ward Whiteboard



The **Ward Whiteboard** page is displayed as in the following image.

Figure 278 - Selecting Parameters for Ward Whiteboard

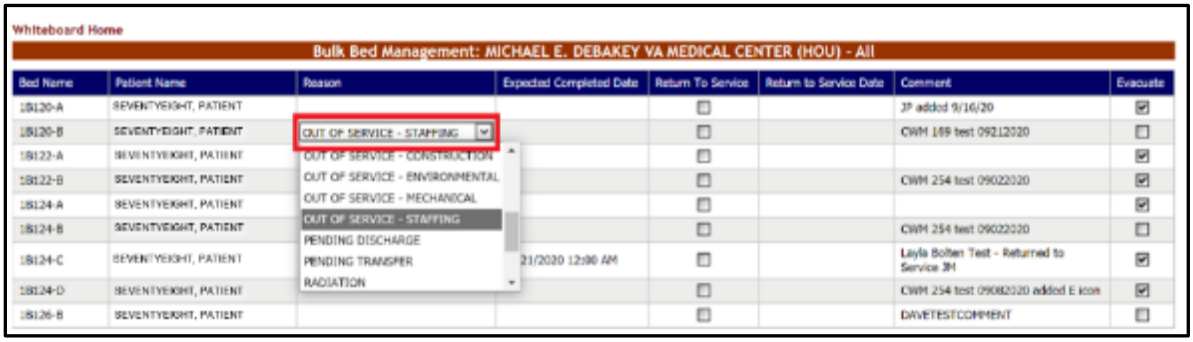


Click the arrow button of the **Select Ward** field to display a list of wards defined in the system and select the ward where the bed is located that you want to take out of service or select all, then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following image.

Figure 279 - Selecting Bulk Bed Management

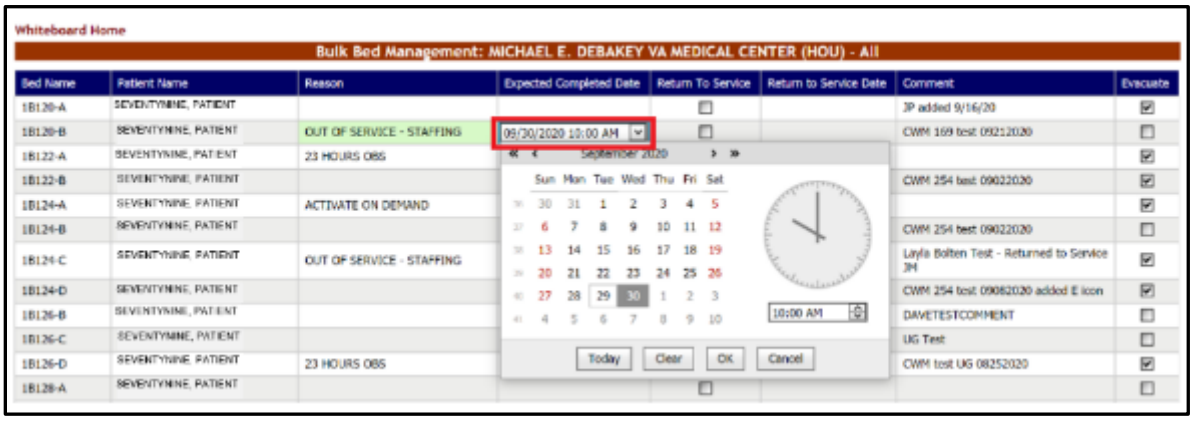
In the upper right corner of the screen, click on the Bulk Bed Management link.

Figure 280 - Selecting Bed Out of Service Reason



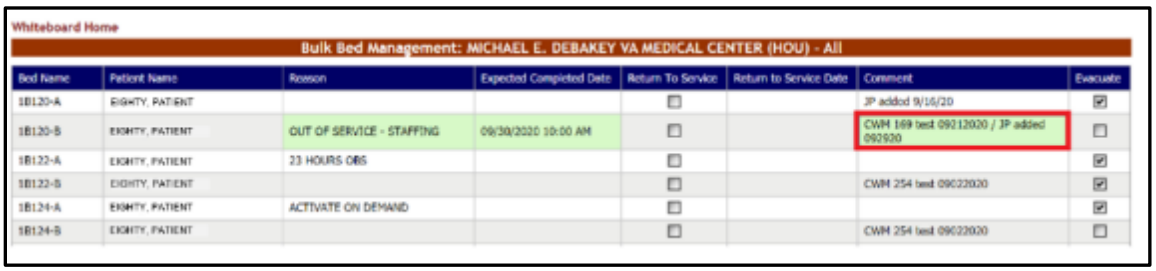
Double-click on the Bed Reason for the beds you would like to make changes on and make your selection from the drop-down menu.

Figure 281 - Selecting Expected Completed Date



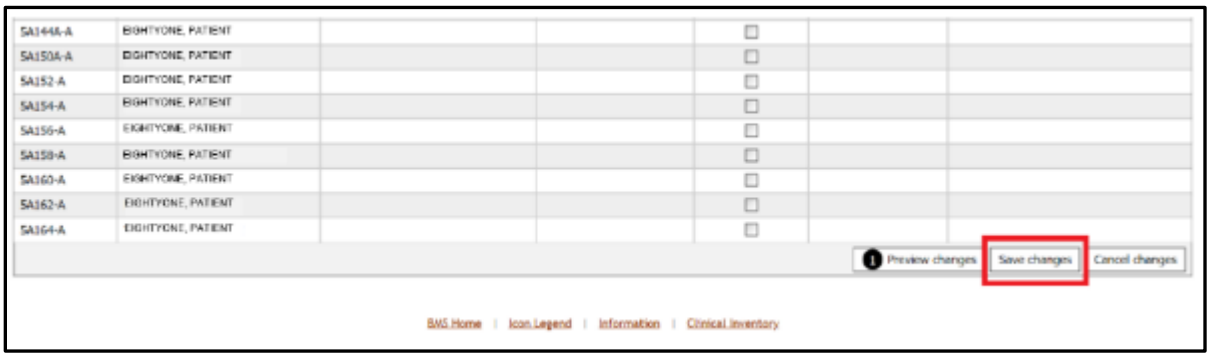
Double click on Expected Completed Date and click on the drop-down menu to select the date and time. When you have chosen the date and time, click OK.

Figure 282 - Making Comments on Bed Out of Service Reason



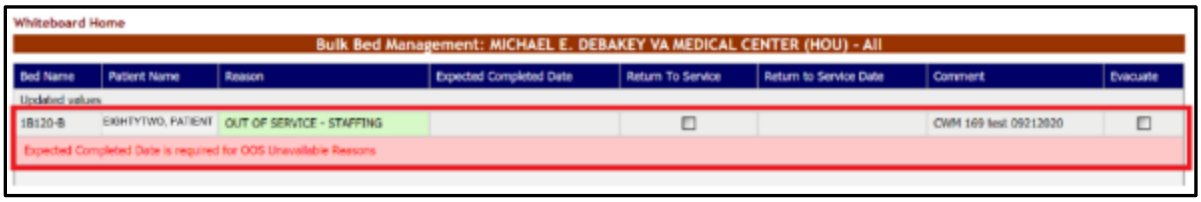
Click on Comment and type in your comments, if any.

Figure 283 - Saving Changes



Scroll down to the bottom of the page and click on Save Changes.

Figure 284 - Expected Completed Date Required



If you did not enter an Expected Completed Date for OOS Unavailable Reasons, the screen will prompt you to enter one.

4.2.4.8. Returning Multiple Beds to Service

To return multiple beds to service at one time, follow the instructions below. You must have privileges that will allow you to do this action.

From the home page, click the **Ward Whiteboard** link.

Figure 285 - Selecting Ward Whiteboard

The **Ward Whiteboard** page is displayed as in the following image.

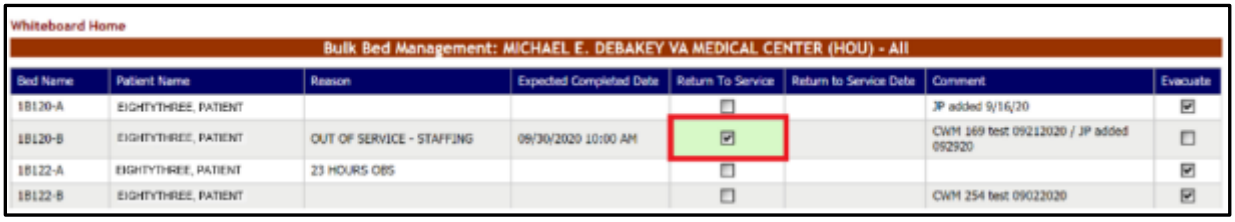
Figure 286 - Selecting Parameters for Ward Whiteboard

Click the arrow button of the **Select Ward** field to display a list of wards defined in the system and select the ward where the bed is located that you want to take out of service or select all, then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following image.

Figure 287 - Selecting Bulk Bed Management

In the upper right corner of the screen, click on the Bulk Bed Management link.

Figure 288 - Selecting Return to Service



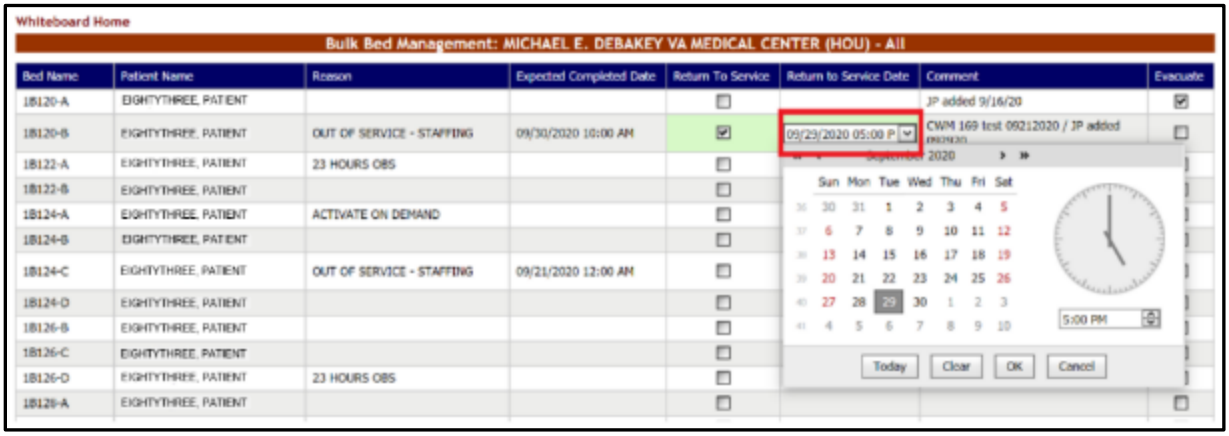
Whiteboard Home

Bulk Bed Management: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU) - All

Bed Name	Patient Name	Reason	Expected Completed Date	Return To Service	Return to Service Date	Comment	Evacuate
1B120-A	EIGHTYTHREE, PATIENT			☐		JP added 9/16/20	☑
1B120-B	EIGHTYTHREE, PATIENT	OUT OF SERVICE - STAFFING	09/30/2020 10:00 AM	☑		CWM 169 test 09212020 / JP added 092920	☐
1B122-A	EIGHTYTHREE, PATIENT	23 HOURS OBS		☐			☑
1B122-B	EIGHTYTHREE, PATIENT			☐		CWM 254 test 09022020	☑

Double-click on the Return to Service column for the beds that are currently marked Out of Service and check those that you would like to return to service. If a bed is not out of service, you will not be able to select the checkbox in the Return to Service column

Figure 289 - Selecting Return to Service Date



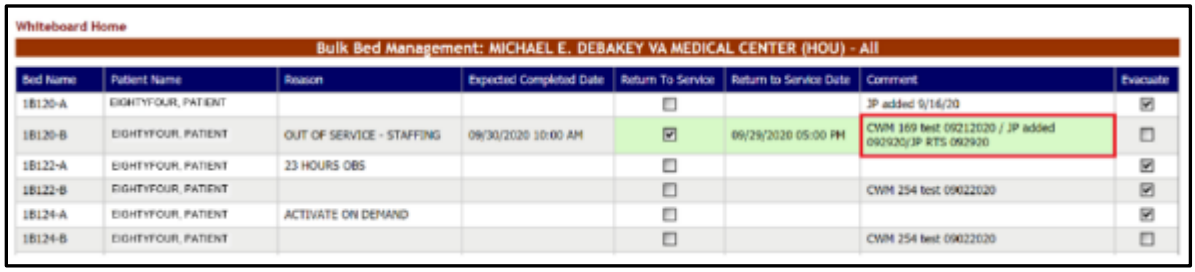
Whiteboard Home

Bulk Bed Management: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU) - All

Bed Name	Patient Name	Reason	Expected Completed Date	Return To Service	Return to Service Date	Comment	Evacuate
1B120-A	EIGHTYTHREE, PATIENT			☐		JP added 9/16/20	☑
1B120-B	EIGHTYTHREE, PATIENT	OUT OF SERVICE - STAFFING	09/30/2020 10:00 AM	☑	09/29/2020 05:00 P	CWM 169 test 09212020 / JP added	☐
1B122-A	EIGHTYTHREE, PATIENT	23 HOURS OBS		☐			
1B122-B	EIGHTYTHREE, PATIENT			☐			
1B124-A	EIGHTYTHREE, PATIENT	ACTIVATE ON DEMAND		☐			
1B124-B	EIGHTYTHREE, PATIENT			☐			
1B124-C	EIGHTYTHREE, PATIENT	OUT OF SERVICE - STAFFING	09/21/2020 12:00 AM	☐			
1B124-D	EIGHTYTHREE, PATIENT			☐			
1B126-B	EIGHTYTHREE, PATIENT			☐			
1B126-C	EIGHTYTHREE, PATIENT			☐			
1B126-D	EIGHTYTHREE, PATIENT	23 HOURS OBS		☐			
1B128-A	EIGHTYTHREE, PATIENT			☐			☐

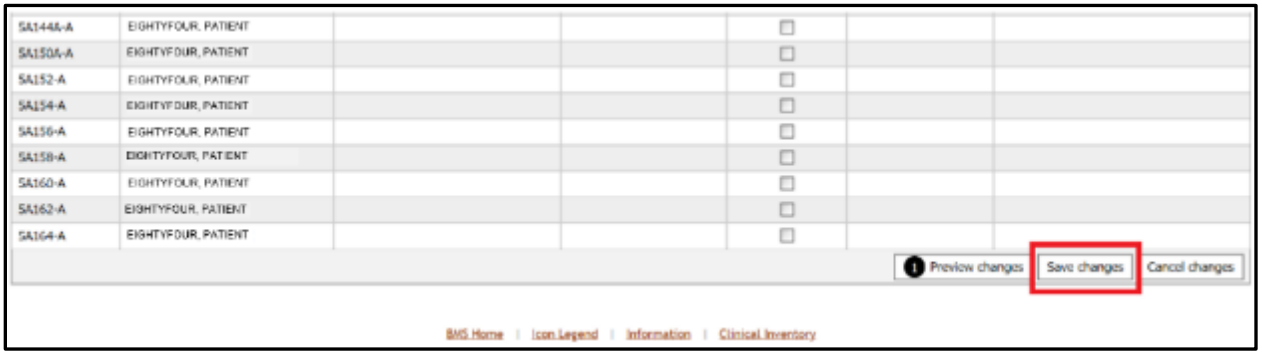
Double click on Return to Service Date and click on the drop-down menu to select the date and time. When you have chosen the date and time, click OK.

Figure 290 - Making Comments on Return to Service Date



Click on Comment and type in your comments, if any.

Figure 291 - Saving Changes



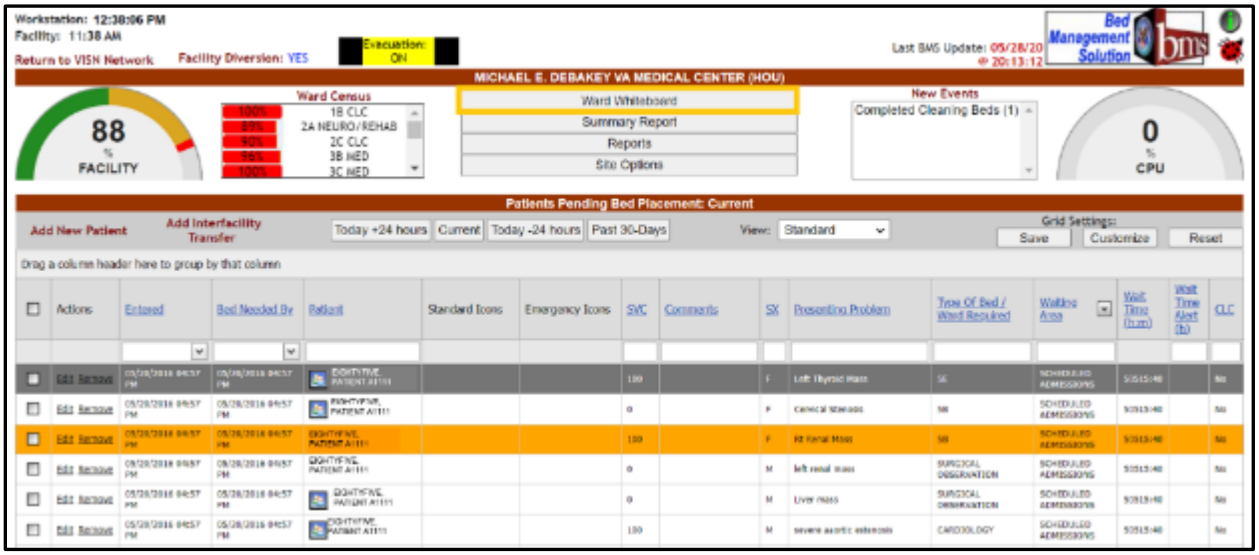
Scroll down to the bottom of the page and click on Save Changes.

4.2.4.9. Updating Multiple Patients with the Evacuation Icon

To update multiple patients with the Evacuation Icon at one time, follow the instructions below. You must have privileges that will allow you to do this action.

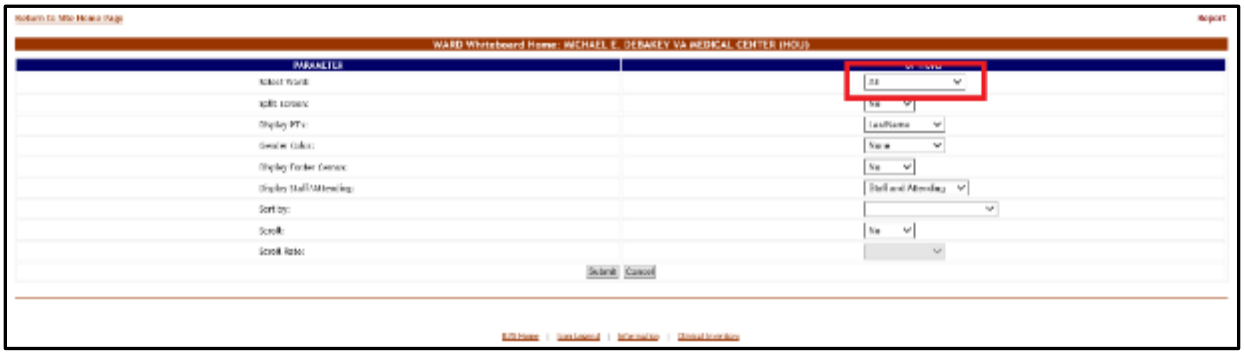
From the home page, click the **Ward Whiteboard** link.

Figure 292 - Selecting Ward Whiteboard



The **Ward Whiteboard** page is displayed as in the following image.

Figure 293 - Selecting Parameters for Ward Whiteboard

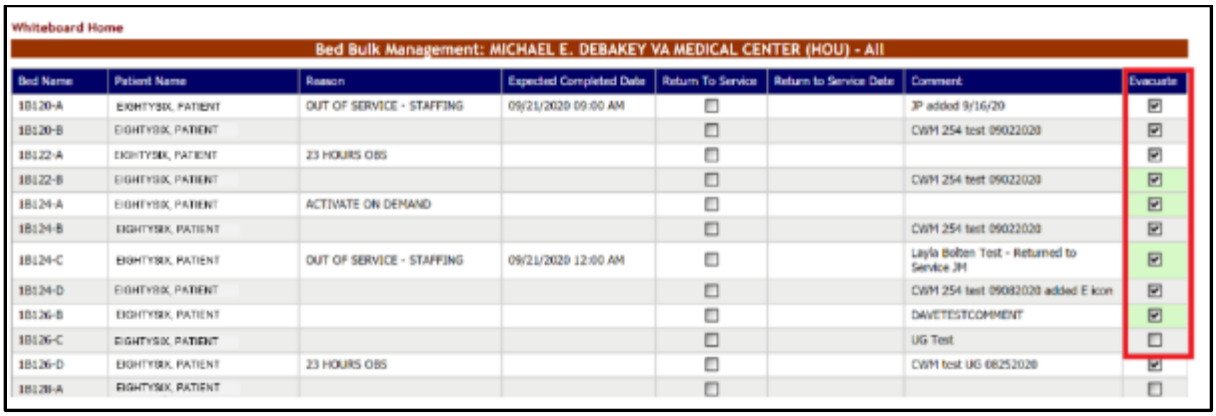


Click the arrow button of the **Select Ward** field to display a list of wards defined in the system and select the ward where the bed is located that you want to take out of service or select all, then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following image.

Figure 294 - Selecting Bulk Bed Management

In the upper right corner of the screen, click on the Bulk Bed Management link.

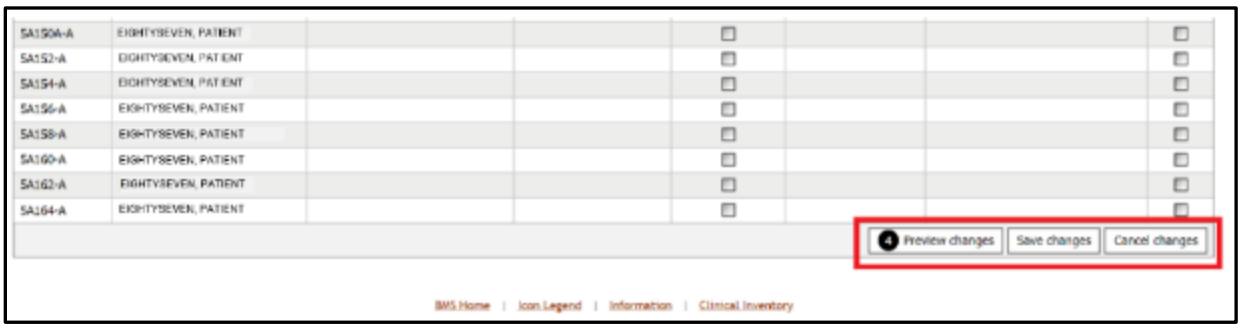
Figure 295 - Selecting Evacuation



Bed Name	Patient Name	Reason	Expected Completed Date	Return To Service	Return to Service Date	Comment	Evacuate
1B120-A	EIGHTYSIX, PATIENT	OUT OF SERVICE - STAFFING	09/21/2020 09:00 AM	☐		JP added 9/16/20	☑
1B120-B	EIGHTYSIX, PATIENT			☐		CWM 254 test 09022020	☑
1B122-A	EIGHTYSIX, PATIENT	23 HOURS OBS		☐			☑
1B122-B	EIGHTYSIX, PATIENT			☐		CWM 254 test 09022020	☑
1B124-A	EIGHTYSIX, PATIENT	ACTIVATE ON DEMAND		☐			☑
1B124-B	EIGHTYSIX, PATIENT			☐		CWM 254 test 09022020	☑
1B124-C	EIGHTYSIX, PATIENT	OUT OF SERVICE - STAFFING	09/21/2020 12:00 AM	☐		Layla Bolten Test - Returned to Service JM	☑
1B124-D	EIGHTYSIX, PATIENT			☐		CWM 254 test 09082020 added E icon	☑
1B126-B	EIGHTYSIX, PATIENT			☐		DAVETESTCOMMENT	☑
1B126-C	EIGHTYSIX, PATIENT			☐		UG Test	☐
1B126-D	EIGHTYSIX, PATIENT	23 HOURS OBS		☐		CWM test UG 08252020	☑
1B128-A	EIGHTYSIX, PATIENT			☐			☐

Double-click on all the beds you would like to evacuate.

Figure 296 - Saving Changes



Scroll down to the bottom of the page and click on Save changes.

4.2.4.10. Adding/Removing the Evacuation Icon

To Add or Remove the Evacuation Icon from a patient, follow the instructions below.

From the home page, click the **Ward Whiteboard** link.

Figure 297 - Selecting Ward Whiteboard

The **Ward Whiteboard** page is displayed as in the following image.

Figure 298 - Selecting Parameters for Ward Whiteboard

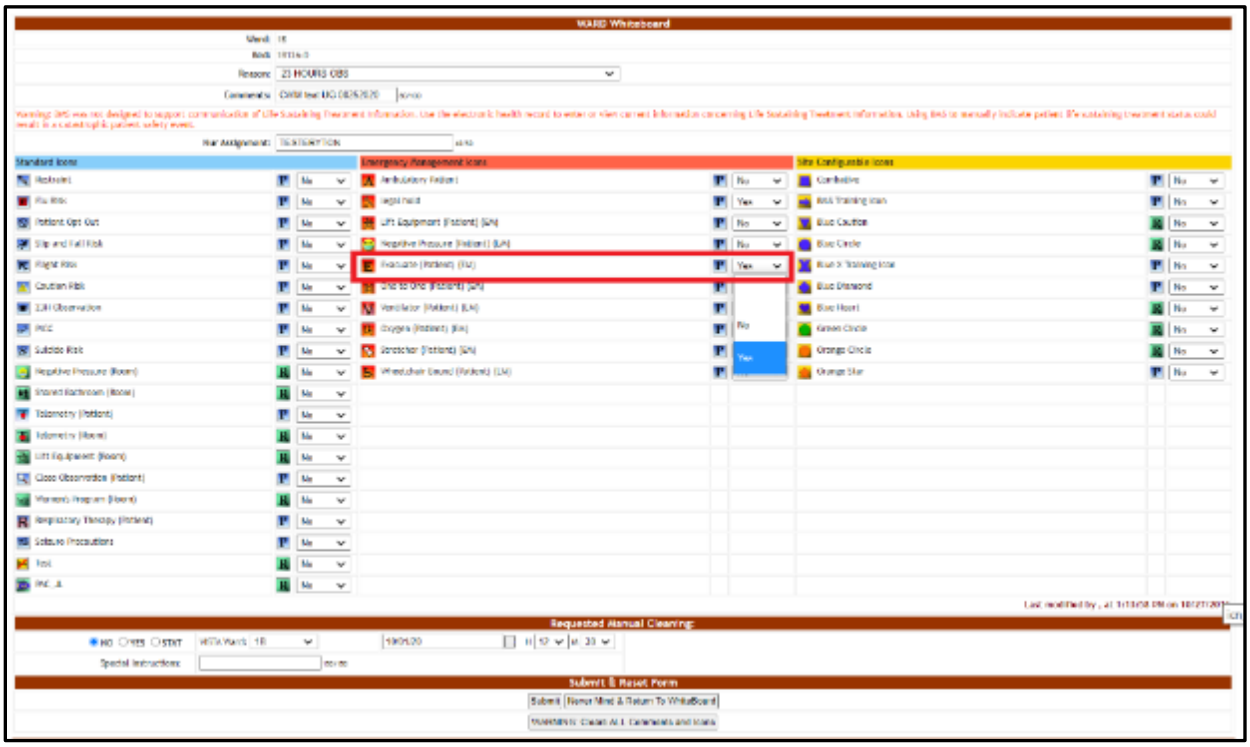
Click the arrow button of the **Select Ward** field to display a list of wards defined in the system and select the ward where the bed is located that you want to take out of service

or select all, then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following image.

Figure 299 - Selecting a Bed/Patient from the Ward Whiteboard Page

Click the bed code link of the bed you want to take out of service. The **WARD Whiteboard** page is displayed as in the following image.

Figure 300 - Add/Remove Evacuate Patient Icon

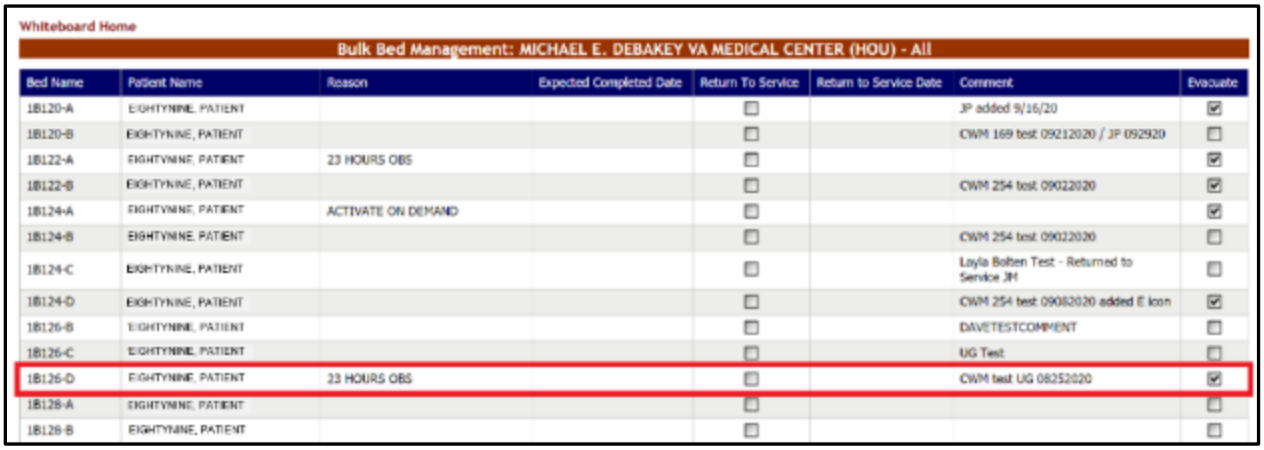


To edit the Evacuate Patient icon to the selected bed select “yes” or “no” from the field to the right of the icon then press the **Submit** button. A screen is displayed confirming the modification of the record in the database.

Figure 301 - Ward Whiteboard Home – Bed/Patient Flagged

If “yes” was selected, the Evacuate Patient icon will be displayed in the Comments column of the selected bed and EVACUATE will appear in the Evac Status column. If “no” was selected, the Evacuate Patient Icon will be removed.

Figure 302 - Bulk Bed Management Page



Then click on the Bulk Bed Management link on the Ward Whiteboard home page to verify that the Evacuation icon has been added/removed on that page. (You can also remove the Evacuation Patient Icon from the patient by checking/unchecking the box in the Evacuate column on this page).

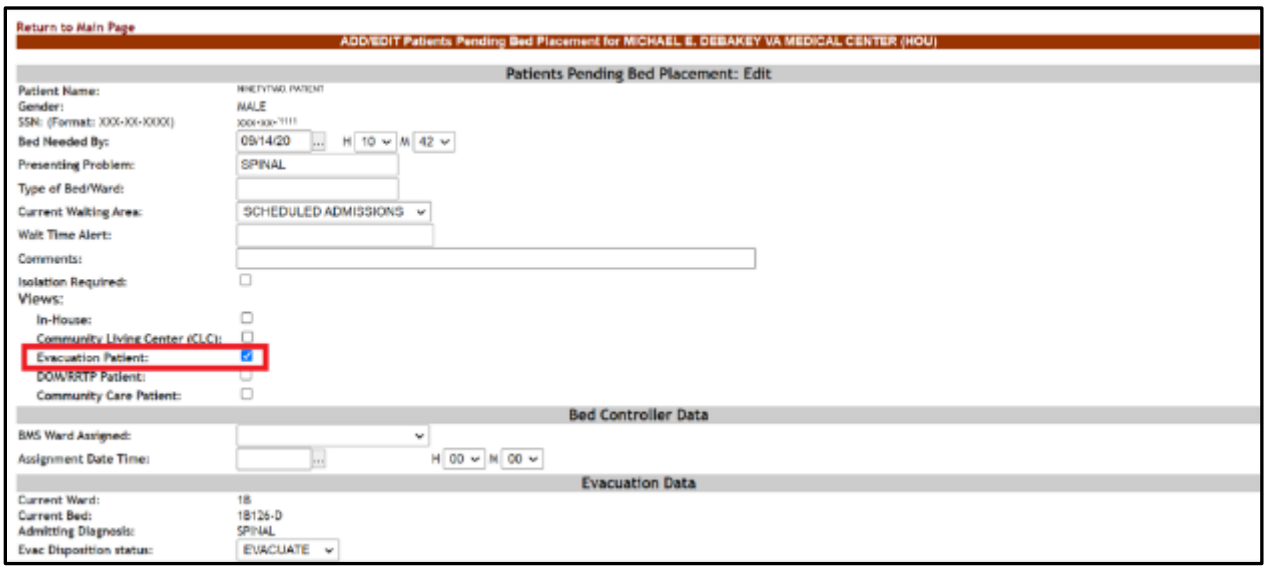
Figure 303 - Select Patient in Patient Pending Bed Placement List

Look up the patient you would like to edit by typing their last name in the Patient search box or select a patient from the list

Figure 304 - Edit Details of the Patient

To edit the details of an entry from the Patients Pending Bed Placement list click the corresponding **Edit** link. The following page is displayed:

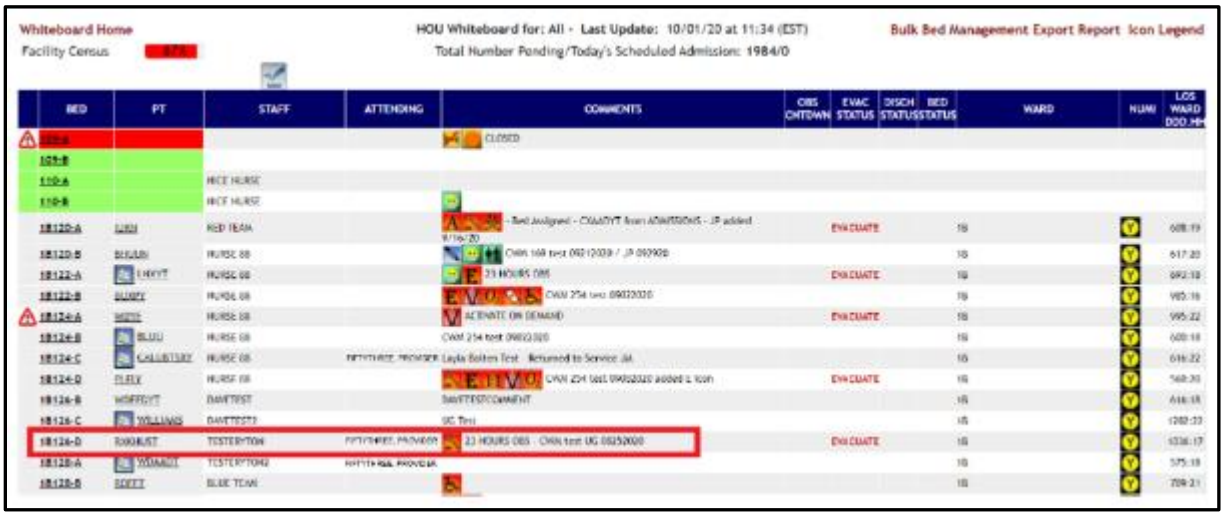
Figure 305 - Editing Patients Pending Bed Placement View



To Add/Remove Evacuation Patient status select the checkbox next to Evacuation Patient in Views.

Click Submit at the bottom of the page to save changes. A screen is displayed confirming the modification of the record in the database.

Figure 306 - Ward Whiteboard Home Page



To verify that the Evacuation icon has been added/removed, go the Whiteboard Home page and the patient record shows that the Evacuation Icon has been added/removed.

Figure 307 - Bulk Bed Management Page

Whiteboard Home

Bulk Bed Management: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU) - All

Bed Name	Patient Name	Reason	Expected Completed Date	Return To Service	Return to Service Date	Comment	Evacuate
1B120-A	NINETYTHREE, PATIENT			☐		JP added 9/16/20	☑
1B120-B	NINETYTHREE, PATIENT			☐		CWM 169 test 09212020 / JP 092920	☐
1B122-A	NINETYTHREE, PATIENT	23 HOURS OBS		☐			☑
1B122-B	NINETYTHREE, PATIENT			☐		CWM 254 test 09022020	☑
1B124-A	NINETYTHREE, PATIENT	ACTIVATE ON DEMAND		☐			☑
1B124-B	NINETYTHREE, PATIENT			☐		CWM 254 test 09022020	☐
1B124-C	NINETYTHREE, PATIENT			☐		Layla Bolten Test - Returned to Service JM	☐
1B124-D	NINETYTHREE, PATIENT			☐		CWM 254 test 09082020 added E icon	☑
1B126-B	NINETYTHREE, PATIENT			☐		DAVETESTCOMMENT	☐
1B126-C	NINETYTHREE, PATIENT			☐		UG Test	☐
1B126-D	NINETYTHREE, PATIENT	23 HOURS OBS		☐		CWM test UG 08252020	☐
1B128-A	NINETYTHREE, PATIENT			☐			☐

Then click on the Bulk Bed Management link on the Ward Whiteboard home page to verify that the Evacuation icon has been added/removed on that page.

4.2.4.11. Generate the Ward Whiteboard Report for the Selected Wards

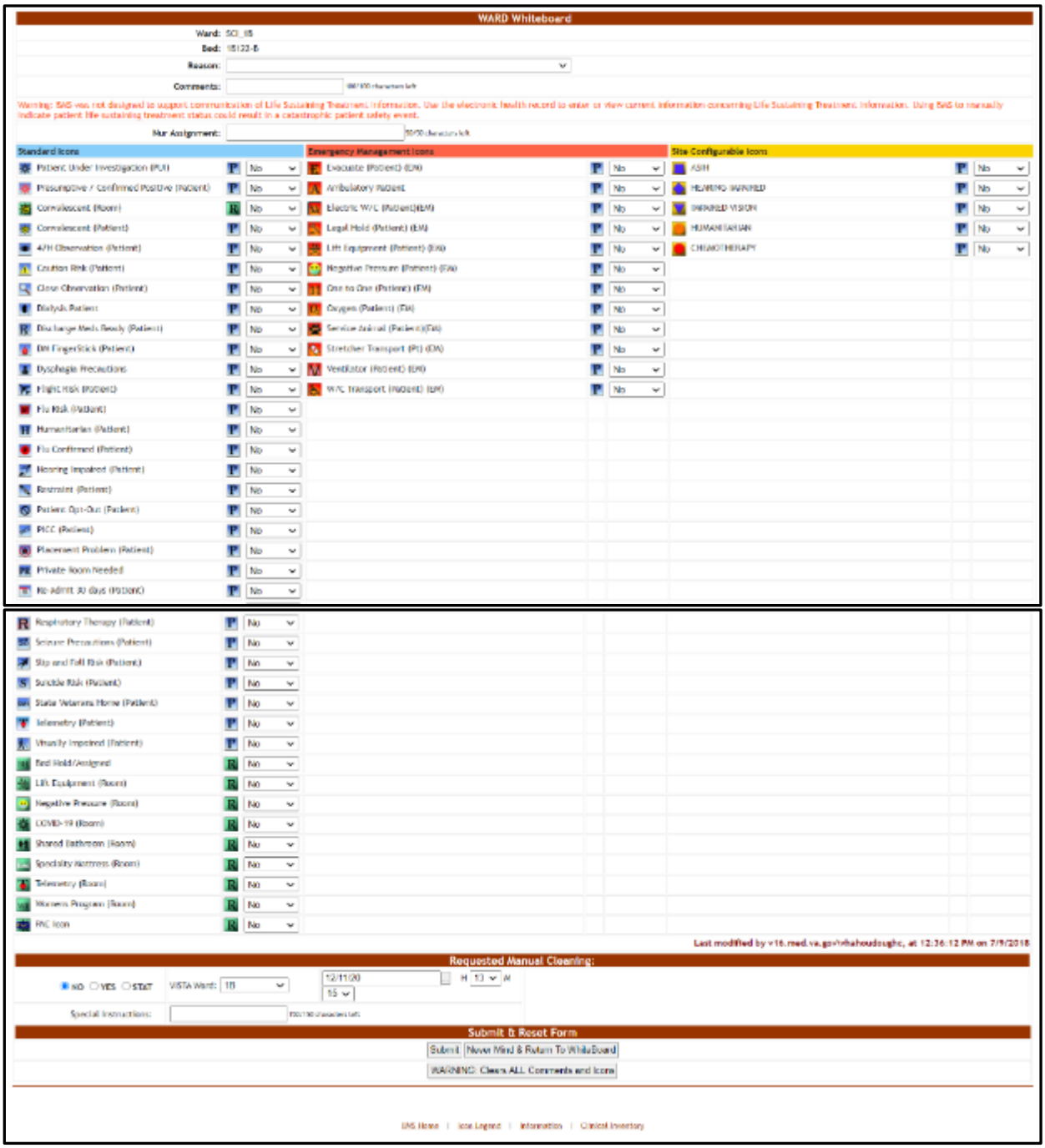
In the **Ward Whiteboard Home** page click the **Export Report** link in the upper right corner of the page. The report is presented as in the following image:

Figure 308 - Ward Whiteboard Report

4.2.5. The Ward Whiteboard Page

The **Ward Whiteboard** page is accessible from the **Ward Whiteboard Home** page by clicking the corresponding bed code link in the BED column.

Figure 309 - The Ward Whiteboard Page



The Ward Whiteboard page presents information about the selected bed and allows the user to perform various operations such as taking the bed out of use, enabling/disabling patient risk flags, requesting manual cleaning.

Note: Users are discouraged from using the words DNR/DNI in the comment of the Ward Whiteboard or using any icon to represent DNR/DNI on the Ward Whiteboard.

The following data is available for each bed:

Table 57 - Bed Parameters

COLUMN	DESCRIPTION
Ward	The ward where the selected bed is.
Bed	The code assigned in the system to the bed.
Reason	The site user can use this field to enter a reason why the selected bed is unavailable. Clicking the arrow button will display a list of available reasons. For details on how to add a reason to this list, see the section Adding an Unavailable Reason in the chapter Using BMS.
Comments	The site user can enter any comments that he/she considers necessary.
Nur Assignment	Displays the name of the nurse in charge of the selected bed.
PT RiskFlags	The patient risk flags can be displayed to indicate the risks associated to the patient currently occupying the selected bed.
Requested Manual Cleaning	The options available in this area allow the user to determine when the current bed will be cleaned. STAT - urgent/emergent situation YES – bed clean request at the date and time selected from the associated fields. NO - no bed clean request is generated.
VistA Ward	This field displays the VistA Wards with which the bed is associated. When entering a bed clean request this field allows you to determine for which of the associated VistA wards you register the bed clean request.
Special Instructions	Enter any special instructions regarding the cleaning operation.
Submit and Reset Form	The buttons available in this area allow the user to enter the data into the system, reset the existing selections, or return to the main screen without making any changes.

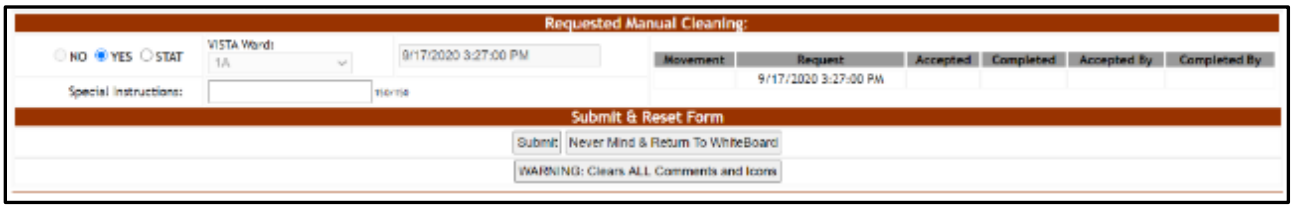
4.2.5.1. Request Cleaning/EMS Services for a Bed

In the **Ward Whiteboard** page, in the Request Manual Cleaning Area select “Yes” then enter the date and time when the bed needs to be clean. Enter all relevant comments in the **Special Instructions** field then press the **Submit** button.

Alternatively, from the Request Manual Cleaning Area you can select the STAT option to request an urgent bed clean operation.

Once a cleaning operation has been requested for a bed, the Requested Manual Cleaning area is displayed as in the following image.

Figure 310 - Request Manual Cleaning Area



All the fields in the Requested Manual Cleaning area are disabled and the fields to the left of the area present the following data:

Movement: the date and time of the movement that generated the request. Request: the date and time when the bed clean request was entered in the system.

Accepted: the date and time when the bed clean request has been accepted by the EMS personnel. Accepted by: the name of the EMS user who accepted the request.

NOTE: A manual stat clean or new bed clean request can only be created after the existing bed clean request has been completed.

4.3. EMS Supervisor

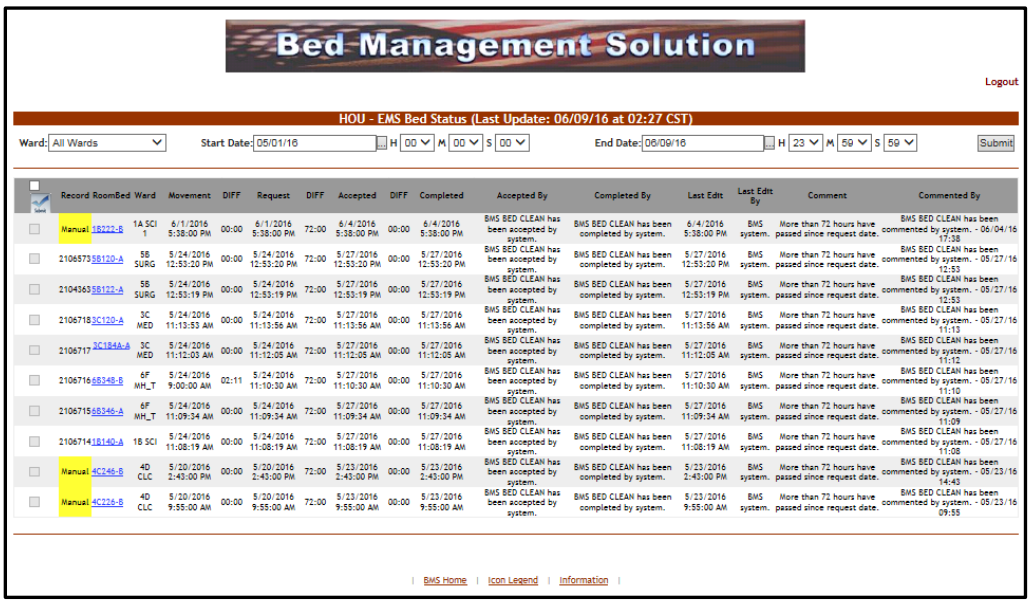
The EMS supervisor users can access the following pages:

- EMS Bed Status page
- Environmental Management Service Bed Status page
- Environmental Management Service Bed Status – Batch Assign EMS Staff page.

4.3.1. Environmental Management Service Bed Status Page

This page is accessed by pressing the button **Go To Facility Bed Cleaning Page (EMS Staff Only)** from the **BMS User Login** page. The **EMS Bed Status** page is displayed as in the following image.

Figure 311 - EMS Bed Status Page



This page allows the EMS supervisor to view the requests for bed clean operations, to filter existing requests by different criteria and to select requests in order to assign them to EMS staff.

In the upper part of the page the filter criteria are available: **Ward** – to filter the bed clean requests by the ward for which they have been requested; **Start Date/Time** and **End Date/Time** – to filter the requests by time interval when they have been requested (the Requested column).

The following data is available for each request in the list:

Table 58 - EMS Bed Status Parameters

Column	Description
Select batch	Allows the selection of several requests in the list.
(selection box)	Allows the selection of the entry.
Record	For automatic requests, displays the record number of the movement that generated the request. For manual urgent requests, the “Manual/STAT” is displayed against a red background. For manual requests, the word “Manual” is displayed against a yellow background.
RoomBed	Displays the name/code of the bed.
Ward	Displays the name of the ward where the bed is.
Movement	Displays the date and time of the movement that generated the request.
DIFF	The difference between the date and time of the movement and the date and time of the request.
Request	The date and time when the cleaning operation was requested.
DIFF	The difference between the time when the request for cleaning the bed was sent and the time when the request was accepted.
Accepted	The date and time when the request for the cleaning operation has been accepted.
DIFF	The difference between the time when the cleaning operation has been accepted and the time when the cleaning operation has been completed.
Completed	The date and time when the cleaning operation has been completed.
Accepted by	The name of the person who has accepted the request for the cleaning operation.
Completed by	The name of the person who has completed the cleaning operation.
Last Edit	The date and time when the record was last edited.
Last Edit by	The name of the person who last edited the record.

Column	Description
Comment	Any comments entered regarding the bed clean operation.
Commented by	The name of the person who entered the comment.

In this page the user can perform the following operations: select a bed clean request in order to assign it, select several bed clean requests in order to assign them and comment a request.

4.3.1.1. Assigning a bed clean request

To assign a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only select a request which has not been yet assigned. The selection box of a request already assigned will be disabled.

Figure 312 - Select Bed Clean Request for Assignation

Upon selection the following screen is displayed:

Figure 313 - EMS Bed Status Page – Assign Cleaning

At the top of the screen the name of the current operation is presented: Assign Cleaning. The **Special Instructions** field displays any comments or instructions entered

by the person who requested the cleaning. From the **Assign** to field select the EMS person to whom the cleaning operation will be assigned then press the **Submit** button: the EMS Bed Status page will be displayed: the Accepted by column will present the name of the user who has accepted the request. Also, the bed will be displayed in the report “EMS is currently cleaning (x) beds” in the **New Events** screen.

In the **Ward Whiteboard Home** page, the “cleaning bed” icon will be displayed next to the bed name as in the following image.

Figure 314 - Ward Whiteboard – Cleaning Bed

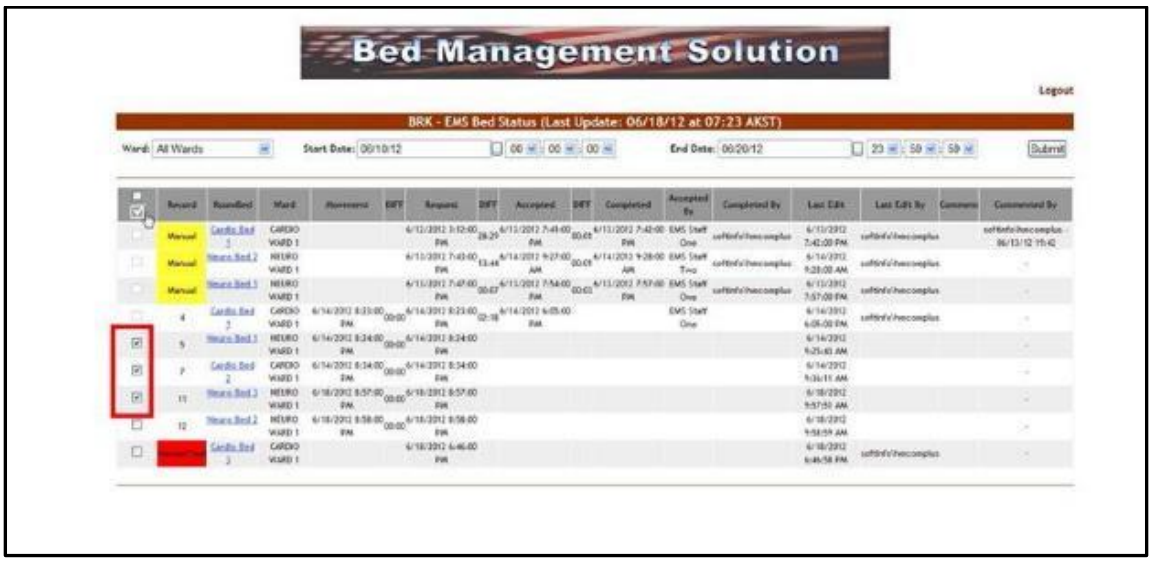
4.3.1.2. Assigning a batch of bed clean requests

To assign a batch of bed clean requests follow the instructions below.

In the (facility name) **EMS Bed Status** page click the selection box of all the bed clean requests you want to assign as in the following image.

NOTE: you can only select a request which has not been yet assigned. The selection box of a request already assigned will be disabled.

Figure 315 - Select Several Bed Clean Requests



Then click the **Batch Assign EMS staff** button at the top of the column. Upon selection the following screen is displayed:

Figure 316 - Assign Several Bed Clean Requests

A list of the selected requests is displayed. You can assign all the requests to the same person or you can assign each request to a different person. Use the arrow button of the **Assigned To**: fields drop down box to display the available personnel. Click the **Submit** button to enter the data into the system.

4.3.1.3. Commenting a Bed Clean Request

To enter comments for a bed clean request, follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only enter comments for a request which has been assigned.

Figure 317 - Select a Bed Clean Request for Comment

Upon selection the following screen is displayed:

Figure 318 - EMS Bed Status Page – Comment Bed Clean Request

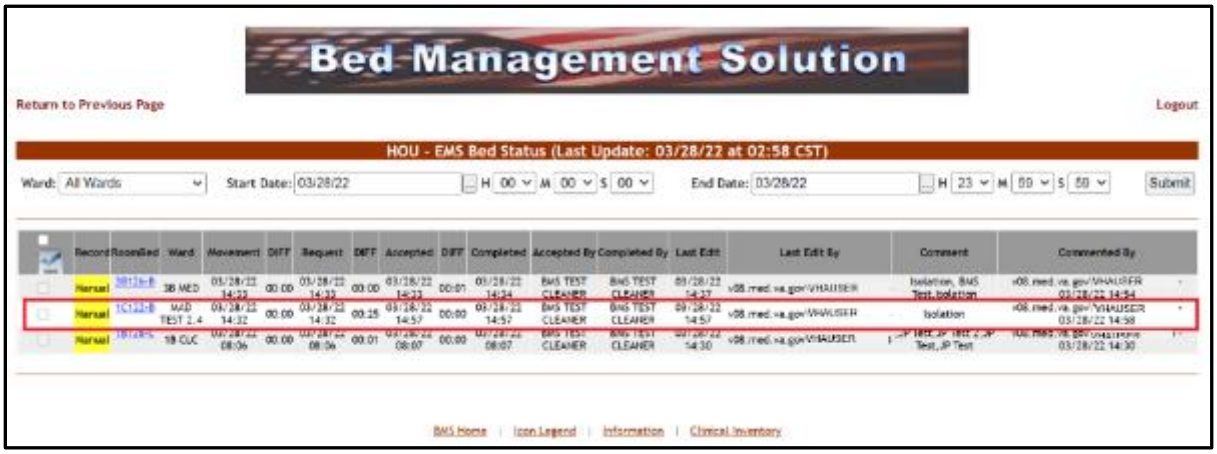
In the **Comment** field enter any relevant comments. Click the **Comment** button to save the comment.

4.3.1.4. New Comment on a Bed after it has been Marked Clean

To enter a new comment on a bed that has already been marked clean, follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image.

Figure 319 - Select a Bed for a New Comment

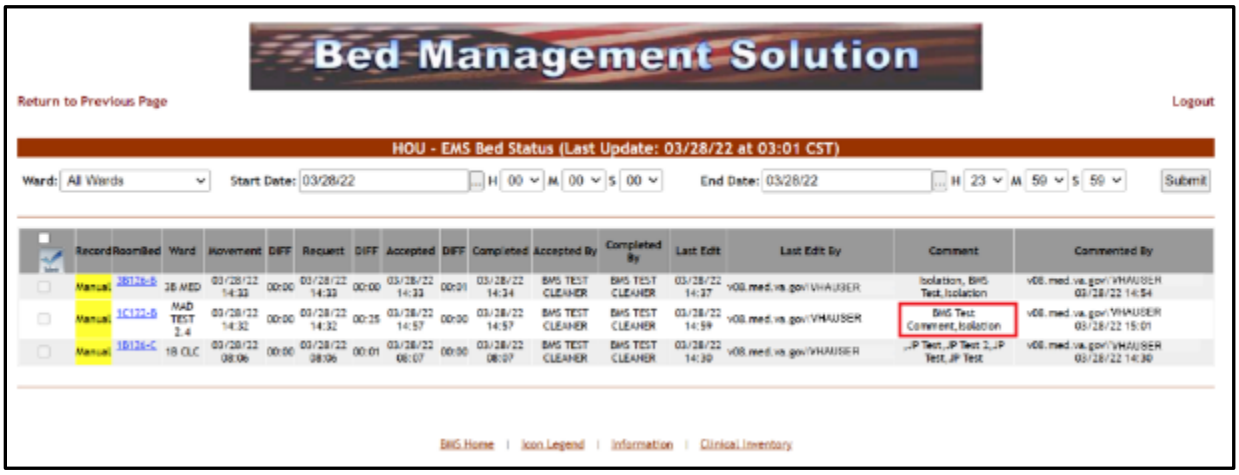


In the **Comment** field, clear the old comment and enter a new comment. Click the **Comment** button to save the comment.

Figure 320 - EMS Bed Status Page – New Comment on Clean Bed

Upon saving, the following screen is displayed showing multiple comments on the bed:

Figure 321 - EMS Bed Status Page – Showing Multiple Comments on a Bed



4.4. EMS Users

The EMS users can access the following pages:

- The (facility name) EMS Bed Status page
- The Environmental Management Service Bed Status page

4.4.1. Environmental Management Service Bed Status Page

This page is accessed by pressing the button **Go To Facility Bed Cleaning Page (EMS Staff Only)** from the **BMS User Login** page. The **EMS Bed Status** page is displayed as in the following image.

Figure 322 - EMS Bed Status Page – EMS User

This page allows the EMS user to view the requests for bed clean operations, to filter existing requests by different criteria and to select requests in order mark them as completed or to enter comments.

In the upper part of the page the filter criteria are available: **Ward** – to filter the bed clean requests by the ward for which they have been requested; **Start Date/Time** and **End Date/Time** – to filter the requests by the date/time when they have been requested (the Requested column).

The following data is available for each request in the list:

Table 59 - EMS Bed Status Parameters

COLUMN	DESCRIPTION
Record	For automatic requests, displays the record number of the movement that generated the request. For manual urgent requests the "Manual/STAT" is displayed against a red background. For manual requests the word "Manual" is displayed against a yellow background.
RoomBed	Displays the name/code of the bed.
Ward	Displays the name of the ward where the bed is.
Movement	Displays the date and time of the movement that generated the request.
DIFF	The difference between the date and time of the movement and the date and time of the request.
Request	The date and time when the cleaning operation was requested.
DIFF	The difference between the time when the request for cleaning the bed was sent and the time when the request was accepted.
Accepted	The date and time when the request for the cleaning operation has been accepted.
DIFF	The difference between the time when the cleaning operation has been accepted and the time when the cleaning operation has been completed.
Completed	The date and time when the cleaning operation has been completed.
Accepted by	The name of the person who has accepted the request for the cleaning operation.
Completed by	The name of the person who has completed the cleaning operation.
Last Edit	The date and time when the record was last edited.
Last Edit by	The name of the person who last edited the record.
Comment	Any comments entered regarding the bed clean operation.
Commented by	The name of the person who entered the comment.

In this page the user can perform the following operations: select a bed clean request(s) in order to mark it as completed and comment a request.

4.4.1.1. Assigning a bed clean request

To assign a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only select a request which has not been yet assigned.

Figure 323 - EMS Bed Status Page – Select Bed Clean Request for Assigning

Upon selection the following screen is displayed:

Figure 324 - EMS Bed Status Page – Assign Cleaning

At the top of the screen the name of the current operation is presented: Assign Cleaning.

The **Special Instructions** field displays any comments or instructions entered by the person who requested the cleaning.

The field **Assign to** displays the name of the current EMS user who is assigning a bed request to him/her self.

The **Date/Time Assigned** field displays the current date and time.

Press the **Submit** button. The **EMS Bed Status** page will be displayed. The Accepted by column will present the name of the user who has accepted the request. Also, the bed will be displayed in the report “EMS is currently cleaning (x) beds” in the New Events screen.

In the **Ward Whiteboard Home** page, the “cleaning bed” icon will be displayed next to the bed name as in the following image.

Figure 325 - Ward Whiteboard – Cleaning Bed

4.4.1.2. Mark a Bed Clean Request as Completed

To mark a bed clean operation as completed follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image.

Figure 326 - Select Bed Clean Request to Mark as Completed

Upon selection the following screen is displayed:

Figure 327 - EMS Bed Status Page – Completed Cleaning

At the top of the screen the name of the current operation is presented: Completed by. Click the **Cleaning Completed** button to mark the bed as “cleaned”.

In the **Ward Whiteboard Home** page, the “cleaned” icon will be displayed next to the bed name as in the following image.

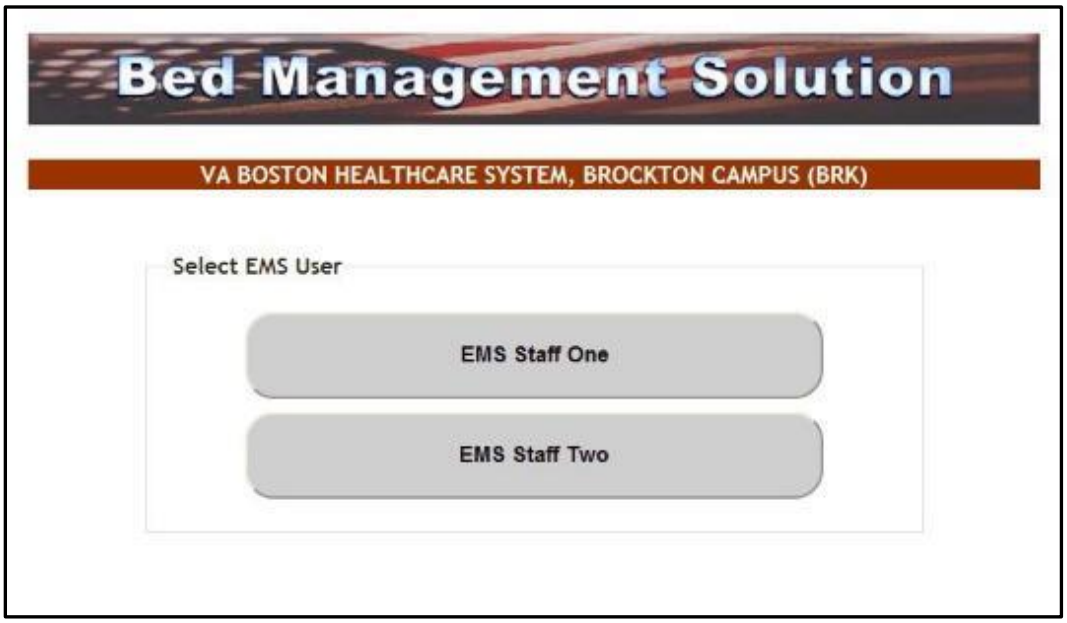
Figure 328 - Ward Whiteboard – Clean Bed

4.4.2. EMS Staff Page for Mobile Devices

EMS staff can access the BMS Web page for mobile devices at the URL setup by their local IS staff. The URL is setup like this link - https://<servername>.gov/EMSMobileLogon?code=BRK.

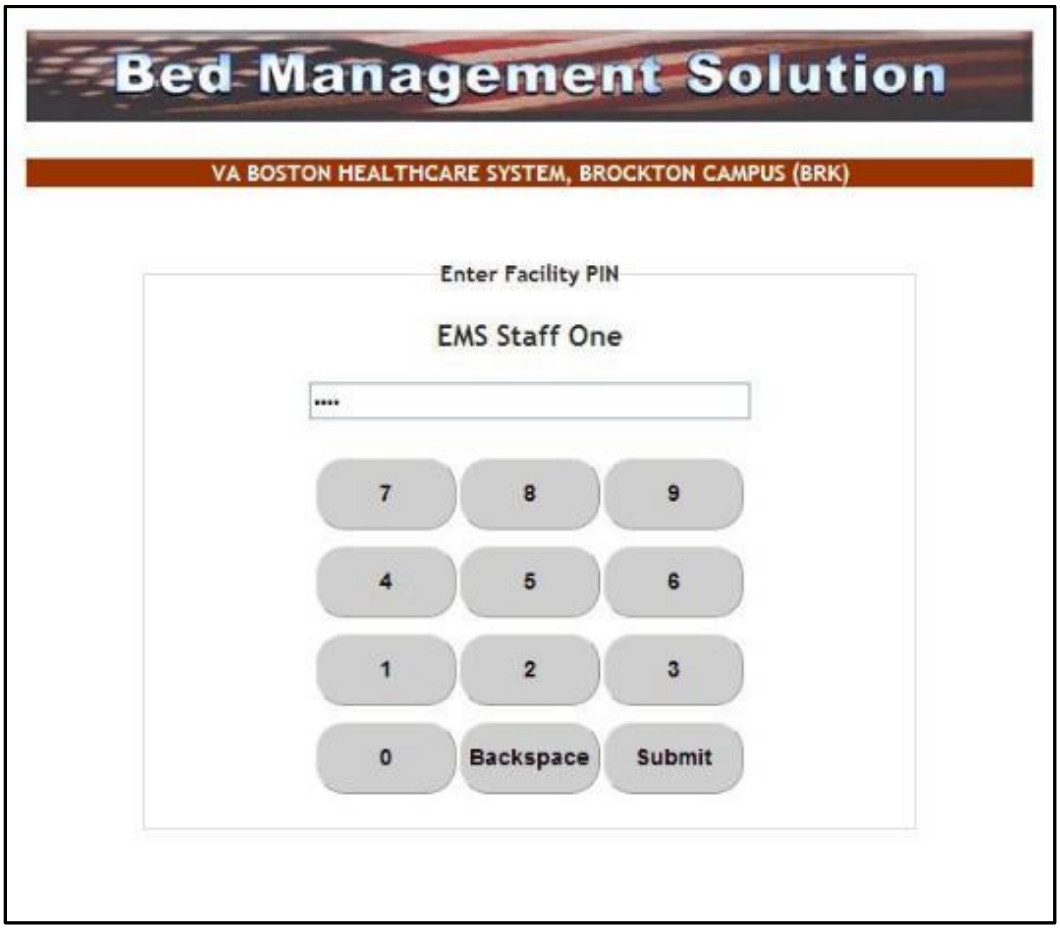
The “BRK” is the 3-digit facility code. Make sure you use the code of the facility you want to access. The following page is displayed.

Figure 329 - EMS Staff Page for Mobile Devices



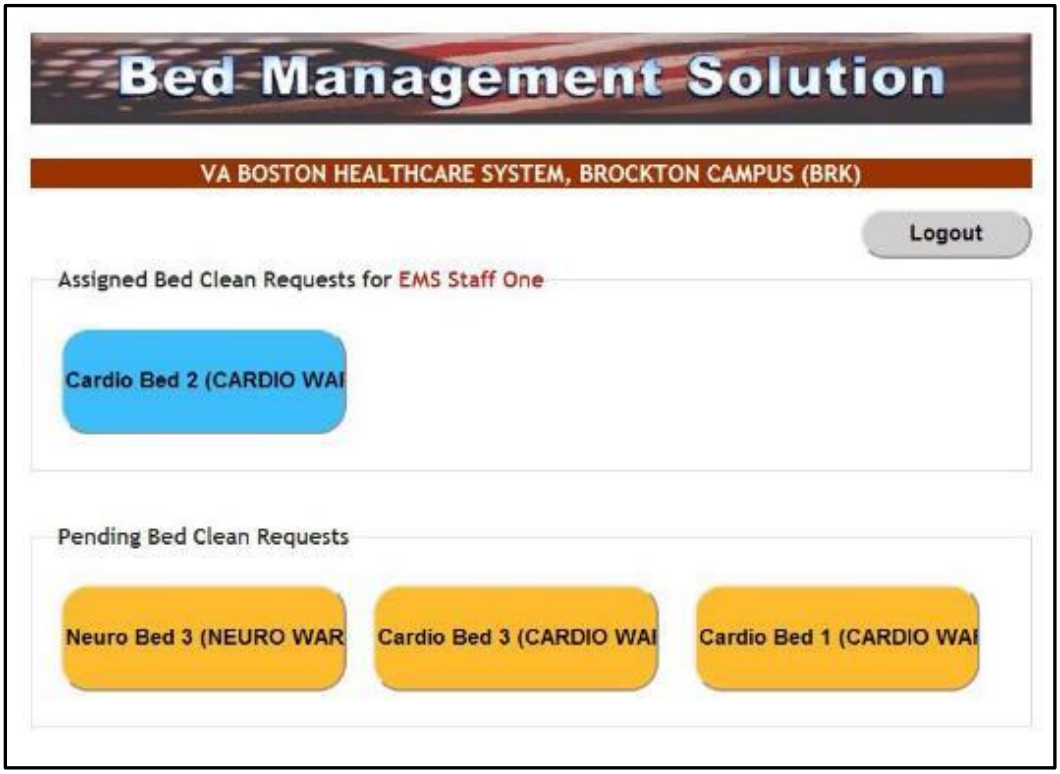
Select the EMS user name: the following page is displayed.

Figure 330 - EMS Staff Page for Mobile Devices – User Login



Enter the PIN associated to your EMS user name then press the **Submit** button: the following page is displayed.

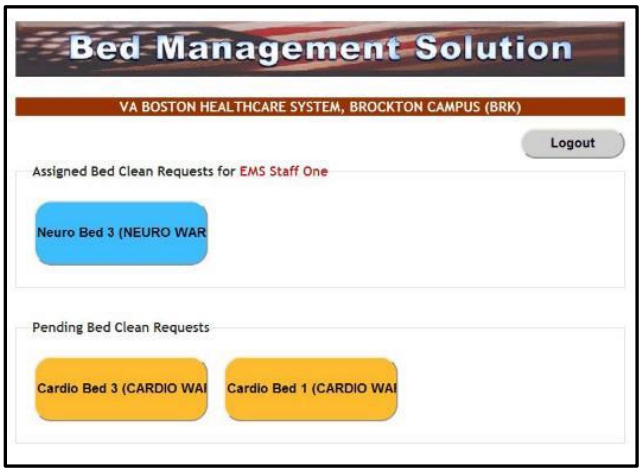
Figure 331 - EMS Staff Page for Mobile Devices – User Home Page



The blue buttons in the upper part of the screen represent bed clean requests which have been assigned to the current EMS user. Clicking a blue button will mark the request as “completed” and will cause the button to disappear.

The yellow buttons in the lower part of the screen represent bed clean requests which have not yet been assigned to any EMS personnel. Clicking a yellow button will assign the pending request to the current user and will cause the yellow button to be displayed as a blue button in the upper part of the screen.

Figure 332 - EMS Staff Page for Mobile Devices – Pending to Assigned



4.5. VISN Users

VISN User can access the **VISN Network Bed Boards** Page.

VISN Users----Please Note: This page allows the user to keep track of Veteran Patients who are currently being treated in community hospitals on Fee Basis or requiring a service that the current facility does not provide or cannot accommodate the patient. In other words, this is a list of patients that could not be admitted to a VA facility or in need of care not available at the facility they currently are admitted.

4.5.1. VISN Network Bed Boards Page

The **VISN Bed Boards** page is displayed after logging in the BMS system.

From the current facility home page, the VISN Bed Boards page is accessible by clicking the link **Return to VISN Network**.

From the **National/Regional BMS** home page the **VISN Bed Boards** page is accessible by the clicking the corresponding VISN link.

The **VISN Bed Boards** page is displayed as in the following image.

Figure 333 - VISN Bed Boards Page

This page allows the user to keep track of Veteran Patients who are currently being treated in community hospitals on Fee Basis or requiring a service that the current facility does not provide or cannot accommodate the patient. In other words, this is a list of patients that could not be admitted to a VA facility or in need of care not available at the facility they currently are admitted.

The upper part of the page presents a list of VISN facilities. Clicking one of the links in the Facility column will display the corresponding home page of the selected facility.

The VISN Bed Summary Report link (the column title) will generate a bed summary report for all the facilities in the current VISN. (See VISN Bed Summary Report for

details). The links in the VISN Bed Summary Report column will display the bed summary report for the corresponding facility.

The **Census** fields display the bed occupancy percentage of the facility. The Users column displays the number of users currently logged on the facility site.

The links in the Point of Contact column will automatically connect to your default email client (such as Outlook for example) and will open a New Message window that can be used to send an email to the corresponding facility. The POC Telephone column displays the telephone number for the facility.

The **View Audit Log** link provides access to the Audit reports, for details on the Audit reports see the section Audit Log Report Page.

The **View Diversion Report** link provides access to the Diversion reports. The VISN **Diversion Report** link is on the upper right of the page. Select **View Diversion Report**.

Figure 334 - VISN Bed Board Page

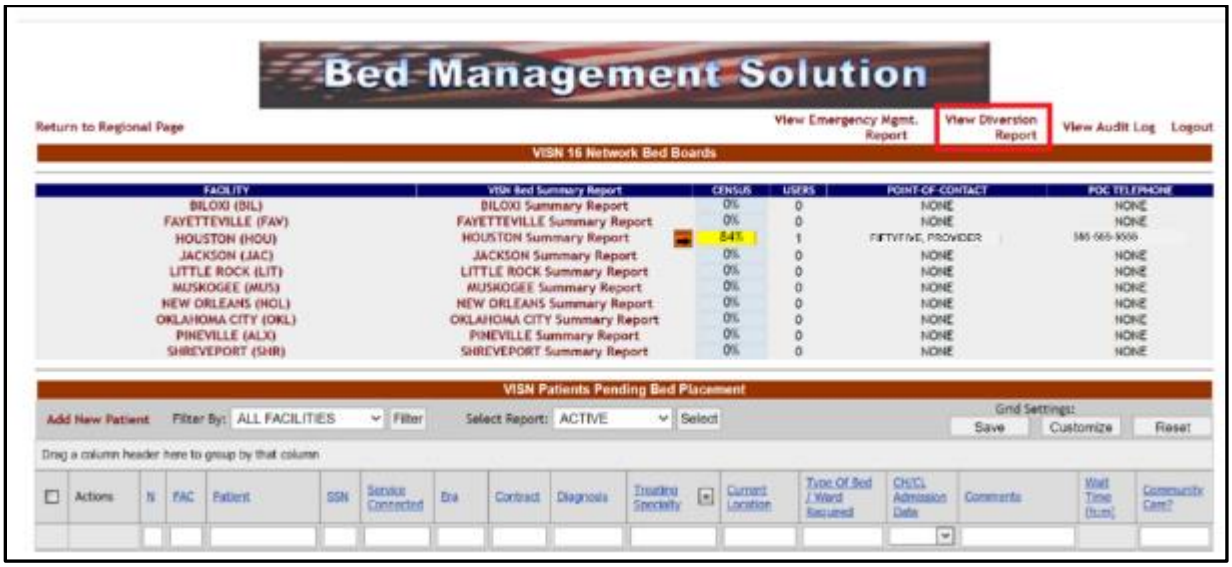


Figure 335 - Select Diversion Report Type

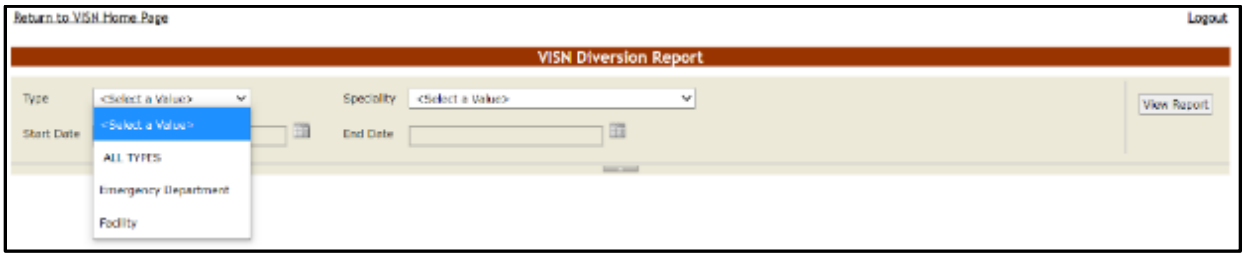


Figure 336 - Select Diversion Report Specialty

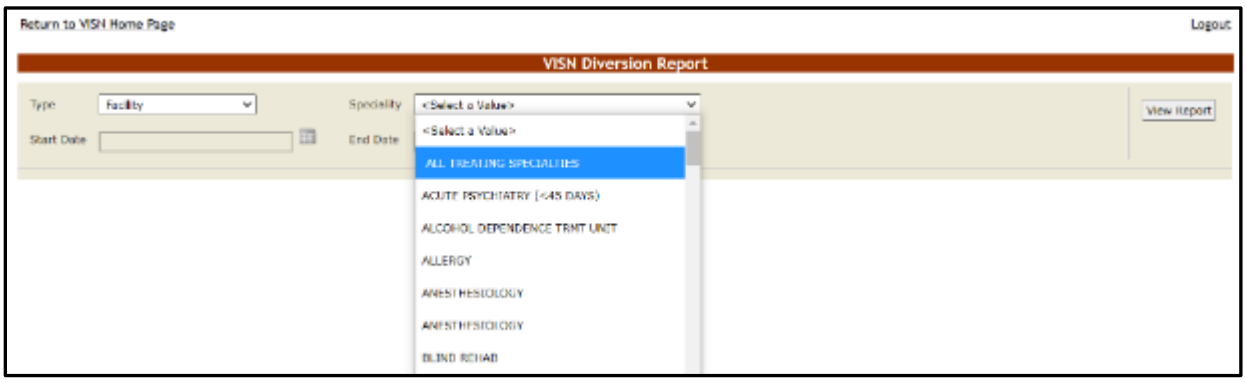


Figure 337 - Select Diversion Report Date Ranges

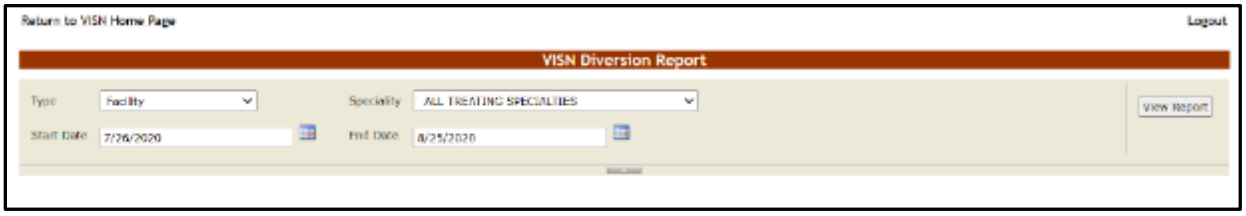
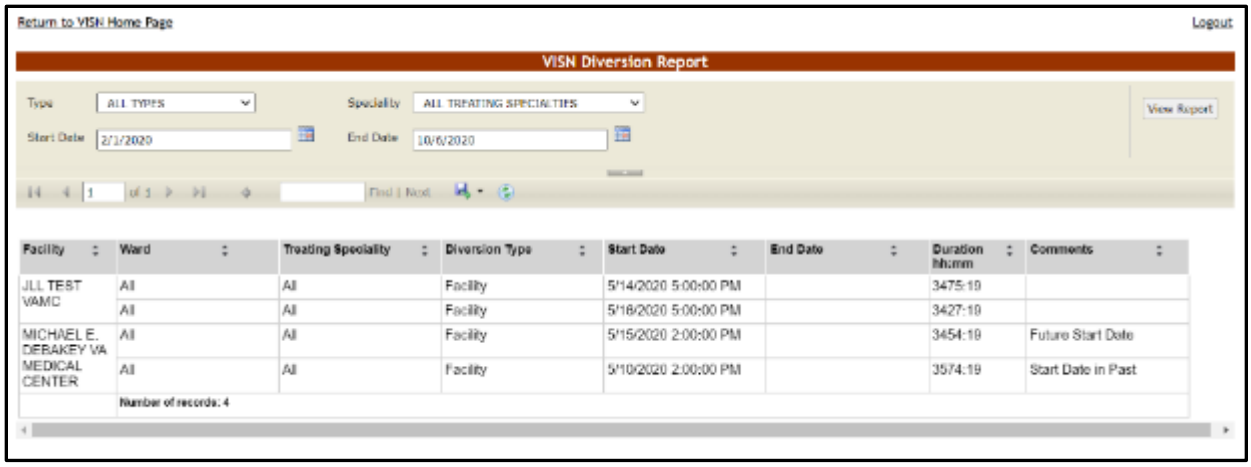


Figure 338 - VISN Diversion Report Results



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip**.**

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 60 - VISN Diversion Report Parameters

COLUMN	DESCRIPTION
Facility	The name of the Facility.
Ward	The Ward

Treating Specialty	The treating specialty.
Diversion Type	The diversion type.
Start Date	Start date of diversion.
End Date	End date of diversion.
Duration	Duration of diversion hours & minutes.
Comments	Any pertinent comments.

The **View Emergency Mgmt. Report** link provides access to the various Emergency reports. This report provides information that can be printed and used in case of an emergency:

- Roster report is a listing of those patients needing to be evacuated and transported out of the facility;
- Regulate report provides a worksheet that can be used with some prefilled information such as admitting diagnosis;
- Manifest report can be used by those actually evacuating the patient such as the driver/attendant of the bus or vehicle.
- Patient Transfer report is a report listing patients transferred and the facility or ward from which the patient was transferred.

The emergency management report presents a list with all the patients that need to be evacuated in case of emergency

To generate the emergency management report, follow the instructions below.

The VISN **Emergency Mgmt. Report** link is on the upper right of the VISN Bed Board page. Select **View Emergency Mgmt. Report**.

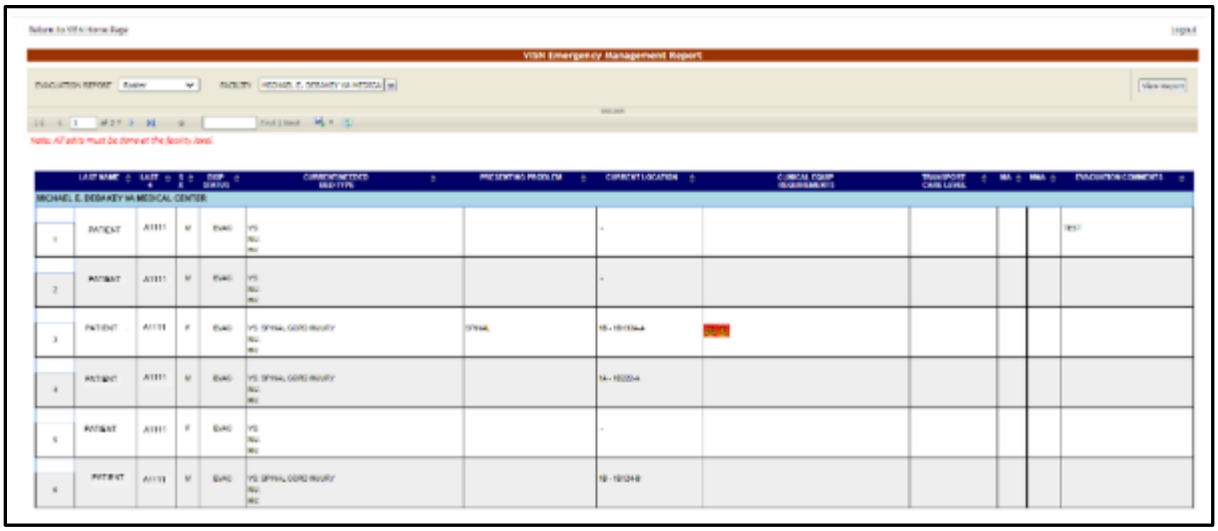
Figure 339 - VISN Bed Board Page

The following page is displayed:

Figure 340 - Select Emergency Management Report Type and Facility

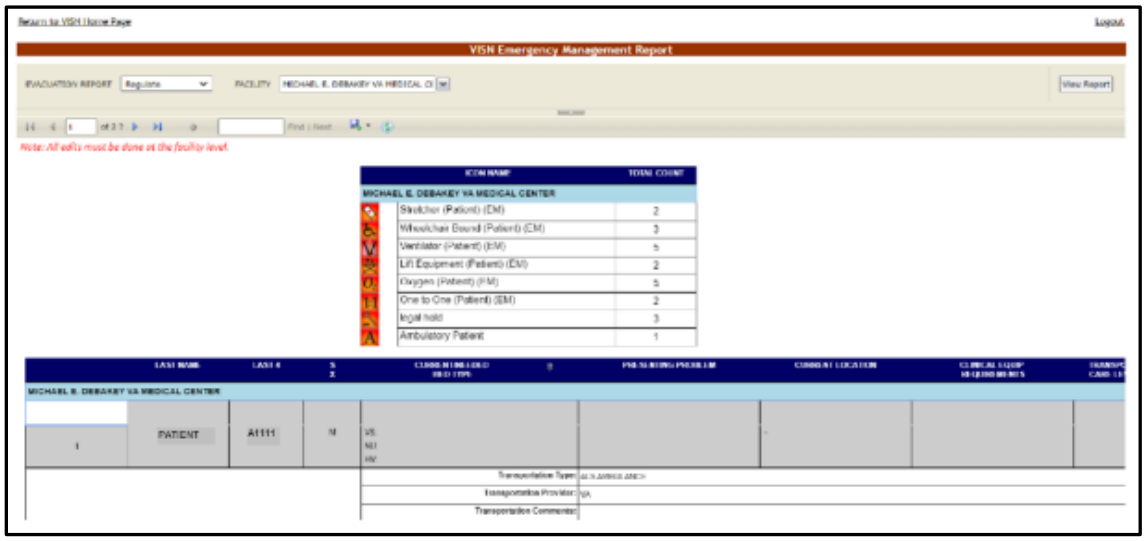
From the EVACUATION REPORT field select one of the display options for the report: Roster, Regulate or Manifest. From the Facility field select the facility or all facilities for which you want to generate the report. Below is an example of a report displayed with the Roster display option.

Figure 341 - VISN Emergency Management Report – Roster



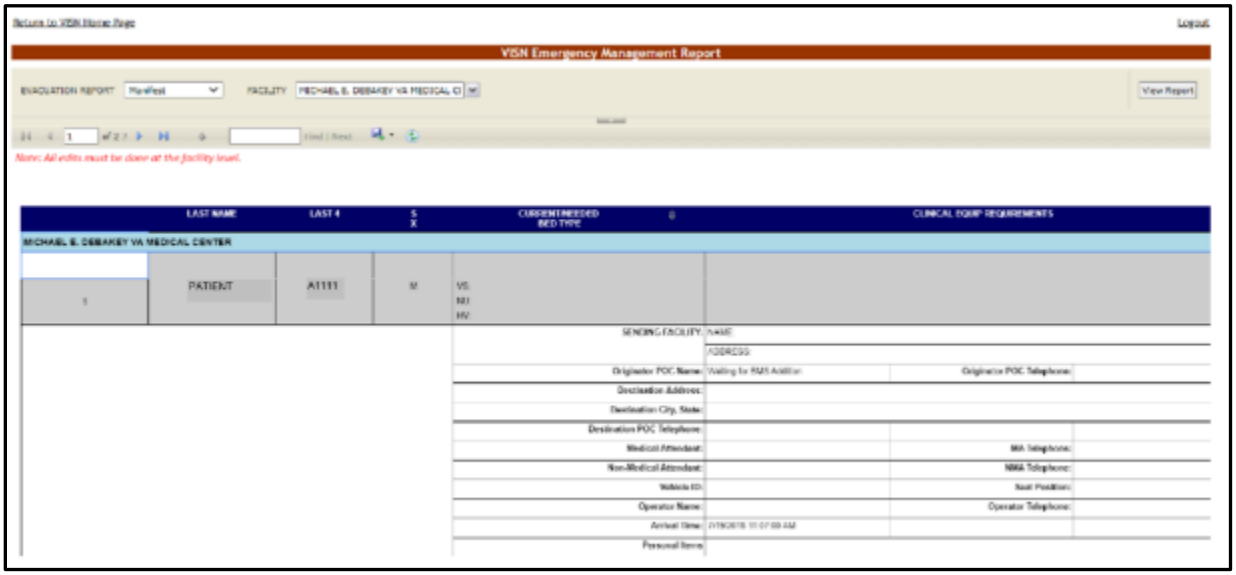
Below is an example of a report displayed with the Regulate display option.

Figure 342 - VISN Emergency Management Report – Regulate



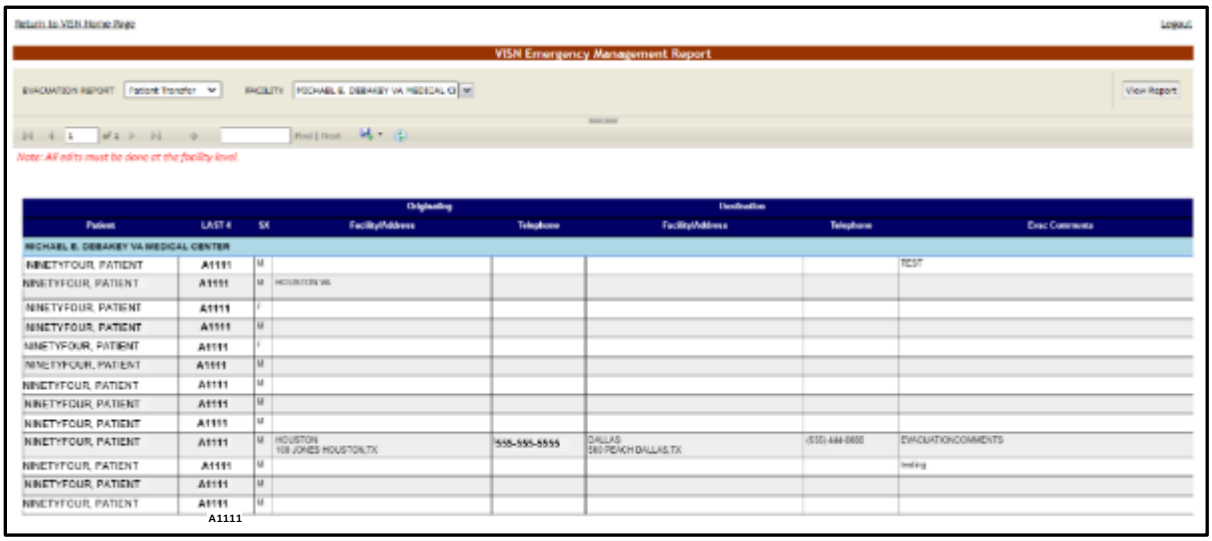
Below is an example of a report displayed with the Manifest display option.

Figure 343 - VISN Emergency Management Report – Manifest



Below is an example of a report displayed with the Patient Transfer display option.

Figure 344 - VISN Emergency Management Report – Patient Transfer



The following data is available for the reports:

Table 61 - VISN Emergency Management Reports Parameters

COLUMN	DESCRIPTION
Last Name	Last name of the patient who needs to be evacuated.
Last 4	Last four digits of the patient SSN.
SX	The gender of the patient.

COLUMN	DESCRIPTION
Disp. Status	The disposition with which the patient is added to the patient pending bed placement list.
Current/Needed Bed Type	The type of bed needed for the patient who is being evacuated.
Presenting Problem	The problem for which the patient has been admitted. Pulls in admitting Diagnosis for inpatients
Current Location	The current location of the patient. Pulls in current ward/room/bed
Clinical Equipment Requirements	The clinical equipment requirements for the patient.
Transport Care Level	The transport care level.
Originator POC Telephone	The telephone of the facility from where the patients are evacuated.
Destination Address	The address of the facility where the patient is evacuated to.
Destination City, State	The city and state where the patient is evacuated to.
Destination POC Telephone	The telephone of the Point-of-Contact of the facility where the patient is evacuated to.
Medical Attendant	The name of the Medical Attendant assigned for the patient.
MA Telephone	The phone # of the Medical Attendant assigned for the patient.
Non-Medical Attendant	The name of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
NMA Telephone	The phone # of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
Vehicle ID	The identifying # of the transportation vehicle.
Seat Position	The seat position of the patient for the transportation vehicle.
Operator Telephone	The telephone of the facility from where the patients are evacuated.
Evacuation Comments:	Any relevant evacuation comments.

The lower part of the page presents the list of patients currently in community hospitals, who are benefitting from VA coverage, and who might be admitted to a VA facility.

At the top of the list, the following filter/order options are available:

Filter by: this field allows the user to select the facility for which he/she wants to display the patients pending bed placement.

Select report: this drop-down field allows the user to organize the list of Patients in Community Hospitals according to the following criteria:

- Active
- Contract

- Date audit
- Dispositions

For each entry in the list, the following data is available:

Table 62 - Patients Pending Bed Placement - Parameters

COLUMN	DESCRIPTION
N	If the patient is to be included or not in the National Patients Pending Bed Placement list.
Facility	The facility associated with the Community Hospital the patient was admitted to.
Patient	The patient name.
SSN	The social security number of the patient.
Service Connected	The patient's percent service-connected disability (default of NULL, this is an integer % value).
Era	The period of service that the patient served.
Contract:	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient was admitted to the community hospital.
Treating Specialty	The medical specialty dealing with the diagnosis.
Current Location	The name of the community hospital where the patient has been admitted.
Type of Bed/Ward Required	The type of bed/ward requested for the patient.
CH/CL (Community Hospital/Current Location) Admission Date	The date when the patient was admitted to the community hospital.
Comments	Any relevant info entered by VISN user.
Wait time	Patient wait time in hours and minutes.

The **Add New** link allows the VISN user to add a new patient to the list.

The **Edit** link allows the VISN user to modify/update some of the patient data as per communications with community hospital staff.

The **Finalize** link allows the VISN user to finalize the patient's stay in the community hospital: after being discharged from the community hospital, the patient might be admitted to the VA facility or go home.

The **Toggle National** link (After selecting one or more patients) will toggle multiple patients to the National board. An "X" will appear in the National ("N") column.

4.5.2. Adding a Patient to the Patients Pending Bed Placement List

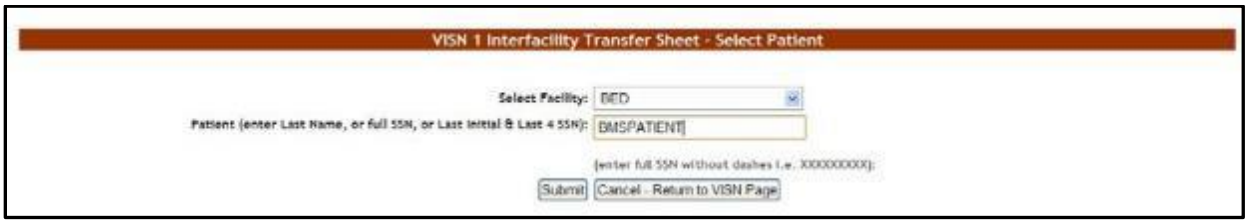
From the home page of your facility, click the link **Return to VISN Network** to display the page in the following image.

Figure 345 - Adding a Patient to Patients Pending Bed Placement List

When adding a patient to the VISN Patients Pending Bed Placement list BMS will verify if the patient SSN exists in the system (if the patient is registered in VistA or if of the patient has been admitted before to a VA facility).

In the area VISN Patients Pending Bed Placement, click the **Add New Patient** link: the following page is displayed.

Figure 346 - VISN Interfacility Transfer Sheet – Select Patient



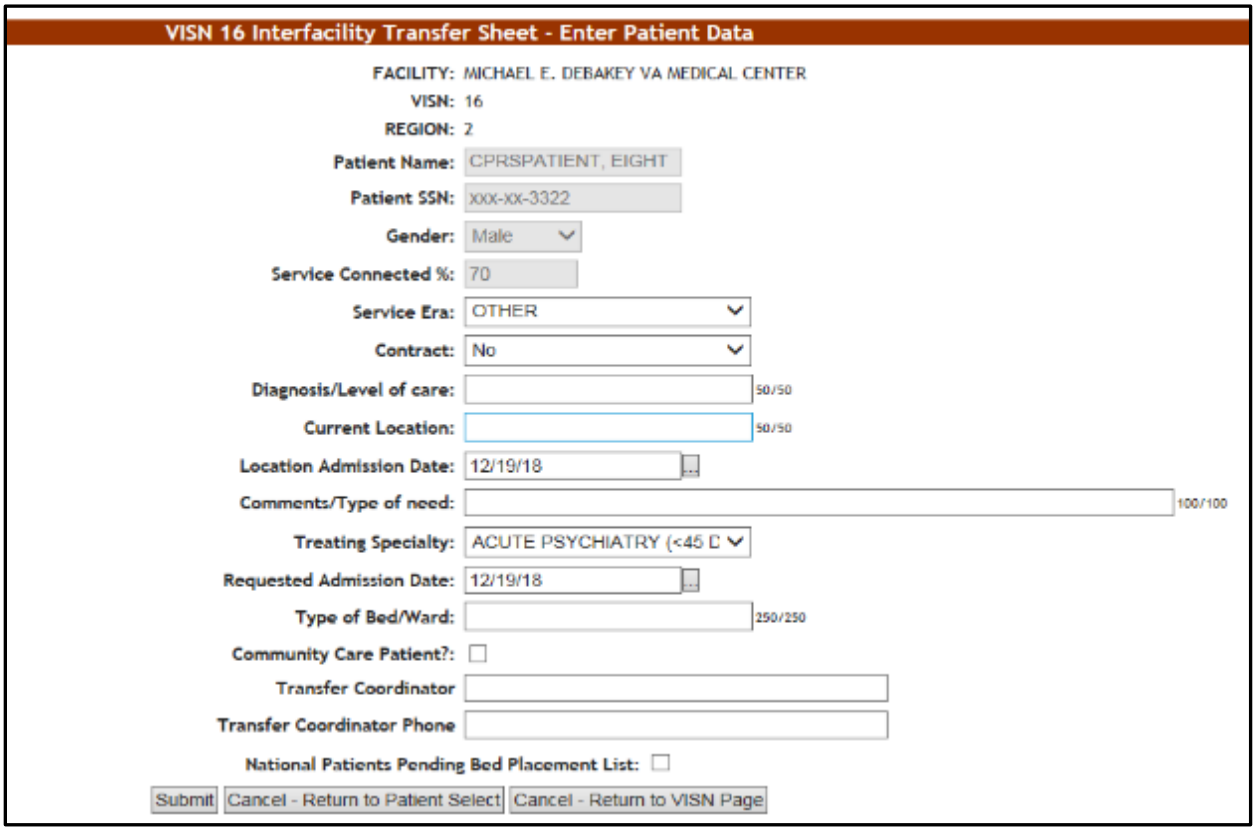
From the **Select Facility** field select the name of the VA facility that the patient is associated with. In the **Patient** field, enter either the patient SSN number or the patient name following the instructions on screen, then press the **Submit** button. The following page is displayed.

Figure 347 - VISN Interfacility Transfer Sheet – Select Patient from List

If there are several patients in the system with the same name, the system presents a list with details of the patients so that you can identify the patient you need.

If the patient SSN is not found in the system a warning is displayed on screen. Press the **Submit** button to register the patient in the system. The following screen is displayed:

Figure 348 - VISN Interfacility Transfer Sheet – Enter Patient Data



The name of the current facility, the VISN it belongs to, the Region, the patient SSN and full name are displayed.

Enter the following data:

Table 63 - Interfacility Transfer Parameters

FIELD	ENTER
Service Era	The period of service that the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis/Level of care	The diagnosis for which the patient requests admission to the community hospital.
Current Location	The name of the location where the patient is currently being treated
Location Admission Date	The date when the patient has been admitted in the selected location.
Comments/Type of need	The type of need for which the patient is being transferred to the community hospital.
Treating Specialty	The treating specialty corresponding to the type of need.
Requested Admission Date	The date when the patient should be able to be admitted to the VA facility.
National Patients Pending Bed Placement	If the patient is to be included or not in the National Patients Pending Bed Placement list.

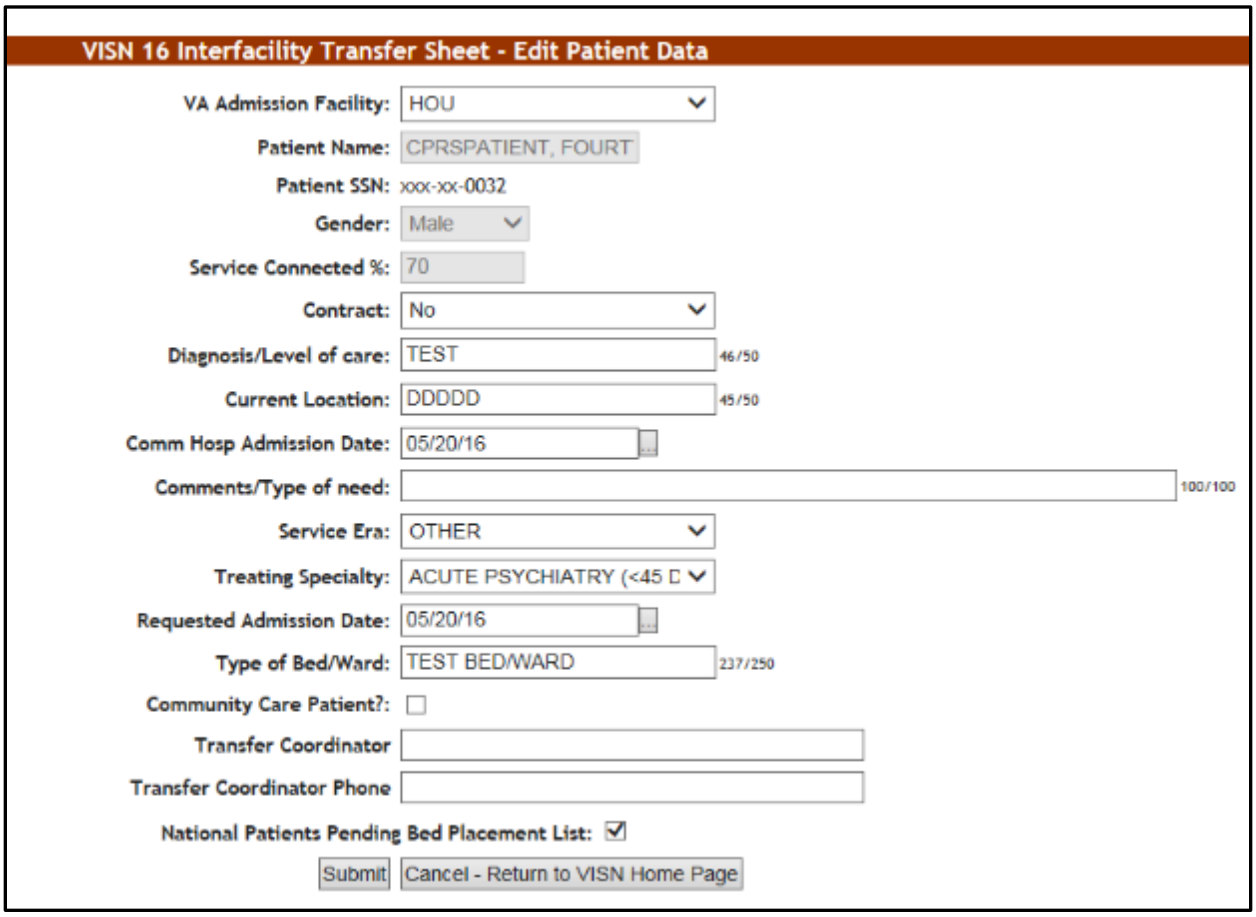
Click the **Submit** button to enter the data into the system.

A screen is displayed confirming the successful registration of the record in the database.

4.5.3. Editing the Details of a Patient in the Patients Pending Bed Placement List

To edit the details of a patient from the list Patients Pending Bed Placement click the corresponding **Edit** link: the **VISN Interfacility Transfer Sheet – Select Patient** screen is displayed as in the following image.

Figure 349 - Editing the Details of a Patient in the VISN Patients Pending Bed Placement List

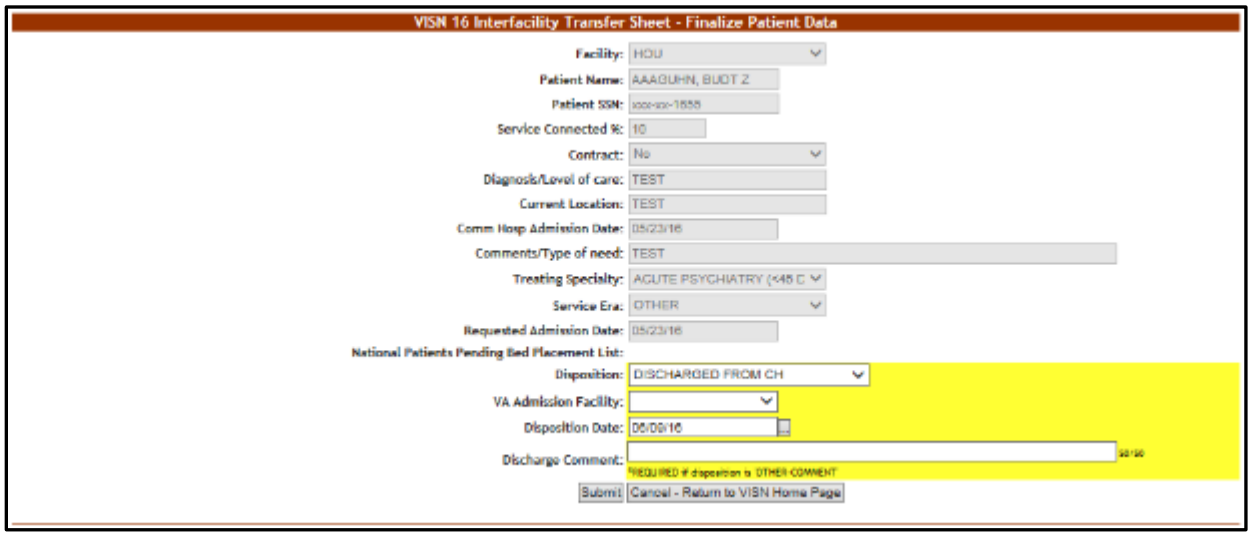


Modify existing data as necessary then click the Submit button to enter it into the system. A screen is displayed confirming the modification of the record in the database.

4.5.4. Finalizing a Patient's Stay in the Community Hospital

To register the end of a patient's stay in a community hospital, from the list Patients Pending Bed Placement click the corresponding **Finalize** link. The **Finalize Patient Data** page is displayed as in the following image.

Figure 350 - Finalize a Patient's Stay in Community Hospital



The following additional fields are available:

Disposition: the disposition with which the patient's stay in the community hospital has ended. The following options are available in this field:

- VA ADMISSION-MOVE TO SITE
- REFUSED VA CARE
- EXPIRED
- DISCHARGED FROM COMMUNITY HOSPITAL
- OTHER-COMMENT

VA Admission Facility: from the available options, select the VA facility where the patient will be (re-) admitted.

Disposition Date: the current date is displayed, to change it, use the available options.

Discharge Comment: the VISN user can enter any comments relevant for the operation. If the option *Other* has been selected from the Disposition field the VISN user will be required to fill in a comment in this field.

A screen is displayed confirming the modification of the record in the database.

When pressing the **Finalize** link attached to a transfer in the VISN Patients Pending Bed Placement list the VISN user registers the end of a patient's stay in a community hospital and the patient's name will no longer appear in the list Patients Pending Bed Placement. An admission to a VA facility will follow.

4.5.5. VISN Bed Boards Reports

In the **VISN Bed Boards** page several reports are available as shown in the image below.

Figure 351 - VISN Bed Boards Page – Summary Reports

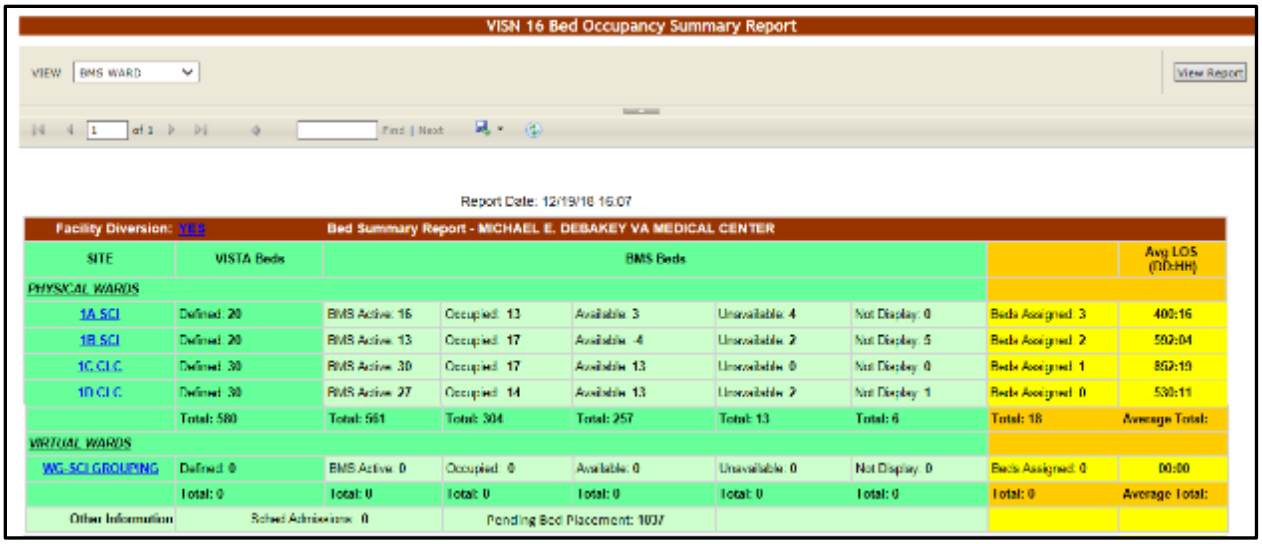
The available reports are: VISN Bed Summary Report, the Summary Report corresponding to each facility in the VISN and the reports related to the Patients Pending Bed Placement. Details about these reports are available in the following sections.

4.5.5.1. VISN Bed Summary Report

The VISN Bed Summary Report link (the column title) will generate a bed summary report for all the facilities in the current VISN. On the VISN Bed Boards Page, select the Facility for which you would like a Summary Report.

The image below presents an example of a VISN Bed Summary Report.

Figure 352 - VISN Bed Boards Page – Summary Reports



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

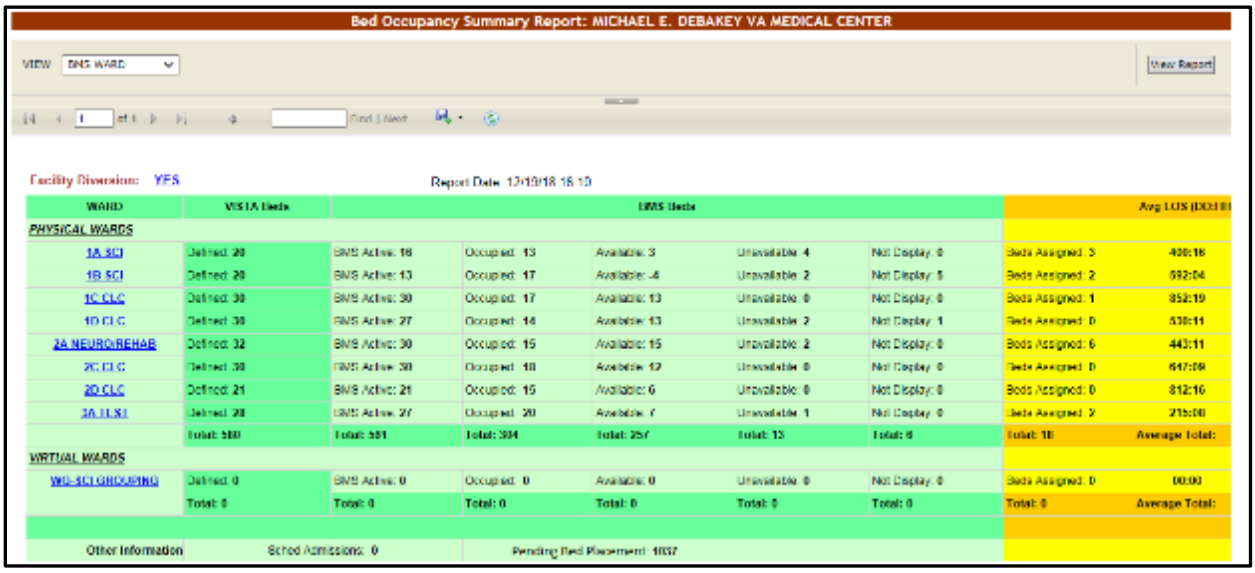
The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For details on the type of data available in this report see the section **Bed Occupancy Summary Report**.

The **VISN Network Bed Boards** page displays a list of facility sites in the current VISN and allows the user to view bed summary reports for each facility in the list. Access to this page is determined by the VISN/Facilities.

These reports offer information about the bed occupancy situation in a facility. Simply click the link adjacent to the facility name. The report is displayed as in the following image:

Figure 353 - Bed Occupancy Summary Report



For details on the type of data available in this report see the section **Bed Occupancy Summary Report**.

4.5.5.2. Network Active Report

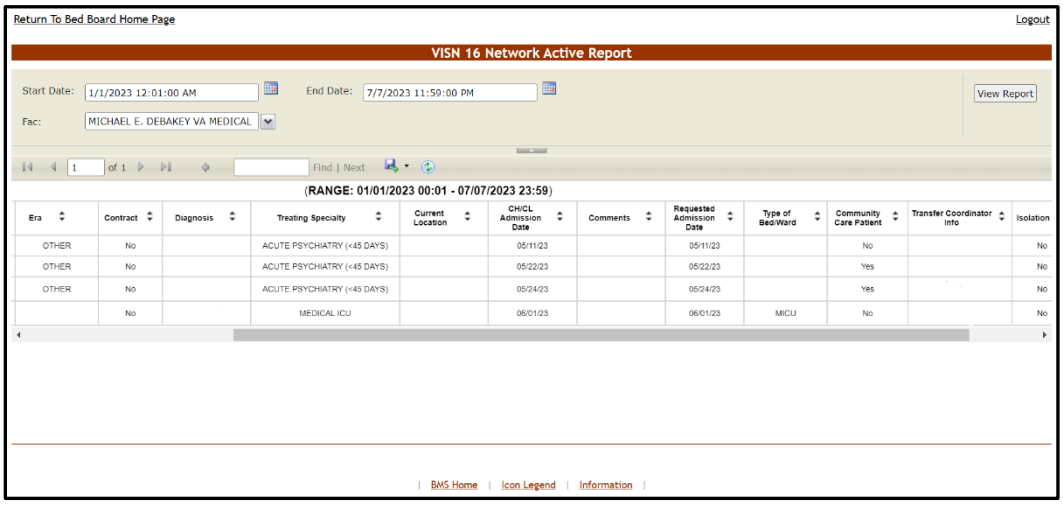
The Network Active report presents the list of patients who are currently in Community Hospitals with or without a contract. The image below presents a report of patients in community hospitals according to the active status.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Active and press the **Select** button to display the report as in the following image.

Select the facility from the **Fac** drop-down menu and select Using the **Start Date** and **End Date** fields, define the time interval for the report. After selecting the desired parameters, click the **View Report** button to generate the report.

The report is displayed as in the following image.

Figure 354 - Network Active Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each patient in the report.

Table 64 - Network Active Report

COLUMN	DESCRIPTION
N(ational)	Indicator of whether the patient is on the National PPBP
FAC(ility)	The Facility from the patient has been transferred.
Patient	The patient's first and last name.
SSN	The Social Security Number of the patient.
Service Connected	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Era	Location/Time period of where/when the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Treating Specialty	The treating specialty for the diagnosis
Current Location	The current location of the patient.
CH/CK Admission Date	The date when the patient has been admitted in the Community Hospital.

Comments	Comments entered in the Comments field.
Wait Time (h:m)	The length of time the patient has been awaiting placement in hours:minutes.
SX	The gender of the patient.
Requested Admission Date	The date when the patient should be able to be admitted to the VA facility.
Type of Bed/Ward	The type of bed/ward requested for the patient.
Community Care Patient	Whether the transfer request or completed transfer originated from the community.
Transfer Coordinator Info	Information pertaining to the Transfer Coordinator.
Isolation	If box is checked for isolation, precautions are taken to prevent the spread of infectious disease

4.5.5.3. Network Contract Report

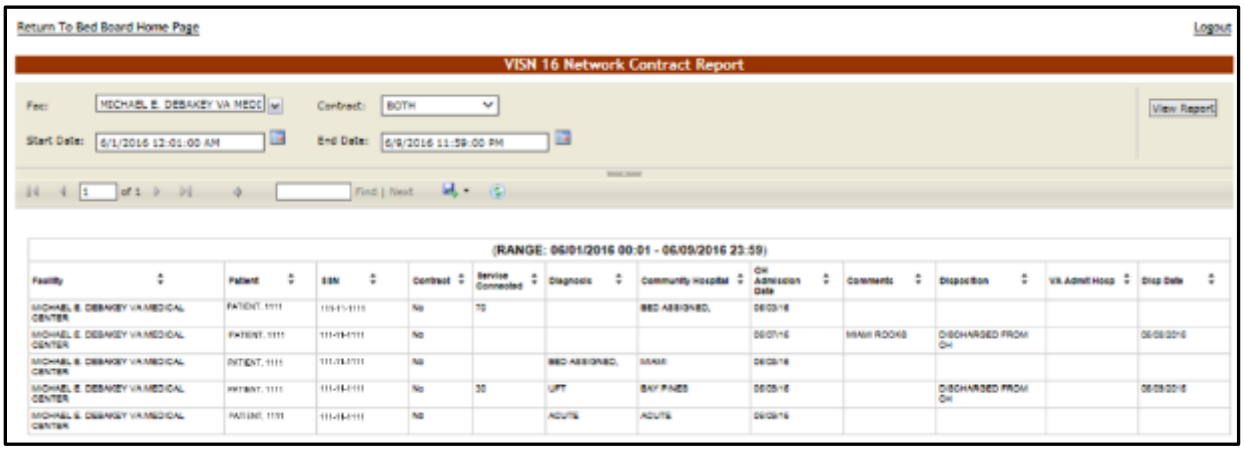
Network Contract Report presents the list of patients who are currently in Community Hospitals and/or who have been in the past in Community Hospitals, with or without a contract.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Contract and press the **Select** button to display the report as in the following image.

Select the facility from the **Fac** drop-down menu. Select the contract from the **Contract** drop-down menu. Using the **Start Date** and **End Date** fields, define the time interval for the report. After selecting the desired parameters, click the **View Report** button to generate the report.

The report is displayed as in the following image.

Figure 355 - Network Contract Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each patient in the report.

Table 65 - Patients in Community Hospitals - Contract Report

COLUMN	DESCRIPTION
Facility	The Facility from the patient has been transferred.
Patient	The patient's last name and the last 4 digits of their SSN.
SSN	The last 4 digits of the patient's Social Security Number.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Comments	Comments entered in the Comments field.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
VA Admit. Hosp.	The VA Hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.

4.5.5.4. Network Audit Report

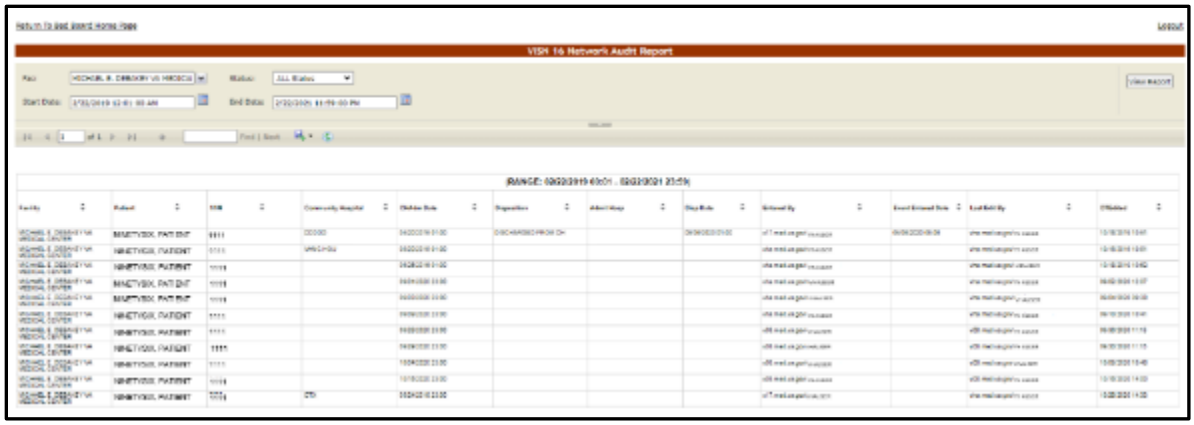
The Network Audit Report presents a list of patients who are currently in Community Hospitals and/or who have been in the past in Community Hospitals and the user who has entered this data in the system as well as the date and time when he/she did so.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Date Audit and press the **Select** button to display the report as in the following image.

Select the facility from the Fac drop-down menu, select the Status or All Status from the **Status** drop-down menu. Using the **Start Date** and **End Date** fields, define the time interval for the report. After selecting the desired parameters, click the **View Report** button to generate the report.

The report is displayed as in the following image.

Figure 356 - Network Audit Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each patient in the report.

Table 66 - Network Audit Report

COLUMN	DESCRIPTION
Facility	The Facility from the patient has been transferred.
Patient	The patient's last name and the last 4 digits of their SSN.
SSN	The last 4 digits of the patient's Social Security Number.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit. Hosp.	The hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.
Entered by	The name of the user who added the patient to the pending bed placement list.
Event Entered Date	The time the requested order was released or signed.

Last Edit by	The name of the user who last edited the entry.
DT Edited	The date and time when the entry was last edited.

4.5.5.5. Network Disposition Report

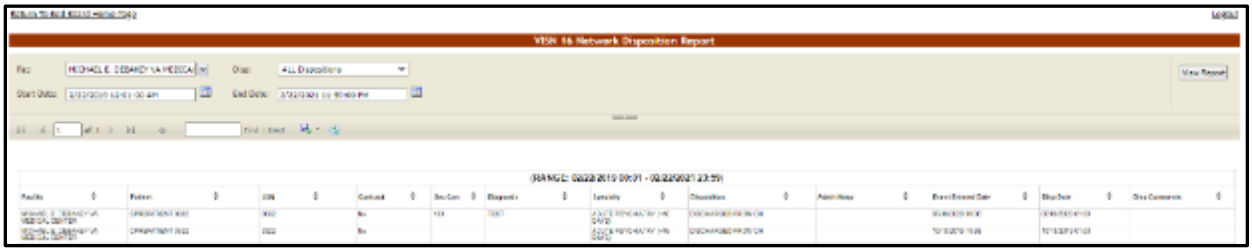
Network Disposition Report presents a list of patients who have been in Community Hospitals, have been discharged and have orders according to the discharge disposition.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Dispositions and press the **Select** button to display the report.

Select the facility from the Fac drop-down menu, select the Disposition or All Dispositions. Using the **Start Date** and **End Date** fields, define the time interval for the report. After selecting the desired parameters, click the **View Report** button to generate the report.

The report is displayed as in the following image.

Figure 357 - Network Disposition Report



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry in the report:

Table 67 – Network Disposition Report

COLUMN	DESCRIPTION
Facility	The Facility which the patient has been transferred from.
Patient	The patient's last name and the last 4 digits of their SSN.
SSN	The last 4 digits of the patient's Social Security Number.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patient's percent service-connected disability (default of NULL, this is an integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.

Specialty	The treating specialty required for the patient's problem.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit Hosp	The hospital where the patient has been admitted.
Event Entered Date	The time the requested order was released or signed.
Disp Date	The date when the disposition was entered.
Disp Comments	The comments entered for the selected disposition.

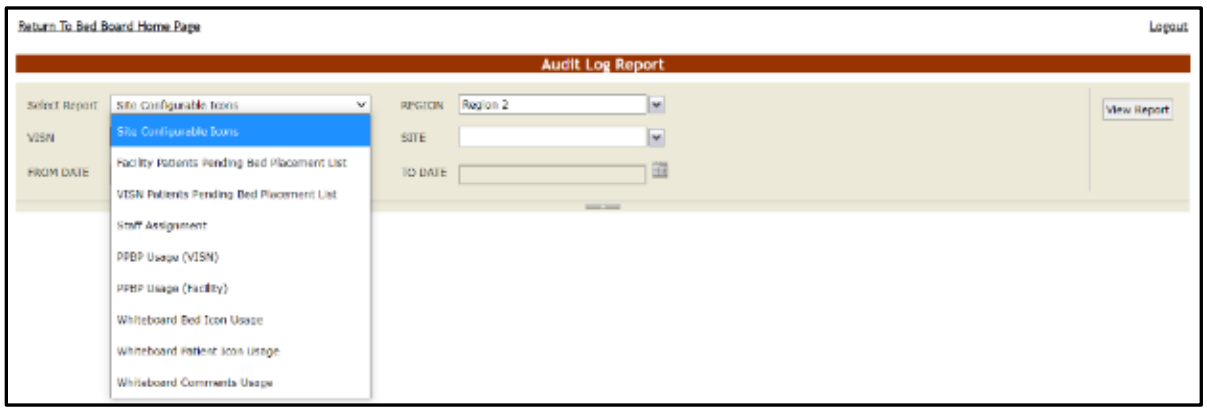
4.5.6. VISN Audit Log Reports

VISN Users have access to the Audit Logs as well. They will click the **View Audit Log** link to access the page as in the following image.

Figure 358 - Selecting Audit Log from VISN home page

When the **View Audit Log** button is clicked, users are presented with the report options available via the "Select Report" parameter. Select which Reports you would like to display, as shown in the screenshot below. Note: You cannot change the VISN or Region Selection and the user must have the VISN User role as well as Audit Log to access this report.

Figure 359 - VISN Users – Audit Log Report Types



The reports available from the VISN Audit Log Page follow below.

4.5.7. Site Configurable Icons

This report is also present on the Facility->Site Options->Audit Log page shown in section Site Configurable Icons

4.5.8. Facility Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log page shown in section Facility Patient Pending Bed Placement List

4.5.9. VISN Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log shown in section VISN Patient Pending Bed Placement List Report

4.5.10. Staff Assignment Report

This report is also present on the Facility->Site Options->Audit Log page shown in section Staff Assignment Report

4.5.11. PPBP Usage (VISN)

This report is also present on the Facility->Site Options->Audit Log page shown in section PPBP Usage (VISN) Report

4.5.12. PPBP Usage (Facility)

This report is also present on the Facility->Site Options->Audit Log page shown in section PPBP Usage (Facility) Report

4.5.13. Whiteboard Bed Icon Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section Whiteboard Bed Icon Usage Report

4.5.14. Whiteboard Patient Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section Whiteboard Patient Icon Usage Report

4.5.15. Whiteboard Comments Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section Whiteboard Comments Usage Report

4.6. Regional Users

Regional users can access the National/Regional page displayed as in the following image.

Figure 360 - BMS National/Regional Home Page

The **National Bed Availability** link at the center of the page generates the National Bed Availability Report, for details see the section National Bed Availability Report.

A list of VISN networks grouped by regions is displayed. To display the homepage of a VISN click the corresponding link.

In the lower part of the screen, a list of National Patients Pending Bed Placement List is displayed.

The list can be sorted using the following criteria: REGION, VISN, and TREATING SPECIALTY. The patient list can be filtered by View and waiting time.

For each patient in the list the following data is available:

Table 68 - National Patients Pending Bed Placement - Parameters

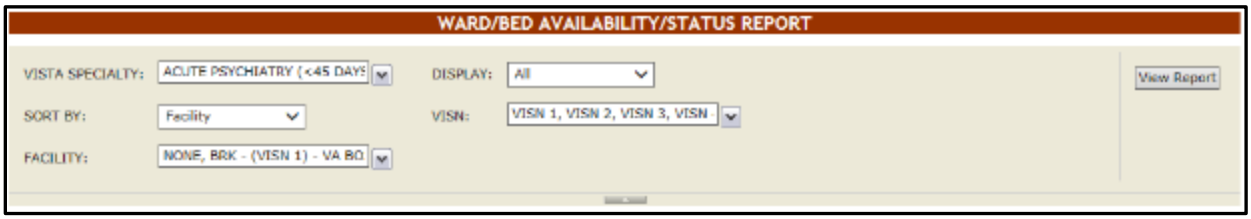
COLUMN	DESCRIPTION
N	If the patient was flagged to be included in the National Patients Pending Bed Placement list.
R	The region of the facility
V	The VISN of the facility

COLUMN	DESCRIPTION
Patient	The name of the patient.
SSN	The social security number of the patient.
SVC	The patient's percent service-connected disability (default of NULL, this is an integer % value)
ERA	The period of service that the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Treating Specialty	The medical specialty, which treats the selected diagnosis.
Current Location	The name of the community hospital where the patient has been admitted.
CH/CL Admission Date	The date when the patient has been admitted to the community hospital.
Comments	Any relevant information entered by the Regional user.
Wait Time	The time lapse between the request and the actual admission of the patient to the community hospital.

4.6.1. National Bed Availability Report

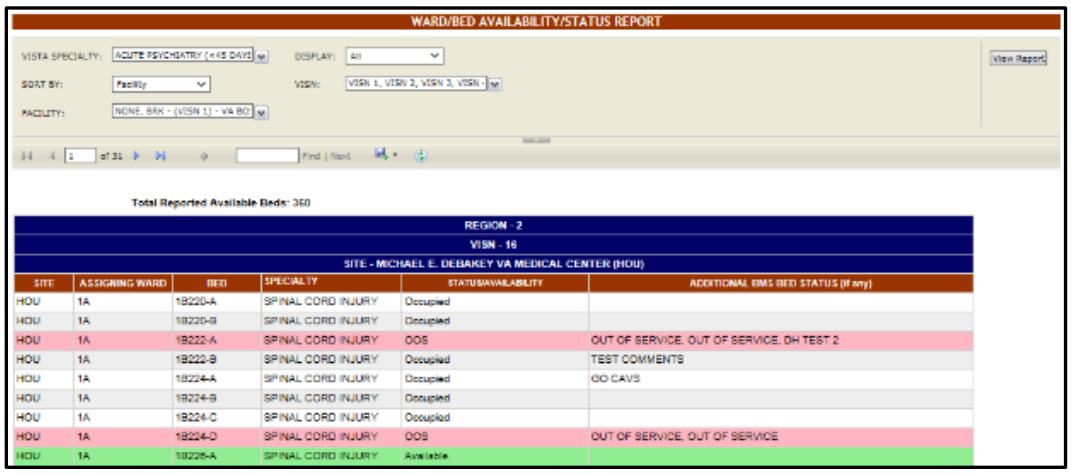
In the **National/Regional Page** click the **National Bed Availability** link to display the corresponding report as in the following image.

Figure 361 - National Bed Availability Report – Select Criteria



Select the **VistA Specialty**, the **Sort** and **Display** criteria then the **Facilities** and **VISNs** you want to include in the report then press the **View Report** button to display the report as in the following image.

Figure 362 - National Bed Availability



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 69 - National Beds Availability

COLUMN	DESCRIPTION
Site	The code of the facility.
Assigning Ward	The ward where the available bed is located.
Bed	The code of the available bed.
Specialty	The treating specialty.
Status/Availability	The status of the bed.
Additional BMS Bed Status (if any)	Additional status if defined by the facility site administrator.

4.7. National Users

National users can access the **National/Regional** page.

See the previous section for details on the **National/Regional** page.

4.8. Guest Users

The guest user can only access the **National/Regional** page and the only action he/she can perform is to generate the National Bed Availability report.

For details see the section National Bed Availability Report.

4.9. Support Users

The support users can access the following pages:

- Administration Section page
- Maintain Marquee Text page
- Add/Edit BMS User page
- Edit BMS Facility Settings page
- Edit Sister Sites page
- Add/Edit Icon page
- Common Medical Terms page
- View Audit Log page
- Treating Specialty/NUMA/HAvBED Edit page
- National Waiting Area page
- National Unavailable Reason page
- Background Processors page

4.9.1. Log in to the Administration Section Page

After logging in the BMS solution use the links **Return to VISN Network** and **Return to Regional Page** (in the upper left corner of the page) to display the National/Regional page as in the following image.

Figure 363 - Accessing Administration Section Page from National/Regional page

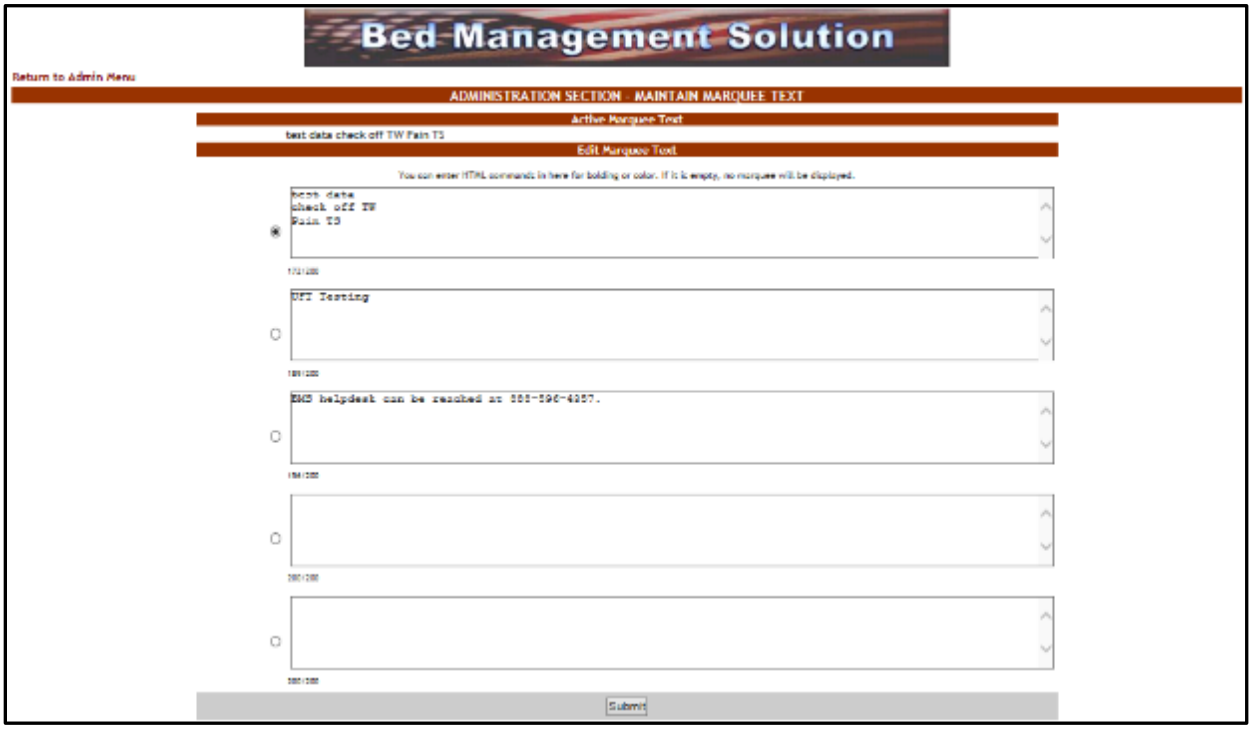
Click the **BMS Admin** link to access the Administration Section as in the following image.

Figure 364 - Administration Section Page

4.9.2. Maintain Marquee Text Page

In the main **Administration section** page, click the **Maintain Marquee Text** link to access the page in the following image.

Figure 365 - Add/ Edit Marquee Text

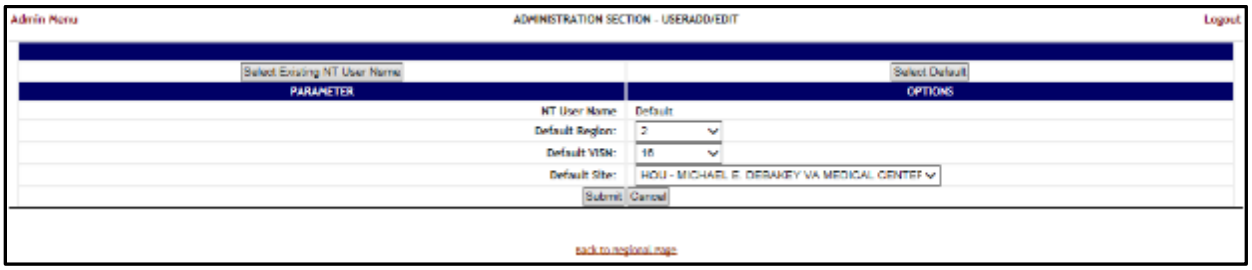


BMS Allows you to maintain 5 different marquee messages. The current marquee text in use is selected by clicking the radio button next to the message text box. Enter the text in any of these 5 fields, select the appropriate marquee message, then press the **Submit** button. You can change this text at any time according to the organization needs.

4.9.3. Add/Edit BMS User Page

In the main **Administration section** page, click the **Add/Edit BMS User** link to access the page in the following image.

Figure 366 - Administration Section – User Add/Edit Page

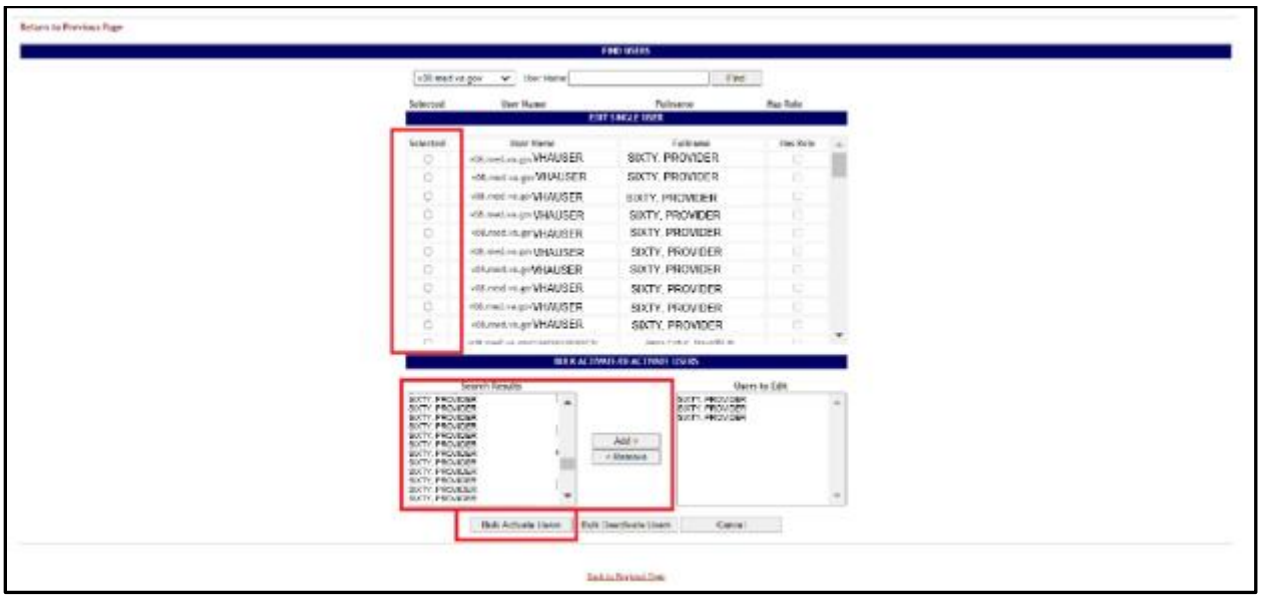


In this page the system administrator can add a new user to the list of users who have access to a certain site, also the administrator can edit the rights granted to an existing user.

4.9.3.1. Adding a User

To add a single user or to Bulk Activate users to one of the existing facility sites: in the **Administration Section – User Add/Edit page** click the button **Select Existing NT User Name**: (the user must have an account in VA's Active Directory) click this button to display the following screen:

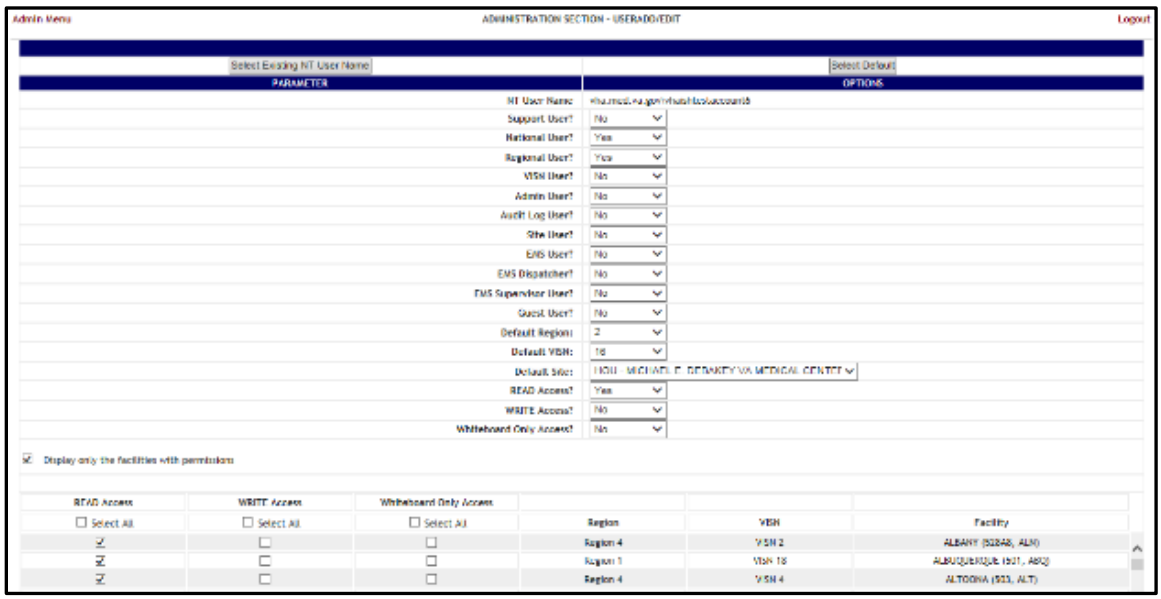
Figure 367 - Select User to Activate



From the **Local** field select the domain to which the user currently belongs to. Enter part of the name of the user in the **User Name** field then press the Find button to locate the user.

From the list in the central part of the screen select the user(s) to whom grant access to the BMS system then press the **Select** button. The following screen is displayed.

Figure 368 - Customize BMS user rights



The following parameters can be set for a user of the BMS system:

Table 70 - BMS User Parameters

COLUMN	DESCRIPTION
NT User Name	NT user who will be given access rights to the BMS system.
Support User?	If the new user will have to perform support tasks.
National User?	If the new user will have access to the national sites.
Regional User?	If the new user will have access to the regional sites.
VISN User?	If the new user will have access to other VISN sites.
Admin User?	If the new user will have access to the Administration section page.
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	These are the facility level read and write users. This gives the user access to specific sites.
EMS User?	If the new user is part of EMS group.
EMS Dispatcher?	If the new user is an EMS Dispatcher.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Guest User?	If the new user will only have guest user rights.
Default Region?	The default region to be displayed when the new user logs into the system.
Default VISN?	The default VISN to be displayed when the new user logs into the system.
DefaultSite	The default site to be displayed when the new user logs into the system.
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.
WRITE Access	If the selected user has WRITE rights on the sites in the selected Region/VISN.
Whiteboard Only Access	If the user only has access to view the whiteboard.

Display only the facilities with permissions: this option is selected by default, to see all the facilities in the system de-select this option.

The list in the lower part of the screen will be updated according to the selections made in the fields in the upper part of the screen. For example, if in the **National User** field you selected the option *No*, from the Regional User, the option *Yes* then the list will display only the facilities in the region selected from the field Default Region.

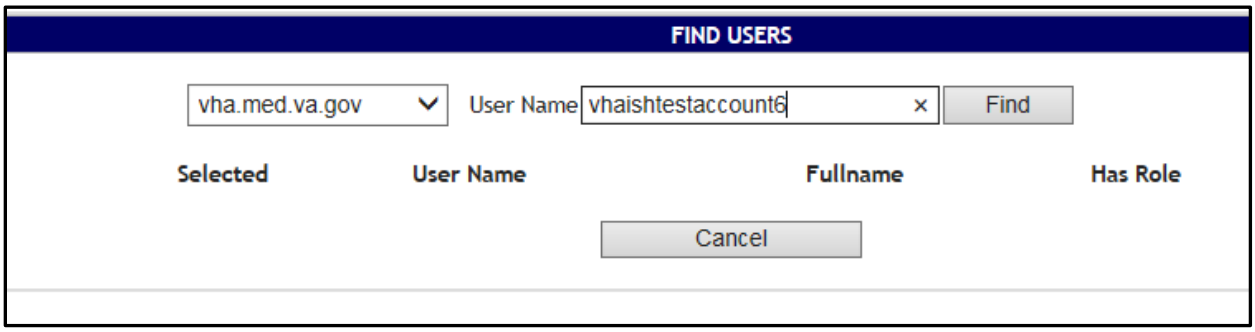
For each facility displayed in the list in the lower part of the screen you can define READ/WRITE/Whiteboard Only Access rights.

After setting the desired parameters for the selected user, click the **Submit** button to enter the data into the system.

4.9.3.2. Editing User Rights

To edit the rights granted to a user of a facility site: in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name**: click this button to display the following screen:

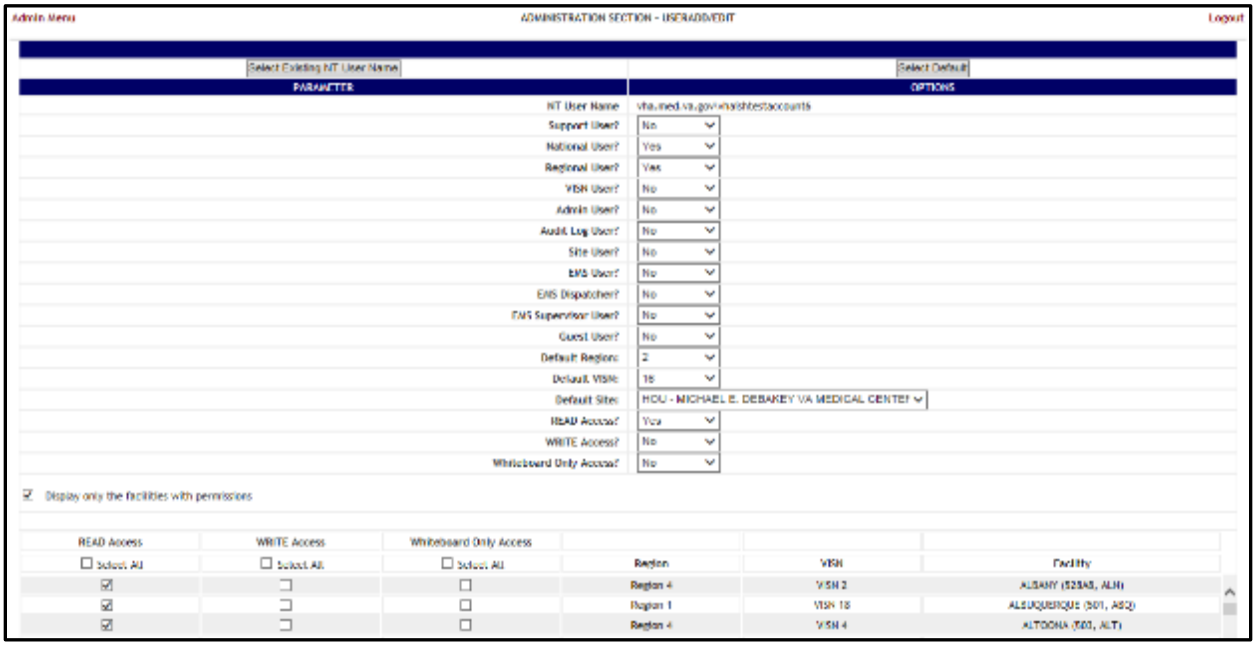
Figure 369 - Select User



From the **Local** field select the domain to which the user currently belongs to. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

From the list in the central part of the screen select the user whose access rights you want to edit then press the **Select** button: the following screen is displayed.

Figure 370 - Edit BMS user rights



Make the appropriate changes then press the **Submit** button to enter the data into the system. See Adding a user for details.

4.9.3.3. Deleting a User

To delete the rights granted to a single user or to Bulk Deactivate users of a facility site: in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name.** Click this button to display the following screen:

Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

Figure 371 - Find User Name

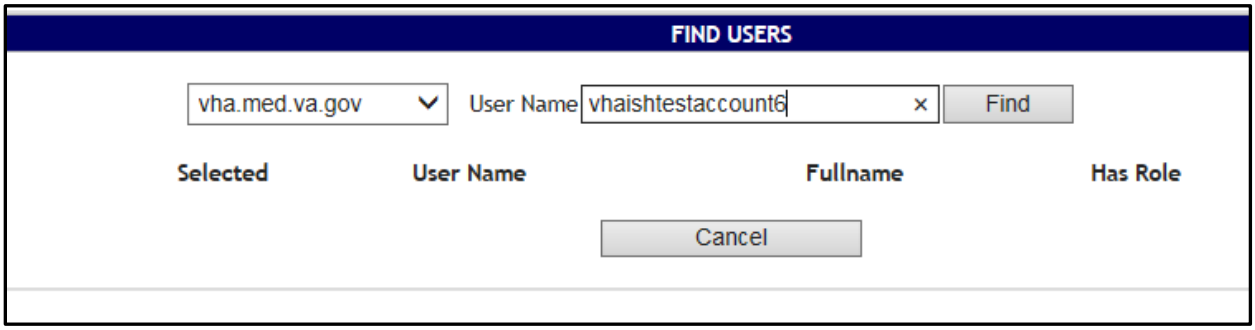
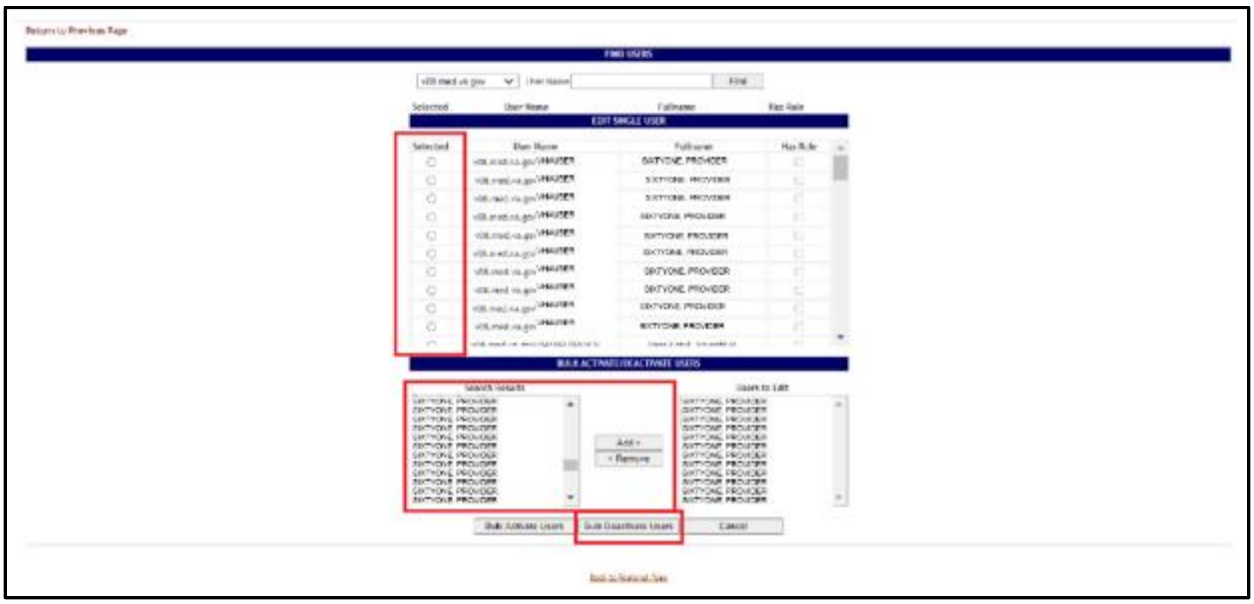
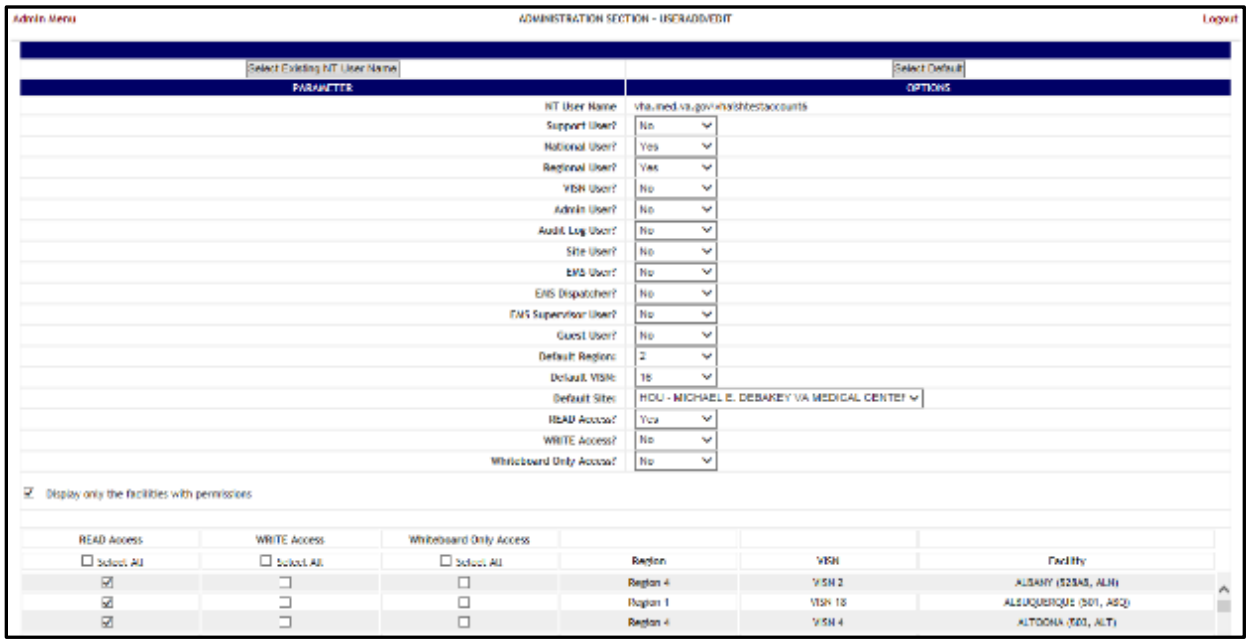


Figure 372 - Select User to Delete



From the list in the central part of the screen select the user whose access rights you want to delete then press the **Add/Edit Single User** button: the following screen is displayed.

Figure 373 - Customize BMS user rights

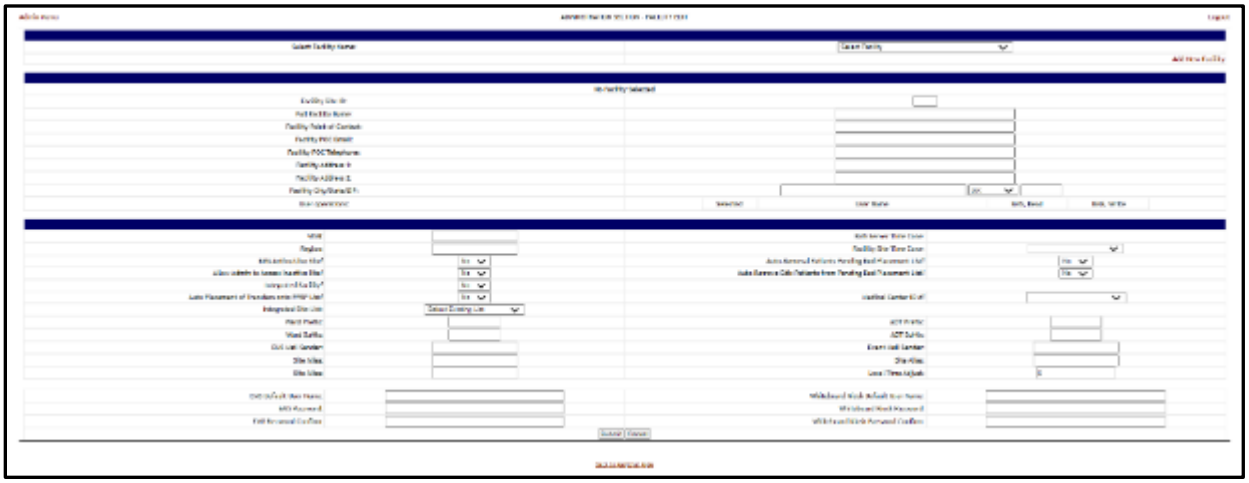


Select No for all the parameters then press the **Submit** button.

4.9.4. Edit BMS Facility Settings Page

In the main **Administration section** page, click the **Edit BMS Facility Settings** link to access the page in the following image.

Figure 374 - Edit BMS Site



In this page the user can edit the settings of a BMS facility site.

Select **Facility Name**: click the arrow button of this field to display a list of existing facilities. The following parameters can be set for a Facility in the BMS system:

Table 71 - BMS Site Parameters

Column	Description
Facility Site ID	A unique ID number assigned to each facility.
Full Facility Name	The full name of the facility.
Facility Point-of-Contact:	The facility point of contact, this can be the triage room, or the front desk.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Facility Address 1:	The main address of the facility.
Facility Address 2:	If applicable, any secondary address of the facility.
Facility City/State/ZIP:	The ZIP code, city, and state where the facility is.
User Operations	The users who can access the facility site and the read/write permissions granted to these users.
VISN	The VISN to which the facility belongs.
Region:	The region to which the facility belongs.
BMS Active/Live Site?	If the site is active for use in BMS.
Allow Admin to Access Inactive Site?	If the site is inactive, allows Admin to access site.
Integrated Facility?	If the facility has an integrated VistA instance?
Integrated Site List:	This is the list of integrated sites that are sharing the same VistA instance.
Ward Prefix	The prefix used for the wards in the current integrated facility.
Ward Suffix	The suffix used for the wards in the current integrated facility.
EMS Mail Sender	This is the “FROM” user/group used to send EMS emails via the SMTP server
Site Alias	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as VHAGLAxxxxx or VHAWLAxxxxx.
EMS Default User Name:	The BMS Service Account ID needed to load the EMS Mobile Page for Mobile Devices.
EMS Password:	The BMS Service Account ID password needed to load the EMS Mobile Page for Mobile Devices.
EMS Password confirm:	The confirmation of the password.

Column	Description
Whiteboard Kiosk Default User Name:	The BMS Service Account ID, along with the fully qualified domain name in front of the BMS Service Account ID, needed to load the Whiteboard URL in Kiosk Mode. (Example: v16.med.va.gov\VHAHOUxxx)
Whiteboard Kiosk Password:	The BMS Service Account ID password needed to load the Whiteboard URL in Kiosk Mode.
Whiteboard Kiosk Password confirm:	The confirmation of the password.
BMS Server Time Zone	The time zone of the BMS server.
Facility Site Time Zone	The time zone of the facility.
Auto-Removal Pending Bed Placement List?	If patients in the list Patients at the facility level are automatically removed from the Pending Bed Placement List when they are assigned a Room/Bed.
Auto Placement of Transfers onto PPBP List?	If the patients are automatically placed on Pending Bed Placement List if their transfer status is appropriate.
Medical Center ID#?	The ID # of the medical center.
Allowed Access – Integrated Sites (All users can see these sites also)	The list of integrated sites is displayed; select the sites where the users of the current facility have access.
ADT Prefix:	This is the unique identifier that is the leading part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e. “BO” for Boston.
ADT Suffix:	This is the unique identifier that is the trailing part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e. “-BO“ for Boston.
Event Mail Sender:	This is the “FROM” user/group used to send Event emails via the SMTP server.
Site Alias:	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as VHAGLAxxxxx or VHAWLAxxxxx.
Local Time Adjust:	The difference between the local time and the server time.

After setting the desired parameters for the selected user, click the **Submit** button to enter the data into the system.

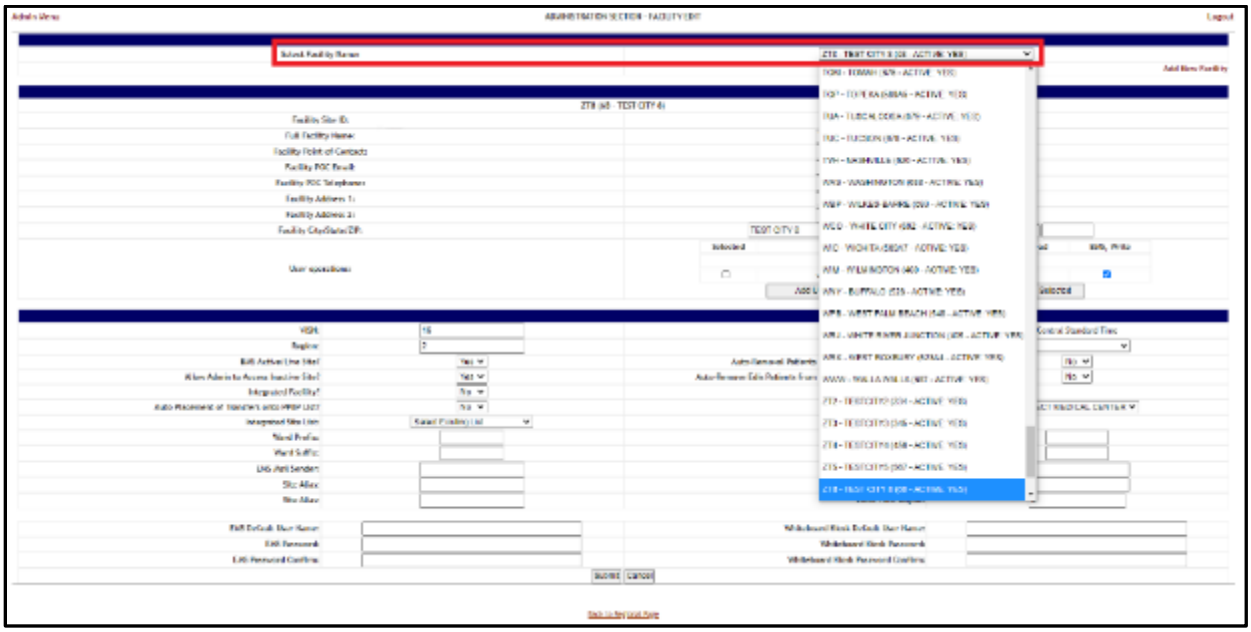
4.9.4.1. Deactivate and Reactivate Sites

In the main **Administration section** page, click the **Edit BMS Facility Settings** link to access the page in the following image.

Figure 375 - Administration Section – Facility Edit Screen

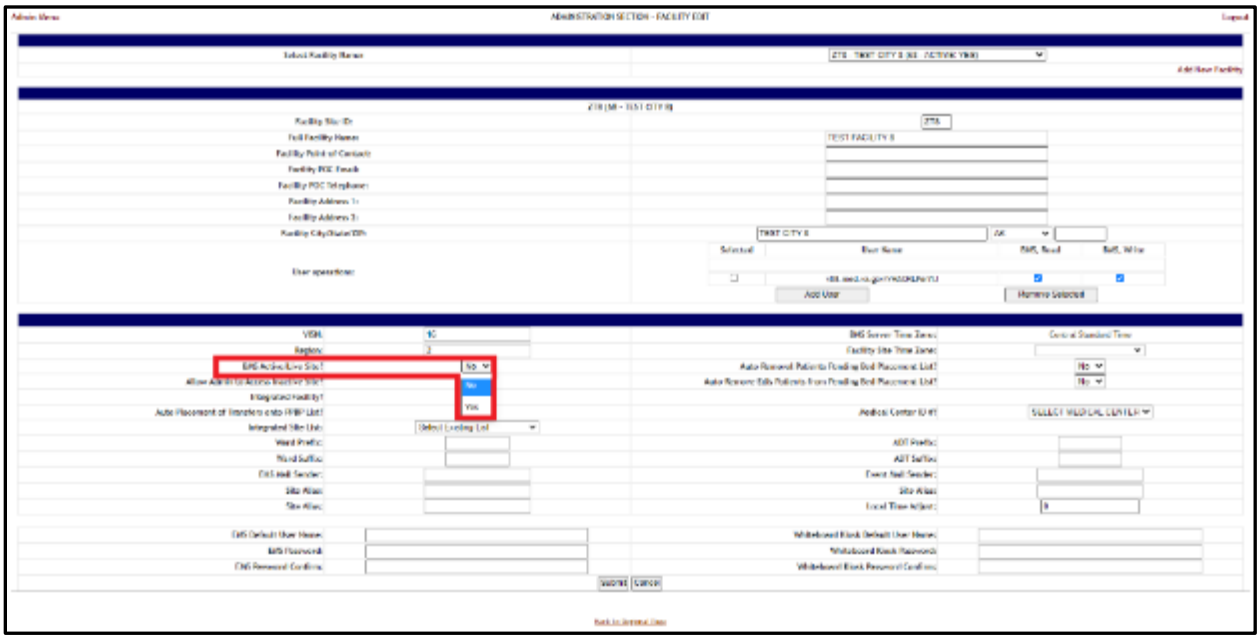
Under the **Select Facility Name** section, choose the Facility you would like to deactivate.

Figure 376 - Administration Section – Facility Edit Screen



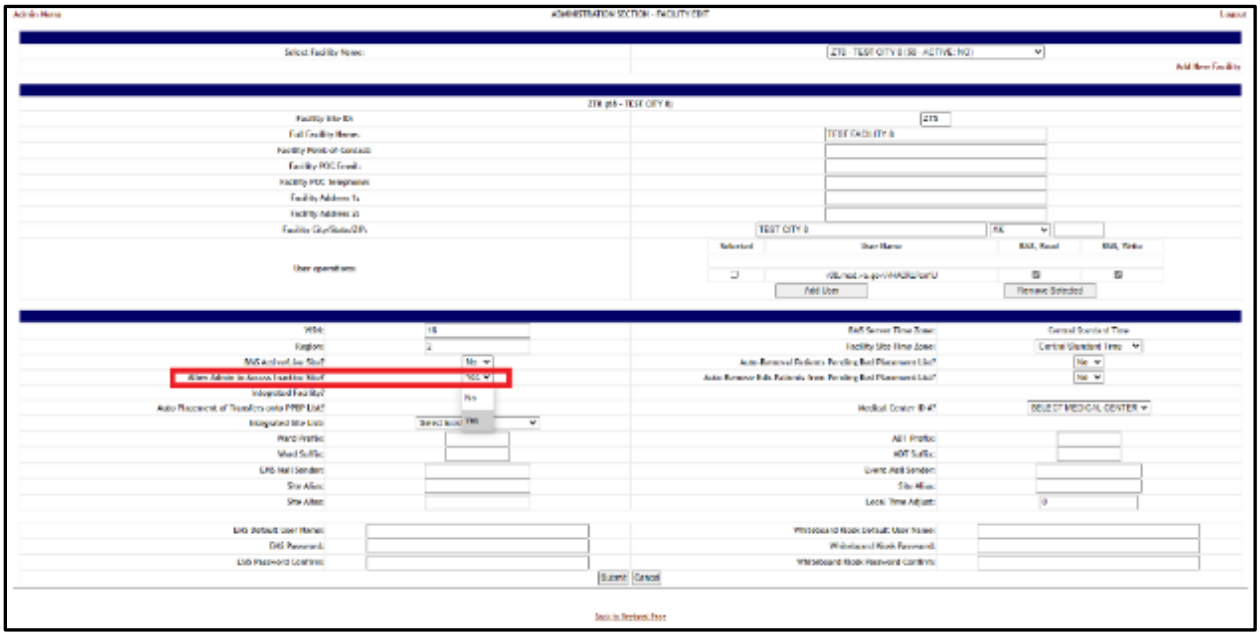
Select **No** from the **BMS Active/Live Site** field to make the Facility inactive.

Figure 377 - Facility Edit Screen – Active/Live Site



Choose Yes or No from the Allow Admin to Access Inactive Site field.

Figure 378 - Facility Edit Screen – Admin Access to Inactive Site



Once you have made your changes, press Submit. A screen is displayed that the Facility has been updated.

Figure 379 - VISN Network Bed Board Page

To view that the Facility was inactivated, return to the Regional Page and choose the VISN in which the Facility is located, and you will see that the Facility was inactivated and does not show in the Facility List.

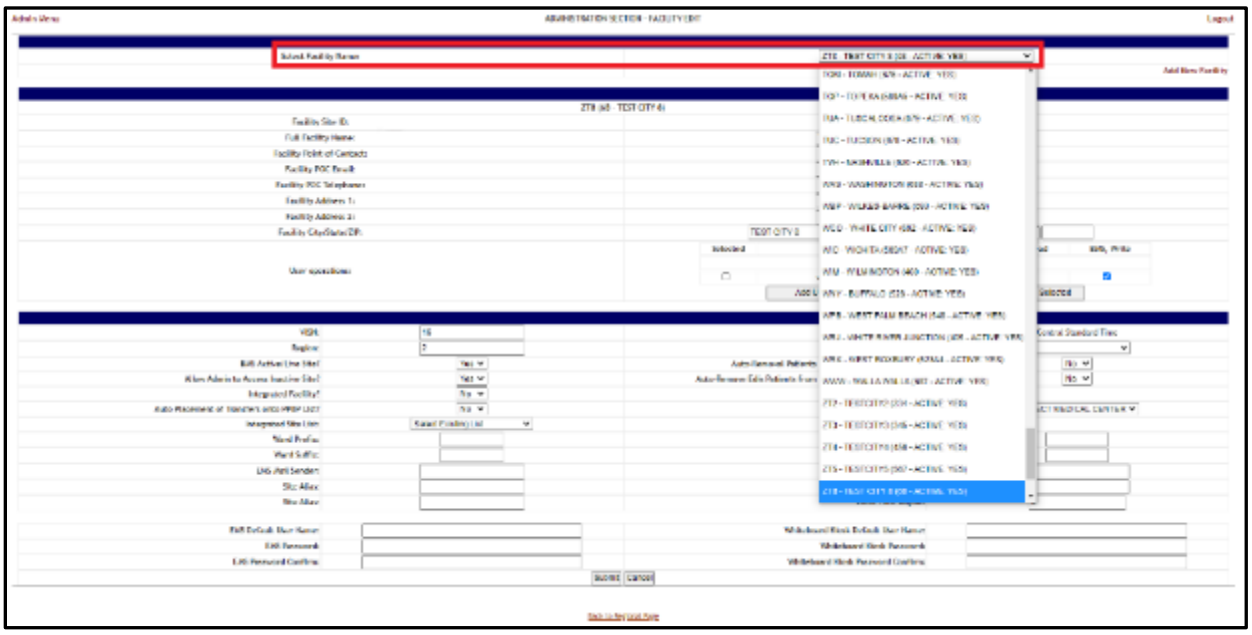
4.9.4.2. Auto-Remove EDIS Patients from PPBP List

In the main **Administration section** page, click the **Edit BMS Facility Settings** link to access the page in the following image.

Figure 380 - Administration Section – Facility Edit Screen

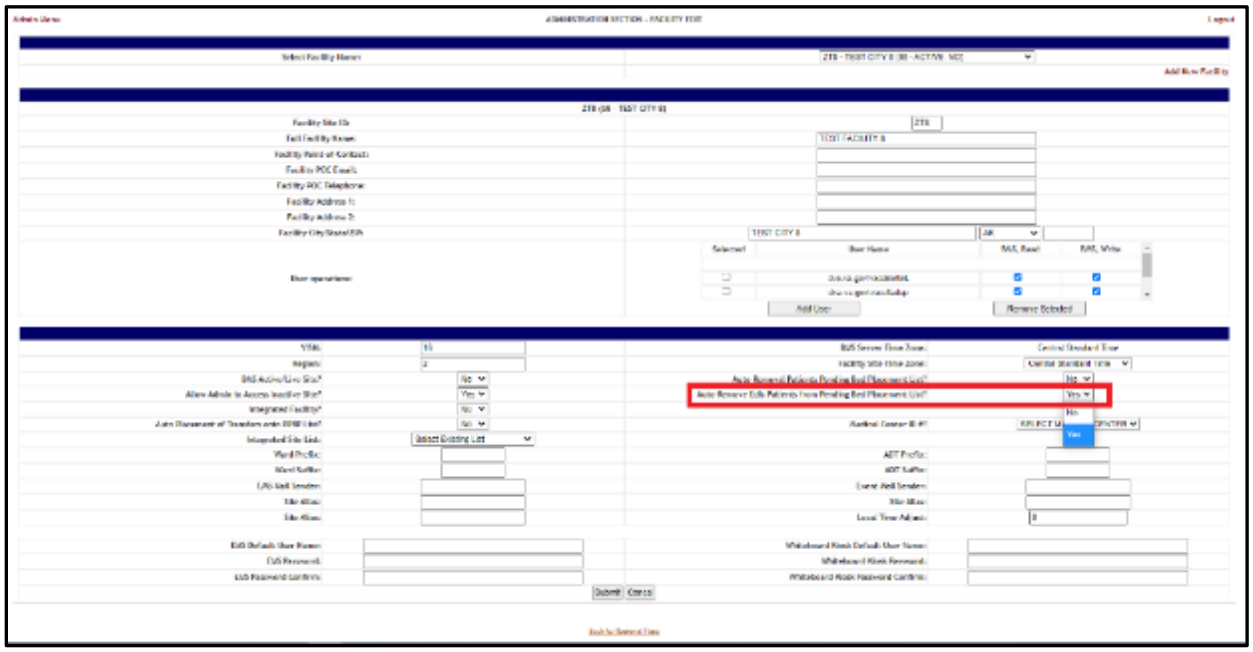
Under the **Select Facility Name** section, choose the Facility you would like to Auto-Remove EDIS Patients from PPBP list.

Figure 381 - Administration Section – Facility Edit Screen



Select **Yes** from the **Auto-Remove EDIS Patients from Pending Bed Placement List** field to Auto-remove patients.

Figure 382 - Facility Edit Screen – Auto-Remove EDIS patients from Pending Bed Placement List



Once you have made your changes, press Submit. A screen is displayed that the Facility has been updated.

4.9.5. Edit Sister Sites Page

In the main **Administration Section** page, click the **Edit Sister Sites** link to access the page in the following image.

Figure 383 - Edit BMS Sister Sites

In this page the user can define a list of sister sites or can edit one of the existing sister sites lists.

4.9.5.1. Adding a Sister Sites List

In the **Administration Section – Sister Site Add/Edit** page: to define a list of sister sites enter a **Record No** then in the **BMS Sister Sites?** field, enter the abbreviation of the sites sharing the same VistA instance, separated by coma. Press the **Submit** button to enter the data into the system: the defined list will be available in the dropdown field **Select Existing Sister Sites**.

The following parameters can be set:

Table 72 - BMS Sister Site Parameters

COLUMN	DESCRIPTION
Record No	Unique record number for the particular record.
BMS Sister Sites?	This is the list of sister sites that are sharing the same VistA instance.

After setting the desired parameters, click the **Submit** button to enter the data into the system.

4.9.5.2. Editing a Sister Sites List

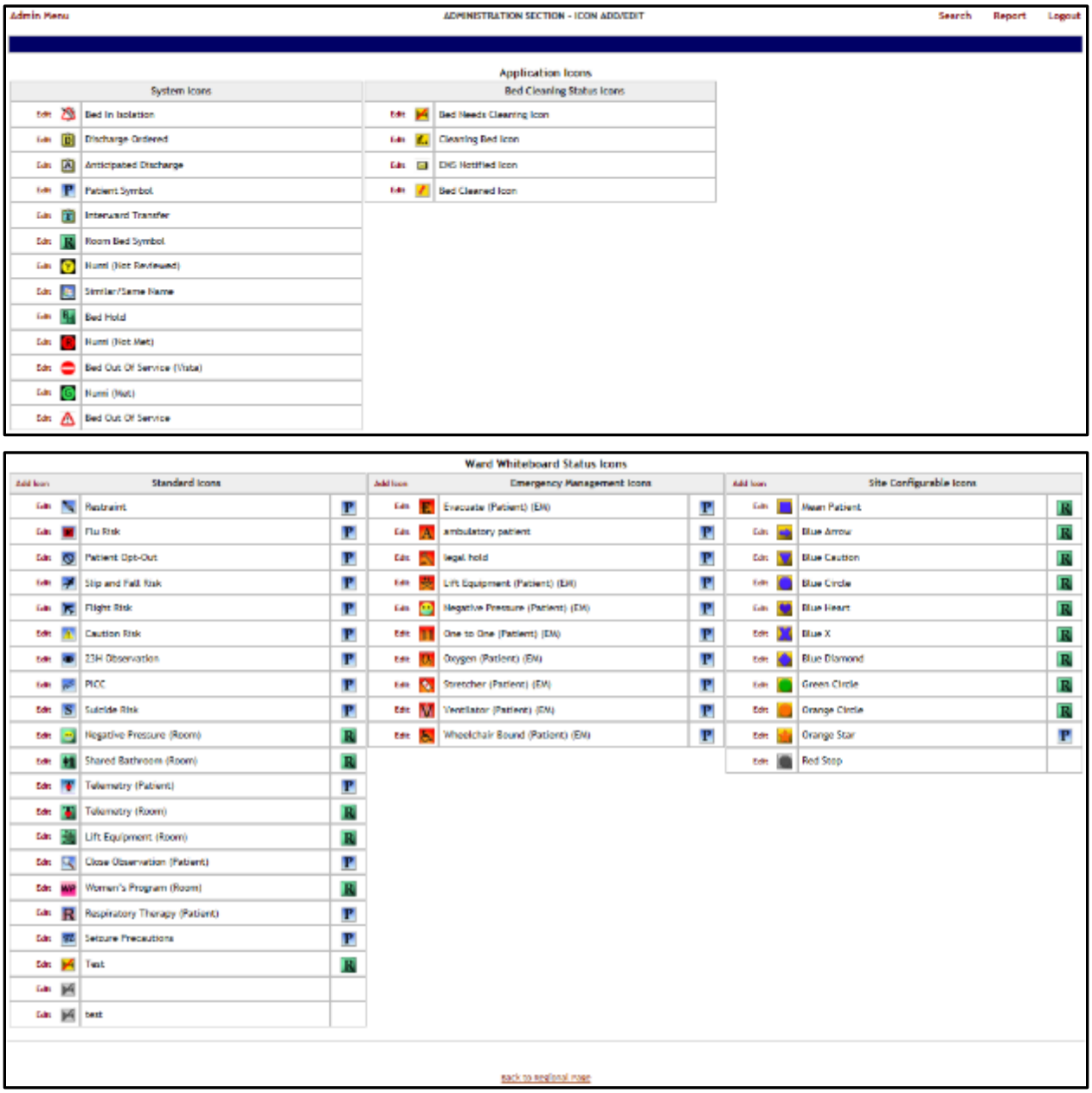
In the **Administration Section – Sister Site Add/Edit** page: to edit an existing list of sister sites click the arrow button of the field **Select Existing Sister Sites** to display existing sister sites lists and select the one for which you want to modify parameters. The **BMS Sister Sites?** field will display the list of abbreviations for the sister sites in the list: add or remove the desired abbreviation(s) then click the **Submit** button.

4.9.6. Add/Edit Icon Page

In the main **Administration Section** page, click the **Add/Edit Icon** link to access the page in the following image.

Note: Users are discouraged from using the words DNR/DNI in the comment of the Ward Whiteboard or using any icon to represent DNR/DNI on the Ward Whiteboard.

Figure 384 - Administration Section – Icon Add/Edit



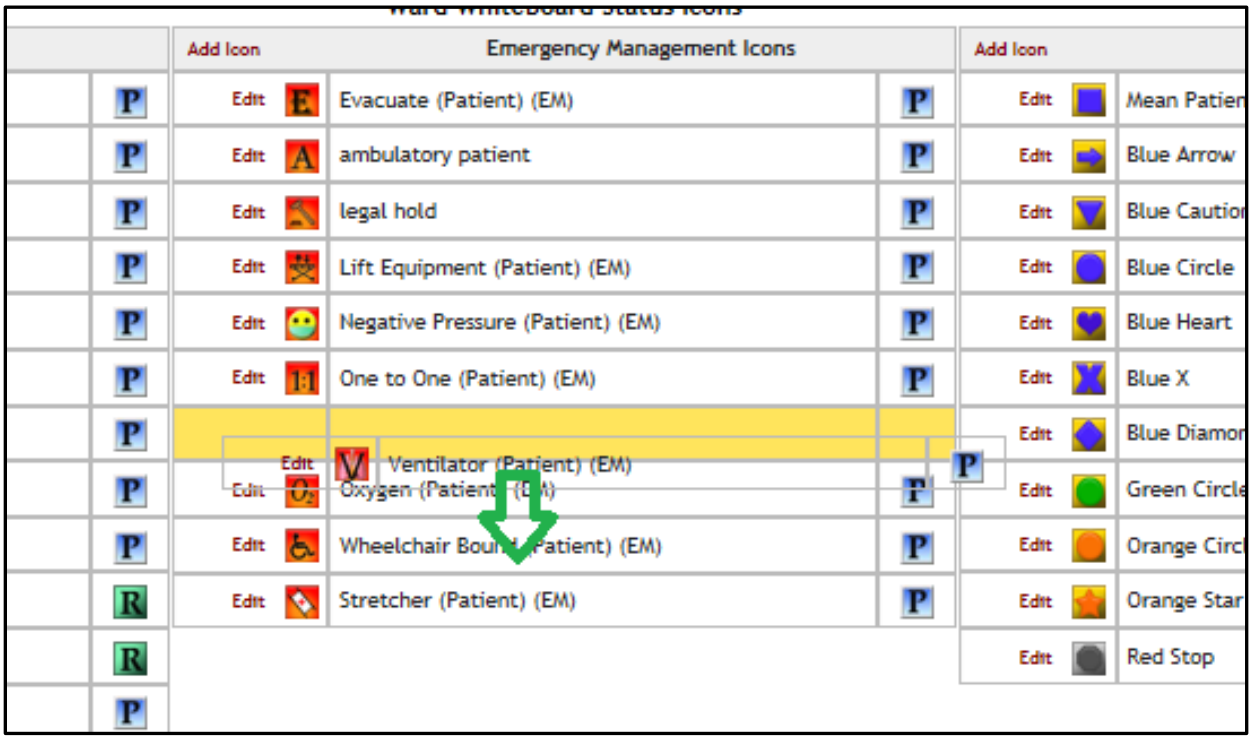
The following icon types are available: Application icons (System icons and Bed Cleaning Status icons), Ward Whiteboard Status Icons (Standard icons, Emergency Management Icons and Site Configurable icons).

In this page the user can perform the following actions: modify the position of an icon in any of the icon lists available, edit the details of an icon in any of the icons list, add an icon to one of the existing icon lists, search for an icon, generate a report on the icon usage within a facility site.

4.9.6.1. Modifying the position of an icon in the icon list

To modify the position of an icon in the list simply click and drag the icon to its appropriate position.

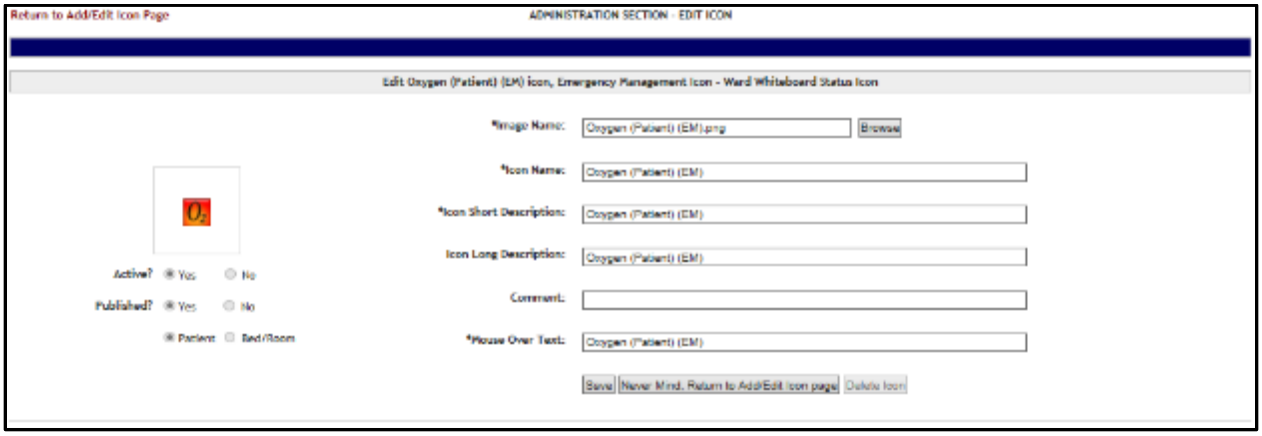
Figure 385 - Administration Section – Change Icon Position in the Icon List



4.9.6.2. Editing the details of an icon in the icon list

To edit the details of an icon in the list click the Edit link to the left of the icon image: the following page is displayed.

Figure 386 - Administration Section – Edit Icon



To select another image for the icon, click the **Browse** button of the **Image Name** field then, locate the file containing the new image and select it. Make the desired changes in the rest of the fields then press the Save button to apply the changes. The fields marked with the asterisk sign "*" are mandatory.

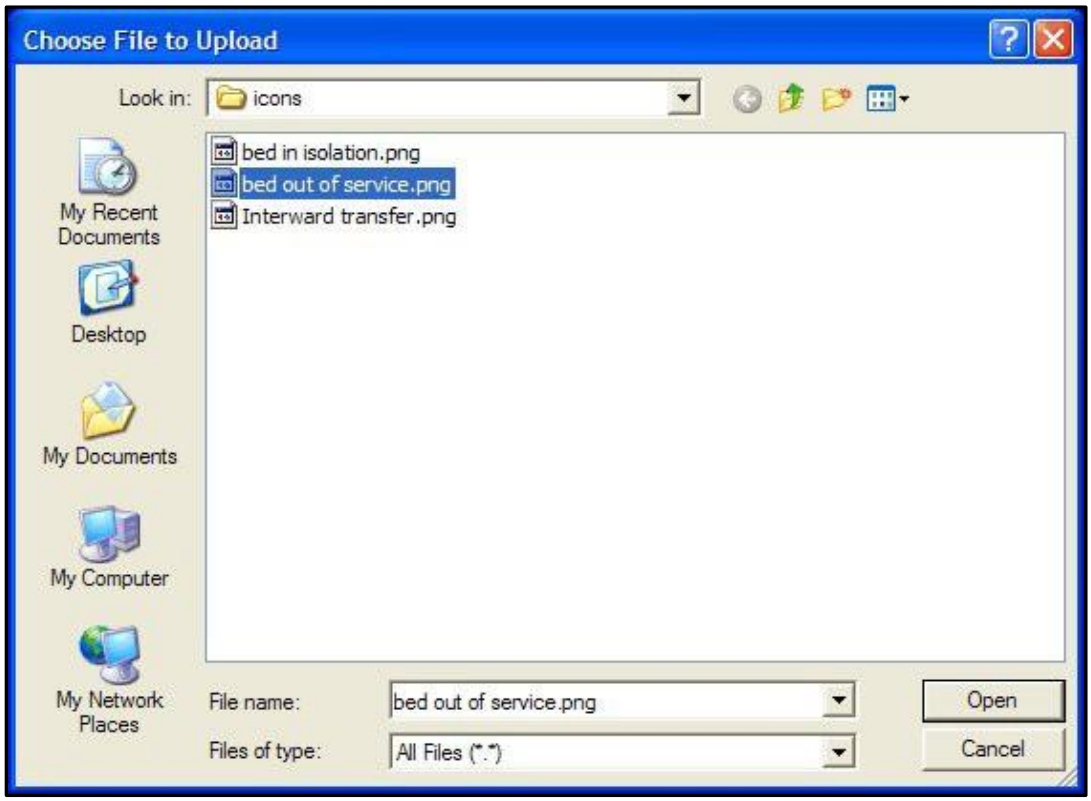
4.9.6.3. Adding an icon to the icon list

To add an icon to an icon list, click the **Add Icon** link in the top left corner of an icon list: the following page is displayed.

Figure 387 - Administration Section – Add Icon

Click the **Browse** button to locate the file containing the icon image and select it.

Figure 388 - Selecting an Icon Image File



After selecting the file, a preview of the selected icon image will be displayed to the left of the screen. Active: if an icon is not active it will appear grayed in the icon list.

NOTE: once an icon has been used to flag a patient or a bed, it cannot be inactivated. In order to be able to make the icon inactive the user will have to remove the icon from Whiteboard where it has been used. Use the **Search** link in the upper right corner of the **Administration Section – Icon Add/Edit** page to locate the facility site where an icon has been used. For details see the section Searching an icon.

Published: if an icon is not published it will not appear in the facility **Bed Management Board Icons** page or in the **Site Configurable Icons** page.

Patient/Bed/Room: this option indicates whether the icon is used to flag a patient or a room/bed.

Enter the required information in the fields marked with the asterisk sign"*": the fields marked with the asterisk sign "*" are mandatory. (The fields will only be mandatory if the icon is active.)

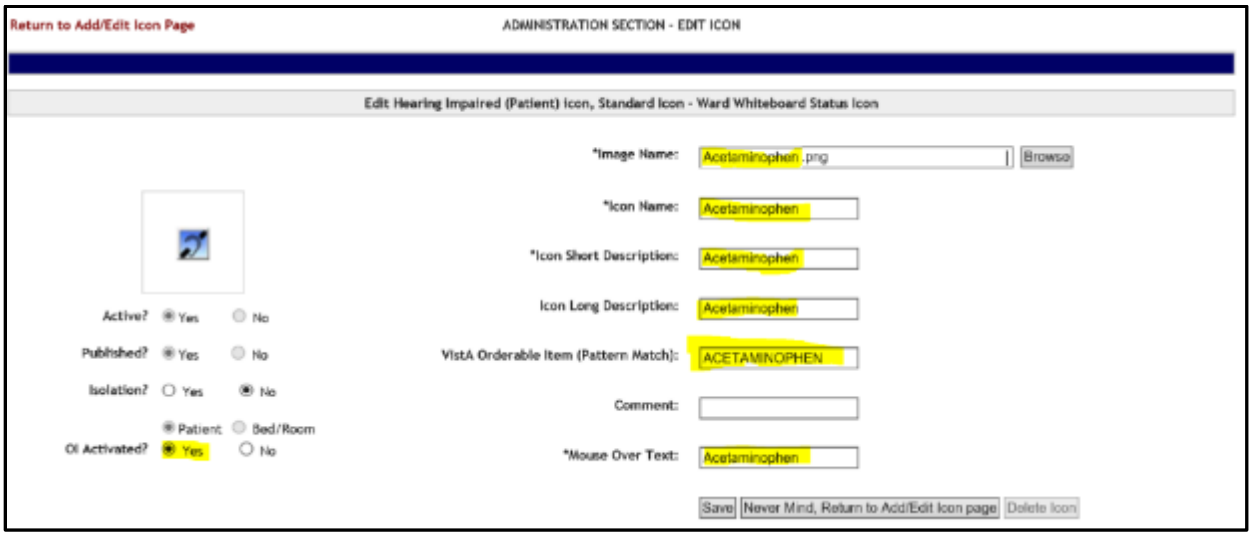
Press the Save button to add the new icon the icon list.

4.9.6.4. Configuring Auto-Icons for use in BMS

First, a National Administrator must create/assign the icon and make it selectable as an Orderable Icon. The administrator will assign the image name, icon name, descriptions, VistA Orderable Item, and mouse over text, but also make sure to make the Orderable Icon "Activated".

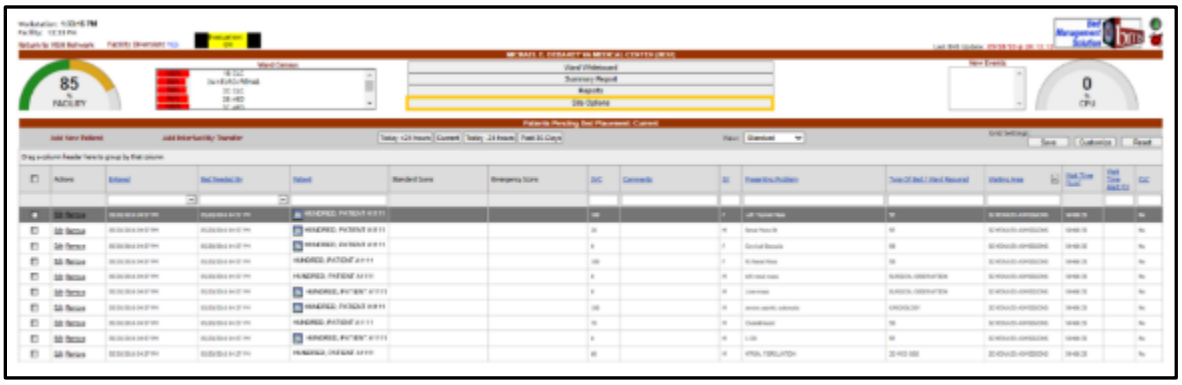
NOTE: The icon MUST be a "Standard" Icon and the actual Vista Orderable Item must contain the same portion of text as the Orderable Item selection within the Facility Admin. In this example, we added "Acetaminophen" where the Orderable Item selection listed "Acetaminophen To (01/24/2019)…". This is what is meant by "pattern matching."

Figure 389 - National Administrator Edit Icon Page



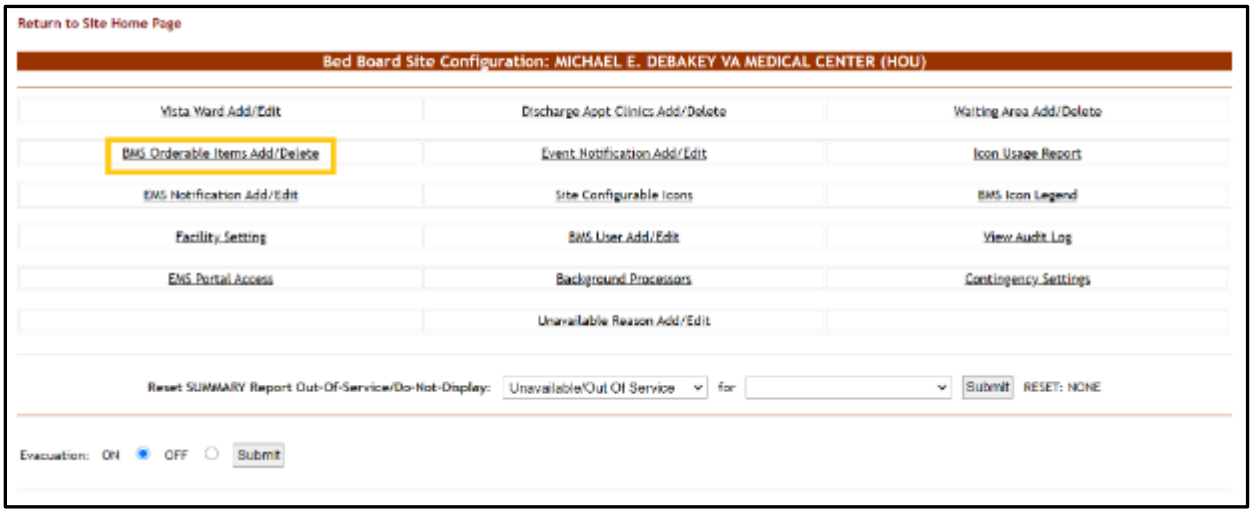
Next, the Site Admin can configure their Auto-Icon by performing the following steps:

Figure 390 - Facility Home Page



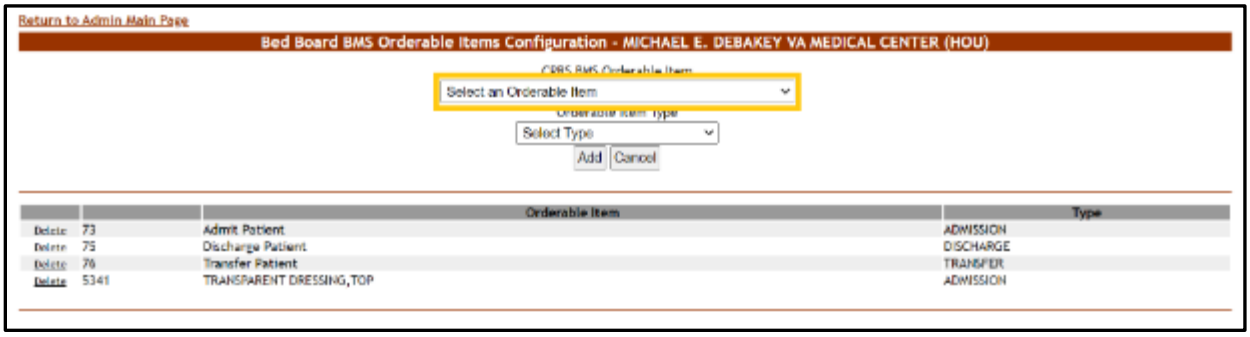
From the Facility Home Page, Click Site Options:

Figure 391 - Facility Site Options Page



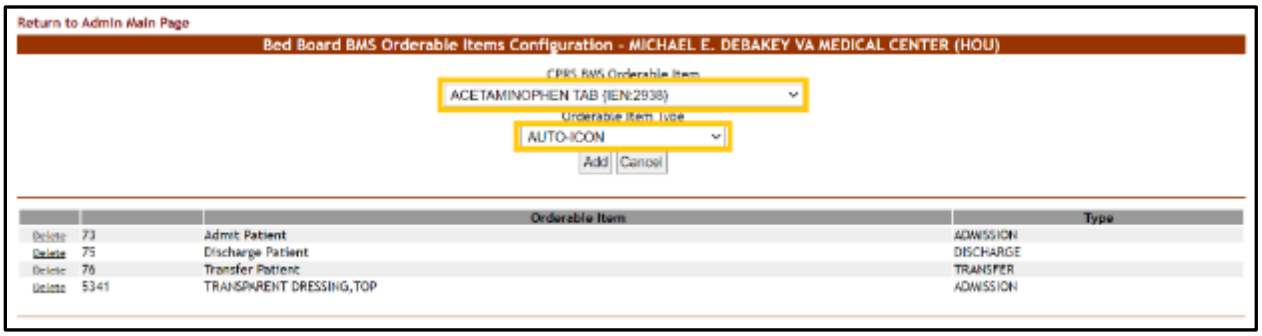
On the Facility/Site Options Page, click “BMS Orderable Items Add/Delete”.

Figure 392 - BMS Orderable Items Add/Delete Page



The CPRS BMS Orderable Item list (highlighted above is a very large record set. It may take a while to load this list for selection. Please be patient selecting the Orderable item from the list.

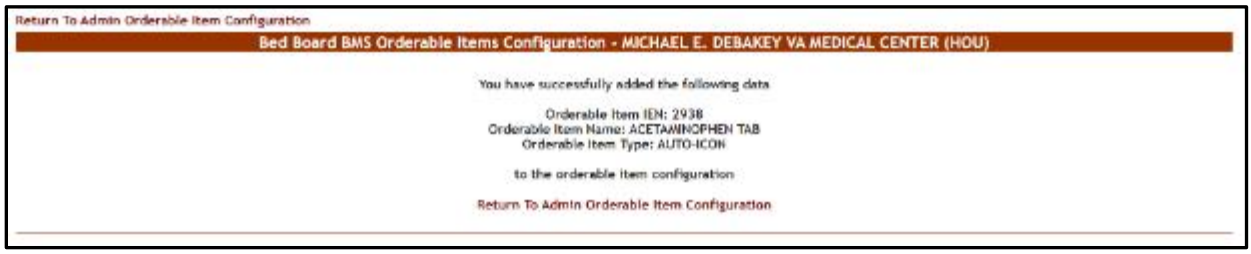
Figure 393 - Selection of Orderable Item and Item Type



For this example, we've selected "ACETAMINOPHEN TAB" as the Orderable Item and "AUTO-ICON" as the Orderable Item Type. Next, click "Add".

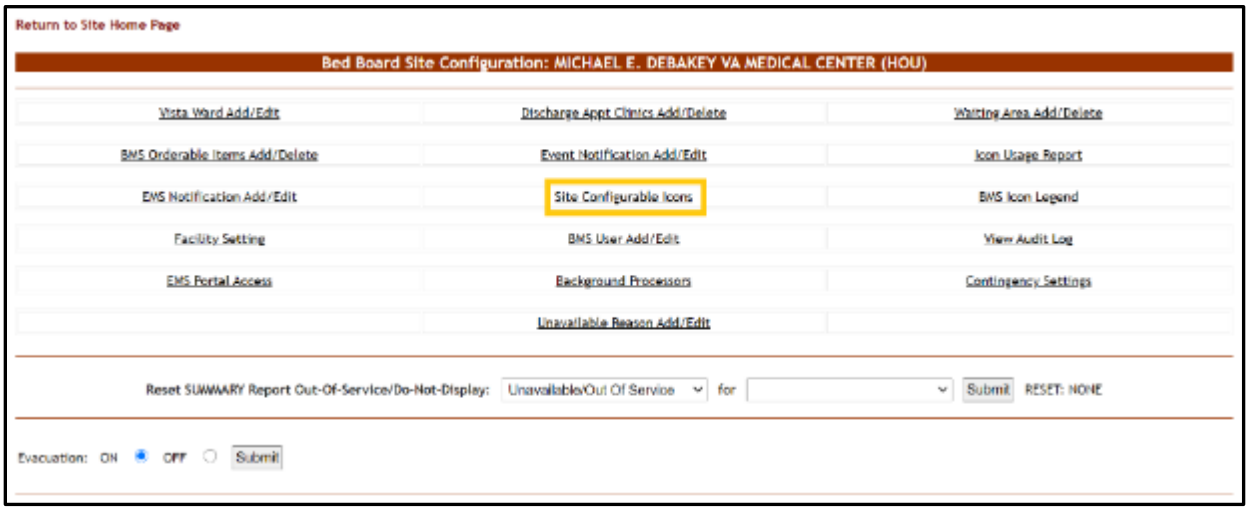
You should see a confirmation that the new Orderable Item configuration has been added, as below.

Figure 394 - Orderable Item Configuration Addition Confirmation



The next step is to Return to the Facility Site Options page and click on "Site Configurable Icons".

Figure 395 - Facility Site Options Page



The Site Admin should now scroll down to the section and be able to see the new Icon and Orderable item listing, click Active, then Save the configuration.

Figure 396 - Site Configurable Icons Screen, showing Automatic VistA Orderable Item Icons

Automatic VistA Orderable Item Icons

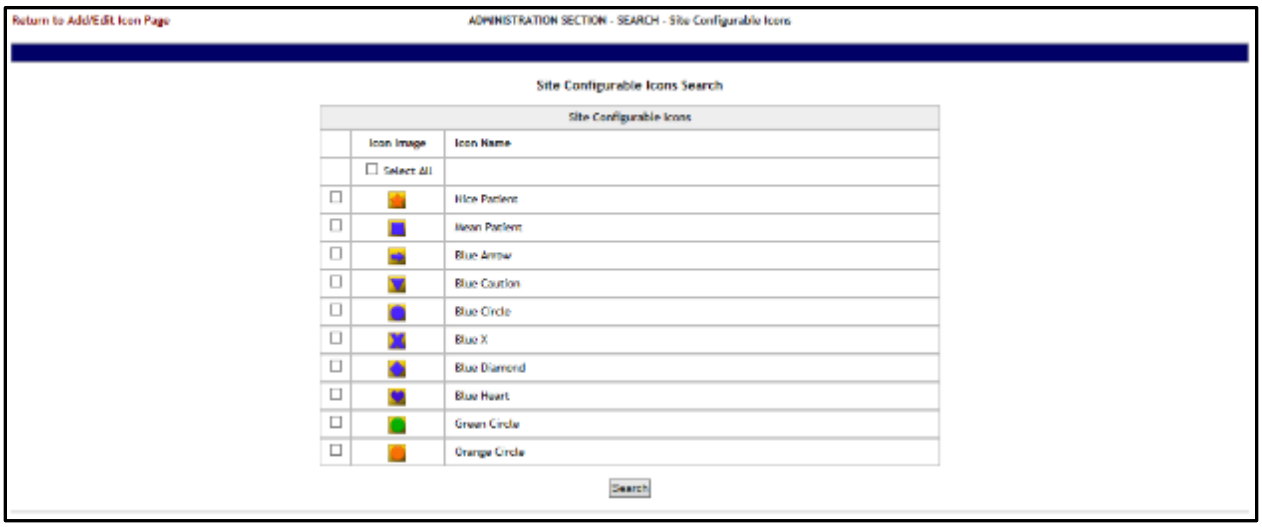
Icon	Name	Type	VistA Orderable Item (Pattern Match)	Active
	Slip and Fall Risk (Patient)		BMS Fall Risk	☐
	Dialysis Patient		BMS Dialysis	☐
	Dysphagia Precautions		BMS Dysphagia	☐
	Ventilator (Patient) (EM)		BMS Ventilator	☐
	Restraint (Patient)		BMS Restraint	☐
	Oxygen (Patient) (EM)		BMS Oxygen	☐
	PICC (Patient)		BMS PICC	☐
	Suicide Risk (Patient)		BMS Suicide Risk	☐
	Telemetry (Patient)		BMS Telemetry	☐
	Respiratory Therapy (Patient)		BMS Resp Treatment	☐
	Seizure Precautions (Patient)		BMS Seizure	☐
	Negative Pressure (Patient) (EM)		BMS Negative Pressure	☐
	One-to-One (Patient) (EM)		BMS Ventilator	☐
	DM FingerStick (Patient)		BMS Fingerstick	☐
	ACETAMINOPHEN		ACETAMINOPHEN	☐
				Save

Your Auto-Icon is now configured for use and will begin to appear when that orderable item is retrieved from VistA.

4.9.6.5. Searching an Icon

To search an icon, click the **Search** link to the top right corner of the **Administration Section – Add/Edit page**: the following screen is displayed.

Figure 397 - Administration Section – Icon Search



Return to Add/Edit Icon Page

ADMINISTRATION SECTION - SEARCH - Site Configurable Icons

Site Configurable Icons Search

Site Configurable Icons

	Icon Image	Icon Name
	☐ Select All	
☐		Nice Patient
☐		Mean Patient
☐		Blue Arrow
☐		Blue Caution
☐		Blue Circle
☐		Blue X
☐		Blue Diamond
☐		Blue Heart
☐		Green Circle
☐		Orange Circle

Search

Select the icon(s) which you want to locate then press the Search button to display the page with the search results as in the following image.

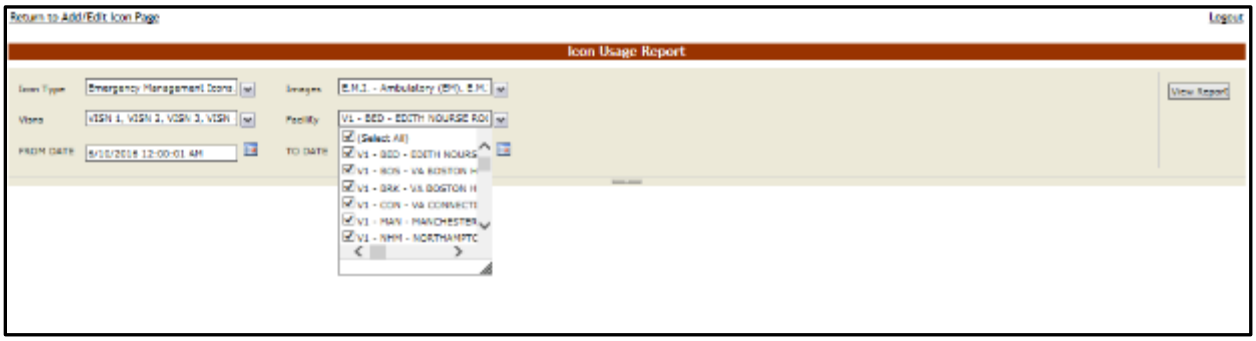
Figure 398 - Site Configurable Icon Search Result

The search results will present the code of the facility where the icon is used, the icon name and the description given to the icon on the facility site.

4.9.6.6. Generating an Icon Usage Report

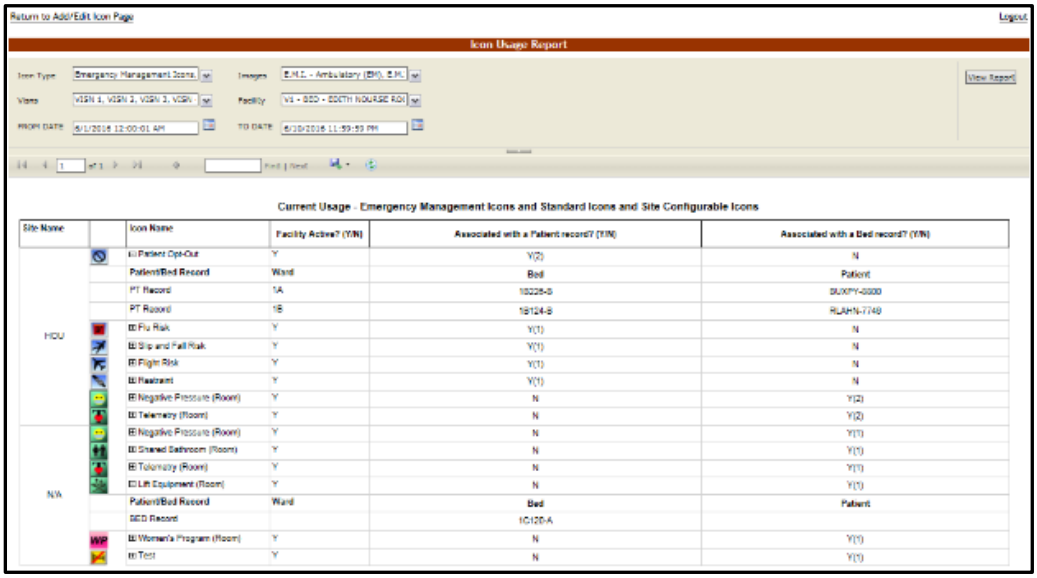
To generate an icon usage report, click the **Report** link to the top right corner of the **Administration Section – Add/Edit** page: the following screen is displayed.

Figure 399 - Administration Section – Icon Usage Report



By default, Icon Type, Images, and VISNs have all options selected, but can be changed by selecting the drop-down. Use the drop-down for Facility to select for which facility or facilities and the date range you want to generate the Icon Usage report, then press the View **Report** button. The report is displayed as in the following image.

Figure 400 - Administration Section – Icon Usage Report



Icon Usage Report Drill-Down feature.

Figure 401 - Administration Section – Icon Usage Report Drill-Down Feature

Site Name		Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
		Patient Opt-Out	Y	Y(2)	N
		Patient/Bed Record	Ward	Bed	Patient
		PT Record	1A	1B228-B	BUXPY-0000
		PT Record	1B	1B124-B	RLAHN-7746
HOU		Flu Risk	Y	Y(1)	N
		Slip and Fall Risk	Y	Y(1)	N
		Flight Risk	Y	Y(1)	N
		Restraint	Y	Y(1)	N
		Negative Pressure (Room)	Y	N	Y(2)
		Telemetry (Room)	Y	N	Y(2)
NIA		Negative Pressure (Room)	Y	N	Y(1)
		Shared Bathroom (Room)	Y	N	Y(1)
		Telemetry (Room)	Y	N	Y(1)
		Lift Equipment (Room)	Y	N	Y(1)
		Patient/Bed Record	Ward	Bed	Patient
		BED Record		1C120-A	
	WP	Women's Program (Room)	Y	N	Y(1)
		Test	Y	N	Y(1)

Also note that this report is a drill-down report, in which the rows can be collapsed/expanded to drill into the individual patient or bed records that have had the icon associated with it within the date range selected.

For each entry the following data is available:

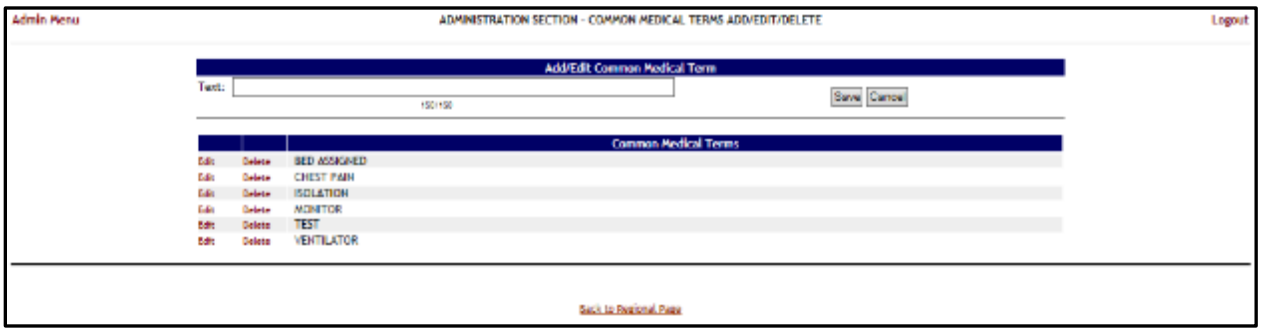
Table 73 - Icon Usage Report

Column	Description
Site Name	The Facility site where the icon has been used.
Icon Short Description for Facility	The short description of the icon.
Icon Name	The icon name.
Facility Active? (Y/N)	If the icon is active on the facility site.
Associated with a Patient Record? (Y/N)	If the icon is currently associated with a patient record.
Associated with a bed record? (Y/N)	If the icon is currently associated with a bed record.
Drill-Down Columns	**These additional columns are revealed once you "drill-into" the appropriate record.**
Patient/Bed Record	Indicator of whether the record is a P(atien)T record or a BED record
Ward	The name of the ward for the PT/BED that the icon is associated to.
Bed	The name of the bed the icon is associated to.
Patient	The name of the patient the icon is associated to.

4.9.7. Common Medical Terms Page

In the **Administration Section** page click the **Common Medical Terms** link to access the page as in the following image.

Figure 402 - Administration Section – Common Medical Terms Add/Edit/Delete



This page is used to define a series of common medical terms or comments used frequently by the medical personnel when entering data into the application. After this list of common medical terms has been defined, when the user types in a field the first letters of a word the application will present a list of common medical terms than can be used to fill in that field.

In this page you can perform the following actions: add a common medical term, edit an existing common medical term and delete an existing common medical term.

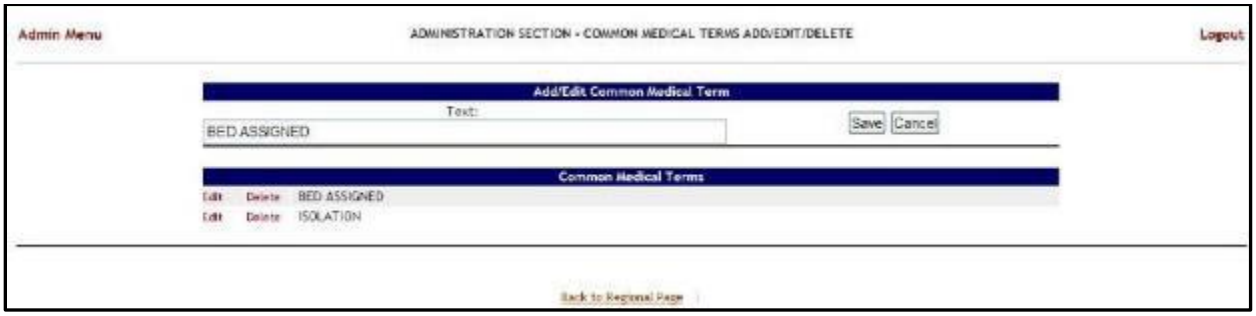
4.9.7.1. Adding a Common Medical Term

To add a common medical term: in the Common Medical Terms Add/Edit/Delete page enter the text of the term in the Text field then press the **Save** button. The new common medical term will be displayed in the **Common Medical Terms** list.

4.9.7.2. Editing a Common Medical Term

To edit an existing common medical term: in the **Common Medical Terms Add/Edit/Delete** page click the **Edit** link to the left of the common medical term you want to edit. The text of the selected common medical term will be displayed in the Text field as in the following image:

Figure 403 - Administration Section – Common Medical Terms Add/Edit/Delete



Modify the text of the term then press the **Save** button: the new text of the term will be displayed in the **Common Medical Terms** list.

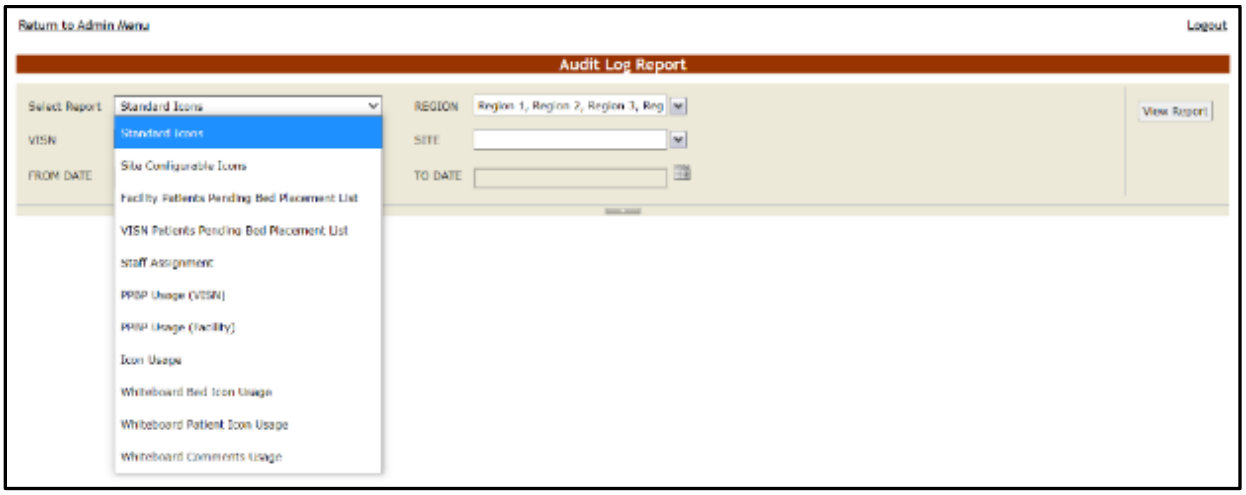
4.9.7.3. Deleting a Common Medical Term

To delete a common medical term: in the **Common Medical Terms Add/Edit/Delete** page click the **Delete** link to the left of the common medical term you want to delete. The **Common Medical Terms** list will be updated to reflect the change.

4.9.8. View Audit Log Page – Support

In the **Administration Section** page click the **View Audit Log** link to access the page as in the following image.

Figure 404 - Administration Section – Audit Log Report Types

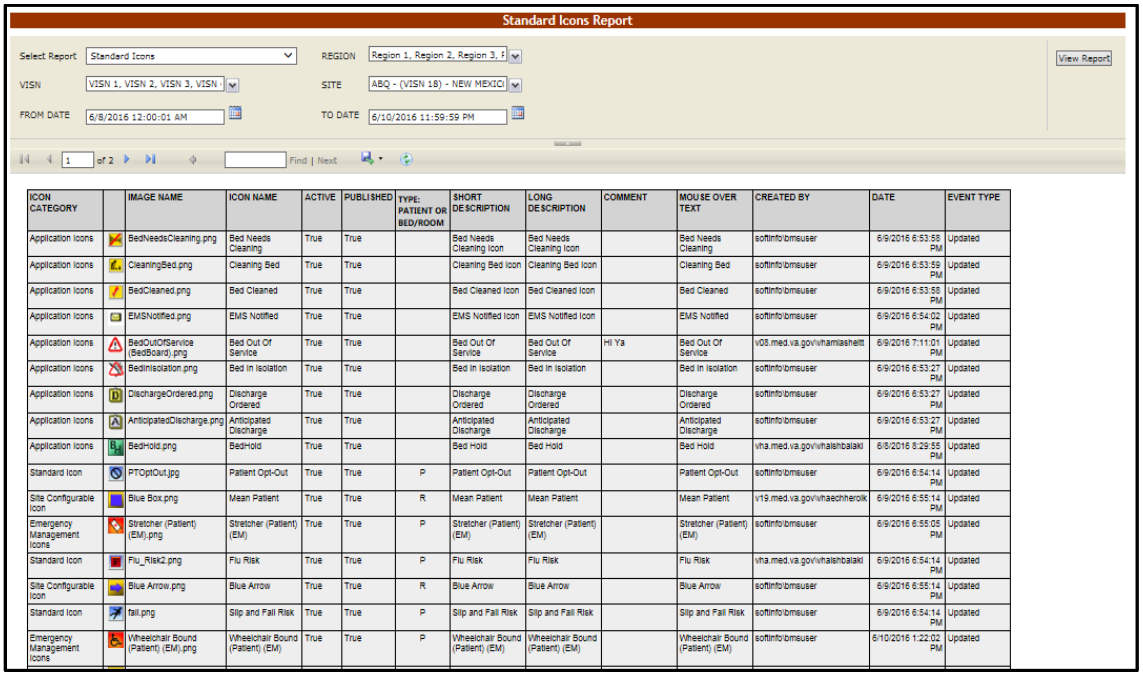


The reports available from the National Admin Audit Log Page follow below.

4.9.8.1. Standard Icons

This is a report of the standard icons modified for the specified Region, VISN, Site, and Date Range.

Figure 405 - Standard Icons



ICON CATEGORY		IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED/ROOM	SHORT DESCRIPTION	LONG DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	EVENT TYPE
Application Icons		BedNeedsCleaning.png	Bed Needs Cleaning	True	True		Bed Needs Cleaning Icon	Bed Needs Cleaning Icon		Bed Needs Cleaning	softinfo\bmsuser	6/9/2016 6:53:58 PM	Updated
Application Icons		CleaningBed.png	Cleaning Bed	True	True		Cleaning Bed Icon	Cleaning Bed Icon		Cleaning Bed	softinfo\bmsuser	6/9/2016 6:53:59 PM	Updated
Application Icons		BedCleaned.png	Bed Cleaned	True	True		Bed Cleaned Icon	Bed Cleaned Icon		Bed Cleaned	softinfo\bmsuser	6/9/2016 6:53:58 PM	Updated
Application Icons		EMSNotified.png	EMS Notified	True	True		EMS Notified Icon	EMS Notified Icon		EMS Notified	softinfo\bmsuser	6/9/2016 6:54:02 PM	Updated
Application Icons		BedOutOfService (BedBoard).png	Bed Out Of Service	True	True		Bed Out Of Service	Bed Out Of Service	Hi Ya	Bed Out Of Service	v08.med.va.gov\vhamiasheitt	6/9/2016 7:11:01 PM	Updated
Application Icons		BedInIsolation.png	Bed In Isolation	True	True		Bed In Isolation	Bed In Isolation		Bed In Isolation	softinfo\bmsuser	6/9/2016 6:53:27 PM	Updated
Application Icons		DischargeOrdered.png	Discharge Ordered	True	True		Discharge Ordered	Discharge Ordered		Discharge Ordered	softinfo\bmsuser	6/9/2016 6:53:27 PM	Updated
Application Icons		AnticipatedDischarge.png	Anticipated Discharge	True	True		Anticipated Discharge	Anticipated Discharge		Anticipated Discharge	softinfo\bmsuser	6/9/2016 6:53:27 PM	Updated
Application Icons		BedHold.png	BedHold	True	True		Bed Hold	Bed Hold		Bed Hold	vha.med.va.gov\vhalshbalaki	6/8/2016 8:29:55 PM	Updated
Standard Icon		PTOptOut.jpg	Patient Opt-Out	True	True	P	Patient Opt-Out	Patient Opt-Out		Patient Opt-Out	softinfo\bmsuser	6/9/2016 6:54:14 PM	Updated
Site Configurable Icon		Blue Box.png	Mean Patient	True	True	R	Mean Patient	Mean Patient		Mean Patient	v19.med.va.gov\vhaechheroik	6/9/2016 6:55:14 PM	Updated
Emergency Management Icons		Stretcher (Patient) (EM).png	Stretcher (Patient) (EM)	True	True	P	Stretcher (Patient) (EM)	Stretcher (Patient) (EM)		Stretcher (Patient) (EM)	softinfo\bmsuser	6/9/2016 6:55:05 PM	Updated
Standard Icon		Flu_Risk2.png	Flu Risk	True	True	P	Flu Risk	Flu Risk		Flu Risk	vha.med.va.gov\vhalshbalaki	6/9/2016 6:54:14 PM	Updated
Site Configurable Icon		Blue Arrow.png	Blue Arrow	True	True	R	Blue Arrow	Blue Arrow		Blue Arrow	softinfo\bmsuser	6/9/2016 6:55:14 PM	Updated
Standard Icon		fall.png	Slip and Fall Risk	True	True	P	Slip and Fall Risk	Slip and Fall Risk		Slip and Fall Risk	softinfo\bmsuser	6/9/2016 6:54:14 PM	Updated
Emergency Management Icons		Wheelchair Bound (Patient) (EM).png	Wheelchair Bound (Patient) (EM)	True	True	P	Wheelchair Bound (Patient) (EM)	Wheelchair Bound (Patient) (EM)		Wheelchair Bound (Patient) (EM)	softinfo\bmsuser	6/10/2016 1:22:02 PM	Updated

4.9.8.2. Site Configurable Icons

This report is also present on the Facility->Site Options->Audit Log page shown in section Site Configurable Icons

4.9.8.3. Facility Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log page shown in section Facility Patient Pending Bed Placement List

4.9.8.4. VISN Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log shown in section VISN Patient Pending Bed Placement List Report

4.9.8.5. Staff Assignment Report

This report is also present on the Facility->Site Options->Audit Log page shown in section Staff Assignment

4.9.8.6. PPBP Usage (VISN)

This report is also present on the Facility->Site Options->Audit Log page shown in section PPBP Usage (VISN) Report

4.9.8.7. PPBP Usage (Facility)

This report is also present on the Facility->Site Options->Audit Log page shown in section PPBP Usage (Facility) Report

4.9.8.8. Icon Usage Report

For more information regarding the Icon Usage report, see the section Icon Usage Report.

4.9.8.9. Whiteboard Bed Icon Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section

Whiteboard Bed Icon Usage Report.

4.9.8.10. Whiteboard Patient Icon Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section

Whiteboard Patient Icon Usage Report.

4.9.8.11. Whiteboard Comments Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section Whiteboard Comments Usage Report

4.9.9. Treating Specialty/NUMA/HAvBED Edit Page

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to access the page as in the following image.

Figure 406 - Administration Section – Treating Specialty/NUMA/HAvBED Edit

In this page the user can add, edit and delete NUMA and HAvBED treating specialties. Also, the user can map the defined VistA specialties with the NUMA and HAvBED treating specialties.

4.9.9.1. Adding a NUMA Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image.

Figure 407 - Administration Section – Treating Specialty/NUMA/HAvBED Edit

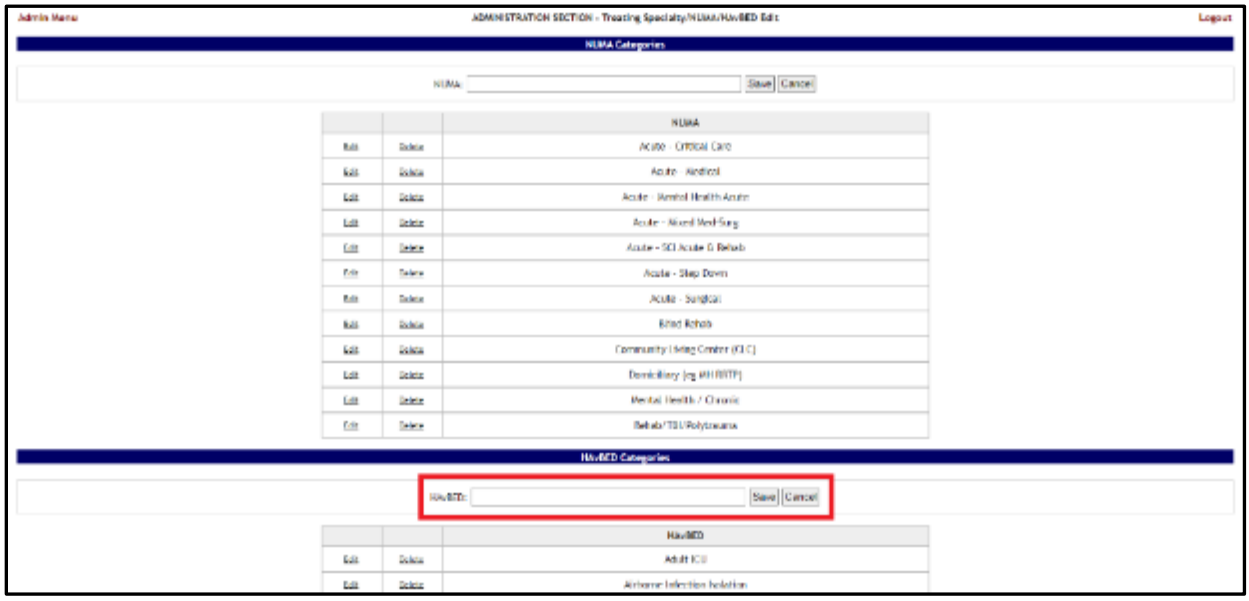
A list of NUMA specialties already defined is available.

To add a NUMA specialty: enter the name of the new NUMA specialty in the NUMA field then press the Save button. The newly added specialty will be displayed in the NUMA list.

4.9.9.2. Adding a HAvBED Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image.

Figure 408 - Administration Section – Treating Specialty/NUMA/HAvBED Edit



A list of HAvBED specialties already defined is available.

To add a HAvBED specialty: enter the name of the new HAvBED specialty in the HAvBED field then press the Save button. The newly added specialty will be displayed in the HAvBED list.

4.9.9.3. Editing a NUMA/HavBED Specialty

To edit an existing NUMA specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the NUMA specialty you want to edit: its name will be displayed in the **NUMA** field at the top of the list. Make the desired changes then press the **Save** button. The NUMA Categories list will display the modified NUMA specialty.

To edit an existing a HAvBED specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the HAvBED specialty you want to edit: its name will be displayed in the a **HAvBED** field at the top of the list. Make the desired changes then press the **Save** button. The HAvBED Categories list will display the modified a HAvBED specialty.

4.9.9.4. Deleting a NUMA/HavBED Specialty

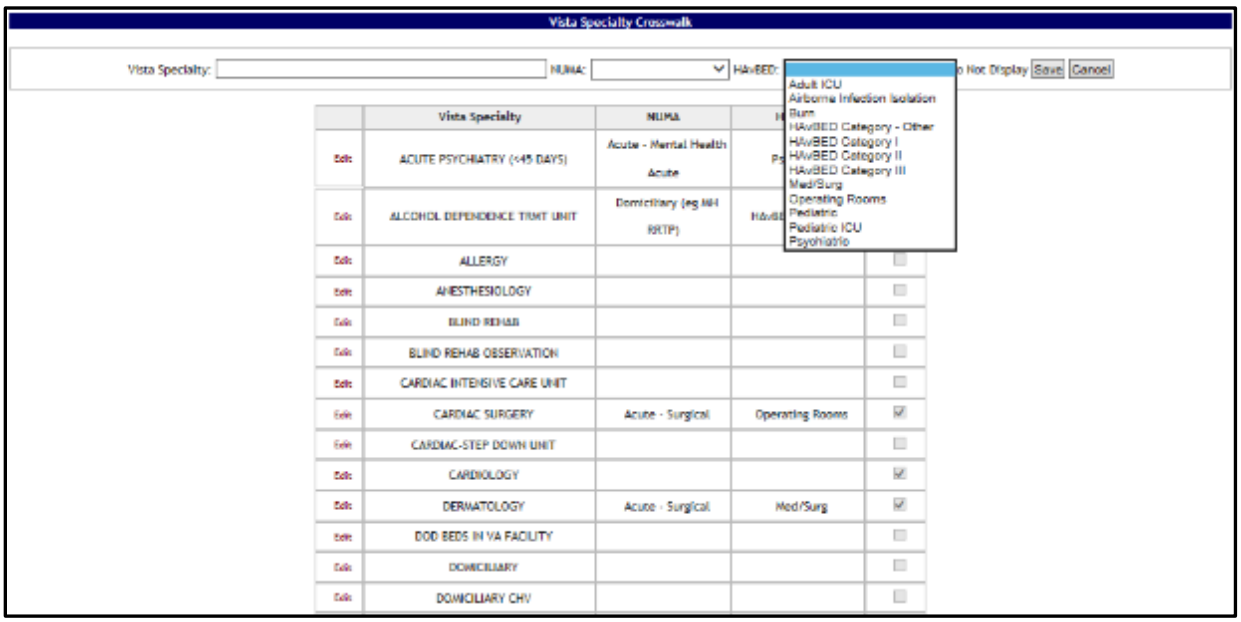
To delete an existing NUMA specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Delete** link associated to the NUMA specialty you want to delete. The NUMA Categories list will be updated to reflect the change.

To delete an existing HAvBED specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Delete** link associated to the HAvBED specialty you want to delete. The HAvBED Categories list will be updated to reflect the change.

4.9.9.5. Mapping a VistA specialty with a NUMA/HavBED Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image. (Use the scroll bar to display the VistA Specialty Crosswalk section).

Figure 409 - Mapping A VistA Specialty with NUMA/HAvBED Specialty

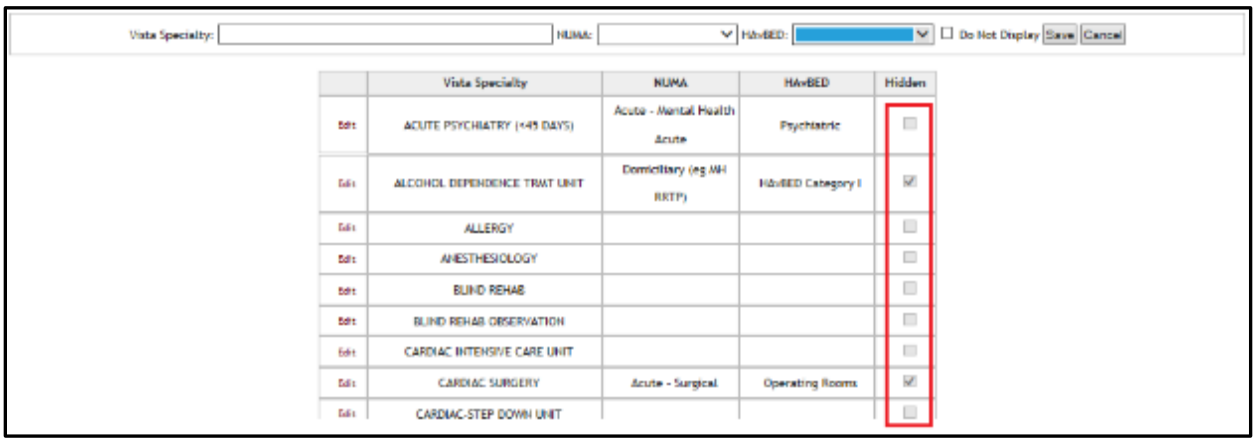


A list of VistA specialties is displayed with existing NUMA and/or HAvBED specialties mappings. To associate a VistA Specialty with a NUMA/HAvBED specialty: click the **Edit** link to the left of the

VistA specialty to which you want to associate NUMA/HAvBED specialties. The name of the selected VistA specialty will be displayed in the **VistA Specialty** field. From the **NUMA** and **HAvBED** fields select the desired specialties then press the **Save** button. The association defined will be displayed in the VistA Specialty Crosswalk list.

Also note that the Vista Specialty Crosswalk provides the ability to hide specialties by selecting the appropriate "Hidden" checkboxes as in the screenshot below:

Figure 410 - Hiding a NUMA/HAvBED Specialty



4.9.10. National Waiting Area

To access the National Waiting Area page, in the Administration Section page click the National Waiting Area link.

The **National Waiting Area Add/Edit** page is displayed as in the following image.

Figure 411 - National Waiting Areas

This is where you will add the locations for patients pending bed placement. These entries will appear on all sites and cannot be edited or deleted.

The options in the upper part of the screen allow the support user to define/add a new national waiting area in the system.

The list in the lower part of the screen presents the national waiting areas already defined in the system.

The links Edit and Delete to the left of each entry in the list allow the support user to modify the name of the selected waiting area or to delete the entry from the system.

To go back to the **Administration Section** page, click the link **Admin Menu** in the upper left corner of the page.

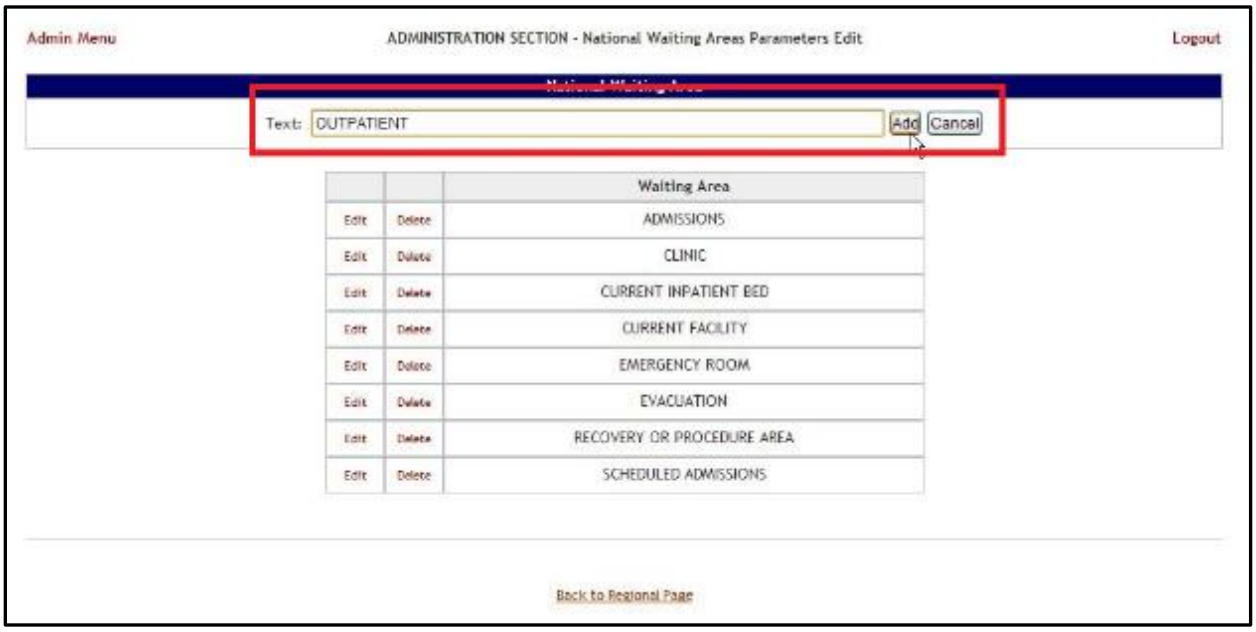
4.9.10.1. Adding a National Waiting Area

To add a national waiting area, follow the instructions below.

From the **Administration Section** page, click the **National Waiting Area** link.

The **National Waiting Area** page is displayed as in the image below.

Figure 412 - Adding a Waiting Area



In the Text field from the ADD Area enter the name of the new waiting area, then press the Add button. A confirmation message is displayed and the newly added waiting area is displayed in the Waiting Area list.

Figure 413 - Waiting Area Added to the List

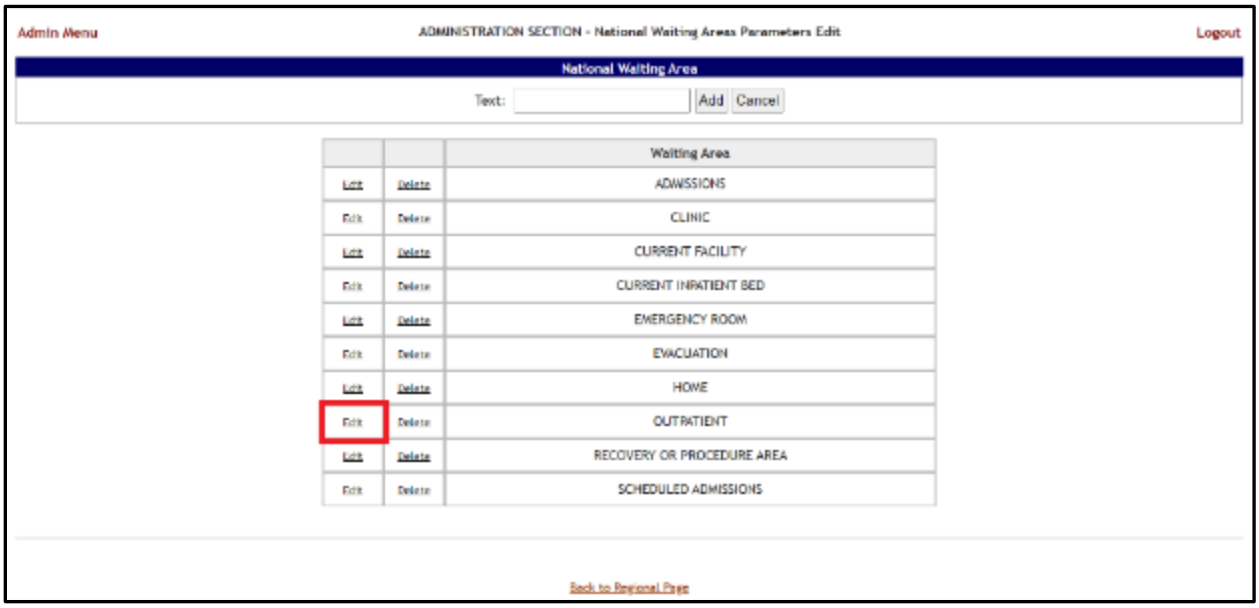
4.9.10.2. Editing a National Waiting Area

To edit the name of an existing national waiting area, follow the instructions below. From the **Administration Section** page, click the **National Waiting Area** link.

Figure 414 - Selecting National Waiting Area

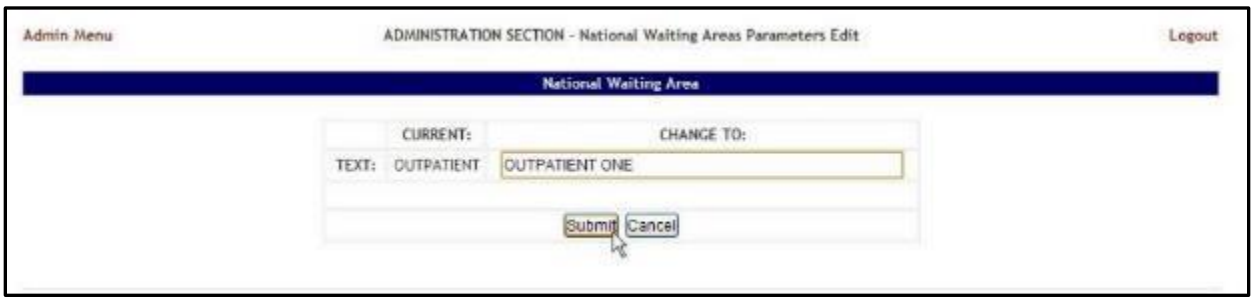
The **National Waiting Area** page is displayed as in the image below.

Figure 415 - Selecting Waiting Area for Edit



Selecting the **Edit** link will display the page in the following image.

Figure 416 - Edit Waiting Area Name



In the field **CHANGE TO:** enter the new name for the national waiting area then press the **Submit button**. A confirmation message will be displayed and the national waiting area with the new name will be displayed in the Waiting Area list.

Figure 417 - Waiting Area Edited

4.9.10.3. Deleting a Waiting Area

To delete a national waiting area defined for the current facility, follow the instructions below. From the **Administration Section** page, click the **National Waiting Area** link.

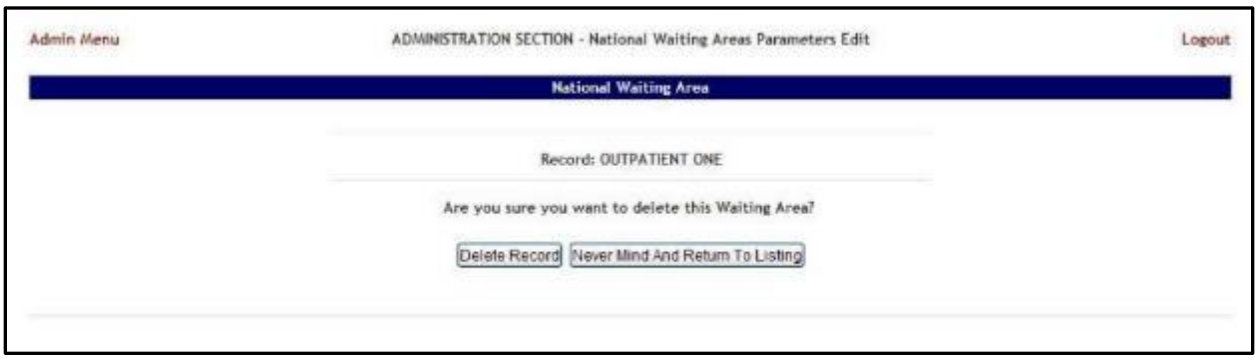
Figure 418 - Selecting National Waiting Area

The **National Waiting Area** page is displayed as in the image below.

Figure 419 - Select a National Waiting Area for Deletion

Click the **Delete** link associated to the waiting area that you want to delete: a confirmation screen is displayed as in the following image.

Figure 420 - Deleting a National Waiting Area



Click the **Delete Record** button to delete the national waiting area from the list.

4.9.11. National Unavailable Reason

To access the National Unavailable Reason page, in the Administration Section page click the National Unavailable Reason link.

The **National Unavailable Reason** page is displayed as in the following image.

Figure 421 - National Unavailable Reason Page

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION

The options in this page allow the support user to add a new national *unavailable reason*.

The list in the lower part of the screen presents the national *unavailable* reasons already defined in the system.

For each entry in the list, the following data is available:

Table 74 - Unavailable Reason Parameters

COLUMN	DESCRIPTION
Unavailable Reason	The reason why a bed is made unavailable.
Type	The type of reason.

The links **Edit** and **Delete** allow the support user to modify the details of a reason or delete it from the system.

The link **Admin Menu** in the upper left corner of the page allows the support user to go back to the Administration Section **page.**

4.9.11.1. Adding a National Unavailable Reason

To add a national *unavailable reason,* follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

The **National Unavailable Reason** page is displayed as in the following image.

Figure 422 - Adding a National Unavailable Reason

In the **Text** field enter the explanation, the reason for the bed unavailability then, from the **Type** field select the type of reason, and click the **Add** button.

In the **Type** field, four types of 'unavailable' reasons can be selected:

Information (no icon appears on the whiteboard)

Isolation (isolation icon appears on the whiteboard)

Do Not Display (bed does not appear on the whiteboard)

Out of Service (bed is colored RED on the whiteboard).

The newly defined reason will be added to list of existing reasons.

You can use the **Edit** link to modify either the text or the type of the reason. Use the **Delete** link to remove the link from the list.

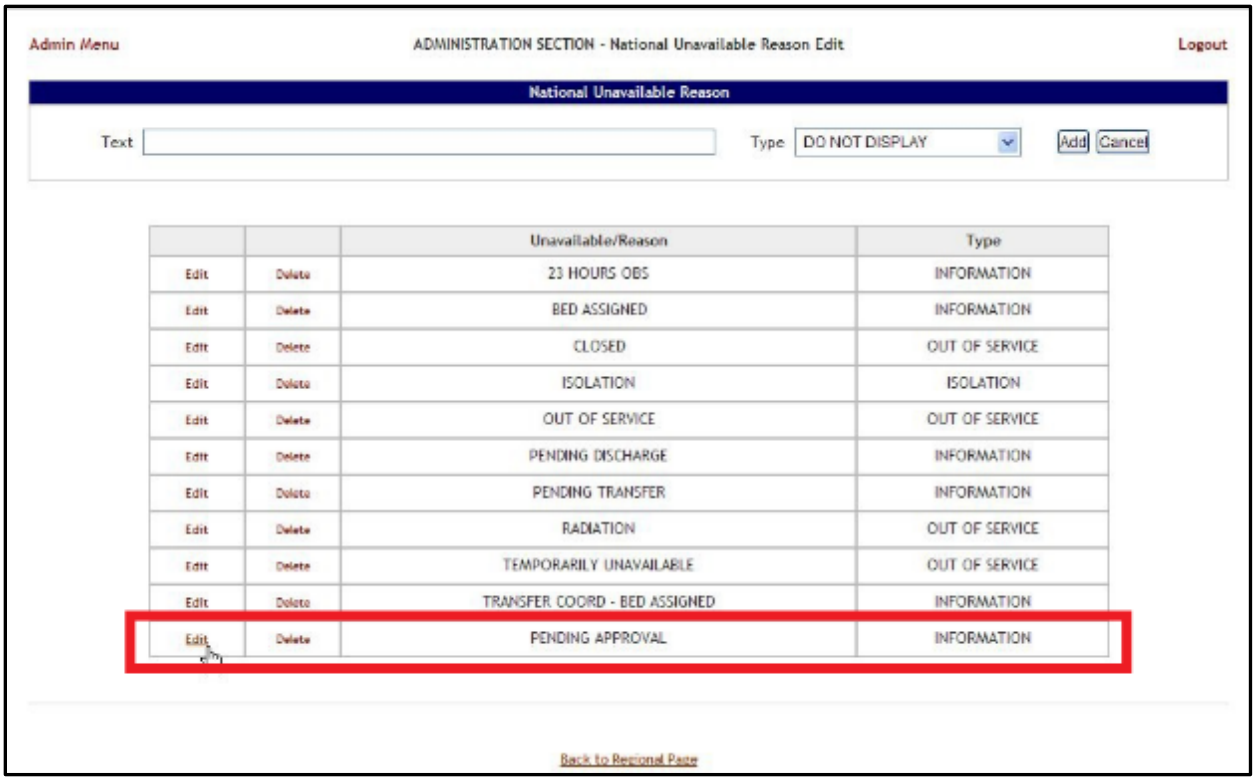
4.9.11.2. Editing a National Unavailable Reason

To edit a national *unavailable reason,* follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

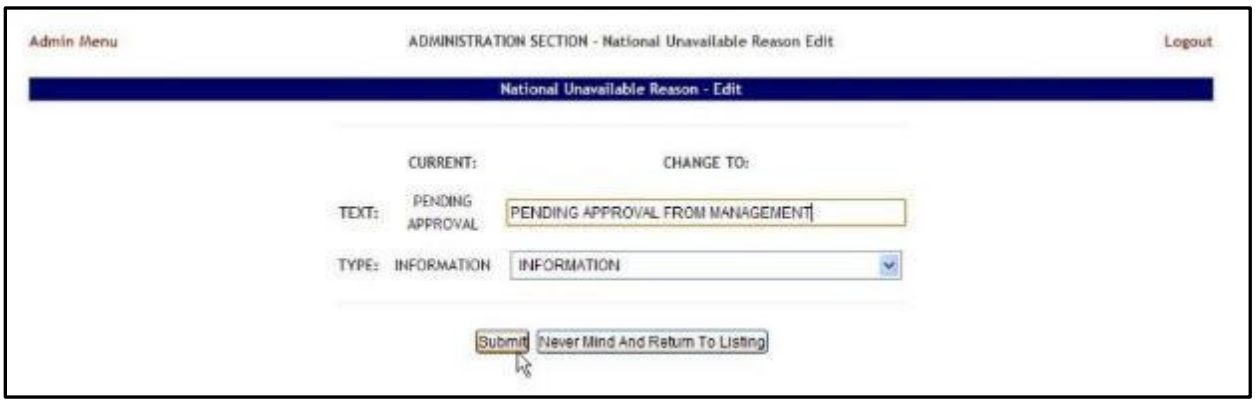
The **National Unavailable Reason** page is displayed as in the following image.

Figure 423 - Selecting Unavailable Reason for Edit



Click the Edit link associated to the national unavailable reason that you want to modify; the following page is displayed:

Figure 424 - Editing an Unavailable Reason



Operate the desired changes in the Text and/or Type fields then press the Submit button to enter the data into the system.

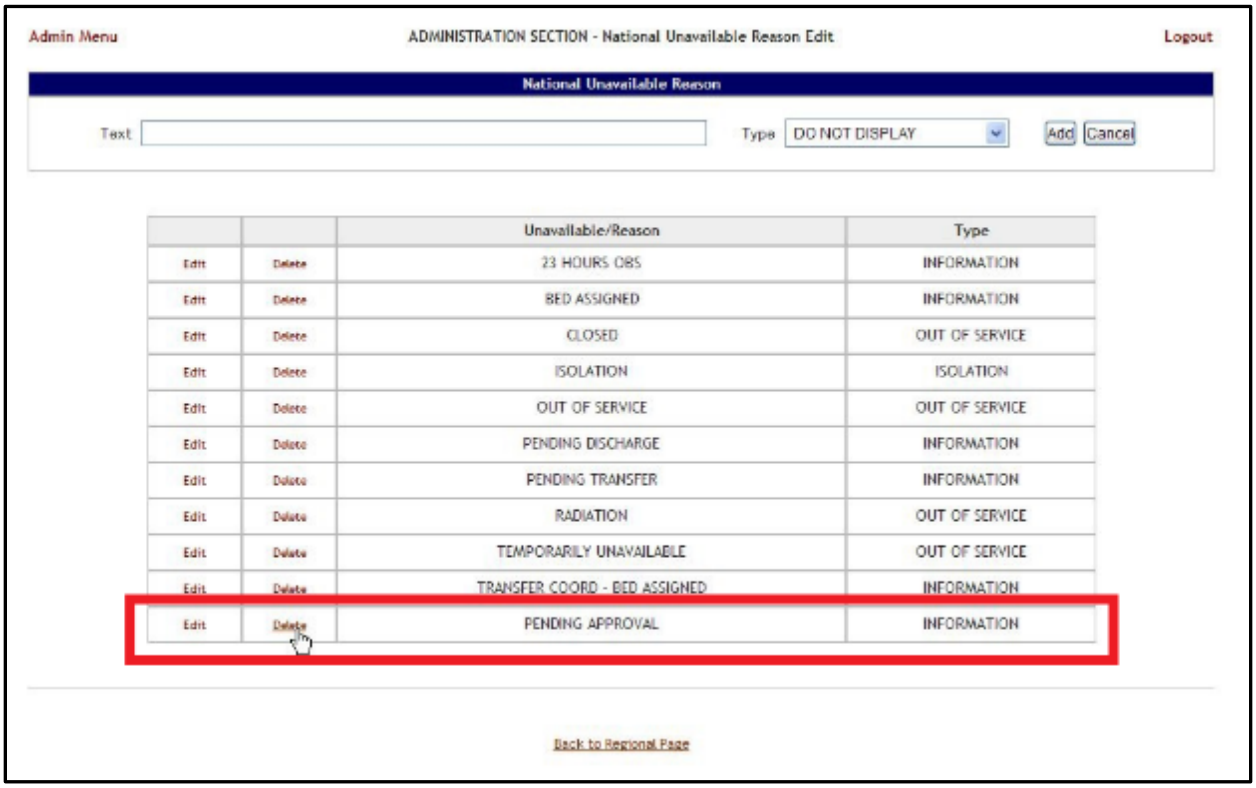
4.9.11.3. Deleting a National Unavailable Reason

To delete a national *unavailable reason,* follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

The **National Unavailable Reason** page is displayed as in the following image.

Figure 425 - Selecting a National Unavailable Reason for Deletion



Click the **Delete** link associated to the national *unavailable reason* that you want to delete: a confirmation screen is displayed as in the following image.

Figure 426 - Delete a National Unavailable Reason

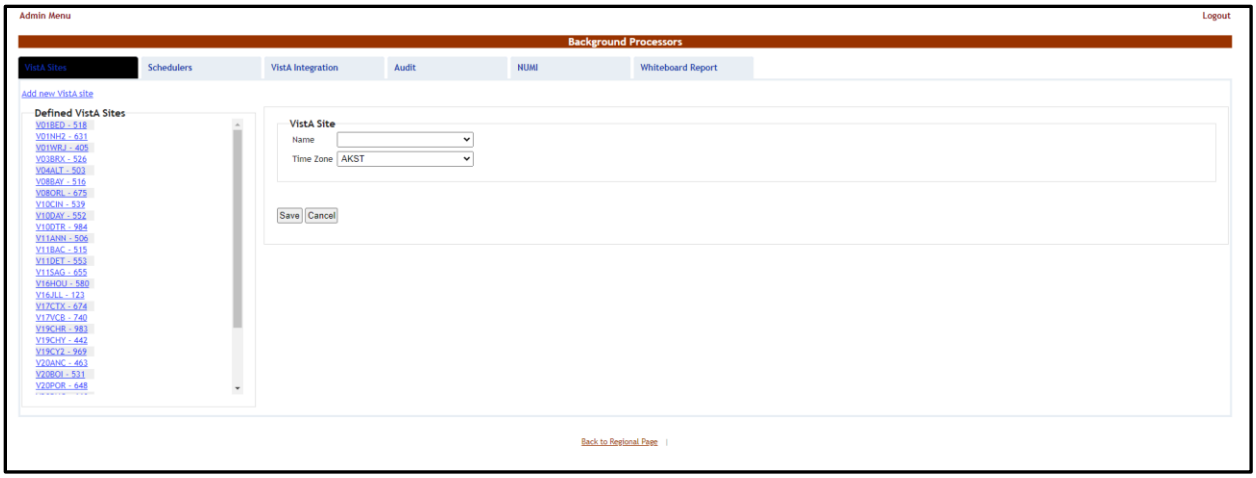
Click the **Delete Record** button to delete the national *unavailable reason* from the list.

4.9.12. Background Processors Page

This section is used to determine which are the VA facility sites sharing the same VistA instance, to set up the Schedulers, to determine the Categories which will be affected by the Schedulers' action (VistA Integration), to set up the scope of the Audit action, NUMI and Whiteboard report.

The **Background Processors** page is displayed as in the following image.

Figure 427 - Background Processors Page



Six tabs are available in the Background Processors page: **VistA Sites**, **Schedulers**, **VistA Integration**, **Audit**, **NUMI** and **Whiteboard Report**. The following sections contain the detailed description of the options available in each tab.

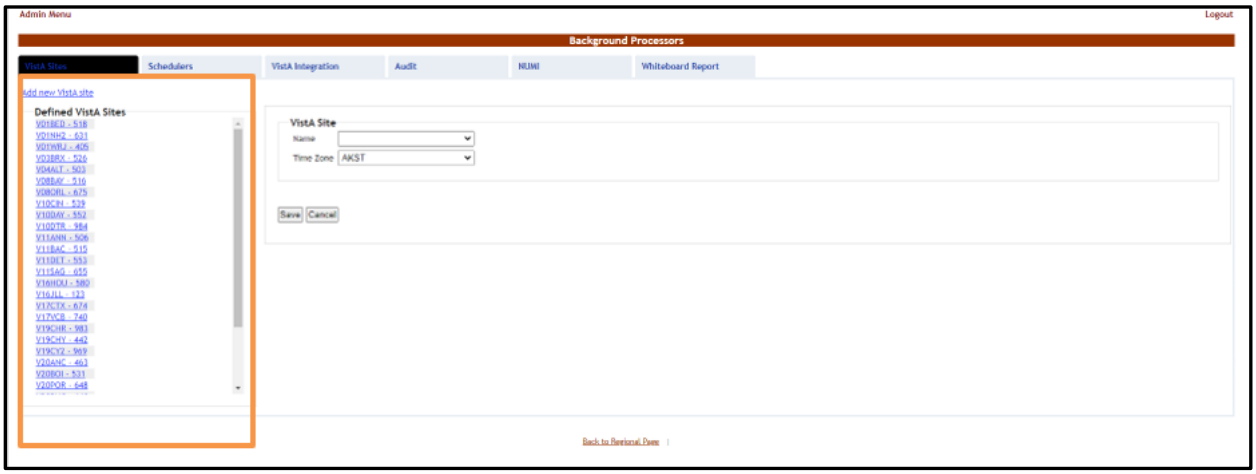
4.9.12.1. VistA Sites

The **VistA Sites** page allows the user to view the list of VA facility sites sharing the same VistA instance, and to add a new VA facility to a VistA instance.

To add a VA facility site to a VistA instance, follow the steps presented below.

From the **Background Processors** page select **VistA Sites** to display the page shown in the following figure.

Figure 428 - Background Processors Page – Adding a VistA Site



A list of VA facility sites is displayed in the column to the left of the page.

Click the **Add new VistA site** link then, from the VistA Site area use the **Name** field to select the site you want to add to the current VistA instance then select the **Time Zone**.

Press **Save** to enter new data into the system.

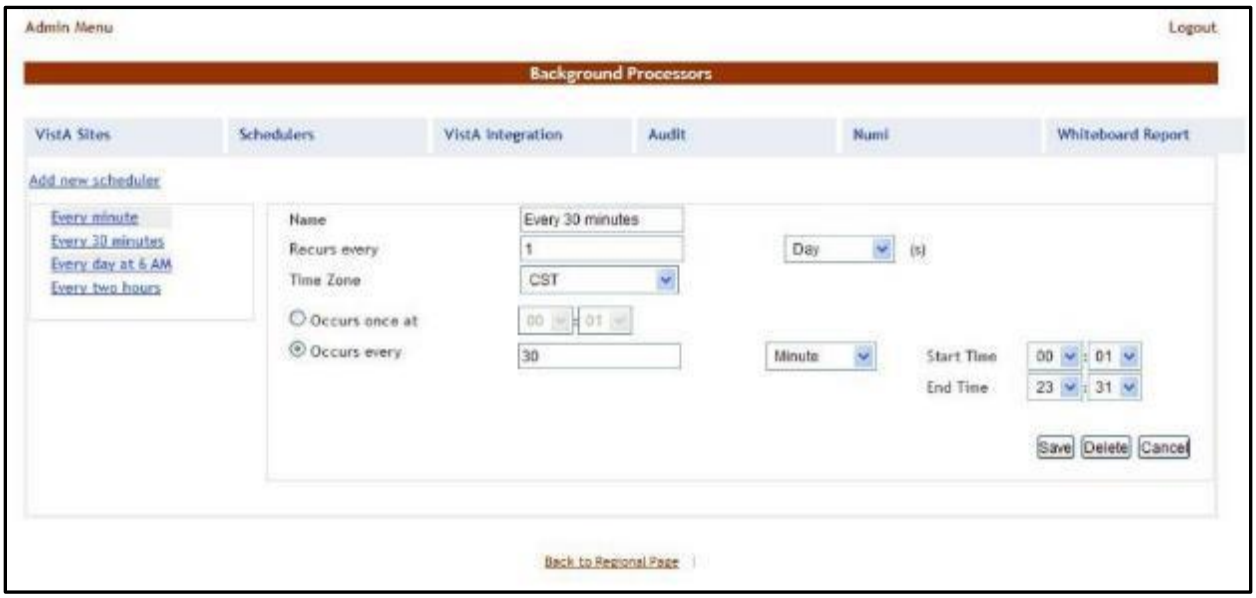
The newly added site will be added in the sites list to the left of the screen.

4.9.12.2. Schedulers

The **Schedulers** page displays a list of defined schedulers and allows the support user to add new ones. NOTE: in this page you can only define the schedulers, to actually run the defined schedulers you have to use thin in the **VistA Integration** tab, see the VistA Integration section for details.

The **Schedulers** page is displayed as in the following image.

Figure 429 - Schedulers page



4.9.12.3. Adding a New Scheduler

To add a new scheduler, follow the steps presented below.

From the **Background Processors** page select the **Schedulers** tab. In the **Schedulers** tab fill in the following data:

Table 75- New Scheduler Parameters

COLUMN	DESCRIPTION
Name	The name of the scheduler.
Recurs every	The frequency.
Occurs once at/Occurs every	The frequency values.

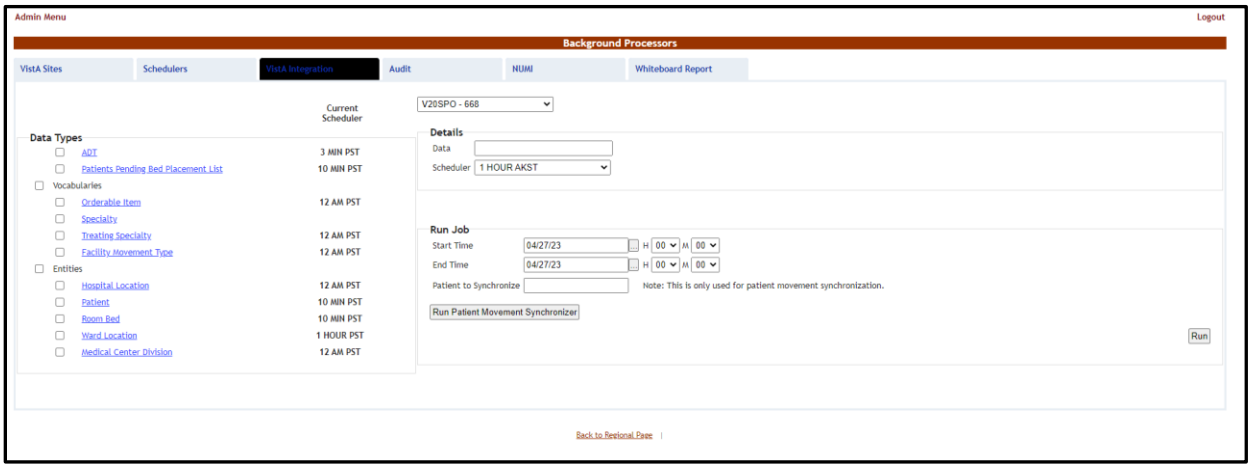
After you have set the desired frequency for the new scheduler do not forget to press the **Save** button to enter the data into the system.

4.9.12.4. VistA Integration

The **VistA Integration** tab is used to run (automatically or manually) the defined schedulers and to select which data categories will be affected by a scheduler's action.

The **VistA Integration** tab is displayed as in the following image.

Figure 430 - VistA Integration Tab



From the field in the upper part of the page, select the VistA site where the scheduler(s) will run.

To setup a scheduler for any of these jobs, click one data category from the column on the left (its name will appear in the Data field) and then select a schedule in the Schedulers fields in the Details area and click the Save button. This will cause the selected scheduler to run at the time set for it in the Schedulers tab and to retrieve the data from VistA for the selected category.

To Execute/Run any of the data jobs, select any of the data categories using the checkboxes, set the Start time/End time, and click the Run button. This will cause the

selected scheduler to run using the selected method and retrieve the data from VistA for the selected data categories.

Here is a brief description of the VistA data gathering jobs:

- **ADT:** the job will query from VistA ADT data (Orders, Movements, Scheduled Admissions, Patient Appointments) dated since the last run. Typically, this job should be scheduled to run at least every 5 minutes. The movements are processed into BMS and are reconciled back the number of days governed by a configuration setting in BMS. Currently this configuration setting is set to reconcile back 60 days.
- **Patient Pending Bed Placement List:** the job will look into the Scheduled Admission VistA file and extracts all the entries that have the "reservation date" field due for the current day. For these items the job adds associated entries into the facility patients pending bed placement list. Typically, if a facility chooses to run this job it would be scheduled once a day in the early morning.

Vocabularies:

- **Orderable Items:** the job will look into the Orderable Items VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.
- **Specialty:** the job will look into the Specialty VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.
- **Treating Specialty:** the job will look into the Treating Specialty VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.
- **Facility Movement Type:** the job will look into the Facility Movement Type VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.

Entities:

- **Hospital Location:** the job will look into the Hospital Location VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Also, for the items that are Wards, the Ward list in BMS is updated accordingly. Typically, this job should be scheduled to run once a day at Midnight.
- **Patient:** the job will look into the Patient file and gets all the patients that have been added since the last run (they are filtered by the "date entered into file" field). Typically, this job should be scheduled to run at least every 5 minutes.
- **Room Bed:** the job will look into the Room Bed VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated, also Beds Set Out of Service or Returned into Service. Typically, this job should be scheduled to run at least every 15 minutes.

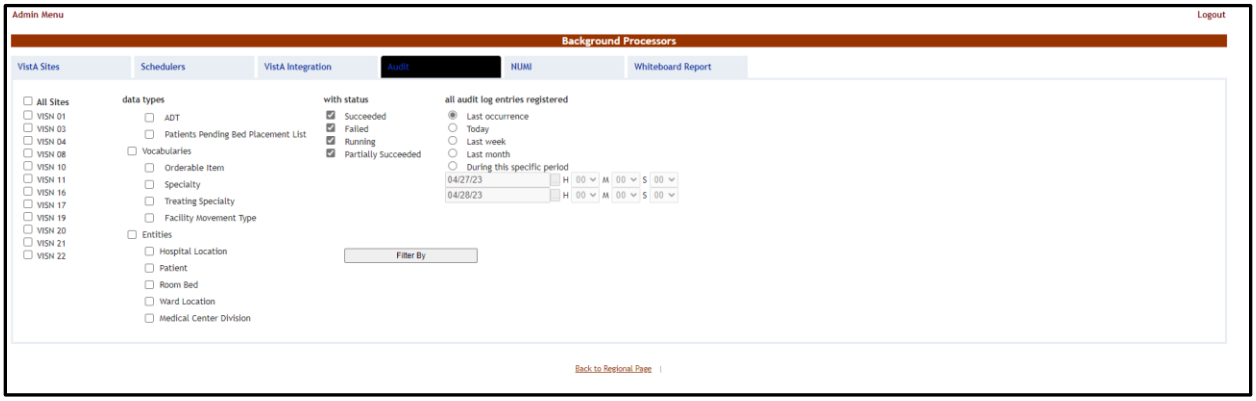
- **Ward Location:** the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run at least every 15 minutes.
- **Medical Center Division:** the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.

This functionality is available for National Support Users Only.
NOTE: To run the ADT for specific patient - If the ADT needs to be run for one patient that needs movements synced enter the patient IEN in the **Patient to Synchronize** field after entering the **Start Time** and **End Time** and then click on the **Run Patient Movement Synchronizer** button.

4.9.12.5. Audit

The Audit tab displays the results of the operations performed in the VistA Integration tab. The **Audit** tab is displayed as in the following image.

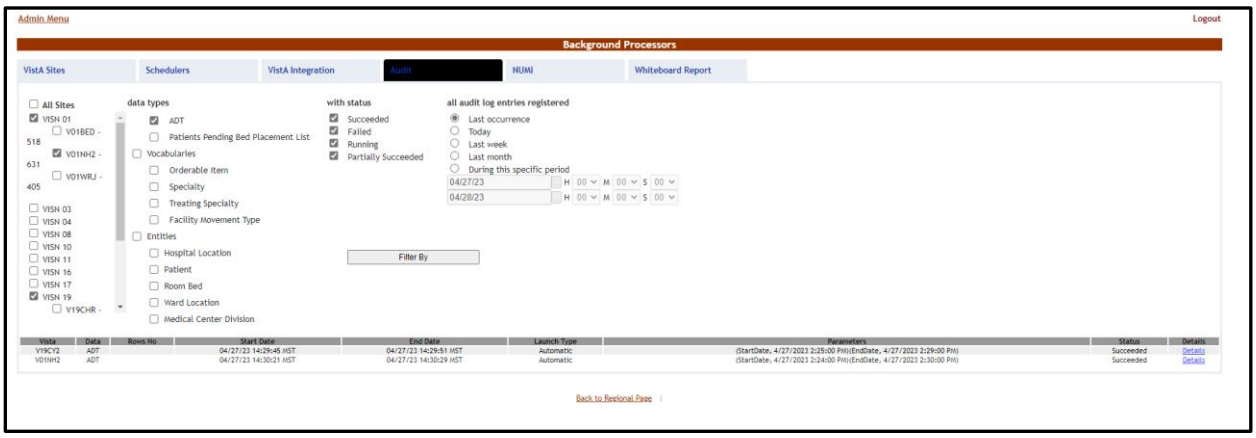
Figure 431 - Audit Page



The options to the left of the page allow the user to determine the filter criteria for the generated audit reports. The options to the right of the screen allow the user to select the type of operation to be captured by the audit report as well as the time interval for the audit.

After you have selected the desired criteria click the **Filter By** button to display the page as in the following image.

Figure 432 - View Audit Results



A list of operations is displayed, for each entry the following data is available:

Table 76 - VistA Audit

Column	Description
VistA	The VistA site where the audit action has been performed.
Data	The type of data retrieved by the VistA integration operation.
Rows no	The number of operations of the selected type captured by the audit action.
Start Date	The start date of the retrieval operation.
End Date	The end date of the retrieval operation.
Launch Type	The way the audit action has been launched.
Parameters	The start date and time and the end date and time of the audit operation.
Status	The status of the VistA integration action.
Details	Clicking this link will display the number of entries in the report.

4.9.12.6. NUMI

The **NUMI** tab is used to select the scheduler that will connect to the NUMI server and will retrieve data for a certain VistA site.

The **NUMI** tab is displayed as in the following image.

Figure 433 - NUMI Page

From the **Schedulers** field select the scheduler created to retrieve the NUMI data then click the **Add** button, as displayed in the image.

Note: It is not recommended that any VistA Site Schedule the NUMI Background process to run more frequently than every 2 hours. Doing so may reduce overall system performance.

Figure 434 - Selecting the VistA Site for Which to Gather NUMI Data

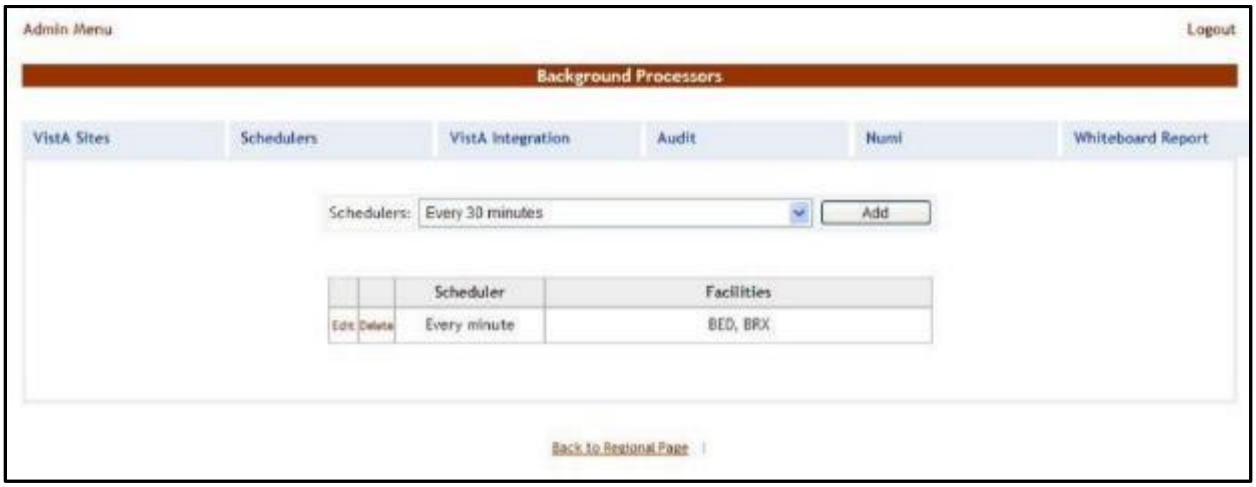
Select the VistA site for which the selected scheduler will retrieve NUMI data then press the **Save** button. Use the **Edit** link to select a different site for which the scheduler should retrieve NUMI data.

4.9.12.7. Whiteboard Report

The **Whiteboard Report** tab is used to select the scheduler that will gather data for the Whiteboard report. For details on the Whiteboard report see the section Generate the whiteboard report for the selected wards.

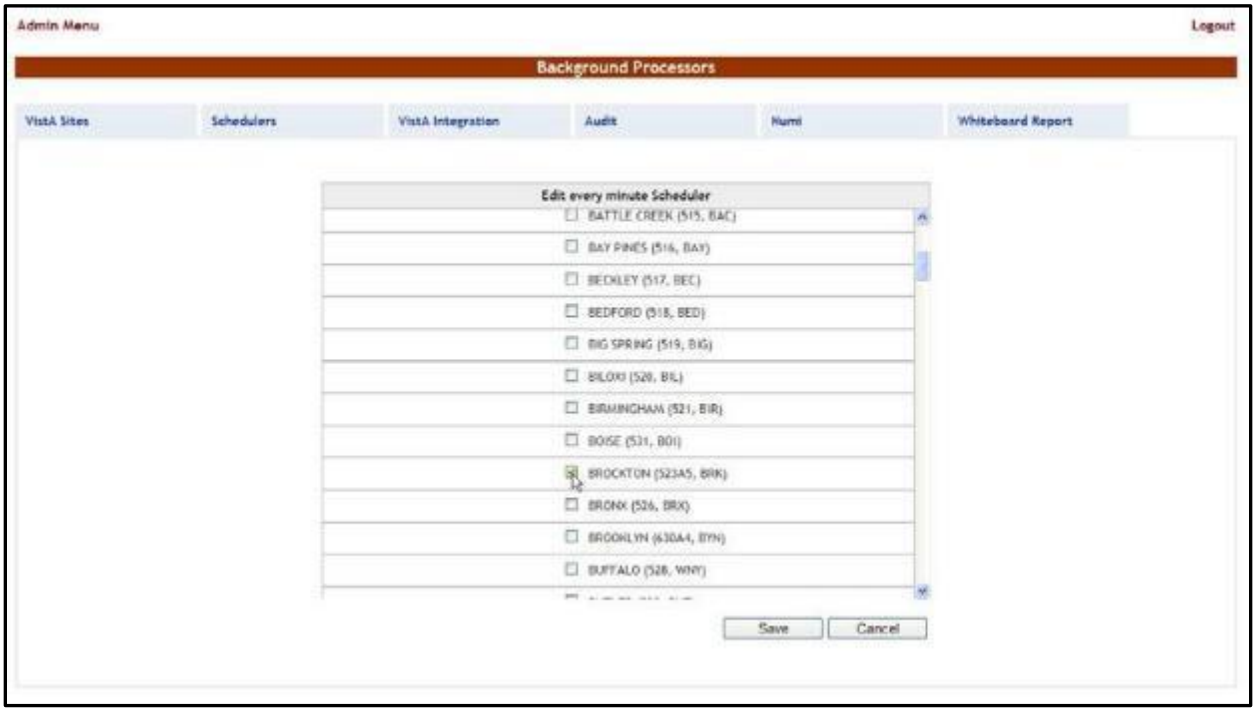
The **Whiteboard Report** tab is displayed as in the following image.

Figure 435 - Whiteboard Report page



From the **Schedulers** field select one of the schedulers defined then press the **Add** button to display the following image.

Figure 436 - Selecting the Facility Site Where to Run the Scheduler for the Whiteboard Report



The name of the selected scheduler is displayed in the upper part of the screen. Also, a list of VistA sites is displayed: select the site(s) where you want the scheduler to run then press the **Save** button. Application Parameters

To access the Application Parameters page, in the Administration Section page click the Application Parameters link.

The **Application Parameters** page is displayed as in the following image.

Figure 437 - Application Parameters Page

This page allows the creation and editing of the Clinical Inventory Link and the VHA BMS Nation Patient Placement Alert. Make appropriate changes and press the **Submit** button.

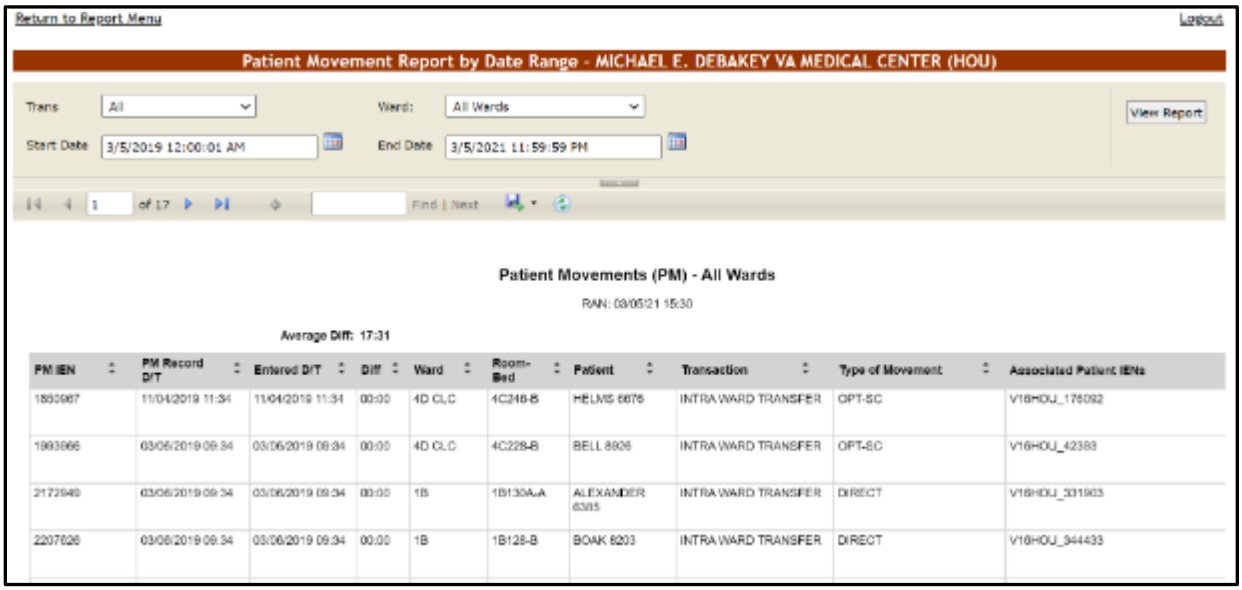
4.9.13. Patient Movements by Date Report

This report is also present on the Facility-> Reports -> Other Reports page shown in section Patient Movements by Date.

To generate the Patient Movements by Date report, follow the instructions below.

On the Reports page, from the **Other Reports** field select Patient Movements by Date then press the **Submit** button. The report is displayed as in the following image.

Figure 438- Patient Movements Report by Date Range



From the **Trans** field select the type of movement (all, admissions, discharges, inter ward transfers, intra ward transfers, specialty transfers) you want to include in the report. Using the **Start Date** and **End Date** fields, define the time interval for the report. From the **Ward** field select the ward(s) for which you want to generate the report. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

The title of the report is displayed in the upper part of the page. ***Please note: The Associated Patient IEN's column will only show for the Support User.***

Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 77- Patient Movement Parameters

COLUMN	DESCRIPTION
PM IEN (Internal Entry Number)	The VistA Patient Movement Internal Entry Number for the primary lookup key in the Patient Movement file

COLUMN	DESCRIPTION
PM Record D/T	The date and time when the patient movement has been registered in the system
Entered D/T	The data and time the patient movement was entered in the system
Diff	The time lapse between the PM Record D/T and the Entered D/T
Ward	The code/name of the ward
Room-Bed	The code of the room/bed
Patient	The code/name of the patient
Transaction	The type of transaction
Type of Movement	The type of the movement
Associated Patient IEN's	Patient Internal Entry Number

5. Troubleshooting

The BMS project team is working to develop a frequently asked questions (FAQs) section for this User Guide, which will contain user-related troubleshooting tips, known issues, and anomalies. This section will be made available as those items are realized and documented.

BMS Self-Help Troubleshooting Guide

The BMS Self-Help Troubleshooting Guide is an online resource for BMS application users. This system provides troubleshooting assistance to help end users determine if they are able to resolve their issues independently or if they need to enter a ticket to reach the BMS Sustainment Team or another group. Content will be added and updated as needed to suit the needs of BMS application users at all levels. To use, select an issue category and choose a listed issue to see potential solutions. If a YourIT helpdesk request is required, wording for the specific issue is listed.

BMS Self-Help Troubleshooting Guide

User Guide for BMS Self-Help Troubleshooting Guide

6. Acronyms and Abbreviations

In addition to the acronyms defined below, more definitions can be found on the OI&T Master Glossary.

Table 78 - Acronyms/Abbreviations

TERM	DEFINITION
ADT	Admission, Discharge, and Transfer
BMS	Bed Management Solution
BN	Business Need
BRD	Business Requirements Document
CFM	Comprehensive Flow Management
CH/CL	Community Hospital / Current Location
CHF	Congestive Heart Failure
CLC	Community Living Center
COW	Computer on Wheels
CPRS	Computerized Patient Record System
D/C	Discharge
DM	Diabetes Mellitus
DOB	Date of Birth
DOM	Domiciliary
DRG	Diagnostic Related Group
DUSH	Deputy Under Secretary for Health
ED	Emergency Department
EMS	Environmental Management Service
EMSHG	Emergency Management Strategic Healthcare Group
ERR	Enterprise Requirements Repository
FAQs	Frequently Asked Questions
FIPS	Federal Information Processing Standard
GUI	Graphical User Interface
HAvBED	Hospital Available Beds for Emergencies & Disasters
HVAC	House Veterans Affairs Committee
ICU	Intensive Care Unit
IEN	Internal Entry Number. The primary keys for VistA files.

TERM	DEFINITION
IT	Information Technology
LOS	Length of Stay
MDWS	Medical Domain Web Service
M (MUMPS)	Massachusetts General Hospital Utility Multi-Programming System
NIST	National Institute of Standards and Technology
NUMA	Nursing Unit Mapping Application
NUMI	National Utilization Management Integration
ODBC	Open Database Connectivity
OED	Office of Enterprise Development
OOS	Out of Service
OI&T	Office of Information and Technology
PICC	Peripherally Inserted Central Catheter
PT	Patient
SSN	Social Security Number
Service Era or ERA	The period of service that the patient served.
STAT	Indicates an emergent or extremely urgent situation
TAG	Flow Improvement Technical Advisory Group
UM	Utilization Management
VA	Department of Veterans Affairs
VAMC	VA Medical Center
VHA	Veterans Health Administration
VDIF	Veterans Data Integration and Federation
VIA	VistA Integration Adapter
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture

7. Index

Add/Edit BMS User Page.....60, 234
Add/Edit Icon Page..... 246
Adding a Patient to the Patients Pending Bed Placement List..... 214
Audit Log Report Page 81
Background Processors Page..... 68
Bed Board BMS Orderable Items Configuration Page 25
Bed Board Discharge Appointment Clinic Configuration Page 50
Bed Board Site Unavailable Reason Page44
Bed Management Board Icons Page..... 80
Common Medical Terms Page..... 256
Contingency Settings..... 94
Edit BMS Facility Settings Page..... 239
Edit Sister Sites Page..... 245
Editing the Details of a Patient in the Patients Pending Bed Placement List 217
EMS Bed Notification Page..... 28
EMS Portal Access Page..... 39
EMS Staff Page for Mobile Devices 203
Environmental Management Service Bed Status Page 198
Evacuation On/Off..... 95
Events Notifications Page..... 52
Facility Patients Pending Bed Placement List Report..... 227
Facility Setting Page..... 35
Finalizing a Patient's Stay in the Community Hospital 218
Icon Usage Report 78
Log in to the Administration Section Page 232
Maintain Marquee Text Page 233
National Bed Availability Report..... 230
National Unavailable Reason 269
National Waiting Area..... 264
nvironmental Management Service Bed Status Page 193
Patient Waiting Areas Page..... 70
PPBP Usage (Facility) 228
PPBP Usage (VISN)..... 228
Site Configurable Icons..... 227
Site Configurable Icons Page..... 58
Staff Assignment Report..... 228
The Events Page..... 160
The Facility Diversion Page..... 157
The Facility Home Page..... 96
The Ward Whiteboard Home Page..... 162
The Ward Whiteboard Page..... 190
Treating Specialty/NUMA/HAvBED Edit Page..... 260
View Audit Log Page – Support..... 258
VISN Audit Log Reports..... 226
VISN Bed Boards Reports..... 219
VISN Network Bed Boards Page..... 206
VISN Patients Pending Bed Placement List Report..... 228
VistA Ward Add/Edit Page 19
Whiteboard Bed Icon Usage Report..... 228
Whiteboard Comments Usage Report... 228
Whiteboard Patient Usage Report..... 228