

Bed Management Solution (BMS)

User Guide



BMS version 2.2

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1 Introduction

1.1 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 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 (VA) Medical Centers (VAMC). For additional technical information, refer to the technical manual.

1.2 Document Conventions

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

NOTE: These conventions precede explanations or additional information on a topic.

1.3 Reference Materials

There is no COTS Product documentation required.

2 User Computing Environments

2.1 System Requirements

Table 1 – System Requirements

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

2.2 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 1 - Internet Explorer Settings

3 BMS User Manual

3.1 What is BMS

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?

3.2 Getting Started

3.2.1 Obtain BMS Access

Your manager or BMS Site Coordinator (list of BMS site coordinators is [here](#)) 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.

3.2.2 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 <https://vaww.bms.va.gov> — 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.

3.2.3 Log in

When you launch BMS, the application displays a login view that uses your window credentials stored in your local BMS system.

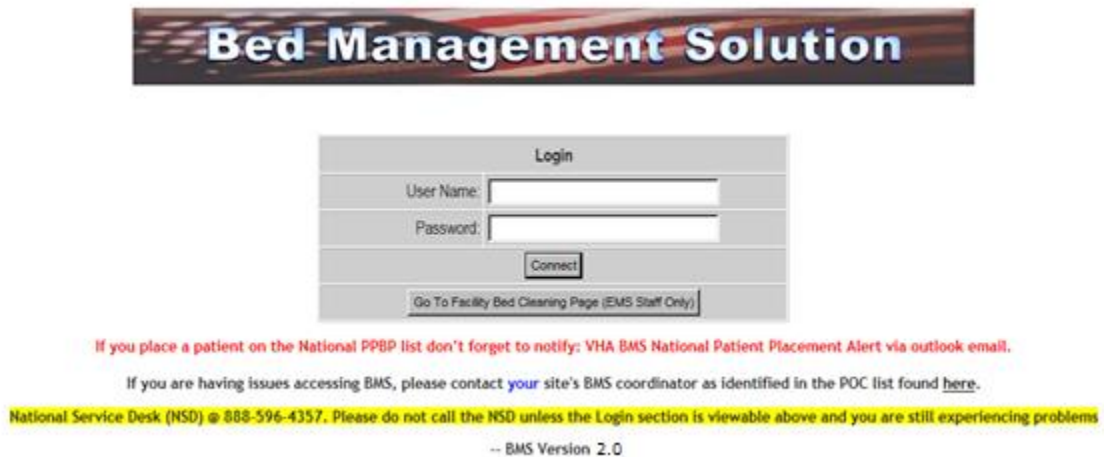


Figure 2 – BMS Login Screen

To log in:

1. Type in your window’s username and password in the **User name** and **Password** fields, respectively.
 2. Click Connect or press the Enter key.
- or
3. (for EMS users) Click **Go To Facility Bed Cleaning Page (EMS Staff only)**.

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. The POC list is [here](#).

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 exemption. BMS users 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

Note: When BMS has an upcoming planned outage, the login page will display additional text, advising users of the upcoming outage:



National Service Desk (NSD) @ 888-596-4357. Please do not call the NSD unless the Login section is viewable above and you are still experiencing problems

Figure 3 - BMS Login Page notification of upcoming System Maintenance

Note: When BMS is down for planned or unplanned maintenance, the login entry box will not be available. Instead, the following message will be displayed:



Figure 4 - BMS Login Page during System Maintenance

Facility Census 55%

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUM	LOS WARD DDD:HH
1B220-A	DLQDI		DAJOYAG-WEJIA, MARIA	- Bed Assigned - PXPAA from EVACUATION -			1A	Y	223:22
1B220-B	WDAADLZT		WADE, WALTER				1A	Y	777:22
1B222-A				OUT OF SERVICE - DH TEST 2					
1B222-B	OZHLAHN	NURSE JAMES	WADE, WALTER	TEST COMMENTS			1A	Y	659:01
1B224-A	GLSADY		DUONG, JOSHUA				1A	Y	222:20
1B224-B	TNTXY		DAJOYAG-WEJIA, MARIA				1A	Y	250:02
1B224-C	CPRSPATIENT		PROVIDER, CERULEAN				1A	Y	40:02
1B224-D		TEST STAFF		OUT OF SERVICE					
1B226-A									
1B226-B	X X X X		WADE, WALTER	EDITING THE COMMENTS			1A	Y	263:14

Figure 6 – BMS Ward Whiteboard Screen

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.).

[Return to Home Page](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK) - New Events since 09/18/2012 at 9:37 AM

There is/are 2 new Signed Admission order(s) since 09/18/2012 at 9:37 AM. [Export Report](#)

There are now 2 Patients Admitted since 09/18/2012 at 9:37 AM. [Export Report](#)

There is/are 0 new Signed Transfer order(s) since 09/18/2012 at 9:37 AM.

There is/are 0 new Signed Discharge order(s) since 09/18/2012 at 9:37 AM.

There is/are 0 new Signed Anticipated Discharge order(s) since 09/18/2012 at 9:37 AM.

There are now 0 Discharge Appointment(s) created today.

There are now 0 Patients Discharged since 09/18/2012 at 9:37 AM.

EMS now has 1 vacated bed(s) to begin cleaning since 09/18/2012 at 9:37 AM. [Export Report](#)

EMS is currently cleaning 0 bed(s) vacated since 09/18/2012 at 9:37 AM.

EMS has completed the cleaning of 0 bed(s) vacated since 09/18/2012 at 9:37 AM.

There is/ are 1 beds placed Out of Service since 09/18/2012 at 9:37 AM. [Export Report](#)

There is/are 0 beds placed Back in Service since 09/18/2012 at 9:37 AM.

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

Figure 7 – BMS Facility New Events Screen

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
Background Processors		

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	3:37:54 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	7:38 AM
VISN	1	
REGION	4	

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

Figure 8 – BMS Bed Board Site Configuration/Site Options Screen

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

[Return to Site Home Page](#) [Export Report](#)

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

ADD Location Name:

EDIT Diversion

		Current Diversions		All Diversions					
	Current	Status	Start Date	Time	Entered By	Last Edit By	Duration	dd:hh:mm	
Edit	Facility-TELEMETRY	Yes	05/23/2016	13:54	v17.med.va.gov/vhanbxallenj2	05/23/16 - 13:54	vha.med.va.gov/vhaishbalaki	17:20:27	
Edit	Facility-ICU	Yes	05/23/2016	16:23	v19.med.va.gov/vhaechherolk	05/23/16 - 16:24		17:17:58	
Edit	Facility-TEST	Yes	05/25/2016	11:45	vha.med.va.gov/vhaisdporteg	05/25/16 - 11:56		15:22:36	
Edit	Emergency Department-TEST 2	Yes	05/25/2016	11:59	vha.med.va.gov/vhaisdporteg	05/25/16 - 11:59		15:22:22	
Edit	Emergency Department-UFT	Yes	05/26/2016	14:54	v08.med.va.gov/vhbaywilsot	05/26/16 - 14:54		14:19:27	
Edit	Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT	Yes	05/27/2016	12:00	vha.med.va.gov/vhaisdporteg	05/27/16 - 11:34	vha.med.va.gov/vhaisdporteg	13:22:21	
Edit	Facility-	Yes	06/02/2016	11:28	vha.med.va.gov/vhaishbalaki	06/02/16 - 11:42		07:22:53	
Edit	Facility-TEST 06.02	Yes	06/02/2016	12:49	vha.med.va.gov/vhaisdporteg	06/02/16 - 13:10	vha.med.va.gov/vhaishbalaki	07:21:32	
Edit	Emergency Department-CITY OF HOUSTON	Yes	06/03/2016	15:18	v08.med.va.gov/vhamiasheltt	06/03/16 - 15:19		06:19:03	
Edit	Facility-MIAMI	Yes	06/09/2016	15:23	v08.med.va.gov/vhamiasheltt	06/09/16 - 15:25		00:18:58	

Figure 9 – BMS Facility Diversion Screen

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.

Bed Management Solution

[Return to Regional Page](#)
[View Audit Log](#) [Logout](#)

VISN 16 Network Bed Boards

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BILOXI (BIL)	BILOXI Summary Report	0%	0	NONE	NONE
FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE
HOUSTON (HOU)	HOUSTON Summary Report	55%	9	JAMES HERRADA, RN	713-794-7535
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

VISN Patients Pending Bed Placement

Add New Patient
Filter By: ALL FACILITIES
Select Report: ACTIVE
Grid Settings:

Drag a column header here to group by that column

Actions	N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
Edit Finalize		HOU	CPRSPATIENT, FORTY-THREE	1198		IRAQ	No		ACUTE PSYCHIATRY (<45 DAYS)		05/20/2016		00:00

Page 1 of 2 (28 items) < [1] 2 > Page size: 20

Export: [CSV](#) [PDF](#) [RTF](#) [XLS](#) [XLSX](#)

Figure 10 – BMS VISN Network Bed Boards Screen

Figure 12 - BMS Administration Section Screen

3.2.5 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.

3.2.5.1 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.




Actions	N	FAC	Patient	Δ	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
Edit Finalize		HOU	AAAGUHN, BUDT		1655	10	OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/23/2016	TEST	00:00
Edit Finalize		HOU	 AAAHY, CKEY		1718		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/23/2016	TEST	00:00
Edit Finalize		HOU	 AAAHY, ILQDI		3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST	00:00
Edit Finalize		HOU	 AAAHY, ILQDI		3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST	00:00

Figure 13 – Sort information within columns by clicking on column headers

4 BMS Instructions/User Types

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 Administrators 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:

- Bed Board Site Configuration page
- VistA Ward Add/Edit page
- BMS Orderable Items Configuration page
- EMS Bed Notification page
- Facility Settings
- EMS Staff Add/Edit/Delete Users page
- Unavailable Reason page
- Discharge Appointment Clinic Configuration page
- Events Notifications page
- Site Configurable Icons page
- BMS User Add/Edit page
- Background Processors page
- Waiting Area Add/Delete page
- Bed Board Module Enable/Disable Configuration page
- 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.

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
Background Processors		

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	3:37:54 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	7:38 AM
VISN	1	
REGION	4	

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

Figure 14 – 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.

Bed Board Ward Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

ADD/EDIT Ward

Vista Ward Name: BMS Type Group: Ward Group Text:

Current Vista Wards

SORT BY:

	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
Edit Delete	1	Cardiology_W1	Cardiology	CARDIOLOGY	CARDIO WG 1
Edit Delete	3	Cardiology_W2	Cardiology	CARDIOLOGY	CARDIO WG 1
Edit Delete	2	Neurology_W1	Neurology	NEUROLOGY	NEURO WG 1
Edit Delete	4	Neurology_W2	Neurology	NEUROLOGY	NEURO WG 1

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

Figure 15 – 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 lower part of the screen.

The buttons **Vista Ward Name**, **Vista Specialty**, **Type Group** and **Ward Group Text** 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 2 – 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.

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.

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
Background Processors		

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	6:27:29 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:23 AM
VISN	1	
REGION	4	

Figure 17 – Selecting Vista Ward Add/Edit Page

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

[Return to Admin Main Page](#)

Bed Board Ward Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

ADD/EDIT Ward

Vista Ward Name <input type="text" value="Select A Ward - IEN"/> <input type="text" value="Select A Ward - IEN"/> <input type="text" value="Neurology_W1 - 1"/> <input type="text" value="Cardiology_W1 - 2"/>	BMS Type Group <input type="text"/>	Ward Group Text <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Current Vista Wards

SORT BY:

	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
Edit Delete	1	Neurology_W1	Neurology	NEUROLOGY	NEURO WARD 1
Edit Delete	2	Cardiology_W1	Cardiology	CARDIOLOGY	CARDIO WARD 1

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

Figure 18 – Adding/Editing Ward

In the ADD Ward area at the top of the screen, 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. Next, 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. Next, in the **Ward Group Text** field enter a customized ward group name. 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.

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



Figure 20 – Selecting Vista Ward Add/Edit Page

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



Figure 21 – Selecting a ward group to edit

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

[Return to Admin Main Page](#)

Bed Board Ward Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

ADD/EDIT Ward

Vista Ward Name: BMS Type Group: Ward Group Text:

Current Vista Wards

Sort By:

		IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
Edit	Delete	1	Neurology_W1	Neurology	NEUROLOGY	NEURO WARD 1
Edit	Delete	2	Cardiology_W1	Cardiology	CARDIOLOGY	CARDIO WARD 1

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

Figure 22 – Editing a ward group

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

4.1.2.3 Deleting a Ward Group

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
Background Processors		

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	6:27:29 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:23 AM
VISN	1	
REGION	4	

Figure 24 – Selecting Vista Ward Add/Edit Page

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

[Return to Admin Main Page](#)

Bed Board Ward Configuration - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

ADD/EDIT Ward

Vista Ward Name <input type="text" value="Select A Ward"/>	BMS Type Group <input type="text"/>	Ward Group Text <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Current Vista Wards

SORT BY:

	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
Edit Delete	7	1A-GEN	MEDICAL ICU	GENERAL	1A
Edit Delete	4	2 EAST	SURGICAL ICU	ACUTE	2E
Edit Delete	1	2B	NEUROLOGY	2B	2B
Edit Delete	104	2K	ED OBSERVATION	2K	2K
Edit Delete	105	3K	ED OBSERVATION	ICU	K
Edit Delete	106	4K	ED OBSERVATION	ICU	K
Edit Delete	107	5K	ED OBSERVATION	ICU	K
Edit Delete	102	BMSABQ-9A	GENERAL (ACUTE MEDICINE)	9A	9A

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

Figure 25 – Deleting a Vista Ward Group

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



Figure 26 - Confirm Deletion of VistA Ward Group

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

4.1.3 Bed Board BMS Orderable Items Configuration Page

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



Figure 27 – 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 Page 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:

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
Background Processors		

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	6:31:31 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:23 AM
VISN	1	
REGION	4	

Figure 29 – Selecting BMS Orderable Items Add/Delete

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

[Return to Admin Main Page](#)

Bed Board BMS Orderable Items Configuration

CPRS BMS Orderable Item

Select an Orderable Item

Orderable Item Type

Select Type

		Orderable Item	Type
Delete	1	01_Admission	ADMISSION
Delete	2	01_Discharge	DISCHARGE

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

Figure 30 – Adding/Editing BMS Orderable Items

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

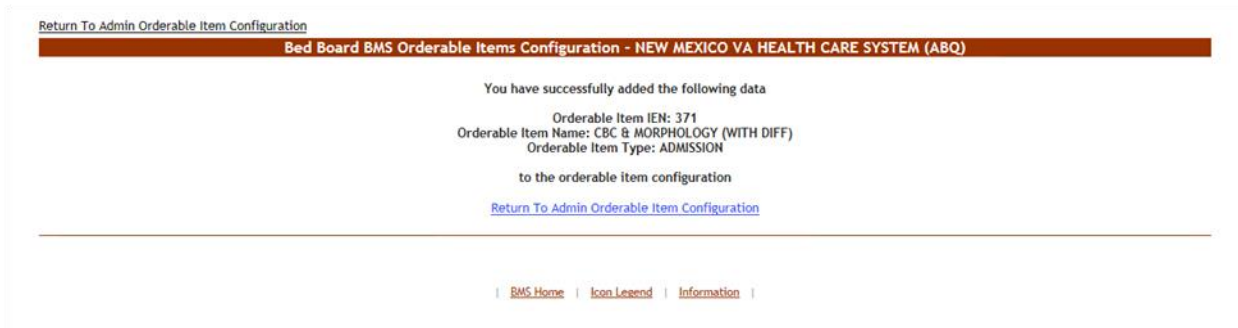


Figure 31 - BMS Orderable Items - Add

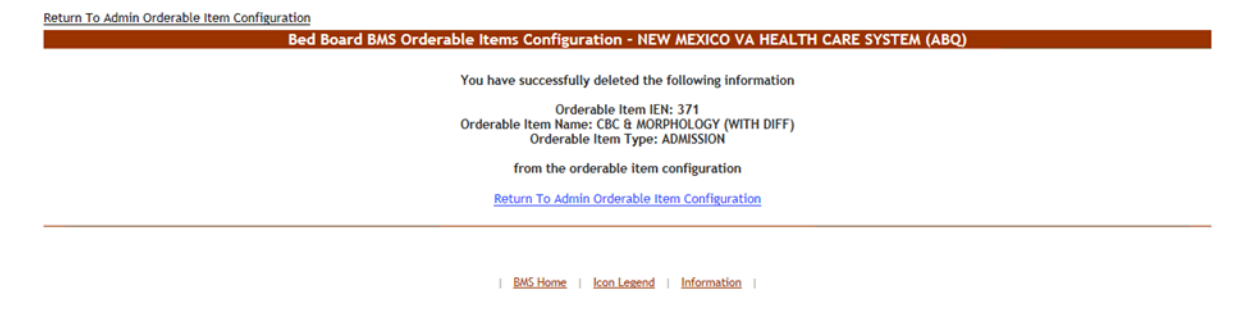


Figure 32 – BMS Orderable Items - Delete

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 33 – 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 4 – 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 35 – Selecting EMS Notification Add/Edit

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



Figure 36 – 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.

Return to Notification Admin Page

EMS Bed Notification Edit - VA BOSTON HEALTHCARE SYSTEM, WEST ROXBURY CAMPUS (WRX)

EDIT Parameters

Location:	NEUROLOGY	Notification Event:	
	(FORMAT: name@address,name@address) - 150 Total Character Limit	Dirty	Cleaned
EMS:	ems@westroxburycampus.org	Yes	Yes
Bed Controller:	bedcontroller@westroxburycampus.org	Yes	Yes
Other:		No	No

Submit Cancel

Home Legend Information

Figure 37 – 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 33 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.

Return to Admin Main Page

EMS Bed Notification - VA BOSTON HEALTHCARE SYSTEM, WEST ROXBURY CAMPUS (WRX)

ADD Location Name

Location: Select A Ward Group ADD Cancel

Current Locations

Location Name	EMS Group	Send Notification
NEUROLOGY	Dirty/Clean	Bed Controller Dirty/Clean
		Other: NONE

Home Legend Information

Figure 38 – EMS Bed Notification Added

4.1.4.2 Editing an EMS Bed Notification

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt. Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	6:33:18 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:23 AM
VISN	1	
REGION	4	

Figure 40 – Selecting EMS Notification Add/Edit

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

[Return to Admin Main Page](#)

EMS Bed Notification - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

ADD Location Name

Location: [Select A Ward Group](#)

Current Locations

	Name	Send Notification		
		EMS Group	Bed Controller	Other
Edit	NELBO WARD 1	Dirty/Clean	Dirty/Clean	NONE

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

Figure 41 – 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.

[Return to Notification Admin Page](#)

EMS Bed Notification Edit - VA BOSTON HEALTHCARE SYSTEM, WEST ROXBURY CAMPUS (WRX)

EDIT Parameters

Location:	NEUROLOGY	Notification Events:	
	(FORMAT: name@address,name@address) - 150 Total Character Limit	Dirty	Cleaned
EMS:	<input type="text" value="ems@westroxburycampus.org"/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
Bed Controller:	<input type="text" value="bedcontroller@westroxburycampus.org"/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
Other:	<input type="text"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

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

Figure 42 – Notifications Add – Edit Parameters

Note: There is a 150-character limit. (FORMAT: name@address,name@address) Refer to Figure 38 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.

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)		
Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Continuity Settings
Background Processors		

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	6:33:18 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:23 AM
VISN	1	
REGION	4	

Figure 44 – Selecting EMS Notification Add/Edit

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

[Return to Admin Main Page](#)

EMS Bed Notification - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)				
ADD Location Name				
Location: <input type="text" value="Select A Ward Group"/>		<input type="button" value="ADD"/>	<input type="button" value="Cancel"/>	
Current Locations				
	Name	EMS Group	Send Notification	Other
Edit	NEURO WARD 1	Dirty/Clean	Bed Controller Dirty/Clean	NONE
Delete				

[Bed Home](#) | [Join Legend](#) | [Information](#)

Figure 45 – 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 46 – EMS Bed Notification – Confirm Notification Deletion

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

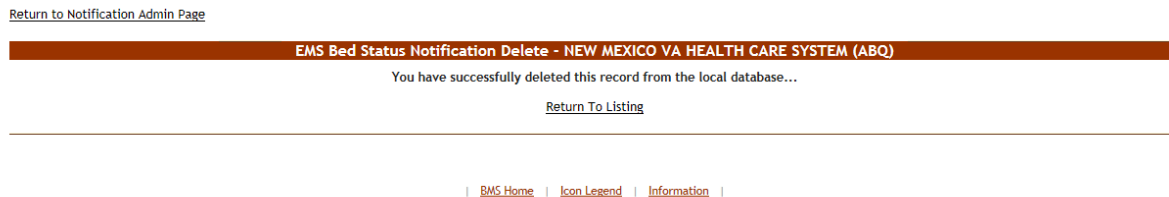


Figure 47 - EMS Bed Notification – Notification Deletion

4.1.5 Facility Setting Page

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

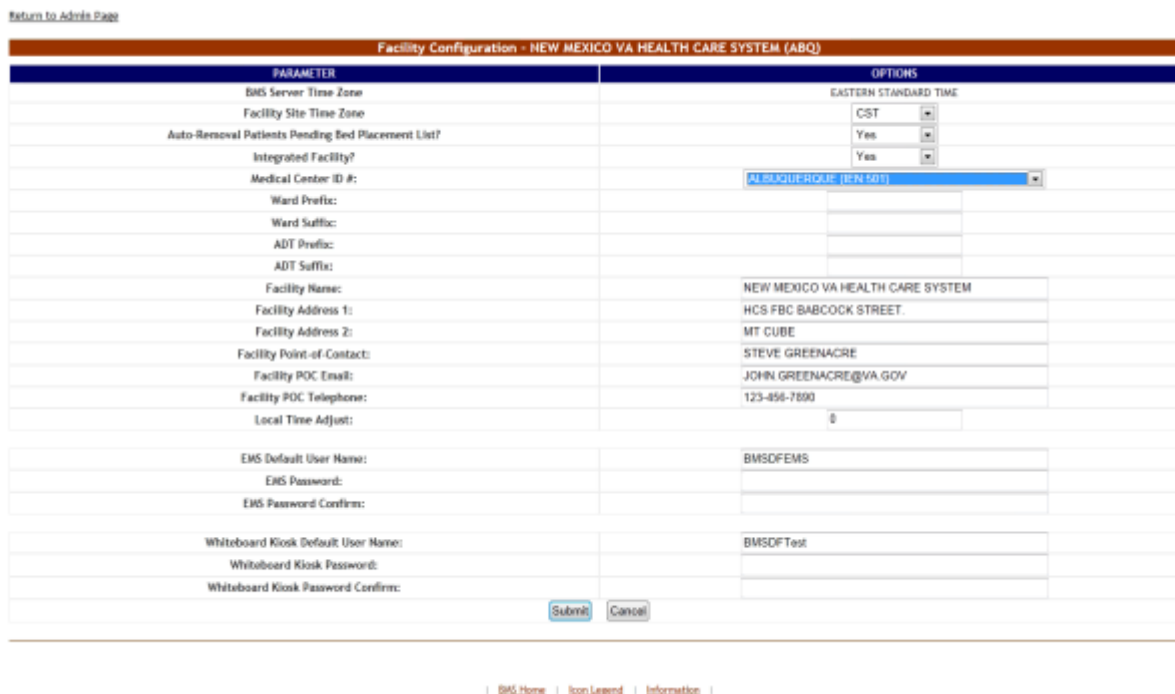


Figure 48 – Facility Configuration Page – Integrated Facility

Facility Configuration - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)	
PARAMETER	OPTIONS
BMS Server Time Zone	EASTERN STANDARD TIME
Facility Site Time Zone	CST
Auto-Removal Patients Pending Bed Placement List?	Yes
Integrated Facility?	No
Facility Name:	NEW MEXICO VA HEALTH CARE SYSTEM
Facility Address 1:	HCS FBC BABCOCK STREET
Facility Address 2:	MT CUBE
Facility Point-of-Contact:	STEVE GREENACRE
Facility POC Email:	JOHN.GREENACRE@VA.GOV
Facility POC Telephone:	123-456-7890
Local Time Adjust:	0
EMS Default User Name:	BMSDFEMS
EMS Password:	
EMS Password Confirm:	
Whiteboard Kiosk Default User Name:	BMSDFTest
Whiteboard Kiosk Password:	
Whiteboard Kiosk Password Confirm:	

Figure 49 - Facility Configuration Page – Non-Integrated Facility

The following parameters can be configured:

Table 5 – 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.
Integrated Facility?	If the current facility is integrated with others (sister sites).
Integrated Site List	Select one of the sister sites lists available. Sister sites lists are defined in the Edit Sister Sites section of the Administration Section page.
Allowed Access – Integrated Sites: (All users can see these sites also).	This field will only become visible after you have selected a sister sites list from the Integrated Site List field, pressed the Submit button and returned to the Facility Configuration page. A list of sites integrated with the current site is displayed; select the sites where the users of the current facility will have access.
Medical Center ID #	The ID number of the medical center associated to the current facility.
Ward Prefix	A prefix used for all the wards defined for the current facility.
Ward Suffix	A suffix used for all the wards defined for the current facility.
ADT Prefix	This is the unique identifier that is the leading part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e., “BO-“ for Boston.

Column	Description
ADT Suffix	This is the unique identifier that is the trailing part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e., "-BO" for Boston.
Facility Name	The full name of the current facility.
Facility Address 1	The main address of the facility.
Facility Address 2	If applicable, any secondary address of the facility.
Facility Point-of-Contact:	The facility point of contact, this can be the triage room, the front desk, others.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Local Time Adjust:	The difference between the local time and the server time.
EMS Default User Name:	The BMS Service Account ID needed to load the EMS Mobile Page for Mobile Devices.
EMS Password:	The BMS Service Account ID password needed to load the EMS Mobile Page for Mobile Devices.
EMS Password confirm:	The confirmation of the password.
Whiteboard Kiosk Default User Name:	The BMS Service Account ID needed to load the Whiteboard URL in Kiosk Mode.
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://vaww.bms.va.gov/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 6 – Ward Whiteboard URL Configuration Parameters

Parameter	Short Description	Options
facilityCode	Code of facility (e.g., BROCKTON = BRK).	Enter the 3 character facility ID.
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 display all the wards at the facility.
splitScreen	To split the page in two tables enters the value "Yes".	Yes No
displayPTCode	How should be displayed the patient under the column "Patient" (full name or 1st+Last 4). Note: LastName is required for Kiosk mode due to Privacy regulations.	FirstAndLast4 LastName
genderColorCode	To change the background color for the row according with patient's gender.	Blue/Pink None
displayFooterCensus	To view the footer census.	Yes No
displayStaffAttending	What column is displayed in the table? (Staff column, Attending column or both).	Staff and Attending Staff
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://vaww.bms.va.gov/EMSMobileLogon?code=BRK>

Description and available values of the page parameters:

Table 7 – 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 Staff Add/Edit/Delete Users Page

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



Figure 50 – EMS Staff Add/Edit/Delete Users

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	RMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	6:42:39 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:42 AM
VISN	1	
REGION	4	

Figure 52 – Selecting EMS Staff Add/Edit/Delete Users

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

[Return to Admin Main Page](#)

EMS Staff Add/Edit/Delete Users - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

	User	PIN
Edit Delete	EMS User	1234
Edit Delete	EMS User One	7865

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

Figure 53 – EMS Staff Add/Edit/Delete Users

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

Return To Listing

EMS Staff Add/Edit/Delete Users - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

VA Account:

Non - VA Account:

PIN:

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

Figure 54 – EMS Staff Add/Edit/Delete Users 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.

4.1.6.1 Editing the details on 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.

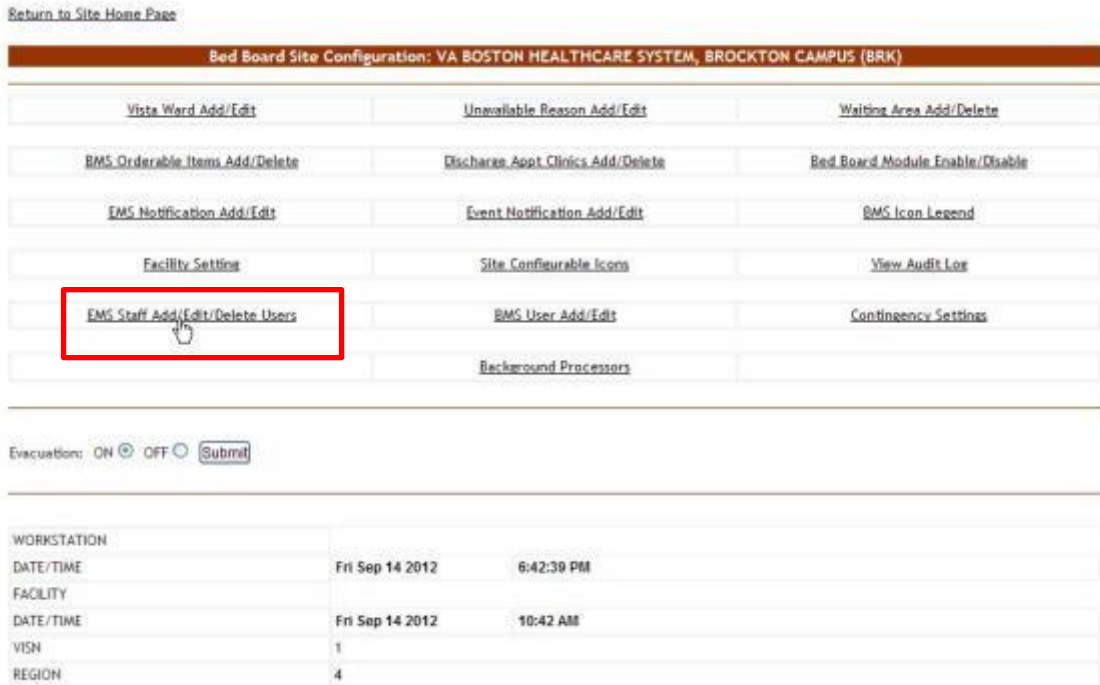


Figure 56 – Selecting EMS Staff Add/Edit/Delete Users

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

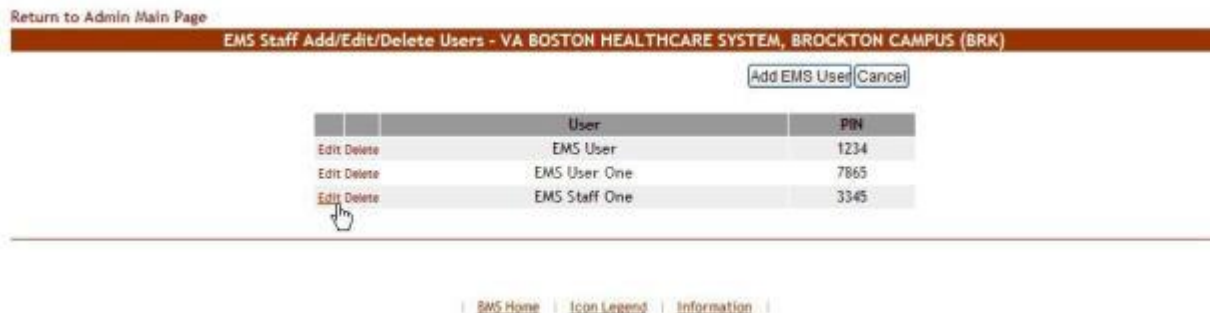


Figure 57 – Select EMS Staff Account/User to Edit

Click the **Edit** link to the left of the EMS user name in the list: the **EMS Staff Add/Edit/Delete Users** page is displayed.

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



Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	6:42:39 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:42 AM
VISN	1	
REGION	4	

Figure 60 – Selecting EMS Staff Add/Edit/Delete Users

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



Figure 61 – 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 62 – 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

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



Figure 63 – 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:

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

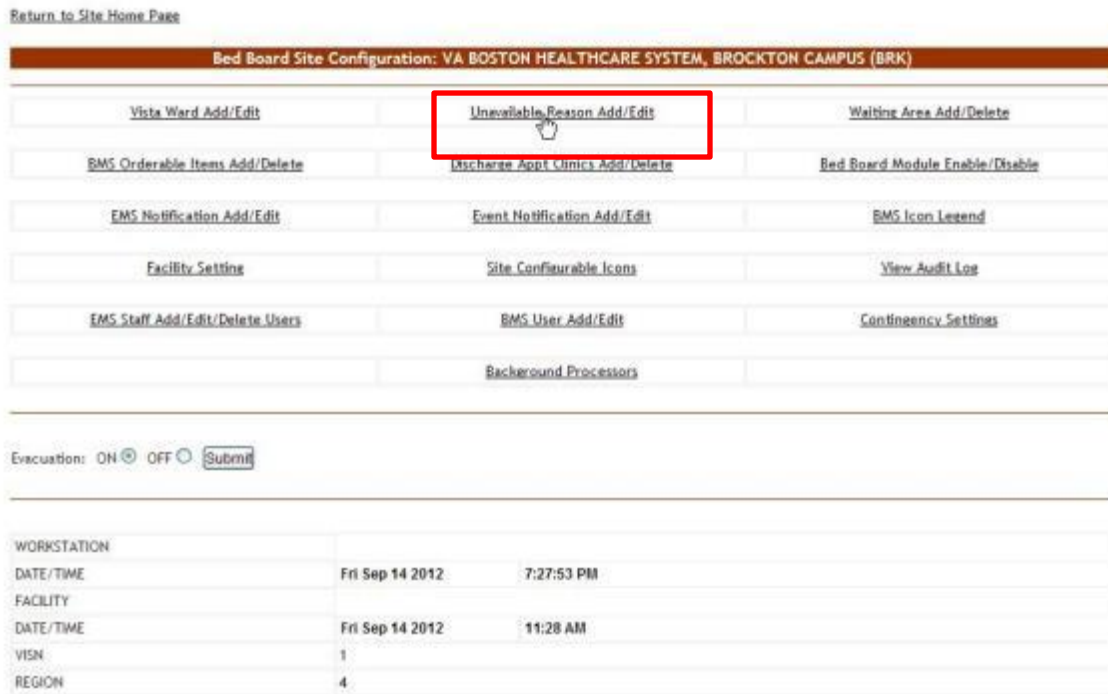


Figure 65 – Selecting Unavailable Reason Add/Edit

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



Figure 66 – Adding an Unavailable Reason

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

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

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

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

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

4.1.7.2 Editing an Unavailable Reason

To edit an unavailable reason, follow the instructions below.

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

Please report all UNRESOLVED problems to the National Service Desk at 1-888-596-4357, Please provide your VISN, site, ward, phone#, and problem details. Logout

Workstation: 1:26:55 PM

Facility: 1:23 PM

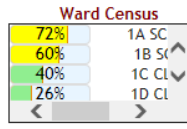
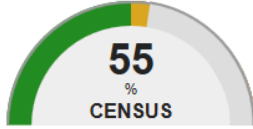
Evacuation: ON

Last BMS Update: 06/07/16 @ 13:20



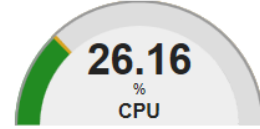
Return to VISN Network Facility Diversion: YES

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)



- Ward Whiteboard
Summary Report
Reports
Site Options

New Events



Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard Grid Settings: Customize Reset

Table with columns: Actions, Patient, Entered, Requested, Removed, Comment, SX, Type Of Bed / Ward Required, Waiting Area, Wait Time (h:m), Wait Time Alert (h), CLC. Contains patient data for AAHY, PLSTXY A3979, CPRSPATIENT, TEN C3455, and BHLRJELZW, CLZHT B8441.

Export: CSV PDF RTF XLS XLSX

BMS Home Icon Legend Information

Figure 67 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	7:27:53 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	11:28 AM
VISN	1	
REGION	4	

Figure 68 – Selecting Unavailable Reason Add/Edit

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

[Return to Admin Main Page](#)

Bed Board Site Unavailable Reason - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Text: Type:

	Unavailable/Reason	Type
	23 HOURS OBS	INFORMATION
	BED ASSIGNED	INFORMATION
	CLOSED	OUT OF SERVICE
	ISOLATION	ISOLATION
	OUT OF SERVICE	OUT OF SERVICE
	PENDING DISCHARGE	INFORMATION
	PENDING TRANSFER	INFORMATION
	RADIATION	OUT OF SERVICE
	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
	TRANSFER COORD - BED ASSIGNED	INFORMATION
	ON HOLD	DO NOT DISPLAY

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

Figure 69 – 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:

Return to Unavailable/Reason Page

Bed Board Site Unavailable Reason Edit - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

	CURRENT:	CHANGE TO:
TEXT:	ON HOLD	ON HOLD
TYPE:	DO NOT DISPLAY	DO NOT DISPLAY DO NOT DISPLAY INFORMATION ISOLATION OUT OF SERVICE

Sub

Figure 70 – 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.

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Visit Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processor	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	7:27:53 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	11:28 AM
VSN	1	
REGION	4	

Figure 72 – Selecting Unavailable Reason Add/Edit

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

[Return to Admin Main Page](#)

Bed Board Site Unavailable Reason - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Text: Type:

	Unavailable/Reason	Type
	23 HOURS OBS	INFORMATION
	BED ASSIGNED	INFORMATION
	CLOSED	OUT OF SERVICE
	ISOLATION	ISOLATION
	OUT OF SERVICE	OUT OF SERVICE
	PENDING DISCHARGE	INFORMATION
	PENDING TRANSFER	INFORMATION
	RADIATION	OUT OF SERVICE
	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
	TRANSFER COORD - BED ASSIGNED	INFORMATION
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	ON HOLD	DO NOT DISPLAY

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

Figure 73 – 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 74 – 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

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



Figure 75 – 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.

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
RMS Orderable Items Add/Delete	Discharge Appt. Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Settings	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	RMS User Add/Edit	Contingency Settings
Background Processors		

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	7:41:11 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	11:39 AM
VISN	1	
REGION	4	

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

Figure 77 - Selecting Discharge Appointment Clinics Add/Delete

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

[Return to Admin Main Page](#)

Bed Board Discharge Appointment Clinic Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Discharge Clinic Location

Select a Discharge Clinic Location - IEN

Select a Discharge Clinic Location - IEN

Hospital One - 1

Hospital Two - 2

	Discharge Clinic IEN	Discharge Clinic Name
Delete	1	Hospital One - 1

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

Figure 78 - 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

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

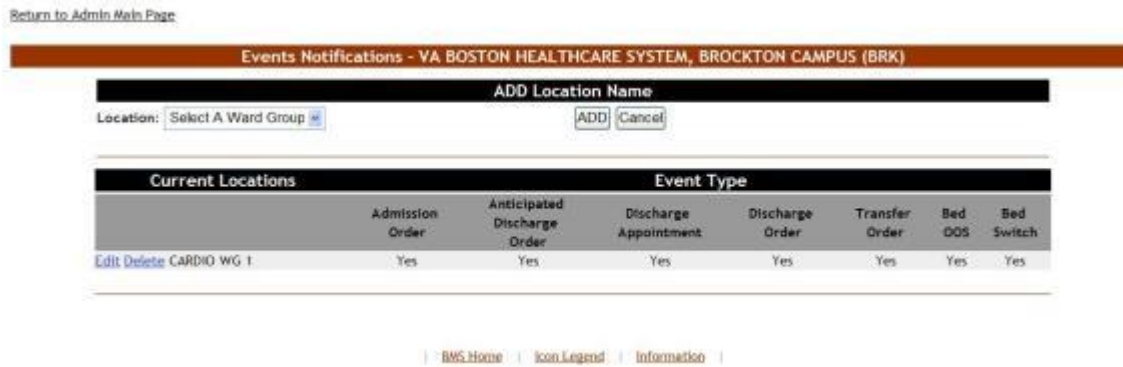


Figure 79 – Events Notifications Page

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 9 – 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.

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Mon Sep 17 2012	7:33:46 PM
FACILITY		
DATE/TIME	Mon Sep 17 2012	11:32 AM
VISN	1	
REGION	4	

Figure 81 – Selecting Event Notification Add/Edit

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

[Return to Admin Main Page](#)

Events Notifications - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

ADD Location Name

Location:

Select A Ward Group

CARDIO WG 1

NEURO WG 1

Current Locations

	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
Edit Delete CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

Figure 82 – Selecting the Location of the Events

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

Event Notifications Edit - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)		
EDIT Parameters		
Ward:	NEURO WG 1	Notify?
(FORMAT: name@address,name@address) - 300 Total Character Limit		
Admission Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Anticipated Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Discharge Appointment	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Transfer Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Bed OOS	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Bed Switch	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Figure 83 – 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 Event Notification

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

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

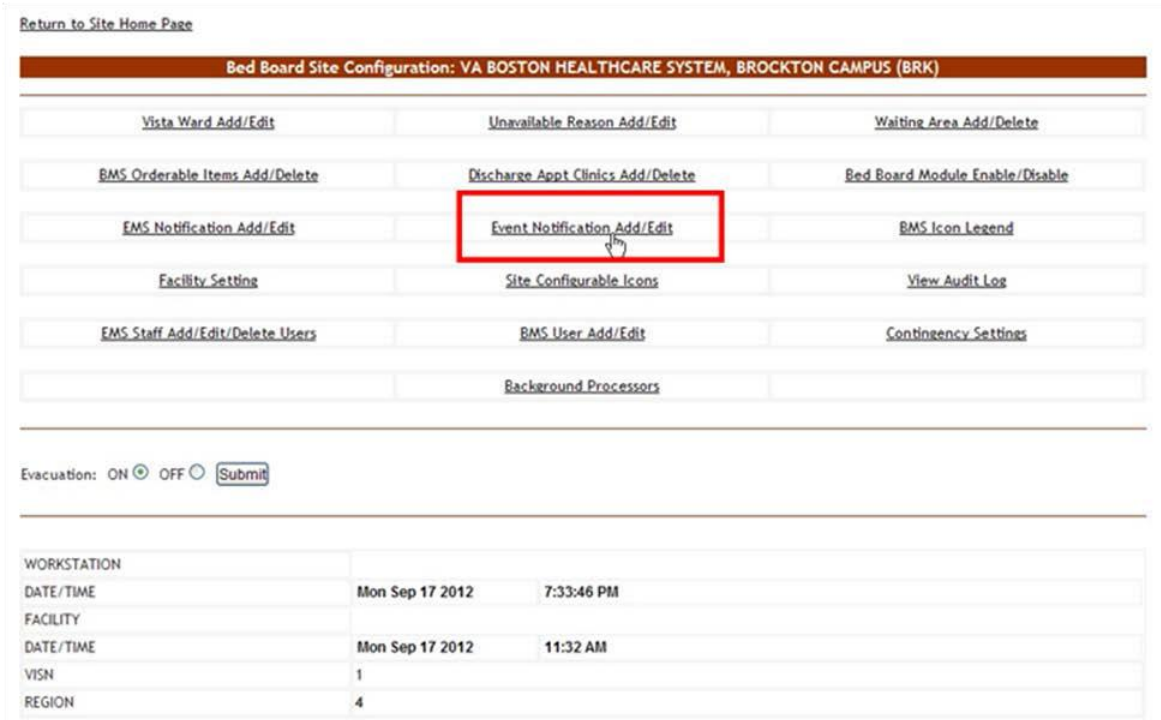


Figure 85 – Selecting Event Notification Add/Edit

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



Figure 86 – Selecting Event Notification for Edit

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

Event Notifications Edit - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)		
EDIT Parameters		
Ward:	NEURO WG 1	Notify?
	(FORMAT: name@address,name@address) - 300 Total Character Limit	
Admission Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Anticipated Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Discharge Appointment	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Transfer Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Bed OOS	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
Bed Switch	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="v"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Figure 87 – 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 Event Notification

To delete an event notification, follow the steps below.

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

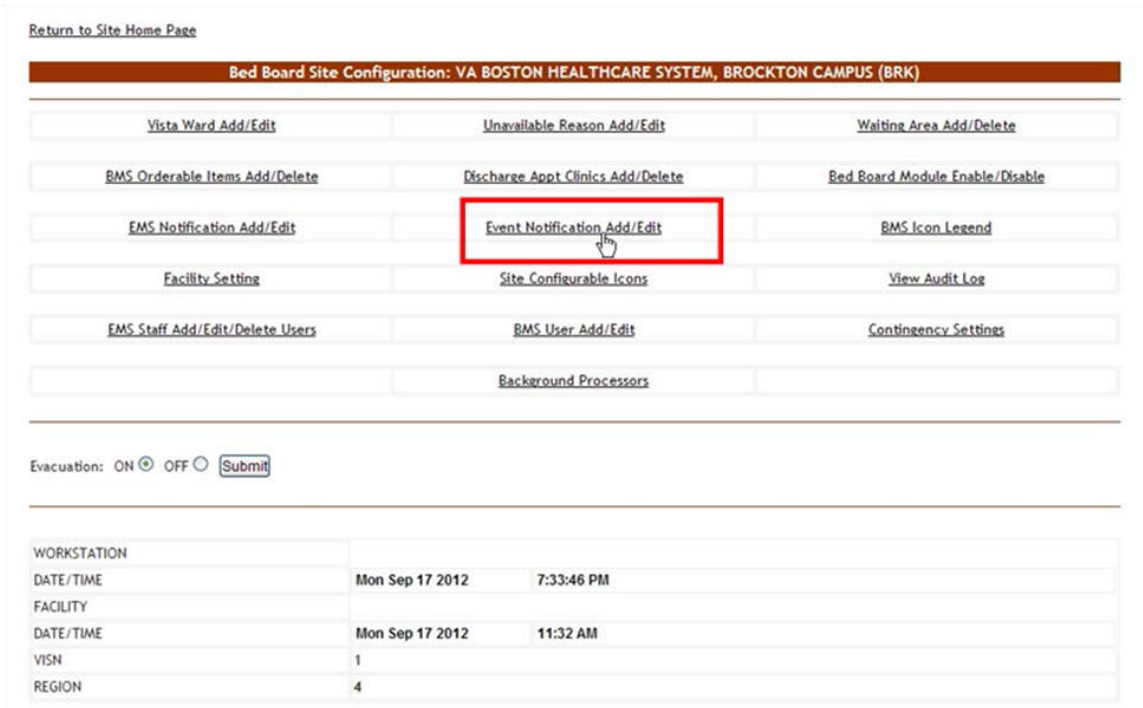


Figure 89 – Selecting Event Notification Add/Edit

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



Figure 90 – Selecting Event Notification for Deletion

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

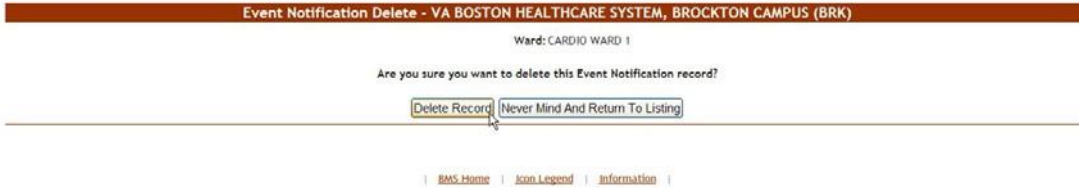


Figure 91 – Delete an Event Notification

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

4.1.10 Site Configurable Icons Page

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


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



Figure 92 – 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 93 – 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 10 – Icon Parameters

Column	Description
Active Yes/No	If the icon is active 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

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

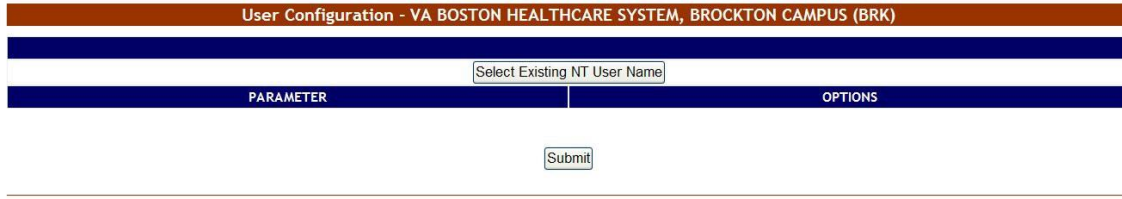


Figure 94 – User Configuration Page

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.

Please report all UNRESOLVED problems to the National Service Desk at 1-888-596-4357, Please provide your VISN, site, ward, phone#, and problem details. [Logout](#)

Workstation: 1:26:55 PM
 Facility: 1:23 PM

Evacuation:
ON

Last BMS Update: 06/07/16 @ 13:20

Return to VISN Network Facility Division: YES

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

55%
CENSUS

Ward Census

72%	1A SC
60%	1B SC
40%	1C CL
26%	1D CL

Ward Whiteboard

- Summary Report
- Reports
- Site Options

New Events

26.16%
CPU

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard Grid Settings: Customize Reset

Drag a column header here to group by that column

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY'S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	432:44		No
Edit Remove	CPRSPATIENT, TEN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM		UPDATED COMMENTS II 5/26	M	TELE II	EMERGENCY ROOM	432:15	0	Yes
Edit Remove	BHLRJELZW, CLZHT B8441	05/20/2016 04:56 PM	05/20/2016 04:56 PM		XX	M	SE	CURRENT INPATIENT BED	428:26		No

Page 1 of 112 (2239 items) < [1] 2 3 4 5 6 7 ... 110 111 112 >

Page size: 20

Export: [CSV](#) [PDF](#) [RTF](#) [XLS](#) [XLSX](#)

Figure 95 – Selecting Site Options

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

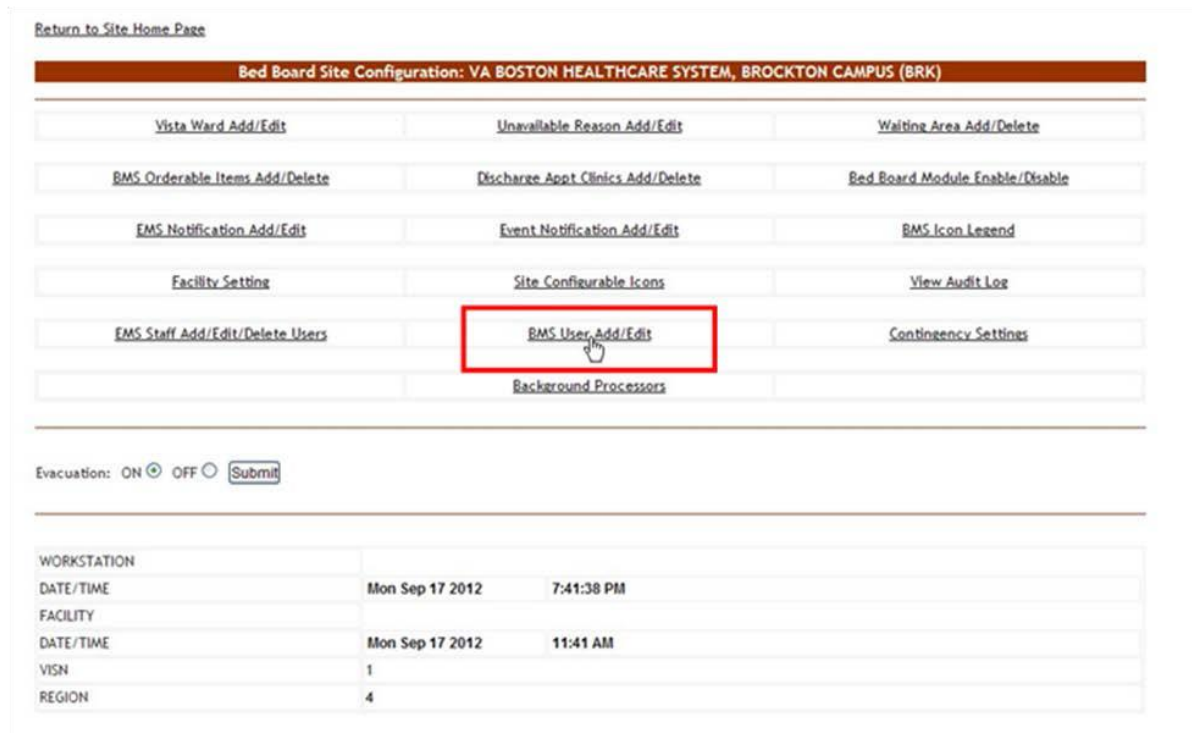


Figure 96 – Selecting Add/Edit BMS User

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



Figure 97 – 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 98 – Select User

From the **Local** 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 **Select** button: the following screen is displayed.

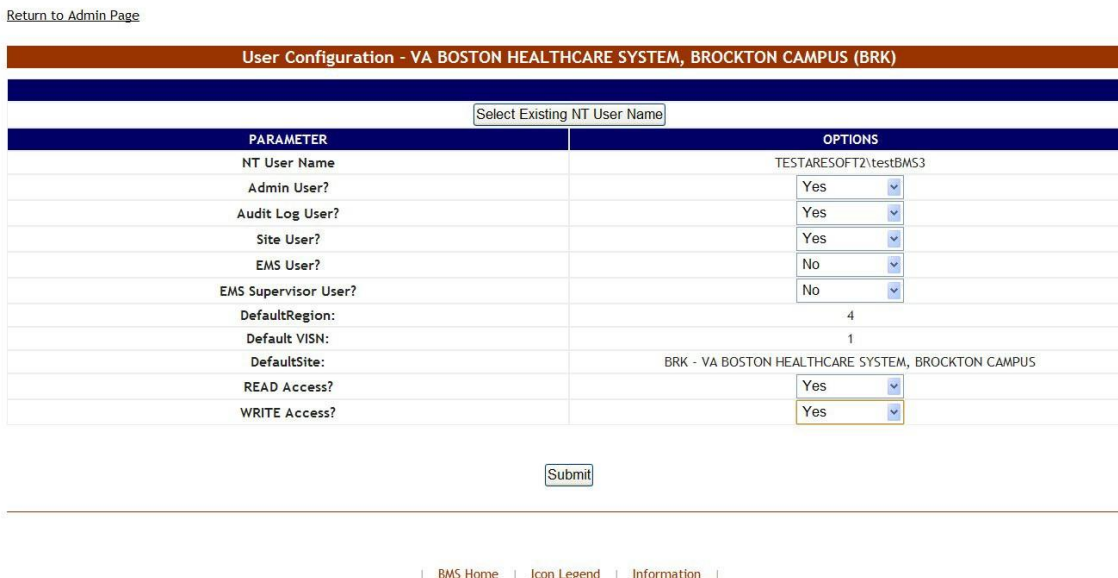


Figure 99 – Customize BMS Facility Site User Rights

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

Table 11 – 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.

Column	Description
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 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.

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.

Please report all UNRESOLVED problems to the National Service Desk at 1-888-596-4357, Please provide your VISN, site, ward, phone#, and problem details. Logout

Workstation: 1:26:55 PM
 Facility: 1:23 PM
 Return to VISN Network Facility Diversion: YES
 Evacuation: ON
 Last BMS Update: 06/07/16 @ 13:20
 MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)
55 % CENSUS **26.16 % CPU**

Ward Census: 72%, 60%, 40%, 26%
 Ward Whiteboard: Summary Report, Reports, **Site Options**
 New Events

Patients Pending Bed Placement: Current
 Add New Patient Add Interfacility Transfer
 Current Past 30-Days Past 60-Days Past 90-Days View: Standard Grid Settings: Customize Reset

Drag a column header here to group by that column

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
<a>Edit <a>Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY'S COMMENTS --DAVID, TESTING 123 DC	M	ICU	CLINIC	432:44		No
<a>Edit <a>Remove	CPRSPATIENT, TEN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM		UPDATED COMMENTS II 5/26	M	TELE II	EMERGENCY ROOM	432:15	0	Yes
<a>Edit <a>Remove	BHLRJELZW, CLZHT B8441	05/20/2016 04:56 PM	05/20/2016 04:56 PM		XX	M	SE	CURRENT INPATIENT BED	428:26		No

Page 1 of 112 (2239 items) Page size: 20

Export: CSV PDF RTF XLS XLSX

Figure 100 – Selecting Site Options

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

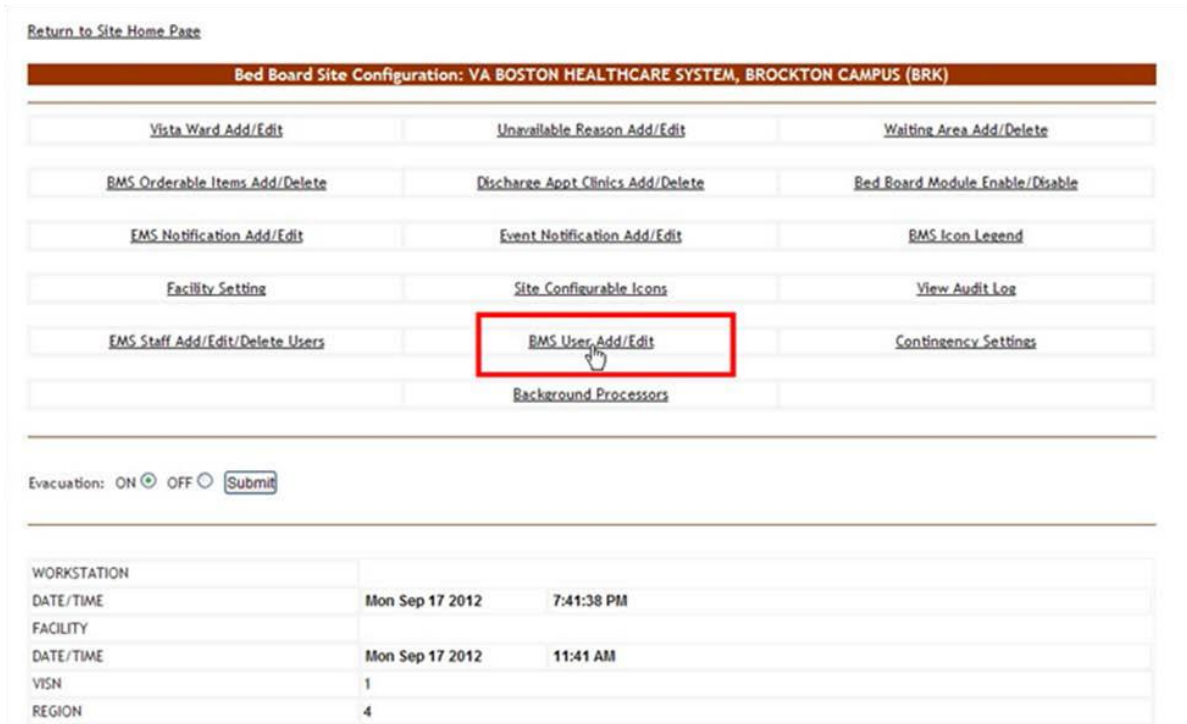


Figure 101 – Selecting Add/Edit BMS User

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



Figure 102 – BMS User Configuration Page

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



Figure 103 – Select User

From the **Local** 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.

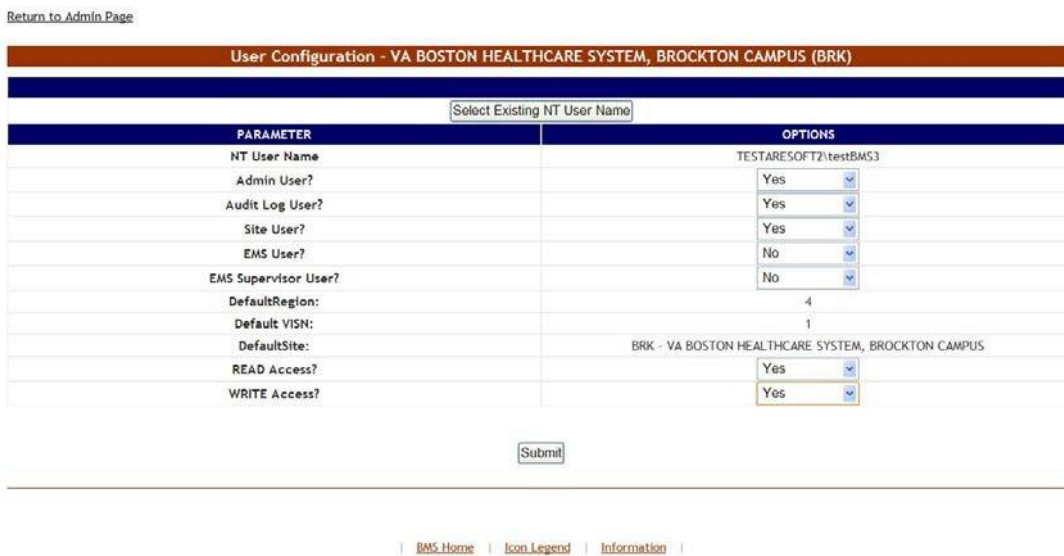


Figure 104 – Customize BMS facility site user rights

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

4.1.11.3 Deleting a BMS user for the current facility site

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Mon Sep 17 2012	7:41:38 PM
FACILITY		
DATE/TIME	Mon Sep 17 2012	11:41 AM
VISN	1	
REGION	4	

Figure 106 – Selecting Add/Edit BMS User

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

[Return to Admin Page](#)

User Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Select Existing NT User Name	
PARAMETER	OPTIONS

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

Figure 107 – BMS User Configuration Page

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



Figure 108 – Select User

From the **Local** 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.

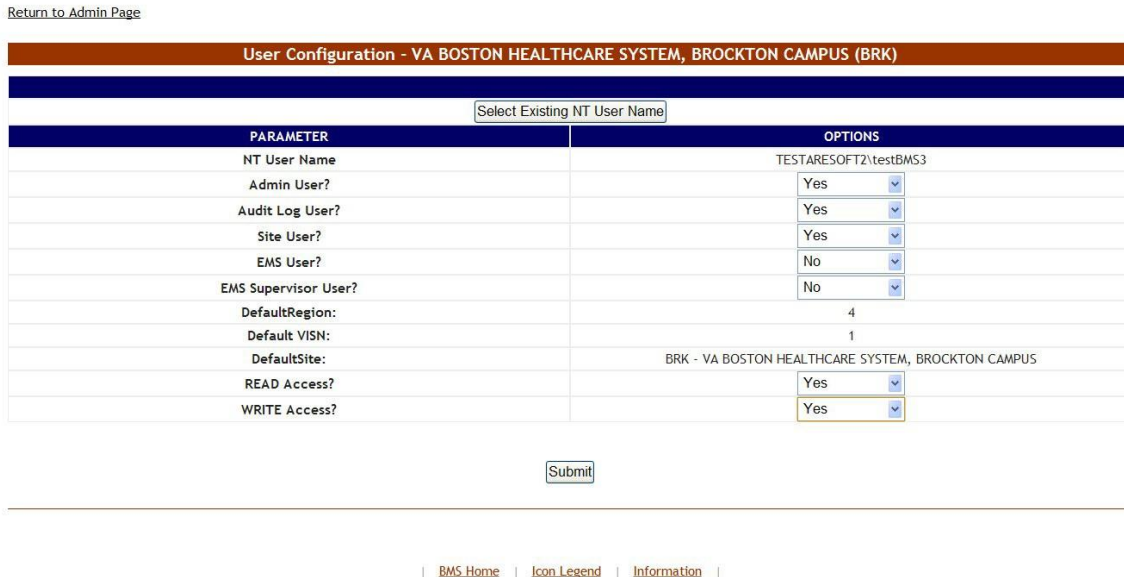


Figure 109 – Customize BMS Facility Site User Rights

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

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

Whiteboard Report

Current Scheduler: 6 AM - CST

Add/Update Scheduler: Select A Scheduler

Save Scheduler

Patients Pending Bed Placement List

Current Scheduler: Method: MDWS - Scheduler: 6 AM - CST

Add/Update Method: Select A Method

Add/Update Scheduler: Select A Scheduler

Save Scheduler

Cancel

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

Figure 110 – 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 (at this time only select “MDWS”) 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.

[Return to Admin Page](#)

The screenshot shows the 'Background Processors - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)' interface. It features two main sections: 'Whiteboard Report' and 'Patients Pending Bed Placement List'. The 'Whiteboard Report' section includes a 'Current Scheduler' field set to '6 AM - CST' and an 'Add/Update Scheduler' dropdown menu with a 'Save Scheduler' button. The 'Patients Pending Bed Placement List' section includes a 'Current Scheduler' field set to 'Method: MDWS - Scheduler: 6 AM - CST', an 'Add/Update Method' dropdown menu, and an 'Add/Update Scheduler' dropdown menu. The 'Add/Update Scheduler' dropdown menu is open, showing a list of options: 'Select A Scheduler', '6 AM - CST', 'Every 1 Hour', 'Every 1 Minute', 'Every 12 Hours', 'Every 2 Hours', 'Every 4 Hours', 'Every 5 Minutes', 'Every 6 Hours', and 'Delete Scheduler'. The 'Delete Scheduler' option is highlighted with a red box. A 'Cancel' button is located to the right of the dropdown menu. At the bottom of the page, there are navigation links: 'BMS Home', 'Icon Legend', and 'Information'.

Figure 111 – Facility Background Processors

4.1.13 Patient Waiting Areas Page

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Mon Sep 17 2012	7:51:15 PM
FACILITY		
DATE/TIME	Mon Sep 17 2012	11:51 AM
VISN	1	
REGION	4	

Figure 113 – Selecting Waiting Area Add/Edit

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

[Return to Admin Main Page](#)

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

ADD Area

Text:

Current Waiting Areas

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

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

Figure 114 – Patient Waiting Areas

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

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

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

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

4.1.13.1 Adding a Waiting Area

To add a waiting area, follow the instructions below.

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Mon Sep 17 2012	7:51:15 PM
FACILITY		
DATE/TIME	Mon Sep 17 2012	11:51 AM
VISN	1	
REGION	4	

Figure 116 – Selecting Waiting Area Add/Edit

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

[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"/>	EM ROOM

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

Figure 117 – Adding a Waiting Area

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

[Return to Admin Main Page](#)

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

ADD Area

Text:

Current Waiting Areas

Waiting Area Name		
	ADMISSIONS	
	CLINIC	
	CURRENT INPATIENT BED	
	CURRENT FACILITY	
	EMERGENCY ROOM	
	EVACUATION	
	RECOVERY OR PROCEDURE AREA	
	SCHEDULED ADMISSIONS	
Edit	Delete	EM ROOM
Edit	Delete	OUTPATIENT WAITING AREA

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

Figure 118 – Waiting Area Added to the List

4.1.13.2 Editing a Waiting Area

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
Background Processors		

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Mon Sep 17 2012	7:51:15 PM
FACILITY		
DATE/TIME	Mon Sep 17 2012	11:51 AM
VISN	1	
REGION	4	

Figure 120 – Selecting Waiting Area Add/Edit

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

[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"/>	EM ROOM
<input type="checkbox"/>	OUTPATIENT WAITING AREA

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

Figure 121 – Selecting Waiting Area for Edit

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

	CURRENT:	CHANGE TO:
TEXT:	OUTPATIENT WAITING AREA	MAIN OUTPATIENT WAITING AREA

Figure 122 – 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.

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"/>	EM ROOM
<input type="checkbox"/>	MAIN OUTPATIENT WAITING AREA

MAIN OUTPATIENT WAITING AREA

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

Figure 123 – Waiting Area Edited

4.1.13.3 Deleting a Waiting Area

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

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Mon Sep 17 2012	7:51:15 PM
FACILITY		
DATE/TIME	Mon Sep 17 2012	11:51 AM
VISN	1	
REGION	4	

Figure 125 – Selecting Waiting Area Add/Edit

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

[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"/>	EM ROOM
<input type="checkbox"/>	MAIN OUTPATIENT WAITING AREA

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

Figure 126 – 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 127 – Deleting a Waiting Area

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

4.1.14 Bed Board Module Activation and Configuration Page

From the **Bed Board Site Configuration** page, click the **Bed Board Module Enable/Disable** link to display the following page

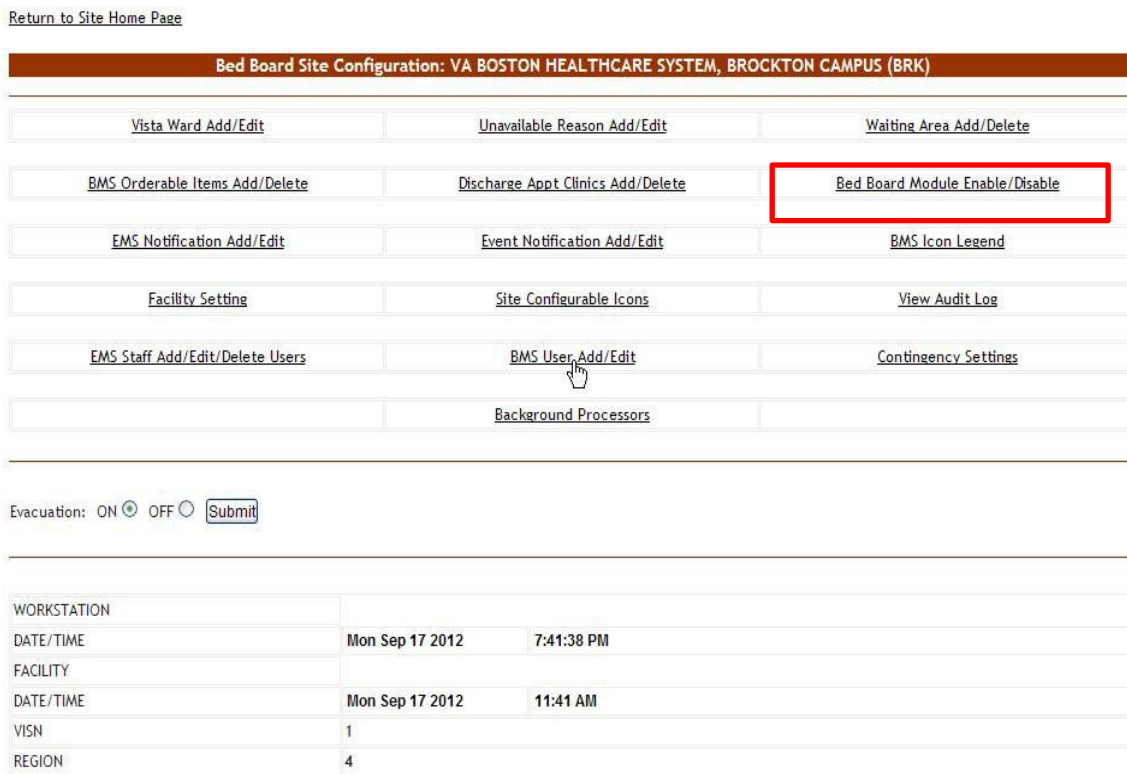


Figure 128 – BMS Bed Board Site Configuration Bed Board Module Enable/Disable Screen

Bed Board Module Activation and Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Bed Board Module Select a Module	Place In Use? No	Add / Update <input type="button" value="Submit"/> <input type="button" value="Cancel"/>
--	----------------------------	--

Module Item Name	Currently In Use
Admission Orders Flag	Yes
Anticipated Discharge Flag	Yes
Discharge Appointments Flag	Yes
Discharge Orders Flag	Yes
EMS Bed Cleaning Flag	Yes
Transfer Orders Flag	Yes

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

Figure 129 – Bed Board Module Activation and Configuration

The options available in this screen allow the administrator user to manage the on/off status of the Bed Board modules.

The options in the upper part of the screen allow the administrator user to place in use or disable one of the Bed Board modules defined in the system.

The list in the lower part of the screen presents the Bed Board modules defined in the system and their status.

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.

4.1.14.1 Activating a Bed Board Module

In the **Bed Board Module Activation and Configuration** page click the arrow button of the field **Bed Board Module** to display a list of available modules and select the module you want to activate. Then from the **Place in Use?** field, select “Yes” then click the **Submit** button.

4.1.14.2 Disabling a Bed Board Module

In the **Bed Board Module Activation and Configuration** page click the arrow button of the field **Bed Board Module** to display a list of available modules and select the module you want to disable. Then from the **Place in Use?** field, select “No” then click the **Submit** button.

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.

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION	
DATE/TIME	Mon Sep 17 2012 7:41:38 PM
FACILITY	
DATE/TIME	Mon Sep 17 2012 11:41 AM
VISN	1
REGION	4

Figure 130 – BMS Bed Board Site Configuration BMS Icon Legend Screen

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Bed Management Board Icons

System Icons		Application Icons		Bed Cleaning Status Icons	
Standard Icons		Ward Whiteboard Status Icons		Emergency Management Icons	
Site Configurable Icons					

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

Figure 131 – Bed Management Board Icon Legend Page

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

4.1.16 Audit Log Report Page

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	

Evacuation: ON OFF

WORKSTATION		
DATE/TIME	Mon Sep 17 2012	7:41:38 PM
FACILITY		
DATE/TIME	Mon Sep 17 2012	11:41 AM
VISN	1	
REGION	4	

Figure 132 – BMS Bed Board Site Configuration / View Audit Log Screen

Audit Log Report

Select Report: **Site Configurable Icons**
 Facility Patients Pending Bed Placement List
 VISN Patients Pending Bed Placement List
 Staff Assignment
 Whiteboard Usage
 PPBP Usage (VISN)
 PPBP Usage (Facility)
 Icon Usage

REGION: Region 2
 SITE: HOU - (VISN 16) - MICHAEL E.
 TO DATE: 6/7/2016 11:59:59 PM

1 of 1

ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED/ROOM	DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	EVENT TYPE
---------------	----------	------------	-----------	--------	-----------	---------------------------	-------------	---------	-----------------	------------	------	------------

Figure 133 – 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 or staff assignment). 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** 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.

The screenshot shows the 'Site Configurable Icons Report' interface. At the top, there are filter fields: 'Select Report' (Site Configurable Icons), 'REGION' (Region 1, Region 2, Region 3), 'VISN' (VISN 1, VISN 2, VISN 3, VISN 4), 'SITE' (ABQ - (VISN 18) - NEW MEXICO), 'FROM DATE' (6/8/2016 12:00:01 AM), and 'TO DATE' (6/10/2016 11:59:59 PM). A 'View Report' button is on the right. Below the filters is a table with the following data:

ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED/ROOM	DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	EVENT TYPE
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Blue Arrow.png	BMS Training icon	True	True	R	Training icon	THIS ICON IS BEING CREATED FOR TRAINING PURPOSES	how does this work for you?	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:08:57 AM	Updated
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Blue Caution.png	Blue Diamond	True	True	R	Blue Diamond	BLUE DIAMOND	Blue Diamond	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:09:58 AM	Updated
			Blue Caution				Blue Caution	BLUE CAUTION	Blue Caution	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:14:57 AM	Updated
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Blue Circle.png	Blue Circle	True	True	R	Blue Circle	BLUE CIRCLE	Blue Circle	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:15:32 AM	Updated
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Blue X.png	Blue X	True	True	P	Blue X	BLUE X	Blue X	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:16:06 AM	Updated
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Blue Diamond.png	Blue Diamond	True	True	P	Blue Diamond	BLUE DIAMOND	Blue Diamond	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:16:29 AM	Updated
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Blue Heart.png	Blue Heart	True	True	R	Blue Heart	BLUE HEART	Blue Heart	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:16:54 AM	Updated
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Green Circle.png	Green Circle	True	True	R	Green Circle	GREEN CIRCLE	Green Circle	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:17:30 AM	Updated
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Orange Circle.png	Orange Circle	True	True	R	Orange Circle	ORANGE CIRCLE	Orange Circle	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:18:26 AM	Updated
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	Orange Star.png	Orange Star	True	True	P	Orange Star	ORANGE STAR	Orange Star	vha.med.va.gov/vhalsbtrottj	6/8/2016 9:19:02 AM	Updated

Figure 134 – Site Configurable Icons Report

For each entry the following data is available:

Table 12– Site Configurable Icons Report Parameters

Column	Description
Icon Type	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.

Column	Description
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.

Facility Patients Pending Bed Placement List Report

Select Report: REGION:

VISN: SITE:

FROM DATE: TO DATE:

1 of 1 Find | Next

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. DEBAKEY VA MEDICAL CENTER	A-3979	GI BLEED			ICU	CLINIC						KATY'S COMMENTS -CAVIOZ TESTING 123 DC	v05.med.va.gov/vhantashelt	6/8/2016 1:23:55 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	C-3485	FLU			TELE II	EMERGENCY ROOM						UPDATED COMMENTS II 5/26	v05.med.va.gov/vhantashelt	6/8/2016 1:36:32 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	S-2799	LTKA			SE	SCHEDULED ADMISSIONS							v05.med.va.gov/vhantashelt	6/8/2016 1:29:21 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	E-6917	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS							vha.med.va.gov/vhaisdthomd	6/8/2016 1:47:29 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	H-9661	CTA			VASCULAR	SCHEDULED ADMISSIONS							v05.med.va.gov/vhabaywillcot	11:40:34 AM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	E-9504	L3 compression fracture			3D MED OBS	SCHEDULED ADMISSIONS							vha.med.va.gov/vhaisdthomd	6/8/2016 2:03:04 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	Z-0167	CHF			CARDIOLOGY	SCHEDULED ADMISSIONS							v05.med.va.gov/vhabaywillcot	6/9/2016 12:59:59 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	Z-6924	RT ISCHIAL PRESSURE SORE			PLASTIC SURGERY	SCHEDULED ADMISSIONS	Acute	No	Yes	GENERAL (ACUTE MEDICINE)	ICU Beds Full	TESTING 123	v05.med.va.gov/vhabaywillcot	6/9/2016 1:02:42 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	D-0687	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS		No	Yes	MEDICAL ICU	ED Saturation	UFT TEST TW	v05.med.va.gov/vhabaywillcot	6/9/2016 12:20:36 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	D-6573	SEPSIS	1C120-A	06/03/2016 09:07:02 AM		EVAUATION							vha.med.va.gov/vhaisdporteg	6/9/2016 7:52:27 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	S-4916	BED ASSIGNED.			SURGERY	ADMISSIONS	Acute	No	Yes	GENERAL SURGERY			v05.med.va.gov/vhantashelt	6/8/2016 9:47:46 AM	Inserted
MICHAEL E. DEBAKEY VA MEDICAL CENTER	B-3256	TEST			TEST								vha.med.va.gov/vhaisdporteg	6/9/2016 7:47:33 AM	Inserted
MICHAEL E. DEBAKEY VA MEDICAL CENTER	C-1196	UFT			ACUTE	ADMISSIONS							v05.med.va.gov/vhabaywillcot	6/9/2016 1:36:50 PM	Inserted

Figure 135 – Facility Patient Pending Bed Placement List Report

For each entry the following data is available:

Table 13 – 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.
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.

COLUMN	DESCRIPTION
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.

FACILITY	VISN	PATIENT	ERA	CONTRACT	DIAGNOSIS	CURRENT LOCATION	LOC. ADM. DATE	COMMENTS	SPECIALTY	REQ. ADM. DATE	CREATED BY	DATE	EVENT TYPE
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	A-3367	OTHER	No	TEST	TEST	05/19/2016 23:00:00 PM	TEST COMMENTS/ TYPE OF NEED FIELD CHARACTER COUNT	ACUTE PSYCHIATRY (+45 DAYS)	05/19/2016 23:00:00 PM	vha.med.va.gov\whalsdporteg	6/9/2016 7:32:36 AM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	C-3322	OTHER	No			05/24/2016 23:00:00 PM	UFT TESTING 123	ACUTE PSYCHIATRY (+45 DAYS)	05/24/2016 23:00:00 PM	v08.med.va.gov\vhabaywilcot	6/9/2016 1:14:19 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	C-2983	OTHER	No	BED ASSIGNED,	MIAMI	06/07/2016 23:00:00 PM	MIAMI	ACUTE PSYCHIATRY (+45 DAYS)	06/07/2016 23:00:00 PM	v08.med.va.gov\vhamaiaahett	6/9/2016 2:01:14 PM	Inserted
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	C-1198	OTHER	No	UFT	BAY PINES	06/08/2016 23:00:00 PM		ACUTE PSYCHIATRY (+45 DAYS)	06/08/2016 23:00:00 PM	v08.med.va.gov\vhabaywilcot	6/9/2016 2:14:11 PM	Inserted
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	C-2155	OTHER	No	ACUTE	ACUTE	06/08/2016 23:00:00 PM	TEST	ACUTE PSYCHIATRY (+45 DAYS)	06/08/2016 23:00:00 PM	v08.med.va.gov\vhabaywilcot	6/9/2016 2:16:12 PM	Inserted
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	T-9999	OTHER	No			06/08/2016 23:00:00 PM		ACUTE PSYCHIATRY (+45 DAYS)	06/08/2016 23:00:00 PM	vha.med.va.gov\whalsdporteg	6/9/2016 8:46:33 PM	Inserted

Figure 136 – VISN Patient Pending Bed Placement List Report

For each entry the following data is available:

Table 14 – VISN Patient Pending Bed Placement List Report Parameters

COLUMN	DESCRIPTION
Facility	The name of the VA facility.
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.

COLUMN	DESCRIPTION
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.

WARD	BED	STAFF	PATIENT	CREATED BY	DATE	EVENT TYPE
1B SCI TOM WAS HERE	1B120-A	NURSE 88		vha.med.va.gov\whalsdhornd	6/9/2016 1:20:51 PM	Updated
1B SCI TOM WAS HERE	1B120-B	NURSE 88		vha.med.va.gov\whalsdhornd	6/9/2016 1:20:52 PM	Updated
1B SCI TOM WAS HERE	1B122-A	NURSE 88		vha.med.va.gov\whalsdhornd	6/9/2016 1:20:53 PM	Updated
1B SCI TOM WAS HERE	1B122-B	NURSE 88		vha.med.va.gov\whalsdhornd	6/9/2016 1:20:54 PM	Updated
1B SCI TOM WAS HERE	1B124-A	NURSE 88		vha.med.va.gov\whalsdhornd	6/9/2016 1:20:54 PM	Updated
1B SCI TOM WAS HERE	1B124-B	NURSE 88		vha.med.va.gov\whalsdhornd	6/9/2016 1:20:55 PM	Updated
			R-7746	v08.med.va.gov\whamlasheltt	6/9/2016 1:34:47 PM	Updated
1B SCI TOM WAS HERE	1B124-C	NURSE 88		vha.med.va.gov\whalsdhornd	6/9/2016 1:20:56 PM	Updated
1B SCI TOM WAS HERE	1B124-D	NURSE 88		vha.med.va.gov\whalsdhornd	6/9/2016 1:20:57 PM	Updated
6D MH	6C220-B	NURSE ABC		vha.med.va.gov\whalsdhornd	6/9/2016 1:21:28 PM	Inserted
6D MH	6C222-A	NURSE 44	B-7782	vha.med.va.gov\whalsdhornd	6/9/2016 12:14:41 PM	Inserted
		NURSE ABC		vha.med.va.gov\whalsdhornd	6/9/2016 1:21:29 PM	Updated
6D MH	6C222-B	NURSE ABC		vha.med.va.gov\whalsdhornd	6/9/2016 1:21:29 PM	Inserted
6D MH	6C224-A	NURSE ABC		vha.med.va.gov\whalsdhornd	6/9/2016 1:21:30 PM	Inserted
6D MH	6C224-B	NURSE ABC		vha.med.va.gov\whalsdhornd	6/9/2016 1:21:31 PM	Inserted
6D MH	6C226-A	NURSE ABC		vha.med.va.gov\whalsdhornd	6/9/2016 1:21:32 PM	Inserted

Figure 137 – Staff Assignment Report

For each entry the following data is available:

Table 15 – 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 Whiteboard Usage Report

The WhiteBoard 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 Usage report, then select **Date from/Date to** determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the Whiteboard Usage Report.

The screenshot shows the 'Whiteboard Usage Report' interface. At the top, there are filters for 'Select Report' (Whiteboard Usage), 'REGION' (Region 1, Region 2, Region 3), 'VISN' (VISN 1, VISN 2, VISN 3, VISN), 'SITE' (ABQ - (VISN 18) - NEW MEXIC), 'FROM DATE' (6/8/2016 12:00:01 AM), and 'TO DATE' (6/10/2016 11:59:59 PM). A 'View Report' button is on the right. Below the filters is a table with the following columns: Entered D/T, User, Update Type, Bed, Transaction, Transaction Updates, and Transaction Comments. The table contains 10 rows of data, each representing a modification to the whiteboard.

Entered D/T	User	Update Type	Bed	Transaction	Transaction Updates	Transaction Comments
6/23/2016 7:42:00 PM	v17.med.va.gov/vhantkallen2	BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM 06/23/2016 19:42:28 PM TO <EMPTY> COMPLETED BY FROM v17.med.va.gov/vhantkallen2 TO	COMMENT FROM <EMPTY> TO TEST
6/23/2016 7:42:00 PM	v17.med.va.gov/vhantkallen2	BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM <EMPTY> TO 06/23/2016 19:42:28 PM COMPLETED BY FROM <EMPTY> TO v17.med.va.gov/vhantkallen2	
6/23/2016 9:56:00 PM	v19.med.va.gov/vhaccherik	BED REASON COMMENT	1B222-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <EMPTY> TO 06/31/2016 05:00:00 AM	
6/24/2016 9:50:00 PM	v17.med.va.gov/vhantkallen2	BED REASON COMMENT	3B244-A	NEW RECORD		
6/24/2016 9:47:00 PM	v17.med.va.gov/vhantkallen2	BED REASON COMMENT	3C450-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <EMPTY> TO 06/09/2016 13:00:00 PM	COMMENT FROM <EMPTY> TO WAXING FLOORS
6/26/2016 9:38:00 PM	v08.med.va.gov/vhobbywlatot	BED REASON COMMENT	4B126-B	NEW RECORD		
6/27/2016 9:53:00 PM	v08.med.va.gov/vhobbywlatot	BED REASON COMMENT	3B122-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <EMPTY> TO 06/31/2016 05:00:00 AM	COMMENT FROM <EMPTY> TO UFT TESTING
6/31/2016 3:18:00 PM	v19.med.va.gov/vhaccherik	BED REASON COMMENT	1B224-C	NEW RECORD		COMMENT FROM <EMPTY> TO NPO
6/31/2016 7:07:00 PM	vha.med.va.gov/vhalschord	BED REASON COMMENT	1B224-D	NEW RECORD	EXPECTED COMPLETED DATE FROM <EMPTY> TO 06/01/2016 13:00:00 PM	
6/31/2016 8:48:00 PM	v19.med.va.gov/vhaccherik	BED REASON COMMENT	1B222-A	NEW RECORD		COMMENT FROM <EMPTY> TO DH TEST 1
6/31/2016 8:47:00 PM	v19.med.va.gov/vhaccherik	BED REASON COMMENT	1B222-A	NEW RECORD		COMMENT FROM <EMPTY> TO DH TEST 2

Figure 138.1 – Whiteboard Usage Report

For each entry the following data is available:

Table 16.1 – Whiteboard Usage Report Parameters

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard
User	The BMS User who made the modification.

COLUMN	DESCRIPTION
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 Updates	The updates made to the Whiteboard, not including comments
Transaction Comments	Any comments made for the transaction performed by the user.

4.1.16.6 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 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 (VISN) Report.

Entered D/T	User	Update Type	Bed	Transaction	Transaction Updates	Transaction Comments
5/20/2016 7:44:00 PM	vha.med.va.gov/vhaidporteg	BED REASON COMMENT	4C246-B	NEW RECORD		COMMENT FROM <EMPTY> TO REASON FOR THE BED ASSIGNMENT WILL BE PROVIDED HERE 5.20.16
5/20/2016 7:44:00 PM	vha.med.va.gov/vhaidporteg	BED REASON COMMENT	4C246-B	NEW RECORD		COMMENT FROM REASON FOR THE BED ASSIGNMENT WILL BE PROVIDED HERE 5.20.16 TO
5/23/2016 7:38:00 PM		BED REASON COMMENT	4C246-B	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:38:12 PM COMPLETED BY FROM <EMPTY> TO v17.med.va.gov/vhantballen2	
5/23/2016 7:38:00 PM		BED REASON COMMENT	4C246-B	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:38:12 PM COMPLETED BY FROM <EMPTY> TO v17.med.va.gov/vhantballen2	COMMENT FROM REASON FOR THE BED ASSIGNMENT WILL BE PROVIDED HERE 5.20.16 TO
5/23/2016 7:42:00 PM	v17.med.va.gov/vhantballen2	BED REASON COMMENT	3B220-A	NEW RECORD		
5/23/2016 7:42:00 PM	v17.med.va.gov/vhantballen2	BED REASON COMMENT	3B220-A	NEW RECORD		COMMENT FROM <EMPTY> TO TEST
5/23/2016 7:42:00 PM	v17.med.va.gov/vhantballen2	BED REASON COMMENT	3B220-A	NEW RECORD		COMMENT FROM <EMPTY> TO TEST
5/23/2016 7:42:00 PM	v17.med.va.gov/vhantballen2	BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM 05/23/2016 19:42:25 PM TO <Empty> COMPLETED BY FROM v17.med.va.gov/vhantballen2 TO	
5/23/2016 7:42:00 PM	v19.med.va.gov/vhaechherok	BED REASON COMMENT	1B222-A	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:42:25 PM COMPLETED BY FROM <EMPTY> TO v17.med.va.gov/vhantballen2	
5/24/2016 5:50:00 PM	v17.med.va.gov/vhantballen2	BED REASON COMMENT	3B294A-A	NEW RECORD		
5/24/2016 8:47:00 PM	v17.med.va.gov/vhantballen2	BED REASON COMMENT	3C450-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 06/09/2016 13:00:00 PM	COMMENT FROM <EMPTY> TO WAXING FLOORS

Figure 139.2 – PPBP Usage (VISN) Report

For each entry the following data is available:

Table 17.2 – PPBP Usage (VISN) Report Parameters

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard
User	The BMS User who made the modification.

COLUMN	DESCRIPTION
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 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.

PPBP Usage (Facility) Report																																										
Select Report	PPBP Usage (Facility)	REGION	Region 2	View Report																																						
VISN	VISN 16	SITE	HOU - (VISN 16) - MICHAEL E.																																							
FROM DATE	5/21/2016 12:00:01 AM	TO DATE	6/3/2016 11:59:59 PM																																							
<p>1 of 6 Find Next</p> <table border="1"> <thead> <tr> <th>Date</th> <th>User</th> <th>Action</th> <th>Details</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>05/20/2016 12:39</td> <td>vha.med.va.gov/vhahshobeski</td> <td>UPDATED</td> <td>WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 19:48</td> <td>COMMENTS FROM KATY&#39;S COMMENTS --DAVID TO KATY&#39;S COMMENTS --DAVID</td> </tr> <tr> <td>05/20/2016 12:39</td> <td>vha.med.va.gov/vhahshobeski</td> <td>UPDATED</td> <td>WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 19:48</td> <td>COMMENTS FROM KATY&#39;S COMMENTS TO KATY&#39;S COMMENTS --DAVID</td> </tr> <tr> <td>05/20/2016 12:39</td> <td>vha.med.va.gov/vhahshobeski</td> <td>UPDATED</td> <td>WAIT TIME ALERT DATE FROM 05/26/2016 19:48 TO 05/26/2016 19:48</td> <td></td> </tr> <tr> <td>05/20/2016 12:39</td> <td>v08.med.va.gov/vhahobaycamped</td> <td>UPDATED</td> <td>FEE COMMENTS FROM <Empty> TO KATY&#39;S FEE COMMENTS WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION REASON FOR DELAY FROM <Empty> TO NONE EVACUATION EQUIPMENT SUPPLY REQUIREMENTS <Empty> TO WHEELCHAIR EVACUATION TRANSPORTATION CARE LEVEL <Empty> TO TSD EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY EVACUATION ENROUTE MEDICAL ATTENDANT NUMBER <Empty> TO 2 EVACUATION VEHICLE ID FROM <Empty> TO 43 EVACUATION VEHICLE SEAT POSITION FROM <Empty> TO A2 EVACUATION MA TELEPHONE <Empty> TO (123) 123-1231 EVACUATION NMA TELEPHONE <Empty> TO (123) 123-1231 EVACUATION ORIGINATING FACILITY NAME <Empty> TO HOU EVACUATION VEHICLE OPERATOR NAME <Empty> TO KATY EVACUATION VEHICLE OPERATOR TELEPHONE <Empty> TO (123) 123-1231</td> <td>COMMENTS FROM <Empty> TO KATY&#39;S COMMENTS --DAVID</td> </tr> <tr> <td>05/20/2016 12:39</td> <td>v08.med.va.gov/vhahobaycamped</td> <td>UPDATED</td> <td>WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09</td> <td>COMMENTS FROM KATY&#39;S COMMENTS --DAVID TO KATY&#39;S COMMENTS --DAVID</td> </tr> <tr> <td>05/20/2016 12:39</td> <td>v08.med.va.gov/vhahobaycamped</td> <td>UPDATED</td> <td>WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09</td> <td>COMMENTS FROM KATY&#39;S COMMENTS TO KATY&#39;S COMMENTS --DAVID</td> </tr> </tbody> </table>								Date	User	Action	Details	Comments	05/20/2016 12:39	vha.med.va.gov/vhahshobeski	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 19:48	COMMENTS FROM KATY'S COMMENTS --DAVID TO KATY'S COMMENTS --DAVID	05/20/2016 12:39	vha.med.va.gov/vhahshobeski	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 19:48	COMMENTS FROM KATY'S COMMENTS TO KATY'S COMMENTS --DAVID	05/20/2016 12:39	vha.med.va.gov/vhahshobeski	UPDATED	WAIT TIME ALERT DATE FROM 05/26/2016 19:48 TO 05/26/2016 19:48		05/20/2016 12:39	v08.med.va.gov/vhahobaycamped	UPDATED	FEE COMMENTS FROM <Empty> TO KATY'S FEE COMMENTS WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION REASON FOR DELAY FROM <Empty> TO NONE EVACUATION EQUIPMENT SUPPLY REQUIREMENTS <Empty> TO WHEELCHAIR EVACUATION TRANSPORTATION CARE LEVEL <Empty> TO TSD EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY EVACUATION ENROUTE MEDICAL ATTENDANT NUMBER <Empty> TO 2 EVACUATION VEHICLE ID FROM <Empty> TO 43 EVACUATION VEHICLE SEAT POSITION FROM <Empty> TO A2 EVACUATION MA TELEPHONE <Empty> TO (123) 123-1231 EVACUATION NMA TELEPHONE <Empty> TO (123) 123-1231 EVACUATION ORIGINATING FACILITY NAME <Empty> TO HOU EVACUATION VEHICLE OPERATOR NAME <Empty> TO KATY EVACUATION VEHICLE OPERATOR TELEPHONE <Empty> TO (123) 123-1231	COMMENTS FROM <Empty> TO KATY'S COMMENTS --DAVID	05/20/2016 12:39	v08.med.va.gov/vhahobaycamped	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09	COMMENTS FROM KATY'S COMMENTS --DAVID TO KATY'S COMMENTS --DAVID	05/20/2016 12:39	v08.med.va.gov/vhahobaycamped	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09	COMMENTS FROM KATY'S COMMENTS TO KATY'S COMMENTS --DAVID
Date	User	Action	Details	Comments																																						
05/20/2016 12:39	vha.med.va.gov/vhahshobeski	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 19:48	COMMENTS FROM KATY'S COMMENTS --DAVID TO KATY'S COMMENTS --DAVID																																						
05/20/2016 12:39	vha.med.va.gov/vhahshobeski	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 19:48	COMMENTS FROM KATY'S COMMENTS TO KATY'S COMMENTS --DAVID																																						
05/20/2016 12:39	vha.med.va.gov/vhahshobeski	UPDATED	WAIT TIME ALERT DATE FROM 05/26/2016 19:48 TO 05/26/2016 19:48																																							
05/20/2016 12:39	v08.med.va.gov/vhahobaycamped	UPDATED	FEE COMMENTS FROM <Empty> TO KATY'S FEE COMMENTS WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION REASON FOR DELAY FROM <Empty> TO NONE EVACUATION EQUIPMENT SUPPLY REQUIREMENTS <Empty> TO WHEELCHAIR EVACUATION TRANSPORTATION CARE LEVEL <Empty> TO TSD EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY EVACUATION ENROUTE MEDICAL ATTENDANT NUMBER <Empty> TO 2 EVACUATION VEHICLE ID FROM <Empty> TO 43 EVACUATION VEHICLE SEAT POSITION FROM <Empty> TO A2 EVACUATION MA TELEPHONE <Empty> TO (123) 123-1231 EVACUATION NMA TELEPHONE <Empty> TO (123) 123-1231 EVACUATION ORIGINATING FACILITY NAME <Empty> TO HOU EVACUATION VEHICLE OPERATOR NAME <Empty> TO KATY EVACUATION VEHICLE OPERATOR TELEPHONE <Empty> TO (123) 123-1231	COMMENTS FROM <Empty> TO KATY'S COMMENTS --DAVID																																						
05/20/2016 12:39	v08.med.va.gov/vhahobaycamped	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09	COMMENTS FROM KATY'S COMMENTS --DAVID TO KATY'S COMMENTS --DAVID																																						
05/20/2016 12:39	v08.med.va.gov/vhahobaycamped	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09	COMMENTS FROM KATY'S COMMENTS TO KATY'S COMMENTS --DAVID																																						

Figure 140.3 – PPBP Usage (Facility) Report

For each entry the following data is available:

Table 18.3 – PPBP Usage (Facility) Report Parameters

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard
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 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 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.

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 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)
HOU	Patient Opt-Out	Y	Y(1)	N
	Patient/Bed Record	Ward	Bed	Patient
	PT Record	1A	1B226-B	BUXPY-8800
	Stretcher (Patient) (EM)	Y	Y(1)	N
	Lift Equipment (Patient) (EM)	Y	Y(3)	N
	Oxygen (Patient) (EM)	Y	Y(1)	N
	Negative Pressure (Room)	Y	N	Y(2)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record	1A	1B226-D	BLUSEXA-3156
	BED Record	1A	1B226-D	JXTHWE-1012
	One to One (Patient) (EM)	Y	Y(1)	N
	legal hold	Y	Y(3)	N

Figure 141.4 – Icon Usage Report

For each entry the following data is available:

Table 19.4 – Icon Usage Report Parameters

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

4.1.17 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.

The **Contingency Settings** page is displayed as in the following image.

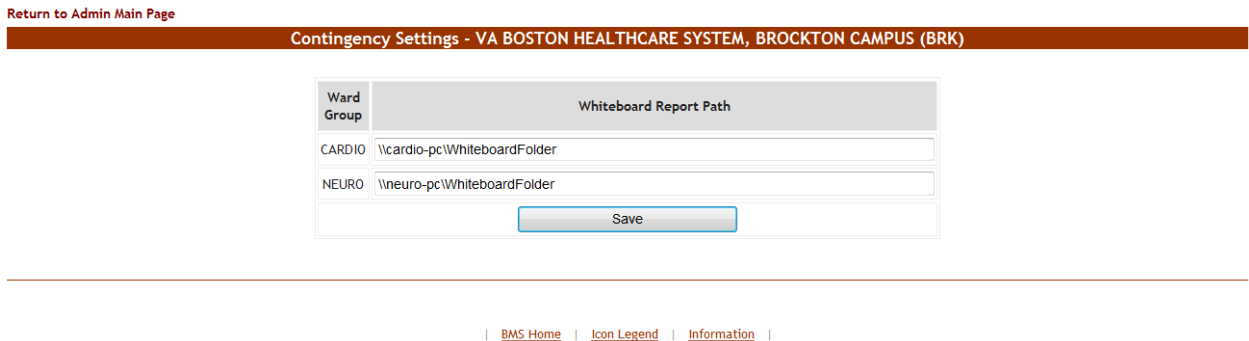


Figure 142 - Contingency Settings Page

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.

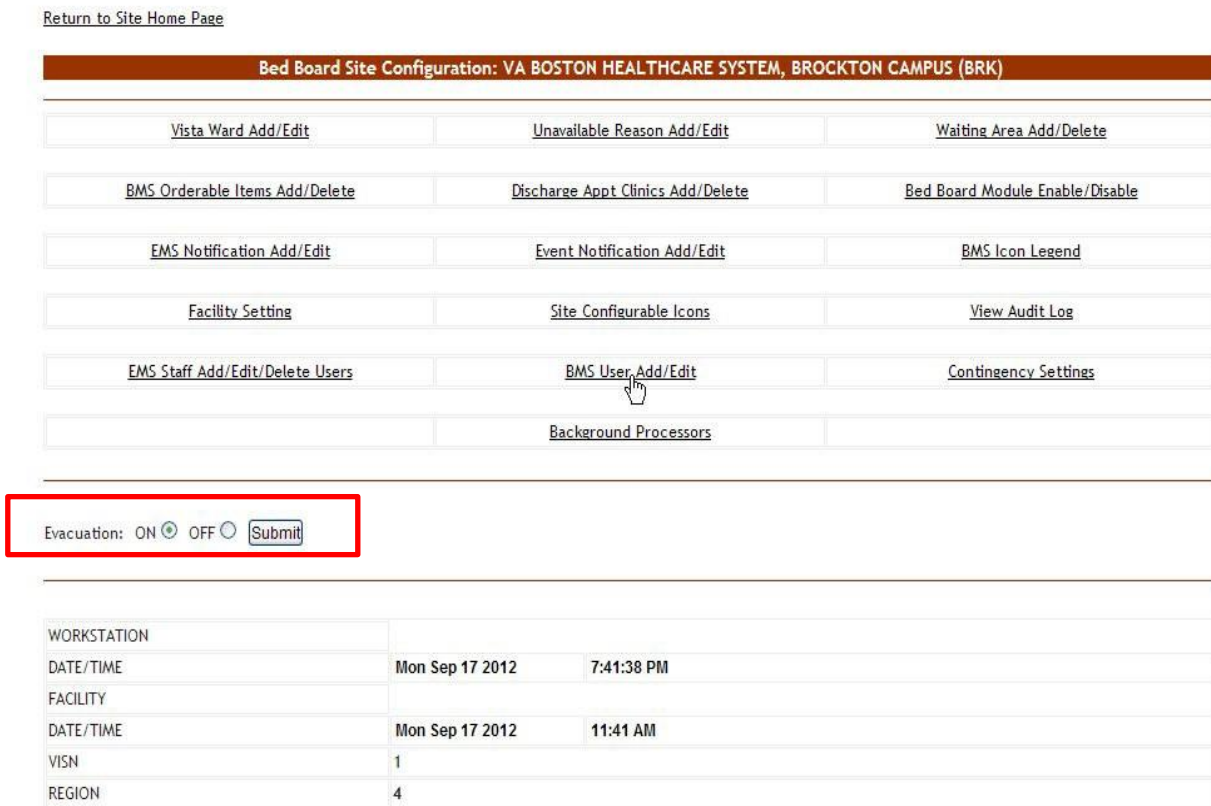


Figure 143 – Evacuation On/Off

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 146 – Selecting from the available integrated sites

The **Facility Diversion** link in the upper left corner of the page allows the user setup a list of facilities or Emergency Departments (ED) that are not accepting patients due to insufficient resources or facility issues. For details on the **Diversion** screen and the available options see [3.2.2. The Facility Diversion Page](#).

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

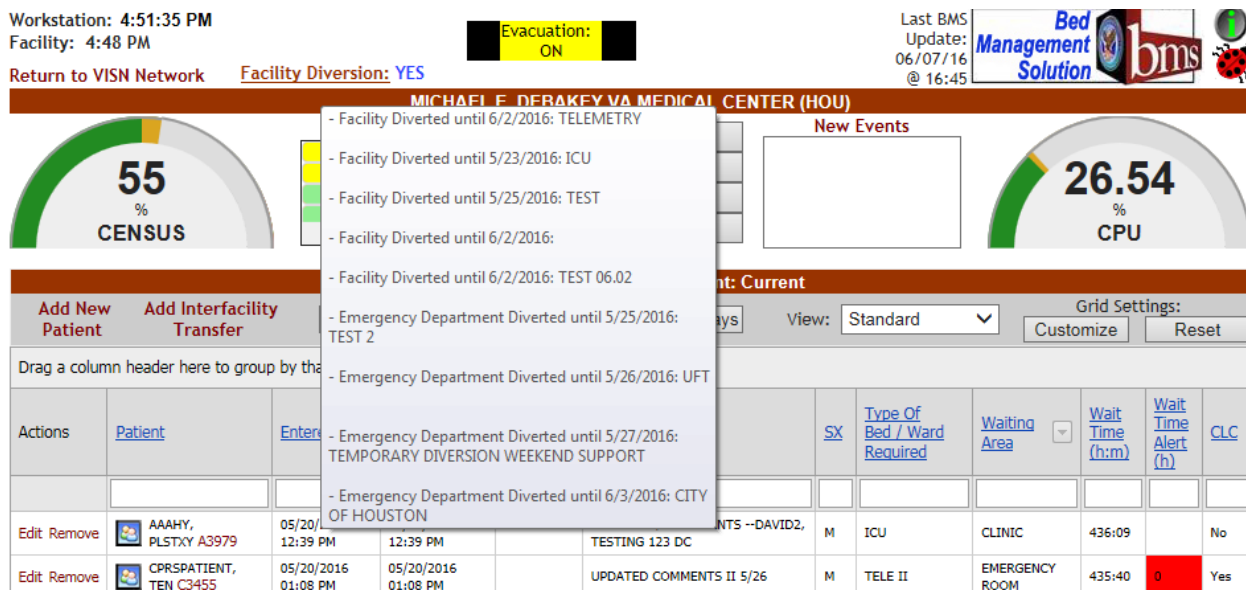




Figure 147.1 – Facility Diversion Hover

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.

The Ward Census scroll list provides a breakdown of percentage of occupied beds out of total beds available per ward.

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** listbox 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 **Current**, **Past 30-Days**, **Past 60-Days**, **Past 90-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:

- Standard
- Fee Utilization
- Patient Flow
- In-House.

Patients Pending Bed Placement: Current												
Add New Patient		Add Interfacility Transfer		Current	Past 30-Days	Past 60-Days	Past 90-Days	View: Standard		Settings: Reset		
Patients Pending Bed Placement: Current												
Add New Patient		Add Interfacility Transfer		Current	Past 30-Days	Past 60-Days	Past 90-Days	View: Standard		Grid Settings: Customize Reset		
Drag a column header here to group by that column												
Actions	Entered	Requested	Removed	Patient	Comment	SX	Presenting Problem	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	05/20/2016 12:39 PM	05/20/2016 12:39 PM		AAAHY, PLSTXY A3979	KATY'S COMMENTS --DAVID2, TESTING 123 DC	M	GI BLEED	ICU	CLINIC	308:14	0	No
Edit Remove	05/20/2016 01:08 PM	05/20/2016 01:08 PM		CPRSPATIENT, TEN C3455	UPDATED COMMENTS II 5/26	M	FLU	TELE II	EMERGENCY ROOM	307:45	0	No
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		BHLRJELZW, CLZHT B8441		M	Degenerative Joint Disease	SE	SCHEDULED ADMISSIONS	303:56		No
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		SWLJHB, TSHQH 52799		M	LTKA	SE	SCHEDULED ADMISSIONS	303:56		No

Figure 148 – BMS Facility Patients Pending Bed Placement For A Bed View Screen

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

Table 20 – VA Facility Standard View Parameters

Column	Description
Entered	The date and time when the request for a bed was entered.
Requested	The date and time when the bed is needed.
Removed	The date and time when the patient has been removed from the list.
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.
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 **Fee Utilization** view, the patient pending bed placement list is displayed as in the following image.

Patients Pending Bed Placement: Current												
Add New Patient		Add Interfacility Transfer		Current	Past 30-Days	Past 60-Days	Past 90-Days	View: Fee Utilization		Grid Settings: Customize Reset		
Drag a column header here to group by that column												
Actions	Entered	Removed	Patient	SX	Treating Specialty	Fee	Reason	Acute	Contract	Fee Comments	Wait Time Alert (h)	CLC
Edit Remove	05/20/2016 12:39 PM		AAAHY, PLSTXY A3979	M						KATY8.#39;5 FEE COMMENTS, TESTING 123 DC	0	No

Figure 149 – Patients Pending Bed Placement for a Bed – Fee Utilization View

In the **Fee Utilization** view, the following data is available for each patient in the list:

Table 21 – VA Facility Fee Utilization View Parameters

Column	Description
Entered	The date and time when the patient was added to the list of Patients Pending Bed Placement for a Bed.
Removed	The date and time when the patient has been removed from the list of Patients Pending Bed Placement for a Bed = the patient has been admitted to a VA facility or removed from the pending bed placement list due to one of the other reasons listed in the finalize section.
Patient	The Name of the patient.
SX	The gender of the patient.
Treating Specialty	The treating specialty selected when the patient was added to the pending bed placement list.
Fee	The fee used to generate the bill for the services.
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.
Fee Comments	Any comments relevant/justifying the selection in the Fee field.
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.
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 **Patient Flow** view, the patient pending bed placement list is displayed as in the following image.

Patients Pending Bed Placement: Current											
Add New Patient	Add Interfacility Transfer	Current	Past 30-Days	Past 60-Days	Past 90-Days	View:	Patient Flow	Grid Settings:			
								Customize	Reset		
Drag a column header here to group by that column											
Actions	Entered On List DT	Anticipated Removal DT	Removed From List DT	Last Edit Done By	Assigned To Room DT	Patient	SX	Room/Bed Assigned	Type Of Bed / Ward Required	Wait Time Alert (h)	CLC
Edit Remove	05/20/2016 12:39 PM	05/20/2016 12:39 PM		v17.med.va.gov\vhactbjardv		AAAHY, PLSTXY A3979	M		ICU	0	No
Edit Remove	05/20/2016 01:08 PM	05/20/2016 01:08 PM		vha.med.va.gov\vhaisdhornd		CPRSPATIENT, TEN C3455	M		TELE II	0	No

Figure 150 – Patients Pending Bed Placement for a Bed – Patient Flow View

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

Table 22 – VA Facility Patient Flow View Parameters

Column	Description
Entered on List DT	The date and time when the patient was added to the list.
Anticipated Removal DT	This is the Bed Czar or Bed Controller expected date that the PT will be removed from the pending bed placement list either by admission or another outcome.
Removed from List DT	The date and time when the patient has been removed from the list.
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.
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 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.
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 **In-House** view, the patients patient bed placement list is displayed as in the following image.

Patients Pending Bed Placement: Current											
Add New Patient	Add Interfacility Transfer		Current	Past 30-Days	Past 60-Days	Past 90-Days	View: In-House	Grid Settings:			
							Customize	Reset			
Drag a column header here to group by that column											
Actions	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 151 – Patients Patient Bed Placement for a Bed – In-House Patients View

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

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) 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 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

Patients Pending Bed Placement: Current												
Add New Patient		Add Interfacility Transfer		Current	Past 30-Days	Past 60-Days	Past 90-Days	View: Standard	Grid Settings: Customize Reset			
Drag a column header here to group by that column												
Actions	Entered	Requested	Removed	Patient	Waiting Area	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		SWLJHB, TSHQH S2799			M	SE	SCHEDULED ADMISSIONS	425:43		No
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		EAADXSS, DXUXSEN E6917			F	NEUROLOGY	SCHEDULED ADMISSIONS	425:43		No
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		HXKQHY, KHYYN H9681			M	VASCULAR	SCHEDULED ADMISSIONS	425:43		No

Figure 148.1 – 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.

Patients Pending Bed Placement: Current											
Add New Patient		Add Interfacility Transfer		Current	Past 30-Days	Past 60-Days	Past 90-Days	View: Standard	Grid Settings: Customize Reset		
Waiting Area 1											
Actions	Entered	Requested	Removed	Patient	Comment	SX	Type Of Bed / Ward Required	Wait Time (h:m)	Wait Time Alert (h)	CLC	
Waiting Area: ADMISSIONS											
Edit Remove	05/24/2016 01:47 PM	05/24/2016 01:47 PM		KYQKN, BYHHT K2222		M		332:59		No	
Edit Remove	05/24/2016 02:37 PM	05/24/2016 02:37 PM		KDYF, ULN K3333		M		332:08		No	
Edit Remove	05/25/2016 04:57 PM	05/25/2016 04:57 PM		LYYF, PDAADLZ L2222		M		305:48		No	
Edit Remove	05/26/2016 03:44 PM	05/26/2016 03:44 PM		WLSTXY, SEHXUW W2222		M		283:02		No	
Edit Remove	06/07/2016 10:09 AM	06/07/2016 10:09 AM		HHLUXAI, PDAKHUS H2222		M		00:37		No	
Edit Remove	06/01/2016 04:09 PM	06/01/2016 04:09 PM		LHPDT, CLZHT L5555	WHITEBOARD COMMENTS 6/1, 6PM	M	ICU	138:37		No	
Waiting Area: CLINIC											
Edit Remove	05/20/2016 12:39 PM	05/20/2016 12:39 PM		AAAHY, CLZHT L3070	KATY'S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	430:07		No	

Figure 148.2 – 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.

PPBP Page Functions

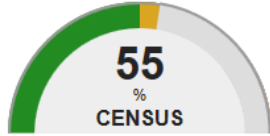
Workstation: 1:10:23 PM
 Facility: 1:09 PM

Evacuation: ON

Last BMS Update: 06/08/16 @ 13:05


Return to VISN Network Facility Diversion: YES

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)



55
%
CENSUS

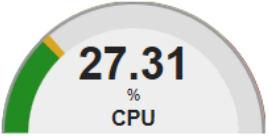
Ward Census

72%	1A SC
60%	1B SC
40%	1C CL
26%	1D CL

Ward Whiteboard

- Summary Report
- Reports
- Site Options

New Events



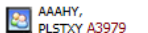
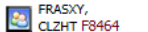
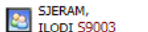
27.31
%
CPU

Patients Pending Bed Placement: Current

[Add New Patient](#) [Add Interfacility Transfer](#)

 View:
 Grid Settings:

Drag a column header here to group by that column

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove		05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY'S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	456:30		No
Edit Remove		05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	3D MED OBS	SCHEDULED ADMISSIONS	452:12		No
Edit Remove		05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	3D MED OBS	SCHEDULED ADMISSIONS	452:12		No

Page 1 of 112 (2240 items) ...
 Page size:

Export: [CSV](#) [PDF](#) [RTF](#) [XLS](#) [XLSX](#)

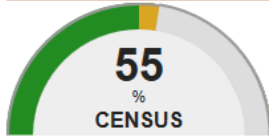
Figure 148.7 – PPBP Page Functions

The above screenshot demonstrates pagination functions available from the PPBP View. The view allows users to select specific pages quickly by clicking on a specific page # for the view. It’s also possible to select how many patient records display per page, on the bottom right of the grid.

4.2.1.2 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.

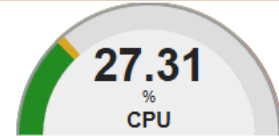


Ward Census

72%	1A SC
60%	1B SC
40%	1C CL
26%	1D CL

- Ward Whiteboard
- Summary Report
- Reports
- Site Options

New Events



Patients Pending Bed Placement: Current

[Add New Patient](#)
 [Add Interfacility Transfer](#)
 Current
 Past 30-Days
 Past 60-Days
 Past 90-Days
 View: Standard
 Grid Settings: [Customize](#) [Reset](#)

Drag a column header here to group by that column

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY'S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	456:30		No
Edit Remove	FRASXY, CLZHT F8464	05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	3D MED OBS	SCHEDULED ADMISSIONS	452:12		No
Edit Remove	SJERAM, ILQDI S9003	05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	3D MED OBS	SCHEDULED ADMISSIONS	452:12		No

Figure 152 – Adding a Patient to the Patients Pending Bed Placement List

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

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):

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

Figure 153 – Add/Edit Patients to the Patients Pending Bed Placement in the VA Facility

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

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

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

Figure 154 – Add/Edit Patients Pending Bed Placement – Select Patient

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

Patients Pending Bed Placement: Add Record

Entry Date/Time: 6/8/2016 13:20
NAME (Last,First,MI): BHLRIUHLR, ZNUXY F SSN: xxx-xx-8795 GENDER: MALE
Date/Time Bed Requested: 06/08/16 H 13 M 20
(Use "Projected Decision to Admin Time")
Present Problem:
(Level of Care or Bed/Ward needed)
Type of Bed/Ward:
Waiting Area: ADMISSIONS
Wait Time Alert:
Isolation Required:
Views:
In-House:
Community Living Center (CLC):
Evacuation Patient:

FEE Utilization Data
Disposition:
Contract?
Authorized?
Treating Specialty:
Reasons Using Fee:
Fee Comments: 150/150

Evacuation Data
Current Ward:
Current Bed:
Admitting Diagnosis:
Evac Disposition status: EVACUATE
Expected Pick-up: H M ()
Actual Pick-up: H M ()
Arrival Time: H M ()
Reason For Delay: 150/150
Equip/Supply Requirements: 150/150
Transportation Care Level: 150/150
Enroute Medical Attendant (MA): 150/150

MA Telephone:
Enroute Non-Medical Attendant (NMA): 150/150
NMA Telephone:
Operator Name: 150/150
Operator Telephone:
Vehicle ID: 150/150
Seat Position: 150/150
Transportation Type: ALS AMBULANCE
Transportation Provider: VA 150/150
Transportation Comments: 150/150
Transfer/Evacuate to: 150/150
Destination Address: 150/150
Destination City, State: 150/150
Destination POC Telephone:
Originating Facility: 150/150
Originating Address: 150/150
Originating City, State: 150/150
Originating POC Telephone:
Evacuation Comments: 300/300

Submit Never Mind & Return To Listing

Figure 155 – Add/Edit Patients Pending Bed Placement in the VA Facility - Details

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

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

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

Table 23 – Add/Edit Patients Pending Bed Placement - Parameters

Field	Enter
Date/Time Bed Requested	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
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.
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.
Authorized?	Within the Fee Utilization data, it is the determination of authorized or non-authorized.
Treating Specialty:	The treating specialty required.
Reasons for Using Fee:	The reason justifying fee usage.
Fee Comments:	Any relevant additional information about the fee utilization.
<i>The following fields will only be displayed if the option Evacuation Patient is selected.</i>	
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.

Field	Enter
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 evacuation.
Reason for Delay:	The reason for the delay, if applicable.
Transfer/Evacuate to:	The name of the facility where the patient is evacuated to.
Equip/Supply Requirements	Equipment or Supply requirements for the patient in case of evacuation.
Transportation Care Level:	The level of the transportation care for the patient in case of evacuation.
Enroute Medical Attendant:	The number, qualification and name of the enroute medical attendant.
MA Telephone	The Enroute Medical Attendant telephone #
Enroute Non-Medical Attendant (NMA):	The number and the name of the enroute non-medical attendant.
NMA Telephone	The Enroute Non-Medical Attendant telephone #.
Operator Name	The vehicle operator name
Operator Telephone	The vehicle operator telephone #
Vehicle ID	The identifying # of the transportation vehicle.
Seat Position	The patient's seat position on the vehicle.
Transportation Type:	The type of transportation required for the patient in case of evacuation.
Transportation Provider:	The provider of transportation.
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 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.
Originator Telephone:	The telephone of the facility from where the patients are evacuated.
Evacuation Comments:	Any relevant evacuation 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.

4.2.1.3 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.

[Return to Main Page](#)

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

Patients Pending Bed Placement: Add Record

NAME (Last,First MI): BHLRIUHLR, ZHUXY F SSN: xxx-xx-8795 GENDER: MALE

Entry Date/Time: 6/8/2016 13:20

Date/Time Bed Requested: 06/08/16 H 13 M 20
(Use "Projected Decision to Admin Time")

Present Problem:

(Level of Care or Bed/Ward needed)

Type of Bed/Ward:

Waiting Area: ADMISSIONS

Wait Time Alert:

Isolation Required:

Views:

- In-House:
- Community Living Center (CLC):
- Evacuation Patient:

FEE Utilization Data

Disposition:

Contract?

Authorized?

Treating Specialty:

Reasons Using Fee:

Fee Comments: 150/150

Evacuation Data

Current Ward:

Current Bed:

Admitting Diagnosis:

Evac Disposition status: EVACUATE

Expected Pick-up: H 00 M 00 ()

Actual Pick-up: H 00 M 00 ()

Arrival Time: H 00 M 00 ()

Reason For Delay: 150/150

Equip/Supply Requirements: 150/150

Transportation Care Level: 150/150

Enroute Medical Attendant (MA): 150/150

MA Telephone

Enroute Non-Medical Attendant (NMA): 150/150

NMA Telephone

Operator Name 150/150

Operator Telephone

Vehicle ID 150/150

Seat Position 150/150

Transportation Type:

Transportation Provider:

Transportation Comments: 150/150

Transfer/Evacuate to: 150/150

Destination Address: 150/150

Destination City, State: 150/150

Destination POC Telephone:

Originating Facility 150/150

Originating Address 150/150

Originating City, State: 150/150

Originating POC Telephone:

Evacuation Comments: 300/300

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

Figure 156 – Edit Details of the Patient Pending Bed Placement List

In the Bed Controller Data area, select the **Room/Bed 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.

4.2.1.4 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.

Patients				
Add New Patient		Add Interfacility Transfer		Current
Past 30-Days				
Past 6				
Drag a column header here to group by that column				
Actions	Patient	Entered	Requested	Remo
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM	
Edit Remove	CPRSPATIENT, TPN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM	

Figure 157 – Remove Patient from the Pending Bed Placement List

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



Figure 158 – Remove Patient from the Pending Bed Placement List Confirmation

4.2.1.5 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 as in the following image.

Patients Pending						
Add New Patient		Add Interfacility Transfer		Current	Past 30-Days	Past 60-Days
Drag a column header here to group by that column						
Actions	Entered	Requested	Removed	Patient		
Edit Remove	05/20/2016 12:38 PM	05/20/2016 12:38 PM		AAAHY, CKEY A1718		
Edit Remove Undo	05/20/2016 12:38 PM	05/20/2016 12:38 PM	5/21/2016 3:37:42 PM	CPRSPATIENT, ELEVEN C8996		
Edit Remove Undo	05/20/2016 12:39 PM	05/20/2016 12:39 PM	5/8/2016 4:04:47 PM	AAAHY, PLSTXY A3979		
Edit Remove	05/20/2016 01:08 PM	05/20/2016 01:08 PM		CPRSPATIENT, TEN C3455		
Edit Remove Undo	05/20/2016 04:56 PM	05/20/2016 04:56 PM	5/1/2016 7:35:24 AM	LDSSAH, CLZHT H CU L7248		

Figure 159 – Undo Remove Patient from the Patient Pending Bed Placement List

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

4.2.1.6 Adding an Interfacility Transfer

To add an interfacility transfer in the facility home page click the **Add Interfacility Transfer** link to display the following page: This will place the patient information on the VISN Patients Pending Bed Placement list to assist with the transfer needs of the patient.

The screenshot shows a form titled "VISN 1 Interfacility Transfer Sheet - Select Patient". It includes a "Select Facility:" dropdown menu with "BED" selected. Below it is a text input field for "Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):" containing "BMSPATIENT". A note below the field says "(enter full SSN without dashes i.e. XXXXXXXXX)". At the bottom are "Submit" and "Cancel - Return to VISN Page" buttons.

Figure 160 – VISN Interfacility Transfer Sheet – Select Patient

From the **Select Facility** field select the name of the VA facility that the patient is associated with. In the **Patient** field, enter either the patient 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.

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

Figure 161 – VISN Interfacility Transfer Sheet – Select Patient

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

VISN 1 Interfacility Transfer Sheet - Enter Patient Data

FACILITY: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS

VISN: 1

REGION: 4

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:

National Patients Pending Bed Placement List:

Figure 162 – 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.)

VISN 1 Interfacility Transfer Sheet - Enter Patient Data

FACILITY: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
 VISN: 1
 REGION: 4

Patient Name:

Patient SSN:

Gender:

Service Connected %:

Service Era: OTHER

Contract: No

Diagnosis/Level of care:

Current Location:

Location Admission Date: 09/18/12

Comments/Type of need:

Treating Specialty: Cardiology

Requested Admission Date: 09/18/12

National Patients Pending Bed Placement List:

Figure 163 – 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 24 – Interfacility Transfer Parameters

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

4.2.1.7 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.

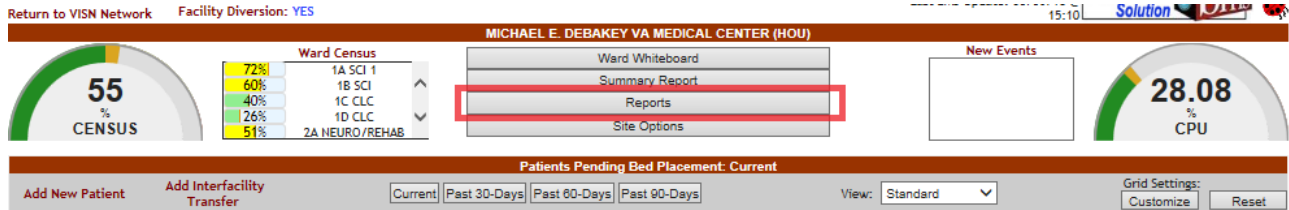


Figure 164 – Report page navigation

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

For details on how to define ward groups see the section [3.1.2.1 Adding a VistA Ward...](#)

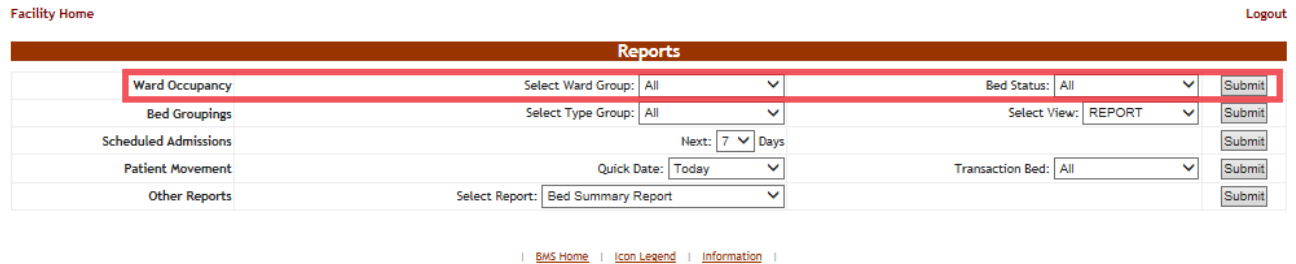


Figure 165 – Selecting Parameters for Ward Occupancy Report

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

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)										
Ward Status For: All - Last Update: 06/08/16 at 15:17 (CST)										
Ward Occupancy										
BED	UNAVAILABLE/REASON	DISCH STATUS	BED STATUS	PT	S E X	WARD	TOTAL LOS: 71018:03	LOS ADMIN DDD:HH	LOS WARD DDD:HH	NUMI
18220-A	Bed Assigned - PXPAA from EVACUATION -			D6573	M	1A - SPINAL CORD INJURY	231:03	225:00		Y
18220-B				W1196	M	1A - SPINAL CORD INJURY	779:00	779:00		Y
18222-A	OUT OF SERVICE - DH TEST 2									
18222-B	TEST COMMENTS			O9925	M	1A - SPINAL CORD INJURY	660:02	660:02		Y
18224-A				G5468	M	1A - SPINAL CORD INJURY	223:22	223:22		Y
18224-B				T0477	M	1A - SPINAL CORD INJURY	251:03	251:03		Y
18224-C				C2983	M	1A - SPINAL CORD INJURY	224:03	41:04		Y
18224-D	OUT OF SERVICE									
18226-A										
18226-B	EDITING THE COMMENTS			B8800	M	1A - SPINAL CORD INJURY	264:15	264:15		Y
18226-C				G7116	M	1A - SPINAL CORD INJURY	369:23	369:23		Y
18228-0	BED ASSIGNED - TEST1									

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

Figure 166 – Ward Occupancy Report

The following data is available for each entry:

Table 25 – Ward Status Parameters

Column	Description
Bed	The room/bed number.
Unavailable/reason	The reason why it has been marked as unavailable.
Discharge status	The bed will be vacated for one of the following reasons: “Anticipated Discharge or Discharge Appointment,” “Discharge Ordered,” or “Interward Transfer. See Table 42 – Beds Parameters for more information.
Bed status	The bed cleaning status. See the Icon Legend for the meaning of the icon.
PT (patient)	The name of the patient occupying the bed.
Sex	The gender of the patient.
Ward	The ward where the bed is.
LOS ADMIN (Length of stay)	The patient’s length of stay in the facility
LOS WARD (Length of stay):	The patient’s length of stay on the ward
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.

4.2.1.8 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 by ward. The advantage over the roster view is that the beds only show once while in the report view, for wards with many type groups, the bed may show the room occupied only for the type group the patient ward location is in.

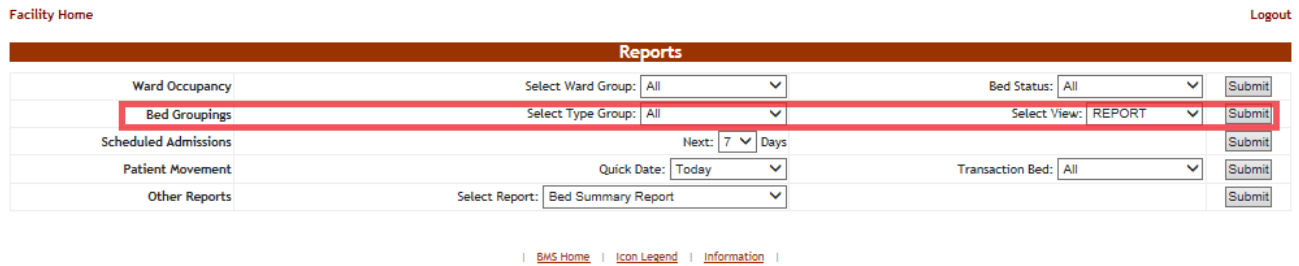


Figure 167 – Selecting Parameters for Bed Groupings Report

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

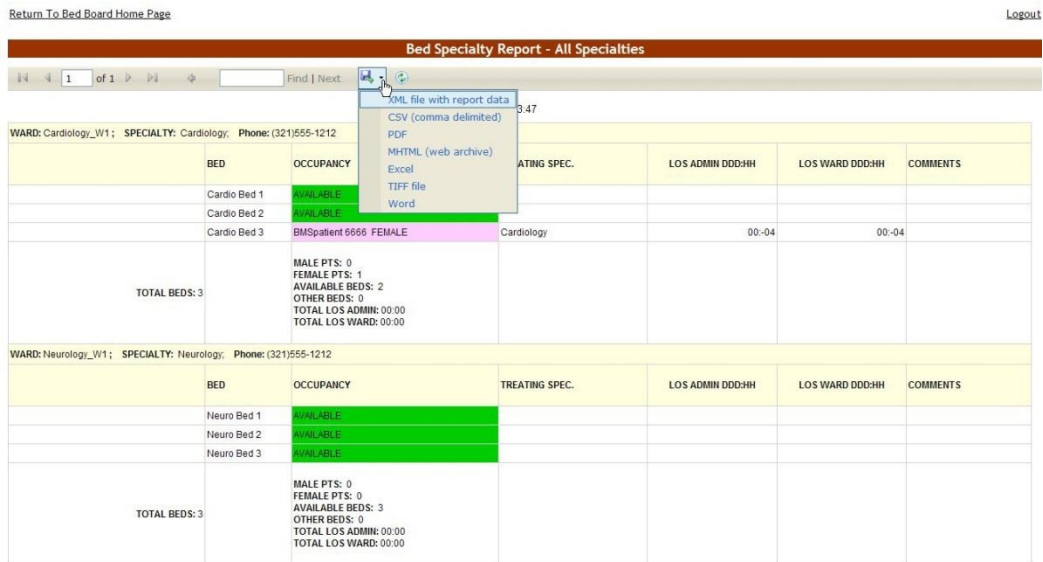


Figure 168 – Bed Specialty Report

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.

Return To Bed Board Home Page Logout

Bed Roster - All Specialties

1 of 1 Find | Next

Report Date: 06/15/12 03:49

BED	WARD	SPECIALTY	TEL	OCCUPANCY	TREATING SPEC.	LOS ADMIN DDD:HH	LOS WARD DDD:HH	COMMENTS
Cardio Bed 1	Cardiology_W1	Cardiology	(321)555-1212	AVAILABLE				
Cardio Bed 2	Cardiology_W1	Cardiology	(321)555-1212	AVAILABLE				
Cardio Bed 3	Cardiology_W1	Cardiology	(321)555-1212	BMSpatient 6966 FEMALE	Cardiology	00:04	00:04	
Neuro Bed 1	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
Neuro Bed 2	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
Neuro Bed 3	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
				MALE PTS: 0 FEMALE PTS: 1 AVAILABLE BEDS: 5 OTHER BEDS: 0 TOTAL LOS ADMIN: 00:00 TOTAL LOS WARD: 00:00				

Figure 169 – Bed Specialty Report – Roster View

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

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

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 26 – 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.

4.2.1.9 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.

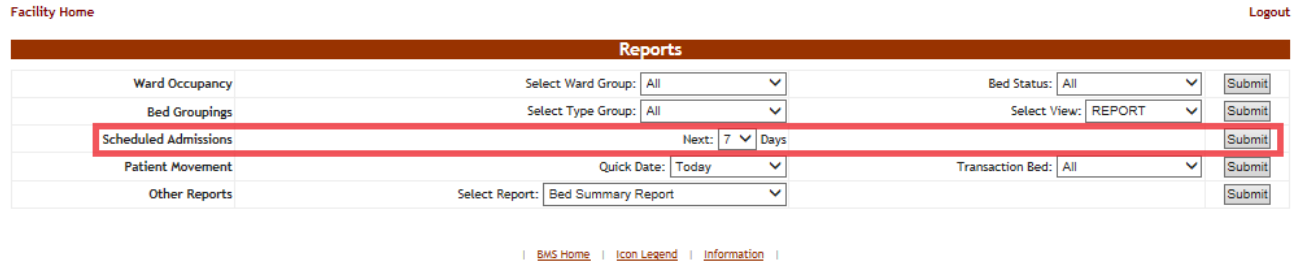


Figure 170 – Selecting Parameters for Scheduled Admissions Report

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

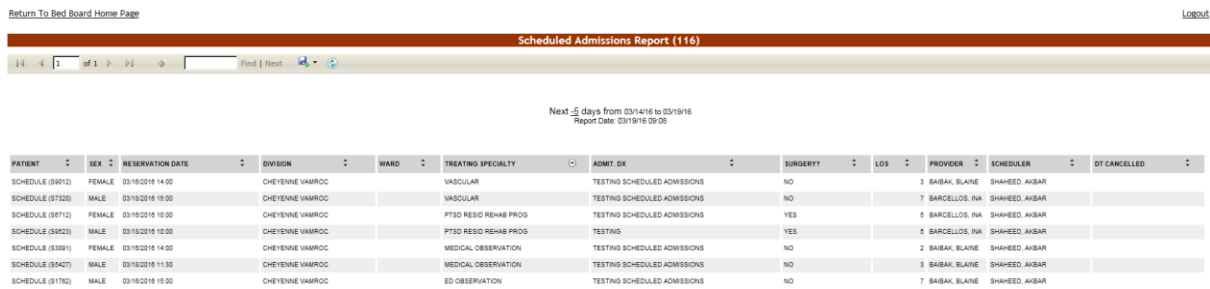


Figure 171 – Scheduled Admissions Report

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

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

The following data is available for each entry:

Table 27– 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.

Column	Description
Reservation Date	The date for which the admission is scheduled.
Division	The division where the admission has been made.
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.

4.2.1.10 Patient Movement Report

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

On the facility home page, in the Reports... area from the Patient Movement report choose for how many days you want to generate the report using the Quick Date field; then from the Transaction Bed field select the type of movement/transaction you want to include in the report (admission, discharges, transfers or specialty transfers).

The screenshot shows the 'Reports' section of the BMS interface. It contains several report options, each with a 'Submit' button. The 'Patient Movement' report is highlighted with a red box. The 'Quick Date' field is set to 'Today' and the 'Transaction Bed' field is set to 'All'. The 'Next: 7 Days' field is also visible. The interface includes navigation links for 'BMS Home', 'Icon Legend', and 'Information' at the bottom.

Figure 172 – Selecting Parameters for Patient Movement Report

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

Patient Movement Report by Date Range - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)									
1 of 1 Find Next									
Patient Movements									
(real-time VISTA query of File 405) RAN: 6/8/2012 12:00:00 AM									
Average Diff: 00:00									
IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement	
1	06/12/2012 19:58	06/13/2012 06:59	11:01	Neurology_W1	Neuro Bed 1	BMSpatient 5678	ADMISSION	ADMISSION	
3	06/12/2012 12:29	06/14/2012 05:03	40:34	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	ADMISSION	ADMISSION	
3	06/14/2012 20:23	06/14/2012 20:24	00:01	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	DISCHARGE	DISCHARGE	
4	06/14/2012 20:25	06/14/2012 20:25	00:00	Neurology_W1	Neuro Bed 1	BMSpatient 5678	DISCHARGE	DISCHARGE	
5	06/14/2012 20:35	06/14/2012 20:35	00:00	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	DISCHARGE	DISCHARGE	
6	06/14/2012 09:30	06/14/2012 20:31	11:01	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	ADMISSION	ADMISSION	
8	06/14/2012 20:37	06/14/2012 20:37	00:00	Cardiology_W1	Cardio Bed 3	BMSpatient 6666	ADMISSION	ADMISSION	
Number of records: 7									
"Specialty Transfers"									
Average Diff: 00:00									
IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement	
Number of records: 0									

Figure 173 – Patient Movement 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. The **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

Table 28 – 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.

4.2.1.11 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.

Facility Home Logout

Reports			
Ward Occupancy	Select Ward Group: All	Bed Status: All	Submit
Bed Groupings	Select Type Group: All	Select View: REPORT	Submit
Scheduled Admissions	Next: 7 Days		Submit
Patient Movement	Quick Date: Today	Transaction Bed: All	Submit
Other Reports	Select Report:		Submit

Select Report:

- Bed Summary Report
- Bed Switch Report
- Bed Turnaround Time Report
- EMS Bed Status Report (Admin)
- Beds Out of Service Report (By Date)
- Beds Out of Service Report (All)
- Scheduled Admissions by Date
- Active Admission Orders Report
- Patient Movements by Date
- Patients w/ Discharge Appointments
- Antic Discharge Orders Report
- Active Discharge Orders Report
- Discharges In Progress
- Emergency Management Report
- Patients Pending Bed Placement List Status Report
- Active Transfer Orders Report

Figure 174 – Other Reports

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

4.2.1.12 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.

[Logout](#)

Active Admission Orders Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Start Date: End Date:

1 of 1 Find | Next

Record	D/T Ordered	Patient	D/T Signed	Physician	D/T Released
91338590	05/23/2016 15:22	CPRSPATIENT 3436	05/23/2016 16:10	PROVIDER, BRONZE	05/23/2016 16:10
91338591	05/23/2016 15:22	CPRSPATIENT 3928	05/24/2016 15:48	PROVIDER, BRONZE	05/24/2016 15:48
91338592	05/23/2016 15:22	CPRSPATIENT 0034	05/24/2016 07:44	PROVIDER, BRONZE	05/24/2016 07:44
91338876	06/01/2016 10:24	CPRSPATIENT 2932	06/01/2016 10:39	PROVIDER, BLUE	06/01/2016 10:39
91338878	06/01/2016 10:24	CPRSPATIENT 7623	06/01/2016 10:38	PROVIDER, ECRU	06/01/2016 10:38
91338920	06/01/2016 10:32	CPRSPATIENT 4532	06/01/2016 10:37	PROVIDER, MELON	06/01/2016 10:37
91339014	06/06/2016 08:44	CPRSPATIENT 5524	06/06/2016 08:46	PIERCE, ROXANNE	06/06/2016 08:46
91339020	06/06/2016 08:47	CPRSPATIENT 5524	06/06/2016 08:48	PIERCE, ROXANNE	06/06/2016 08:48

Number of records: 8

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Figure 175 – 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. 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 29 – Active Admission Orders Parameters

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

4.2.1.13 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.

Record	D/T Ordered	Patient	BMS Ward	D/T Signed	Physician	D/T Released
196(11027	06/08/2016 08:41	M 3955	G-3E	06/08/2016 11:27	HO, KIWO-WEI DAVID	06/08/2016 11:27
196(24417	06/08/2016 12:58	V 9659	G-SDSU	06/08/2016 12:58	DEAN, ETHAN WESLEY	06/08/2016 12:58
196(29081	06/08/2016 14:21	S 256		06/08/2016 14:28	BESHARAT, AMIR	06/08/2016 14:28
196(29571	06/08/2016 14:28	T 146	G-3E	06/08/2016 14:29	FARID NAUREEN	06/08/2016 14:29
196(32243	06/08/2016 15:16	E 3515	G-SDSU	06/08/2016 15:18	MASON, JAMES BRADLEY	06/08/2016 15:18
196(32481	06/08/2016 15:21	F 3354	L-2N	06/08/2016 15:21	PARIMOO, RAHUL	06/08/2016 15:21
196(33291	06/08/2016 15:40	R 10141	G-2E	06/08/2016 15:50	DUANE, KAREN S	06/08/2016 15:50
196(34044	06/08/2016 15:57	H 1228	G-SDSU	06/08/2016 15:57	DEAN, ETHAN WESLEY	06/08/2016 15:57
196(35687	06/08/2016 16:55	H 3977	G-MSSDU	06/08/2016 16:55	ADAMCZAK, STEPHANIE ELLEN	06/08/2016 16:55

Figure 176 – Active Discharge Orders Report

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

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

The report can be exported to a series of formats available when clicking the **Save** button. 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 30 – Active Discharge Orders Parameters

Column	Description
--------	-------------

Record	This is a unique ID automatically generated by the system identifying the patients' discharge order.
D(ate)/T(ime) 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(ate)/T(ime) 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.

4.2.1.14 Anticipated Discharge Report

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

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

[Return to Report Menu](#) [Logout](#)

Patients With Anticipated Discharge Orders - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Start Date: End Date:

Ward:

1 of 1

Ward	Patient	D/T Ordered	Ordering Provider	Order Text
G-3W	G H4140	06/08/2016 15:34	RUTH, GARRETT LOGAN	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
G-4E	H ERG 4294	06/08/2016 07:26	LEVINE, ADAM NOAH	Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 09, 2016 Stop Date: TOMORROW@12:00PM
G-4E	W R 8858	06/08/2016 07:04	DOONAN, BENTLY	Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 09, 2016. Please arrange a follow up appointment with: PCP Stop Date: TOMORROW@12:00PM
G-4W	J 5738	06/08/2016 07:28	LEVINE, ADAM NOAH	Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 09, 2016 Stop Date: TOMORROW@12:00PM

Figure 177 – Anticipated Discharge Report

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

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

The report can be exported to a series of formats available when clicking the **Save** button. 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 31 – 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(ate)/T(ime) 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.

4.2.1.15 Bed 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 Summary report, follow the instructions below.

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

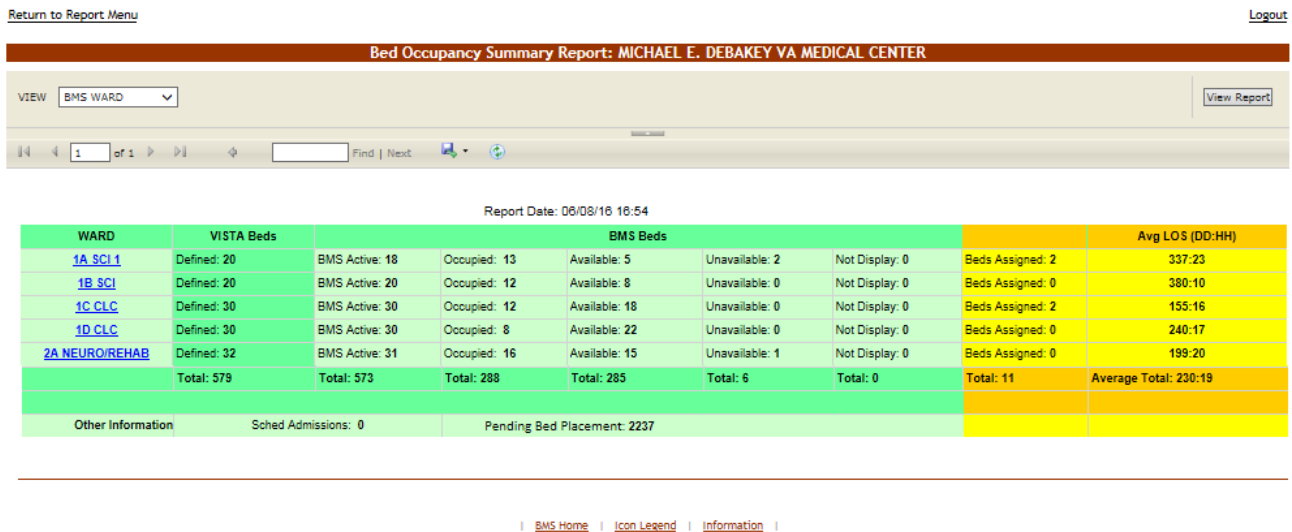


Figure 178 – Bed Summary Report – BMS Wards

From the VIEW field select one of the available options: BMS WARD, NUMA or HAVBED:

- 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.

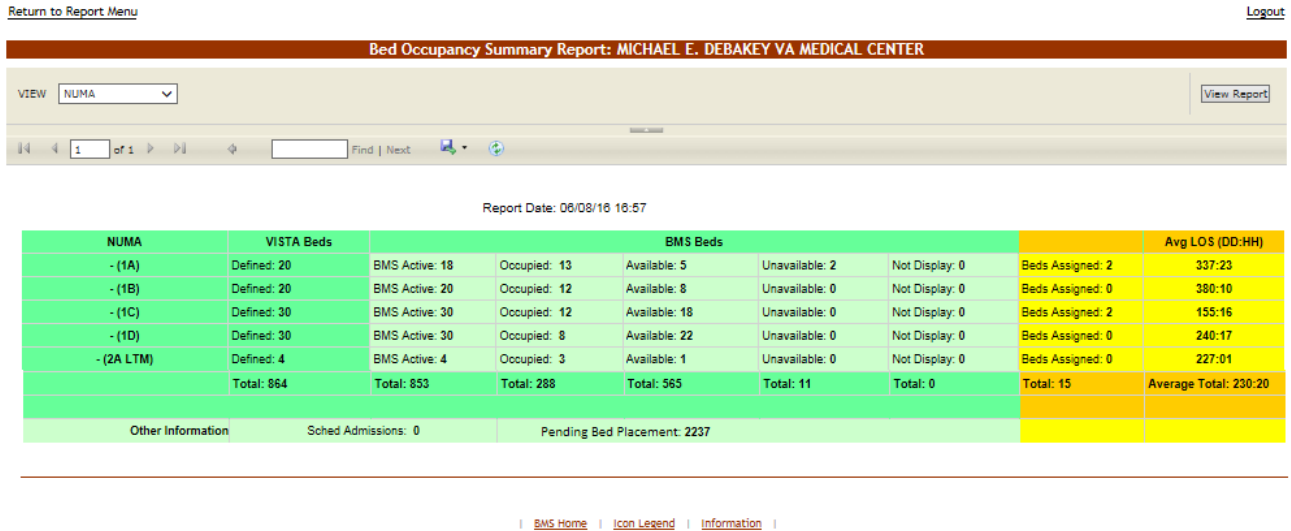


Figure 179 – Bed Summary Report – NUMA Wards

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

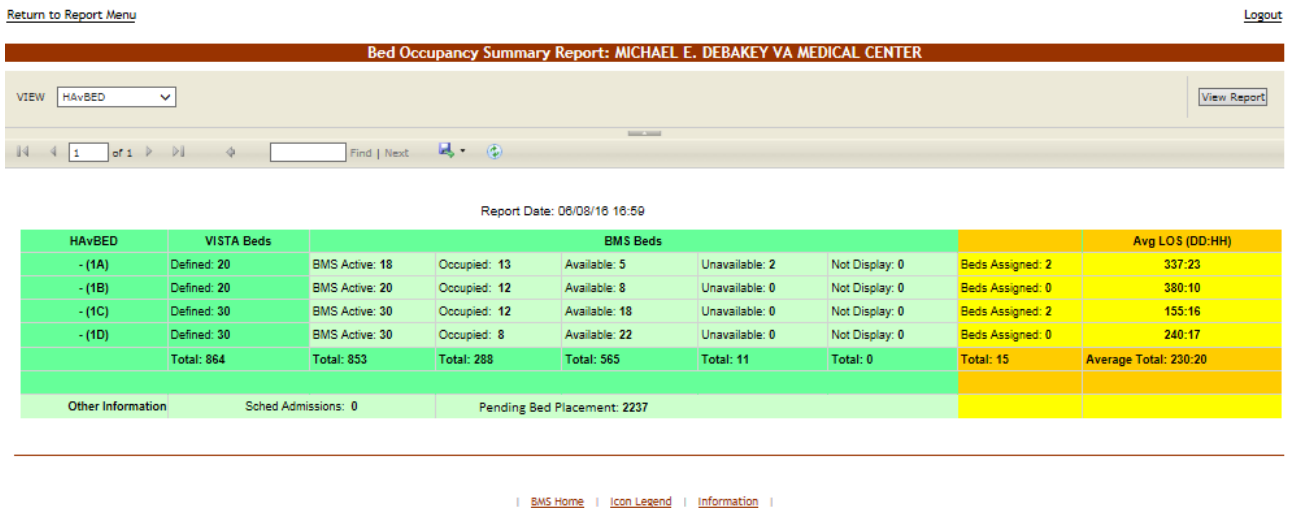


Figure 180 – Bed Summary Report – HAVBED Wards

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

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

The following data is available:

Table 32 – 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.
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.

4.2.1.16 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.

[Return to Report Menu](#) [Logout](#)

Bed Turnaround Time Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Start Date: End Date: [View Report](#)

Ward:

EMS Bed Status (Default Next 8-Hours). Last Update: 06/08/16 at 17:02

Average Total Diff: 00:00:00

Rec#	Room/Bed	Ward	Transaction	Type Of Mvmt	Movement	DIFF hh:mm	Request	DIFF hh:mm	Accepted	DIFF hh:mm	Completed	Total DIFF hh:mm:ss	Comment	Commented by
Manual	18222-B	1A	Manual Cleaning Request		06/01/2016 17:38	00:00	06/01/2016 17:35	72:00	06/04/2016 17:35	00:00	06/04/2016 17:35	72:00:00	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 06/04/2016 17:35

Number of records: 1

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Figure 181 – Bed Turnaround Time Report

From the **Ward** field the site user can select the ward for which to generate the report. Using the **Start Date** and **End Date** fields a time interval for the report can be defined. After selecting, the desired parameters click the **View Report** button to generate the report 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 33 – Bed Turnaround Time Parameters

Column	Description
Rec#	The record number automatically assigned in the system to any request. This is the discharge entry number in the patient movement file. Manual bed cleaning requests will not display a record number but the word "manual".
RoomBed	The code/number of the room/bed requested.
Ward	The code/name of the ward where the requested bed is.
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 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 has 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.

Column	Description
Commented by	The user who entered the comments.

4.2.1.17 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.

Return to Report Menu Logout

ALL Current Beds Out of Service Report

Ward: View Report

1 of 1 Find | Next

Ward	Bed	Date Time Data Entered	User Entering Data	Comment	Type	Reason	Date Time Data Edited	User Editing Data	Exp. Time Back in service
1A SCI 1	1B222-A	05/23/2016 16:56	v19.med.va.gov/vhaachheroik	DH TEST 2	""OUT OF SERVICE""	OUT OF SERVICE	05/31/2016 15:47	vha.med.va.gov/vhalsdholm	05/31/20
1A SCI 1	1B224-D	05/31/2016 14:07	vha.med.va.gov/vhalsdholm		""OUT OF SERVICE""	OUT OF SERVICE			06/01/20
2A NEURO/REHAB	2B224-B	06/06/2016 12:46	v08.med.va.gov/vhamiashell		""OUT OF SERVICE""	OUT OF SERVICE			06/06/20
3A MED	3B284A-A	05/24/2016 12:50	v17.med.va.gov/vhanbkallenj2		""OUT OF SERVICE""	OUT OF SERVICE			
3B MED	3B122-A	05/27/2016 12:53	v08.med.va.gov/vhabaywilliot	UFT TESTING	""OUT OF SERVICE""	OUT OF SERVICE			06/31/20
CCU	3C450-A	05/24/2016 15:47	v17.med.va.gov/vhanbkallenj2	WAXING FLOORS	""OUT OF SERVICE""	OUT OF SERVICE - ENVIRONMENTAL			06/09/20

Number of records: 6

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

Figure 182 – Beds Out of Service Report - All

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. 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 – Beds Out of Service (All) Parameters

Column	Description
--------	-------------

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

4.2.1.18 Beds Out of Service Report - by Date

This Report shows which beds are or were unavailable and the date they are expected to be 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.

[Return to Report Menu](#) [Logout](#)

Historical Beds Out of Service Report By Date - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Start Date: End Date:

Ward: Type:

1 of 1 Find | Next

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 NEURO/REHAB	2B224-B	06/06/2016 12:46	v08.med.va.gov/vhamlasheltt		--OUT OF SERVICE--	06/06/2016 12:46	v08.med.va.gov/vhamlasheltt			06/06/2016 00:00
2A NEURO/REHAB	2B228-B				CLEAR-ALL	06/06/2016 12:43	v08.med.va.gov/vhamlasheltt	06/06/2016 12:43	v08.med.va.gov/vhamlasheltt	
		06/06/2016 12:42	v08.med.va.gov/vhamlasheltt		--OUT OF SERVICE--	06/06/2016 12:42	v08.med.va.gov/vhamlasheltt			

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

Figure 183 – Beds Out of Service Report - By Date

From the **Ward** field the site user can select the ward for which 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 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 35 – Beds Out of Service (by Date) Parameters

Column	Description
Ward	The ward where the bed is located.
Bed	The code of the bed.
Date Time Data Entered	The date and time when the bed was marked 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, can be either (<i>Information</i> or <i>Out of service</i>).
Data Time Data Edited	The date and time when the bed has been taken out of service.
User Editing Data	The name of the user who has taken the bed out of service.
Date Time Data Cleared	The date and time when the data has been cleared.
User Clearing Data	The name of the user who has performed the data clearing.
Exp. Date Time Back in service	The explanation of the date when the bed was placed back in service.

4.2.1.19 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 pt such as the driver/attendant of the bus or vehicle.

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.

LAST NAME	LAST	DISP STATUS	CURRENT/NEEDED BED TYPE	PRESENTING PROBLEM	CURRENT LOCATION	CLINICAL EQUIP REQUIREMENTS	TRANSPORT CARE LEVEL	MA	NMA	EVACUATION COMMENTS
1	AAHY	A3323	M	EVAC	GI bleed	VS: NHCU NU: HY:	1C-1C115-B			

Figure 184 – Emergency Management Report

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 185 – Patients Pending Bed Placement- Evacuation Patient

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.

Return to Report Menu Logout

HOU Regulate Report for: All Wards

BMS WARD: All Wards | EVACUATION REPORT: Regulate View Report

1 of 3 | Find | Next

ICON NAME	TOTAL COUNT
Stretcher (Patient) (EM)	1
Wheelchair Bound (Patient) (EM)	1
Ventilator (Patient) (EM)	1

LAST NAME	LAST 4	S X	CURRENT/NEEDED BED TYPE	PRESENTING PROBLEM	CURRENT LOCATION	CLINICAL EQUIP REQUIREMENTS	TRANSPORT CARE LEVEL
1	AAAHY	A-3373	M	VS: NHCU NU: HV:	g bleed	1C - 1C118-B	
				Transportation Type: ALS AMBULANCE			
				Transportation Provider: VA			
				Transportation Comments:			
				Transport ID:	Seat Position:		
				Vehicle ID:			
				Medical Attendant:			
				Non-Medical Attendant:			

Figure 186 – Emergency Management Report - Regulate

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

Return to Report Menu Logout

HOU Manifest Report for: All Wards

BMS WARD: All Wards | EVACUATION REPORT: Manifest View Report

1 of 4 | Find | Next

LAST NAME	LAST 4	S X	CURRENT/NEEDED BED TYPE	CLINICAL EQUIP REQUIREMENTS
1	AAAHY	A-3373	M	VS: NHCU NU: HV:
				NAME:
				SENDING FACILITY: ADDRESS:
				TELEPHONE:
				Destination Address:
				Destination City, State:
				Originator POC Telephone:
				Medical Attendant: MA Telephone:
				Non-Medical Attendant: NMA Telephone:
				Vehicle ID: Seat Position:
				Operator Name: Operator Telephone:
				Arrival Time:
				Personal Items:

Figure 187 – Emergency Management Report – Manifest

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

Return to Report Menu Logout

HOU Patient Transfer Report for: CCU

BMS WARD: CCU | EVACUATION REPORT: Patient Transfer View Report

1 of 1 | Find | Next

Patient	LAST 4	SX	Originating		Destination		Evac Comments
			Facility/Address	Telephone	Facility/Address	Telephone	
AAAHY, PLSTXY	A-3373	M					
CRBSPATIENT, TEN	C-3455	M					
CKJZDHU, CKXEYNN	C-1656	M	ORIGINATING#180; FACILITY 150/150 ORIGINATING ADDRESS 150/150 ORIGINATING CITY, STATE 150/150		TRANSFER/EVACUATE TO 150/150 DESTINATION ADDRESS 150/150		

Figure 183.1 – Emergency Management Report - Manifest

The following data is available for each entry:

Table 36 – 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.
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.

4.2.1.20 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.

Discharges in Progress Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Start Date: End Date:

Ward:

1 of 1 Find | Next

Average Diff: 00:00

Ward	Patient	Ordered By	D/T Ordered	Order Signed D/T	Diff	D/T Discharged	D/T Entered	Diff	Type of Movement
1B	IYZLY 3138					05/24/2016 11:08	05/24/2016 11:08	00:00	OPT-NSC
6F	SJERHSMH 5782					05/24/2016 11:09	05/24/2016 11:09	00:00	OPT-NSC
6F	POJBHYT 0205					05/24/2016 09:00	05/24/2016 11:10	-02:10	OPT-NSC

Number of records: 3

Figure 188 – 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 37 – 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(ate)/T(ime) Ordered	The date and time when the discharge order has been issued.
Order Signed D(ate)/T(ime)	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(ate)/T(ime) Discharged	The date and time when the actual discharge was performed.
D(ate)/T(ime) 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.

4.2.1.21 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 then press the **Submit** button: the report is displayed as in the following image.

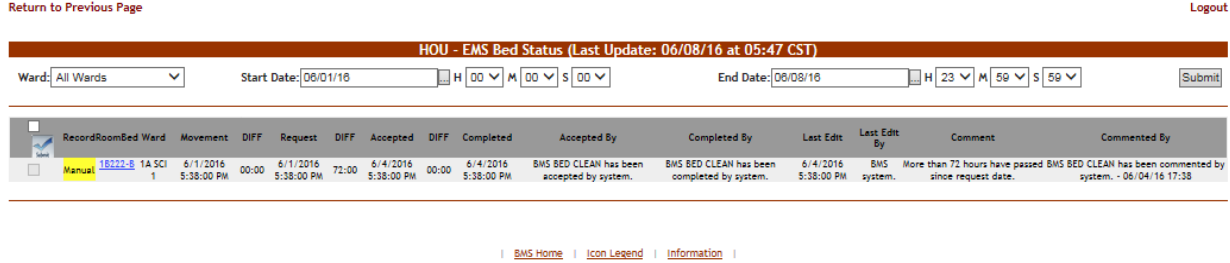


Figure 189 – EMS Bed Status Report

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 **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 38 – 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.
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.

4.2.1.22 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(ith) Discharge Appointment Report then press the **Submit** button: the report is displayed as in the following image.

Ward	RoomBed	Patient	Appointment D/T	P/M Record D/T	Diff (E-D)	Order Signed D/T	Diff (G-E)	Current Status	Clinic Name
3D	3D-109-2	A JS 4073	06/09/2016 11:00	06/09/2016 16:00		06/09/2016 11:00		INPATIENT/NO ACT TAKN	CWYDISCHARGE 3D
4A/CPCU	137-2	N I 6687	06/09/2016 12:00	06/09/2016 16:00		06/09/2016 12:00		INPATIENT/NO ACT TAKN	CWYDISCHARGE 4A
5AOB	154-4	B 6150	06/09/2016 12:00	06/09/2016 16:00		06/09/2016 12:00		INPATIENT/NO ACT TAKN	CWYDISCHARGE 5A
5AREHAB	127-2	B 7840	06/09/2016 11:00	06/09/2016 16:00		06/09/2016 11:00		INPATIENT/NO ACT TAKN	CWYDISCHARGE 5A
5AREHAB	129-2	E IS 7199	06/09/2016 11:00	06/09/2016 16:00		06/09/2016 11:00		INPATIENT/NO ACT TAKN	CWYDISCHARGE 5A
5B	115-1	J JS 453	06/09/2016 12:00	06/09/2016 16:00		06/09/2016 12:00		INPATIENT/NO ACT TAKN	CWYDISCHARGE 5B

Figure 190 – Future Discharge Report

Using the **Start Date** and **End Date** fields, 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 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 39 – Future Discharges 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(ate)/T(ime)	The scheduled date and time of the discharge.
P(atient)M(ovement) Record D(ate)/T(ime)	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(ate)/T(ime)	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.

4.2.1.23 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.

Return to Report Menu Logout

Patient Movement Report by Date Range - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Trans: Ward: View Report

Start Date: End Date:

Patient Movements - All Wards
RAN: 05/09/16 11:01

Average Diff: 00:15

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
2104363	05/24/2016 12:53	05/24/2016 12:53	00:00	5B	5B146-A	LDIIN 8336	INTRA WARD TRANSFER	INTERWARD TRANSFER
2108573	05/24/2016 12:53	05/24/2016 12:53	00:00	5B	5B182A-A	DHTRHT 6812	INTRA WARD TRANSFER	INTERWARD TRANSFER
2108714	05/24/2016 11:08	05/24/2016 11:08	00:00	1B	1B140-A	IYZLY 3138	DISCHARGE	OPT-NSC
2108715	05/24/2016 11:09	05/24/2016 11:09	00:00	6F	6B346-A	SJERHSMH 5782	DISCHARGE	OPT-NSC
2108716	05/24/2016 09:00	05/24/2016 11:10	02:10	6F	6B346-B	POJBHYT 0205	DISCHARGE	OPT-NSC
2108717	05/24/2016 11:12	05/24/2016 11:12	00:00	4B MED	4B126-A	AYTAHN 8629	TRANSFER	INTERWARD TRANSFER
2108718	05/24/2016 11:13	05/24/2016 11:13	00:00	4B MED	4B134-A	LOTSD 6062	TRANSFER	INTERWARD TRANSFER
2108719	05/24/2016 11:19	05/24/2016 11:20	00:01	2A NEURO	2B222-A	POWBODY 9688	ADMISSION	DIRECT
2108721	05/24/2016 11:23	05/24/2016 11:23	00:00	2A NEURO	2B246-A	AAILWH 0480	ADMISSION	DIRECT

Number of records: 9

"Specialty Transfers"
Average Diff: 00:00

IEN	PM Record D/T	Entered D/T	Diff	Patient	Transaction	Type of Movement
2108720	05/24/2016 11:19	05/24/2016 11:20	00:01	POWBODY 9688	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2108722	05/24/2016 11:23	05/24/2016 11:23	00:00	AAILWH 0480	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2108724	06/01/2016 07:29	06/01/2016 07:29	00:00	AAAHY 3979	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2108726	06/01/2016 07:32	06/01/2016 07:33	00:01	LDSAH 7248	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2108728	06/01/2016 07:34	06/01/2016 07:34	00:00	TEOHUUN 0671	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2108730	06/01/2016 07:38	06/01/2016 07:38	00:00	DULFHU 0477	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2108732	06/01/2016 07:40	06/01/2016 07:40	00:00	EIPLUIT 5429	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE

Number of records: 7

Figure 191 – Patient Movements by Date

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 which you want to generate 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. 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 – Patient Movement Parameters

Column	Description
Internal Entry Number (IEN)	The VistA Internal Entry Number for the primary lookup key in the Patient Movement file.
PM Record D(ate)/T(ime)	The date and time when the patient movement has been registered in the system.
Entered D(ate)/T(ime)	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.

4.2.1.24 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.

Scheduled Admissions Report by Date Range (HOU)

Start Date: End Date:

1 of 1 Find | Next

Scheduled Admissions for 01/09/2016 thru 01/11/2016 23:59
Report Date: 08/09/16 11:05

PATIENT	SEX	RESERVATION DATE	DIVISION	WARD	TREATING SPECIALTY	ADMIT. DX	SURGERY?	LOS	PROVIDER	SCHEDULER	DT CANCELLED
101-15-1171	MALE	01/11/2016 08:30	VAMC HOUSTON		NEUROLOGY	seizures	NO		S CHEN, DAVID K	MOGREW, JANICE E	
101-35-8401	MALE	01/10/2016 15:00	VAMC HOUSTON		NEUROLOGY	seizures	NO		S CHEN, DAVID K	MOGREW, JANICE E	
101-35-9545	MALE	01/10/2016 15:00	VAMC HOUSTON		NEUROLOGY	seizures	NO		S CHEN, DAVID K	MOGREW, JANICE E	

Number of records: 3

Figure 192 – Scheduled Admissions by Date

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

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

The report can be exported to a series of formats available when clicking the **Save** button. 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 – 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.

4.2.1.25 Patients Pending Bed Placement 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.

[Return to Home Page](#)

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Patients Pending Bed Placement List Status Report

Order #	Select columns to display	Select columns for filter	
<input type="checkbox"/>	Patient	Search	<input type="text" value="Example: J. Jo, John"/>
<input type="checkbox"/>	Gender	Select	<input checked="" type="radio"/> All <input type="radio"/> Female <input type="radio"/> Male
<input type="checkbox"/>	Event Time	Start Date	<input type="text" value="06/09/16"/> H <input type="text" value="00"/> M <input type="text" value="00"/> End Date <input type="text" value="06/10/16"/> H <input type="text" value="00"/> M <input type="text" value="00"/>
<input type="checkbox"/>	Request DT	Start Date	<input type="text"/> H <input type="text"/> M <input type="text"/> End Date <input type="text"/> H <input type="text"/> M <input type="text"/>
<input type="checkbox"/>	Removed From List	Select	<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Removed
<input type="checkbox"/>	Current Wait Area	Start Date	<input type="text"/> H <input type="text"/> M <input type="text"/> End Date <input type="text"/> H <input type="text"/> M <input type="text"/>
<input type="checkbox"/>	Last Edited By	Select	All
<input type="checkbox"/>	Community Services	Select	All
<input type="checkbox"/>	Contracted	Select	All
<input type="checkbox"/>	Reason Using Fee	Select	All
<input type="checkbox"/>	Acute	Select	All
<input type="checkbox"/>	Authorized Fee	Select	All
<input type="checkbox"/>	In House Transfer	Select	All
<input type="checkbox"/>	Date/Time of Bed Request	Start Date	<input type="text"/> H <input type="text"/> M <input type="text"/> End Date <input type="text"/> H <input type="text"/> M <input type="text"/>
<input type="checkbox"/>	Date/Time of Bed Assigned	Start Date	<input type="text"/> H <input type="text"/> M <input type="text"/> End Date <input type="text"/> H <input type="text"/> M <input type="text"/>
<input type="checkbox"/>	Fee Comments	Search	<input type="text"/>
<input type="checkbox"/>	Room/Bed Assigned	Select	All
<input type="checkbox"/>	Type of Bed/Ward Required	Search	<input type="text"/>
<input type="checkbox"/>	Presenting Problem	Search	<input type="text"/>

Figure 193 –Patient Pending Bed Placement List Status Report Criteria

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

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

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

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

Patients 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	Presenting Problem
LHPDT,CLZHT5555	Male	6/1/2016 4:09:25 PM	6/1/2016 4:09:00 PM		ADMISSIONS			False	1C120-A	PAIN
HHLUXAJ,POAKHUS2222	Male	6/7/2016 10:09:14 AM	6/7/2016 10:09:00 AM	6/7/2016 12:18:04 PM	ADMISSIONS			False		
SLYJEHM,ULGLHA4918	Male	6/8/2016 10:46:35 AM	6/8/2016 10:46:00 AM		ADMISSIONS	No	Acute	True		BED ASSIGNED.
BHLRJ,ELZVJ,IDLVL3256	Female	6/9/2016 8:47:34 AM	6/9/2016 8:47:34 AM					False		TEST

Figure 194 – Patient Pending Bed Placement List Status Report

4.2.1.26 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.

Return to Report Menu Logout

Active Transfer Orders Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)						
Start Date	6/1/2012 12:00:01 AM	End Date	6/2/2016 11:59:59 PM	View Report		
Ward	All Wards					
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						

Figure 195 – Active Transfer Orders 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 42 – 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 first letter of their last name and the 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.

4.2.1.27 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.

Record	Entered D/T	Patient	From RoomBed	Ward	To RoomBed	Ward
2106573	5/24/2016 5:53:20 PM	DHTRHT 6812	5B120-A	4B MED	5B152A-A	5B
2104363	5/24/2016 5:53:19 PM	LDIIN 8336	5B122-A	4B MED	5B146-A	5B

Figure 191.1 – Bed Switch 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 39.1 – 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(ate)/T(ime)	The date and time when the bed switch was entered.
Patient	The patient's first letter of their last name and the 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.

4.2.2 The Facility Diversion Page

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

Return to Site Home Page Export Report

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

ADD Location Name:

EDIT Diversion

		Current Diversions		All Diversions					
Current Diversion Location	Status	Start Date	Start Time	Entered By	Last Edit By	Duration			
						dd:hh:mm			
Edit Facility-TELEMTRY	Yes	05/23/2016	13:54	v17.med.va.gov/vhamballenj2	05/23/16 - 13:54				16:21:36
Edit Facility-ICU	Yes	05/23/2016	16:23	v19.med.va.gov/vhaechherolk	05/23/16 - 16:24				16:19:07
Edit Facility-TEST	Yes	05/25/2016	11:45	vha.med.va.gov/vhaidsporteg	05/25/16 - 11:56				14:23:45
Edit Emergency Department-TEST 2	Yes	05/25/2016	11:59	vha.med.va.gov/vhaidsporteg	05/25/16 - 11:59				14:23:31
Edit Emergency Department-UFT	Yes	05/26/2016	14:54	v06.med.va.gov/vhabayvllast	05/26/16 - 14:54				13:20:36
Edit Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT	Yes	05/27/2016	12:00	vha.med.va.gov/vhaidsporteg	05/27/16 - 11:34				12:23:30
Edit Facility	Yes	06/02/2016	11:28	vha.med.va.gov/vhaishbalaki	06/02/16 - 11:42				07:00:02
Edit Facility-TEST 06.02	Yes	06/02/2016	12:49	vha.med.va.gov/vhaidsporteg	06/02/16 - 13:10				06:22:41
Edit Emergency Department-CITY OF HOUSTON	Yes	06/03/2016	15:18	v08.med.va.gov/vhamiasheit	06/03/16 - 15:19				05:20:12

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

Figure 196 – Facility Diversion Page

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

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

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

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

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

Table 43 – 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 44 – 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 is estimated to end.
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

55% CENSUS

Ward Census

72%	1A SCI 1
60%	1B SCI
40%	1C CLC
26%	1D CLC
5%	2A

Ward Whiteboard

- Summary Report
- Reports
- Site Options

New Events

26.54% CPU

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard Grid Settings: Customize Reset

Drag a column header here to group by that column

Actions	Patient	Entered	Requested	Removed	Comment	SEX	Type Of Bed / Ward Required	Waiting Area	Wait Time (min)	Wait Time Alert (h)	CLC
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY#39-S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	478:54		No
Edit Remove	CRSPATIENT, TEN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM		UPDATED COMMENTS II 5/26	M	TELE II	EMERGENCY ROOM	478:25	0	Yes

Figure 197 – Selecting Facility Diversion

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

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

Return to Site Home Page Export Report

ADD Location Name: Facility

EDIT Diversion

	Current	Current Diversion	All Diversion						
Edit	Diversion Location	Status	Start Date	Time	Entered By	Last Edit By	Duration	dd:hh:mm	
Edit	Facility-TELEMTRY	Yes	05/23/2016	13:54	v17.med.va.gov/vhanballej2	05/23/16 - 13:54	vha.med.va.gov/vhaishbalaki	16:21:36	
Edit	Facility-ICU	Yes	05/23/2016	16:23	v19.med.va.gov/vhaehherolik	05/23/16 - 16:24		16:19:07	
Edit	Facility-TEST	Yes	05/25/2016	11:45	vha.med.va.gov/vhaisdporteg	05/25/16 - 11:56		14:23:45	
Edit	Emergency Department-TEST 2	Yes	05/25/2016	11:59	vha.med.va.gov/vhaisdporteg	05/25/16 - 11:59		14:23:31	
Edit	Emergency Department-UFT	Yes	05/26/2016	14:54	v08.med.va.gov/vhabaywilso	05/26/16 - 14:54		13:20:36	
Edit	Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT	Yes	05/27/2016	12:00	vha.med.va.gov/vhaisdporteg	05/27/16 - 11:34	vha.med.va.gov/vhaisdporteg	12:23:30	
Edit	Facility	Yes	06/02/2016	11:28	vha.med.va.gov/vhaishbalaki	06/02/16 - 11:42		07:00:02	
Edit	Facility-TEST 06.02	Yes	06/02/2016	12:49	vha.med.va.gov/vhaisdporteg	06/02/16 - 13:10	vha.med.va.gov/vhaishbalaki	06:22:41	
Edit	Emergency Department-CITY OF HOUSTON	Yes	06/03/2016	15:18	v08.med.va.gov/vhamishelitt	06/03/16 - 15:19		05:20:12	

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

Figure 198 – Adding/Editing Details of Facility Diversion

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

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

Return to Diversion Page

Add New Diversion Status

Diversion Location	Start Date	Start Time
Emergency Department	06/09/16	H 11 M 39

Comments: 100/100

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

Figure 199 – Add New Diversion Status

The name of the facility selected in the previous screen is displayed in the Diversion Location column. **The user enters the Date and Time that the Facility or ED will Start Diversion Status.** In 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.

[Return to Diversion Page](#)

Diversion Status For: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)						
Diversion Location	Current?	Start Date	Start Time		End Date	End Time
Facility	Yes	05/25/16	H 11	M 45	08/09/16	H 11 M 41
Comments: TEST						98/100
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

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

Figure 200 – Edit Diversion Status Details

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

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.

There is/are 3 new Signed Admission order(s) since 06/01/2016 at 8:24 AM. [Export Report](#)

There are now 0 Patients Admitted since 06/01/2016 at 8:24 AM.

There is/are 2 new Signed Transfer order(s) since 06/01/2016 at 8:24 AM. [Export Report](#)

There is/are 0 new Signed Discharge order(s) since 06/01/2016 at 8:24 AM.

There is/are 0 new Signed Anticipated Discharge order(s) since 06/01/2016 at 8:24 AM.

There are now 0 Discharge Appointment(s) created today.

There are now 0 Patients Discharged since 06/01/2016 at 8:24 AM.

EMS now has 0 vacated bed(s) to begin cleaning since 06/01/2016 at 8:24 AM.

EMS is currently cleaning 0 bed(s) vacated since 06/01/2016 at 8:24 AM.

EMS has completed the cleaning of 0 bed(s) vacated since 06/01/2016 at 8:24 AM.

There is/are 0 beds placed Out of Service since 06/01/2016 at 8:24 AM.

There is/are 0 beds placed Back in Service since 06/01/2016 at 8:24 AM.

Figure 201 – 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 **View Report** link: the following page is displayed. (In the image below the Patient Movement Report by Date Range is presented)

Return to Report Menu Logout

Patient Movement Report by Date Range - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Trans: Ward:

Start Date: End Date:

1 of 1 Find | Next

Patient Movements - All Wards

RAN: 06/09/16 11:01

Average Diff: 00:15

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
2104363	05/24/2016 12:53	05/24/2016 12:53	00:00	5B	5B146-A	LDIN 8336	INTRA WARD TRANSFER	INTERWARD TRANSFER
2106573	05/24/2016 12:53	05/24/2016 12:53	00:00	5B	5B182A-A	DHTRHT 6812	INTRA WARD TRANSFER	INTERWARD TRANSFER
2106714	05/24/2016 11:08	05/24/2016 11:08	00:00	1B	1B140-A	IVZLY 3138	DISCHARGE	OPT-NSC
2106715	05/24/2016 11:09	05/24/2016 11:09	00:00	6F	6B346-A	SJERHSMH 5762	DISCHARGE	OPT-NSC
2106716	05/24/2016 09:00	05/24/2016 11:10	02:10	6F	6B348-B	POJBHYT 0205	DISCHARGE	OPT-NSC
2106717	05/24/2016 11:12	05/24/2016 11:12	00:00	4B MED	4B126-A	AYTAHN 6629	TRANSFER	INTERWARD TRANSFER
2106718	05/24/2016 11:13	05/24/2016 11:13	00:00	4B MED	4B134-A	LDTSD 6062	TRANSFER	INTERWARD TRANSFER
2106719	05/24/2016 11:19	05/24/2016 11:20	00:01	2A NEURO	2B222-A	POWBODY 9688	ADMISSION	DIRECT
2106721	05/24/2016 11:23	05/24/2016 11:23	00:00	2A NEURO	2B246-A	AALVWH 0480	ADMISSION	DIRECT

Number of records: 9

"Specialty Transfers"

Average Diff: 00:00


IEN	PM Record D/T	Entered D/T	Diff	Patient	Transaction	Type of Movement
2106720	05/24/2016 11:19	05/24/2016 11:20	00:01	POWBODY 9688	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106722	05/24/2016 11:23	05/24/2016 11:23	00:00	AALVWH 0480	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106724	06/01/2016 07:29	06/01/2016 07:29	00:00	AAAHY 3979	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106726	06/01/2016 07:32	06/01/2016 07:33	00:01	LDSSAH 7248	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106728	06/01/2016 07:34	06/01/2016 07:34	00:00	TEDHUUN 0671	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106730	06/01/2016 07:38	06/01/2016 07:38	00:00	DULHFHU 0477	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106732	06/01/2016 07:40	06/01/2016 07:40	00:00	EIPLUIT 5429	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE

Number of records: 7

Figure 202 – Patient Movement Report

4.2.4 The Ward Whiteboard Home Page

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

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

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:	▾
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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

Figure 203 – Ward Whiteboard Home – Select Display Criteria

The following display criteria are available:

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

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

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

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

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

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

Display Staff/Attending: The options for this field is Staff/Attending, Staff only, or Attending only This will create the appropriate column(s) on the whiteboard, The Attending will be populated from VistA with the

Attending physicians last name. **Sort by:** if the list should be sorted according to the available criteria. The available criteria is staff/attending in ascending or descending order or by ward in ascending or descending order. This would be useful for staff assignment or end of shift reporting

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

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

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

Whiteboard Home
Facility Census 55%

HOU Whiteboard for: All - Last Update: 06/09/16 at 11:51 (CST)
Total Number Pending/Today's Scheduled Admission: 2238/0

[Export Report](#) [Icon Legend](#)

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUM	LOS WARD DDD:HH
1B220-A	DLQDI		DAJOYAG-WEJIA, MARIA	- Bed Assigned - PIXHAA from EVACUATION -			1A	225:20	
1B220-B	WDAADLT		WADE, WALTER				1A	779:20	
1B222-A				OUT OF SERVICE - DH TEST 2					
1B222-B	OZHLAHN	NURSE JAMES	WADE, WALTER	TEST COMMENTS			1A	660:23	
1B224-A	GLSADY		DUONG, JOSHUA				1A	224:19	
1B224-B	TNTXY		DAJOYAG-WEJIA, MARIA				1A	252:00	
1B224-C	CPRSPATIENT		PROVIDER, CERULEAN				1A	42:01	
1B224-D		TEST STAFF		OUT OF SERVICE					
1B226-A									
1B226-B	X X X X		WADE, WALTER	EDITING THE COMMENTS			1A	265:12	
1B226-C	GLAALFEHU		DAJOYAG-WEJIA, MARIA				1A	370:20	
1B226-D		JULIE		BED ASSIGNED - TEST1					
1B230-A									
1B240-A	JHPOSS		BODENHEIMER, CAROL	HMM WHAT IS THIS DID I JUST PUT DNR ON THE BOARD? WARNING: Check DNR/DNI			1A	230:00	

WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	AVAILABLE	TOTAL
1A SCI 1	13	0	13	2	5	18
1B SCI	12	0	12	0	8	20
1C CLC	12	0	12	2	18	30
1D CLC	8	0	8	0	22	30
2A NEURO/REHAB	16	3	13	0	15	31
2C CLC	8	0	8	0	22	30
2D CLC	12	0	12	0	9	21
3A MED	21	1	20	2	6	27
3B MED	10	0	10	0	17	27
3C MED	18	3	15	0	8	26
3D MED/STEP DOWN	12	1	11	0	24	36
3LMI	6	0	6	0	3	9
4B MED	24	2	22	2	6	30
4B/SURG	24	0	0	2	6	30
4D CLC	12	0	12	1	18	30
5A SURG/ STEP DOWN	9	0	9	0	11	20
5B SURG	18	2	16	0	7	25
5E SURG	23	1	22	0	2	25
6A MH	23	3	20	0	9	32
6D MH	10	5	5	0	10	20
6F MH_T	8	0	8	0	13	21
CCU	4	0	4	0	4	8
MICU	6	0	0	0	3	9
SICU	9	0	9	0	9	18

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

Figure 204 – Ward Whiteboard Home

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.

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
6C220-A									
6C220-B									
6C222-A	BXIAHN		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	226:06
6C222-B									
6C224-A									
6C224-B	MLJN		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	227:02
6C226-A									
6C226-B	YRYF		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	227:02
6C248-A									
6C248-B	PDYHUD		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	233:01
6C250-A	MOXHU		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	233:22
6C250-B									
6C252-A									
6C252-B	WEDZWHU		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	233:01
6C254-A									
6C254-B	ARTSDY		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	234:02
6C280-A	HLLA		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	233:20
6C282B-X-A									
6C290-A	PHUUN		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	226:02
6C292-A	BDKKT		CURRY, ALAUNA				60 - PSYC-GENERAL INTER	Y	226:02







WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	AVAILABLE	TOTAL
6D MH	10	5	5	0	10	20

Figure 205 – 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 45 – 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.
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.

Column	Description
DISCH STATUS	<p>The DSC column displays the Discharge status of the bed; three possible statuses are available:</p> <p>Anticipated Discharge </p> <p>Discharge Ordered </p> <p>Interward Transfer </p> <ul style="list-style-type: none"> • These icons are all triggered by Orderable Items. • They will continue to display until the Orderable Item is completed or the patient is discharged from the room. • Discharge Icons are Triggered when a patient is assigned an Orderable Item that has been defined in Site Options, BMS Orderable Items Add/Delete, as Type of "DISCHARGE". • Interward Transfer Icons are Triggered when a patient is assigned an Orderable Item that has been defined in Site Options, BMS Orderable Items Add/Delete, as Type of "TRANSFER". • Discharge Orders override Anticipated Discharge Orders. • Anticipated Discharge Icons are triggered off the Order Text when it contains the text "Anticipated Discharge" or "Planned Discharge".
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 in from the upper right corner of the screen

Workstation: 12:38:30 PM
 Facility: 12:36 PM
 Evacuation: ON
 Last BMS Update: 06/09/16 @ 12:35
 Return to VISN Network Facility Diversion: YES

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Ward Censu: 55% CENSUS

Ward Censu: 72% 1A SCI 1, 60% 1B SCI, 40% 1C CLC, 26% 1D CLC, 5% 2A

Ward Whiteboard
 Summary Report
Reports
 Site Options

New Events

31.92 % CPU

Patients Pending Bed Placement: Past 30-Days

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard Grid Settings: Customize Reset

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	AAAHY, OKEY A1718	05/20/2016 12:38 PM	05/20/2016 12:38 PM	5/23/2016 3:35:36 PM		M	ICU	EMERGENCY ROOM	74:57		No
Edit Remove	CRSPATIENT, ELEVEN C8996	05/20/2016 12:38 PM	05/20/2016 12:38 PM	5/23/2016 3:37:42 PM		M		ADMISSIONS	74:59		No
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY'S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	479:57		No
Edit Remove	CRSPATIENT, TEN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM		UPDATED COMMENTS II 5/26	M	TELE II	EMERGENCY ROOM	479:28	0	Yes

Figure 206 – Selecting Ward Whiteboard

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

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:	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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

Figure 207 – 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 is the bed 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.

Whiteboard Home		HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 12:45 (CST)		Export Report Icon Legend																			
Facility Census	55%	Total Number Pending/Today's Scheduled Admission: 2238/0		6D MH census	50%																		
BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH														
6C220-A																							
6C220-B																							
6C222-A	BXIABN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	226:06														
6C222-B																							
6C224-A																							
6C224-B	MLJN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	227:03														
6C226-A																							
6C226-B	YXRYF		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	227:03														
6C248-A																							
6C248-B	POYDHU		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	233:01														
6C250-A	MXNHU		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	233:23														
6C250-B																							
6C252-A																							
6C252-B	WEDZWHU		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	233:02														
6C254-A																							
6C254-B	ARTSDY		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	234:03														
6C280-A	HLAA		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	233:21														
6C282BX-A																							
6C290-A	PHUUN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	226:03														
6C292-A	BDKKT		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	226:03														
<table border="1"> <thead> <tr> <th>WARD</th> <th>OCCUPIED</th> <th>FEMALE</th> <th>MALE</th> <th>ASSIGNED</th> <th>AVAILABLE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>6D MH</td> <td>10</td> <td>5</td> <td>5</td> <td>0</td> <td>10</td> <td>20</td> </tr> </tbody> </table>										WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	AVAILABLE	TOTAL	6D MH	10	5	5	0	10	20
WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	AVAILABLE	TOTAL																	
6D MH	10	5	5	0	10	20																	

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

Figure 208 – Selecting a Bed from the Ward Whiteboard Page

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

WARD Whiteboard

Ward: 6D MH
Bed: 6C220-A

Reason:

Comments: 100/100

Nur Assignment: 50/50

Standard Icons	Emergency Management Icons	Site Configurable Icons
Negative Pressure (Room) <input type="checkbox"/> No		BMS Training Icon <input type="checkbox"/> No
Shared Bathroom (Room) <input type="checkbox"/> No		Blue Caution <input type="checkbox"/> No
Telemetry (Room) <input type="checkbox"/> No		Blue Circle <input type="checkbox"/> No
Lift Equipment (Room) <input type="checkbox"/> No		Blue Heart <input type="checkbox"/> No
Women's Program (Room) <input type="checkbox"/> No		Green Circle <input type="checkbox"/> No
Test <input type="checkbox"/> No		Orange Circle <input type="checkbox"/> No

Requested Manual Cleaning:

NO YES STAT

VISTA Ward: 06/09/16 H M

Special Instructions:

Submit & Reset Form

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

Figure 209 – Taking a Bed Out of Service

Click the arrow button of the **Reason** field to display a list of available options and select *Out of service*. Enter the date and time the bed is expected to be returned to service if it is known. This is displayed in the Beds Out of Service reports. When all the data has been entered, press the **Submit** button.

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.

Whiteboard Home HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 12:51 (CST)

Facility Census Export Report Icon Legend

Total Number Pending/Today's Scheduled Admission: 2238/0 6D MH census **52%**

	BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUM1	LOS WARD DDD:HH
	6C220-A				OUT OF SERVICE - TESTING					
	6C220-B									
	6C222-A	EXTIAHN		CURRY, ALAUNA			6D - PSYC-GENERAL INTER			226:06
	6C222-B									

Figure 210 – Ward Whiteboard Home - Bed Out of Service

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


Figure 211 – 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 **Clear ALL Comments For ALL Wards Associated To This Bed** 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)

WARD Whiteboard

Ward: NEURO WARD 1
 Bed: Neuro Bed 2

Reason:

Comments:

Nur Assignment: (20 characters)

Standard Icons	Emergency Management Icons	Site Configurable Icons
<input type="checkbox"/> Caution Risk <input type="checkbox"/> No <input type="checkbox"/> Negative Pressure (Room) <input type="checkbox"/> No <input type="checkbox"/> Shared Bathroom (Room) <input type="checkbox"/> No <input type="checkbox"/> Telemetry (Room) <input type="checkbox"/> No <input type="checkbox"/> Lift Equipment (Room) <input type="checkbox"/> No <input type="checkbox"/> Women's Program (Room) <input type="checkbox"/> No		<input type="checkbox"/> Blue Square <input type="checkbox"/> No <input type="checkbox"/> Blue Diamond <input type="checkbox"/> No

Requested Manual Cleaning:

NO YES STAT
 VISTA Ward: 06/14/12 17:42
 Special Instructions: (150 Char)

Submit & Reset Form

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

Figure 212 – Ward Whiteboard – No Patient Assigned

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

WARD Whiteboard

Ward: NEURO
 Bed: Neuro_Bed_01
 Reason: ISOLATION
 Comments:
 Nur Assignment: (20 characters)

Standard Icons	Emergency Management Icons	Site Configurable Icons
<input type="checkbox"/> Patient Opt-Out	<input type="checkbox"/> Stretcher (Patient) (EM)	<input type="checkbox"/> ISOLATION
<input type="checkbox"/> Flu Risk	<input type="checkbox"/> Wheelchair Bound (Patient) (EM)	
<input type="checkbox"/> Slip and Fall Risk	<input type="checkbox"/> Ventilator (Patient) (EM)	
<input type="checkbox"/> Flight Risk	<input type="checkbox"/> Lift Equipment (Patient) (EM)	
<input type="checkbox"/> Restraint	<input type="checkbox"/> Oxygen (Patient) (EM)	
<input type="checkbox"/> Caution Risk	<input type="checkbox"/> Evacuate (Patient) (EM)	
<input type="checkbox"/> 23H Observation	<input type="checkbox"/> Negative Pressure (Patient) (EM)	
<input type="checkbox"/> PICC	<input type="checkbox"/> One to One (Patient) (EM)	
<input type="checkbox"/> Suicide Risk		
<input type="checkbox"/> Negative Pressure (Room)		
<input type="checkbox"/> Shared Bathroom (Room)		
<input type="checkbox"/> Telemetry (Patient)		
<input type="checkbox"/> Telemetry (Room)		
<input type="checkbox"/> Lift Equipment (Room)		
<input type="checkbox"/> Close Observation (Patient)		
<input type="checkbox"/> Women's Program (Room)		
<input type="checkbox"/> Respiratory Therapy (Patient)		
<input type="checkbox"/> Seizure Precautions		



Requested Manual Cleaning:

NO YES STAT VISTA Ward: 4 WEST 10/05/12 03:34

Special Instructions: (150 Char)

Submit & Reset Form

Figure 213 – Ward Whiteboard – Patient Assigned

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

To add an icon to the selected bed select “yes” from the field to the right of the icon then press the **Submit** button. To add an icon regarding the patient occupying the bed select “yes” from the field to the right of the icon then press the **Submit** button. The icons for which you selected “yes” will be displayed in the Comments column of the selected bed as in the following image.

Whiteboard Home Facility Census 55% HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 13:09 (CST) Total Number Pending/Today's Scheduled Admission: 2238/0 Export Report Icon Legend 6D MH census 52%

	BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
	6C220-A				OUT OF SERVICE - TESTING					
	6C220-B									
	6C222-A	EXIAHN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		226-07
	6C222-B									
	6C224-A									
	6C224-B	MLJN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		227-03

Figure 214 – Ward Whiteboard Home – Bed/Patient Flagged

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:

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
6C220-A				OUT OF SERVICE - TESTING					
6C220-B									
6C222-A	EXIAHN	NURSE 44	CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	226:07
6C222-B									
6C224-A									
6C224-B	MLJN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	227:03

Figure 215 – Ward Whiteboard Home – Select Bed to Assign to a Nurse

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

4.2.4.4 Editing the nurse assignment for a bed

To change the nurse 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.

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
6C220-A				OUT OF SERVICE - TESTING					
6C220-B									
6C222-A	EXIAHN	NURSE 44	CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	226:07
6C222-B									
6C224-A									
6C224-B	MLJN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	227:03

Figure 216 – Ward Whiteboard Home – Select Nurse

The field will become editable as in the following image.

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
6C220-A				OUT OF SERVICE - TESTING					
6C220-B									
6C222-A	EXIAHN	NURSE 44	CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	226:07
6C222-B									
6C224-A									
6C224-B	MLJN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	227:03

Figure 217 – Ward Whiteboard Home – Change Nurse Assignment for Bed

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

4.2.4.5 Assigning several beds to medical staff

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

Whiteboard Home
Facility Census **55%**

HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 14:16 (CST)
Total Number Pending/Today's Scheduled Admission: 2238/0

Export Report Icon Legend
6D MH census **52%**

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
6C220-A				OUT OF SERVICE - TESTING					
6C220-B									
6C222-A	BXIAHN	NURSE 44	CURRY, ALAUNA				60 - PSYC-GENERAL INTER		226:08
6C222-B									
6C224-A									
6C224-B	MLJN		CURRY, ALAUNA				60 - PSYC-GENERAL INTER		227:04
6C226-A									
6C226-B	YXRYF		CURRY, ALAUNA				60 - PSYC-GENERAL INTER		227:04
6C248-A									

Figure 218 – Selecting a Batch Assign Button

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

Return To Listing

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

Batch Assign Staff

Ward:

Staff:

Select All

- 1B120-A (BMS TRAINING)
- 1B120-B (BMS TRAINING)
- 1B122-A (BMS TRAINING)
- 1B122-B (BMS TRAINING)
- 1B124-A (BMS TRAINING)
- 1B124-B (BMS TRAINING)
- 1B124-C (BMS TRAINING)
- 1B124-D (BMS TRAINING)
- 1B126-A (BMS TRAINING)
- 1B126-B
- 1B126-C
- 1B126-D

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

Figure 219 – 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.

Whiteboard Home Facility Census **55%** HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 14:21 (CST) Total Number Pending/Today's Scheduled Admission: 2238/0 Export Report Icon Legend 6D MH census **52%**

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUM	LOS WARD DDD:HH
6C220-A				OUT OF SERVICE - TESTING					
6C220-B		NURSE ABC							
6C222-A	BVIAHN	NURSE ABC	CURRY, ALAUNA				60 - PSYC-GENERAL INTER		226:08
6C222-B		NURSE ABC							
6C224-A		NURSE ABC							
6C224-B	MLJN	NURSE ABC	CURRY, ALAUNA				60 - PSYC-GENERAL INTER		227:04
6C226-A		NURSE ABC							
6C226-B	YURYF		CURRY, ALAUNA				60 - PSYC-GENERAL INTER		227:05
6C248-A									

Figure 220 – Beds Assigned

4.2.4.6 Display the patient details

In the **Ward Whiteboard** home page click the patient name link: the following page is displayed.

Logout

Bed Control Pt Inquiry

14 4 1 of 1 P P1 Find | Next

FULL NAME	SSN	GENDER
BMSpatient, Two	XXX-XX-6678	F

Patient D/C Orders

Order ID#	Ward	Patient Name	D/T Ordered	Status	Order Item

Patient D/C Appointments

Ward	Room/Bed	Patient	Appointment D/T	Current Status	Clinic Name

Patient Anticipated Discharge Orders

Order ID#	Ward	Patient Name	D/T Ordered	Status	Order Text

BMS Home | Icon Legend | Information

Figure 221 – Patient Details – Bed Control Pt Inquiry

A list with all the operations registered in the system for the selected patient is displayed.

WARD Whiteboard

Ward: NEURO
 Bed: Neuro_Bed_01
 Reason:
 Comments:
 Nur Assignment: (20 characters)

Standard Icons	Emergency Management Icons	Site Configurable Icons
<input type="checkbox"/> Patient Opt-Out <input type="button" value="P"/> No	<input type="checkbox"/> Stretcher (Patient) (EM) <input type="button" value="P"/> No	<input type="checkbox"/> ISOLATION <input type="button" value="P"/> No
<input type="checkbox"/> Flu Risk <input type="button" value="P"/> No	<input type="checkbox"/> Wheelchair Bound (Patient) (EM) <input type="button" value="P"/> No	
<input type="checkbox"/> Slip and Fall Risk <input type="button" value="P"/> No	<input type="checkbox"/> Ventilator (Patient) (EM) <input type="button" value="P"/> No	
<input type="checkbox"/> Flight Risk <input type="button" value="P"/> No	<input type="checkbox"/> Lift Equipment (Patient) (EM) <input type="button" value="P"/> No	
<input type="checkbox"/> Restraint <input type="button" value="P"/> No	<input type="checkbox"/> Oxygen (Patient) (EM) <input type="button" value="P"/> No	
<input type="checkbox"/> Caution Risk <input type="button" value="P"/> No	<input type="checkbox"/> Evacuate (Patient) (EM) <input type="button" value="P"/> No	
<input type="checkbox"/> 23H Observation <input type="button" value="P"/> No	<input type="checkbox"/> Negative Pressure (Patient) (EM) <input type="button" value="P"/> No	
<input type="checkbox"/> PICC <input type="button" value="P"/> No	<input type="checkbox"/> One to One (Patient) (EM) <input type="button" value="P"/> No	
<input type="checkbox"/> Suicide Risk <input type="button" value="P"/> No		
<input type="checkbox"/> Negative Pressure (Room) <input type="button" value="R"/> No		
<input type="checkbox"/> Shared Bathroom (Room) <input type="button" value="R"/> No		
<input type="checkbox"/> Telemetry (Patient) <input type="button" value="P"/> No		
<input type="checkbox"/> Telemetry (Room) <input type="button" value="R"/> No		
<input type="checkbox"/> Lift Equipment (Room) <input type="button" value="R"/> No		
<input type="checkbox"/> Close Observation (Patient) <input type="button" value="P"/> No		
<input type="checkbox"/> Women's Program (Room) <input type="button" value="R"/> No		
<input type="checkbox"/> Respiratory Therapy (Patient) <input type="button" value="P"/> No		
<input type="checkbox"/> Seizure Precautions <input type="button" value="P"/> No		

Requested Manual Cleaning:


NO YES STAT VISTA Ward: 4 WEST 10/05/12 03 : 34

Special Instructions: (150 Char)

Submit & Reset Form

Figure 223 – The Ward Whiteboard Page

The **Ward Whiteboard** page presents information about the selected bed and allows the user to perform various operations such as taking the bed out of use, enabling/disabling patient risk flags, requesting manual cleaning.

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

The following data is available for each bed:

Table 46 – Bed Parameters

Column	Description
Ward	The ward where the selected bed is.
Bed	The code assigned in the system to the bed.

Column	Description
Reason	The site user can use this field to enter a reason why the selected bed is unavailable. Clicking the arrow button will display a list of available reasons. For details on how to add a reason to this list, see the section Adding an Unavailable Reason in the chapter Using BMS.
Comments	The site user can enter any comments that he/she considers necessary.
Nur Assignment	Displays the name of the nurse in charge of the selected bed.
PT RiskFlags	The patient risk flags can be displayed to indicate the risks associated to the patient currently occupying the selected bed.
Requested Manual Cleaning	The options available in this area allow the user to determine when the current bed will be cleaned. STAT - urgent/emergent situation YES – bed clean request at the date and time selected from the associated fields. NO - no bed clean request is generated.
VistA Ward	This field displays the VistA Wards with which the bed is associated. When entering a bed clean request this field allows you to determine for which of the associated VistA wards you register the bed clean request.
Special Instructions	Enter any special instructions regarding the cleaning operation.
Submit and Reset Form	The buttons available in this area allow the user to enter the data into the system, reset the existing selections, or return to the main screen without making any

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.

Requested Manual Cleaning:										
NO YES STAT	VISTA Ward: Cardiology_W1	6/14/2012 8:23:00 PM								
Special Instructions:		<table border="1"> <thead> <tr> <th>Movement</th> <th>Request</th> <th>Accepted</th> <th>Accepted By</th> </tr> </thead> <tbody> <tr> <td>6/14/2012 8:23:00 PM</td> <td>6/14/2012 8:23:00 PM</td> <td>6/14/2012 6:05:00 PM</td> <td>EMS Staff One</td> </tr> </tbody> </table>	Movement	Request	Accepted	Accepted By	6/14/2012 8:23:00 PM	6/14/2012 8:23:00 PM	6/14/2012 6:05:00 PM	EMS Staff One
Movement	Request	Accepted	Accepted By							
6/14/2012 8:23:00 PM	6/14/2012 8:23:00 PM	6/14/2012 6:05:00 PM	EMS Staff One							
Submit & Reset Form										
<input type="button" value="Submit"/> <input type="button" value="Never Mind & Return To WhiteBoard"/>										
<input type="button" value="Clear ALL Comments For ALL Wards Associate To This Bed..."/>										

Figure 224 – Request Manual Cleaning Area

All the fields in the Requested Manual Cleaning area are disabled and the fields to the left of the area present the following data:

Movement: the date and time of the movement that generated the request
Request: the date and time when the bed clean request was entered in the system.

Accepted: the date and time when the bed clean request has been accepted by the EMS personnel.

Accepted by: the name of the EMS user who accepted the request.

NOTE: as long as the bed clean request has not been assigned to an EMS person you can modify the request from STAT to YES or from YES to STAT. Once a bed clean request has been assigned to an EMS person you can no longer modify your selections in this area or create a new bed clean request. A 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.

Bed Management Solution

Logout

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

Ward: Start Date: H M S End Date: H M S

<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	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.	5/27/2016 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"/>		2106573-5B120-A	SB SURG	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"/>		2104363-5B122-A	SB SURG	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"/>		2106718-3C120-A	3C MED	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"/>		2106717-3C184A-A	3C MED	5/24/2016 11:12:03 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"/>		2106716-6F348-B	6F MH_T	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"/>		2106715-6F346-A	6F MH_T	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"/>		2106714-1B140-A	1B SCI	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	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	4C226-B	4D CLC	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](#) |

Figure 225 – EMS Bed Status Page

This page allows the EMS supervisor to view the requests for bed clean operations, to filter existing requests by different criteria and to select requests in order to assign them to EMS staff.

In the upper part of the page the filter criteria are available: **Ward** – to filter the bed clean requests by the ward for which they have been requested; **Start Date/Time** and **End Date/Time** – to filter the requests by time interval when they have been requested (the Requested column).

The following data is available for each request in the list:

Table 47 – EMS Bed Status Parameters

Column	Description
Select batch <input checked="" type="checkbox"/>	Allows the selection of several requests in the list.
(selection box) <input type="checkbox"/>	Allows the selection of the entry.
Record	For automatic requests, displays the record number of the movement that generated the request. For manual urgent requests, the “Manual/STAT” is displayed against a red background. For manual requests, the word “Manual” is displayed against a yellow background.
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.

Bed Management Solution

Logout

BRK - EMS Bed Status (Last Update: 06/19/12 at 10:57 AKST)

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

Record	Room/Bed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
Manual	Cardio.Bed 3	CARDIO WARD 1			6/13/2012 3:32:00 PM	28:29	6/13/2012 7:45:00 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	softbnf@hcc.complus	6/13/2012 7:42:00 PM	softbnf@hcc.complus		softbnf@hcc.complus
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	softbnf@hcc.complus	6/14/2012 9:28:00 AM	softbnf@hcc.complus		
Manual	Neuro.Bed 1	NEURO WARD 1			6/13/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:03	6/13/2012 7:57:00 PM	EMS Staff One	softbnf@hcc.complus	6/13/2012 7:57:00 PM	softbnf@hcc.complus		
4	Cardio.Bed 3	CARDIO WARD 1	8/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	02:18	6/14/2012 8:05:00 PM	12:25	6/19/2012 10:30:28 PM	EMS Staff One	EMS Staff One	6/19/2012 10:30:28 PM	EMS Staff One		
5	Cardio.Bed 1	CARDIO WARD 1	8/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	05:15	6/19/2012 7:39:00 PM			TESTARESOFT2:tesBMS		6/19/2012 7:39:00 PM	softbnf@hcc.complus		
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	6/19/2012 10:31:38 PM			EMS Staff One		6/19/2012 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	softbnf@hcc.complus	6/19/2012 9:57:00 PM	softbnf@hcc.complus		
12	Neuro.Bed 1	NEURO WARD 1	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	01:12	6/19/2012 7:46:00 PM	26:30	6/19/2012 9:56:00 PM	TESTARESOFT2:tesBMS	softbnf@hcc.complus	6/19/2012 9:56:00 PM	softbnf@hcc.complus		
	Cardio.Bed 3	CARDIO WARD 1	6/18/2012 8:46:00 PM	00:04	6/18/2012 8:46:00 PM	00:03	6/18/2012 7:43:00 PM			TESTARESOFT2:tesBMS	softbnf@hcc.complus	6/18/2012 7:43:00 PM	softbnf@hcc.complus		
	Cardio.Bed 1	CARDIO WARD 1	6/19/2012 9:43:00 PM	00:02	6/19/2012 9:43:00 PM	00:11	6/19/2012 9:56:00 PM			TESTARESOFT2:tesBMS	softbnf@hcc.complus	6/19/2012 9:56:00 PM	softbnf@hcc.complus		
	Neuro.Bed 1	NEURO WARD 1	6/19/2012 10:04:00 PM		6/19/2012 10:04:00 PM		6/19/2012 10:04:00 PM					6/19/2012 10:04:00 PM	softbnf@hcc.complus		
	Cardio.Bed 3	CARDIO WARD 1	6/19/2012 10:54:00 PM		6/19/2012 10:54:00 PM		6/19/2012 10:54:00 PM					6/19/2012 10:54:00 PM	softbnf@hcc.complus		

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

Figure 226 – Select Bed Clean Request for Assignment

Upon selection the following screen is displayed:

Environmental Management Service Bed Status

EMS Bed Control: Assign Cleaning

Room: Neuro Bed 1 Ward: NEURO WARD 1

Special Instructions:

Assigned To:

Date/Time Assigned:

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

Figure 227 – EMS Bed Status Page – Assign Cleaning

At the top of the screen the name of the current operation is presented: Assign Cleaning. The **Special Instructions** field displays any comments or instructions entered by the person who requested the cleaning. From the **Assign** to field select the EMS person to whom the cleaning operation will be assigned then press the **Submit** button: the EMS Bed Status page will be displayed: the Accepted by column will present the name of the user who has accepted the request. Also, the bed will be displayed in the report “EMS is currently cleaning (x) beds” in the **New Events** screen.

In the **Ward Whiteboard Home** page the “cleaning bed” icon will be displayed next to the bed name as in the following image.



Figure 228 – Ward Whiteboard – Cleaning Bed

4.3.1.2 Assigning a batch of bed clean requests

To assign a batch of bed clean requests follow the instructions below.

In the (facility name) **EMS Bed Status** page click the selection box of all the bed clean requests you want to assign as in the following image.

NOTE: you can only select a request which has not been yet assigned. The selection box of a request already assigned will be disabled.



Figure 229 – Select Several Bed Clean Requests


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

Figure 230 – 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 231 – Select a Bed Clean Request for Comment

Upon selection the following screen is displayed:

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

Figure 232 – EMS Bed Status Page – Comment Bed Clean Request

In the **Comment** field enter any relevant comments. Click the **Comment** button save the comment.

4.4 EMS User

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.

Logout

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

Ward: All Wards Start Date: 06/01/12 00:00 End Date: 06/20/12 23:59:59

Record	RoomBed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	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	28:29	6/13/2012 7:41:00 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	softinfo\hmcplus	6/13/2012 7:42:00 PM	softinfo\hmcplus		softinfo\hmcplus 06/13/12 19:42
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\hmcplus	6/14/2012 9:28:00 AM	softinfo\hmcplus		-
Manual	Neuro Bed 1	NEURO WARD 1			6/13/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:03	6/13/2012 7:57:00 PM	EMS Staff One	softinfo\hmcplus	6/13/2012 7:57:00 PM	softinfo\hmcplus		-
4	Cardio Bed 1	CARDIO WARD 1	6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	02:18	6/14/2012 6:05:00 PM			EMS Staff One		6/14/2012 6:05:00 PM	softinfo\hmcplus		-
5	Neuro Bed 1	NEURO WARD 1	6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	95:15	6/18/2012 7:39:00 PM			TESTARESOFT2\testBMS		6/18/2012 7:39:00 PM	softinfo\hmcplus		-
7	Cardio 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 3	NEURO 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\hmcplus		-
Manual Job	Cardio Bed 3	CARDIO WARD 1			6/18/2012 6:46:00 PM	00:54	6/18/2012 7:40:00 PM	00:03	6/18/2012 7:43:00 PM	TESTARESOFT2\testbms	softinfo\hmcplus	6/18/2012 7:43:00 PM	softinfo\hmcplus		-

Figure 233 – EMS Bed Status Page – EMS User

This page allows the EMS user to view the requests for bed clean operations, to filter existing requests by different criteria and to select requests in order mark them as completed or to enter comments.

In the upper part of the page the filter criteria are available: **Ward** – to filter the bed clean requests by the ward for which they have been requested; **Start Date/Time** and **End Date/Time** – to filter the requests by the date/time when they have been requested (the Requested column).

The following data is available for each request in the list:

Table 48 – EMS Bed Status Parameters

Column	Description
Record	For automatic requests, displays the record number of the movement that generated the request. For manual urgent requests the “Manual/STAT” is displayed against a red background. For manual requests the word “Manual” is displayed against a yellow background.
RoomBed	Displays the name/code of the bed.
Ward	Displays the name of the ward where the bed is.
Movement	Displays the date and time of the movement that generated the request.
DIFF	The difference between the date and time of the movement and the date and time of the request.
Request	The date and time when the cleaning operation was requested.
DIFF	The difference between the time when the request for cleaning the bed was sent and the time when the request was accepted.
Accepted	The date and time when the request for the cleaning operation has been accepted.
DIFF	The difference between the time when the cleaning operation has been accepted and the time when the cleaning operation has been completed.
Completed	The date and time when the cleaning operation has been completed.
Accepted by	The name of the person who has accepted the request for the cleaning operation.
Completed by	The name of the person who has completed the cleaning operation.
Last Edit	The date and time when the record was last edited.
Last Edit by	The name of the person who last edited the record.
Comment	Any comments entered regarding the bedclean 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 234 – EMS Bed Status Page – Select Bed Clean Request for Assigning

Upon selection the following screen is displayed:

Figure 235 – EMS Bed Status Page – Assign Cleaning

At the top of the screen the name of the current operation is presented: Assign Cleaning.

The **Special Instructions** field displays any comments or instructions entered by the person who requested the cleaning.

The field **Assign to** displays the name of the current EMS user who is assigning a bed request to him/her self.

The **Date/Time Assigned** field displays the current date and time.

Press the **Submit** button: the **EMS Bed Status** page will be displayed: the Accepted by column will present the name of the user who has accepted the request. Also, the bed will be displayed in the report “EMS is currently cleaning (x) beds” in the New Events screen.

In the **Ward Whiteboard Home** page the “cleaning bed” icon will be displayed next to the bed name as in the following image.



Figure 236 – Ward Whiteboard – Cleaning Bed

4.4.1.2 Mark a bed clean request as completed

To mark a bed clean operation as completed follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image.

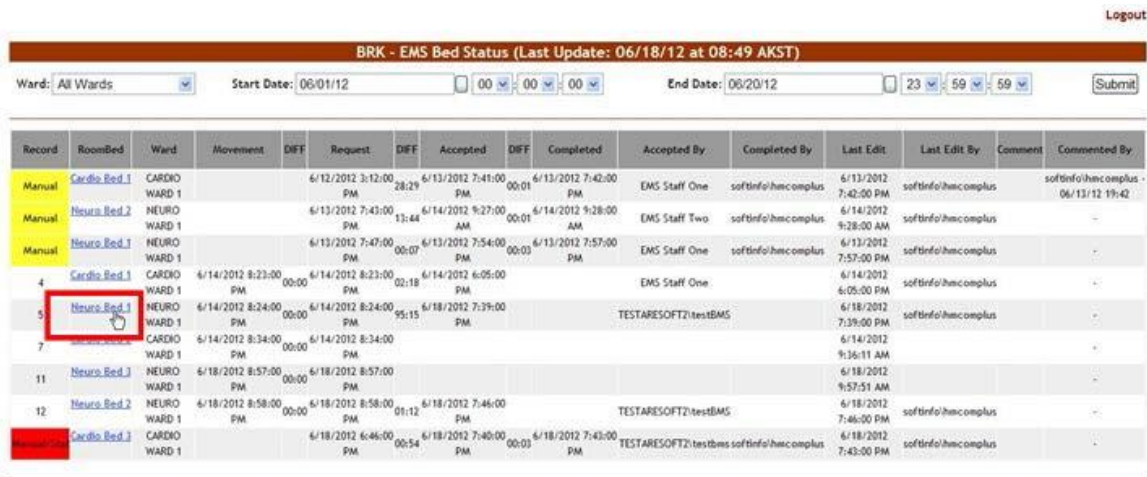


Figure 237 – Select Bed Clean Request to Mark as Completed

Upon selection the following screen is displayed:

Environmental Management Service Bed Status

EMS Bed Control: Completed By

Room: Neuro Bed 1 Ward: NEURO WARD 1

Completed By: Date/Time Assigned: @

Comment:

Figure 238 – EMS Bed Status Page – Completed Cleaning

At the top of the screen the name of the current operation is presented: Completed by. Click the **Cleaning Completed** button to mark the bed as “cleaned”.

In the **Ward Whiteboard Home** page the “cleaned” icon will be displayed next to the bed name as in the following image.

Whiteboard Home BRK Whiteboard for: All - Last Update: 10/02/12 at 07:06 (CST) Export Report Icon Legend

Facility Census: 33% Total Number Pending/Today's Scheduled Admission: 10/0

BED	PT	STAFF	ATTENDING	COMMENTS	DRUG STATUS/STATION	WARD	ROOM	WARD DOC/PH
1000n-1		NURSE 1						
1000n-2		NURSE 2						
Cardio_Bed_33				CLOSED				
Cardio_Bed_33		NURSE 3	Attending/Physician One	Bed Assigned - BRK Patient, One from ADMISIONS		28 - CARDIOLOGY		12:11
Cardio_Bed_34		NURSE 3	Attending/Physician One			34 - CARDIOLOGY		12:11
Cardio_Bed_34		NURSE 4						
Cardio_Bed_36				BED ASSIGNED, TESTING THE BUILD/ISOLATION, BED ASSIGNED, TESTING THE BUILD/ISOLATION, BED ASSIGNED, TESTING THE BUILD/ISOLATION, BED ASSIGNED, TESTING THE BUILD/ISOLATION, TEST				
1000-A								
Neuro_Bed_31		NURSE 1	Attending/Physician Two	Bed Assigned - BRK Patient, Seven from ADMISIONS		4 WEST - ORTHOPEDIC SURGERY		12:11
Neuro_Bed_32		NURSE 2	Attending/Physician One			3 EAST - ORTHOPEDIC SURGERY		12:11
Neuro_Bed_33				Bed Assigned - BRK Patient, Six from EMERGENCY ROOM				
Neuro_Bed_35		NURSE 4						
Neuro_Bed_36								

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

Figure 239 – Ward Whiteboard – Clean Bed

4.4.2 EMS Staff Page for Mobile Devices

EMS staff can access the BMS Web page for mobile devices at the URL setup by their local IS staff. The URL is setup like this link - <https://vaww.bms.va.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.

Bed Management Solution

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Select EMS User

EMS Staff One

EMS Staff Two

Figure 240 – EMS Staff Page for Mobile Devices

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

Bed Management Solution

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Enter Facility PIN

EMS Staff One

....

7 8 9

4 5 6

1 2 3

0 Backspace Submit

Figure 241 – EMS Staff Page for Mobile Devices – User Login

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



Figure 242 – 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 243 – 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.

Bed Management Solution

Return to Regional Page View Audit Log Logout

VISN 16 Network Bed Boards

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BILOXI (BIL)	BILOXI Summary Report	0%	0	NONE	NONE
FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE
HOUSTON (HOU)	HOUSTON Summary Report	55%	6	JAMES HERRADA, RN	713-794-7535
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

VISN Patients Pending Bed Placement

Add New Patient Filter By: ALL FACILITIES Filter Select Report: ACTIVE Select Grid Settings: Customize Reset

Drag a column header here to group by that column

Actions	N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
Edit Finalize		HOU	AAAGLHN, BJOT	1655	10	OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/23/2016	TEST	00:00
Edit Finalize		HOU	AAAHY, OXEY	1718		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/23/2016	TEST	00:00
Edit Finalize		HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST	00:00
Edit Finalize		HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST COMMENTS/ TYPE OF NEED FIELD CHARACTER COUNT	00:00
Edit Finalize		HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST	00:00

Figure 244 – 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 an 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 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 49 – 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 patients 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.
CH/CL (Community Hospital/Current Location) Admission Date	The date when the patient was admitted to the community hospital.
Comments	Any relevant info entered by VISN user.

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.

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.

The screenshot displays the 'Bed Management Solution' interface. At the top, there is a navigation bar with 'Return to Regional Page' on the left and 'View Audit Log' and 'Logout' on the right. Below this is a header for 'VISN 16 Network Bed Boards'. The main content area is divided into two sections. The first section is a table with columns: FACILITY, VISN Bed Summary Report, CENSUS, USERS, POINT-OF-CONTACT, and POC TELEPHONE. The second section is 'VISN Patients Pending Bed Placement', which includes a filter bar with 'Add New Patient', 'Filter By: ALL FACILITIES', and 'Select Report: ACTIVE'. Below the filter bar is a table with columns: Actions, N, FAC, Patient, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (hr:m).

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BILOXI (BIL)	BILOXI Summary Report	0%	0	NONE	NONE
FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE
HOUSTON (HOU)	HOUSTON Summary Report	55%	6	JAMES HERRADA, RN	713-794-7535
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

Actions	N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (hr:m)
Edit Finalize		HOU	AAAGJHN, BUOT	1655	10	OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/23/2016	TEST	00:00
Edit Finalize		HOU	AAAHY, OXEY	1718		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/23/2016	TEST	00:00
Edit Finalize		HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST	00:00
Edit Finalize		HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST COMMENTS/ TYPE OF NEED FIELD CHARACTER COUNT	00:00
Edit Finalize		HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST	00:00

Figure 245 – Adding a Patient to Patients Pending Bed Placement List

When adding a patient to the VISN Patients Pending Bed Placement list BMS will verify if the patient SSN exists in the system (if the patient is registered in VistA or if of the patient has been admitted before to a VA facility).

In the area VISN Patients Pending Bed Placement, click the **Add New Patient** link: the following page is displayed.

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):

Figure 246 – VISN Interfacility Transfer Sheet – Select Patient

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

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

Figure 247 – VISN Interfacility Transfer Sheet – Select Patient from List

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

If the patient SSN is not found in the system a warning is displayed on screen. Press the **Submit** button to register the patient in the system: the following screen is displayed.

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: 50/50
 Current Location: 30/50
 Location Admission Date:
 Comments/Type of need: 100/100
 Treating Specialty:
 Requested Admission Date:
 National Patients Pending Bed Placement List:

Figure 248 – VISN Interfacility Transfer Sheet – Enter Patient Data

The name of the current facility, the VISN it belongs to, the Region, the patient SSN and full name are displayed.

Enter the following data:

Table 50 – Interfacility Transfer Parameters

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

Click the **Submit** button to enter the data into the system.

A screen is displayed confirming the successful registration of the record in the database.

4.5.3 Editing the Details of a Patient in the Patients Pending Bed Placement List

To edit the details of a patient from the list Patients Pending Bed Placement click the corresponding **Edit** link: the **VISN Interfacility Transfer Sheet – Select Patient** screen is displayed as in the following image.

[Return to VISN Home Page](#)

VISN 16 Interfacility Transfer Sheet - Edit Patient Data

VA Admission Facility:

Patient Name:

Patient SSN:

Gender:

Service Connected %:

Contract:

Diagnosis/Level of care: 46/50

Current Location: 46/50

Comm Hosp Admission Date:

Comments/Type of need: 96/100

Service Era:

Treating Specialty:

Requested Admission Date:

National Patients Pending Bed Placement List:

Figure 249 – Editing the Details of a Patient in the VISN Patients Pending Bed Placement List

Modify existing data as necessary then click the Submit button to enter it into the system. A screen is displayed confirming the modification of the record in the database.

4.5.4 Finalizing a Patient’s Stay in the Community Hospital

To register the end of a patient’s stay in a community hospital, from the list Patients Pending Bed Placement click the corresponding **Finalize** link: the **Finalize Patient Data** page is displayed as in the following image.

Figure 250 – Finalize a Patient’s Stay in Community Hospital

The following additional fields are available:

Disposition: the disposition with which the patient’s stay in the community hospital has ended. The following options are available in this field

- 4.5.4.1 VA ADMISSION-MOVE TO SITE
- 4.5.4.2 REFUSED VA CARE
- 4.5.4.3 EXPIRED
- 4.5.4.4 DISCHARGED FROM COMMUNITY HOSPITAL
- 4.5.4.5 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.

The screenshot displays the 'Bed Management Solution' interface. At the top, there is a header for 'VISN 16 Network Bed Boards' with links for 'Return to Regional Page', 'View Audit Log', and 'Logout'. Below this is a table of summary reports for various facilities. The 'HOU' facility report is highlighted with a yellow background, showing a 55% census and 6 users, with the point-of-contact listed as JAMES HERRADA, RN. Below the summary reports is a section for 'VISN Patients Pending Bed Placement'. This section includes a filter for 'ALL FACILITIES' and a 'Select Report' dropdown set to 'ACTIVE'. A table below shows a list of pending patients with columns for Actions, FAC, Patient, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (in hours).

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BILOXI (BIL)	BILOXI Summary Report	0%	0	NONE	NONE
FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE
HOUSTON (HOU)	HOUSTON Summary Report	55%	6	JAMES HERRADA, RN	713-794-7535
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

Actions	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (hr)
Edit Finalize	HOU	AAAGJH, BUDT	1655	10	OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/23/2016	TEST	00:00
Edit Finalize	HOU	AAAHY, OKEY	1718		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/23/2016	TEST	00:00
Edit Finalize	HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST	00:00
Edit Finalize	HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST COMMENTS/ TYPE OF NEED FIELD CHARACTER COUNT	00:00
Edit Finalize	HOU	AAAHY, ILQDI	3367		OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	TEST	05/20/2016	TEST	00:00

Figure 251 – 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.

The image below presents an example of a VISN Bed Summary Report

[Return To Bed Board Home Page](#) [Logout](#)

VISN 16 Bed Occupancy Summary Report

VIEW: BMS WARD View Report

Report Date: 08/09/16 15:37

Bed Summary Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER								
SITE	VISTA Beds	BMS Beds						Avg LOS (DD:HH)
1A SCI 1	Defined: 20	BMS Active: 18	Occupied: 13	Available: 5	Unavailable: 2	Not Display: 0	Beds Assigned: 2	338:21
1B SCI TOM WAS HERE	Defined: 20	BMS Active: 20	Occupied: 12	Available: 8	Unavailable: 0	Not Display: 0	Beds Assigned: 0	381:09
1C CLC	Defined: 30	BMS Active: 30	Occupied: 12	Available: 18	Unavailable: 0	Not Display: 0	Beds Assigned: 2	156:14
1D CLC	Defined: 30	BMS Active: 30	Occupied: 8	Available: 22	Unavailable: 0	Not Display: 0	Beds Assigned: 0	241:16
2A NEURO/REHAB	Defined: 32	BMS Active: 31	Occupied: 16	Available: 15	Unavailable: 1	Not Display: 0	Beds Assigned: 0	200:18
Total:	579	572	288	284	7	0	11	Average Total: 231:18
Other Information	Sched Admissions: 0		Pending Bed Placement: 2238					

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

Figure 252 – VISN Bed Boards Page – Summary Reports

For details on the type of data available in this report see the section [Bed Summary Report](#).

4.5.5.2 Facility Bed Summary Report

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.

Bed Occupancy Summary Report: MICHAEL E. DEBAKEY VA MEDICAL CENTER

VIEW: BMS WARD View Report

Report Date: 06/09/16 15:29

WARD	VISTA Beds	BMS Beds					Beds Assigned	Avg LOS (DD:HH)	
1A SCI 1	Defined: 20	BMS Active: 18	Occupied: 13	Available: 5	Unavailable: 2	Not Display: 0	Beds Assigned: 2	338:21	
1B SCI TOM WAS HERE	Defined: 20	BMS Active: 20	Occupied: 12	Available: 8	Unavailable: 0	Not Display: 0	Beds Assigned: 0	381:09	
1C CLC	Defined: 30	BMS Active: 30	Occupied: 12	Available: 18	Unavailable: 0	Not Display: 0	Beds Assigned: 2	156:14	
1D CLC	Defined: 30	BMS Active: 30	Occupied: 8	Available: 22	Unavailable: 0	Not Display: 0	Beds Assigned: 0	241:16	
2A NEURO/REHAB	Defined: 32	BMS Active: 31	Occupied: 16	Available: 15	Unavailable: 1	Not Display: 0	Beds Assigned: 0	200:18	
2C CLC	Defined: 30	BMS Active: 30	Occupied: 8	Available: 22	Unavailable: 0	Not Display: 0	Beds Assigned: 0	249:20	
2D CLC	Defined: 21	BMS Active: 21	Occupied: 12	Available: 9	Unavailable: 0	Not Display: 0	Beds Assigned: 0	246:03	
3A MED	Defined: 28	BMS Active: 27	Occupied: 21	Available: 6	Unavailable: 1	Not Display: 0	Beds Assigned: 2	209:11	
3B MED	Defined: 28	BMS Active: 27	Occupied: 10	Available: 17	Unavailable: 1	Not Display: 0	Beds Assigned: 0	189:03	
3C MED	Defined: 26	BMS Active: 26	Occupied: 18	Available: 8	Unavailable: 0	Not Display: 0	Beds Assigned: 0	215:11	
3D MED/STEP DOWN	Defined: 36	BMS Active: 36	Occupied: 12	Available: 24	Unavailable: 0	Not Display: 0	Beds Assigned: 0	227:22	
Total:	579	572	288	284	7	0	11	Average Total: 231:18	
Other Information		Sched Admissions: 0		Pending Bed Placement: 2238					

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

Figure 253 – Bed Occupancy Summary Report

For details on the type of data available in this report see the section [Bed Summary Report](#).

4.5.5.3 Active Patients in Community Hospitals Report

Active in Community Hospitals 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 **Submit** button to display the report as in the following image.

[Return To Bed Board Home Page](#) [Logout](#)

VISN 16 Network Active Report

Start Date: 6/1/2016 12:01:00 AM End Date: 6/9/2016 11:59:00 PM View Report

Fac: MICHAEL E. DEBAKEY VA MEDI

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)

N	FAO	Patient	BBN	Service Connecting	Era	Contract	Diagnosis	Treating Specialty	Current Location	CHCL Admission Date	Comments	Wait Time (h:m)
	HOU	HHUYLYHM, IXZDYFX	2687	70	OTHER	No		ACUTE PSYCHIATRY (<45 DAYS)	BED ASSIGNED,	6/3/2016 12:00:00 AM		145:57
	HOU	CRSPATIENT, FOUR	2883		OTHER	No	BED ASSIGNED,	ACUTE PSYCHIATRY (<45 DAYS)	MIAMI	6/8/2016 12:00:00 AM	MIAMI	24:50
	HOU	CRSPATIENT, TWENTY-SEVEN	2155		OTHER	No	ACUTE	ACUTE PSYCHIATRY (<45 DAYS)	ACUTE	6/9/2016 12:00:00 AM	TEST	00:33

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

Figure 254 – Patients in Community Hospitals - Active Report

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

Table 51 – Patients in Community Hospitals - 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 letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Service Connected	The patients percent service connected disability (default of NULL, this is a 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.
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 pending bed placement list.

4.5.5.4 Contract Patients in Community Hospitals Report

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 **Submit** button to display the report as in the following image.

Return To Bed Board Home Page Logout

VISN 16 Network Contract Report

Fac: Contract: [View Report](#)

Start Date: End Date:

1 of 1 Find | Next

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)											
Facility	Patient	SSN	Contract	Service Connected	Diagnosis	Community Hospital	CH Admission Date	Comments	Disposition	VA Admit Hosp	Disp Date
MICHAEL E. DEBAKEY VA MEDICAL CENTER	HHUPLYHM 2687	101-01-2687	No	70		BED ASSIGNED,	06/03/16				
MICHAEL E. DEBAKEY VA MEDICAL CENTER	KDYF 3333	101-06-3333	No				06/07/16	MIAMI ROCKE	D/CHARGED FROM CH		06/08/2016
MICHAEL E. DEBAKEY VA MEDICAL CENTER	OPRSPATIENT 2983	888-80-2983	No		BED ASSIGNED,	MIAMI	06/08/16				
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CLAALELY 1198	101-05-1198	No	30	LIFT	BAY PINES	06/09/16		D/CHARGED FROM CH		06/09/2016
MICHAEL E. DEBAKEY VA MEDICAL CENTER	OPRSPATIENT 2156	888-80-2156	No		ACUTE	ACUTE	06/09/16				

Figure 255 – Patients in Community Hospitals - Contract Report

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

Table 52 – Patients in Community Hospitals - Contract Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a 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.

4.5.5.5 Patients in Community Hospitals Date Audit Report

The Date 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 **Submit** button to display the report as in the following image.

VISN 16 Network Audit Report

Fac: Status:

Start Date: End Date:

1 of 1 Find | Next

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)

Facility	Patient	SSN	Community Hospital	CHAdm Date	Disposition	Admit Hosp	Disp Date	Entered By	Last Edit By	DT Edited
MICHAEL E. DEBAKEY VA MEDICAL CENTER	JXTHWE 7820	101-18-7820		06/01/16				vha.med.va.gov/vhahsdporteg	vha.med.va.gov/vhahsdporteg	6/1/2016 8:04:56 PM
MICHAEL E. DEBAKEY VA MEDICAL CENTER	HHUYLYHM 2687	101-01-2687	BED ASSIGNED.	06/03/16				v08.med.va.gov/vhahamsheltt	v08.med.va.gov/vhahamsheltt	6/3/2016 6:54:54 PM
MICHAEL E. DEBAKEY VA MEDICAL CENTER	AAATKJXXBT 5853	101-04-5853	HOUSTON ER	06/03/16				v17.med.va.gov/vhahckjledv	vha.med.va.gov/vhahshbelsk	6/7/2016 6:16:50 PM
MICHAEL E. DEBAKEY VA MEDICAL CENTER	KDYF 3333	101-06-3333		06/07/16	DISCHARGED FROM CH		6/8/2016 8:00:00 AM	vha.med.va.gov/vhahshbelsk	vha.med.va.gov/vhahamsheltt	6/7/2016 8:42:21 PM
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRSPATIENT 2983	888-80-2983	MIAMI	06/08/16				v08.med.va.gov/vhahamsheltt	v08.med.va.gov/vhahamsheltt	6/8/2016 8:01:14 PM
MICHAEL E. DEBAKEY VA MEDICAL CENTER	AAAHY 3367	101-46-3367	TEBT	06/20/16				vha.med.va.gov/vhahadmccu	vha.med.va.gov/vhahsdporteg	6/9/2016 1:32:35 PM
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRSPATIENT 3322	888-80-3322		06/25/16				vha.med.va.gov/vhahshbelsk	v08.med.va.gov/vhahshbelsk	6/9/2016 7:14:16 PM
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CLAALELY 1158	101-05-1158	BAY PINES	06/09/16	DISCHARGED FROM CH		6/9/2016 8:00:00 AM	v08.med.va.gov/vhahshbelsk	v08.med.va.gov/vhahshbelsk	6/9/2016 8:14:10 PM
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRSPATIENT 2155	888-80-2155	ACUTE	06/09/16				v08.med.va.gov/vhahshbelsk	v08.med.va.gov/vhahshbelsk	6/9/2016 6:18:12 PM

Figure 256 – Patients in Community Hospitals – Date Audit Report

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

Table 53 – Patients in Community Hospitals – Date Audit Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
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.
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.

4.5.5.6 Disposition Report for Patients in Community Hospitals

Disposition Report presents a list of patients who have been in Community Hospitals and have been discharged and orders them according to the discharge disposition.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Disposition and press the **Submit** button to display the report as in the following image.

VISN 16 Network Disposition Report

Fac: Disp:

Start Date: End Date:

1 of 1 Find | Next

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)

Facility	Patient	SSN	Contract	Svc Con	Diagnosis	Specialty	Disposition	Admit Hosp	Disp Date	Disp Comments
MICHAEL E. DEBAKEY VA MEDICAL CENTER	BHLRJELZW 3266	101-18-3266	No	10	TEST	ACUTE PSYCHIATRY (445 DAYS)	VA ADMISSION-MOVE TO SITE	MICHAEL E. DEBAKEY VA MEDICAL CENTER	6/9/2016 5:00:00 AM	DISCHARGE COMMENTS HAVE BEEN ADDED FOR PATIENT
MICHAEL E. DEBAKEY VA MEDICAL CENTER	QPRSPATIENT 0751	880-09-0751	No		TEST LEVEL	ACUTE PSYCHIATRY (445 DAYS)	REFUSED VA CARE	MICHAEL E. DEBAKEY VA MEDICAL CENTER	6/8/2016 5:00:00 AM	WANTS PRIVATE
MICHAEL E. DEBAKEY VA MEDICAL CENTER	WEDBH 1111	101-18-1111	No	0		ACUTE PSYCHIATRY (445 DAYS)	DISCHARGED FROM CH	MICHAEL E. DEBAKEY VA MEDICAL CENTER	6/9/2016 5:00:00 AM	DISCHARGE COMMENT IS DISCHARGED FROM CH TEST
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CLAALELY 1198	101-05-1198	No	30	UFT	ACUTE PSYCHIATRY (445 DAYS)	DISCHARGED FROM CH		6/9/2016 5:00:00 AM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	KDYF 3333	101-06-3333	No			ACUTE PSYCHIATRY (445 DAYS)	DISCHARGED FROM CH		6/8/2016 5:00:00 AM	MIAMI ROCKS

Figure 257 – Patients in Community Hospitals - Disposition Report

The following data is available for each entry in the report:

Table 54 – Patients in Community Hospitals - Disposition Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a 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.
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.

Bed Management Solution

[Return to Regional Page](#)

[View Audit Log](#) [Logout](#)

VISN 16 Network Bed Boards

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BILOXI (BIL)	BILOXI Summary Report	0%	0	NONE	NONE
FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE
HOUSTON (HOU)	HOUSTON Summary Report	55%	4	JAMES HERRADA, RN	713-794-7535
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

VISN Patients Pending Bed Placement

Add New Patient

Filter By:

ALL FACILITIES

Filter

Select Report:

ACTIVE

Select

Grid Settings:

Customize

Reset

Drag a column header here to group by that column

Actions	N	FAC	Patient	△	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments

Figure 258.1 – 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 as shown in the screenshot below.

[Return To Bed Board Home Page](#)

[Logout](#)

Site Configurable Icons Report

Select Report

Site Configurable Icons

Facility Patients Pending Bed Placement List
 VISN Patients Pending Bed Placement List
 Staff Assignment
 Whiteboard Usage
 PPBP Usage (VISN)
 PPBP Usage (Facility)
 Icon Usage

REGION

SITE

TO DATE

View Report

Figure 259.1 – VISN Users – Audit Log Report Types

The reports available from the VISN Audit Log Page follow below.

4.5.6.1 Site Configurable Icons

This report is also present on the Facility->Site Options->Audit Log page shown in section [Site Configurable Icons](#).

4.5.6.2 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](#)

4.5.6.3 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](#)

4.5.6.4 Staff Assignment Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Staff Assignment](#)

4.5.6.5 Whiteboard Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Whiteboard Usage Report](#)

4.5.6.6 PPBP Usage (VISN)

This report is also present on the Facility->Site Options->Audit Log page shown in section [PPBP Usage \(VISN\) Report](#).

4.5.6.7 PPBP Usage (Facility)

This report is also present on the Facility->Site Options->Audit Log page shown in section [PPBP Usage \(Facility\) Report](#)

4.5.6.8 Icon Usage

For more information regarding the Icon Usage report, see the section [Icon Usage Report](#).

4.6 Regional Users

Regional users can access the **National/Regional** page displayed as in the following image.

Bed Management Solution

Go to Site List

BMS Admin

Logout

User: VHA.MED.VA.GOV/VHAISDHORND

National Bed Availability			
REGION 4 - USERS	REGION 3 - USERS	REGION 2 - USERS	REGION 1 - USERS
VISN 1 - 0	VISN 6 - 0	VISN 12 - 0	VISN 18 - 0
VISN 2 - 0	VISN 7 - 0	VISN 15 - 0	VISN 19 - 0
VISN 3 - 0	VISN 8 - 0	VISN 16 - 6	VISN 20 - 0
VISN 4 - 0	VISN 9 - 0	VISN 17 - 0	VISN 21 - 0
VISN 5 - 0	VISN 10 - 0	VISN 23 - 0	VISN 22 - 0
	VISN 11 - 0		

National Patients Pending Bed Placement													
View: <input type="button" value="Standard"/>	View: <input type="button" value="Current"/>	<input type="button" value="Submit"/>		Grid Settings: <input type="button" value="Customize"/> <input type="button" value="Reset"/>									
Drag a column header here to group by that column													
N	R	V	Patient	SSN	SVC	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
YES													
YES	Region 2	VISN 16	AAATKJOOBT, POAADLZ	5853		OTHER	No	CARDIAC CATH	CARDIOLOGY	HOUSTON ER	05/20/2016	AAA AAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAA AAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAA	00:00
YES	Region 2	VISN 16	CPRSPATIENT, TEN	3455		OTHER	No	TEST CARE	ACUTE PSYCHIATRY (<45 DAYS)	VAHC HOU	05/20/2016		00:00
YES	Region 2	VISN 16	CPRSPATIENT, TWOHUNDRED	0791		SOMALIA	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)		05/23/2016		00:00

Page 1 of 1 (3 items) Page size: 20

Export: [CSV](#) [PDF](#) [RTF](#) [XLS](#) [XLSX](#)

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

Figure 260 – 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 55 – 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

Column	Description
V	The VISN of the facility
Patient	The name of the patient.
SSN	The social security number of the patient.
SVC	The patients percent service connected disability (default of NULL, this is a integer %
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.

[Return to Regional Page](#)

[Logout](#)

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

Figure 261 – National Bed Availability Report – Select Criteria

Select the **VistA Specialty**, the **Sort** and **Display** criteria then the **Facilities** and **VISNs** you want to include in the report then press the **View Report** button to display the report as in the following image.

WARD/BED AVAILABILITY/STATUS REPORT

VISTA SPECIALTY: DISPLAY:

SORT BY: VISN:

FACILITY:

1 of 31 Find | Next

Total Reported Available Beds: 360

REGION - 2					
VISN - 16					
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	GO 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	1B228-A	SPINAL CORD INJURY	Available	
HOU	1A	1B228-B	SPINAL CORD INJURY	Occupied	EDITING THE COMMENTS
HOU	1A	1B228-C	SPINAL CORD INJURY	Occupied	
HOU	1A	1B228-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	

Figure 262 – National Bed Availability

The following data is available for each entry:

Table 56 – 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 User

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
- Clear Cache 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.

Go to Site List

BMS Admin

Logout

User: VHA.MED.VA.GOV/VHAISDHORND

National Bed Availability			
REGION 4 - USERS	REGION 3 - USERS	REGION 2 - USERS	REGION 1 - USERS
VISN 1 - 0	VISN 6 - 0	VISN 12 - 0	VISN 18 - 0
VISN 2 - 0	VISN 7 - 0	VISN 15 - 0	VISN 19 - 0
VISN 3 - 0	VISN 8 - 0	VISN 16 - 3	VISN 20 - 0
VISN 4 - 0	VISN 9 - 0	VISN 17 - 0	VISN 21 - 0
VISN 5 - 0	VISN 10 - 0	VISN 23 - 0	VISN 22 - 0
	VISN 11 - 0		

National Patients Pending Bed Placement													
View: <input type="button" value="Standard"/> View: <input type="button" value="Current"/> <input type="button" value="Submit"/>			Grid Settings: <input type="button" value="Customize"/> <input type="button" value="Reset"/>										
Drag a column header here to group by that column													
N	R	V	Patient	SSN	SVC	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (mm)
YES													
YES	Region 2	VISN 16	AAATYUOXBT, PDADLZ	5853		OTHER	No	CARDIAC CATH	CARDIOLOGY	HOUSTON ER	05/20/2016	AAA AAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAA AAAAAAAAAA AAAAAAAAAA AAAAAAAAAA AAAAAAAAAA AAAAAAAAAA AAAAAAAAAA AAAAAAAAAA AAAAAAAAAA	00:00
YES	Region 2	VISN 16	CRSPATIBNT, TEN	3455		OTHER	No	TEST CARE	ACUTE PSYCHIATRY (<45 DAYS)	VAMC HOU	05/20/2016		00:00
YES	Region 2	VISN 16	CRSPATIBNT, TWOHUNDRED	0791		SOMALIA	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)		05/23/2016		00:00
Page 1 of 1 (3 items) <input type="button" value="1"/> <input type="button" value="2"/>												Page size: <input type="button" value="20"/>	
Export: CSV PDF RTF XLS XLSX													

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

Figure 263 – Accessing Administration Section Page from National/Regional page

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

Back to Regional Page

ADMINISTRATION SECTION

Logout

APPLICATION	FACILITY	USER
<ul style="list-style-type: none"> Maintain Marquee Text Add/Edit Icon National Waiting Area National Unavailable Reason Background Processors Treating Specialty/NUMA/HAVBED Edit View Audit Log Common Medical Terms 	<ul style="list-style-type: none"> Edit BMS Facility Settings Edit Sister Sites 	<ul style="list-style-type: none"> Add/Edit BMS User User Access Report

[Back to Regional Page](#)

Figure 264 – 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.

Bed Management Solution

[Return to Admin Menu](#)

ADMINISTRATION SECTION - MAINTAIN MARQUEE TEXT

Active Marquee Text

test data check off TW Pain TS

Edit Marquee Text

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

test data
 check off TW
 Pain TS

172/200

JFT Testing

189/200

BMS helpdesk can be reached at 888-596-4357.

156/200

200/200

200/200

Figure 265 – Add/ Edit Marquee Text

BMS Allows you to maintain 5 different marquee messages. The current marquee text in use is selected by clicking the radio button next to the message text box. Enter the text in any of these 5 fields, select the appropriate marquee message, then press the **Submit** button. You can change this text at any time according to the organization needs.

4.9.3 Add/Edit BMS User Page

In the main **Administration section** page, click the **Add/Edit BMS User** link to access the page in the following image.

Admin Menu
ADMINISTRATION SECTION - USERADD/EDIT
Logout

Select Existing NT User Name	Select Default
PARAMETER	OPTIONS
NT User Name	Default
Default Region:	2 <input type="button" value="v"/>
Default VISN:	16 <input type="button" value="v"/>
Default Site:	HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER <input type="button" value="v"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

[Back to Regional Page](#)

Figure 266 – Administration Section – User Add/Edit Page

In this page the system administrator can add a new user to the list of users who have access to a certain site, also the administrator can edit the rights granted to an existing user.

4.9.3.1 Adding a user

To add a user 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:

Selected	User Name	Fullname
<input checked="" type="radio"/>	TESTARESOFT2\Administrator	

Figure 267 – 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 to whom grant access to the BMS system then press the **Select** button: the following screen is displayed.

Admin Menu ADMINISTRATION SECTION - USERADD/EDIT Logout

Select Existing NT User Name
Select Default

PARAMETER	OPTIONS
NT User Name	TESTARESOFT2\testBMS
Support User?	Yes <input type="checkbox"/>
National User?	Yes <input type="checkbox"/>
Regional User?	Yes <input type="checkbox"/>
VISN User?	Yes <input type="checkbox"/>
Admin User?	Yes <input type="checkbox"/>
Audit Log User?	Yes <input type="checkbox"/>
Site User?	Yes <input type="checkbox"/>
EMS User?	Yes <input type="checkbox"/>
EMS Supervisor User?	Yes <input type="checkbox"/>
Guest User?	Yes <input type="checkbox"/>
DefaultRegion:	4 <input type="checkbox"/>
Default VISN:	1 <input type="checkbox"/>
DefaultSite:	BRK - VA BOSTON HEALTH <input type="checkbox"/>
READ Access?	Yes <input type="checkbox"/>
WRITE Access?	Yes <input type="checkbox"/>

Display only the facilities with permissions

READ Access	WRITE Access	Region	VISN	Facility
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 2	ALBANY (528A8, ALN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ABQ)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 4	ALTOONA (503, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	AMARILLO (504, AMA)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 20	ANCHORAGE (463, ANC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 11	ANN ARBOR (506, ANN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 6	ASHEVILLE (637, ASH)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 7	AUGUSTA (509, AUG)

Submit Cancel

Figure 268 – Customize BMS user rights

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

Table 57 – BMS User Parameters

Column	Description
NT User Name:	NT user who will be given access rights to the BMS system.
Support User?	If the new user will have to perform support tasks.
National User?	If the new user will have access to the national sites.
Regional User?	If the new user will have access to the regional sites.
VISN User?	If the new user will have access to other VISN sites.
Admin User?	If the new user will have access to the Administration section page.
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	These are the facility level read and write users. This gives the user access to specific sites.
EMS User?	If the new user is part of EMS group.
EMS 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.

Column	Description
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.

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 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:

The screenshot shows a 'Select user' dialog box. At the top, there is a title bar with the text 'Select user'. Below the title bar, there is a dropdown menu currently showing 'Local', followed by a text input field labeled 'User Name' and a 'Find' button. Underneath, there is a table with three columns: 'Selected', 'User Name', and 'Fullname'. The first row of the table has a radio button in the 'Selected' column, which is currently selected, and the text 'TESTARESOFT2\Administrator' in the 'User Name' column. Below the table, there are two buttons: 'Select' and 'Cancel'. At the very bottom of the dialog, there is a footer with three links: 'BMS Home', 'Icon Legend', and 'Information', each preceded by a vertical bar.

Figure 269 – 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.

The screenshot shows the 'ADMINISTRATION SECTION - USERADD/EDIT' interface. It features a 'PARAMETER' table on the left and an 'OPTIONS' table on the right. Below these is a table of facility access rights.

PARAMETER	OPTIONS
NT User Name	TESTARESOFT2.testBMS
Support User?	Yes
National User?	Yes
Regional User?	Yes
VISN User?	Yes
Admin User?	Yes
Audit Log User?	Yes
Site User?	Yes
EMS User?	Yes
EMS Supervisor User?	Yes
Guest User?	Yes
DefaultRegion:	4
Default VISN:	1
DefaultSite:	BRK - VA BOSTON HEALTH
READ Access?	Yes
WRITE Access?	Yes

READ Access	WRITE Access	Region	VISN	Facility
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 2	ALBANY (528A8, ALN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ABQ)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 4	ALTOONA (503, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	AMARILLO (504, AMA)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 20	ANCHORAGE (463, ANC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 11	ANN ARBOR (506, ANN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 6	ASHEVILLE (637, ASH)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 7	AUGUSTA (509, AUG)

Figure 270 – Customize BMS user rights

Make the appropriate changes then press the **Submit** button to enter the data into the system. See [Adding a user](#) for details.

4.9.3.3 Deleting a user

To delete the rights granted to a 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:

Local User Name Find

Selected	User Name	Fullname
<input checked="" type="radio"/>	TESTARESOFT2\Administrator	

Select Cancel

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

Figure 271 – 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 delete then press the **Select** button: the following screen is displayed.

Admin Menu ADMINISTRATION SECTION - USERADD/EDIT Logout

PARAMETER	OPTIONS
NT User Name	TESTARESOFT2\testBWS
Support User?	No
National User?	No
Regional User?	No
VISN User?	No
Admin User?	No
Audit Log User?	No
Site User?	No
EMS User?	No
EMS Supervisor User?	No
Guest User?	No
DefaultRegion:	4
Default VISN:	1
DefaultSite:	BRK - VA BOSTON HEALTH
READ Access?	No
WRITE Access?	No

Display only the facilities with permissions.

READ Access	WRITE Access	Region	VISN	Facility

Submit Cancel

Figure 272 – Customize BMS user rights

Select No for all the parameters then press the **Submit** button.

4.9.4 Edit BMS Facility Settings Page

In the main **Administration** section page, click the **Edit BMS Facility Settings** link to access the page in the following image.

Select Facility Name:	ABQ - ALBUQUERQUE (501 - ACTIVE: YES)														
ABQ (501 - ALBUQUERQUE)															
Facility Site ID:	ABQ														
Full Facility Name:	NEW MEXICO VA HEALTH CARE SYSTEM														
Facility Point-of-Contact:	STEVE GREENACRE														
Facility POC Email:	JOHN.GREENACRE@VA.GOV														
Facility POC Telephone:	123-456-7890														
Facility Address 1:	HCS FBC BABCOCK STREET.														
Facility Address 2:	MT CUBE														
Facility City/State/ZIP:	ALBUQUERQUE	NM	12345												
User operations:	<table border="1"> <thead> <tr> <th>Selected</th> <th>User Name</th> <th>BMS, Read</th> <th>BMS, Write</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>harris-hc-lab.com/dbalscr</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>HCEVEAH08VBMSABQKIOSK</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>			Selected	User Name	BMS, Read	BMS, Write	<input type="checkbox"/>	harris-hc-lab.com/dbalscr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HCEVEAH08VBMSABQKIOSK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Selected	User Name	BMS, Read	BMS, Write												
<input type="checkbox"/>	harris-hc-lab.com/dbalscr	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
<input type="checkbox"/>	HCEVEAH08VBMSABQKIOSK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<input type="button" value="Add User"/> <input type="button" value="Remove Selected"/>															
VISN:	18	BMS Server Time Zone:	Eastern Standard Time												
Region:	1	Facility Site Time Zone:	Central Standard Time												
BMS Active/Live Site?	Yes	Auto-Removal Patients Pending Bed Placement List?	Yes												
Integrated Facility?	No	Medical Center ID #?	SELECT MEDICAL CENTER												
Integrated Site List:	Select Existing List	ADT Prefix:													
Ward Prefix:		ADT Suffix:													
Ward Suffix:		Event Mail Sender:	EVT08@HARRIS.COM												
EMS Mail Sender:	EMS08@HARRIS.COM	Site Alias:													
Site Alias:		Local Time Adjust:	0												
EMS Default User Name:	BMSDFEMS	Whiteboard Kiosk Default User Name:	BMSDFTest												
EMS Password:		Whiteboard Kiosk Password:													
EMS Password Confirm:		Whiteboard Kiosk Password Confirm:													
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>															

Figure 273 – Edit BMS Site

In this page the user can edit the settings of a BMS facility site.

Select **Facility Name**: click the arrow button of this field to display a list of existing facilities. The following parameters can be set for a Facility in the BMS system:

Table 58 – BMS Site Parameters

Column	Description
Facility Site ID	A unique ID number assigned to each facility.
Full Facility Name	The full name of the facility.
Facility Point-of-Contact:	The facility point of contact, this can be the triage room, or the front desk.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Facility Address 1:	The main address of the facility.
Facility Address 2:	If applicable, any secondary address of the facility.
Facility City/State/ZIP:	The ZIP code, city, and state where the facility is.

Column	Description
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.
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 VHAGLxxxxx or VHAWLxxxxx.
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 needed to load the Whiteboard URL in Kiosk Mode.
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.
Medical Center ID#?	The ID # of the medical center.

Column	Description
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 VHAGLxxxxx or VHAWLxxxxx.
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.

4.9.5 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 274 – 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 59 – 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.

System Icons		Application Icons	
Edit	Bed In Isolation	Edit	Bed Needs Cleaning Icon
Edit	Discharge Ordered	Edit	Cleaning Bed Icon
Edit	Anticipated Discharge	Edit	EMS Notified Icon
Edit	Patient Symbol	Edit	Bed Cleaned Icon
Edit	Interward Transfer		
Edit	Room Bed Symbol		
Edit	Numi (Not Reviewed)		
Edit	Similar/Same Name		
Edit	Bed Hold		
Edit	Numi (Not Met)		
Edit	Bed Out Of Service (Vista)		
Edit	Numi (Met)		
Edit	Bed Out Of Service		

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

[Back to Regional Page](#)

Figure 275 – Administration Section – Icon Add/Edit

The following icon types are available: Application icons (System icons and Bed Cleaning Status icons), Ward Whiteboard Status Icons (Standard icons, Emergency Management Icons and Site Configurable icons).

In this page the user can perform the following actions: modify the position of an icon in any of the icon lists available, edit the details of an icon in any of the icons list, add an icon to one of the existing icon lists, search for an icon, generate a report on the icon usage within a facility site.

4.9.6.1 Modifying the position of an icon in the icon list

To modify the position of an icon in the list simply click and drag the icon to it's appropriate position.



Figure 276 – Administration Section – Change Icon Position in the Icon List

4.9.6.2 Editing the details of an icon in the icon list

To edit the details of an icon in the list click the Edit link to the left of the icon image: the following page is displayed.

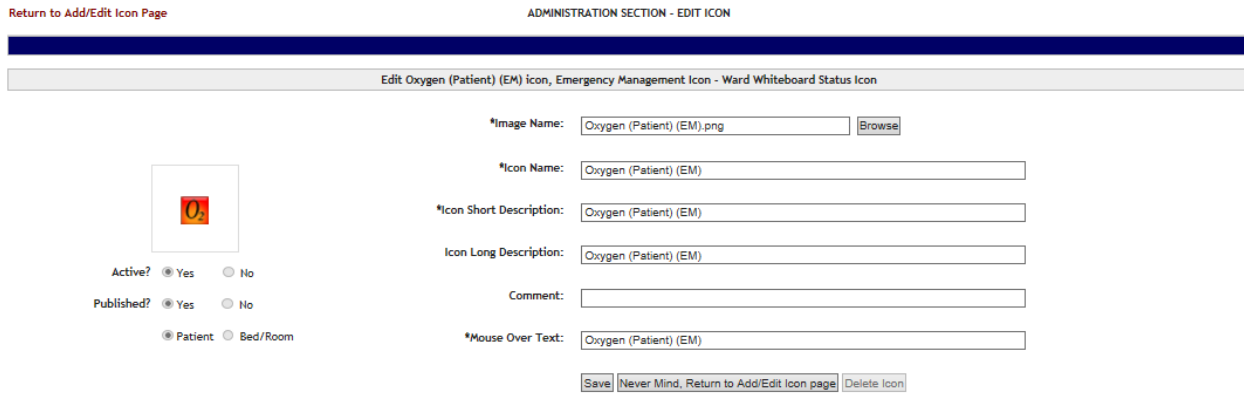


Figure 277 – Administration Section – Edit Icon

To select another image for the icon click the **Browse** button of the **Image Name** field then, locate the file containing the new image and select it. Make the desired changes in the rest of the fields then press the Save button to apply the changes. The fields marked with the asterisk sign “*” are mandatory.

4.9.6.3 Adding an icon to the icon list

To add an icon to an icon list click the **Add Icon** link in the top left corner of an icon list: the following page is displayed.

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

Add Icon Standard Icon - Ward Whiteboard Status Icon

*Image Name:

*Icon Name:

*Icon Short Description:

Icon Long Description:

Comment:

*Mouse Over Text:

Active? Yes No

Published? Yes No

Patient Bed/Room

Figure 278 – Administration Section – Add Icon

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

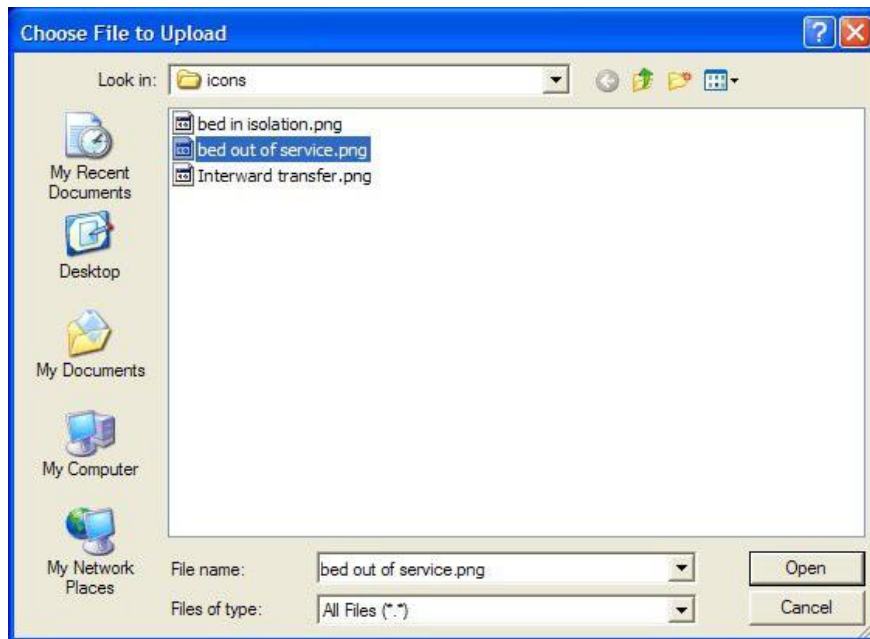


Figure 279 – Selecting an Icon Image File

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 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.

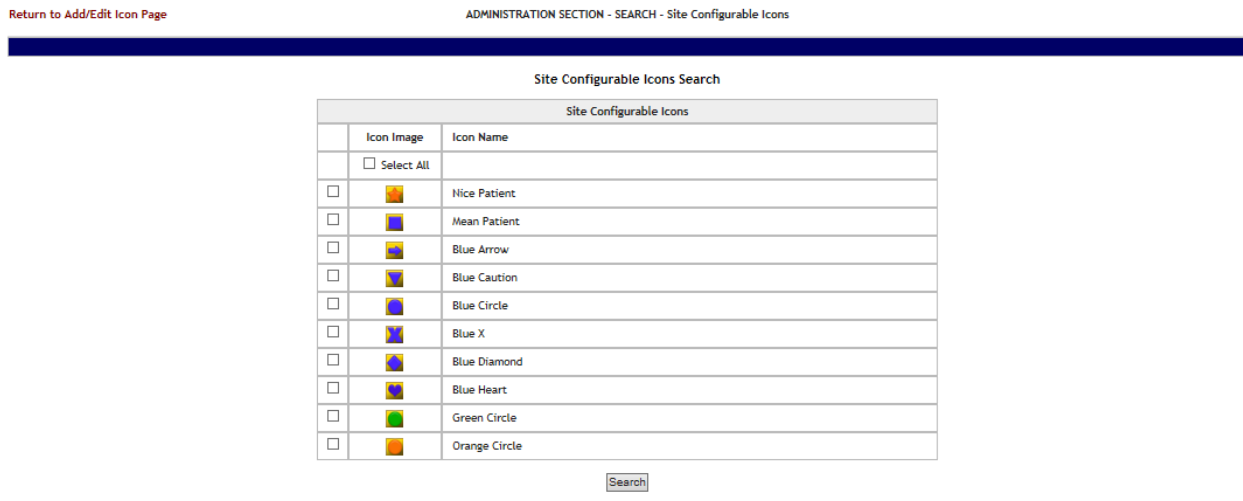


Figure 280 – Administration Section – Icon Search

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.

Site Configurable Icons Search Result			
Facility	Icon Image	Icon Name	Facility Icon Description
BRK		Blue Box	Blue Square
BRK		Blue Diamond	Blue Diamond

Figure 281 – 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.

4.9.6.5 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.

Return to Add/Edit Icon Page Logout

Icon Usage Report

Icon Type: <input type="text" value="Emergency Management Icons"/>	Images: <input type="text" value="E.M.I. - Ambulatory (EM), E.M."/>		<input type="button" value="View Report"/>
Visns: <input type="text" value="VISN 1, VISN 2, VISN 3, VISN"/>	Facility: <input type="text" value="V1 - BED - EDITH NOURSE RO"/>		
FROM DATE: <input type="text" value="6/10/2016 12:00:01 AM"/>	TO DATE: <input type="text" value=""/>		

(Select All)
 V1 - BED - EDITH NOURSE
 V1 - BOS - VA BOSTON H
 V1 - BRK - VA BOSTON H
 V1 - CON - VA CONNECTI
 V1 - MAN - MANCHESTER
 V1 - NHM - NORTHAMPTC

Figure 282 – 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.

Icon Usage Report

Icon Type: Images:

Views: Facility:

FROM DATE: TO DATE:

1 of 1

Current Usage - Emergency Management Icons and Standard Icons and Site Configurable Icons

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	1B226-B	BUXPY-8800
	PT Record	1B	1B124-B	RLAHN-7746
	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)
N/A	Negative Pressure (Room)	Y	N	Y(1)
	Shared Bathroom (Room)	Y	N	Y(1)
	Telemetry (Room)	Y	N	Y(1)
	Lift Equipment (Room)	Y	N	Y(1)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record		1C120-A	
	Women's Program (Room)	Y	N	Y(1)
	Test	Y	N	Y(1)

Figure 283 – Administration Section – Icon Usage Report

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	1B226-B	BUXPY-8800
	PT Record	1B	1B124-B	RLAHN-7746
	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)
N/A	Negative Pressure (Room)	Y	N	Y(1)
	Shared Bathroom (Room)	Y	N	Y(1)
	Telemetry (Room)	Y	N	Y(1)
	Lift Equipment (Room)	Y	N	Y(1)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record		1C120-A	
	Women's Program (Room)	Y	N	Y(1)
	Test	Y	N	Y(1)

Figure 284.1 – Administration Section – Icon Usage Report Drill-Down Feature

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 60 – Icon Usage Report

Column	Description
Site Name	The Facility site where the icon has been used.
Icon Short Description for Facility	The short description of the icon.
Icon Name	The icon name.
Facility Active? (Y/N)	If the icon is active on the facility site.
Associated with a Patient Record? (Y/N)	If the icon is currently associated with a patient record.
Associated with a bed record? (Y/N)	If the icon is currently associated with a bed record.
Drill-Down Columns	These additional columns are revealed once you “drill-into” the appropriate record.
Patient/Bed Record	Indicator of whether the record is a P(atien)T record or a BED record
Ward	The name of the ward for the PT/BED that the icon is associated to.
Bed	The name of the bed the icon is associated to.
Patient	The name of the patient the icon is associated to.

4.9.7 Common Medical Terms Page

In the **Administration Section** page click the **Common Medical Terms** link to access the page as in the following image.

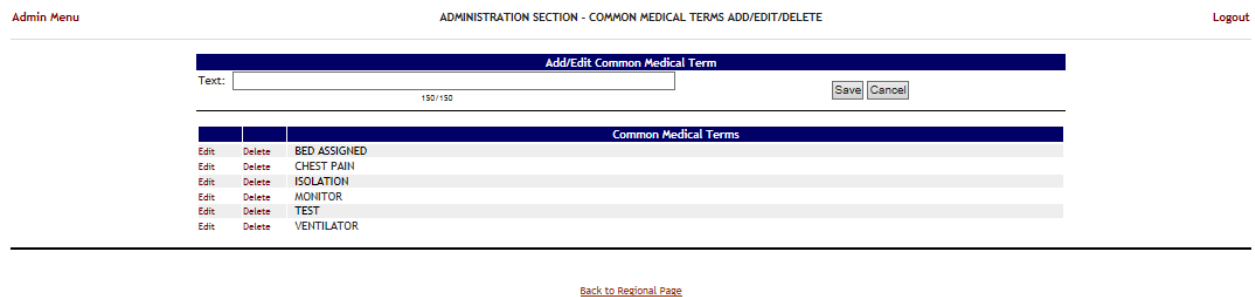


Figure 285 – Administration Section – Common Medical Terms Add/Edit/Delete

This page is used to define a series of common medical terms or comments used frequently by the medical personnel when entering data into the application. After this list of common medical terms has been defined, when the user types in a field the first letters of a word the application will present a list of common medical terms than can be used to fill in that field.

In this page you can perform the following actions: add a common medical term, edit an existing common medical term and delete an existing common medical term.

4.9.7.1 Adding a Common Medical Term

To add a common medical term: in the Common Medical Terms Add/Edit/Delete page enter the text of the term in the Text field then press the **Save** button. The new common medical term will be displayed in the **Common Medical Terms** list.

4.9.7.2 Editing a Common Medical Term

To edit an existing common medical term: in the **Common Medical Terms Add/Edit/Delete** page click the **Edit** link to the left of the common medical term you want to edit. The text of the selected common medical term will be displayed in the Text field as in the following image:

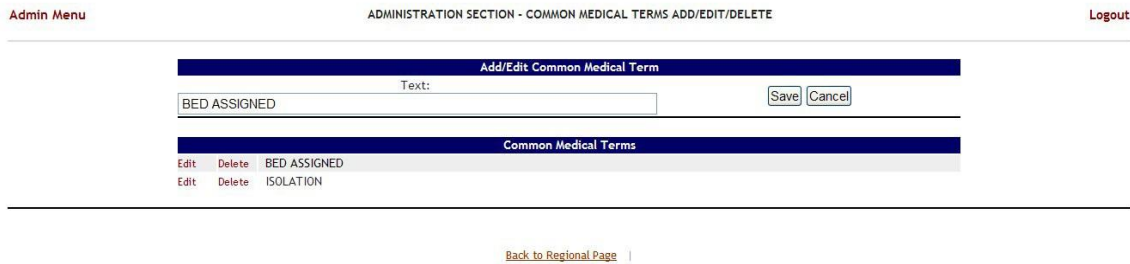


Figure 286 – Administration Section – Common Medical Terms Add/Edit/Delete

Modify the text of the term then press the **Save** button: the new text of the term will be displayed in the **Common Medical Terms** list.

4.9.7.3 Deleting a Common Medical Term

To delete a common medical term: in the **Common Medical Terms Add/Edit/Delete** page click the **Delete** link to the left of the common medical term you want to delete. The **Common Medical Terms** list will be updated to reflect the change.

4.9.8 View Audit Log Page - Support

In the **Administration Section** page click the **View Audit Log** link to access the page as in the following image.

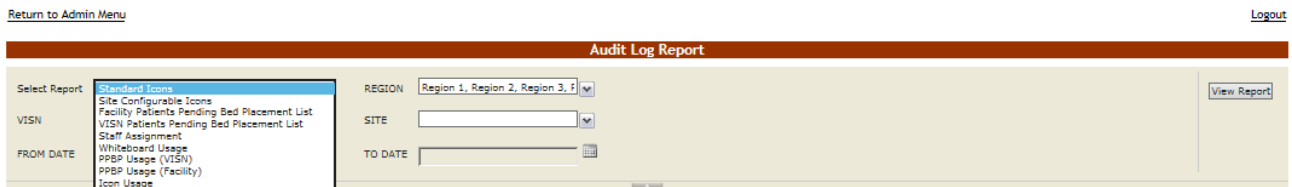


Figure 287 – Administration Section – Audit Log Report Types

The reports available from the National Admin Audit Log Page follow below.

4.9.8.1 Standard Icons

This is a report of the standard icons modified for the specified Region, VISN, Site, and Date Range.

Standard Icons Report													
Select Report:	Standard Icons	REGION:	Region 1, Region 2, Region 3, 1										View Report
VISN:	VISN 1, VISN 2, VISN 3, VISN	SITE:	ABQ - (VISN 18) - 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	softinfo/bmseuser	6/9/2016 6:53:58 PM	Updated	
Application Icons	CleaningBed.png	Cleaning Bed	True	True		Cleaning Bed Icon	Cleaning Bed Icon		Cleaning Bed	softinfo/bmseuser	6/9/2016 6:53:58 PM	Updated	
Application Icons	BedCleaned.png	Bed Cleaned	True	True		Bed Cleaned Icon	Bed Cleaned Icon		Bed Cleaned	softinfo/bmseuser	6/9/2016 6:53:58 PM	Updated	
Application Icons	EMSNotified.png	EMS Notified	True	True		EMS Notified Icon	EMS Notified Icon		EMS Notified	softinfo/bmseuser	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/vhamashelt	6/9/2016 7:11:01 PM	Updated	
Application Icons	BedInIsolation.png	Bed In Isolation	True	True		Bed In Isolation	Bed In Isolation		Bed In Isolation	softinfo/bmseuser	6/9/2016 6:53:27 PM	Updated	
Application Icons	DischargeOrdered.png	Discharge Ordered	True	True		Discharge Ordered	Discharge Ordered		Discharge Ordered	softinfo/bmseuser	6/9/2016 6:53:27 PM	Updated	
Application Icons	AnticipatedDischarge.png	Anticipated Discharge	True	True		Anticipated Discharge	Anticipated Discharge		Anticipated Discharge	softinfo/bmseuser	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	6/8/2016 8:29:55 PM	Updated	
Standard icon	PTOptOut.jpg	Patient Opt-Out	True	True	P	Patient Opt-Out	Patient Opt-Out		Patient Opt-Out	softinfo/bmseuser	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)	softinfo/bmseuser	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	softinfo/bmseuser	6/9/2016 6:55:14 PM	Updated	
Standard icon	fall.png	Slip and Fall Risk	True	True	P	Slip and Fall Risk	Slip and Fall Risk		Slip and Fall Risk	softinfo/bmseuser	6/9/2016 6:54:14 PM	Updated	
Emergency Management Icons	Wheelchair Sound (Patient) (EM).png	Wheelchair Sound (Patient) (EM)	True	True	P	Wheelchair Sound (Patient) (EM)	Wheelchair Sound (Patient) (EM)		Wheelchair Sound (Patient) (EM)	softinfo/bmseuser	6/10/2016 1:22:02 PM	Updated	

Figure 288.1– Standard Icons

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 Whiteboard Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Whiteboard Usage Report](#)

4.9.8.7 PPBP Usage (VISN)

This report is also present on the Facility->Site Options->Audit Log page shown in section [PPBP Usage \(VISN\) Report](#).

4.9.8.8 PPBP Usage (Facility)

This report is also present on the Facility->Site Options->Audit Log page shown in section [PPBP Usage \(Facility\) Report](#)

4.9.8.9 Icon Usage

For more information regarding the Icon Usage report, see the section [Icon 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.

The screenshot displays the 'ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit' page. It features a top navigation bar with 'Admin Menu' on the left and 'Logout' on the right. The main content is divided into two sections: 'NUMA Categories' and 'HAvBED Categories'. Each section includes a search input field labeled 'NUMA:' or 'HAvBED:' with 'Save' and 'Cancel' buttons. Below each search field is a table listing various specialties. Each row in the tables has 'Edit' and 'Delete' buttons in the first two columns, followed by the specialty name in the third column.

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 NH RRTF)
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

Figure 289 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

In this page the user can add, edit and delete NUMA and HAvBED treating specialties. Also the user can map the defined VistA specialties with the NUMA and HAvBED treating specialties.

4.9.9.1 Adding a NUMA Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image.

Admin Menu ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit Logout

NUMA Categories

NUMA:

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 MH RRTP)
Edit	Delete	Mental Health / Chronic
Edit	Delete	Rehab/TBI/Trauma

HAvBED Categories

HAvBED:

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

Figure 290 – 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.

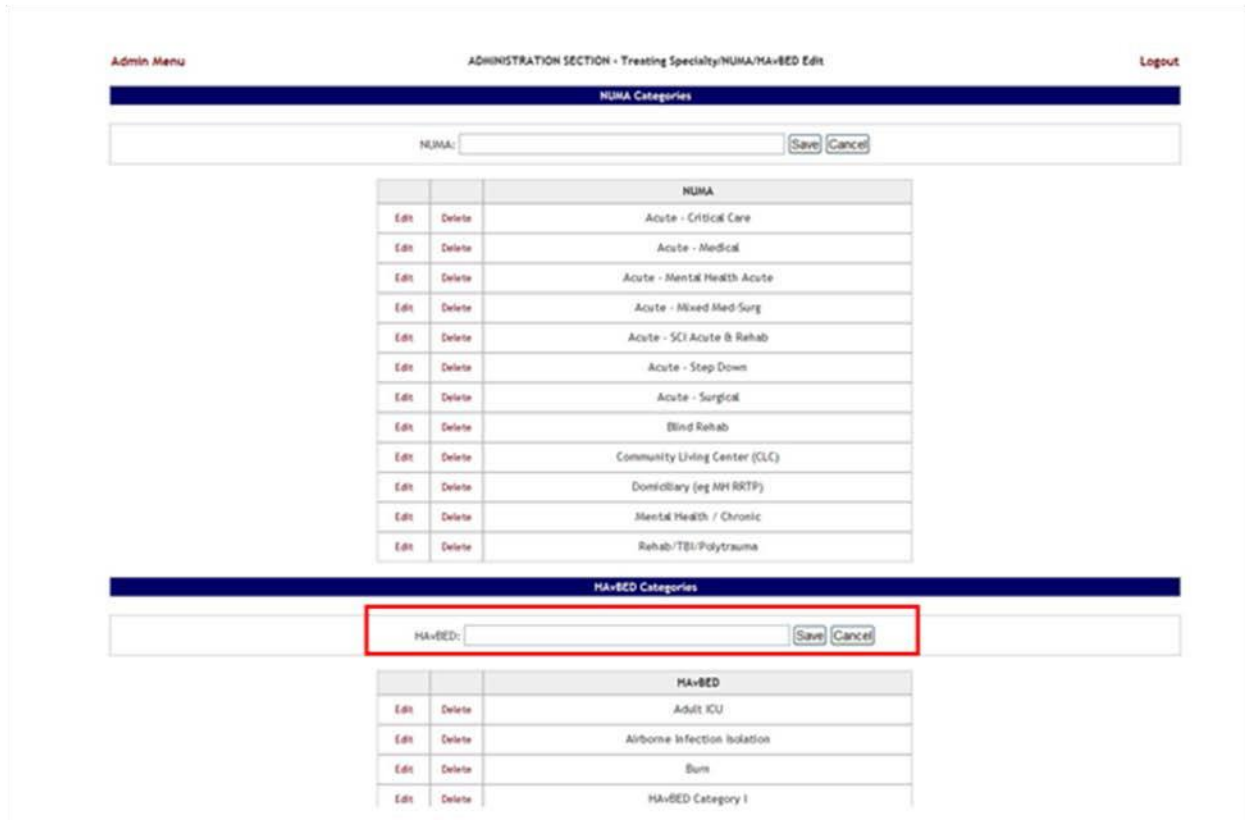


Figure 291 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

A list of HAvBED specialties already defined is available.

To add a HAvBED specialty: enter the name of the new HAvBED specialty in the HAvBED field then press the Save button. The newly added specialty will be displayed in the HAvBED list.

4.9.9.3 Editing a NUMA/HavBED Specialty

To edit an existing NUMA specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the NUMA specialty you want to edit: its name will be displayed in the **NUMA** field at the top of the list. Make the desired changes then press the **Save** button. The NUMA Categories list will display the modified NUMA specialty.

To edit an existing a HAvBED specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the HAvBED specialty you want to edit: its name will be displayed in the a **HAvBED** field at the top of the list. Make the desired changes then press the **Save** button. The HAvBED Categories list will display the modified a HAvBED specialty.

4.9.9.4 Deleting a NUMA/HavBED Specialty

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

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

4.9.9.5 Mapping a VistA specialty with a NUMA/HavBED Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image. (Use the scroll bar to display the VistA Specialty Crosswalk section)

The screenshot shows the 'Vista Specialty Crosswalk' interface. At the top, there are input fields for 'Vista Specialty:', 'NUMA:', and 'HAVBED:'. Below these is a table with columns for 'Vista Specialty', 'NUMA', 'HAVBED', and a 'Hidden' checkbox. A dropdown menu is open for the 'HAVBED' field, showing a list of categories including Adult ICU, Airborne Infection Isolation, Burn, HAvBED Category - Other, HAvBED Category I, HAvBED Category II, HAvBED Category III, Med/Surg, Operating Rooms, Pediatric, Pediatric ICU, and Psychiatric.

	Vista Specialty	NUMA	HAvBED	Hidden
Edit	ACUTE PSYCHIATRY (<45 DAYS)	Acute - Mental Health Acute		<input type="checkbox"/>
Edit	ALCOHOL DEPENDENCE TRMT UNIT	Domiciliary (eg MH RRTP)	HAvBED	<input type="checkbox"/>
Edit	ALLERGY			<input type="checkbox"/>
Edit	ANESTHESIOLOGY			<input type="checkbox"/>
Edit	BLIND REHAB			<input type="checkbox"/>
Edit	BLIND REHAB OBSERVATION			<input type="checkbox"/>
Edit	CARDIAC INTENSIVE CARE UNIT			<input type="checkbox"/>
Edit	CARDIAC SURGERY	Acute - Surgical	Operating Rooms	<input checked="" type="checkbox"/>
Edit	CARDIAC-STEP DOWN UNIT			<input type="checkbox"/>
Edit	CARDIOLOGY			<input checked="" type="checkbox"/>
Edit	DERMATOLOGY	Acute - Surgical	Med/Surg	<input checked="" type="checkbox"/>
Edit	DOD BEDS IN VA FACILITY			<input type="checkbox"/>
Edit	DOMICILIARY			<input type="checkbox"/>
Edit	DOMICILIARY CHV			<input type="checkbox"/>

Figure 292 – 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:

Vista Specialty: NUMA: HAvBED: Do Not Display

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

Figure 293.1 –Hiding a NUMA/HAxBED Specialty

4.9.10 National Waiting Area

To access the National Waiting Area page, in the Administration Section page click the National Waiting Area link.

The **National Waiting Area Add/Edit** page is displayed as in the following image.

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit Logout

National Waiting Area

Text:

		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

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Figure 294 – National Waiting Areas

This is where you will add the locations for patients pending bed placement. These entries will appear on all sites and cannot be edited or deleted.

The options in the upper part of the screen allow the support user to define/add a new national waiting area in the system.

The list in the lower part of the screen presents the national waiting areas already defined in the system.

The links Edit and Delete to the left of each entry in the list allow the support user to modify the name of the selected waiting area or to delete the entry from the system.

To go back to the **Administration Section** page click the link **Admin Menu** in the upper left corner of the page.

4.9.10.1 Adding a National Waiting Area

To add a national waiting area, follow the instructions below.

From the **Administration Section** page, click the **National Waiting Area** link.

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

The screenshot shows the 'National Waiting Area' page. At the top, there are links for 'Admin Menu', 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit', and 'Logout'. Below this is a header bar with the title 'National Waiting Area'. A red box highlights a form area containing a 'Text:' label, a text input field with the value 'OUTPATIENT', and 'Add' and 'Cancel' buttons. Below the form 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 link labeled 'Back to Regional Page'.

Figure 295 – Adding a Waiting Area

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

National Waiting Area

Text:

		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
Edit	Delete	OUTPATIENT

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Figure 296 – 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 297 Selecting National Waiting Area

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



Figure 298 – Selecting Waiting Area for Edit

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

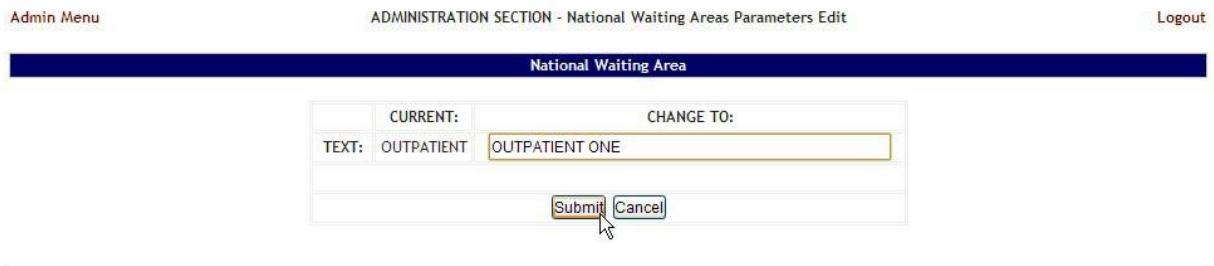


Figure 299 – Edit Waiting Area Name

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.

National Waiting Area

Text:

		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
Edit	Delete	OUTPATIENT ONE

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Figure 300 – 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 301 – Selecting National Waiting Area

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

National Waiting Area

Text:

		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
Edit	Delete	OUTPATIENT ONE

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Figure 302 – 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.

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit Logout

National Waiting Area

Record: OUTPATIENT ONE

Are you sure you want to delete this Waiting Area?

Figure 303 – 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.

National Unavailable Reason			
Text	<input type="text"/>	Type	DO NOT DISPLAY <input type="button" value="Add"/> <input type="button" value="Cancel"/>

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION

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Figure 304 – National Unavailable Reason Page

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 61 – 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 an 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.

		Unavailable Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION

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Figure 305 – Adding a National Unavailable Reason

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

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

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

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

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

4.9.11.2 Editing an 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.

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION
Edit	Delete	PENDING APPROVAL	INFORMATION

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Figure 306 – 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:

CURRENT: CHANGE TO:

TEXT: PENDING APPROVAL PENDING APPROVAL FROM MANAGEMENT

TYPE: INFORMATION INFORMATION

Submit Never Mind And Return To Listing

Figure 307 – 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.

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason

Text Type DO NOT DISPLAY

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION
Edit	Delete	PENDING APPROVAL	INFORMATION

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Figure 308 – 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.

National Unavailable Reason - Delete

Unavailable Reason: Delete

Reason: PENDING APPROVAL

Type: INFORMATION

Are you sure you want to delete this record?

Figure 309 – 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.

Background Processors

Admin Menu Logout

VistA Sites Schedulers VistA Integration Audit Numi Whiteboard Report

[Add new VistA site](#)

[V01BHS - 523](#)
[V01BOS - 523](#)

VistA Site

Name:

Time Zone:

Connections

ODBC	Connection string	<input type="text" value="Server=192.168.100.156; Port=1972; Database=VISTA; Schema=BMS; Log File=D:\\BMS\\VistaCache"/>	<input type="button" value="Test Connection"/>
	User	<input type="text" value="admin"/>	
	Password	<input type="password" value="*****"/>	
MDWS	<input type="button" value="Test Connection"/>		

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Figure 310 – 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.

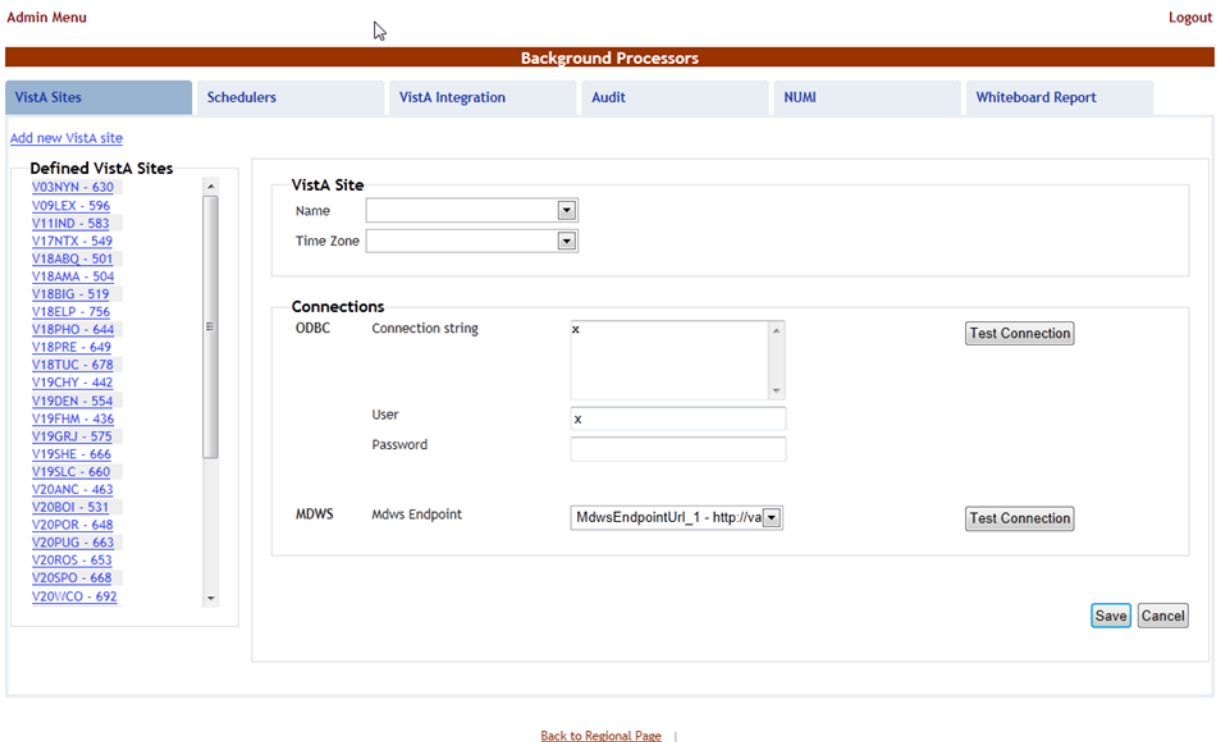


Figure 311 – Background Processors Page – Adding a Vista Site

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 62 – 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 too.

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.

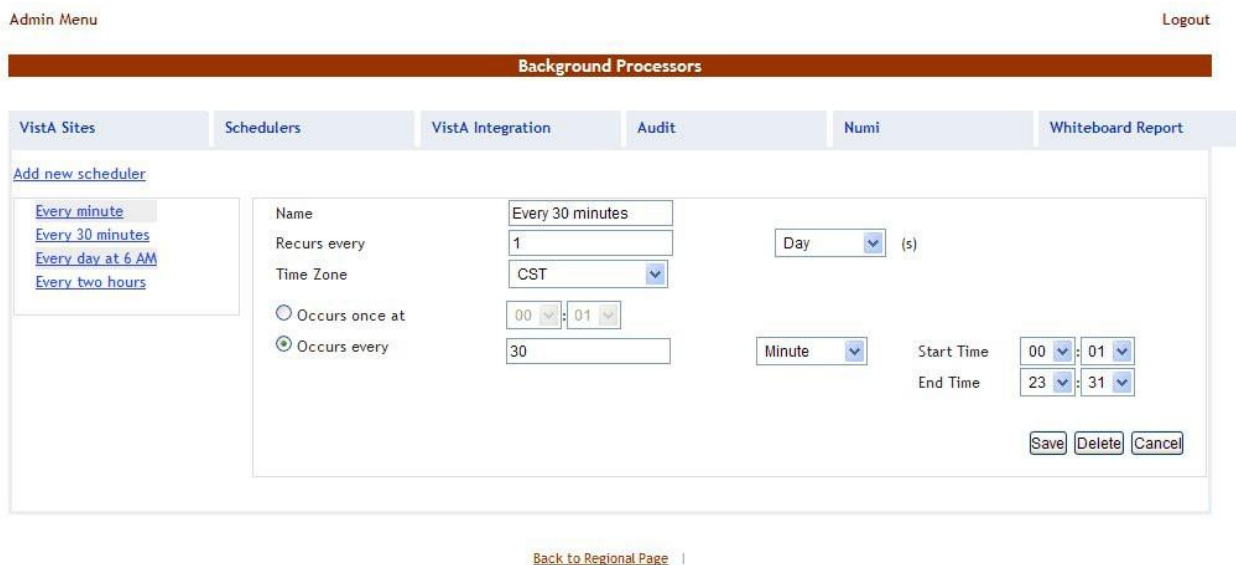


Figure 312 – Schedulers page

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 63 – New Scheduler Parameters

Column	Description
Name	The name of the scheduler.
Rekurs 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.

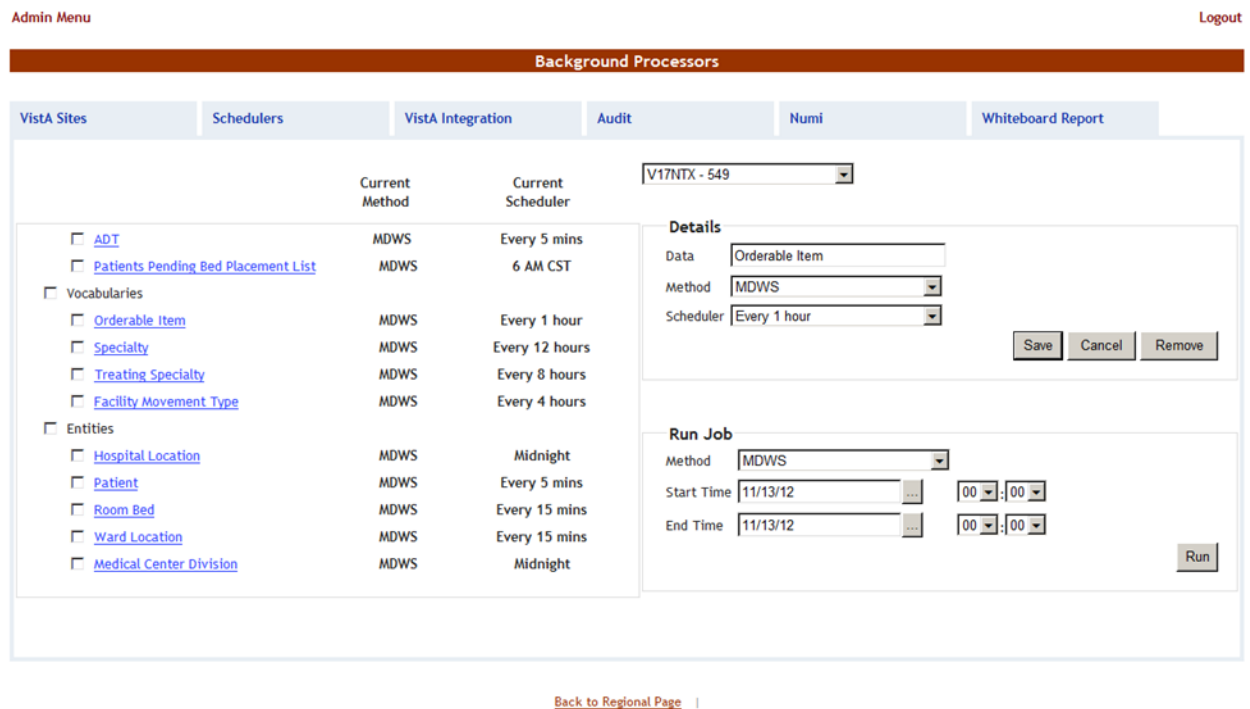


Figure 313 – VistA Integration Tab

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 check-boxes, 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.

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.

Background Processors

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report
VistA site, <input checked="" type="checkbox"/> V01BHS - 523 <input checked="" type="checkbox"/> V01BOS - 523 <input type="checkbox"/> V18ABQ - 501	data types <input checked="" type="checkbox"/> ADT <input checked="" type="checkbox"/> Patients Pending Bed Placement List <input checked="" type="checkbox"/> Vocabularies <input checked="" type="checkbox"/> Orderable Item <input checked="" type="checkbox"/> Specialty <input checked="" type="checkbox"/> Treating Specialty <input checked="" type="checkbox"/> Facility Movement Type <input type="checkbox"/> Entities <input checked="" type="checkbox"/> Hospital Location <input type="checkbox"/> Patient <input checked="" type="checkbox"/> Room Bed <input checked="" type="checkbox"/> Ward Location <input checked="" type="checkbox"/> Medical Center Division	and method <input checked="" type="checkbox"/> ODBC <input checked="" type="checkbox"/> MDWS	with status <input type="checkbox"/> Succeeded <input checked="" type="checkbox"/> Failed <input checked="" type="checkbox"/> Running <input checked="" type="checkbox"/> Partially Succeeded	all audit log entries registered <input type="radio"/> Today <input checked="" type="radio"/> Last week <input type="radio"/> Last month <input type="radio"/> During this specific period 09/19/12 : 00 : 00 : 00 : 00 09/20/12 : 00 : 00 : 00 : 00	

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Figure 314 – 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.

Background Processors

Vista Sites	Schedulers	Vista Integration	Audit	Numi	Whiteboard Report				
Vista site, <input checked="" type="checkbox"/> V01BHS - 523 <input checked="" type="checkbox"/> V01BOS - 523 <input type="checkbox"/> V18ABQ - 501	data types <input checked="" type="checkbox"/> ADT <input checked="" type="checkbox"/> Patients Pending Bed Placement List <input type="checkbox"/> Vocabularies <input checked="" type="checkbox"/> Orderable Item <input checked="" type="checkbox"/> Specialty <input checked="" type="checkbox"/> Treating Specialty <input checked="" type="checkbox"/> Facility Movement Type <input type="checkbox"/> Entities <input checked="" type="checkbox"/> Hospital Location <input checked="" type="checkbox"/> Patient <input checked="" type="checkbox"/> Room Bed <input checked="" type="checkbox"/> Ward Location <input checked="" type="checkbox"/> Medical Center Division	and method <input checked="" type="checkbox"/> ODBC <input checked="" type="checkbox"/> MDWS	with status <input type="checkbox"/> Succeeded <input checked="" type="checkbox"/> Failed <input checked="" type="checkbox"/> Running <input checked="" type="checkbox"/> Partially Succeeded	all audit log entries registered <input type="radio"/> Today <input checked="" type="radio"/> Last week <input type="radio"/> Last month <input type="radio"/> During this specific period 09/12/12 00:00 09/20/12 00:00					
<input type="button" value="Filter By"/>									
Vista	Method	Data	Rows No	Start Date	End Date	Launch Type	Parameters	Status	Details
V01BHS	MDWS	Room Bed		09/18/12 17:33:13		Manual	(StartDate, 9/19/2012 4:21:00 AM)(EndDate, 9/20/2012 12:00:00 AM)	Running	Details
V01BHS	MDWS	ADT		09/18/12 22:12:35		Automatic	(StartDate, null)(EndDate, 9/18/2012 10:12:00 PM)	Running	Details

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Figure 315 – View Audit Results

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

Table 64 – Patients in Community Hospitals - Active Report

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.

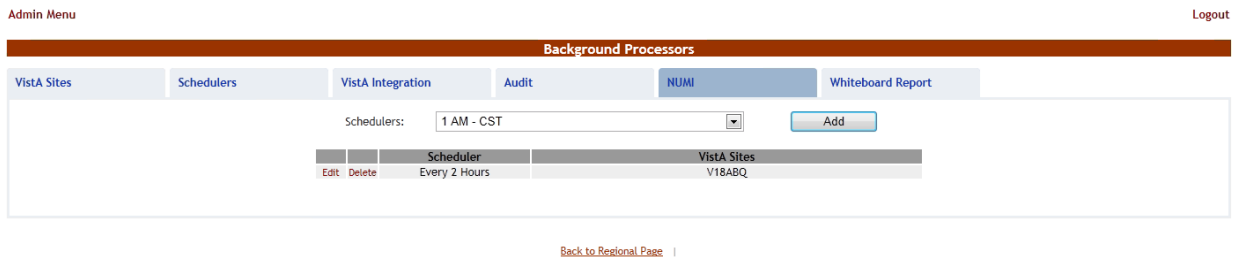


Figure 316 – NUMI Page

From the **Schedulers** field select the scheduler created to retrieve the NUMI data then click the **Add** button: following page is displayed.



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.

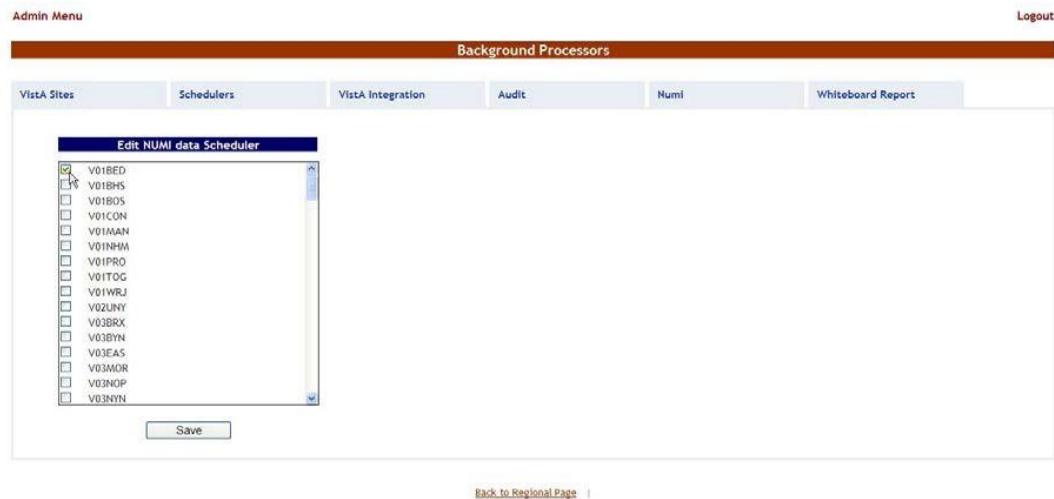


Figure 317 – Selecting the VistA Site for Which to Gather NUMI Data

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 318 – Whiteboard Report page

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

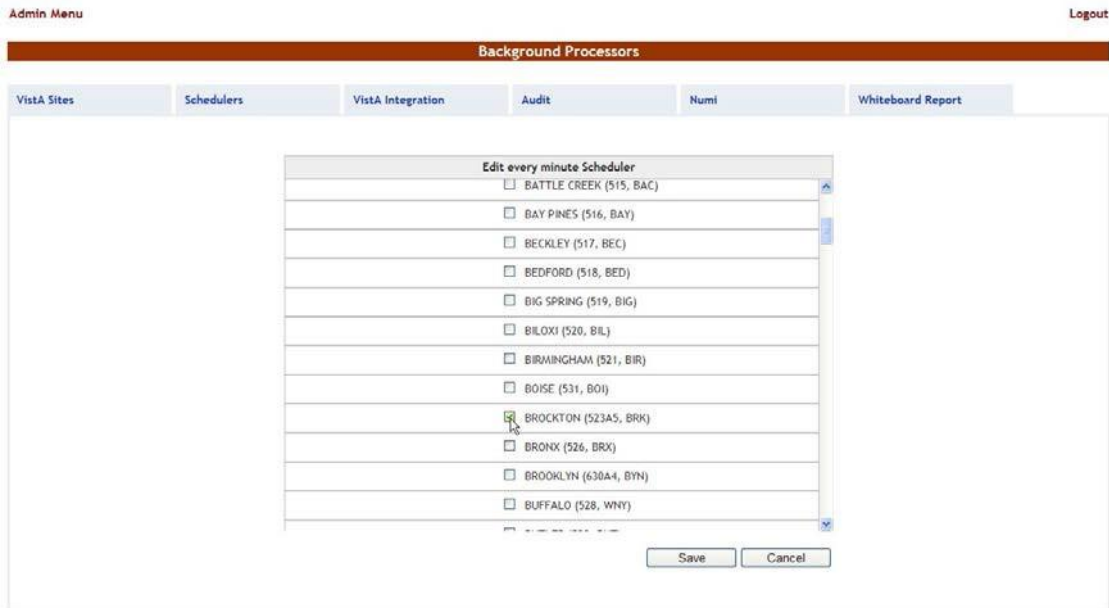


Figure 319 – Selecting the Facility Site Where to Run the Scheduler for the Whiteboard Report

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.

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.

6 Acronyms/Glossary

In addition to the acronyms defined below, the OI&T Master Glossary can be found at:

http://vaww.oed.wss.va.gov/process/Library/master_glossary/masterglossary.htm

Table 65 – Acronyms/Glossary

Term	Definition
ADT	Admission, Discharge, and Transfer
BMS	Bed Management Solution
BN	Business Need
BRD	Business Requirements Document
CFM	Comprehensive Flow Management
CH/CL	Community Hospital / Current Location
CHF	Congestive Heart Failure
CLC	Community Living Center
COW	Computer on Wheels
CPRS	Computerized Patient Record System
D/C	Discharge
DM	Diabetes Mellitus
DOB	Date of Birth
DOM	Domiciliary
DRG	Diagnostic Related Group
DUSH	Deputy Under Secretary for Health
ED	Emergency Department
EMS	Environmental Management Service
EMSHG	Emergency Management Strategic Healthcare Group
ERR	Enterprise Requirements Repository
FAQs	Frequently Asked Questions
FIPS	Federal Information Processing Standard
GUI	Graphical User Interface
HavBed	Hospital Available Beds for Emergencies & Disasters
HVAC	House Veterans Affairs Committee
ICU	Intensive Care Unit
IEN	Internal Entry Number. The primary keys for VistA files.
IT	Information Technology

Term	Definition
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
VISN	Veterans Integrated Service Network
Vista	Veterans Health Information Systems and Technology Architecture

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