

Bed Management Solution (BMS)

User Guide



September 2015

Revision History

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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.

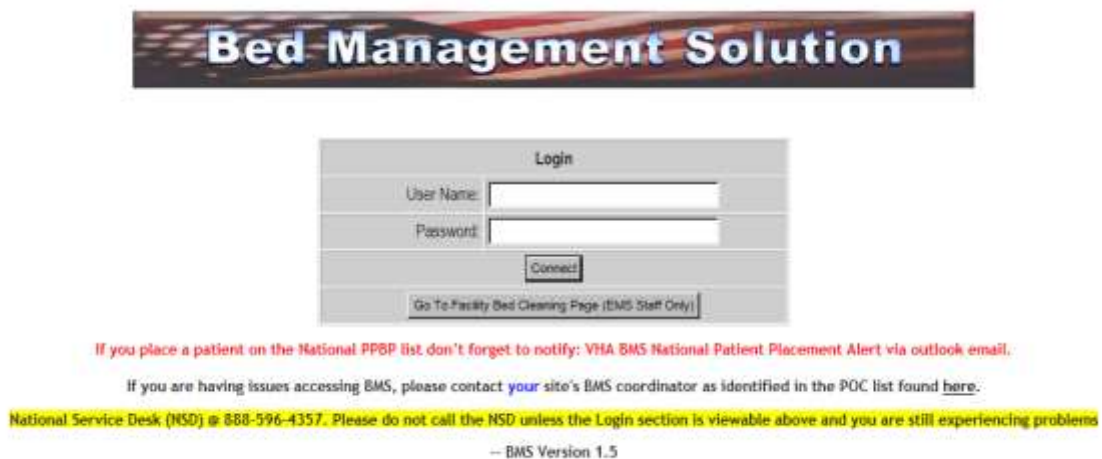


Figure 2 – BMS Login Screen

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:



Current Server Time(CST) 8/3/2013 3:09:41 PM

Figure 4 - BMS Login Page during System Maintenance

3.2.4 BMS Main Pages

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

The **Facility Home** page displays the list of patients for pending bed placements in the current facility, and allows the user to add patients to the list and generate various reports regarding the bed

count and patient movement within the facility. This section is an essential element in the use of BMS. The home page also provides the access to application reports, link to the SharePoint site, and information on how to report a remedy ticket, census rate, banner information, and access to the site configuration settings.

Workstation: 1:21:27 PM
 Facility: 12:11 PM
 Return to VISH Network

NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

Facility Division: YES Census: 37% 1 New Events Ward Whiteboard Site Options

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: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	S	X	Presenting Problems	Type Of Bed/ Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (H)	CLC
Edit Remove	11/21/2012 13:27	11/21/2012 13:27		LABORING, MEDICAL A0001	M				ADMISSIONS	526:44		No
Edit Remove	12/07/2012 10:10	12/07/2012 10:10		PATIENT, EIGHT 70008	M				CURRENT FACILITY	146:01		No
Edit Remove	12/07/2012 11:41	12/07/2012 11:41		PATIENT, ONEZEROSEVEN P1255	M				CLINIC	146:30		No
Edit Remove	12/10/2012 14:13	12/12/2012 14:13		PATIENT, ONEZEROSEVEN P1002	M				CLINIC	21:58		No
Edit Remove	12/10/2012 15:40	12/10/2012 15:40		TEST, ONEEE 70002	M		ISOLATION,	ISOLATION,	ADMISSIONS	68:31		No
Edit Remove	12/10/2012 16:24	12/10/2012 16:24		PHYS, EIGHTH P505P	M		COPD	TELEMETRE	ADMISSIONS	67:47		Yes
Edit Remove	12/11/2012 14:11	12/11/2012 14:11		PATIENT, ONEZEROSEVEN P1011	M				ADMISSIONS	46:00		No
Edit Remove	12/12/2012 11:30	12/12/2012 11:30		TEST, BMS 7000P	M				ADMISSIONS	00:41		No
Edit Remove	12/12/2012 17:23	12/12/2012 17:23		WELDR, MEDICAL W0345	M				ADMISSIONS	18:48		No

BMS Home Icon Legend Information

Figure 5 – BMS Facility Home Screen

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

Whiteboard Home CTX Whiteboard for: T CR - Last Update: Export Report Icon Legend

Facility Census: 18% Total Number Pending/Today's Scheduled Admission: 10770 T CR census: 33%

BED	PT	S	E	X	STAFF	ATTENDING	COMMENTS	OSCH STATUS	BED STATUS	WARD	HUPJ	LOS WARD DDD:HH
CR400-1T												
CR400-2T												
CR400-1T												
CR500-1T												
CR500-2T												
CR500-3T				F	SHALE, JOHN					T CR - GENERAL CNT/ITR	17:04	
CR700-1T												
CR700-2T				M	HRICE, KARLA					T CR - GENERAL CNT/ITR	33:04	
CR700-3T				M	SHALE, JOHN					T CR - GENERAL CNT/ITR	21:04	

BMS Home Icon Legend Information

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.).

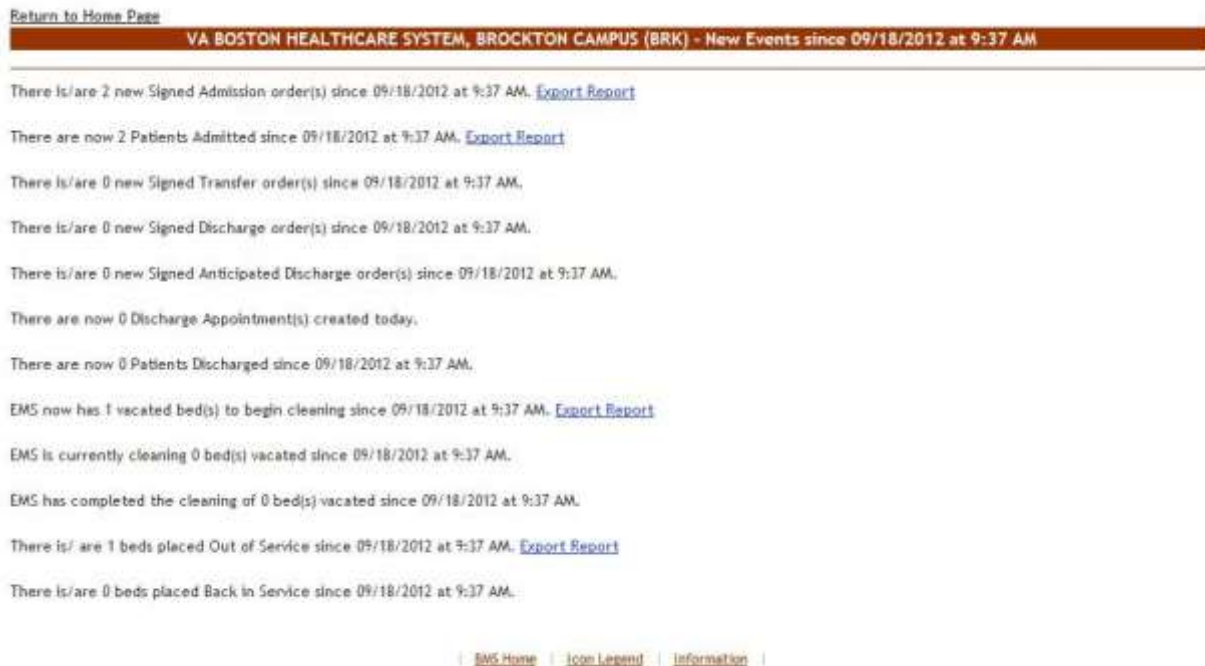


Figure 7 – BMS Facility New Events Screen

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](#)

Diversion Status For: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

ADD Location Name:

LDFF DIVERSION

	Current	Status	Start	Entered By	Last Edit By	Duration	
	Diversion Location		Date	Time		dd:hh:mm	
Edit	Emergency Department - LACKING STAFF	Yes	09/18/2012	17:39	softinfo/hrcampus	09/18/12 - 17:39	00:00:00

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

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 1 Network Bed Boards

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BEDFORD (BED)	BEDFORD Summary Report	0%	0	RECEPTION	555-2345
BROCKTON (BRK)	BROCKTON Summary Report	12%	1	TRIAGE ROOM	555-67547
JAMAICA PLAIN (BOS)	JAMAICA PLAIN Summary Report	0%	0	NONE	NONE
LEEDS (NHM)	LEEDS Summary Report	0%	0	NONE	NONE
MANCHESTER (MAN)	MANCHESTER Summary Report	0%	0	NONE	NONE
PROVIDENCE (PRO)	PROVIDENCE Summary Report	0%	0	TRIAGE	555-28956
TOGUS/AUGUSTA (TOG)	TOGUS/AUGUSTA Summary Report	0%	0	RECEPTION	555-28111
WEST HAVEN (CON)	WEST HAVEN Summary Report	0%	0	NONE	NONE
WEST ROXBURY (WRX)	WEST ROXBURY Summary Report	0%	0	FRONT DESK	555-28675
WHITE RIVER JUNCTION (WRJ)	WHITE RIVER JUNCTION Summary Report	0%	0	RECEPTION	555-67542

VISN Patients Pending Bed Placement

[Add New Patient](#)
 Filter By:
 Select Report:

	N	FAC	Patient	SSN	Service-Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
Edit	Finalize	X	BRK	BMSPatient, One	000-12-9876		Afghanistan	No	Cardiology		9/14/2012 12:00:00 AM		00:15
Edit	Finalize	X	BRK	BMSPatient, Ten	000-90-5643		OTHER	No	Cardiology	HOME	9/14/2012 12:00:00 AM		00:13
Edit	Finalize	X	BRK	BMSPatient, Nine	000-78-4523		Rosovo	Yes	Cardiology		9/14/2012 12:00:00 AM		00:12
Edit	Finalize	X	BRK	BMSPatient, Three	000-90-8765		Yemen	Yes	Neurology		9/14/2012 12:00:00 AM		00:10

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

Figure 10 – BMS VISN Network Bed Boards Screen

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

Bed Management Solution

Go to Site List BMS Admin Logout

User: HARRIS-HC-LAB.COMEDAIL

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 - 3
VISN 2 - 0	VISN 7 - 0	VISN 15 - 0	VISN 19 - 0
VISN 3 - 0	VISN 8 - 0	VISN 16 - 0	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

DISPLAY: National Patients | REGION: ALL | VISN: ALL | TREATING SPECIALTY: ALL | View: Standard | View: Current | Submit

#	V	National Patients	SSN	SVC	ERA	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (hrs)
1	18	PATIENT, ONETWOTHREEFOUR	1999	30	OTHER	No	COPD	ALLERGY	HOLEMS	11/12/2012 12:00:00 AM CST	SPACE	741:32
1	18	PATIENT, ONETWOTHREEFOUR	1234	30	Iraq	No	COPD	ACUTE PSYCHIATRY (+45 DAYS)	STEVE	12/12/2012 12:00:00 AM CST	TE	17:29

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

Figure 11 - BMS National/Regional Screen

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



Figure 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.

3.2.4.1 Sort Information within Columns

You can sort the information within most columns.

- Click a column header to sort the information within the column in descending order.
- Click the column header again to sort the column’s contents in ascending order.

Entered	Requested	Removed
06/20/2012 10:49	06/20/2012 10:49	
06/20/2012 08:48	06/20/2012 08:48	

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.



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.



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.

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

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

To add a VistA ward to the ward groups defined for the current facility follow the instructions below.

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

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

Logout


VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All

Bed Groupings Select Type Group: All Select View: REPORT

Scheduled Admissions Next: 7 Days

Patient Movement Quick Date: Today Transaction Bed: All

Other Reports Select Report: Bed Summary Report

Patients Pending Bed Placement: Current

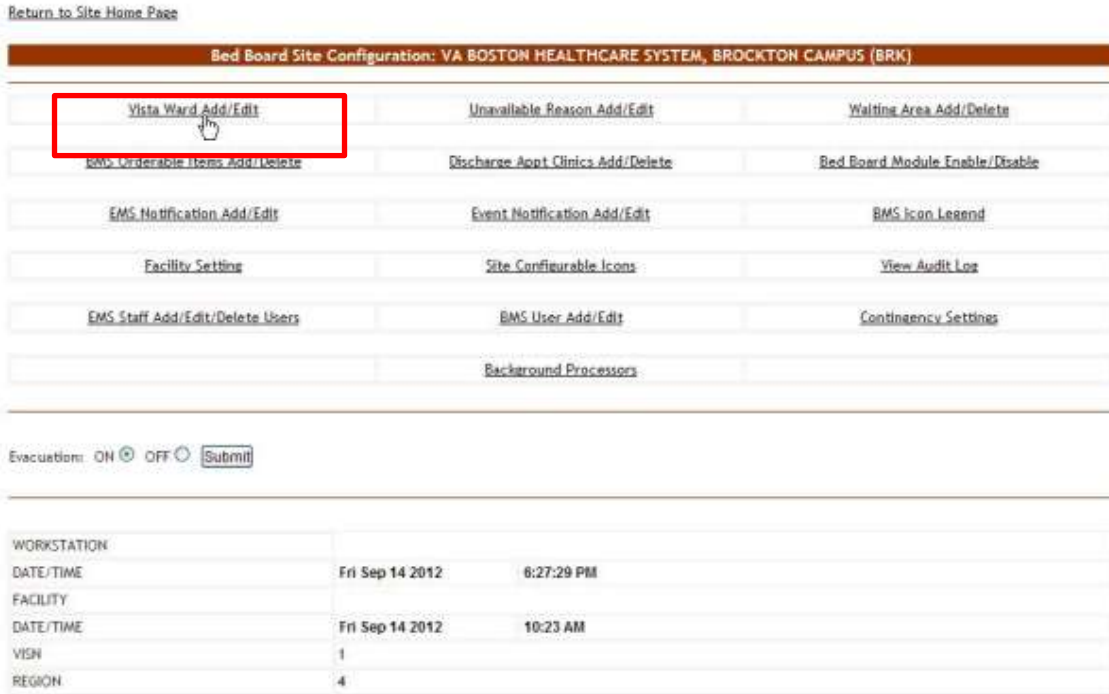
Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	S K	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B763	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B0765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B6765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 16 – Selecting Site Options

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



T

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.



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.

4.1.2.2 Editing a Ward Group

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM



Return to VISH Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

Reports...

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

Patients Pending Bed Placement: Current

 View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 8846	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 87454	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 88763	F	PCOP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88978	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 88765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 88087	M			ADMISSIONS	00:11		No

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

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

Figure 19 – 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	6:27:29 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:23 AM
VISN	1	
REGION	4	

Figure 20 – Selecting VistA Ward Add/Edit Page

Click the **Vista Ward 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: 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
Add	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 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](#) | [Join 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

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM Facility: 7:33 AM [Logout](#)

Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All

Bed Groupings Select Type Group: All Select View: REPORT

Scheduled Admissions Next: 7 Days

Patient Movement Quick Date: Today Transaction Bed: All

Other Reports Select Report: Bed Summary Report

Patients Pending Bed Placement: Current

 View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (%)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_One 8943	F	LIVER FAILURE	<input checked="" type="checkbox"/>	ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 8764	M		<input type="checkbox"/>	SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 8876	F	RESP	<input checked="" type="checkbox"/>	ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 8896	M		<input type="checkbox"/>	EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 8894	F	PSYCH	<input checked="" type="checkbox"/>	ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 8875	F		<input type="checkbox"/>	CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 8907	M		<input type="checkbox"/>	ADMISSIONS	00:11		No

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

Figure 23 – 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	8:27:29 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 Select A Ward	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	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 fields in the upper part of the screen allow the administrator users to select the orderable items for mapping. However, only 3 types of orderable items are mapped: admission, discharges and transfers.

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

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

Table 3 – Orderable Items Parameters

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

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

4.1.3.1 Adding/Deleting an Orderable Item - Mapping

To add a new orderable item mapping to the system follow the instructions below.
 From the facility home page, click the **Site Options** link.

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM



Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRN)

Facility Diversion: NONE Census: 12% Evacuation: ON D New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy	Select Ward Group: All	Bed Status: All	<input type="button" value="Submit"/>
Bed Groupings	Select Type Group: All	Select View: REPORT	<input type="button" value="Submit"/>
Scheduled Admissions	Next: 7 Days		<input type="button" value="Submit"/>
Patient Movement	Quick Date: Today	Transaction Bed: All	<input type="button" value="Submit"/>
Other Reports	Select Report: Bed Summary Report		<input type="button" value="Submit"/>

Patients Pending Bed Placement: Current

 View: Standard

		Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (h)	CLC
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 8767	F	LIVER FAILURE		ADMISSIONS	00:25		No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 8764	M			SCHEDULED ADMISSIONS	00:24		No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 8876	F	RESP		ADMISSIONS	00:19		No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 8878	M			EMERGENCY ROOM	00:17		No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 8894	F	PSYCH		ADMISSIONS	00:16	10	No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 8876	F			CURRENT FACILITY	00:14		No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 8907	M			ADMISSIONS	00:11		No

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

Figure 28 – Selecting Site Options

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



Figure 29 – Selecting BMS Orderable Items Add/Delete

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



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.

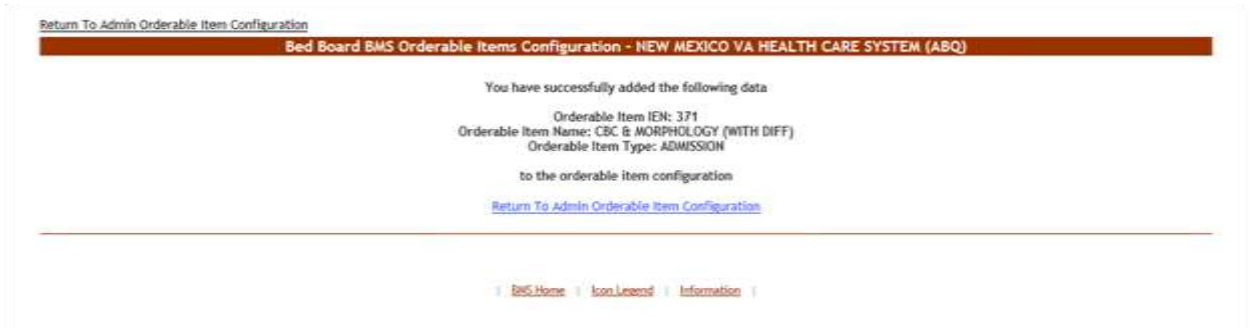


Figure 31 - BMS Orderable Items - Add



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

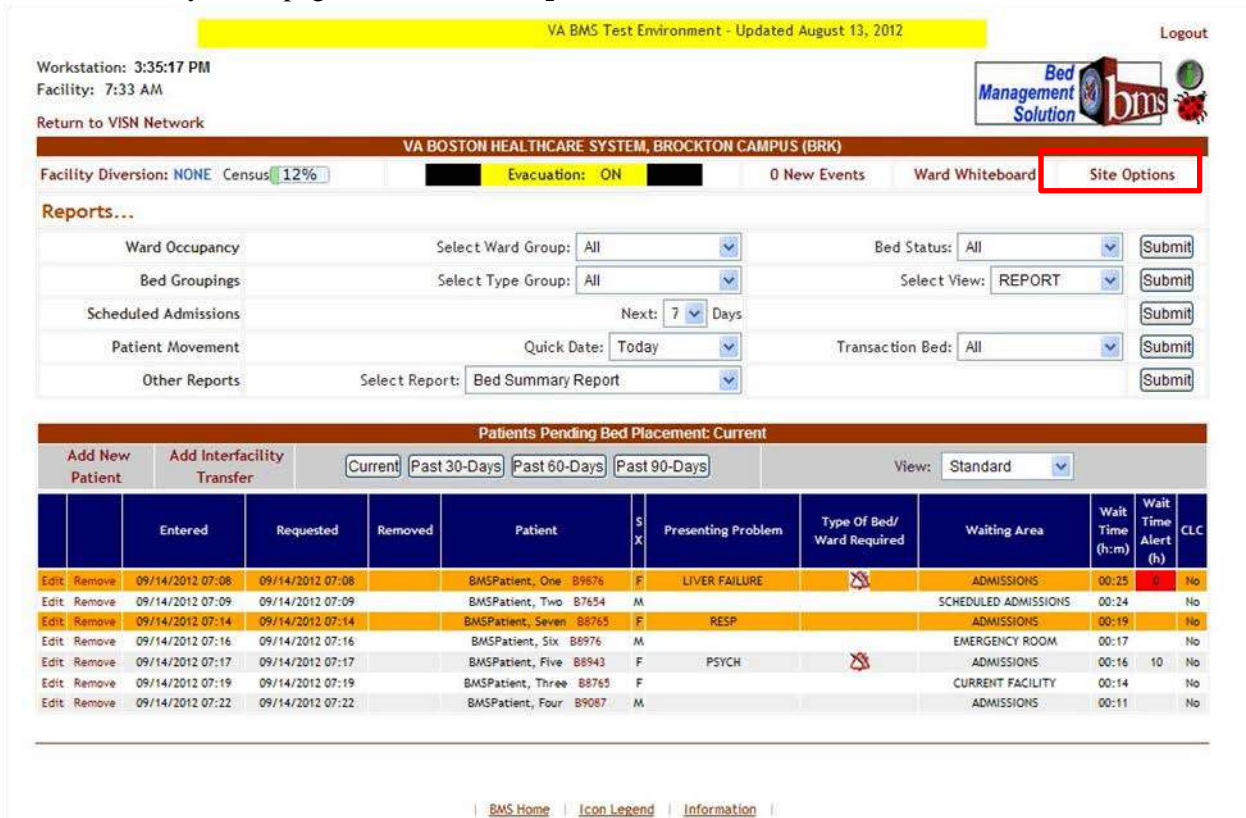


Figure 34 - Selecting Site Options

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



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.

EMS Bed Notification Edit - VA BOSTON HEALTHCARE SYSTEM, WEST ROXBURY CAMPUS (WRX)			
EDIT Parameters			
Location	NEUROLOGY	Notification Event:	
		Dirty	Cleaned
(FORMAT: name@address,name@address) - 150 Total Character Limit			
EMS:	<input type="text" value="ems@westroxburycampus.org"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Bed Controller:	<input type="text" value="bedcontroller@westroxburycampus.org"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Other:	<input type="text"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

[BMS Home](#) | [Acco 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:

Current Locations

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

[BMS Home](#) | [Icon 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.

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM

[Return to VSN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy	Select Ward Group: All	Bed Status: All	<input type="button" value="Submit"/>
Bed Groupings	Select Type Group: All	Select View: REPORT	<input type="button" value="Submit"/>
Scheduled Admissions	Next: 7 Days		<input type="button" value="Submit"/>
Patient Movement	Quick Date: Today	Transaction Bed: All	<input type="button" value="Submit"/>
Other Reports	Select Report: Bed Summary Report		<input type="button" value="Submit"/>

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_One 87675	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 87694	M			SCHEDULED ADMISSIONS	00:34		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 88765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 88976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 88943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 88765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 89087	M			ADMISSIONS	00:11		No

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

Figure 39 – 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)

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 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:

Current Locations

	Name	EMS Group	Send Notification Bed Controller	Other
Edit	NEURO 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](#)

EM5 Bed Notification Edit - VA BOSTON HEALTHCARE SYSTEM, WEST ROXBURY CAMPUS (WRX)

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

[BMS Home](#) | [Icon 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.

Hcevesh08 - C63334 - updated Dec. 12, 2012 Logout

Workstation: 12:51:44 AM
Facility: 11:42 AM
[Return to VISN Network](#)

NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

Facility Division: YES Census: 27% 1 New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy	Select Ward Group: All	Bed Status: All	<input type="button" value="Submit"/>
Bed Groupings	Select Type Group: All	Select View: REPORT	<input type="button" value="Submit"/>
Scheduled Admissions	Next: 7 Days		<input type="button" value="Submit"/>
Patient Movement	Quick Date: Today	Transaction Bed: All	<input type="button" value="Submit"/>
Other Reports	Select Report: Bed Summary Report		<input type="button" value="Submit"/>

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Released	Patient	Sex	Presenting Problems	Type Of Bed/ Ward Required	Waiting Area	Wait Time (H:M)	Wait Time Alert (H)	CLE
EM5 Remove	11/21/2012 13:27	11/21/2012 13:27		patient, eight FOUR	M			ADMISSIONS	52:15		No
EM5 Remove	12/07/2012 10:10	12/07/2012 10:10		PATIENT, ONEZEROFOUR FIVE FIVE	M			CURRENT FACULTY	146:32		No
EM5 Remove	12/07/2012 11:41	12/07/2012 11:41		PATIENT, ONEZEROFOUR FIVE FIVE	M			CLINIC	144:01		No
EM5 Remove	12/10/2012 14:13	12/12/2012 14:13		PATIENT, ONEZEROFOUR FIVE FIVE	M			CLINIC	21:29		No
EM5 Remove	12/10/2012 15:40	12/10/2012 15:40		TEST, CHEST THREE	M	ISOLATION	ISOLATION	ADMISSIONS	68:02		No
EM5 Remove	12/10/2012 16:24	12/10/2012 16:24		TEST, CHEST THREE	M	ISOLATION	ISOLATION	ADMISSIONS	67:18		Yes
EM5 Remove	12/11/2012 14:11	12/11/2012 14:11		PATIENT, ONEZEROFOUR FIVE FIVE	M	ISOLATION	ISOLATION	ADMISSIONS	48:31		No
EM5 Remove	12/12/2012 11:30	12/12/2012 11:30		TEST, CHEST THREE	M			ADMISSIONS	20:12		No
EM5 Remove	12/12/2012 17:23	12/12/2012 17:23		TEST, CHEST THREE	M			ADMISSIONS	18:18		No

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

Figure 43 – 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/Dsable
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	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 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	
Edit	NEURO WARD 1	Dirty/Clean	Bed Controller	Other
Delete			Dirty/Clean	NONE

[BMS Home](#) | [Icon 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.

[Return to Notification Admin Page](#)

EMS Bed Status Notification Delete - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)	
Location Record: NEURO WARD 1	
Are you sure you want to delete this EMS Notification record?	
<input type="button" value="Delete Record"/>	<input type="button" value="Never Mind And Return To Listing"/>

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

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.

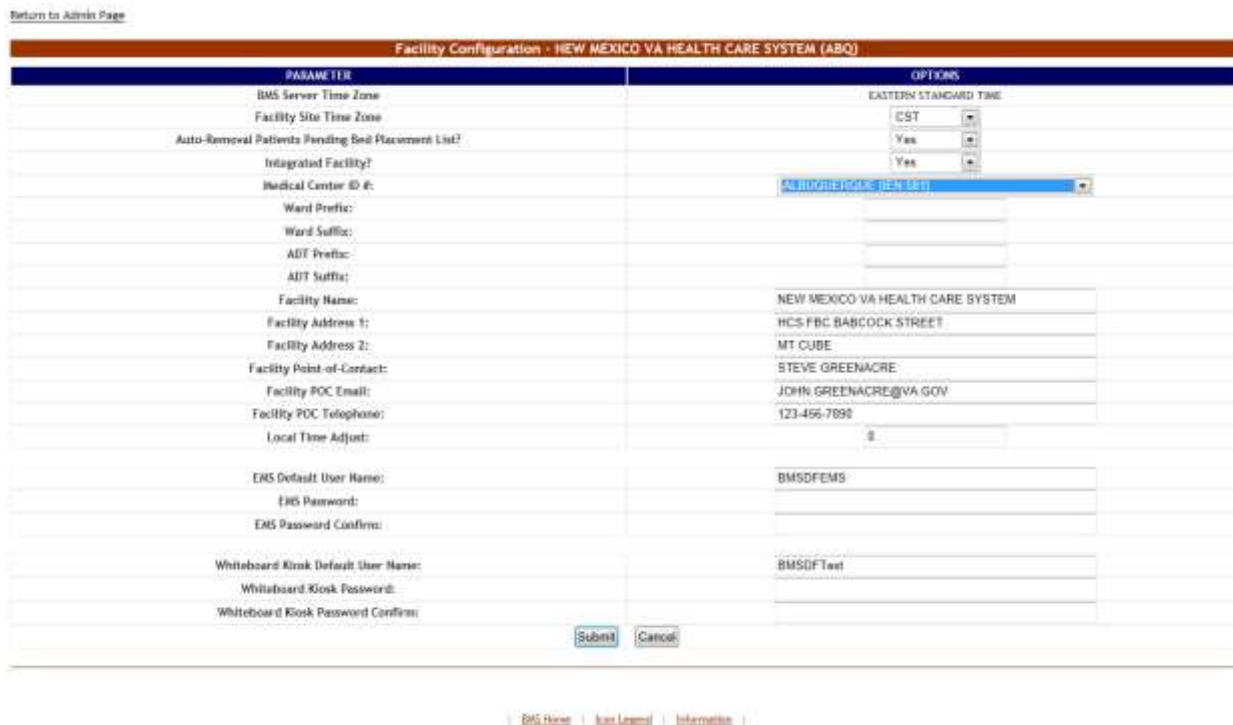


Figure 48 – Facility Configuration Page – Integrated Facility

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
	No
Integrated Facility?	
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.
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.

Column	Description
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.

Parameter	Short Description	Options
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 Attending
scrollRate	The timer interval will affect the scrolling speed. This parameter can be absent. (If specified then it represents seconds).	Null or an integer value.

4.1.5.2 EMS Mobile URL Settings

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

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

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

<https://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

Workstation: 3:35:17 PM
 Facility: 7:33 AM



Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

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: Bed Summary Report		Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 51 – 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	Red 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	6:42:39 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.


4.1.6.2 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.

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISH Network

Logout


VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NDRE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All

Bed Groupings Select Type Group: All Select View: REPORT

Scheduled Admissions Next: 7 Days

Patient Movement Quick Date: Today Transaction Bed: All

Other Reports Select Report: Bed Summary Report

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	S K	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B763	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B896	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B893	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B876	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B767	M			ADMISSIONS	00:11		No

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

Figure 55 – 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
RMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	RMS 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
VISH	1	
REGION	4	

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.

Return to Admin Main Page

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

Add EMS User Cancel

	User	PIN
Edit Delete	EMS User	1234
Edit Delete	EMS User One	7865
Edit Delete	EMS Staff One	3345

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM

Return to VSN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

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: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_One 8765	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 87654	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 88765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 88976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 8894	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 88765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 89087	M			ADMISSIONS	00:11		No

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

Figure 59 – 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	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.

[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
Edit Delete	EMS Staff One	3345

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

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.

[Return To Listing](#)

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

Are you sure you want to delete the EMS User: EMS Staff One ?

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

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.

Return to Admin Main Page

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

Text: Type: DO NOT DISPLAY

Add Cancel

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

Edit Delete

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

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:

Table 8 – Unavailable Reason Parameters

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

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

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

4.1.7.1 Adding an Unavailable Reason

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

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

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evaluation: ON 0 New Events Ward Whiteboard **Site Options**

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: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B876	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	PCUP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8176	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B8067	M			ADMISSIONS	00:11		No

BMS Home Icon Legend Information

Figure 64 – Selecting Site Options

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

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.

The screenshot shows the VA BMS Test Environment interface. At the top, there is a yellow banner with the text "VA BMS Test Environment - Updated August 13, 2012" and a "Logout" link. Below this, the workstation and facility information are displayed: "Workstation: 3:35:17 PM" and "Facility: 7:33 AM". A "Return to VISN Network" link is also present. The main navigation bar includes "VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)", "Facility Diversion: NONE", "Census: 12%", "Evacuation: ON", "New Events", "Ward Whiteboard", and "Site Options" (highlighted with a red box). Below the navigation bar, there is a "Reports..." section with various report options and filters. The main content area displays "Patients Pending Bed Placement: Current" with a table of patient data. At the bottom, there are links for "BMS Name", "Icon Legend", and "Information".

Patients Pending Bed Placement: Current												
		Add New Patient				Add Interfacility Transfer				View: Standard		
		Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B767	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B893	M			EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B894	F	PSYCH		ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B807	M			ADMISSIONS	00:11		No

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)

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 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
VSN	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
<input type="button" value="Edit"/> <input type="button" value="Delete"/> 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:

	CURRENT:	CHANGE TO:
TEXT:	ON HOLD	ON HOLD
TYPE:	DO NOT DISPLAY	<div style="border: 1px solid black; padding: 2px;"> DO NOT DISPLAY DO NOT DISPLAY INFORMATION ISOLATION OUT OF SERVICE </div>
		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.

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM
Facility: 7:33 AM

Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

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: Bed Summary Report		Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 8763	F	LIVER FAILURE		ADMISSIONS	00:23		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 8764	M			SCHEDULED ADMISSIONS	00:14		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 8873	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 8875	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 8893	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 8875	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 8907	M			ADMISSIONS	00:11		No

BMS Home Icon Legend Information

Figure 71 – 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)

Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge App't 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
VISA	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.



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.

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

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

4.1.8.1 Adding/Deleting a Discharge Appointment Location

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

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

Logout


VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NDRE Census: 12% Evaluation: ON 0 New Events Ward Whiteboard **Site Options**

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: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	S K	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B763	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B0765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 76 – 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	7:41:11 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.

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

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

4.1.9.1 Adding an Events Notification

To add an events notification, follow the instructions below.

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

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM



Return to VISH Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy	Select Ward Group: All	Bed Status: All	<input type="button" value="Submit"/>
Bed Groupings	Select Type Group: All	Select View: REPORT	<input type="button" value="Submit"/>
Scheduled Admissions	Next: 7 Days		<input type="button" value="Submit"/>
Patient Movement	Quick Date: Today	Transaction Bed: All	<input type="button" value="Submit"/>
Other Reports	Select Report: Bed Summary Report		<input type="button" value="Submit"/>

Patients Pending Bed Placement: Current

 Current Past 30-Days Past 60-Days Past 90-Days
 View: Standard

	Entered	Requested	Removed	Patient	S K	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B764	F	LIVER FAILURE		ADMISSIONS	00:25		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B976	F	RESP		ADMISSIONS	00:19		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B876	M			EMERGENCY ROOM	00:17		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B894	F	PSYCH		ADMISSIONS	00:16	10	No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B876	F			CURRENT FACILITY	00:14		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B907	M			ADMISSIONS	00:11		No

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

Figure 80 – 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)

View Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Item Add/Delete	Discharge Apt. Clinics Add/Delete	Bed Board Module Enable/Disable
BMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
BMS 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
VISH	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.

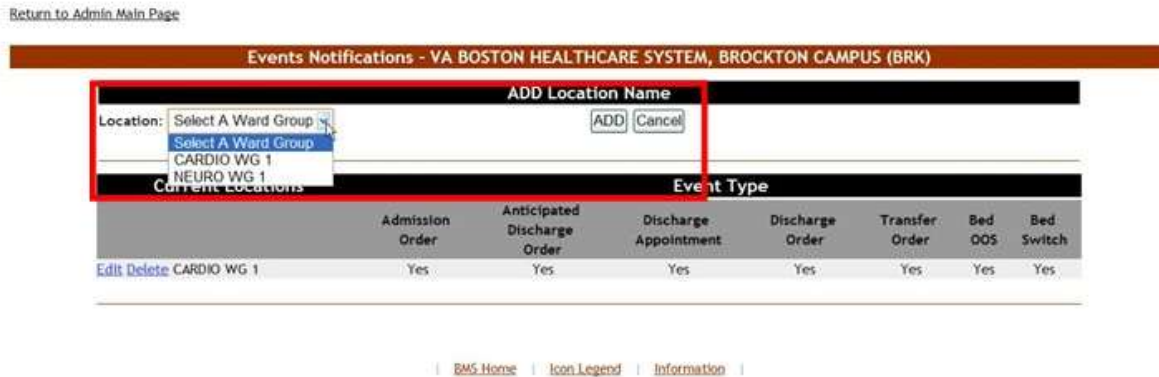


Figure 82 – Selecting the Location of the Events

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.

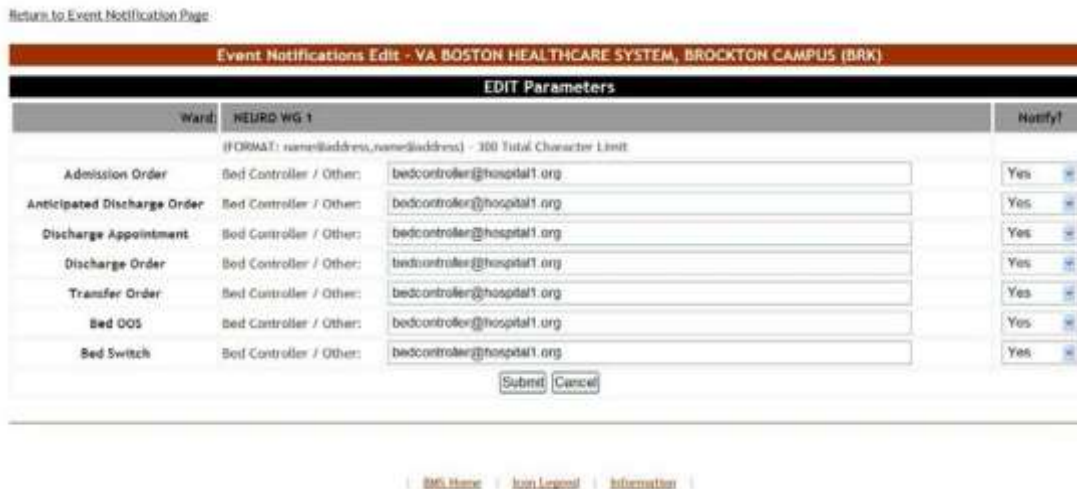


Figure 83 – Edit Event Notification Parameters

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.

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM



Return to VISH Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)



Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

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: Bed Summary Report		Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer
 Current Past 30-Days Past 60-Days Past 90-Days
 View: Standard

	Entered	Requested	Removed	Patient	S K	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B876	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B0761	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B8087	M			ADMISSIONS	00:11		No

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

Figure 84 – Selecting Site Options

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

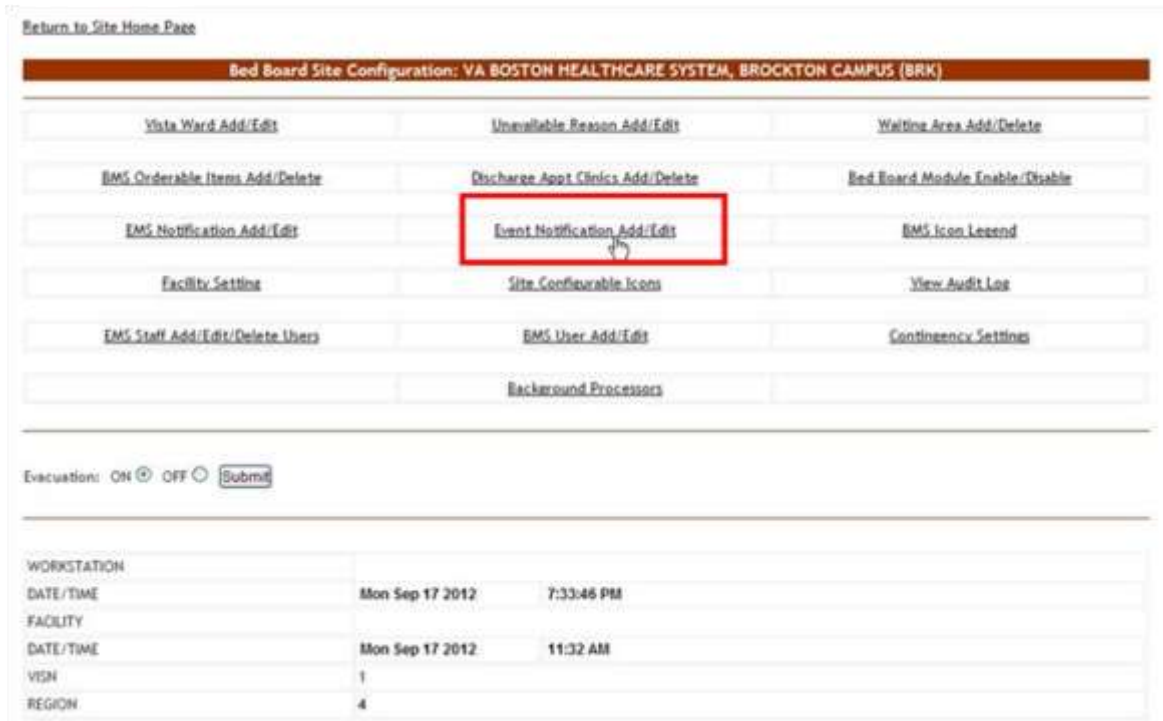


Figure 85 – Selecting Event Notification Add/Edit

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

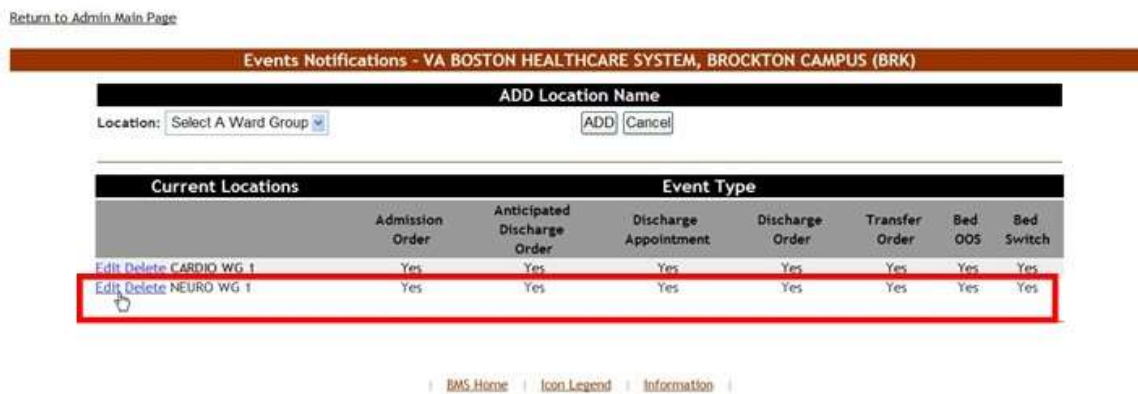


Figure 86 – Selecting Event Notification for Edit

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

[Return to Event Notification Page](#)

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="checkbox"/>
Anticipated Discharge Order	Bed Controller / Other:	<input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="checkbox"/>
Discharge Appointment	Bed Controller / Other:	<input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="checkbox"/>
Discharge Order	Bed Controller / Other:	<input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="checkbox"/>
Transfer Order	Bed Controller / Other:	<input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="checkbox"/>
Bed OOS	Bed Controller / Other:	<input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="checkbox"/>
Bed Switch	Bed Controller / Other:	<input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="checkbox"/>

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

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.

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

Bed Management Solution

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

Reports...

Ward Occupancy	Select Ward Group: All	Bed Status: All	<input type="button" value="Submit"/>
Bed Groupings	Select Type Group: All	Select View: REPORT	<input type="button" value="Submit"/>
Scheduled Admissions	Next: 7 Days		<input type="button" value="Submit"/>
Patient Movement	Quick Date: Today	Transaction Bed: All	<input type="button" value="Submit"/>
Other Reports	Select Report: Bed Summary Report		<input type="button" value="Submit"/>

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer View: Standard

	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B876	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:34		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B876	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B876	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B894	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B876	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B907	M			ADMISSIONS	00:11		No

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

Figure 88 – 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)

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

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.

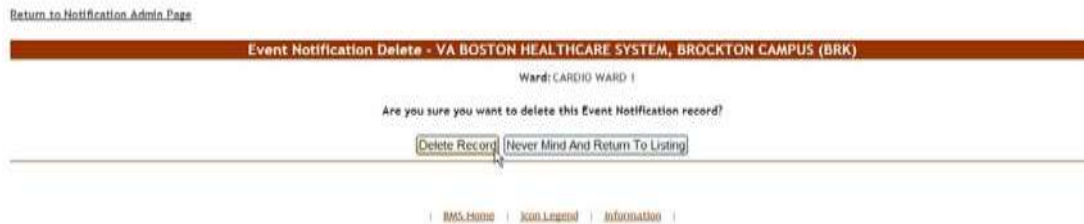


Figure 91 – Delete an Event Notification

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.

Column	Description
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.

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

Logout


VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NDRE Census: 12% Evaluation: ON 0 New Events Ward Whiteboard **Site Options**

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: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	S K	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B763	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B0765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 95 – Selecting Site Options

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

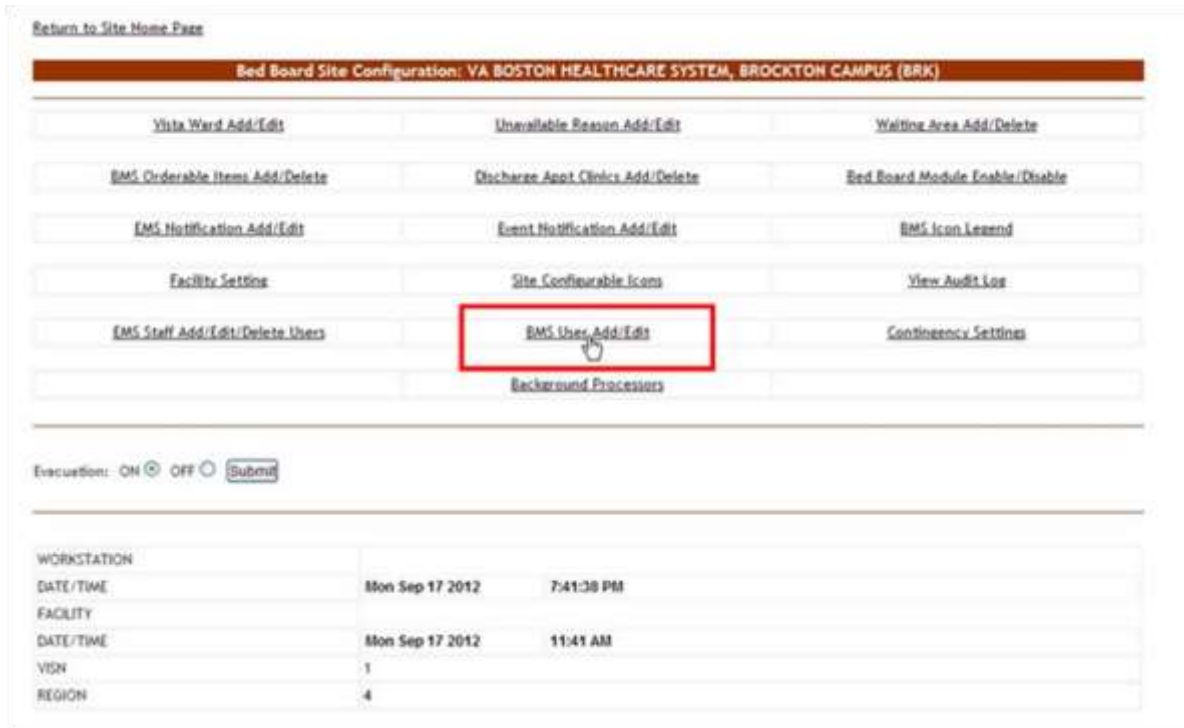


Figure 96 – Selecting Add/Edit BMS User

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.
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.

Column	Description
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.

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All Submit

Bed Groupings Select Type Group: All Select View: REPORT Submit

Scheduled Admissions Next: ? Days Submit

Patient Movement Quick Date: Today Transaction Bed: All Submit

Other Reports Select Report: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B764	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B0765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B9943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B8087	M			ADMISSIONS	00:11		No

BMS Home Icon Legend Information

Figure 100 – Selecting Site Options

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

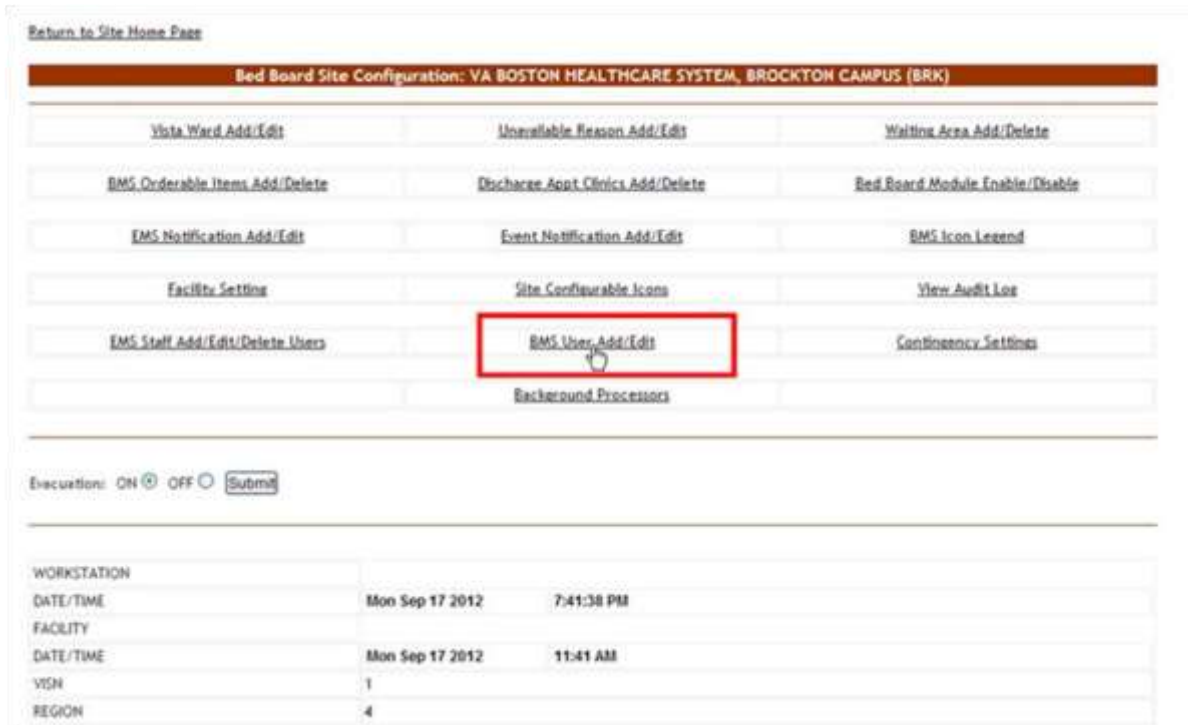


Figure 101 – Selecting Add/Edit BMS User

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.

[Return to Admin Page](#)

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

Select Existing NT User Name

PARAMETER	OPTIONS
NT User Name	TESTARESOFT2\testBMS3
Admin User?	Yes <input type="button" value="v"/>
Audit Log User?	Yes <input type="button" value="v"/>
Site User?	Yes <input type="button" value="v"/>
EMS User?	No <input type="button" value="v"/>
EMS Supervisor User?	No <input type="button" value="v"/>
DefaultRegion:	4
Default VISN:	1
DefaultSite:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	Yes <input type="button" value="v"/>
WRITE Access?	Yes <input type="button" value="v"/>

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

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

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM



Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All

Bed Groupings Select Type Group: All Select View: REPORT

Scheduled Admissions Next: 7 Days

Patient Movement Quick Date: Today Transaction Bed: All

Other Reports Select Report: Bed Summary Report

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_One 8847	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 8764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 8876	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 8898	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 8893	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 8865	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 8807	M			ADMISSIONS	00:11		No

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

Figure 105 – 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 Settings	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)

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:

Select user

Local User Name: bms

Selected	User Name	Fullname
<input type="radio"/>	TESTARESOFT2\LocalBMSUsers	
<input type="radio"/>	TESTARESOFT2:testBMS	testBMS
<input type="radio"/>	TESTARESOFT2:testBMS2	testBMS2
<input checked="" type="radio"/>	TESTARESOFT2:testBMS3	testBMS3

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

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.

[Return to Admin Page](#)

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

Select Existing NT User Name

PARAMETER	OPTIONS
NT User Name	TESTWARESOFT2\testBMS3
Admin User?	Yes
Audit Log User?	Yes
Site User?	Yes
EMS User?	No
EMS Supervisor User?	No
DefaultRegion:	4
Default VSN:	1
DefaultSite:	BRK - YA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	Yes
WRITE Access?	Yes

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

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.

[Return to Admin Page](#)

Background Processors - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

Whiteboard Report

Current Scheduler: 6 AM - CST

Add/Update Scheduler:

Patients Pending Bed Placement List

Current Scheduler: Method: MDV/S - Scheduler: 6 AM - CST

Add/Update Method:

Add/Update Scheduler:

[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.

Whiteboard Report

Current Scheduler: 6 AM - CST
Add/Update Scheduler:

Patients Pending Bed Placement List

Current Scheduler: Method: MDV/S - Scheduler: 6 AM - CST
Add/Update Method:
Add/Update Scheduler:

- 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

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

Figure 111 – Facility Background Processors

4.1.13 Patient Waiting Areas Page

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

VA BMS Test Environment - Updated August 11, 2012

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM

[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All

Bed Groupings Select Type Group: All Select View: REPORT

Scheduled Admissions Next: 7 Days

Patient Movement Quick Date: Today Transaction Bed: All

Other Reports Select Report: Bed Summary Report

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	S	K	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 8167	F		LIVER FAILURE		ADMISSIONS	00:25		Ho
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 8764	M				SCHEDULED ADMISSIONS	00:24		Ho
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 30763	F		HECP		ADMISSIONS	00:19		Ho
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 8898	M				EMERGENCY ROOM	00:17		Ho
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	F		PSYCH		ADMISSIONS	00:16	10	Ho
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 88765	F				CURRENT FACILITY	00:14		Ho
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 88007	M				ADMISSIONS	00:11		Ho

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

Figure 112 – 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	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: Add Cancel

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.

Workstation: 3:35:17 PM
 Facility: 7:33 AM



Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

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: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	✗	ADMISSIONS	00:25	0	No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M		✗	EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 115 – 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 Settings	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
Background Processors		

Evacuation: ON OFF Submit

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.

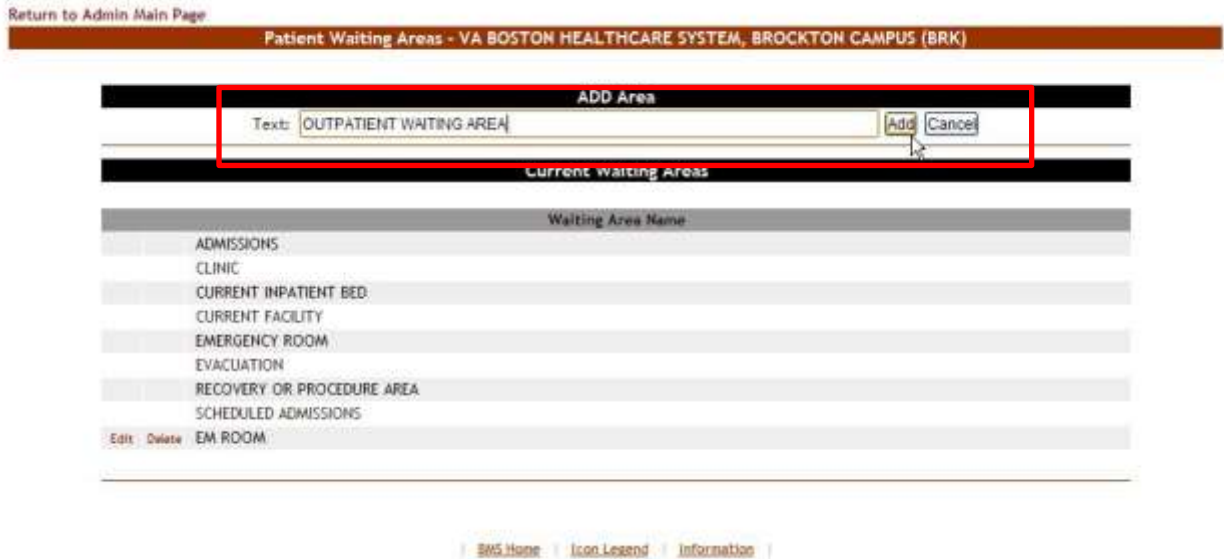


Figure 117 – Adding a Waiting Area

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.

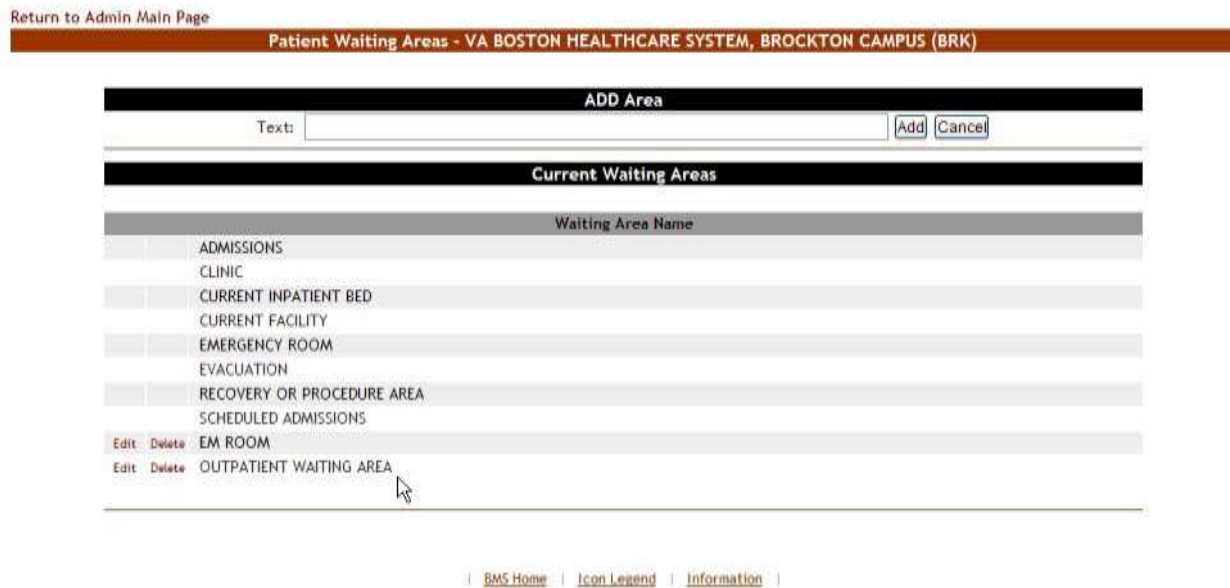


Figure 118 – Waiting Area Added to the List

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.

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

VA BMS Test Environment - Updated August 13, 2012

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard **Site Options**

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: Bed Summary Report [Submit]

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

		Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 8767	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 8764	M			SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 88765	F	RESP		ADMISSIONS	00:19		No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88918	M			EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 88765	F			CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 88087	M			ADMISSIONS	00:11		No

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

Figure 119 – Selecting Site Options

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

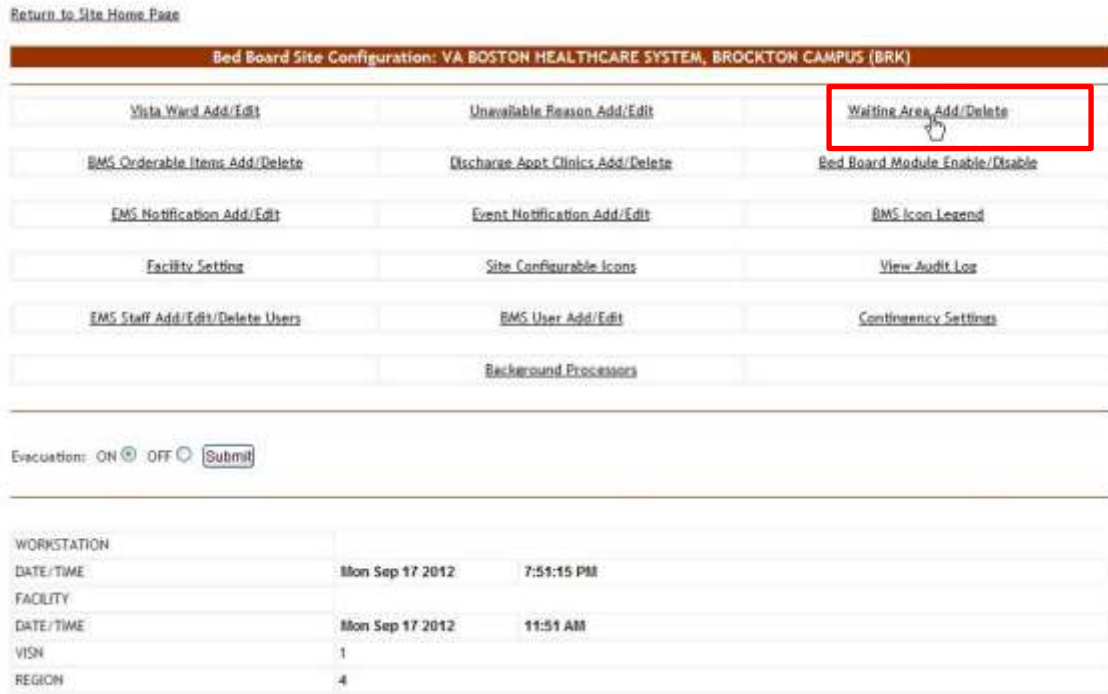


Figure 120 – Selecting Waiting Area Add/Edit

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

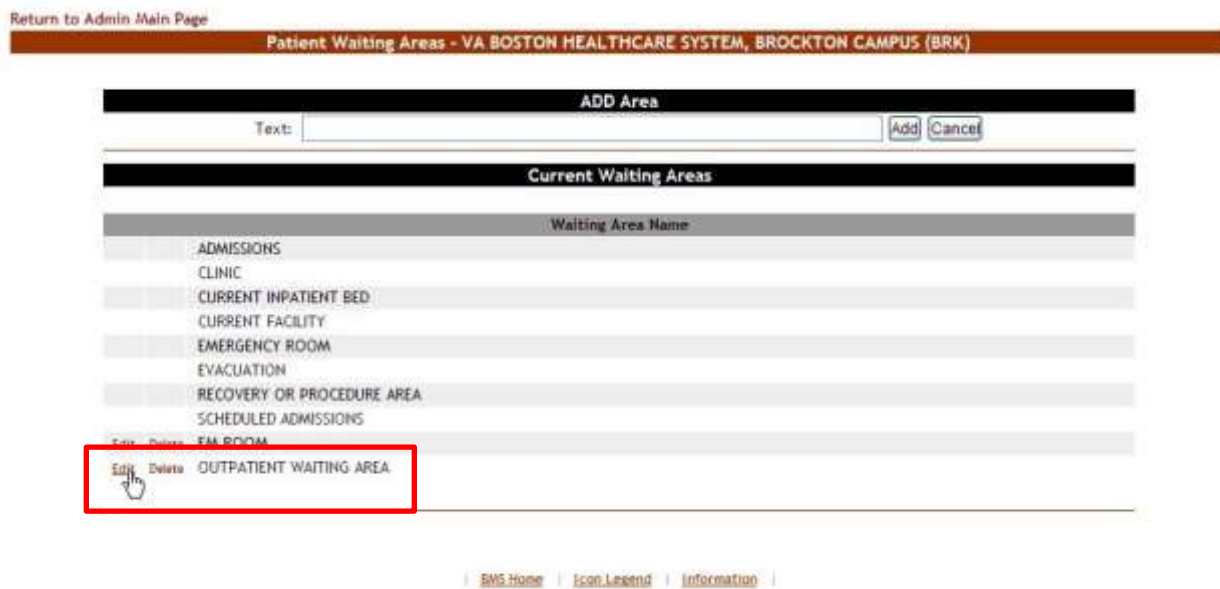


Figure 121 – Selecting Waiting Area for Edit

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

Waiting Area : Edit

	CURRENT:	CHANGE TO:
TEXT:	OUTPATIENT WAITING AREA	MAIN OUTPATIENT WAITING AREA
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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.

ADD Area	
Text:	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Cancel"/>
Current Waiting Areas	
Waiting Area Name	
ADMISSIONS	
CLINIC	
CURRENT INPATIENT BED	
CURRENT FACILITY	
EMERGENCY ROOM	
EVACUATION	
RECOVERY OR PROCEDURE AREA	
SCHEDULED ADMISSIONS	
EM ROOM	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	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.

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM

Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON D New Events Ward Whiteboard **Site Options**

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All

Bed Groupings Select Type Group: All Select View: REPORT

Scheduled Admissions Next: ? Days

Patient Movement Quick Date: Today Transaction Bed: All

Other Reports Select Report: Bed Summary Report

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 88476	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 87654	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 88765	M	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 89943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 86765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 89087	M			ADMISSIONS	00:11		No

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

Figure 124 – 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 Settings	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.

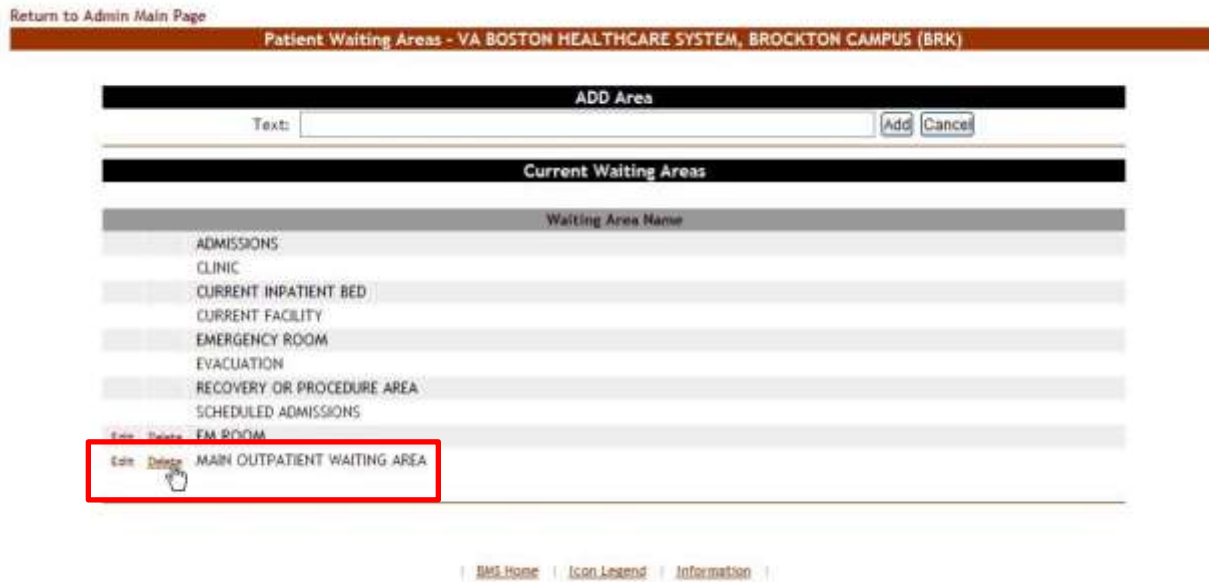


Figure 126 – Select a Waiting Area for Deletion

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

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

[Return to Admin Main Page](#)

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

Bed Board Module <input type="text" value="Select a Module"/>	Place in Use? <input type="text" value="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 Settings	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Continuency 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



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 Settings	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

[Return to Admin Main Page](#) [Logout](#)

Audit Log Report

Select Report	Standard Icons	REGION	Region 4	<input type="button" value="View Report"/>
VISN	Standard Icons	SITE	BRK - (VISN 1) - VA BOSTC	
FROM DATE	Site Configurable Icons	TO DATE	9/17/2012 11:59:59 PM	
	Facility Patients Pending Bed Placement List			
	VISN Patients Pending Bed Placement List			
	Staff Assignment			

1 of 1

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

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 Standard Icons Report

The Standard Icons Report presents information about the usage of the standard icons within the system.

In the **Audit Log Report** page use the **Select Report** field to select the Standard 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 Standard Icons Report



Figure 134 – Standard Icons Report

For each entry the following data is available:

Table 12 – Standard Icons Report Parameters

Column	Description
Icon Type	The type of icon: can be either application, ward whiteboard icons or emergency icons.
(Icon image)	The icon image.
Image Name	The name of the image entered in the Image Name field in the Edit Icon page.
Icon Name	The name assigned to the icon.
Active	If the icon is active.
Published	If the icon has been published.
Patient or RoomBed	If the icon is used to flag a patient or a room or a bed.
Short Description	The short description of the icon entered in the Icon Short Description field in the Edit Icon page.

Column	Description
Long Description	The long description of the icon entered in the Icon Long 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 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.

Figure 135 – Site Icons Report

For each entry the following data is available:

Table 13– Site 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 Room/Bed	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.

4.1.16.3 Facility Patient Pending Bed Placement List Report

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

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



Figure 136 – Facility Patient Pending Bed Placement List Report

For each entry the following data is available:

Table 14 – 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.
Event Type	The type of event.

4.1.16.4 VISN Patient Pending Bed Placement List Report

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

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



Figure 137 – VISN Patient Pending Bed Placement List Report

For each entry the following data is available:

Table 15 – 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.
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.

4.1.16.5 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
CARDIO	Cardio_Bed_01	NURSE 1		softinfo/hmcompus		9/13/2012 3:58:48 PM Inserted
CARDIO	Cardio_Bed_03	NURSE 3	B-7865	softinfo/hmcompus		9/18/2012 7:30:59 AM Inserted
NEURO	Neuro_Bed_04	NURSE 1		softinfo/hmcompus		9/17/2012 12:17:28 PM Inserted

Figure 138 – Staff Assignment Report

For each entry the following data is available:

Table 16 – 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.

4.1.17 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.

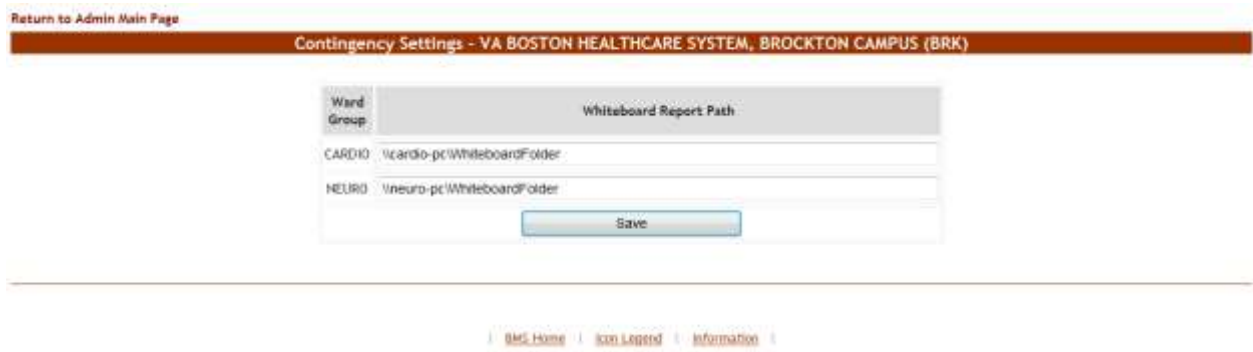


Figure 139 - Contingency Settings Page

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.

[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 Settings	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 140 – 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.

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

Logout



VA BOSTON HEALTHCARE SYSTEM, BROOKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All

Bed Groupings Select Type Group: All Select View: REPORT



Scheduled Admissions Next: 7 Days

Patient Movement Quick Date: Today Transaction Bed: All

Other Reports Select Report: Bed Summary Report

Patients Pending Bed Placement: Current

View: Standard

	Entered	Requested	Removed	Patient	S	K	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B763	F		LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M				SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B0765	F		RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M				EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F		PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F				CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M				ADMISSIONS	00:11		No

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

Figure 141 – Facility Home Page - Evacuation On

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

4.2 Site Users

The site users have access to the following pages:

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

4.2.1 The Facility Home Page


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

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM
 Facility: 7:33 AM

Return to VISN Network

Logout



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NDNE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

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: Bed Summary Report [Submit]

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	BK	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B7676	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9067	M			ADMISSIONS	00:11		No

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

Figure 142 – VA Facility Homepage

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

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

NOTICE: Due to security changes ALL users should access BMS with URL: https://

Workstation: 3:28:24 AM
 Facility: 4:28 PM

Return to VISN Network


Facility Diversion: YES Census: 25%


Integrated Sites:


- Pick a different site
- Pick a different site
- EDITH NOURSE ROGERS MEMORIAL VETERANS HOSPITAL

Figure 143 – 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](#).

The **Census**  field provides information on the percentage of occupied beds out of the total beds available.

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.

Additional information, details and configuration options are available in the screens - **New Events**, **Ward Whiteboard**, and **Site Options** – which can be accessed by clicking the corresponding links in the upper part of the screen.

The name of the current facility is displayed in the header while the central part of the home page, under Reports title, presents the reports that can be generated for the current facility.

For each report, several criteria are available, to generate the report, the user can select the desired criteria from the drop-down boxes and press the **Submit** button.

For details on the reports and the available options, see the Reports sections of the current chapter of this guide.

The lower part of the screen displays a list of 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.

VA BMS Test Environment - Updated August 11, 2012

Workstation: 4:40:21 PM
 Facility: 8:39 AM

Integrated Sites:
 Pick a different site

Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Censur: 12% Evacuation: ON 1 New Events Ward Whiteboard Site Options

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: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B7676	F	LIVER FAILURE	ADMISSIONS	ADMISSIONS	01:31		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M		SCHEDULED ADMISSIONS		01:30		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8763	F	RESP	ADMISSIONS		01:28		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M		EMERGENCY ROOM		01:23		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8843	F	PSYCH	ADMISSIONS		01:22	9	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F		CURRENT FACILITY		01:20		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M		ADMISSIONS		01:17		No

BMS Home Icon Legend Information

Figure 144 – 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 17 – 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.

		Entered	Removed	Patient	SX	Treating Specialty	Fee	Reason	Acute	Contract	Fee Comments	Wait Time Alert (h)	CLC
Edit	Remove	06/20/2012 08:48		BMSpatient, Four B4444	M	Neurology	Yes	Acute	Yes			No	
Edit	Remove	06/20/2012 10:49	06/20/2012 10:50	BMSpatient, Three B1234	M	Neurology	Yes	Acute	Yes			No	
Edit	Remove	06/20/2012 10:49		BMSpatient, Two D4444	F	Cardiology	Yes	Acute	Yes			No	

Figure 145 – 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 18 – 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.

		Entered On List DT	Admitted/Removed DT	Removed From List DT	Last Edit Date By	Assigned To Room DT	Patient	S	Room/Bed Assigned	Type Of Bed/ Ward Required	Wait Time Alert (h)	CLC
Edit	Remove	06/20/2012 08:48	06/20/2012 08:48		zzfhd@hccompplus		BMSpatient, Four B4444	M			No	
Edit	Remove	06/20/2012 10:49	06/20/2012 10:49	06/20/2012 10:50	zzfhd@hccompplus		BMSpatient, Three B1234	M			No	
Edit	Remove	06/20/2012 10:49	06/20/2012 10:49		zzfhd@hccompplus	06/20/2012 08:00	BMSpatient, Two D4444	F			No	

Figure 146 – 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 19 – 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.

Entered	Requested	Removed	Patient	S	P	Presenting Problems	Type Of Bed/ Ward Required	Waiting Area	Wait Time (hr)	Wait Time Alert (hr)	CLC
06/30/2012 06:48	06/30/2012 06:48		080260001, Pear, 01000	M				EMERGENCY ROOM	06:40		No
06/30/2012 06:49	06/30/2012 06:49		080260001, Tom, 01000	F				EMERGENCY ROOM	07:40		No

Figure 147 – 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 an 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 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.

The screenshot shows the VA BMS Test Environment interface. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012' and 'Logout'. Below this, there are navigation links like 'Return to VISH Network' and 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. The main section is titled 'Patients Pending Bed Placement: Current' and includes a navigation bar with 'Add New Patient' (highlighted in red), 'Add Interfacility Transfer', and filters for 'Current', 'Past 30-Days', 'Past 60-Days', and 'Past 90-Days'. A table below lists patient entries with columns: Entered, Requested, Removed, Patient, Presenting Problem, Type Of Bed/Ward Required, Waiting Area, Wait Time (h:m), Wait Time Alert (h), and CLC.

	Entered	Requested	Removed	Patient	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 8765	LIVER FAILURE		ADMISSIONS	00:23		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 8764			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 8875	BSP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 8876			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 8893	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 8875			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 8887			ADMISSIONS	00:11		No

Figure 148 – 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 149 – 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.

Return to Main Page

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

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

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

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

Figure 150 – Add/Edit Patients Pending Bed Placement – Select Patient

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

Figure 151 – 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 20 – 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

Field	Enter
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 <u>they have to urgently find a bed for that patient</u> .
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.
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.
Enroute Non-Medical Attendant:	The number and the name of the enroute non-medical attendant.
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.
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.

Field	Enter
Destination POC Telephone:	The telephone of the Point-of-Contact of the facility where the patient is evacuated to.
Originator Telephone:	The telephone of the facility from where the patients are evacuated.
Additional Comments:	Any relevant additional 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.

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

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

Figure 152 – Edit Details of the Patient Pending Bed Placement List

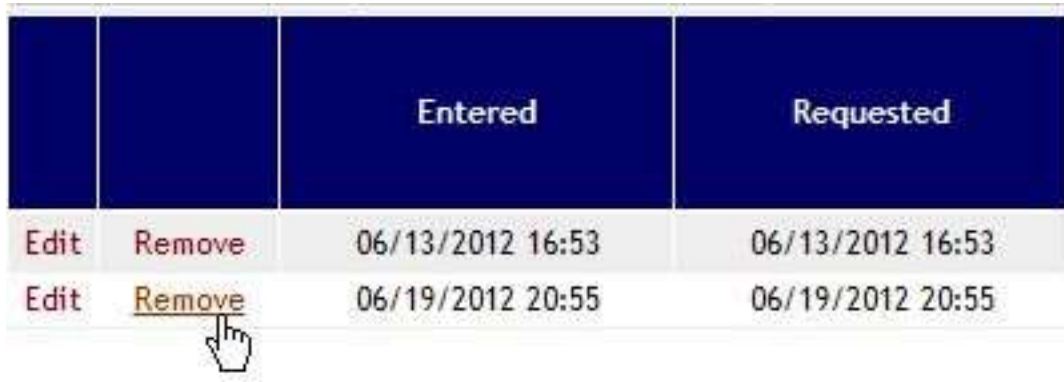
In the Bed Controller Data area, select the **Room/Bed Assigned** and the **Assignment Date Time**.

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.

4.2.1.3 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.



		Entered	Requested
Edit	Remove	06/13/2012 16:53	06/13/2012 16:53
Edit	Remove	06/19/2012 20:55	06/19/2012 20:55

Figure 153 – 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 154 – Remove Patient from the Pending Bed Placement List Confirmation

4.2.1.4 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.

			Entered	Requested
Edit	<u>Remove</u>	<u>Undo</u>	06/12/2012 20:10	06/12/2012 20:10
Edit	Remove		06/13/2012 16:53	06/13/2012 16:53
Edit	Remove		06/19/2012 20:55	06/19/2012 20:55

Figure 155 – Undo Remove Patient from the Patient Pending Bed Placement List

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

4.2.1.5 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.

Figure 156 – 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.

	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 157 – 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 158 – 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:
 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 159 – 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 21 – 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

4.2.1.6 Ward Occupancy Report

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

On the facility home page, 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...](#)

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

Reports...

Ward Occupancy Bed Status:

Bed Groupings

Scheduled Admissions Next: Days

Patient Movement Quick Date: Transaction Bed:

Other Reports Select Report:

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer View:

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (%)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_One 8763	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 8764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 88765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 8895	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 8894	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 88763	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 89087	M			ADMISSIONS	00:11		No

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

Figure 160 – 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

Return To Bed Board Home Page Export Report Icon Legend

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Ward Status For: All - Last Update: 10/02/12 at 04:02 (01/1)

BED	UNAVAILABLE REASON	DISCH STATUS	BED STATUS	PT	S	E	A	WARD	TOTAL LOS	LOS ADMM SDD:HH	LOS WARD SDD:HH	HUM
10B1.1												
10B1.2												
20B2.2	CLOSED											
Cardio_Bed_01				8765	M			28 - CARDIOLOGY	12:08	12:08		
Cardio_Bed_02				8766	M			34 - CARDIOLOGY	12:08	12:08		
Cardio_Bed_04												
Cardio_Bed_06	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											
10B.6												
Neuro_Bed_01				8544	F			4 WEST - ORTHOPEDIC SURGERY	12:08	12:08		
Neuro_Bed_02				8927	F			2 EAST - ORTHOPEDIC SURGERY	12:08	12:08		
Neuro_Bed_03												
Neuro_Bed_05												
Neuro_Bed_06												

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

Figure 161 – Ward Occupancy Report

The following data is available for each entry:

Table 22 – Ward Status Parameters

Column	Description
Bed	The room/bed number.
Unavailable/reason	The reason why it has been marked as unavailable.
Discharge status	If the bed is going to be vacated for one of the reasons “Anticipated Discharge or Discharge Appointment”, “Discharge Ordered” or “Interward Transfer”.
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.

4.2.1.7 Bed Groupings Report

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

On the facility home page, in the Reports... area from the Bed Groupings report 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.

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.

BED	WARD	SPECIALTY	TEL	OCCUPANCY	TREATING SPEC.	LOS ADMIN 0003H	LOS WARD 0003H	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 8668 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 TOTAL BEDS: 6 AVAILABLE BEDS: 5 OTHER BEDS: 0 TOTAL LOS ADMIN: 00:00 TOTAL LOS WARD: 00:00				

Figure 164 – 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 23 – 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.

4.2.1.8 Scheduled Admissions Report

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

On the facility home page, in the Reports area, 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.

VA BMS Test Environment - Updated August 13, 2012

Workstation: 3:35:17 PM
Facility: 7:33 AM

Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

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: Bed Summary Report Submit

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_One 8875	F	LIVER FAILURE		ADMISSIONS	00:29		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 8764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 8875	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 8976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 8893	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 8875	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 8907	M			ADMISSIONS	00:11		No

BMS Home | Icon Legend | Information

Figure 165 – 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 166 – 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 24– Scheduled Admissions Parameters

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

4.2.1.9 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).

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VSN Network

Bed Management Solution

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Division: NONE Census: 12% Evacuation: ON 0 New Events Ward Whiteboard Site Options

Reports...

Ward Occupancy Select Ward Group: All Bed Status: All

Bed Groupings Select Type Group: All Select View: REPORT

Scheduled Admissions Next: 7 Days

Patient Movement Quick Date: Today Transaction Bed: All

Other Reports Select Report: Bed Summary Report

Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer Current Past 30-Days Past 60-Days Past 90-Days View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Alert (h)	CLC
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_One BR75	F	LIVER FAILURE		ADMISSIONS	00:25		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two BR754	M			SCHEDULED ADMISSIONS	00:34		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven BR765	F	RESP		ADMISSIONS	00:19		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six BR976	M			EMERGENCY ROOM	00:17		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five BR943	F	PSYCH		ADMISSIONS	00:16	10	No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three BR765	F			CURRENT FACILITY	00:14		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four BR987	M			ADMISSIONS	00:11		No

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

Figure 167 – 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.

Return To Bed Book Home Page Logout

Patient Movement Report by Date Range - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

14 1 1 of 1

Patient Movements
(real-time VISTA query of File 405)
 RAN: 09/20/12 12:00:00 AM

Average DTR: 00:00

EN	PM Record D/T	Entered D/T	DTR	Ward	Room/Bed	Patient	Transaction	Type of Movement
1	06/120012 18:56	06/120012 06:59	11:01	Neurologi_W1	Neuro Bed 1	BRSPatient 5873	ADMISSION	ADMISSION
3	06/120012 12:20	06/142012 05:03	40:34	Cardiolog_W1	Cardio Bed 1	BRSPatient 1234	ADMISSION	ADMISSION
3	06/142012 20:22	06/142012 20:24	00:01	Cardiolog_W1	Cardio Bed 1	BRSPatient 1234	DISCHARGE	DISCHARGE
4	06/142012 20:25	06/142012 20:25	00:00	Neurologi_W1	Neuro Bed 1	BRSPatient 5873	DISCHARGE	DISCHARGE
6	06/142012 20:35	06/142012 20:35	00:00	Cardiolog_W1	Cardio Bed 2	BRSPatient 4444	DISCHARGE	DISCHARGE
6	06/142012 08:50	06/142012 20:31	11:01	Cardiolog_W1	Cardio Bed 2	BRSPatient 4444	ADMISSION	ADMISSION
8	06/142012 20:37	06/142012 20:37	00:00	Cardiolog_W1	Cardio Bed 3	BRSPatient 8888	ADMISSION	ADMISSION

Number of records: 7

"Specialty Transfer"

Average DTR: 00:00

EN	PM Record D/T	Entered D/T	DTR	Ward	Room/Bed	Patient	Transaction	Type of Movement
----	---------------	-------------	-----	------	----------	---------	-------------	------------------

Number of records: 0

Figure 168 – 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 25 – 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.

4.2.1.10 Other Reports

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

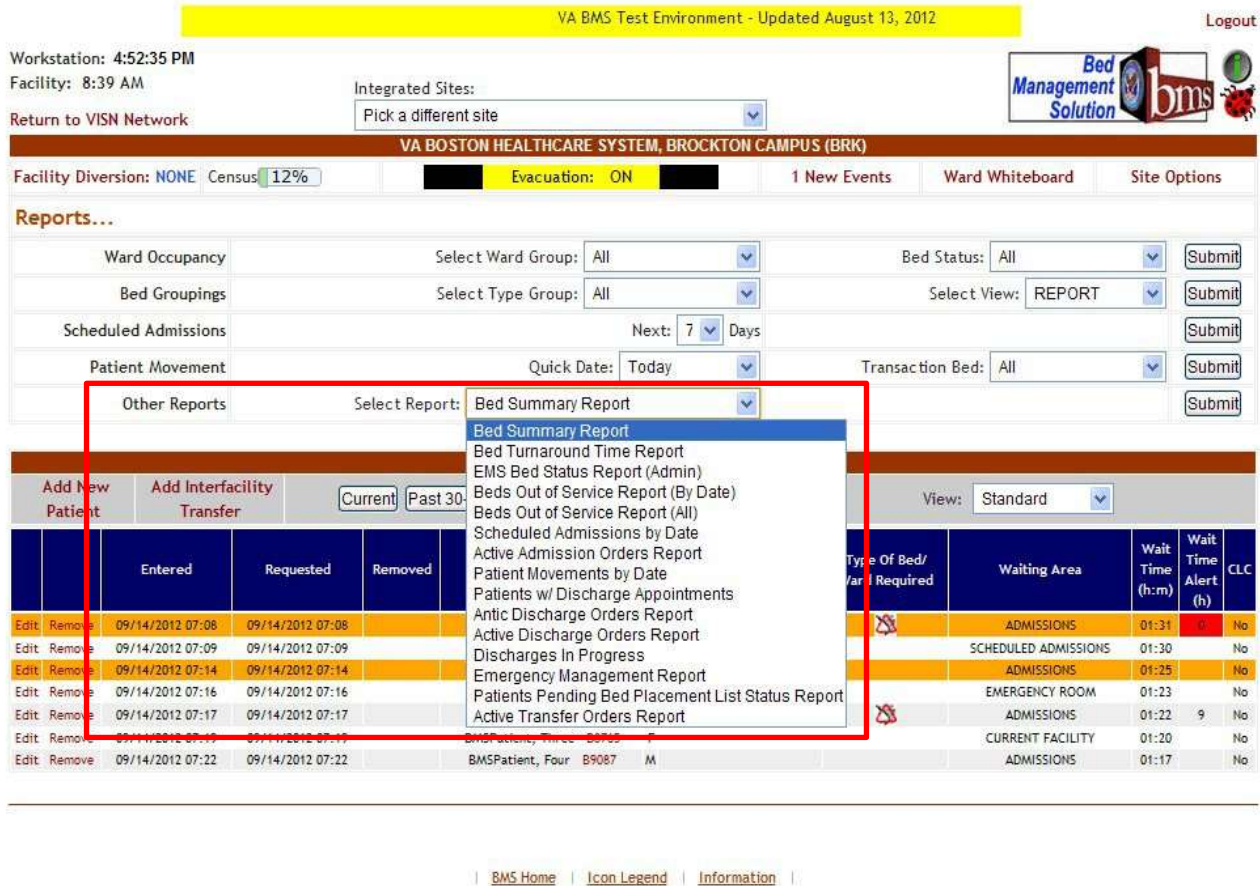


Figure 169 – Other Reports

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

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



Figure 170 – 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 26 – Active Admission Orders Parameters

Column	Description
Record (Internal entry number - IEN)	The VistA Internal Entry Number for the primary lookup key in the Order file.
D(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.

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



Figure 171 – 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 27 – 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.

4.2.1.13 Anticipated Discharge Report

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

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



Figure 172 – 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 28 – 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.

4.2.1.14 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 facility home 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 173 – 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 174 – 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 175 – 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 29 – 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.

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



Figure 176 – 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 30 – 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.
Commented by	The user who entered the comments.

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



Figure 177 – 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 31 – Beds Out of Service (All) Parameters

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

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



Figure 178 – 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 32 – 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>).
Date 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.

4.2.1.18 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 facility home page from the **Other Reports** field select the Emergency Management Report: the following page is displayed.



Figure 179 – 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 180 – 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 Bed Board Home Page Logout

BRK Regulate Report for: All Wards

BMS WARD: EVACUATION REPORT:

14 1 of 1 Find | Next

LAST NAME	LAST 4	S X	CURRENT/NEEDED BED TYPE	PRE SENTING PROBLEM	CURRENT LOCATION	
1	BMpatient	B678	F	VS: NU: HV:	chest pains	-
				Transportation Type:	ALS AMBULANCE	
				Transportation Provider:	DOO	
				Transportation Comments:		
				Medical Attendant:	NURSE	
				Non Medical Attendant:		

Figure 181 – Emergency Management Report - Regulate

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

Return To Bed Board Home Page Logout

BRK Manifest Report for: All Wards

BMS WARD: EVACUATION REPORT:

14 1 of 1 Find | Next

LAST NAME	LAST 4	S X	CURRENT/NEEDED BED TYPE	CLINICAL EQUIP RE
1	BMpatient	B678	F	VS: NU: HV:
				Destination Address:
				Destination City, State:
				Destination POC Telephone:
				Originator POC Telephone:
				Medical Attendant: NURSE
				Non-Medical Attendant:
				Personal Items:

Figure 182 – Emergency Management Report - Manifest

The following data is available for each entry:

Table 33 – 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.
MA	The name of the Medical Attendant assigned for the patient.
NMA	The name of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
Comments	Any relevant additional comments.

4.2.1.19 Discharges in Progress Report

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

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



Figure 183 – 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 34 – 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.
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.

4.2.1.20 EMS Bed Status Report - Admin

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

On the facility home 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.

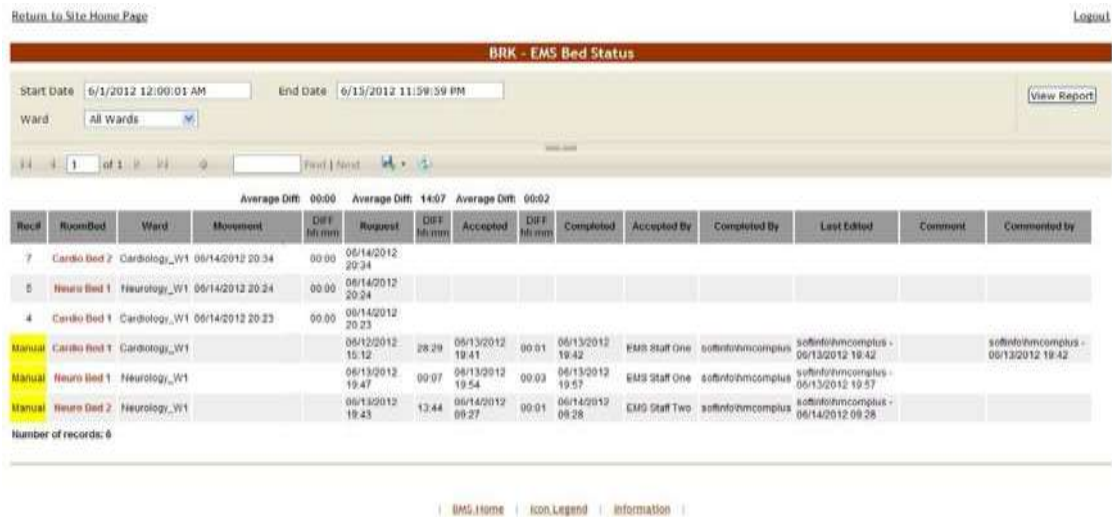


Figure 184 – EMS Bed Status Report

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 35 – 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.

4.2.1.21 Patients with Discharge Appointments Report

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

On the facility home 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.



Figure 185 – 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 36 – 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)	Schedule the date and time of the discharge.
Current Status	The current status of the discharge operation.
Clinic Name	The name of the Clinic where the patient has the discharge appointment.

4.2.1.22 Patient Movements by Date

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

On the facility home 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 Bed Control Home Page Logout

Patient Movement Report by Date Range - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Trans: Start Date:

End Date: Ward:

Patient Movements - All Wards
(real-time VISTA query of File 405) RAN: 06/15/12 20:32

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
9	06/14/2012 16:54	06/15/2012 04:01	11:07	Neurology_W1	Neuro Bed 3	BMSpatient 1234	ADMISSION	ADMISSION

Number of records: 9

"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 186 – 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 37 – 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.

4.2.1.23 Scheduled Admissions by Date

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

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



Figure 187 – 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 38 – 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.

4.2.1.24 Patients Pending Bed Placement Status Report

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

On the facility home 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.

Patients Pending Bed Placement List Status Report

Order #	Select columns to display	Select columns for filter	
1	Patient	Search	<input type="text" value="Example: J, Jr, John"/>
2	Gender	Select	<input checked="" type="radio"/> All <input type="radio"/> Female <input type="radio"/> Male
3	Event Time	Start Date	<input type="text" value="09/01/12"/> End Date <input type="text" value="09/17/12"/>
4	Request DT	Start Date	<input type="text" value="09/01/12"/> End Date <input type="text" value="09/17/12"/>
5	Removed From List	Start Date	<input type="text" value="09/01/12"/> End Date <input type="text" value="09/17/12"/>
6	Current Wait Area	Select	All
7	Last Edited By		
8	Community Services	Select	All
	Contracted	Select	All
	Reason Using Fee	Select	All
	Acute	Select	All
	Authorized Fee	Select	All
	In House Transfer	Select	All
	Date/Time of Bed Request	Start Date	<input type="text"/> End Date <input type="text"/>
	Date/Time of Bed Assigned	Start Date	<input type="text"/> End Date <input type="text"/>
	Fee Comments	Search	<input type="text"/>
	Room/Bed Assigned	Select	All
	Type of Bed/Ward Required	Search	<input type="text"/>
9	Presenting Problem	Search	<input type="text"/>

Figure 188 –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	Current Wait Area
BMSPatient.One9976	Female	9/14/2012 7:06:36 AM	9/14/2012 7:06:00 AM	ADMISSIONS
BMSPatient.Two7864	Male	9/14/2012 7:09:29 AM	9/14/2012 7:09:00 AM	SCHEDULED ADMISSIONS
BMSPatient.Seven8705	Female	9/14/2012 7:14:10 AM	9/14/2012 7:14:00 AM	ADMISSIONS
BMSPatient.Six8976	Male	9/14/2012 7:16:16 AM	9/14/2012 7:16:00 AM	EMERGENCY ROOM
BMSPatient.Five8943	Female	9/14/2012 7:17:07 AM	9/14/2012 7:17:00 AM	ADMISSIONS
BMSPatient.Three8765	Female	9/14/2012 7:19:07 AM	9/14/2012 7:19:00 AM	CURRENT FACILITY
BMSPatient.Four9087	Male	9/14/2012 7:22:17 AM	9/14/2012 7:22:00 AM	ADMISSIONS
BMSPatient.Eight7895	Male	9/18/2012 8:46:22 AM	9/18/2012 8:46:00 AM	ADMISSIONS

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Figure 189 – Patient Pending Bed Placement List Status Report

4.2.1.25 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 facility home 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.

Active Transfer Orders Report - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)							
Start Date	End Date	Start Time	End Time	View Report			
9/13/2012 12:00:01 AM	9/14/2012 11:59:59 PM			<input type="button" value="View Report"/>			
9/13/2012 12:00:01 AM	9/14/2012 11:59:59 PM						
Record	DT Ordered	Patient	BMS Unit	DT Spent	Provider	DT Released	
1	9/13/2012 12:00:01 AM	BRKPatient1000	BRK001	9/13/2012 12:00:01 AM	Provider: One	9/13/2012 12:00:01 AM	
Number of records: 1							

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Figure 190 – 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 39 – 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.

4.2.2 The Facility Diversion Page

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



Figure 191 – 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 40 – Current Diversions Parameters

Column	Description
Current Diversion Location	The name of the facility that is in Diversion Status.
Edit	Allows the user to update diversion information.
Status	Yes / No.
Start/ Date/Time	The date and time when the diversion operation has been registered.

Column	Description
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 41 – 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

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM

Return to VSN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE

Reports...

Ward Occupancy

Bed Groupings

Scheduled Admissions

Patient Movement

Other Reports

Patients Pending Bed Placement: Current

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B875	F	LIVER FAILURE		ADMISSIONS	00:25		No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B764	M			SCHEDULED ADMISSIONS	00:24		No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B1765	F	RESP		ADMISSIONS	00:19		No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B976	M			EMERGENCY ROOM	00:17		No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B894	F	PSYCH		ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B875	F			CURRENT FACILITY	00:14		No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B907	M			ADMISSIONS	00:11		No

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

Figure 192 – Selecting Facility Diversion

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

[Return to Site Home Page](#)

Diversion Status For: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

ADD Location Name:

EDIT Diversion

	Current	Status	Start	Entered By	Last Edit By	Duration	
	Diversion Location		Date	Time		del:hh:mm	
Edit	Emergency Department - LACK OF STAFFING	Yes	04/09/2012	18:25	softinfo@reconplus	04/09/12 - 18:26	00:00:01

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

Figure 193 – 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.

[Return to Diversion Page](#)

Diversion Status For: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Add New Diversion Status		
Diversion Location	Start Date	Start Time
Emergency Department	04/09/12	18:27
Comments: LACK OF STAFFING		
<input type="button" value="ADD"/> <input type="button" value="Cancel"/>		

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

Figure 194 – 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: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Diversion Location	Current	Start Date	Start Time	End Date	End Time
Facility	Yes	06/12/12	12:00	06/12/12	12:00
Comments: PLEASE ADMIT					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

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

Figure 195 – 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 in the upper right corner of the home page.



Figure 196 – 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)



Figure 197 – Patient Movement Report

4.2.4 The Ward Whiteboard Home Page

This page is accessed by clicking the **Ward Whiteboard** link in the upper right corner 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.



The screenshot shows a web interface for the 'WARD Whiteboard Home: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. It features a 'PARAMETER' column and an 'OPTIONS' column. The parameters and their options are as follows:

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:	
Sort:	No
Scroll Rate:	

Buttons for 'Submit' and 'Cancel' are located at the bottom of the form. Navigation links for 'Return to Site Home Page' and 'Export Report' are visible at the top.

Figure 198 – Ward Whiteboard Home – Select Display Criteria

The following display criteria are available:

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

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

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

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

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

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

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

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

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

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



Figure 199 – 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.









Figure 200 – 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 42 – 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.

Column	Description
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
SEX	The gender of the patient occupying the bed.
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.
DSC STATUS	The DSC column displays the Discharge status of the bed; three possible statuses are available: Anticipated Discharge  Discharge Ordered  Interward Transfer 
BED STATUS	The BED column displays information about the bed cleaning status: four statuses are available: Bed Cleaned  Bed Needs Cleaning  Cleaning Bed 
WARD	The ward where the bed is located.
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

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
 Facility: 7:33 AM
 Return to VISN Network



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE Census: 12% Evacuation: ON 0 New Events **Ward Whiteboard** Site Options

Reports...

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

Patients Pending Bed Placement: Current

 View: Standard

	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (%)	CLC
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 87673	F	LIVER FAILURE		ADMISSIONS	00:25		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 87654	M			SCHEDULED ADMISSIONS	00:34		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 88765	F	RESP		ADMISSIONS	00:19		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88976	M			EMERGENCY ROOM	00:17		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	F	PSYCH		ADMISSIONS	00:16	10	No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 88785	F			CURRENT FACILITY	00:14		No
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 89087	M			ADMISSIONS	00:11		No

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

Figure 201 – Selecting Ward Whiteboard

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

Return to Site Home Page Export Report

WARD Whiteboard Home: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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:	

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

Figure 202 – 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.



Figure 203 – Selecting a Bed from the Ward Whiteboard Page

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

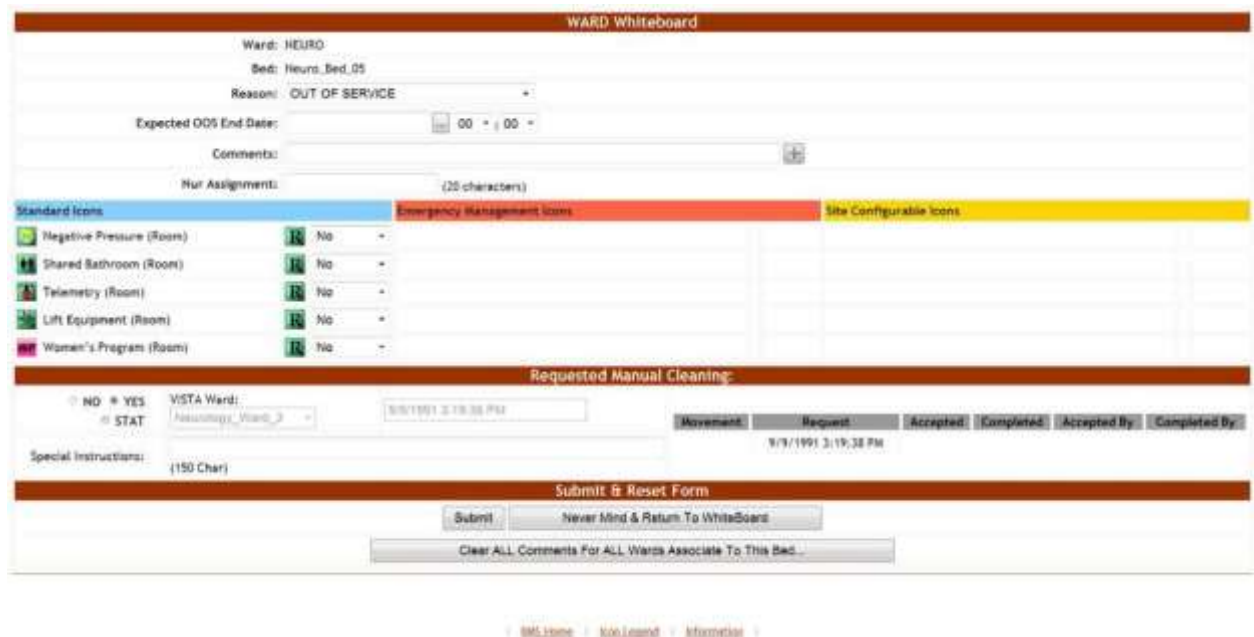


Figure 204 – Taking a Bed Out of Service

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.



Figure 205 – 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.

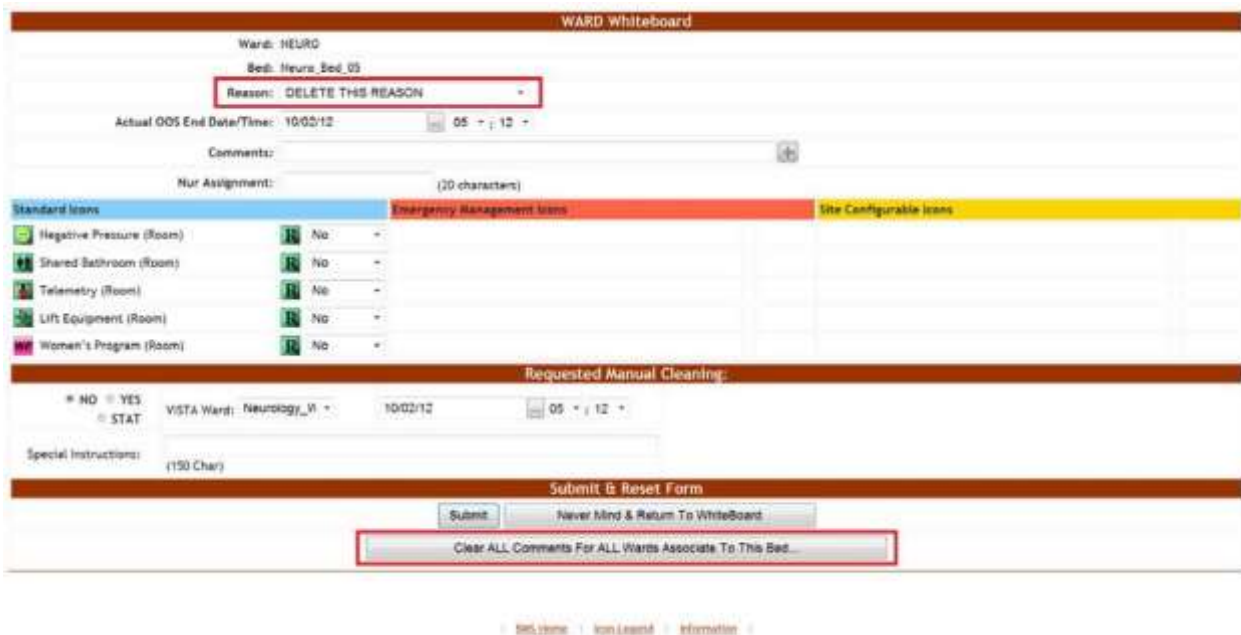


Figure 206 – Ward Whiteboard Home – Return Bed To In Service

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)

Figure 207 – Ward Whiteboard – No Patient Assigned

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

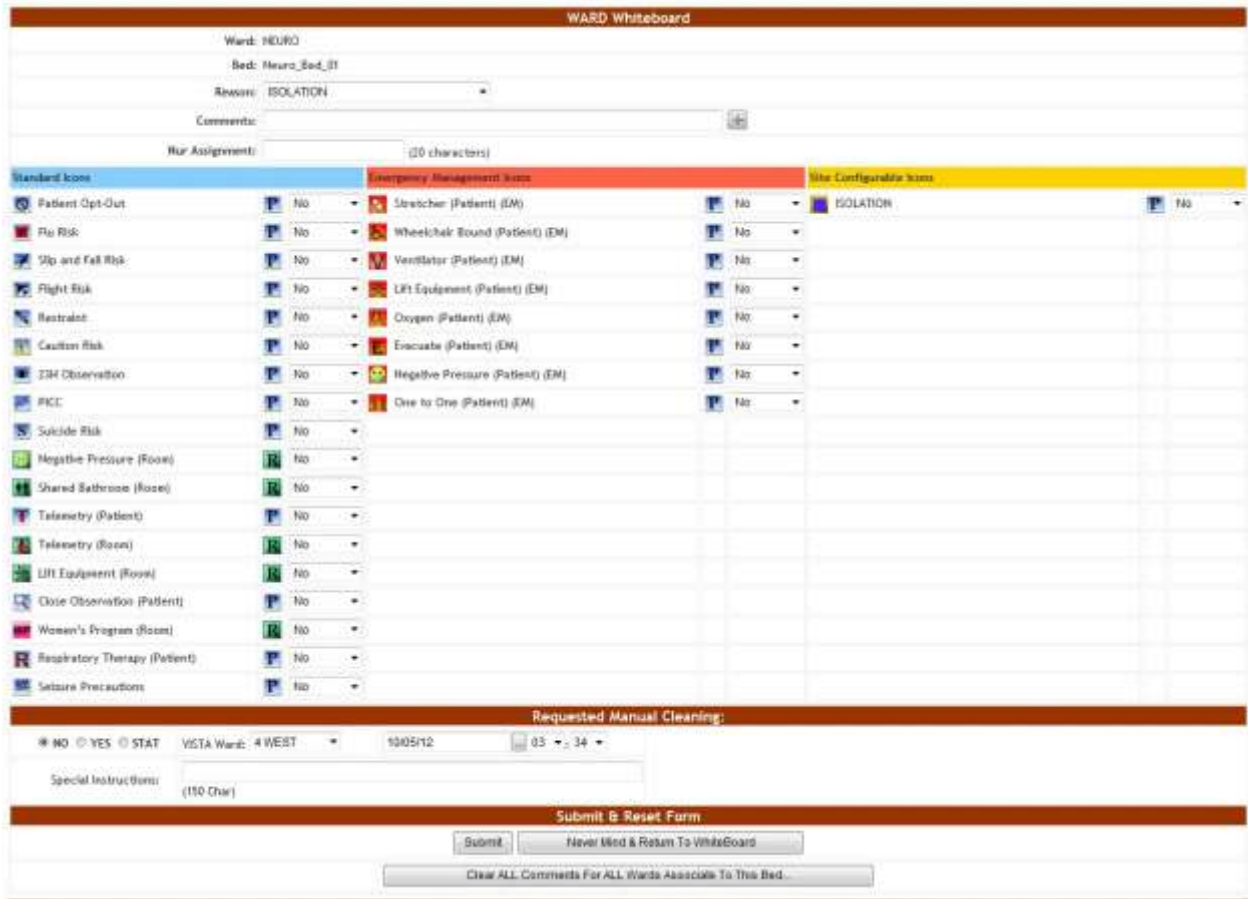




Figure 208 – Ward Whiteboard – Patient Assigned

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.



Figure 209 – 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:



Figure 210 – 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.



Figure 211 – Ward Whiteboard Home – Select Nurse

The field will become editable as in the following image.



Figure 212 – 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

To assign several beds to medical personnel available, follow the instructions below.

From the home page click the Ward Whiteboard link from the upper right corner of the screen.

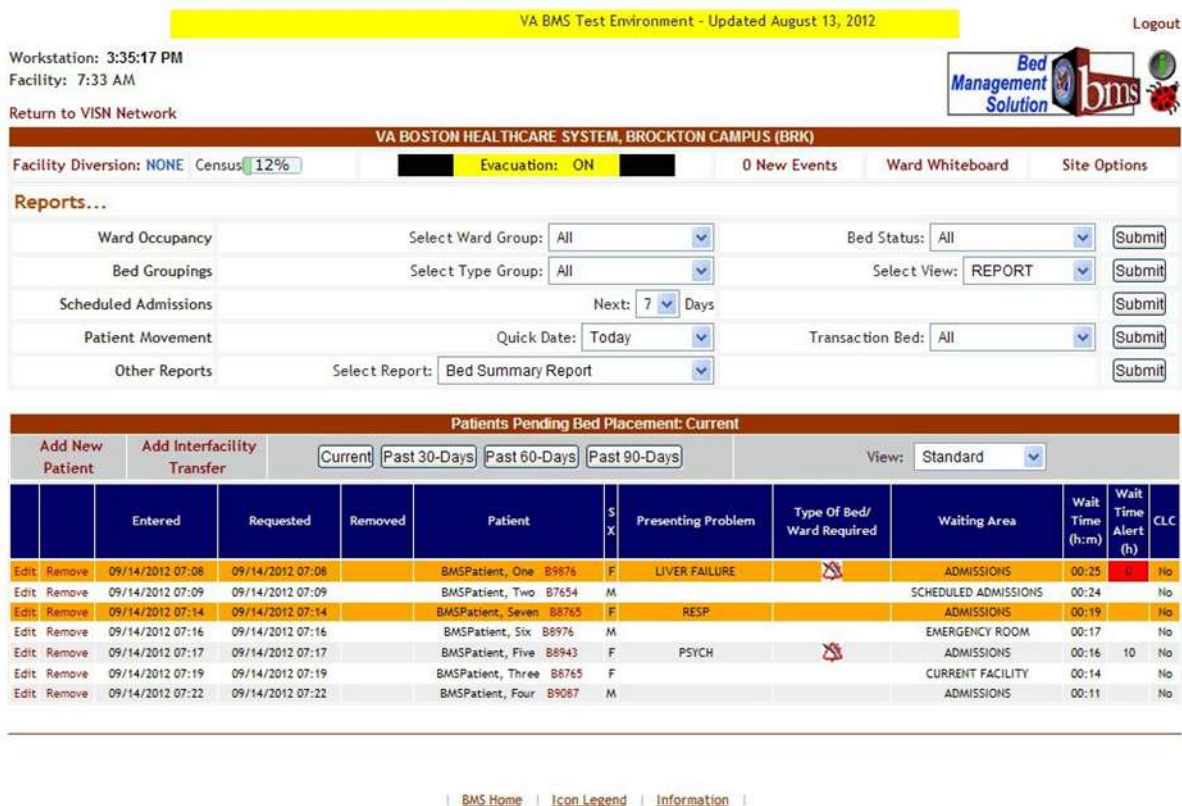


Figure 213 – Selecting Ward Whiteboard

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

Return to Site Home Page Export Report

WARD Whiteboard Home: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Submit Cancel

BMS Home | Icon Legend | Information

Figure 214 – 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 staff is to be assigned then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following image.

Whiteboard Home BRK Whiteboard for: All - Last Update: 10/02/12 at 06:34 (CST) Export Report Icon Legend

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

BED	PT	SEX	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	HUMI	LOS WARD
1001-1			<input checked="" type="checkbox"/>							
1001-8										
Cardio_Bed_02	X X X X	M	NURSE 3	AttendingPhysician One	Bed Assigned - BMSPatient, One from ADMISSIONS -			2B - CARDIOLOGY	4	12:11
Cardio_Bed_03	BMSPatient1M		NURSE 3	AttendingPhysician One				3A - CARDIOLOGY	4	12:10
Cardio_Bed_04										
Cardio_Bed_06					BED ASSIGNED, TESTING THE BUILD, ISOLATION, BED ASSIGNED, TESTING THE BUILD, ISOLATION, BED ASSIGNED, TESTING THE BUILD, ISOLATION, BED ASSIGNED, ISOLATION, TEST					
10B-A										
Neuro_Bed_01	BMSPatient1F			AttendingPhysician Two	Bed Assigned - BMSPatient, Seven from ADMISSIONS -			4 WEST - ORTHOPEDIC SURGERY	4	12:11
Neuro_Bed_02	BMSPatient1F		NURSE 3	AttendingPhysician One				2 EAST - ORTHOPEDIC SURGERY	1	12:10
Neuro_Bed_03					Bed Assigned - BMSPatient, 3A from EMERGENCY ROOM -					
Neuro_Bed_05										
Neuro_Bed_06										

BMS Home | Icon Legend | Information

Figure 215 – Selecting a Batch Assign Button

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



Figure 216 – Batch Assign Beds to Staff

A list of beds is displayed: use the Ward field at the top of the page to filter the bed list according to wards. In the **Staff** field enter the name of the nurse (or other personnel) that you want to assign for the selected bed.

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

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




Figure 217 – Beds Assigned

4.2.4.6 Display the patient details

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

Figure 220 – 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 43 – Bed Parameters

Column	Description
Ward	The ward where the selected bed is.
Bed	The code assigned in the system to the bed.
Reason	The site user can use this field to enter a reason why the selected bed is unavailable. Clicking the arrow button will display a list of available reasons. For details on how to add a reason to this list, see the section Adding an Unavailable Reason in the chapter Using BMS.
Comments	The site user can enter any comments that he/she considers necessary.
Nur Assignment	Displays the name of the nurse in charge of the selected bed.

PT RiskFlags	The patient risk flags can be displayed to indicate the risks associated to the patient currently occupying the selected bed.
Requested Manual Cleaning	The options available in this area allow the user to determine when the current bed will be cleaned. STAT - urgent/emergent situation YES – bed clean request at the date and time selected from the associated fields. NO - no bed clean request is generated.
VistA Ward	This field displays the VistA Wards with which the bed is associated. When entering a bed clean request this field allows you to determine for which of the associated VistA wards you register the bed clean request.
Special Instructions	Enter any special instructions regarding the cleaning operation.
Submit and Reset Form	The buttons available in this area allow the user to enter the data into the system, reset the existing selections, or return to the main screen without making any

4.2.5.1 Request cleaning/EMS services for a bed

In the **Ward Whiteboard** page, in the Request Manual Cleaning Area select “Yes” then enter the date and time when the bed needs to be clean. Enter all relevant comments in the **Special Instructions** field then press the **Submit** button.

Alternatively from the Request Manual Cleaning Area you can select the STAT option to request an urgent bed clean operation.

Once a cleaning operation has been requested for a bed, the Requested Manual Cleaning area is displayed as in the following image.

Figure 221 – 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.

Figure 222 – 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 44 – 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.

RoomBed	Displays the name/code of the bed.
Ward	Displays the name of the ward where the bed is.
Movement	Displays the date and time of the movement that generated the request.
DIFF	The difference between the date and time of the movement and the date and time of the request.
Request	The date and time when the cleaning operation was requested.
DIFF	The difference between the time when the request for cleaning the bed was sent and the time when the request was accepted.
Accepted	The date and time when the request for the cleaning operation has been accepted.
DIFF	The difference between the time when the cleaning operation has been accepted and the time when the cleaning operation has been completed.
Completed	The date and time when the cleaning operation has been completed.
Accepted by	The name of the person who has accepted the request for the cleaning operation.
Completed by	The name of the person who has completed the cleaning operation.
Last Edit	The date and time when the record was last edited.
Last Edit by	The name of the person who last edited the record.
Comment	Any comments entered regarding the bed clean operation.
Commented by	The name of the person who entered the comment.

In this page the user can perform the following operations: select a bed clean request 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 23:58:58

Record	Room/Bed	Ward	Movement	DFY	Request	DFY	Accepted	DFY	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
Manual	Cardio Bed 1	CARDIO WARD 1			6/13/2012 3:29 PM	6/13/2012 7:41:00 PM	08/01	6/13/2012 7:42:00 PM		EMS Staff One	softbho@haco.com.pk	6/13/2012 7:42:00 PM	softbho@haco.com.pk		softbho@haco.com.pk
Manual	Neuro Bed 2	NEURO WARD 1			6/13/2012 5:45:00 PM	6/13/2012 9:27:00 AM	00/00	6/13/2012 9:28:00 AM		EMS Staff Two	softbho@haco.com.pk	6/13/2012 9:28:00 AM	softbho@haco.com.pk		
Manual	Neuro Bed 3	NEURO WARD 1			6/13/2012 7:47:00 PM	6/13/2012 7:54:00 PM	00/00	6/13/2012 7:57:00 PM		EMS Staff One	softbho@haco.com.pk	6/13/2012 7:57:00 PM	softbho@haco.com.pk		
4	Cardio Bed 3	CARDIO WARD 1	00:00	8:23:00 PM	6/14/2012 8:23:00 PM	00:18	6/14/2012 8:05:00 PM	10:42:38 PM		EMS Staff One	EMS Staff One	6/15/2012 10:50:28 PM	EMS Staff One		
8	Neuro Bed 3	NEURO WARD 1	00:00	8:24:00 PM	6/14/2012 8:24:00 PM	00:15	6/14/2012 7:29:00 PM			TESTARE(SOFT)@haco.com.pk		6/15/2012 7:29:00 PM	softbho@haco.com.pk		
7	Cardio Bed 3	CARDIO WARD 1	00:00	8:34:00 PM	6/14/2012 8:34:00 PM	12:57	6/14/2012 10:11:38 PM			EMS Staff One		6/15/2012 10:11:38 PM	EMS Staff One		
11	Neuro Bed 3	NEURO WARD 1	00:00	8:57:00 PM	6/18/2012 8:57:00 PM	25:00	6/18/2012 9:57:00 PM	00:06	6/19/2012 9:57:00 PM	TESTARE(SOFT)@haco.com.pk	softbho@haco.com.pk	6/19/2012 9:57:00 PM	softbho@haco.com.pk		
12	Neuro Bed 3	NEURO WARD 1	00:00	8:58:00 PM	6/18/2012 8:58:00 PM	01:52	6/18/2012 7:46:00 PM	20:18	6/19/2012 9:56:00 PM	TESTARE(SOFT)@haco.com.pk	softbho@haco.com.pk	6/19/2012 9:56:00 PM	softbho@haco.com.pk		
Manual	Cardio Bed 3	CARDIO WARD 1			6/18/2012 6:46:00 PM	6/18/2012 7:43:00 PM	00/01	6/18/2012 7:43:00 PM		TESTARE(SOFT)@haco.com.pk	softbho@haco.com.pk	6/18/2012 7:43:00 PM	softbho@haco.com.pk		
Manual	Cardio Bed 3	CARDIO WARD 1			6/19/2012 6:43:00 PM	6/19/2012 6:43:00 PM	00/02	6/19/2012 6:43:00 PM		TESTARE(SOFT)@haco.com.pk	softbho@haco.com.pk	6/19/2012 6:43:00 PM	softbho@haco.com.pk		
Manual	Neuro Bed 3	NEURO 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	softbho@haco.com.pk		
Manual	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	softbho@haco.com.pk		

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

Figure 223 – 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](#) | [User Legend](#) | [Information](#)

Figure 224 – 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.

Whiteboard Home
 Facility Census 33%

BRK Whiteboard for: All - Last Update: 10/02/12 at 07:02 (CST)
 Total Number Pending/Today's Scheduled Admission: 10/0

Export Report Icon Legend

BED	PT	STAFF	ATTENDING	COMMENTS	DOCH STATUS	BED STATUS	WARD	NUM	LOS
1001-1		NURSE 1							
1001-B		NURSE 1							
Cardio_Bed_02	EMSPatient	NURSE 3	AttendingPhysician One				3B - CARDIOLOGY		12:11
Cardio_Bed_03	EMSPatient	NURSE 3	AttendingPhysician One	Bed Assigned - EMSPatient, One from ADMISSONS -			A - CARDIOLOGY		12:11
Cardio_Bed_04		NURSE 4							
Cardio_Bed_05				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					
10B-A									
Neuro_Bed_01	EMSPatient	NURSE 3	AttendingPhysician Two	Bed Assigned - EMSPatient, Seven from ADMISSONS -			4 WEST - ORTHOPEDIC SURGERY		12:11
Neuro_Bed_02	EMSPatient	NURSE 3	AttendingPhysician One				3 EAST - ORTHOPEDIC SURGERY		12:11
Neuro_Bed_03				Bed Assigned - EMSPatient, Six from EMERGENCY ROOM -					
Neuro_Bed_05		NURSE 4							
Neuro_Bed_06									

EMS Home | Icon Legend | Information

Figure 225 – 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.

Bed Management Solution

Logout

BRK - EMS Bed Status (Last Update: 06/18/12 at 07:23 AKST)

Ward: All Wards Start Date: 06/10/12 00:00:00 End Date: 06/20/12 23:59:59 Submit

Record	Recorded	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
<input type="checkbox"/>	Manual	Cardio_Bed 1	CARDIO WARD 1		6/12/2012 5:12:00 PM	28:25	6/13/2012 7:41:00 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	soffinfo/hmcoplus	6/13/2012 7:42:00 PM	soffinfo/hmcoplus	soffinfo/hmcoplus - 06/13/12 15:42	
<input type="checkbox"/>	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	soffinfo/hmcoplus	6/14/2012 9:28:00 AM	soffinfo/hmcoplus		
<input type="checkbox"/>	Manual	Neuro_Bed 1	NEURO WARD 1		6/13/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:01	6/13/2012 7:57:00 PM	EMS Staff One	soffinfo/hmcoplus	6/13/2012 7:57:00 PM	soffinfo/hmcoplus		
<input type="checkbox"/>		Cardio_Bed 1	CARDIO WARD 1		6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM		6/14/2012 6:05:00 PM	EMS Staff One	soffinfo/hmcoplus	6/14/2012 6:05:00 PM	soffinfo/hmcoplus		
<input checked="" type="checkbox"/>		Neuro_Bed 1	NEURO WARD 1		6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM					6/14/2012 9:25:43 AM			
<input checked="" type="checkbox"/>		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			
<input checked="" type="checkbox"/>		Neuro_Bed 1	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			
<input type="checkbox"/>		Neuro_Bed 2	NEURO WARD 1		6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM					6/18/2012 9:58:59 AM			
<input type="checkbox"/>	Completed	Cardio_Bed 1	CARDIO WARD 1		6/18/2012 6:46:00 PM							6/18/2012 6:46:58 PM	soffinfo/hmcoplus		

Figure 226 – 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:

Environmental Management Service Bed Status - Batch Assign EMS Staff

EMS Bed Control: Assign Cleaning

Date/Time Assigned: 6/16/2012 10:32 Assigned To: EMS Staff One

Room: Neuro Bed 1	Ward: NEURO WARD 1	Assigned To: EMS Staff One
Room: Cardio Bed 2	Ward: CARDIO WARD 1	Assigned To: EMS Staff One
Room: Neuro Bed 3	Ward: NEURO WARD 1	Assigned To: EMS Staff Two

[Submit] [Never Mind And Return To Listing]

Figure 227 – 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.

Bed Management Solution

Logout

BRK - EMS Bed Status (Last Update: 06/19/12 at 11:10 AKST)

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

Record	Request	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			6/12/2012 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/hmcoplus	6/13/2012 7:42:00 PM	softinfo/hmcoplus		softinfo/hmcoplus
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/hmcoplus	6/14/2012 9:28:00 AM	softinfo/hmcoplus		softinfo/hmcoplus
Manual	Neuro Bed 3	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/hmcoplus	6/13/2012 7:57:00 PM	softinfo/hmcoplus		softinfo/hmcoplus
4	Cardio Bed 4	CARDIO WARD 1		00:00	6/14/2012 8:33:00 PM	02:18	6/14/2012 8:35:00 PM	124:25	6/19/2012 10:30:38 PM	EMS Staff One	EMS Staff One	6/19/2012 10:30:38 PM	EMS Staff One		
5	Neuro Bed 3	NEURO WARD 1		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/hmcoplus		
7	Cardio Bed 2	CARDIO WARD 1		00:00	6/14/2012 8:34:00 PM	121:57	6/19/2012 10:31:38 PM			EMS Staff One		6/19/2012 10:31:38 PM	EMS Staff One		
11	Neuro Bed 3	NEURO WARD 1		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:testBMS	softinfo/hmcoplus	6/19/2012 9:57:00 PM	softinfo/hmcoplus		
12	Neuro Bed 2	NEURO WARD 1		00:00	6/18/2012 8:58:00 PM	01:12	6/18/2012 7:46:00 PM	26:10	6/19/2012 9:56:00 PM	TESTARESOFT2:testBMS	softinfo/hmcoplus	6/19/2012 9:56:00 PM	softinfo/hmcoplus		
	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/hmcoplus	6/18/2012 7:43:00 PM	softinfo/hmcoplus		
	Cardio Bed 2	CARDIO WARD 1			6/19/2012 9:43:00 PM	00:02	6/19/2012 9:45:00 PM	00:11	6/19/2012 9:56:00 PM	TESTARESOFT2:testBMS	softinfo/hmcoplus	6/19/2012 9:56:00 PM	softinfo/hmcoplus		
	Neuro Bed 3	NEURO WARD 1			6/19/2012 10:04:00 PM							6/19/2012 10:04:45 PM	softinfo/hmcoplus		
	Cardio Bed 3	CARDIO WARD 1			6/19/2012 10:54:00 PM							6/19/2012 10:54:42 PM	softinfo/hmcoplus		

Figure 228 – Select a Bed Clean Request for Comment

Upon selection the following screen is displayed:

Figure 229 – 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.

Record	Requested	Ward	Requested	DFT	Request	DFT	Accepted	DFT	Completed	Accepted By	Completed By	Last Cdr	Last Edit By	Comment	Commented By
Manual	Carole Bed 1	CARDIO WARD 1	6/12/2012 3:52:00 PM	28:29	6/12/2012 7:40:00 PM	00:00	6/12/2012 7:40:00 PM	00:00	6/12/2012 7:40:00 PM	EMS Staff One	softinfo@compuser.com	6/12/2012 7:42:00 PM	softinfo@compuser.com	06/15/12 14:42	
Manual	Neuro Bed 2	NEURO WARD 1	6/13/2012 7:40:00 AM	13:44	6/14/2012 9:27:00 AM	00:00	6/14/2012 9:28:00 AM	00:00	6/14/2012 9:28:00 AM	EMS Staff Two	softinfo@compuser.com	6/14/2012 9:28:00 AM	softinfo@compuser.com		
Manual	Neuro Bed 3	NEURO WARD 1	6/13/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:00	6/13/2012 7:57:00 PM	00:00	6/13/2012 7:57:00 PM	EMS Staff One	softinfo@compuser.com	6/13/2012 7:57:00 PM	softinfo@compuser.com		
4	Carole Bed 1	CARDIO WARD 1	6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	00:00	6/14/2012 8:05:00 PM	00:00	6/14/2012 8:05:00 PM	EMS Staff One	softinfo@compuser.com	6/14/2012 8:05:00 PM	softinfo@compuser.com		
5	Neuro Bed 3	NEURO WARD 1	6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	00:00	6/18/2012 7:39:00 PM	00:00	6/18/2012 7:39:00 PM	TESTARESOFT\teste	softinfo@compuser.com	6/18/2012 7:39:00 PM	softinfo@compuser.com		
7	Carole Bed 2	CARDIO WARD 1	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM			8:34:00 AM			
11	Neuro Bed 3	NEURO WARD 1	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM	00:00	6/18/2012 7:46:00 PM	00:00	6/18/2012 7:46:00 PM	TESTARESOFT\teste	softinfo@compuser.com	6/18/2012 7:46:00 PM	softinfo@compuser.com		
12	Neuro Bed 2	NEURO WARD 1	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	00:00	6/18/2012 7:46:00 PM	00:00	6/18/2012 7:46:00 PM	TESTARESOFT\teste	softinfo@compuser.com	6/18/2012 7:46:00 PM	softinfo@compuser.com		
13	Carole Bed 1	CARDIO WARD 1	6/18/2012 9:46:00 PM	00:54	6/18/2012 7:40:00 PM	00:00	6/18/2012 7:43:00 PM	00:00	6/18/2012 7:43:00 PM	TESTARESOFT\teste	softinfo@compuser.com	6/18/2012 7:43:00 PM	softinfo@compuser.com		

Figure 230 – 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 45 – 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.

Record	Room/Bed	Ward	Movement	Diff	Request	Diff	Accepted	Diff	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
11	Neuro_Bed_3	NEURO WARD	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	TESTARESOF2: testBMSsoftinfo/hmcoplus	TESTARESOF2: testBMSsoftinfo/hmcoplus	6/19/2012 9:57:00 PM	softinfo/hmcoplus		
12	Neuro_Bed_3	NEURO WARD	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	26:10	6/19/2012 9:56:00 PM	TESTARESOF2: testBMSsoftinfo/hmcoplus	TESTARESOF2: testBMSsoftinfo/hmcoplus	6/19/2012 9:56:00 PM	softinfo/hmcoplus		
13	Carolin_Bed_3	CARDIO WARD	6/18/2012 4:46:00 PM	00:54	6/18/2012 7:40:00 PM	00:03	6/18/2012 7:43:00 PM		6/18/2012 7:43:00 PM	TESTARESOF2: testBMSsoftinfo/hmcoplus	TESTARESOF2: testBMSsoftinfo/hmcoplus	6/18/2012 7:43:00 PM	softinfo/hmcoplus		
14	Carolin_Bed_3	CARDIO WARD	6/19/2012 9:43:00 PM	00:02	6/19/2012 9:45:00 PM		6/19/2012 9:56:00 PM		6/19/2012 9:56:00 PM	TESTARESOF2: testBMSsoftinfo/hmcoplus	TESTARESOF2: testBMSsoftinfo/hmcoplus	6/19/2012 9:56:00 PM	softinfo/hmcoplus		
15	Neuro_Bed_3	NEURO WARD	6/19/2012 10:04:00 PM		6/19/2012 10:04:00 PM				6/19/2012 10:04:45 PM			6/19/2012 10:04:45 PM	softinfo/hmcoplus		
16	Carolin_Bed_3	CARDIO WARD	6/19/2012 10:54:00 PM		6/19/2012 10:54:00 PM				6/19/2012 10:54:42 PM			6/19/2012 10:54:42 PM	softinfo/hmcoplus		

Figure 231 – EMS Bed Status Page – Select Bed Clean Request for Assigning

Upon selection the following screen is displayed:

Environmental Management Service Bed Status

EMS Bed Control: Assign Cleaning

Room: Neuro Bed 3 Ward: NEURO WARD 3

Special Instructions: PLEASE URGENT

Assigned To: TESTARESOF2:TESTE

Date/Time Assigned: 6/19/2012 9:23:17

Submit Newer Menu And Return To Listing

Figure 232 – 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.

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

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

BED	PT	STATUS	STAFF	ATTENDING	COMMENTS	DOOR STATUS	BED STATUS	WARD	NUM	LOS
1001-1			NURSE 1							
1001-B			NURSE 1		CLOSED					
Cardio_Bed_02	AKA		NURSE 3	AttendingPhysician One	Bed Assigned - BMSPatient, One from ADMISSIONS -			3B - CARDIOLOGY		12:11
Cardio_Bed_03	BMSPatient		NURSE 3	AttendingPhysician One				A - CARDIOLOGY		12:11
Cardio_Bed_04			NURSE 4							
Cardio_Bed_06					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					
10B-A										
Neuro_Bed_01	BMSPatient		NURSE 3	AttendingPhysician Two	Bed Assigned - BMSPatient, Seven from ADMISSIONS -			4 WEST - ORTHOPEDIC SURGERY		12:11
Neuro_Bed_02	BMSPatient		NURSE 3	AttendingPhysician One	Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -			3 EAST - ORTHOPEDIC SURGERY		12:11
Neuro_Bed_03										
Neuro_Bed_05			NURSE 4							
Neuro_Bed_06										

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

Figure 233 – 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.

Logout

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

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

Record	Room/Bed	Ward	Movement	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	28:24	6/13/2012 7:41:00 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	softinfo/hmcoplus	6/13/2012 7:42:00 PM	softinfo/hmcoplus		softinfo/hmcoplus 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/hmcoplus	6/14/2012 9:28:00 AM	softinfo/hmcoplus		
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/hmcoplus	6/13/2012 7:57:00 PM	softinfo/hmcoplus		
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/hmcoplus		
5	Neuro_Bed_1	NEURO WARD 1	6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	05:15	6/18/2012 7:39:00 PM			TESTARESOFT\testBMS		6/18/2012 7:39:00 PM	softinfo/hmcoplus		
7	Cardio_Bed_1	CARDIO WARD 1	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM							6/14/2012 9:36:11 AM			
11	Neuro_Bed_1	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			TESTARESOFT\testBMS		6/18/2012 7:46:00 PM	softinfo/hmcoplus		
	Cardio_Bed_1	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			TESTARESOFT\testBMS	softinfo/hmcoplus	6/18/2012 7:43:00 PM	softinfo/hmcoplus		

Figure 234 – 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: TESTARESOFT\JQUEST Date/Time Assigned: 6/18/2012 8:20:53

Comment:

Figure 235 – EMS Bed Status Page – Completed Cleaning

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

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



Figure 236 – 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.



Figure 237 – 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 238 – 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 239 – 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.

Bed Management Solution

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Logout

Assigned Bed Clean Requests for **EMS Staff One**

Neuro Bed 3 (NEURO WAR)

Pending Bed Clean Requests

Cardio Bed 3 (CARDIO WAI)

Cardio Bed 1 (CARDIO WAI)

Figure 240 – 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 1 Network Bed Boards

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BEDFORD (BED)	BEDFORD Summary Report	0%	0	RECEPTION	555-2345
BROCKTON (BRK)	BROCKTON Summary Report	12%	1	TRIAGE ROOM	555-67547
JAMAICA PLAIN (BOS)	JAMAICA PLAIN Summary Report	0%	0	NONE	NONE
LEEDS (NHM)	LEEDS Summary Report	0%	0	NONE	NONE
MANCHESTER (MAN)	MANCHESTER Summary Report	0%	0	NONE	NONE
PROVIDENCE (PRO)	PROVIDENCE Summary Report	0%	0	TRIAGE	555-28956
TOGUS/AUGUSTA (TOG)	TOGUS/AUGUSTA Summary Report	0%	0	RECEPTION	555-28111
WEST HAVEN (CON)	WEST HAVEN Summary Report	0%	0	NONE	NONE
WEST ROXBURY (WRX)	WEST ROXBURY Summary Report	0%	0	FRONT DESK	555-28675
WHITE RIVER JUNCTION (WRJ)	WHITE RIVER JUNCTION Summary Report	0%	0	RECEPTION	555-67542

VISN Patients Pending Bed Placement

[Add New Patient](#)
 Filter By:
 Select Report:

	N	FAC	Patient	SSN	Service-Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
Edit	Finalize	X	BRK	BMSPatient, One	000-12-9876		Afghanistan	No	Cardiology		9/14/2012 12:00:00 AM		00:15
Edit	Finalize	X	BRK	BMSPatient, Ten	000-90-3643		OTHER	No	Cardiology	HOME	9/14/2012 12:00:00 AM		00:13
Edit	Finalize	X	BRK	BMSPatient, Nine	000-78-4523		Rosovo	Yes	Cardiology		9/14/2012 12:00:00 AM		00:12
Edit	Finalize	X	BRK	BMSPatient, Three	000-90-8765		Yemen	Yes	Neurology		9/14/2012 12:00:00 AM		00:10

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

Figure 241 – 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 46 – 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.

Bed Management Solution

Return to Regional Page View Audit Log Logout

VISN 1 Network Bed Boards

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BEDFORD (BED)	BEDFORD Summary Report	0%	0	RECEPTION	555-2345
BROCKTON (BRK)	BROCKTON Summary Report	12%	1	TRIAGE ROOM	555-67547
JAMAICA PLAIN (BOS)	JAMAICA PLAIN Summary Report	0%	0	NONE	NONE
LEEDS (NHM)	LEEDS Summary Report	0%	0	NONE	NONE
MANCHESTER (MAN)	MANCHESTER Summary Report	0%	0	NONE	NONE
PROVIDENCE (PRO)	PROVIDENCE Summary Report	0%	0	TRIAGE	555-28956
TOGUS/AUGUSTA (TOG)	TOGUS/AUGUSTA Summary Report	0%	0	RECEPTION	555-28111
WEST HAVEN (CON)	WEST HAVEN Summary Report	0%	0	NONE	NONE
WEST ROXBURY (WRX)	WEST ROXBURY Summary Report	0%	0	FRONT DESK	555-28675
WHITE RIVER JUNCTION (WRJ)	WHITE RIVER JUNCTION Summary Report	0%	0	RECEPTION	555-67542

VISN Patients Pending Bed Placement

Add New Patient | Filter By: ALL FACILITIES | Filter | Select Report: ACTIVE | Select

	N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CHVL Admission Date	Comments	Wait Time (h:m)
Edit Finalize	X	BRK	BMSPatient, One	000-12-8676		Africanizer	No		Cardiology		9/14/2012 12:00:00 AM		00:15
Edit Finalize	X	BRK	BMSPatient, Two	000-90-5643		OTHER	No		Cardiology	HOME	9/14/2012 12:00:00 AM		00:13
Edit Finalize	X	BRK	BMSPatient, Nine	000-78-4523		Russia	Yes		Cardiology		9/14/2012 12:00:00 AM		00:12
Edit Finalize	X	BRK	BMSPatient, Three	000-90-8765		Yemen	Yes		Neurology		9/14/2012 12:00:00 AM		00:10

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

Figure 242 – 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. XXXXXXXXXX)

Figure 243 – VISN Interfacility Transfer Sheet – Select Patient

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

Figure 244 – VISN Interfacility Transfer Sheet – Select Patient from List

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

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

Figure 245 – 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 47 – 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.

Field	Enter
Comments/Type of need	The type of need for which the patient is being transferred to the community hospital.
Treating Specialty	The treating specialty corresponding to the type of need.
Requested Admission Date	The date when the patient should be able to be admitted to the VA facility.
National Patients Pending Bed Placement	If the patient is to be included or not in the National Patients Pending Bed Placement list.

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

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

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

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

Figure 246 – 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.

VISN 1 Interfacility Transfer Sheet - Finalize Patient Data

Facility:

Patient Name:

Patient SSN:

Service Connected %:

Contract:

Diagnosis/Level of care:

Current Location:

Comm Hosp Admission Date:

Comments/Type of need:

Treating Specialty:

Service Era:

Requested Admission Date:

National Patients Pending Bed Placement List:

Disposition:

VA Admission Facility:

Disposition Date:

Discharge Comment:

*REQUIRED if disposition is 'OTHER-COMMENT'

Figure 247 – Finalize a Patient's Stay in Community Hospital

The following additional fields are available:

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

- VA ADMISSION-MOVE TO SITE
- REFUSED VA CARE
- EXPIRED
- DISCHARGED FROM COMMUNITY HOSPITAL
- OTHER-COMMENT

VA Admission Facility: from the available options, select the VA facility where the patient will be (re-) admitted.

Disposition Date: the current date is displayed, to change it, use the available options.

Discharge Comment: the VISN user can enter any comments relevant for the operation. If the option *Other* has been selected from the Disposition field the VISN user will be required to fill in a comment in this field.

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

When pressing the **Finalize** link attached to a transfer in the VISN Patients Pending Bed Placement list the VISN user registers the end of a patient's stay in a community hospital and the patient's name will no longer appear in the list Patients Pending Bed Placement. An admission to a VA facility will follow.

4.5.5 VISN Bed Boards Reports

In the **VISN Bed Boards** page several reports are available as shown in the image below.

The screenshot shows the 'VISN 1 Network Bed Boards' page. At the top, there is a header 'Bed Management Solution' and navigation links 'Return to Regional Page' and 'View Audit Log Logout'. Below this is a table with columns: FACILITY, VISN Bed Summary Report, CENSUS, USERS, POINT-OF-CONTACT, and POC TELEPHONE. The table lists various facilities like BEDFORD (BED), BROCKTON (BRK), JAMAICA PLAIN (BOS), etc., each with a corresponding summary report link. A red box highlights the 'VISN Bed Summary Report' column. Below this is another table with columns: N, FAC, Patient, SSN, Service Connected, Era, Disposition, Treating Specialty, Current Location, CHPL Admission Date, Comments, and Wait Time. A red box highlights the 'Select Report' dropdown menu, which shows options: ACTIVE, CONTRACT, DATE AUDIT, and DISPOSITIONS.

Figure 248 – 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



Figure 249 – 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.



Figure 250 – 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.



Figure 251 – Patients in Community Hospitals - Active Report

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

Table 48 – Patients in Community Hospitals - Active 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.
Svc. Con.	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 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.



Figure 252 – Patients in Community Hospitals - Contract Report

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

Table 49 – 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.

Facility	Patient	SSN	Community Hospital	CH Adm Date	Disposition	Admit Hosp	Disp Date	Entered By	Last Edit By	DT Edited
VA BOSTON HEALTHCARE SYSTEM BROOKTON CAMPUS	848PATIENT 1234	820-00-1234		06/13/12				safr@hcmcm.org	safr@hcmcm.org	8/10/2012 11:39:09 AM
VA BOSTON HEALTHCARE SYSTEM BROOKTON CAMPUS	848Patient 1234	88001234		06/14/12				safr@hcmcm.org	safr@hcmcm.org	8/14/2012 1:23:57 AM

Figure 253 – Patients in Community Hospitals – Date Audit Report

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

Table 50 – 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.

Facility	Patient	SSN	Contract	Bed Class	Specialty	Disposition	Admit Hosp	Disp Date	Disp Comments
VA BOSTON HEALTHCARE SYSTEM BROOKTON CAMPUS	848Patient 1234	88-00-1234	Yes	100	Neurology	REFUSED VA CARE	EDITH NOURSE ROGERS MEMORIAL VETERANS HOSPITAL	06/18/2012 11:53:00 AM	

Figure 254 – Patients in Community Hospitals - Disposition Report

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

Table 51 – 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.

4.6 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: SOFTINFO/HMCOMPLUS

National Bed Availability			
REGION 4 - USERS	REGION 3 - USERS	REGION 2 - USERS	REGION 1 - USERS
VISN 1 - 1	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 - 0	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											
DISPLAY:		REGION:	VISN:	TREATING SPECIALTY:			View:		Submit		
National Patient		ALL	ALL	ALL			Standard	Current			
R/V	Patient	SSN	SVC	ERA	Contract	Diagnosis	Treating Specialty	Current Location	CHVL Admission Date	Comments	Wait Time (hrs)
4 1	BMSPatient, One	9576		Afghanistan	No		Cardiology		9/14/2012 12:00:00 AM CST		01:21
4 1	BMSPatient, Ten	5643		OTHER	No		Cardiology	HOME	9/14/2012 12:00:00 AM CST		01:19
4 1	BMSPatient, Nine	4923		Rosario	Yes		Cardiology		9/14/2012 12:00:00 AM CST		01:18
4 1	BMSPatient, Three	3765		Iemen	Yes		Neurology		9/14/2012 12:00:00 AM CST		01:16

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

Figure 255 – 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 52 – National Patients Pending Bed Placement - Parameters

Column	Description
N	If the patient was flagged to be included in the National Patients Pending Bed Placement list.
R	The region of the facility
V	The VISN of the facility
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 % value)
ERA	The period of service that the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Treating Specialty	The medical specialty, which treats the selected diagnosis.
Current Location	The name of the community hospital where the patient has been admitted.
CH/CL Admission Date	The date when the patient has been admitted to the community hospital.
Comments	Any relevant information entered by the Regional user.
Wait Time	The time lapse between the request and the actual admission of the patient to the community hospital.

4.6.1 National Bed Availability Report

In the **National/Regional Page** click the **National Bed Availability** link to display the corresponding report as in the following image.



Figure 256 – National Bed Availability Report – Select Criteria

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



Figure 257 – National Bed Availability

The following data is available for each entry:

Table 53 – 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.

Bed Management Solution

Go to Site List

[BMS Admin](#)

Logout

User: SOFTINFOIHMCOMPLUS

National Bed Availability			
REGION 4 - USERS	REGION 3 - USERS	REGION 2 - USERS	REGION 1 - USERS
VISN 1 - 1	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 - 0	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											
DISPLAY:		REGION:		VISN:		TREATING SPECIALTY:		View:		Submit	
National Patient		ALL		ALL		ALL		Standar		Current	
R/V	Patient	SSN	SVC	ERA	Contract	Diagnosis	Treating Specialty	Current Location	CHCL Admission Date	Comments	Wait Time (h:m)
4 1	BMSPatient, One	9876		Afghanistan	No		Cardiology		9/14/2012 12:00:00 AM CST		01:21
4 1	BMSPatient, Ten	5643		OTHER	No		Cardiology	HOME	9/14/2012 12:00:00 AM CST		01:19
4 1	BMSPatient, Nine	4523		Kosovo	Yes		Cardiology		9/14/2012 12:00:00 AM CST		01:18
4 1	BMSPatient, Three	8765		Yemen	Yes		Neurology		9/14/2012 12:00:00 AM CST		01:16

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

Figure 258 – Accessing Administration Section Page from National/Regional page

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



Figure 259 – Administration Section Page

4.9.2 Maintain Marquee Text Page

In the main **Administration section** page, click the **Maintain Marquee Text** link to access the page in the following image.



Figure 260 – Add/ Edit Marquee Text

Enter the text in the field in the center of the screen 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.

PARAMETER	OPTIONS
NT User Name	Default:
DefaultRegion:	1
Default VSDN:	1B
DefaultSite:	ABQ - NEW MEXICO VA NE/

Figure 261 – 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="checkbox"/>	TESTARESOFT2\Administrator	

Figure 262 – 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.

Figure 263 – Customize BMS user rights

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

Table 54 – 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.
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:

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

Figure 264 – 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.

Admin Menu ADMINISTRATION SECTION - USERADD/EDIT Logout

Select Existing NT User Name Select Default

PARAMETER	OPTIONS
NT User Name	TESTARESOFT2\ADMIN
Support User?	Yes
National User?	Yes
Regional User?	Yes
VSN User?	Yes
Admin User?	Yes
Audit Log User?	Yes
Site User?	Yes
EHS User?	Yes
EHS Supervisor User?	Yes
Guest User?	Yes
DefaultRegion:	4
DefaultVSN:	1
DefaultSite:	BRK - VA BOSTON HEALTH
READ Access?	Yes
WRITE Access?	Yes

Display only the facilities with permissions

READ Access	WRITE Access	Region	VSN	Facility
<input type="checkbox"/>	<input type="checkbox"/>	Region 4	VSN 7	ALBANY (DBAE, ALN)
<input type="checkbox"/>	<input type="checkbox"/>	Region 1	VSN 18	ALBUQUERQUE (SO1, ABQ)
<input type="checkbox"/>	<input type="checkbox"/>	Region 4	VSN 4	ALTOONA (SO1, ALT)
<input type="checkbox"/>	<input type="checkbox"/>	Region 1	VSN 18	ANNARILLO (SO1, AAA)
<input type="checkbox"/>	<input type="checkbox"/>	Region 1	VSN 20	ANCHORAGE (AC1, ANC)
<input type="checkbox"/>	<input type="checkbox"/>	Region 3	VSN 11	ANN ARBOR (SO1, AIN)
<input type="checkbox"/>	<input type="checkbox"/>	Region 3	VSN 6	ASHEVILLE (S17, ASH)
<input type="checkbox"/>	<input type="checkbox"/>	Region 1	VSN 7	AUGUSTA (SO1, AUG)

Submit Cancel

Figure 265 – 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:

Select user:

Local User Name Find

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

Select Cancel

BMS Home Icon Legend Information

Figure 266 – 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.

PARAMETER	OPTIONS
NT User Name	TESTARE\SOFT2\testBms
Support User?	No
National User?	No
Regional User?	No
VSN User?	No
Admin User?	No
Audit Log User?	No
Site User?	No
ENS User?	No
BMS Supervisor User?	No
Guest User?	No
DefaultRegion:	4
Default VSN:	1
DefaultSite:	BRK - VA BOSTON HEALTH
READ Access?	No
WRITE Access?	No

Display only the facilities with permissions

READ Access	WRITE Access	Region	VSN	Facility

Submit Cancel

Figure 267 – 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.

Admin Menu ADMINISTRATION SECTION - FACILITY EDIT Logout

Select Facility Name: ABQ - ALBUQUERQUE (S81 - ACTIVE: YES)

Facility Site ID: ABQ (S81 - ALBUQUERQUE) 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 BARCOCK STREET

Facility Address 2: MT CUBE

Facility City/State/ZIP: ALBUQUERQUE NM 12345

User operations:

Selected	User Name	BMS, Read	BMS, Write
<input type="checkbox"/>	barris-hc-lab.com\bauser	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HCEVEA000\BMSABQ0305K	<input type="checkbox"/>	<input type="checkbox"/>

Add User Restore Selected

VISN: 10 BMS Server Time Zone: Eastern Standard Time

Region: 1 Facility Site Time Zone: Central Standard Time

BMS Active/Live Site? Yes

Integrated Facility? No

Integrated Site List: Select Existing List

Ward Prefix: ADT Prefix:

Ward Suffix: ADT Suffix:

EMS Mail Sender: EMS00@HARRIS.COM Event Mail Sender: EVT00@HARRIS.COM

Site Alias: Medical Center ID #7: SELECT MEDICAL CENTER

Site Alias: Local Time Adjust: 0

EMS Default User Name: BMS0PEMS Whitboard Kiosk Default User Name: BMSDFTest

EMS Password: Whitboard Kiosk Password:

EMS Password Confirm: Whitboard Kiosk Password Confirm:

Submit Cancel

Figure 268 – 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 55 – BMS Site Parameters

Column	Description
Facility Site ID	A unique ID number assigned to each facility.
Full Facility Name	The full name of the facility.
Facility Point-of-Contact:	The facility point of contact, this can be the triage room, or the front desk.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Facility Address 1:	The main address of the facility.
Facility Address 2:	If applicable, any secondary address of the facility.
Facility City/State/ZIP:	The ZIP code, city, and state where the facility is.
User Operations	The users who can access the facility site and the read/write permissions granted to these users.
VISN	The VISN to which the facility belongs.
Region:	The region to which the facility belongs.

Column	Description
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 VHAGLAXxxxx or VHAWLAXxxxx.
EMS Default User Name:	The BMS Service Account ID needed to load the EMS Mobile Page for Mobile Devices.
EMS Password:	The BMS Service Account ID password needed to load the EMS Mobile Page for Mobile Devices.
EMS Password confirm:	The confirmation of the password.
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.
Allowed Access – Integrated Sites (All users can see these sites also)	The list of integrated sites is displayed; select the sites where the users of the current facility have access.
ADT Prefix:	This is the unique identifier that is the leading part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e. "BO" for Boston.
ADT Suffix:	This is the unique identifier that is the trailing part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e. "-BO" for Boston.
Event Mail Sender:	This is the "FROM" user/group used to send Event emails via the SMTP server.
Site Alias:	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as VHAGLAXxxxx or VHAWLAXxxxx.
Local Time Adjust:	.The difference between the local time and the server time.

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

4.9.5 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 269 – 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 56 – 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			Bed Cleaning Status Icons		
Edit		Bed Out Of Service (Vista)	Edit		Room Bed Symbol	Edit		Bed Needs Cleaning Icon
Edit		Bed Out Of Service (RedBoard)	Edit		Humid (Met)	Edit		Cleaning Bed Icon
Edit		Bed in Isolation	Edit		Humid (Not Met)	Edit		Bed Cleaned Icon
Edit		Discharge Ordered	Edit		Humid (Not Reviewed)	Edit		EMS Notified Icon
Edit		Anticipated Discharge	Edit		Similar/Same Name			
Edit		Intra-ward Transfer	Edit		Bed Hold			
Edit		Patient Symbol						

Standard Icons			Ward Whiteboard Status Icons			Emergency Management Icons		
Add Icon		Patient Opt-Out	Edit		Negative Pressure (Room)	Edit		Stretcher (Patient) (EM)
Edit		Ftu Risk	Edit		Shared Bathroom (Room)	Edit		Wheelchair Bound (Patient) (EM)
Edit		Slip and Fall Risk	Edit		Telemetry (Patient)	Edit		Ventilator (Patient) (EM)
Edit		Flight Risk	Edit		Telemetry (Room)	Edit		Lift Equipment (Patient) (EM)
Edit		Restraint	Edit		Lift Equipment (Room)	Edit		Oxygen (Patient) (EM)
Edit		Caution Risk	Edit		Close Observation (Patient)	Edit		Evacuate (Patient) (EM)
Edit		23H Observation	Edit		Women's Program (Room)	Edit		Negative Pressure (Patient) (EM)
Edit		PICC	Edit		Respiratory Therapy (Patient)	Edit		One to One (Patient) (EM)
Edit		Suicide Risk	Edit		Seizure Precautions			

Site Configurable Icons		
Edit		Blue Box
Edit		Blue Arrow
Edit		Blue Caution
Edit		Blue Circle
Edit		Blue X
Edit		Blue Diamond
Edit		Blue Heart
Edit		Green Circle
Edit		Orange Circle
Edit		Orange Star
Edit		Red Stop

Figure 270 – 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 click the corresponding arrows in the column to the right of any icon in the list.

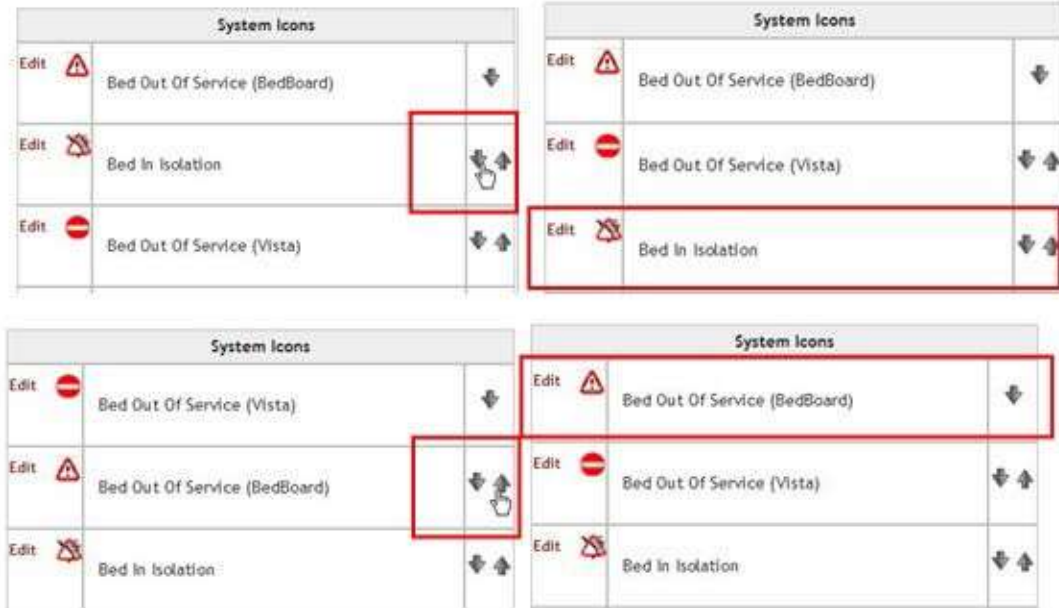


Figure 271 – Administration Section – Change Icon Position in the Icon List

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.

The screenshot shows the 'ADMINISTRATION SECTION - EDIT ICON' page. It includes a breadcrumb trail 'Return to Add/Edit Icon Page' and the page title 'ADMINISTRATION SECTION - EDIT ICON'. Below is a sub-header 'Edit Bed Out Of Service BedBoard Icon, System Icon - Application Icon'. The form contains the following fields:

- *Image Name:
- *Icon Name:
- *Icon Short Description:
- Icon Long Description:
- Comment:
- *Mouse Over Text:

At the bottom of the form are buttons for 'Save', 'Never Mind', and 'Return to Add/Edit Icon page'. A small preview of the warning icon is shown on the left side of the form.

Figure 272 – Administration Section – Edit Icon

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

4.9.6.3 Adding an icon to the icon list

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



Figure 273 – Administration Section – Add Icon

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

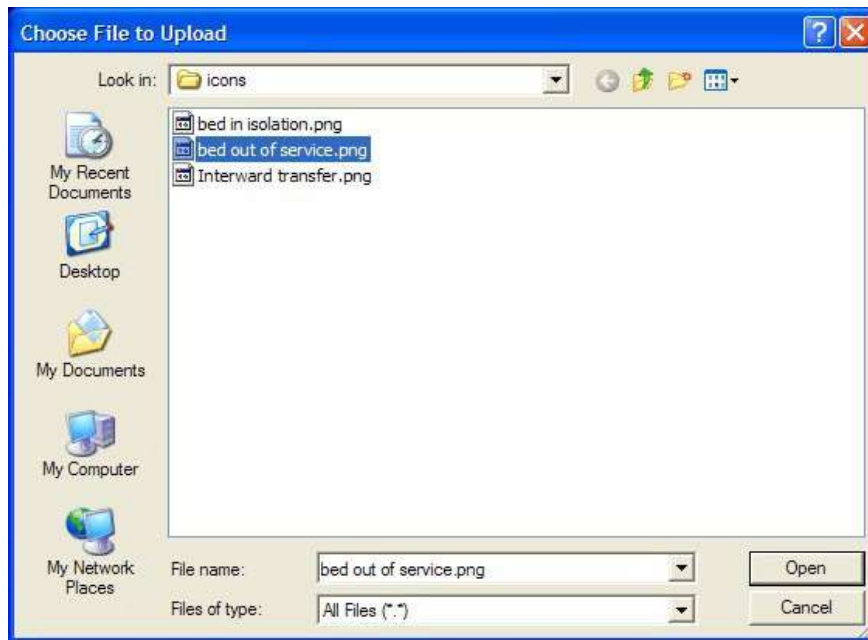


Figure 274 – Selecting an Icon Image File

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 275 – Administration Section – Icon Search

Select the icon(s) which you want to locate then press the Search button to display the page with the search results as in the following image.



Figure 276 – 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.



Figure 277 – 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 you want to generate the Icon Usage report, then press the **View Report** button. The report is displayed as in the following image.

	Site Name	Icon Short Description for Facility	Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
	BRK					
1		Blue Arrow	Blue Arrow	N	N	N
2		Blue Caution	Blue Caution	N	N	N
3		Blue Circle	Blue Circle	N	N	N
4		Blue Diamond	Blue Diamond	Y	N	N
5		Blue Heart	Blue Heart	N	N	N
6		Blue Square	Blue Square	Y	N	Y (1)
7		Blue X	Blue X	N	N	N
8		Caution Risk	Caution Risk	Y	N	N
9		Close Observation (Patient)	Close Observation (Patient)	Y	N	N
10		Fight Risk	Fight Risk	Y	N	N
11		Flu Risk	Flu Risk	Y	N	N
12		Green Circle	Green Circle	N	N	N
13		Lift Equipment (Room)	Lift Equipment (Room)	Y	N	N
14		Negative Pressure (Patient)	Negative Pressure (Patient)	Y	N	N
15		Negative Pressure (Room)	Negative Pressure (Room)	Y	N	N
16		Observation	Observation	Y	N	N
17		One-on-One (Patient)	One-on-One (Patient)	Y	N	N
18		Orange Circle	Orange Circle	N	N	N
19		Orange Star	Orange Star	N	N	N
20		Patient Opt-Out	Patient Opt-Out	Y	N	N
21		PICC	PICC	Y	N	N

Figure 278 – Administration Section – Icon Usage Report

For each entry the following data is available:

Table 57 – 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.

Column	Description
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.

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.

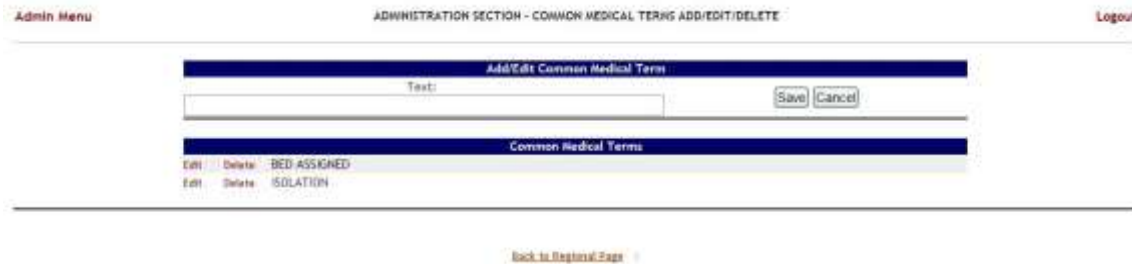


Figure 279 – Administration Section – Common Medical Terms Add/Edit/Delete

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 that can be used to fill in that field.

In this page you can perform the following actions: add a common medical term, edit an existing common medical term and delete an existing common medical term.

4.9.7.1 Adding a Common Medical Term

To add a common medical term: in the **Common Medical Terms Add/Edit/Delete** page enter the text of the term in the Text field then press the **Save** button. The new common medical term will be displayed in the **Common Medical Terms** list.

4.9.7.2 Editing a Common Medical Term

To edit an existing common medical term: in the **Common Medical Terms Add/Edit/Delete** page click the **Edit** link to the left of the common medical term you want to edit. The text of the selected common medical term will be displayed in the Text field as in the following image:

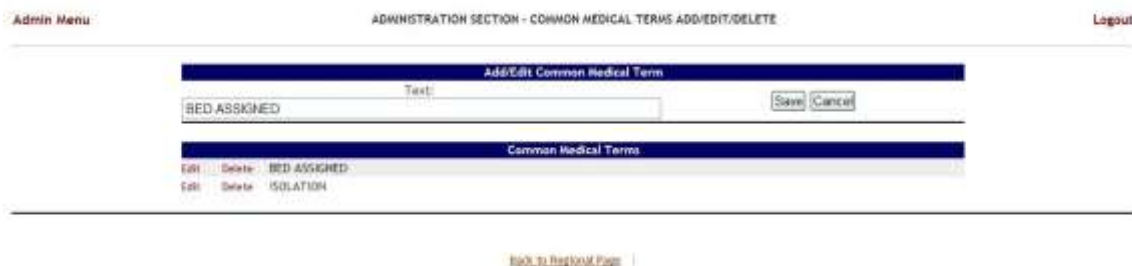


Figure 280 – Administration Section – Common Medical Terms Add/Edit/Delete

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 an 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 281 – Administration Section – Common Medical Terms Add/Edit/Delete

For details on the options available see the section [Audit Log Report Page](#).

4.9.9 Treating Specialty/NUMA/HAvBED Edit Page

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to access the page as in the following image.



Figure 282 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

In this page the user can add, edit and delete NUMA and HAvBED treating specialties. Also the user can map the defined VistA specialties with the NUMA and HAvBED treating specialties.

4.9.9.1 Adding a NUMA Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image.



Figure 283 – 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 284 – 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 HAvBED specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the HAvBED specialty you want to edit: its name will be displayed in the a **HAvBED** field at the top of the list. Make the desired changes then press the **Save** button. The HAvBED Categories list will display the modified a HAvBED specialty.

4.9.9.4 Deleting a NUMA/HavBED Specialty

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

To delete an existing HAvBED specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Delete** link associated to the HAvBED specialty you

want to delete. The HAvBED Categories list will be updated to reflect the change.

4.9.9.5 Mapping a VistA specialty with a NUMA/HavBED Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image. (Use the scroll bar to display the VistA Specialty Crosswalk section)



Figure 285 – 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.

4.9.10 National Waiting Area

To access the **National Waiting Area** page, in the **Administration Section** page click the **National Waiting Area** link.

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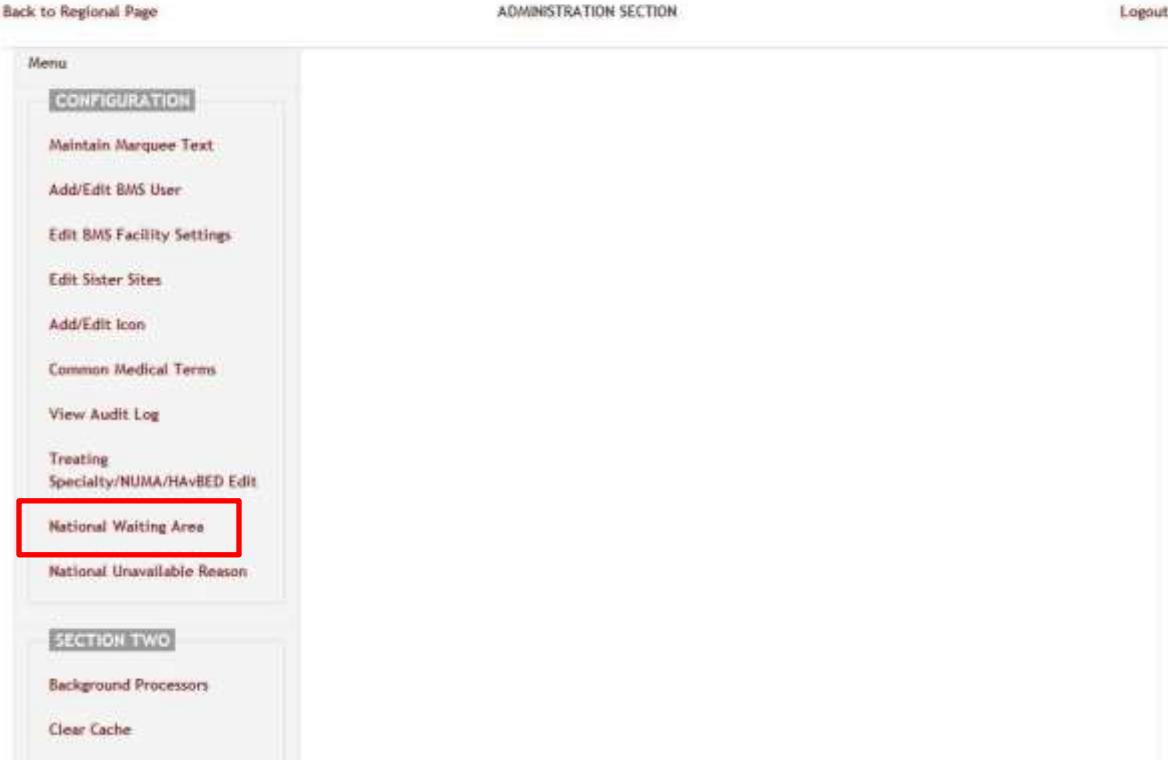


Figure 286 – Selecting National Waiting Area Page

The **National Waiting Area Add/Edit** page is displayed as in the following image.

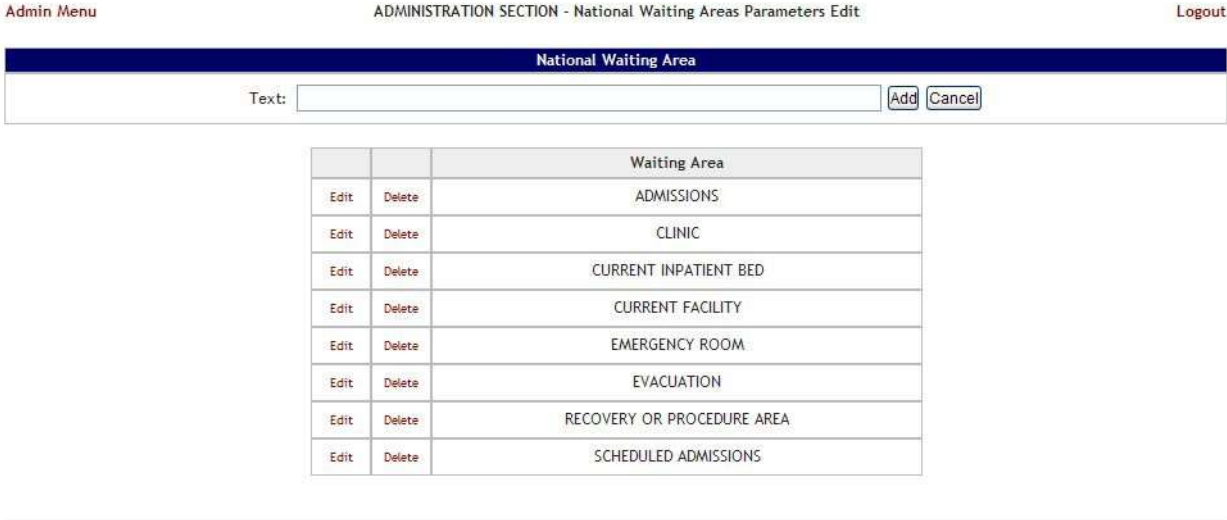


Figure 287 – National Waiting Areas

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.



Figure 288 – Selecting National Waiting Area

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

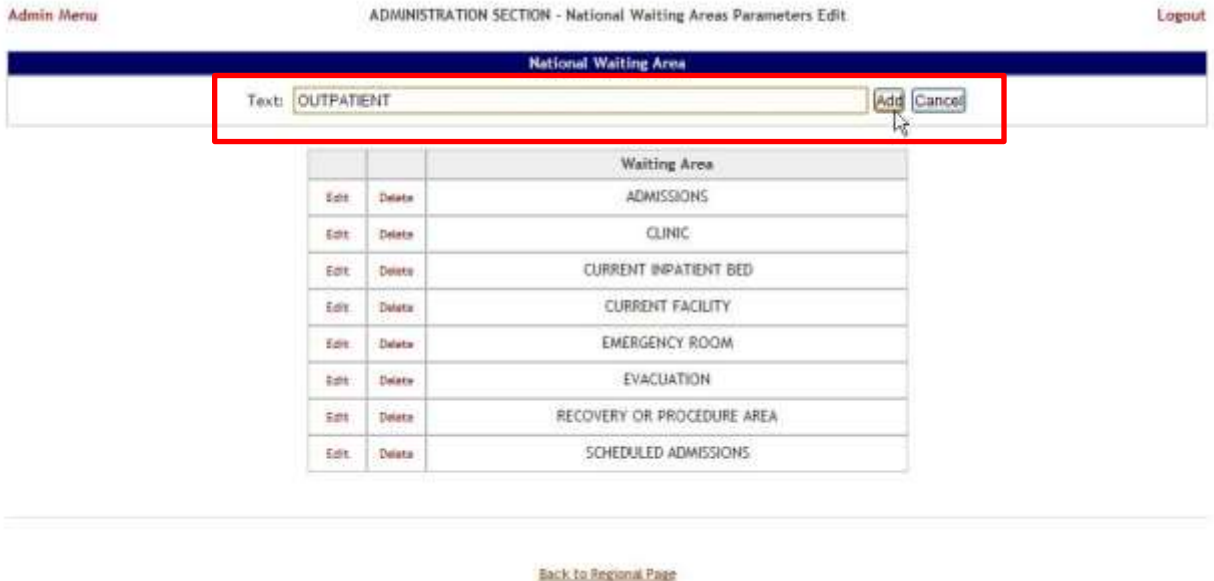


Figure 289 – Adding a Waiting Area

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

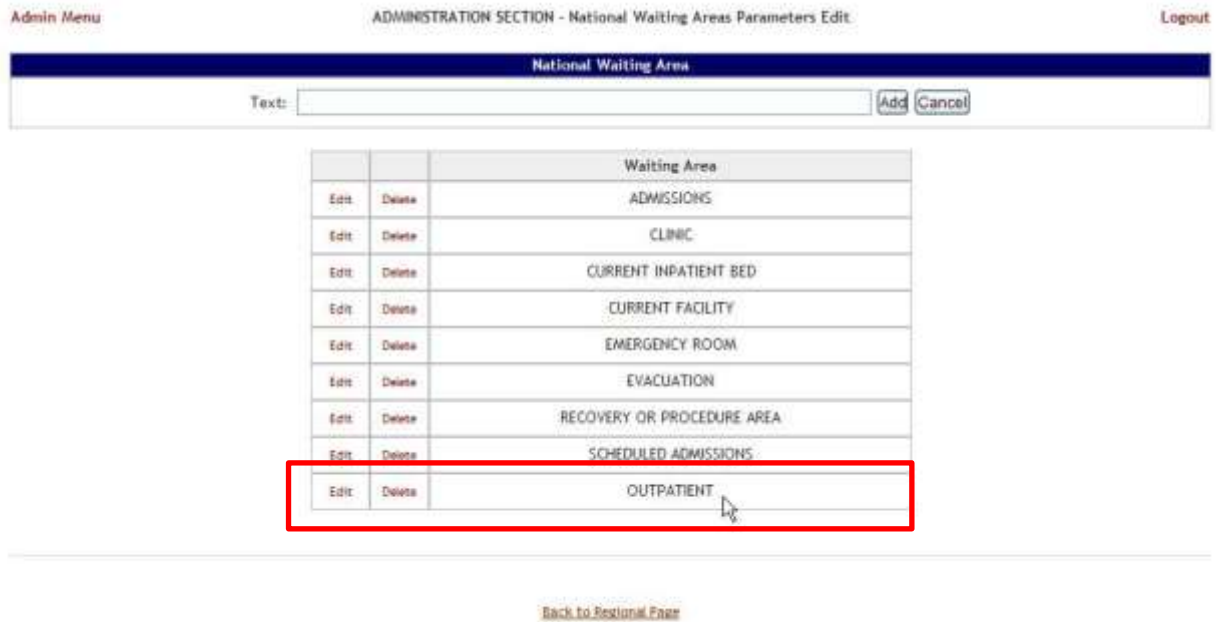


Figure 290 – Waiting Area Added to the List

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.

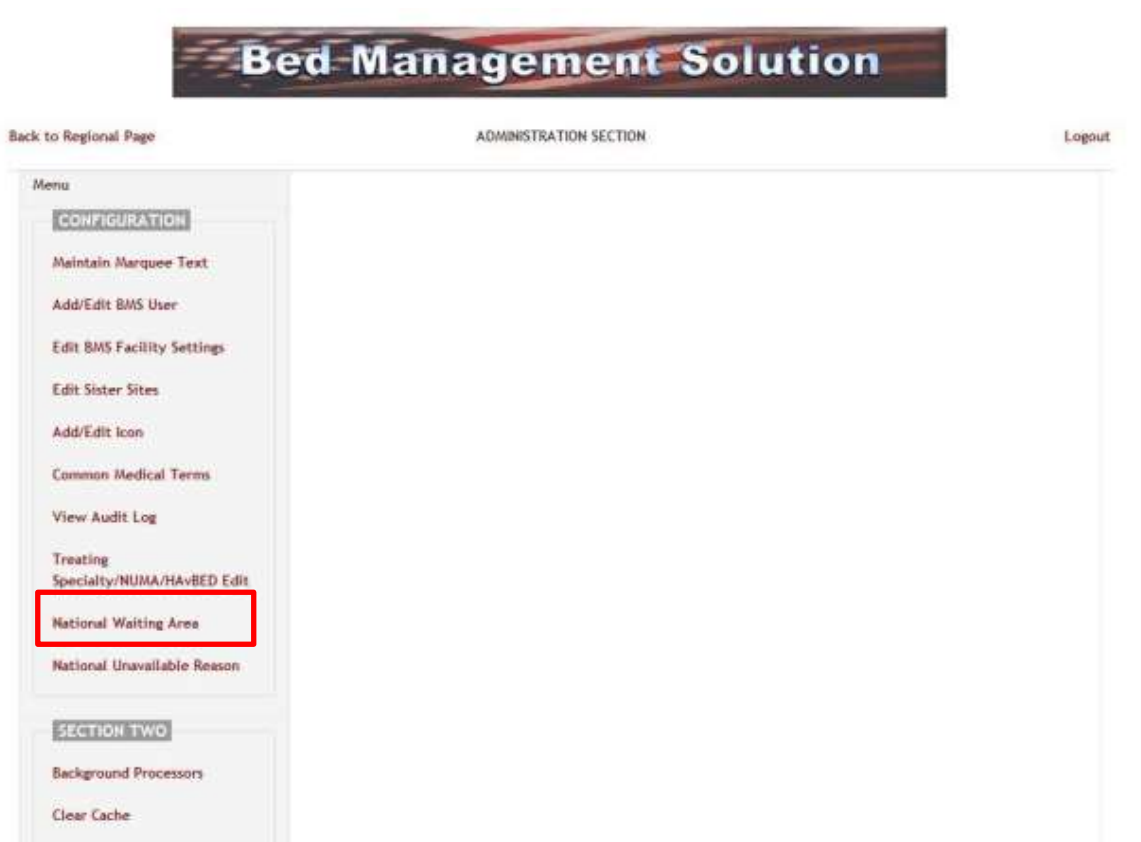


Figure 291 Selecting National Waiting Area

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



Figure 292 – Selecting Waiting Area for Edit

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

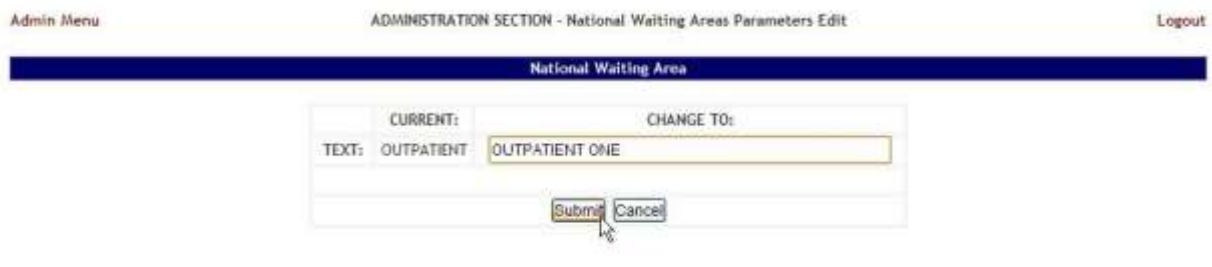


Figure 293 – Edit Waiting Area Name

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: <input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Cancel"/>		
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 294 – 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.

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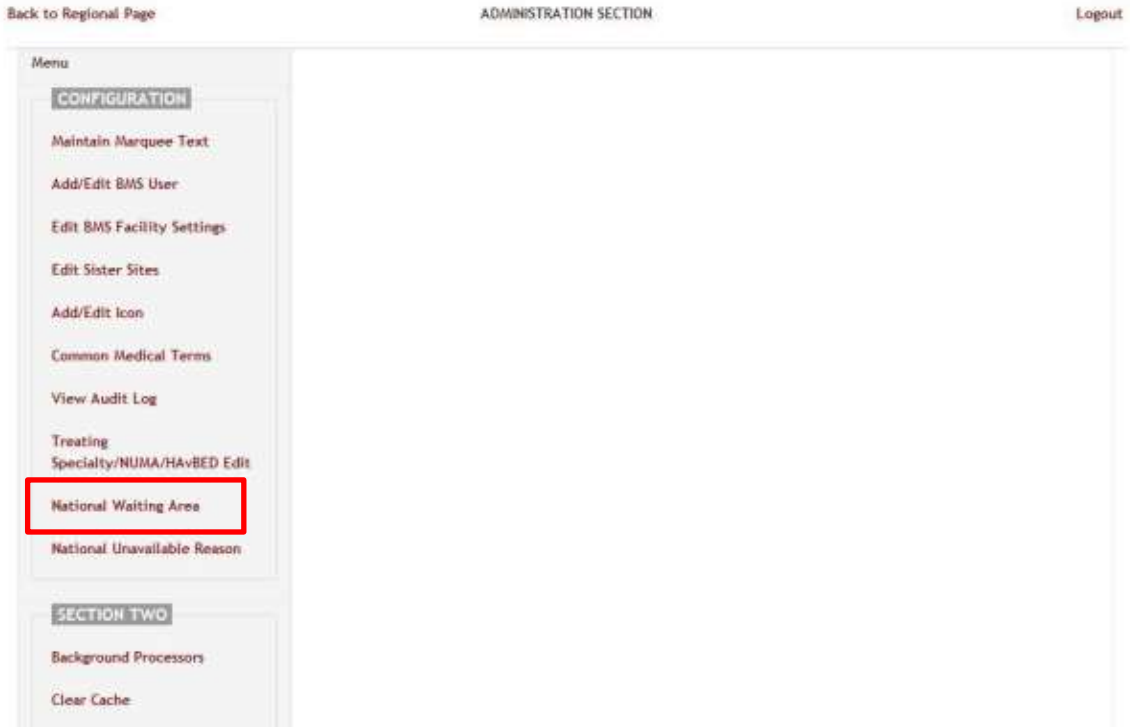


Figure 295 – Selecting National Waiting Area

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

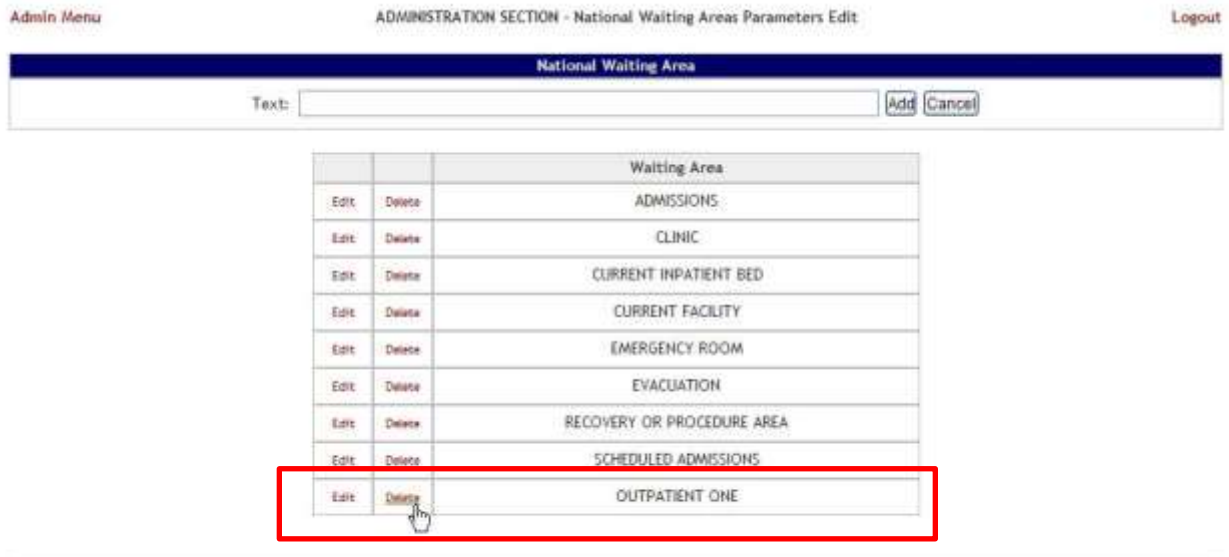


Figure 296 – Select a National Waiting Area for Deletion

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



Figure 297 – 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.



Figure 298 - Click the National Unavailable Reason Link

The **National Unavailable Reason** page is displayed as in the following image.



Figure 299 – 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 58 – 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.

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ADMINISTRATION SECTION

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Figure 300 – Selecting National Unavailable Reason

The **National Unavailable Reason** page is displayed as in the following image.



Figure 301 – 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.

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ADMINISTRATION SECTION

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Figure 302 – Selecting National Unavailable Reason

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

		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 303 – 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:

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason - Edit

CURRENT: CHANGE TO:

TEXT: PENDING APPROVAL

TYPE: INFORMATION

Figure 304 – 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.

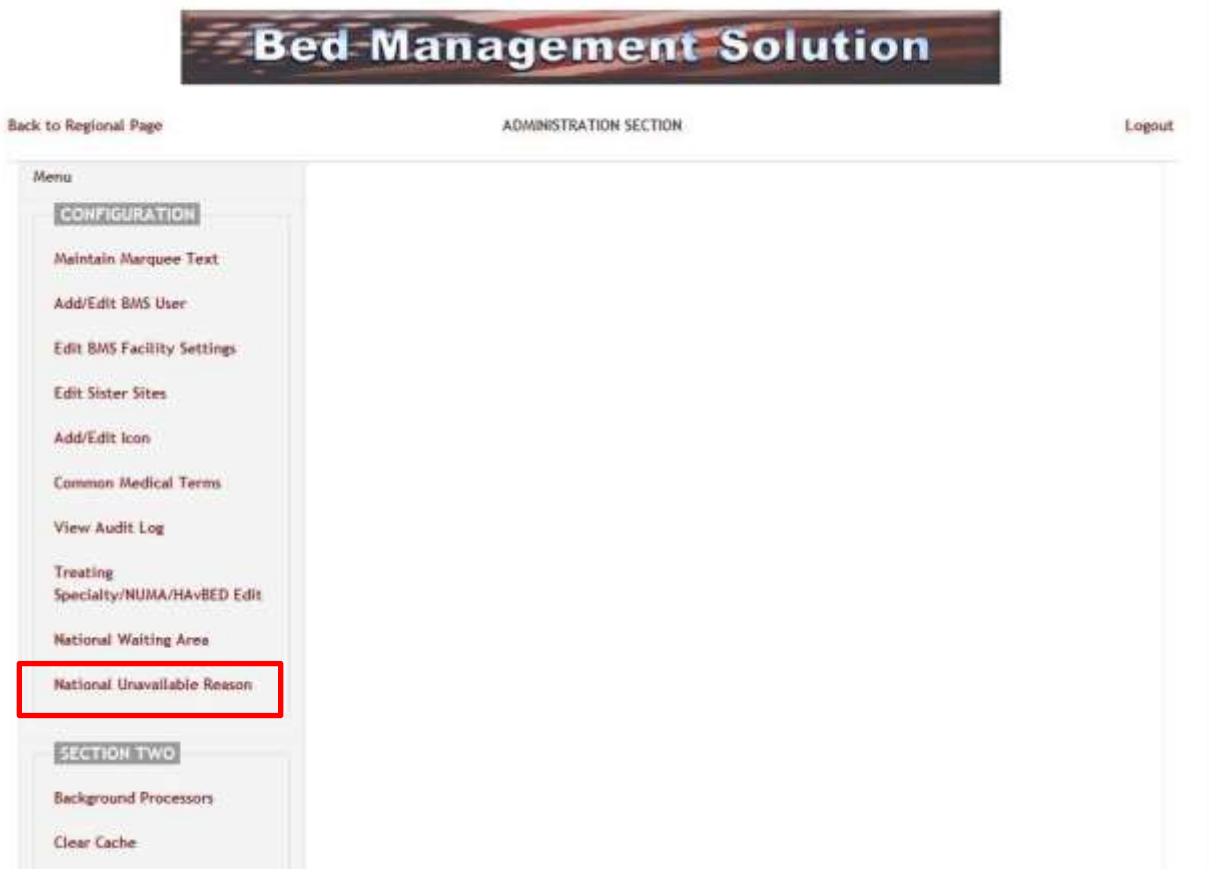


Figure 305 – Selecting National Unavailable Reason

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 Add 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
Edit	Delete	PENDING APPROVAL	INFORMATION

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Figure 306 – 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.

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason - Delete

Unavailable Reason: Delete:

Reason: PENDING APPROVAL

Type: INFORMATION

Are you sure you want to delete this record?

Delete Record Never Mind And Return To Listing

Figure 307 – Delete a National Unavailable Reason

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

4.9.12 Background Processors Page

This section is used to determine which are the VA facility sites sharing the same VistA instance, to set up the Schedulers, to determine the Categories which will be affected by the Schedulers' action (VistA Integration), to set up the scope of the Audit action, NUMI and Whiteboard report.

The **Background Processors** page is displayed as in the following image.

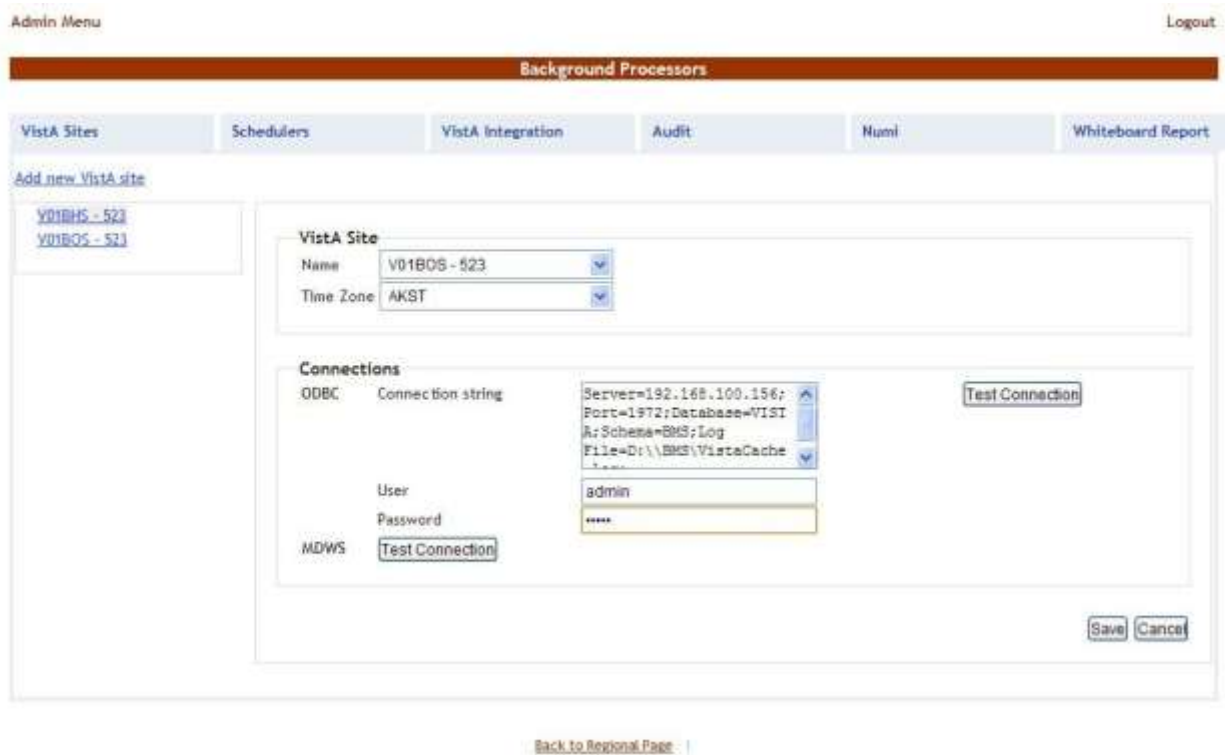


Figure 308 – Background Processors Page

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.

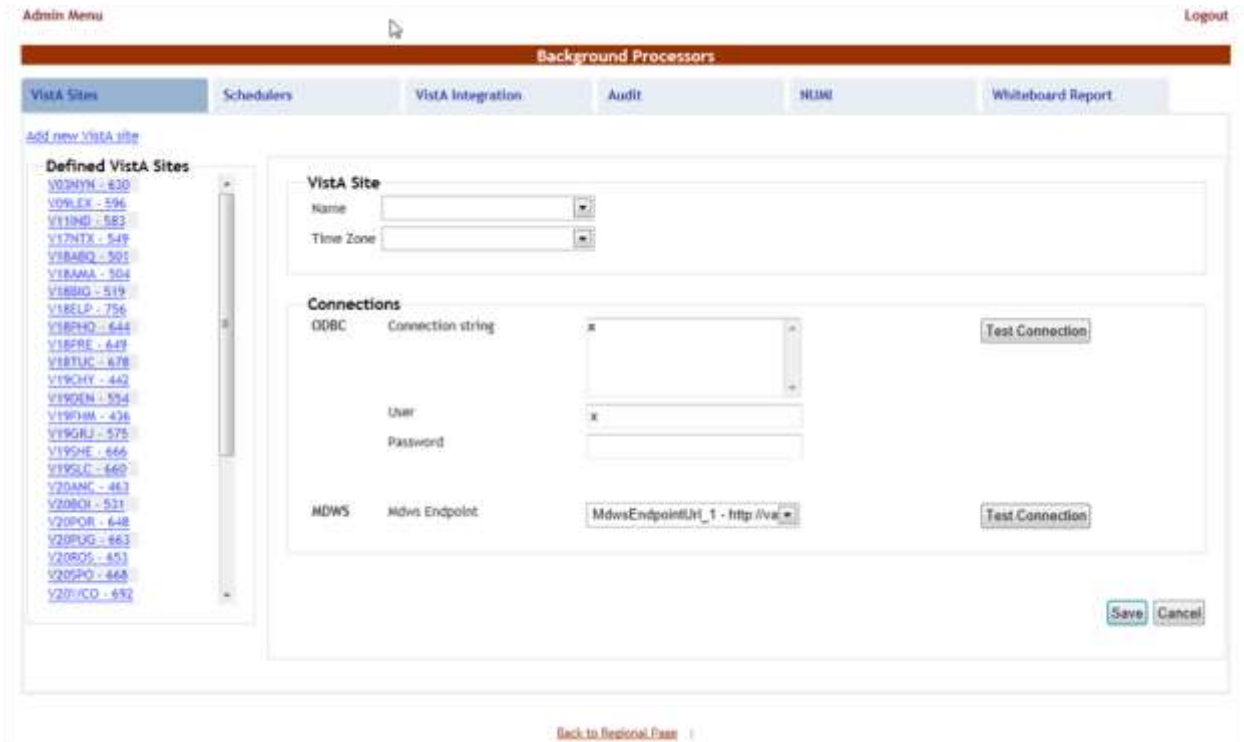


Figure 309 – Background Processors Page – Adding a Vista Site

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 59 – 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.

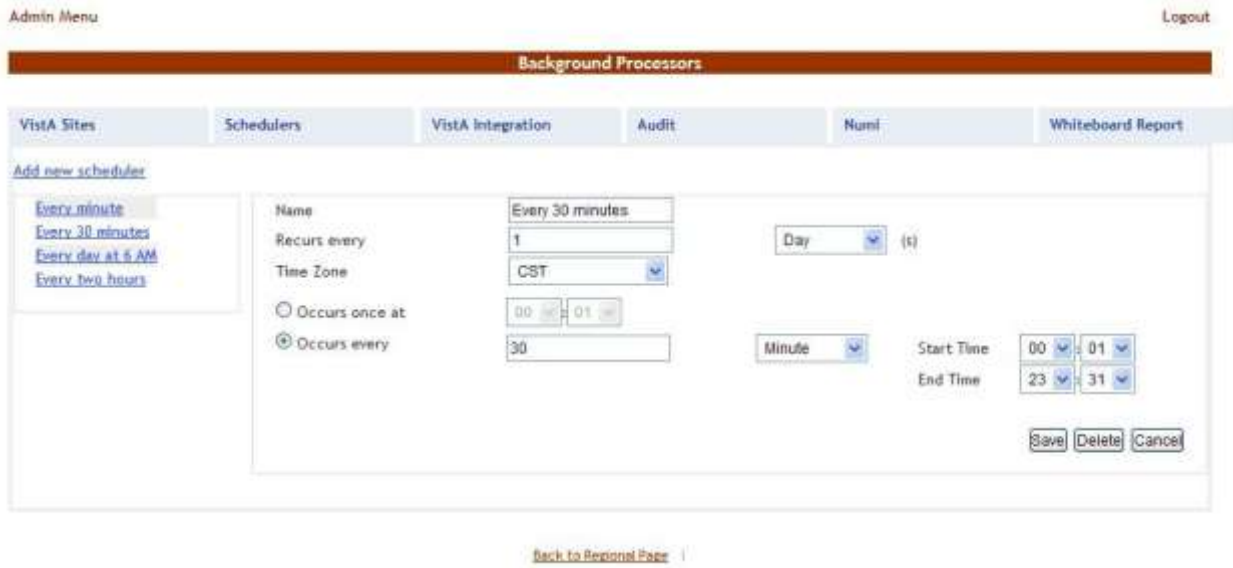


Figure 310 – Schedulers page

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 60 – New Scheduler Parameters

Column	Description
Name	The name of the scheduler.
Recurs every	The frequency.
Occurs once at/Occurs every	The frequency values.

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

4.9.12.4 VistA Integration

The **VistA Integration** tab is used to run (automatically or manually) the defined schedulers and to select which data categories will be affected by a scheduler's action.

The **VistA Integration** tab is displayed as in the following image.

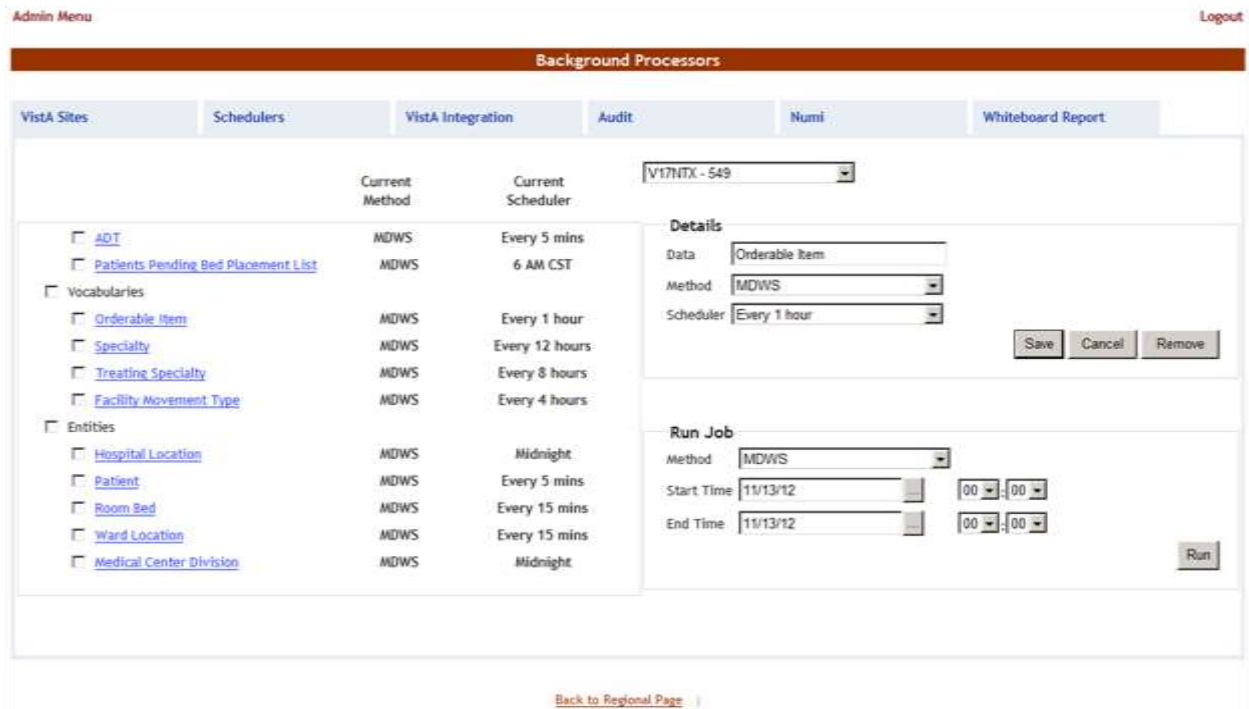


Figure 311 – VistA Integration Tab

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.



Figure 312 – Audit Page

The options to the left of the page allow the user to determine the filter criteria for the generated audit reports. The options to the right of the screen allow the user to select the type of operation to be captured by the audit report as well as the time interval for the audit.

After you have selected the desired criteria click the **Filter By** button to display the page as in the following image.



Figure 313 – View Audit Results

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

Table 61 – 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 314 – 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 315 – 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.

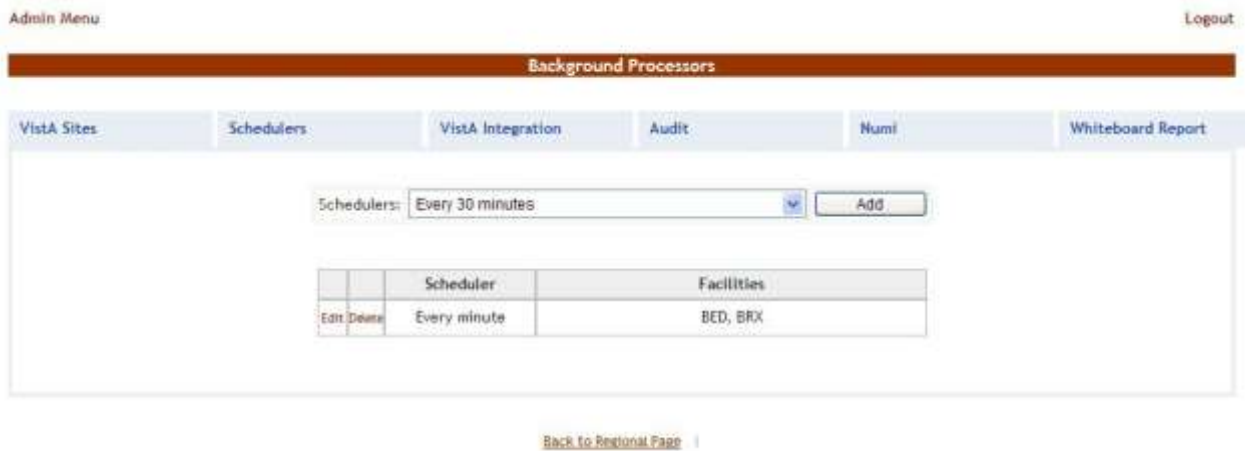


Figure 316 – Whiteboard Report page

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

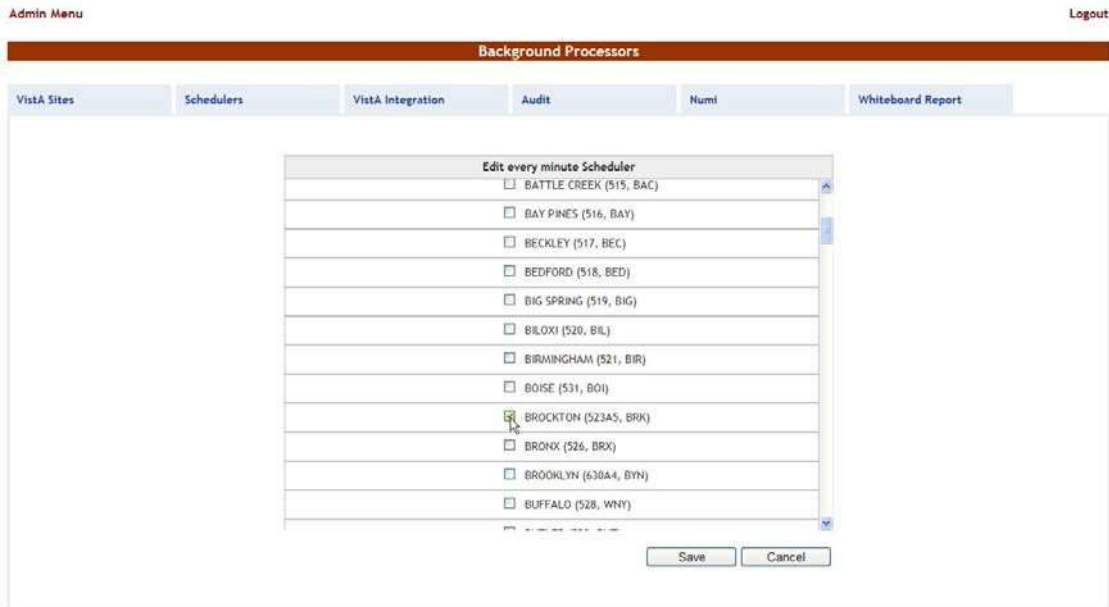


Figure 317 – Selecting the Facility Site Where to Run the Scheduler for the Whiteboard Report

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.

4.9.13 Clear Cache confirmation Page

From the **Administration Section** page, click the **Clear Cache** link to clear the cache memory of the application.



Figure 318 – Clear Cache Hyperlink

A confirmation message is displayed as in the following page.



Figure 319 – Clear Cache confirmation

This option is especially useful after updating the vocabularies used in the application. Clearing the cache verifies that the latest version of the vocabularies is used in the system.

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 62 – 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
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

Term	Definition
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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