

# **Bed Management Solution (BMS)**

## **User Guide**



**Version 3.3**

**March 2023**

**Department of Veterans Affairs**

**Office of Information and Technology (OIT)**

## Revision History

| Date     | Revision | Description   | Author              |
|----------|----------|---|---------------------|
| 3/7/2023 | 3.3      | <p>Updated for BMS version 3.3. The following figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 188</b> Add/Edit Patients Pending Bed Placement in the VA Facility - Details</li> <li>• <b>Figure 189</b> Edit Details of the Patient Pending Bed Placement List</li> <li>• <b>Figure 190</b> Isolation Required Checkbox</li> <li>• <b>Figure 194</b> Add/Edit Patients Pending Bed Placement</li> <li>• <b>Figure 205</b> VISN Interfacility Transfer Sheet – Enter Patient Data</li> <li>• <b>Figure 206</b> VISN Interfacility Transfer Sheet – Enter Patient Data</li> </ul> <p>The following tables were updated:</p> <ul style="list-style-type: none"> <li>• <b>Table 30</b> Add/Edit Patients Pending Bed Placement – Parameters</li> <li>• <b>Table 31</b> Interfacility Transfer Parameters</li> </ul> <p>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)</p> | Booz Allen Hamilton |
| 4/7/2022 | 2.11     | <p>Updated for BMS version 2.11. The following sections were added:</p> <ul style="list-style-type: none"> <li>• <b>4.2.1.1 Patient Pending Bed Placement (PPBP) View Preference</b></li> <li>• <b>4.3.1.4 New Comment on a Bed after it has been Marked Clean -with the following figures: Figure 318 - Select a Bed for a New Comment, Figure 319 - EMS Bed Status Page – New Comment on Clean Bed and Upon saving, the following screen is</b></li> </ul>  | Booz Allen Hamilton |



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|------|----------|---|--------|
|      |          | <p>Options, Figure 40 - Selecting Site Options,</p> <ul style="list-style-type: none"> <li>• Figure 45 - Selecting Site Options,</li> <li>•</li> <li>•</li> <li>•</li> <li>• 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,</li> <li>• 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</li> </ul> |        |

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|------|----------|--|--------|
|      |          | <p>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,</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>• <b>Figure 189 - Edit Details of the Patient Pending Bed Placement List, Figure 190 - Isolation Required Checkbox, Figure 191 - 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 245 - Selecting Facility Diversion, Figure 257 - Selecting Ward Whiteboard, Figure 267 - Standard View of Patient Pending Bed Placement List, Figure 276 - Selecting Ward Whiteboard, Figure 284 - Selecting Ward Whiteboard,</b></li> </ul> |        |



| Date      | Revision | Description  | Author      |
|-----------|----------|--|-------------|
|           |          | <p><b>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-</b> to reflect change in column name from “Requested” to “Bed Needed By”</p>   |             |
| 9/28/2021 | 2.9      | <p>Updated for BMS version 2.9. The following figure was updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 56 - Facility Configuration Page – Non-Integrated Facility</b> - to reflect use of fully qualified domain name in Whiteboard Kiosk Default User Name field</li> </ul> <p>The following tables were updated:</p> <ul style="list-style-type: none"> <li>• <b>Table 6 - VA Facility Configuration Parameters and Table 71 - BMS Site Parameters:</b> to reflect use of fully qualified domain name in Whiteboard Kiosk Default User Name field</li> </ul> |             |
| 9/1/2021  | 2.9      | <p>Updated for BMS version 2.9. The following figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 55 - Facility Configuration Page – Integrated Facility and Figure 56 - Facility Configuration Page – Non-Integrated Facility</b>– to reflect new fields for Auto-Remove Edis Patients from PPBP list and Auto Placement of Transfers onto PPBP list</li> <li>• <b>Figure 237 - Patient Pending Bed Placement List Status Report Criteria</b> - to reflect field name change from “Community Services” to “Community Specialty”</li> </ul>             | Liberty ITS |

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|-----------|----------|--|-------------|
|           |          | <p>The following table was updated:</p> <ul style="list-style-type: none"> <li>• <b>Table 6 - VA Facility Configuration Parameters</b> - to reflect new fields for Auto-Remove Edis Patients from PPBP list and Auto Placement of Transfers onto PPBP list and Integrated Sites</li> </ul> <p>Removed Bed Board Module<br/>Enable/Disable Configuration page information from <b>Section 4.1- Facility Administrator Users</b></p>   |             |
| 4/12/2021 | 2.8      | <p>Updated for BMS version 2.8. The following figure was added:</p> <ul style="list-style-type: none"> <li>• <b>Figure 437- Patient Movements Report by Date Range</b></li> </ul> <p>The following Table was added:</p> <ul style="list-style-type: none"> <li>• <b>Table 78- Patient Movement Parameters</b></li> </ul> <p>The following figure was updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 251 - Patient Movement Report</b> - to reflect change in title “Patient Movements – All Wards” to “Patient Movement (PM) – All Wards” and “IEN” to “PM IEN”.</li> </ul> | Liberty ITS |
| 3/10/2021 | 2.8      | <p>Updated for BMS version 2.8. The following figure was updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 311 - Select Bed Clean Request for Assignment</b></li> </ul>  | Liberty ITS |
| 2/15/2021 | 2.8      | <p>Updated for BMS version 2.8. The following section was added:</p> <ul style="list-style-type: none"> <li>• <b>4.1.16.5 Bed History Report</b></li> </ul> <p>The following figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 235 - Patient Movements Report by Date Range</b> - to reflect change to reflect change in title “Patient</li> </ul>  | Liberty ITS |



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|           |          | <p>Movements – All Wards” to “Patient Movement (PM) – All Wards”, “IEN” to “PM IEN”.</p> <ul style="list-style-type: none"> <li>• <b>Figure 355 - Network Audit Report and Figure 356 - Network Disposition Report</b> - to reflect added column “Event Entered Date”</li> </ul> <p>The following tables were updated:</p> <ul style="list-style-type: none"> <li>• <b>Table 47 - Patient Movement Report by Date</b> Parameters - to reflect change “IEN” to “PM IEN” and D(ate)/T(ime) being changed to D/T as shown in report.</li> <li>• <b>Table 66 - Network Audit Report and Table 67 – Network Disposition Report</b> – to reflect added column “Event Entered Date”</li> <li>• <b>Table 36 - Active Admission Orders Parameters, Table 37 - Active Discharge Orders Parameters, Table 38 - Anticipated Discharge Orders Parameters, Table 44 - Discharges in Progress Parameters, Table 46 - Future Discharge Report Parameters, Table 50 - Bed Switch Report Parameters</b> - to reflect D(ate)/T(ime) being changed to D/T as shown in report</li> </ul> |             |
| 12/9/2020 | 2.6      | <p>Updated for BMS version 2.6. The following figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 7 - BMS Facility Home Screen, Figure 17 - Facility Home Screen Logout, Figure 21 - Selecting Site Options, Figure 24 - Selecting Site Options,</b></li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>   | Liberty ITS |

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|      |          | <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>• <b>Figure 28 - Selecting Site Options, Figure 34 - Selecting Site Options, Figure 40 - Selecting Site Options,</b></li> <li>• <b>Figure 45 - Selecting Site Options,</b></li> <li>•</li> <li>•</li> <li>•</li> <li>• <b>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,</b></li> <li>• <b>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 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</b></li> </ul> |        |

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|      |          | <p> <b>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 List, Figure 199 - Patients Pending Bed Placement: Current, Figure 200 - Undo Remove Patient from the Patient Pending Bed , Figure 207 - Report Page Navigation, Figure 245 - Selecting Facility Diversion, Figure 267 - Standard View of Patient Pending Bed Placement List, Figure 268 - Emergency Management View of Patient Pending Bed Placement List, Figure 276 - Selecting Ward Whiteboard, Figure 284 - Selecting Ward Whiteboard, Figure 291 - Selecting Ward Whiteboard, Figure 296 - Selecting Ward Whiteboard, Figure 299, Figure 303 - Edit Details of the Patient, Figure 359 - BMS National/Regional Home Page, and Figure 389 -</b> </p> |        |

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|            |          | <p><b>Facility Home Page</b> - to reflect added columns “SVC” and “Standard Icons” and Emergency Icons”.</p> <ul style="list-style-type: none"> <li>• <b>Figure 362 - Accessing Administration Section Page from National/Regional page, Figure 390 - Facility Site Options Page, Figure 392 - Selection of Orderable Item and Item Type, Figure 393 - Orderable Item Configuration Addition Confirmation, Figure 426 - Background Processors Page, Figure 427 - Background Processors Page – Adding a VistA Site and Figure 429 - VistA Integration Tab.</b></li> </ul> <p>The following tables were updated:</p> <ul style="list-style-type: none"> <li>• <b>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</b> - to reflect added columns “SVC” and “Standard Icons” and Emergency Icons”.</li> </ul> |             |
| 11/17/2020 | 2.6      | <p>Updated for BMS version 2.6. Added the following Sections:</p> <ul style="list-style-type: none"> <li>• Section 1.2 <b>Purpose</b></li> <li>• Section 1.3 <b>Document Orientation</b></li> <li>• Section 2.2 <b>System Configuration</b></li> <li>• Section 2.3 <b>Data Flows</b></li> <li>• Section 2.4 <b>User Access Levels</b></li> </ul>  | Liberty ITS |

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|            |          | <ul style="list-style-type: none"> <li>• Section 2.5 <b>Continuity of Operation</b></li> <li>• Section 3.4 <b>System Menu</b></li> <li>• Section 3.5 <b>Exit System</b></li> <li>• Section 4.2.1.4 <b>Adding Isolation Status to a Patient in the Patient Pending Bed Placement List</b></li> <li>• Section 4.9.4.1 <b>Deactivate and Reactivate Sites</b></li> <li>• Section 4.9.4.2 <b>Auto-Remove EDIS Patients from PPBP List</b></li> </ul> <p>The following Figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 373 - Edit BMS Site, Figure 23 - Adding/Editing Ward, Figure 267 - Standard View of Patient Pending Bed Placement List, Figure 268 - Emergency Management View of Patient Pending Bed Placement List</b></li> </ul> <p>The following Tables were updated:</p> <ul style="list-style-type: none"> <li>• <b>Table 71 - BMS Site Parameters</b></li> <li>• <b>Table 3 - Ward Group Parameters</b> to change the wording “Virtual” Ward to “Combined” Ward</li> </ul> |             |
| 10/06/2020 | 2.5      | <p>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:</p> <ul style="list-style-type: none"> <li>• <b>Figure 333 - VISN Bed Board Page, Figure 334 - Select Diversion Report Type, Figure 335 - Select Diversion Report Specialty, Figure 336 - Select Diversion Report Date Ranges, Figure 337 - VISN Diversion Report Results, Figure 338 - VISN Bed Board Page, Figure 339 - Select</b></li> </ul>  | Liberty ITS |

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|            |          | <p><b>Emergency Management Report Type and Facility, Figure 340 - VISN Emergency Management Report – Roster, Figure 341 - VISN Emergency Management Report – Regulate, Figure 342 - VISN Emergency Management Report – Manifest, Figure 343 - VISN Emergency Management Report – Patient Transfer</b></p> <p>The following Tables were added:</p> <ul style="list-style-type: none"> <li>• <b>Table 60 - VISN Diversion Report Parameters</b></li> <li>• <b>Table 61 - VISN Emergency Management Reports Parameters</b></li> </ul>  |             |
| 09/29/2020 | 2.5      | <p>Updated for BMS version 2.5.</p> <ul style="list-style-type: none"> <li>• Inserted <b>Section 4.1.16.7 Whiteboard Patient Icon Usage Report</b> in Audit Log Report</li> <li>• Inserted <b>Section 4.2.4.7 Updating Multiple Beds</b> in the Ward Whiteboard.</li> <li>• Inserted <b>Section 4.2.4.8 Returning Multiple Beds to Service</b> in the Ward Whiteboard</li> <li>• Inserted <b>Section 4.2.4.9 Updating Multiple Patients with the Evacuation Icon</b> in the Ward Whiteboard</li> <li>• Inserted <b>Section 4.1.16.7 Whiteboard Patient Icon Usage Report</b> in the Audit Log Report</li> <li>• Inserted <b>Section 4.1.16.8 Whiteboard Bed Icon Usage Report</b> in the Audit Log Report</li> <li>• Updated <b>Section 4.2.1</b> to include Census Category updates and <b>Figure 169 - Census Category Selection, Figure 170 - Census Category</b></li> </ul> | Liberty ITS |

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|------------|----------|--|-------------|
|            |          | <p><b>Percentage, and Figure 171 - Ward Census</b></p> <ul style="list-style-type: none"> <li>• Inserted Section 4.2.4.10 <b>Adding/Removing the Evacuation Icon</b> in the Ward Whiteboard Home Page.</li> </ul>  |             |
| 09/17/2020 | 2.5      | <p>Updated for BMS version 2.5. The following Figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 254 - Patient Information</b> 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.</li> </ul>  | Liberty ITS |
| 08/21/2020 | 2.5      | <p>Updated for BMS version 2.5. The following Figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 172 - BMS Facility Patients Pending Bed Placement List – Standard View</b> – to reflect added columns “Presenting Problem”, “Community Care”, “Comments”, “Wait Time (h:m)” and deleted columns “Fee” and “Fee Comments”.</li> <li>• <b>Figure 174 - Patients Pending Bed Placement List – Patient Flow View</b> - to reflect added columns “Presenting Problem” and “Wait Time (h:m)”.</li> <li>• <b>Figure 175 - Patients Pending Bed Placement List – In-House Patients View</b>– to reflect deleted column “Removed”.</li> <li>• <b>Figure 176 - Patients Pending Bed Placement List – DOM/RRTP Patients View</b>- to reflect added columns “Presenting Problem” and “Wait Time (h:m)”.</li> <li>• <b>Figure 177 - Patients Pending Bed Placement List –</b></li> </ul> | Liberty ITS |

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|      |          | <p><b>Emergency Mgmt Patients View</b> - to reflect added column "Wait Time (h:m)".</p> <ul style="list-style-type: none"> <li>• <b>Figure 242 - PPBP By Date Range Report</b>– to reflect column "Removed".</li> <li>• <b>Figure 260 - Taking a Bed Out of Service, Figure 262 - Ward Whiteboard Home – Return Bed to In Service and Figure 263 - Ward Whiteboard – No Patient Assigned</b> - to reflect new button "Warning: Clears ALL Comments and Icons"</li> <li>• <b>Figure 308 - The Ward Whiteboard Page</b> - to reflect new button "Warning: Clears ALL Comments and Icons"</li> </ul> <p>The following Tables were updated:</p> <ul style="list-style-type: none"> <li>• <b>Table 25 - VA Facility Community Care View Parameters</b>– to reflect added rows "Presenting Problem", "Community Care", "Comments" "Wait Time (h:m) and deleted columns "Fee" and Fee Comments".</li> <li>• <b>Table 26 - VA Facility Patient Flow View Parameters</b> - to reflect added rows "Presenting Problem" and "Wait Time (h:m)". <b>Table 28 - VA Facility DOM/RRTP View Parameters</b>- to reflect added rows "Presenting Problem" and "Wait Time (h:m)".</li> <li>• <b>Table 29 - VA Facility Emergency Mgmt View Parameters</b> - to reflect added row "Wait Time (h:m)".</li> <li>• <b>Table 52 - PPBP By Date Range Report Parameters</b> – to reflect column "Removed"</li> </ul> |        |



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| 08/12/2020 | 2.5      | <p>Updated for BMS version 2.5. The following Figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 228 - Emergency Management Report – Roster</b> – to reflect sort capability in “Current/Needed Bed Type”</li> <li>• <b>Figure 229 - Emergency Management Report – Regulate</b> - to reflect sort capability in “Current/Needed Bed Type”</li> <li>• <b>Figure 230 - Emergency Management Report – Manifest</b> - to reflect sort capability in “Current/Needed Bed Type”</li> </ul> <p>Updated all Figure numbers and Table numbers. Updated Document Standards and Style.</p>  | Liberty ITS |
| 07/23/2020 | 2.5      | <p>Updated for BMS version 2.5. The following Figure was updated:</p> <p><b>Figure 366 - Select User</b>– to reflect added ability to multiple users</p>   | Liberty ITS |
| 07/17/2020 | 2.5      | <p>Updated for BMS version 2.5. The following Figures were updated:</p> <ul style="list-style-type: none"> <li>• <b>Figure 225 - ALL Current Beds Out of Service Report</b>– to reflect ‘Out of Service’ wording from red to black standard font</li> <li>• <b>Figure 160 - Whiteboard Comments Usage Report</b> – to reflect added columns “Created By”, “Created Date”, “Edited By” and “Edited Date”</li> </ul> <p>The following Tables were updated:</p> <ul style="list-style-type: none"> <li>• <b>Table 41 - Beds Out of Service (All) Parameters</b>– to reflect added column “Reason” and remove column “User Clearing Data”</li> </ul> | Liberty ITS |

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|------------|----------|---|------------|
|            |          | <ul style="list-style-type: none"> <li>• <b>Table 23 - Whiteboard Comments Usage Report Parameters-</b> to reflect added columns “Created By”, “Created Date”, “Edited By” and “Edited Date” and remove “Transaction Updates”</li> </ul>  |            |
| 07/01/2020 | 2.4.1    | <ul style="list-style-type: none"> <li>• Updated Section 4.2.2 Facility Diversion which allows for an Empty End Date while the Diversion is active.</li> <li>• Removed section referring to Staff Assignment Report content in Section 4.</li> </ul>  | Redacted   |
| 06/13/2020 | 2.4      | <ul style="list-style-type: none"> <li>• 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 a return service date selection to allow the bed to be taken out of service.</li> </ul>         | Redacted   |
| 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      | <p>Inserted Section 4.9.6.4 Configuring Auto-Icons for use in BMS. P249.</p> <p>Added guidance for the use of Keyboard Shortcuts on the Patients Pending Bed Placement (PPBP) screen. Pages 45 and 136.</p> <p>Updated screenshots for Whiteboard, added reference to the latest RTM for tracking back to the appropriate User guide sections/pages in Section 6.</p> | Technatomy |

| Date       | Revision | Description   | Author   |
|------------|----------|---|----------|
|            |          | <p>Added Section 3.2.4 Utilization of Color and 508 Standards Compliance, updated Images.</p> <p>Replaced 4.1.14, added additional content.</p> <p>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."</p> <p>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."</p> |          |
| 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 |
| 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      | <p>Updated for BMS version 1.6. The following Figures were updated:</p> <ul style="list-style-type: none"> <li>• Figure 10 – BMS VISN Network Bed Boards Screen</li> </ul>  | Redacted |

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|           |          | <ul style="list-style-type: none"> <li>• Figure 11 – BMS National/Regional Screen</li> <li>• Figure 241 – VISN Bed Boards Page</li> <li>• Figure 242 – Adding a Patient to Patients Pending Bed Placement List</li> <li>• Figure 248 – VISN Bed Boards Page – Summary Reports</li> <li>• Figure 255 – BMS National / Regional Home Page</li> <li>• Figure 258 – Accessing Administration Section Page from National/Regional page</li> </ul>   |          |
| 8/11/2015 | 0.6      | <p>Updated for BMS version 1.5 and fixes to document formatting. The following sections were modified:</p> <ul style="list-style-type: none"> <li>• 3.2.1 – Obtain BMS Access – pages 17-18</li> <li>• 3.2.3 – Log in – pages 18-19</li> <li>• 4.1.5.1 – Ward Whiteboard Kiosk URL Settings – pages 48-49</li> <li>• 4.1.5.2 – EMS Mobile URL Settings – page 49</li> <li>• Figure 166 – Scheduled Admissions Report – page 129</li> <li>• Table 24 – Scheduled Admissions Parameters – page 130</li> <li>• Figure 187 – Scheduled Admissions by Date – page 148</li> <li>• Table 38 – Scheduled Admissions Parameters – Page 149</li> <li>• 4.2.4.1 – Taking a Bed out of Service – Last paragraph – Page 162</li> <li>• 4.9.6.5 – Generating an icon usage report – Pages 213-214</li> </ul> <p>Figure 277 – Administration Section – Icon Usage Report – Page 214</p> | Redacted |

| <b>Date</b> | <b>Revision</b> | <b>Description</b>  | <b>Author</b> |
|-------------|-----------------|---|---------------|
| 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, section 4.4.2 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      |

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# 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

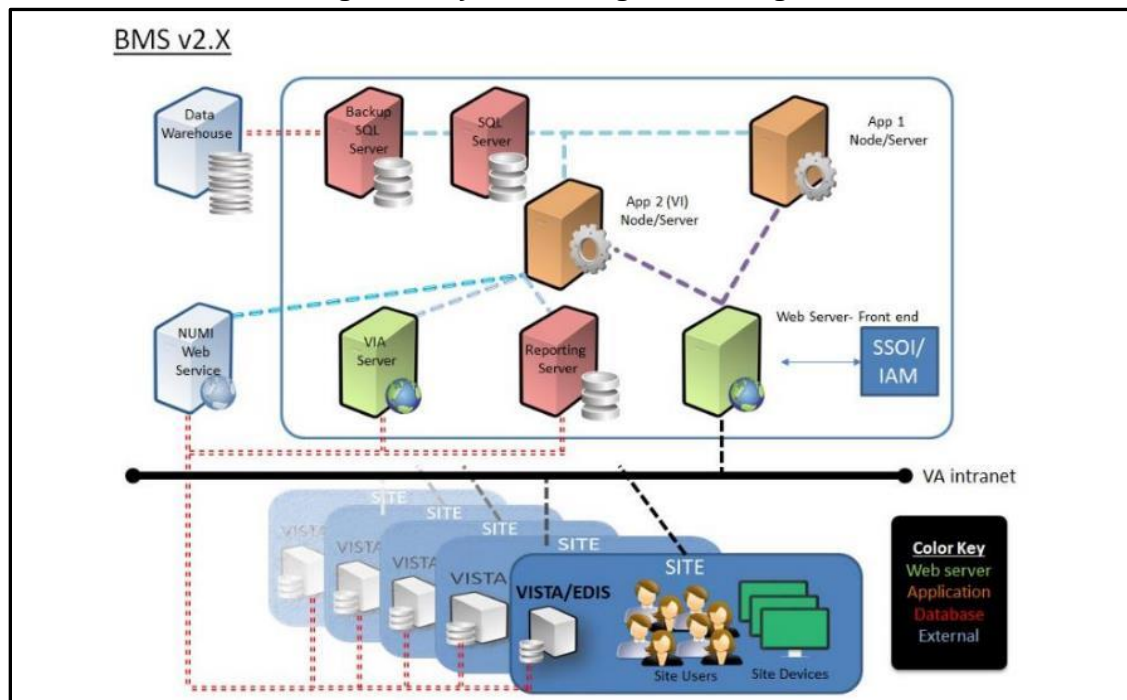
### 2.1. System Requirements

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<br>Java script enabled | Internet Explorer 9 (site compatibility turned off) / Firefox 7<br>Java script enabled |

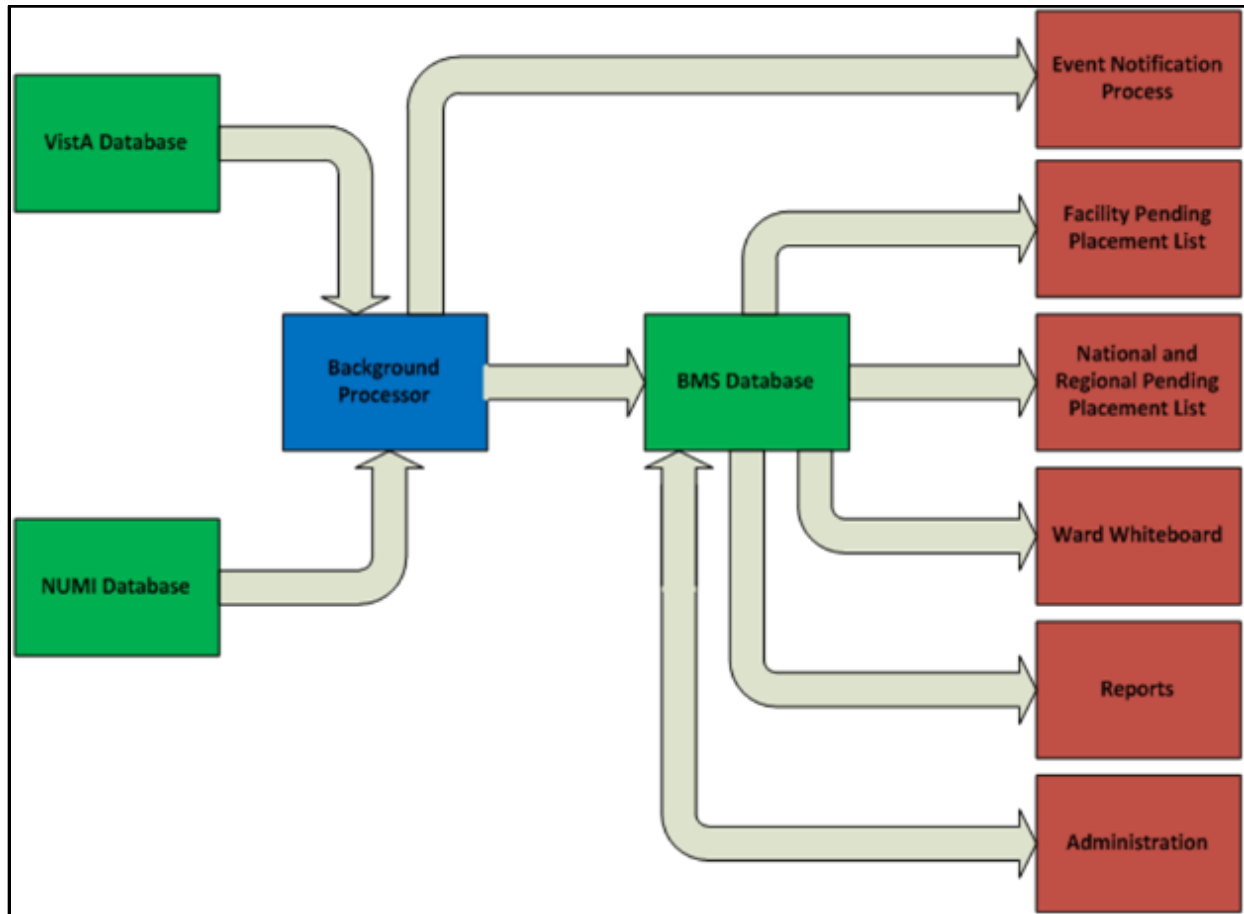
### 2.2. System Configuration

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 Locator (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

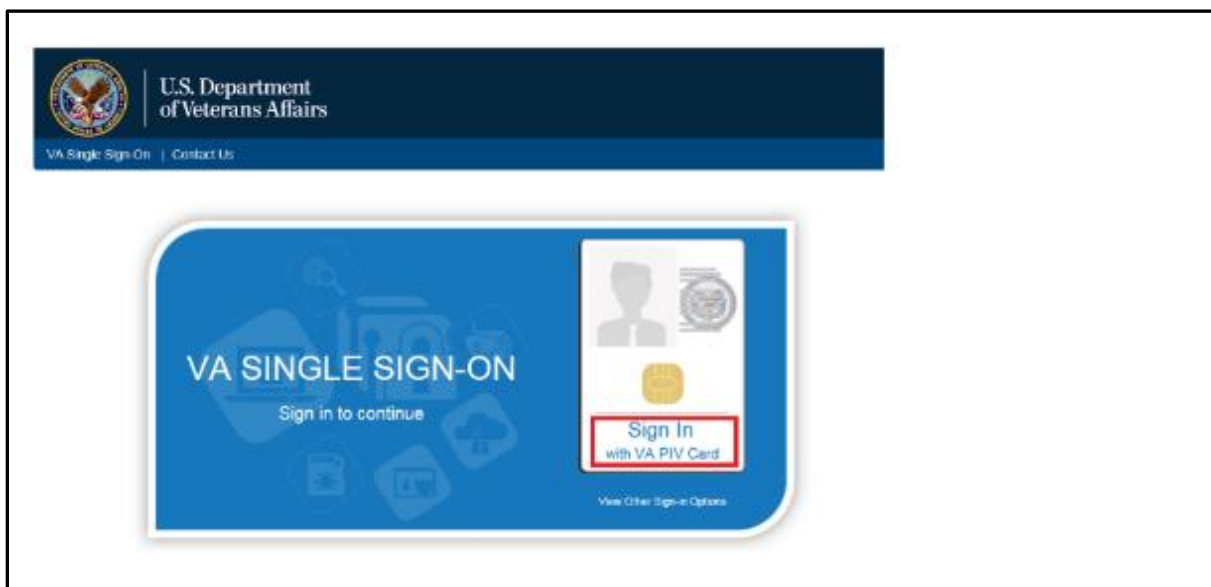
Your manager or BMS Site Coordinator must authorize and provide you access to BMS before you can log in. Your level of access will be dependent upon your role.

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**



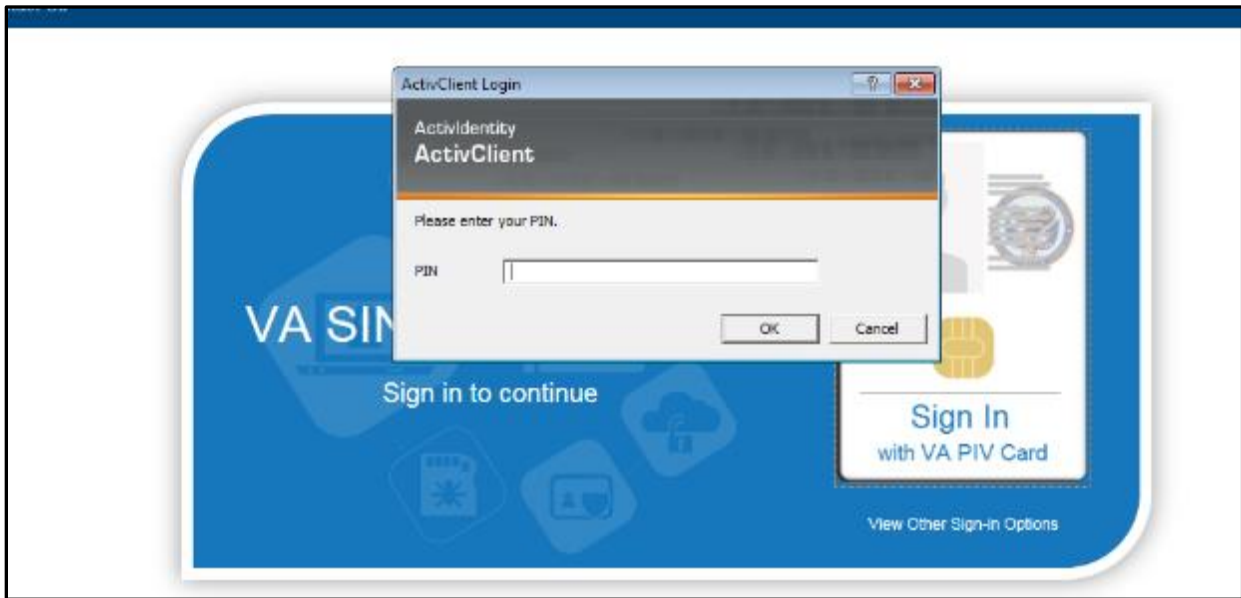
To log in, there are 3 different options available to the user to authenticate to the BMS application, though the majority will utilize option #1 if they have a PIV Card:

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**

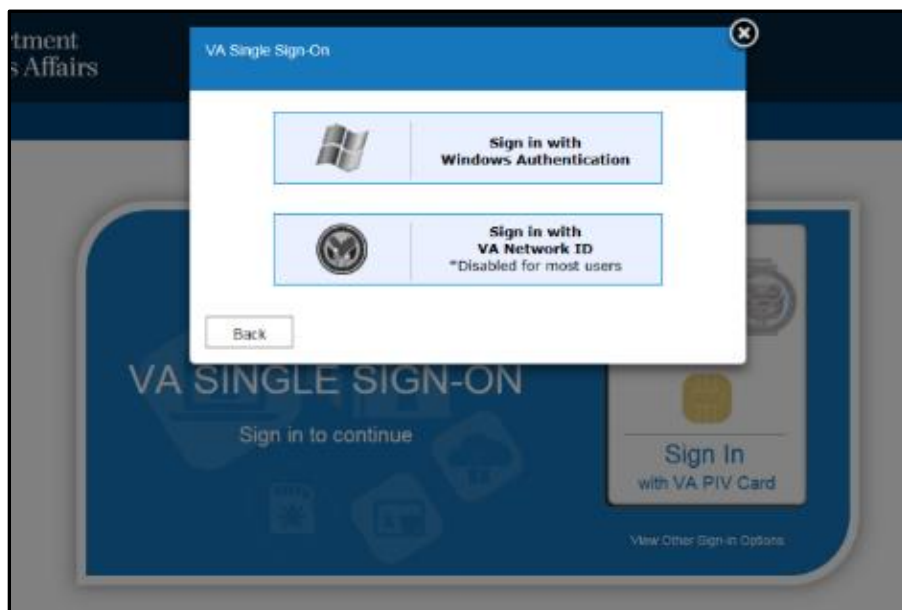


The user will enter their PIV PIN and click OK.

-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

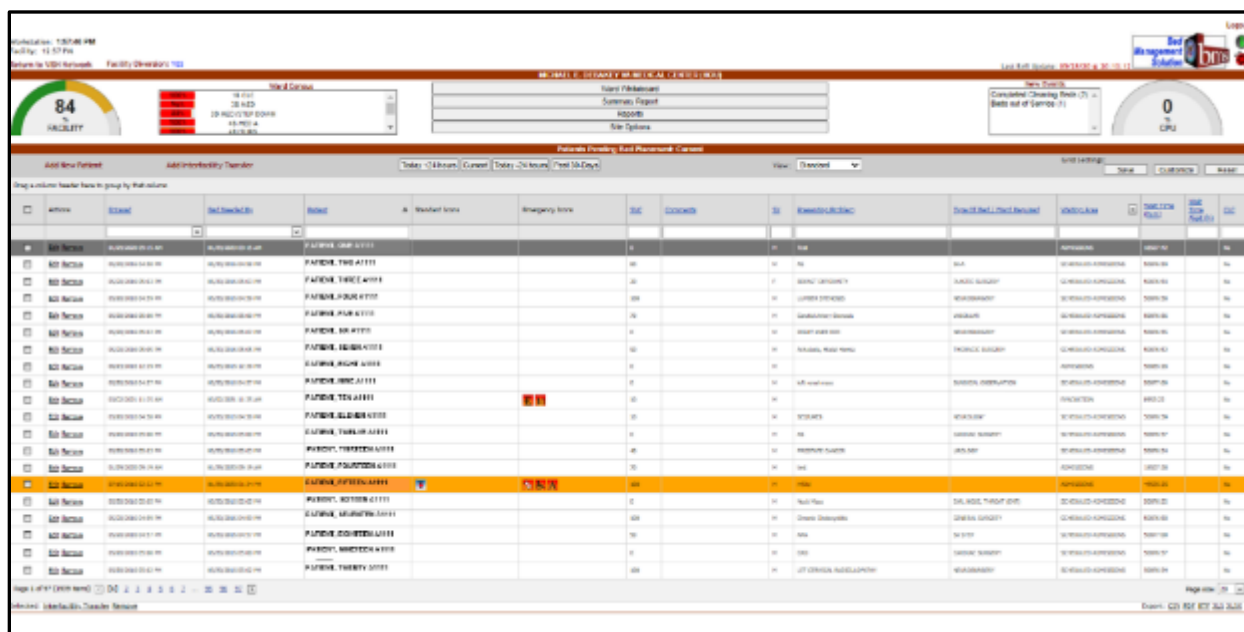
## 3.4. System Menu

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.

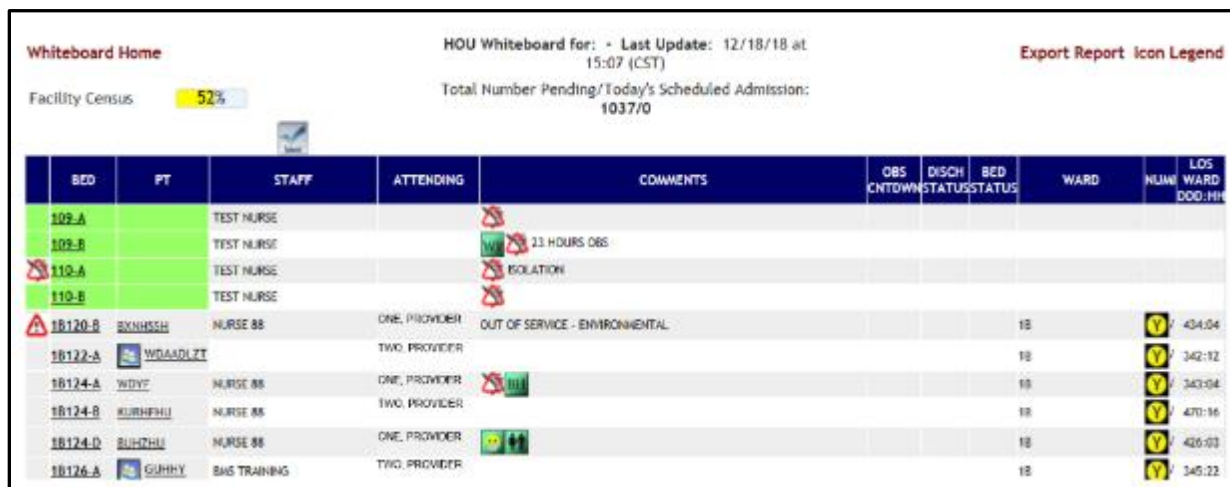
Figure 7 - BMS Facility Home Screen



### 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).

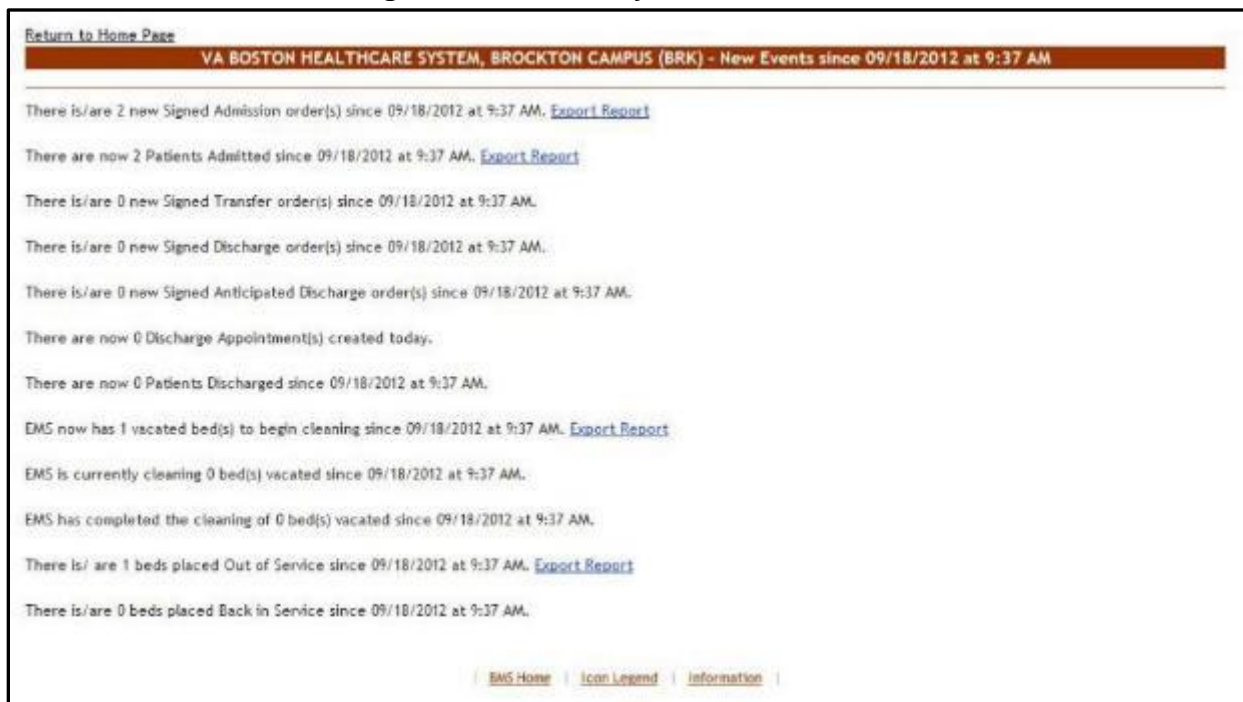
Figure 8 - BMS Ward Whiteboard Screen



### 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

| Current Diversion Location                               | Status | Start Date | Time  | Entered By                  | Last Edit By     | Duration (dd:hh:mm)                  |
|--|--------|------------|-------|-----------------------------|------------------|--------------------------------------|
| Facility-TELEMETRY                                       | Yes    | 05/23/2016 | 13:54 | VXX.med.va.gov/vha/provider | 05/23/16 - 13:54 | VXX.med.va.gov/vha/provider 17:20:27 |
| Facility-ICU   | Yes    | 05/23/2016 | 16:23 | VXX.med.va.gov/vha/provider | 05/23/16 - 16:24 | VXX.med.va.gov/vha/provider 17:17:56 |
| Facility-TEST  | Yes    | 05/25/2016 | 11:45 | VXX.med.va.gov/vha/provider | 05/25/16 - 11:56 | VXX.med.va.gov/vha/provider 15:22:36 |
| Emergency Department-TEST 2                              | Yes    | 05/25/2016 | 11:59 | VXX.med.va.gov/vha/provider | 05/25/16 - 11:59 | VXX.med.va.gov/vha/provider 15:22:22 |
| Emergency Department-LPT                                 | Yes    | 05/26/2016 | 14:54 | VXX.med.va.gov/vha/provider | 05/26/16 - 14:54 | VXX.med.va.gov/vha/provider 14:19:27 |
| Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT | Yes    | 05/27/2016 | 12:00 | VXX.med.va.gov/vha/provider | 05/27/16 - 11:34 | VXX.med.va.gov/vha/provider 13:22:21 |
| Facility-  | Yes    | 06/02/2016 | 11:28 | VXX.med.va.gov/vha/provider | 06/02/16 - 11:42 | VXX.med.va.gov/vha/provider 07:22:53 |
| Facility-TEST 06.02                                      | Yes    | 06/02/2016 | 12:49 | VXX.med.va.gov/vha/provider | 06/02/16 - 13:10 | VXX.med.va.gov/vha/provider 07:21:32 |
| Emergency Department-CITY OF HOUSTON                     | Yes    | 06/03/2016 | 15:18 | VXX.med.va.gov/vha/provider | 06/03/16 - 15:19 | VXX.med.va.gov/vha/provider 06:19:03 |
| Facility-NAAM  | Yes    | 06/09/2016 | 15:23 | VXX.med.va.gov/vha/provider | 06/09/16 - 15:25 | VXX.med.va.gov/vha/provider 00:18:58 |

### 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.

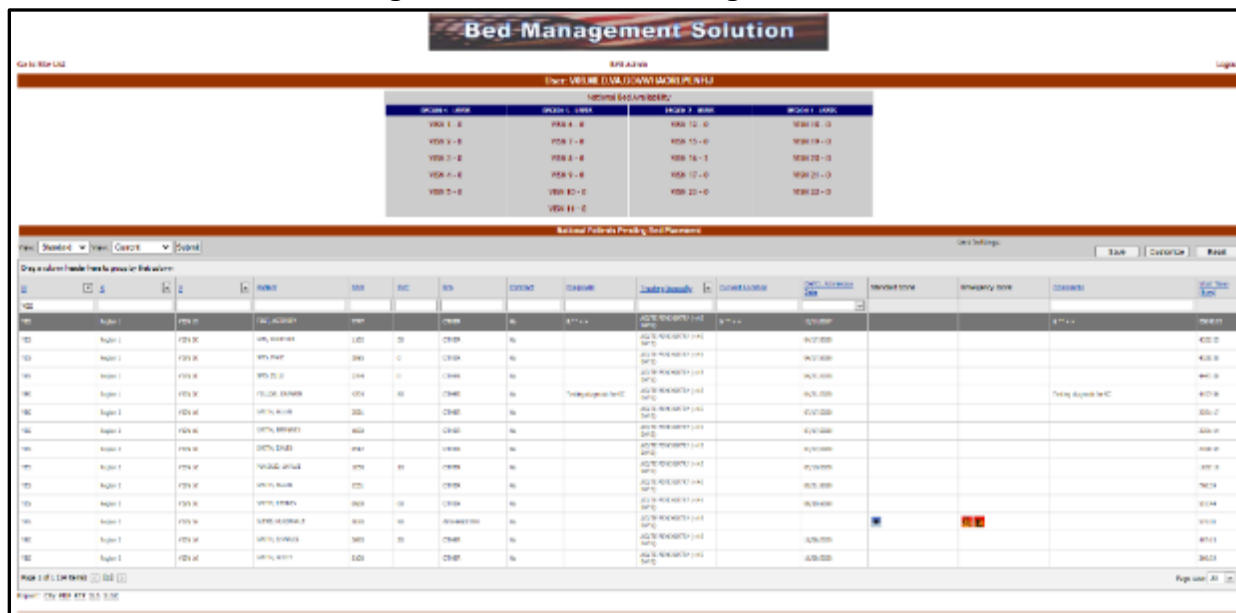
Figure 12 - BMS VISN Network Bed Boards Screen

| FACILITY            | SUMMARY REPORT               | ACTIVE | PENDING | ADMITTED | DISCHARGED | TRANSFERRED | CURRENT LOCATION | NO. OF BEDS | NO. OF BEDS AVAILABLE | BEDS OCCUPIED | STANDARD SCORE | EMERGENCY SCORE | CANCELS | BEDS IN USE | CANCELS |
|---------------------|------------------------------|--------|---------|----------|------------|-------------|------------------|-------------|-----------------------|---------------|----------------|-----------------|---------|-------------|---------|
| EVETTEVILLE (FAV)   | EVETTEVILLE Summary Report   | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |
| HOUSTON (HOU)       | HOUSTON Summary Report       | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |
| JACKSON (LAC)       | JACKSON Summary Report       | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |
| LITTLE ROCK (LRF)   | LITTLE ROCK Summary Report   | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |
| MEMPHIS (MEM)       | MEMPHIS Summary Report       | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |
| NEW ORLEANS (NOA)   | NEW ORLEANS Summary Report   | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |
| OKLAHOMA CITY (OKC) | OKLAHOMA CITY Summary Report | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |
| PRINEVILLE (PRV)    | PRINEVILLE Summary Report    | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |
| SHREVEPORT (SHR)    | SHREVEPORT Summary Report    | 0%     | 0       | 0        | 0          | 0           |                  | 0           | 0                     | 0             |                |                 |         |             |         |

### 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:

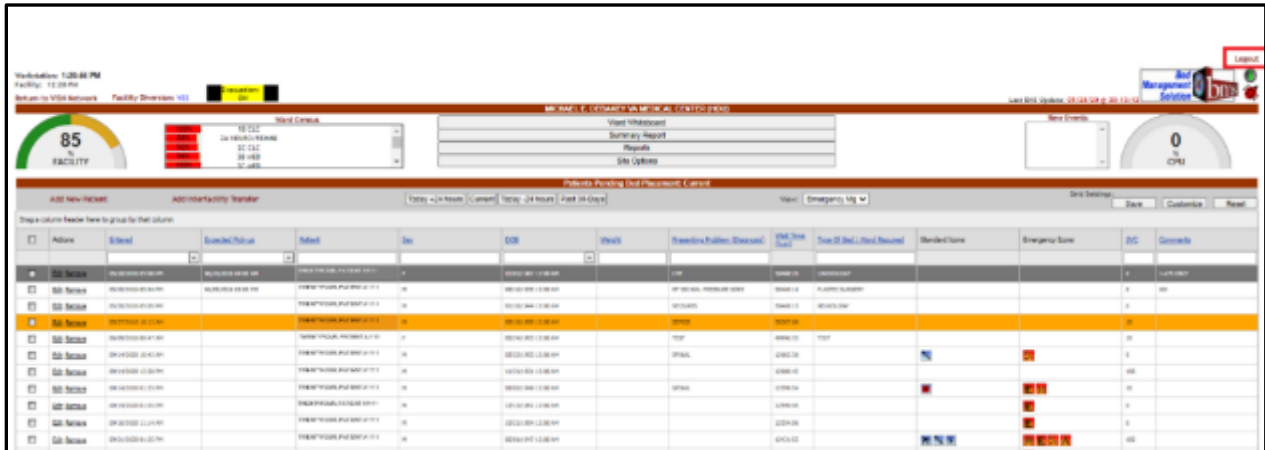
Figure 15 - Regional/National Home Screen Logout

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

| Admit         | Discharge     | DOB           | Weight        | Preexisting Problem, Disease(s) | Risk          | Type of Bed, Used, Reserved | Standard Zone | Emergency Zone | DCC           | Connects      | Start Time    |
|---------------|---------------|---------------|---------------|---------------------------------|---------------|-----------------------------|---------------|----------------|---------------|---------------|---------------|
| ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical                   | ADT - Medical | ADT - Medical               | ADT - Medical | ADT - Medical  | ADT - Medical | ADT - Medical | ADT - Medical |
| ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical                   | ADT - Medical | ADT - Medical               | ADT - Medical | ADT - Medical  | ADT - Medical | ADT - Medical | ADT - Medical |
| ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical                   | ADT - Medical | ADT - Medical               | ADT - Medical | ADT - Medical  | ADT - Medical | ADT - Medical | ADT - Medical |
| ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical                   | ADT - Medical | ADT - Medical               | ADT - Medical | ADT - Medical  | ADT - Medical | ADT - Medical | ADT - Medical |
| ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical                   | ADT - Medical | ADT - Medical               | ADT - Medical | ADT - Medical  | ADT - Medical | ADT - Medical | ADT - Medical |
| ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical                   | ADT - Medical | ADT - Medical               | ADT - Medical | ADT - Medical  | ADT - Medical | ADT - Medical | ADT - Medical |
| ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical | ADT - Medical                   | ADT - Medical | ADT - Medical               | ADT - Medical | ADT - Medical  | ADT - Medical | ADT - Medical | ADT - Medical |



## 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 screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). The top navigation pane includes 'Ward Whiteboard', 'Summary Report', 'Reports', and 'Site Options' (highlighted in yellow). A 'New Events' button is also visible. Below the navigation pane, there is a 'Patients Pending Bed Placement: Current' section with filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30 Days'. A table of patients is displayed with columns for Actions, Contact, Bed Needed By, Patient, Standard Icons, Emergency Icons, G/C, Comments, SI, Preexisting Problems, Type of Bed / Ward, Waitlist Area, Wait Time (hr:min), and CLC. The table contains several rows of patient data, including names like 'TRENTOINE PATIENT A1111' and 'TASHTYNE PATIENT A1111'.

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

Figure 22 - Selecting VistA Ward Add/Edit Page

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a header with 'Returns to BMS Home Page' and 'Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. The main content area contains a grid of links for various configuration options: 'VistA Ward Add/Edit' (highlighted with a yellow box), 'Ward Name Add/Update/Delete', 'Ward Area Add/Edit', 'Ward Schedule Time Add/Update', 'Event Notification Add/Update', 'Ward User Report', 'Ward Location Add/Update', 'Site Configurable Icons', 'Bed Location Report', 'Ward Location Add/Update', 'Ward User Log', 'Ward Portal Access', 'Wardboard Processors', 'Confirmation Settings', and 'Unavailable Resource Add/Update'. Below the grid, there is a section for 'Reset DENMERY Reports Out Of Service/Do Not Display: Unavailable/Out Of Service' with a dropdown menu and a 'Submit' button. At the bottom, there is a 'Refresh' button and a status bar with 'ADMINISTRATION', 'DATE/TIME', 'TAGOFF', 'DATE/TIME', 'USER', and 'REASON' fields.

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

**Figure 23 - Adding/Editing Ward**

The screenshot displays the 'ADD/EDIT Ward' interface. At the top, it says 'Return to Admin Main Page' and 'Bed Board Ward Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. The main form has the following fields:

- Type:** VISTA Ward (dropdown)
- Vista Ward Name:** Select A Ward (dropdown menu is open, showing a list of wards like 1A, 1C, 1D, 2C, 2D, 3A, 3B, 3C, 3D, 3LMI, 4B, 4C, 5A, 600 Test 2, 4D, 5A STEP, 5A SURG)
- BMS Type Group:** (empty)
- Ward Group Text:** (empty)
- Census Categories:** NONE (dropdown)
- Display Specialty:** Kiosk:  Desktop:  (checkboxes)
- Combined Ward:** Select A Ward (dropdown)

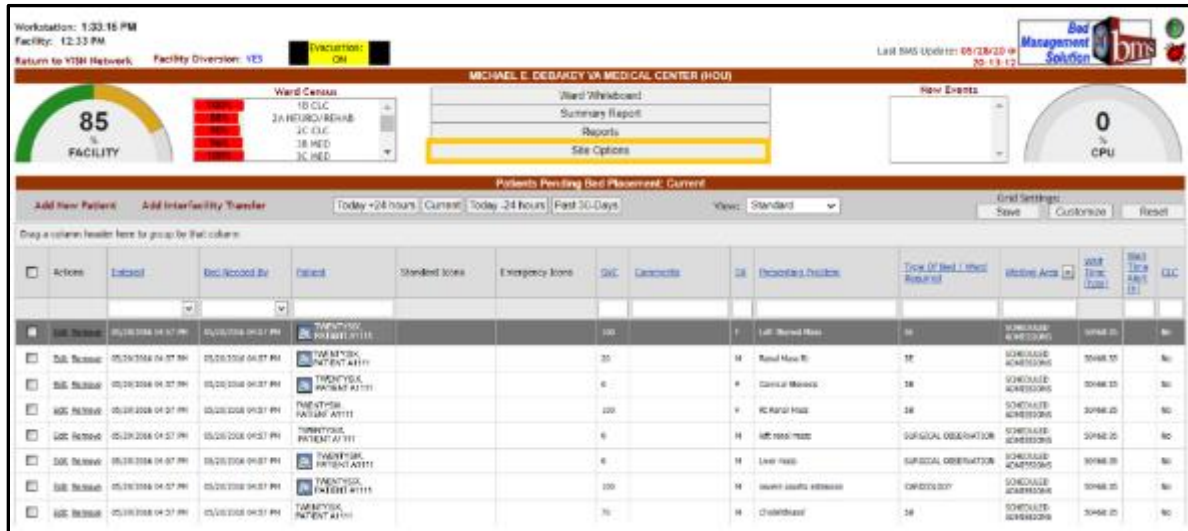
Below the form is a table titled 'Current Vista Wards' with the following columns: QUALTY, BMS TYPE GROUP, BMS WARD GROUP TEXT, CENSUS CATEGORIES, DISPLAY SPECIALTY, and COMBINED WARD. The table lists various ward configurations such as CLC, MAD TEST 2.4, NEURO/REHAB, ICU, and SURGICAL STEPDOWN.

- 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

Return to Admin Main Page

Bed Board Ward Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

ADD/EDIT Ward

Type: VISTA Ward | Vista Ward Name: Select A Ward | BMS Type Group: | Ward Group Text: | Census Categories: NONE | Display Speciality: Kiosk:  Desktop:  | Combined Ward: Select A Ward

Save Cancel

Current Vista Wards

|             | WEN | VISTA WARD NAMES | VISTA WARD SPECIALTY    | BMS TYPE GROUP        | BMS WARD GROUP TEXT   | CENSUS CATEGORIES | DISPLAY SPECIALITY | COMBINED WARD           |
|-------------|-----|------------------|-------------------------|-----------------------|-----------------------|-------------------|--------------------|-------------------------|
| Edit Delete | 128 | 1A               | NEUROLOGY OBSERVATION   | CWM REG TEST 03182021 | CWM REG TEST 03082021 |                   | Kiosk, Desktop     |                         |
| Edit Delete | 92  | 1B               | SPINAL CORD INJURY      | CLC                   | 1B CLC                | CLC               | Kiosk, Desktop     |                         |
| Edit Delete | 62  | 1C               | NHCU                    | MAD TEST 2,4          | MAD TEST 2,4          | Mental Health     | Kiosk, Desktop     |                         |
| Edit Delete | 144 | 2A LTM           | NEUROLOGY               | NEUROLOGY             | 2A NEURO/REHAB        | Acute In-Patient  | Kiosk, Desktop     |                         |
| Edit Delete | 90  | 2A NEURO         | NEUROLOGY               | NEURO/REHAB           | 2A NEURO/REHAB        | Acute In-Patient  | Kiosk, Desktop     | 600 Test 2 Virtual ward |
| Edit Delete | 102 | 3B MED OBS       | MEDICAL OBSERVATION     | EIS TEST2             | EIS TEST2             |                   | Kiosk, Desktop     |                         |
| Edit Delete | 75  | 3C MED           | GENERAL(ACUTE MEDICINE) | ICU_CCU               | ICU_CCU               |                   | Kiosk, Desktop     |                         |
| Edit Delete | 140 | 3D STEP          | GENERAL(ACUTE MEDICINE) | TESTING GROUP         | TEST_WARD             | Mental Health     | Kiosk, Desktop     | 600 Test 2 Virtual ward |
| Edit Delete | 79  | 3LCC             | MEDICAL ICU             | ICU                   | CCU                   |                   | Kiosk, Desktop     |                         |
| Edit Delete | 150 | 3LCC MED OBS     | MEDICAL OBSERVATION     | OBSERVATION           | CCU                   |                   | Kiosk, Desktop     |                         |
| Edit Delete | 151 | 3LMI MED OBSERV  | MEDICAL OBSERVATION     | OBSERVATION           | MICU                  |                   | Kiosk, Desktop     |                         |
| Edit Delete | 123 | 4B MED           | GENERAL(ACUTE MEDICINE) | MEDICINE              | EIS TEST              | DOM               | Kiosk, Desktop     |                         |

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

Return to Admin Main Page

Bed Board Ward Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

ADD/EDIT Ward

Type: VISTA Ward | Vista Ward Name: 2A NEURO | BMS Type Group: NEURO/REHAB | Ward Group Text: 2A NEURO/REHAB | Census Categories: Acute In-Patient | Display Speciality: Kiosk:  Desktop:  | Combined Ward: 600 Test 2 Virtual ward

Save Cancel

Current Vista Wards

|             | WEN | VISTA WARD NAMES | VISTA WARD SPECIALTY  | BMS TYPE GROUP        | BMS WARD GROUP TEXT   | CENSUS CATEGORIES | DISPLAY SPECIALITY | COMBINED WARD |
|-------------|-----|------------------|-----------------------|-----------------------|-----------------------|-------------------|--------------------|---------------|
| Edit Delete | 128 | 1A               | NEUROLOGY OBSERVATION | CWM REG TEST 03182021 | CWM REG TEST 03082021 |                   | Kiosk, Desktop     |               |
| Edit Delete | 92  | 1B               | SPINAL CORD INJURY    | CLC                   | 1B CLC                | CLC               | Kiosk, Desktop     |               |

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 screenshot shows the BMS interface for Michael E. DeBarey VA Medical Center (HOU). At the top, there's a status bar with 'Workstation: 1:33:16 PM', 'Facility: 12:33 PM', and 'Return to VISH Network'. The 'Ward Census' section displays a '85% FACILITY' gauge and a list of census items: 10 CLC, 24 MEDICAL PATIENT, 20 CLC, 30 AED, and 20 MED. The 'Site Options' menu item is highlighted in yellow. Below this, the 'Patients Pending Bed Placement: Current' section shows a table with columns for Actions, Entered, Bed Needed By, Patient, Standard Score, Emergency Score, SVC, Comments, SK, Presenting Problem, Type of Bed / Bed Status, Waiting Area, Wait Time (min), and CLC. The table contains several rows of patient data.

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

Figure 29 - Selecting VistA Ward Add/Edit Page

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBarey VA Medical Center (HOU). The page has a navigation menu with several links: 'VistA Ward Add/Edit' (highlighted with a yellow box), 'Schedule Agent Clinical Add/Update', 'Patient VistA Add/Update', 'SVC Orderable Item Add/Update', 'Event Add/Update Add/Update', 'User Login Report', 'CMS Not Reported Add/Edit', 'Site Configuration Log', 'Bed Loan Log', 'Facility Settings', 'DB User Access', 'View Audit Log', 'EM Portal Access', 'Background Process', and 'Confirmation Settings'. Below the navigation menu, there's a 'Reset SUMMARY Report: Out of Service/Do Not Display:' section with a dropdown menu set to 'Unavailable/Out Of Service' and a 'Submit' button. At the bottom, there's a 'Transaction: ON' section with a 'Submit' button and a table with columns for INFORMATION, DATE/TIME, and USER. The table contains two rows of data.

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





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.



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**



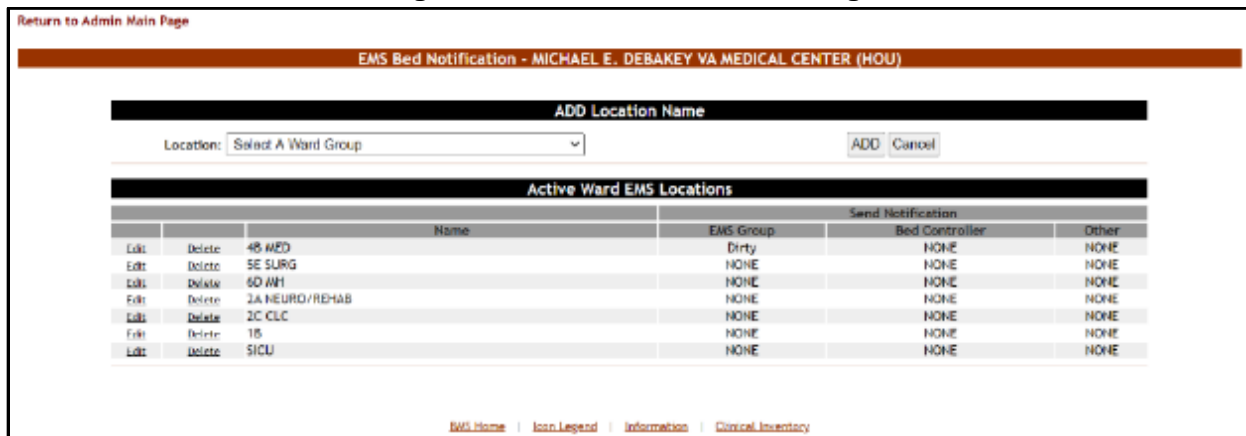
**Figure 38 - BMS Orderable Items – Delete**



#### 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.

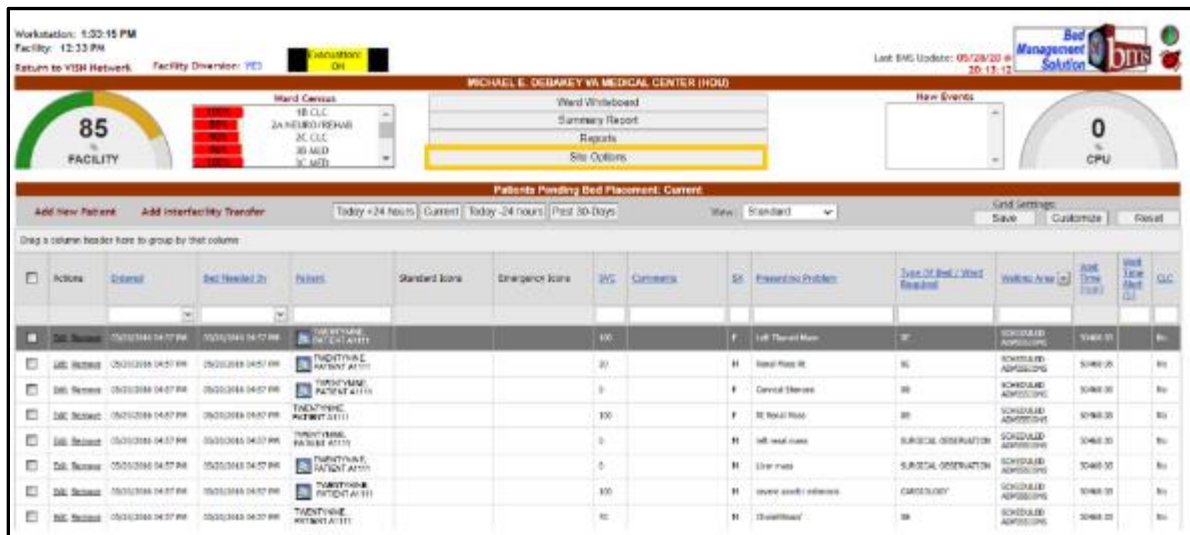
The link **Return to the Admin Main Page** in the upper left corner of the page allows the administrator user to go back to the **Site Options** page.

#### 4.1.4.1. Adding an EMS Bed Notification

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

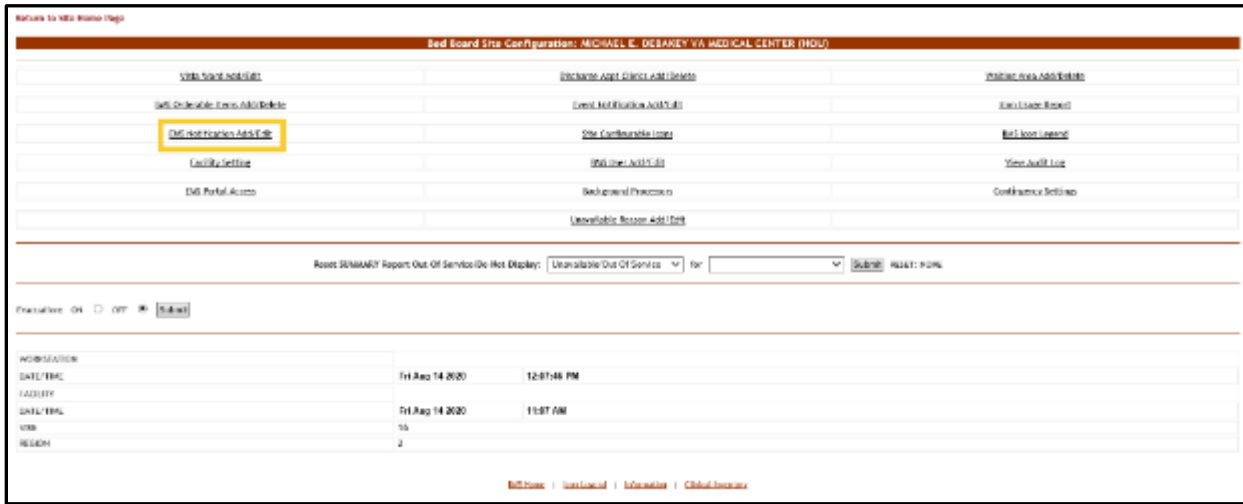
From the facility home page, click the **Site Options** link

**Figure 40 - Selecting Site Options**



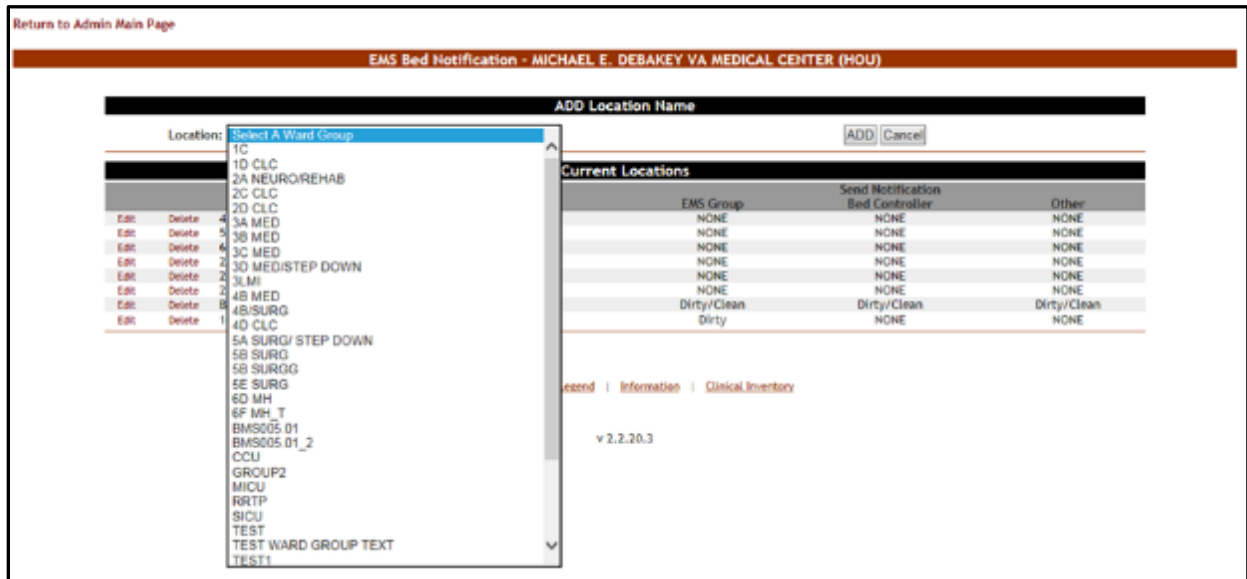
The **Bed Board Site Configuration** page is displayed as in the image below.

**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**

| Active Ward EMS Locations |           |                   |      |
|---------------------------|-----------|-------------------|------|
| Name                      | EMR Group | Send Notification |      |
| 001                       | 0010      | 0010              | None |
| 002                       | 0020      | 0020              | None |
| 003                       | 0030      | 0030              | None |
| 004                       | 0040      | 0040              | None |
| 005                       | 0050      | 0050              | None |
| 006                       | 0060      | 0060              | None |
| 007                       | 0070      | 0070              | None |
| 008                       | 0080      | 0080              | None |
| 009                       | 0090      | 0090              | None |
| 010                       | 0100      | 0100              | None |
| 011                       | 0110      | 0110              | None |
| 012                       | 0120      | 0120              | None |
| 013                       | 0130      | 0130              | None |
| 014                       | 0140      | 0140              | None |
| 015                       | 0150      | 0150              | None |
| 016                       | 0160      | 0160              | None |
| 017                       | 0170      | 0170              | None |
| 018                       | 0180      | 0180              | None |
| 019                       | 0190      | 0190              | None |
| 020                       | 0200      | 0200              | None |
| 021                       | 0210      | 0210              | None |
| 022                       | 0220      | 0220              | None |
| 023                       | 0230      | 0230              | None |
| 024                       | 0240      | 0240              | None |
| 025                       | 0250      | 0250              | None |
| 026                       | 0260      | 0260              | None |
| 027                       | 0270      | 0270              | None |
| 028                       | 0280      | 0280              | None |
| 029                       | 0290      | 0290              | None |
| 030                       | 0300      | 0300              | None |
| 031                       | 0310      | 0310              | None |
| 032                       | 0320      | 0320              | None |
| 033                       | 0330      | 0330              | None |
| 034                       | 0340      | 0340              | None |
| 035                       | 0350      | 0350              | None |
| 036                       | 0360      | 0360              | None |
| 037                       | 0370      | 0370              | None |
| 038                       | 0380      | 0380              | None |
| 039                       | 0390      | 0390              | None |
| 040                       | 0400      | 0400              | None |
| 041                       | 0410      | 0410              | None |
| 042                       | 0420      | 0420              | None |
| 043                       | 0430      | 0430              | None |
| 044                       | 0440      | 0440              | None |
| 045                       | 0450      | 0450              | None |
| 046                       | 0460      | 0460              | None |
| 047                       | 0470      | 0470              | None |
| 048                       | 0480      | 0480              | None |
| 049                       | 0490      | 0490              | None |
| 050                       | 0500      | 0500              | None |
| 051                       | 0510      | 0510              | None |
| 052                       | 0520      | 0520              | None |
| 053                       | 0530      | 0530              | None |
| 054                       | 0540      | 0540              | None |
| 055                       | 0550      | 0550              | None |
| 056                       | 0560      | 0560              | None |
| 057                       | 0570      | 0570              | None |
| 058                       | 0580      | 0580              | None |
| 059                       | 0590      | 0590              | None |
| 060                       | 0600      | 0600              | None |
| 061                       | 0610      | 0610              | None |
| 062                       | 0620      | 0620              | None |
| 063                       | 0630      | 0630              | None |
| 064                       | 0640      | 0640              | None |
| 065                       | 0650      | 0650              | None |
| 066                       | 0660      | 0660              | None |
| 067                       | 0670      | 0670              | None |
| 068                       | 0680      | 0680              | None |
| 069                       | 0690      | 0690              | None |
| 070                       | 0700      | 0700              | None |
| 071                       | 0710      | 0710              | None |
| 072                       | 0720      | 0720              | None |
| 073                       | 0730      | 0730              | None |
| 074                       | 0740      | 0740              | None |
| 075                       | 0750      | 0750              | None |
| 076                       | 0760      | 0760              | None |
| 077                       | 0770      | 0770              | None |
| 078                       | 0780      | 0780              | None |
| 079                       | 0790      | 0790              | None |
| 080                       | 0800      | 0800              | None |
| 081                       | 0810      | 0810              | None |
| 082                       | 0820      | 0820              | None |
| 083                       | 0830      | 0830              | None |
| 084                       | 0840      | 0840              | None |
| 085                       | 0850      | 0850              | None |
| 086                       | 0860      | 0860              | None |
| 087                       | 0870      | 0870              | None |
| 088                       | 0880      | 0880              | None |
| 089                       | 0890      | 0890              | None |
| 090                       | 0900      | 0900              | None |
| 091                       | 0910      | 0910              | None |
| 092                       | 0920      | 0920              | None |
| 093                       | 0930      | 0930              | None |
| 094                       | 0940      | 0940              | None |
| 095                       | 0950      | 0950              | None |
| 096                       | 0960      | 0960              | None |
| 097                       | 0970      | 0970              | None |
| 098                       | 0980      | 0980              | None |
| 099                       | 0990      | 0990              | None |
| 100                       | 1000      | 1000              | None |

**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 screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center. At the top, there are navigation links and a 'Site Options' dropdown menu. Below this is a 'Patients Pending Bed Placement' section with a table of patient records. The table includes columns for patient status, room details, and care types. A 'Site Options' dropdown is highlighted in the top right corner of the interface.

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

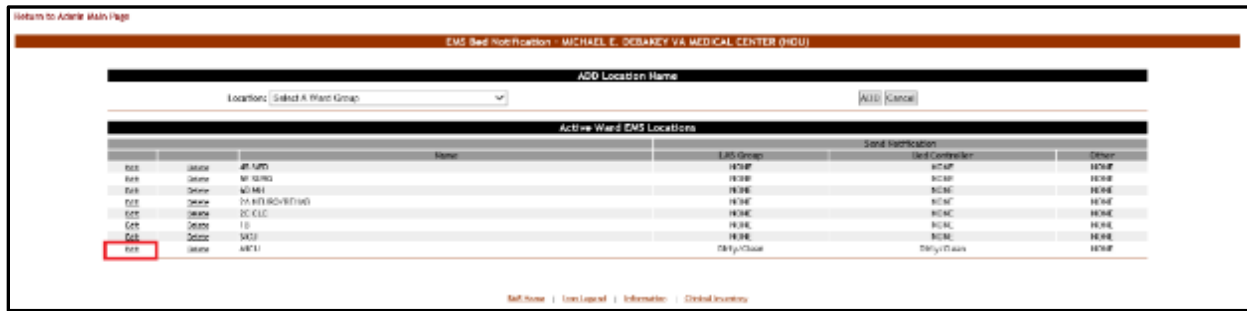
Figure 46 - Selecting EMS Notification Add/Edit

The screenshot displays the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center. It features a grid of configuration options. The 'EMS Notification Add/Edit' link is highlighted with a yellow box. Below the grid, there is a 'Next SUMMARY Report' section with a date and time range, and a 'Navigation' section with a 'Submit' button.

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 screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a status bar with workstation and facility information, and a 'Last EMS Update' timestamp. Below this, a 'Ward Censor' section displays a gauge for '85% FACILITY' and a list of ward censors. The 'Site Options' menu item is highlighted in yellow. To the right, there's a 'New Events' section and a '0% CPU' gauge. Below the menu, a 'Patients Pending Bed Placement: Current' section includes filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30 Days'. A table below lists patient records with columns for Actions, Entered, Bed Needed By, Patient, Standard Icons, Emergency Icons, SVC, Comments, SE, Prescriptions/Problems, Type Of Bed / Ward Requested, Waitlist Area, Next Time (E.O.S), Next Time Alert (E), and CLC.

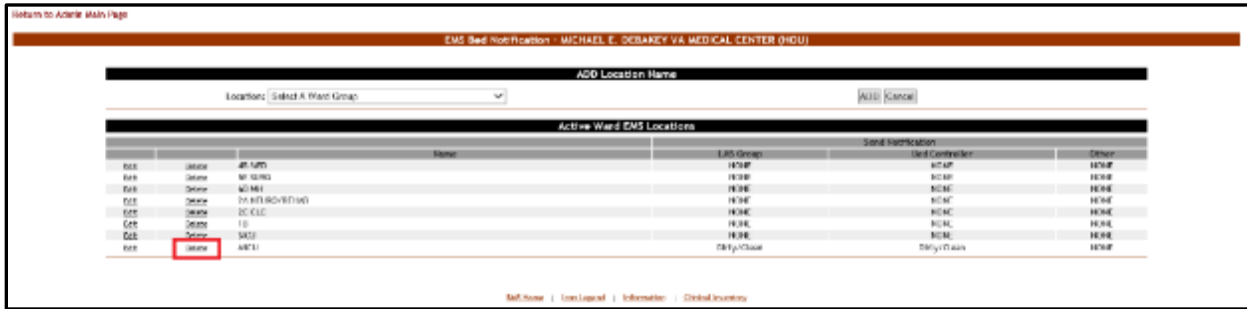
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 50 - Selecting EMS Notification Add/Edit

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a navigation menu with links like 'View Ward Add/Delete', 'Upload Audit Clinics Add/Delete', 'View Res Area Add/Delete', 'EMS Notification Add/Edit', 'View User Report', 'View User Legend', 'View User Log', and 'Contingency Settings'. The 'EMS Notification Add/Edit' link is highlighted with a yellow box. Below the menu, there's a 'Event Summary Report' section with a dropdown menu and a 'Details' button. At the bottom, there's a 'Workstation' section with fields for 'Date/Time' (Fri Aug 14 2020 12:57:06 PM), 'Facility' (Fri Aug 14 2020 11:07:06 AM), 'User' (16), and 'Version' (2). A footer contains links for 'Help', 'Log Out', 'Information', and 'Email Feedback'.

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

**Figure 51 - EMS Bed Notification – Delete notification**



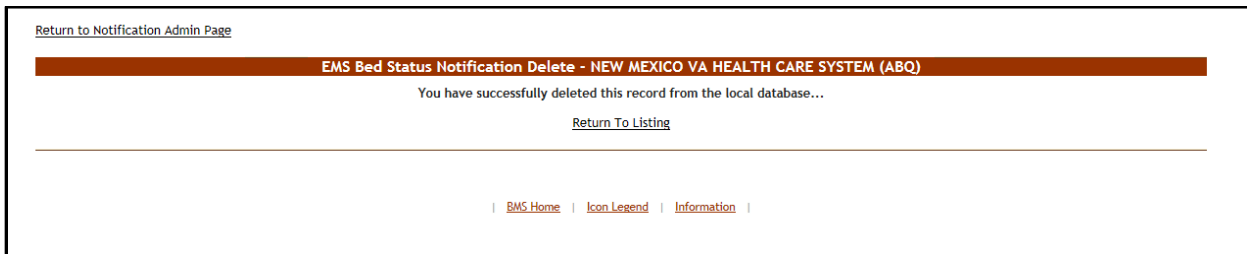
Click the **Delete** link to the left of an EMS Bed notification: a confirmation screen is displayed as in the following image.

**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

Return to New Home Page

Bed Board Site Configuration: MICHAEL E. DEBARTOLO VA MEDICAL CENTER (HCU)

|                                 |                                    |                         |
|---------------------------------|------------------------------------|-------------------------|
| View Wheel ADR (Web)            | Electronic Appt. Orders Adt/Orders | Waiting Area Adt/Orders |
| View Orderable Items Adt/Orders | Connect Facility Adt/Orders        | Link Issues Report      |
| US Mail/Invoice Adt/Orders      | Site Configuration Users           | BMS User License        |
| <b>Facility Setting</b>         | BMS User Adt/Orders                | View Audit Log          |
| US Portal Access                | Background Processes               | Conf. Inquiry Settings  |
|                                 | Unassignable Items Adt/Orders      |                         |

Basic SUMMARY Report: Out-Of-Service/De-Prod Display: Unavailable/Out-Of-Service  For:

EMERGENCY: ON  OFF

|             |                 |             |
|-------------|-----------------|-------------|
| WORKSTATION |                 |             |
| DATE/TIME   | Fri Aug 16 2020 | 12:47:48 PM |
| FACILITY    |                 |             |
| DATE/TIME   | Fri Aug 16 2020 | 11:47 AM    |
| USER        | 16              |             |
| SESSION     | 3               |             |

[BMS Home](#) | [User License](#) | [Information](#) | [Clinical Inventory](#)

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

Figure 55 - Facility Configuration Page – Integrated Facility

Facility Configuration - MARION, ILLINOIS VAMC (AMC)

| PARAMETER  | OPTION  |
|--|---|
| Bed Server Time Zone   | CENTRAL STANDARD TIME   |
| Facility Site Time Zone  | CST   |
| Auto-Remove Patients Pending Bed Placement List?                       | YES   |
| Auto-Remove EOB Patients from Pending Bed Placement List?              | YES   |
| Auto Placement of Transfers onto PBP List?                             | NO  |
| Integrated Facility?   | YES   |
| Allowed Access - Integrated Sites (All users can see these sites also) | <input type="checkbox"/> JOHN J. PERSHING VA MEDICAL CENTER                 |
| Medical Center ID(s)   | <input type="checkbox"/> ST LOUIS VA MEDICAL CENTER - JOHN COCHRAN DIVISION |
| Word Prefix  | SELECT MEDICAL CENTER ID  |
| Word Suffix  |   |
| ADT Prefix   |   |
| ADT Suffix   |   |
| Facility Name  | MARION ILLINOIS VAMC  |
| Facility Address 1   | 2401 W MAIN STREET  |
| Facility Address 2   | MARION, IL 62959  |
| Facility Point of Contact  |   |
| Facility POC Email   |   |
| Facility POC Telephone   |   |
| Local Time Adjusts   |   |
| EMS Default User Name  |   |
| EMS Password   |   |
| EMS Password Confirms  |   |
| Whiteboard/Black Default User Name                                     | UAMM1600000000  |
| Whiteboard/Black Password  |   |
| Whiteboard/Black Password Confirms                                     |   |

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**Figure 56 - Facility Configuration Page – Non-Integrated Facility**

X

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.<br>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](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).<br><b>Note: LastName is required for Kiosk mode due to Privacy regulations.</b> | 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](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 screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a navigation bar with 'Return to VSH Network', 'Facility Division: YES', and 'Concussions: ON'. A 'Ward Census' section shows a gauge for 85% facility occupancy and a list of ward categories: 1B CLC, 2A NEURO/REHAB, 2C CLC, 3D MED, and 3C MED. A 'Ward Whiteboard' section includes links for 'Summary Report', 'Reports', and 'Site Options' (highlighted in yellow). A 'New Events' section shows 0 CPU. Below this is a 'Patients Pending Bed Placement: Current' section with filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30-Days'. A table lists patient entries with columns for 'Actions', 'Entered', 'Bed needed by', 'Patient', 'Standard Icons', 'Emergency Icons', 'SVC', 'Comments', 'SR', 'Prescribing Problem', 'Type of Bed / Bed Location', 'Waiting Area', 'Room Code (SVC)', 'Ward Icon (SVC)', and 'CLC'. The table contains several rows of patient data, including 'THIRTYONE PATIENT A1111' with various medical conditions like 'Left Thyroid Mass', 'Renal Mass Rt', 'Cervical Masses', 'Rt Renal Mass', 'Left renal mass', 'Liver mass', 'severe aortic stenosis', and 'Cholelithiasis'.

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

Figure 59 - Selecting EMS Portal Access

This screenshot shows the same 'Bed Board Site Configuration' page, but with the 'EMS Portal Access' link highlighted in a yellow box. The page layout is identical to Figure 58, showing the navigation bar, ward census, whiteboard, and patient table. The 'EMS Portal Access' link is located in the 'Waiting Area' column of the table.

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

Figure 60 - EMS Portal Access

The screenshot shows the 'EMS Portal Access' page for Michael E. DeBakey VA Medical Center (HOU). It features a header with 'Return to Admin Main Page' and 'EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. Below the header is a table with columns for 'User', 'PIN', and 'Add FMS User' (with a 'Cancel' button). The table contains one row of user information: 'TESTICLEANTRI' with PIN '1234' and 'dva.va.gov/waccosdtp' with PIN '12345'. At the bottom, there are navigation links: 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

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**

| IB CLC | 2A NEURO/REHAB | 2C CLC | 3B MED | 3C MED |
|--------|----------------|--------|--------|--------|
| 100%   | 100%           | 100%   | 100%   | 100%   |

| IB CLC | 2A NEURO/REHAB | 2C CLC | 3B MED | 3C MED |
|--------|----------------|--------|--------|--------|
| 100%   | 100%           | 100%   | 100%   | 100%   |

| IB CLC | 2A NEURO/REHAB | 2C CLC | 3B MED | 3C MED |
|--------|----------------|--------|--------|--------|
| 100%   | 100%           | 100%   | 100%   | 100%   |

| IB CLC | 2A NEURO/REHAB | 2C CLC | 3B MED | 3C MED |
|--------|----------------|--------|--------|--------|
| 100%   | 100%           | 100%   | 100%   | 100%   |

| IB CLC | 2A NEURO/REHAB | 2C CLC | 3B MED | 3C MED |
|--------|----------------|--------|--------|--------|
| 100%   | 100%           | 100%   | 100%   | 100%   |

| IB CLC | 2A NEURO/REHAB | 2C CLC | 3B MED | 3C MED |
|--------|----------------|--------|--------|--------|
| 100%   | 100%           | 100%   | 100%   | 100%   |

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**



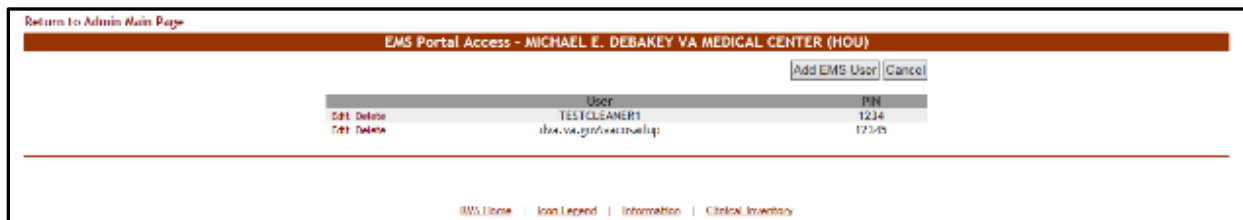
Change the PIN assigned to the EMS user, then press the **Submit** button to enter the data into the system.

#### 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.



**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 screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a workstation and facility information. A central navigation pane lists various reports: Ward Whistleboard, Summary Report, Reports, and Site Options (highlighted in yellow). To the right, there's a 'New Events' section and a CPU usage gauge showing 0%. Below the navigation pane, there's a 'Patients Pending Bed Placement: Current' section with filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30 Days'. A table below displays patient data with columns for Actions, Colored, Bed Number, Patient Name, Standard Score, Emergency Score, SIC, Geriatric, SI, Discharge Problem, Type of Bed / Ward Requested, Release Date, AMT, and CMC.

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

Figure 73 - Selecting Unavailable Reason Add/Edit

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a header with the title and a navigation menu with links: VBA, Site Add/Edit, Release Agent, Clinic Add/Edit, Release Agent Add/Edit, Add/Editable From All Bedside, Credit Add/Editable, Edit User Board, CMC Configuration Add/Edit, Site Configuration, Edit User Legend, Facility Settings, Add User, Add/Edit, View Audit Log, EMS Portal Access, Bedboard Processes, Conference Settings, and Unavailable Reason Add/Edit (highlighted in yellow). Below the navigation menu, there's a 'Reset SUMMARY Report Out Of Service/On Hold Display: Unavailable/Out Of Service' for a dropdown menu and a 'Submit' button. At the bottom, there's a 'Practitioner' section with 'ON' and 'OFF' radio buttons and a 'Submit' button. A table at the bottom shows workstation information: DATE/TIME (Fri, Aug 14, 2020, 12:07:46 PM), FACILITY (Fri, Aug 14, 2020, 11:07 AM), USER (15), and REGION (2). At the very bottom, there are links for 'Edit Home', 'User Manual', 'Information', and 'Contact Us'.

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

Figure 74 - Adding an Unavailable Reason

| Reason/Icon/Reason            | Type           |
|-------------------------------|----------------|
| ACTIVATOR OUT OF ORDER        | OUT OF SERVICE |
| BED ASSIGNED                  | INFORMATION    |
| CLOSED                        | OUT OF SERVICE |
| DO NOT DISPLAY                | DO NOT DISPLAY |
| ISOLATION                     | ISOLATION      |
| OUT OF SERVICE                | OUT OF SERVICE |
| OUT OF SERVICE - CONSTRUCTION | OUT OF SERVICE |
| OUT OF SERVICE - MECHANICAL   | OUT OF SERVICE |
| OUT OF SERVICE - STARTING     | OUT OF SERVICE |
| PENDING DISCHARGE             | INFORMATION    |
| PENDING TRANSFER              | INFORMATION    |
| RADIATION                     | OUT OF SERVICE |
| TEMPORARILY UNAVAILABLE       | OUT OF SERVICE |
| TRANSFER CODES - BED ASSIGNED | INFORMATION    |
| WED ASSISTANCE TO PWB         | INFORMATION    |
| CLEANING CALLED               | DO NOT DISPLAY |
| HEATING IT TODAY              | DO NOT DISPLAY |
| INFECTION CONTROL             | DO NOT DISPLAY |
| SPECIAL SUPPLIES/REPAIRS      | INFORMATION    |
| TEST SUP                      | INFORMATION    |

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

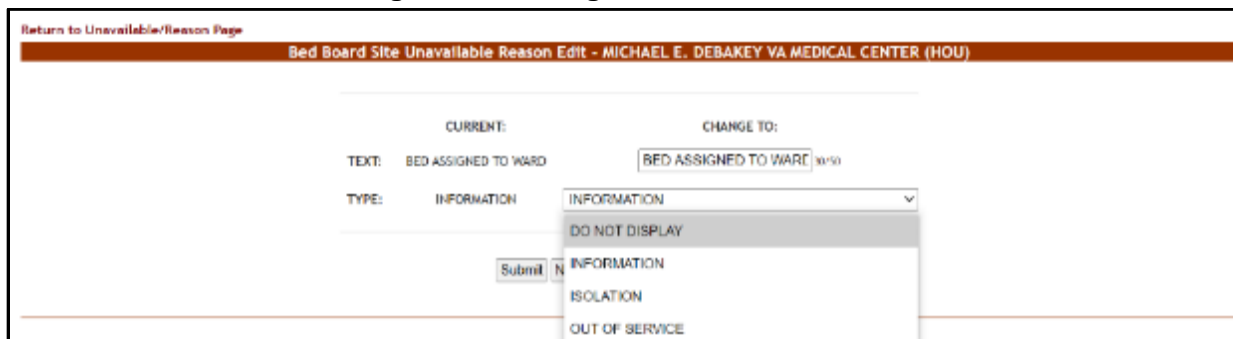
Select the **Unavailable Reason Add/Edit** link to display the page in the following image.

**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 screenshot shows the BMS interface for Michael E. DeBarey VA Medical Center (HOU). At the top, there are navigation links like 'Return to VSH Network' and 'Facility Division: YES'. A 'Ward Census' section shows a gauge for 85% facility occupancy. Below this, the 'Patients Pending Bed Placement: Current' section is active, displaying a table of patient records. The table has columns for 'Actions', 'Entered', 'Bed Needed By', 'Patient', 'Standard Score', 'Emergency Score', 'SVC', 'Comments', 'SA', 'Prescribe Problem', 'Type of Bed/Lined Requested', 'Waiver Area', and 'Bed Type'. A yellow box highlights the 'Site Options' link in the top navigation bar.

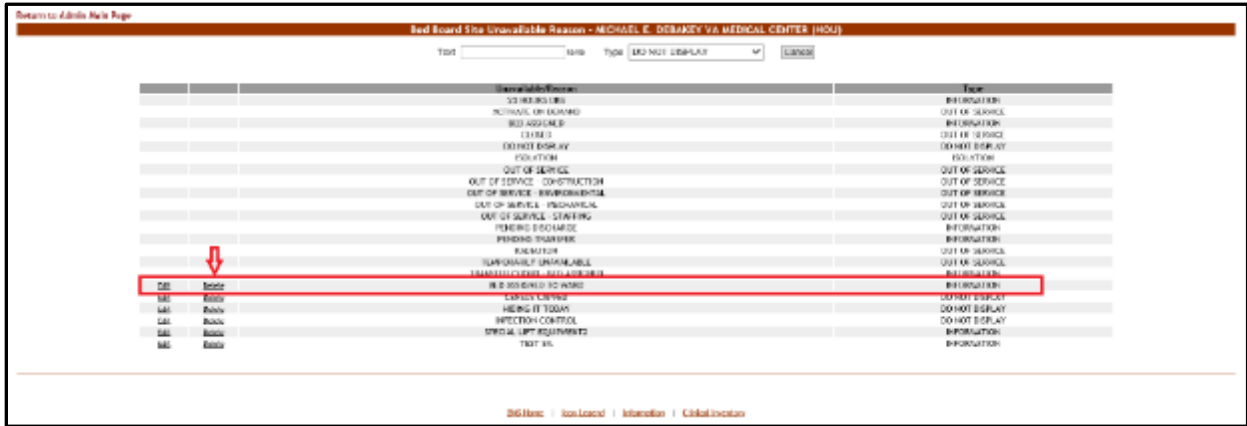
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 80 - Selecting Unavailable Reason Add/Edit

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBarey VA Medical Center (HOU). The page has a header with the title and a navigation bar. Below the header, there are several sections for configuration options, including 'VSH Site Admin', 'VSH Site Admin Add/Delete', 'VSH Site Admin Edit', 'VSH Site Admin Add', 'VSH Site Admin Edit', 'VSH Site Admin Add', 'VSH Site Admin Edit', 'VSH Site Admin Add', 'VSH Site Admin Edit'. A yellow box highlights the 'Unavailable Reason Add/Edit' link in the 'VSH Site Admin Edit' section.

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**

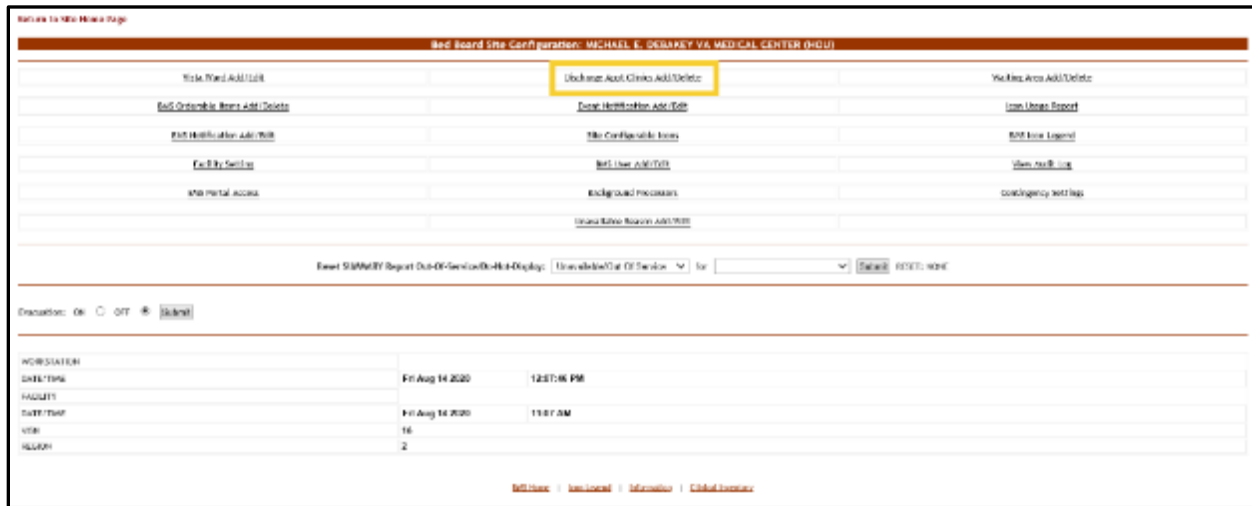


Click the **Delete Record** button to delete the *unavailable reason* from the list.

#### 4.1.8. Bed Board Discharge Appointment Clinic Configuration Page

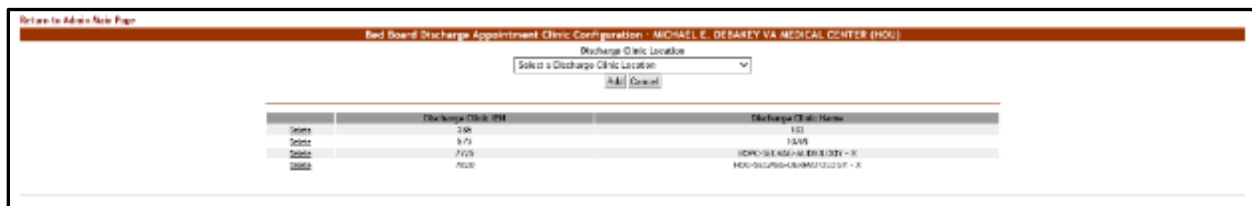
The **Bed Board Site Configuration** page is displayed as in the image below.

**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.

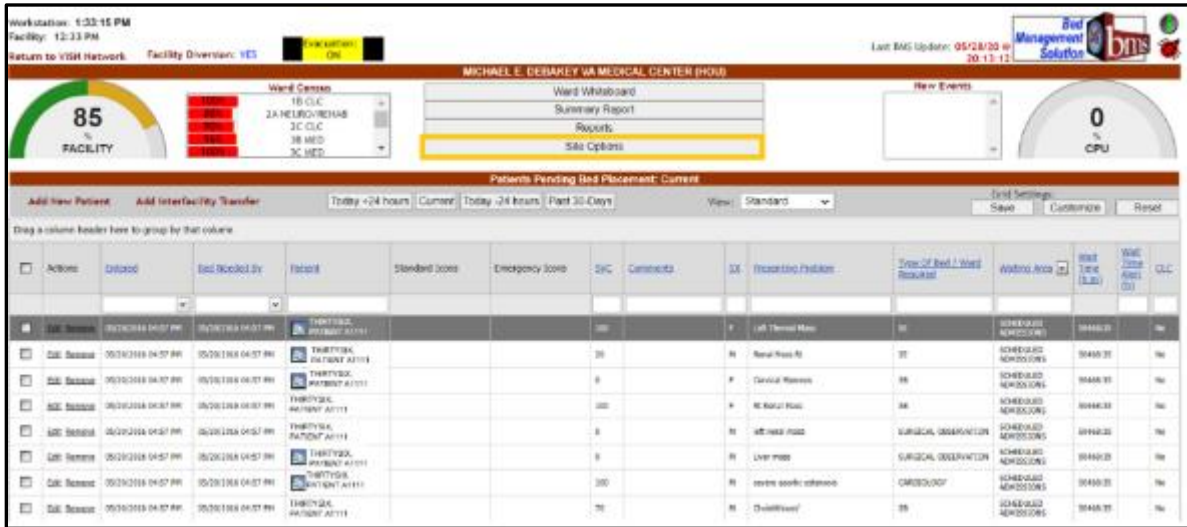
The list in the lower part of the screen presents the discharge appointment clinics already defined in the system. The Delete link to the left of each entry in the list allows the user to delete the clinic from the system.

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



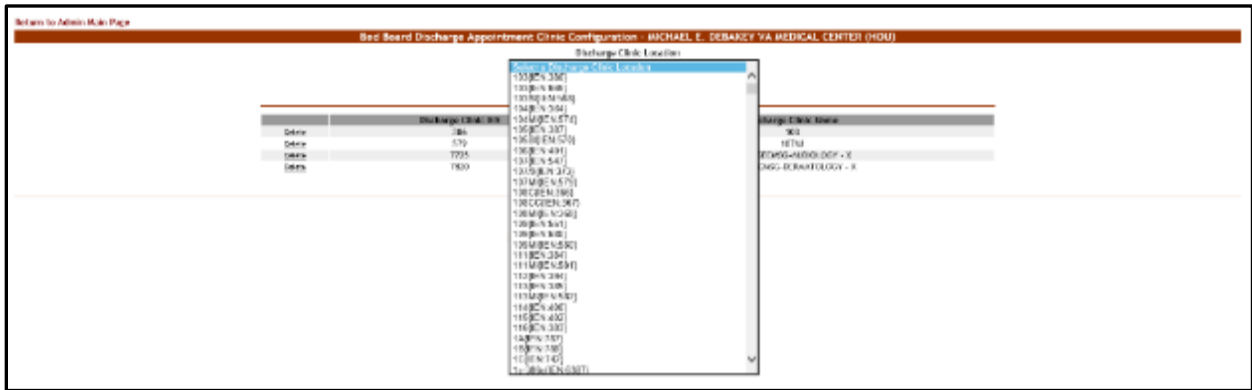
The **Bed Board Site Configuration** page is displayed as in the image below.

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**

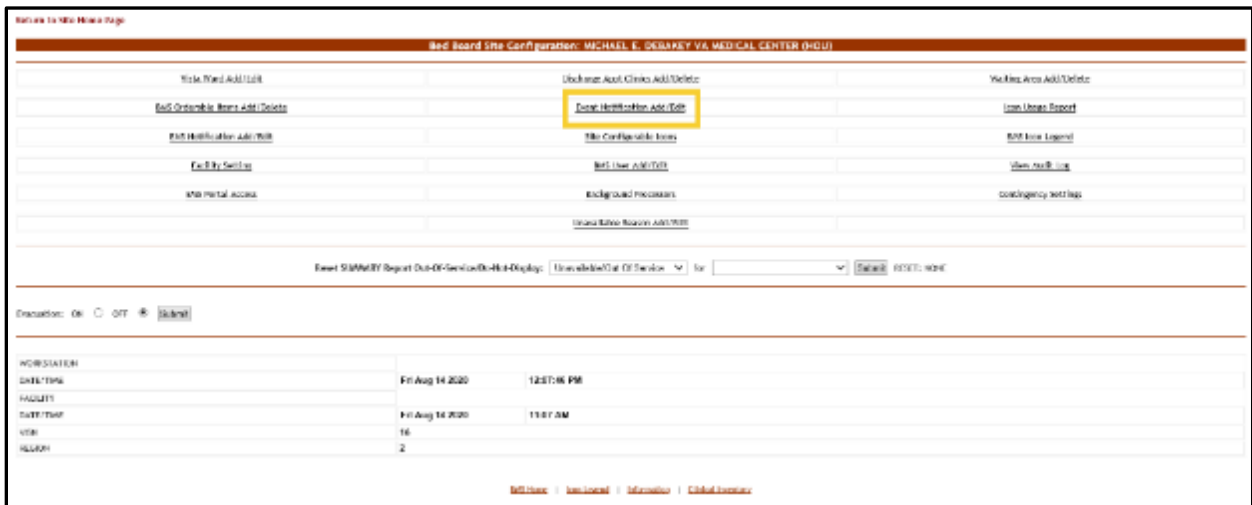


Use the arrow button of the field **Discharge Clinic Location** to display the available locations and select the one you want to add then press the **Add** button. The newly added discharge clinic location will be added to the list. To delete an entry from the list, use the associated **Delete** link.

#### 4.1.9. Events Notifications Page

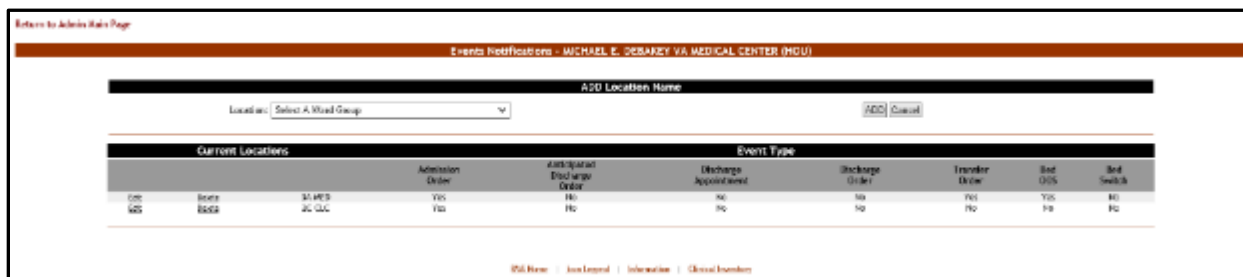
The **Bed Board Site Configuration** page is displayed as in the image below.

**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.





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

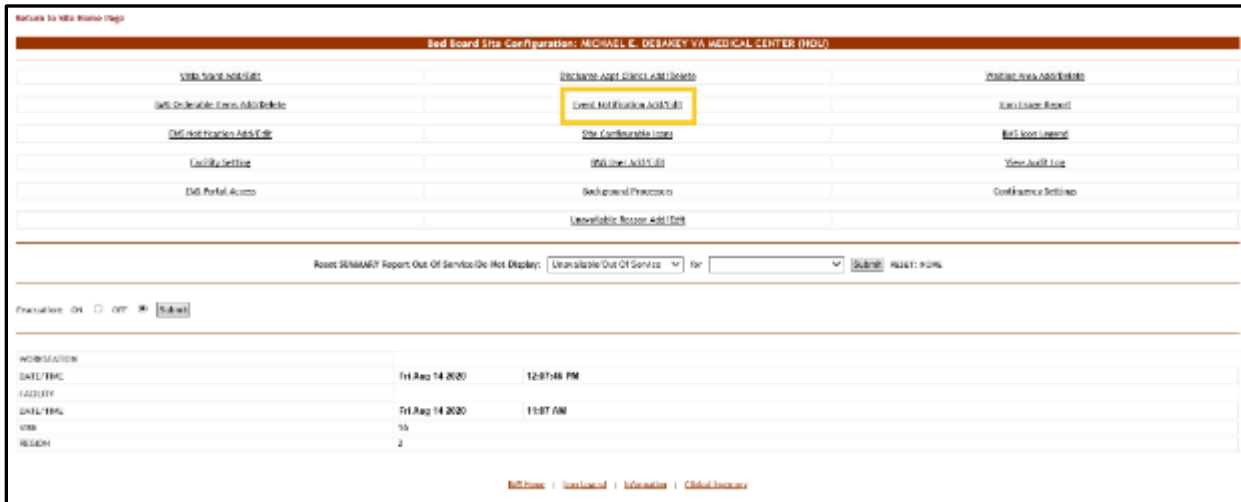
To edit the details of an event notification, follow the steps below.

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

**Figure 94 - Selecting Site Options**

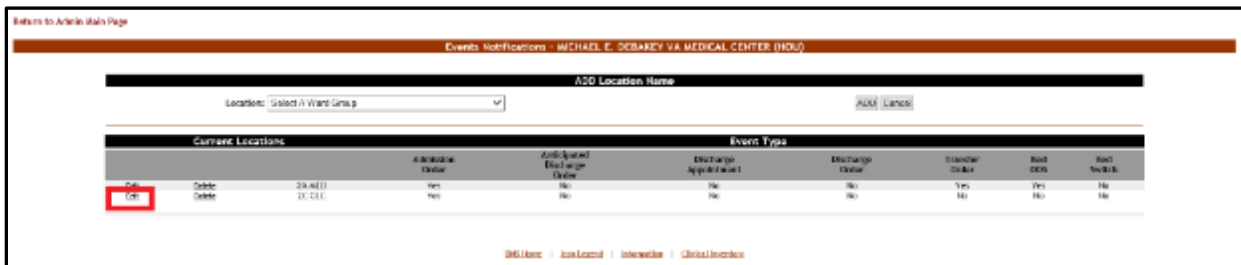
The Bed Board Site Configuration page is displayed as in the image below.

**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**



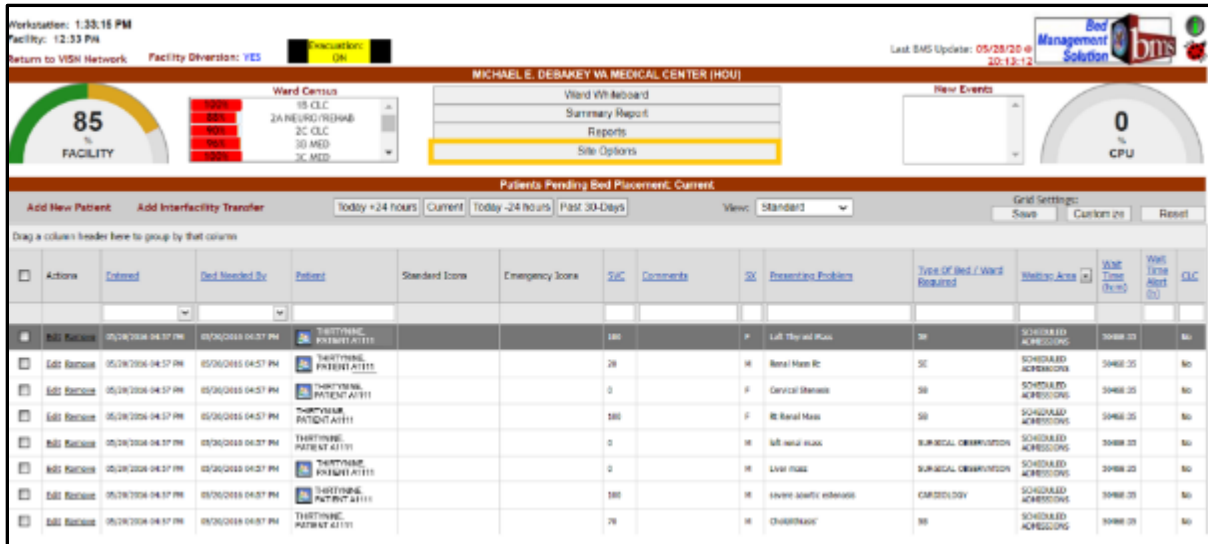
Modify the desired settings then press the **Submit** button to enter the data into the system. The modified event notification will be displayed in the event notifications list with the new settings.

### 4.1.9.3. Deleting an Events Notification

To delete an event notification, follow the steps below.

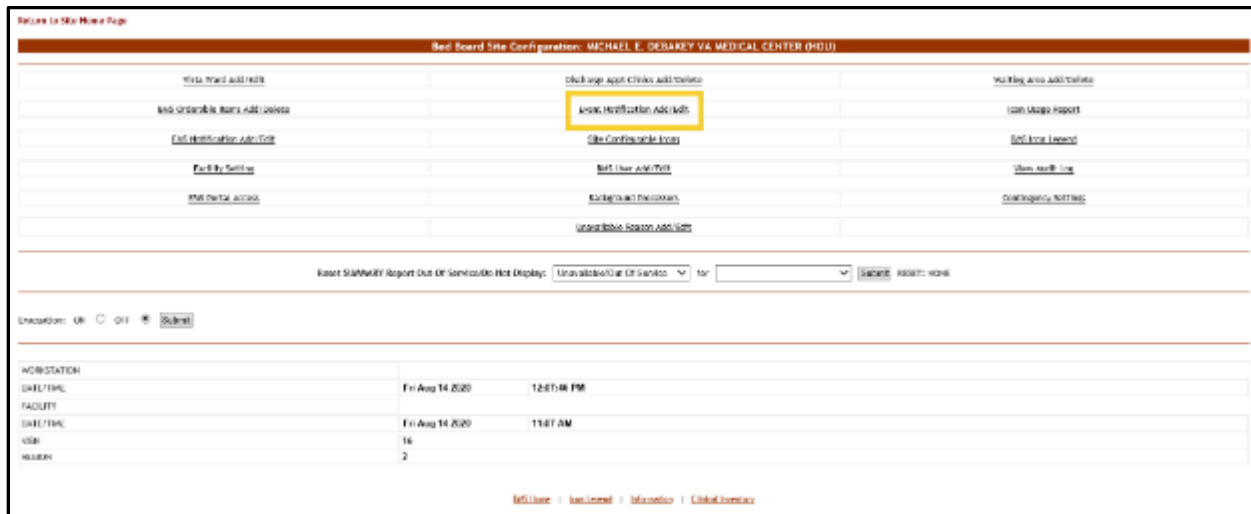
From the facility home page, click the **Site Options** link.

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.



**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**



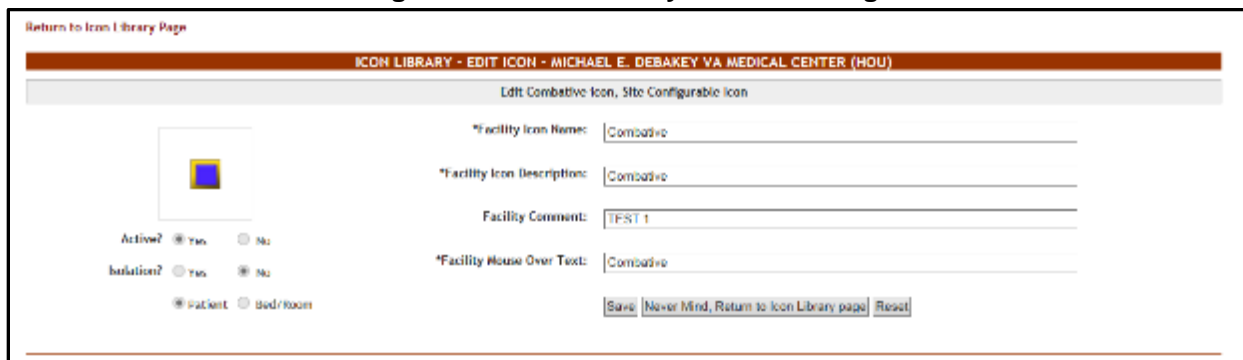
A list of site configurable icons is displayed. These icons can only be used on the site of the current facility. Colored icons are active and can be used to convey information on the Whiteboard; grayed icons are inactive and cannot be used on the Whiteboard. The user can edit the details of an icon.

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. |

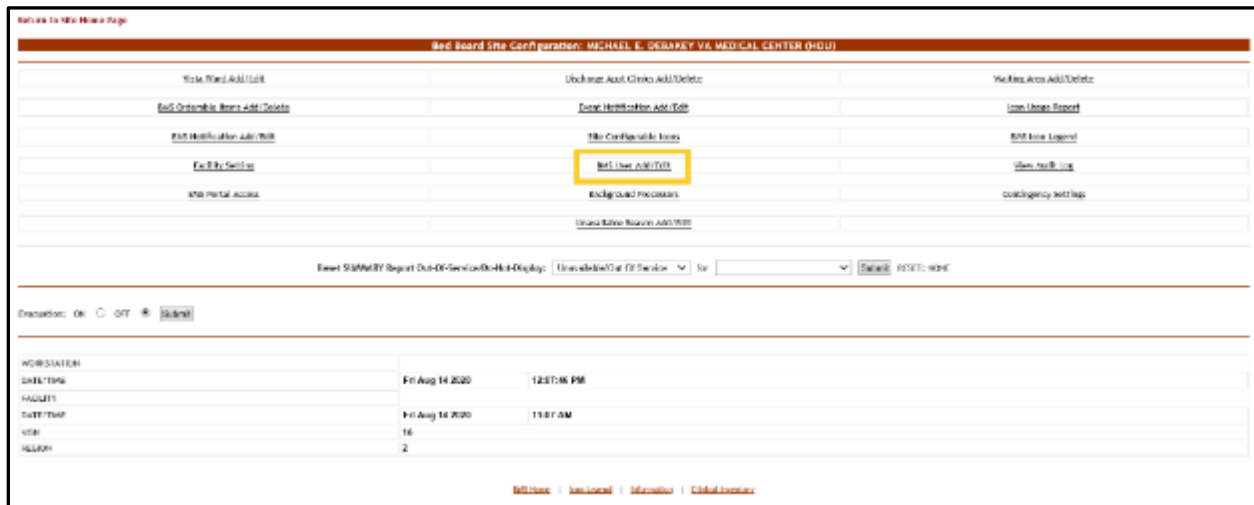
After you have defining the desired parameters for the icon click the **Save** button to enter the data into the system.

**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

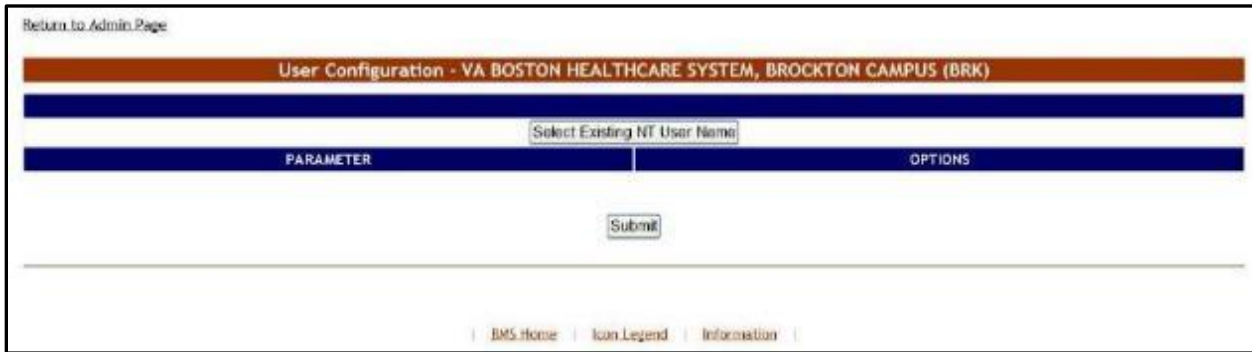
The **Bed Board Site Configuration** page is displayed as in the image below.

**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



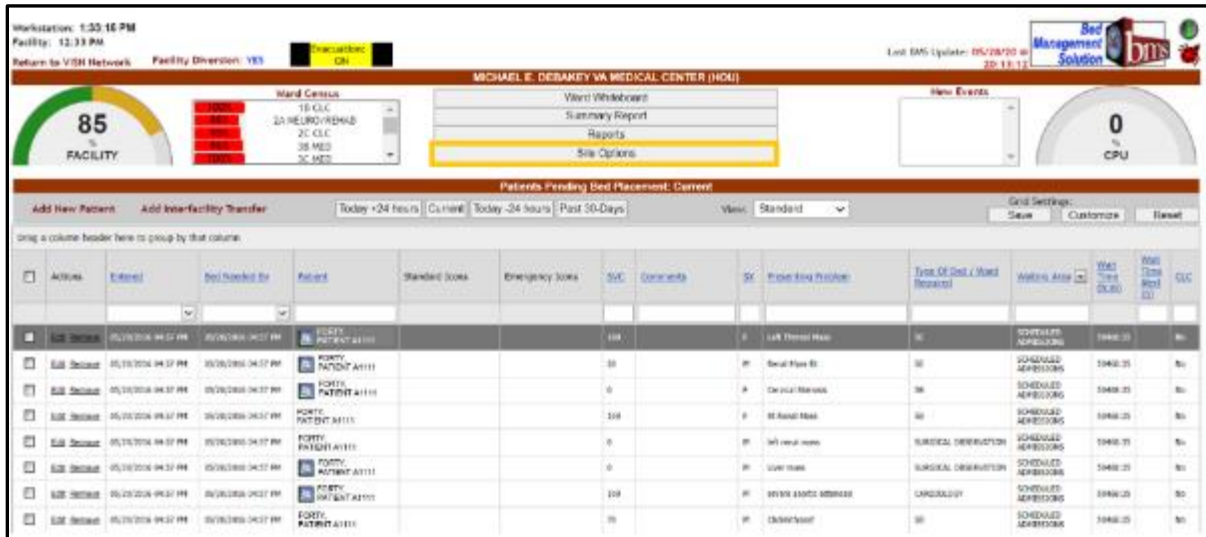
The options available in this screen allow the administrator user to add, edit or delete the rights of the BMS users for the current facility site.

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.

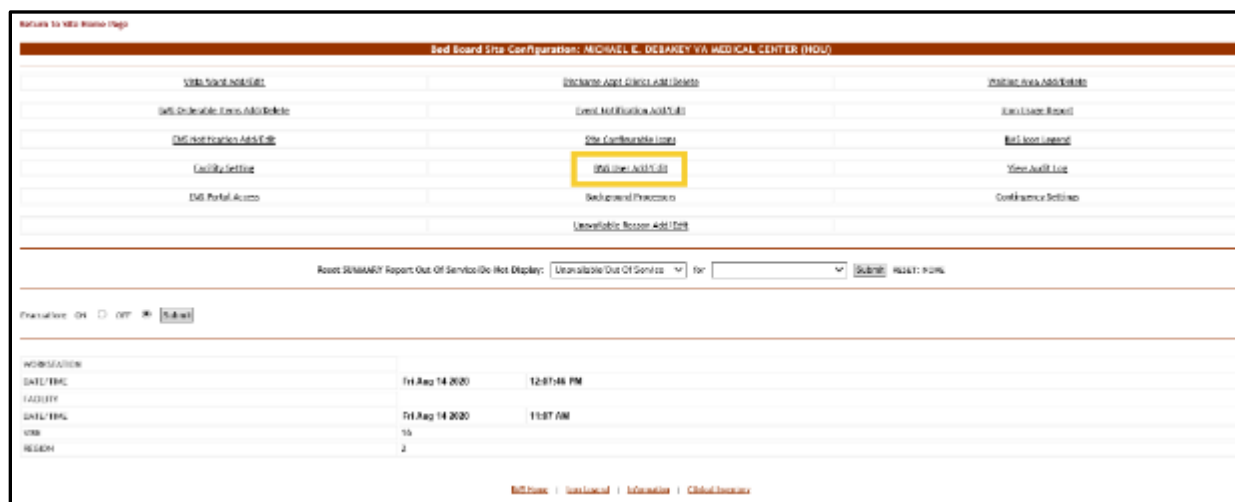
Figure 107 - Selecting Site Options



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



**Figure 108 - Selecting BMS User Add/Edit**



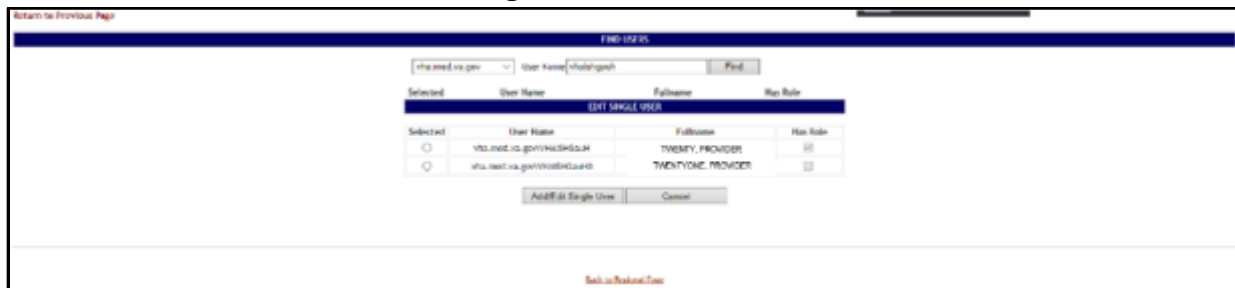
Select the **BMS User Add/Edit** link to display the page in the following image.

**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**

Return to Admin Page

User Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU) User Access Report

Select Existing NT User Name

| PARAMETER               | OPTIONS                                    |
|-------------------------|--|
| NT User Name            | vha.med.va.gov                             |
| Admin User?             | No   |
| Audit Log User?         | No   |
| Site User?              | No   |
| EMS User?               | No   |
| EMS Dispatcher?         | No   |
| EMS Supervisor User?    | No   |
| Default Region:         | 2  |
| Default VISN:           | 16   |
| Default Site:           | HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER |
| READ Access?            | No   |
| WRITE Access?           | No   |
| Whiteboard Only Access? | No   |

Submit Cancel

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

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 screenshot shows the BMS Facility Home Page for Michael E. DeBakey VA Medical Center (HOU). The page includes a dashboard with a facility occupancy gauge at 85%, a 'Ward Census' section, and a 'Patients Pending Bed Placement' table. In the top navigation area, the 'Site Options' link is highlighted with a yellow box.

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

Figure 113 - Selecting BMS User Add/Edit

The screenshot displays the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page contains various configuration options such as 'View Ward Add/Delete', 'Edit User Add/Delete', and 'Add User Add/Delete'. The 'Add User Add/Delete' link is highlighted with a yellow box. At the bottom, there is a 'SUBMIT' button and a summary table.

| DESCRIPTION | DATE/TIME       | DATE/TIME   |
|-------------|-----------------|-------------|
| FACILITY    | Fri Aug 18 2023 | 12:07:08 PM |
| VEN         | Fri Aug 18 2023 | 11:57 AM    |
| USERS       | 15              |             |
| BEDS        | 3               |             |

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**

| Selected                         | User Name              | Fullname        | Has Role                 |
|----------------------------------|------------------------|-----------------|--------------------------|
| <input type="radio"/>            | va.gov\TEST-7654321    | TEST-7654321    | <input type="checkbox"/> |
| <input type="radio"/>            | va.gov\TEST GROUP      | TEST GROUP      | <input type="checkbox"/> |
| <input checked="" type="radio"/> | va.gov\TESTGROUP123456 | TESTGROUP123456 | <input type="checkbox"/> |
| <input type="radio"/>            | va.gov\test            | test            | <input type="checkbox"/> |
| <input type="radio"/>            | va.gov\TEST_USER123456 | TEST_USER123456 | <input type="checkbox"/> |

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**

| PARAMETER                | OPTIONS   |
|--------------------------|---|
| NT User Name             | va.gov\TESTGROUP123                             |
| Admin User?              | Yes <input type="checkbox"/>                    |
| Admin Log User?          | Yes <input type="checkbox"/>                    |
| Site User?               | Yes <input type="checkbox"/>                    |
| ENS User?                | No <input type="checkbox"/>                     |
| ENS Dispatcher?          | No <input type="checkbox"/>                     |
| ENS Supervisor User?     | No <input type="checkbox"/>                     |
| Default Region           | 1   |
| Default VSEI             | 12  |
| Default User             | CTX - CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM |
| READ Access?             | Yes <input type="checkbox"/>                    |
| WRITE Access?            | Yes <input type="checkbox"/>                    |
| Whitelisted Only Access? | No <input type="checkbox"/>                     |

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 screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). The top navigation bar includes 'Ward Census', 'Ward Whiteboard', 'Summary Report', 'Reports', and 'Site Options' (highlighted in yellow). A 'New Events' button is also visible. Below the navigation bar, there are buttons for 'Add New Patient' and 'Add Interfacility Transfer'. A table of 'Patients Pending Bed Placement - Current' is displayed, with columns for 'Admits', 'Entered', 'Bed Headed By', 'Patient', 'Standard Icons', 'Emergency Icons', 'SVC', 'Comments', 'SN', 'Presenting Problem', 'Type of Bed / Ward Stocked', 'Waiting Area', 'Ward Type (In/Out)', 'Ward Code', and 'CLC'. The table contains several rows of patient data.

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

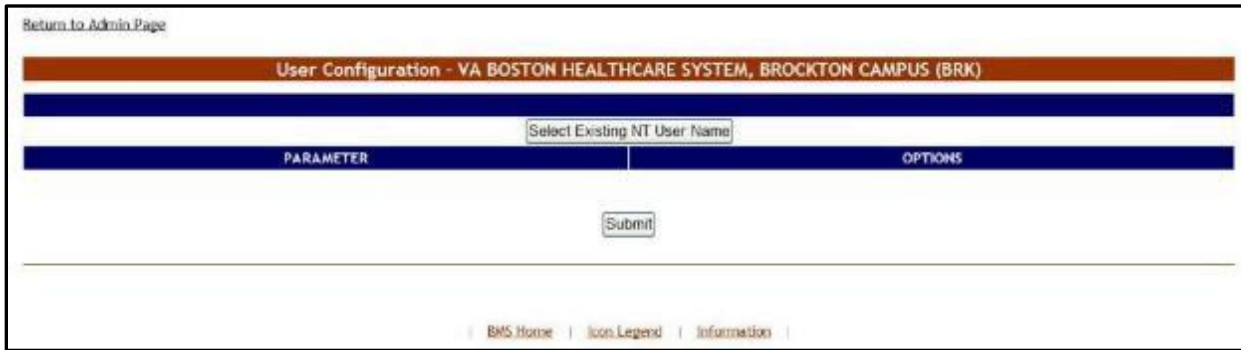
Figure 118 - Selecting BMS User Add/Edit

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a grid layout with various configuration options. The 'BMS User Add/Edit' link is highlighted with a yellow box. Other links include 'View Ward Add/Edit', 'BMS Outlook Room Add/Delete', 'Event Notification Add/Edit', 'Room Usage Report', 'BMS User Legend', 'View Audit Log', and 'Cardiology Settings'. At the bottom, there is a 'Report SUMMARY Report Out Of Service/On Hold Display: Unavailable/Out Of Service' section with a 'Submit' button and a 'RESET HOME' button. The page also includes a 'Migration' section with a table showing dates and times.

| MIGRATION |                    |          |
|-----------|--------------------|----------|
| DATE/TIME | 7/11/2020 10:37 AM | 10:37 AM |
| FACILITY  |                    |          |
| DATE/TIME | 7/11/2020 10:37 AM | 10:37 AM |
| USER      | 16                 |          |
| REASON    | 2                  |          |

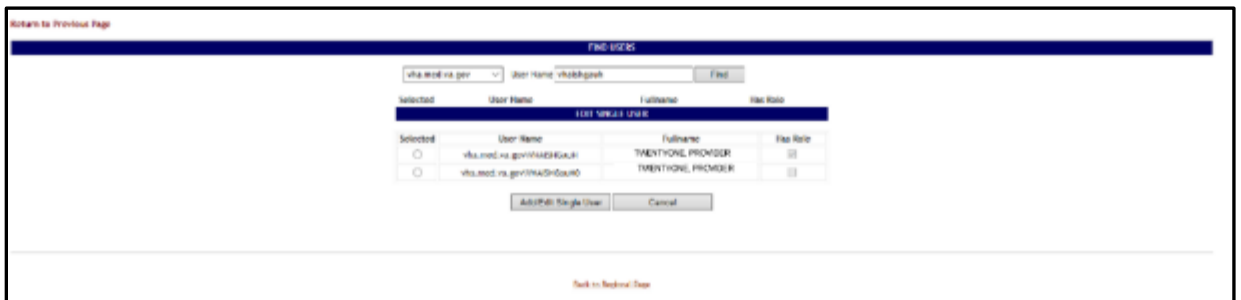
Select the **BMS User Add/Edit** link to display the page in the following image.

**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**

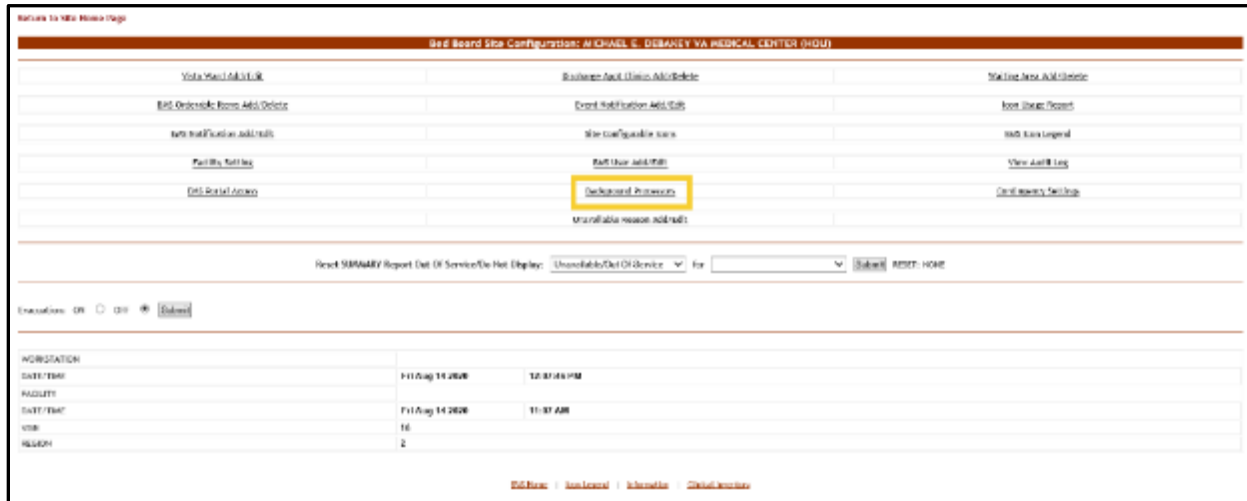


Select “No” for all the available options the press the Submit button to enter the data into the system.

## 4.1.12. Background Processors Page

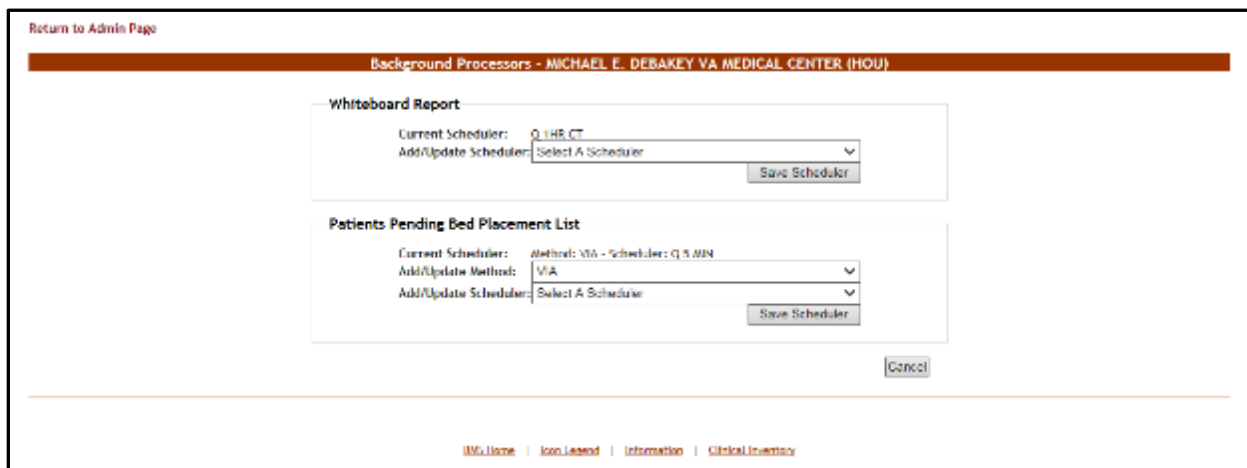
The **Bed Board Site Configuration** page is displayed as in the image below.

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



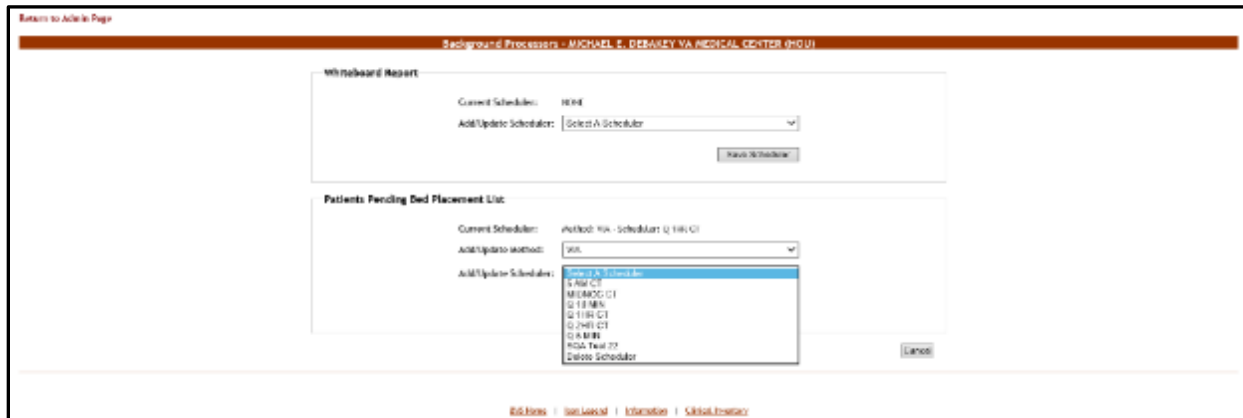
The options available in this screen allow the administrator user to manage the schedulers which collect data for the Whiteboard report and for the Patients Pending Bed Placement list.

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. From the **Add/Update Method** drop down select the connection method (either “MDWS” or “VIA”) associated with the scheduler you want to use. 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.

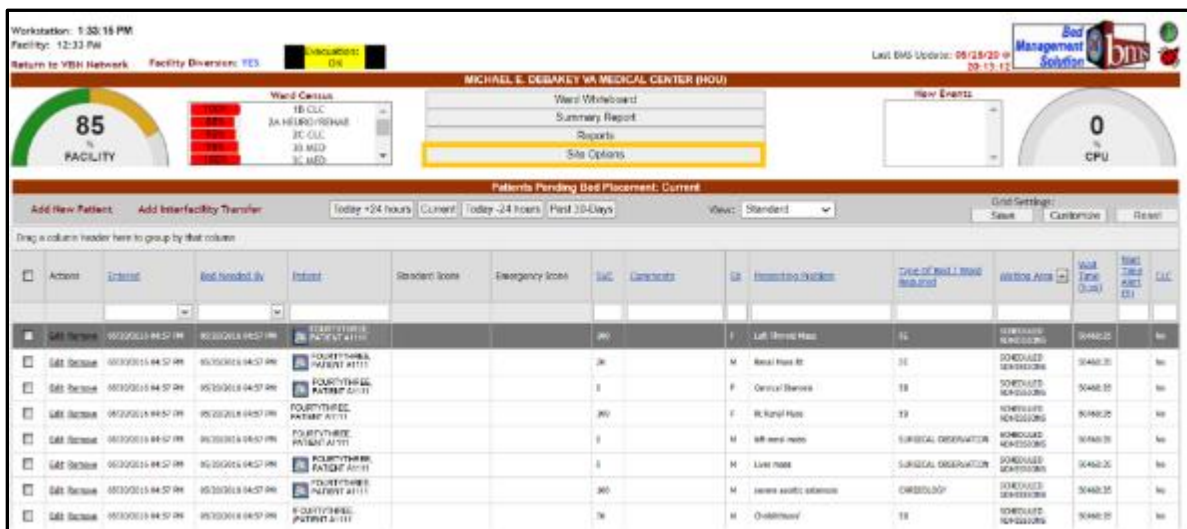
Figure 124 - Facility Background Processors



### 4.1.13. Patient Waiting Areas Page

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

Figure 125 - Selecting Site Options







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 screenshot shows the 'MICHAEL E. DEBANEY VA MEDICAL CENTER (HOU)' interface. At the top, there are several widgets: a 'Ward Census' showing 85 FACILITY, a 'Ward Whiteboard' with 'Summary Report' and 'Reports' links, and a 'New Events' section. Below these is a 'Patients Pending Bed Placement: Current' section with filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30-Days'. The main area is a table with columns for 'Actions', 'Status', 'Bed Needed By', 'Patient', 'Standard Icons', 'Emergency Icons', 'SIC', 'Comments', 'SR', 'Phrasing (Problem)', 'Type Of Bed / Ward Selection', 'Waiting Area', 'Wait Time (Min)', 'Wait Time (Hr)', and 'CLC'. The 'Site Options' link in the top navigation bar is highlighted in yellow.

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

**Figure 129 - Selecting Waiting Area Add/Edit**

The screenshot shows the 'Bed Board Site Configuration: MICHAEL E. DEBANEY VA MEDICAL CENTER (HOU)' page. The navigation menu at the top includes links for 'Yota View/Details', 'Business Area (Basic Add/Update)', 'Site Use Area Add/Update', 'Bed Overview Room Add/Delete', 'Event Notification Add/Update', 'Room Usage Report', 'Waiting Area Add/Update', 'Site Configuration', 'Wait Time Log', 'Facility Settings', 'Wait Time Add/Update', 'View Audit Log', 'Get Patient Access', 'Department Processes', and 'Cardinality Settings'. The 'Waiting Area Add/Edit' link is highlighted in yellow. Below the navigation menu is a 'Send SUMMARY Report' section with a dropdown for 'Date Of Service/De No. Display' and buttons for 'Submit' and 'RESET HOME'. At the bottom, there is a 'Navigation' section with 'ON', 'OFF', and 'Submit' buttons, and a 'WORKSTATION' section with 'DATE/TIME' and 'FACILITY' information.

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

Figure 130 - Adding a Waiting Area

Return to Admin Main Page

Patient Waiting Areas - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

**ADD Area**

Text:

**Current Waiting Areas**

| Waiting Area Name        |   |
|--------------------------|---|
| <input type="checkbox"/> | ADMISSIONS  |
| <input type="checkbox"/> | CLINIC  |
| <input type="checkbox"/> | CURRENT INPATIENT BED                                   |
| <input type="checkbox"/> | CURRENT FACILITY  |
| <input type="checkbox"/> | EMERGENCY ROOM  |
| <input type="checkbox"/> | EVACUATION  |
| <input type="checkbox"/> | HOME  |
| <input type="checkbox"/> | RECOVERY OR PROCEDURE AREA                              |
| <input type="checkbox"/> | SCHEDULED ADMISSIONS                                    |
| <input type="checkbox"/> | TEST WAITING AREA                                       |
| <input type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> CATH LAB    |
| <input type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> TRANSFER-IN |
| <input type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> RADIOLOGY   |

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

Return to Admin Main Page

Patient Waiting Areas - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

**ADD Area**

Text:

**Current Waiting Areas**

| Waiting Area Name        |   |
|--------------------------|---|
| <input type="checkbox"/> | ADMISSIONS  |
| <input type="checkbox"/> | CLINIC  |
| <input type="checkbox"/> | CURRENT INPATIENT BED   |
| <input type="checkbox"/> | CURRENT FACILITY  |
| <input type="checkbox"/> | EMERGENCY ROOM  |
| <input type="checkbox"/> | EVACUATION  |
| <input type="checkbox"/> | RECOVERY OR PROCEDURE AREA  |
| <input type="checkbox"/> | SCHEDULED ADMISSIONS  |
| <input type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> EM ROOM                 |
| <input type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> OUTPATIENT WAITING AREA |

[BMS Home](#) | [Icon Legend](#) | [Information](#)

#### 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 screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a status bar with 'Workstation: 1:32:15 PM', 'Facility: 12:33 PM', and 'Last BMS Update: 06/28/20 10:13:12'. A 'Ward Census' section shows '85 % FACILITY' and a list of ward counts: 2A MED/SUR/HAB, 2C CLC, 2B MED, and 2C MED. A 'New Events' section shows '0 % CPU'. The main navigation pane on the right has 'Site Options' highlighted. Below this, the 'Patients Pending Bed Placement: Current' section is visible, showing a table of patients with columns for Actions, Dates, Bed Needed By, Patient, Standard Icons, Emergency Icons, S/C, Comments, SI, Presenting Problem, Time Of Bed L. Ward Required, Waiting Area, Wait Time (hrs), and Bed Turn Facs (h).

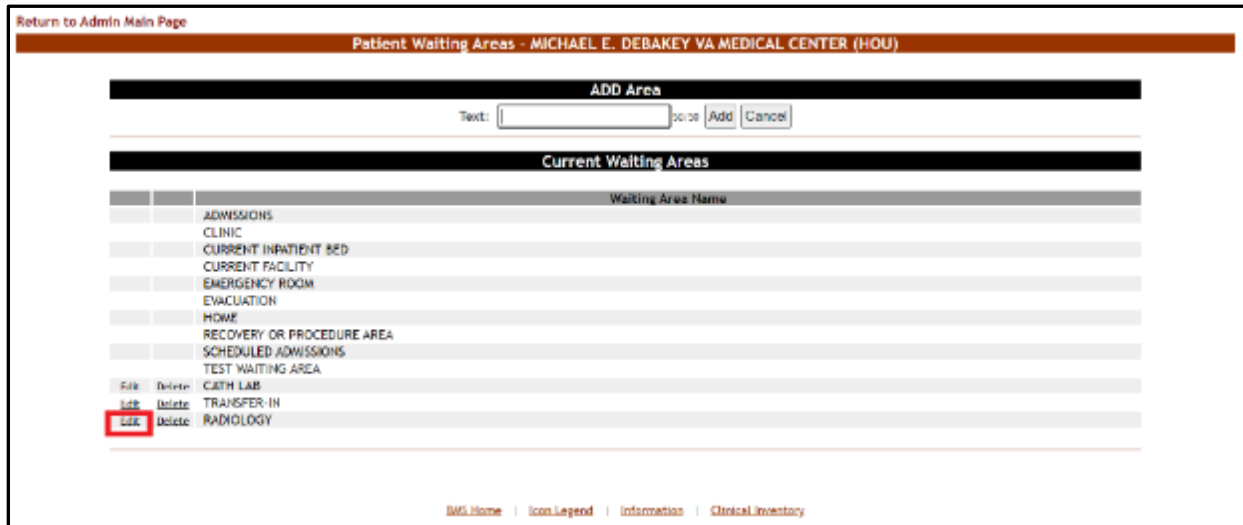
The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 133 - Selecting Waiting Area Add/Delete

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a navigation menu with several links: 'View Ward Add/Delete', 'Lockdown Audit/ Clinic Add/Delete', 'Waiting Area Add/Delete' (highlighted), 'Bed Occupancy Report Add/Delete', 'Event Notification Add/Delete', 'User Logout Report', 'Patient Identification Add/Delete', 'Site Configuration Icons', 'BMS User Legend', 'Facility Settings', 'Self User Add/Delete', 'View Help Log', 'Mental Access', 'Background Processes', and 'Contingency Settings'. At the bottom, there's a 'Event Summary Report' section with a search bar and a 'Search' button. The page footer includes 'Workstation: Fri Aug 14 2020 1:37:06 PM', 'Facility: Fri Aug 14 2020 11:07 AM', 'User: 16', and 'Version: 2'. Navigation links for 'Home', 'Logout', 'Help', and 'About' are also present.

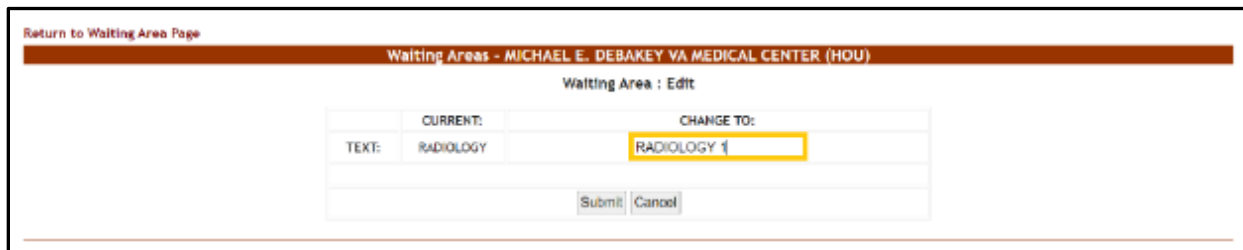
Select the **Waiting Area Add/Delete** link to display the page in the following image.

**Figure 134 - Selecting Waiting Area for Edit**



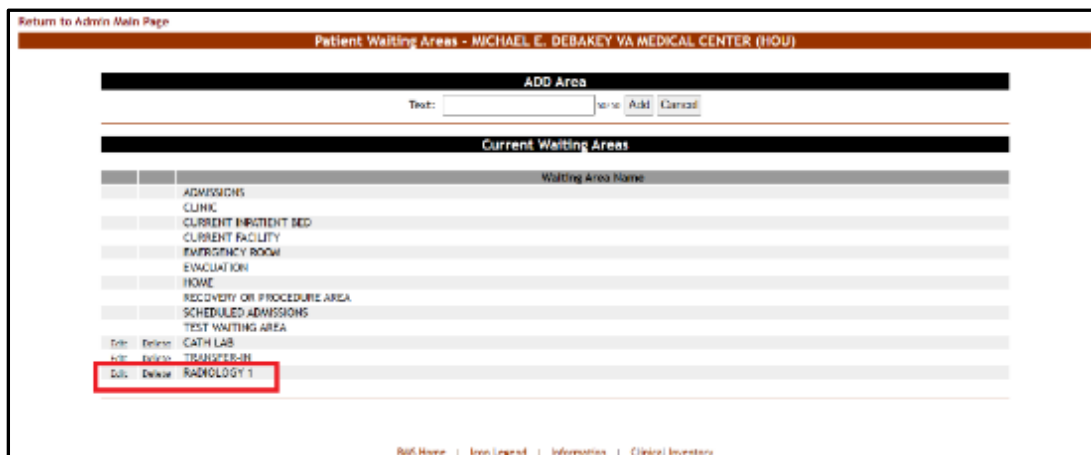
Selecting the **Edit** link will display the **Waiting Areas: Edit** page as in the following image.

**Figure 135 - Edit Waiting Area Name**



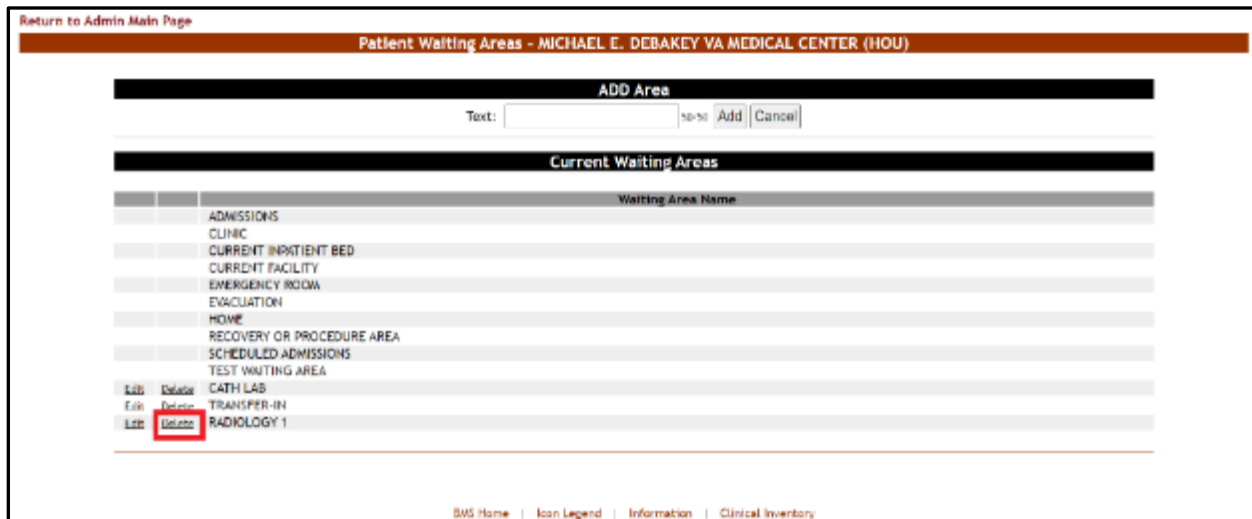
In the field **CHANGE TO:** enter the new name for the waiting area then press the **Submit** button. A confirmation message will be displayed and the waiting area with the new name will be displayed in the Current Waiting Areas list.

**Figure 136 - Waiting Area Edited**



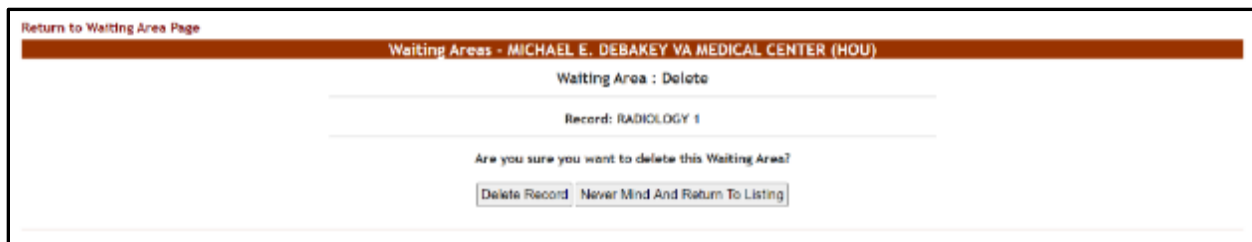


**Figure 139 - Select a Waiting Area for Deletion**



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.

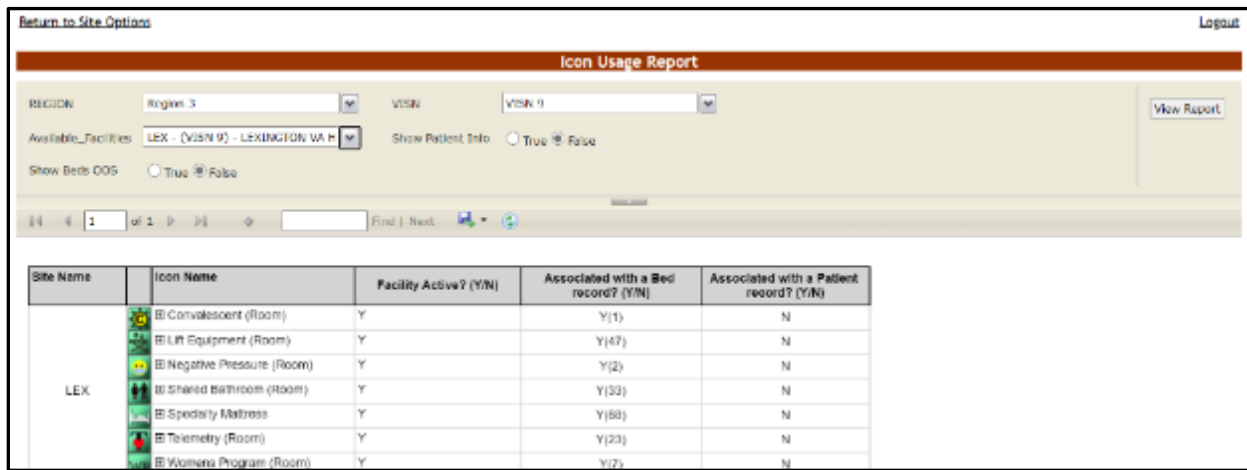
From the facility home page, click the **Site Options** link.





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.                 |
| <b>Sub Headers</b>                      | <b>These column headers display in bold when an icon audit record is expanded</b>                  |
| 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 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

| ICON CATEGORY          | FACILITY                             | IMAGE NAME        | ICON NAME     | ACTIVE | PUBLISHED | TYPE: PATIENT OR REFFROOM | DESCRIPTION   | COMMENT                                     | MOUSE OVER TEXT | CREATED BY           | DATE                | AUDIT TYPE |
|------------------------|--------------------------------------|-------------------|---------------|--------|-----------|---------------------------|---------------|---|-----------------|----------------------|---------------------|------------|
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Blue Arrow.png    | Blue Arrow    | True   | True      | R                         | Blue Arrow    | THIS ICON IS INTENDED FOR TRAINING PURPOSES | Blue Arrow      | pharmed.vagov@va.gov | 6/9/2018 10:57 AM   | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Blue Caution.png  | Blue Diamond  | True   | True      | R                         | Blue Diamond  | BLUE DIAMOND                                | Blue Diamond    | pharmed.vagov@va.gov | 6/9/2018 2:00 PM    | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Blue Caution.png  | Blue Caution  | True   | True      | R                         | Blue Caution  | BLUE CAUTION                                | Blue Caution    | pharmed.vagov@va.gov | 6/9/2018 4:10:27 AM | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Blue Circle.png   | Blue Circle   | True   | True      | R                         | Blue Circle   | BLUE CIRCLE                                 | Blue Circle     | pharmed.vagov@va.gov | 6/9/2018 2:10:32 AM | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Blue X.png        | Blue X        | True   | True      | P                         | Blue X        | BLUE X                                      | Blue X          | pharmed.vagov@va.gov | 6/9/2018 4:10:38 AM | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Blue Diamond.png  | Blue Diamond  | True   | True      | P                         | Blue Diamond  | BLUE DIAMOND                                | Blue Diamond    | pharmed.vagov@va.gov | 6/9/2018 4:10:29 AM | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Blue Heart.png    | Blue Heart    | True   | True      | R                         | Blue Heart    | BLUE HEART                                  | Blue Heart      | pharmed.vagov@va.gov | 6/9/2018 3:18:54 AM | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Green Circle.png  | Green Circle  | True   | True      | R                         | Green Circle  | GREEN CIRCLE                                | Green Circle    | pharmed.vagov@va.gov | 6/9/2018 4:10:30 AM | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Orange Circle.png | Orange Circle | True   | True      | R                         | Orange Circle | ORANGE CIRCLE                               | Orange Circle   | pharmed.vagov@va.gov | 6/9/2018 2:10:32 AM | Updated    |
| Site Configurable Icon | MICHAEL E. DEBAKRY VA MEDICAL CENTER | Orange Star.png   | Orange Star   | True   | True      | P                         | Orange Star   | ORANGE STAR                                 | Orange Star     | pharmed.vagov@va.gov | 6/9/2018 3:10:00 AM | Updated    |

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** 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**

| FACILITY                             | PATIENT | PROBLEM                | BED    | REQ BED DATE           | TYPE OF BED WARD | WAITING AREA         | FEE DISPOSITION | CONTRACT FEE | AUTH. FEE | SERV. REC.               | REASON       | COMMENTS                              | CREATED BY     | DATE                 | EVENT TYPE |
|--------------------------------------|---------|------------------------|--------|------------------------|------------------|----------------------|-----------------|--------------|-----------|--------------------------|--------------|---------------------------------------|----------------|----------------------|------------|
| MICHAEL E. DESAKEY VA MEDICAL CENTER | A-3079  | GIBBLEED               |        |                        | ICU              | CLING                |                 |              |           |                          |              | KATYS COMMENTS -DARICE TESTING 123 DC | v03.med.va.gov | 6/6/2016 1:23:52 PM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 0-3488  | FLU                    |        |                        | TELE I           | EMERGENCY ROOM       |                 |              |           |                          |              | UPDATED COMMENTS # 828                | v03.med.va.gov | 6/6/2016 1:36:32 PM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 6-4799  | LTKA                   |        |                        | SE               | SCHEDULED ADMISSIONS |                 |              |           |                          |              |                                       | v03.med.va.gov | 6/6/2016 1:39:21 PM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 6-4917  | SEIZURES               |        |                        | NEUROLOGY        | SCHEDULED ADMISSIONS |                 |              |           |                          |              |                                       | vra.med.va.gov | 6/6/2016 1:47:23 PM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | H-8001  | CTA                    |        |                        | VASCULAR         | SCHEDULED ADMISSIONS |                 |              |           |                          |              |                                       | v03.med.va.gov | 6/6/2016 11:40:34 AM | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 6-4954  | LS OMM/MBB/BBR FALOW   |        |                        | 30 MED OBS       | SCHEDULED ADMISSIONS |                 |              |           |                          |              |                                       | vra.med.va.gov | 6/6/2016 2:23:04 PM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | Z-0187  | CHF                    |        |                        | CARDIOLOGY       | SCHEDULED ADMISSIONS |                 |              |           |                          |              |                                       | v03.med.va.gov | 6/6/2016 12:59:33 PM | Updated    |
|                                      |         |                        |        |                        |                  |                      | ADMIT           | NO           | YES       | GENERAL (ACUTE MEDICINE) | ICU Bed Full | TESTING 123                           | v03.med.va.gov | 6/6/2016 1:52:42 PM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | Z-4624  | RT ICHAL PRESSURE SORE |        |                        | PLASTIC SURGERY  | SCHEDULED ADMISSIONS | ADMIT           | NO           | YES       | MEDICAL ICU              | ED SURGERY   | LPT TEST TW                           | v03.med.va.gov | 6/6/2016 12:29:36 PM | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 0-6887  | SEIZURES               |        |                        | NEUROLOGY        | SCHEDULED ADMISSIONS |                 |              |           |                          |              |                                       | vra.med.va.gov | 6/6/2016 7:52:27 PM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 0-6073  | SEPSIS                 | 10120A | 06/03/2016 09:07:30 AM |                  | EVACUATION           |                 |              |           |                          |              |                                       | vra.med.va.gov | 6/6/2016 11:42:45 AM | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 6-4218  | BED ASSIGNED           |        |                        | SURGERY          | ADMISSIONS           | ADMIT           | NO           | YES       | GENERAL SURGERY          |              |                                       | v03.med.va.gov | 6/6/2016 9:47:45 AM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 6-3266  | TEST                   |        |                        |                  | TEST                 |                 |              |           |                          |              |                                       | vra.med.va.gov | 6/6/2016 7:47:35 AM  | Updated    |
| MICHAEL E. DESAKEY VA MEDICAL CENTER | 0-1198  | UPT                    |        |                        | ACUTE            | ADMISSIONS           |                 |              |           |                          |              |                                       | v03.med.va.gov | 6/6/2016 1:36:50 PM  | Updated    |

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** 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

| FACILITY                             | VISN | PATIENT | RSN   | CONTRACT | SWAG/BS      | CURRENT LOCATION | LOC. ADM. DATE         | COMMENTS  | SPECIALTY                   | REG. ADM. DATE         | CREATED BY     | DATE                  | EVENT TYPE |
|--------------------------------------|------|---------|-------|----------|--------------|------------------|------------------------|---|-----------------------------|------------------------|----------------|-----------------------|------------|
| MICHAEL E. DESAKEW VA MEDICAL CENTER | 18   | A1387   | OTHER | No       | TEST         | TEST             | 08/10/2018 23:00:00 PM | TEST COMMENTS: TYPE OF BED FIELD CHARACTER COLUET | ACUTE PSYCHIATRY (+48 DAYS) | 08/10/2018 23:00:00 PM | v19.med.va.gov | 8/10/2018 17:32:08 AM | up3884     |
| MICHAEL E. DESAKEW VA MEDICAL CENTER | 18   | C1332   | OTHER | No       |              |                  | 05/24/2018 22:00:00 PM | LFT TESTING 123                                   | ACUTE PSYCHIATRY (+48 DAYS) | 05/24/2018 22:00:00 PM | v19.med.va.gov | 8/10/2018 11:18:15 AM | up3884     |
| MICHAEL E. DESAKEW VA MEDICAL CENTER | 18   | C1263   | OTHER | No       | BED ASSIGNED | WASH             | 05/07/2018 22:00:00 PM | WASH  | ACUTE PSYCHIATRY (+48 DAYS) | 05/07/2018 22:00:00 PM | v19.med.va.gov | 8/10/2018 11:18:15 AM | inwntc     |
| MICHAEL E. DESAKEW VA MEDICAL CENTER | 18   | C-1158  | OTHER | No       | LFT          | SAT PINES        | 05/08/2018 23:00:00 PM |   | ACUTE PSYCHIATRY (+48 DAYS) | 05/08/2018 23:00:00 PM | v19.med.va.gov | 8/10/2018 11:18:15 AM | inwntc     |
| MICHAEL E. DESAKEW VA MEDICAL CENTER | 18   | C1158   | OTHER | No       | ACUTE        | ACUTE            | 05/09/2018 23:00:00 PM | TEST  | ACUTE PSYCHIATRY (+48 DAYS) | 05/09/2018 23:00:00 PM | v19.med.va.gov | 8/10/2018 11:18:15 AM | inwntc     |
| MICHAEL E. DESAKEW VA MEDICAL CENTER | 18   | T-4889  | OTHER | No       |              |                  | 08/08/2018 23:00:00 PM |   | ACUTE PSYCHIATRY (+48 DAYS) | 08/08/2018 23:00:00 PM | v19.med.va.gov | 8/10/2018 11:18:15 AM | inwntc     |

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** 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

| FACILITY                               | VISN | PATIENT | EML   | CONTRACT | DISEASES     | CURRENT LOCATION | LOC ADM DATE              | COMMENTS  | SPECIALTY                     | REQ. ADM DATE             | CREATED BY   | DATE                    | EVENT TYPE |
|--|------|---------|-------|----------|--------------|------------------|---------------------------|---|-------------------------------|---------------------------|--------------|-------------------------|------------|
| MICHAEL E. DEBARY<br>VA MEDICAL CENTER | 78   | A-1367  | OTHER | NO       | TEST         | TEST             | 08/19/2018<br>23:00:00 PM | TEST COMMENTS:<br>TYPE OF NEED FIELD<br>CHARACTER COUNT | ACUTE PSYCHIATRY<br>(48 DAYS) | 08/19/2018<br>23:00:00 PM | HS.MED.AB.GH | 8/19/2018<br>7:12:38 AM | UP0000     |
| MICHAEL E. DEBARY<br>VA MEDICAL CENTER | 78   | C-1322  | OTHER | NO       |              |                  | 08/24/2018<br>23:00:00 PM | UPP TESTING 103   | ACUTE PSYCHIATRY<br>(48 DAYS) | 08/24/2018<br>23:00:00 PM | HS.MED.AB.GH | 8/24/2018<br>1:14:18 PM | UP0000     |
| MICHAEL E. DEBARY<br>VA MEDICAL CENTER | 78   | C-2883  | OTHER | NO       | SEC ASSIGNED | MASS             | 08/27/2018<br>23:00:00 PM | MASS  | ACUTE PSYCHIATRY<br>(48 DAYS) | 08/27/2018<br>23:00:00 PM | HS.MED.AB.GH | 8/28/2018<br>2:01:14 PM | HS0000     |
| MICHAEL E. DEBARY<br>VA MEDICAL CENTER | 78   | C-1185  | OTHER | NO       | UPP          | BAY RIMS         | 08/08/2018<br>23:00:00 PM |   | ACUTE PSYCHIATRY<br>(48 DAYS) | 08/08/2018<br>23:00:00 PM | HS.MED.AB.GH | 8/9/2018<br>2:13:11 PM  | HS0000     |
| MICHAEL E. DEBARY<br>VA MEDICAL CENTER | 78   | C-2185  | OTHER | NO       | ACUTE        | ACUTE            | 08/08/2018<br>23:00:00 PM | TEST  | ACUTE PSYCHIATRY<br>(48 DAYS) | 08/08/2018<br>23:00:00 PM | HS.MED.AB.GH | 8/9/2018<br>2:18:12 PM  | HS0000     |
| MICHAEL E. DEBARY<br>VA MEDICAL CENTER | 78   | T-4999  | OTHER | NO       |              |                  | 08/09/2018<br>23:00:00 PM |   | ACUTE PSYCHIATRY<br>(48 DAYS) | 08/09/2018<br>23:00:00 PM | HS.MED.AB.GH | 8/9/2018<br>8:45:33 PM  | HS0000     |

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 screenshot shows the 'Bed History Report' interface. At the top, there are navigation links for 'Return to Admin Main Page' and 'Logout'. The report title 'Bed History Report' is centered in a red banner. Below the banner, there are several filter fields: 'Select Report' (set to 'Bed History'), 'REGION' (set to 'Region 2'), 'VISN' (set to 'VISN 16'), 'SITE' (set to 'HOU - (VISN 16) - MICHAEL E. DE'), 'FROM DATE' (set to '10/7/2019 12:00:01 AM'), and 'TO DATE' (set to '8/10/2020 11:59:59 PM'). A 'View Report' button is located to the right of the filters. Below the filters is a toolbar with navigation icons and a 'Print' button. The main content area displays a table with the following data:

| Bed Name  | Edited Date      | Reason         | Type                          | Edited By      | Cleared By     | Completed Date   |
|-----------|------------------|----------------|-------------------------------|----------------|----------------|------------------|
| 109-A     | 01/30/2020 14:45 | OUT OF SERVICE | CLORED                        | vha.med.va.gov |                |                  |
| 10120-B   |                  |                |                               |                | vha.med.va.gov | 05/05/2020 07:16 |
| 10126-A   | 07/24/2020 10:25 | OUT OF SERVICE | ACTIVATE ON DEMAND            | vha.med.va.gov |                |                  |
| 206-A     | 04/06/2020 14:38 | OUT OF SERVICE | OUT OF SERVICE                | vha.med.va.gov |                |                  |
| 28230-A   | 01/30/2020 13:25 | OUT OF SERVICE | OUT OF SERVICE - CONSTRUCTION | vha.med.va.gov |                |                  |
| 5A110-A   |                  |                |                               |                |                | 11/05/2019 00:00 |
| 58234-A   | 01/30/2020 13:19 | OUT OF SERVICE | OUT OF SERVICE - CONSTRUCTION | vha.med.va.gov |                |                  |
| Z23C244-B | 11/05/2019 00:00 | OUT OF SERVICE | OUT OF SERVICE                |                |                |                  |
| Z23C245-C | 11/05/2019 00:00 | OUT OF SERVICE | OUT OF SERVICE                |                |                |                  |
| Z23B234-A | 11/05/2019 00:00 | OUT OF SERVICE | OUT OF SERVICE                |                |                |                  |

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** 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**

| Requested DT    | Requested DT    | Requested DT | Bed Event DT    | User               | Patient Name    | Transaction | Transaction Updates | Transaction Comments                         |
|-----------------|-----------------|--------------|-----------------|--------------------|-----------------|-------------|---------------------|--|
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | ANDREW 0469     | NEW RECORD  |                     |  |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | DI HANGY 2424   | NEW RECORD  |                     |  |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | DR WAW 2158     | NEW RECORD  |                     | COMMENTS FROM -EMPTY- TO bedid               |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | SA TMS 3072     | NEW RECORD  |                     |  |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | 606807Y 0581    | NEW RECORD  |                     | COMMENTS FROM -EMPTY- TO SW TEST Sleep Bed 2 |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | LAWRY 1244      | NEW RECORD  |                     |  |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | SIXYUJL 5151    | NEW RECORD  |                     |  |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | TOMERHEVY 0363  | NEW RECORD  |                     |  |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | LEA TDR 24 0105 | NEW RECORD  |                     |  |
| 8/27/2020 12:30 | 8/27/2020 08:49 |              | 8/27/2020 12:49 | shamed.v.g@hhs.gov | LANUTE 4480     | NEW RECORD  |                     |  |

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** 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 screenshot shows the 'PPBP Usage (Facility) Report' interface. At the top, there are filters for 'Select Report' (PPBP Usage (Facility)), 'REGION' (Region 2), 'VISN' (VISN 16), 'SITE' (HCU - (VISN 16) - MICHAEL E. DE), 'FROM DATE' (7/1/2020 12:00:01 AM), and 'TO DATE' (9/14/2020 11:59:59 PM). A 'View Report' button is visible. Below the filters is a table with the following columns: Entered D/T, Requested D/T, Removed D/T, Edit Event D/T, User, Patient Name, Transaction, Transaction Updates, and Transaction Comments. The table contains two rows of data for a patient named MICHAEL E. DESAKEY.

| Entered D/T      | Requested D/T    | Removed D/T      | Edit Event D/T   | User           | Patient Name       | Transaction | Transaction Updates   | Transaction Comments            |
|------------------|------------------|------------------|------------------|----------------|--------------------|-------------|---|---------------------------------|
| 05/20/2016 10:36 | 05/20/2016 10:36 | 09/21/2020 09:21 | 09/21/2020 09:21 | sha.nec@va.gov | MICHAEL E. DESAKEY | UPDATED     | FACILITY FROM (Empty) TO MICHAEL E. DESAKEY VA MEDICAL CENTER PROBLEM FROM (Empty) TO DEGENERATIVE JOINT DYSPLASIA (Empty) COLON REMOVED DATE FROM (Empty) TO 09/21/2020 10:21 TYPE OF BED BOARD FROM (Empty) TO 08 REQUESTED ADMISSION DATE FROM (Empty) TO 09/01/2019 10:36 WAIT TIME ALERT DATE FROM (Empty) TO 09/09/2019 10:36 WAITING AREA FROM (Empty) TO CURRENT NEXTENT 00 | COMMENTS FROM (Empty) TO SM TCS |
| 05/20/2016 10:36 | 05/20/2016 10:36 | 09/21/2020 09:08 | 09/21/2020 09:08 | sha.nec@va.gov | MICHAEL E. DESAKEY | UPDATED     | FACILITY FROM (Empty) TO MICHAEL E. DESAKEY VA MEDICAL CENTER PROBLEM FROM (Empty) TO CTA (Empty) ANEURYSM REMOVED DATE FROM (Empty) TO 09/21/2020 10:36 TYPE OF BED BOARD FROM (Empty) TO UNCLEAR REQUESTED ADMISSION DATE FROM (Empty) TO 09/01/2019 10:36 WAIT TIME ALERT DATE FROM (Empty) TO 09/09/2019 10:36 WAITING AREA FROM (Empty) TO SCHEDULED ADMISSION                 | COMMENTS FROM (Empty) TO SM TCS |

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**

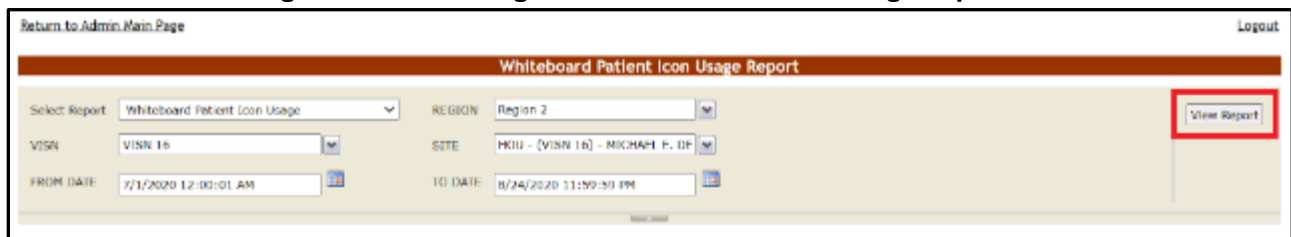
| COLUMN               | DESCRIPTION   |
|----------------------|---|
| Entered D/T          | The Date/Time of the modification to the Whiteboard                                   |
| Requested D/T        | The Date/Time the placement on the board was requested.                               |
| Removed 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

| Entered D/T          | User           | Bed     | PATIENT NAME          | Transaction | Transaction Updates           |
|----------------------|----------------|---------|-----------------------|-------------|-------------------------------|
| 6/1/2020 12:40:00 PM | vls.med.va.gov | 1B224-A | FIFTYONE PATIENT 1111 | NEW RECORD  | Respiratory Therapy (Patient) |
| 6/1/2020 12:49:00 PM | vls.med.va.gov | 1B224-A | FIFTYONE PATIENT 1111 | NEW RECORD  | Source: Procedures            |
| 6/1/2020 12:49:00 PM | vls.med.va.gov | 1B224-A | FIFTYONE PATIENT 1111 | NEW RECORD  | Suicide Risk                  |
| 8/27/2020 6:26:00 AM | vls.med.va.gov | 1B120-B | FIFTYONE PATIENT 1111 | NEW RECORD  | Resistant                     |
| 8/27/2020 8:30:00 AM | vls.med.va.gov | 1B120-B | FIFTYONE PATIENT 1111 | DELETED     | Resistant                     |
| 8/27/2020 9:00:00 AM | vls.med.va.gov | 1B120-B | FIFTYONE PATIENT 1111 | NEW RECORD  | Resistant                     |
| 8/27/2020 9:01:00 AM | vls.med.va.gov | 2C216-A | FIFTYONE PATIENT 1111 | NEW RECORD  | Resistant                     |
| 8/27/2020 9:01:00 AM | vls.med.va.gov | 2C216-A | FIFTYONE PATIENT 1111 | NEW RECORD  | SAB and Fall Risk             |
| 8/27/2020 9:12:00 AM | vls.med.va.gov | 2C222-D | FIFTYONE PATIENT 1111 | NEW RECORD  | Fight Risk                    |
| 8/27/2020 9:12:00 AM | vls.med.va.gov | 2C222-B | FIFTYONE PATIENT 1111 | NEW RECORD  | Legal Hold                    |
| 9/2/2020 11:27:00 AM | vls.med.va.gov | 1B120-A | FIFTYONE PATIENT 1111 | NEW RECORD  | Exclude                       |

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

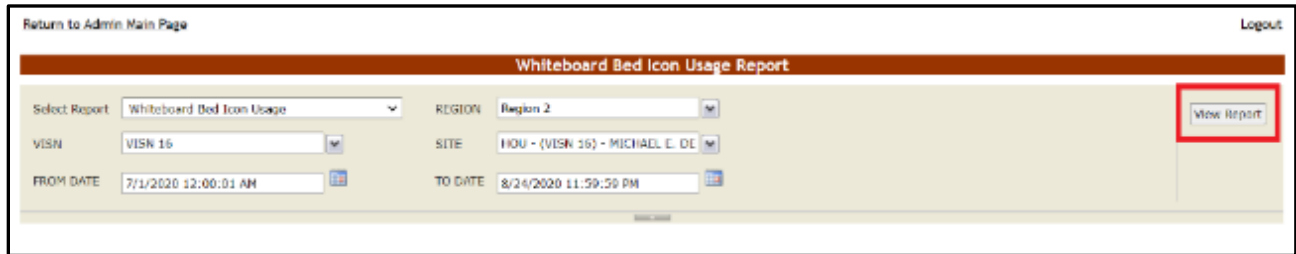
| COLUMN              | DESCRIPTION   |
|---------------------|---|
| Entered D/T         | The Date/Time the entry was created.  |
| User                | The BMS User who made the entry.  |
| Bed                 | The bed assigned to the patient.  |
| Patient Name        | The last name, first name 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.

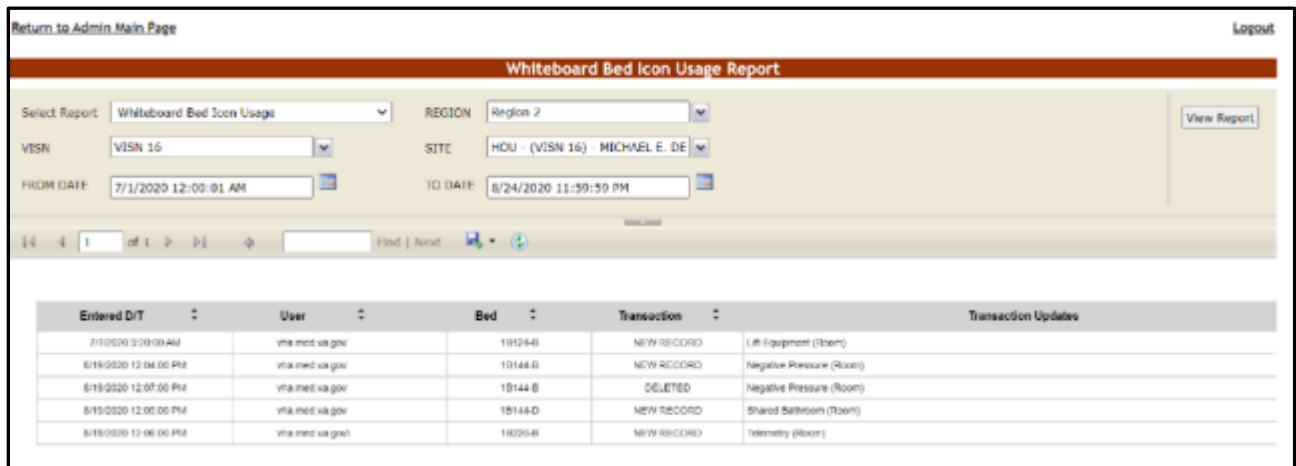
In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Bed Icon Usage report, then select the **Region**, **VISN** and **Site**, then the **From Date/To Date** to determine the time interval for the report and press the **View Report** button.

**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**

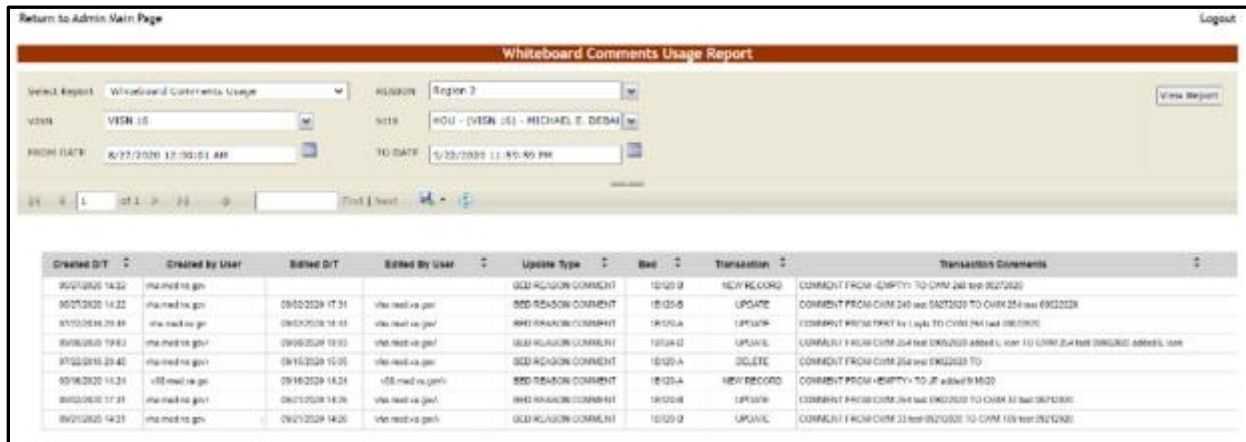
| COLUMN              | DESCRIPTION  |
|---------------------|--|
| Entered D/T         | The Date/Time the entry was created.   |
| User                | The BMS User who made the entry.   |
| Bed                 | The bed assigned to the patient.   |
| Transaction         | The type of operation performed 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** 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 screenshot displays the 'Facility Home Page Site Options' interface. At the top, there is a navigation bar with the facility name 'MICHAEL E. DESANEY VA MEDICAL CENTER (HCU)'. Below this, there are several widgets: a 'Ward Census' gauge showing 85% facility occupancy, a 'Ward Whiteboard' menu with options like 'Summary Report', 'Reports', and 'Site Options', and a 'New Events' section. The main content area is titled 'Patients Pending Bed Placement: Current' and features a table with columns for 'Actions', 'Entered', 'Bed Needed By', 'Patient', 'Standard Inns', 'Emergency Inns', 'SVC', 'Consults', 'SK', 'Receiving facilities', 'Type of Bed / Used Required', 'Waiting Area', 'BMS TRAC (LUB)', 'BMS TRAC (LUB)', and 'CLC'. The table contains several rows of patient data, including names like 'MICHAEL E. DESANEY' and 'MICHAEL E. DESANEY', along with their dates of birth and other medical details.

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

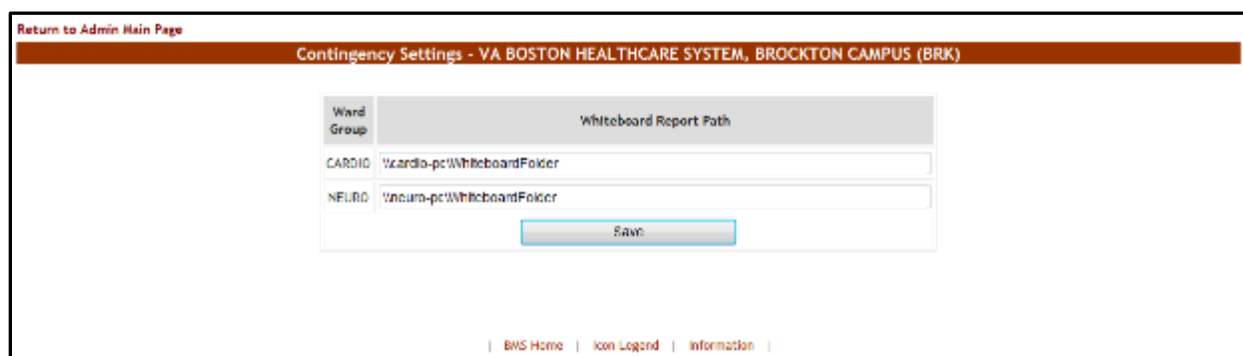


**Figure 162 - Bed Board Site Configuration Page Contingency Settings**



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

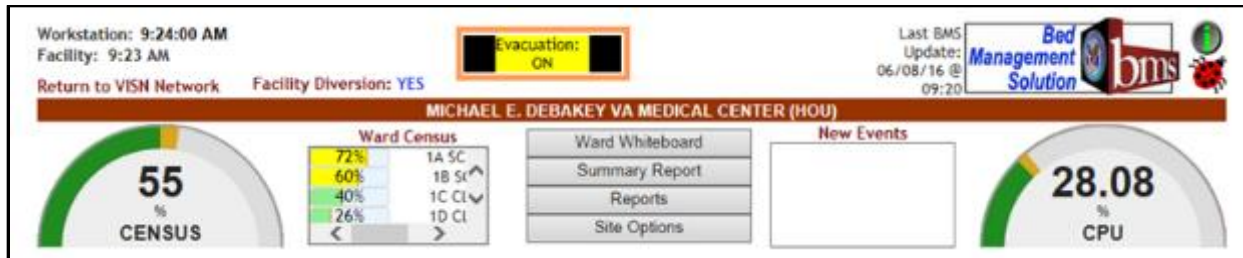
In the **Bed Board Site Configuration** page, the option **Evacuation On/Off** is available as in the following image.

**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 screenshot displays the VA Facility Homepage. At the top left, it shows the workstation time (3:28:47 PM) and facility name (1118 PM). A navigation bar includes 'Return to VISN Network' and 'Facility Division: YES'. A central dashboard features a 'World Census' gauge showing 27 patients, a 'Patient Awaiting Bed Placement' gauge showing 0, and a 'CPU' gauge showing 0. Below this is a 'Patients Pending Bed Placement Current' section with a date filter set to 'Today +24 hours' and a 'View' dropdown set to 'Standard'. The main area is a table with columns for 'Actions', 'Admission', 'Discharge By', 'Patient', 'Standard Beds', 'Computer Item', 'SIC', 'Census', 'IC', 'Procedure Position', 'Type Of Bed / Used Received', 'Status Area', 'Full Line (S/L)', 'Wait Time (S/L)', and 'LIC'. The table lists various patient entries with their respective admission and discharge times, patient names, and bed status.

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.

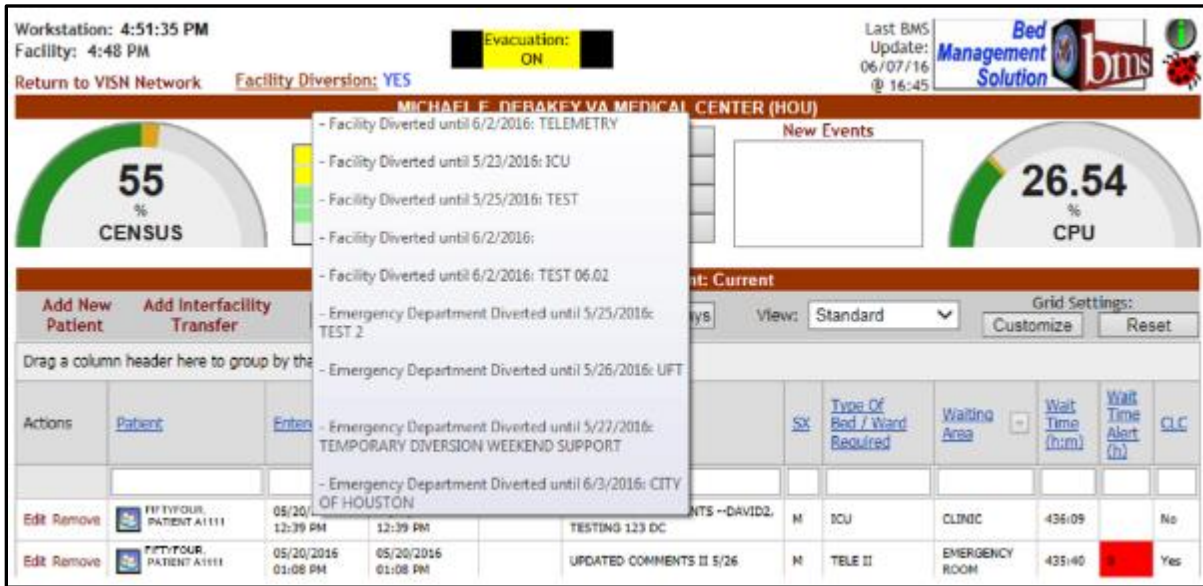
Figure 167 - Selecting from the Available Integrated Sites

The screenshot shows a dropdown menu for 'Integrated Sites'. At the top, a yellow banner reads 'NOTICE: Due to security changes ALL users should access BMS with URL: https://'. Below this, the workstation time (3:28:24 AM) and facility name (4:28 PM) are displayed. A 'Return to VISN Network' link is visible. The 'Facility Division: YES' and 'Census 25%' are shown. The 'Integrated Sites:' dropdown is open, showing a search bar with 'Pick a different site' and a list of sites, with 'EDITH NOURSE ROGERS MEMORIAL VETERANS HOSPITAL' selected. A mouse cursor is pointing at the dropdown arrow.

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.

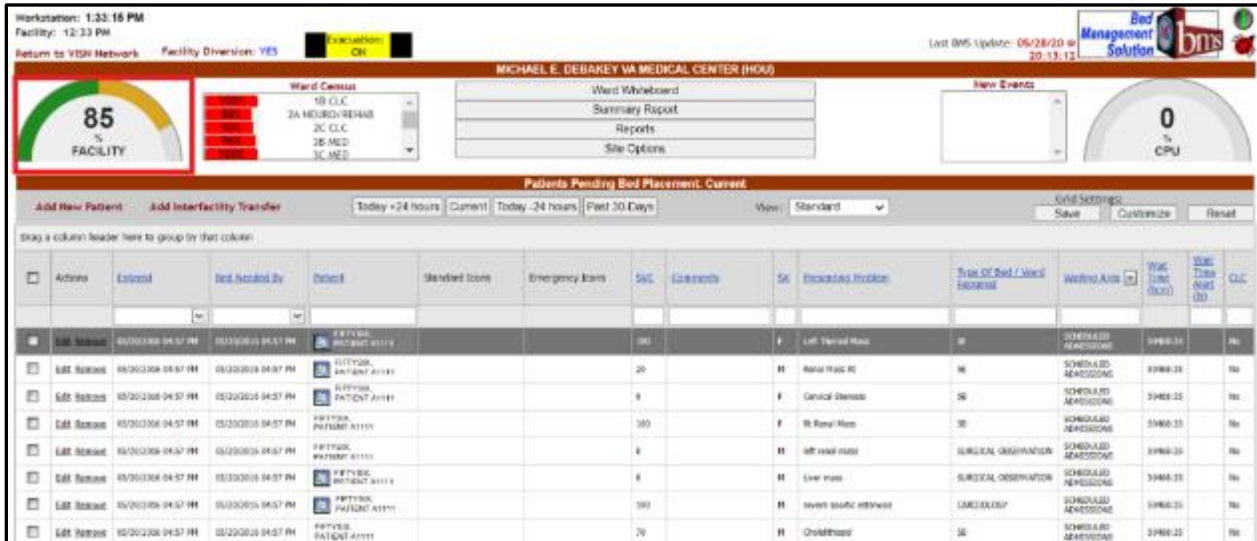
The **Census** graph provides information on the percentage of occupied beds out of the total beds available. Also note that the Figure below demonstrates the Census category selection. Right click on the Gauge to see all Census categories.

Figure 169 - Census Category Selection



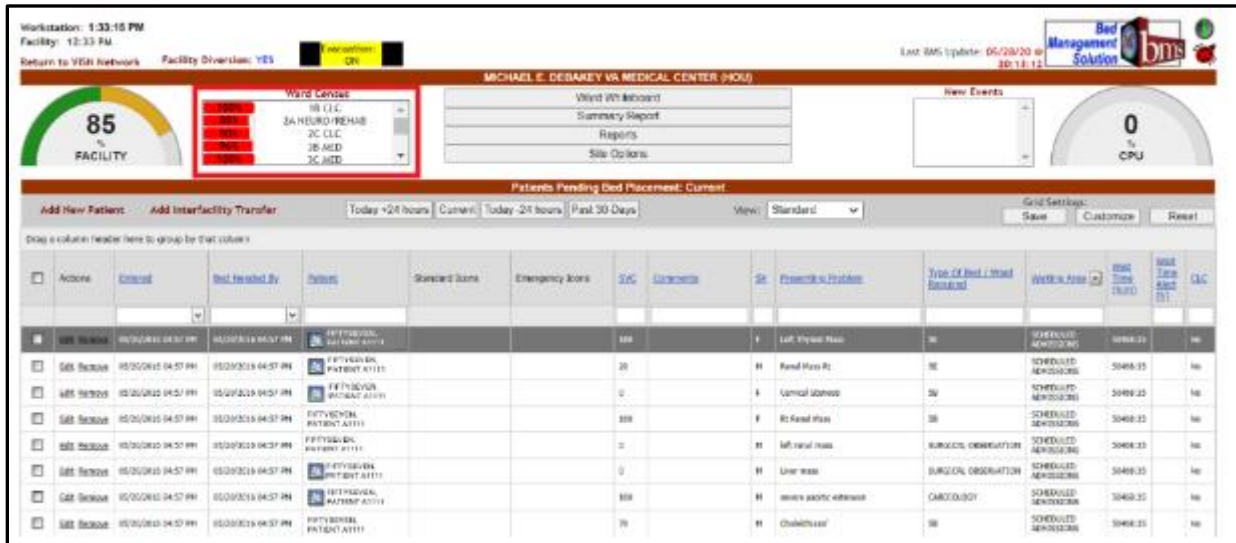
Click on your selection to see the percentage of occupied beds out of total beds available per Census category, or N/A if there are no beds in the ward, as displayed in the following image.


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**

The screenshot displays the BMS Facility Patients Pending Bed Placement List in Standard View. The interface includes a header with workstation and facility information, navigation buttons, and a main data grid. A 'View' dropdown menu is open, showing options like Standard, Community Care, Patient Flow, In-House, DOM/RRTP, and Emergency Mgmt. The data grid contains columns for patient ID, name, date, ward, and status.

| Actions                  | Entered | Bed needed By | Patient | Standard Icons | Emergency Icons | SWC | Comments | View | Ward | Room | Ward Area | Ward Area (Out) | Ward Area (In) | CLC |
|--------------------------|---------|---------------|---------|----------------|-----------------|-----|----------|------|------|------|-----------|-----------------|----------------|-----|
| <input type="checkbox"/> |         |               |         |                |                 |     |          |      |      |      |           |                 |                |     |
| <input type="checkbox"/> |         |               |         |                |                 |     |          |      |      |      |           |                 |                |     |
| <input type="checkbox"/> |         |               |         |                |                 |     |          |      |      |      |           |                 |                |     |
| <input type="checkbox"/> |         |               |         |                |                 |     |          |      |      |      |           |                 |                |     |
| <input type="checkbox"/> |         |               |         |                |                 |     |          |      |      |      |           |                 |                |     |
| <input type="checkbox"/> |         |               |         |                |                 |     |          |      |      |      |           |                 |                |     |
| <input type="checkbox"/> |         |               |         |                |                 |     |          |      |      |      |           |                 |                |     |

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.   |

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**

| <b>COLUMN</b>               | <b>DESCRIPTION</b>  |
|-----------------------------|---|
| 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.   |
| Community Care              | Whether or not the patient is in Community Care.  |
| Reason                      | The reason why a certain fee was used for the generation of the bill.   |
| Acute                       | A disease or disorder of rapid onset or short duration with distinct symptoms.  |
| Contract                    | Whether or not the VA facility has a contract with the selected community hospital.   |
| 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  |
| Community Care Hospital (?) | Community Hospital designation.   |
| 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**

| Actions | Entered on List DT  | Bed Needed By       | Last Edit Done By | Assigned to Room DT | Patient       | SX | Presenting Problem          | Room/Bed Assigned | Type of Bed/Ward Required | Wait Time (h:m) | Wait Time Alert (h) | CLC | Standard Icons | Emergency Icons | SAC | Comments |
|---------|---------------------|---------------------|-------------------|---------------------|---------------|----|-----------------------------|-------------------|---------------------------|-----------------|---------------------|-----|----------------|-----------------|-----|----------|
|         | 05/26/2018 04:57 PM | 05/25/2018 04:57 PM | vflund.vg@va.gov  |                     | PATIENT A1111 | F  | Left Thyroid Mass           | 3C                | SC                        | 5:47:32         | No                  |     |                |                 |     | 100      |
|         | 05/26/2018 04:57 PM | 05/25/2018 04:57 PM |                   |                     | PATIENT B1111 | M  | Renal Mass Rt               | 3E                | SE                        | 5:47:32         | No                  |     |                |                 |     | 35       |
|         | 05/26/2018 04:57 PM | 05/25/2018 04:57 PM |                   |                     | PATIENT C1111 | F  | Cervical Stenosis           | 3B                | SB                        | 5:47:32         | No                  |     |                |                 |     | 0        |
|         | 05/26/2018 04:57 PM | 05/25/2018 04:57 PM |                   |                     | PATIENT A1111 | F  | Rt Renal Mass               | 3B                | SB                        | 5:47:32         | No                  |     |                |                 |     | 100      |
|         | 05/26/2018 04:57 PM | 05/25/2018 04:57 PM |                   |                     | PATIENT A1111 | M  | Left Renal Mass             |                   | SURGICAL OBSERVATION      | 5:47:32         | No                  |     |                |                 |     | 0        |
|         | 05/26/2018 04:57 PM | 05/25/2018 04:57 PM |                   |                     | PATIENT A1111 | M  | LIVER MASS                  |                   | SURGICAL OBSERVATION      | 5:47:32         | No                  |     |                |                 |     | 0        |
|         | 05/26/2018 04:57 PM | 05/25/2018 04:57 PM |                   |                     | PATIENT B1111 | M  | BIPOPHASIC ARTERIOSCLEROSIS |                   | CARDIOLOGY                | 5:47:32         | No                  |     |                |                 |     | 100      |
|         | 05/26/2018 04:57 PM | 05/25/2018 04:57 PM |                   |                     | PATIENT A1111 | M  | Cholelithiasis              | 3B                | SB                        | 5:47:32         | No                  |     |                |                 |     | 75       |

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**

| Actions                  | Entered             | Bed Needed By       | Patient                 | SX | Presenting Problem | Type of Bed / Ward Required | Standard Icons | Emergency Icons | SVC | Waiting Area         | Wait Time (min) | Wait Time Auct (%) | CLC |
|--------------------------|---------------------|---------------------|-------------------------|----|--------------------|-----------------------------|----------------|-----------------|-----|----------------------|-----------------|--------------------|-----|
| <input type="checkbox"/> | 05/23/2021 05:38 PM | 05/26/2021 05:30 PM | JEFFERSON PATIENT 01111 | F  | CHF                | GERIATROLOGY                |                |                 | 8   | SCHEDULED ADMISSIONS | 10479.47        | 0                  | No  |
| <input type="checkbox"/> | 05/18/2021 10:46 AM | 05/18/2021 10:46 AM | JEFFERSON PATIENT 01111 | M  | BED ASSIGNED       | SURGERY                     |                |                 | 80  | ADMISSIONS           | 5822.01         |                    | No  |
| <input type="checkbox"/> | 05/26/2021 11:53 AM | 05/26/2021 11:53 AM | JEFFERSON PATIENT 01111 | M  | CARDIAC & MEDICINE |                             |                |                 | 70  | ADMISSIONS           | 24996.34        |                    | No  |
| <input type="checkbox"/> | 05/25/2021 11:51 AM | 05/25/2021 11:51 AM | JEFFERSON PATIENT 01111 | M  |                    |                             |                |                 | 8   | RADEMOLOGY           | 10779.56        |                    | No  |
| <input type="checkbox"/> | 05/25/2021 01:39 PM | 05/25/2021 01:39 PM | JEFFERSON PATIENT 01111 | M  |                    |                             |                |                 | 8   | ADMISSIONS           | 5198.08         |                    | No  |
| <input type="checkbox"/> | 05/22/2021 02:03 PM | 05/22/2021 02:03 PM | JEFFERSON PATIENT 01111 | M  |                    |                             |                |                 | 10  | ADMISSIONS           | 5137.44         |                    | No  |

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:

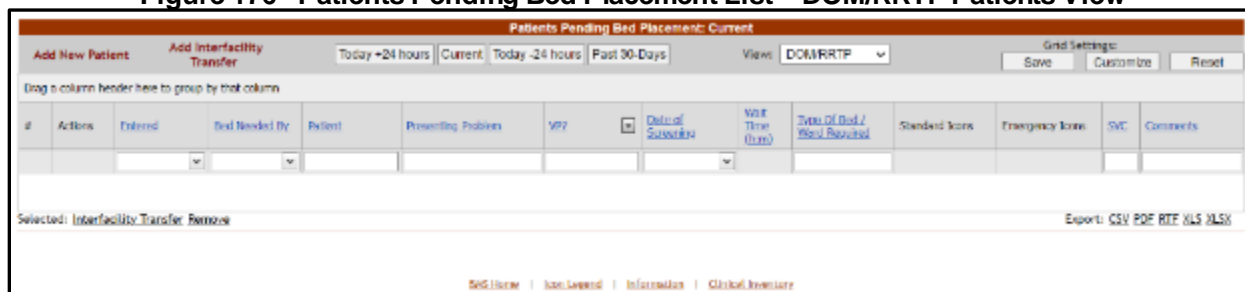
**Table 27 - VA Facility In-House View Parameters**

| 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**

| Actions                  | Entered             | Expected Pick-up    | Patient               | Sex | DOB                 | Weight | Presenting Problem (Region(s)) | Wait Time (h:m) | Type of Bed / Ward Required | Standard Icons | Emergency Icons | SVC | Comments                        |
|--------------------------|---------------------|---------------------|-----------------------|-----|---------------------|--------|--------------------------------|-----------------|-----------------------------|----------------|-----------------|-----|---------------------------------|
| <input type="checkbox"/> | 05/22/2016 04:22 PM | 05/23/2016 09:00 AM | PFTYH86 PATIENT A1111 | M   | 05/02/1977 12:30 AM | 130    | HELD CAUSOUS POTENTIALITIES    | 06:07:01        | OR                          |                |                 |     |                                 |
| <input type="checkbox"/> | 05/22/2016 05:40 PM | 05/23/2016 04:30 AM | PFTYH87 PATIENT A1111 | F   | 01/21/1967 12:30 AM | 130    | CADP                           | 06:07:40        | CARDIOLOGY                  |                |                 |     | NOTE ONLY                       |
| <input type="checkbox"/> | 05/22/2016 05:07 PM |                     | PFTYH86 PATIENT A1111 | M   | 05/02/1977 12:30 AM |        | CARDIOVASCULAR                 | 06:07:38        | 3D DRG DRG                  |                |                 | 130 |                                 |
| <input type="checkbox"/> | 05/22/2016 05:04 PM | 05/26/2016 01:00 PM | PFTYH87 PATIENT A1111 | M   | 08/24/1935 12:30 AM |        | RT DICHAL PRESSURE SOB         | 06:07:56        | PLASTIC SURGERY             |                |                 |     | CD                              |
| <input type="checkbox"/> | 05/22/2016 02:04 PM | 05/25/2016 01:30 AM | PFTYH86 PATIENT A1111 | M   | 02/11/1955 12:30 AM |        | TWO                            | 06:07:36        | WASCULAR                    |                |                 |     | TRANSPORTATION COMPLETE UPDATED |
| <input type="checkbox"/> | 05/22/2016 05:05 PM |                     | PFTYH86 PATIENT A1111 | M   | 01/26/1949 12:30 AM |        | SEIZURE                        | 06:07:35        | NEUROLOGY                   |                |                 |     |                                 |
| <input type="checkbox"/> | 05/22/2016 10:33 AM |                     | PFTYH86 PATIENT A1111 | M   | 04/28/1978 12:30 AM |        | SYNDS                          | 06:04:36        |                             |                |                 | 10  |                                 |
| <input type="checkbox"/> | 05/19/2016 08:47 AM |                     | PFTYH86 PATIENT A1111 | F   | 05/24/1973 12:30 AM |        | TUBI                           | 06:05:52        | TUBI                        |                |                 | 10  |                                 |

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

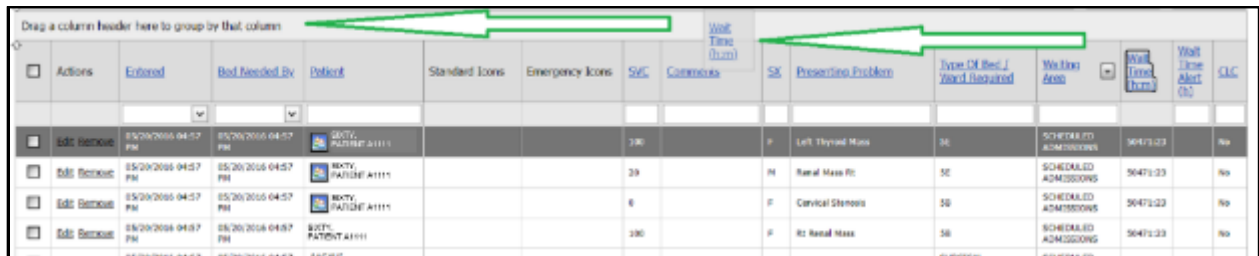
The PPBP data grid has many features which allow users to customize, sort, filter, group, export, and paginate through the PPBP data grid.

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.

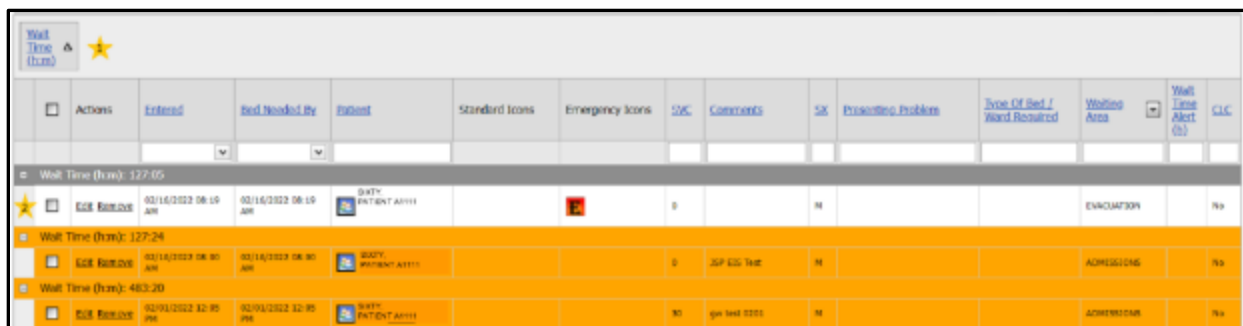
#### PPBP Column Grouping

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**

| Actions     | Patient             | Extended            | Standard Icons | Emergency Icons | Sx | Comments | Sx | Presenting Problem | Trns Of Bed / Ward Required | Waiting Area        | Wait Time (hrs) | Wait Time Start (h) | C/L |
|-------------|---------------------|---------------------|----------------|-----------------|----|----------|----|--------------------|-----------------------------|---------------------|-----------------|---------------------|-----|
| Add Record  | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 00 |          | F  | Left Thorax Mass   | SE                          | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 20 |          | M  | Renal Mass RE      | SE                          | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 0  |          | F  | Cervical Stenosis  | SD                          | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 00 |          | F  | RI Renal Mass      | SE                          | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 0  |          | M  | left renal mass    | SURGICAL OBSERVATION        | SCHEDULED ADMISSION | 50471:49        |                     | No  |

**Figure 181 - PPBP Column Ordering Result**

| Actions     | Patient             | Extended            | Red Needed By       | Standard Icons | Emergency Icons | Sx  | Comments | Sx | Presenting Problem | Trns Of Bed / Ward Required | Waiting Area        | Wait Time (hrs) | Wait Time Start (h) | C/L |
|-------------|---------------------|---------------------|---------------------|----------------|-----------------|-----|----------|----|--------------------|-----------------------------|---------------------|-----------------|---------------------|-----|
| Add Record  | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 100 |          | F  | Left Thorax Mass   | SE                          | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 20  |          | M  | Renal Mass RE      | SE                          | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 0   |          | F  | Cervical Stenosis  | SD                          | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 100 |          | F  | RI Renal Mass      | SE                          | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 0   |          | M  | left renal mass    | SURGICAL OBSERVATION        | SCHEDULED ADMISSION | 50471:49        |                     | No  |
| Edit Record | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM | 05/26/2016 04:57 PM |                |                 | 0   |          | M  | LIH? MASS          | SURGICAL OBSERVATION        | SCHEDULED ADMISSION | 50471:49        |                     | No  |

### 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





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

The screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a navigation bar with 'Return to VISH Network', 'Facility Diversion: YES', and 'Evaluation: OK'. A dashboard area shows an 85% facility utilization gauge and a 0% CPU gauge. Below this is the 'Patients Pending Bed Placement: Current' section, which includes a table with columns for 'Actions', 'Entered', 'Bed Needed By', 'Patient', 'Standard Score', 'Emergency Score', 'SOC', 'Comments', 'SE', 'Overriding Problem', 'Type Of Bed / Wait Reasoned', 'Your Role', 'Wait Time (Start)', 'Wait Time (End)', and 'CLC'. The 'Add New Patient' button is highlighted in yellow.

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

The screenshot shows the 'ADD/EDIT Patients Pending Bed Placement' form for the VA Boston Healthcare System, Brockton Campus (BRK). The form has a title bar with the text 'ADD/EDIT Patients Pending Bed Placement for VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. Below the title bar is a text input field for 'Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):' with the value 'BMSPATIENT'. There are 'Submit' and 'Cancel and Return to Main Page' buttons. At the bottom, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

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

[Return to Main Page](#)

ADD/EDIT Patients Pending Bed Placement for VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):

|                                  | Name              | SSN         | Date of Birth | Sex    |
|----------------------------------|-------------------|-------------|---------------|--------|
| <input type="radio"/>            | BMSPatient, One   | 000-12-9876 | 9/11/2012     | Female |
| <input type="radio"/>            | BMSPatient, Two   | 000-89-7654 | 9/12/2012     | Male   |
| <input type="radio"/>            | BMSPatient, Three | 000-90-8765 | 10/5/2012     | Female |
| <input type="radio"/>            | BMSPatient, Four  | 000-76-9087 | 6/12/2012     | Male   |
| <input type="radio"/>            | BMSPatient, Five  | 000-78-8943 | 11/14/2012    | Female |
| <input type="radio"/>            | BMSPatient, Six   | 000-76-8976 | 9/29/2012     | Male   |
| <input type="radio"/>            | BMSPatient, Seven | 000-67-8765 | 11/7/2012     | Female |
| <input type="radio"/>            | BMSPatient, Eight | 000-45-7865 | 11/8/2012     | Male   |
| <input type="radio"/>            | BMSPatient, Nine  | 000-78-4523 | 10/19/2012    | Female |
| <input checked="" type="radio"/> | BMSPatient, Ten   | 000-90-5643 | 11/15/2012    | Male   |

---

[BMS Home](#) | [Icon Legend](#) | [Information](#)

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**

Return to Main Page

ADD/EDIT Patients Pending Bed Placement for MICHAEL E. DESAKEY VA MEDICAL CENTER (MCU)

**Patients Pending Bed Placement: Edit**

Patient Name: CRSPATIENT, EIGHTY  
 Gender: MALE  
 SSN: (Format: XXX-XX-XXXX) XXXX-XX-3416  
 Bed Needed By: 02/28/22 H 10 M 10  
 Presenting Problem: NAMED ISSUE  
 Type of Bed/Ward: ED-TBD  
 Current Waiting Area: EMERGENCY ROOM  
 Walk Time Alert:   
 Comments:   
 Isolation Required:   
 Views:  
 In-House:   
 Community Living Center (CLC):   
 Evacuation Patient:   
 DOW/RRTP Patient:   
 Community Care Patient:   
 Did the transfer request or completed transfer originate from the community?

**Bed Controller Data**

BMS Ward Assigned:   
 Assignment Date Time:  H 00 M 00

**Evacuation Data**

Current Mark:   
 Current Fee:   
 Admitting Diagnosis:   
 Date Discharge/Status:  H 00 M 00  
 Page to Follow up:  H 00 M 00  
 Set up Web site:  H 00 M 00  
 Arrival Time:  H 00 M 00  
 Charge:   
 Room/Bed Design:   
 Date of Bed/Room Reservation:   
 Current/Status Care Level:   
 Location/Type of Patient Care:   
 JCA Interview:   
 Interview Date/Interviewer Name (JCA):   
 HMO/Options:   
 Operator Name:   
 Operator Telephone:   
 Operator ID:   
 Email Address:   
 Transportation Type: ALS AMBULANCE  
 Transportation Provider: AA  
 Transportation Comment:   
 Transfer/Transporter:   
 Destination Address:   
 Destination City:   
 Destination FOC/Telephone:   
 Originating Facility:   
 Originating ICD:   
 Originating Address:   
 Originating City/State:   
 Originating FOC Telephone:   
 Evacuation Comment:

**DOW/RRTP Data**

Date of Resolving:  H 00 M 00  
 Contact (Phone Number):   
 Reference Performance (R):   
 Comments:

[Home](#) | [Back](#) | [Forward](#) | [Refresh](#)

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.  |
| <b>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.”</b> |   |
| 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.  |
| Contract?  | Whether or not the VA facility has a contract with the selected community hospital.   |
| Community Hospital   | Flag to designate the hospital as a community hospital.   |

| <b>Field</b>   | <b>Enter</b>  |
|--|---|
| Authorized?  | Within the Fee Utilization data, it is the determination of authorized or non-authorized. |
| Treating Specialty   | The treating specialty required.  |
| Accepted   | Flag to designate whether or not the patient is accepted.                                 |
| Reasons for Using Fee  | The reason justifying fee usage.  |
| Accepting MD   | Name of the Accepting Physician.  |
| Transfer Coordinator   | Name of the Transfer Coordinator.   |
| Transfer Coordinator Phone   | Phone number of the Transfer Coordinator.   |
| Fee Comments   | Any relevant additional information about the fee utilization.                            |
| <b>The following fields will only be displayed if the option Evacuation Patient is selected.</b> |   |
| 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.   |

| <b>Field</b>   | <b>Enter</b>   |
|--|--|
| Transportation Type  | The type of transportation required for the patient in case of evacuation.               |
| Transportation Provider  | The provider of transportation.  |
| 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.  |
| <b>The following fields will only be displayed if the option DOM/RRTP Patient is selected.</b> |  |
| 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

Return to Main Page

ADD/EDIT Patients Pending Bed Placement for NEW YORK CAMPUS OF THE VA NY HARBOR HEALTHCARE SYSTEM (NYN)

Patients Pending Bed Placement: Edit

Patient Name: CPRSPATIENT, EIGHTYONE  
 Gender: MALE  
 SSN: (Format: XXX-XX-XXXX) KEX-KK-KKKK  
 Bed Needed By: 02/26/22 H 16 M 10  
 Presenting Problem: STATED ISSUE  
 Type of Bed/Ward: ED-TBD  
 Current Waiting Area: EMERGENCY ROOM  
 Wait Time Alert:  
 Comments:  
 Isolation Required:   
 Views:  
 In-House:   
 Community Living Center (CLC):   
 Evacuation Patient:   
 DOW/RRTP Patient:   
 Community Care Patient:  
 Transfer originated from the community? Yes  
 Community Care Data  
 Disposition:  
 Contract?  
 Community Care Hospital?  
 Authorized?  
 Treating Specialty:  
 Accepted:  
 Reasons Using Community Care:

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

Return to Main Page

ADMITTED Patients Pending Bed Placement for MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Patients Pending Bed Placement: Edit

Patient Name: CPR PATIENT, ELEVEN  
 Gender: FEMALE  
 SSN: (Format: XXX-XX-XXXX) XXXX.XX.XXXXX  
 Bed Needed By: 05/20/16 H 15 M 57  
 Presenting Problem: Left Thyroid Mass  
 Type of Bed/Ward: SE  
 Current Waiting Area: SCHEDULED ADMISSIONS  
 Wait Time Alert:  
 Comments:  
 Isolation Required:   
 Views:  
 In-House:   
 Community Living Center (CLC):   
 Evacuation Patient:   
 DDW/BRTF Patient:   
 Community Care Patient:  
 Transfer originated from the community?: No  
 Bed Controller Data  
 BMS Ward Assigned:  
 Assignment Date Time: H 00 M 00  
 Submit Cancel and Return to Listing  
 End Home | Icon Legend | Information | Clinical Inventory

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

Workstation: 3:13:44 PM  
 Facility: 2:13 PM  
 Return to VISN Network Facility Diversion: YES  
 Last BMS Update: 05/28/20 @ 20:13:12  
 Bed Management Solution BMS

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Ward Census  
 100% 1B CLC  
 100% 3B MED  
 100% 3D MED/STEP  
 100% DDWN  
 100% 4B MED A

Ward Whiteboard  
 Summary Report  
 Reports  
 Site Options

New Events  
 Completed Cleaning Beds (2)  
 Beds out of Service (1)

84 % FACILITY  
 0 % CPU

Patients Pending Bed Placement: Current  
 Add New Patient Add Interfacility Transfer Today +24 hours Current Today -24 hours Past 30-Days View: Standard Grid Settings: Save Customize Reset

Drag a column header here to group by that column

| <input type="checkbox"/> | Actions      | Enroll              | Bed Needed By       | Release             | Standard Icons | Emergency Icons | SVC | Comments | SK | Presenting Problem | Type of Bed / Ward Required | Waiting Area         | Wait Time (min) | Wait Time Alert (h) | CLC |
|--------------------------|--------------|---------------------|---------------------|---------------------|----------------|-----------------|-----|----------|----|--------------------|-----------------------------|----------------------|-----------------|---------------------|-----|
| <input type="checkbox"/> | Edit Release | 01/29/2016 09:23 AM | 01/29/2016 09:23 AM | 01/29/2016 09:23 AM |                |                 |     |          | H  | Test               |                             | ADMISSIONS           | 50876.58        | No                  |     |
| <input type="checkbox"/> | Edit Release | 05/20/2016 04:58 PM | 05/20/2016 04:58 PM | 05/20/2016 04:58 PM |                |                 | 80  |          | H  | AS                 | SEA                         | SCHEDULED ADMISSIONS | 50876.15        | No                  |     |
| <input type="checkbox"/> | Edit Release | 05/20/2016 05:03 PM | 05/20/2016 05:03 PM | 05/20/2016 05:03 PM |                |                 | 20  |          | F  | BREAST DEFORMITY   | PLASTIC SURGERY             | SCHEDULED ADMISSIONS | 50876.38        | No                  |     |
| <input type="checkbox"/> | Edit Release | 05/20/2016 04:59 PM | 05/20/2016 04:59 PM | 05/20/2016 04:59 PM |                |                 | 100 |          | H  | LUMBER STENOSIS    | NEUROSURGERY                | SCHEDULED ADMISSIONS | 50876.34        | No                  |     |

The following page is displayed:

Figure 192 - Enter Patient Lookup Information

Return to Main Page

ADMITTED Patients Pending Bed Placement for MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Patient (enter Last Name, or FULL or partial SSN or alias, or Last Initial & Last 4 Digits) SMITH

Submit Cancel and Return to Main Page

End Home | Icon Legend | Information | Clinical Inventory



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**

ADD/EDIT Patients Pending Bed Placement for NEW YORK CAMPUS OF THE NY HARBOR HEALTHCARE SYSTEM (NYH)

patient (enter last name, or full SSN with no dashes or spaces, or last initial & last 4 digits)

|                                  | Name           | SSN         | Date of Birth | Sex  |
|----------------------------------|----------------|-------------|---------------|------|
| <input type="radio"/>            | SMITH, ALLEN   | 401-90-1331 | 8/29/1952     | Male |
| <input type="radio"/>            | SMITH, DENARD  | 401-72-1209 | 8/26/1949     | Male |
| <input type="radio"/>            | SMITH, CHARLES | 422-70-8807 | 8/22/1950     | Male |
| <input type="radio"/>            | SMITH, CHARLES | 376-30-7869 | 7/21/1952     | Male |
| <input type="radio"/>            | SMITH, CHARLES | 445-44-2282 | 2/4/1942      | Male |
| <input type="radio"/>            | SMITH, CHARLES | 664-76-6791 | 10/17/1943    | Male |
| <input type="radio"/>            | SMITH, DENNIS  | 405-75-0816 | 5/8/1948      | Male |
| <input checked="" type="radio"/> | SMITH, DANIEL  | 420-25-4444 | 11/16/1927    | Male |
| <input type="radio"/>            | SMITH, ROBERT  | 527-76-1991 | 10/21/1948    | Male |
| <input type="radio"/>            | SMITH, PHILIP  | 458-70-0241 | 8/11/1945     | Male |
| <input type="radio"/>            | SMITH, FLOYD   | 464-30-0214 | 5/14/1949     | Male |
| <input type="radio"/>            | SMITH, PHOENIX | 396-69-7301 | 2/11/1992     | Male |

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**

ADD/EDIT Patients Pending Bed Placement for NEW YORK CAMPUS OF THE NY HARBOR HEALTHCARE SYSTEM (NYH)

patient (enter Last Name, or full SSN with no dashes or spaces, or Last Initial & Last 4 SSN):

|                       | Name                     | SSN         | Date of Birth | Sex  |
|-----------------------|--------------------------|-------------|---------------|------|
| <input type="radio"/> | CPRS PPATIENT, EIGHTYONE | XXX-XX-XXXX | 01/01/1999    | Male |
| <input type="radio"/> | CPRS PPATIENT, EIGHTYONE | XXX-XX-XXXX | 01/01/1990    | Male |
| <input type="radio"/> | CPRS PPATIENT, EIGHTYONE | XXX-XX-XXXX | 01/01/1998    | Male |

Bed Home | Loc Legend | Information | Clinical Location

v 3.3.70.1

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**

Workstation: 3:19:22 PM  
Facility: 2:15 PM  
Return to VSN Network: Facility Diversion: YES  
Last BMS Update: 05/28/20 @ 20:13:12

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

84% FACILITY

Ward Census: 16 CLC, 35 MED, 30 MED/STEP, DOWN, 40 MED A

Ward Whiteboard: Summary Report, Reports, Site Options

New Events: Completed Cleaning Beds (2), Beds out of Service (1)

0% CPU

Patients Pending Bed Placement: Current

| Actions                               | Admitted           | Bed Needed By      | Admitted             | Standard Items | Emergency Items | SVC | Connects | SR               | Resolving Problem | Type of Bed / Ward Required | Waiting Area | Adm Time (UTC) | Bed Time (UTC) | GLC |
|---------------------------------------|--------------------|--------------------|----------------------|----------------|-----------------|-----|----------|------------------|-------------------|-----------------------------|--------------|----------------|----------------|-----|
| <input type="checkbox"/> Edit Release | 4/20/2020 08:15 AM | 8/19/2020 02:25 AM | SMITH, DANIEL (1111) |                |                 | 0   | #        | 1nd              |                   | ADMISSION                   | SCHEDULED    | 05/28/20       |                | No  |
| <input type="checkbox"/> Edit Release | 5/20/2019 04:58 PM | 8/29/2019 04:28 PM | SMITH, DANIEL (1111) |                |                 | 40  | #        | AD               |                   | ADMISSION                   | SCHEDULED    | 05/28/20       |                | No  |
| <input type="checkbox"/> Edit Release | 5/20/2019 05:03 PM | 8/29/2019 05:03 PM | SMITH, DANIEL (1111) |                |                 | 20  | #        | BREAST DEFORMITY |                   | PLASTIC SURGERY             | SCHEDULED    | 05/28/20       |                | No  |
| <input type="checkbox"/> Edit Release | 4/20/2019 04:58 PM | 8/28/2019 04:58 PM | SMITH, DANIEL (1111) |                |                 | 100 | #        | UPPER EXTREMITY  |                   | NEUROLOGY                   | ADMISSION    | 05/28/20       |                | No  |

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**

The screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there are workstation and facility information, a 'Return to VISN Network' link, and a 'Facility Diversion: YES' status. A 'Ward Census' section shows 84% facility occupancy and 0% CPU. A 'New Events' section shows 'Completed Cleaning Beds (2)' and 'Beds out of Service (1)'. The main area is titled 'Patients Pending Bed Placement: Current' and includes filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30-Days'. Below the filters is a table with the following data:

| Actions   | Entered             | Bed Needed By       | Patient               | Standard Scores | Emergency Scores | SVC | Comments | SI | Presenting Problem | Type Of Bed / Ward Required | Waiting Area         | Wait Time (hrm) | Wait Time (s) | CLC |
|---|---------------------|---------------------|-----------------------|-----------------|------------------|-----|----------|----|--------------------|-----------------------------|----------------------|-----------------|---------------|-----|
| <input type="checkbox"/> <a href="#">Remove</a> | 05/20/2016 08:15 AM | 05/20/2016 09:15 AM | WATSON, PATIENT #1111 |                 |                  | 0   |          | M  | Tax                | ICU                         | ADMISSIONS           | 18099:04        | No            |     |
| <input type="checkbox"/> <a href="#">Remove</a> | 05/20/2016 04:38 PM | 05/20/2016 04:38 PM | WATSON, PATIENT #1111 |                 |                  | 80  |          | M  | AS                 | SKA                         | SCHEDULED ADMISSIONS | 50679:23        | No            |     |
| <input type="checkbox"/> <a href="#">Remove</a> | 05/20/2016 05:43 PM | 05/20/2016 05:43 PM | WATSON, PATIENT #1111 |                 |                  | 30  |          | F  | BREAST DYSPLASIA   | PLASTIC SURGERY             | SCHEDULED ADMISSIONS | 50679:15        | No            |     |
| <input type="checkbox"/> <a href="#">Remove</a> | 05/20/2016 04:59 PM | 05/20/2016 04:59 PM | WATSON, PATIENT #1111 |                 |                  | 100 |          | M  | LUMBER STIFFNESS   | NEUROSURGERY                | SCHEDULED ADMISSIONS | 50679:20        | No            |     |

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**

The screenshot shows a confirmation dialog box titled 'Ward Bed Delete - MICHAEL E. DEBAKEY VA MEDICAL CENTER'. The dialog contains the text: 'Are you sure you want to delete this record from the Patients Pending Bed Placement List?'. Below the text are two buttons: 'Remove' and 'Never Mind And Return To Listing'. At the bottom of the dialog, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

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**

| Actions                                     | Entered             | Bed Needed By       | Patient                | Standard Icons | Emergency Icons | S/C | Comments | SX | Presenting Problem     | Type Of Bed / Ward Required | Ward Area           | Wait Time (hrs) | Wait Time Alert (h) | CLC |
|---|---------------------|---------------------|------------------------|----------------|-----------------|-----|----------|----|------------------------|-----------------------------|---------------------|-----------------|---------------------|-----|
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 100 |          | M  | SEVERE ANKLE SPRAIN    | CARDIOLOGY                  | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 70  |          | M  | Obesity/Over           | SB                          | SCHEDULED ADMISSION | 5084:36         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 0   |          | M  | Lacer                  | SB                          | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 80  |          | M  | ATYPICAL FIBRILLATION  | 3D MED OBS                  | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 0   |          | M  | Duodenal Cancer        | SB-A                        | SCHEDULED ADMISSION | 5084:36         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 30  |          | F  | Left Sternal Stenosis  | SB                          | SCHEDULED ADMISSION | 5084:36         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 80  |          | M  | Lumbar Spinal Stenosis | SB                          | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 0   |          | M  | lung cancer            | SB-A                        | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 70  |          | M  | Prostate Cancer        | SB                          | SCHEDULED ADMISSION | 5084:36         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 30  |          | M  | 1730                   | SB-A                        | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 30  |          | M  | Lumbar Stenosis        | SB                          | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 80  |          | M  | AAA                    | SB STEP                     | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 100 |          | M  | CARDIOPYCNOSIS         | CARDIOLOGY OBSERVATION      | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 0   |          | M  | CARDIOPYCNOSIS         | CARDIOLOGY OBSERVATION      | SCHEDULED ADMISSION | 5089:28         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 0   |          | M  | Right Hip OA           | SB                          | SCHEDULED ADMISSION | 5084:36         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:57 PM | 05/28/2016 04:57 PM | 00757904 PATIENT #1111 |                |                 | 0   |          | M  | Neck Neoplasm          | SB                          | SCHEDULED ADMISSION | 5084:36         | No                  |     |

Page 1 of 97 (1940 items) | Page view: 20 | Selected: Interfacility Transfer | **Remove** | Export: CSV PDF XLS XLSX

**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**

Workstation: 3:19:22 PM  
 Facility: 2:19 PM  
 Return to VISH Network | Facility Diversion: YES | Last BMS Update: 05/28/2016 @ 20:13:12

**MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

84% FACILITY | Ward Census: 1B CLC, 3B MED, 3D MED/STEP DOWN, 4B MED A | Ward Whiteboard: Summary Report, Reports, Site Options | New Events: Completed Cleaning Beds (2), Beds out of Service (1) | 0% CPU

**Patients Pending Bed Placement: Current**

Add New Patient | Add Interfacility Transfer | Today +24 hours | **Current** | **Today -24 hours** | Past 30-Days | View: Standard | Grid Settings: Save, Customize, Reset

| Actions                                     | Entered             | Bed Needed By       | Patient                | Standard Icons | Emergency Icons | S/C | Comments | SX | Presenting Problem | Type Of Bed / Ward Required | Ward Area           | Wait Time (hrs) | Wait Time Alert (h) | CLC |
|---|---------------------|---------------------|------------------------|----------------|-----------------|-----|----------|----|--------------------|-----------------------------|---------------------|-----------------|---------------------|-----|
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 09:15 AM | 01/29/2020 09:15 AM | 00757904 PATIENT #1111 |                |                 | 0   |          | M  | Star               |                             | ADMISSION           | 1805:04         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:58 PM | 05/28/2016 04:58 PM | 00757904 PATIENT #1111 |                |                 | 80  |          | M  | AS                 | SB-A                        | SCHEDULED ADMISSION | 1009:21         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 05:01 PM | 05/29/2016 05:01 PM | 00757904 PATIENT #1111 |                |                 | 30  |          | F  | BREAST DEFORMITY   | PLASTIC SURGERY             | SCHEDULED ADMISSION | 1007:15         | No                  |     |
| <a href="#">Edit</a> <a href="#">Remove</a> | 05/28/2016 04:59 PM | 05/28/2016 04:59 PM | 00757904 PATIENT #1111 |                |                 | 100 |          | M  | LUMBAR STENOSIS    | NEUROSURGERY                | SCHEDULED ADMISSION | 5087:20         | No                  |     |

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

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

| Actions                                  | Elected             | Bed Needed By       | Received               | Patient                 | Standard Icons | Emergency Icons | Sex | Comments     | SR | Presenting Problem | Type Of Bed Used Requested | Waiting Area | Wait Time (Est) | Wait Time Alert (On) | C/LC |
|--|---------------------|---------------------|------------------------|-------------------------|----------------|-----------------|-----|--------------|----|--------------------|----------------------------|--------------|-----------------|----------------------|------|
| <input type="checkbox"/> Undo            | 02/04/2022 12:39 PM | 02/04/2022 12:08 PM | 02/03/2022 02:04:50 PM | SATYNIQUE PATIENT A1111 |                |                 | M   |              | M  |                    |                            | ADM02046     | 19125           | No                   |      |
| <input checked="" type="checkbox"/> Undo | 02/01/2022 02:34 PM | 02/01/2022 12:01 PM |                        | SATYNIQUE PATIENT A1111 |                |                 | M   |              | F  |                    |                            | ADM02046     | 02712           | No                   |      |
| <input type="checkbox"/> Undo            | 02/01/2022 12:35 PM | 02/01/2022 12:03 PM |                        | SATYNIQUE PATIENT A1111 |                |                 | M   | get MR 1201  | M  |                    |                            | ADM02046     | 02712           | No                   |      |
| <input type="checkbox"/> Undo            | 02/02/2022 08:30 AM | 02/02/2022 06:18 AM |                        | SATYNIQUE PATIENT A1111 |                |                 | M   | ZIP 025 Test | M  |                    |                            | ADM02046     | 17124           | No                   |      |
| <input type="checkbox"/> Undo            | 02/04/2022 08:25 AM | 02/04/2022 08:15 AM |                        | SATYNIQUE PATIENT A1111 |                |                 | M   |              |    |                    |                            | EM0401009    | 17125           | No                   |      |

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**

Return to Main Page

Ward Bed Undo Delete - MICHAEL E. DEBAKEY VA MEDICAL CENTER

Are you sure you want to undo the removal of this record from the Patients Pending Bed Placement List?

[Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

**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**

|                                     |                         |                     |                     |     |   |                      |            |                     |          |    |
|-------------------------------------|-------------------------|---------------------|---------------------|-----|---|----------------------|------------|---------------------|----------|----|
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 100 | M | severe acute illness | ONCOLOGY   | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 76  | M | Cholera              | SR         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input checked="" type="checkbox"/> | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 0   | M | LDL                  | SR         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 60  | M | RENAL TRANSPLANT     | JD MED USE | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 0   | M | Diabetic Control     | SA         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 20  | F | LAT Spinal Stenosis  | SR         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input checked="" type="checkbox"/> | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 60  | M | Lumbar Spine/Neck    | SR         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 0   | M | Lung Cancer          | SA         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 76  | M | Prostate Cancer      | SR         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input checked="" type="checkbox"/> | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 50  | M | ITB                  | SA         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input checked="" type="checkbox"/> | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 30  | M | Lumbar Stenosis      | SR         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 50  | M | AAA                  | SA STOP    | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 100 | M | ONCOLOGY             | ONCOLOGY   | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 0   | M | ONCOLOGY             | ONCOLOGY   | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 0   | M | Right Hip OA         | SR         | SCHEDULED ADMISSION | 5:00A:30 | No |
| <input type="checkbox"/>            | SATYNIQUE PATIENT A1111 | 02/02/2022 04:57 PM | 02/02/2022 04:57 PM | 0   | M | Neck Region          | SR         | SCHEDULED ADMISSION | 5:00A:30 | No |

Page 1 of 97 (3948 Items) [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20]

selected:

Export: CSV PSE BEE HLS HSS

[Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

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**

|                                  | Name            | SSN         | Date of Birth | Sex    |
|----------------------------------|-----------------|-------------|---------------|--------|
| <input type="radio"/>            | BMSpatient, One | 000001234   | 6/11/1977     | Male   |
| <input checked="" type="radio"/> | BMSpatient, Two | 000005678   | 6/12/1977     | Female |
| <input type="radio"/>            | BMSPATIENT, ONE | 000-00-1234 |               | Female |

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

The screenshot displays the BMS Reports page navigation. At the top, it shows the workstation time (12:38:06 PM), facility name (11:38 AM), and facility division (YES). A 'Ward Census' dropdown menu is visible, with 'All' selected. The 'Reports' button is highlighted in yellow. Below the dashboard, there is a table titled 'Patients Pending Bed Placement: Current' with various columns for patient information and bed status.

| Action                   | Inbound             | Bed Needed By       | Outbound            | Standard Icons | Emergency Icons | SIC | Comments | SX | Processing Problem     | Type Of Bed / Ward Request | Waiting Area        | Wait Time (hrs) | Wait Time Alert (h) | CLC |
|--------------------------|---------------------|---------------------|---------------------|----------------|-----------------|-----|----------|----|------------------------|----------------------------|---------------------|-----------------|---------------------|-----|
| <input type="checkbox"/> |                     |                     |                     |                |                 |     |          |    |                        |                            |                     |                 |                     |     |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM |                |                 | 009 |          | F  | Left Thyroid Node      | TE                         | SCHEDULED ADMISSION | 1800:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM |                |                 | 0   |          | F  | General Surgery        | SE                         | SCHEDULED ADMISSION | 1800:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM |                |                 | 009 |          | F  | RT Breast Mass         | TE                         | SCHEDULED ADMISSION | 1800:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM |                |                 | 0   |          | M  | Left renal mass        | SURGICAL OBSERVATION       | SCHEDULED ADMISSION | 1800:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM |                |                 | 0   |          | M  | Liver mass             | SURGICAL OBSERVATION       | SCHEDULED ADMISSION | 1800:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM |                |                 | 009 |          | M  | Severe aortic stenosis | CARDIOLOGY                 | SCHEDULED ADMISSION | 1800:40         |                     | No  |

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**

| BED     | UNAVAILABLE/REASON                      | DISCH STATUS | BED STATUS | PT    | S | WARD                    | LOS ADMIN | LOS WARD | H2M |
|---------|---|--------------|------------|-------|---|-------------------------|-----------|----------|-----|
| 18212-A | Bed Assigned - FORH&S from EVACUATION - |              |            | 06573 | M | 1A - SPINAL CORD INJURY | 231:05    | 228:00   | Y   |
| 18212-B |   |              |            | W1194 | M | 1A - SPINAL CORD INJURY | 779:00    | 779:00   | Y   |
| 18212-C | OUT OF SERVICE - EM TEST 1              |              |            |       |   |                         |           |          |     |
| 18212-D | TEST COMMENTS                           |              |            | 09905 | M | 1A - SPINAL CORD INJURY | 666:02    | 660:02   | Y   |
| 18212-E |   |              |            | 02405 | M | 1A - SPINAL CORD INJURY | 223:22    | 223:22   | Y   |
| 18212-F |   |              |            | 70477 | M | 1A - SPINAL CORD INJURY | 221:03    | 221:03   | Y   |
| 18212-G |   |              |            | 02983 | M | 1A - SPINAL CORD INJURY | 224:03    | 41:04    | Y   |
| 18212-H | OUT OF SERVICE                          |              |            |       |   |                         |           |          |     |
| 18212-I |   |              |            | 88800 | M | 1A - SPINAL CORD INJURY | 264:16    | 264:16   | Y   |
| 18212-J | EDITING THE COMMENTS                    |              |            | 07116 | M | 1A - SPINAL CORD INJURY | 309:23    | 309:23   | Y   |
| 18212-K | BED ASSIGNED - TEST1                    |              |            |       |   |                         |           |          |     |

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 <b>Table 56 - Beds Parameters</b> 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  |



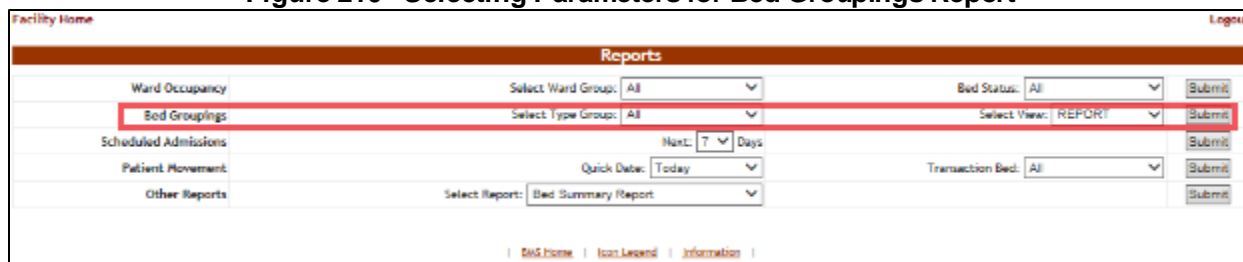
| COLUMN | DESCRIPTION   |
|--------|---|
| NUMI   | The National Utilization Management Integration (NUMI) automates utilization review assessment and outcomes. The Utilization Management (UM) Process is a tool used to help verify that patients are receiving the right care, at the right time, and in 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.

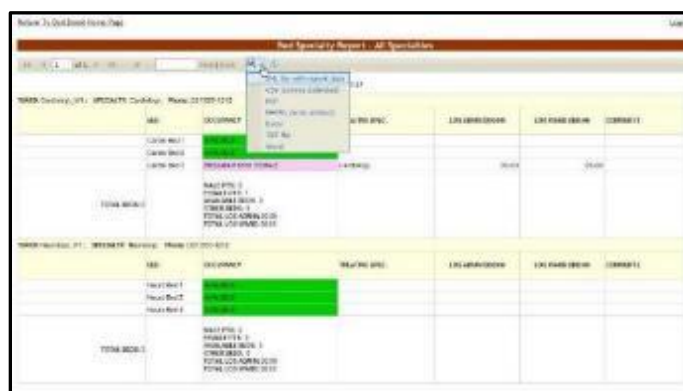
On the Reports page, from the Bed Groupings row, click the arrow button of the **Select Type Group** field to display a list of available wards and select the ward for which you want to generate the report. From the **Select View** field choose a type of view (“report” or “roster” are the available options). 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**

| BED          | WARD          | SPECIALTY  | TEL           | OCCUPANCY              | TREATING SPEC. | LOS ADMIN DDD:HH | LOS WARD DDD:HH | COMMENTS |
|--------------|---------------|------------|---------------|------------------------|----------------|------------------|-----------------|----------|
| Cardio Bed 1 | Cardiology_W1 | Cardiology | (321)666-1212 | AVAILABLE              |                |                  |                 |          |
| Cardio Bed 2 | Cardiology_W1 | Cardiology | (321)666-1212 | AVAILABLE              |                |                  |                 |          |
| Cardio Bed 3 | Cardiology_W1 | Cardiology | (321)666-1212 | BRISPART 6006 FEMALE   | Cardiology     | 00:04            | 00:04           |          |
| Neuro Bed 1  | Neurology_W1  | Neurology  | (321)666-1212 | AVAILABLE              |                |                  |                 |          |
| Neuro Bed 2  | Neurology_W1  | Neurology  | (321)666-1212 | AVAILABLE              |                |                  |                 |          |
| Neuro Bed 3  | Neurology_W1  | Neurology  | (321)666-1212 | AVAILABLE              |                |                  |                 |          |
|              |               |            |               | MALE PTS: 0            |                |                  |                 |          |
|              |               |            |               | FEMALE PTS: 1          |                |                  |                 |          |
|              |               |            |               | AVAILABLE BEDS: 5      |                |                  |                 |          |
|              |               |            |               | OTHER BEDS: 0          |                |                  |                 |          |
|              |               |            |               | TOTAL LOS ADMIN: 00:00 |                |                  |                 |          |
|              |               |            |               | TOTAL LOS WARD: 00:00  |                |                  |                 |          |

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**

The screenshot shows a web interface with a 'Reports' section. Underneath, there are several rows of report options. The 'Scheduled Admissions' row is highlighted with a red border. In this row, the 'Next' dropdown is set to '7 Days'. Other rows include 'Ward Occupancy', 'Bed Groupings', 'Patient Movement', and 'Other Reports', each with a 'Submit' button.

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 screenshot displays a report titled 'Scheduled Admissions Report (HOU)'. It features a toolbar with navigation and search options. Below the toolbar, the report parameters are shown: 'Next 7 days from 08/20/20 to 08/27/20' and 'Report Date: 08/20/20 15:54'. The main content is a table with the following columns: PATIENT, SEX, RESERVATION DATE, DIVISION, WARD, TREATING SPECIALTY, ADMIT DK, SURGERY?, LOS, PROVIDER, SCHEDULER, and OT CANCELLED. The table contains eight rows of patient data.

| PATIENT                   | SEX    | RESERVATION DATE | DIVISION     | WARD | TREATING SPECIALTY | ADMIT DK              | SURGERY? | LOS | PROVIDER             | SCHEDULER     | OT CANCELLED |
|---------------------------|--------|------------------|--------------|------|--------------------|-----------------------|----------|-----|----------------------|---------------|--------------|
| SEU ENYONE, PATIENT A1111 | MALE   | 08/21/2020 07:00 | VASC HOUSTON |      | NEUROLOGY          | UJRNAR RADIOLGORTHY   | YES      | 3   | THIRTYTHREE PROVIDER | ONE SCHEDULER |              |
| SEU ENYONE, PATIENT A1111 | MALE   | 08/21/2020 07:00 | VASC HOUSTON |      | NEUROLOGY          | POSTANAL STUNDSH      | YES      | 3   | THIRTYTHREE PROVIDER | ONE SCHEDULER |              |
| SEU ENYONE, PATIENT A1111 | FEMALE | 08/21/2020 17:00 | VASC HOUSTON |      | NEUROLOGY          | NEURALS               | NO       | 3   | THIRTYTHREE PROVIDER | ONE SCHEDULER |              |
| SEU ENYONE, PATIENT A1111 | MALE   | 08/21/2020 07:00 | VASC HOUSTON |      | CARDIAC SURGERY    | CAD                   | YES      | 3   | THIRTYTHREE PROVIDER | ONE SCHEDULER |              |
| SEU ENYONE, PATIENT A1111 | MALE   | 08/21/2020 07:00 | VASC HOUSTON |      | GENERAL SURGERY    | GALL STONP ANGRGAT178 | YES      | 3   | THIRTYTHREE PROVIDER | ONE SCHEDULER |              |
| SEU ENYONE, PATIENT A1111 | MALE   | 08/21/2020 07:00 | VASC HOUSTON |      | VASCULAR           | PVD                   | YES      | 3   | THIRTYTHREE PROVIDER | ONE SCHEDULER |              |
| SEU ENYONE, PATIENT A1111 | MALE   | 08/20/2020 07:00 | VASC HOUSTON |      | NEUROLOGY          | RADCLL ORPHY          | YES      | 3   | THIRTYTHREE PROVIDER | ONE SCHEDULER |              |
| SEU ENYONE, PATIENT A1111 | MALE   | 08/20/2020 07:00 | VASC HOUSTON |      | NEUROLOGY          | RADCLL ORPHY          | YES      | 3   | THIRTYTHREE PROVIDER | ONE SCHEDULER |              |

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 field 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**

The screenshot shows the 'Reports' section of the BMS interface. The 'Patient Movement' report is selected, and its parameters are configured: 'Quick Date' is set to 'Today' and 'Transaction Bed' is set to 'All'. The 'Submit' button is visible next to the report name. A red box highlights the 'Patient Movement' row and its associated fields.

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 | 08/09/2020 14:17 | 08/07/2020 14:17 | -720.00 | 2A NEURO<br>CBS | 2B284A.A | PATIENT A1111 | DISCHARGE           | WHILE ASH            |
| 2470306 | 08/20/2020 15:03 | 08/20/2020 15:03 | 00.00   | 1D              | 1C254.B  | PATIENT A1111 | INTRA WARD TRANSFER | TO MCKUDDOM FROM ASH |
| 2470543 | 08/09/2020 17:23 | 08/09/2020 17:23 | -720.00 | 3LMB            | 3C474.A  | PATIENT A1111 | DISCHARGE           | WHILE ASH            |
| 2470734 | 08/09/2020 22:30 | 08/10/2020 22:30 | -720.00 | 3C MED          | 3C125.A  | PATIENT A1111 | DISCHARGE           | WHILE ASH            |
| 2471265 | 08/13/2020 21:34 | 08/13/2020 21:34 | -720.00 | 2A NEURO        |          | PATIENT A1111 | DISCHARGE           | WHILE ASH            |
| 2471391 | 08/20/2020 15:03 | 08/20/2020 15:03 | 00.00   | 1D              | 1C254.A  | PATIENT A1111 | INTRA WARD TRANSFER | INTERWARD TRANSFER   |
| 2471591 | 08/15/2020 09:22 | 08/15/2020 09:22 | -720.00 | 2A NEURO        | 2B292.A  | PATIENT A1111 | DISCHARGE           | WHILE ASH            |
| 2471779 | 08/15/2020 21:29 | 08/15/2020 21:29 | -720.00 | 5B SURG<br>CBS  | 5B144.A  | PATIENT A1111 | DISCHARGE           | WHILE ASH            |
| 2472455 | 08/18/2020 17:34 | 08/18/2020 17:34 | -720.00 | 2A NEURO        | 2B244.B  | PATIENT A1111 | DISCHARGE           | WHILE ASH            |
| 2472527 | 08/20/2020 00:48 | 08/20/2020 00:48 | 00.00   | 5A              | 5B254.A  | PATIENT A1111 | ADMISSION           | OPT.SC               |
| 2472529 | 08/20/2020 00:57 | 08/20/2020 00:57 | 00.00   | 3B MED CBS      | 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:

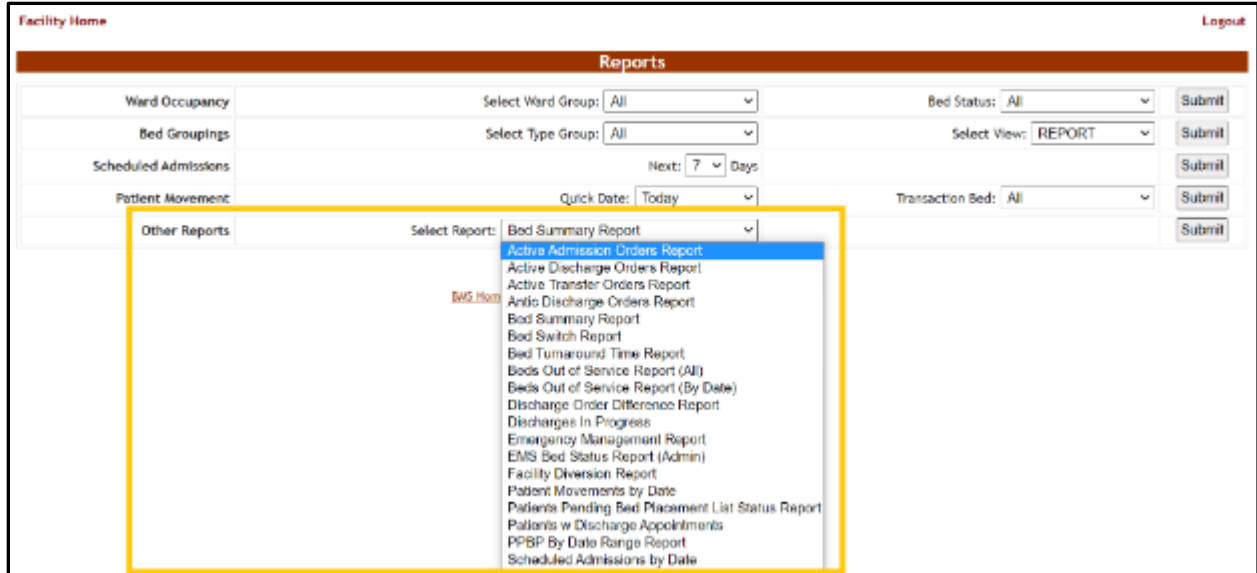
**Table 35 - Patient Movement Parameters**

| 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.

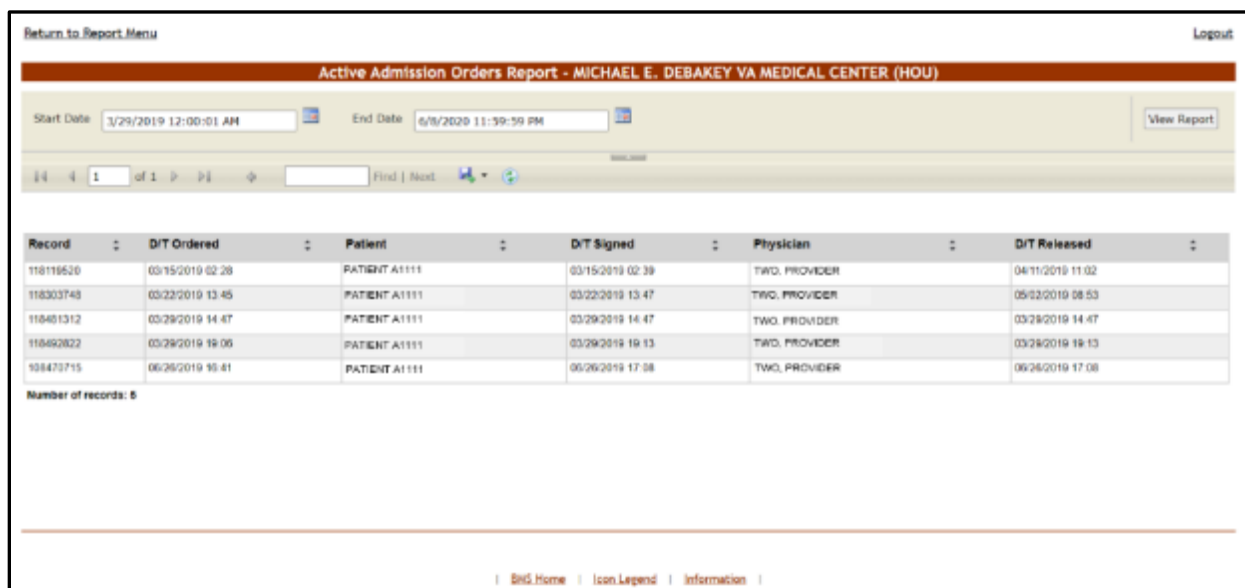
### 4.2.1.14. Active Admission Order Report

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**

| Record    | D/T Ordered      | Patient       | BMS Ward | D/T Signed       | Physician      | D/T Released     |
|-----------|------------------|---------------|----------|------------------|----------------|------------------|
| 19611627  | 06/08/2016 08:41 | PATIENT A1111 | G-3E     | 06/08/2016 11:27 | FOUR, PROVIDER | 06/08/2016 11:27 |
| 19612447  | 06/08/2016 12:58 | PATIENT A1111 | G-SDSL   | 06/08/2016 12:58 | FOUR, PROVIDER | 06/08/2016 12:58 |
| 196129081 | 06/08/2016 14:21 | PATIENT A1111 |          | 06/08/2016 14:28 | FOUR, PROVIDER | 06/08/2016 14:28 |
| 196129571 | 06/08/2016 14:28 | PATIENT A1111 | G-3E     | 06/08/2016 14:29 | FOUR, PROVIDER | 06/08/2016 14:29 |
| 196132243 | 06/08/2016 15:16 | PATIENT A1111 | G-SDSL   | 06/08/2016 15:18 | FOUR, PROVIDER | 06/08/2016 15:18 |
| 196132481 | 06/08/2016 15:21 | PATIENT A1111 | L-2N     | 06/08/2016 15:21 | FOUR, PROVIDER | 06/08/2016 15:21 |
| 196133291 | 06/08/2016 15:40 | PATIENT A1111 | G-2E     | 06/08/2016 15:50 | FOUR, PROVIDER | 06/08/2016 15:50 |
| 196134044 | 06/08/2016 15:57 | PATIENT A1111 | G-SDSL   | 06/08/2016 15:57 | FOUR, PROVIDER | 06/08/2016 15:57 |
| 196135687 | 06/08/2016 16:55 | PATIENT A1111 | G-JSSEU  | 06/08/2016 16:55 | FOUR, PROVIDER | 06/08/2016 16:55 |

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**

| Ward | Patient       | D/T Ordered      | Ordering Provider | Order Text  |
|------|---------------|------------------|-------------------|---|
| Q-3W | PATIENT A1111 | 06/08/2016 10:34 | FOUR_PROVIDER     | Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 08, 2016 Please arrange a follow up appointment with: PrimaryCare Preferred Date (CID): Jun 13, 2016 Stop Date: TOMORROW@12:00PM |
| Q-4E | PATIENT A1111 | 06/08/2016 07:26 | FOUR_PROVIDER     | Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 08, 2016 Stop Date: TOMORROW@12:00PM   |
| Q-4E | PATIENT A1111 | 06/08/2016 07:04 | FOUR_PROVIDER     | Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 08, 2016 Please arrange a follow up appointment with: PCP Stop Date: TOMORROW@12:00PM  |
| Q-4W | PATIENT A1111 | 06/08/2016 07:26 | FOUR_PROVIDER     | Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 08, 2016 Stop Date: TOMORROW@12:00PM   |

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**

| WARD                  | VISTA Beds  | BMS Beds       |              |               |                |                | Avg LOS (DD:HH)             |
|-----------------------|-------------|----------------|--------------|---------------|----------------|----------------|-----------------------------|
| <b>PHYSICAL WARDS</b> |             |                |              |               |                |                |                             |
| 1B                    | Defined: 20 | BMS Active: 17 | Occupied: 20 | Available: 3  | Unavailable: 2 | Not Display: 1 | Beds Assigned: 3<br>838:18  |
| 2A NEURO/REHAB        | Defined: 32 | BMS Active: 31 | Occupied: 14 | Available: 17 | Unavailable: 1 | Not Display: 0 | Beds Assigned: 1<br>1022:22 |
| 2C CLC                | Defined: 30 | BMS Active: 29 | Occupied: 27 | Available: 2  | Unavailable: 1 | Not Display: 0 | Beds Assigned: 0<br>860:18  |
| 3A MED                | Defined: 38 | BMS Active: 27 | Occupied: 3  | Available: 34 | Unavailable: 1 | Not Display: 0 | Beds Assigned: 2<br>669:56  |
| 3A MEDICAL            | Defined: 38 | BMS Active: 27 | Occupied: 25 | Available: 2  | Unavailable: 1 | Not Display: 0 | Beds Assigned: 2<br>858:13  |
| 3B MED                | Defined: 28 | BMS Active: 27 | Occupied: 8  | Available: 19 | Unavailable: 1 | Not Display: 0 | Beds Assigned: 0<br>801:01  |
| 3C MED                | Defined: 28 | BMS Active: 26 | Occupied: 26 | Available: 0  | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0<br>889:16  |
| 3D MED/STEP DOWN      | Defined: 2  | BMS Active: 2  | Occupied: 2  | Available: 0  | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0<br>884:21  |
| 3LM                   | Defined: 9  | BMS Active: 9  | Occupied: 9  | Available: 0  | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0<br>808:14  |

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**

| NUMA           | VISTA Beds  | BMS Beds       |              |               |                |                | Beds Assigned    | Avg LOS (DD:HH) |
|----------------|-------------|----------------|--------------|---------------|----------------|----------------|------------------|-----------------|
| -(1A)          | Defined: 20 | BMS Active: 16 | Occupied: 13 | Available: 3  | Unavailable: 4 | Not Display: 0 | Beds Assigned: 3 | 451:10          |
| -(1B)          | Defined: 20 | BMS Active: 13 | Occupied: 17 | Available: -4 | Unavailable: 2 | Not Display: 5 | Beds Assigned: 2 | 642:22          |
| -(1C)          | Defined: 30 | BMS Active: 30 | Occupied: 18 | Available: 12 | Unavailable: 0 | Not Display: 0 | Beds Assigned: 1 | 854:05          |
| -(1D)          | Defined: 30 | BMS Active: 27 | Occupied: 15 | Available: 12 | Unavailable: 2 | Not Display: 1 | Beds Assigned: 0 | 543:12          |
| -(2A LTM)      | Defined: 4  | BMS Active: 4  | Occupied: 2  | Available: 2  | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0 | 382:17          |
| (2A MILD CRIS) | Defined: 26 | BMS Active: 26 | Occupied: 0  | Available: 26 | Unavailable: 2 | Not Display: 0 | Beds Assigned: 6 | 00:00           |
| -(2A NEURO)    | Defined: 28 | BMS Active: 26 | Occupied: 6  | Available: 20 | Unavailable: 2 | Not Display: 0 | Beds Assigned: 6 | 520:04          |
| -(2A REHAB)    | Defined: 28 | BMS Active: 26 | Occupied: 7  | Available: 19 | Unavailable: 2 | Not Display: 0 | Beds Assigned: 6 | 503:20          |

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**

| HAVBED         | VISTA Beds  | BMS Beds       |              |               |                |                | Beds Assigned    | Avg LOS (DD:HH) |
|----------------|-------------|----------------|--------------|---------------|----------------|----------------|------------------|-----------------|
| -(1A)          | Defined: 20 | BMS Active: 16 | Occupied: 13 | Available: 3  | Unavailable: 4 | Not Display: 0 | Beds Assigned: 3 | 451:10          |
| -(1B)          | Defined: 20 | BMS Active: 13 | Occupied: 17 | Available: -4 | Unavailable: 2 | Not Display: 5 | Beds Assigned: 2 | 642:22          |
| -(1C)          | Defined: 30 | BMS Active: 30 | Occupied: 18 | Available: 12 | Unavailable: 0 | Not Display: 0 | Beds Assigned: 1 | 854:05          |
| -(1D)          | Defined: 30 | BMS Active: 27 | Occupied: 15 | Available: 12 | Unavailable: 2 | Not Display: 1 | Beds Assigned: 0 | 543:12          |
| -(2A LTM)      | Defined: 4  | BMS Active: 4  | Occupied: 2  | Available: 2  | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0 | 382:17          |
| (2A MILD CRIS) | Defined: 26 | BMS Active: 26 | Occupied: 0  | Available: 26 | Unavailable: 2 | Not Display: 0 | Beds Assigned: 6 | 00:00           |
| -(2A NEURO)    | Defined: 28 | BMS Active: 26 | Occupied: 6  | Available: 20 | Unavailable: 2 | Not Display: 0 | Beds Assigned: 6 | 520:05          |
| -(2A REHAB)    | Defined: 28 | BMS Active: 26 | Occupied: 7  | Available: 19 | Unavailable: 2 | Not Display: 0 | Beds Assigned: 6 | 503:20          |
| (2C)           | Defined: 30 | BMS Active: 30 | Occupied: 18 | Available: 12 | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0 | 854:05          |

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**

| Room   | Room#   | Ward | Transaction             | Type of event | Movement         | Diff before | Request          | Diff after | Accepted         | Diff before | Completed        | Total Diff | Comment   | Commented by  |
|--------|---------|------|-------------------------|---------------|------------------|-------------|------------------|------------|------------------|-------------|------------------|------------|---|---|
| Manual | 15223-B | 1A   | Manual Cleaning Request |               | 06/01/2016 17:35 | 00:00       | 06/01/2016 17:35 | 72:00      | 06/01/2016 17:35 | 00:00       | 06/01/2016 17:35 | 72:00:00   | More than 72 hours have passed since request 0382 | BMS BED CLEAN not done commented by SYSTEM 06/01/2016 17:35 |

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**

| <b>COLUMN</b> | <b>DESCRIPTION</b>   |
|---------------|--|
| 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

| Ward | Bed   | Date Time Data Entered | User Entering Data                  | Comment      | Type           | Reason                        | Date Time Data Edited | User Exiting Date                  | Page Date Time Data Entered |
|------|-------|------------------------|-------------------------------------|--------------|----------------|-------------------------------|-----------------------|------------------------------------|-----------------------------|
| 1B   | 1B28A | 07/22/07 9:18:02       | ms.med.vc.geriatric@mc.manitoba.ca  | INPAT        | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    | 07/22/07 9:22:00            |
| 1B   | 1B28B | 08/14/07 9:11:14       | vt7.med.vc.geriatric@mc.manitoba.ca |              | OUT OF SERVICE | ACTIVATION DISABLED           | 08/13/07 18:18        | ms.med.vc.geriatric@mc.manitoba.ca | 08/13/07 18:22:00           |
| 1B   | 1B23A | 05/05/07 13:09         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    | 05/05/07 13:27:00           |
| 1B   | 1B23B | 06/12/07 08:06         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | ACTIVATION DISABLED           |                       |                                    |                             |
| 1B   | 1B24A | 07/16/07 13:00         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE - CONSTRUCTION |                       |                                    | 07/16/07 13:08:00           |
| 1B   | 1B24B | 07/16/07 13:00         | ms.med.vc.geriatric@mc.manitoba.ca  | DE-CONNECTED | OUT OF SERVICE | OUT OF SERVICE - CONSTRUCTION |                       |                                    | 07/16/07 13:08:00           |
| 1B   | 1B24C | 06/05/07 13:33         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    | 06/05/07 13:08:00           |
| 1B   | 1B25A | 07/02/07 14:22         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 1B   | 1B28C | 06/20/07 08:10         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | ACTIVATION DISABLED           |                       |                                    |                             |
| 1B   | 1B28D | 07/07/07 10:40         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | ACTIVATION DISABLED           |                       |                                    |                             |
| 1B   | 1B28E | 06/15/07 14:10         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | ACTIVATION DISABLED           |                       |                                    |                             |
| 1B   | 1B29A | 06/20/07 14:06         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                | 06/13/07 16:47        | ms.med.vc.geriatric@mc.manitoba.ca | 06/13/07 16:58:00           |
| 1B   | 1B29B | 06/14/07 14:07         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    | 06/14/07 16:58:00           |
| 1B   | 1B29C | 06/14/07 14:13         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 1B   | 1B29D | 06/15/07 13:07         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    | 06/06/07 16:58:00           |
| 2B   | 2B18A | 06/06/07 13:40         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    | 06/06/07 16:58:00           |
| 2B   | 2B18B | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE - CONSTRUCTION | 08/22/07 16:16        | ms.med.vc.geriatric@mc.manitoba.ca | 07/18/07 16:58:00           |
| 2B   | 2B18C | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18D | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18E | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18F | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18G | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18H | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18I | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18J | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18K | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18L | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18M | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18N | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18O | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18P | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18Q | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18R | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18S | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18T | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18U | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18V | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18W | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18X | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18Y | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |
| 2B   | 2B18Z | 07/18/07 16:26         | ms.med.vc.geriatric@mc.manitoba.ca  |              | OUT OF SERVICE | OUT OF SERVICE                |                       |                                    |                             |

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. |
| Date Time Data Edited  | The date and time when the bed has been taken out of service.                  |

| COLUMN                         | DESCRIPTION  |
|--------------------------------|--|
| 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**

| Ward          | Bed     | Date Time Data Entered | User Entering Data | Comment | Type             | Date Time Data Edited | User Editing Data | Date Time Data Cleared | User Clearing Data | Exp. Date Time Back in service |
|---------------|---------|------------------------|--------------------|---------|------------------|-----------------------|-------------------|------------------------|--------------------|--------------------------------|
| 2A NEUROREHAB | 2B224-B | 06/08/2016 12:46       | v08.med.va.gov     |         | "OUT OF SERVICE" | 06/08/2016 12:46      | v08.med.va.gov    |                        |                    | 06/08/2016 00:00               |
| 2A NEUROREHAB | 2B228-B | 06/08/2016 12:43       | v08.med.va.gov     |         | CLEAR-ALL        | 06/08/2016 12:43      | v08.med.va.gov    | 06/08/2016 12:43       | v08.med.va.gov     |                                |
|               |         | 06/08/2016 12:42       | v08.med.va.gov     |         | "OUT OF SERVICE" | 06/08/2016 12:42      | v08.med.va.gov    |                        |                    |                                |

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**

| <b>COLUMN</b>                  | <b>DESCRIPTION</b>  |
|--------------------------------|---|
| 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 ( <i>Information</i> or <i>Out of service</i> ). |
| 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**

Return to Main Page

ACCORD Patients Pending Bed Placement for MICHAEL C. OGDEN VA MEDICAL CENTER (110U)

Patients Pending Bed Placement: Edit

Patient Name: CRSPATIENT, TDI  
 Gender: MALE  
 SSN (Format: XXX-XX-XXXX): 000-00-3485  
 Date of Birth (Required): 02/03/85  
 (Use Decision to Admit Time): H 12 M 00  
 Presenting Problem: FLU  
 Type of Bed/Ward: EMERGENCY PCCM  
 Current Waiting Area:  
 Wait Time Alert:  
 Comments: LUNOT=01 COMM=NOX11/020  
 Solution Required:  
 Views:  
 In-House:  
 Community Living Center (CLC):  
 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**

Return to Report Menu

CTX Roster Report for: All Wards

BMS WARD: All Wards EVACUATION REPORT: Roster View Report

| LAST NAME  | LAST 4 | S    | X | DISP STATUS | CURRENT/NEEDED BED TYPE               | PRESENTING PROBLEM | CURRENT LOCATION   | CLINICAL EQUIP REQUIREMENTS | TRANSPORT CARE LEVEL | MA | NMA | EVACUATION    |
|------------|--------|------|---|-------------|---------------------------------------|--------------------|--------------------|-----------------------------|----------------------|----|-----|---------------|
| SEVENTHORN | PATENT | A111 | F | EVAC        | VS GENERAL/ACUTE MEDICINE<br>NU<br>RV |                    | RM20N - 192C-119-2 |                             |                      |    |     |               |
| SEVENTHORN | PATENT | A111 | M | EVAC        | VS<br>NU<br>RV                        |                    |                    |                             |                      |    |     | EVAC Comments |

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**

Return to Report Menu

CTX Regulate Report for: All Wards

BMS WARD: All Wards EVACUATION REPORT: Regulate View Report

| ICD9 NAME |        | TOTAL COUNT |   |                         |                    |                  |                             |
|-----------|--------|-------------|---|-------------------------|--------------------|------------------|-----------------------------|
| LAST NAME | LAST 4 | S           | X | CURRENT/NEEDED BED TYPE | PRESENTING PROBLEM | CURRENT LOCATION | CLINICAL EQUIP REQUIREMENTS |
| 1         | PATENT | A111        | M | VS<br>NU<br>RV          |                    |                  |                             |
|           |        |             |   | Transporter Type:       | ALS AMBULANCE      |                  |                             |
|           |        |             |   | Transporter Provider:   | VA                 |                  |                             |
|           |        |             |   | Transporter Comments:   | Spec Comments      |                  |                             |
|           |        |             |   | Transport ID:           |                    | Seat Position:   |                             |
|           |        |             |   | Vehicle ID:             |                    |                  |                             |
|           |        |             |   | Medical Attendant:      |                    |                  |                             |
|           |        |             |   | Non Medical Attendant:  |                    |                  |                             |

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

**Figure 230 - Emergency Management Report – Manifest**

Return to Report Menu Logout

**CTX Manifest Report for: All Wards**

BMS WARD:  EVACUATION REPORT:  View Report

14 1 of 2 Print | Save

| LAST NAME | LAST 4 | SEX | CLINICAL EQUIP REQUIREMENTS |
|-----------|--------|-----|-----------------------------|
|           |        |     |                             |

SENDING FACILITY: NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 Originator POC Name:  Rating for EMS Address:  Originator POC Telephone:   
 Destination Address:   
 Destination City, State:   
 Destination POC Telephone:   
 Medical Attendant:  MA Telephone:   
 Non-Medical Attendant:  NMA Telephone:   
 Vehicle ID:  Seat Position:   
 Operator Name:  Operator Telephone:   
 Arrival Time:   
 Personal Items:

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

**Figure 231 - Emergency Management Report – Transfer**

Return to Report Menu Logout

**ICU Patient Transfer Report for: CCU**

BMS WARD:  EVACUATION REPORT:  View Report

14 1 of 2 Print | Save

| Patient          | LAST 4 | SEX | Originating Facility/Address  | Telephone | Destination Facility/Address                                | Telephone | Evac Comments |
|------------------|--------|-----|---|-----------|---|-----------|---------------|
| EDITHONE PATIENT | 01100  | M   |   |           |   |           |               |
| EDITHONE PATIENT | 01100  | M   |   |           |   |           |               |
| EDITHONE PATIENT | 01100  | M   | ORIGINATING FACILITY 101100<br>ORIGINATING ADDRESS 101100<br>ORIGINATING CITY, STATE 101100 |           | TRANSFER/QUARANTINE TO 101100<br>DESTINATION ADDRESS 101100 |           |               |

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. |

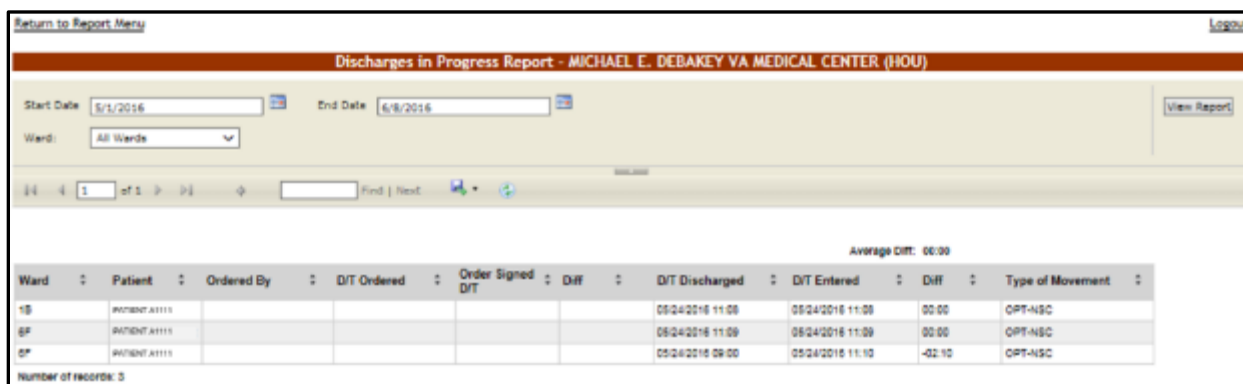
| COLUMN                          | DESCRIPTION  |
|---------------------------------|--|
| Current/Needed Bed Type         | The type of bed needed for the patient who is being evacuated.   |
| Presenting Problem              | The problem for which the patient has been admitted. Pulls in admitting 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**

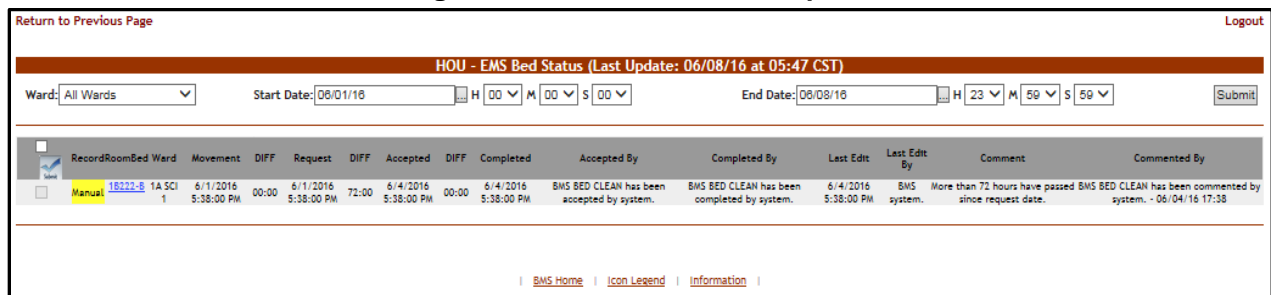
| COLUMN            | DESCRIPTION  |
|-------------------|--|
| Ward              | The name of the ward where the bed is.   |
| Patient           | The patient code of the patient who is being discharged.   |
| Ordered by        | The name of the clinician writing the discharge order.   |
| D/T Ordered       | 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**

| Ward    | Room/Bed | Patient       | Appointment DT   | PM Record DT     | Diff (P-D)       | Order Signed DT  | Diff (S-E) | Current Status        | Clinic Name     |
|---------|----------|---------------|------------------|------------------|------------------|------------------|------------|-----------------------|-----------------|
| 3D      | 3D-109-2 | PATIENT A1111 | 06/09/2018 11:00 | 06/09/2018 10:00 | 06/09/2018 11:00 | 06/09/2018 11:00 |            | INPATIENT/NO ACT TAKN | QWYDISCHARGE 3D |
| 4ACPCU  | 137-2    | PATIENT A1111 | 06/09/2018 12:00 | 06/09/2018 10:00 | 06/09/2018 12:00 | 06/09/2018 12:00 |            | INPATIENT/NO ACT TAKN | QWYDISCHARGE 4A |
| SACB    | 154-4    | PATIENT A1111 | 06/09/2018 12:00 | 06/09/2018 10:00 | 06/09/2018 12:00 | 06/09/2018 12:00 |            | INPATIENT/NO ACT TAKN | QWYDISCHARGE 5A |
| SAREHAB | 127-2    | PATIENT A1111 | 06/09/2018 11:00 | 06/09/2018 10:00 | 06/09/2018 11:00 | 06/09/2018 11:00 |            | INPATIENT/NO ACT TAKN | QWYDISCHARGE 5A |
| SAREHAB | 129-2    | PATIENT A1111 | 06/09/2018 11:00 | 06/09/2018 10:00 | 06/09/2018 11:00 | 06/09/2018 11:00 |            | INPATIENT/NO ACT TAKN | QWYDISCHARGE 5A |
| SB      | 115-1    | PATIENT A1111 | 06/09/2018 12:00 | 06/09/2018 10:00 | 06/09/2018 12:00 | 06/09/2018 12:00 |            | INPATIENT/NO ACT TAKN | QWYDISCHARGE 5B |

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

| PM IEN | PM Record D/T    | Entered D/T      | Out D/T | Wards       | Room/Bed | Patient       | Transaction         | Type of Movement | Associated Patient IDs  |
|--------|------------------|------------------|---------|-------------|----------|---------------|---------------------|------------------|---|
| 288255 | 04/25/2022 03:12 | 04/25/2022 03:12 | 06:00   | 3A          | 18225-A  | PATIENT #1111 | INTRA WARD TRANSFER | BED SWITCH       | V18HOU_288449   |
| 288253 | 04/25/2022 04:07 | 04/25/2022 04:07 | 06:00   | 3A          | 28225-B  | PATIENT #1111 | INTRA WARD TRANSFER | BED SWITCH       | V18HOU_288449   |
| 288247 | 04/25/2022 03:38 | 04/25/2022 03:38 | 06:00   | SB SURS OBS | 08148-A  | PATIENT #1111 | ADMISSION           | OPT-RSC          | V18-HOU_276182V18U1_36832786V184HR_86743882V17CTK_330077882V178TX_  |
| 288449 | 04/25/2022 05:38 | 04/25/2022 05:38 | 06:00   | 2A NEURO    | 28225-B  | PATIENT #1111 | DISCHARGE           | REGULAR          | V06ASH_027183482V18HOU_457554V19MLU_020149252V190K_035202434V22GLA_ |
| 288442 | 04/25/2022 04:32 | 04/25/2022 04:32 | 06:00   | 6A          | 18225-A  | PATIENT #1111 | ADMISSION           | OPT-RSC          | V18ALK_02310662V18HOU_372160V182HR_847211118V178TX_07141826         |
| 288443 | 04/25/2022 04:52 | 04/25/2022 04:52 | 06:00   | 6A          | 18225-A  | PATIENT #1111 | INTRA WARD TRANSFER | BED SWITCH       | V18ALK_02310662V18HOU_372160V182HR_847211118V178TX_07141826         |
| 288252 | 04/25/2022 08:18 | 04/25/2022 08:18 | 06:00   | 3LOC        | 3C432-A  | PATIENT #1111 | ADMISSION           | OPT-RSC          | V18HOU_2884   |

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**

| <b>COLUMN</b>                  | <b>DESCRIPTION</b>   |
|--------------------------------|--|
| 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**

| PATIENT       | SEX   | RESERVATION DATE | DIVISION    | WARD | TREATING SPECIALTY | ADMT. DX             | SURGERY? | LOS | PROVIDER       | SCHEDULER       | IF CANCELLED |
|---------------|-------|------------------|-------------|------|--------------------|----------------------|----------|-----|----------------|-----------------|--------------|
| PATIENT A1111 | MALE  | 04/27/2017 07:00 |             |      |                    |                      | NO       | 0   |                | THREE SCHEDULER |              |
| PATIENT A1111 | MALE  | 09/12/2018 07:00 | SMC HOUSTON |      | ORTHOPEDICS        | RIGHT BURSITIS       | YES      | 3   | FORTY PROVIDER | THREE SCHEDULER |              |
| PATIENT A1111 | MALE  | 12/03/2018 08:00 |             |      |                    |                      | NO       | 0   |                | THREE SCHEDULER |              |
| PATIENT A1111 | MALE  | 09/24/2018 07:00 |             |      |                    |                      | NO       | 0   |                | THREE SCHEDULER |              |
| PATIENT A1111 | MAL F | 01/06/2019 08:00 | SMC HOUSTON |      | VARICELLA          | POD CLAUDICATION     | YFS      | 3   | FORTY PROVIDER | THREE SCHEDULER |              |
| PATIENT A1111 | MALE  | 10/07/2020 07:00 | SMC HOUSTON |      | ORTHOPEDICS        | PSEUDOMONITIS        | YES      | 2   | FORTY PROVIDER | THREE SCHEDULER |              |
| PATIENT A1111 | MAL F | 07/31/2017 07:00 | SMC HOUSTON |      | NEUROSURGERY       | LUMBAR RADICULOPATHY | YFS      | 3   | FORTY PROVIDER | THREE SCHEDULER |              |

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 screenshot shows a web-based form titled "MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)" and "Patients Pending Bed Placement List Status Report". The form is organized into two main sections: "Select columns to display" and "Select columns for filter".

- Select columns to display:** Includes dropdown menus for "Order #", "Patient", "Gender", "Event Time", "Request DT", "Received From List", "Current Wait Area", "Last Initiated By", "Community Specialty", "Contracted", "Reason Using Fee", "Acute", "Authorized Fee", "In House Transfer", "Date/Time of Bed Request", "Date/Time of Bed Accepted", "Fee Comments", "Reason Not Accepted", "Type of Bed / Med Required", and "Processing Problem".
- Select columns for filter:** Includes a search bar with "Cousigne, J. Jo, John" entered, and radio buttons for "All", "Female", and "Male".
- Date/Time filters:** Multiple date and time pickers are present, such as "Start Date" (08/11/21) and "End Date" (08/12/21).
- Other filters:** Includes radio buttons for "All", "Active", and "Removed", and a "Start Date" picker.
- Submit Button:** Located at the bottom center of the form.

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**

| Patient                  | Gender | Event Time           | Request DT           | Removed From List    | Current Wait Area | Contracted | Acute | In House Transfer | Room/Bed Assigned | Pending Problem |
|--------------------------|--------|----------------------|----------------------|----------------------|-------------------|------------|-------|-------------------|-------------------|-----------------|
| EIGHTYONE, PATIENT A1111 | Male   | 6/1/2016 4:09:25 PM  | 6/1/2016 4:09:00 PM  |                      | ADMISSIONS        |            |       | False             | 1C128-A           | RAIN            |
| EIGHTYONE, PATIENT A1111 | Male   | 6/7/2016 10:09:14 AM | 6/7/2016 10:09:00 AM | 6/7/2016 12:18:54 PM | ADMISSIONS        |            |       | False             |                   |                 |
| EIGHTYONE, PATIENT A1111 | Male   | 6/8/2016 10:48:35 AM | 6/8/2016 10:48:00 AM |                      | ADMISSIONS        | No         | Acute | True              |                   | BED ASSIGNED.   |
| EIGHTYONE, PATIENT A1111 | Female | 6/9/2016 8:47:34 AM  | 6/9/2016 8:47:34 AM  |                      |                   |            |       | False             |                   | TEST            |

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**

| Record   | D/T Ordered      | Patient          | BMS Ward           | D/T Signed       | Physician      | D/T Released     |
|----------|------------------|------------------|--------------------|------------------|----------------|------------------|
| 91338956 | 06/01/2016 11:11 | CPRSPATIENT 7519 | SA SURG/ STEP DOWN | 06/01/2016 11:12 | PROVIDER, BLUE | 06/01/2016 11:12 |
| 91338957 | 06/01/2016 11:11 | CPRSPATIENT 2339 |                    | 06/01/2016 11:12 | PROVIDER, ECRU | 06/01/2016 11:12 |

Number of records: 2

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, the **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**

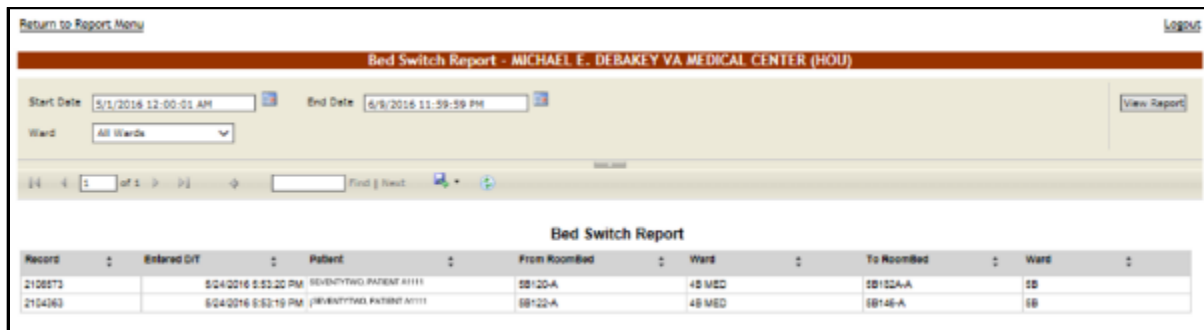
| COLUMN       | DESCRIPTION  |
|--------------|--|
| Record       | The number automatically assigned in the system to the record. This is the transfer entry number in the patient movement file. |
| D/T Ordered  | The date and time when the transfer has been ordered.  |
| Patient      | The patient's 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**

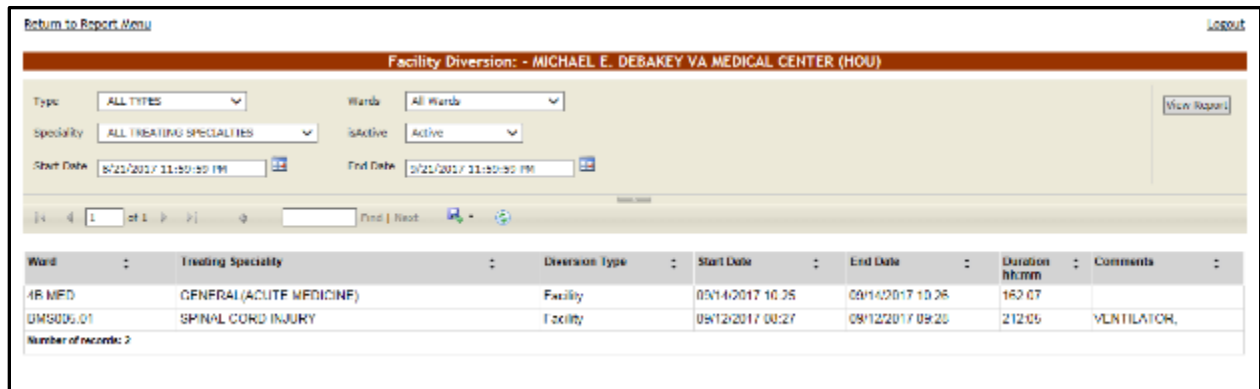
| COLUMN        | DESCRIPTION  |
|---------------|--|
| Record        | The number automatically assigned in the system to the record. This is the transfer entry number in the patient movement file. |
| Entered D/T   | The date and time when the bed switch was entered.   |
| Patient       | The patient's last name and the last 4 digits of their SSN.  |
| From Room/Bed | The room/bed which the patient was switched from.  |
| (From) Ward   | The BMS ward where the patient was switched from   |
| To Room/Bed   | 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        | Released             | Patient                  | Comments | SX | Presenting Problem                  | Type of Bed/Ward Required | Placing Area   | Wait Time (H:M) | Wait Time Alert Date | CLC |
|------------------|------------------|----------------------|--------------------------|----------|----|-------------------------------------|---------------------------|----------------|-----------------|----------------------|-----|
| 06-07-2020 14:02 | 06-07-2020 14:02 | 8/7/2020 4:47:42 PM  | SEVENTHREL PATIENT A1111 |          | F  | 803 per 2weeks back (status x2days) | ED TBD                    | EMERGENCY ROOM | 501:37          |                      | No  |
| 06-19-2020 03:57 | 06-19-2020 03:57 | 8/19/2020 8:37:42 AM | SEVENTHREL PATIENT A1111 |          | M  | Transfer from Lake Jackson          | ED TBD                    | EMERGENCY ROOM | 224:42          |                      | No  |
| 06-25-2020 14:57 | 06-25-2020 14:57 |                      | SEVENTHREL PATIENT A1111 |          | F  | medication refill addval            | ED TBD                    | EMERGENCY ROOM | 68:42           |                      | 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.

**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. |

**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 243 - Discharge Order Difference Report**

The screenshot shows a web-based report interface for 'Discharge Order Diff Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. It includes search filters for Start Date (3/24/2018) and End Date (9/11/2020), and a Ward dropdown menu set to 'SB'. Below the filters is a table with the following data:

| Record  | D/T Ordered      | Patient       | BMS Ward | D/T Signed       | PM Record D/T    | DIFF  | Physician          | D/T Released     |
|---------|------------------|---------------|----------|------------------|------------------|-------|--------------------|------------------|
| 2366745 |                  | PATIENT A1111 | SB       |                  | 03/19/2019 17:30 |       |                    |                  |
| 2366951 |                  | PATIENT A1111 | SB       |                  | 03/20/2019 17:24 |       |                    |                  |
| 2366290 | 03/15/2019 17:04 | PATIENT A1111 | SB       | 03/15/2019 17:04 | 03/18/2019 09:55 | 55.51 | FORTYFOUR PROVIDER | 03/15/2019 17:04 |
| 2367755 |                  | PATIENT A1111 | SB       |                  | 03/23/2019 15:30 |       |                    |                  |
| 2275609 |                  | PATIENT A1111 | SB       |                  | 06/05/2019 12:48 |       |                    |                  |
| 2365005 |                  | PATIENT A1111 | SB       |                  | 03/11/2019 20:00 |       |                    |                  |

Number of records: 6

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**

| <b>COLUMN</b> | <b>DESCRIPTION</b>   |
|---------------|--|
| 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 244 - Facility Diversion Page

The screenshot shows the 'Facility Diversion' page for MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU). It includes a search bar for 'ADD Location Name' and a table with the following columns: All, Current Diversions, All Diversions, Status, Start Date/Time, End Date/Time, Entered By, Last Edit By, and Duration (dd:hh:mm).

| All | Current Diversions   | All Diversions | Status | Start Date/Time  | End Date/Time    | Entered By     | Last Edit By     | Duration (dd:hh:mm) |
|-----|--|----------------|--------|------------------|------------------|----------------|------------------|---------------------|
|     | Facility(AI)AI-Future Start Date                               |                | Yes    | 05/15/2020 14:00 |                  | vha.med.va.gov | 05/13/20 - 14:40 | 130:20:53           |
|     | Facility(AI)AI-Start Date in Past                              |                | Yes    | 05/10/2020 14:00 |                  | vha.med.va.gov | 05/13/20 - 14:30 | 135:20:53           |
|     | Facility(AI)AI-TEST  |                | No     | 07/09/2016 11:53 | 05/13/2020 16:49 | vha.med.va.gov | 07/09/16 - 11:55 | 1408:03:56          |
|     | Emergency Department(AI)AI-TEST OIDA                           |                | No     | 06/30/2016 11:58 | 05/13/2020 16:49 | vha.med.va.gov | 06/30/16 - 17:01 | 1414:21:51          |
|     | Facility(AI)AI   |                | No     | 06/23/2016 10:00 | 05/13/2020 16:49 | vha.med.va.gov | 06/23/16 - 16:01 | 1419:22:49          |
|     | Facility(AI)AI   |                | No     | 06/23/2016 15:41 | 05/06/2020 10:22 | vha.med.va.gov | 06/23/16 - 15:44 | 1412:18:19          |
|     | Facility(AI)AI   |                | No     | 06/22/2016 16:55 | 05/06/2020 10:22 | vha.med.va.gov | 06/22/16 - 16:58 | 1413:17:27          |
|     | Facility(AI)AI   |                | No     | 06/15/2016 17:49 | 05/06/2020 10:21 | vha.med.va.gov | 06/15/16 - 18:07 | 1420:16:32          |
|     | Facility(AI)AI-TELE  |                | No     | 06/11/2016 18:30 | 05/06/2020 10:22 | v99.med.va.gov | 06/11/16 - 18:30 | 1422:15:52          |
|     | Facility(AI)AI-NAME  |                | No     | 06/09/2016 17:23 | 05/13/2020 16:49 | v08.med.va.gov | 06/09/16 - 17:23 | 1423:21:28          |
|     | Emergency Department(AI)AI-CITY OF HOUSTON                     |                | No     | 06/03/2016 17:18 | 05/13/2020 16:48 | v08.med.va.gov | 06/03/16 - 17:19 | 1439:21:38          |
|     | Facility(AI)AI-TEST 06.02                                      |                | No     | 06/02/2016 14:46 | 05/13/2020 16:48 | vha.med.va.gov | 06/02/16 - 15:10 | 1440:23:59          |
|     | Facility(AI)AI   |                | No     | 06/01/2016 13:06 | 05/06/2020 10:21 | vha.med.va.gov | 06/01/16 - 13:42 | 1433:20:53          |
|     | Emergency Department(AI)AI-TEMPORARY DIVERSION WEEKEND SUPPORT |                | No     | 05/27/2016 14:00 | 05/13/2020 16:48 | vha.med.va.gov | 05/27/16 - 13:34 | 1447:09:48          |
|     | Emergency Department(AI)AI-4UTT                                |                | No     | 05/26/2016 16:54 | 05/13/2020 16:48 | v08.med.va.gov | 05/26/16 - 16:54 | 1447:21:54          |
|     | Emergency Department(AI)AI-TEST 2                              |                | No     | 05/25/2016 13:59 | 05/06/2020 10:21 | vha.med.va.gov | 05/25/16 - 13:59 | 1441:20:22          |
|     | Facility(AI)AI-TEST  |                | No     | 05/25/2016 13:49 | 05/06/2020 10:21 | vha.med.va.gov | 05/25/16 - 13:56 | 1441:20:14          |
|     | Emergency Department(AI)AI-ICU                                 |                | No     | 05/23/2016 18:23 | 05/06/2020 10:21 | v99.med.va.gov | 05/23/16 - 18:24 | 1443:15:52          |
|     | Emergency Department(AI)AI-TEST 3234                           |                | No     | 05/22/2016 13:55 | 05/23/2016 15:36 | v17.med.va.gov | 05/23/16 - 15:36 | 00:00:01            |
|     | Emergency Department(AI)AI-TELEMETRY                           |                | No     | 05/21/2016 15:54 | 06/22/2016 16:59 | v17.med.va.gov | 05/23/16 - 15:54 | 33:01:05            |

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 245 - Selecting Facility Diversion**

The screenshot displays the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, it shows the workstation time (12:38:06 PM) and facility time (11:38 AM). A 'Facility Diversion: YES' status is highlighted in yellow. Below this, there are several widgets: a 'Ward Census' showing 88% facility occupancy, a 'New Events' section for 'Completed Cleaning Beds (1)', and a 'Patients Pending Bed Placement: Current' table. The table has columns for Actions, Patient Name, Bed Needed By, Patient, Standard Icons, Emergency Icons, SVC, Comments, SK, Presenting Problem, Type Of Bed / Ward/Res Unit, Waiting Area, Wait Time (min), and QIC. The table lists several patients with their respective medical conditions and scheduled admission times.

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

Figure 246 - Adding/Editing Details of Facility Diversion

Return to Site Home Page Export Report

Diversion Status For: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

ADD Location Name:

**EDIT Diversion**

| Current Diversion Location                               | Status | Date       | Time  | Entered By     | Last Edit By     | Duration |
|--|--------|------------|-------|----------------|------------------|----------|
| Facility-TELEMETRY                                       | Yes    | 05/23/2016 | 13:54 | v17.med.va.gov | 05/23/16 - 13:54 | 16:11:36 |
| Facility-ICU   | Yes    | 05/23/2016 | 16:23 | v19.med.va.gov | 05/23/16 - 16:24 | 18:19:07 |
| Facility-TEST  | Yes    | 05/23/2016 | 11:45 | v1a.med.va.gov | 05/23/16 - 11:56 | 14:23:49 |
| Emergency Department-TEST 2                              | Yes    | 05/23/2016 | 11:59 | v1a.med.va.gov | 05/23/16 - 11:59 | 14:23:21 |
| Emergency Department-LPT                                 | Yes    | 05/23/2016 | 14:54 | v08.med.va.gov | 05/24/16 - 14:54 | 13:30:30 |
| Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT | Yes    | 05/27/2016 | 12:00 | v1a.med.va.gov | 05/27/16 - 11:34 | 12:23:30 |
| Facility-  | Yes    | 06/02/2016 | 11:08 | v1a.med.va.gov | 06/02/16 - 11:40 | 07:00:02 |
| Facility-TEST 06.02                                      | Yes    | 06/02/2016 | 12:49 | v1a.med.va.gov | 06/02/16 - 12:10 | 08:22:41 |
| Emergency Department-CITY OF HOUSTON                     | Yes    | 06/03/2016 | 19:18 | v08.med.va.gov | 06/03/16 - 19:19 | 09:29:12 |

[BMS Home](#) | [User Legend](#) | [Information](#)

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 247 - Add New Diversion Status

Return to Diversion Page

Diversion Status For: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

**Add New Diversion Status**

Diversion Location:  Start Date:  Start Time: H  M

Ward Group:  Treating Specialty:  Comments:

[BMS Home](#) | [User Legend](#) | [Information](#) | [Clinical Inventory](#)

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 248 - Edit Diversion Status Details

Diversion Status For: VA CENTRAL CALIFORNIA HEALTH CARE SYSTEM (PRF)

Diversion Location:  Current:  Start Date:  Start Time: H  M

Ward Group:  Treating Specialty:  Comments:

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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 249 - 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 250 - 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 251 - Patient Movement Report**

Return to New Events Page Logout

**Patient Movement Report by Date Range - CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)**

Trans: Admissions Word: All Words View Report


Start Date: 4/13/2021 3:06:02 AM End Date: 4/13/2021 11:06:02 AM

**Patient Movements (PM) - All Wards**  
RAN: 04/13/21 11:08  
Average Diff: 00:00

| PM ID#  | PM Record DT     | Entered DT       | Diff  | Ward | Room/Bed | Patient       | Transaction | Type of Movement |
|---------|------------------|------------------|-------|------|----------|---------------|-------------|------------------|
| 1047004 | 04/13/2021 03:27 | 04/13/2021 03:27 | 00:00 | T2K0 | 2K125-1F | PATIENT A1111 | ADMISSION   | DIRECT           |
| 1047006 | 04/13/2021 06:28 | 04/13/2021 06:28 | 00:00 | T2K0 | 2K125-1F | PATIENT A1111 | ADMISSION   | DIRECT           |
| 1047008 | 04/13/2021 06:27 | 04/13/2021 06:28 | 00:01 | T3K  |          | PATIENT A1111 | ADMISSION   | OPT-ASC          |
| 1047007 | 04/13/2021 06:23 | 04/13/2021 06:24 | 00:01 | T3K  |          | PATIENT A1111 | ADMISSION   | OPT-SC           |
| 1047101 | 04/13/2021 06:51 | 04/13/2021 06:51 | 00:00 | W94B | 3A123-02 | PATIENT A1111 | ADMISSION   | DIRECT           |

**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 252 - Ward Whiteboard Home – Select Display Criteria**

Return to Site Home Page Export Report

**WARD Whiteboard Home: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

| PARAMETER                | OPTIONS             |
|--------------------------|---------------------|
| Select Ward:             | All                 |
| Split Screen:            | No                  |
| Display PT's:            | Last Name           |
| Gender Color:            | Blue/Pink           |
| Display Footer Census:   | No                  |
| Display Staff/Attending: | Staff and Attending |
| Sort by:                 |                     |
| Scroll:                  | No                  |
| Scroll Rate:             |                     |

Submit Cancel

| [BMS Home](#) | [Icon Legend](#) | [Information](#) |

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 1<sup>st</sup> 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    |

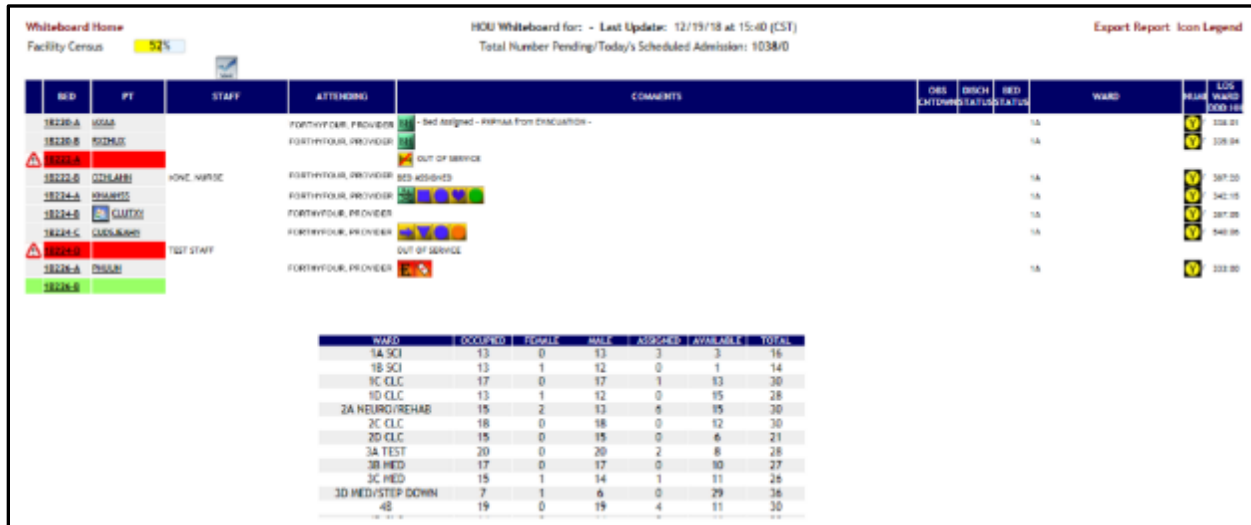
**Display Staff/Attending:** The options for this field is Staff/Attending, Staff only, or Attending only This will create the appropriate column(s) on the whiteboard, The Attending will be populated from VistA with the Attending physicians last name. **Sort by:** if the list should be sorted according 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 253 - 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 254 - 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 255 - 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 256 - 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  | <p>The DSC column displays the Discharge status of the bed; three possible statuses are available: Anticipated Discharge </p> <p>Discharge Ordered </p> <p>Interward Transfer </p> <p>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.</p> <p>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".</p> <p>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".</p> <p>Discharge Orders override Anticipated Discharge Orders.</p> <p>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.</p> |
| BED STATUS    | <p>The BED column displays information about the bed cleaning status: three statuses are available:</p> <p>Bed Cleaned </p> <p>Bed Needs Cleaning </p> <p>Cleaning Bed </p>   |
| 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 257 - Selecting Ward Whiteboard

The screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). The top navigation bar includes 'Return to VISH Network', 'Facility Division: YES', 'Evacuation: ON', and 'Last BMS Update: 05/28/20 @ 20:13:12'. The main dashboard features a facility occupancy gauge at 88%, a 'Ward Census' table with columns for 'SIC' and 'Ward' (listing 1B CLC, 2A NEURO/REHAB, 2C CLC, 3B MED, 3C MED), and a 'Ward Whiteboard' menu with options for 'Summary Report', 'Reports', and 'Site Options'. A 'New Events' section shows 'Completed Cleaning Beds (1)'. Below the dashboard is a 'Patients Pending Bed Placement: Current' table with the following data:

| Actions | Inferred            | Bed Needed By       | Patient                    | Standard Icons | Emergency Icons | SIC | Comments | SX | Presenting Problem     | Type of Bed / Ward Request | Waiting Area         | Risk Time (hrs) | Alert (Y/N) | CLC |
|---------|---------------------|---------------------|----------------------------|----------------|-----------------|-----|----------|----|------------------------|----------------------------|----------------------|-----------------|-------------|-----|
| Get Bed | 05/28/2024 04:57 PM | 05/29/2024 04:57 PM | SEVENTYFIVE, PATIENT A1111 |                |                 | 200 |          | F  | Left Thyroid Mass      | SE                         | SCHEDULED ADMISSIONS | 06:15:40        | No          |     |
| Get Bed | 05/28/2024 04:57 PM | 05/29/2024 04:57 PM | SEVENTYFIVE, PATIENT A1111 |                |                 | 0   |          | F  | Cervical Stenosis      | SE                         | SCHEDULED ADMISSIONS | 06:15:40        | No          |     |
| Get Bed | 05/28/2024 04:57 PM | 05/29/2024 04:57 PM | SEVENTYFIVE, PATIENT A1111 |                |                 | 200 |          | F  | RT Facial Mass         | SE                         | SCHEDULED ADMISSIONS | 06:15:40        | No          |     |
| Get Bed | 05/28/2024 04:57 PM | 05/29/2024 04:57 PM | SEVENTYFIVE, PATIENT A1111 |                |                 | 0   |          | M  | left renal mass        | SURGICAL OBSERVATION       | SCHEDULED ADMISSIONS | 06:15:40        | No          |     |
| Get Bed | 05/28/2024 04:57 PM | 05/29/2024 04:57 PM | SEVENTYFIVE, PATIENT A1111 |                |                 | 0   |          | M  | Liver Mass             | SURGICAL OBSERVATION       | SCHEDULED ADMISSIONS | 06:15:40        | No          |     |
| Get Bed | 05/28/2024 04:57 PM | 05/29/2024 04:57 PM | SEVENTYFIVE, PATIENT A1111 |                |                 | 200 |          | M  | severe aortic stenosis | CARDIOLOGY                 | SCHEDULED ADMISSIONS | 06:15:40        | No          |     |

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

**Figure 258 - Selecting Parameters for Ward Whiteboard**

| PARAMETER                | OPTIONS             |
|--------------------------|---------------------|
| Select Ward:             | All                 |
| Split Screen:            | No                  |
| Display PT's:            | Last Name           |
| Gender Color:            | Blue/Pink           |
| Display Footer Census:   | No                  |
| Display Staff/Attending: | Staff and Attending |
| Sort by:                 |                     |
| Scroll:                  | No                  |
| Scroll Rate:             |                     |

Submit Cancel

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 259 - Selecting a Bed from the Ward Whiteboard Page**

| BED     | PT       | STAFF        | ATTENDING            | COMMENTS                     | OBS CRITERIA | DISCH STATUS | BED STATUS | WARD | INJAR | LOR WARD (DD-MMM) |
|---------|----------|--------------|----------------------|------------------------------|--------------|--------------|------------|------|-------|-------------------|
| 18126-B | BRODGH   | HURZE M      | FOURTYEIGHT PROVIDER | OUT OF SERVICE ENVIRONMENTAL |              |              | 18         | 18   | 1     | 420-05            |
| 18126-A | YDAGALIT | HURZE M      | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 340-12            |
| 18126-A | YDGT     | HURZE M      | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 344-05            |
| 18126-B | SLBETHS  | HURZE M      | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 471-17            |
| 18126-D | SLBETHS  | HURZE M      | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 427-04            |
| 18126-A | QUBBY    | SAS TRAINING | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 346-22            |
| 18126-B | DAVETST  | DAVETST      |                      |                              |              |              | 18         | 18   | 1     | 1345-02           |
| 18126-C | BLISSU   | DAVETST      |                      |                              |              |              | 18         | 18   | 1     | 515-05            |
| 18126-D | BROGHIT  | DAVETST      | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 341-01            |
| 18126-A | BEVY     |              | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 459-01            |
| 18126-B | BSLE     |              | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 638-08            |
| 18126-A | AMOLVBU  |              | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 479-21            |
| 18144-B | XXXX     |              | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 220-05            |
| 18144-C |          |              |                      | RADIATION                    |              |              |            |      |       |                   |
| 18144-D | XXXX     |              | FOURTYEIGHT PROVIDER |                              |              |              | 18         | 18   | 1     | 220-05            |

| WARD   | OCCUPIED | FEMALE | MALE | ASSIGNED | AVAILABLE | TOTAL |
|--------|----------|--------|------|----------|-----------|-------|
| 18 SCI | 13       | 5      | 12   | 0        | 1         | 14    |

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 260 - Taking a Bed Out of Service

**WARD Whiteboard**

Ward: MAD TEST 2-4  
 Bed: 1C126-A  
 Reason: ▼  
 Comments: 100/100

Warning: BMS was not designed to support communication of Life Sustaining Treatment Information. Use the electronic health record to enter or view current information concerning Life Sustaining Treatment Information. Using BMS to manually indicate patient life sustaining treatment status could result in a catastrophic patient safety event.

Nur Assignment: 50/50

| Standard Icons   | Emergency Management Icons | Site Configurable Icons                                     |
|--|----------------------------|---|
| Negative Pressure (Room) <span style="float: right;">R No ▼</span> |                            | BMS Training Icon <span style="float: right;">R No ▼</span> |
| Shared Bathroom (Room) <span style="float: right;">R No ▼</span>   |                            | Blue Caution <span style="float: right;">R No ▼</span>      |
| Telemetry (Room) <span style="float: right;">R No ▼</span>         |                            | Blue Circle <span style="float: right;">R No ▼</span>       |
| Lift Equipment (Room) <span style="float: right;">R No ▼</span>    |                            | Blue Heart <span style="float: right;">R No ▼</span>        |
| Womens Program (Room) <span style="float: right;">R No ▼</span>    |                            | Green Circle <span style="float: right;">R No ▼</span>      |
| Test <span style="float: right;">R No ▼</span>                     |                            | Orange Circle <span style="float: right;">R No ▼</span>     |

Requested Manual Cleaning:

NO  YES  STAT    VISTA Ward: 1C    09/17/20  
 H: 13 M: 57  
 Special Instructions: 150/150

Submit & Reset Form

Submit
Never Mind & Return To WhiteBoard  
WARNING: Clears ALL Comments and Icons

BMS Home | Icon Legend | Information | Clinical Inventory

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 261 - Ward Whiteboard Home - Bed Out of Service

Whiteboard Home
HOU Whiteboard for: - Last Update: 12/19/18 at 15:46 (CST)
Export Report Icon Legend

Facility Census: 53%    Total Number Pending/Today's Scheduled Admission: 1038/0    census: 100%

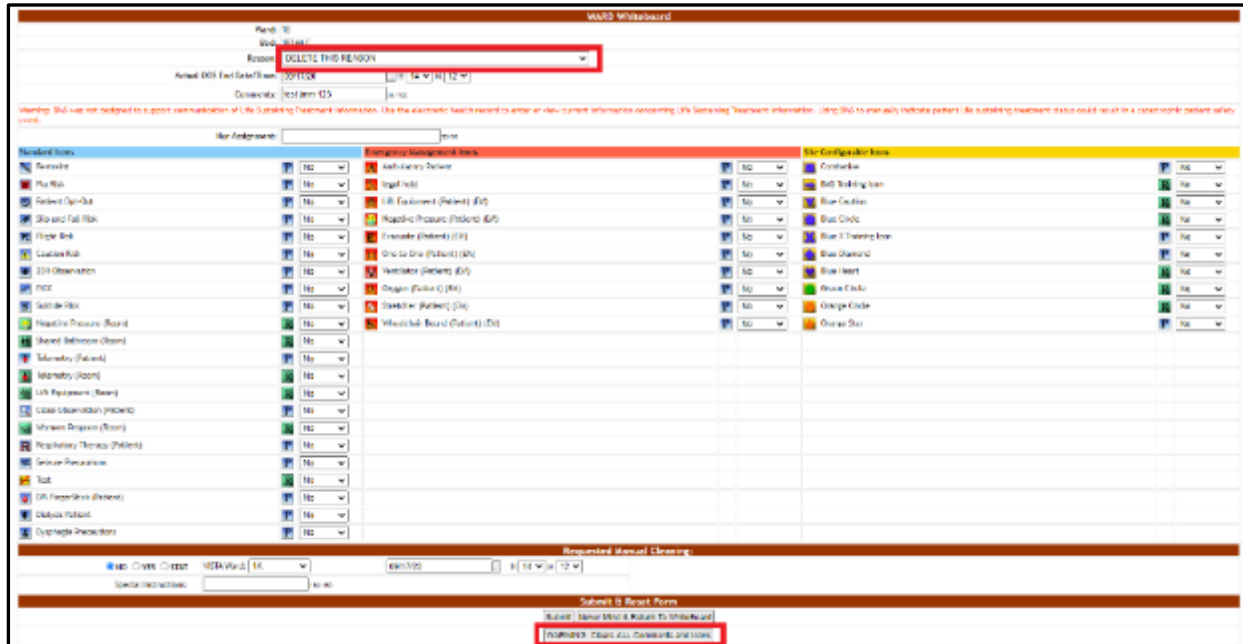
| BED     | PT        | STAFF       | ATTENDING         | COMMENTS                       | ORG OUTOWN | ESCH STATUS | BED STATUS | WARD | FLNR | LOS WARD (000-14) |
|---------|-----------|-------------|-------------------|--------------------------------|------------|-------------|------------|------|------|-------------------|
| 18122-B | EDR/SSH   | NURSE RN    | FORTYHNE PROVIDER | OUT OF SERVICE - ENVIRONMENTAL |            |             | 18         |      | Y    | 458.08            |
| 18122-A | NS/MANLEY |             | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 243.12            |
| 18124-A | NOYE      | NURSE RN    | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 244.05            |
| 18124-B | SH/SHAI   | NURSE RN    | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 471.17            |
| 18124-D | SH/SHAI   | NURSE RN    | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 427.24            |
| 18128-A | SH/SHAI   | SW TRAINING | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 246.22            |
| 18128-B | SH/SHAI   | SW TRAINING | FORTYHNE PROVIDER | OUT OF SERVICE                 |            |             | 18         |      | Y    | 1548.00           |
| 18128-C | SH/SHAI   | SW TRAINING | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 618.08            |
| 18128-D | SH/SHAI   | SW TRAINING | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 341.21            |
| 18128-E | SH/SHAI   | SW TRAINING | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 489.02            |
| 18128-F | SH/SHAI   | SW TRAINING | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 828.08            |
| 18128-G | SH/SHAI   | SW TRAINING | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 478.21            |
| 18128-H | SH/SHAI   | SW TRAINING | FORTYHNE PROVIDER |                                |            |             | 18         |      | Y    | 318.08            |

WARD
OCCUPIED
FEMALE
MALE
ASSIGNED
AVAILABLE
TOTAL

18 SCI
13
1
12
0
0
13

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 262 - 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 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 263 - Ward Whiteboard – No Patient Assigned

Ward: MAD TEST 2-4  
 Bed: 1C126-A  
 Room: [dropdown]  
 Comments: [text area]

Warning: BMS was not designed to support communication of Life Sustaining Treatment Information. Use the electronic health record to enter or view current information concerning Life Sustaining Treatment Information. Using BMS to manually indicate patient life-sustaining treatment status could result in a catastrophic patient safety event.

Nurse Assignment: [dropdown]

| Standard Icons   | Emergency Management Icons                                     | Site Configurable Icons                         |
|--|--|---|
| <input type="checkbox"/> Negative Pressure (Room) [No] | <input type="checkbox"/> Ambulatory Patient [No]               | <input type="checkbox"/> BMS Training Icon [No] |
| <input type="checkbox"/> Shared Bathroom (Room) [No]   | <input type="checkbox"/> Legal Hold [No]                       | <input type="checkbox"/> Blue Caution [No]      |
| <input type="checkbox"/> Telemetry (Room) [No]         | <input type="checkbox"/> LIFT Equipment (Patient) (EM) [No]    | <input type="checkbox"/> Blue Circle [No]       |
| <input type="checkbox"/> LIFT Equipment (Room) [No]    | <input type="checkbox"/> Negative Pressure (Patient) (EM) [No] | <input type="checkbox"/> Blue Heart [No]        |
| <input type="checkbox"/> Workers Program (Room) [No]   | <input type="checkbox"/> Evacuate (Patient) (EM) [No]          | <input type="checkbox"/> Green Circle [No]      |
| <input type="checkbox"/> Test [No]                     | <input type="checkbox"/> One to One (Patient) (EM) [No]        | <input type="checkbox"/> Orange Circle [No]     |
|  | <input type="checkbox"/> Ventilator (Patient) (EM) [No]        | <input type="checkbox"/> Orange Star [No]       |
|  | <input type="checkbox"/> Oxygen (Patient) (EM) [No]            |   |
|  | <input type="checkbox"/> Swisher (Patient) (EM) [No]           |   |
|  | <input type="checkbox"/> Wheelchair Board (Patient) (EM) [No]  |   |

Requested Manual Cleaning:  
 NO  YES  STAT  
 VISTA Ward: 1C [dropdown] 09/17/20 [dropdown] H 14 [dropdown] M [dropdown]  
 Special Instructions: [text area]

Submit & Reset Form

MS Home | User Agent | Information | Clinical Inventory

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

Figure 264 - Ward Whiteboard – Patient Assigned

Ward: 1G  
 Bed: 1B226-B  
 Room: [dropdown]  
 Comments: [text area]



Warning: BMS was not designed to support communication of Life Sustaining Treatment Information. Use the electronic health record to enter or view current information concerning Life Sustaining Treatment Information. Using BMS to manually indicate patient life-sustaining treatment status could result in a catastrophic patient safety event.

Nurse Assignment: [dropdown]

| Standard Icons  | Emergency Management Icons                                     | Site Configurable Icons                            |
|---|--|--|
| <input type="checkbox"/> Restraint [No]                     | <input type="checkbox"/> Ambulatory Patient [No]               | <input type="checkbox"/> Combative [No]            |
| <input type="checkbox"/> Fall Risk [No]                     | <input type="checkbox"/> Legal Hold [No]                       | <input type="checkbox"/> BMS Training Icon [No]    |
| <input type="checkbox"/> Patient Opt Out [No]               | <input type="checkbox"/> LIFT Equipment (Patient) (EM) [No]    | <input type="checkbox"/> Blue Caution [No]         |
| <input type="checkbox"/> Slip and Fall Risk [No]            | <input type="checkbox"/> Negative Pressure (Patient) (EM) [No] | <input type="checkbox"/> Blue Circle [No]          |
| <input type="checkbox"/> Flight Risk [No]                   | <input type="checkbox"/> Evacuate (Patient) (EM) [No]          | <input type="checkbox"/> Blue X Training Icon [No] |
| <input type="checkbox"/> Caution Risk [No]                  | <input type="checkbox"/> One to One (Patient) (EM) [No]        | <input type="checkbox"/> Blue Diamond [No]         |
| <input type="checkbox"/> 2HR Observation [No]               | <input type="checkbox"/> Ventilator (Patient) (EM) [No]        | <input type="checkbox"/> Blue Heart [No]           |
| <input type="checkbox"/> PACE [No]                          | <input type="checkbox"/> Oxygen (Patient) (EM) [No]            | <input type="checkbox"/> Green Circle [No]         |
| <input type="checkbox"/> Seizure Risk [No]                  | <input type="checkbox"/> Swisher (Patient) (EM) [No]           | <input type="checkbox"/> Orange Circle [No]        |
| <input type="checkbox"/> Negative Pressure (Room) [No]      | <input type="checkbox"/> Wheelchair Board (Patient) (EM) [No]  | <input type="checkbox"/> Orange Star [No]          |
| <input type="checkbox"/> Shared Bathroom (Room) [No]        |  |  |
| <input type="checkbox"/> Telemetry (Patient) [No]           |  |  |
| <input type="checkbox"/> Telemetry (Room) [No]              |  |  |
| <input type="checkbox"/> LIFT Equipment (Room) [No]         |  |  |
| <input type="checkbox"/> Close Observation (Patient) [No]   |  |  |
| <input type="checkbox"/> Workers Program (Room) [No]        |  |  |
| <input type="checkbox"/> Respiratory Therapy (Patient) [No] |  |  |
| <input type="checkbox"/> Seizure Precautions [No]           |  |  |
| <input type="checkbox"/> Test [No]                          |  |  |
| <input type="checkbox"/> DM FingerStick (Patient) [No]      |  |  |
| <input type="checkbox"/> DM Mark Patient [No]               |  |  |
| <input type="checkbox"/> Dysphagia Precautions [No]         |  |  |

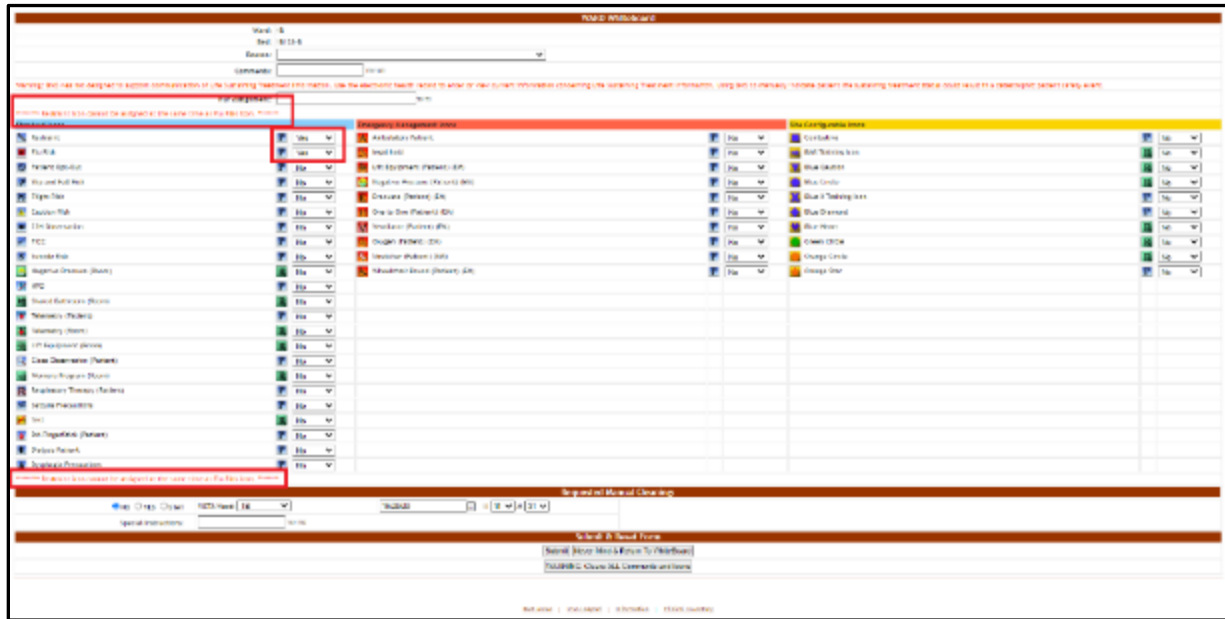
Requested Manual Cleaning:  
 NO  YES  STAT  
 VISTA Ward: 1A [dropdown] 09/17/20 [dropdown] H 14 [dropdown] M [dropdown]  
 Special Instructions: [text area]

Submit & Reset Form

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 265 - 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 266 - Ward Whiteboard Home – Bed/Patient Flagged

| RED | PT      | STAFF  | ATTENDING | COMMENTS   | OBS DATE/TIME | EWAC STATUS | DISCH STATUS | BED STATUS | WARD | HIMM | LOS WARD DOC/HH |
|-----|---------|--------|-----------|--|---------------|-------------|--------------|------------|------|------|-----------------|
|     | 109-A   |        |           | Closed   |               |             |              |            |      |      |                 |
|     | 109-B   |        |           |  |               |             |              |            |      |      |                 |
|     | 110-A   |        |           |  |               |             |              |            |      |      |                 |
|     | 110-B   |        |           |  |               |             |              |            |      |      |                 |
|     | 18120-A | 1109   | BED TEAM  | - Del Assigned - CSADVT from SEMISSONS - # added |               |             |              | EVALUATE   | 1B   |      | 807981          |
|     | 18120-B | THULUN | NURSE BS  | CPM 169 Issd 09232020                            |               |             |              |            | 1B   |      | 516031          |
|     | 18122-A | ENKYT  | NURSE BS  | 25 HOURS OBS                                     |               |             |              | EVALUATE   | 1B   |      | 89123           |
|     | 18122-B | DURPY  | NURSE BS  | CWM 254 Issd 09232020                            |               |             |              | EVALUATE   | 1B   |      | 86121           |
|     | 18124-A | WIDYE  | NURSE BS  | ACTIVE OR DEMAND                                 |               |             |              | EVALUATE   | 1B   |      | 854032          |
|     | 18124-B | BLISS  | NURSE BS  | CPM 234 Issd 09232020                            |               |             |              |            | 1B   |      | 396122          |

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 267 - Standard View of Patient Pending Bed Placement List

The screenshot shows the 'Standard View' of the 'Patients Pending Bed Placement: Current' list. The interface includes a top navigation bar with workstation and facility information, a 'Ward Census' section, and a 'New Events' section. The main table displays patient records with columns for Actions, Bed Number, Patient, Standard Icons, Emergency Icons, and other details. A red box highlights the 'Standard Icons' column for a specific patient, showing three icons: a red square, a yellow square, and a green square.

| Actions                  | Bed Number        | Patient                | Standard Icons | Emergency Icons | SVC | Comments    | Sex | Presentation Problem | Type Of Bed / Wait Required | Waiting Area | Wait Time (min) | Wait Time Alert (h) | CLC |
|--------------------------|-------------------|------------------------|----------------|-----------------|-----|-------------|-----|----------------------|-----------------------------|--------------|-----------------|---------------------|-----|
| <input type="checkbox"/> | 00142002 08:41 AM | IDENTITY: PATIENT A111 |                |                 | 0   | 002         | M   |                      | ADMISSION                   | 2712         |                 | NO                  |     |
| <input type="checkbox"/> | 00142002 08:19 AM | IDENTITY: PATIENT A111 |                |                 | 0   |             | M   |                      | EVACUATION                  | 170:34       |                 | NO                  |     |
| <input type="checkbox"/> | 00142002 08:49 AM | IDENTITY: PATIENT A111 |                |                 | 0   | 2P K25 Not  | M   |                      | ADMISSION                   | 170:53       |                 | NO                  |     |
| <input type="checkbox"/> | 00142002 12:45 PM | IDENTITY: PATIENT A111 |                |                 | 0   | DR 101 2081 | M   |                      | ADMISSION                   | 527:46       |                 | NO                  |     |
| <input type="checkbox"/> | 00142002 12:41 PM | IDENTITY: PATIENT A111 |                |                 | 0   |             | F   |                      | ADMISSION                   | 527:53       |                 | NO                  |     |
| <input type="checkbox"/> | 00142002 12:40 PM | IDENTITY: PATIENT A111 |                |                 | 0   |             | M   |                      | ADMISSION                   | 898:52       |                 | NO                  |     |

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 268 - Emergency Management View of Patient Pending Bed Placement List

The screenshot shows the 'Emergency Mgmt' view of the 'Patients Pending Bed Placement: Current' list. The interface is similar to the standard view but with a different set of columns. A red box highlights the 'Standard Icons' and 'Emergency Icons' columns for a specific patient, showing a red square, a yellow square, and a green square in the Standard Icons column, and a red square, a yellow square, and a green square in the Emergency Icons column.

| Actions                  | Bed Number        | Patient                | Sex | DOB        | Weight | (Presentation Problem) (Allergies) | Wait Time (min) | Type Of Bed / Wait Required | Standard Icons | Emergency Icons | SVC | Comments |
|--------------------------|-------------------|------------------------|-----|------------|--------|------------------------------------|-----------------|-----------------------------|----------------|-----------------|-----|----------|
| <input type="checkbox"/> | 00142002 08:19 AM | IDENTITY: PATIENT A111 | M   | 06/30/1959 | 170:00 |                                    | 171:05          |                             |                |                 | 0   |          |
| <input type="checkbox"/> | 00142002 12:51 PM | IDENTITY: PATIENT A111 | M   | 00/17/1947 | 170:00 |                                    | 169:19          |                             |                |                 | 0   |          |
| <input type="checkbox"/> | 00142002 09:01 PM | IDENTITY: PATIENT A111 | M   | 00/12/1944 | 170:00 |                                    | 1126:11         |                             |                |                 | 0   |          |
| <input type="checkbox"/> | 00142002 02:24 PM | IDENTITY: PATIENT A111 | M   | 00/08/1945 | 170:00 |                                    | 1109:01         |                             |                |                 | 0   |          |
| <input type="checkbox"/> | 00142002 02:00 PM | IDENTITY: PATIENT A111 | M   | 00/13/1940 | 170:00 |                                    | 3336:34         |                             |                |                 | 100 |          |
| <input type="checkbox"/> | 00142002 09:38 AM | IDENTITY: PATIENT A111 | M   | 00/08/1945 | 170:00 |                                    | 5040:15         |                             |                |                 | 40  |          |



### 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 269 - Ward Whiteboard Home – Select Bed to Assign to a Nurse

| BED     | PT       | STAFF    | ATTENDING          | COMMENTS  | OBS ON/DOWN | EVAC STATUS | DISCH STATUS | BED STATUS | WARD | NURSE | LOS WARD DOC/HH |
|---------|----------|----------|--------------------|---|-------------|-------------|--------------|------------|------|-------|-----------------|
| 109-A   |          |          |                    | CLOSED  |             |             |              |            |      |       |                 |
| 109-B   |          |          |                    |   |             |             |              |            |      |       |                 |
| 110-A   |          |          |                    |   |             |             |              |            |      |       |                 |
| 110-B   |          |          |                    |   |             |             |              |            |      |       |                 |
| 18120-A | BURN     | BED TEAM |                    | - Bed Assigned - COVID19 from ADMISSIONS - JP added                 |             | EVALUATE    |              | 18         |      |       | 607:00          |
| 18120-B | BHARUN   | NURSE BB |                    | CNM 169 test 09212020   |             |             |              | 18         |      |       | 616:00          |
| 18122-A | LIXOT    | NURSE BB |                    | 23 HOURS OBS  |             | EVALUATE    |              | 18         |      |       | 681:23          |
| 18122-B | BLUPY    | NURSE BB |                    | CNM 254 test 09022020   |             | EVALUATE    |              | 18         |      |       | 983:23          |
| 18124-A | WOTTE    | NURSE BB |                    | ACTIVE ON DEMAND  |             | EVALUATE    |              | 18         |      |       | 994:00          |
| 18124-B | WOTTE    | NURSE BB |                    | CNM 254 test 09022020   |             |             |              | 18         |      |       | 988:23          |
| 18124-C | WOTTE    | NURSE BB | HORTWIGHT PROVIDER | OUT OF SERVICE - STAFFING - Laysa Bolton Test - Returned to Service |             | EVALUATE    |              | 18         |      |       | 912:00          |
| 18124-D | WOTTE    | NURSE BB |                    | CNM 254 test 09022020 add F icon                                    |             | EVALUATE    |              | 18         |      |       | 568:00          |
| 18124-E | WOTTE    | NURSE BB |                    | DATE TEST COMMENT   |             |             |              | 18         |      |       | 614:23          |
| 18124-F | WILLIAMS | OWELT012 |                    | UG Test   |             |             |              | 18         |      |       | 1281:03         |

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 assignment 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 270 - Ward Whiteboard Home – Select Nurse

| BED     | PT     | STAFF    | ATTENDING | COMMENTS  | OBS ON/DOWN | EVAC STATUS | DISCH STATUS | BED STATUS | WARD | NURSE | LOS WARD DOC/HH |
|---------|--------|----------|-----------|---|-------------|-------------|--------------|------------|------|-------|-----------------|
| 109-A   |        |          |           | CLOSED  |             |             |              |            |      |       |                 |
| 109-B   |        |          |           |   |             |             |              |            |      |       |                 |
| 110-A   |        |          |           |   |             |             |              |            |      |       |                 |
| 110-B   |        |          |           |   |             |             |              |            |      |       |                 |
| 18120-A | BURN   | BED TEAM |           | - Bed Assigned - COVID19 from ADMISSIONS - JP added |             | EVALUATE    |              | 18         |      |       | 607:00          |
| 18120-B | BHARUN | NURSE BB |           | CNM 169 test 09212020                               |             |             |              | 18         |      |       | 616:00          |
| 18122-A | LIXOT  | NURSE BB |           | 23 HOURS OBS  |             | EVALUATE    |              | 18         |      |       | 991:23          |
| 18122-B | BLUPY  | NURSE BB |           | CNM 254 test 09022020                               |             | EVALUATE    |              | 18         |      |       | 983:23          |

The field will become editable as in the following image.

Figure 271 - Ward Whiteboard Home – Change Nurse Assignment for Bed

| BED     | PT        | STAFF     | ATTENDING           | COMMENTS  | OBS<br>INTDOWN | EMAC<br>STATUS | DISCH<br>STATUS | BED<br>STATUS | WARD | NUM     | LOS<br>WARD<br>DDG:HH |
|---------|-----------|-----------|---------------------|---|----------------|----------------|-----------------|---------------|------|---------|-----------------------|
| 109-A   |           |           |                     | CLOSED  |                |                |                 |               |      |         |                       |
| 109-B   |           |           |                     |   |                |                |                 |               |      |         |                       |
| 110-A   |           |           |                     |   |                |                |                 |               |      |         |                       |
| 110-B   |           |           |                     |   |                |                |                 |               |      |         |                       |
| 18120-A | LIEN      | BED TEAM  |                     | - Bed Assigned - CXADYNT from ADMISSIONS - IP added                 |                | EVACUATE       |                 | 1B            |      | 607:00  |                       |
| 18120-B | DEJUN     | NURSE BR  |                     | CNM 148 test 09212020   |                |                |                 | 1B            |      | 616:01  |                       |
| 18122-A | LINKT     | NURSE BR  |                     | 21 HOURS OBS  |                | EVACUATE       |                 | 1B            |      | 691:23  |                       |
| 18122-B | DAWZ      | NURSE BR  |                     | CNM 274 test 0902020  |                | EVACUATE       |                 | 1B            |      | 983:21  |                       |
| 18124-A | WIFE      | NURSE BR  |                     | ACTNOTE ON DCWARD   |                | EVACUATE       |                 | 1B            |      | 994:33  |                       |
| 18124-B | BLUJ      | NURSE BR  |                     | CNM 274 test 0902020  |                |                |                 | 1B            |      | 998:23  |                       |
| 18124-C | COLLINSKY | NURSE BR  | PORTNOR<br>PROVIDER | OUT OF SERVICE - STAFFING - Kayla Saltes Test - Returned to Service |                | EVACUATE       |                 | 1B            |      | 615:03  |                       |
| 18124-D | ELLY      | NURSE SB  |                     | CNM 274 test 0902020 added F icon                                   |                | EVACUATE       |                 | 1B            |      | 568:04  |                       |
| 18126-B | WIFEWIT   |           |                     | DAVETESTCOMMENT   |                |                |                 | 1B            |      | 614:23  |                       |
| 18126-C | WILLIAMS  | DAVETEST2 |                     | BS Test   |                |                |                 | 1B            |      | 1281:03 |                       |

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

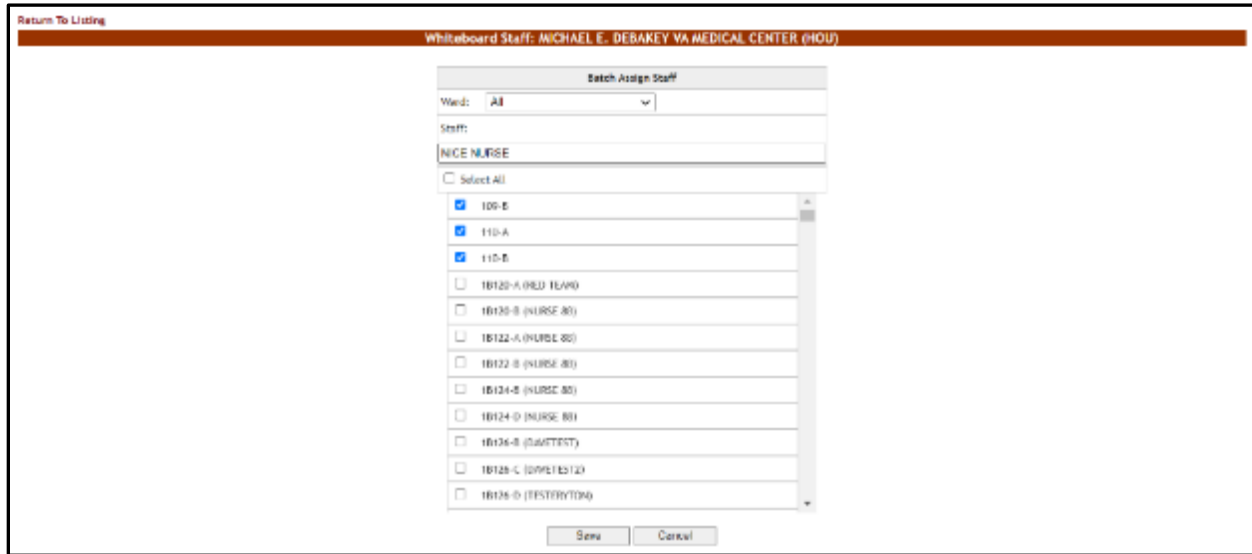
Users can assign several beds to medical personnel available from the Ward Whiteboard page.

Figure 272 - Selecting a Batch Assign Button

| BED     | PT    | STAFF    | ATTENDING | COMMENTS  | OBS<br>INTDOWN | EMAC<br>STATUS | DISCH<br>STATUS | BED<br>STATUS | WARD | NUM    | LOS<br>WARD<br>DDG:HH |
|---------|-------|----------|-----------|---|----------------|----------------|-----------------|---------------|------|--------|-----------------------|
| 109-A   |       |          |           | CLOSED  |                |                |                 |               |      |        |                       |
| 109-B   |       |          |           |   |                |                |                 |               |      |        |                       |
| 110-A   |       |          |           |   |                |                |                 |               |      |        |                       |
| 110-B   |       |          |           |   |                |                |                 |               |      |        |                       |
| 18120-A | LIEN  | BED TEAM |           | - Bed Assigned - CXADYNT from ADMISSIONS - IP added |                | EVACUATE       |                 | 1B            |      | 607:00 |                       |
| 18120-B | DEJUN | NURSE BR |           | CNM 148 test 09212020                               |                |                |                 | 1B            |      | 616:01 |                       |
| 18122-A | LINKT | NURSE BR |           | 21 HOURS OBS  |                | EVACUATE       |                 | 1B            |      | 691:23 |                       |

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

**Figure 273 - 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 274 - Beds Assigned**

| BED     | PT   | STAFF      | ATTENDING | COMMENTS   | OBS<br>CHTDOWN | EWIC<br>STATUS | DISCH<br>STATUS | BED<br>STATUS | WARD | NURSE | LOS<br>WARD<br>DD:HH |
|---------|------|------------|-----------|--|----------------|----------------|-----------------|---------------|------|-------|----------------------|
| 109-A   |      |            |           | CLOSED   |                |                |                 |               |      |       |                      |
| 109-B   |      | NICE NURSE |           |  |                |                |                 |               |      |       |                      |
| 110-A   |      | NICE NURSE |           |  |                |                |                 |               |      |       |                      |
| 110-B   |      | NICE NURSE |           |  |                |                |                 |               |      |       |                      |
| 1B120-A | ADMI | NURSE TEAM |           | Bed Assigned - CXRADPT from ADMIS/CBS - JF added |                |                | EVALUATE        | 1B            |      |       | 6:01:00              |
| 1B120-B | ADMI | NURSE 80   |           | CAM 100 test 093-1003                            |                |                |                 | 1B            |      |       | 6:16:21              |

**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 275 - Patient Details – Bed Control Pt Inquiry

The screenshot shows the 'Bed Control Pt Inquiry' interface. At the top right is a 'Logout' link. Below the title bar, there are navigation icons and a search field. The main content area is divided into several sections:

- Patient Information:** A table with columns 'FULL NAME', 'SSN', and 'GENDER'. The values are 'BMSpatient, Two', 'XXX-XX-6878', and 'F' respectively.
- Patient D/C Orders:** A table with columns 'Order ID#', 'Ward', 'Patient Name', 'D/T Ordered', 'Status', and 'Order Item'.
- Patient D/C Appointments:** A table with columns 'Ward', 'Room/Bed', 'Patient', 'Appointment D/T', 'Current Status', and 'Clinic Name'.
- Patient Anticipated Discharge Orders:** A table with columns 'Order ID#', 'Ward', 'Patient Name', 'D/T Ordered', 'Status', and 'Order Text'.

At the bottom, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

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 276 - Selecting Ward Whiteboard

The screenshot shows the 'Ward Whiteboard' interface for Michael E. DeBakey VA Medical Center (HOU). At the top, it displays the workstation time (12:38:06 PM), facility name (11:38 AM), and facility diversion status (YES). A 'Ward Census' section shows a gauge for 88% facility occupancy and a list of ward beds (1B CLC, 2A NEURO/REHAB, 2C CLC, 3B MED, 3C MED) with their respective occupancy percentages. A 'New Events' section shows 'Completed Clearing Beds (1)'. A 'Patients Pending Bed Placement: Current' section includes a table with columns for 'Actions', 'Entered', 'Bed Needed By', 'Patient', 'Standard Issue', 'Emergency Issue', 'CIC', 'Comments', 'SB', 'Presenting Problem', 'Type Of Bed / Ward Required', 'Waiting Area', 'Wait Time (Days)', and 'CLC'. The table contains several rows of patient data, including names like 'DEBENTYSEVEN PATIENT A1111' and 'DEBENTYSEVEN PATIENT A1111', with various medical details and dates.

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

**Figure 277 - Selecting Parameters for Ward Whiteboard**



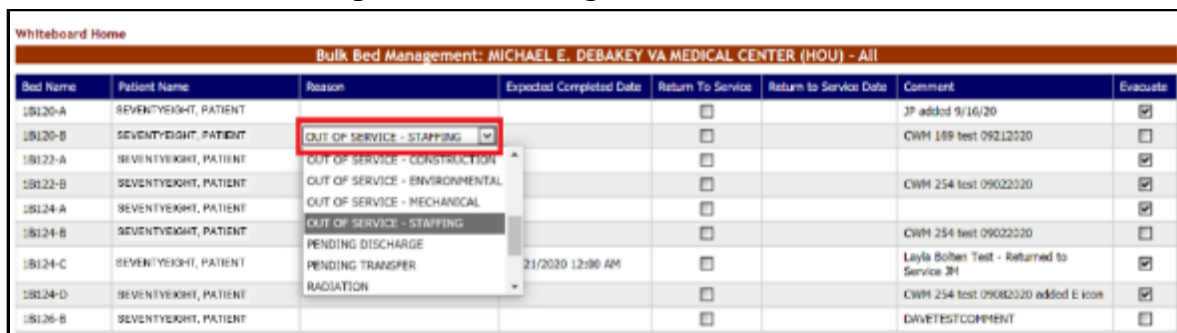
Click the arrow button of the **Select Ward** field to display a list of wards defined in the system and select the ward where the bed is located that you want to take out of service or select all, then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following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

**Figure 278 - Selecting Bulk Bed Management**



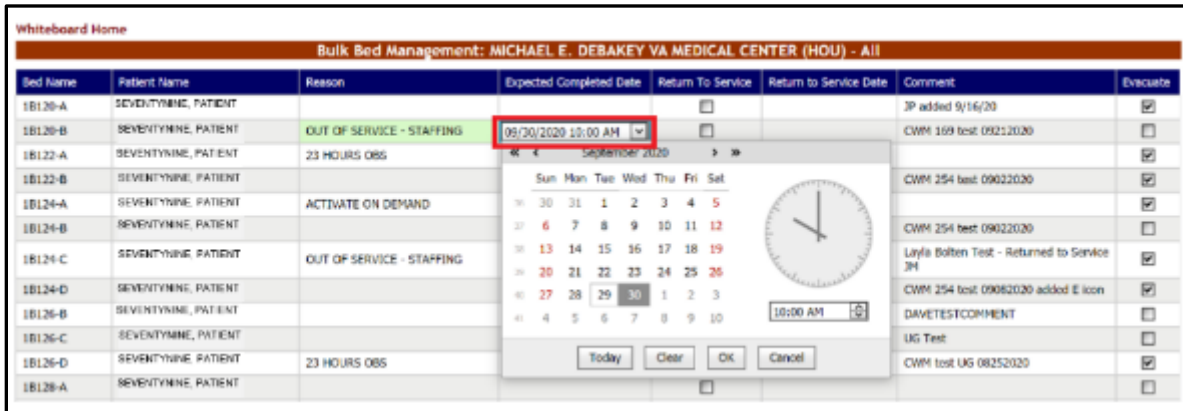
In the upper right corner of the screen, click on the Bulk Bed Management link.

**Figure 279 - Selecting Bed Out of Service Reason**



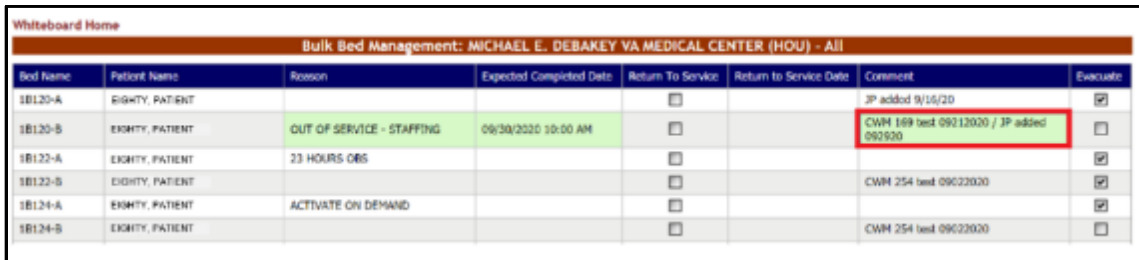
Double-click on the Bed Reason for the beds you would like to make changes on and make your selection from the drop-down menu.

**Figure 280 - Selecting Expected Completed Date**



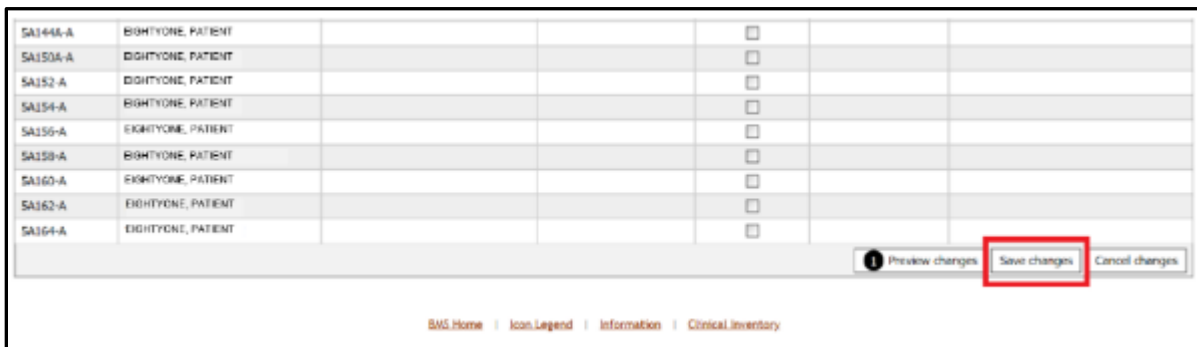
Double click on Expected Completed Date and click on the drop-down menu to select the date and time. When you have chosen the date and time, click OK.

**Figure 281 - Making Comments on Bed Out of Service Reason**



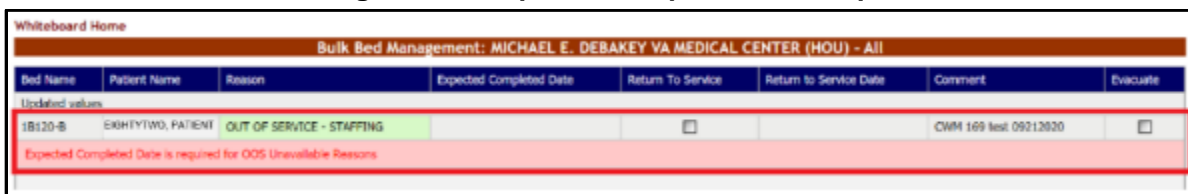
Click on Comment and type in your comments, if any.

**Figure 282 - Saving Changes**



Scroll down to the bottom of the page and click on Save Changes.

**Figure 283 - 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 284 - Selecting Ward Whiteboard

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

Figure 285 - 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 286 - Selecting Bulk Bed Management**



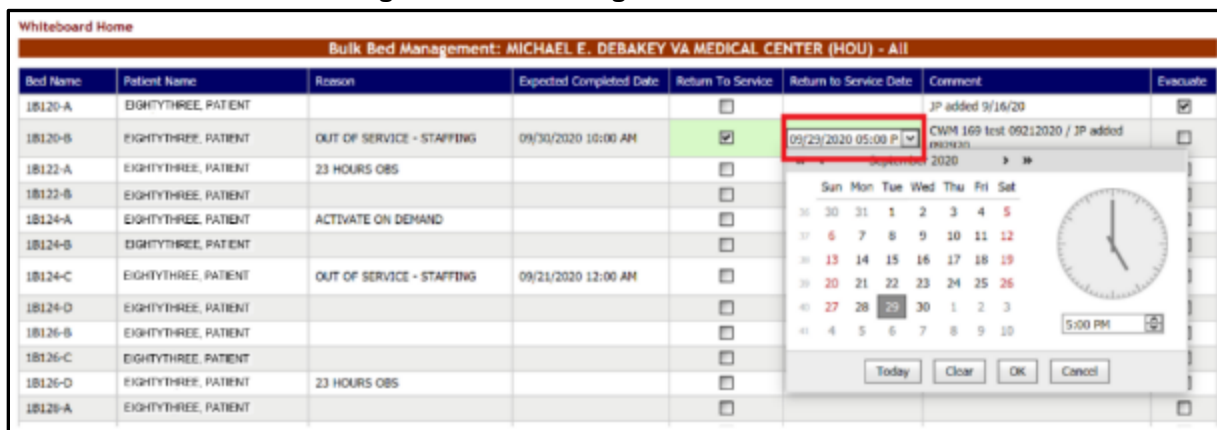
In the upper right corner of the screen, click on the Bulk Bed Management link.

**Figure 287 - Selecting Return to Service**

| Bed Name | Patient Name         | Reason                    | Expected Completed Date | Return To Service                   | Return to Service Date | Comment                                 | Evacuate                            |
|----------|----------------------|---------------------------|-------------------------|-------------------------------------|------------------------|---|-------------------------------------|
| 18120-A  | EIGHTYTHREE, PATIENT |                           |                         | <input type="checkbox"/>            |                        | JP added 9/16/20                        | <input checked="" type="checkbox"/> |
| 18120-B  | EIGHTYTHREE, PATIENT | OUT OF SERVICE - STAFFING | 09/30/2020 10:00 AM     | <input checked="" type="checkbox"/> |                        | CWM 169 test 09212020 / JP added 052920 | <input type="checkbox"/>            |
| 18122-A  | EIGHTYTHREE, PATIENT | 23 HOURS OBS              |                         | <input type="checkbox"/>            |                        |   | <input checked="" type="checkbox"/> |
| 18122-B  | EIGHTYTHREE, PATIENT |                           |                         | <input type="checkbox"/>            |                        | CWM 254 test 09022020                   | <input checked="" type="checkbox"/> |

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 288 - Selecting Return to Service Date**



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 289 - Making Comments on Return to Service Date

| 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   | EIGHTYFOUR, PATIENT |                           |                         | <input type="checkbox"/>            |                        | JP added 9/16/20                                      | <input checked="" type="checkbox"/> |
| 1B120-B   | EIGHTYFOUR, PATIENT | OUT OF SERVICE - STAFFING | 09/30/2020 10:00 AM     | <input checked="" type="checkbox"/> | 09/29/2020 05:00 PM    | CWM 169 test 09212020 / JP added 092920 JP RTS 092920 | <input type="checkbox"/>            |
| 1B122-A   | EIGHTYFOUR, PATIENT | 23 HOURS OBS              |                         | <input type="checkbox"/>            |                        |   | <input checked="" type="checkbox"/> |
| 1B122-B   | EIGHTYFOUR, PATIENT |                           |                         | <input type="checkbox"/>            |                        | CWM 254 test 09022020                                 | <input checked="" type="checkbox"/> |
| 1B124-A   | EIGHTYFOUR, PATIENT | ACTIVATE ON DEMAND        |                         | <input type="checkbox"/>            |                        |   | <input checked="" type="checkbox"/> |
| 1B124-B   | EIGHTYFOUR, PATIENT |                           |                         | <input type="checkbox"/>            |                        | CWM 254 test 09022020                                 | <input type="checkbox"/>            |

Click on Comment and type in your comments, if any.

Figure 290 - Saving Changes

|          |                     |  |  |                          |  |
|----------|---------------------|--|--|--------------------------|--|
| SA144A-A | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |
| SA150A-A | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |
| SA152-A  | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |
| SA154-A  | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |
| SA156-A  | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |
| SA158-A  | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |
| SA160-A  | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |
| SA162-A  | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |
| SA164-A  | EIGHTYFOUR, PATIENT |  |  | <input type="checkbox"/> |  |

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

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 291 - Selecting Ward Whiteboard

Workstation: 12:38:06 PM  
 Facility: 11:38 AM  
 Returns to VSN Network Facility Division: YES Evacuation: ON  
 Last BMS Update: 05/28/20 @ 20:13:12

**MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

88  
% FACILITY

1B CLC  
2A NEURO/REHAB  
2C CLC  
3B MED  
3C MED

Ward Whiteboard  
Summary Report  
Reports  
Site Options

0  
% CPU

**Patients Pending Bed Placement: Current**

Add New Patient Add Interfacility Transfer Today +24 hours Current Today -24 hours Past 30-Days View: Standard Grid Settings: Save Customize Reset

Drag a column header here to group by that column

| Actions                  | Entered             | Bed Needed By       | Patient               | Standard Icons | Emergency Icons | SYC | Comments | SX | Presenting Problem       | Time Of Bed / Wait Required | Waiting Area         | Wait Time (min) | Wait Time Alert (h) | CLC |
|--------------------------|---------------------|---------------------|-----------------------|----------------|-----------------|-----|----------|----|--------------------------|-----------------------------|----------------------|-----------------|---------------------|-----|
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | DIETHYNE PATIENT A111 |                |                 | 100 |          | F  | LAP Thyroid mass         | SC                          | SCHEDULED ADMISSIONS | 5:05:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | DIETHYNE PATIENT A111 |                |                 | 0   |          | F  | CERVICAL NEWMO           | NR                          | SCHEDULED ADMISSIONS | 5:08:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | DIETHYNE PATIENT A111 |                |                 | 100 |          | F  | RT Facial Mass           | NR                          | SCHEDULED ADMISSIONS | 5:08:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | DIETHYNE PATIENT A111 |                |                 | 0   |          | M  | left renal mass          | SURGICAL OBSERVATION        | SCHEDULED ADMISSIONS | 5:08:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | DIETHYNE PATIENT A111 |                |                 | 0   |          | M  | Liver mass               | SURGICAL OBSERVATION        | SCHEDULED ADMISSIONS | 5:08:40         |                     | No  |
| <input type="checkbox"/> | 05/28/2018 04:57 PM | 05/28/2018 04:57 PM | DIETHYNE PATIENT A111 |                |                 | 100 |          | M  | severe acute's efferosis | CARDIOLOGY                  | SCHEDULED ADMISSIONS | 5:05:40         |                     | No  |

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

**Figure 292 - Selecting Parameters for Ward Whiteboard**

WARD Whiteboard Home: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

PARAMETERS

Submit Cancel

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 293 - Selecting Bulk Bed Management**

Whiteboard Home  
 Facility: CAESAR

WARD Whiteboard Home - Last Update: 08/19/20 at 12:04:32 PM  
 Total Nurse Ending Today's Scheduled Admissions: 26/26

**Bulk Bed Management** | Report | Legend

| ID      | PT | STAT | ATTENDING | COMMENTS | OB STATUS | BOOK STATUS | REP STATUS | WAB | MRG | TRN |
|---------|----|------|-----------|----------|-----------|-------------|------------|-----|-----|-----|
| 1B120-A |    |      |           |          |           |             |            |     |     |     |
| 1B120-B |    |      |           |          |           |             |            |     |     |     |
| 1B122-A |    |      |           |          |           |             |            |     |     |     |
| 1B122-B |    |      |           |          |           |             |            |     |     |     |
| 1B124-A |    |      |           |          |           |             |            |     |     |     |
| 1B124-B |    |      |           |          |           |             |            |     |     |     |
| 1B124-C |    |      |           |          |           |             |            |     |     |     |
| 1B124-D |    |      |           |          |           |             |            |     |     |     |
| 1B126-B |    |      |           |          |           |             |            |     |     |     |
| 1B126-C |    |      |           |          |           |             |            |     |     |     |
| 1B126-D |    |      |           |          |           |             |            |     |     |     |
| 1B128-A |    |      |           |          |           |             |            |     |     |     |

In the upper right corner of the screen, click on the Bulk Bed Management link.

**Figure 294 - Selecting Evacuation**

Whiteboard Home  
 Bed Bulk 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  | EIGHTYSIX, PATIENT | OUT OF SERVICE - STAFFING | 09/21/2020 09:00 AM     | <input type="checkbox"/> |                        | JP added 9/16/20                          | <input checked="" type="checkbox"/> |
| 1B120-B  | EIGHTYSIX, PATIENT |                           |                         | <input type="checkbox"/> |                        | CWM 254 test 09022020                     | <input checked="" type="checkbox"/> |
| 1B122-A  | EIGHTYSIX, PATIENT | 23 HOURS OBS              |                         | <input type="checkbox"/> |                        |   | <input checked="" type="checkbox"/> |
| 1B122-B  | EIGHTYSIX, PATIENT |                           |                         | <input type="checkbox"/> |                        | CWM 254 test 09022020                     | <input checked="" type="checkbox"/> |
| 1B124-A  | EIGHTYSIX, PATIENT | ACTIVATE ON DEMAND        |                         | <input type="checkbox"/> |                        |   | <input checked="" type="checkbox"/> |
| 1B124-B  | EIGHTYSIX, PATIENT |                           |                         | <input type="checkbox"/> |                        | CWM 254 test 09022020                     | <input checked="" type="checkbox"/> |
| 1B124-C  | EIGHTYSIX, PATIENT | OUT OF SERVICE - STAFFING | 09/21/2020 12:00 AM     | <input type="checkbox"/> |                        | Layla Bohan Test - Returned to Service JH | <input checked="" type="checkbox"/> |
| 1B124-D  | EIGHTYSIX, PATIENT |                           |                         | <input type="checkbox"/> |                        | CWM 254 test 09082020 added E icon        | <input checked="" type="checkbox"/> |
| 1B126-B  | EIGHTYSIX, PATIENT |                           |                         | <input type="checkbox"/> |                        | DAVETESTCOMMENT                           | <input checked="" type="checkbox"/> |
| 1B126-C  | EIGHTYSIX, PATIENT |                           |                         | <input type="checkbox"/> |                        | UG Test                                   | <input checked="" type="checkbox"/> |
| 1B126-D  | EIGHTYSIX, PATIENT | 23 HOURS OBS              |                         | <input type="checkbox"/> |                        | CWM test UG 08252020                      | <input checked="" type="checkbox"/> |
| 1B128-A  | EIGHTYSIX, PATIENT |                           |                         | <input type="checkbox"/> |                        |   | <input type="checkbox"/>            |

Double-click on all the beds you would like to evacuate.



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 298 - Selecting a Bed/Patient from the Ward Whiteboard Page**

| BED     | PT        | STAFF      | ATTENDING        | COMMENTS   | ORIS ONTOWN | EVAC STATUS | DISCH STATUS | BED STATUS | WARD | NUM | LOG WARD |
|---------|-----------|------------|------------------|--|-------------|-------------|--------------|------------|------|-----|----------|
| 109-A   |           |            |                  | CLOSED   |             |             |              |            |      |     |          |
| 109-B   |           |            |                  |  |             |             |              |            |      |     |          |
| 110-A   |           | NICE NURSE |                  |  |             |             |              |            |      |     |          |
| 110-B   |           | NICE NURSE |                  |  |             |             |              |            |      |     |          |
| 1B120-A | ALLEN     | BED TEAM   |                  | Bed Assigned - CHADTY from ADMISSIONS - JP added |             | EVACUATE    |              |            | 10   |     | 408-18   |
| 1B120-B | DELOACH   | NURSE BS   |                  | 5/18/20  |             |             |              |            | 10   |     | 617-28   |
| 1B122-A | LAZZO     | NURSE BS   |                  | CNW 154 test 0921300 / JP 202003                 |             | EVACUATE    |              |            | 10   |     | 693-18   |
| 1B122-B | BAUSEY    | NURSE BS   |                  | 23 HOURS OBS                                     |             |             |              |            | 10   |     | 905-16   |
| 1B124-A | WITTE     | NURSE BS   |                  | ACTIVATE ON DEMAND                               |             | EVACUATE    |              |            | 10   |     | 905-22   |
| 1B124-B | ELIAS     | NURSE BS   |                  | CNW 254 test 0922030                             |             |             |              |            | 10   |     | 608-18   |
| 1B124-C | CALABRESO | NURSE BS   | FIFTHOR PROM/DNR | Layla Bolton Test - Returned to Service JM       |             |             |              |            | 10   |     | 619-22   |
| 1B124-D | DEFLY     | NURSE BS   |                  | CNW 254 test 0920330                             |             | EVACUATE    |              |            | 10   |     | 569-20   |
| 1B126-B | WELSHY    | DR/TEST    | FIFTHOR PROM/DNR | DR/TEST FLOUNDER                                 |             |             |              |            | 10   |     | 616-17   |
| 1B126-C | WILLIAMS  | DR/TEST    | FIFTHOR PROM/DNR | UG Test  |             |             |              |            | 10   |     | 1282-22  |
| 1B126-D | ROBERTS   | TEST/RYOON | FIFTHOR PROM/DNR | 23 HOURS OBS - CNW test IG 0821200               |             | EVACUATE    |              |            | 10   |     | 1030-17  |
| 1B128-A | HEWALL    | TEST/RYOON | FIFTHOR PROM/DNR |  |             |             |              |            | 10   |     | 575-17   |
| 1B128-B | SEEL      | BLUE TEAM  |                  |  |             |             |              |            | 10   |     | 709-21   |

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 299 - Add/Remove Evacuate Patient Icon**

WARD Whiteboard

Ward: 10  
Bed: 1B124-B  
Reason: 23 HOURS OBS  
Comments: CNW test IG 0821200

Warning: BMS was not designed to support communication of Life Sustaining Treatment information. Use the electronic health record to enter or view current information concerning Life Sustaining Treatment information. Using BMS to manually indicate patient Life Sustaining Treatment status could result in a catastrophic patient safety issue.

Ward Assignment: TEST/RYOON

| Standard Icons                | Emergency Management Icons       | Life Sustaining Icons |
|-------------------------------|----------------------------------|-----------------------|
| Respirator                    | Antibiotics (Patient)            | Combs                 |
| Flu Shot                      | Legs Held                        | WAX Training Icon     |
| Wound Opt Out                 | Lift Equipment (Patient) (SU)    | Wax Caution           |
| Slip and Fall Risk            | Negative Pressure (Patient) (SU) | Blue Circle           |
| Flight Risk                   | Isolate (Patient) (SU)           | Wax Training Icon     |
| Caution Hibs                  | Urethral Cath (Patient) (SU)     | Blue Diamond          |
| 24 Hr Observation             | Respirator (Patient) (SU)        | Blue Heart            |
| MRSA                          | Oxygen (Patient) (SU)            | Yellow Circle         |
| Subtle Risk                   | Protector (Patient) (SU)         | Orange Circle         |
| Negative Pressure (Room)      | Weather Sound (Patient) (SU)     | Orange Star           |
| Shower Bathroom (Room)        |                                  |                       |
| Toiletry (Patient)            |                                  |                       |
| Isolation (Room)              |                                  |                       |
| Lift Equipment (Room)         |                                  |                       |
| Glove Observation (Patient)   |                                  |                       |
| Wound Program (Room)          |                                  |                       |
| Respiratory Therapy (Patient) |                                  |                       |
| Subtle Precautions            |                                  |                       |
| Box                           |                                  |                       |
| PHI_A                         |                                  |                       |

Requested Annual Cleaning:  H: 12 M: 23

Special Instructions:

Submit & Reset Form  
Submit (Reset Form & Return To Whiteboard)  
PRECAUTIONS: Check All 1 Data Elements and Icons

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 300 - Ward Whiteboard Home – Bed/Patient Flagged**

Whiteboard Home  
 Facility Census: 10/20  
 HOU Whiteboard for: All - Last Update: 10/01/20 at 11:25 (EST)  
 Total Number Pending/Today's Scheduled Admissions: 1984/0  
 Bulk Bed Management Export Report Icon Legend

| BED     | PT    | STAFF     | ATTENDING         | COMMENTS  | OBS ONTOWN | EVAC STATUS | DISCH STATUS | BED STATUS | WARD | NUM | LOG WARD |
|---------|-------|-----------|-------------------|---|------------|-------------|--------------|------------|------|-----|----------|
| 109-B   |       |           |                   | CLOSED  |            |             |              |            |      |     |          |
| 110-A   |       |           |                   |   |            |             |              |            |      |     |          |
| 110-B   |       |           |                   |   |            |             |              |            |      |     |          |
| 18120-A | NURSE | RED TLAN  |                   | Bed assigned - (XAA01) from ADMISSIONS - JP added |            | EVACUATE    |              | 18         |      |     | 100:18   |
| 18120-B | NURSE | NURSE 08  |                   | CWM 140 test 09212020 / JP 092920                 |            |             |              | 18         |      |     | 617:20   |
| 18122-A | NURSE | LANEY     |                   | 23 HOURS OBS                                      |            | EVACUATE    |              | 18         |      |     | 083:18   |
| 18122-B | NURSE | HURST 08  |                   | CWM 254 test 09022020                             |            |             |              | 18         |      |     | 085:16   |
| 18124-A | NURSE | NURSE 08  |                   | ACTIVATE ON DEMAND                                |            | EVACUATE    |              | 18         |      |     | 190:22   |
| 18124-B | NURSE | ELBA      |                   | CWM 254 test 09022020                             |            |             |              | 18         |      |     | 000:18   |
| 18124-C | NURSE | CALLAGHAN | REFUSING PROVIDER | Layla Bolton Test - Returned to Service JH        |            |             |              | 18         |      |     | 015:22   |
| 18124-D | NURSE | RILEY     |                   | CWM 254 test 09022020 added E icon                |            | EVACUATE    |              | 18         |      |     | 769:20   |
| 18126-B | NURSE | DAVETEST  |                   | UG TEST COMMENT                                   |            |             |              | 18         |      |     | 016:17   |
| 18126-C | NURSE | WILLIAMS  |                   | UG Test   |            |             |              | 18         |      |     | 120:22   |
| 18126-D | NURSE | TESTERTON | REFUSING PROVIDER | 23 HOURS OBS - CWM test UG 08252020               |            | EVACUATE    |              | 18         |      |     | 184:17   |
| 18128-A | NURSE | WHADE     | REFUSING PROVIDER |   |            |             |              | 18         |      |     | 072:17   |
| 18128-B | NURSE | BLUNT LAN |                   |   |            |             |              | 18         |      |     | 704:21   |

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 301 - 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                            |
|----------|---------------------|--------------------|-------------------------|--------------------------|------------------------|--|-------------------------------------|
| 18120-A  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        | JP added 9/16/20                           | <input checked="" type="checkbox"/> |
| 18120-B  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        | CWM 169 test 09212020 / JP 092920          | <input type="checkbox"/>            |
| 18122-A  | EIGHTYNINE, PATIENT | 23 HOURS OBS       |                         | <input type="checkbox"/> |                        |  | <input checked="" type="checkbox"/> |
| 18122-B  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        | CWM 254 test 09022020                      | <input checked="" type="checkbox"/> |
| 18124-A  | EIGHTYNINE, PATIENT | ACTIVATE ON DEMAND |                         | <input type="checkbox"/> |                        |  | <input checked="" type="checkbox"/> |
| 18124-B  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        | CWM 254 test 09022020                      | <input type="checkbox"/>            |
| 18124-C  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        | Layla Bolton Test - Returned to Service JH | <input type="checkbox"/>            |
| 18124-D  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        | CWM 254 test 09082020 added E icon         | <input checked="" type="checkbox"/> |
| 18126-B  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        | DAVETESTCOMMENT                            | <input type="checkbox"/>            |
| 18126-C  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        | UG Test                                    | <input type="checkbox"/>            |
| 18126-D  | EIGHTYNINE, PATIENT | 23 HOURS OBS       |                         | <input type="checkbox"/> |                        | CWM test UG 08252020                       | <input checked="" type="checkbox"/> |
| 18128-A  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        |  | <input type="checkbox"/>            |
| 18128-B  | EIGHTYNINE, PATIENT |                    |                         | <input type="checkbox"/> |                        |  | <input type="checkbox"/>            |

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 302 - Select Patient in Patient Pending Bed Placement List

Workstation: 9:39:01 AM  
 Facility: 8:38 AM  
 Return to VISN Network Facility Diversion: YES Evacuation: On  
 Last BMS Update: 12/09/20 at 08:34

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Ward Census: 82% FACILITY (76% NEURO/REHAB, 2C CLC, 3A MED)

Ward Whiteboard: Summary Report, Reports, Site Options

New Events: 0% CPU

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Today +24 hours Current Today -24 hours Past 30-Days View: Emergency Mgt Grid Settings: Save Customize Reset

Drag a column header here to group by that column

| Actions | Entered | Expected Pick-up | Patient | Sex | DOB | Weight | Presenting Problem (Diagnosis) | Wait Time (min) | Type Of Bed / Ward Required | Standard Icons | Emergency Icons | SVC | Comments |
|---------|---------|------------------|---------|-----|-----|--------|--------------------------------|-----------------|-----------------------------|----------------|-----------------|-----|----------|
|         |         |                  | EAADT   |     |     |        | CAROTID ARTERY DISSECTION      | 305/7/26        |                             |                | U R A           |     |          |

Page 1 of 1 (1 items) Page size: 20  
 Selected: Transfer Remove Export: CSV PDF RTF XLS XLSX

BMS Home Icon Legend Information Clinical Inventory

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 303 - Edit Details of the Patient

Workstation: 9:39:01 AM  
 Facility: 8:38 AM  
 Return to VISN Network Facility Diversion: YES Evacuation: On  
 Last BMS Update: 12/09/20 at 08:34

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Ward Census: 82% FACILITY (76% NEURO/REHAB, 2C CLC, 3A MED)

Ward Whiteboard: Summary Report, Reports, Site Options

New Events: 0% CPU

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Today +24 hours Current Today -24 hours Past 30-Days View: Emergency Mgt Grid Settings: Save Customize Reset

Drag a column header here to group by that column

| Actions | Entered | Expected Pick-up | Patient | Sex | DOB | Weight | Presenting Problem (Diagnosis) | Wait Time (min) | Type Of Bed / Ward Required | Standard Icons | Emergency Icons | SVC | Comments |
|---------|---------|------------------|---------|-----|-----|--------|--------------------------------|-----------------|-----------------------------|----------------|-----------------|-----|----------|
| Edit    |         |                  | EAADT   |     |     |        | CAROTID ARTERY DISSECTION      | 305/7/26        |                             |                | U R A           |     |          |

Page 1 of 1 (1 items) Page size: 20  
 Selected: Transfer Remove Export: CSV PDF RTF XLS XLSX

BMS Home Icon Legend Information Clinical Inventory

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 304 - Editing Patients Pending Bed Placement View

Return to Main Page

ADD/EDIT Patients Pending Bed Placement for MICHAEL S. DEBAKEY VA MEDICAL CENTER (HOU)

Patients Pending Bed Placement: Edit

Patient Name: NHEVTWQ PATIENT  
 Gender: MALE  
 SSN: (Format: XXX-XX-XXXX) 2001-00-1111  
 Bed Needed By: 09/14/20 H 10 M 42  
 Presenting Problem: SPINAL  
 Type of Bed/Ward:  
 Current Waiting Area: SCHEDULED ADMISSIONS  
 Wait Time Alert:  
 Comments:  
 Isolation Required:   
 Views:  
 In-House:   
 Community Living Center (CLC):   
 Evacuation Patient:   
 DOW/RRTP Patient:   
 Community Care Patient:

Bed Controller Data

BMS Ward Assigned:  
 Assignment Date Time: H 00 M 00

Evacuation Data

Current Ward: 1B  
 Current Bed: 1B126-D  
 Admitting Diagnosis: SPINAL  
 Evac Disposition status: EVACUATE

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 305 - Ward Whiteboard Home Page

Whiteboard Home

HOU Whiteboard for: All - Last Update: 10/01/20 at 11:34 (EST)

Facility Census: ██████████

Total Number Pending/Today's Scheduled Admission: 1984/0

Bulk Bed Management Export Report █

| BED     | PT       | STAFF      | ATTENDING        | COMMENTS  | OBIS<br>CHTOWN | EWAC<br>STATUS | DRSCH<br>STATUS | BED<br>STATUS | WARD | NUM     | LOS<br>WARD<br>DDO HR |
|---------|----------|------------|------------------|---|----------------|----------------|-----------------|---------------|------|---------|-----------------------|
| 1126-A  |          |            |                  | CLOSED  |                |                |                 |               |      |         |                       |
| 1126-B  |          |            |                  |   |                |                |                 |               |      |         |                       |
| 1126-A  |          | NICE NURSE |                  |   |                |                |                 |               |      |         |                       |
| 1126-B  |          | NICE NURSE |                  |   |                |                |                 |               |      |         |                       |
| 1B126-A | LEWIS    | NED TEAM   |                  | Bed Assigned - QUALITY from ADMIT0045 - JP added<br>9/16/20 |                | EVACUATE       |                 | 1B            |      | 608.19  |                       |
| 1B126-B | BUJARI   | NURSE 08   |                  | OWN 168 test 0012009 / JP 00900                             |                |                |                 | 1B            |      | 617.20  |                       |
| 1B126-A | CHRYST   | NURSE 08   |                  | 23 HOURS OBS  |                | EVACUATE       |                 | 1B            |      | 692.18  |                       |
| 1B126-B | WANGY    | NURSE 08   |                  | OWN 254 test 0902000  |                | EVACUATE       |                 | 1B            |      | 695.18  |                       |
| 1B126-A | WANGY    | NURSE 08   |                  | ACUTE ON DEMAND   |                | EVACUATE       |                 | 1B            |      | 695.22  |                       |
| 1B126-B | BLUJ     | NURSE 08   |                  | OWN 254 test 0902000  |                |                |                 | 1B            |      | 608.18  |                       |
| 1B126-C | COLLETT  | NURSE 08   |                  | Lydia Bolten Test - returned to Service JM                  |                |                |                 | 1B            |      | 616.22  |                       |
| 1B126-D | DELY     | NURSE 08   |                  | OWN 254 test 0902000 added icon                             |                | EVACUATE       |                 | 1B            |      | 608.30  |                       |
| 1B126-B | WISFRUIT | DAWTEST    |                  | DAWTEST COMMENT   |                |                |                 | 1B            |      | 616.18  |                       |
| 1B126-C | WILLIAMS | DAWTEST    |                  | OC Test   |                |                |                 | 1B            |      | 1202.03 |                       |
| 1B126-D | WALKER   | TOSTERTON  | PT/PHYS PROVIDER | 23 HOURS OBS - OWN test UG 0025000                          |                | EVACUATE       |                 | 1B            |      | 6336.17 |                       |
| 1B126-A | WAMANT   | TOSTERTON  | PT/PHYS PROVIDER |   |                |                |                 | 1B            |      | 575.18  |                       |
| 1B126-B | SOFT     | BLUE TEAM  |                  |   |                |                |                 | 1B            |      | 708.21  |                       |

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 306 - 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 |                    |                         | <input type="checkbox"/> |                        | JP added 9/16/20                           | <input checked="" type="checkbox"/> |
| 1B120-B   | NINETYTHREE, PATIENT |                    |                         | <input type="checkbox"/> |                        | CWM 169 test 09212020 / JP 092920          | <input type="checkbox"/>            |
| 1B122-A   | NINETYTHREE, PATIENT | 23 HOURS OBS       |                         | <input type="checkbox"/> |                        |  | <input checked="" type="checkbox"/> |
| 1B122-B   | NINETYTHREE, PATIENT |                    |                         | <input type="checkbox"/> |                        | CWM 254 test 09022020                      | <input checked="" type="checkbox"/> |
| 1B124-A   | NINETYTHREE, PATIENT | ACTIVATE ON DEMAND |                         | <input type="checkbox"/> |                        |  | <input checked="" type="checkbox"/> |
| 1B124-B   | NINETYTHREE, PATIENT |                    |                         | <input type="checkbox"/> |                        | CWM 254 test 09022020                      | <input type="checkbox"/>            |
| 1B124-C   | NINETYTHREE, PATIENT |                    |                         | <input type="checkbox"/> |                        | Layla Bolton Test - Returned to Service JM | <input type="checkbox"/>            |
| 1B124-D   | NINETYTHREE, PATIENT |                    |                         | <input type="checkbox"/> |                        | CWM 251 test 09082020 added E icon         | <input checked="" type="checkbox"/> |
| 1B126-B   | NINETYTHREE, PATIENT |                    |                         | <input type="checkbox"/> |                        | DAVETESTCOMMENT                            | <input type="checkbox"/>            |
| 1B126-C   | NINETYTHREE, PATIENT |                    |                         | <input type="checkbox"/> |                        | UG Test                                    | <input type="checkbox"/>            |
| 1B126-D   | NINETYTHREE, PATIENT | 23 HOURS OBS       |                         | <input type="checkbox"/> |                        | CWM test UG 08252020                       | <input type="checkbox"/>            |
| 1B128-A   | NINETYTHREE, PATIENT |                    |                         | <input type="checkbox"/> |                        |  | <input type="checkbox"/>            |

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 307 - Ward Whiteboard Report

| BED          | PT         | NURSE   | ATTENDING               | COMMENTS  | NURSE STATUS | BED STATUS | WARD                        | NURSE |
|--------------|------------|---------|-------------------------|---|--------------|------------|-----------------------------|-------|
| 1201-A       |            | NURSE 1 |                         |   |              |            |                             |       |
| 1201-B       |            | NURSE 1 |                         |   |              |            |                             |       |
| 1201-C       |            |         |                         | CLOSED  |              |            |                             |       |
| Cardi_Bed_30 | XXXX       | NURSE 2 | Wandering/Provision One | Bed Assigned - BOPatient One from Room 4288800000   |              |            | 3B - CARDIOLOGY             |       |
| Cardi_Bed_30 | BedPatient | NURSE 2 | Wandering/Provision One |   |              |            | 3A - CARDIOLOGY             |       |
| Cardi_Bed_30 |            | NURSE 4 |                         |   |              |            |                             |       |
| Cardi_Bed_30 |            |         |                         | BED ASSIGNED TESTING THE BULK/ISOLATED BED ASSIGNED TESTING THE BULK/ISOLATED BED ASSIGNED TESTING THE BULK/ISOLATED BED ASSIGNED TESTING THE BULK/ISOLATED BED |              |            |                             |       |
| 120-A        |            |         |                         |   |              |            |                             |       |
| Neuro_Bed_20 | BOPatient  | NURSE 3 | Wandering/Provision Two | Bed Assigned - BOPatient Seven from 4288800000 - Bed Assigned - BOPatient Seven from 4288800000   |              |            | 1105B1 - ORTHOPEDIC SURGERY |       |
| Neuro_Bed_20 | BOPatient  | NURSE 3 | Wandering/Provision One |   |              |            | 1200T - ORTHOPEDIC SURGERY  |       |
| Neuro_Bed_20 |            |         |                         | Bed Assigned - BOPatient, to both EMERGENCY ROOM - Bed Assigned - BOPatient, to both EMERGENCY ROOM   |              |            |                             |       |
| Neuro_Bed_20 |            | NURSE 4 |                         |   |              |            |                             |       |

#### 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 308 - The Ward Whiteboard Page

**WARD Whiteboard**

Ward: SCI\_15  
Bed: 15123-B

Reason:

Comments:

Warning: SAS was not designed to support communication of Life Sustaining Treatment Information. Use the electronic health record to enter or view current information concerning Life Sustaining Treatment Information. Using SAS to manually indicate patient life sustaining treatment status could result in a catastrophic patient safety event.

Nurse Assignment:

| Standard Icons  |                                 | Emergency Management Icons                                  |                                 | Site Configurable Icons                   |                                 |
|---|---------------------------------|---|---------------------------------|---|---------------------------------|
| <input type="checkbox"/> Patient Under Investigation (PUI)          | <input type="text" value="No"/> | <input type="checkbox"/> Evacuate (Patient) (EVO)           | <input type="text" value="No"/> | <input type="checkbox"/> ASH              | <input type="text" value="No"/> |
| <input type="checkbox"/> Presumptive / Confirmed Positive (Patient) | <input type="text" value="No"/> | <input type="checkbox"/> Ambulatory Patient                 | <input type="text" value="No"/> | <input type="checkbox"/> HEARING IMPAIRED | <input type="text" value="No"/> |
| <input type="checkbox"/> Convalescent (Room)                        | <input type="text" value="No"/> | <input type="checkbox"/> Electric W/C (Patient) (EM)        | <input type="text" value="No"/> | <input type="checkbox"/> IMPAIRED VISION  | <input type="text" value="No"/> |
| <input type="checkbox"/> Convalescent (Patient)                     | <input type="text" value="No"/> | <input type="checkbox"/> Legal Hold (Patient) (EM)          | <input type="text" value="No"/> | <input type="checkbox"/> HUMANITARIAN     | <input type="text" value="No"/> |
| <input type="checkbox"/> 4/H Observation (Patient)                  | <input type="text" value="No"/> | <input type="checkbox"/> LIFT Equipment (Patient) (EM)      | <input type="text" value="No"/> | <input type="checkbox"/> CHEMOTHERAPY     | <input type="text" value="No"/> |
| <input type="checkbox"/> Caution Risk (Patient)                     | <input type="text" value="No"/> | <input type="checkbox"/> Negative Pressure (Patient) (EM)   | <input type="text" value="No"/> |   |                                 |
| <input type="checkbox"/> Close Observation (Patient)                | <input type="text" value="No"/> | <input type="checkbox"/> One to One (Patient) (EM)          | <input type="text" value="No"/> |   |                                 |
| <input type="checkbox"/> Dialysis Patient                           | <input type="text" value="No"/> | <input type="checkbox"/> Oxygen (Patient) (EM)              | <input type="text" value="No"/> |   |                                 |
| <input type="checkbox"/> Discharge Medication (Patient)             | <input type="text" value="No"/> | <input type="checkbox"/> Service Animal (Patient) (EM)      | <input type="text" value="No"/> |   |                                 |
| <input type="checkbox"/> Don't Touch (Patient)                      | <input type="text" value="No"/> | <input type="checkbox"/> Stretcher Transport (Patient) (EM) | <input type="text" value="No"/> |   |                                 |
| <input type="checkbox"/> Dysphagia Precautions                      | <input type="text" value="No"/> | <input type="checkbox"/> Ventilator (Patient) (EM)          | <input type="text" value="No"/> |   |                                 |
| <input type="checkbox"/> High Risk (Patient)                        | <input type="text" value="No"/> | <input type="checkbox"/> W/C Transport (Patient) (EM)       | <input type="text" value="No"/> |   |                                 |
| <input type="checkbox"/> Flu Risk (Patient)                         | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> Humanitarian (Patient)                     | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> Flu Confirmed (Patient)                    | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> Hearing Impaired (Patient)                 | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> Restraint (Patient)                        | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> Patient Opt-Out (Patient)                  | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> PCCC (Patient)                             | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> Placement Problem (Patient)                | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> Private Room Needed                        | <input type="text" value="No"/> |   |                                 |   |                                 |
| <input type="checkbox"/> No-admit 30 days (Patient)                 | <input type="text" value="No"/> |   |                                 |   |                                 |

|  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Respiratory Therapy (Patient) | <input type="text" value="No"/> |
| <input type="checkbox"/> Seizure Precautions (Patient) | <input type="text" value="No"/> |
| <input type="checkbox"/> Slip and Fall Risk (Patient)  | <input type="text" value="No"/> |
| <input type="checkbox"/> Suicide Risk (Patient)        | <input type="text" value="No"/> |
| <input type="checkbox"/> State Wetness Floor (Patient) | <input type="text" value="No"/> |
| <input type="checkbox"/> Intubated (Patient)           | <input type="text" value="No"/> |
| <input type="checkbox"/> Visually Impaired (Patient)   | <input type="text" value="No"/> |
| <input type="checkbox"/> Bed Hold/Assigned             | <input type="text" value="No"/> |
| <input type="checkbox"/> LIFT Equipment (Room)         | <input type="text" value="No"/> |
| <input type="checkbox"/> Negative Pressure (Room)      | <input type="text" value="No"/> |
| <input type="checkbox"/> COVID-19 (Room)               | <input type="text" value="No"/> |
| <input type="checkbox"/> Shared Bathroom (Room)        | <input type="text" value="No"/> |
| <input type="checkbox"/> Specialty Mattress (Room)     | <input type="text" value="No"/> |
| <input type="checkbox"/> Telemetry (Room)              | <input type="text" value="No"/> |
| <input type="checkbox"/> Wireless Program (Room)       | <input type="text" value="No"/> |
| <input type="checkbox"/> PICC Room                     | <input type="text" value="No"/> |

Last modified by v16.med.va.gov\mhaoudsughc, at 12:36:12 PM on 7/9/2018

**Requested Manual Cleaning:**

NO  YES  STAT    VISTA Ward:     12/11/20    H: 13:14

Special Instructions:

**Submit & Reset Form**

(WARNING) Clears ALL Comments and Icons

[IMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

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**

| <b>COLUMN</b>             | <b>DESCRIPTION</b>  |
|---------------------------|---|
| 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.<br>STAT - urgent/emergent situation<br>YES – bed clean request at the date and time selected from the associated fields.<br>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 309 - Request Manual Cleaning Area

| Movement | Request              | Accepted | Completed | Accepted By | Completed By |
|----------|----------------------|----------|-----------|-------------|--------------|
|          | 9/17/2020 3:27:00 PM |          |           |             |              |

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 310 - EMS Bed Status Page

Bed Management Solution

Logout

HOU - EMS Bed Status (Last Update: 06/09/16 at 02:27 CST)

Ward: All Wards    
 Start Date: 05/01/16 H 00 M 00 S 00    
 End Date: 06/09/16 H 23 M 59 S 59    
 Submit

| <input type="checkbox"/> | Record | Room/Bed | Ward    | Movement | DIFF                  | Request | DIFF                  | Accepted | DIFF                  | Completed | Accepted By           | Completed By                               | Last Edit                                   | Last Edit By          | Comment     | Commented By                                       |  |
|--------------------------|--------|----------|---------|----------|-----------------------|---------|-----------------------|----------|-----------------------|-----------|-----------------------|--|---|-----------------------|-------------|--|--|
| <input type="checkbox"/> | Manual | 18222-B  | 1A SCI  | 1        | 5/1/2016 5:38:00 PM   | 00:00   | 5/1/2016 5:38:00 PM   | 72:00    | 5/4/2016 5:38:00 PM   | 00:00     | 5/4/2016 5:38:00 PM   | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/4/2016 5:38:00 PM   | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 06/04/16 17:38 |
| <input type="checkbox"/> |        | 2106573  | 5B SURG | 5B120-A  | 5/24/2016 12:53:20 PM | 00:00   | 5/24/2016 12:53:20 PM | 72:00    | 5/27/2016 12:53:20 PM | 00:00     | 5/27/2016 12:53:20 PM | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/27/2016 12:53:20 PM | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/27/16 12:53 |
| <input type="checkbox"/> |        | 2104363  | 5B SURG | 5B122-A  | 5/24/2016 12:53:19 PM | 00:00   | 5/24/2016 12:53:19 PM | 72:00    | 5/27/2016 12:53:19 PM | 00:00     | 5/27/2016 12:53:19 PM | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/27/2016 12:53:19 PM | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/27/16 12:53 |
| <input type="checkbox"/> |        | 2106718  | 3C MED  | 3C120-A  | 5/24/2016 11:13:53 AM | 00:00   | 5/24/2016 11:13:56 AM | 72:00    | 5/27/2016 11:13:56 AM | 00:00     | 5/27/2016 11:13:56 AM | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/27/2016 11:13:56 AM | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/27/16 11:13 |
| <input type="checkbox"/> |        | 2106717  | 3C MED  | 3C184A-A | 5/24/2016 11:12:05 AM | 00:00   | 5/24/2016 11:12:05 AM | 72:00    | 5/27/2016 11:12:05 AM | 00:00     | 5/27/2016 11:12:05 AM | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/27/2016 11:12:05 AM | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/27/16 11:12 |
| <input type="checkbox"/> |        | 2106716  | 6F NHLT | 6B548-B  | 5/24/2016 9:00:00 AM  | 02:11   | 5/24/2016 11:10:30 AM | 72:00    | 5/27/2016 11:10:30 AM | 00:00     | 5/27/2016 11:10:30 AM | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/27/2016 11:10:30 AM | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/27/16 11:10 |
| <input type="checkbox"/> |        | 2106715  | 6F NHLT | 6B546-A  | 5/24/2016 11:09:34 AM | 00:00   | 5/24/2016 11:09:34 AM | 72:00    | 5/27/2016 11:09:34 AM | 00:00     | 5/27/2016 11:09:34 AM | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/27/2016 11:09:34 AM | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/27/16 11:09 |
| <input type="checkbox"/> |        | 2106714  | 1B SCI  | 1B140-A  | 5/24/2016 11:08:19 AM | 00:00   | 5/24/2016 11:08:19 AM | 72:00    | 5/27/2016 11:08:19 AM | 00:00     | 5/27/2016 11:08:19 AM | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/27/2016 11:08:19 AM | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/27/16 11:08 |
| <input type="checkbox"/> | Manual | 4C246-B  | 4D CLC  | 4C246-B  | 5/20/2016 2:43:00 PM  | 00:00   | 5/20/2016 2:43:00 PM  | 72:00    | 5/23/2016 2:43:00 PM  | 00:00     | 5/23/2016 2:43:00 PM  | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/23/2016 2:43:00 PM  | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/23/16 14:43 |
| <input type="checkbox"/> | Manual | 4C228-B  | 4D CLC  | 4C228-B  | 5/20/2016 9:55:00 AM  | 00:00   | 5/20/2016 9:55:00 AM  | 72:00    | 5/23/2016 9:55:00 AM  | 00:00     | 5/23/2016 9:55:00 AM  | BMS BED CLEAN has been accepted by system. | BMS BED CLEAN has been completed by system. | 5/23/2016 9:55:00 AM  | BMS system. | More than 72 hours have passed since request date. | BMS BED CLEAN has been commented by system. - 05/23/16 09:55 |

[BMS Home](#) | [Icon Legend](#) | [Information](#)

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<br><input checked="" type="checkbox"/> | Allows the selection of several requests in the list.   |
| (selection box)<br><input type="checkbox"/>         | Allows the selection of the entry.  |
| Record  | For automatic requests, displays the record number of the movement that generated the request.<br><br>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. |
| Room/Bed  | Displays the name/code of the bed.  |
| Ward  | Displays the name of the ward where the bed is.   |

| Column       | Description  |
|--------------|--|
| 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 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 311 - Select Bed Clean Request for Assignment

| Request | Room/Bed | Ward   | Approved | SPT   | Request  | EDT   | Accepted | SPT  | Completed | Accepted by                               | Completed by                               | Last Fall | Led To by  | Comment  | Generated by |
|---------|----------|--------|----------|-------|----------|-------|----------|------|-----------|---|--|-----------|------------|--|--------------|
|         | 1512-1   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-2   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-3   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-4   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-5   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-6   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-7   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-8   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-9   | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |
|         | 1512-10  | 4E-402 | 11/21/12 | 88:00 | 11/21/12 | 13:00 | 11/21/12 | 2002 | 11/21/12  | Sgt. BDO (L) has been accepted by system. | Sgt. BDO (L) has been completed by system. | 11/20/12  | BIG colors | Use time 72 hours have passed since request. SGT BDO (L) has been completed by system. | 11/20/12     |

Upon selection the following screen is displayed:

Figure 312 - EMS Bed Status Page – Assign Cleaning

Environmental Management Service Bed Status

EMS Bed Control: Assign Cleaning

Room: Neuro Bed 1 Ward: NEURO WARD 1

Special Instructions:

Assigned To: EMS Staff One

Date/Time Assigned: 6/13/2012 10:54

Submit | Never Mind And Return To Listing

EMS Home | Job Legend | Information

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 313 - Ward Whiteboard – Cleaning Bed

| BED           | PT   | STAFF                   | ATTENDING               | COMMENTS  | ROOM STATUS | BED STATUS | WARD                        | LOS   |
|---------------|------|-------------------------|-------------------------|---|-------------|------------|-----------------------------|-------|
| 1001.1        |      | NURSE 1                 |                         |   |             |            |                             |       |
| 1001.2        |      | NURSE 1                 |                         |   |             |            |                             |       |
| Cardio_Bed_03 | XXXX | NURSE 1                 | Attending/Physician One | Bed Assigned - BMK Patient, One from ADMEDSNG   |             |            | 8 - CARDIOLOGY              | 12:11 |
| Cardio_Bed_01 |      | NURSE 1                 | Attending/Physician One |   |             |            | 8 - CARDIOLOGY              | 12:11 |
| Cardio_Bed_04 |      | NURSE 4                 |                         |   |             |            |                             |       |
| Cardio_Bed_06 |      |                         |                         | BED ASSIGNED, TESTING THE BUILD, SOLUTION, BED ASSIGNED, TESTING THE BUILD, SOLUTION, BED ASSIGNED, TESTING THE BUILD, SOLUTION, BED ASSIGNED, SOLUTION, TEST |             |            |                             |       |
| 1001.4        |      |                         |                         |   |             |            |                             |       |
| Neuro_Bed_01  |      | Attending/Physician Two |                         | Bed Assigned - BMK Patient, Seven from ADMEDSNG   |             |            | 4 WEST - ORTHOPEDIC SURGERY | 12:11 |
| Neuro_Bed_02  |      | NURSE 1                 | Attending/Physician One |   |             |            | 3 EAST - ORTHOPEDIC SURGERY | 12:11 |
| Neuro_Bed_03  |      |                         |                         | Bed Assigned - BMK Patient, Six from EMERGENCY ROOM   |             |            |                             |       |
| Neuro_Bed_05  |      | NURSE 4                 |                         |   |             |            |                             |       |
| Neuro_Bed_06  |      |                         |                         |   |             |            |                             |       |

#### 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 314 - Select Several Bed Clean Requests

| Request                             | Requested      | Assigned      | Request              | Assigned             | Completed            | Accepted | Completed | Last EBT             | Last EBT By | Comment | Completed By |
|-------------------------------------|----------------|---------------|----------------------|----------------------|----------------------|----------|-----------|----------------------|-------------|---------|--------------|
| Manual                              | Cardio_Bed 1   | CARDIO WARD 1 | 6/12/2012 3:12:00 PM | 6/12/2012 7:48:00 PM | 6/13/2012 7:42:00 PM | One      | Completed | 6/13/2012 7:42:00 PM | self        |         | self         |
| Manual                              | Neuro_Bed 2    | NEURO WARD 1  | 6/10/2012 7:40:00 AM | 6/14/2012 9:27:00 AM | 6/14/2012 9:28:00 AM | Two      | Completed | 6/14/2012 9:28:00 AM | self        |         | self         |
| Manual                              | Neuro_Bed 3    | NEURO WARD 1  | 6/11/2012 7:47:00 PM | 6/11/2012 7:54:00 PM | 6/11/2012 7:57:00 PM | One      | Completed | 6/11/2012 7:57:00 PM | self        |         | self         |
| <input checked="" type="checkbox"/> | 4 Cardio_Bed 2 | CARDIO WARD 1 | 6/14/2012 8:23:00 PM | 6/14/2012 8:23:00 PM | 6/14/2012 8:25:00 PM | One      | Completed | 6/14/2012 8:25:00 PM | self        |         | self         |
| <input checked="" type="checkbox"/> | 5 Neuro_Bed 1  | NEURO WARD 1  | 6/14/2012 8:24:00 PM | 6/14/2012 8:24:00 PM | 6/14/2012 8:25:00 AM |          |           | 6/14/2012 8:25:00 AM | self        |         | self         |
| <input checked="" type="checkbox"/> | 7 Cardio_Bed 2 | CARDIO WARD 1 | 6/14/2012 8:24:00 PM | 6/14/2012 8:24:00 PM | 6/14/2012 8:24:00 AM |          |           | 6/14/2012 8:24:00 AM | self        |         | self         |
| <input checked="" type="checkbox"/> | 11 Neuro_Bed 2 | NEURO WARD 1  | 6/18/2012 8:57:00 PM | 6/18/2012 8:57:00 PM | 6/18/2012 8:57:00 AM |          |           | 6/18/2012 8:57:00 AM | self        |         | self         |
| <input type="checkbox"/>            | 12 Neuro_Bed 2 | NEURO WARD 1  | 6/18/2012 8:58:00 PM | 6/18/2012 8:58:00 PM | 6/18/2012 8:58:00 AM |          |           | 6/18/2012 8:58:00 AM | self        |         | self         |
| <input type="checkbox"/>            | Cardio_Bed 3   | CARDIO WARD 1 | 6/18/2012 6:46:00 PM | 6/18/2012 6:46:00 PM | 6/18/2012 6:46:00 PM |          |           | 6/18/2012 6:46:00 PM | self        |         | self         |

Then click the **Batch Assign EMS staff** button  at the top of the column. Upon selection the following screen is displayed:

Figure 315 - 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 316 - Select a Bed Clean Request for Comment

| Record | Room/Bed     | Ward          | Request               | DFT   | Request               | DFT             | Accepted              | DFT   | Completed             | Accepted By         | Completed By       | Last Edit             | Last Edit By       | Comment | Commented By       |
|--------|--------------|---------------|-----------------------|-------|-----------------------|-----------------|-----------------------|-------|-----------------------|---------------------|--------------------|-----------------------|--------------------|---------|--------------------|
| Manual | Cardio Bed 1 | CARDIO WARD 1 | 6/13/2012 3:12:00 PM  | 28:29 | 6/13/2012 7:41:00 PM  | 00:01           | 6/13/2012 7:42:00 PM  |       | 6/13/2012 7:42:00 PM  | EMS Staff One       | suffield@hccomplex | 6/13/2012 7:42:00 PM  | suffield@hccomplex |         | suffield@hccomplex |
| Manual | Neuro Bed 2  | NEURO WARD 1  | 6/13/2012 7:43:00 PM  | 13:44 | 6/14/2012 9:27:00 AM  | 00:01           | 6/14/2012 9:28:00 AM  |       | 6/14/2012 9:28:00 AM  | EMS Staff Two       | suffield@hccomplex | 6/14/2012 9:28:00 AM  | suffield@hccomplex |         |                    |
| Manual | Neuro Bed 3  | NEURO WARD 1  | 6/13/2012 7:47:00 PM  | 00:07 | 6/13/2012 7:54:00 PM  | 00:01           | 6/13/2012 7:57:00 PM  |       | 6/13/2012 7:57:00 PM  | EMS Staff One       | suffield@hccomplex | 6/13/2012 7:57:00 PM  | suffield@hccomplex |         |                    |
| 4      | Cardio Bed 1 | CARDIO WARD 1 | 6/14/2012 8:13:00 AM  | 00:00 | 6/13/2012 02:18       | 6/18/2012 10:25 | 6/14/2012 6:06:00 PM  | 10:25 | 6/14/2012 10:25:38 PM | EMS Staff One       | EMS Staff One      | 6/14/2012 10:25:38 PM | EMS Staff One      |         |                    |
| 5      | Neuro Bed 1  | NEURO WARD 1  | 6/14/2012 8:24:00 PM  | 00:00 | 6/14/2012 8:24:00 PM  | 00:00           | 6/18/2012 7:29:00 PM  |       | 6/18/2012 7:29:00 PM  | TESTARESOFT2:tesbms | suffield@hccomplex | 6/18/2012 7:29:00 PM  | suffield@hccomplex |         |                    |
| 7      | Cardio Bed 2 | CARDIO WARD 1 | 6/14/2012 8:34:00 PM  | 00:00 | 6/14/2012 8:34:00 PM  | 12:57           | 6/15/2012 10:31:38 PM |       | 6/15/2012 10:31:38 PM | EMS Staff One       | suffield@hccomplex | 6/15/2012 10:31:38 PM | EMS Staff One      |         |                    |
| 11     | Neuro Bed 2  | NEURO WARD 1  | 6/18/2012 8:57:00 PM  | 00:00 | 6/18/2012 8:57:00 PM  | 25:00           | 6/19/2012 9:57:00 PM  | 00:00 | 6/19/2012 9:57:00 PM  | TESTARESOFT2:tesbms | suffield@hccomplex | 6/19/2012 9:57:00 PM  | suffield@hccomplex |         |                    |
| 12     | Neuro Bed 2  | NEURO WARD 1  | 6/18/2012 8:58:00 PM  | 00:00 | 6/18/2012 8:58:00 PM  | 01:42           | 6/18/2012 7:46:00 PM  | 26:10 | 6/19/2012 8:56:00 PM  | TESTARESOFT2:tesbms | suffield@hccomplex | 6/19/2012 8:56:00 PM  | suffield@hccomplex |         |                    |
| 13     | Cardio Bed 1 | CARDIO WARD 1 | 6/18/2012 6:46:00 PM  | 00:54 | 6/18/2012 7:40:00 PM  | 00:01           | 6/18/2012 7:43:00 PM  |       | 6/18/2012 7:43:00 PM  | TESTARESOFT2:tesbms | suffield@hccomplex | 6/18/2012 7:43:00 PM  | suffield@hccomplex |         |                    |
| 14     | Cardio Bed 2 | CARDIO WARD 1 | 6/19/2012 6:43:00 PM  | 00:02 | 6/19/2012 6:45:00 PM  | 00:11           | 6/19/2012 8:54:00 PM  |       | 6/19/2012 8:54:00 PM  | TESTARESOFT2:tesbms | suffield@hccomplex | 6/19/2012 8:54:00 PM  | suffield@hccomplex |         |                    |
| 15     | Neuro Bed 1  | NEURO WARD 1  | 6/19/2012 10:04:00 PM |       | 6/19/2012 10:04:00 PM |                 | 6/19/2012 10:04:45 PM |       | 6/19/2012 10:04:45 PM | suffield@hccomplex  | suffield@hccomplex | 6/19/2012 10:04:45 PM | suffield@hccomplex |         |                    |
| 16     | Cardio Bed 1 | CARDIO WARD 1 | 6/19/2012 10:54:00 PM |       | 6/19/2012 10:54:00 PM |                 | 6/19/2012 10:54:42 PM |       | 6/19/2012 10:54:42 PM | suffield@hccomplex  | suffield@hccomplex | 6/19/2012 10:54:42 PM | suffield@hccomplex |         |                    |

Upon selection the following screen is displayed:



Figure 317 - EMS Bed Status Page – Comment Bed Clean Request

Environmental Management Service Bed Status

EMS Bed Control: Completed By

Room: Neuro Bed 1 Ward: NEURO WARD 1

Completed By: TESTARESOFT2/TESTE Date/Time Assigned: 6/18/2012 @ 20:11

Comment: ISOLATION

Buttons: Cleaning Complete, Comment, Never Mind And Return To Listing

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 318 - Select a Bed for a New Comment

Bed Management Solution

Return to Previous Page Logout

HOU - EMS Bed Status (Last Update: 03/28/22 at 02:58 CST)

Ward: All Wards Start Date: 03/28/22 End Date: 03/28/22 Submit

| Record | Room/Bed | Ward   | Movement       | DFT   | Request        | DFT   | Accepted       | DFT   | Completed      | Accepted By      | Completed By     | Last Edit      | Last Edit By           | Comment                          | Commented By                          |
|--------|----------|--------|----------------|-------|----------------|-------|----------------|-------|----------------|------------------|------------------|----------------|------------------------|----------------------------------|---------------------------------------|
| Manual | 1812B-B  | 3B MED | 03/28/22 14:22 | 00:00 | 03/28/22 14:33 | 00:00 | 03/28/22 14:33 | 00:01 | 03/28/22 14:34 | BMS TEST CLEANER | BMS TEST CLEANER | 03/28/22 14:37 | v08.med.va.gov/VHAUSER | Isolation, BMS Test, Isolation   | v08.med.va.gov/VHAUSER 03/28/22 14:34 |
| Manual | 1C132-B  | M/D    | 03/28/22 14:32 | 00:00 | 03/28/22 14:32 | 00:25 | 03/28/22 14:57 | 00:00 | 03/28/22 14:57 | BMS TEST CLEANER | BMS TEST CLEANER | 03/28/22 14:57 | v08.med.va.gov/VHAUSER | Isolation                        | v08.med.va.gov/VHAUSER 03/28/22 14:58 |
| Manual | 1812B-B  | 3B CLC | 03/28/22 08:36 | 00:00 | 03/28/22 08:36 | 00:01 | 03/28/22 08:07 | 00:00 | 03/28/22 08:07 | BMS TEST CLEANER | BMS TEST CLEANER | 03/28/22 14:30 | v08.med.va.gov/VHAUSER | 1 - P Bed, P Bed, P Test, P Test | v08.med.va.gov/VHAUSER 03/28/22 14:30 |

BMS Home Icon Legend Information Clinical Inventory

In the **Comment** field, clear the old comment and enter a new comment. Click the **Comment** button to save the comment.

Figure 319 - EMS Bed Status Page – New Comment on Clean Bed

Upon saving, the following screen is displayed showing multiple comments on the bed:

Figure 320 - EMS Bed Status Page – Showing Multiple Comments on a Bed

| Record | Room/Bed | Ward         | Movement       | Diff  | Request        | Diff  | Accepted       | Diff  | Completed      | Accepted By      | Last Edit      | Last Edit By           | Comment                                  | Commented By                          |
|--------|----------|--------------|----------------|-------|----------------|-------|----------------|-------|----------------|------------------|----------------|------------------------|--|---------------------------------------|
| Manual | 1B124-B  | 2B MED       | 03/28/22 14:33 | 00:00 | 03/28/22 14:33 | 00:00 | 03/28/22 14:33 | 00:01 | 03/28/22 14:34 | BMS TEST CLEANER | 03/28/22 14:37 | v08.med.va.gov/VHAUSER | Isolation, BMS Test, isolation           | v08.med.va.gov/VHAUSER 03/28/22 14:54 |
| Manual | 1C122-B  | MAD TEST 2.4 | 03/28/22 14:32 | 00:00 | 03/28/22 14:32 | 00:25 | 03/28/22 14:57 | 00:00 | 03/28/22 14:57 | BMS TEST CLEANER | 03/28/22 14:59 | v08.med.va.gov/VHAUSER | BMS Test Comment, isolation              | v08.med.va.gov/VHAUSER 03/28/22 15:01 |
| Manual | 1B124-C  | 1B CLC       | 03/28/22 08:06 | 00:00 | 03/28/22 08:06 | 00:01 | 03/28/22 08:07 | 00:00 | 03/28/22 08:07 | BMS TEST CLEANER | 03/28/22 14:30 | v08.med.va.gov/VHAUSER | ..P Test, .IP Test 2, .IP Test, .IP Test | v08.med.va.gov/VHAUSER 03/28/22 14:30 |

## 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 321 - EMS Bed Status Page – EMS User

| Record | Requested      | Ward          | Movement             | DIFF  | Request              | DIFF  | Accepted             | DIFF  | Completed            | Accepted By          | Completed By       | Last Edit            | Last Edit By       | Comment | Commented By                      |
|--------|----------------|---------------|----------------------|-------|----------------------|-------|----------------------|-------|----------------------|----------------------|--------------------|----------------------|--------------------|---------|-----------------------------------|
| Manual | Carolina Bed 1 | CARDIO WARD 1 |                      |       | 6/12/2012 3:12:00 PM | 26:29 | 6/13/2012 7:43:00 PM | 00:01 | 6/13/2012 7:42:00 PM | EMS Staff One        | softinfo/hnacompus | 6/13/2012 7:42:00 PM | softinfo/hnacompus |         | softinfo/hnacompus 06/13/12 14:42 |
| Manual | Neuro Bed 2    | NEURO WARD 1  |                      |       | 6/13/2012 7:43:00 PM | 13:44 | 6/14/2012 9:27:00 AM | 00:01 | 6/14/2012 9:28:00 AM | EMS Staff Two        | softinfo/hnacompus | 6/14/2012 9:28:00 AM | softinfo/hnacompus |         |                                   |
| Manual | Neuro Bed 1    | NEURO WARD 1  |                      |       | 6/13/2012 7:47:00 PM | 00:07 | 6/13/2012 7:54:00 PM | 00:02 | 6/13/2012 7:57:00 PM | EMS Staff One        | softinfo/hnacompus | 6/13/2012 7:57:00 PM | softinfo/hnacompus |         |                                   |
| 4      | Carolina Bed 1 | CARDIO WARD 1 | 6/14/2012 8:23:00 PM | 00:00 | 6/14/2012 8:23:00 PM | 01:18 | 6/14/2012 6:05:00 PM |       |                      | EMS Staff One        |                    | 6/14/2012 6:05:00 PM | softinfo/hnacompus |         |                                   |
| 5      | Neuro Bed 1    | NEURO WARD 1  | 6/14/2012 8:24:00 PM | 00:00 | 6/14/2012 8:24:00 PM | 05:15 | 6/18/2012 7:39:00 PM |       |                      | TESTARESOFT2\testbms |                    | 6/18/2012 7:39:00 PM | softinfo/hnacompus |         |                                   |
| 7      | Carolina Bed 2 | CARDIO WARD 1 | 6/14/2012 8:34:00 PM | 00:00 | 6/14/2012 8:34:00 PM |       |                      |       |                      |                      |                    | 6/14/2012 9:36:11 AM |                    |         |                                   |
| 11     | Neuro Bed 2    | NEUR2 WARD 1  | 6/18/2012 8:57:00 PM | 00:00 | 6/18/2012 8:57:00 PM |       |                      |       |                      |                      |                    | 6/18/2012 9:57:51 AM |                    |         |                                   |
| 12     | Neuro Bed 2    | NEURO WARD 1  | 6/18/2012 8:58:00 PM | 00:00 | 6/18/2012 8:58:00 PM | 01:12 | 6/18/2012 7:46:00 PM |       |                      | TESTARESOFT2\testbms |                    | 6/18/2012 7:46:00 PM | softinfo/hnacompus |         |                                   |
|        | Carolina Bed 1 | CARDIO WARD 1 | 6/18/2012 8:56:00 PM | 00:54 | 6/18/2012 7:43:00 PM | 00:02 | 6/18/2012 7:43:00 PM |       |                      | TESTARESOFT2\testbms | softinfo/hnacompus | 6/18/2012 7:43:00 PM | softinfo/hnacompus |         |                                   |

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.<br>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 322 - EMS Bed Status Page – Select Bed Clean Request for Assigning



Upon selection the following screen is displayed:

**Figure 323 - EMS Bed Status Page – Assign Cleaning**

**Environmental Management Service Bed Status**

EMS Bed Control: Assign Cleaning

---

Room: Neuro Bed 3 Ward: NEURO WARD 1

Special Instructions: PLEASE URGENT

Assigned To: TESTARESCOTESTEST

Date/Time Assigned: 6/19/2012 @ 23:17

---

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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 324 - Ward Whiteboard – Cleaning Bed**

Whiteboard Home  
 Facility Census: 33%  
 BMS Whiteboard for: All - Last Update: 10/02/12 at 07:02 (CST)  
 Total Number Pending/Today's Scheduled Admission: 10/0

| BED            | PT       | STAFF                   | ATTENDING               | COMMENTS   | DISCH STATUS | BED STATUS | WARD                        | NURS | I/O   |
|----------------|----------|-------------------------|-------------------------|--|--------------|------------|-----------------------------|------|-------|
| 1001-1         |          | NURSE 1                 |                         |  |              |            |                             |      |       |
| 1001-2         |          | NURSE 1                 |                         |  |              |            |                             |      |       |
| Cardiac_Bed_01 | XXXXXXXX | NURSE 1                 | Attending/Physician One |  |              | CLEANING   | 8 - CARDIOLOGY              |      | 12:11 |
| Cardiac_Bed_02 |          | NURSE 1                 | Attending/Physician One |  |              |            | 8 - CARDIOLOGY              |      | 12:11 |
| Cardiac_Bed_03 |          | NURSE 4                 |                         |  |              |            |                             |      |       |
| Cardiac_Bed_04 |          |                         |                         |  |              |            |                             |      |       |
| 1001-4         |          |                         |                         |  |              |            |                             |      |       |
| Neuro_Bed_01   |          | Attending/Physician Two |                         | Bed Assigned - BMS Patient, Screen from ADMEDSING  |              |            | 4 WEST - ORTHOPEDIC SURGERY |      | 12:11 |
| Neuro_Bed_02   |          | NURSE 1                 | Attending/Physician One |  |              |            | 3 EAST - ORTHOPEDIC SURGERY |      | 12:11 |
| Neuro_Bed_03   |          |                         |                         | Bed Assigned - BMS Patient, Go from EMERGENCY ROOM |              |            |                             |      |       |
| Neuro_Bed_04   |          | NURSE 4                 |                         |  |              |            |                             |      |       |

[BMS Home](#) | [Icon Legend](#) | [Information](#)

**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 325 - Select Bed Clean Request to Mark as Completed**

BRK - EMS Bed Status (Last Update: 06/18/12 at 08:49 AKST)

Ward: All Wards Start Date: 06/01/12 End Date: 06/20/12

| Record | Room/Bed     | Ward          | Movement | DFT                  | Request | DFT                  | Accepted             | DFT                  | Completed            | Accepted By      | Completed By       | Last Edit            | Last Edit By       | Comment | Commented By       |
|--------|--------------|---------------|----------|----------------------|---------|----------------------|----------------------|----------------------|----------------------|------------------|--------------------|----------------------|--------------------|---------|--------------------|
| Manual | Cardio Bed 1 | CARDIO WARD 1 |          | 6/12/2012 3:12:00 PM | 28:21   | 6/13/2012 7:49:00 PM | 6/13/2012 7:42:00 PM | 6/13/2012 7:42:00 PM | 6/13/2012 7:42:00 PM | ERS Staff One    | sofinfo@hec.com.au | 6/13/2012 7:42:00 PM | sofinfo@hec.com.au |         | sofinfo@hec.com.au |
| Manual | Neuro Bed 2  | NEURO WARD 1  |          | 6/13/2012 7:43:00 AM | 13:44   | 6/14/2012 9:27:00 AM | 6/14/2012 9:28:00 AM | 6/14/2012 9:28:00 AM | 6/14/2012 9:28:00 AM | ERS Staff Two    | sofinfo@hec.com.au | 6/14/2012 9:28:00 AM | sofinfo@hec.com.au |         |                    |
| Manual | Neuro Bed 1  | NEURO WARD 1  |          | 6/13/2012 7:47:00 PM | 00:07   | 6/13/2012 7:54:00 PM | 6/13/2012 7:57:00 PM | 6/13/2012 7:57:00 PM | 6/13/2012 7:57:00 PM | ERS Staff One    | sofinfo@hec.com.au | 6/13/2012 7:57:00 PM | sofinfo@hec.com.au |         |                    |
| 4      | Cardio Bed 1 | CARDIO WARD 1 |          | 6/14/2012 8:23:00 PM | 00:00   | 6/14/2012 8:23:00 PM | 6/14/2012 6:05:00 PM | 6/14/2012 6:05:00 PM | 6/14/2012 6:05:00 PM | ERS Staff One    | sofinfo@hec.com.au | 6/14/2012 6:05:00 PM | sofinfo@hec.com.au |         |                    |
| 5      | Neuro Bed 1  | NEURO WARD 1  |          | 6/14/2012 8:34:00 PM | 00:00   | 6/14/2012 8:34:00 PM | 6/18/2012 7:29:00 PM | 6/18/2012 7:29:00 PM | 6/18/2012 7:29:00 PM | TESTARESOFT2@BMS | sofinfo@hec.com.au | 6/18/2012 7:29:00 PM | sofinfo@hec.com.au |         |                    |
| 7      | Cardio Bed 1 | CARDIO WARD 1 |          | 6/14/2012 8:34:00 PM | 00:00   | 6/14/2012 8:34:00 PM | 6/14/2012 8:34:00 PM | 6/14/2012 8:34:00 PM | 6/14/2012 8:34:00 PM |                  |                    | 6/14/2012 8:34:00 PM |                    |         |                    |
| 11     | Neuro Bed 2  | NEURO WARD 1  |          | 6/18/2012 8:57:00 PM | 00:00   | 6/18/2012 8:57:00 PM | 6/18/2012 8:57:00 PM | 6/18/2012 8:57:00 PM | 6/18/2012 8:57:00 PM |                  |                    | 6/18/2012 8:57:00 PM |                    |         |                    |
| 12     | Neuro Bed 2  | NEURO WARD 1  |          | 6/18/2012 8:58:00 PM | 00:00   | 6/18/2012 8:58:00 PM | 6/18/2012 7:46:00 PM | 6/18/2012 7:46:00 PM | 6/18/2012 7:46:00 PM | TESTARESOFT2@BMS | sofinfo@hec.com.au | 6/18/2012 7:46:00 PM | sofinfo@hec.com.au |         |                    |
| 13     | Cardio Bed 2 | CARDIO WARD 1 |          | 6/18/2012 8:46:00 PM | 00:54   | 6/18/2012 7:40:00 PM | 6/18/2012 7:40:00 PM | 6/18/2012 7:40:00 PM | 6/18/2012 7:40:00 PM | TESTARESOFT2@BMS | sofinfo@hec.com.au | 6/18/2012 7:40:00 PM | sofinfo@hec.com.au |         |                    |

Upon selection the following screen is displayed:

**Figure 326 - EMS Bed Status Page – Completed Cleaning**

Environmental Management Service Bed Status

EMS Bed Control: Completed By

Room: Neuro Bed 1 Ward: NEURO WARD 1

Completed By: TESTARESOFT2@BMS Date/Time Assigned: 6/18/2012 @ 20:53

Comment:

Buttons: Cleaning Completed, Comment, Never Mind And Return To Listing

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 327 - Ward Whiteboard – Clean Bed**

| BED           | PT   | STAFF   | ATTENDING               | COMMENTS  | DISCH STATUS | BED STATUS                  | WARD | ROOM | LAST WARD BOOK-ING |
|---------------|------|---------|-------------------------|---|--------------|-----------------------------|------|------|--------------------|
| 1001.1        |      | NURSE 1 |                         |   |              | CLEAN                       |      |      |                    |
| 1001.2        |      | NURSE 1 |                         | CLOSED  |              |                             |      |      |                    |
| Cardio_Bed_32 | 1111 | NURSE 1 | Attending/Physician One | Bed Assigned - EMS/Patient, One from ADMISIONG  |              | 28 - CARDIOLOGY             |      |      | 12:11              |
| Cardio_Bed_33 | 1111 | NURSE 1 | Attending/Physician One |   |              | 34 - CARDIOLOGY             |      |      | 12:11              |
| Cardio_Bed_34 |      | NURSE 4 |                         | BED ASSIGNED, TESTING THE BIRD/SOLUTION, BED ASSIGNED, TESTING THE BIRD/SOLUTION, BED ASSIGNED, TESTING THE BIRD/SOLUTION, BED ASSIGNED, TESTING THE BIRD/SOLUTION, BED ASSIGNED, TESTING THE BIRD/SOLUTION, TEST |              |                             |      |      |                    |
| 1001.A        |      |         |                         |   |              |                             |      |      |                    |
| Neuro_Bed_35  | 1111 | NURSE 1 | Attending/Physician Two | Bed Assigned - EMS/Patient, Seven from ADMISIONG  |              | 4 WEST - ORTHOPEDIC SURGERY |      |      | 12:11              |
| Neuro_Bed_36  | 1111 | NURSE 1 | Attending/Physician One |   |              | 3 EAST - ORTHOPEDIC SURGERY |      |      | 12:11              |
| Neuro_Bed_37  |      | NURSE 4 |                         | Bed Assigned - EMS/Patient, Six from EMERGENCY ROOM   |              |                             |      |      |                    |
| Neuro_Bed_38  |      |         |                         |   |              |                             |      |      |                    |

### 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 328 - EMS Staff Page for Mobile Devices**



Select the EMS user name: the following page is displayed.

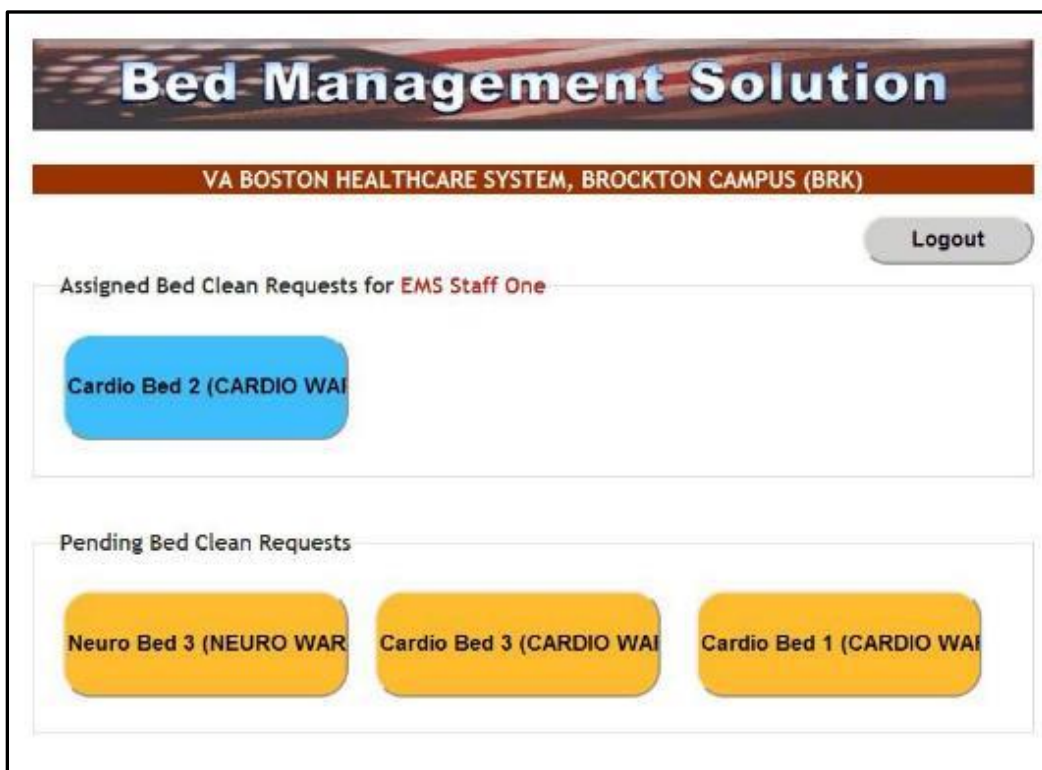
Figure 329 - EMS Staff Page for Mobile Devices – User Login

The screenshot shows the mobile login interface for EMS Staff One. At the top, there is a header with the text "Bed Management Solution" in a stylized font. Below this is a sub-header: "VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". The main content area is titled "Enter Facility PIN" and "EMS Staff One". It features a text input field with four asterisks (\*\*\*\*) indicating a masked PIN. Below the input field is a numeric keypad with buttons for digits 0-9, a "Backspace" button, and a "Submit" button.

Enter the PIN associated to your EMS user name then press the **Submit** button: the following page is displayed.



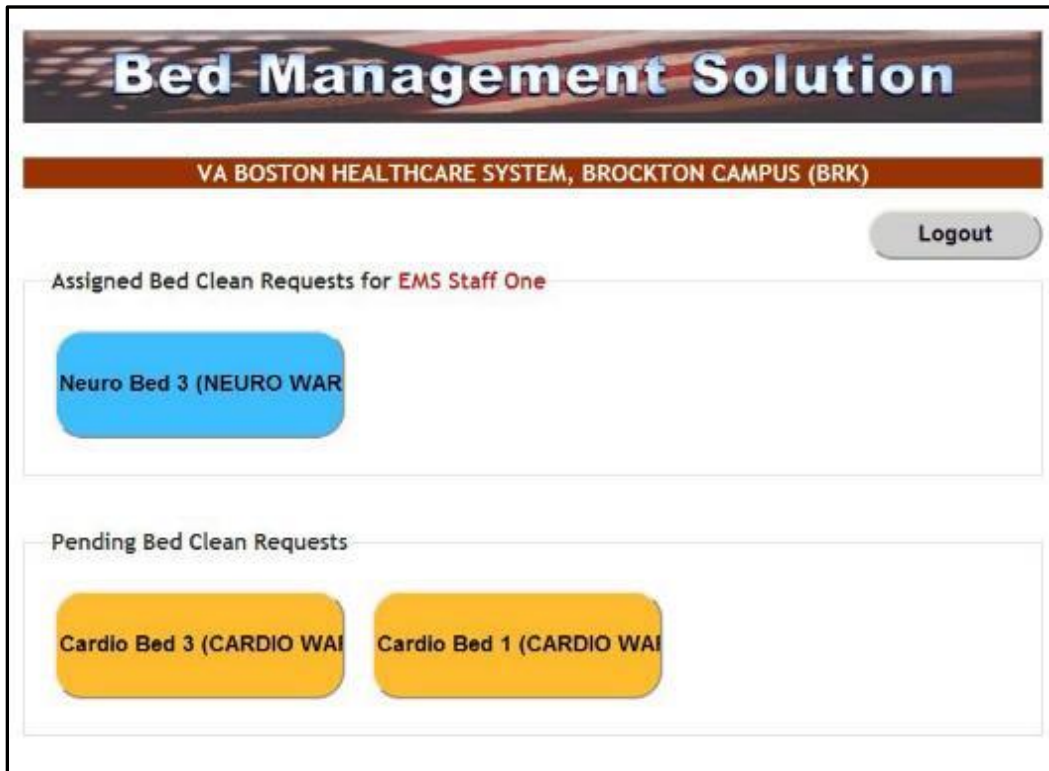
Figure 330 - EMS Staff Page for Mobile Devices – User Home Page



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 331 - 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 332 - 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**.

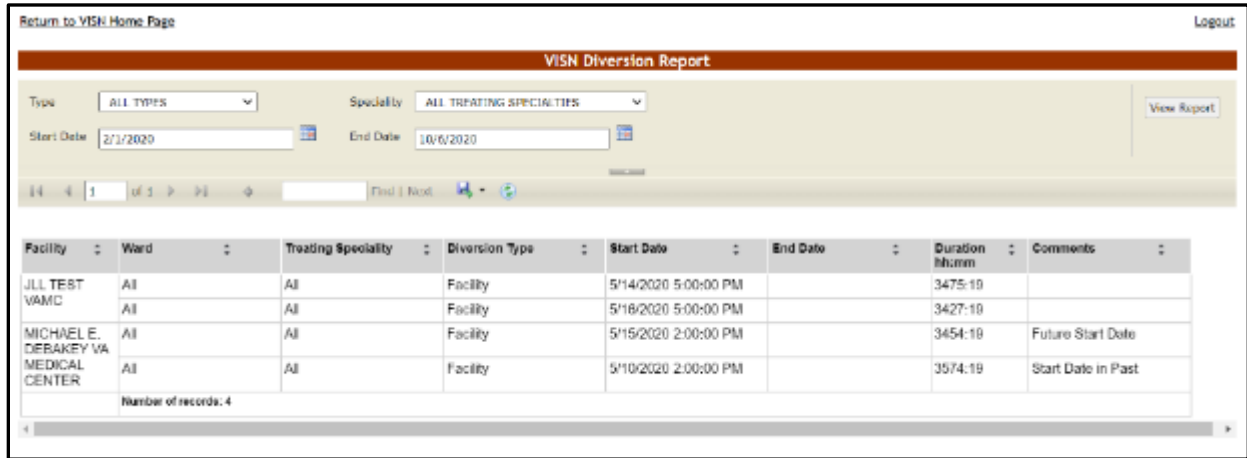
Figure 333 - VISN Bed Board Page

Figure 334 - Select Diversion Report Type

Figure 335 - Select Diversion Report Specialty

Figure 336 - Select Diversion Report Date Ranges

**Figure 337 - 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 338 - VISN Bed Board Page**



The following page is displayed:

**Figure 339 - 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 340 - VISN Emergency Management Report – Roster

| LAST NAME | LAST I.D. # | SEX | CLINIC | CURRENTED RES ID TYPE             | PRESENTING PROBLEM | CURRENT LOCATION | CLINICAL EQUIP REQUIREMENT | TRANSPORT CASE LEVEL | MA | INJECTION COMMENTS |
|-----------|-------------|-----|--------|-----------------------------------|--------------------|------------------|----------------------------|----------------------|----|--------------------|
| PATIENT   | A1111       | M   | EAG    | VS<br>NE<br>NO                    |                    |                  |                            |                      |    | EM                 |
| PATIENT   | A1111       | M   | EAG    | VS<br>NE<br>NO                    |                    |                  |                            |                      |    |                    |
| PATIENT   | A1111       | F   | EAG    | VS SPINAL CORD INJURY<br>NE<br>NO | SPINAL             | 1B-10134A        | EM                         |                      |    |                    |
| PATIENT   | A1111       | M   | EAG    | VS SPINAL CORD INJURY<br>NE<br>NO |                    | 1A-10204         |                            |                      |    |                    |
| PATIENT   | A1111       | F   | EAG    | VS<br>NE<br>NO                    |                    |                  |                            |                      |    |                    |
| PATIENT   | A1111       | M   | EAG    | VS SPINAL CORD INJURY<br>NE<br>NO |                    | 1B-10134B        |                            |                      |    |                    |

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

Figure 341 - VISN Emergency Management Report – Regulate

| LAST NAME | LAST I.D. # | SEX | CLINIC | CURRENTED RES ID TYPE | PRESENTING PROBLEM | CURRENT LOCATION | CLINICAL EQUIP REQUIREMENT | TRANSPORT CASE LEVEL |
|-----------|-------------|-----|--------|-----------------------|--------------------|------------------|----------------------------|----------------------|
| PATIENT   | A1111       | M   | EAG    | VS<br>NE<br>NO        |                    |                  |                            |                      |

| ICM NAME                        | TOTAL COUNT |
|---------------------------------|-------------|
| Stretcher (Patient) (EM)        | 2           |
| Wheelchair Bound (Patient) (EM) | 3           |
| Ventilator (Patient) (EM)       | 5           |
| Lift Equipment (Patient) (EM)   | 2           |
| Oxygen (Patient) (EM)           | 5           |
| One to One (Patient) (EM)       | 2           |
| Legal Hold                      | 3           |
| Ambulatory Patient              | 1           |

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

**Figure 342 - VISN Emergency Management Report – Manifest**

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

**Figure 343 - 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.   |
| 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.  |

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 | 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 344 - Adding a Patient to Patients Pending Bed Placement List

The screenshot displays the 'Bed Management Solution' interface. At the top, there is a navigation bar with links for 'Return to Regional Page', 'View Emergency Mgmt. Report', 'View Diversion Report', 'View Audit Log', and 'Logout'. Below this is a section titled 'VISN 16 Network Bed Boards' which contains a table of facility summary reports. The table has columns for 'FACILITY', 'VISN Bed Summary Report', 'CENUS', 'USGS', 'POINT-OF-CONTACT', and 'PCC TELEPHONE'. The 'HOUSTON (HOU)' facility is highlighted with a yellow bar indicating 51% occupancy.

| FACILITY            | VISN Bed Summary Report      | CENUS | USGS | POINT-OF-CONTACT    | PCC TELEPHONE |
|---------------------|------------------------------|-------|------|---------------------|---------------|
| BILLOXI (BLI)       | BILLOXI Summary Report       | 0%    | 0    | NONE                | NONE          |
| FAYETTEVILLE (FAV)  | FAYETTEVILLE Summary Report  | 0%    | 0    | NONE                | NONE          |
| HOUSTON (HOU)       | HOUSTON Summary Report       | 51%   | 1    | FIFTYSEVEN PROVIDER | 155-506-5555  |
| JACKSON (JAC)       | JACKSON Summary Report       | 0%    | 0    | NONE                | NONE          |
| LITTLE ROCK (LIT)   | LITTLE ROCK Summary Report   | 0%    | 0    | NONE                | NONE          |
| MUSKOGEE (MUS)      | MUSKOGEE Summary Report      | 0%    | 0    | NONE                | NONE          |
| NEW ORLEANS (NOL)   | NEW ORLEANS Summary Report   | 0%    | 0    | NONE                | NONE          |
| OKLAHOMA CITY (OKL) | OKLAHOMA CITY Summary Report | 0%    | 0    | NONE                | NONE          |
| PINEVILLE (ALX)     | PINEVILLE Summary Report     | 0%    | 0    | NONE                | NONE          |
| SHREVEPORT (SHR)    | SHREVEPORT Summary Report    | 0%    | 0    | NONE                | NONE          |

Below the table is the 'VISN Patients Pending Bed Placement' section. It includes an 'Add New Patient' link, a 'Filter By' dropdown set to 'ALL FACILITIES', and a 'Select Report' dropdown set to 'ACTIVE'. There are also 'Save', 'Customize', and 'Reset' buttons. A table below shows patient details with columns for 'Actions', 'FAC', 'Patient', 'DOB', 'Service Component', 'EOL', 'Contract', 'Discharge', 'Transfer Specialty', 'Current Location', 'Type Of bed / Ward Assigned', 'Date of Admission', 'Comments', 'Wait Time (Days)', and 'File?'. Two patient entries are visible, both for 'BMSPATIENT' at 'ACUTE PSYCHIATRY (448 DAPTS)'.

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 345 - VISN Interfacility Transfer Sheet – Select Patient

The screenshot shows the 'VISN 1 Interfacility Transfer Sheet - Select Patient' form. It features a 'Select Facility:' dropdown menu with 'BED' selected. Below it is a 'Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):' text input field containing 'BMSPATIENT'. There is also a smaller input field for 'enter full SSN without dashes (i.e. XXXXXXXXXX)'. At the bottom, there are 'Submit', 'Cancel', and 'Return to VISN Page' buttons.

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 346 - VISN Interfacility Transfer Sheet – Select Patient from List**

VISN 1 Interfacility Transfer Sheet - Select Patient

Select Facility:

Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):

(enter full SSN without dashes i.e. XXXXXXXXX)

|                                  | Name            | SSN         | Date of Birth | Sex    |
|----------------------------------|-----------------|-------------|---------------|--------|
| <input type="radio"/>            | BMSpatient, One | 000001234   | 6/11/1977     | Male   |
| <input checked="" type="radio"/> | BMSpatient, Two | 000005678   | 6/12/1977     | Female |
| <input type="radio"/>            | BMSPATIENT, ONE | 000-00-1234 |               | Female |

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 347 - VISN Interfacility Transfer Sheet – Enter Patient Data**

VISN 16 Interfacility Transfer Sheet - Enter Patient Data

FACILITY: MICHAEL E. DEBAKEY VA MEDICAL CENTER  
 VISN: 16  
 REGION: 2

Patient Name:

Patient SSN:

Gender:

Service Connected %:

Service Era:

Contract:

Diagnosis/Level of care:

Current Location:

Location Admission Date:

Comments/Type of need:

Treating Specialty:

Requested Admission Date:

Type of Bed/Ward:

Community Care Patient?:

Transfer Coordinator

Transfer Coordinator Phone

National Patients Pending Bed Placement List:

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**

| <b>FIELD</b>                            | <b>ENTER</b>   |
|---|--|
| 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 348 - Editing the Details of a Patient in the VISN Patients Pending Bed Placement List

**VISN 16 Interfacility Transfer Sheet - Edit Patient Data**

VA Admission Facility: HOU

Patient Name: CPRSPATIENT, FOURT

Patient SSN: xxx-xx-0032

Gender: Male

Service Connected %: 70

Contract: No

Diagnosis/Level of care: TEST 46/50

Current Location: DDDDD 45/50

Comm Hosp Admission Date: 05/20/16

Comments/Type of need: 100/100

Service Era: OTHER

Treating Specialty: ACUTE PSYCHIATRY (<45)

Requested Admission Date: 05/20/16

Type of Bed/Ward: TEST BED/WARD 237/250

Community Care Patient?:

Transfer Coordinator: \_\_\_\_\_

Transfer Coordinator Phone: \_\_\_\_\_

National 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 349 - Finalize a Patient's Stay in Community Hospital

VISN 16 Interfacility Transfer Sheet - Finalize Patient Data

Facility: HOU

Patient Name: AAAGUHN, BUOT 2

Patient SSN: 1000-00-1655

Service Connected %: 10

Contract: No

Diagnosis/Level of care: TEST

Current Location: TEST

Comm Hosp Admission Date: 05/23/16

Comments/Type of need: TEST

Treating Specialty: ACUTE PSYCHIATRY (445 C)

Service Era: OTHER

Requested Admission Date: 05/23/16

National Patients Pending Bed Placement List:

Disposition: DISCHARGED FROM CH

VA Admission Facility:

Disposition Date: 05/05/16

Discharge Comment: REQUIRED if disposition is OTHER COMMENT

Submit Cancel - Return to VISN Home Page

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 350 - 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 351 - 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 352 - Bed Occupancy Summary Report**

| Bed Occupancy Summary Report: MICHAEL E. DEBAKEY VA MEDICAL CENTER |             |                             |              |                             |                |                |                  |                |  |             |
|--|-------------|-----------------------------|--------------|-----------------------------|----------------|----------------|------------------|----------------|--|-------------|
| VIEW: BMS WARD   |             |                             |              |                             |                |                |                  |                |  | View Report |
| Facility Division: YFS   |             | Report Date: 12/19/18 16:10 |              |                             |                |                |                  |                |  |             |
| WARD   | VISTA Beds  | BMS Beds                    |              |                             |                |                | Avg LOS (DOD)    |                |  |             |
| <b>PHYSICAL WARDS</b>  |             |                             |              |                             |                |                |                  |                |  |             |
| 1A_SCI   | Defined: 20 | BMS Active: 16              | Occupied: 13 | Available: 3                | Unavailable: 4 | Not Display: 0 | Beds Assigned: 3 | 408:16         |  |             |
| 1B_SCI   | Defined: 20 | BMS Active: 13              | Occupied: 17 | Available: 4                | Unavailable: 2 | Not Display: 0 | Beds Assigned: 2 | 592:04         |  |             |
| 1C_CLC   | Defined: 30 | BMS Active: 30              | Occupied: 17 | Available: 13               | Unavailable: 0 | Not Display: 0 | Beds Assigned: 1 | 952:19         |  |             |
| 1D_CLC   | Defined: 30 | BMS Active: 27              | Occupied: 14 | Available: 13               | Unavailable: 2 | Not Display: 1 | Beds Assigned: 0 | 538:11         |  |             |
| 2A_NEUROREHAB  | Defined: 32 | BMS Active: 30              | Occupied: 15 | Available: 15               | Unavailable: 2 | Not Display: 0 | Beds Assigned: 6 | 443:11         |  |             |
| 2C_CLC   | Defined: 30 | BMS Active: 30              | Occupied: 18 | Available: 12               | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0 | 617:09         |  |             |
| 2D_CLC   | Defined: 21 | BMS Active: 21              | Occupied: 15 | Available: 6                | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0 | 812:16         |  |             |
| 2E_ILSI  | Defined: 28 | BMS Active: 27              | Occupied: 20 | Available: 7                | Unavailable: 1 | Not Display: 0 | Beds Assigned: 2 | 275:00         |  |             |
|  | Total: 580  | Total: 581                  | Total: 394   | Total: 257                  | Total: 13      | Total: 0       | Total: 10        | Average Total: |  |             |
| <b>VIRTUAL WARDS</b>   |             |                             |              |                             |                |                |                  |                |  |             |
| WV-1_GHOSBORO  | Defined: 0  | BMS Active: 0               | Occupied: 0  | Available: 0                | Unavailable: 0 | Not Display: 0 | Beds Assigned: 0 | 00:00          |  |             |
|  | Total: 0    | Total: 0                    | Total: 0     | Total: 0                    | Total: 0       | Total: 0       | Total: 0         | Average Total: |  |             |
| Other Information  |             | Sched Admissions: 0         |              | Pending Bed Placement: 1037 |                |                |                  |                |  |             |

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

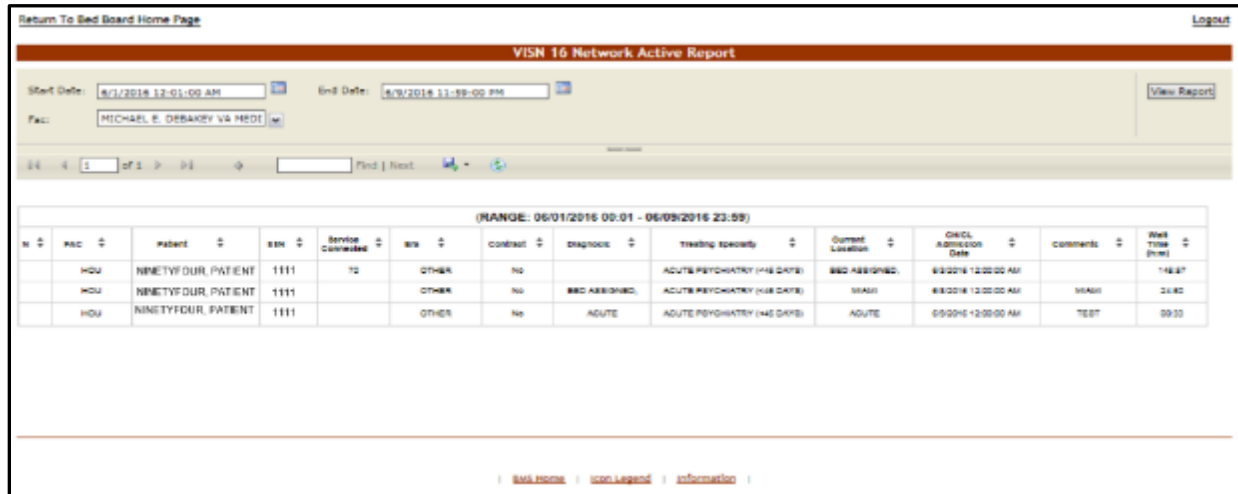
The Network Active report presents the list of patients who are currently in Community Hospitals with or without a contract. The image below presents a report of patients in community hospitals according to the active status.

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 353 - 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. |

### 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 354 - Network Contract Report**

| Facility                             | Patient       | SSN         | Contract | Service Connected | Diagnosis | Community Hospital | Ch Admission Date | Comments  | Disposition        | VA Adm Hosp | Dis Date   |
|--------------------------------------|---------------|-------------|----------|-------------------|-----------|--------------------|-------------------|-----------|--------------------|-------------|------------|
| MICHAEL E. DEBAKEY VA MEDICAL CENTER | PATIENT, 1111 | 111-11-1111 | No       | 70                |           | BED ASSIGNED       | 06/03/16          |           |                    |             |            |
| MICHAEL E. DEBAKEY VA MEDICAL CENTER | PATIENT, 1111 | 111-11-1111 | No       |                   |           |                    | 06/07/16          | WASH ROOM | DISCHARGED FROM CH |             | 06/08/2016 |
| MICHAEL E. DEBAKEY VA MEDICAL CENTER | PATIENT, 1111 | 111-11-1111 | No       |                   |           | BED ASSIGNED       | 06/03/16          | MASS      |                    |             |            |
| MICHAEL E. DEBAKEY VA MEDICAL CENTER | PATIENT, 1111 | 111-11-1111 | No       | 30                | UFT       | SAV PAGES          | 06/05/16          |           | DISCHARGED FROM CH |             | 06/09/2016 |
| MICHAEL E. DEBAKEY VA MEDICAL CENTER | PATIENT, 1111 | 111-11-1111 | No       |                   | ACUTE     | ACUTE              | 06/03/16          |           |                    |             |            |

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**

| <b>COLUMN</b>      | <b>DESCRIPTION</b>   |
|--------------------|--|
| 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**

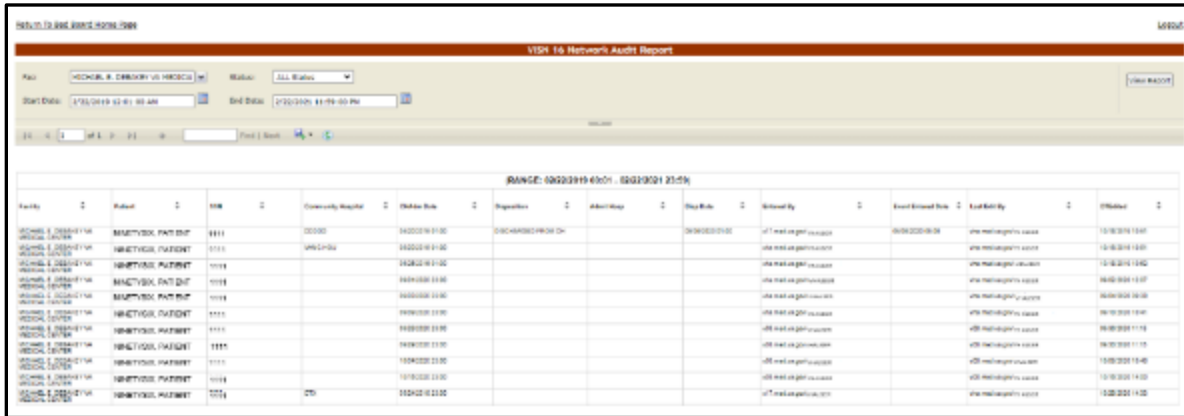
The Network Audit Report presents a list of patients who are currently in Community Hospitals and/or who have been in the past in Community Hospitals and the user who has entered this data in the system as well as the date and time when he/she did so.

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 355 - 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 356 - 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 357 - 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 358 - VISN Users – Audit Log Report Types

The screenshot shows the 'Audit Log Report' interface. At the top, there are links for 'Return To Bed Board Home Page' and 'Logout'. The main header is 'Audit Log Report'. Below this, there are several input fields: 'Select Report' (a dropdown menu), 'REGION' (a dropdown menu set to 'Region 2'), 'SITE' (a dropdown menu), 'FROM DATE' (a date input field), and 'TO DATE' (a date input field). A 'View Report' button is located on the right side. A dropdown menu is open under 'Select Report', listing the following report types: 'Site Configurable Icons', 'Facility Patients Pending Bed Placement List', 'VISN Patients Pending Bed Placement List', 'Staff Assignment', 'PPBP Usage (VISN)', 'PPBP Usage (Facility)', 'Whiteboard Bed Icon Usage', 'Whiteboard Patient Icon Usage', and 'Whiteboard Comments Usage'. The 'Site Configurable Icons' option is currently selected and highlighted in blue.

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 359 - 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 360 - National Bed Availability Report – Select Criteria**

The screenshot shows a web form titled "WARD/BED AVAILABILITY/STATUS REPORT". It contains several dropdown menus for selecting criteria: "VISTA SPECIALTY" is set to "ACUTE PSYCHIATRY (<45 DAYS)", "DISPLAY" is set to "All", "SORT BY" is set to "Facility", and "FACILITY" is set to "NONE, BRK - (VISN 1) - VA BO". The "VISN" dropdown is set to "VISN 1, VISN 2, VISN 3, VISN". A "View Report" button is located on the right side of the form.

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 361 - National Bed Availability**

| WARD/BED AVAILABILITY/STATUS REPORT               |                              |          |                                |                             |  |
|---|------------------------------|----------|--------------------------------|-----------------------------|--|
| VISTA SPECIALTY:                                  | ACUTE PSYCHIATRY (142 DAYS)  | DISPLAY: | All                            | <a href="#">View Report</a> |  |
| SOFT BY:  | Facility                     | VISN:    | VISN 1, VISN 2, VISN 3, VISN 4 |                             |  |
| FACILITY:   | NONE, BRX - (VISN 1) - VA 80 |          |                                |                             |  |
| Total Reported Available Beds: 360                |                              |          |                                |                             |  |
| REGION - 2  |                              |          |                                |                             |  |
| VISN - 18   |                              |          |                                |                             |  |
| SITE - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU) |                              |          |                                |                             |  |
| SITE  | ASSIGNING WARD               | BED      | SPECIALTY                      | STATUS/AVAILABILITY         | ADDITIONAL BMS BED STATUS (if any)                 |
| HOU   | 1A                           | 1B220-A  | SPINAL CORD INJURY             | Occupied                    |  |
| HOU   | 1A                           | 1B220-B  | SPINAL CORD INJURY             | Occupied                    |  |
| HOU   | 1A                           | 1B222-A  | SPINAL CORD INJURY             | OOS                         | OUT OF SERVICE, OUT OF SERVICE, DH TEST 2          |
| HOU   | 1A                           | 1B222-B  | SPINAL CORD INJURY             | Occupied                    | TEST COMMENTS                                      |
| HOU   | 1A                           | 1B224-A  | SPINAL CORD INJURY             | Occupied                    | OO CAVS  |
| HOU   | 1A                           | 1B224-B  | SPINAL CORD INJURY             | Occupied                    |  |
| HOU   | 1A                           | 1B224-C  | SPINAL CORD INJURY             | Occupied                    |  |
| HOU   | 1A                           | 1B224-D  | SPINAL CORD INJURY             | OOS                         | OUT OF SERVICE, OUT OF SERVICE                     |
| HOU   | 1A                           | 1B226-A  | SPINAL CORD INJURY             | Available                   |  |
| HOU   | 1A                           | 1B226-B  | SPINAL CORD INJURY             | Occupied                    | EDITING THE COMMENTS                               |
| HOU   | 1A                           | 1B226-C  | SPINAL CORD INJURY             | Occupied                    |  |
| HOU   | 1A                           | 1B226-D  | SPINAL CORD INJURY             | Available                   | INFORMATION, BED ASSIGNED, TEST1                   |
| HOU   | 1A                           | 1B230-A  | SPINAL CORD INJURY             | Available                   |  |
| HOU   | 1A                           | 1B240-A  | SPINAL CORD INJURY             | Occupied                    | HMMM WHAT IS THIS DID I JUST PUT DNR ON THE BOARD? |
| HOU   | 1A                           | 1B242-A  | SPINAL CORD INJURY             | Available                   |  |
| HOU   | 1A                           | 1B242-B  | SPINAL CORD INJURY             | Occupied                    |  |
| HOU   | 1A                           | 1B244-A  | SPINAL CORD INJURY             | Occupied                    |  |
| HOU   | 1A                           | 1B244-B  | SPINAL CORD INJURY             | Occupied                    |  |

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 362 - Accessing Administration Section Page from National/Regional page



Click the **BMS Admin** link to access the Administration Section as in the following image.

Figure 363 - 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 364 - Add/ Edit Marquee Text**

Return to Admin Menu

ADMINISTRATION SECTION - MAINTAIN MARQUEE TEXT

Admin Marquee Text

best date check off TW Pain TD

Edit Marquee Text

You can enter HTML commands in here for bolding or color. If it is empty, no marquee will be displayed.

room date check off TW Pain TD

17/1/200

OFF Scanning

18/1/200

BMS helpdesk can be reached at 800-596-4257.

19/1/200

20/1/200

21/1/200

Submit

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 365 - Administration Section – User Add/Edit Page**

Admin Menu

ADMINISTRATION SECTION - USERADD/EDIT

Logout

Select Existing NT User Name

Select Default

| PARAMETER       | OPTIONS                                    |
|-----------------|--|
| NT User Name    | Default                                    |
| Default Region: | 2  |
| Default YISM:   | 15   |
| Default Site:   | HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER |

Submit Cancel

[back to regional 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:

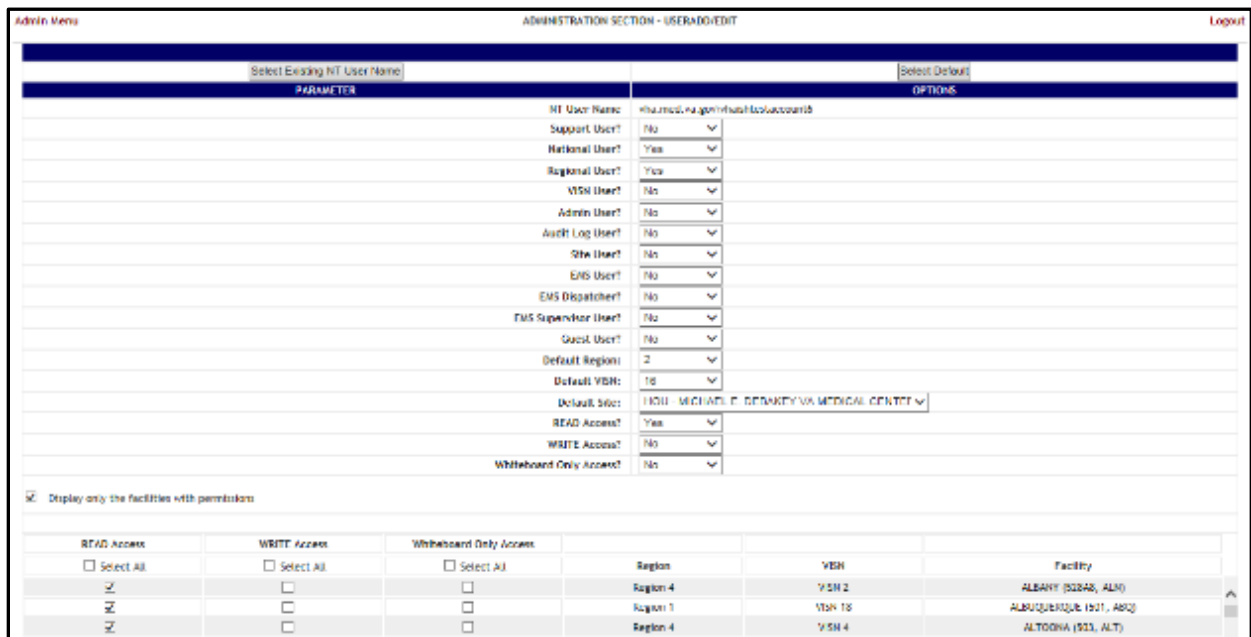
**Figure 366 - Select User to Activate**



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 367 - Customize BMS user rights**



The following parameters can be set for a user of the BMS system:

**Table 70 - BMS User Parameters**

| <b>COLUMN</b>          | <b>DESCRIPTION</b>   |
|------------------------|--|
| 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 368 - 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 369 - Edit BMS user rights

| READ Access                         | WRITE Access                        | Whiteboard Only Access              | Region   | VBR    | Facility               |
|-------------------------------------|-------------------------------------|-------------------------------------|----------|--------|------------------------|
| <input type="checkbox"/> Select All | <input type="checkbox"/> Select All | <input type="checkbox"/> Select All | Region 4 | VSN 2  | ALBANY (228AS, ALN)    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Region 1 | VSN 18 | ALBUQUERQUE (301, ASQ) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Region 4 | VSN 4  | ALTOONA (601, ALT)     |

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 370 - Find User Name

| Selected | User Name | Fullname | Has Role |
|----------|-----------|----------|----------|
|----------|-----------|----------|----------|

Figure 371 - Select User to Delete

| Selected                 | User Name             | Fullname         | Has Role                 |
|--------------------------|-----------------------|------------------|--------------------------|
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |
| <input type="checkbox"/> | vha.med.va.gov/VAUSER | SECTION PROVIDER | <input type="checkbox"/> |

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.



**Table 71 - BMS Site Parameters**

| <b>Column</b>                        | <b>Description</b>  |
|--------------------------------------|---|
| 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 374 - Administration Section – Facility Edit Screen**

Under the **Select Facility Name** section, choose the Facility you would like to deactivate.

**Figure 375 - Administration Section – Facility Edit Screen**

Select **No** from the **BMS Active/Live Site** field to make the Facility inactive.

**Figure 376 - Facility Edit Screen – Active/Live Site**

The screenshot shows the 'ADMINISTRATION SECTION - FACILITY EDIT' interface. At the top, the facility name is '278 TEST CITY 8 (B) ACTIVE (Y)' and the site ID is '278 (B) - TEST CITY 8'. The 'Allow Admin to Access Inactive Site' dropdown menu is highlighted with a red box and set to 'Yes'. Other fields include 'VEH', 'Region', 'BMS Server Time Zone', 'Facility Site Time Zone', 'Auto Renewal Patients From Pending Bed Placement List', and 'Auto Renewal Beds Patients From Pending Bed Placement List'. The 'Submit' and 'Cancel' buttons are at the bottom.

Choose Yes or No from the Allow Admin to Access Inactive Site field.

**Figure 377 - Facility Edit Screen – Admin Access to Inactive Site**

The screenshot shows the 'ADMINISTRATION SECTION - FACILITY EDIT' interface. The 'Allow Admin to Access Inactive Site' dropdown menu is highlighted with a red box and set to 'No'. The facility name is '278 TEST CITY 8 (B) ACTIVE (N)' and the site ID is '278 (B) - TEST CITY 8'. Other fields include 'VEH', 'Region', 'BMS Server Time Zone', 'Facility Site Time Zone', 'Auto Renewal Patients From Pending Bed Placement List', and 'Auto Renewal Beds Patients From Pending Bed Placement List'. The 'Submit' and 'Cancel' buttons are at the bottom.

Once you have made your changes, press Submit. A screen is displayed that the Facility has been updated.

Figure 378 - VISN Network Bed Board Page

The screenshot shows the 'Bed Management Solution' interface. At the top, there is a navigation bar with links like 'Return to Regional Page', 'VISN Network Bed Boards', 'View Emergency Report', 'View Chamber Report', 'View Audit Log', and 'Export'. Below this is a table with columns for 'Facility Name', 'Status', 'Type', 'Location', and 'Last Update'. The table lists various facilities such as 'BARTLETTVILLE (PAC)', 'BOSTON (ORL)', 'ANDERSON (ORL)', etc. Below the summary table is a section for 'VISN Network Bed Board Information' with a search filter and a 'Grid Settings' button. The main part of the screenshot is a detailed table with columns: 'Access', 'Facility', 'Status', 'Region', 'Network Connected', 'Site', 'Contract', 'Contract', 'Priority Services', 'Current Location', 'Type of Bed', 'Type of Room', 'Last of Last', 'Last of First', 'Last of Second', 'UNCL Subsystem Data', 'Number of Beds', 'Management System', 'Comments', 'Last Update', and 'Comments (User)'. The table contains several rows of data for different facilities.

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 379 - Administration Section – Facility Edit Screen

The screenshot shows the 'Facility Edit Screen' in the Administration section. It features a 'Select Facility' dropdown menu at the top right. The main area is divided into several sections for editing facility information:
 

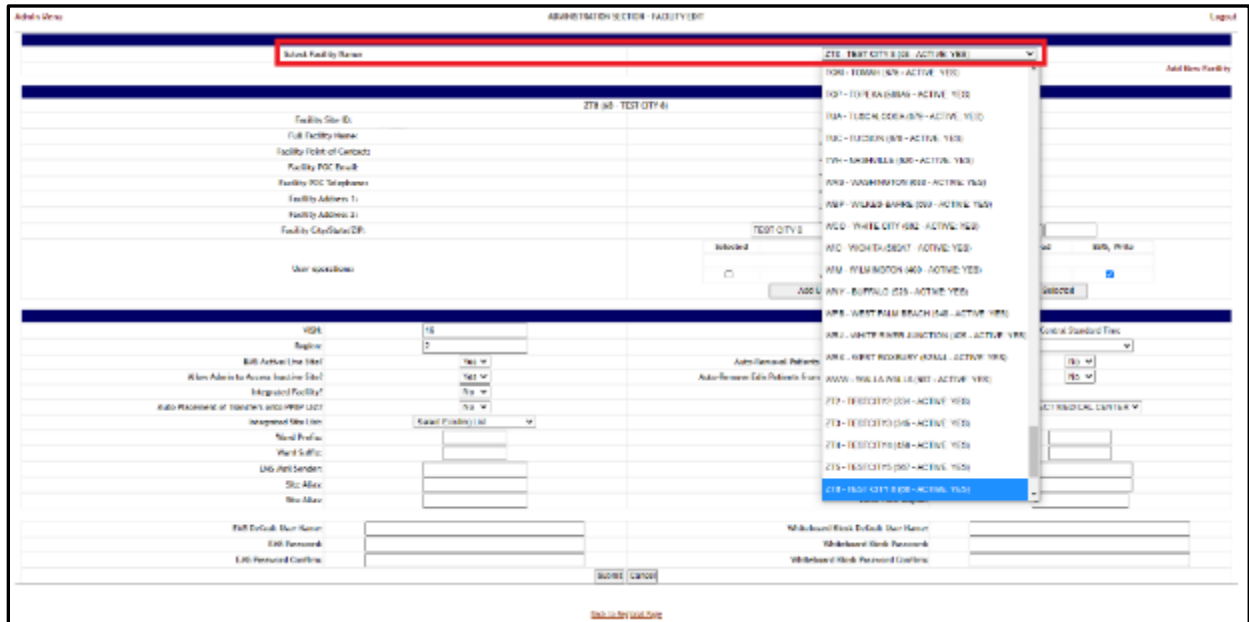
- Facility Information:** Fields for Facility ID, Facility Name, Facility Primary Contact, Facility POC Email, Facility POC Telephone, Facility Address 1, Facility Address 2, and Facility City/State/Zip.
- User Information:** Fields for User Name, User Email, and User Role.
- System Settings:** Checkboxes for 'Auto-Remove EDIS Patients from PPBP List' and 'Auto-Remove EDIS Patients from Pending Bed Placement List'.
- Medical Center ID:** A dropdown menu for selecting the medical center.
- Other Settings:** Fields for 'All POC', 'All POC Email', 'All POC Telephone', and 'All POC City/State/Zip'.

 At the bottom, there are 'Save' and 'Cancel' buttons.

Under the **Select Facility Name** section, choose the Facility you would like to Auto-Remove EDIS Patients from PPBP list.

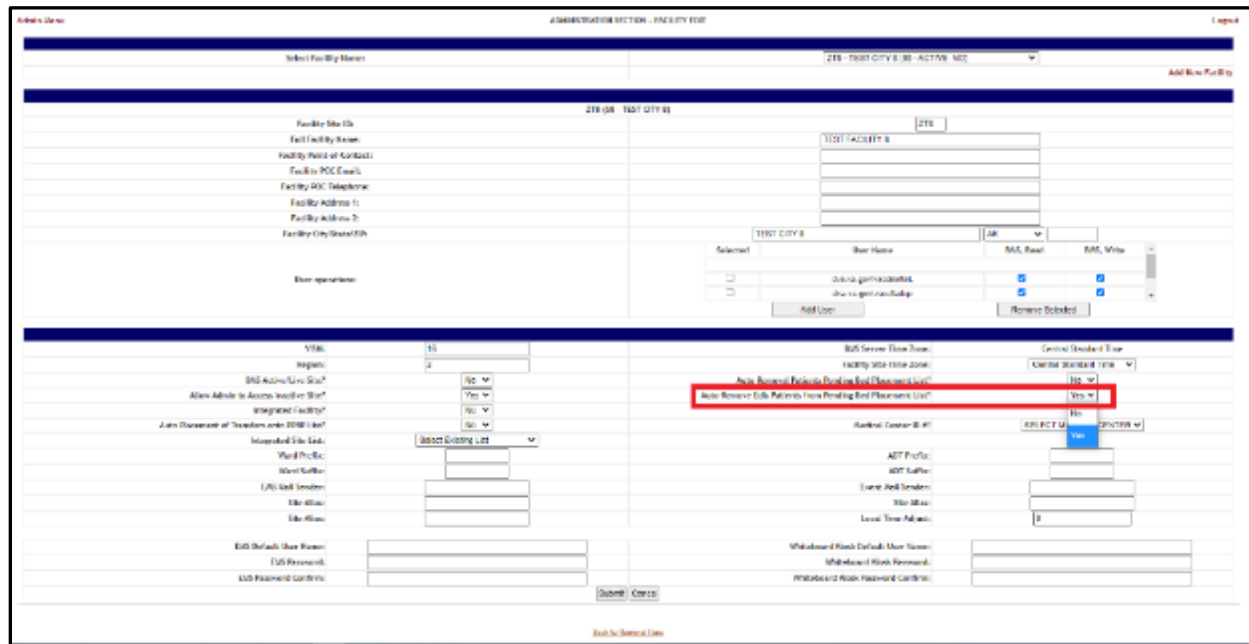


**Figure 380 - Administration Section – Facility Edit Screen**



Select **Yes** from the **Auto-Remove EDIS Patients from Pending Bed Placement List** field to Auto-remove patients.

**Figure 381 - 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 382 - 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 383 - Administration Section – Icon Add/Edit

| System Icons |                            | Application Icons<br>Bed Cleaning Status Icons |                         |
|--------------|----------------------------|--|-------------------------|
| edit         | Bed In Isolation           | edit   | Bed Needs Cleaning Icon |
| edit         | Discharge Ordered          | edit   | Cleaning Bed Icon       |
| edit         | Anticipated Discharge      | edit   | DHC Notified Icon       |
| edit         | Patient Symbol             | edit   | Bed Cleaned Icon        |
| edit         | Interward Transfer         |  |                         |
| edit         | Room Bed Symbol            |  |                         |
| edit         | Numt (Not Reviewed)        |  |                         |
| edit         | Similar/Same Name          |  |                         |
| edit         | Bed Hold                   |  |                         |
| edit         | Numt (Not Met)             |  |                         |
| edit         | Bed Out Of Service (Vital) |  |                         |
| edit         | Numt (Met)                 |  |                         |
| edit         | Bed Out Of Service         |  |                         |

| Ward Whiteboard Status Icons |                               |                            |                                  |                         |               |
|------------------------------|-------------------------------|----------------------------|----------------------------------|-------------------------|---------------|
| Standard Icons               |                               | Emergency Management Icons |                                  | Site Configurable Icons |               |
| edit                         | Restraint                     | edit                       | Evacuate (Patient) (EM)          | edit                    | Mean Patient  |
| edit                         | Flu Risk                      | edit                       | ambulatory patient               | edit                    | Blue Arrow    |
| edit                         | Patient Opt-Out               | edit                       | legal hold                       | edit                    | Blue Caution  |
| edit                         | Slip and Fall Risk            | edit                       | Lift Equipment (Patient) (EM)    | edit                    | Blue Circle   |
| edit                         | Flight Risk                   | edit                       | Negative Pressure (Patient) (EM) | edit                    | Blue Heart    |
| edit                         | Caution Risk                  | edit                       | One to One (Patient) (EM)        | edit                    | Blue X        |
| edit                         | 23H Observation               | edit                       | Oxygen (Patient) (EM)            | edit                    | Blue Diamond  |
| edit                         | PICC                          | edit                       | Stretcher (Patient) (EM)         | edit                    | Green Circle  |
| edit                         | Suicide Risk                  | edit                       | Ventilator (Patient) (EM)        | edit                    | Orange Circle |
| edit                         | Negative Pressure (Room)      | edit                       | Wheelchair Sound (Patient) (EM)  | edit                    | Orange Star   |
| edit                         | Shared Bathrooms (Room)       |                            |                                  | edit                    | Red Stop      |
| edit                         | Telemetry (Patient)           |                            |                                  |                         |               |
| edit                         | Telemetry (Room)              |                            |                                  |                         |               |
| edit                         | Lift Equipment (Room)         |                            |                                  |                         |               |
| edit                         | Close Observation (Patient)   |                            |                                  |                         |               |
| edit                         | Women's Program (Room)        |                            |                                  |                         |               |
| edit                         | Respiratory Therapy (Patient) |                            |                                  |                         |               |
| edit                         | Seizure Precautions           |                            |                                  |                         |               |
| edit                         | Test                          |                            |                                  |                         |               |
| edit                         | text                          |                            |                                  |                         |               |
| edit                         | text                          |                            |                                  |                         |               |

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 384 - Administration Section – Change Icon Position in the Icon List

|  |  | Add Icon | Emergency Management Icons       |  | Add Icon |              |
|--|--|----------|----------------------------------|--|----------|--------------|
|  |  | Edit     | Evacuate (Patient) (EM)          |  | Edit     | Mean Patien  |
|  |  | Edit     | ambulatory patient               |  | Edit     | Blue Arrow   |
|  |  | Edit     | legal hold                       |  | Edit     | Blue Caution |
|  |  | Edit     | Lift Equipment (Patient) (EM)    |  | Edit     | Blue Circle  |
|  |  | Edit     | Negative Pressure (Patient) (EM) |  | Edit     | Blue Heart   |
|  |  | Edit     | One to One (Patient) (EM)        |  | Edit     | Blue X       |
|  |  |          |                                  |  | Edit     | Blue Diamon  |
|  |  | Edit     | Ventilator (Patient) (EM)        |  | Edit     | Green Circle |
|  |  | Edit     | Oxygen (Patient) (EM)            |  | Edit     | Orange Circ  |
|  |  | Edit     | Wheelchair Bound (Patient) (EM)  |  | Edit     | Orange Star  |
|  |  | Edit     | Stretcher (Patient) (EM)         |  | Edit     | Red Stop     |
|  |  |          |                                  |  |          |              |
|  |  |          |                                  |  |          |              |

#### 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 385 - Administration Section – Edit Icon

Return to Add/Edit Icon Page      ADMINISTRATION SECTION - EDIT ICON

---

Edit Oxygen (Patient) (EM) Icon, Emergency Management Icon - Ward Whiteboard Status Icon

Active?  Yes  No

Published?  Yes  No

Patient  Bed/Room

\*Image Name:

\*Icon Name:

\*Icon Short Description:

Icon Long Description:

Comment:

\*Please Over Text:

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 386 - Administration Section – Add Icon**

Return to Add/Edit Icon Page

ADMINISTRATION SECTION - ADD ICON

Add Icon Standard icon - Ward Whiteboard Status icon

\*Image Name:  Browse

\*Icon Name:

\*Icon Short Description:

Icon Long Description:

Comment:

\*Mouse Over Text:

Active?  Yes  No

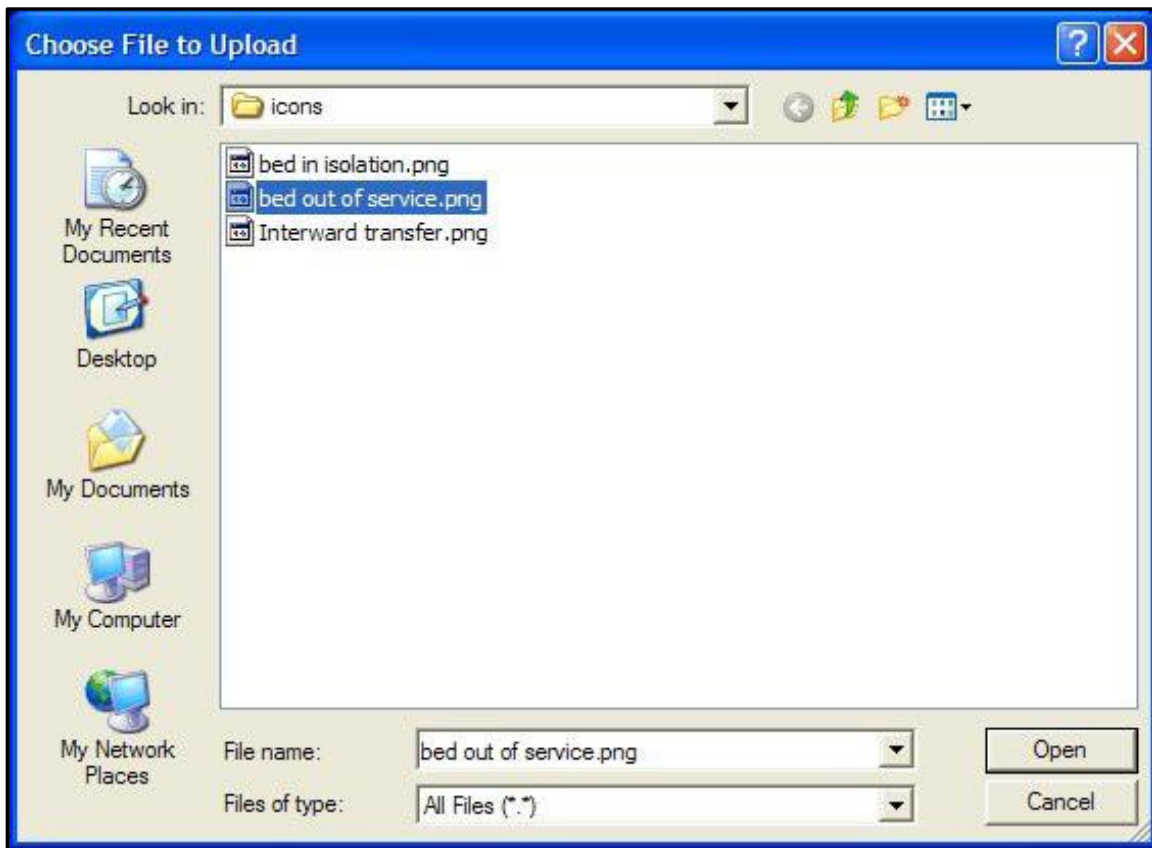
Published?  Yes  No

Patient  Bed/Room

Save Never Mind, Return to Add/Edit icon page

Click the **Browse** button to locate the file containing the icon image and select it.

Figure 387 - 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 388 - National Administrator Edit Icon Page**

Next, the Site Admin can configure their Auto-Icon by performing the following steps:

**Figure 389 - Facility Home Page**

From the Facility Home Page, Click Site Options:

**Figure 390 - Facility Site Options Page**

On the Facility/Site Options Page, click “BMS Orderable Items Add/Delete”.

**Figure 391 - BMS Orderable Items Add/Delete Page**

|                        | Orderable Item                 | Type      |
|------------------------|--------------------------------|-----------|
| <a href="#">Delete</a> | 73 Admit Patient               | ADMISSION |
| <a href="#">Delete</a> | 75 Discharge Patient           | DISCHARGE |
| <a href="#">Delete</a> | 76 Transfer Patient            | TRANSFER  |
| <a href="#">Delete</a> | 5341 TRANSPARENT DRESSING, TOP | ADMISSION |

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 392 - Selection of Orderable Item and Item Type**

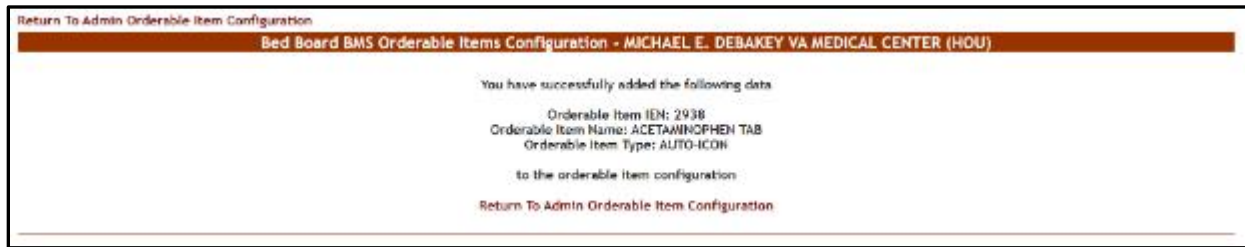
|                        | Orderable Item                 | Type      |
|------------------------|--------------------------------|-----------|
| <a href="#">Delete</a> | 73 Admit Patient               | ADMISSION |
| <a href="#">Delete</a> | 75 Discharge Patient           | DISCHARGE |
| <a href="#">Delete</a> | 76 Transfer Patient            | TRANSFER  |
| <a href="#">Delete</a> | 5341 TRANSPARENT DRESSING, TOP | ADMISSION |

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.

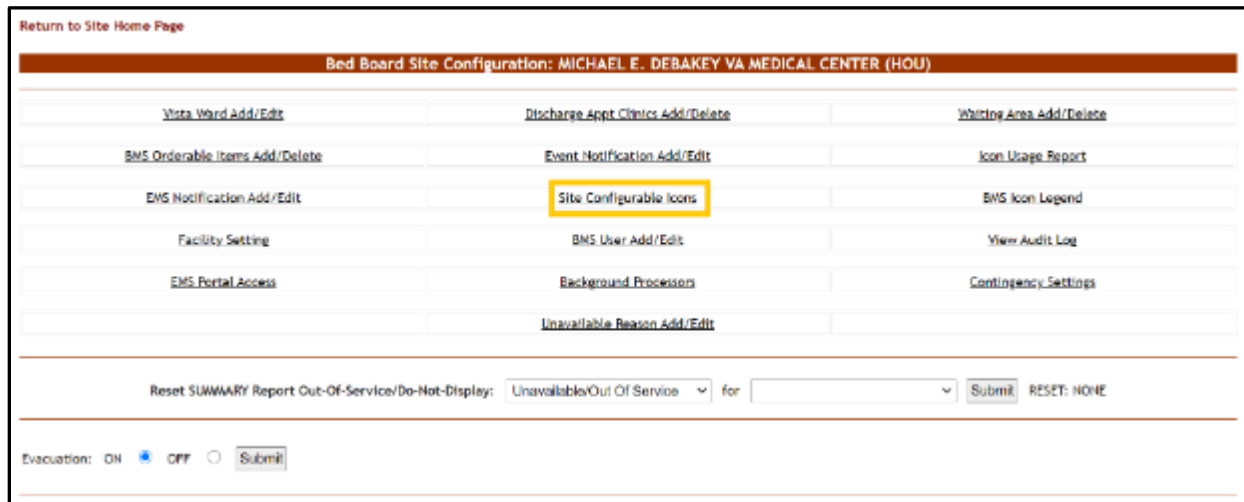


**Figure 393 - Orderable Item Configuration Addition Confirmation**



The next step is to Return to the Facility Site Options page and click on “Site Configurable Icons”.

**Figure 394 - 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 395 - Site Configurable Icons Screen, showing Automatic VistA Orderable Item Icons**

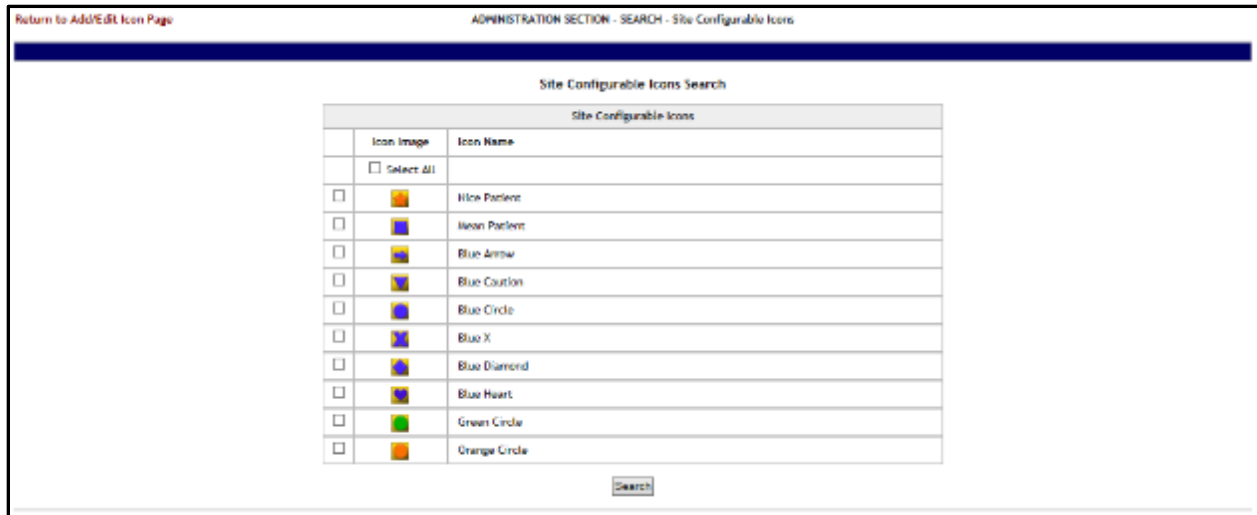
| Automatic VistA Orderable Item Icons |                                  |      |                                      |                                     |
|--------------------------------------|----------------------------------|------|--------------------------------------|-------------------------------------|
| Icon                                 | Name                             | Type | Vista Orderable Item (Pattern Match) | Active                              |
|                                      | Slip and Fall Risk (Patient)     |      | BMS Fall Risk                        | <input type="checkbox"/>            |
|                                      | Dialysis Patient                 |      | BMS Dialysis                         | <input type="checkbox"/>            |
|                                      | Dysphagia Precautions            |      | BMS Dysphagia                        | <input type="checkbox"/>            |
|                                      | Ventilator (Patient) (EM)        |      | BMS Ventilator                       | <input type="checkbox"/>            |
|                                      | Bisphosphonate (Patient)         |      | BMS Bisphosphonate                   | <input type="checkbox"/>            |
|                                      | Oxygen (Patient) (SPO)           |      | BMS Oxygen                           | <input type="checkbox"/>            |
|                                      | PICC (Patient)                   |      | BMS PICC                             | <input type="checkbox"/>            |
|                                      | Suicide Risk (Patient)           |      | BMS Suicide Risk                     | <input type="checkbox"/>            |
|                                      | Telemetry (Patient)              |      | BMS Telemetry                        | <input type="checkbox"/>            |
|                                      | Respiratory Therapy (Patient)    |      | BMS Resp Treatment                   | <input type="checkbox"/>            |
|                                      | Seizure Precautions (Patient)    |      | BMS Seizure                          | <input type="checkbox"/>            |
|                                      | Negative Pressure (Patient) (EM) |      | BMS Negative Pressure                | <input type="checkbox"/>            |
|                                      | One-to-One (Patient) (EM)        |      | BMS Ventilator                       | <input type="checkbox"/>            |
|                                      | DM Fingerstick (Patient)         |      | BMS Fingerstick                      | <input type="checkbox"/>            |
|                                      | ACETAMINOPHEN                    |      | ACETAMINOPHEN                        | <input checked="" type="checkbox"/> |

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 396 - Administration Section – Icon 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 397 - Site Configurable Icon Search Result**

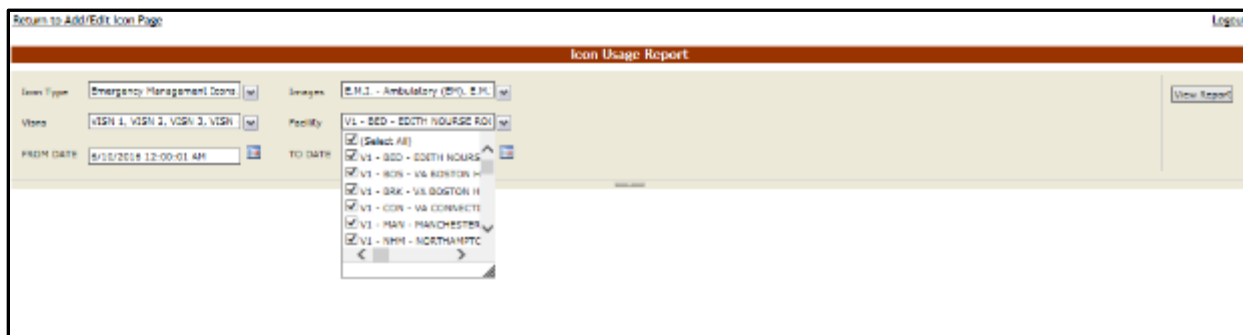


The search results will present the code of the facility where the icon is used, the icon name and the description given to the icon on the facility site.

#### 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 398 - 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 399 - Administration Section – Icon Usage Report**

| Site Name | Icon Name                   | Facility Active? (Y/N) | Associated with a Patient record? (Y/N) | Associated with a Bed record? (Y/N) |
|-----------|-----------------------------|------------------------|---|-------------------------------------|
| HCU       | EM Patient Opt-Out          | Y                      | Y(2)                                    | N                                   |
|           | EM Patient/Bed Record       | Ward                   | Bed                                     | Patient                             |
|           | EM PT Record                | 1A                     | 10225-B                                 | DU0FY-0000                          |
|           | EM PT Record                | 1B                     | 1B124-B                                 | RLAH1-7749                          |
|           | EM Flu Risk                 | Y                      | Y(1)                                    | N                                   |
|           | EM Slip and Fall Risk       | Y                      | Y(1)                                    | N                                   |
|           | EM Flight Risk              | Y                      | Y(1)                                    | N                                   |
|           | EM Restraint                | Y                      | Y(1)                                    | N                                   |
|           | EM Negative Pressure (Room) | Y                      | N                                       | Y(2)                                |
|           | EM Telemetry (Room)         | Y                      | N                                       | Y(2)                                |
| N/A       | EM Negative Pressure (Room) | Y                      | N                                       | Y(1)                                |
|           | EM Shielded Bathroom (Room) | Y                      | N                                       | Y(1)                                |
|           | EM Telemetry (Room)         | Y                      | N                                       | Y(1)                                |
|           | EM LIN Equipment (Room)     | Y                      | N                                       | Y(1)                                |
|           | EM Patient/Bed Record       | Ward                   | Bed                                     | Patient                             |
|           | EM BED Record               |                        | 1C120-A                                 |                                     |
|           | EM Women's Program (Room)   | Y                      | N                                       | Y(1)                                |
|           | EM Test                     | Y                      | N                                       | Y(1)                                |

Icon Usage Report Drill-Down feature.

**Figure 400 - 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) |
|-----------|--------------------------|------------------------|---|-------------------------------------|
| HOU       | Patient Opt-Out          | Y                      | Y(2)                                    | N                                   |
|           | Patient/Bed Record       | Ward                   | Bed                                     | Patient                             |
|           | PT Record                | 1A                     | 10226-B                                 | DLUXPY-0300                         |
|           | PT Record                | 1B                     | 10124-B                                 | RLAHN-T748                          |
|           | 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)                                |
|           | Telemetry (Room)         | Y                      | N                                       | Y(1)                                |
|           | Health Equipment (Room)  | Y                      | N                                       | Y(1)                                |
|           | Patient/Bed Record       | Ward                   | Bed                                     | Patient                             |
|           | BED Record               |                        | 10120A                                  |                                     |
|           | Women's Program (Room)   | Y                      | N                                       | Y(1)                                |
| Titer     | 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.                                     |
| <b>Drill-Down Columns</b>               | <b>These additional columns are revealed once you “drill-into” the appropriate record.</b> |
| 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 401 - Administration Section – Common Medical Terms Add/Edit/Delete**

| Common Medical Terms |        |              |
|----------------------|--------|--------------|
| Edit                 | Delete | BED ASSIGNED |
| Edit                 | Delete | CHEST PAIN   |
| Edit                 | Delete | ISOLATION    |
| Edit                 | Delete | MONITOR      |
| Edit                 | Delete | TEST         |
| Edit                 | Delete | VENTILATOR   |

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 that 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 402 - Administration Section – Common Medical Terms Add/Edit/Delete**

| Common Medical Terms |        |              |
|----------------------|--------|--------------|
| Edit                 | Delete | BED ASSIGNED |
| Edit                 | Delete | ISOLATION    |

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.

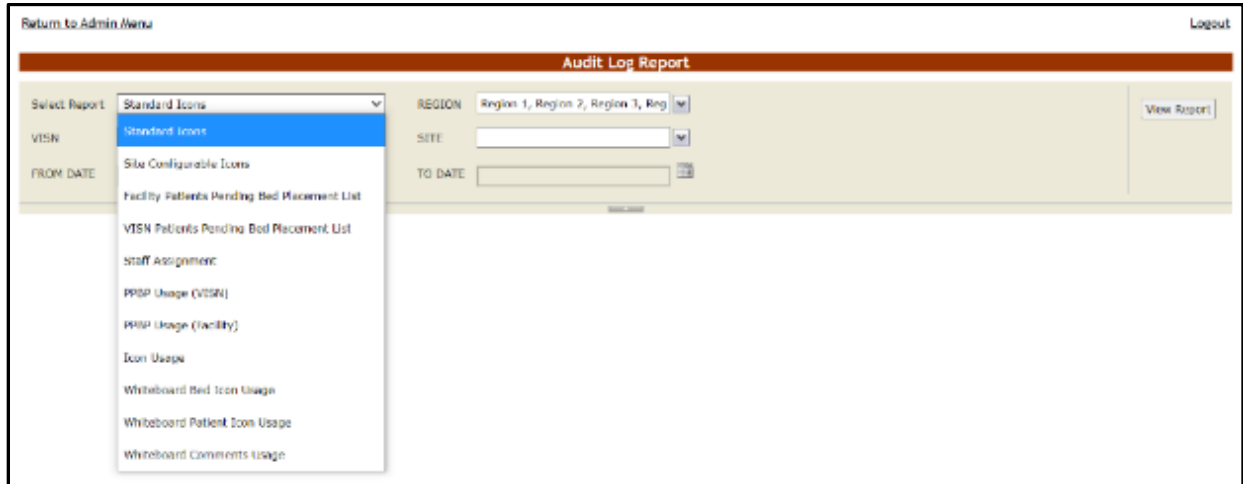
#### 4.9.7.3. Deleting a Common Medical Term

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 403 - Administration Section – Audit Log Report Types



The screenshot displays the 'Audit Log Report' interface. At the top left, there is a link 'Return to Admin Home' and a 'Logout' link at the top right. The main title 'Audit Log Report' is centered at the top. Below the title, there are several input fields: 'Select Report' (a dropdown menu with 'Standard Icons' selected), 'REGION' (a dropdown menu with 'Region 1, Region 2, Region 3, Reg'), 'SITE' (a text input field), and 'TO DATE' (a date picker). A 'View Report' button is located on the right side. A dropdown menu is open under 'Select Report', listing various report types: 'Standard Icons', 'Site Configurable Icons', 'Facility Patients Pending Bed Placement List', 'VISN Patients Pending Bed Placement List', 'Staff Assignment', 'PPSP Usage (VISN)', 'PPSP Usage (Facility)', 'Icon Usage', 'Whiteboard Bed Icon Usage', 'Whiteboard Patient Icon Usage', and 'Whiteboard Comments Usage'.

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 404 - Standard Icons**

| Standard Icons Report      |                                     |                                 |          |                                   |                           |                                 |                                 |         |                                 |                             |                      |             |
|----------------------------|-------------------------------------|---------------------------------|----------|-----------------------------------|---------------------------|---------------------------------|---------------------------------|---------|---------------------------------|-----------------------------|----------------------|-------------|
| Select Report:             | Standard Icons                      |                                 | REGION:  | Region 1, Region 2, Region 3, ... |                           |                                 |                                 |         |                                 |                             |                      | View Report |
| VISN:                      | VISN 1, VISN 2, VISN 3, VISN ...    |                                 | SITE:    | ABQ - (VISN 16) - NEW MEXICO      |                           |                                 |                                 |         |                                 |                             |                      |             |
| FROM DATE:                 | 6/8/2016 12:00:01 AM                |                                 | TO DATE: | 6/10/2016 11:59:59 PM             |                           |                                 |                                 |         |                                 |                             |                      |             |
| 1 of 2                     |                                     |                                 |          |                                   |                           |                                 |                                 |         |                                 |                             |                      |             |
| 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              | soffinfo/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                    | soffinfo/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                     | soffinfo/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                    | soffinfo/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              | v05.med.va.gov/vhamsashett  | 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                | soffinfo/bmsuser            | 6/9/2016 6:53:27 PM  | Updated     |
| Application icons          | DischargeOrdered.png                | Discharge Ordered               | True     | True                              |                           | Discharge Ordered               | Discharge Ordered               |         | Discharge Ordered               | soffinfo/bmsuser            | 6/9/2016 6:53:27 PM  | Updated     |
| Application icons          | AnticipatedDischarge.png            | Anticipated Discharge           | True     | True                              |                           | Anticipated Discharge           | Anticipated Discharge           |         | Anticipated Discharge           | soffinfo/bmsuser            | 6/9/2016 6:53:27 PM  | Updated     |
| Application icons          | BedHold.png                         | Bed Hold                        | True     | True                              |                           | Bed Hold                        | Bed Hold                        |         | Bed Hold                        | vha.med.va.gov/vhahshbalaki | 6/9/2016 6:29:55 PM  | Updated     |
| Standard icon              | PTOptOut.jpg                        | Patient Opt-Out                 | True     | True                              | P                         | Patient Opt-Out                 | Patient Opt-Out                 |         | Patient Opt-Out                 | soffinfo/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/vhaechherok  | 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)        | soffinfo/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/vhahshbalaki | 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                      | soffinfo/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              | soffinfo/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) | soffinfo/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 405 - Administration Section – Treating Specialty/NUMA/HAvBED Edit

The screenshot shows the 'ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit' page. It features an 'Admin Menu' on the top left and a 'Logout' link on the top right. The page is split into two main sections: 'NUMA Categories' and 'HAvBED Categories'. Each section includes a search input field for the specialty name, with 'Save' and 'Cancel' buttons. Below the search fields are tables listing existing specialties with 'Edit' and 'Delete' options for each.

| NUMA |        |                               |
|------|--------|-------------------------------|
| Edit | Delete | Acute - Critical Care         |
| Edit | Delete | Acute - Medical               |
| Edit | Delete | Acute - Mental Health Acute   |
| Edit | Delete | Acute - Mixed Med Surg        |
| Edit | Delete | Acute - SCI Acute & Rehab     |
| Edit | Delete | Acute - Step Down             |
| Edit | Delete | Acute - Surgical              |
| Edit | Delete | Blind Rehab                   |
| Edit | Delete | Community Living Center (CLC) |
| Edit | Delete | Domiciliary (eg NHRFP)        |
| Edit | Delete | Mental Health / Chronic       |
| Edit | Delete | Rehab/TBI/Polytrauma          |

| HAvBED |        |                              |
|--------|--------|------------------------------|
| Edit   | Delete | Adult ICU                    |
| Edit   | Delete | Airborne Infection Isolation |
| Edit   | Delete | Burn                         |
| Edit   | Delete | HAvBED Category I            |

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 406 - 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 407 - Administration Section – Treating Specialty/NUMA/HAvBED Edit

The screenshot displays the 'ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit' interface. At the top, there are 'Admin Menu' and 'Logout' links. The main content is divided into two sections: 'NUMA Categories' and 'HAvBED Categories'.

**NUMA Categories:** This section features a search field labeled 'NUMA' with 'Save' and 'Cancel' buttons. Below it is a table with three columns: 'Edit', 'Delete', and 'NUMA'. The table lists various specialties such as 'ACUTE - CRITICAL CARE', 'Acute - Alcohol', 'Acute - Mental Health/Acute', 'Acute - Mixed Med/Surg', 'Acute - SCI/Acute G. Rehab', 'Acute - Step Down', 'ACUTE - SURGICAL', 'Etiol Rehabil', 'Community Living Center (CLC)', 'Dermatology (w/ MH/PTP)', 'Mental Health / Chronic', and 'Rehab/TTU/Polysomnography'.

**HAvBED Categories:** This section has a search field labeled 'HAvBED' (highlighted with a red box) and 'Save'/'Cancel' buttons. Below it is a table with three columns: 'Edit', 'Delete', and 'HAvBED'. The table lists 'ADULT ICD' and 'Airborne Infection Isolation'.

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

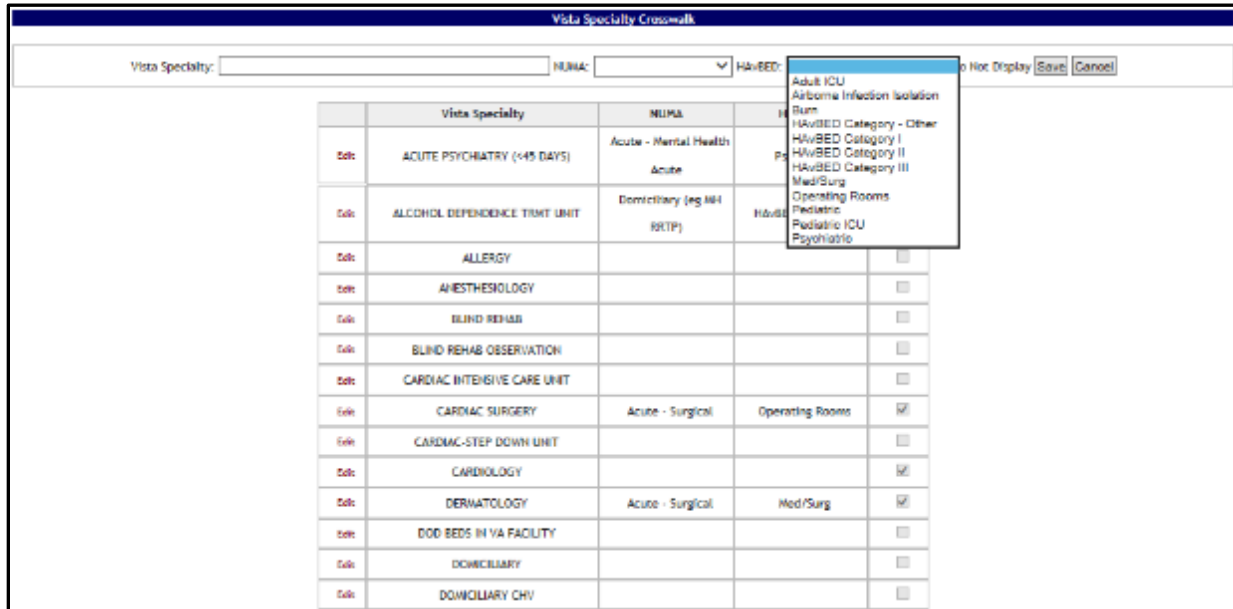
To delete an existing NUMA specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Delete** link associated to the NUMA specialty you want to delete. The NUMA Categories list will be updated to reflect the change.

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 408 - 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 409 - Hiding a NUMA/HAvBED Specialty**

Visits Specialty:  NUMA:  HAvBED:   Do Not Display

|                                     | Visits Specialty             | NUMA                           | HAvBED            | Hidden                              |
|-------------------------------------|------------------------------|--------------------------------|-------------------|-------------------------------------|
| <input type="button" value="Edit"/> | ACUTE PSYCHIATRY (1-45 DAYS) | Acute - Mental Health<br>Acute | Psychiatric       | <input type="checkbox"/>            |
| <input type="button" value="Edit"/> | ALCOHOL DEPENDENCE TRMT UNIT | Domiciliary (eg MH<br>IRTP)    | Hidden Category I | <input checked="" type="checkbox"/> |
| <input type="button" value="Edit"/> | ALLERGY                      |                                |                   | <input type="checkbox"/>            |
| <input type="button" value="Edit"/> | ANESTHESIOLOGY               |                                |                   | <input type="checkbox"/>            |
| <input type="button" value="Edit"/> | BLIND REHAB                  |                                |                   | <input type="checkbox"/>            |
| <input type="button" value="Edit"/> | BLIND REHAB OBSERVATION      |                                |                   | <input type="checkbox"/>            |
| <input type="button" value="Edit"/> | CARDIAC INTENSIVE CARE UNIT  |                                |                   | <input type="checkbox"/>            |
| <input type="button" value="Edit"/> | CARDIAC SURGERY              | Acute - Surgical               | Operating Rooms   | <input checked="" type="checkbox"/> |
| <input type="button" value="Edit"/> | CARDIAC-STEP DOWN UNIT       |                                |                   | <input type="checkbox"/>            |

### 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 410 - National Waiting Areas**

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit

**National Waiting Area**

Text:

|                                     |                                       | Waiting Area               |
|-------------------------------------|---------------------------------------|----------------------------|
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | ADMISSIONS                 |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | CLINIC                     |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | CURRENT INPATIENT BED      |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | CURRENT FACILITY           |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | EMERGENCY ROOM             |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | EVACUATION                 |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | RECOVERY OR PROCEDURE AREA |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | SCHEDULED ADMISSIONS       |

[Back to Regional Page](#)

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 411 - Adding a Waiting Area**

The screenshot shows a web interface for editing national waiting areas. At the top, there are links for 'Admin Menu' and 'Logout', and the page title is 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit'. A text input field labeled 'Text:' contains the word 'OUTPATIENT'. To the right of the input field are 'Add' and 'Cancel' buttons. Below the input field is a table with the following data:

|      |        | Waiting Area               |
|------|--------|----------------------------|
| Edit | Delete | ADMISSIONS                 |
| Edit | Delete | CLINIC                     |
| Edit | Delete | CURRENT INPATIENT BED      |
| Edit | Delete | CURRENT FACILITY           |
| Edit | Delete | EMERGENCY ROOM             |
| Edit | Delete | EVACUATION                 |
| Edit | Delete | RECOVERY OR PROCEDURE AREA |
| Edit | Delete | SCHEDULED ADMISSIONS       |

At the bottom of the page, there is a button labeled 'Back to Regional Page'.

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 412 - Waiting Area Added to the List**



#### 4.9.10.2. Editing a National Waiting Area

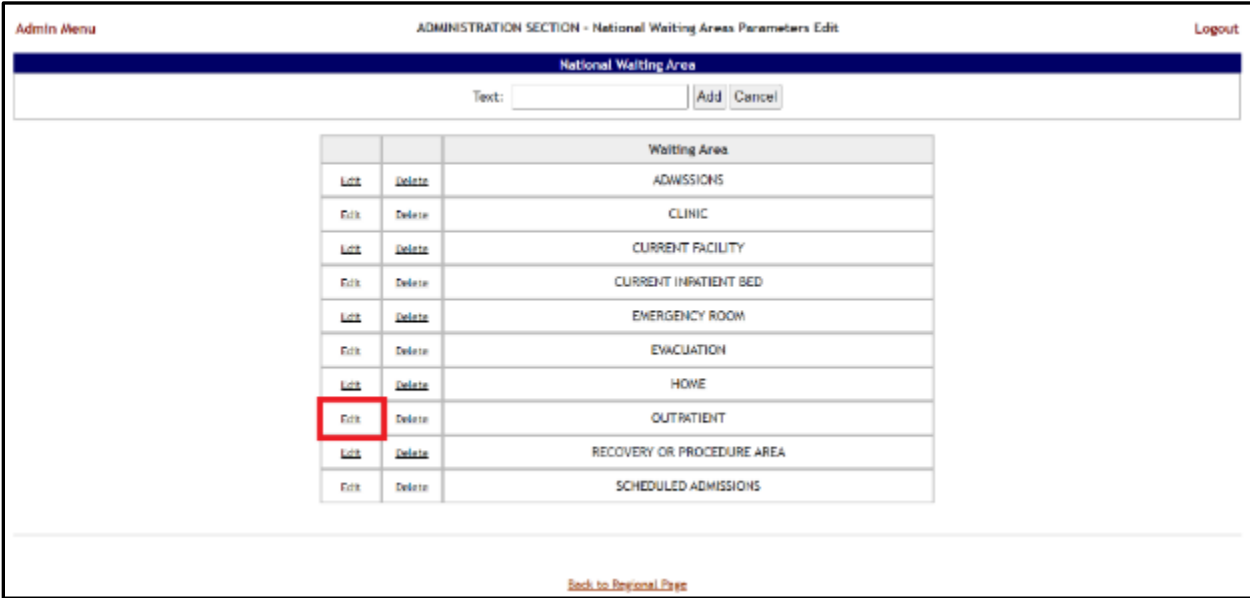
To edit the name of an existing national waiting area, follow the instructions below. From the **Administration Section** page, click the **National Waiting Area** link.

**Figure 413 - Selecting National Waiting Area**



The **National Waiting Area** page is displayed as in the image below.

Figure 414 - Selecting Waiting Area for Edit



Selecting the **Edit** link will display the page in the following image.

Figure 415 - 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 416 - 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 417 - Selecting National Waiting Area



The **National Waiting Area** page is displayed as in the image below.

**Figure 418 - 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 419 - 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 420 - National Unavailable Reason Page**

|                      |                        | Unavailable/Reason            | Type           |
|----------------------|------------------------|-------------------------------|----------------|
| <a href="#">Edit</a> | <a href="#">Delete</a> | 23 HOURS OBS                  | INFORMATION    |
| <a href="#">Edit</a> | <a href="#">Delete</a> | BED ASSIGNED                  | INFORMATION    |
| <a href="#">Edit</a> | <a href="#">Delete</a> | CLOSED                        | OUT OF SERVICE |
| <a href="#">Edit</a> | <a href="#">Delete</a> | ISOLATION                     | ISOLATION      |
| <a href="#">Edit</a> | <a href="#">Delete</a> | OUT OF SERVICE                | OUT OF SERVICE |
| <a href="#">Edit</a> | <a href="#">Delete</a> | PENDING DISCHARGE             | INFORMATION    |
| <a href="#">Edit</a> | <a href="#">Delete</a> | PENDING TRANSFER              | INFORMATION    |
| <a href="#">Edit</a> | <a href="#">Delete</a> | RADIATION                     | OUT OF SERVICE |
| <a href="#">Edit</a> | <a href="#">Delete</a> | TEMPORARILY UNAVAILABLE       | OUT OF SERVICE |
| <a href="#">Edit</a> | <a href="#">Delete</a> | 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 421 - Adding a National Unavailable Reason

| Edit | Delete | 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    |

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 422 - 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 423 - 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 424 - 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 425 - Delete a National Unavailable Reason**



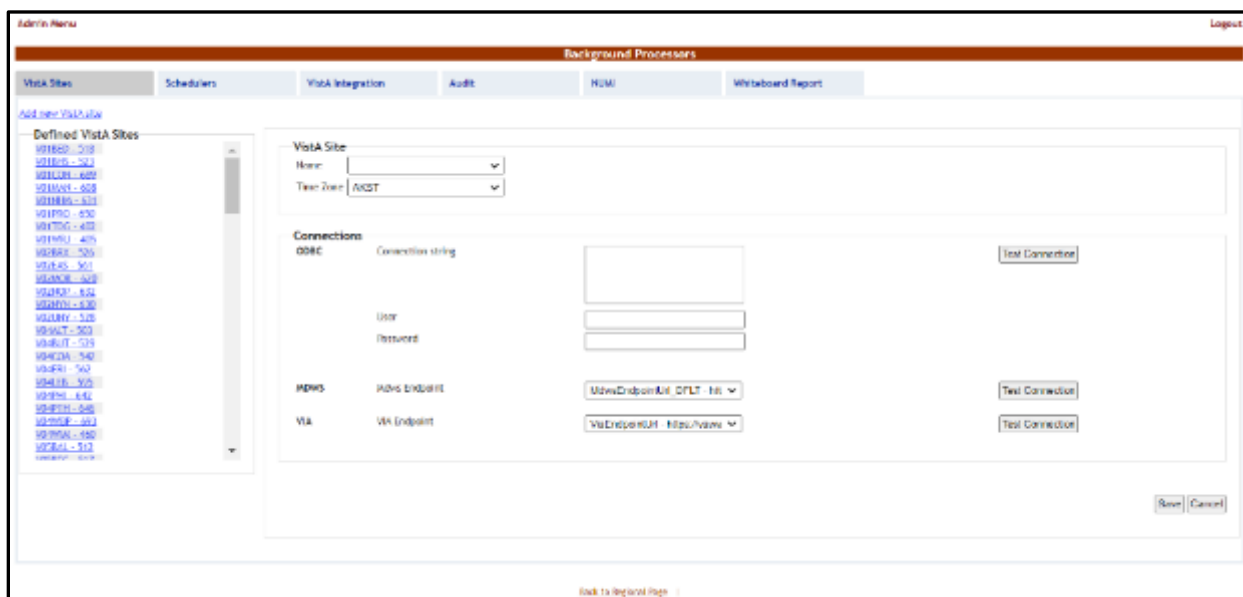
Click the **Delete Record** button to delete the national *unavailable reason* from the list.

#### 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 426 - 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.

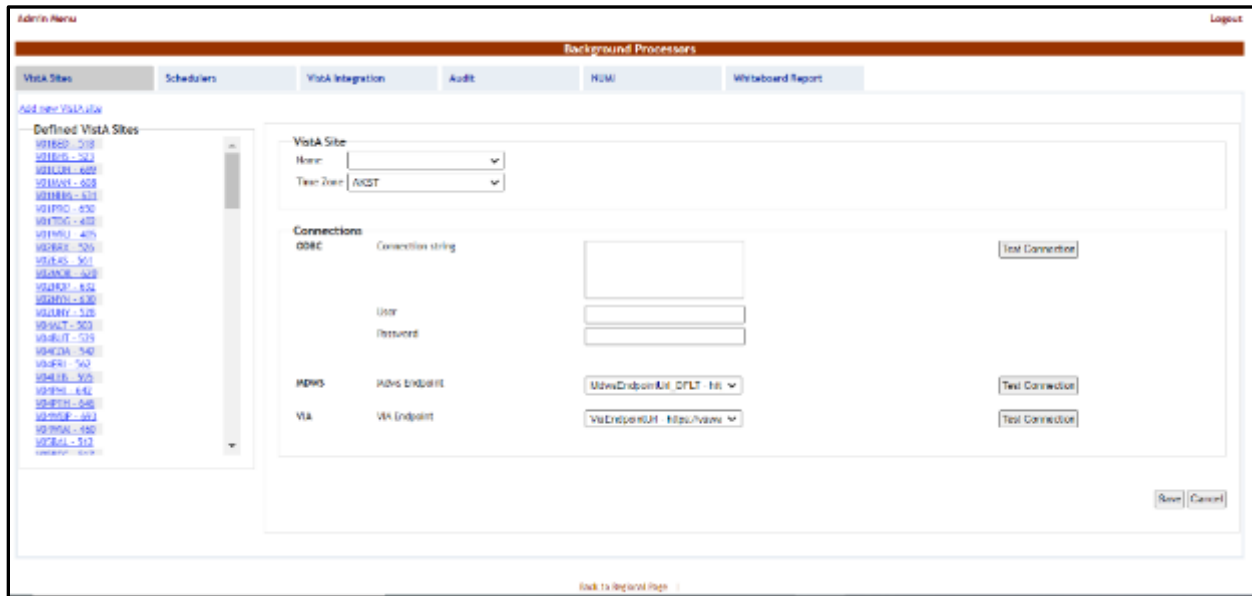
#### 4.9.12.1. VistA Sites

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 427 - 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**.

In the Connections area you can choose between two connection methods: ODBC and MDWS. NOTE: At this time BMS does not use ODBC to connect to Vista. Enter “x” in the **Connection Sting**, **User**, and **Password** fields.

Table 75 - New VistA Site Parameters

| COLUMN            | DESCRIPTION  |
|-------------------|--|
| Connection String | The connection string for the ODBC method.                           |
| User              | The username for the connection.                                     |
| Password          | The password associated to the user account.                         |
| MDWS Endpoint     | The specific instance of MDWS that the individual site will bind to. |
| VIA Endpoint      | The specific instance of VIA that the individual site will bind to.  |

After you have filled in the required data use the **Test Connection** buttons to verify the connection and press the **Save** button to enter the data into the system.

The newly added site will be added in the sites list to the left of the screen.

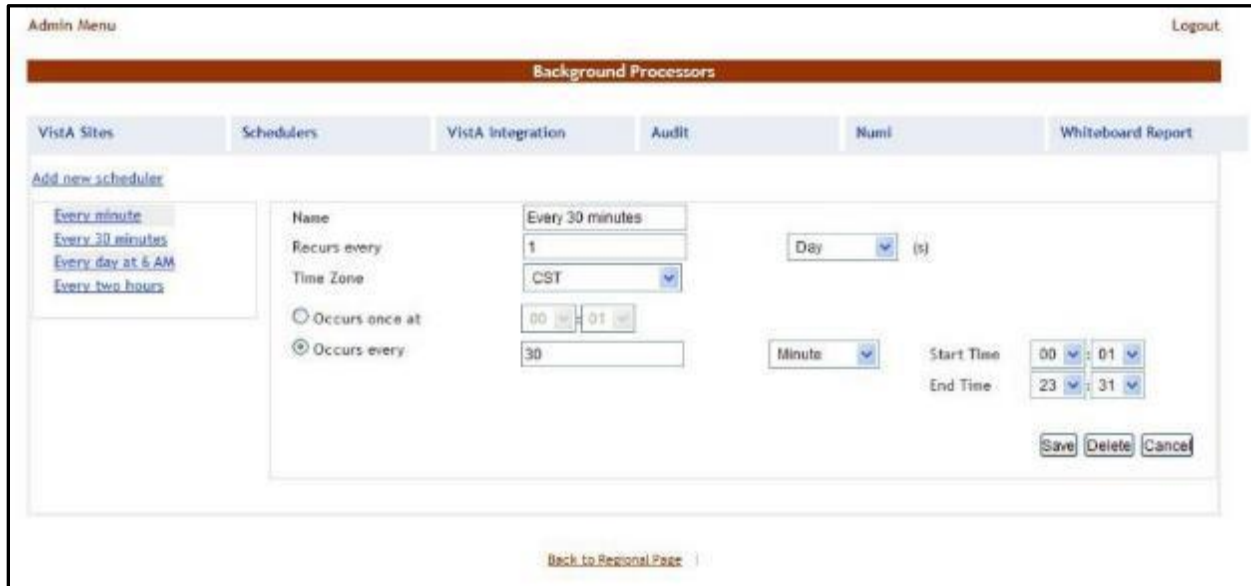
#### 4.9.12.2. Schedulers

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 428 - 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 76 - New Scheduler Parameters**

| COLUMN                      | DESCRIPTION                |
|-----------------------------|----------------------------|
| Name                        | The name of the scheduler. |
| Recurs every                | The frequency.             |
| Occurs once at/Occurs every | The frequency values.      |

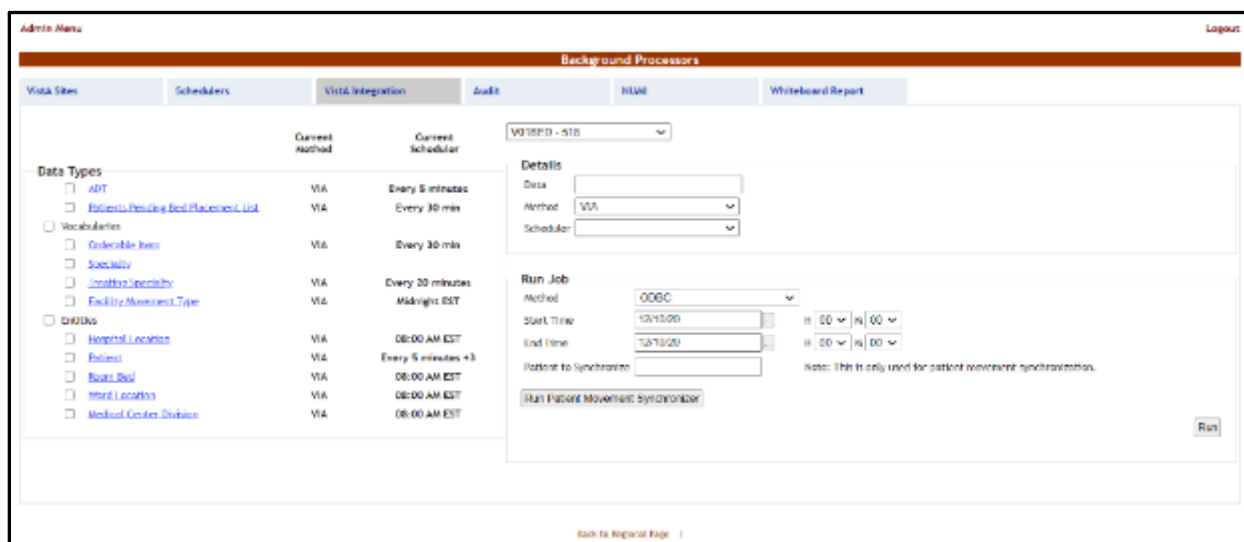
After you have set the desired frequency for the new scheduler do not forget to press the **Save** button to enter the data into the system.

#### 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 429 - 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 method and scheduler from the Method and 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, select a connection method from the Run Job area, 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.

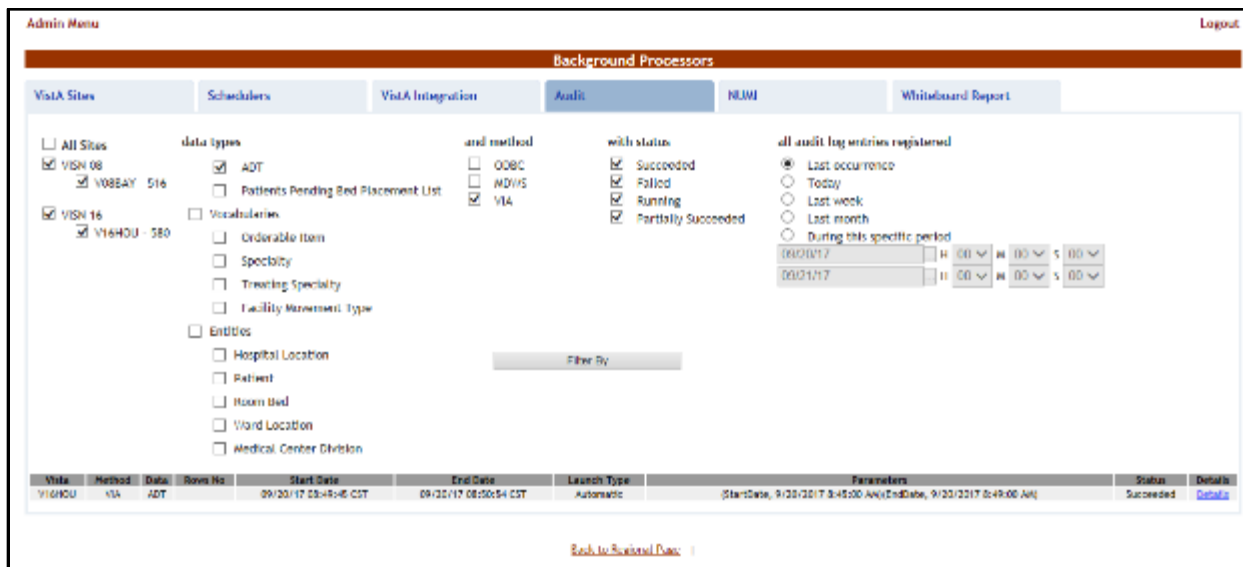
Figure 430 - Audit Page



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 431 - View Audit Results



A list of operations is displayed, for each entry the following data is available:

**Table 77 - VistA Audit**

| Column      | Description   |
|-------------|---|
| VistA       | The VistA site where the audit action has been performed.                   |
| Method      | The method used for connecting to the VistA site.                           |
| 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 432 - 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 433 - Selecting the VistA Site for Which to Gather NUMI Data



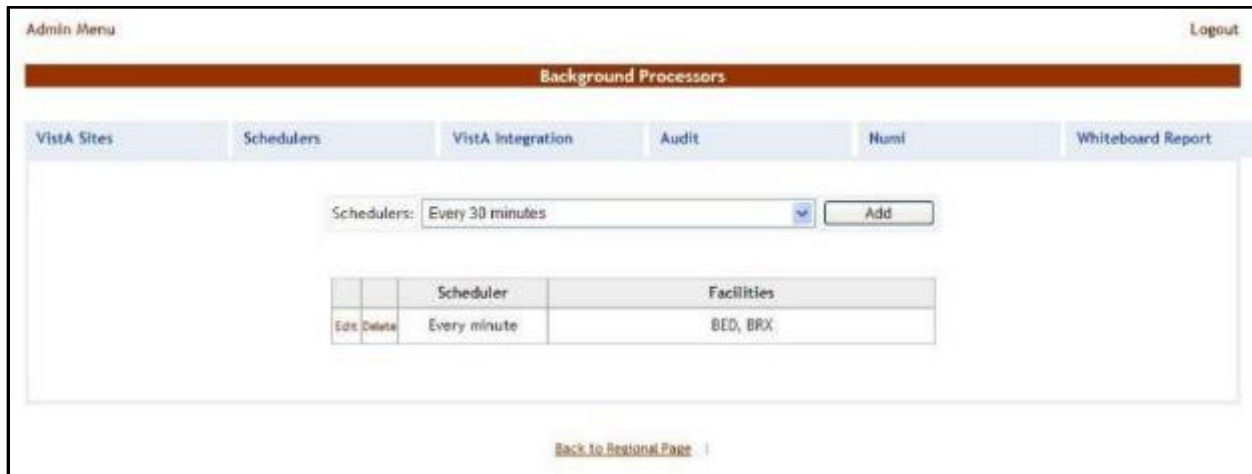
Select the VistA site for which the selected scheduler will retrieve NUMI data then press the **Save** button. Use the **Edit** link to select a different site for which the scheduler should retrieve NUMI data.

#### 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](#).

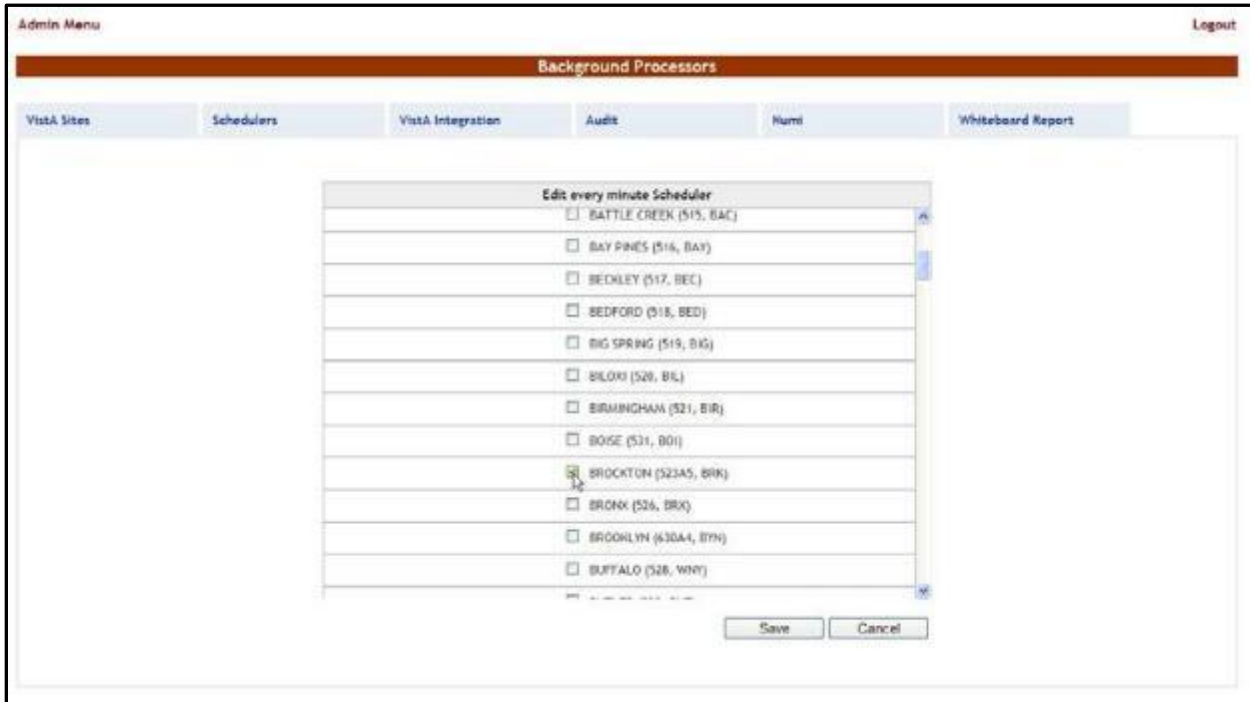
The **Whiteboard Report** tab is displayed as in the following image.

Figure 434 - Whiteboard Report page



From the **Schedulers** field select one of the schedulers defined then press the **Add** button to display the following image.

**Figure 435 - 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 436 - 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.

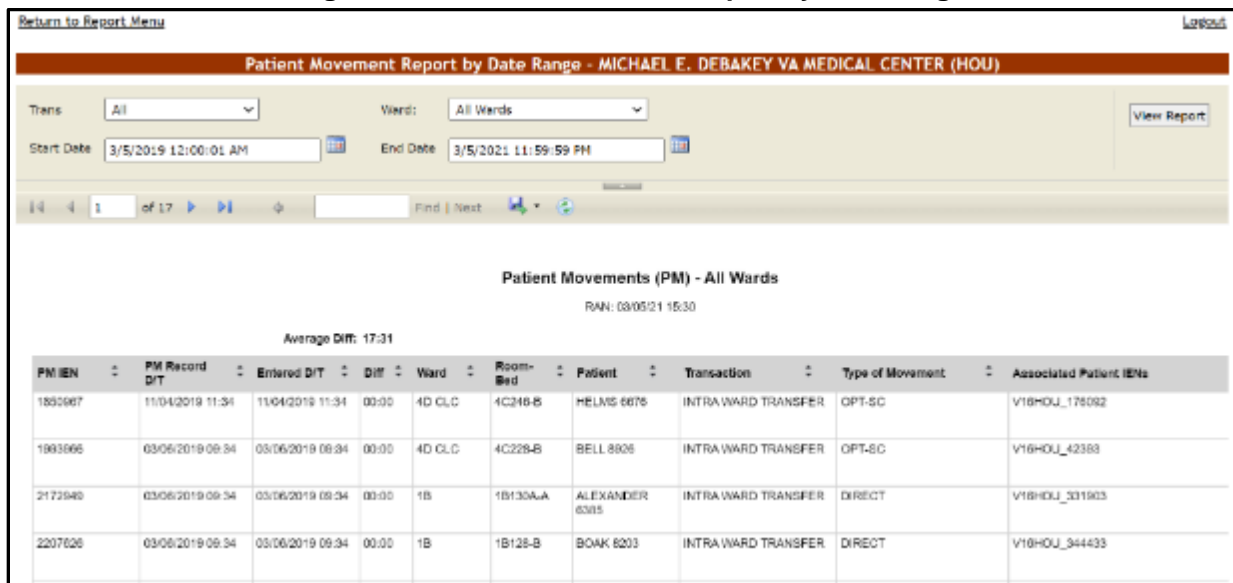
### 4.9.13. Patient Movements by Date Report

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 437- 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 78- 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 |
| 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   |



| <b>COLUMN</b>            | <b>DESCRIPTION</b>            |
|--------------------------|-------------------------------|
| 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 79 - Acronyms/Abbreviations**

| <b>TERM</b> | <b>DEFINITION</b>  |
|-------------|--|
| 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. |

| <b>TERM</b>        | <b>DEFINITION</b>   |
|--------------------|---|
| 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                                  |
| VIA                | VistA Integration Adapter                                       |
| VISN               | Veterans Integrated Service Network                             |
| VistA              | Veterans Health Information Systems and Technology Architecture |

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