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 \rightarrow Internet Options \rightarrow 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 <u>https://vaww.bms.va.gov</u> — the application's Uniform Resource Locater (URL).

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

3.2.3 Log in

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

Login	
User Name:	
Pæswort	
Connect	
Go To Facility Bed Cleaning Page (EMS Staff Only)	

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 <u>here</u>.

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:

		Login		
Use	er Name			
P	essword			
		Connect		
1	Go To Facility Bed Cl	leaning Page (EMS Staff Dr	Iniyi	

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:

Bed Management Solution
If you place a patient on the National PIRP list don't forget to notify: VHA IDMS National Patient Placement Alert via outlook email.
If you are having issues accessing BHS, please contact your site's BMS coordinator as identified in the POC list found here.
National Service Desk (HSD) a 188-596-4357. Please do not call the HSD unless the Login section is viewable above and you are still experiencing problem
- BMS Version 1.5

Current Server Time(CST) 8/3/2015 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.

	ity: 12:11	:21:27 PM								Managemen	nt Mile a	m
Retu	m to VISH	Hetwork								Solutio	n 🔍 🖉	115
					NEW MEXICO VA HE	ALTH CARE SY	STEM (ABQ}				
Faci	lity Diver	ilon: YES Cen	aus 37%					1 New Events	Ward Whi	teboard	Site Op	tions
Rep	ports											
		Ward Occupan	cy		Select Ward Group:	All	(i)		Bed Status:	AR.	(÷	Subm
		Bed Groupin	egs.		Select Type Group:	All			Select Vie	NIC REPORT	1	Subm
	Sch	eduled Admissio	ms			Next: 7	Days					Subm
		Patient Moveme	nt		Quick D	ate: Today			Transaction Bed:	NI.		Subm
		Other Repo	rta	Select	Report: Bed Summary R	eport	÷					Subm
					contract and the first		-					
		11.000	1000	_	Patients Pending	Bed Placement	Curren	4				
Add	Hew Pat		erfacility wfer	Current Pas	t 30-Days Past 60-Days	Past 90-Days			Wewer Star	dard 💌		
		Entered	Reported	Removed	Patient		s P	resenting Problem	Type Of Bed/ Ward Required	Walting Area	Watt. Three (htm)	Walt Time Alert thi
	Remove Remove	11/21/2012 13:27 12/07/2012 10:10			PATIENT, DOHT		M			ADMISSIONS CURRENT FACILITY	526:44	
6 (M)	teno.e	12/07/2012 11/41	12/07/2012 11/41	and the second se	PATIENT, ONETWOPINE PATIENT, ONEZEROZEROZ	THE PIZES	M.			CLINIC	21/58	
E.m.	Instatute	12/10/2012 15:40		1	TEST, OHELE 7		M	ISOLATION,	Statution,	ADMISSIONS	68(31	10000
	Renzove	12/10/2012 16:24	12/10/2012 54:11	_	PATIENT, OHEDENOTHRO	EQNE PIDTI	M.	COPD	TELEMETRE	ADMISSIONS ADMISSIONS	67147 49100 00141	
	Innoie	12/12/2012 11:23	12/12/2012 17:23		white white they		M			ADMISSIONS	10:48	

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).

803	(R)	S E	STAFF	ATTENDING	COMMENTS	DISCH STATUS	STATUS	WARD	HEARS	LOS WARD
CR400-1T	2007	X	L		and the second second	annues.	-stimiles			000:HH
CR400-21										
CR400-3T										
CR500-1T										
CR500-27										
(3506-27	Statute and state	*		SHALE, JOHN				T CR - GEHERAL CWT/TR	0	17/04
CH/00-1T									-	
CH/00-21	Restor.	100		HENCE, NARLA				T CR - GENERAL CWT/TR		33:04
C8700-3T	and the second s			THALE JOHN				T CR - GENERAL OVT/TR	8	21.04
									4.4.4	

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.).

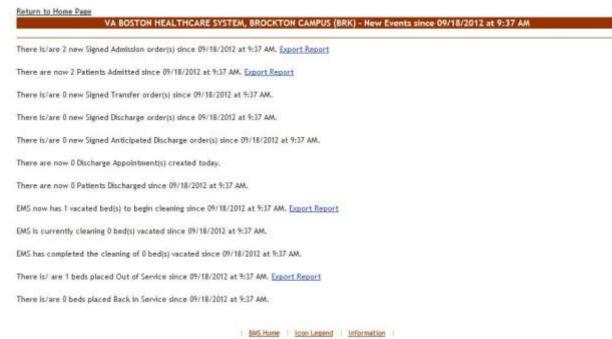


Figure 7 – BMS Facility New Events Screen

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

	Site Configuration: VA BOSTON HEALTHCARE SYSTEM,	ROCKTON CAMPUS (BRK)		
Vista Ward Add/Edit	Unavailable Reason Add/Edit	Walting Area Add/Delete		
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Eneble/Disable		
EMS Notification Add/Edit	Event Notification Add/Edit	BMS icon Legend		
Facility Setting	Site Configurable Icons	View Audit Los		
EMS Staff Add/Edit/Delete Users	BMS-User Add/Edit	Contineency Settines		
	Background Processors			
acuation: ON ③ OFF 〇 Submit	Background Processors			
ORKSTATION				
	Eackeround Processors Fri Sep 14 2012 3:37:54 PM			
VORKSTATION ATE/TIME				
IORKSTATION ATE/TIME ACILITY	Fri Sep 14 2012 3:37:54 PM			

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.

	ADD Location Name: Facility				3	AD	O Cancel	
		y Department	1920	MORENO				
		Qu	ment Diversion	All Dive	rsions			
-	Current	Status	Start	and the second se	Entered		Last Edit By	Duration
			The later beauty	Tirra	Critered	ay.	Past Cold bit	ddibh:mn
	Severaiser Location		Date	COLUMN TO A				the second se

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

				5 M			VISN	1 Network	k Bed Boar	ds						
				PACILITY		VI	SN Bed Summ	ary Report.	-	CENSUS	USERS	POINT	OF-CONTACT	POC TELEPHO	HE	
			D	EDFORD (BED)		BED	FORD Summ	ary Repor	rt 🗌	0%	0	RE	CEPTION	555-2345		
			86	DCKTON (BRK)		BROO	KTON Summ	nary Repo	rt 🔳	12%	1	TRUA	GE ROOM	555-67547		
			JAM	AICA PLAIN (BOS)		DIAMAL	A PLAIN Su	mmary Re	port	0%	0		NONE		NONE	
			1	EEDS (NHM)		LE	EDS Summa	ry Report	11	0%	0	NONE		NONE		
			MAN	CHESTER (MAN)		MANC	HESTER Sum	mary Rep	ort	0%	0					
			PRO	VIDENCE (PRO)		PROV	DENCE Sum	mary Rep	ort III	0%	0	1	TRIAGE	555-28956	ř.	
TOGUS/AUGUSTA (TOG)		TOGUS/	AUGUSTA Se	mmary Re	eport	0%	0	RE	CEPTION	555-28111						
	WEST HAVEN (CON)		WEST	HAVEN Sum	mary Rep	ort III	0%	0		NONE	NONE					
			WEST	ROXBURY (WRX)		WEST R	OXBURY Su	mmary Re	port	0%	0	FRO	ONT DESK	555-28675	e.	
		WH	ITE RI	VER JUNCTION (W	RU)	WHITE	RIVER JUNC Repor		mary 🛄	0%	0	RE	CEPTION	555-67542	6	
	Add Ne Patient		Filt	er By: ALL FACIL	JTIES 🧭	Filler Selec	VISN Patie		20	cement Select		_				
11		N	FAC	Patient	SSN	Service Connected	Bra	Contract	Diagnosis	Treation	g Specialty	Current Location	CH/CL Admission Date	Comments	W Ti (h:	
		-	1000	BMSPatient_One	000-12-9876		Afghanistan	No		Car	diology		9/14/2012 12:00:00 AM		00	
t	Finalize	X	Base	prior actent, one												
	Finalize Finalize	0.00	Baa	BMSPatient, Ten	000-90-5643		OTHER	140		Car	diology	HOME	9/14/3012 12:00:00 AM		00	

BWS 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.

Go to Site List				BA	MS Admin				Logo
				User: HARRIS-	HC-LAB.COM/EDAI				
				National	Bed Availability				
			REGION 4 - USER	S REGION 3 - USER	IS 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	VI5N 22 - 0			
				VISN 11 - 0					
				Contraction of the second s	Pending Bed Placemen	L.			
DISPLAY: National Patients	REGION: ALL	VISN: ALL		TREATING SPECIA ALL	LTY:		View: Standard • View:	Current 💌	Submi
All Patients at National Patients at	SSH	SVC ERA	Contract	Diagnosis	Treating Specialty	Current	CH/CL Admission Date	Comments	Watt Time (h:m)
1 18 PATIENT, ONETWOTH		30 irag	No No	COPD A	ALLERGY CUTE PSYCHIATRY (+45 DAYS)	HOLEMS	11/12/2012 12:00:00 AM CST 12/12/2012 12:00:00 AM CST	SPACE TE	741:3

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.

Back to Regional Page	ADMINISTRATION SECTION	Logou
Menu		
CONFIGURATION		
Maintain Marquee Text		
Add/Edit BMS User		
Edit 8MS Facility Settings		
Edit Sister Sites		
Add/Edit Icon		
Common Medical Terms		
View Audit Log		
Treating		
Specialty/NUMA/HAvBED Edit		
National Waiting Area		
National Unavailable Reason		
SECTION TWO		
Background Processors		

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.

	site Configuration: VA BOS	FON HEALTHCARE SYSTEM, BROG	KTON CAMPOS (BRK)
Vista Ward Add/Edit	Unav	allable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delet	2 Discher	te Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Ever	t Notification Add/Edit	BMS Icon Legend
Facility Setting	2	te Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete User	e l	BMS User Add/Edit	Contingency Settings
	B	ckeround Processors	
acuation: ON OFF Submit			
ATE/TIMÉ	Fri Sep 14 2012	3:37:54 PM	
TE/TIME CILITY			
ORKSTATION ATE/TIME ATE/TIME ATE/TIME SN	Fri Sep 14 2012 Fri Sep 14 2012	3:37:54 PM 7:38 AM	

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 <u>Evacuation On/Off</u>.

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.

				ADD/EDIT Ward		
	Vt	ita Wa	rd Name	BMS Type Group		Ward Group Text
	Selec	LA Wi	nd – IEN 🖷			
				Seve Cancel		
				(card (card)		
				Current Vista Wa	rds	
	3	ORT B	r: [Visla Ward Name]	Vista Spocialty	Type Group	Ward Group Test
	3	ORT B		Vista Spocially	Type Group BMS TYPE GROUP	Ward Group Test
dit	i Delete				and the second second	Ne station and Area
			VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
進出	Delete		VISTA WARD NAMES	VISTA WARD SPECIALTY Cardiology	BAS TYPE GROUP	BMS WARD GROUP TEXT

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:

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.

					111	The second s		ited August 13, 2012			Log	185
1200	ity: 7:3	: 3:35:17 PM							Management		ma	9
etu	m to VI	SN Network							Solution	22	-	5
				VA BOS	TON HEALTHCAR	E SYSTEM,	BROCKTON CAM	PUS (BRK)				
acil	lity Dive	ersion: NONE Cer	aus 12%		Evecuation	ni ON		0 New Events	Ward Whiteboard	Site O	ptions	ř.
eş	oorts.											
		Ward Occupancy		Sel	ect Ward Group:	All	*	Bed S	tatus: All	*	Subm	m
		Bed Groupings		5e	lect Type Group:	All	*	5	lect View: REPORT	~	Subm	m
	Schee	duled Admissions				Nex	ti 🤉 🖌 Days		17		Subm	m
	P	stient Movement			Quick D	ate: Toda	9	Transaction	Bed: All	*	Subr	m
		Other Reports	3	Select Report	Bed Summary I	Report					Subm	m
					111	178					1	
		_			Patients Pend	ing Bed Pa	acement Current					
1	Add Nev	Add Interfa	cility	mant Dast 2	0-Days Past 60-D	Days Past	90-Days	Vie	we: Standard 😽			
	Patient	Transfe	-	Greng (Pasta			and the second sec		The Pharmachine State of the St			
	Patient	Transfe	Requested	Romoved	Patient	s x	Presenting Proble	type Of Bed/ Ward Required	Walting Area	Wait Time (h:m)	Alert	4
	Patient	And Street of Long			Patient	x	Presenting Proble		Walting Area	Time	Time	•
		Enterred 09/14/2012 07.06 09/14/2012 07:09	Parquested 09/14/2012 07:08 09/14/2012 07:09		BHSPatient, One I BHSPatient, Two I	1476 F 87654 M	susanus n saronus	Ward Required	ADMISSIONS SCHEDULED ADMISSIONS	Time (hom)	Time Alort	
	Remove Remove	Entered 09/14/2012 07-08 09/14/2012 07-09 09/14/2012 07-14	Programsted 09/114/2012.07.08 09/14/2012.07.08 09/14/2012.07.04		BRSPatient, One 1 BRSPatient, Two 1 BRSPatient, Seven	8467% # 87654 M 100765 #	susanus n saronus	Ward Required	ADMISEIDHE SCHEDULED ADMISEIDHS ADMISEIDHE	Time (hon) 00.25 00:24 00:11	Time Alort	
	Remove Remove Remove	Entered 09/14/2012 07:08 09/14/2012 07:09 05/14/2012 07:09 09/14/2012 07:16	Programme		BRSPatient, One 1 BMSPatient, Two 1 BMSPatient, Seven BMSPatient, Sox 8	2942% 7 874554 M 200765 F 189765 M	LIVER FAILURE	Ward Required	ADMISSIONS SCHEDULED ADMISSIONS ADMISSIONS EMERGENCY RODM	Time (h:m) 00:25 00:24 00:17	Time Alort (h)	
St S	Remove Remove	Entered 09/14/2012 07-08 09/14/2012 07-09 09/14/2012 07-14	Programsted 09/114/2012.07.08 09/14/2012.07.08 09/14/2012.07.04		BRSPatient, One 1 BRSPatient, Two 1 BRSPatient, Seven	2010 10 10 10 10 10 10 10 10 10 10 10 10	LIVER FAILURE	Ward Required	ADMISEIDHE SCHEDULED ADMISEIDHS ADMISEIDHE	Time (hon) 00.25 00:24 00:11	Time Alort	ľ

BWS Name Icon Legend Information

Figure 16 – Selecting Site Options

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

Bed Board Sit	e Configuration: VA B	OSTON HEALTHCARE SYSTEM, BRO	ICKTON CAMPUS (BRK)
Yista Ward Add/Edit	, N	Inavailable Reason Add/Edit	Walting Area Add/Delete
SMS Orderable Items Add/Delete	Disc	harge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS. Notification. Add/Edit	1	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	Contineency Settines
		Background Processors	
		Background Processors	
WORKSTATION	Fri Sep 14 2012	Background Processors 6:27:29 PM	
WORKSTATION DATE/TIME	Fri Sep 14 2012		
Evacuation: ON OFF Submit WORKSTATION DATE/TIME FACILITY DATE/TIME	Fri Sep 14 2012 Fri Sep 14 2012		

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.

			ADD/EDIT Wa	ard	
	Vista Wa	rd Name	BMS Type Group		Ward Group Text
1	Select A W	ard - IEN 🙀			
	Select A W Neurology_ Cardiology	W1 - 1	[Save] [Cancel]		
			Current Vista	Wards	
	SORT E	Vista Ward Na	Wista Specialty	Type Group	Ward Group Text
	20111	Next Section of the s			
		VISTA WARD NA	AMES VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
Dote	ete 1	N VISTA WARD N/ Neurology_W1 Cardiology_W1	AMES VISTA WARD SPECIALTY Neurology Cardiology	BMS TYPE GROUP NEUROLOGY CARDIOLOGY	BMS WARD GROUP TEXT NEURO WARD 1 CARDIO WARD 1

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

	ity: 7:3	3:35:17 PM							Management		ms	9
etu	m to VI	SN Network							Solution		-	
_				VA BO	STON HEALTHCAP	E SYSTEM	I, BROCKTON CA	MPUS (BRK)				
aci	lity Dive	ersion: NONE Cer	wws 12%		Evecuatio	nd ON		0 New Events	Ward Whiteboard	Site 0	ptions	5
leş	ports.											
		Ward Occupancy		Se	elect Ward Group:	All		Bed 1	itatus: All	~	Sub	m
		Bed Groupings		5	elect Type Group:	All	×	5	elect View: REPORT	×	Sub	m
	P-4-14	fuled Admissions		197	energy of the second		Contract of the local distance of the local		energiated in the second	108	Subi	_
												-
	Pa	stient Movement			Quick I	Date: Too	tay 💌	Transactio	n Bed: All	*	Sub	m
		Other Reports	3	elect Repor	t: Bed Summary	Report	~				Sub	m
					30						96	
					Patients Pend	ling Bed P	facement: Currer	1				
	Add Nev Patient	r Add Interfe Transfe	ICI ICI	arent) Past	30-Days) Past 60-I	Days Par	t 90-Days	Vi Vi	ews Standard 🔛			
		Entered	Requested	Removed	Patient		Presenting Prot	liem Type Of Bed/ Ward Regulaed	Walting Area	Wait Time (h:m)	Wait Time Alort (h)	•
1	Same .	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One	RHATE I	LIVER FAILUR	r 29.	ADMISTIMA	00.25		Î
82	Remove	09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two	B7654 A	N.		SCHEDULED ADMITTIONS	00:24		1
1	Remote	09/14/2013-07:54	09/14/2012-07:14		and the second se	10765			ADMITSIDHE	00.19		
	Barrove	09/14/2012 07:18	09/14/2012 07:18		BMSPatient, Stx 1			-	EMERGENCY ROOM	00:17		
	Remove	09/14/2012 07:17	09/14/2012 07:17		EMSPacient, Five		- 150 E.L.	2	ADMISSIONS CURRENT FACILITY	00:16	10	
	Remove	09/14/2012 07:19	UN/14/2012 07:19		BMSPatient, Three BMSPatient, Four				ADMISSIONS	00:14		

BMS Hone 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.

Bed Board Site	e Configuration: VA BOSTON HEALTHCARE SYSTEM, BR	OCKTON CAMPOS (BRK)
Vista Ward Add/Edit	Unavailable Reason Add/Edit	Walting 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 Letend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Background Processors	
vacuation: ON O OFF O Submit		
INDUSTATION		
	Fri Sep 14 2012 6:27:29 PM	
ATE/TIME	Fri Sep 14 2012 6:27:29 PM	
ATE/TIME ACILITY	Fri Sep 14 2012 6:27:29 PM Fri Sep 14 2012 10:23 AM	
VORKSTATION IATE/TIME ACILITY IATE/TIME ISN		

Figure 20 – Selecting VistA Ward Add/Edit Page

Return to Admin Main Page rd Ward Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK) 4002 Ward Group Text Vista Ward Name BMS Type Group Select A Ward - IEN 👻 Save Cancel Current Vista Wards SORT BY: Type Group Vista Ward Name Vista Specialty Ward Group Text BMS WARD GROUP TEXT IEN VISTA WARD NAMES VISTA WARD SPECIAL TY BMS TYPE GROUP NEURO WARD 1 CARDIO WARD 1 rology_W1 NEUROLOGY **kogy** Cardiology Cardiology_W1 CARDIOLOGY i six home i hon Legend i Information i

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

Figure 21 – Selecting a ward group to edit

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

				ADD	/EDIT Ward		
	v	ista War	d Name	BMS Type Group	A CONTRACTOR OF CONTRACTOR OFO	Wa	rd Group Text
	Card	liology_\	V1-2 💌	CARDIOLOGY		CARDIO WAR	RD 1
				11.			
			for a second second	and one of the second sec		The second se	A REAL PROPERTY AND A REAL
		SORT BI	Vista Ward Name	Vista Specia	ty (Type Group	Ward Group Text
	19	SORT BI			-	Type Group	Ward Group Text
dit dit	Delete	10			-	S TYPE GROUP	

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

distant	dation.	3:35:17 PM							1		-	_	
	ty: 7:3									Bed Management		-	4
etur	n to Vis	SN Network							l	Solution		115	1
				VA BO	STON HEALTHCAR	E SYSTE	A, BROCKTON CAM	PUS (BRK)					
acili	ity Dive	ersion: NONE Cer	nsus 12%		Evecuation	n: ON		0 New Events	Ward Whi	teboard	Site 0	ptions	s
Rep	orts												
	4	Ward Occupancy		Se	lect Ward Group:	All		Bec	Status: Al			Subr	m
		Bed Groupings		Se	lect Type Group:	All			Select View	REPORT		Subr	m
	Sched	duled Admissions				Ne	xt: 7 🐱 Days					Subr	m
		atient Movement			Ouick 8	-	Contraction of the second second	Tanana	ion Bed: Al		*	Subr	_
	10							Transact	on bedi mi		151		_
		Different Brownshifts											
		Other Reports		seect seport	Bed Summary I	Report	1941					Subr	CTI.
		other reports		sesect Keport	Bed Summary	Report	M					Sube	CTT 4
2				sesect Report			Million Sacement: Current					Supe	m
	dd New		idility (G			ling Bed P	facement: Current	2	/lew: Stan	dard 📝		Subr	m
	COLUMN 1	v Add Interf	icility (5		Patients Pend	ling Bed P	tacement: Corrent it 90-Days]	Dana Ol Parti		dard 👻	Walt Time (h:m)	Wait	
P	COLUMN 1	v Add Interfe Transfe	edility er	urrent) (Past 3	Potients Pend 0-Days) (Past 60-0	no Bed P Jays) (Pa	Rocements Ourrent 190-Days Presenting Proble	Type Of Bed	d wa		Time	Wait Time Alert	
P	Patient	v Add Interfu Transfe Entered	ecility er Requested Division 207.06 Division 207.06	urrent) (Past 3	Pottento Pend 0-Days) (Past 60-D Pottent BatSPatient, One 1 BatSPatient, Two 1	Days) (Pac	Accement Current H 90-Days) Presenting Proble	m Type Of Bedi Ward Require	d wa	alting Area DMISSIONS LED ADMISSIONS	Time (h:m)	Wait Time Alert	
P de a st 1	Atient Amerika Amerika Amerika	v Add Interfa Transfa Entered swite/2012 07-36 ov/14/2012 07-36 ov/14/2012 07-36	Progressed	urrent) (Past 3	Pottento Pend 0-Days) Past 60-0 Pottent BirdPatient, Ore 1 BirdPatient, Sene	Interest in Days) (Par Days) (Par Days) (Par Days) (Par Days) (Par	Recement Current H 90-Days) Presenting Proble UVER FALLARE HESP	m Type Of Bedi Ward Require	d wa	alting Area OMISSIONS LED ADMISSIONS OMISSIONS	Time (h:m) 00.25 00:34 00:19	Wait Time Alert	
P de A st R dt R	Antient Antient Antient Antient Antient Antient	v Add Interfr Transfr Entered INV 14/2012 07:06 09/14/2012 07:09 09/14/2012 07:16	ecility or Requested Devision 20100 Devision 2010 Devision 2010 Devision 2010 Devision 2010 Devision 2010	urrent) (Past 3	Pottento Pend 0-Days) (Past 60-0 Pottent BMSPatient, See BMSPatient, See BMSPatient, See BMSPatient, See	Ing Bed P Days) (Par Days) (Par Days) (Par Days) (Part	Recement: Current H 90-Diays) Presenting Proble UVER FAILURE HESP	m Type Of Bed Ward Require	d Wa SCHEDU EMER	alting Area DAUSSIONS LED ADMITSIONE DAVISIONS GENCE ROOM	Time (h:m) 00:25 00:24 00:19 00:17	Wait Time Aler1 (h)	
P dit i dit i dit i dit i	latient latient laterere laterere laterere	v Add Interfi Transfe Entered Sevi-14/2012 07-08 ovr-14/2012 07-19 Ovr-14/2012 07-16 Ovr-14/2012 07-16	cility r Requested on/14/2012 07:05 on/14/2012 07:14 on/14/2012 07:14 on/14/2012 07:14	urrent) (Past 3	Patiento Pend 0-Days) Past 60-0 Patient BMSPatient, Ore BMSPatient, Fire BMSPatient, Fire BMSPatient, Fire	Ing Bed F Days) (Pac Savs) (Pac Savs) Savs Savs Savs Savs Savs Savs Savs Savs	Presenting Proble UVER FAILURE RESP PSYCH	m Type Of Bedi Ward Require	d wa	Alting Area DHISSICHIS LED ADMITSIONS DHISSICHIS DHISSICHIS	Time (h:m) 00:25 00:24 00:19 00:17 00:16	Wait Time Alert	
P de s de s de s de s de s de s de s de s	Antient Antient Antient Antient Antient Antient	v Add Interfr Transfr Entered INV 14/2012 07:06 09/14/2012 07:09 09/14/2012 07:16	ecility or Requested Devision 20100 Devision 2010 Devision 2010 Devision 2010 Devision 2010 Devision 2010	urrent) (Past 3	Pottento Pend 0-Days) (Past 60-0 Pottent BMSPatient, See BMSPatient, See BMSPatient, See BMSPatient, See	Ing Bed F Davs) (Pac Bars) (Pac B	Accelerate Correct I 90-Clays) Presenting Proble UVER FAILURE BEDF PSTCH	m Type Of Bed Ward Require	d Wa Schebu A Ewen A Cues	alting Area DAUSSIONS LED ADMITSIONE DAVISIONS GENCE ROOM	Time (h:m) 00:25 00:24 00:19 00:17	Wait Time Aler1 (h)	

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Figure 23 – Selecting Site Options

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

•

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Walting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Madule Enable/Disable
EMS. Notification. Add/Edit	Event Notification Add/Edit	BMS icon Letend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contineency Settines
	Background Processors	
VORKSTATION	Fri Sep 14 2012 6:27:29 PM	
NORKSTATION MATE/TIME	Fri Sep 14 2012 6:27:29 PM	
WORKSTATION DATE/TIME FACILITY	Fri Sep 14 2012 6:27:29 PM Fri Sep 14 2012 10:23 AM	
WORKSTATION DATE/TIME FACILITY DATE/TIME		

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.

			ADD/EDIT Ward			
Vista Ward Hame Select A Ward			BMS Type Group	BMS Type Group		
			Save Cancel			
			Current Vista Ward	5		
1	SORT #	Vista Ward Name	Vista Specialty	Type Group	Ward Group Text	
	IEN			BRS TYPE GROUP	BWS WARD GROUP TEXT	
Delete	7	IA-GEN	MEDICAL ICU	GENERAL	1A.	
Delete	4	2 EAST	SURGICAL ICU	ACUTE	25	
Delete	104	28 2K	NEUROLOGY ED OBSERVATION	28 29	28 2K	
Delete	101	3K	ED OBSERVATION	icu	zn. K	
Deleta	106	dK.	ED OBSERVATION	ICU ICU	n	
Delete	107	5K	ED OBSERVATION	ICU .	ĸ	
Lange a	102	BMSABQ-94	GENERAL (ACUTE MEDICINE)	94.	94	

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.

		Bed Board BMS Orderable Items Confi	guration	
		CPR5 BWS Onlurable Ram		
		Select an Ordenable Item Ordenable Item	. M	
		Beiert Type		
		Add Carcer		
interna d	01_Admitulion	Griderable Itam	ADMISSION	Type

anti-mote interleged advertise

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.					
Туре	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.

[orbet stiller:	: 3:35:17 PM								_		_	
acility: 7:3									Managem	Bed an	-	Į.
eturn to VI	SN Network								Solu		<u>]][6</u>	1
			VA BO:	STON HEALTHCAR	E SYSTE	M, BR	OCKTON CAMPUS	(BRK)				
acility Dive	ersion: NONE Cer	wws[12%]		Evecuation	nt ON		0 N	ew Events	Ward Whiteboard	Site (Options	6
Reports.												
Ward Occupancy Bed Groupings		Select W		ect Ward Group:	rd Group: 📶 💌			Bed Status: All Select View: REPOR			Sub	
			Select Type Group: All			~	at 💌			Sub		
								Select News NEP ORT				
Scheduled Admissions					N	lext:	Days				Sub	iT
Patient Movement Other Reports			Quick Date: Today			~	Transaction	Bed: All	*	Sub	ıtımi	
		3	Select Report: Bed Summary Report				1					
				11 5	10						-	Π
				Patients Pend	ing Bed	Placer	ment: Current					
Add Nev Patient	v Add Interfa Transfe	101	arent) (Past 3	90-Days) (Past 60-D	Days PI	ast 90-	Days]	Yle	et Standard	*		
			1							wait	Wait	
	Entered	Requested	Removed	Patient		a P	resenting Problem	Type Of Bed/ Ward Required	Walting Area	Time		
dt famore	09/14/2012 07:08	09/14/2012 07:08		BRASPatient, One I	HIT.	*	LIVER FAILURE	28	ADMISSIONE	00.25		ī
dit Renove	09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two	87654	M			SCHEDULED ADMISSI	CINS 00:24	6	
dit Remains	09/14/2013-07-14	09/14/2012-07:14		BMSPatters, Seven	80765		102		ADMISSIONS	00.11		
dt Benove	09/14/2012 07:18	09/14/2012 07:18		BMSPatient, Stx B		M		12	EMERGENCY ROD			
dit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five		Ŧ	PSYCH	2	ADMISSIONS	00:16	N 25	
dit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three		F			CURRENT FACILIT			
dit Remove	BR/14/2012 87-22	09/14/2012 07:22		SMSFatient, Four	89087	M			ADMISSIONS	00:11		

Figure 28 – Selecting Site Options

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

Discheren Appt Clinics Add/Delete	Bed Board Module Enable/Ottable	
	Eed Board Module Enable (Disable BMS ison Levend Yew Audit Loe Continuency Settines	
Event Notification Add/Edit		
Site Cooffeurable Icom		
BMS Uher Add/Edit		
Background Processors		
Sep 14 2012 6:31:31 PM		
Sep 14 2012 10:23 AM		
	BMS Uner Add/Edit Backeround Processors Sop 14 2012 6:31:31 PM	

Figure 29 – Selecting BMS Orderable Items Add/Delete

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

		CPRS BAS Orderable Itom		
		Select an Orderable Item	88	
		Orderable Itom Type		
		Select Type		
		[Add] [Cancel]		
		Add (Cancel)		
		Kautor Keytened		Type
tete 1	0LAdmission	(Add) (Cancel) Orderable Rem	ADMISSION	Түре

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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.

You have successfully added the following data	
Orderable Item IEN: 371 Orderable Item Kame: CBC & MORPHOLOGY (WITH DIFF) Orderable Item Type: ADMISSION	
to the orderable item configuration	
 Return To Admin Orderable Item Configuration	

Figure 31 - BMS Orderable Items - Add

You have successfully deleted the following information	
Orderable Item IEH: 371 Orderable Item Name: CBC & MORPHOLOGY (WITH DIFF) Orderable Item Type: ADMISSION	
from the orderable item configuration	
Between Tex Admin Circlerable Reem Configurations	
1 BMS Horse: 1 Inst. Lawred 1 Information 1	

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.

ADD Lo				ocation Name		
Location: Select A Ward Grout 🔀			rd Grout 💌	[ADD] [Cancel]		
			Gurre	nt Locations		
			Name	EMS Group	Send Hotification Bed Controller	Other
Edit	Delete	NEURO WARD 1	107107	Dirty/Clean	Dirty/Clean	NONE

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

	e Configuration: VA BOSTON HEALTHCARE SYSTEM, BRO	ACKTON CAMPUS (BRK)		
Vista Ward Add/Edit	Unevailable 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	BM5 Icon Legend		
Facility Setting	Site Configurable Icons	<u>View Audit Log</u> Contingency Settings		
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit			
	Background Processors			
cuation: ON OFF Submit				
	Fri Son 14 2012 5-13-18 DM			
E/TIME	Fri Sep 14 2012 6:33:18 PM			
TE/TIME DILITY	Fri Sep 14 2012 6:33:18 PM Fri Sep 14 2012 10:23 AM			
IRKSTATION TE/TIME SILITY TE/TIME N				

Figure 35 – Selecting EMS Notification Add/Edit

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

		ADD I	ocation Name		
		Location: Select A Ward Group	6	ADD Cancel	
2		Select A Ward Group			
		CARDIOLOGY	ent Locations		
12	100	11		Send Notification	
1000		Name	EMS Group	Sed Controller	Other
Edit	Delete	NEUROLOGY	Dirty/Clean	Dirty/Clean	NONE

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.

	EDIT Parameters		
Location	NEUROLOGY	Notificatio	Not be to
110000000	I MERSORIAN	Dirty	Cleane
	(FORMAT: name@address,name@address) - 150 Total Character Limit		-
EMS:	ems@westroxburycampus org	Yes 😁	Yes
Bed Controllers	bedcontroller@weatroxburycampus.org	Yes 🖂	Yes
Other:		No	No

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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

A STATE AND A STAT	
Location: Select A Ward Group 😒	[ADD] [Cancel]
Current Locations	
	Send Notification
EMS Grou	up Bed Controller Othe
Inter NEUROLOGY Dirty/Or	an Dirty/Clean NON

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.

									August 13, 2012				oec
	ity: 7:3	3:35:17 PM 3 AM								Management	10	ms	(
etu	m ta Vã	SN Network								Solution		-	1
				VA BO	STON HEALTHCAR	E SYSTE	M, BRO	EKTON CAMPUS	S (BRK)				
aci	lity Dive	ersion: HONE Cer	isus 12%		Evecuation	NO ON		0 N	lew Events	Ward Whiteboard	Site 0	ptions	5
Rep	ports.									_			
		Ward Occupancy		Se	Nect Ward Group:	AI			Bed St	atus: All		Subr	m
		Bed Groupings		5	elect Type Group:	4/1		M.					
CONTRACTOR DE CARA			2	neer rype aroup:	and the second s	1.0	and the second se		and them have been	1079	Subr	1	
Scheduled Admissions						No	ext: 7	Days				Subr	1
Patient Movement				Quick Date: Today 💌		1	Transaction	Bed: All	4	Subr	n		
	Other Reports			Select Report: Bed Summary Report			14				Subr	a	
								teres.					1
-	n server		et fast		Patients Pend	ing Bed F	Nacem	ent Current					
	Add Nev Patient	v Add Interfe Transfe		rrent Past	30-Days Past 60-0	a/s Pa	st 90-D;	173)	Vie	w: Standard 📓			
		Entered	Requested	Removed	Patient		s Pre	senting Problem	Type Of Bed/ Ward Required	Walting Area	Walt Time (h:m)	1.000	
et.	Arrent	29/14/2012 07-08	09/14/2012 07:08		BMSPatient, One I	Seats -	F I	IVER FAILURE	8	ADMISSIONS	02.25		Î
sit.	Remove	09/14/2012 07:09	01/14/2012 07:09		BMSPatient, Two I	87654 /	M		1000	SCHEDULED ADMISSIONS	00:34		
	Remove	09/14/3012 07:14	09/14/2012 07:14		BASPatient, Seven	and the second se		1694		ACMISSIONS	00-19		ļ
	Ramova	09/14/2012 07:16	09/14/2012 07:16		BWSPatient, Six B		AN.		1.22	EMERGENCE ROOM	00:17		
	Remove	09/14/2012 07:17	01/14/2012 07:17		BMSPatient, Five 1		ŧ,	PSYCH	2	ADMISSIONS	00:16		
100	Remove	09/14/2012 07:15	09/14/2012 07:19		BMSPatient, Three		F			CURRENT FACILITY	.00;14		
	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSFatient, Four	BROWN: /	ANI.			4DAM/SSIONS	00.11		

BMS.Home | Icon Legend | Information |

Figure 39 – Selecting Site Options

Retur	n	to	Site	Home	Page
COLUMN T		1.00	1001 0000		1.000

Vista Ward Add/Edit	Unavailabl	le Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Ap	pt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event No.	tification Add/Edit	BMS Icon Legend
Facility Setting	Site Co	nfigurable Icons	View Audit Los
EMS Staff Add/Edit/Delete Users	BMS	User Add/Edit	Contingency Settings
	Protection		
	BACKET	ound Processors	
	GACKET	ound Processors	
RKSTATION		33:18 PM	
IRKSTATION TE/TIME			
DRKSTATION TE/TIME CILITY	Fri Sep 14 2012 6		
Cuation: ON OFF Submit	Fri Sep 14 2012 6	:33:18 PM	

Figure 40 – Selecting EMS Notification Add/Edit

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

		ADD Lo	ocation Name		
	Location: Select A Wa	rd Group 😸	6	ADD Cancel	
		Curre	nt Locations	Send Notification	
		Name	EMS Group	Bed Controller	Other
dig leiote	NEURO WARD 1		Dirty/Clean	Dirty/Clean	NONE

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 I	ALC: NO	A sectors.	ante	Dana
Return to	101012	CADOD_R	aaaa	15.000

	EDIT Parameters		210 CA 100 CA 100 CA
Location: NEUROLOGY		Notificatio	
roentroo		Dirty	Cleaned
	(FORMAT: name@address,name@address) - 150 Total Character Limit		
EMS:	ems@westroxburycampus.org	Yes 谢	Yes
Bed Controller:	bedcontroller@westroxburycampus.org	Ves 💌	Yes 8
Other:		No	No
	Submit (Cancel		

BMS Home | Kon 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.

beturn to VISN Net	house							Managema Soluti		DUE
	CHIGH			NEW MEXICO VA HEALT	NI CARE SYSTE	M (ABQ)				
Facility Diversion	: YES Centus	37%			entralizie entrale	1 New Eve	wits Ward W	hiteboard	Site (ptions
Reports										
W	Ard Occupancy			Select Ward Group: All		•	Bed Status:	All	(2)	Subm
	Bed Groupings			Select Type Group: All	1		Select 1	New: REPORT		Subm
	aled Admissions				Next: 7 . 0			CLEC NUMBER	-	Subm
-=63(4)	tient Movement			Quick Date:	Contraction of the second second		Transaction Bed:	AR.		Submi
	Other Reports			Report: Bed Summary Report		3		1	101	Submi
	shine we have			eredenter Inniedenterstandielenden	2	2.9				10,500.0
				Patients Pending Ber	and the second second	ment				
					er lacinisting, c.u	11000				
Add New Patient	Add Interfe Transfe	ecility T	Current Pa	at 30-Days Past 60-Days Pa	A DESCRIPTION OF THE OWNER		View: Si	andard +		
Add New Patient	Add Interfa Transfe Externel	ecility T	Current Pa	A CONTRACTOR OF A CONTRACTOR O	A DESCRIPTION OF THE OWNER	Presenting Problem		andard •	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Alart
at Renove 11	Transfe External	Requested		at 30-Days Past 60-Days Pa	ant 90-Days		Type Of Bed/	Matting Area ADMSDORS	S2A1	e Alert O DO
AL Renove 11 AL Renove 11 AL Renove 12 at Renove 12	Transfe Entered 121/2012 12:27 107/2012 10:10 107/2012 10:41	Requested 11/23/2012 13/27 12/07/2012 13/10 12/07/2012 11/41		at 30-Days Past 60-Days Pa Record Record State Record Sta	ant 90-Days		Type Of Bed/	Matting Area ADMESIONS CLARENT FACULT	Tara (Rum SZA) SZA)	the state
25 Remove 111 26 Remove 112 28 Remove 112 28 Remove 112	Entered Entered 21/2012 13:27	Requested 11/21/2012 13/27 12/07/2012 13/07		at 38-Days Past 68-Days Pa Réset Patient Patient State Ave	ant 90-Days		Type Of Bed/	Matting Area ADMISSIONS CORPERT FACILITY	S2A1	
Edit Remove 12 Latt Remove 12 Latt Remove 12 Edit Remove 12 Edit Remove 12	Transfe Entered (21/2012 13:27 (07/2012 13:07 (07/2012 14:01 (15/2012 14:01 (15/2012 14:24	Burguented 11/21/2012 13/27 12/07/2012 13/27 12/07/2012 13/41 12/12/2012 13/41 12/12/2012 13/41 12/10/2012 15/41		at 38-Days Past 60-Days Pa Patient RATER, Self. Sold RATER, Self. Sold Rater, Self. Sold Rater, Self. Sold Rater, Self. Sold Rater, Sold R	aut 90-Days S X P1005 M M M M M	Presenting Problem	Type Of Bed/ Ward Required	Matting Ania Admitisticini Carrent Factori Cuinic Cuinic Admitisticini Admitisticini Admitisticini	71m (%) 52% 54% 54% 21:2 64% 67(1)	a Alert Content Content Solution Solution Solution Solution Solution Solution Solution Solution
Corr Remove 11 Corr Remove 12 Corr Remove 12 Corr Remove 12 Corr Remove 12 Corr Remove 12 Corr Remove 12 Corr Remove 12 Remove 12	Transfe tobered 1721/2012 13:27 1007/2012 13:07 1002/2012 13:13 1710/2012 13:43	Boquested 11/21/2012 13/27 12/07/2012 13/27 12/07/2012 13/10 12/12/2012 13/10 12/12/2012 15/10		at 30-Days Past 60-Days Pa Record Action, Burl Model Action, Burl Model Satter, outprovement Satter, outprovement Satter, outprovement Satter, outprovement Satter, outprovement	ent 90-Days 70 0 7155 0 7155 0 7155 0 71 7155 0 70 70 70 70 70 70 70 70 70 7	Presenting Problem	Type Of Red/ Ward Required	Matting Area ADMSVDMS CLINE CLINE CLINE ADMSDDMS	5240 5240 5440 21-2 6440 21-2	e Alert dialert 15 12 12 12 12 12 12 12 12 12 12 12 12 12

Figure 43 – Selecting Site Options

Return to Site Home Page

Vista Ward Add/Edit	Un	evailable Reason Add/Edit	Waiting Area Add/Delete	
BMS Orderable Items Add/Delete	Disch	arge Appt Clinics Add/Delete	Bed Board Module Enable/Disable	
EMS Notification Add/Edit	Ex	ent Notification Add/Edit	EM5 Icon Learnd	
Facility Setting		Site Configurable Icons	View Audit Log	
EMS Staff Add/Edit/Delete Users		BMS User Add/Edit	Contingency Settings	
		Background Processors		
cuation: ON ③ OFF 〇 Submit				
IRKSTATION	Fri Sen 14 2012	6:33:18 PM		
	Fri Sep 14 2012	6:33:18 PM		
IRKSTATION TE/TIME	Fri Sep 14 2012 Fri Sep 14 2012	6:33:18 PM 10:23 AM		
IRKSTATION TE/TIME JUITY		Development .		

Figure 44 – Selecting EMS Notification Add/Edit

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

	ADD Lo	cation Name		
Location: Select A	Ward Grout 😪	6	NDD Cancel	
	Curren	nt Locations	Send Natification	
	Name	EHS Group	Bed Controller	Other
det Defete NEURO WARD 1		Dfrty/Clean	Dirty/Gean	NONE

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.

1.1121	IS Bed Status Notification Delete - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)	
	Location Record: HEURO WARD I	
	Are you sure you want to delote this EMS Notification record?	
	Delete Record (Never Mind And Return To Listing)	
	R.	

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.

EMS Bed Status Notification Delete - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)	
You have successfully deleted this record from the local database	
Return To Litting	
SPACE PROPERTY.	
Bell Starre kcab Leveral Information	

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.

PARAWETER		OPTI	ONS	
BMS Server Time Zone		EASTERN STA	HOWED TIME	
Facility Site Time Zone		CST	1.	
Auto-Removal Patients Pending Bed Placement List?		Yes		
Integrated Facility?		Yes		
Hedical Center ID #:		SUBJORED SIZE DEVISED		
Ward Prefix:				
Ward Suffix:				
ADT Prefac				
ADT Suffix:				
Facility Name:		NEW MEXICO VA HEALTH C	ARE SYSTEM	
Facility Address 1:		HCS FBC BABCOCK STREE	t	
Facility Address 2:		MT CUBE		
Facility Point-of-Contact:		STEVE GREENACRE		
Facility POC Email:		JOHN SREENACRE@VA GO	N/	
Facility POC Telephone:		123-456-7890		
Local Time Adjust:		8		
ENS Default User Hame:		BMSDFEMS		
EHS Password:				
EMS Passened Confirm:				
Whiteboard Kinsk Default User Name:		BMSDFText		
Whiteboard Klosk Pasaword:				
Whiteboard Klosk Password Confirm				_
Submit	Canciel			

BMS Horse | Ison Learnal | Information |

Figure 48 – Facility Configuration Page – Integrated Facility

Return to Adorer Page

PARAMETER		OPTIONS
BMS Server Time Zone		EASTERN STANDARD TIME
Facility Site Time Zone		CST 💌
Auto-Removal Patients Pending Bod Placement List?		Yan m
integrated Facility?		No
Facility Name:		NEW MEXICO VA HEALTH CARE SYSTEM
Facility Address 1:		HCS FBC BABCOCK STREET.
Facility Address 2:		MT CUBE
Facility Print-of-Contact:		STEVE GREENACRE
Facility POC Email:		JOHN GREENACRE@VA.GOV
Facility POC Telephone:		123-466-7890
Local Time Adjust:		D
EMS Default User Nerre:		BMSDFEMS
EMS Password:		
EMS Pessword Confirm:		
Whiteboard Kinsk Default Over Name:		BMSDFText
Whiteboard Kiesk Password:		
Whiteboard Klock Password Confirm:		
Saturet	Cancel	

1 MS.thms | Inst.Lemmal | Information |

Figure 49 - Facility Configuration Page – Non-Integrated Facility

The following parameters can be configured:

Table 5 – VA Facility Configurati	on 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:

<u>https://vaww.bms.va.gov/WardWhiteboardUrl?facilityCode=BRK&wardName=ALL&splitScreen=NowadisplayPTCode=LastName&genderColorCode=Blue/Pink&displayFooterCensus=Yes&displayStaff4ttending=Staff%20and%20Attending&scrollRate=20</u>

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.

		Add EMS Use Cancel
	User	PDK
Edit Delete	EMS User	1234
Edit Delete	EMS User One	7865

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 <u>EMS Staff Page for Mobile Devices</u>. 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

1000	station: ity: 7:3	3:35:17 PM							Bed Management		ms	(
etu	rn to VI	N Network							Solution			•
				VA BOS	TON HEALTHCAR	E SYSTEM	, BROCKTON CAM	PUS (BRK)				
acil	lity Dive	ersion: NONE Cer	isus 12%		Evacuation	n: ON		0 New Events	Ward Whiteboard	Site O	ptions	5
Rep	oorts								-			-
		Ward Occupancy		Se	lect Ward Group:	All	~	Bed St	tatus: All	~	Subr	m
		Bed Groupings		Se	lect Type Group:	All	~	Se	lect View: REPORT	*	Subr	m
	Scher	luled Admissions					kt: 7 🗸 Days			1040	Subr	_
										-	_	_
	Pa	tient Movement			Quick [ate: Tod	ay 🖌	Transaction	Bed: All	~	Subr	T
		Other Reports		Select Report	Bed Summary	Report	~				Subr	m
				0.10	Patients Pend	ing Bed P	lacement: Current					
	Add Nev Patient	v Add Interfa Transfe	C1	urrent Past 3	0-Days Past 60-D	Days Pas	t 90-Days	Vie	w: Standard 💌			
	- deforme	Entered	Requested	Removed	Patient	s	Presenting Proble	m Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	10
fit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One	89876 F	LIVER FAILURE	25	ADMISSIONS	00:25	0	İ
	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two	B7654 M		- A	SCHEDULED ADMISSIONS	00:24		
lit	Remove	09/14/2012 07:14	09/14/2012 07:14		BM5Patient, Seven	COCLASSION NO.			ADMISSIONS	00:19		
it	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B				EMERGENCY ROOM	00:17		
lit		09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five BMSPatient, Three			25	ADMISSIONS	00:16	10	
sit sit	Remove Remove	09/14/2012 07:19	09/14/2012 07:19						CURRENT FACILITY	00:14		

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Figure 51 – Selecting Site Options

Return to Site Home Page

Vista Ward Add/Edit	Unavailable Reap	on Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discheree Appt Clini	ics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notificatio	in Add/Edit	BM5 Icon Legend
Facility Setting	Site Configura	ble icons	View Audit Los
EMS Staff Add/Edit/Delete Users	BMS User A	dd/Edit	Contineency Settings
	Background P	rocessors	
STATION	Fri Sep 14 2012 6:42:39	РИ	
KSTATION	Fri Sep 14 2012 6:42:39	PM	
RESTATION E/TIME ILITY	Fri Sep 14 2012 6:42:39 Fri Sep 14 2012 10:42 Al		
LUEBONT ON OFF O Submit	1.		

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.

		Add EMS Use Can
	User	PDK
Edit Delete	EMS User	1234
Edit Delete	EMS User One	7865

Figure 53 – EMS Staff Add/Edit/Delete Users

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

Non - VA Account: EM	IS Staff One	-
PIN: 334	44	
Submit Never N	lind And Return To Listing	
1000000 (200000 (200000)		

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.

					VAB	BMS Test E	infronment - Up	dated August 13, 2012			Lo	ogo
1200	station: ity: 7:3	3:35:17 PM							Management	10	ma	(
etu	m to VI	SN Network							Solution			1
				VA BOS	TON HEALTHCAR	E SYSTEM	LEROCKTON CA	MPUS (BRK)				
aci	lity Dive	ersion: NONE Cer	wus 12%		Evecuation	nt ON		0 New Events	Ward Whiteboard	Site 0	ptions	Ň
leg	ports.										_	-
		Ward Occupancy		Sel	ect Ward Group:	All	*	Bed	Status: All	*	Subn	n
		Bed Groupings		Sel	ect Type Group:	All	×		elect View: REPORT	~	Subr	m
	Echore	fuled Admissions					et: 7 V Days			2001	Subn	
						-				-		-
	Pa	stient Movement			Quick E	late: Tod	ay 💌	Transactio	in Bed: All	*	Subr	n
		Other Reports	3	Select Report	Bed Summary	Report	×				Subr	n
					Patients Pend	ling Bed P	acement Gurrer	1				
	Add Nev Patient	r Add Interfa Transfe	CI CI	arrent) (Past 3)	Days Past 60-0	Days Pas	t 90-Days	Y	ews Standard 💌			
		Entered	Requested	Removed	Patient	s x	Presenting Prof	siem Type Of Bed/ Ward Required	Walting Area	Wait Time (h:m)	Alert	
di.	Remove.	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One	esta P	LIVER FAILUR	r 🖄	ADMISSIONE	00.25		
dit.	Remove	09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two				SCHEDULED ADMITSIONS	00:24	<u></u>	
	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven BMSPatient, Stx 1	88745 # 18976 M			EMERGENCY ROOM	00.11	_	
	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five			2	ADM/SSIONS	00:17		
	C.C. 1111	09/14/2012 07:19	09/14/2012 07:19		EMSPatient, Three	10010	rande.	- 1	CURRENT FACILITY	00.10	100	
D'E.	Remove											

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Figure 55 – Selecting Site Options

Bed Board Sit	e Configuration: VA BO	STON HEALTHCARE SYSTEM, BRO	CKTON CAMPUS (BRK)
Vista Ward Add/Edit	<u>Un</u>	available Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Dische	ree Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Ev	ent Notification Add/Edit	BMS Icon Legend
Facility Setting		Site Configurable Icons	View Audit Log
EMS Staff Add Edit/Delete Users	1	BMS User Add/Edit	Contingency Settings
1.000	_	Background Processors	
		DECKEROUNG PROCESSORS	
cuetion: ON () OFF () Submit		ancheroung Processors	
IRKSTATION			
RKSTATION TE/TIME	Fri Sep 14 2012	6:42:39 PM	
REKSTATION FE/TIME JULTY	Fri Sep 14 2012	6:42:39 PM	

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.

		CMS SCATT ADD	Calc/Delete	Users - VA BU	STORIN	LAI	LTHCARE SYSTE	M, BROCKTON	CAMPOS (вкку		
							A	dd EMS User Car	ncel			
					User	_		PBI				
		1.01	Delete		EMS Use	e)		1234				
		East	Delete	EA	AS User C)ne.		7865				
		5.00	Delata	EA	AS Staff C	Ine		3345				
		4	5									
				VA I	BMS Test	Erwi	ronment - Update	d August 13, 2012				Logos
Workstation:	3:35:17 PM								1	Bed d		-
Facility: 7:3	MA E								M	anagement		and the
Return to Vis	N Network									Solution		119 (
			VA BOS	TON HEALTHCAR	E SYSTE	M, B	ROCKTON CAMPL	IS (BRK)				_
Facility Dive	rsion: NONE Cer	isus 12%	1101000	Evecuation	n: ON	-	01	New Events	Ward White	eboard	Site Op	otions
		11.				10						
Reports	•)											
1	Ward Occupancy		Se	ect Ward Group:	All		ce.	Bed	Status: All			Submit
	Bed Groupings		Se	ect Type Group:	All		~	-	elect View:	REPORT		Submit
School	uled Admissions				14	est.	7 Days		or second second	Contract Contractor		Submit
	NAME OF CONTRACTOR					room,	Contraction of the second				-	
Pa	tient Movement.			Quick 0	Date: To	day	1	Transactio	in Bedi All		4	Submit
	Other Reports		Select Report	Bed Summary	Report		1941					Submit
												_
a and a second	1117.0 million 75 5854	10.005		Patients Pend	ling Bed F	Mac	ement: Current					
Add New		INCOME INC.	urrent Past 3	0-Days Past 60-1	Days Pa	st 90	0-Days	. M	ew: Standa	arđ 😺		
Patient	Transfe	r:	services, suscessor	and the other states and	and the state	-	and the second second		TROUGH INFILM			
	12025302		and the second second	200200		5	and the second second	Type Of Bed/	1.64	anna -	wait	Wait Time
	Entered	Requested	Removed	Patient.		s x	Presenting Problem	Ward Required	i wan	ing Area	Time - (hcm)	Alert CL
	29/14/2012 07-08	09/14/2012 07:08		Martin Martin		-	Vices children	10	100	AISSIGNE		00
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BASPatient, Ore BHSPatient, Two		F M	LIVER FAILURE	- 01		D ADM/TSIONT	00:25	i internet
Latt Neveral	09/14/3012 07:14	09714/2012 07:14		BMSPatient, Seven		1	109			RISSIONS .	00:19	18
Edit Ramova	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B	58976 /	AN.			EMERG	EXCT ROOM	00:17	16
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five	88943	ŧ.	PSYCH	2	ADA	Artistions	00:16	10 14
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three		F.				IT FACILITY	.00;14	144
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four	89067	M			±D#	NISSIONS	00:11	140

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Figure 59 – Selecting Site Options

Return to Site Home Page

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
Eacility Setting	Site Configurable Icons	View Audit Los
EMS Staff Add, Edit/Delete Users	BM5 User Add/Edit	Contingency Settings
1.7		
	Background Processors	
ustion: ON ③ OFF 〇 (Submit)	Beckeround Processors	
EKSTATION		
KSTATION	Beckeround Processors Fri Sep 14 2012 6:42:39 PM	
KSTATION TIME LITY	Fri Sep 14 2012 6:42:39 PM	
uedon: ON () OFF () Submit exstation ertime Lity ertime		

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.

		Add EMS User Cancel
	User	PIN
Edit. Delete	EMS User	1234
Edit Delete	EMS User One	7865
Edit Deleta	EMS Staff One	3345
0		

1 BMS Home | Econ 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.

	Are you sure you want to dele	the the EAS User! EAS Staff One	12	
	Delete Record Never	Nind And Fletum To Listing		
	4			

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.

Text	Add Cancel	Туре	DO NOT DISPLAY	2
	Unavailable/Reason		Туре	
	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	
Edit Delete	ON HOLD		DO NOT DISPLAY	

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.
Туре	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.

edity: 7:3	: 3:35:17 PM 13 AM							Bed Management		ms	(
eturn to VI	SN Network							Solution		1110	5
			VABO	STON HEALTHCAR	E SYSTEM	L BROCKTON CAN	MPUS (BRK)				
acility Div	ersion: NONE Cer	wus 12%		Evecuation	ni ON		0 New Events	Ward Whiteboard	Site 0	ptions	ŝ
Reports.											
	Ward Occupancy		Se	lect Ward Group:	All	*	Bed S	tatus: All	~	Subr	m
	Bed Groupings		54	lect Type Group:	All	~	5	ect View: REPORT	×	Subr	m
Echar	fuled Admissions			A REAL PROPERTY OF STREET	1.0.0	ct: 7 👽 Days		the state of the second state	soal	Subr	_
								-	-		-
P	atlent Movement			Quick D	ate: Too	lay 💌	Transaction	Bed: All	*	Subr	m
	Other Reports	3	Select Report	b Bed Summary	Report	×.				Subr	m
		والمتحادثين والمحادث		Patients Pend	ing Bed P	lacement Curren					
Add Nev Patient	w Add Interfe Transfe	101	arent) (Past 3	0-Days Past 60-0	Days Par	t 90-Days	Vie	wa Standard 💌			
- Pauleric		Requested	Removed	Patient		Presenting Prob	iem Type Of Bed/ Ward Required	Walting Area	Wait Time (hom)	Wait Time Alert (h)	
Pacient	Entered	2000 CONTRACTOR							_	and the second	Ē
dt Remove	Entered 09/14/2012 07-08	09/14/2012 07:08		BRSPatient, Dre	HATA I	LIVER FAILURE	29	ADMISSIONE	00.25	100	
a famore	09/14/2012 07:08 09/14/2012 07:09	09/14/2012 07:08 09/14/2012 07:09		BMSPatient, One I BMSPatient, Two	COLUMN TWO IS NOT	and the second second second	2	SCHEDULED ADMITSIONS	00:24		
te Remone St. Remone St. Remone	09/14/2012 07:08 09/14/2012 07:09 09/14/2012 07:09	09/14/2012 07:08 09/14/2012 07:09 09/14/2012 07:14		EMSPatient, Two EMSPatient, Seven	87654 A	113	2	SCHEDULED ADMITSIONS ADMITSIONS	00:24 00.19		
It Temple St Renove St Renove St Temple	09/14/2012 07:08 09/14/2012 07:09 05/14/2012 07:09 05/14/2012 07:14 09/14/2012 07:16	09/14/2012 07:08 09/14/2012 07:09 09/14/2012 07:14 09/14/2012 07:14		BMSPatient, Two BMSPatient, Seven BMSPatient, Str. 1	87654 A 887565 A 18976 A	102		SCHEDULED ADMITSIONS ADMITSIONS EMERGENCY ROOM	00:24 00:19 00:17		
de Remane St Remane St Remane	09/14/2012 07:08 09/14/2012 07:09 09/14/2012 07:09	09/14/2012 07:08 09/14/2012 07:09 09/14/2012 07:14		EMSPatient, Two EMSPatient, Seven	87654 A 88765 A 18976 A 88943 A	102	8	SCHEDULED ADMITSIONS ADMITSIONS	00:24 00.19	10	

BVG Hone Icon Legend Information

Figure 64 – Selecting Site Options

Bed Board Site	e Configuration: VA B	OSTON HEALTHCARE SYSTEM, BRO	CKTON CAMPUS (BRK)
Vista Ward Add/Edit	Vista Ward Add/Edit		Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Place	hares Appt Cirecs Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	i.	vent Notification Add/Edit	BMS. Icon Lexend
Facility Setting		Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users		BMS User Add/Edit	Contingency Settings
		Background Processors	
vacuation: ON (9) OFF () Sutmit			
VORKSTATION NATE/TIME	Ed See 44 2042	7:27:53 PM	
ACILITY	Fri Sep 14 2012	1.41.33 PM	
ALL TIME	Fri Sep 14 2012	11:28 AM	
ASM	1		

Figure 65 – Selecting Unavailable Reason Add/Edit

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

Text		Add Cancel	Туре	DO NOT DISPLAY
t T	1. (A) N - 統	Unavailable/Reason	1	Турс
		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
Edit	Delete	ON HOLD		DO NOT DISPLAY
		BMS Home Icon Legend Information		

Figure 66 – Adding an Unavailable Reason

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

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

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

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

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

4.1.7.2 Editing an Unavailable Reason

To edit an *unavailable reason*, follow the instructions below. From

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

												ogo
1200	ity: 7:3	3:35:17 PM 3 AM							Managemen	nt M	ms	(
etu	m to VIS	Network							Solutio	n Se		1
				VA BO	STON HEALTHCAR	E SYSTE	IL BROCKTON C	AMPUS (BRK)				
aci	lity Dive	ersion: NONE Cer	vsus 12%		Evecuation	nd ON		0 New Events	Ward Whiteboard	Site C	ptions	6
Reg	ports										_	
		Ward Occupancy		Se	elect Ward Group:	All	¥	Bed	Status: All	*	Subr	m
		Bed Groupings		5	elect Type Group:	All	M		Select View: REPORT	×	Subr	m
	Sched	uled Admissions				Ne	oct: 7 👽 Days		1		Subr	m
	Pa	tient Movement			Quick E	ate: To	day 💌	Transacti	on Bed: All		Subr	m
		Other Reports	34	elect Renor	t: Bed Summary	Renart			1		Subr	110
					a pro comment						Conner	-
					Patients Pend	ing Bed F	Nacement: Curr	ent				
	Add Nev Patient	r Add Interfe Transfe	CI CI	erent) (Past	30-Days) Past 60-0	Days Pa	st 90-Days		News Standard	8		
		Entered	Requested	Removed	Patient		S Presenting Pr	sblem Type Of Bed/ Ward Regulae		Wait Time (hom)	Wait Time Alert (b)	10
i.	famore.	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One	HIT I	LIVER FALL	at 🖄	ADMISSIONS	00.25		ï
	Remove	09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two		N.		SCHEDULED ADMISSION	-	<u></u>	
	Remove	09/14/2012 07:14	09/14/2012-07:14				A 19212		ADMITSIONS EMERGENCY ROOM	00.11		
	Address in the	09/14/2012 07:17	09/14/2012 07:18		BMSPatient, Stx 1 BMSPatient, Five		F PSYCH	2	ADMISSIONS	00:15	10	
100	Remove	09/14/2012 07:19	09/14/2012 07:19		EMSPatient, Three		r ranut	ця.	CURRENT FACILITY	00.14	100	
die -			09/14/2012 07:22		SMSPatient, Four				ADMISSIONS	00-11		

BMS Hane Icon Legend Information

Figure 67 – Selecting Site Options

Bed Board Site	e Configuration: VA	BOSTON HEALTHCARE SYSTEM, BRO	CKTON CAMPUS (BRK)		
Vista Ward Add/Edit	1	Unavailables, Reason Add/Edit	Waiting Area Add/Deleta		
BMS Orderable Items Add/Delete	Dis	chares Appt Cinics Add/Delete	Bed Board Module Enable/Olsable		
EMS Notification Add/Edit		Event Notification Add/Edit	BMS. Joan Lexend		
Facility Setting		Site Configurable Icons	View Audit Log		
EMS Staff Add/Edit/Delete Users		BMS User Add/Edit	Contingency Settings		
		Background Processors			
vacuation: ON 🖲 OFF 🗘 Submit					
VORKSTATION NATE/TIME	Fri Sep 14 2012	7:27:53 PM			
ACILITY	m 3ep 14 2012	1.21.33 110			
ACCTIV	Fri Sep 14 2012	11:28 AM			
	the set of				
1514	1				

Figure 68 – Selecting Unavailable Reason Add/Edit

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

Text	[Add] [Cancel]	Туре	DO NOT DISPLAY
	Unavailable/Reason		Type
	23 HOURS OBS		INFORMATION
	BED ASSIGNED		INFORMATION
	CLOSED		OUT OF SERVICE
	ISOLATION		150LATION
	OUT OF SERVICE		OUT OF SERVICE
	PENDING DISCHARGE		INFORMATION
	PENDING TRANSFER		INFORMATION
	RADIATION		OUT OF SERVICE
	TEMPORARILY UNAVAILABLE		OUT OF SERVICE
	TRANSFER COORD - RED ASSIGNED		INFORMATION
Edit Delete	ON HOLD		DO NOT DISPLAY



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:

		Edit - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (I
	CURRENT:	CHANGE TO:
TEXT:	ON HOLD	ON HOLD
TYPE:	DO NOT DISPLAY	DO NOT DISPLAY
	DOFERT	DO NOT DISPLAY

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.

	kstation: lity: 7:3	3:35:17 PM 3 AM							Manag	Bed memerat		(
letu	en to Vil	N Network								olution	115	1
1				VA BO	STON HEALTHCAR	E SYSTEM	BROCKTON CAM	PUS (BRK)				
Faci	ility Dive	ersion: HONE Cer	isus 12%		Evecuation	NO ON		0 New Events	Ward Whiteboar	d Site C	ptions	s
Rep	ports											-
		Ward Occupancy		Se	lect Ward Group:	All		Bed St	atus: All		Subr	m
		Bed Groupings		Se	elect Type Group:	All	M.	5e	lect View: REF	ORT	Subr	m
	Sched	uled Admissions				Nex	t: 7 🐱 Days				Subr	m
	Pa	tient Movement			Quick 0	ate: Tod	ay 💌	Transaction	Bed: All	2	Subr	m
		Other Reports		select Repor	te Bed Summary I	Report	(V)				Subr	im
											-	
		111/2010 112200			Patients Pend	ing Bed Pi	acement Current					
	Add New Patient	v Add Interfe Transfe		urrent Past 3	0-Days Past 60-D	a/s Pas	90-Days	Vie	w: Standard	2		
								Type Of Bed/		Walk	Wait Time	
		Entered	Requested	Removed	Patient	s X	Presenting Proble	Ward Required	Waiting Ar	rea Time (h:m)	Alert	ľ
	Amore	Entered Invitarization of the	Requested	Removed	Patient				Waiting Av	(h:m)	Alert	
de.	Aerrove Remove	09/14/2012 07:08	09/14/2012 07:09 09/14/2012 07:09	Removed	EMSPatient, Ore 1 BMSPatient, Two 1	17054 M	LIVER FAILURE	ward Required	ADMISSIO SCHEDULED ADM	(hcm) 16 00.25 115310115 00:34	Alert	
DE DE	Remove Remove	09/14/2012 07-08 09/14/2012 07-09 09/14/2012 07-14	09/14/2012 07:09 09/14/2012 07:09 09/14/2012 07:14	Removed	EMSPatient, Ore 1 BMSPatient, Two 1 BMSPatient, Seven	14036 F 17654 M 18765 F		ward Required	ADMISSIO SCHEOULED ADM ADMISSIO	(htm) HG 98:25 HISTONE 96:24 HS 96:19	Alert	
st st	Remove Remove Remove	04/14/2012 07:06 04/14/2012 07:09 04/14/2012 07:14 04/14/2012 07:16	04/14/2012 07:08 04/14/2012 07:09 04/14/2012 07:14 04/14/2012 07:16	Removed	EMSPatient, One I BMSPatient, Two I BMSPatient, Seven EMSPatient, Six B	17654 M 17654 M 18765 F 18976 M	LEVER FAILURE	Ward Required	ADMISSIO SCHEDULED ADM ADMISSIO EWERGENCT	(h.m) HG 00:25 MISIONS 00:24 HD 00:19 RODAN 00:17	Alert (h)	
at at dt	Remove Remove	09/14/2012 07-08 09/14/2012 07-09 09/14/2012 07-14	09/14/2012 07:09 09/14/2012 07:09 09/14/2012 07:14	Removed	EMSPatient, Ore 1 BMSPatient, Two 1 BMSPatient, Seven	19676 F 17654 M 186765 F 18976 M 18943 F	LIVER FAILURE RESP PSYCH	ward Required	ADMISSIO SCHEOULED ADM ADMISSIO	(h.m) HG 00:25 MISIONIS 00:24 HG 00:19 HOQAN 00:17 NS 00:16	Alert	

INS Home | Icon Legend | Information |

Figure 71 – Selecting Site Options

Bed Board Site	e Configuration: VA BC	STON HEALTHCARE SYSTEM, BRO	CKTON CAMPUS (BRK)
Vista Ward Add/Edit	<u>50</u>	www.able.geno.on Add/Edit	Waiting Area Add/Delete
SMS Orderable Items Add/Delete	Disch	aree Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Ex.	ent Notification Add/Edit	BMS. Scon, Lesend
Facility Setting		Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users		BMS über Add/Edit	Contingency Settings
		Background Processors	
VORKSTATION			
ATE/TIME	Fri Sep 14 2012	7:27:53 PM	
ACILITY			
NATE / TIMME	Fri Sep 14 2012	11:28 AM	
nsw.	1		

Figure 72 – Selecting Unavailable Reason Add/Edit

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

Text	Add Cancel	Туре	DO NOT DISPLAY	-
	Find Property			
	Unavailable/Reason	5.6	Type	
	23 HOURS OBS		INFORMATION	
	BED ASSIGNED		INFORMATION	
	CLOSED		OUT OF SERVICE	8
	ISOLATION		ISOLATION	
	OUT OF SERVICE		OUT OF SERVICE	
	PENDING DISCHARGE		INFORMATION	
	PENDING TRANSFER		INFORMATION	
	RADIATION		OUT OF SERVICE	
	TEMPORARILY UNAVAILABLE		OUT OF SERVICE	6
	TRANSFER COORD - BED ASSIGNED		INFORMATION	
East Deleter	ON HOLD		DO NOT DISPLAY	r

BMS Home I Icon Legend I Information

Figure 73 – Select an Unavailable Reason for Deletion

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

Unavailab	le Reason: Delete
Reas	on: ON HOLD
Ту	Pet DO NOT DISPLAY

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.

	Discharge Clinic Select a Discharge Clinic Add Can	Location - IEN 💽	
	Discharge Clinic IEN	Discharge Clinic Name	
Delete	1	Hospital One - 1	

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.

					14.	and these	crimente - op	dated August 13, 2012			1.0	ogo
200	ity: 7:3	: 3:35:17 PM							Managem		ma	(
etú	m to VI	SN Network							Solu	tion 🥄 🖉	100	1
				VARO	STON HEALTHCAR	E SYSTEM	I, BROCKTON CA	AMPUS (BRK)				
aci	Lity Dive	ersion: NONE Cer	wus 12%		Evecuation	ni ON		D New Events	Ward Whiteboard	Site (Options	Ň
•	ports.											
		Ward Occupancy		Se	elect Ward Group:	All	*	Bed	Status: All		Subr	m
		Bed Groupings		5	elect Type Group:	All	~		Select View: REPOR	т 💌	Subr	m
	Schee	duled Admissions				Ne	xt: 7 😪 Days		1		Subr	m
	Pa	stient Movement			Quick D	ate: To	fay 💌	Transacti	on Bed: All	~	Subr	m
		Other Reports	3	Select Repor	t: Bed Summary	Report	~				Subr	m
						100					00	
					Patients Pend	ing Bed P	tacement: Curre	nt				
	Add Nev Patient	er Add Interfi Transfe	CI CI	urrent] (Past)	30-Days Past 60-D	Days Par	st 90-Days	N N	News: Standard			
		Entered	Requested	Removed	Patient		Presenting Prot	blem Type Of Bed/ Ward Requires	Waiting Area	Wait Time (h:m)	Time	ŀ
1	famore)	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One I	HAT I	LIVER FAILUR	н. (<u>М</u>	ADMISTICHE	00.25		l
it,	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two				SCHEDULED ADMITS		2	
ł,	Render	09/14/2013-07:34	09/14/2012 07:14		BMSPatient, Seven				ADMISSIONS	00,11	-	4
	Remove	09/14/2012 07:18	09/14/2012 07:18		BMSPatient, Six B BMSPatient, Five		A F PSYCH	28	EMERGENCY ROOM	M 00:17 00:16		
	Remove	09/14/2012 07:19	09/14/2012 07:19		EMSPatient, rive		1000	ц р	CURRENT FACILIT	1	1.00	
			NOT CALENDAR WOLLD		states and the states	and the second	10.5		secondaria, president			

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Figure 76 – Selecting Site Options

Return to Site Home Page

<u>Vista Ward Add/Edit</u>	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	

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.

	Discharge Clinic	the second s
	Select a Discharge Clinic Select a Discharge Clinic	N N
	Hospital One - 1 Hospital Two - 2	
	Discharge Clinic IEN	Discharge Clinic Rame
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.

		ADD Locatio	n Name				
Location: Select A Ward Group 🚽			DD Cancel				
Current Locations			Event Ty	/pe			
	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed 005	Bed Switte
Edit Delete CARDIO WG 1	Yes	Yes	Tes	Yes	Yes	Yes	Tes

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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:

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.

1200	ity: 7:3	: 3:35:17 PM 3 AM							Bed Management	Ø1	
letu	m to Vi	SN Network							Solution		
				VA BOS	STON HEALTHCAR	E SYSTEM,	BROCKTON CAMP	US (BRK)			
aci	lity Dive	ersion: NONE Cer	wus 12%		Evecuation	ni DN	0	New Events	Ward Whiteboard	Site 0	ptions
Rep	orts.									_	
		Ward Occupancy		Se	lect Ward Group:	AI	*	Bed St	atus: All	*	Subm
		Bed Groupings		5.0	lect Type Group:	All	~	5.4	ect View: REPORT	~	Subr
				. 20	sect type oroup:	1000	i denne		Incr news I NER OIGT	1001	
	Schee	fuled Admissions				Next	5 7 😪 Days				Subm
	Pa	stient Movement			Quick E	ate: Toda	9 💌	Transaction	Bed: All	*	Subr
		Other Reports	9	Select Report	Bed Summary	Renart	w .				Subr
_		2.5		_		-				_	
	Add Nev	v Add Interfe	cility	16	and the second	and the second second	cement: Current			S	
		Transfe		urrent) (Past 3	0-Days Past 60-0	Jaya Past	90-Days	Vie	es Standard 💌		
	Patient	118030	1								
	Patient	Entered	Requested	Removed	Patient	s X	Presenting Problem	Type Of Bed/ Ward Required	Walting Area	Wait Time (h:m)	Wait Time Alort (h)
	Patient Namana	100 Million and	and the second	Removed	BMSPatient, One I	x May 7	Presenting Problem		Walting Area	Time	Time Alort
	Harmone Remove	Entered 09/14/2012 07:08 09/14/2012 07:09	Requested 09/14/2012 07:08 09/14/2012 07:09	Removed	BHSPatient, One I BHSPatient, Two	1475 F 87654 M	LIVER FAILURE	Ward Required	ADMISEICHE SCHEDULED ADMISEICHE	Time (h:m) 00.25 00:24	Time Alort
	Rampia Rampia Rampia	Entered 04/14/2012 07-04 09/14/2012 07-09 05/14/2012 07-14	Requested 09/14/2012 07:08 09/14/2012 07:08	Removed	BRSPatient, One I BRSPatient, Two BRSPatient, Seven	2467% F 87654 M 10765 F	NET THE REAL PROPERTY OF	Ward Required	ADMISSIONS SCHEDULED ADMISSIONS ADMISSIONS	Time (h:m) 00.25 00:24 00.19	Time Alort
it it	Remove Remove Remove	Entered 94/14/2012 07-04 09/14/2012 07-09 04/14/2012 07-14 04/14/2012 07-14	Requested 09/14/2012 07:08 09/14/2012 07:09 09/14/2012 07:14 09/14/2012 07:14	Removed	BASPatient, One BASPatient, Two BASPatient, Seven BASPatient, Sox	294236 F 87654 M 100765 F 101765 F	LIVER FAILURE	Ward Required	ADMISSIONE SCHEDULED ADMISSIONS ADMISSIONS EMERGENCY ROOM	Time (h:=n) 00.25 00:24 00:17	Time Alort
St.	Remove Remove Remove Remove Remove	Entered 04/14/2012 07-04 09/14/2012 07-09 05/14/2012 07-14	Requested 09/14/2012 07:08 09/14/2012 07:08	Removed	BRSPatient, One I BRSPatient, Two BRSPatient, Seven	24476 F 87654 M 207654 M 20765 F 18976 M 88543 F	LIVER FAILURE	Ward Required	ADMISSIONS SCHEDULED ADMISSIONS ADMISSIONS	Time (h:m) 00.25 00:24 00.19	Time Alort

BMS Hone Icon Legend Information

Figure 80 – Selecting Site Options

Vista Ward Add/Edit	Un	available Reason Add/Edit	Walting Area Add/Delete				
BMS Orderable Items Add/Delete	Disch	rree Appt CEnica Add/Delete	Bed Board Module Enable/Disable				
EMS Notification Add/Edit	Ev	ent Notification Add/Edit	BMS Icon Legend				
Facility Setting	3	Site Configurable Icons	New Audit Los				
EMS Staff Add/Edit/Delete Users		EWS User Add/Edit	Contingency Settings				
		Background Processors					
uation: ON® OFF C Submit							
NATION ON ® OFT © Submit	Mon Sep 17 2012	7:33:46 PM					
RKSTATION	Mon Sep 17 2012	7:33:46 PM					
RKSTATION E/TIME	Mon Sep 17 2012 Mon Sep 17 2012	7:33:46 PM 11:32 AM					
RKSTATION E-TIME JULTY							

Figure 81 – Selecting Event Notification Add/Edit

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

		ADD Locatio	n Name				
Location: Select A Ward Group S Select A Ward Group CARDIO WG 1 CONEURO WG 1	ADD Cancel						
			Event Ty	/pe			
	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
dit Delete CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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.

(FORMAT: name@iaddress.name@iaddress] - 300 Tuto/ Character Limit Admission Order Bed: Controller / Other: bedcontroler@tesphatil.org Yes Antricipated Discharge Order Bed: Controller / Other: bedcontroler@tesphatil.org Yes Discharge Appointment Bod: Controller / Other: bedcontroler@tesphatil.org Yes Discharge Order Bod: Controller / Other: bedcontroler@tesphatil.org Yes Tramsfer Order Bed: Controller / Other: bedcontrole@tesphatil.org Yes			EDIT Parameters			
Adeitsion Order Bed Controller / Other: bedcontroler@trapetal1.org Yes Anticipated Discharge Order Bed Controller / Other: bedcontroler@hospital1.org Yes Discharge Order Bod Controller / Other: bedcontroler@hospital1.org Yes Discharge Order Bod Controller / Other: bedcontroller@hospital1.org Yes Tramfer Order Bed Controller / Other: bedcontroller@hospital1.org Yes	ward	NEURO WG 1			ionify	i
Anticipated Discharge Order Bed Controller / Other: bedcontroller@hospital1.org Yes Discharge Order Bod Controller / Other: bedcontroller@hospital1.org Yes Discharge Order Bod Controller / Other: bedcontroller@hospital1.org Yes Transfer Order Bed Controller / Other: bedcontroller@hospital1.org Yes		(FORMAT: name@address.)	namelikiddress) - 300 Tutal Character Limit			
Discharge Appointment Bod Controller / Other: bedcontroller@hispital1.org Yes Discharge Order Bod Controller / Other: bindmathal@hispital1.org Yes Transfer Order Bed Controller / Other: bedcontroller@hispital1.org Yes	Admission Order	Bed Controller / Other:	bedcontrolen@hospital1.org	Ye	i:	1
Discharge Order Bod Controller / Other: Induceduale (@hespital1.org) Yes Transfer Order Bed Controller / Other: bedcontroller@hospital1.org Yes	Anticipated Discharge Order	Red Controller / Other:	bedcontroller@hospital1 org	Ye	k:	1
Transfer Order Beil Cuinneller / Other: bedcontroller@hospial1.org Yes	Discharge Appointment	Bod Controller / Other:	bedcontrollen@hospital1.org	Ye	F.	
	Discharge Order	Bod Controller / Other:	bedoosholer@bespita1.org	Yer		1
Bed DOS Bed Castroller / Other: bedcontroller/Dhosatal1.urg	Transfer Order	Bed Cuntroller / Other:	bedcontrollen@hospital1.org	Ye		1
and the second s	Bed OOS	Bed Cantroller / Other:	bedcontroller@ttospital1.org	Ye	k .	1
Sed Switch Bod Controller / Other: bidController@tospdal1.org Yes	Bed Switch	Bed Controller / Other:	bedcontroller@hospida(1.org	Ye	Ę.	1
Submit Cancel			Submit Cancel			

Figure 83 – Edit Event Notification Parameters

The name of the selected location is displayed in the upper part of the screen and a list of events is presented. In the **Bed Controller/Other** field associated to an event enter the email addresses, text pagers, textcompatible 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.

0.000	kstation: lity: 7:3	3:35:17 PM 3 AM							Manage		ms	9
letu	m to VIS	SN Network							Sol	lution	1000	-
i				VA BO:	STON HEALTHCAR	E SYSTEM	I, BROCKTON CA	MPUS (BRK)				
Faci	lity Dive	ersion: NONE Cer	wus 12%		Evecuation	NG DN		0 New Events	Ward Whiteboard	Site (Options	ŝ
Reg	ports											
		Ward Occupancy		Se	lect Ward Group:	All	*	Be	d Status: All		Subr	m
		Bed Groupings		54	lect Type Group:	All	×		Select View: REPO	RT V	Subr	m
	Sched	fuled Admissions					xt: 7 👽 Days				Subr	m
		itient Movement				-		-	tion Bed: All	22	_	
	Pa	thent Movement			Quick u	ate: To	iay 💌	Transac	tion sed: All	×	Subr	
		Other Reports	3	Select Repor	t: Bed Summary	Report	×				Subr	111
					Patients Pend	ing Bed P	facement Curre	nt				
	Add Nev Patient	 Add Interfa Transfe 	101	arent) (Past 3	0-Days) (Past 60-D	Days Par	st 90-Days		View: Standard			
		Entered	Requested	Removed	Patient		Presenting Pro	blem Type Of Bec Ward Regula		a Wait Time (hos)	Line	
d1	famore.	09/14/2012 07:08	09/14/2012 07:08		Bridflatient, One I	LHCN I	LIVER FAILUR	r 29.	ADMISTICHE	00.25		i
dit.	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two	87654	Λ.		SCHEDULED ADMID	ISIONS 00:24	£	
共	Remaine	09/14/2013-07:34	09/14/2012-07:54		BMSPatters, Seven				ADMISSIONS		-	1
	Barrove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Str. 8			-	EMERGENCY RO			
	Remove	09/14/2012 07:17	09/14/2012.07:17		BM5Patient, Five		1000	2	ADMISSIONS CURRENT FACIL		N 198	
1000	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three	35763			CURRENT FACIL	JTY 00:14	ε	

BMS Hone Icon Legend Information

Figure 84 – Selecting Site Options

Vista Ward Add/Edit	Unevallable Reason Add/Edit	Walting 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	EMS icon Learnd
Excility.Settine	Site Configurable Icons	View Audit Los
EMS Staff Add/Edit/Delete Users	EMS User Add/Edit	Contingency Settings
	Eacharound Processors	
acuation: ON ③ OFF 〇 Bubmit		
OBJETATION		
	Mon Sen 17 2012 7:33:46 PM	
ATE/TIME	Mon Sep 17 2012 7:33:46 PM	
ATE/TIME NOLITY	Mon Sep 17 2012 7:33:46 PM Mon Sep 17 2012 11:32 AM	
VORKSTATION ATE/TIME AGUITY ATE/TIME ISN		

Figure 85 – Selecting Event Notification Add/Edit

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

Events Notin	cations - va bu	STON HEALTHC	ARE SYSTEM, BRO	JUNION CAMP	OS (BRK)		
		ADD Locatio	n Name				
Location: Select A Ward Group 👻		A	DD Cancel				
Current Locations			Event Ty	/pe			
	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed 005	8ed Switch
dit Delete CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Edit Delete NEURO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes

BMS.Home | Icon.Legend | Information |

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	her li	went	Netti	fication	Parret
COS-DeltaS		e doe tota	0.260	TRACTOR F	3.00201

Ward	HEURO WG 1			latify	77
	@ORMAT: name@address.	name@address) - 300 Total Character Limit			
Admission Order	Bed Controller / Other:	bedcontroller@hospital1.org	Ye	s:	8
Anticipated Discharge Order	Bod Controller / Other:	bedcontroller@hospital1.org	Ye	8	8
Discharge Appointment	Bed Controller / Other:	bedcontrollen@hospital1 org	Ye	s.	8
Discharge Order	fied Controller / Other:	bedcontroller@hospital1 org	Ye	5	8
Transfer Order	Bed Controller 7 Other:	bedcontrollen@hospital1 org	Ye	5	10
Bed OOS	Bed Controller / Other:	bedcontroller@tospital1 org	Ye	s	8
Bed Switch	Bed Controller / Other:	bedcontroller@hospital1.org	Ye	s.	2

BWS 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.

	station: ity: 7:3	3:35:17 PM 3 AM								6	Bed fanagement		-	(
etu	m to Vi	N Network									Solution		IIS	1
				VA BO	STON HEALTHCAR	E SYSTE	M, BROCKTO	W CAMPU	S (BRK)					Ê
aci	lity Dive	rsion: HONE Cer	isus 12%		Evecuation	NO IN		0 N	ew Events	Vard Whit	eboard	Site O	ptions	Ī
ep	orts.													1
		Ward Occupancy		Se	Nect Ward Group:	All		w.	Bed St	atus: All			Subr	n
		Bed Groupings		S	elect Type Group:	All		w.	5ei	ect Views	REPORT	~	Subr	10
	Sched	uled Admissions				No	set: 7 💌 E	lays					Subr	n
	Pa	tient Movement			Quick 0	ate: To	day	4	Transaction	Bedi All		~	Subr	n
		Other Reports		ielect Repor	t: Bed Summary	Report		4					Subr	n
		_			Patients Pend	ing Red P	Contractor of C	-						
	Add Nev Patient	Add Interfa Transfe		rrent Past	30-Days) (Past 60-D	Contraction of the	a de la constante de		View	v: Stand	lard 🔡			
		Entered	Requested	Removed	Patient	2	Presentin	g Problem	Type Of Bed/ Ward Required	ws	king Area	Walt Time (h:m)	Wait Time Alert (h)	•
s	herrors	39714/2012 07-08	09/14/2012 07:08		BMSPatient, One I	Series 3	F LIVER	FAILUME	8	40	MISSIONS	\$25		l
ŧ.	Remove	09/14/2012 07:09	01/14/2012 07:09		BMSPatient, Two I	87654 A	4		11 1200	SCHEDUL	ED ADM/SSIONS	00:34		
ŧ.	Remova	09/14/3012 07:14	09/14/2012 07:14		BASPatient, Seven	seres.	7	194-			MISSIONS .	00-19		
ŧ	Ramova	09/14/2012 07:16	09/14/2012 07:16		BWSPatient, Six B				1.22		SENCE ROOM	00:17		
t	Remove	09/14/2012 07:17	01/14/2012 07:17		BMSPatient, Five 1			704	2		MISSIONS	00:16	10	
11	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three						ENT FACILITY	.00;14		
£	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four	B9067 A	A			40	2MOR23MM	00.11		

MASHone Icon Legend Information

Figure 88 – Selecting Site Options

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

EMS Hostification Add/Edit Event Hostification Add/Edit EMS loan Learning Easility Setting Site Confinemable loons Mem Audit Los EMS Staff Add/Edit/Delete Users EMS Liker Add/Edit Contineency Settings eation: OH © OFF © Suemit Item Set 7 2012 7:33:45 PM ITIV Mon Sep 17 2012 11:32 AM Item Set 7 2012 Item Set 7 2012			A BOSTON HEALTHCARE SYSTEM, BRO	
EMS_Hatification_Add/Edit Event Hotification_Add/Edit EMS_icon_Leaend Eaclitix_Settime Site_Confinemable icons View Audit Los EMS_Staff_Add/Edit/Delete_Users BMS_User_Add/Edit Sontineency_Settions EMS_Staff_Add/Edit/Delete_Users BMS_User_Add/Edit Sontineency_Settions ecuations OH © OFF © Sutemit Sontineency_Settions	Vista Ward Add/Edit	5	Unavailable Reason Add/Edit	Walting Area Add/Delete
EacHity: Setting Site: Configurable Lons View Audit Los EMS: Staff Add/Edit/Delete.Users EMS: User.Add/Edit Contineency: Settings Background Processors Background Processors Contineency: Settings	BMS Orderable Items Add	(Delete	Discharge Appt Clinics Add/Delete	Eed Board Module Enable/Dtuble
EMS_Staff_Add/Edit/Delete_Users BMS_User_Add/Edit Contineency_Settions Recuention: OH (*) OFF (*) Submit Recuention: NO VOERSTATION XATE/TIME Mon Sep 17 2012 7:33:46 PM Contineency Settions ADUITY Mon Sep 17 2012 11:32 AM Contineency Settions	EMS Notification Add/	Ld:	Event Notification Add/Edit	BMS Icon Learns
NORRSTATION WELLITY MON Sep 17 2012 7:33:45 PM ACUITY MON Sep 17 2012 11:32 AM	Eacility Setting		Site Configurable Icons	Yiew Audit Los
NOERSTATION Non Sep 17 2012 7:33:45 PM ACUTY Mon Sep 17 2012 11:32 AM	EMS_Staff_Add/Edit/Delete	e.Useci	BMS.User.Add/Edit	Contineency Settines
VORKSTATION INTE/TIME Mon Sep 17 2012 7:33:46 PM ADLITY INTE/TIME Mon Sep 17 2012 11:32 AM			Background Processors	
ATE/TIME Mon Sep 17 2012 7:33:46 PM ACUITY ATE/TIME Mon Sep 17 2012 11:32 AM				
ACILITY MTE/TIME Mon Sep 17 2012 11:32 AM	vecuation: ON () OFF () Submit			
ATE/TIME Mon Sep 17 2012 11:32 AM	VORKSTATION			
	NORKSTATION IATE/TIME		7:33:46 PM	
	YOPRSTATION INTE/TIME AGUITY	Mon Sep 17 2012		
ISN 8	WORKSTATION DATE/TIME FACILITY DATE/TIME	Mon Sep 17 2012		

Figure 89 – Selecting Event Notification Add/Edit

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

Location: Select A Ward Group		ADD Locatio	DD Cancel				
Current Locations			Event Ty	/pe			
=	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
Edit-Delete-CARDIO.WC.1	Xee	Yes	Yee.	Yes	Yer	Xee.	Yor
Edit Delege NEURO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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.

Betum to Admin Hain Page

							Site Configurable	leons						
ten	-	Bue Square		+	\$181	M	Bue X		44	Lift	-	Grange Circle		÷
m	-	Bue Arrow		• •	6.61	•	Bue Diamond		+ 4	Ealer	-	Orange Star		۰.
Lan	-	Bae Castion		44	East	*	Bue Heart	R	4.4	Em		Red Stop	10	
Edite		Bao Civita	18	+ 4	Edit		Green Circle	R	+ 4					

1 BHLHORE 1 Jan Legeod 1 Artumation 1

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.

	Edit Blue Square Icar	s, Site Cerfigurable loon	
	"Pacifity loon Name:	Bue Square	
	"Facility lean Description	Run Square	
	Faulity Comment:	1	
Adve? Ofes Ofes Offsteen Oberlinsen	"Facility House Over Text:	BED ASSIGNED	
CPatient Clerk Raam		(Save) Never Mind, Rotan to Kan Library page (Result	

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.

	COTTONE
	OPTIONS
100 March 100 Ma	
Submit	
[puniar]	
	[senseting]

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.

					14.5	and rest	crimente op	dated August 13, 2012			Lo	ogo
1200	ity: 7:3	3:35:17 PM							Manageme	nt 🔟 🗖	ms	(
etu	m to Vi	SN Network							Solutio	an N		1
				VA BO	STON HEALTHCAR	E SYSTEM	I, BROCKTON CA	MPUS (BRK)				
aci	lity Dive	ersion: NONE Cer	vsus 12%		Evecuation	ni ON		0 New Events	Ward Whiteboard	Site 0	ptions	ř.
eş	ports.											1
		Ward Occupancy		Se	elect Ward Group:	All	*	Bed	Status: All		Subr	m
		Bed Groupings		5	elect Type Group:	All	~	3	Select View: REPORT	×	Subr	m
	Schee	fuled Admissions				Ne	st: 7 😪 Days		17		Subr	m
	Pa	stient Movement			Quick D	ate: To	fay 💌	Transactio	an Bed: All	*	Subr	m
		Other Reports	3	Select Repor	t: Bed Summary	Report					Subr	m
					1	170	-				02	
					Patients Pend	ing Bed P	lacement Curre	nt				
	Add Nev Patient	e Add Interf	CI CI	urrent] (Past	30-Days Past 60-0	Days Par	st 90-Days	Y	lews Standard	8		
		Entered	Requested	Removed	Patient		S Presenting Prof	blem Type Of Bed/ Ward Required	Walting Area	Wait Time (hon)	Time	
1	Remove.	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One I	HAT I	LIVER FAILUR	4 <u>19</u>	ADMISSIONE	00.25		ľ
R,	Remove	09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two		۸.		SCHEDULED ADMITSION	-	<u></u>	
ł.	Remotek	05/14/2013-07:34	09/14/2012 07:14		BMSPatient, Seven		102		ADMUSSIONS	00.19	_	
۰.	Remove	09/14/2012 07:18	09/14/2012 07:18		BMSPatient, Six B BMSPatient, Five		A F PSYCH	23	EMERGENCY ROOM ADMISSIONS	00:17		
10	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three		r Parter	4	CURRENT FACILITY	00.14	100	
1		The second secon	A 11 C 41 B 41 B 41 - 5 4		and an and a second second		193		second second second second			

BMS Hane Legend Information

Figure 95 – Selecting Site Options

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

Bed Board Sit	e Configuration: VA BO	STON HEALTHCARE SYSTEM, BRO	CKTOH CAMPUS (BRK)
Vista Ward Add/Edit	Un	evailable Reason Add/Edit	Walting Area Add/Delete
BMS Orderable Items Add/Delete	Discha	ree Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	£:	mt.Notification.Add/Edit	BMS icon Learnd
Easility Setting	3	Ste Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users		BMS User, Add/Edit	Contineency Settines
	_	lackground Processors	
cuation: ON (© OFF () (Submit			
NOITAT249			
	Mon Sep 17 2012	7:41:38 PM	
re/time	Mon Sep 17 2012	7:41:38 PM	
te/time OLITY	Mon Sep 17 2012 Mon Sep 17 2012	7541:38 PM 11:41 AM	
ORISTATION TE/TIME OULTY STE/TIME SN			

Figure 96 – Selecting Add/Edit BMS User

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

	OPTIONS	
breat		
- 23		

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:

Loost	×	User Nome bris		Find
Selecte	d Use	r Hame	Fulinar	
0	TESTARESOFT?/	ocalilwsosem		
0	1ESTARESOFT216	estBMS	textB	45°
0	TESTARESOFT210	estBW57.	histon	62
	TESTARESOFTEM	estBMS3	terst@A	63
	Select	-9	Ca	ncel

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.

Select	Existing NT User Name
PARAMETER	OPTIONS
NT User Name	TESTARESOFT2/beatBWS3
Admin User?	Yes 👻
Audit Log User?	Yas 👾
Site User?	Yes 😐
EMS User?	No 👻
EMS Supervisor User?	No
DefaultRegion:	
Default VISN:	1
DefaultSite:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	Yes
WRITE Access?	Yes
	Submit

BW5 Home | Icon Legend | Information |

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.

1200	ity: 7:3	3:35:17 PM 3 AM								Managemen	t M a	ma	
etu	m to VI	SN Network								Solutio		115	•
				VA BO	STON HEALTHCAR	E SYSTE	M, 88	OCKTON CAMPS	IS (BRK)				
aci	Lity Dive	ersion: NONE Cer	wws 12%		Evecuation	ni ON		0	New Events	Ward Whiteboard	Site 0	ptions	Ň
les	ports.												1
		Ward Occupancy		Se	elect Ward Group:	AI		*	Bed S	tatus: All	~	Subr	Y
		A Second Contractor			operation and the second second				1.0000		_	-	
		Bed Groupings		-54	elect Type Group:	All		M	>	lect View: REPORT	Y	Subr	1
	Schee	fuled Admissions				Ne	int:	7 😪 Days				Subr	į
	P ₂	tient Movement			Oulck E	ate: To	day	*	Transaction	Red: All		Subr	i
						- Andrews					100	1	
		Other Reports		Select Repor	t: Bed Summary	Report		M				Subr	1
					Patients Pend	ing Bed I	Place	ment: Gurrent					
	Add Nev Patient	Add Interfe Transfe	101	erent) (Past)	30-Days) (Past 60-0	Days Pa	st 90-	Days	Vie	we: Standard 🤟	<u>I</u>		
		Entered	Requested	Removed	Patient		s P	resenting Problem	Type Of Bed/ Ward Required	Walking Area	Wait Time (hom)	Wait Time Alert (h)	
R.	famore.	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One	2447%	7	LIVER FAILURE	29	ADMISSIONS	00.25		i
in,	Remove	09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two	87654	M			SCHEDULED ADMITTIONS	00:24		ĺ
ł.	Rendet	05/14/2013-07-14	09/14/2012-07:14		BMSPatters, Seven	88765		1010		ADMISSIONS	00.11		l
ŧ,	Berrove	09/14/2012 07:18	89/14/2012 07:18		BMSPatient, Six 8		M		24	EMERGENCY ROOM	00:17		
	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five		Ŧ.	PSYCH	2	ADMISSIONS	00:16	100	
-	Remove	the set of			BMSPatient, Three		F			and the second se			
ldie	000000	09/14/2012 07:17 09/14/2012 07:19 09/14/2012 07:21	09/14/2012 07:17 09/14/2012 07:19 09/14/2012 07:22		CALL STREET, ST	\$8765		PSYCH	4	ADMISSIONS CURRENT VACILITY ADMISSIONS		00:16 00:14 00:11	00:14



Figure 100 – Selecting Site Options

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

Bed Board Sit	e Configuration: VA BOSTON	HEALTHCARE SYSTEM, BRO	CKTON CAMPUS (BRK)
Vista Ward Add/Edit	Unevaliat	ele Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge A	pat. Ofinics. Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event No	tification Add/Edit	BMS Icon Legend
Facility Setting	Site Cr	onfigurable.lcons	Yew Audit Los
EMS Staff Add/Edit/Delete Users	BMS	Utor Add Edit	Contineency Settines
	Eacher	ound Processors	
acuation: ON () OFF () Submit			
ORKSTATION	Mon Seo 17 2012	7.44-38 PM	
ORKSTATION	Mon Sep 17 2012	7/41:38 PM	
ORKSTATION ATE/TIME AGE/TY		7.41:30 PM 11:41 AM	
RELIVETION ON OFF D SUDDIN ADDIRESTATION ATELTIME ACRITY ATELTIME ISN			

Figure 101 – Selecting Add/Edit BMS User

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

	Select Existing NT User M	anne
PARAMETER		OPTIONS
	Submit	

Figure 102 – BMS User Configuration Page

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

Loost	🗶 User Norme Bitts	Find
Selected	User Name	Fulisame
0	TESTARESOFT26.ocxIIW50sen	
0	TESTARESOFT2:sestBMS	testDMS
0	TESTARESOFT2-testBW52	S2MBrcsd
0	TESTARESOFT2-LestBMS3	test5W53
	Select	Cancel

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.

Select Exis	ting NT User Name
PARAMETER	OPTIONS
NT User Name	TESTARESOFT2\testBMS3
Admin User?	Yes
Audit Log User?	Yes
Site User?	Yes
EMS User?	No 😸
EMS Supervisor User?	No
DefaultRegion:	4
Default VISN:	1
DefaultSite:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	Yes
WRITE Access?	Yes

BMS Home I Icon Legend I 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

orkstatio cility: 7	n: 3:35:17 PM 33 AM							Manageme	nt M	ms
eturn to V	ISN Network							Solutio	л	1000
			VA BO	STON HEALTHCAR	E SYSTEM	I, BROCKTON CA	MPUS (BRK)			
acility Di	version: NONE Cer	wws[12%		Evecuation	ni ON		0 New Events	Ward Whiteboard	Site C	ptions
eports										
	Ward Occupancy		Se	elect Ward Group:	All	*	Bed	Status: All		Subr
	Bed Groupings		5	elect Type Group:	All	~		Select View: REPORT		Subr
				one carype stoup.	1900	Concession of the local division of the loca		select new Tree area	100	
Sche	duled Admissions				Ne	set: 🤉 🔗 Days				Subr
	atlent Movement			Quick D	ate: To	1ay 💌	Transacti	on Bed: All	¥	Subr
	Other Reports	3	elect Renor	t: Bed Summary	Renort				-	Subr
				1		and a second				
				Patients Pend	ing Bed F	facement Currer	nt			
Add Ne Patien	the second s	Ch Ch	erent) (Past	30-Days) Past 60-0	Days Par	st 90-Days		flews Standard	8	
	Entered	Requested	Removed	Patient		s Presenting Prot	item Type Of Bed/ Ward Require	Walting Area	Wait Time (hom)	Time
t famore	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One	ENCTS I	LIVER FAILUR	E 23	ADMISSIONE	00.25	
it Renove	09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two	87654	Λ		SCHEDULED ADMITSION	15 00:24	<u> </u>
t Remains	05/14/2013-07-14	09/14/2012-07:14		BMSPatters, Seven	80765	1012		ADMUSSIONS	00.11	
t Berrove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 1			12	EMERGENCY ROOM	00:17	
t. Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five		F PSYCH	2	ADMISSIONS	00:16	100
ic famole	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three				CURRENT FACILITY	DD:14	
t famore	89/14/2012 87-22	09/14/2012 07:22		SMSFatient, Four	89067 . 9	A 11		ADMISSIONS	00:11	

BWS Hane 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

Vista Ward Add/Edit	Unav	ailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Dischars	e Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Even	t Notification Add/Edit	BMS Icon Legend
Facility Setting	<u>Si</u>	e Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	1	BMS User, Add/Edit	Contingency Settings
	Ba	ckground Processors	
DRKSTATION	Mon Sep 17 2012	7:41:38 PM	
DRKSTATION	Mon Sep 17 2012	7:41:38 PM	
ORKSTATION ATE/TIME ACILITY	Mon Sep 17 2012 Mon Sep 17 2012	7:41:38 PM 11:41 AM	
Acuation: ON OFF Submit			

Figure 106 – Selecting Add/Edit BMS User

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

	Select Existing NT User Name	
PARAMETER		OPTIONS
	[Submit]	

Figure 107 – BMS User Configuration Page

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

Local	1	User Name bms		Find
Selected	Use	r Name	Fullname	
0	TESTARESOFT2\L	ocalBMSUsers		
0	TESTARESOFT2\b	estBMS	test8MS	
0	TESTARESOFTZ\t	estBMS2	test8MS2	
0	TESTARESOFTZ\0	rstBM53	testBM53	
	Select	tz	Cance	

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.

Selec	t Existing NT User Name		
PARAMETER	OPTIONS		
NT User Name	TESTARESOFT2/txest8wS3		
Admin User?	Yas 🛩		
Audit Log User?	Yas 👾		
Site User?	Yes 👻		
EMS User?	No 👻		
EMS Supervisor User?	No 🗃		
DefaultRegion:	4		
Default VISN:	1		
DefaultSite:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS		
READ Access?	Yes		
WRITE Access?	Yes		
	Submit		

Figure 109 – Customize BMS Facility Site User Rights

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

4.1.12 Background Processors Page

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

Whiteboard Report				
Current Scheduler:	6 AM - CST			
Add/Update Scheduler:	Select A Scheduler			
		Save Scheduler		
Pati	ents Pending Bed Placeme	nt List		
Current Scheduler:	Method: MDV/S - Scheduler: 6 AM	A - CST		
	and the second	1.1.200.000		
Add/Update Method:	Select A Method			
Add/Update Method: Add/Update Scheduler:	Select A Method Select A Scheduler			
1.3239539.75330599106-20064211-				

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:	Select A Scheduler	•
		Save Scheduler
Pati	ients Pending Bed Placement L	ist
Ourrent Scheduler	Nethod: NDU/5 - Scheduler: 6 NH - C	T
Current Scheduler: Add/Update Method:	Method: MDV/5 - Scheduler: 6 AM - CS Select A Method	
Add/Update Method:	Select A Method	

Figure 111 – Facility Background Processors

4.1.13 Patient Waiting Areas Page

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

								dated August 13, 20					gou
200	ity: 7:3	3:35:17 PM 3 AM								Bed Management	01	ms.	Q
etu	m to VI	SN Network							L	Solution		110	•
				VA BO:	STON HEALTHCAR	E SYSTEM	L BROCKTON CA	MPUS (BRK)					
aci	Lity Dive	ersion: NONE Cer	ous 12%		Evecuation	ni ON		0 New Events	Ward Whi	teboard	Site O	ptions	
teş	ports.										_		
		Ward Occupancy		Se	lect Ward Group:	AII	*	Be	d Status: All	i i	*	Subn	nit
		Bed Groupings		54	lect Type Group:	All	~		Select View	REPORT	×	Subr	nit
	Schee	luled Admissions				Ne	xt: 🤉 🖌 Days			1		Subr	nit
	Pa	itient Movement			Quick D	ate: Too	lay 💌	Transac	tion Bed: All	5	*	Subr	nit
		Other Reports	3	Select Report	Bed Summary	Report						Subr	nn
						100	10					90	-
					Patients Pend	ing Bed P	tacement: Curren	nt					
	Add Nev Patient	e Add Interfa Transfe		erent) (Past 3	0-Days) Past 60-0	Days Pas	t90-Days		Views Stan	dard 💌			
		Entered	Requested	Removed	Patient	2	Presenting Pro	slem Type Of Bes Ward Regula		iting Area	Wait Time (hon)	Wait Time Alort (h)	a
	famore.	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One I	titita a	LIVER FAILUR	r 73	A	MISSIONS	00.25		10
dt.	Remove	09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two	87654 W	W-		SCHEDU	ED ADMISSIONS	00:24		1k
di	Rendord	09/14/2012-07-34	09/14/2012-07:14		BNGPatient, Seven					DAVISIONS	00.11		.1
£1.	Barrova	09/14/2012 07:16	09/14/2012 07:18		BMSPatient, Stx 8	IETTE N		12	EMER	GENCY ROOM	00:17		N
D.	Remove	09/14/2012 07:17	09/14/2012 07:17		EMSPacient, Five		PSYCH	2		DAMISSIONS	00:16	.10	38
dit.	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three					ENT FACILITY	DD:14		*
	Sampre	09/14/2012 07:22	09/14/2012 07:22		SMSFatient, Four	85087 N	0.0			DMISSIONS	00:11		M



Figure 112 – Selecting Site Options

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

Vista Ward Add/Edit	<u>Un</u>	available Reason Add/Edit	Waiting Area Add/Delete		
BMS Orderable Items Add/Delete	Dischi	ree Appt Clinics Add/Delete	Bed Board Module Enable/Disable		
EMS Notification Add/Edit	Ev	ent Notification Add/Edit	BMS Icon Legend		
Eacility.Setting	1 4	Ste Configurable Icons	View Audit Los		
EMS Staff Add/Edit/Delete Users		BMS User Add/Edit	Contingency Settings		
		Backaround Processors			
mcuntion: ON I OFF C Submit					
ORKSTATION					
	Mon Sep 17 2012	7:51:15 Paa			
ATE/TIME	Mon Sep 17 2012	7:51:15 PM			
VORKSTATION MTE/TIME ACILITY MATE/TIME	Mon Sep 17 2012 Mon Sep 17 2012	7:51:15 PM			
NTE/TIME ACILITY		the second s			

Figure 113 – Selecting Waiting Area Add/Edit

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

	ADD Area	
Text	min 54/03150/2017	Add Cancel
T. T.	Current Waiting Area	
	Current Warting Area	-
	Walting Area Name	
ADMISSIONS		
CLINIC		
CURRENT INPATIENT BED		
CURRENT FACILITY		
EMERGENCY ROOM		
EVACUATION		
RECOVERY OR PROCEDURE	REA	
SCHEDULED ADMISSIONS		
Edit Delete EM ROOM		

BM5 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.

	kstation: lity: 7:3	3:35:17 PM 3 AM							Bed Management	0h	me.	(
etu	rn to VI	N Network							Solution			9
				VA BO	STON HEALTHCAR	E SYSTEM	BROCKTON CAMPUS	S (BRK)				
aci	lity Dive	ersion: NONE Cer	isus 12%		Evacuation	n: ON	0 N	ew Events N	Ward Whiteboard	Site O	ptions	ł,
Rep	ports											
		Ward Occupancy		Se	lect Ward Group:	All	~	Bed St	atus: All	~	Subr	n
		Bed Groupings		Se	lect Type Group:	All	~	Sel	ect View: REPORT	*	Subr	n
	Schee	luled Admissions				Nex	t: 7 💙 Days		and a state of the		Subn	n
		tient Movement			Outek	Date: Toda		Transaction	Red: All	~	Subn	
	Fe							mansaction	bed. Mi		_	
		Other Reports		, court nop of	Bed Summary	riopon	~				Subn	2
- 2	Add Nev	v Add Interfa	cility	-			acement: Current					
	Patient	Transfe	IC1	irrent [Past 3	0-Days Past 60-D	Days Past	90-Days	Viev	v: Standard 💌			
		Entered	Requested	Removed	Patient	s x	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	4
dit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One	B9876 F	LIVER FAILURE	25	ADMISSIONS	00:25	0	Ì
	Remove	09/14/2012 07:09	09/14/2012 07:09	-	BMSPatient, Two				SCHEDULED ADMISSIONS	00:24		2
11t	Remove	09/14/2012 07:14	09/14/2012 07:14			B8765 F	RESP		ADMISSIONS	00:19		L
	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B		DEVEL	28	EMERGENCY ROOM	00:17		
	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five BMSPatient, Three		PSYCH	C13	ADMISSIONS CURRENT FACILITY	00:16	10	
	D. STUDAR	07/14/2012 0/:19	V7/14/2012 0/:19		brishacienc, inree	D0/02 P			CURRENT PAULITT	00:14		

BMS Home | Icon Legend | Information |

Figure 115 – Selecting Site Options

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

Bed Board Sit	te Configuration: VA BOSTON HEALTHCARE SYSTEM	A, BROCKTON CAMPUS (BRK)
Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BM5 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
Eacility_Setting	Site Configurable Icons	View Audit Log
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
	Backaround Processors	
and the second statements		
vecuation: ON [®] OFF [©] <u>Submit</u>		
VORKSTATION	Mon Sep 17 2012 7:51:15 PM	
VORKSTATION MTE/TIME ACILITY		
	Mon Sep 17 2012 7:51:15 PM Mon Sep 17 2012 11:51 AM	

Figure 116 – Selecting Waiting Area Add/Edit

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

	Text: OUTPATIENT WAITING AREA	Add Cancel
		R
	Current Walting A	reas
	Waiting Area Nam	10 ·
	ADMISSIONS	
	CLINIC	
	CURRENT INPATIENT BED	
	CURRENT FACILITY	
	EMERGENCY ROOM	
	EVACUATION	
	RECOVERY OR PROCEDURE AREA	
	SCHEDULED ADMISSIONS	
Edit Owiete	EM ROOM	

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.

	ADD Area					
		Texti	Add Cancel			
_		Current Waiting	Areas			
		Waiting Area N	me			
		ADMISSIONS				
		CLINIC				
		CURRENT INPATIENT BED				
		CURRENT FACILITY				
		EMERGENCY ROOM				
		EVACUATION				
		RECOVERY OR PROCEDURE AREA				
		SCHEDULED ADMISSIONS				
Edit D	Jelete	EM ROOM				
Edit D	Jelete	OUTPATIENT WAITING AREA				

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.

							Managemen		ms
N Network							Solution		-
		VA BO	STON HEALTHCAR	E SYSTE	M, BROCKTON CA	MPUS (BRK)			
rsion: NONE Cen	wws 12%		Evecuation	ni ON		0 New Events	Ward Whiteboard	Site 0	ptions
Ward Occupancy		Se	ect Ward Group:	All	~	Bed	Status: All		Subn
e second contractory			000000000000000000000000000000000000000				CHARLEN AND A STREET		Lauren
Bed Groupings		54	elect Type Group:	All	M	3	elect View: REPORT	×	Subr
uled Admissions				Ne	ixti 🤉 😪 Days				Subr
lent Movement			Oulek D	ater To	tau with	Transactio	n Red: All	-	Subr
						11811200-010	of access 7 million	100	1
Other Reports	5	Select Repor	t: Bed Summary I	Report	~				Subr
			Dationale Board	inter Devel 1	Bacomont Curro	-			
Add Interfa	cility 6	ment (Past)	and the first state of the	CONSIGNATION OF THE OWNER OF THE	and the second	1	Standard	12	
Transfe		areing (r ast .	on maral le ancoure	varaj l' a	ar ao maraj		ent canapa		
Entered	Requested	Removed	Patient		S Presenting Pro	blem Type Of Bed/ Ward Reguired	Walting Area	Wait Time (hom)	Wait. Time Alert (h)
09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One E	HAT I	LIVER FAILUR	£ 29.	ADMISSIONE	00.25	
09/14/2012 07:09	09/14/2012 07:09		EMSPatient, Two	87654	W.		SCHEDULED ADMISSIONS	00:24	
09/14/2013-07:34	09/14/2012-07:14		BNGPatters, Seven	80765	1 101		ADMITSIDHS	00.19	
09/14/2012 07:16	09/14/2012 07:14		the second state of the se			12	EMERGENCY ROOM	00:17	
09/14/2012 07:17	09/14/2012 07:17		OUT IN TRACTOR WAS INVESTIGATED		F PSYCH	2	ADMISSIONS	00:16	10
09/14/2012 07:19	09/14/2012 07:19		and a strategy of the		r			DD:14	
	Aard Occupancy Bed Groupings Led Admissions lent Movement Other Reports Add Interfa Transfe Entered Otyra/2012 07 04 00/14/2012 07:74 09/14/2012 07:74 09/14/2012 07:75	And Occupancy Bed Groupings Led Admissions lent Movement Other Reports 3 Add Interfacility Transfer Entered Requested 09/14/2012 07:05 09/14/2012 07:06 09/14/2012 07:16 09/14/2012 07:16 09/14/2012 07:16 09/14/2012 07:16	sion: NONE Census 12%	sion: NORE Census 12% Evecuation Vard Occupancy Select Ward Group: Bed Groupings Select Type Group: Led Admissions Lent Movement Quick D Other Reports Select Report Bed Summary Other Reports Select Report Bed Summary Externed Requested Removed Patient Externed Requested Removed Patient OtherSelect Bed Of 14/2012 07:16 BetSelect, See D9/14/2012 07:96 09/14/2012 07:16 BetSelect, See D9/14/2012 07:16 09/14/2012 07:17 BetSelect, See D9/14/2012 07:18 09/14/2012 07:17 BetSelect, See D9/14/2012 07:18 09/14/2012 07:17 BetSelect, See D9/14/2012 07:19 09/14/2012 07:17 BetSelect, Tree D9/14/2012 07:19 09/14/2012 07:19 09/14/2012 07:19 D0/14/2012 07:19 09/14/2012 07:19 00/14/2012 07:19 D0/14/2012 07:19 D0/14/2012 07:19 00/14/2012 07:19 00/14/2012 07:19 D0/14/2012 07:19 00/14/2012 07:1	sion: NONE Census 12% Evecuation: ON And Occupancy Select Ward Group: All Bed Groupings Select Type Group: All Led Admissions Ne Let Movement Quick Date: To Other Reports Select Report: Bed Summary Report Other Reports Select Report: Bed Summary Report Externed Requested Removed Patients Description Parts Externed Requested Removed Patient, See 1965 00/14/2012 07:16 09/14/2012 07:18 BedSPatient, See 1965 09/14/2012 07:16 09/14/2012 07:19 BedSPatient, See 1975 09/14/2012 07:16 09/14/2012 07:17 BedSPatient, Frie 8943 09/14/2012 07:18 09/14/2012 07:17 BedSPatient, Frie 8943 09/14/2012 07:19 09/14/2012 07:19 BedSPatient, Frie 8045 09/14/2012 07:19 09/14/2012 07:19 BedSPatient, Frie 8045 09/14	sion: NDNE Census 12% Vard Occupancy Bed Groupings Select Ward Group: All	Sion: NDRE Census 12% Evecuation: ON © New Events Vard Occupancy Select Ward Group: All Image: Select Type Group: Select Type Group: All Image: Select Type Group: All Image: Select Type Group: Select Type Group: Group: </td <td>sion: NDRE Census 12% Evecuation: DN B New Events Ward Whiteboard Vard Occupancy Select Ward Group: All Bed Groupings Select Type Group: All Bed Groupings Select Type Group: All Bed Status: All Bed Admissions Next: 7 Days Lent Movement Quick Date: Todsy Transaction Bed: All Other Reports Select Report: Bed Summary Report IPostistics Period Part Select Report: Standard Patient Add Interfacility Current Past 30-Days Past 60-Days Past 90-Days View: Standard Ward Required Requested Removed Patient \$ Proceeding Problem View: Standard Ward Required Prove Of Select 27:09 Bit/Select, Two 57654 M Schedult 27:09 Bit/Select, Two 57654 M Schedult 27:09 Bit/Select 7:09 Bit/Select, Two 57654 M Schedult 27:09 Bit/Select 7:09 Bit/Select, Two 57654 M Schedult 27:09 Bit/Select 7:09 Bit/Select, Select 8:00 Bit/Select 8:00 Bit/</td> <td>sion: NORE Census 12% Evicuation: ON O New Events Ward Whiteboard Site O And Occupancy Select Ward Group: All O Bed Status: All O Bed Status: All O Bed Status: All O Bed Status: All O Select View: REPORT O All O Select View: REPORT O All O Select View: REPORT O All O Select View: REPORT O All O Select View: REPORT O Select View: Select Report: Bed Summary Report O Transaction Bed: All O Select Report: Bed Summary Report O Select Report: Select Report: Bed Summary Report O Select Report: Bed Select Report: Bed Select Report: Bed Select Report: Bed Select Report: Select R</td>	sion: NDRE Census 12% Evecuation: DN B New Events Ward Whiteboard Vard Occupancy Select Ward Group: All Bed Groupings Select Type Group: All Bed Groupings Select Type Group: All Bed Status: All Bed Admissions Next: 7 Days Lent Movement Quick Date: Todsy Transaction Bed: All Other Reports Select Report: Bed Summary Report IPostistics Period Part Select Report: Standard Patient Add Interfacility Current Past 30-Days Past 60-Days Past 90-Days View: Standard Ward Required Requested Removed Patient \$ Proceeding Problem View: Standard Ward Required Prove Of Select 27:09 Bit/Select, Two 57654 M Schedult 27:09 Bit/Select, Two 57654 M Schedult 27:09 Bit/Select 7:09 Bit/Select, Two 57654 M Schedult 27:09 Bit/Select 7:09 Bit/Select, Two 57654 M Schedult 27:09 Bit/Select 7:09 Bit/Select, Select 8:00 Bit/Select 8:00 Bit/	sion: NORE Census 12% Evicuation: ON O New Events Ward Whiteboard Site O And Occupancy Select Ward Group: All O Bed Status: All O Bed Status: All O Bed Status: All O Bed Status: All O Select View: REPORT O All O Select View: REPORT O All O Select View: REPORT O All O Select View: REPORT O All O Select View: REPORT O Select View: Select Report: Bed Summary Report O Transaction Bed: All O Select Report: Bed Summary Report O Select Report: Select Report: Bed Summary Report O Select Report: Bed Select Report: Bed Select Report: Bed Select Report: Bed Select Report: Select R

BWS Hane Icon Legend Information

Figure 119 – Selecting Site Options

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

Vista Ward Add/Edit	<u>Un</u>	eveilable Resson Add/Edit	Waiting Area Add/Delete
EMS Orderable Items Add/Delet	e Discha	ree Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Ee	ent Notification Add/Edit	BMS Icon Learnd
Facility Setting	3	Site Configurable Icons	View Audit Los
EMS Staff Add/Edit/Delete User	F	BMS User Add/Edit	Contingency Settings
	1	Background Processors	
Cuation: ON OFF Submit			
CURTION ON OFF C Submit	Mon Sep 17 2012	7:55:15 198	
RESTATION	Mon Sep 17 2012	7:59:15 PM	
RIVISTATION	Mon Sep 17 2012 Mon Sep 17 2012	7:51:15 PM 11:51 AM	
RESTATION	lifon Sep 17 2012	7:55:15 PM	

Figure 120 – Selecting Waiting Area Add/Edit

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

11-	DD Area
Text:	Add Cancel
Current	t Waiting Areas
Waiti	ng Area Name
ADMISSIONS	
CLINIC	
CURRENT INPATIENT BED	
CURRENT FACILITY	
EMERGENCY ROOM	
EVACUATION	
RECOVERY OR PROCEDURE AREA	
SCHEDULED ADMISSIONS	
Entry Partice FM ROOM	
Edity During OUTPATIENT WAITING AREA	

Figure 121 – Selecting Waiting Area for Edit

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

		STON HEALTHCARE SYSTEM, BROCKTON CA	
		Waiting Area : Edit	
	CURRENT:	CHANGE TO:	
	OUTPATIENT		
TEXT:	WAITING	MAIN OUTPATIENT WAITING AREA	
	AREA	13	
		Submit 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.

	3.4.	ADD Ar	ea		
	Text:			Add Cancel	
		Current Wait	ing Areas		
		Waiting Area	a Name		
14	ADMISSIONS				
	CLINIC				
	CURRENT INPATIENT BED				
	CURRENT FACILITY				
1	EMERGENCY ROOM				
1	EVACUATION				
10	RECOVERY OR PROCEDURE AREA				
	SCHEDULED ADMISSIONS				
Los Dalara I	EM ROOM				
Edit Delete	MAIN OUTPATIENT WAITING AREA				

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.

	kstation: lity: 7:3	3:35:17 PM 3 AM								Bed Management	0h	ms	0
letu	m to VI	N Network								Solution		1115	•
-				VA BO	STON HEALTHCAR	E SYSTEM	L BROCKTON CA	MPUS (BRK)		_			
aci	Lity Dive	rsion: NONE Cer	wus 12%		Evecuation	ni DN		0 New Events	Ward V	Whiteboard	Site 0	ptions	1
leg	ports.	•											
		Ward Occupancy		Se	elect Ward Group:	AIL	*	Be	f Status:	All	*	Subr	mit
		Bed Groupings		5	elect Type Group:	All	~		Select Vi	ew: REPORT	~	Subr	mi
	Sched	uled Admissions				Ne	xt: 7 🛩 Days			1		Subr	mi
	Pa	tient Movement			Quick D	ate: Tod	tay 💌	Transact	ion Bed:	Al	~	Subr	mi
		Other Reports	3	Select Repor	t: Bed Summary	Report	~				-	Subr	m
	Add Nev	Add Interfa	eillite		A CONTRACTOR OF THE OWNER	and the second second	tacement: Curre	1	Concernance				
	Patient	Transfe	1000	arent] [Past.	30-Days Past 60-0	Days Pas	190-Days		View: SI	andard 💌			
		Entered	Requested	Removed	Patient	s	Presenting Pro	blem Type Of Bed Ward Regula		Walting Area	Wait Time (hom)	Wait Time Alert (b)	a
d t	famore .	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One	HAT F	LIVER FAILUR	r 🖄		ADMISSIONE	00.25		
Ø1	Remove	09/14/2012 07:09	29/14/2012 07:09		EMSPatient, Two				SCH	EDULED ADMISSIONS	00:24		3
dit .	Rentative	09/14/2012-07:34	09/14/2012-07:14		and the second se	88765			11	ADMITSIONS	00.19		
	Barrova	09/14/2012 07:16	09/14/2012 07:18 09/14/2012 07:17		BMSPatient, Stx 1			28		MERGENCY ROOM	00:17	10	-
	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five BMSPatient, Three		10000	4		ADMISSIONS URRENT FACILITY	00:15	10	3
100		WAY 101 Mar 14 WY 118	PLOT CHE # 2012 - 90 - 19		manager, runner	and b				ADMISSIONS	00-11		12



Figure 124 – Selecting Site Options

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

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Walting Area Add/Delete
BMG Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EM5 Notification Add/Edit	Event Notification Add/Edit	BMS Icon Levend
Facility Setting	Site Configurable Icons	View Audit Los
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contineency Settines
	Background Processors	
acuation: ON @ OFF @ Submit		
OBJETATION		
	Mon Sep 17 2012 7:51:15 PM	
TE/TIME	Mon Sep 17 2012 7:51:15 PM	
IORKSTATION ATE/TIME ACILITY ATE/TIME	Mon Sep 17 2012 7:51:15 PM Mon Sep 17 2012 11:51 AM	
ATE/TIME ACILITY		

Figure 125 – Selecting Waiting Area Add/Edit

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

	ADD Area	
	Text:	Add Cancel
	Current Waiting J	Areas
	Waiting Area Nar	ne -
	ADMISSIONS	
	CLINIC	
	CURRENT INPATIENT BED	
	CURRENT FACILITY	
	EMERGENCY ROOM	
	EVACUATION	
	RECOVERY OR PROCEDURE AREA	
	SCHEDULED ADMISSIONS	
Date Dates	EM ROOM	
Edin Deing	MAIN OUTPATIENT WAITING AREA	

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.

Waiting Areas - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)
Waiting Area : Delete
Record: MAIN OUTPATIENT WAITING AREA
Are you sure you want to delete this Waiting Area?
Delete Record Never Mind And Return To Listing

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

<u>Vista Ward Add/Edit</u>	Un	available Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discha	arge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	En	ent 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	
		Background Processors	
ORKSTATION		Background Processors	
ORKSTATION	Mon Sep 17 2012		
ORKSTATION ATE/TIME AGLITY			
acuation: ON OFF Submit	Mon Sep 17 2012	7:41:38 PM	

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

Bed Board Mod	ule	Place in Use?		Add / Update
Select a Module		No 🖷		Submit Cancel
	. Vi	odule Item Name	Currently In Use	
	Ac	mission Orders Flag	Yes	
	Antic	ipated Discharge Flag	Tes	
	Disch	erge Appointments Flag	Tes	
	Df	schurge Orders Flag	Yes	
	EM	6 Bed Cleaning Flag	Tes	
	1	ransfer Orden Flag	Yes	

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.

Bed Board St	te Configuration: VA BO	ISTON HEALTHCARE SYSTEM, BRO	CKTON CAMPUS (BRK)
Vista Ward Add/Edit	Un	available Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discha	arge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	En	ent 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
	100	Background Processors	
		and the processors	
	-1		
RKSTATION			
RKSTATION TE/TIME	Mon Sep 17 2012	7:41:38 PM	
IRKSTATION TE/TIME DUTY	Mon Sep 17 2012		
Cuation: ON OFF Submit		7:41:38 PM	

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

_	- Normatol Interforme		_	P - C X MONITOR	_	BMSICO	NS: Y	
	Favorites Tools Help						• El • 🗆 🖷 • Page • Safety	
viddianea :	Sites • (@) Web Shire Gallery •					13	「 · 回 · · · · · · · · · · · · · · · · ·	* 1000
um to Pre	NOVA Page							
				Bed Management Board icons				
				Application loons				
		System	icone:				Bed Cleaning Status Icons	
•	Bed Out Of Service (VIsta)		R	Room Bed Symbol		10	Bed Needs Cleaning Icon	
	Bed Out Of Service (BedBoard)		G	Manii (Met)		×.	Cleaning Bed Icon	
23	Bed In Isolation			Mani (Not Met)		1	Bed Cleaned Icon	
60	Discharge Ordered			Mani (Not Reviewet)		-	EWS Notified icon	
	Anticipated Discharge			Similar/Same Name				
	Intervard Transfer		5.	Bed Hold				
P	Patient Symbol							
				Ward Whiteboard Status loons				
		Standerd	0.000			-	Emergency Management Icom	-
	Fig Risk	P		Shared Bathroom (Room)	R	10	Stretcher (Patient) (EM)	T
1	Slip and Fall Risk	P		Telemetry (Patient)	P	8	Wheelchair Bound (Patient) (EM)	
R.	Flight Risk.	P		Telemetry (Room)	B	M	Ventilator (Patient) (EM)	T
1	Restraint	P	1	Lift Equipment (Room)	R		Lift Equipment (Patient) (EM)	T
	Caution Risk	P	1	Close Observation (Patient)	P	20	Oxygen (Patient) (ICM)	P
	23H Observation	P	and the second	Women's Program (Room)	R	E.	Evacuate (Patient) (IDA)	
1	PICC	P	R	Respiratory Therapy (Patient)	P		Megative Pressure (Patient) (EH)	1
8	Suicide Risk	P	-	Selzure Procautions	P	10	One to One (Patient) (EM)	T
-	Negative Prensure (Room)	R						
-			_	Site Configurable Icom				
1000	blue box 1	R	x	Else X		10	Orange Circle	
	Hive Array			Elise Diamond		100	Orange Star	
	Blue Caution			Blue Heart			Red Stop	
	and cancelo		1					
-	Blue Circle			Green Cixtle				

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

Vista Ward Add/Edit	Un	available Reason Add/Edit	Waiting Area Add/Delete		
BMS Orderable Items Add/Delete	Discha	arge Appt Clinics Add/Delete	Bed Board Module Enable/Disable		
EMS Notification Add/Edit	En	ent 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		
	100	Background Processors			
		background Processors			
		Background Processors			
ORKSTATION					
ORKSTATION	Mon Sep 17 2012	7:41:38 PM			
ORKSTATION ATE/TIME KOLITY	Mon Sep 17 2012	7:41:38 PM			
acuation: ON OFF Submit NORKSTATION IATE/TIME ACILITY ATE/TIME					

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

					Audit	Log Report					
Hoge R Liele	Standard Icona			HEGS	ION Re	gion 4					View Repo
ISN	Standard Trons Site Configurable I Facility Patients Per VISN Patients Perc Staff Assignment	nding Bed Place	ement List nent List	SITE TO D		K + (VISN 1) +	VA BOSTC				
CON	of 1 P P P	ICON NAME		PUBLISHED TY	PE: TUENT	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** 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

				5	tandard lo	ons Repor	rt				
elect Report	Star	ndard Icons	*	REG	SON Reg	ion 4	×				View Report
ISN:	VISN	1			BRK	- (VI5N 1)	- VA BOSTC				
IOM DATE	9/1/	2012 12:00:01 AM		TO	DATE 9/13	/2012 11:5	59159 PM				
+ 1	12T	> >i >	Fiel Next	s	s —						
ICON CATEGORY		IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE PATIENT OR NED ROOM	SHORT DESCRIPTION	LONG DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED E
Application too	na 16	BedNeedsCleaning prg	Bed Needs Cleaning	True	True		Bed Needs Cleaning Icon	Bed Needs Cleaning toon		Bed Needs Cleaning	System
Application top	ns K.	CleaningBed png	Cleaning Bed	True	Tive		Cleaning Bed	Cleaning Bed	1	Cleaning Sed	System
Application too	na 🗹	BedCleaned.ong	Bed Cleaned	True	True		Bed Cleaned	Bed Cleaned	0	Bed Cleaned	System
Application top	ns 💷	EMSNotified png	EMS Notified	True	True		EMS Notified	EMS Notified		EMS Notified	Bystem
Application lop		BedOutOfSenioe(Vista; png	Bed Out Of Service Vista	True	True		Bed Out Of Service (Vista)	Bet Out Of Service (Vistal)		Belt Out Of Service (Viste)	System
Application loo	ns 🛆	BedDutOfService(BedBoard) prog	Bed Out Of Senitoe BedBoard	True	The		Bed Out Of Service (BedBcord)	Bed Out Of Service (BedBoard)		Bed Out Of Service (SedScard)	System
Application los	ns 🖄	Bedinisolation prig	Bed in leolation	True	True		6ed in loolation	Bed In Notation		Bed In Nolatio	n System
Application loo	-18 D	DischargeOrdered.png	Discharge Ordered	True	True		Discharge Ordered	Discharge Ordered		Discharge Ordered	System
Application foo	N B	AnticipatedDischarge.png	Anticipated Discharge	True	True		Anticipated Discharge	Anticipated Discharge		Anticipated Discharge	Bystem
Application loo	m (00	Interward Transfer prig	Intenkard Transfer	True	The		Internand Transfer	Interward Transfer		Interward Transfer	System
Application los	ris P	PatientSymbol.png	Patient Symbol	True	True		Patient Symbol	Patient Symbol		Patient	Bystem
Application loss	-	RoomBedSymbol ang	Room Bed	True	True		Room Bed	Room Bed	-	Room Bed	System

Figure 134 – Standard Icons Report

For each entry the following data is available:

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** 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.

				site u	onfigurabl	e icons Ri	eport				
elect Report	Site Configurab	le Icons	×	REGIO	is Regio	4	×			Vie	w Report
15N	V15N 1	×		SITE	BRK-	(VISN 1) -					
ROM DATE	9/18/2012 12:0	0:01 AM		TO OK	TE 9/18/3	2012 11:59	59 PM				
	ofiz (P. 14	- I - 1	Find Next			-11					
+	We A Provide		Sing & name	()) (B)							
ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE PATIENT OR BED ROOM	DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE

BMS Home | Icon Legend | Information

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 RoomBed	If the icon is used to flag a patient or a room or a bed.
Description	The description of the icon as entered in the Icon Description field in the Edit Icon page.
Comment	Any comment entered in the Comments field in the Edit Icon page.
Mouse Over Text	The text entered in the Mouse Over Text field in the Edit Icon page.
Created By	The name of the user who performed the current operation on the icon.
Date	The date and time when the current operation has been performed on the icon.
Event Type	The type of operation that has been performed on the icon.

4.1.16.3 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.

			Faci	lity Pati	ients Pe	inding Be	d Placement	List Report					
Facility Pat	ients Pendir	g Bed P	lacement List		REGION	Region	4	(w)					View Report
VISN 1					SETE	BRK- (V	(ISN 1) - VA BO	ISTC M					
9/18/2012	12:00:01 A				TO DATE	9/18/20	12 11(59)59 P	M					
						-							
1.0.00	- + _		Hind Linus	1.0	18								
Pati	ENT PROBLE	M	BED .	NEG BED			WAITING AREA	FEE DISPOSITION	CONTRACT FEE	AUTH. FEE	SERV. REC.	NEASON	COMMEN
							ADMISSIONS	Non-Acute	Ves	Y48	Cardiology		
		in the second			6	ARDIO							
	CHEST	Served.			17								
	/ISN 1 9/18/2012 1	VISM 1 A/18/2012 12:00:01 AM 1 A/18/2012 12:00:01 AM 1 A/18/2012 12:00:01 AM PRIMENT PROBLE 8-7865	VISM 1	VIEN 1	9/19/2012 12:00:01 AM 1 0 01 0 Find Nuet 2 0 0 Patient Problem BED REG BED 9-7855	VIEN 1 SITE VIEN 1 SITE VIEN 2012 12:00:01 AM TO DATE 1 5 31 5 Site PATIENT PROBLEM BED MEG BED GATE T 9-7860	VIEW 1 SETE BAK - (V VIEW 1 DATE 9/18/20 1 PATIENT PROBLEM BED NEG BED DATE TYPE OF BED 9-7865	VISN 1 SETE BRK - (VISN 1) - VA BO VISN 22012 12:00:01 AM TO DATE 9/16/2012 11:59:59 P 1 + 11 + Find 1 Maxt R - 2 PATIENT PROBLEM BED REG BED DATE TYPE OF DED WAITING AREA 9-7805 ADMISSIONS	VISN 1 SITE BRK - (VISN 1) - VA BOSTC - N/15/2012 12:00:01 AM TO DATE 9/16/2012 11:59:59 PM 1 + H + Find Hust + + + + + + + + + + + + + + + + + + +	VIEW 1 SETE BRX - (VIEW 1) - VA BOSTC W VIEW 1 TO DATE 9/16/2012 11:59:59 PM 1 + 11 + Find 1 Max1 R - 2 PATIENT PROBLEM BED NEG BED DATE TYPE OF BED WAITING AREA FEE CONTRACT B-7805 ADMISSIONS Non-Advis Yes	ATEN 1 BETE BRK - (VERN 1) - VA BOSTC - N158/2012 12:00:01 AM TO DATE 9/16/2012 11:59:59 PM 1 + 11 + Find Next 4 + 1 PAttent PROBLEM BED NEG BED DATE TYPE OF BED WAITING AREA FEE CONTRACT AUTH UNARD DISPOSITION FEE FEE 8-7805 ADMISSIONE Non-Acute Yes Yes	ATEN 1 BETE BRK - (VIEN 1) - VA BOSTC - N158/2012 12:00:01 AM TO DATE 9/16/2012 11:59:59 PM TO DATE 9/16/2012 11:59:59 PM PATIENT PROBLEM BED NEG BED GATE TYPE OF BED WAITING AREA FEE CONTRACT AUTH SERV. NEC. B-7805 ADMISSIONE Non-Acute Yes Yes Cardiology	VISN 1 SITE BRK - (VISN 1) - VA BOSTC - N/16/2012 12:00:01 AM TO DATE 9/16/2012 11:159:59 PM TO DATE 9/16/2012 11:159:59 PM PATIENT PROBLEM BED NEG BED DATE TYPE OF BED WAITING AREA FEE CONTRACT AUTH. SERV. NEC. NEASON B-7805 Kon-Acute Ves Ves Cardiology

Figure 136 – Facility Patient Pending Bed Placement List Report

For each entry the following data is available:

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.

Table 14 – Facility Patient Pending Bed Placement List Report Parameters

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** 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.

lect Report	VISN Pat	tients	s Pending I	Bed Placement List	- 14	REGION	Region	•	61 C			View Report
	15N 1	200		M	100	SITE	BRK - (V	ISN 1] - VA BOSTC				(view webbind
OM DATE	/1/2012	121	00:01 AM			TO DATE	9/18/20	12 11:59:59 PM	1			
4 1 of	1.9.9	4	•	Find No	a 9	¢.						
ACILITY	vi	isn	PATIENT	ERA	CONTRACT	DIAGNOS	15	CURRENTLOCATION	LOC ADM.	COMMENTS	SPECIALTY	REQ. ADM. DATE
A BOSTON EALTHCARE YSTEM, BROCK AMPUS	TON	1	8-9870	OTHER	No				9/13/2012 11:00:00 PM		Cardiology	9/13/2 11:00:00
				Afghanistan								
A BOSTON EALTHCARE YSTEM, BROCK	стон		8-6643	OTHER	No			HOME	9/13/2013 11:02:05 PM		Cardiology	\$115.0 11.00.00
A BOSTON EALTHCARE VSTEM, BROCK AMPUS	(TON		8-4623	Kasava	Yes				9/15/2012 11:00:00 PM		Cardiology	9/15/3 11 00:00
A BOSTON EALTHCARE VISTEM, BROCK AMPUS	ctow	1	8-8700	Yemen	Yes				9/13/2012 11:90:05 PM		Cardiology	9/13/2 11:00:00
											Neurology	

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** 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.

					Staff /	Assignment Report			
ielect Report	Staff Assignme			1	REGION	Region 4	Ŷ		View Repor
15N	VISN 1		i.		SITE	BRK - (VISN 1) + VA B			
ROM DATE	9/1/2012 12:00	0101 AM			TO DATE	9/18/2012 11:59:59	PM		
4 4 1	efa in ini	¢ [Find (New	1	• 15	MARK			
WARD	BED	STAFF	PATIENT	CR	EATED BY		DATE	EVEN	T TYPE
CARDIO	Carttio_5ed_01	NURSE 1		sof	tinfolhmcompl	u#		9/13/2012 3:58:46 PM Insert	ed
CARDIO	Cardio_Bed_02	NURSE 3	8-7865	sof	tinfo\hmcompi	La		9/18/2012 7:30 59 AM Insert	ed
NEURO	Neurs_Bed_54	NURSE 1		sof	tinfalhmcompi	us		9/17/2012 12:17:26 PM Insert	ed

Figure 138 – Staff Assignment Report

For each entry the following data is available:

Table 16 – Staff Assignmer	nt 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.

Ward Group	Whiteboard Report Path
CARDIO	Vcardio-pc/WhiteboardFolder
NEURO	Vineuro-pc/WhiteboardFolder
	Save

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

Vista Ward Add/Edit	Un	available Reason Add/Edit	Waiting Area Add/Delete			
BMS Orderable Items Add/Delete	Discha	arge Appt Clinics Add/Delete	Bed Board Module Enable/Disable			
EMS Notification Add/Edit	En	ent Notification Add/Edit	BMS Icon Legend			
Facility Settine		Site Configurable Icons	View Audit Log			
EMS Staff Add/Edit/Delete Users		BMS User, Add/Edit	Contingency Settings			
	13	Background Processors				
	-1					
WORKSTATION	Mon Sep 17 2012	7:41:38 PM				
VACUATION: ON OFF Submit	Mon Sep 17 2012	7:41:38 PM				
VORKSTATION DATE/TIME ACULITY	Mon Sep 17 2012 Mon Sep 17 2012	7:41:38 PM 11:41 AM				
NORKSTATION DATE/TIME						

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	SMS Test	Endronment - Up	dated August 13, 2012			Log
12000	ity: 7:3	3:35:17 PM 3 AM							Management	M	ms
etu	m to Vi	SN Network							Solution		
				VA BO	STON HEALTHCAN	E SYSTEM	L BROCKTON CA	A PUS (BRK)			
aci	lity Dive	ersion: NONE Cer	www. 12%		Evecuation	ni ON		0 New Events	Ward Whiteboard	Site 0	ptions
leş	ports.						12 - 10 - 11				
Ward Occupancy			s	elect Ward Group:	AIL	*	Bed 1	Bed Status: All			
		Bed Groupings		.5	Select Type Group: All			5	elect View: REPORT	~	Subm
	Schee	fuled Admissions				Ne	xt: 7 🛩 Days		14		Subm
	Pa	itient Movement			Quick I	Date: Too	tay 💌	Transactio	n Bed: All		Subr
Other Reports			3	Select Repor	t: Bed Summary	Report			1		Subr
					3	10					-
					Patients Pend	ling Bed P	tacement: Curre	nt			
	Add Nev Patient	r Add Interfi Transfe	CI CI	urrent) (Past	30-Days) Past 60-1	Days Pas	t 90-Days	Vi	ews Standard 😪		
		Entered	Requested	Removed	Patient		Presenting Prof	blem Type Of Bed/ Ward Regulred	Walting Area	Wait Time (h:m)	Allowed I
1	famore'	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, One	8447% 8	LIVER FAILUR	£ 23	ADMISTING	00.25	
÷	Remove	09/14/2012 07:09	09/14/2012 07:09			B7654 A			SCHEDULED ADMITSIONS	00:24	<u> </u>
۰.	Render	09/14/2013-07:34	09/14/2012 07:14		BMSPatters, Seven	80765			ADMITSIDHS	00.19	_
ł,	Barriova	09/14/2012 07:18	09/14/2012 07:18		BMSPatient, Stx 1			2	EMERGENCY ROOM	00:17	
12	and the second		01/14/2012 00:17		BMSPatient , Five	\$574.5	PSYCH	4	ADMISSIONS	00:16	10
H.	Remove Remove	09/14/2012 07:19	09/14/2012 07:19		BMSFatient, Three	BATHA B			CURRENT FACILITY	DD:14	

BMS Hane 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.

1000	kstation: lity: 7:3	3:35:17 PM 3 AM									Bed lanagement	0h	ma	ç
etu	m to VI	SN Network								L	Solution	22		
-				VA BO	STON HEALTHCAR	E SYSTE	M, BROC	KTON CAMPU	is (BRK)					
aci	Lity Dive	ersion: NONE Cer	wus 12%		Evecuation	ni ON		01	New Events	Ward Whit	eboard	Site O	ptions	Ň
Reg	ports.													
		Ward Occupancy		Se	elect Ward Group:	AII		*	Bed S	tatus: All			Subn	n
Bed Groupings				5	elect Type Group:	All		*	5	slect View:	REPORT	~	Subr	1
	Scher	fuled Admissions					ext: 7						Subn	2
Patient Movement						ate: To		w l	Transactio	n		~	Subr	
						haran .	iday		1 ransacide	steed: All			1	
		Other Reports	3	Select Repor	t: Bed Summary I	Report		~					Subr	1
					Patients Pend	ing lind I	Discome	ant Charment						
	Add Nev		CI CI	went Past	30-Days Past 60-D	a de la companya de la	and the second second	stare in the second	ú	Stand	lard 💌	2		
	Patient	Transfe	1. CES	areing (Cases	a patal Fascas P			120		Constanting of the second				
		Entered	Requested	Removed	Patient		s x Pres	enting Problem	Type Of Bed/ Ward Required		ting Area	Wait Time (h:m)	Wait. Time Alort (h)	•
ii.	famore.	09/14/2012 07:08	09/14/2012 07:08		BRSPatient, Dre 1	HATA .	Ŧ L	IVER FAILURE	29	AD	MISSIONE	00.25		Ì
en i	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two	87654	M.			SCHEDUA	ED ADMISSIONS	00:24		
8	Rental	05/14/2013-07-14	09/14/2012-07:14		BNGPatient, Seven			1012			MUSSIONS .	00.19		
	Bernove	09/14/2012 07:18	89/14/2012 07:18		BMSPatient, Str. B		M 7		8	1.000	SENCY ROOM	00:17		
	- COL 100	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B BMSPatient, Three			PSYCH	4		MISSIONS INT FACILITY	00:16	10	
	sugar the set	09/14/2012 07:22	09/14/2012 07:22		ENGPatient, Four		M				MISSIONS	00:14		

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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 <u>3.9.5 Edit</u> <u>Sister Sites</u> and <u>3.9.4 Edit BMS Facility Settings Page</u>) 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	Integrated Sites:
Return to VISN Network	Pick a different site
	Pick a different site
Facility Diversion: YES Census 25	

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 <u>3.2.2</u>. The Facility Diversion Page.

The **Census** Census 25% field provides information on the percentage of occupied beds out of the total beds available.

The ladybug button sin 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 \bigcirc 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.

	stations	4:40:21 PM							1	-	-	
	ity: 8:3			Integrated Si	tes:				Management		ma	
etu	rn to VIS	SN Network		Pick a differ	ent site		~		Solution		IIIS	1
				VA BO	STON HEALTHCAR	E SYSTEM	A, BROCKTON CA	MIPUS (BRK)				
aci	lity Dive	ersion: NONE Cer	nsus 12%		Evacuatio	n: ON		1 New Events	Ward Whiteboard	Site 0	ptions	6
e	ports											
		Ward Occupancy		54	elect Ward Group:	All		Bed St	atus: All	*	Subr	n
		Bed Groupings		S	elect Type Group:	All	2	Se	lect View: REPORT	~	Subr	a
	Sched	fuled Admissions			and the second star	Letter .	octi 7 💌 Days		Townships of the second	(1997)	Subr	-
		tient Movement			0.111		Contraction of the second	7	D-4 48	~	Subr	-
						Note: To	510M	Transaction	Dedi Al	(22)		
		Other Reports	8	Select Repor	t: Bed Summary	Report	*				Subr	<u>0</u>
						Conceptual of the	Contraction in the submersion				_	
	Add Nev	v. Add Interf.	willing of		CONTRACTOR OFFICE	ALC: NO.	Nacement: Curren	16				
	Patient	Transfe		urrent Past :	30-Days Past 60-t	Days Pa	st 90-Days	Vie	and the second se			
		Entered	Requested	Removed	Patient		S Presenting Prot	olem Type Of Bed/ Ward Required	Fee Utilization Patient Flow Standard In-House	Wait Time (hcm)	Alast	ł
	Panore	0971473012 07:08	UN/14/2012 07:08		BMSPatient, One	E9576	E LIVER FAILUR	r 20	ADMISSIONS		1	i
Dit I	Ramona	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two	A. 6. (20.14)	A	0 20655	SCHEDULED ADMISSIONS	-01:30		
it i	THEORY &	05/14/2012 07:14	UR/14/2012-07:14		BHIFatlant, Seven	and the second damage of	E RESP		ADHUSSIDHS	01:25		1
4	farmer.	05/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B			28	EMERGENCY ROOM	01:23		
牌構成	Ranove		00 (1) (1) (0) (0) (0)		BMSPacient, Five	an	F PSYDA	4	AUMISSIONS.	91:22		
牌構成	farmer.	09/14/3013 07:17	09/14/2012 07:17		BMSPatient, Three	-	E.		CURRENT FACILITY	01:20	1.000	

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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	If the patient is a resident in a Community Living Center or in house waiting for a bed at
(CLC)	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	X.W	Treating Specialty	Fee	Reason	Acute	Contract	Fee Comments	Wait Time Alert (h)	erć
Tatt	Remine		06/20/2012 08:48		BMSpatient, Four B6666	M	Neurology	Yes		Acute	Yes			No
Call.	Remunor	Undo	06/20/2012 10:49	06/20/2012 10:50	DMSpatient, Three 01234	M	Heurology	Yes		Acute	Yes			Ha
Kalt	Remove		06/20/2012 10:49		EMSpatient, Two D4444		Cardiology	Yes		Acute	Yes.			Ho

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:

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

Table 18 – VA Facility Fee Utilization View Parameters

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

			Entered Do Unit DT	Articipated Renced DT	Remarked From 1.5st DT	Last Left Dove By	Antiped To Room DT	Petlant	5 8	BoowrBed Assigned	Type Of Bed Ward Required	Nuit Title Alert (H	
Egn:	Renow		06/20/3013 OB:48	06/20/2012 08-48		artiefs/inscasplus		EMSpatient, Four Black	M	1			Ro
Kan .	Second	1/vdp	06/20/2012 10:45	06/20/2013 10-49	06/23/2012 10:50	cattinfe/inscreptus		EMIpatient, Three B1214	. M.			-	Ha-
Kan .	Renne		96/20/2012 10:45	06/20/2012 10-49		authinfolioscomplas	06/32(2012:00.00	BMGasdant, Two Dasid	100				164

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:

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	Reported	-	Failerd.	3	Preventing Problem	Type Of End Ward Required	Wailing Area	Walt Thee (here)	2 1 2 2	ere
Em.	Fance	04/30/2012 06:40	04/10/2012 06-48		Different Paur Exiti				EMENDERCY FORM	0540		He-
1.61	Family	BA/30/2012 10-49	58-7072012 TE-49		BM/queffarth, Tono (8.8481				EAAERGENCY RESOAE	(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 <u>Adding a Patient to the Patients Pending Bed Placement List</u>. 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.

1202	ity: 7:3	3:35:17 PM								Bed Management	0h	ma
Retur	m to VIS	SN Network							L	Solution		1110
<u> </u>				VABOS	TON HEALTHCAR	E SYSTEM	BROCKTON CAL	MPUS (BRK)				
Facil	Lity Dive	ersion: NONE Cer	wus 12%		Evecuation	nt ON		0 New Events	Ward Whi	teboard	Site 0	ptions
Rep	ports	in :										
		Ward Occupancy		Set	lect Ward Group:	All	1	B	ed Status: All	e F	~	Subn
		Bed Groupings		5e	lect Type Group:	All	~		Select View	REPORT	~	Subr
		fuled Admissions				Nex	ti 7 💙 Days			1	-	Subn
	Sched											
		itlent Movement			Oulck E	Date: Toda	99 99	Transa	tion Bed: All	3	~	Subr
			3	Select Report	Bed Summary	10	acement Curren		ction Bed: All	5		Subn Subn
		itient Movement Other Reports	cility G		Bed Summary	Report	acement: Curren		Ction Bed: All			
	Pa Add New	other Reports	cility G		E Bed Summary	Report	acement: Curren	II.	View: Stan		wait Time (h.m)	Subr
	Pa Add New	utlent Movement Other Reports v Add Interfu Transfe	ellity r	arent) (Past 3	Bed Summary Patients Pend 0-Days) (Past 60-0	Report Ing Bod Pu Days (Past	economic Curren 90-Days	it Jype Of Be Ward Regul	Views Stan	dard 💌	Wait	Subn Weit Time Alort
Edit I	Pa Add New Patient	Atlent Movement Other Reports V Add Interfu Transfe Entered Dersk/2012 07:09	cility r Requested 09/14/2012 07:08	arent) (Past 3	Bed Summary Patients Pend 0-Days) Past 60-D Patient BMSPatient, Die BMSPatient, Two	Report Days Past	90-Days Presenting Prot	it Jype Of Be Ward Regul	View: Stan d/ red Wo SDHDU	dard entry area	Wait Time 01:00 00:25 00:24	Subn Weit Time Alort
Edit Edit Edit	Pa Add New Patient Sensus Sensus Remov	Atlent Movement Other Reports Add Interfu Transfe Entered Unit 4/2012 07-96 09/14/2012 07-96 09/14/2012 07-96	ellity e Requested 09/14/2012 07-09 09/14/2012 07-09 09/14/2012 07-04	arent) (Past 3	Bed Summary Patients Pend 0-Days) Past 60-0 Patient BetPatient, See	Report Days Past	economic Curren 90-Days Presenting Prot	it Jype Of Be Ward Regul	View: Stan ed we scheru scheru a	dard 💌 Mileg Area DMISSIONS LED 40MISSIONS	Wait Time 01:00 00:25 00:24 00:19	Subn Weit Time Alort
Ede Ede Ede Ede Ede	Pa Add New Patient Nemos Sancus Nemos Nemos Nemos	Atlent Movement Other Reports Add Interfu Transfe Entered D9/14/2012 07:44 09/14/2012 07:44 09/14/2012 07:44	cility r Requested 09/14/2012 07:08 09/14/2012 07:09 09/14/2012 07:14	arent) (Past 3	Bed Summary Potients Denni O-Days) Past 60-0 Potient BetSPatient, Cree BetSPatient, Soc I BetSPatient, Soc I	Report Days Past States States States Refer M States Refer M	SO-Days Presenting Prob LIVER Factors	t Hern Type Of Be Ward Regul	View: Stan ed/ wa science Al science Al	dard Wing Area Milling Milling Milling br>Milling Mi	Wait Time (h:m) 00:25 00:24 00:19 00:17	Subn Wait Time Alort
Ede Ede Ede Ede Ede Ede Ede	Pa Add New Patient Sensus Sensus Remov	Atlent Movement Other Reports Add Interfu Transfe Entered Unit 4/2012 07-96 09/14/2012 07-96 09/14/2012 07-96	ellity e Requested 09/14/2012 07-09 09/14/2012 07-09 09/14/2012 07-04	arent) (Past 3	Bed Summary Patients Pend 0-Days) Past 60-0 Patient BetPatient, See	Report Days Past Days Past S S S S S S S S S S S S S S S S S S S	90-Days Presenting Prot	it Jype Of Be Ward Regul	View: Stan ed. Wa soletu ad soletu ad soletu ad a	dard 💌 Mileg Area DMISSIONS LED 40MISSIONS	Wait Time 01:00 00:25 00:24 00:19	Subn Weit Time Alort



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.

		STON HEALTHCARE SYSTEM, BROCKTON CAMPIN	
atient (enter Last Name, or full SSN, or Last Initial	8 Lest 4 SSN):	BMSPATIENT	
and the second se			
Sub	nit Cancel a	nd Return to Main Page	

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.

Name SSN Date of Birth Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Sex Image: Signation of the state of Birth Sex Sex Sex Sex Sex Image: Signation of the state o	EMSPatient, One D00-12-9876 9/11/2012 Female BMSPatient, Two 000-89-7654 9/12/2012 Male BMSPatient, Two 000-98-7654 9/12/2012 Male BMSPatient, Three 000-98-7654 10/5/2012 Female BMSPatient, Four 000-76-9087 6/12/2012 Male BMSPatient, Four 000-78-8943 11/14/2012 Female BMSPatient, Six 000-76-8943 11/14/2012 Female BMSPatient, Seven 000-67-8765 11/7/2012 Female BMSPatient, Seven 000-45-7865 11/8/2012 Male	Autoric (million mark same)	07.198	55N, or Last Initial & Last	4 SSNI: BMSPAT	IENT	_	
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BMSPatient, Three 000-90-8765 10/5/2012 Female BMSPatient, Four 000-76-9087 6/12/2012 Male BMSPatient, Five 000-78-8943 11/14/2012 Female BMSPatient, Five 000-76-1976 9/29/2012 Male BMSPatient, Six 000-76-8765 11/7/2012 Female BMSPatient, Seven 000-67-8765 11/7/2012 Female	BMSPatient, Three 000-90-8765 10/5/2012 Female BMSPatient, Four 000-76-9087 6/12/2012 Male BMSPatient, Four 000-78-8943 11/14/2012 Female BMSPatient, Five 000-78-8943 11/14/2012 Female BMSPatient, Six 000-78-8976 9/29/2012 Male BMSPatient, Seven 000-67-8765 11/7/2012 Female BMSPatient, Seven 000-45-7865 11/8/2012 Male		0	BMSPatient, One	000-12-9876	9/11/2012	Female	
BMSPatient, Four 000-76-9087 6/12/2012 Male BMSPatient, Five 000-78-8943 11/14/2012 Female BMSPatient, Six 000-76-1976 9/29/2012 Male BMSPatient, Six 000-67-8765 11/7/2012 Female	BMSPatient, Four 000-76-9087 6/12/2012 Mate BMSPatient, Five 000-78-8943 11/14/2012 Feosale BMSPatient, Six 000-76-8976 9/29/2012 Mate BMSPatient, Seven 000-67-8765 11/7/2012 Feosale BMSPatient, Seven 000-67-8765 11/7/2012 Feosale BMSPatient, Seven 000-67-8765 11/8/2012 Mate		0	EMSPatient, Two	000-89-7654	9/12/2012	Male	
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EMSPatient, Stx 000-76-8976 9/29/2012 Male EMSPatient, Seven 000-67-8765 11/7/2012 Female	EMSPatient, Six 000-76-8976 9/29/2012 Male BMSPatient, Seven 000-67-8765 11/7/2012 Female BMSPatient, Eight 000-45-7865 11/8/2012 Male		0	BMSPatient, Four	000-76-9087	6/12/2012	Male	
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				BMSPatient, Nine	000-78-4523	10/19/2012	Female	
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15	18		15					
			23	Dubaria	Second and Deturn	a Unio Daga		
				(Sopurity (C	ances and Returns	o main mage		

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.

		Patie	Inte Pand	Bed Placement: Add Record	
	NAME			N: XXX XX 0003 GENDER: FEMALE	
Entry Date/Time:				8/15/2012 18:06	
Date/Time Bed Requested (Use 'Tvo		min Time'):		08/16/12	
Present Problem(Level of Care or Ba	d/\//ard needed):				
Type of Bed/Ward:					
Waiting Arev:				ADMISSIONS *	
Wait Time Alert:					
Isolation Required:				(2)	
Views: In-House:				×	
Community Living Center (CLC):				N.	
Evacuation Patient:				1Z	
	191			Jtilization Data	
Disposition:	100				
Contract?					
Authorized?	1				
Treating Specialty:					
Reasons Using Fee:			1.		
Fee Communits:				(150 Char)	
				cuation Data	
Current Ward: Current Bed: Admitting Diagnosis:	FICULINA				
Evec Disposition status:	DISCHARGE .				
Expected Pick-op:		00	0		
And and the second		00 - 00 -	0		
Actual Pick-up:				(150 Characters)	
Reason For Delay:					
La de la companya de				0 Characters)	
Reason For Delay:				ATTENDATION TO A CONTRACTOR OF	
Reason For Delay: Transfer/Exacuate to:				0 Characters)	
Reason For Delay: Transfer/Execuate to: Equip/Supply Requirements:				0 Characters) [150 Characters]	
Reason For Delay: Transfer/Evacuate to: Equip/Supply Requirements: Transportation Care Level:				6 Characters) (150 Characters) (150 Characters)	
Reason For Delay: Transfer/Evacuato to: Equip/Supply Requirements: Transportation Care Level: Enroute Needical Attendant: Enroute Non-Needical Attendant;	ALS AMBULANC	£		6 Characters) (150 Characters) (150 Characters) (150 Characters)	
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Reason For Dolay: Transfor/Evacuato to: Equip/Supply Requirements: Transportation Care Level: Enroute Medical Attendant: Enroute Non-Medical Attendant: Transportation Type: Transportation Providee:	Logor College Street	Ε.		6 Characters) (150 Characters) (150 Characters) (150 Characters)	
Reason For Dolay: Transfer/Evacuato to: Equip/Supply Requirements: Transportation Care Level: Enroute Medical Attendant: Enroute Non-Medical Attendant: Transportation Type:	Logor College Street	ε		6 Characters) (150 Characters) (150 Characters) (150 Characters) (150 Characters)	

Figure 151 – Add/Edit Patients Psending 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:

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 they have to urgently find a bed for that patient.
Isolation Required	If box is checked for isolation, precautions are taken to prevent the spread of infectious disease. When checked, the isolation icon appears on the patients pending bed placement list.
Views	
In-House	If the patient is already admitted in the hospital but needs only to be moved in another ward.
CLC	If the patient is a resident in a Community Living Center or in house pending bed placement at the Community Living Center
Evacuation Patient	If the patient has to be evacuated in case of emergency.
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.
The following f	ields will only be displayed if the option Evacuation Patient is selected.
Current Ward:	The name/code of the ward where the patient is currently.
Current Bed:	The code of the bed where the patient is currently.
Admitting Diagnosis:	The admitting diagnosis.
Evac Disposition Status:	The disposition status in case of evacuation.
Expected pick-up:	The date and time when the patient is expected to be picked up in case of evacuation.
Actual pick-up:	The actual date and time when the patient has been picked during 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.

	1000			Placement: Add Record			
Entry Date/Time:	NAME	(LMCFIRST MIC API	TIENT, TWO 350C X	NX 0007 GENDER: FEMALE	1/15/2012 18:06		
Date/Time Bed Requested (1268 'Pro	iected Decision to Adv	No Time":			08/15/12	18 . 206 .	
Present Problem Level of Care or Ba	101 L 102 D + C 104 D + C + C + C + C + C + C + C + C + C +					Contraction of the second	
Type of Bed/Ward:							
Walting Area:					ADMISSION5	•	
Wait Time Alert:					and the state of the second	1999	
solation Required:				1	91		
/iews:							
In-House:					100		
Community Living Center (CLC):					12 20		
Evacuation Patient:			227 (161)	ation Data	- 161		
Xsposition:	Acute		PEE Udin	action status			
Contract?	Yes						
urthorized?	Yes						
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and the second				10			
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ransportation Provider:	000 +						
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estination Address:							
ACTIVATION WORKSN							
Vestination City, State: Nestination POC Telephone:							

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

	Are you sure you w	vant to delete this record from the walt	ting list2	
	Remove	Never Mind And Return To Listing		

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	Remove	Undo	06/12/2012 20:10	06/12/2012 20:10
Edit	Remove	4m	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.

VISN 1 Interfacility 7	ransfer Sheet - Select Patient
Select Facility:	
Patient (enter Last Name, or full SSH, or Last Initial & Last 4 SSH):	BMSPATIENT]
	(enter fail 55H without dashes Le. 800000000)
Submit	Cancel - Return to VISN Page

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.

		Select Facility:	860	1M		
^a tient (enter Last Na	ime, or fu	ll SSN, or Last Initial & Last 4 SSN);	BMSPATIENT			
			(enter full SSN wit	thout dashes i.e. XXXX	(XXXX)	
		Name	SSN	Date of Birth	Sex	
	0	EASpatient, One	00001234	6/11/1977	Male	
	R	BMSpatient, Two	000005678	6/12/1977	Female	
	C.	BASPATIENT, ONE	000-00-1234		Femde	

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.

FACILITY:	VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
VI5H:	1
REGION:	4
Patient Name:	BASPATIENT, TWO
Patient SSN:	00-0-7654
Gender:	Mule (19)
Service Connected %	
Service Erar	OTHER 💌
Contract:	No
Diagnosis/Level of care:	
Current Location:	
Location Admission Dates	09/18/12
Comments/Type of need:	
Treating Specialty:	Cardiology 👻
Requested Admission Date:	09/18/12
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.)

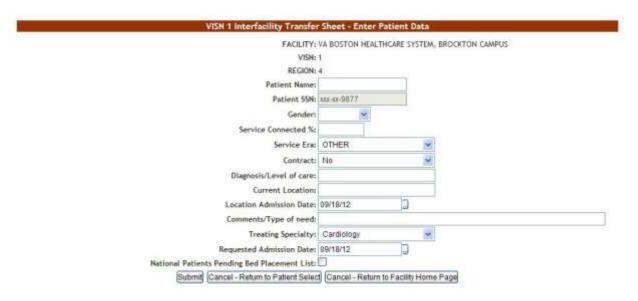


Figure 159 – VISN Interfacility Transfer Sheet – Enter Patient Data

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...

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	kstation: lity: 7:3	3:35:17 PM 3 AM								Bed Management	61-	ms	(
etu	rn ta Vi	N Network								Solution		-	1
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lei	ports.												
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		Bed Groupings		Se	lect Type Group:	All	*		Select \	New: REPORT		Sub	m
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IMS.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

	VA BOSTON HEALTHCARE SYST	EM, BRU	CKTON	CAMPL	12 (88)	9			
	Ward Status For: All - Last Upo	late: 10/0	2/12 at	04:02	कर)	TOTAL LOS	49.08	47:08	
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101.4			1						
2002.2	grant		1						
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Certh_bet_01			£.,	23 2340	1 M 👘	34 CARDOLOGY	(2:08	12:08	0
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518.6				-					-
Honora Bed (11				104		# WEST - ORTHOPEDIC SURGERY	12:00	12:00	0
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House, Bed, 85									
(horn, hot.)0									

Belikers i mathematic interestion

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.

	ity: 7:3	3:35:17 PM 3 AM								Bed		me	9
etu	m to Vis	N Network								Solution		-	9
				VA BO	STON HEALTHCARE SYS	TEM,	BROCKTON CAMP	US (BRK)			_		
aci	lity Dive	ersion: HONE Cer	nsus 12%		Evecuation: ON		0	New Events	Ward	Whiteboard	Site 0	ptions	5
lep	ports.												
	elester (r. M	Ward Occupancy		Se	lect Ward Group: All		v	Bed	Status	All	~	Subr	m
		Bed Groupings			lect Type Group: All		N.	-	elect V	iew: REPORT		Subr	m
	Sched	luled Admissions		27		Next	: 7 🐱 Days					Subr	m
					-		- L. Held Street	-		1.0	- 181		_
	Pa	tient Movement			Quick Date:	Toda		Transactio	in bedi	-54	4	Subr	n
		Other Reports	1	Select Repor	Bed Summary Report	0	4					Subr	Π
_	urresson.	110/2010/07/2000	-37.62		Patients Pending Be	d Pfa	cement: Current						
	Add New Patient	 Add Interfa Transfe 		urrent (Past 3	0-Days Past 60-Days (Past	90-Days	V	ew: S	Standard 🔛			
		Entered	Requested	Removed	Patient	s x	Presenting Problem	Type Of Bed/ Ward Required	p.	Walting Area	Walt Time (h:m)	Wait Time Alert (h)	•
it.	Serrors	29/14/2012 07 DE	09/14/2012 07:08		EMSPatient, One BRITE	F	LIVER FAILURE	2	2	ADMISSIONS	02.25		
fit.	Remove	09/14/2012 07:09	01/14/2012 07:09		BMSPatient, Two 87654	M		10 11202	10	EDULED ADMITSIONS	00:24		
	Remova	09/14/3012 07:14	09/14/2252.07:14		BHSPatient, Seven BETLS		REP-			ADMISSIONS	00:19		
Ħ	Ramova	09/14/2012 07:16	09/14/2012 07:16		EMSPatient, Six 88976	AL		1.22	1	EMERGENCY ROOM	00:17		
	Bertove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	+	PSYCH	2		ADMITSIONS	00:16	10	
	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8763	F			1	CURRENT FACILITY	00;14		
	Remove	09/14/2012 07:22	09/14/2012-07:22		BMSPatient, Four BROKT	M				ADMISSIONS	:00:11		

INS Home | Icon Learnd | Information |

Figure 162 – Selecting Parameters for Bed Groupings Report

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

			Bed Specialty	Report - All Special	ties		
II + 1 #1 + II +	din and and		CIV increme deleted				
	BED Cardio Red 1	OCCUPANCY	Excel form (web anthros). Excel	ATING SPEC.	LOS 40MW 0000HH	LOS WARD DODSH	COMMENTS
	Cardio Bell 2	ALC: NO. O	Wint				
	Corpo Bed 3	HMSpaker tris	S FEMALE	Cardiologi	00:04	00.0	4
TOTAL BEDS 3		PERMLE PTS: 1 AVWLARLE RED OTHER BEDS: 0 TOTAL LOS ADD TOTAL LOS VIR	18: 2 MAE 00:00				
WARE Neurology_011 SPECIALTY: Neuro	Nogi Phone (2	21/005-1212					
	BED	OCCUPARCY		THEATING SPEC.	LOS ADMM DODHH	LOS WARD DOD/HH	COMMENTS
	Neuro Bed 1	www.witch					
	Num Bed 2	MML/REF					
	Neuro Ded 2	AVALABLE					
TOTAL BEOS: 3		MALE PTS: 0 FEDMLS PTS: 0 AVAILABLE DED OTHER BEDS: 0 TOTAL LOS AD TOTAL LOS VIA	191 3 MAE 10:00				



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 Roster - All	Specialties			
84 4 1	of 1 4 44	4	Post New .	\$				
				Report Date: 05/15/12 (19.49			
860	WARD	SPECIALTY	πι	OCCUPANCY	TREATING SPEC.	LOS ADMIN DOD:HH	LOS WARD DDD3HH	COMMENTS
ardip Bed 1	Cardiology_W1	Cardielogy	(321)656-1213	SWOARD				
ardio Hed 2	Cardiology_W1	Cardiology	(321)656-1212	AVALABLE				
ardia Bed 3	Cardiologs_W1	Cardiology	(321)656-1212	EMEpabent 6668 FEMALE	Cardiology	00.04	00.04	
ieuro Bed 1	Neurology_W1	Neurology	(321)555-1212	EVALABLE.				
leuro Berl 2	Neurology_W1	Neurology	(321)666-1212	AVALABLE.				
Heuro Bed 3	tieurology_W1	Heurology	(321)555-1212	AVALAGE.				
			TOTAL BEDS: 0	MALE PTS: 0 FEMALE PTS: 1 AVAILABLE REDS: 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:

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.

Table 23 – Bed Specialty Parameters

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 E	MG-Test	trwiconment - Upd	ated August 13, 2012			Lo	ogo
	kstation: lity: 7:3	3:35:17 PM 3 AM							Managen		the	(
etu	m ta Vi	N Network							Solu	tion 🦳	1	•
				VA BO	STON HEALTHCAR	E SYSTEM	A, BROCKTON CAN	IPUS (BRK)				
aci	lity Dive	ersion: NONE Cer	isus 12%		Evecuation	NO IN		0 New Events	Ward Whiteboard	Site (ptions	s
le	ports.											
		Ward Occupancy		Se	lect Ward Group:	AL	Υ.	Bed S	tatus: All		Subr	mi
		Bed Groupings		Se	lect Type Group:	All	*	54	dect View: REPOR	रा 🖌	Subr	mi
	Sched	uled Admissions				No	xt: 7 🐱 Days				Subr	mi
	Pa	tient Movement			Quick 0	ate: Too	iay 💌	Transaction	Bed: All	×	Subr	mi
		Other Reports		elect Report	Bed Summary	Report	W				Subr	imi
											-	
	an second	11122306203265	-17 m ²		Patients Pend	ing Bed P	facement: Current					
	Add New Patient	Add Interfa Transfe	Incernal Ince	urrent (Past 3	0-Days Past 60-0	Days (Pas	t 90-Days	Vie	w; Standard	~		
		Entered	Requested	Removed	Patient	1	Presenting Probl	em Type Of Bed/ Ward Required	Walting Area	Walt Time (hcm)	Wait Time Alert	
ėt,	Serrors	39/14/2012 07-DE	09/14/2012 07:08		ExcPatient, One	18476 B	LIVER FAILURE	2	ADMISSIONS	00.25		
sit,	Remove	09/14/2012 07:09	01/14/2012 07:09		BASPatient, Two I	87654 A		11 1205	SCHEDULED ADMISS	IONS 00:24	<u>.</u>	1
	Namera	09/14/3012 07:14	09/14/22/32 07:14		BASPatient, Seven	All shares and shares and			ADMITTIONS	Q2:19		
	Ramova	09/14/2012 07:16	09/14/2012 07:16		EMSPatient, Six B			1.22	EMERGENCE ROO			1
	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 1		(Convert	2	ADMISSIONS	00:16		811
OFT.	Remove Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three				CURRENT FACILIT			1
		09/14/2012 07:22	09/14/2012-07:22		BMSFatient, Four	89067 A			EDMISSIONS	00.11		

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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 filed is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA.
DT cancelled	If the admission was cancelled, the date and time of the cancellation.

4.2.1.9 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).

					14.1	1011	and annother topu	fated August 13, 20				Lo	125
	ity: 7:3	3:35:17 PM 3 AM							Ma	Bed inagement	01-	ms	(
etu	m ta Vã	SN Network								Solution		-	1
				VA BOST	ON HEALTHCAR	E SYSTEM	M, BROCKTON CAI	MPUS (BRK)					
aci	lity Dive	ersion: HONE Cer	isus 12%		Evecuation	n: ON		0 New Events	Ward White	board	Site O	ptions	ŝ
leg	ports.												
		Ward Occupancy		Sele	ect Ward Group:	All	Υ.	Be	ed Status: All			Subr	m
		Bed Groupings		Sele	ct Type Group:	All	M.		Select View:	REPORT		Subr	m
	Sched	uled Admissions				No	st: 7 🐱 Days					Subr	m
	Pa	tient Movement			Quick (ate: Too	iay 💌	Transac	tion Bed: All		×	Subr	m
		Other Reports		Select Report:	Bed Summary	Report	4				- 11	Subr	
												-	1
		1117/00/02/02/02	100		Patients Pend	ling Bed P	Nacement: Curren	1					
	Add Nev	v Add Interfa	cility	unnert Part 30	-Days Past 60-0	Days (Pas	at 90-Days		View: Standa	rd 👻			
	Patient	Transfe		unanit Paar 20									
	Patient			Removed	Patient	1	Presenting Prob	lem Type Of Be Ward Requir		ing Area	Walt Time (h:m)	Wait Time Alert (b)	
	Patient	Transfe	r		Patient ExiSPatient, One			Ward Requir	red Walth	ing Area ISSICHS	Time	Time Alert	
		Transfe Entered	r Co		Source -	1414	LIVER FAILURE	Ward Requir	red watti		Time (htm)	Time Alert	
it.	Aurrene Remene Nerrene	Transfe Entered Physicial D7-be Of/14/2012 D7-be Of/14/2012 D7-be	r C Requested Onvier2012 07:06 Onvier2012 07:06 Onvier2012 07:07	Renoved	EMSPatient, Ore EMSPatient, Two EMSPatient, Seven	85876 3 87654 A 88765 8	F LIVER FAILURE	Ward Requir	ed ADM	ISSICHE D ADMITSIONS INDIONS	Time (h:m) 00:25 00:24 00:19	Time Alert	
St St	Раточе Латоче Латоче Латоче	Transfe Entered 19414/2012 07:04 04/14/2012 07:04 04/14/2012 07:14 04/14/2012 07:16	Propuested Overlagging 07:08 Overlagging 07:08 Overlagging 07:09 Overlagging 07:16	Renoved	EMSPatient, Ore - EMSPatient, Two EMSPatient, Seven EMSPatient, Six - E	87676 3 87654 A 88765 1 8976 A	F LIVER FAILURE A RESP A	ward Requir	ADM SCHEDULET ADM EWERCE	ISSIGNS P ADM/SSIGNS ISSIGNS ISSIGNS INCY ROOM	Time (h.m) 00:25 00:34 00:19 00:17	Time Alert	
St St	Annova Remova Remova Remova Remova	Transfe Entered 09/14/2012 07:04 09/14/2012 07:09 09/14/2012 07:19 09/14/2012 07:19	r Construction Device/2002 07:06 Device/2002 07:06 Device/2002 07:06 Device/2002 07:06 Device/2002 07:16 Device/2002 07:17	Removed	BASPatient, Ore BASPatient, Two BASPatient, Secon BASPatient, Six 3 BASPatient, Five	84476 A 87654 A 88765 A 88976 A 88943 A	F LIVER FAILURE A F PERF A F PSYCH	Ward Requir	ed water aper Schebulet Aper Evence aper	ISSICHS D. ADMITSIONS ISSICHS INCY RODAN ISSICHS	Time (h:m) 00:25 00:24 00:19 00:17 00:16	Time Alert	
ot ot ot ot	Раточе Латоче Латоче Латоче	Transfe Entered 19414/2012 07:04 04/14/2012 07:04 04/14/2012 07:14 04/14/2012 07:16	Propuested Overlagging 07:08 Overlagging 07:08 Overlagging 07:09 Overlagging 07:16	Removed	EMSPatient, Ore - EMSPatient, Two EMSPatient, Seven EMSPatient, Six - E	84474 3 87654 A 86765 1 88976 A 88976 A 88976 1	F LIVER FAILURE A F PERF A F PERCH F	ward Requir	ed ADM SCHEDULET ADM EMERCE ADM CURREN	ISSIGNS P ADM/SSIGNS ISSIGNS ISSIGNS INCY ROOM	Time (h.m) 00:25 00:34 00:19 00:17	Time Alert	

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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.

		Patient Mo	vement	Report b	y Date Ran	ge - VA BOSTON	HEALTHCARES	SYSTEM, BROC	KTON CAMP	US (BRK)
8	1 1 af1 > 11		proved a		2. P					
						Patient Mover	ments			
						TRAF GIS 2012 12				
		Average D	ett. 00:00							
EN.	PM Becord D/T	Entered D/T	DH	Ward			Reper-Bed	Patient	Transaction	Type of Movement
	1 00122012 1258	00/10/2012 06:59	1121	Nursing	3W1		Neuro Dell 1	ENTloyiere 5573	ADMISSION	ADM(SSR04)
	3 18/12/2012 12:29	00/14/2012 25:00	40.34	Cardislog	6_W1		Carpo Bat 1	Different 1234	4DBIDSION	ADMISSION
	3 001400120022	00114/2012 00:24	10.00	Cardiolog	1W_3		Cardin Bed 1	Diffications 1214	DECHARGE	DISCHARGE
	4 56/14/2010 20:25	06/14/0912 20:35	00.95	historiog	LW1		Neuro Ded 1	Billinsteed 5678	DECHARGE	DISCHARGE
	6 86/14/2012 28:35	06/14/2012 20:05	00.00	Cardiolog	198,38		Cardio Bed 2	BillSpatient 4444	DISCHARGE	DISCHARSE
	0 0011422012001200	06/14/2012 20:31	1121	Cartiolog	198.31		Cardio Bell 2	ENISpubert 4444	ADMISSION	ADMISSION/
	8 84/14/2012 28:37	06/14/2012 20:37	02.88	Cardiolog	K.W1		Cardio Bed 3	Etitloptent ####	ADMISSION	ADMISSION .
kantes	of recards: 7									
						"Speciality Travel	lens"			
			Average	ocoo .mk						
1	PM Record D/T	Entered D/T		Of	Watt	Rappi Bed	Patient	Transaction		Type of Mexement

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 Move	ement 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.

Workstation: Facility: 8:39			Integrated Site	es:					Bed Management		tand	(
Return to VISN	Network		Pick a differen	t site 🛛 🖌				Solutio				
			VA BOS	TON HEALTHCAR	E SYSTEM, BRO	CKTON CA	MPUS (BRK)	1				
Facility Diver	sion: NONE Cen	sus 12%		Evacuatio	n: ON		1 New Eve	nts V	/ard Whiteboard	Site O	ptions	5
Reports												
W	/ard Occupancy		Sel	ect Ward Group:	All	~		Bed Sta	atus: All	*	Subr	mi
Bed Groupings		Sel	ect Type Group:	All	~		Sel	ect View: REPORT	~	Subr	mi	
Scheduled Admissions			Next: 7 V Days							Subr	mi	
Patient Movement		Ouick [Date: Today	~	ा	ransaction	Bed: All	~	Subr			
	Other Reports		Select Report:			~				NAME IN COLUMN	Subr	_
Add New Patient	Add Interfa Transfe	NOTIONAL CONTRACTOR OF CONT	Current) (Past 30	Beds Out of Se Beds Out of Se	d Time Report s Report (Admin rvice Report (By rvice Report (All)	Date)		View	r: Standard 💌			
	Entered	Requested	Removed	Active Admission Patient Moverning Patients w/ Dis	charge Appointn	t nents		of Bed/ Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	
dit Remove	09/14/2012 07:08	09/14/2012 07:08			e Orders Report ie Orders Repor			25	ADMISSION5	01:31	0	
lit Remove	09/14/2012 07:09	09/14/2012 07:09	· · · · · · · · · · · · · · · · · · ·	Discharges In I					SCHEDULED ADMISSIONS	01:30		
CARD IN CONTRACTOR DATE INCOME.	09/14/2012 07:14	09/14/2012 07:14			nagement Repo	rt	_		ADMISSIONS	01:25		
	09/14/2012 07:16	09/14/2012 07:16			ng Bed Placeme	ent List State	us Report	-	EMERGENCY ROOM	01:23		1
dit Remove	09/14/2012 07:17	09/14/2012 07:17		Active Transfer	Orders Report		-	X3	ADMISSIONS	01:22	9	
dit Remove	07/11/2012 07.17	*******		Difficiency Three					CURRENT FACILITY	01:20		1
dit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four	B9087 M				ADMISSIONS	01:17		

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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.

			an and a subscription of the state of the state	RE SYSTEM, BROCKTON CAN	
	/16/2012 12:00:01 AM	End Date 0/18/2012 11:59:59 PM			View Report
4. 4 1]of 1 (0 (0)	Final (Invest - Mark + 15	Barrison .		
lecord	D/T Ordered	Patient	D/T Signed	Physician	D/T Reteased

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:

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.

Table 26 – Active Admission Orders Parameters

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.

	A	ctive Discharge Orders Rep	ort - VA BOSTON H	EALTHCARE SYSTEM	BROCKTON CAMPUS (B	RK)
Start Date	6/15/2012 12:00:01 AM	End Date 6/15/2012 11:59:	59 PM			View Report
Ward	All Wards 💌					
14 4 1	of1 > >i +	Find Next 🔒 • 🚯	-			
ecord	D/T Ordered	Patient	BM5 Ward	D/T Signed	Physician	D/T Released
	06/15/2012 04:04	BMSpatient 6666	CARDIO WARD 1	06/15/2012 04 04	Person 2,	06/15/2012 04 04



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:

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.

 Table 27 – Active Discharge Orders Parameters

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.

	Patients	With Anticipated Discharge Order	5 - VA BOSTON HEALTHC	ARE SYSTEM, BROCKTON CAMPUS (BRK)	
Start Date 6/3/20 Ward: Al Wa	12 12 00 01 AM	End Date 6/15/2012 11 39:59 PM		1	view Report
64 A 1 AT	(a)(b) a	(not) more (M, + 25)	84.94		
Nerd	Patient	D/T Ordered	Ordening Provider	Order Text	
Neuralogy_W1	BMBpatien 1234	86/15/2012 04 87	Porson 1.	articipato	

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:

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.

NUMA		Find Beat	a. 8				View Repor
			Report Date: 09/2	1/12 18:49			
WARD	VISTA Beds			BMtS Berts	11		
WG1	Defined 4	BM5 Active: 2	Occupied: 0	Available: 2	Unavailable: 1	Not Display: 1	Beds Assigned: 0
WG2	Defined 2	BMS Active: 2	Occupied: 1	Avaiable 1	Unavailable: 0	Not Display: 0	Beds Assigned, 1
	Total: 6	Total: 4	Total: 1	Total: 3	Totat 1	Totat: 1	Total: 1
Other In	formation Sched A	Admissions: 1	Pendin	g Bed Placement: 3			

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.

	sed occ	upancy summary	Report: VA BOST	ON NEAL THURAL	SYSTEM, BROCKTON	GAMPO3	
TEW NUMA							Wen Report
i i 1 of 1 >	N 4 [Find Next	R+4	and and			
			Report Date: 09/2	1/12 18:50			
NUMA	VISTA Beds			BMS Bede	(
Acute - Medical (H1- WARD1)	Defined: 3	BNS Active 2	Occupient Ø	Available: 2	Unavailable: 1	Not Display: 0	Beds Assigned
Acute - Medical (H1- WARD2)	Defined: 1	BWS Active: 0	Occupies: Ø	Available: 0	Unevallable: 0	Not Display: 1	Beds Assigned
Acute - Medical (H2- WARD1)	Defined: 2	BMS Active: 2	Occupied: 1	Available: 1	Unavaliable: 0	Not Display: 0	Beds Assigned
	Total: 6	Total: 4	Total: 1	Total: 3	Total: 1	Total: 1	Total: 1
Other Informatio	m Sched A	dmissions: 1	Pendin	g Bed Placement 3			



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.

VIEW HAVBED							View Report
(4 4 1 of 1 0 0)		Fired 2 Neart	u				
			Report Date: 09/2	1/12 18:52			
HAVBED	VISTA Beda			BMS Beda			
Avee Category III (H1- WARD1)		BIIS Active: 2	Occupiett 0	Avatable 2	Unavailable: 1	Not Display: 0	Betis Assigned: 0
Aveeo Category III (H1- WARD2)		BIVS Active. 0	Occupiet: 0	Available: 0	Unavailable: 0	Not Display: 1	Beds Assigned: 0
Av8ED Category III (H2- WARD1) Define	d. 2	BIRS Active: 2	Occupied 1	Available: 1	Unavailable: 0	Not Display: 0	Beds Assigned: 1
Total	6	Total: 4	Total: 1	Total: 3	Total: 1	Totat: 1	Total: 1
Other Information	Sched Ar	dmissions: 1	Pendin	g Bed Placement: 3			

BMS Home | Icon Legend | Information

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:

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.

Table 29 – Bed Summary Parameters

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.

Dkart Di Ward	ate 6/1/20	12 12:00:00 A		End Date 0/15/2012	12-00-00 AN									View Report
24	1 101	100.00		field have	- 3									
				EWS Bed S	utus (Defaut Next 8-H	kurs), Las	Update: 06/1	5/12 <i>J</i> I 4	IS (CST)					
										Aver	age Total Ciff	14105-20		
Rec P	looslist	mint	Transcitor	Type Of Byrel	Housest.	Citt Million	Regiment	(2017 101111	Accepted	DFT Mon	Constant	Total Deve	Similar	Commented by
	Cardio Bed	Cartiology_W1	DISCHARGE	DIRCHARGE	86/14/2012 20 34	00.00	06/14/2212 20:34	_		_		(percent of the second s		
10	Heuro Dec	Hearning/W1	DISCHARGE	DIRCHARGE	05/14/2012 20 24	00.00	06/14/2912 20:24							
4	Cardo Bod	Cardiologs_W1	DISCHARGE	DISCHARGE	05/14/2012 20:23	00.00	06/14/2812 20:23							
linus	Carito Bed	Caratology_W1	Stancel Cleaning Request				0011212012 10:12	28:25	06113120112 10:41	0003	06/13/2012 18:42	28:30:88		aofadothmcampla -00/13/2812 19:42
Nýtuř	Neuro Buil	Neuropy, W1	Manual Cisoning Request				06/13/2012 19:47	00.07	06/13/2012 19:54	00/03	05/15(2012 19:57	00.50.83		
filment:	Neuro Ded	linestings_01	tilanual Clearang Roquest				06/13/2012 19:43	10.44	86/14/2012 99/27	10:00	96/14/2012 98.28	0.618		

ENG hume | 100 Legend | Johnmatike

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:

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.

 Table 30 – Bed Turnaround Time Parameters

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.

				ALL Curre	nt Beds Out of Service R	eport				
	Wande	*							Sine.	lepart
	line w		(End Nest	M + 10	101.00					
	Bed	Data Time Data Enternd	User Entering	Comment .	Турн	Date Title Data Edited	User Editing Data	Date Time Date Cleared	User Clearing Data	Exp
Vard	Hed			Commune	Type "Out of BERMCE"					Exp the
Werd antology_W1	Hed	Dieta Enterred	Data	Commune						Exp thed

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 – B	eds Out of Servi	ce (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.
Туре	The type of reason for which the bed was taken out of service.
Data Time Data Edited	The date and time when the bed has been taken out of service.
User Editing Data	The name of the user who has taken the bed out of service.
Date Time Data Cleared	The date and time when the data has been cleared.
User Clearing Data	The name of the user who has performed the data clearing.
Exp. Date Time Back in service	The date when the bed is expected to be back in service.

4.2.1.17 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.

and the second se				Historical Be-	ds Out of Service Re	eport By Date				
Start Da	e 0/1/2012 1	2:00:01:44	End Date	6/15/2012 11:59:59 PM	1					View Repo
Ward	Al Wards		туре	A8 M						
4.	a lieta a	34	(execution)		00.00					
		March 1990 The Party	-		1940.9	Data Tene	User Editing	Dette Time	User Classing	Esp. Onte Time
lant	Red	Data Time Data Entered	Unite Entering Data	Comment	Type	Dwa Enlined	Overla	Data Cleared	Dena	
Nant XRD0 LHC 1	Bed Cards livel2				Type Hour or asswck-	Deta Edited		Data Cleaned		Bath In service

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) Para	ameters

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.
Туре	The type of reason for which the bed was taken out of service, can be either (<i>Information</i> or <i>Out of service</i>).
Data Time Data Edited	The date and time when the bed has been taken out of service.
User Editing Data	The name of the user who has taken the bed out of service.
Date Time Data Cleared	The date and time when the data has been cleared.
User Clearing Data	The name of the user who has performed the data clearing.
Exp. Date Time Back in service	The explanation of the date when the bed was placed back in service.

4.2.1.18 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.

teturn To B	led Board Home	Page		_	BRK Ros	ter Report for: All Wards			Logout
DHS WAR	All Wards		EV/	CUATION REPORT	Rostor M				View Report
44 4 (1 of 1 P	1) 0	Ľ	[Paul] N	a He a	and and			
	LAST NAME	LAST 4	x	DISP STATUS	CURRENT MEEDED BED TYPE	PRESENTING PROBLEM	CURRENT LOCATION	CLINICAL EQUIP REQUIREMENTS	TRANSPO CARE LEV
4	BMSpatient	B018	٠	DISC NUL HV		chest pains	-		
0									

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.

leturn to Main Page			
	ADD/EDIT Patient	s Pending Be	Id Placement for CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CT
			Patients Pending Bed Placement: Edit
Patient Name: Gender: SSN: (Format: XXX-XX-XXXX)	PATIENT, THREE MALE XXX-XX-0099		
Date/Time Bed Requested (Use 'Decision to Admin Time'):	08/15/12	8 . 21 .	
Prosenting Problem:	LIVER FAILURE		
Type of Bed/Ward:			
Current Waiting Area:	EVACUATION		
Wait Time Alert:			
solation Required:	8		
Views:			
In-House:	10 E		
Community Living Center (CLC):	221		
Evacuation Patient:	121		

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.

				BRK Res	gulate Report for: All Wards		
BMS WARD All Wards	Se EVACU	TTON REPORT	Regulate				View Report
4. 4. 1 of 1 - 2	14 a [First J May	- H- 1	8	-		
	LAST NAME	LAST 4	R X		CURRENT MEEDED BLO TYPE	PRESENTING PROBLEM	CURRENT LOCATION
1	OMOpatient	0678	r.	VSI NU HV		cheat paina	
			3. 		Transportation Type:	ALS AMBULAVICE	- 0
					Transportation Provider	000	
					Transportation Comments		
					Medical Attendant	NURSE	
				-	Non Medical Attendant		



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

View Report			8	N REPORT Manifest	EVACUATIO	IS WARD All Wards
		Not had	(4)	Find Next 😽 •	4 0	4 1 of 1 1 14
CLINICAL EQU		CURRENTINEEDED BED TYPE	s x	LAST 4	LAST NAME	
	Ĵ		F	B678	BMSpatient	1
		Destination Address:				
		Destination City, State:				
	с.	Destination POC Telephone:				
	1	Originator POC Telephone:				
	NURSE	Medical Attendant:				
		Non-Medical Attendant:				
		Personal Items				

Figure 182 – Emergency Management Report - Manifest

The following data is available for each entry:

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.

		atient Movement	Report by Date Range	- VA BOSTON HEALTH	CARE SYSTEM, BROCK	TON CAMPUS (BRK)
Start Date 0	/1/2012 12:00:00 AM	End Date	6/13/2012 12:00:00 44	3			View Repo
Ward Ta	d Warda 🔳						
				and and			
xi i 1	WE 8 31 - 0	(init)	Dec Mitol				
xx + [1	inte o al co	i (feie)	Inst. Meri S		Area	ge Delt. 66:00	
XX + 1	of 1 0 31 0	Critered By	Dana M. + 15 D/T Ordered	D/T Discharged	Arera D/T Entered	ge Dett. 60:00 Dett	Type of Movement
Ward							Type of Maxement DISC+HOE
	Patient	Onlared By	D/T Ordered	D/T Discharged	B/T Entered	Diff	

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:

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.

							BRK	- EMS	Bed State	us.				
Start Ward	Date 6/1/2 All W	012 12:00:01 ards A		Date [6/15/2012 11	59:59	PM							View Repor
14	i 1 of	1 10 104		Front 1 d	west W.	4								
			Average Diff:	00:00	Average Diff:	14:07	Average Diff:	00:02						
Recif	RoomBod	Ward	Movement	DIFF	Request	Dat t	Accepted	DiFF hlimm	Completed	Accepted By	Completed By	Lust Edited	Communit	Commonited by
1	Cardio Bed 2	Cardiology_W1	06/14/2012 20:34	00:00	06/14/2012 20:34			And a second second						
6	Neuro field 1	timurotogy_W1	06/14/2013 20:24	00.00	06/14/2012 20:24									
4	Cerdio Bed 1	Cardiology_W1	06/14/2012 20:23	00.00	00/14/2012 20.23									
tanual	Caribo Bed 1	Gardiotogy_W1			06/12/2012 15:12	28.29	06/13/2012	10:00	06/13/2012	EMB Staff One	soffinfahmcomplus	softinfe/hmcomptus - 06/13/2012 18:42		sofinfo/hmcomptus - 06/13/2012 19:42
anual	Neuro lied 1	Neurology_W1			06/13/2012 19:47	00:07	08/13/2012 19:54	00:03	06/13/2012	EMS Staff One	softinfolhmcomplus	softinfo/himcomplus - 06/13/2012 19:57		
tanual	Neuro Dod 2	Neurology_W1			06/13/2012 19:43	13:44	06/14/2012 09:27	00:01	06/14/2012 09/28	EMS Staff Two	aoffinfo@imcompilua	sotunfolhimcomplus - 06/14/2012 09 28		
umber	of records: 6													

UMS, Home Kon, Legend I Information

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 Parameter

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.

			Inpatients with i	Future Discharge Appoi	ntments	
Start Date 6/L	2012 12:00:01 4M	End Date 6/	15/2012 11:59:59 PM			Wew Report
Ward: All	Wanta 💌					A THE REAL PROPERTY.
		- Berner	M+ 8	And and a local data of the second se		
an a fet be	1 h h h					
AA 4 (E) 30	er is a	and the	1			
	RoomBed	Patient	Appointment D/T	Current Status	Citric Name	
Want Garbeiogy_W1				Correct Status	Clinic Name VA BOSTON HEALTHCARE SYSTEM, BRO	

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:

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.

Table 36 – Future	Discharges	Parameters
-------------------	------------	------------

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.

Trans	All	28	Start Date	6/1/2012 12:0	0:01 AM	1					
	The second second second					-					View Report
End D	Date 6/15/2012 11:5	9:59 PM	Ward:	All Wards	3						
						No. or	2				
14	4 1 of 1 2 2	4	End	Next. Id	9						
					F	Patient Moveme	nts - All Wards				
					(real-tim	e VISTA query of File	405) RAN: 06/15/12 20:3	2			
		Average	Diff: 00:00		0.000	12002201042224020102					
Ň	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 05/14/2012 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 6656	ADMISSION	ADMISSION	
	9. 06/14/2012 16:54	06/15/2012 04:01	11:07	Neurology_W1			Neuro Bed 3	BMSpatient 1234	ADMISSION	ADMISSION	
umber	r of records: 8										
						"Specialty Tran	usfers"				
			Average	Diff: 00:00							
					Ward		Patient	Transaction			

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 – P	Patient Movement Parame	eters
--------------	-------------------------	-------

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.

				5	cheduled Admission	n Report	by Dete	Rang	e (116)					
ii i i t i ii	Bart Date 17/33/2015	- 3	endture: [V19/2012	- 3									New	mont
Schodaled Administices by 07/13/2015 true 07/13/2015 23:58 Report Date: 0003/15 13:22	a a fr ora a	11 a [retree . H.	4		-								
new C and C memory C banks C banks C matrix security C anatha C assessed C that C memory C anatha C Broadcaster C														
the statement of the st					ichodalad Administices 5	or 07/13/2	015 thra 8	7/13/2	015 23:58					

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.

				A BOSTON HEALTHCARE SY	1	A DECK OF THE			
				Patients Pending Bed Pl	lacement	List Status R	leport		
(De	der #	Select columns to display					et columns for filter		
\$	~	Patient	Search	Example: J. Ju. John					
2		Gender	Select	Sal Ofernaia Omaia					
3	×	Event Time	Start Date	08/01/12	0	End Date	09/17/12	0	
4	~	Request DT	Start Date	09/01/12		End Date	09/17/12	0	
		Removed From List	Start Date	050112	3	End Date	09/17/12	D	
ė	~	Current Walt Aree	Select	All	19				
7		Last Edited By		10.					
8		Community Services	Select	All					
-		Contracted	Select	All					
	×	Reason Using Fee	Select	All					
	*	Acute	Select	All					
	*	Authorized Fee	Select	AII	*				
		In House Transfer	Select	All					
	*	Date/Time of Bed Request	Start Date		5	End Date		0	
	*	Date/Time of Red Assigned	Start Date	1	b	End Date	1	6	
	*	Fee Comments	Search	ľ.			41 La		
		Room/Bed Assigned	Select	[All					
-	-	Type of Bed/Ward Required	Search						
	*	Presenting Problem	Search	-					

Supmit

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.

Return to Patients Pending Bed Placement List Status Report Parameters Page

Patients Pending Bed Placement List Status Report									
Gender 0	Event Time 8	Request DT 8	Current Wait Area						
Female	9/14/2012 7:08:36 AM	B/14/2012 7:08:00 AM	ADMISSIONS						
Main	9/14/2012 7 09/29 AM	B/14/2012 7:09:00 AM	SCHEDULED ADMISSIONS						
Female	8/14/2012 7:14:10 AM	8/14/2012 7:14:00 AM	ADMISSIONS						
Male	5/14/2012 7:16:15 AM	3/14/2012 7:16:00 AM	EMERGENCY ROOM						
Female	B/14/2012 7:17 07 AM	8/14/2012 7 17 00 AM	ADMISSIONS						
Female	8/14/2012 7:19:07 AM	8/14/2012 7:19:00 AM	CURRENT FACILITY						
Main	9/14/2012 7:22:17 AM	5/14/2012 7:22:00 AM	ADMISSIONS						
Maig	B/18/2012 8:46 22 AM	9/16/2012 8:46:00 AM	ADMISSIONS						
	Find I liseat Gender Fanale Male Famile Famile Famile Famile Famile Famile	Find least Image: Mage:	Find heat Here / 2 Gender B Event Time B Request DT C Female B/14/2012 7:05:36 AM B/14/2012 7:05:00 AM B/14/2012 7:05:00 AM Male B/14/2012 7:05:29 AM B/14/2012 7:05:00 AM Female B/14/2012 7:14:10 AM B/14/2012 7:14:00 AM Male B/14/2012 7:16:16 AM B/14/2012 7:16:00 AM Male B/14/2012 7:16:16 AM B/14/2012 7:16:00 AM Female B/14/2012 7:17:07 AM B/14/2012 7:16:00 AM Female B/14/2012 7:19:07 AM B/14/2012 7:18:00 AM Male B/14/2012 7:19:07 AM B/14/2012 7:19:00 AM						

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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.

				_							
tiet tate all	10000 0 == 0 M == 1	the table - artis	0002 SX 05 26 00 (
			100 In 100			-	é				
alland a	at 2 3 30 . B.	And I store 1	Mr. (10.88								
initia (÷ DTOmment	1	Fadert		and the s	ŧ	of Speet	Physician	#3	Dif Homesont	10
	AND STREET, SALES		Best-date 1982		EMPEKS.		starting of street	Photoac (Ins		pagazori se or	
where of records	T										

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.

Logout

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.

lare I	o Site Home Page Diversion St	atus For: VA I	BOSTON HEA	LTHCARE	SYSTEM, BROCKTON CA	MPUS (BRK)		
	ADD Location Hems: Facility			н		AL	ID) (Cancel)	
			Current Diversio	Diversion				
	Earrorit Diservices Locations	Watte	Mart	Terr	Enternel	Ny /	Last Edit By	Bacattane
1	REPERTY DEPARTMENT - PLEXE XDWIT	Ten	86/10/2012	12:08	soffinfo/kmc amplian	84/12/12 - 12:08	-	d1.00.47

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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:

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

orkstati		3:35:17 PM							Manageme	ed at		(
eturn to		Network							Soluti		IIIS	1
	=			VA BO	STON HEALTHCAR	E SYSTE	M, BROCKTON CA	MPUS (BRK)			-	
acility I	Diver	sion: NONE Ca	isus 12%		Evecuation	NI ON		0 New Events	Ward Whiteboard	Site 0	ptions	5
leport	ts	62										
	٧	Vard Occupancy		Se	ect Ward Group:	All	×.,	Bed	Status: All		Subr	m
		Bed Groupings		Se	elect Type Group:	All	×.		elect View: REPORT		Subr	m
Sc	chedu	led Admissions				N	ext: 7 🐱 Days				Subr	m
	Pat	ient Movement			Quick (ate: To	day 💌	Transactio	m Bedi All	~	Subr	m
		Other Reports		elect Repor	t: Bed Summary	Report	4			1	Subr	m
		111/1/10/10/10/10			Patients Pend	ling Bed	Placement: Curren	d.				
Add I Patie		Add Interfa Transfe		ment Past 3	0-Days Past 60-0	Days Pa	st 90-Days	v	lew: Standard	2		
		Entered	Requested	Removed	Patient		S Presenting Prot	olem Type Of Bed/ Ward Required	Walting Area	Walt Time (h:m)	Wait Time Alert (b)	11
dt Aerre	DYS.	29V14/2012 07-08	09/14/2012 07:08		BASPatient, Ore	14474	F LIVER FAILUR	E 23	ADMISSIONS	***		i
it Hend	1.1.1	09/14/2012 07:09	09/14/2012 07:09		BASPatient, Two		м	- III 1966	SCHEDULED ADM/15/0			
IL Rent		09/14/3012 07:14	09714/2012 07:14		BAGPatient, Seven		Y 9659-		ADMIESTORS	00:19		ļ
tit Remt		09/14/2012 07:16	09/14/2012 07:16		EMSPatient, Six 1		AN .		EMERGENCY ROOM	00:17		
ot Reno		09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five BMSPatient, Three		F P5704	2	ADMISSIONS CURRENT FACILITY	00:16	10	
	0.40	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four		M		4DMISSIONS	00.11		

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Figure 192 – Selecting Facility Diversion

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

ADD Location Name: Emergency Departm	ent			1	ADD	Cancel	
	501.0					-	
		EDIT D	vareion				
	(Compared on the second of the	The second second second second	1000 A 10 10 10 10				
	Curre	ent Diversions	AN DIVERSI	ons			
Current	Stame	Start		Entered	Ru .	Last Edit By	Duration
Diversion Location	THE REAL PROPERTY IN	Data	Time		• 2 :	Parts Parts MT	dd.hh:mr
Emergency Department - LAOK OF STAFFING	Tes	04/09/2012	18:25	softinfo/hiscomplus	84/89/12 - 18:25		00:00:01

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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.

	IL DITION OF BLOCK CANCERS S	
	Add New Diversion Status	
Diversion Location	Start Date	Start Time
Emergency Department	04/09/12	18 - 27 -
Comments:	LACK OF STAFFING	
	ADD Cancel	

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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.

					and the second	YSTEM, BROCKTON			
Divertion	Location	Current		Start Da	La Contra	Start Time	End Dat		End Time
Facility	18	Yes	8	06/12/12	D	12 😸 08 👾	06/12/12	D	12 00
		Comment	BI PLEA	SE ADMIT			1		

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.

Eturn to Home Page HOSPITAL1 (HOS1) - New Events since 11/23/2011 at 5:07 AM
there is/are 3 new Signed Admission order(s) since 06/26/2011 at 5:47 PM. <u>View Report</u>
There are now 0 Patients Admitted since 88/26/2011 at 5:47 PM.
There is/are 0 new Signed Transfer order(s) since 08/26/2011 at 5:47 PM.
here is/are 3 new Signed Discharge order(s) sloce 08/26/2011 at 5ok7 PM, <u>View Report</u>
have Is/are 3 new Signed Anticipated Discharge urder(s) since DE/26/2011 at 5:47 PM. View Report
tere are now 0 Discharge Appointment(s) created today.
ere are now 0 Patients Discharged since 08/26/2011 at 5:47 PM.
AS now has 0 vacated bed(s) to begin cleaning since 08/26/2011 at 5:47 PM.
NS is currently cleaning 0 bed(s) vacated since 00/26/2011 at 5:47 PM.
W5 has completed the cleaning of 0 bed(s) vacated since 06/26/2011 at 5:47 PM.
tore Is./ arm G bods placed Out of Service since 08/26/2011 at 5:47 PM.
hore Is/arw 0 beds placed Back in Service since 08/26/2011 at 5:47 PM.
BMS Home Icon Legend Information

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)

Trans	Admissions	_	*	St	tart Det	ie 🗄	9/18/	2012 10	33:0	AM 20								View Report
Ind Date	9/18/2012 6:33	:02	PM :	W	(erd):	1	AT V	Vards	1	*								
a.0.as[1 ofi b bi		•)Kiii	1.11-	ii:	R • 9		-								
								Pa	tien	t Movemer	ts - J	VII Wards						
							1	real-time V	ISTA	query of File	10.01 P	AN: 09/19/1	2 02:33					
			Average	Diff	00:00													
: :	PM Record D/T	Ent	tered D/T	\$	Diff :		Ward			Room-Bed	5	Patient	:	Transaction		5	Type of Movement	:
3	09/18/2012 17:67	09	18/2012 17:67	r.	00:00	1.0	Carolio	siogy_Ward	1	Cardio_Bec	_02	BAISPatie	ent 9870	ADMISSION			ADMISSION	
4	09/18/2012 17:58	09	18/2012 17 58	1	00:-01	8 8	Neuro	logy_Ward	1	Neuro_Bed	01	BMSPatie	ent 7654	ADMISSION			ADMISSION	
mber of i	records: 2																	
									1	Specially Tran	sters							
			Av	reras	ge Diff.	00:00	3											
	PM Record D/T	\$	Entered 0/T		:	Diff	+	Ward	:	Room-Bell	Pr	dent 1	Thir	saction	:	Th)	pe of Novement	\$3 \$
1 1																		

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.

	THCARE SYSTEM, BROCKTON CAMPUS (BRK)
PARAMETER	ophons
Select Ward:	AL 🔳
Split Screen:	No 🔀
Display PT's:	Lisst Name 😹
Gender Color:	Elium/Pink 😪
Display Footar Cannus:	No 🖃
Display Staff/Attending:	Staff and Attending 🔗
Sort by:	
Sent	No 🛏
Scroll Rate:	19
Bubrid	Cercul



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 1^{st} 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.

RED	PT	STAFF	ATTENDING				COMMENT	5			DISCH	BED	WARD	NUM	LOS WAR
1001+1		HURSE 1		11 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								×			
1001-8		HORSE 1										XX			
A REAL PROPERTY AND INCOME.	and the second			CLOSED								1			
Carmo_Bed_02	XXXX /	NUMBER OF	AttendingPfysician One	07	RV	0.18.18	Bed Assigned	IMSPatient,	One from ADM	55-045			28 - CARDIOLDOY	W	17)0
Cardio_Bed_03	DASPatient	HUMBE S	AttendiogPhysician One									1	IA - CAMPIOLOGY	G	1210
Cardio_Bed_04	Sec. Sec.			······································								1			
Carillo_Bed_06				IND ASSIGNED, TESTING THE BUILD ASSIGNED, ISOLATION, TEST	, SOLATION, BED A	SSIGNED, TES	THIS THE BUIL	D, ISOLATION, B	IED ASSIGNED.	RETING THE BUILD, ISOLATION	.860				
108-A															
Neuro_Bed_01	0MSPatients		AttendingPhysician Two	- Red Assigned - BMSPatient, Seve	n from ADMISSION	6							4 WEST - ORTHOPEDIC SURGERY	V	1210
Heuro_Bed_02	Mana Charles	HURSE 3	AttendingPhysician One	K N S 244 20	ROSV.		👁 ii 🗖						2 EAST - ORTHOPEDIC SURGERY		12:0
Heuro_Bed_03				Bed Assigned - BASPatient, Six P	ION EMERGENCY R	IDOM I									
Neuro_Bed_05															
Heuro_Bed_D6															
				WARD CARDIO NEURO	OCCUPIED 2 2	FEMALE 0 2	MALE 2 0	ASSIGNED	UHASSIGNED 4 3	TOTAL 7 6					

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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.

100	-	11APP	ATTENENS	сомента	DRICH	ATUS	WARD	-	LU: WAR
1001-1		MARK 1			-	H.		_	000-
1001-0	_	NUMB 1				1			
States and the				1.000		16			
Cardin Sel. 55	AXAK .	HMG2	AttendropPromiter One	S 2 N			W-LARRENDIA		10
Cardle, Bad, 23	Berffetinet #	NUMBER OF COLUMN	Alterating Paralitation Grav			1	M CARDOLDER	0	10.
Cardle, Sed, 54				1. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1		-	
County, Bard, St.				BID ADDRESS, TO THE EVERY DOCUMENT, ADDRESS, TO THE THE BALL BID ADDRESS TO THE BALL, DOCUMENT, ADDRESS, ADDRE					

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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
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

					TAI	and-rest	Live on Bent - Op	dated August 13, 20	12			L	ogo
	ity: 7:3	3:35:17 PM 3 AM								Bed Management		ms	(
etur	m to Vil	SN Network								Solution		1115	•
				VA BO	STON HEALTHCAR	E SYSTE	A, BROCKTON CA	MPUS (BRK)					
acil	lity Dive	ersion: HONE Cer	nsus 12%		Evecuation	n: ON		D New Events	Ward	Whiteboard	Site 0	ptions	s
lep	orts.												
		Ward Occupancy		Se	lect Ward Group:	All	×.	Be	ed Status:	All		Subr	m
		Bed Groupings		Se	lect Type Group:	All	M.		Select)	View: REPORT	*	Subr	m
	Sched	uled Admissions				No	xt: 7 🐱 Days					Subr	m
	Pa	tient Movement			Quick 8	ate: To	jay 💌	Transac	tion Bed	All	~	Subr	m
		Other Reports		Select Report	Bed Summary	Report				-	-	Subr	ém
							teach.					-	-
1	In the second	111020-00200200			Patients Pend	ling Bed P	facement Curre	at -					
	Add New Patient	v Add Interfe Transfe		urrent (Past 3	0-Days Past 60-0	Days Pas	at 90-Days		View:	Standard 🔛			
		Entered	Requested	Removed	Patient	1	Presenting Pro	blem. Type Of Be Ward Requir		Walting Area	Walt Time (h:m)	Wait Time Alert	
	-	29/14/2012 07 CB	09/14/2012 07:08	-	BASPatient, One	ante a	LIVER FAILUR	E 🖄	1	ADMISSIONS	02.25	1	i.
dit.	THE OWNER OF THE OWNER OWNE OWNER OWNE		09/14/2012 07:09		BMSPatient, Two	87654 A	1	111 11202	50	HEOULED ADMISSIONS	00:34	(
	Remove	09/14/2012 07:09								ADMITTIONS			
it.	Remove Remove	09/14/3012 07:14	09/14/2212 07:14		BASPatient, Seven	Statistics and a			_		90:19	<u> </u>	
it It It	Remove Remove Remove	09/14/2012 07:14 09/14/2012 07:18	09/14/2012 07:14 09/14/2012 07:16		EMSPatient, Six B	5897a A	A DOME			EMERGENCY ROOM	00:17	100	
st st St	Remove Remove	09/14/3012 07:14	09/14/2212 07:14			68976 A 88943 (r PSYCH	23				10	1

MAS.Home | Icon Legend | Information |

Figure 201 – Selecting Ward Whiteboard

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

WARD Whiteboard Home: VA BOSTON HEALTHCARE 51	STEM, BROCKTON CAMPUS (BRK)
PARAMETER	OPTIONS
Select Ward:	A4 🗮
Split Screen:	No 🛒
Druptoy PT%	Last Name 😹
Gender Color:	ElizadPink 🔐
Display Footar Canazat	No 🗮
Display Staff/Attending:	Staff and Attending 🔗
Sort by:	
Sent	No 🛏
Scrott Rate:	16

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.

and the second	×		ATTENDING	COMMENTS	DISCH	BED STATUS	WARD	NUM	LOS WARD DDD:HH	
108-A			The second second			1		(Lest)	8777/06VA	
Neuro_Bed_01	N. Indens		AttendingPhysician Two	Bed Assigned - EMSPetient, Seven from ADMISSIONS -			4 WEST - ORTHONEDIC SURGERY	()	12:09	
leuro_Bed_02	atlent T H	IRSE 1	Attendingi9ysician One	■ 評判 S 回動論 R S & V ※ U E ⊕ H ■			2 EAST - ORTHOPEDIC SURGERY		13:09	
teurs_Red_03				- Bad Austgred - BAMAstlent, UK from EMERGENCY ROOM -				1.1		
leuro_Bed_05										
Heuro_Bed_06										

I BMS.Home | Icon.Lepend | Information |

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.

						WARD Wh	iteboard		
	Ward:	HEUR	10						
	Bed:	Heur	ns_Bed_0	05					
	Reasoni	ou	T OF SE	ERVICE					
Depe	ected OOS End Date:				00 - 00	6			
	Commenta:							B	
	Nur Assignment.				(20 characters)				
tandard loons					Desergency Management	et izzert		Site Con	figurable icons
📑 Negative Pressure (R	pam)	R	No	(*)					
Shared Bathroom (Ro	(more)	H	No						
Telemetry (Room)		R	No						
Lift Equipment (Root	ni .	R	No						
Warnen's Program (R	em)	R	No						
						Requested Mar	nual Cleaning:		
© ND * YES © STAT	VISTA Ward:			1	6/19/1 2 18:30 /94		Novement.	Request	Accepted Completed Accepted By Completed By
Special Instructions:	(150 Char)							8/9/1991 3/19:387	M
						Submit & R	leset Form		
					Submit	Never Mind 4	Return To WhiteBoard		
					Clear ALL Co	omments For ALL V	Varcs Associate To This	Bed_	-

#M5.Home | boolleand | Attomation |

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.

GED	PT	-	TAIT S	ATTENDING	converts	00CH STATUS	SED STATUS	Cisw	HEIMI	WARD BOOL
108-8						-		n	-225	10.750
Hears, Sed. 01	CALIFORNIA STREET	1.4		AttentingPhysician Tels	Bed Andgred - MEDIatheri, Seine Inin Adaptitated -			A VEST - ORTHOHOIC SUBJECT	0	10.0
Heurs_Beit_02	California and	V HALL		Attenting hystolian later	■常气客 単振用ならいなの目の目目			2 EALT - DETHOPENC SURGERY		-12.0
HALFS, BAR, US	1.00				and Antyped - Districtions, the few HallScale's Recent -					
And in case of the					UNIT OF SIRVER					
Heurs, Red, Dil										

195 Home | Icon Learnst | Information |

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.

					WARD Whit	eboard		
	e HEUR							
presentation of the local division of the lo	and the local division of the local division	x Bed C						
Reaso	n: DEL	.ETE TH	IS REAS	ON -				
Actual OOS End Date/Tim	ec 10/0	0/12		- 05 T 12 T				
Comment	12					0	3	
Nur Assignmen	11:			(20 characters)				
Standard loovs			D	nargamy Hanagament I	ANNS .		Site Cantigurable loans	
📑 Hegative Prezzure (Rozes)	R	Ne	*7					
Shared Bathroom (Room)	R	No	•					
Telenetry (Room)	R	Ne	-23					
Lift Equipment (Room)	R	No	+1					
Women's Program (Room)	R	No	*					
				- Re	guested Manu	al Cleaning:		
* NO = YES = STAT VISTA Ward: Neu	rokogy_	Ø *:	10/	12/12 In	05 * (12 *			
Special Instructions: (150 Char)								
					Submit & Re	set Form		
				Submit	Never Mind & P	Neturn To WhiteBoard		
			1	Clear ALL Com	ments For ALL We	nts Associate To This Bed		
			-	Contraction of the	THE CARTESIN'			

Still young 1 Joyn Learned | Information |

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 the either the **Bed Summary Report** or the **Ward Occupancy Report**, which will show the **Do Not Display** beds, so you can put them back in service by selecting *DELETE THIS REASON* and pressing the Submit button, or by clicking the **Clear ALL Comments For ALL Wards Associated To This Bed** button. Clicking the clear all comments will remove all icons associated to the room as well as comments.

4.2.4.2 Flagging a bed/patient with different icons

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

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

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

					WARD Whiteboar	d			
Wands	NELR	IO WAR	01						
Bed:	Neur	o Bed 2							
Resson				*					
Comments:	1					(H)			
Hur Ausignment:	ř.			(20 diversidiers)					
Runderd Icons				Energency Hangement	bars.	Site Configurable Icons			
Caution Risk	R	10	2			Blue Square	R	tha .	- 1
Regative Pressure (Roore)	R	No.	100			Blue Diamond	R	No	- 1
Shared Bathroom (Room)	R	No	80						
Telemetry (Room)	R	No							
📲 Uft Equipment (Rosin)	R	No	2						
Wonee's Program (Room)	R	No	1						
				Re	quested Manual Cle	aning:			
(KRD DYES OS	TAT	VIST	TA Ward	Neurology_5 🐱	06/14/12 42 💌	17 90;			
Special Instruct	lokis:	(150	Char)						
					Submit & Reset Fo	rm.			
				Submit	Never Hind & Return To	WhiteBoard			
				Clear ALL Gom	ments For ALL Wards As	sociate To This Bed			

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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.

					WARD Whiteboard					
Ward	E NOU	60								
ßed	: Mea	ra_Bed	.(11							
Reson	150	X,ATIOR	4							
Comments						8				
Hur Assignment	é 🗌			(10 characters)						
Vandard kore				Energency Haugement Name				Whe Configurable hom		
👩 Fatient Opt-Out	P	No		• 🔯 Stretcher (Patient) (DM)		140	•	KOLATION	P /	40 ·
📕 Flag Risk:	P	No	- 14	• 🛃 Wheelchair Eound (Patient) (E	M T	No	٠			
📝 Sip and Fall Hisk	P	N00	- 22	Ventilator (Patient) (DM)	15	No				
🔀 Flight Ria	P	No		🛃 Lift Equipment (Patient) (EM)	F	Nia	•			
Nestraint	P	No	- •	• 💹 Oxygen (Patlent) (EM)	P	NO.	•			
Cautton Risk	P	No		• Execuate (Patient) (DM)		No	•			
23H Observation	P	No		• 🔛 Hegelöve Pressure (Patient) (E)	MJ 🍸	Nati :	•			
PCC .	P	N0		• T One to One (Patient) (EM)	P	140				
Suicide Risk	P	No		-						
Megathe Pressure (Roam)	R	No		ř.						
Shared Sathroose (Roce)	R	No								
Talassetry (Patient)	P	No	- 03							
Telemetry (Room)	R	No		-						
Ult Equipment (Room)	R	No								
Close Observation (Padent)	P	No	1.	2) 2)						
Wanew's Program (Room)	R	110	1.1	•						
R Respiratory Therapy (Patient)	P	No		-8						
M Setture Precautions	P	tip								
				Rec	quested Manual Cleaning:					
* NO © YES © STAT VISTA Wards	4 WE	ST .			•. 34 •					
202002000										
Special Instructionsr (110 Char)										
				An and a second se	Submit & Reset Form					
				Submit	Never Med & Return To White	oard				
				Claw ALL Comm	wents For ALL Wards Associate To	This B	ed.			

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.

BED	PT	S STA E X		NDING				COMMEN	s			DISCH STATUS	BED STATUS		WARD	NUMI	LOS WARD DCD:HH
108-A																	
Neuro_Bed_01	BMSPatient		Attending ³ hysia	cian Two	+ Bed Assign	ed - BMSPatient,	Seven from AD	WISSIONS -	_					4 WEST -	ORTHOPEDIC SURGERY	Y	12:13
Neuro_Bed_02	BMSPatient	F NURSE 3	Attending ³ hysik	cian One	1 KN	S . 11	R	NY S	0 🗈 😁 1	1.00				2 EAST -	ORTHOPEDIC SURGERY		12:10
Neuro_Bed_03					- Bed Assign	ed-BMSPatient,	Six from CMER										
Neuro_Bed_05																	
Neuro_Bed_06																	
Neuro_Bed_06																	
			2	W	ARD	OCCUPIED	FEMALE	MALE	ASSIGNED	UNASSIGNED	TOTAL						
			e .	NE	EURO	2	2	0	1	3	6						

BMS Home | Icon Legend | Information |

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:

Careta Juni 20 (111 1 1 12) Aller Al	0	1
Construction (MUSE) (20) Annual and (20) Annual an		1.14
Contraction M	10	S
Same No.		
Texa And 21 Sections 1 Amonghave for Sectors Patients, Section Amonghave for Sectors Amo		
New Set 2 Decision 1 will An American Str. No. 144 (2010) 111 111		
New York 201		
New Private Control of		
Heart, Ball, 38		

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** Solution to the right of the field to enter the data into the system. To cancel the operation, click the **Red X** Solution.

4.2.4.4 Editing the nurse assignment for a bed

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

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

80	н	star 6		COMMENTS	DISTUR	STATUS		-	-
1001.0		HERE 1	I	_1623m		1		_	
Spon a v		NUMBER &				15			
land the second second						16		-	
Cardio Set UL		NUMBER &	AttentingProvider Dre	OF NO F NO F A R NO. CONTRACT Bed keywer (BEGaber), Das bea EMULTEL			# - DARDOUBLE	0	10.1
Canillo, Bool, 411	Statification &	HIRTS I	AttendingPhysicille One			4	a calexistor		1.15.1
Cardin Sell (M		HEREY		- HE TORN		10		1	
Carlle, Bed, 18				BE ASSAULTED IN BALANATORIE COME. TO BUT REAL DUATE BY ASSAULTED IN THE BALANCE TO BE ASSAULTED FOR BUT ASSAULTED FOR THE					
105.A .									
House, Beel, D1	BRIDARNAL F		AlberdingPhysician Tree	Red August - Millabels, See Sun 80000001			EVERY ANTHONIA STREET	0	1915
Harris Bard All	antiful address of the	100012-1	Atomickey/Paper (in Date	■第118 ● 補油税のおいた日本の料面			Last - ontwinition summer		1 10-11
Barry Bed (B)				Bel Autgeni BRUTaberi, So hae UNDURCERCERCER				100	
House, Bed, US		NORTH A							
Manara Read Die									

Figure 211 – Ward Whiteboard Home – Select Nurse

The field will become editable as in the following image.

DED	PT L	STAFF	ATTENDING	COMMENTS	DISCH	BED STATUS	WARD		WAJ DOD.
1001.1		NURSE 1 📴 🔂		1 A A A A A		1			
1001-0	i	10821				14			
Hard Street Street		14-21		DOUD CONTRACTOR AND A C		14			
Cardin_Red_D2	CANA H	HURSE 7	AttendegPhysician One	S 🖓 🔨 🗰 🛹 😨 🚰 😪 😯 V. U. E. The Advances - Bentifebreak, Cree Trans Advances/Colli-			18 - CAROHOLDOY	Ø	12
Cardio Bed 03	BAIDATION .	marge 3	AttendingPhysician One			×.,	IN CARDOLOGY	0	• 6
Cardin_Bed_04		HORE &		A State And A State Anno		1			
Carefin Real De				MD ADD/GRD.TESTING THE BULD, NOLATION, BED MILICHED, TESTING THE BULD, ISOLATION, BULD, BULD, ISOLATION, BULD, B					
108-A									
Heuro Best 01			Alterating/Replanation Tree				A WEST - OKTHOPSEIC SURGERY	ø	14
Heuro, Bod_07	awsextient #	NURSE 3	AttacidingPhysician Dee	■ 25 N F M M R R S S V F U R P U M			1 8467 - DRIHOPEDIC SURGERY	Ó	1 1
Hours Bed 03				Bid Angest (MARANET, the Proc CARDINETY ROOM)					
Heurs_Bell_D5		NUMBER A							
Heure Best Oil									



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.

	kstation: lity: 7:3	3:35:17 PM 3 AM							Bed Management		ms	
etu	rn to VIS	N Network							Solution			•
				VA BO	STON HEALTHCAR	E SYSTEM	BROCKTON CAN	APUS (BRK)				
aci	lity Dive	rsion: NONE Cer	nsus 12%		Evacuatio	n: ON		0 New Events	Ward Whiteboard	Site O	ptions	5
Re	ports											
		Ward Occupancy		Se	lect Ward Group:	All	~	Bed	Status: All	~	Subr	m
		Bed Groupings		5.0	lect Type Group:	All	~	c	elect View: REPORT	~	Subr	-
		CALL CONTRACTOR CONTRACTOR		36	tect type droup.				REPORT			_
	Sched	uled Admissions				Nex	ct: 7 \star Days				Subr	m
	Pa	tient Movement			Quick [Date: Tod	ay 🗸	Transactio	n Bed: All	~	Subr	m
		Other Reports		Select Report	Bed Summary	Report	~				Subr	
		other heports		Selectropor	a bea oaninaij	report	608				Cuor	-
					Patients Pend	lina Bed P	acement: Curren	K-				
	Add Nev Patient	Add Interfa	C	urrent) Past 3	0-Days) Past 60-D	Days Pas	t 90-Days	Vi	ew: Standard 🔽	÷		
		Entered	Requested	Removed	Patient	s x	Presenting Probl	lem Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	١.
	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One	B9876 F	LIVER FAILURE	23	ADMISSIONS	00:25	0	t
dit.	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two	B7654 M			SCHEDULED ADMISSIONS	00:24	Arrest	
	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven	COLUMN THE PROPERTY OF			ADMISSIONS	00:19		
	CALING AND	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B			-	EMERGENCY ROOM	00:17		
dit.	Remove				BMSPatient, Five	88943 F	PSYCH	25	ADMISSIONS	00:16	10	
dit dit dit dit	and the second s	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Three				CURRENT FACILITY	00:14	100	

Figure 213 – Selecting Ward Whiteboard

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

WARD Whiteboard Home: VA BOSTON HEALT	HCARE SYSTEM, BROCKTON CAMPUS (BRK)
PARAMETER	OPTIONS
Select Ward:	A4 🖷
Split Screen:	No 😹
Drugkey PT's:	Last Name 💌
Gender Color:	Elius/Pink, 🖼
Display Footer Census:	No 🖷
Display Staff/Attending:	Staff and Attending
Sort by:	
Sent	No 🛏
Scroll Nate:	
Butenit	Cancut

BNG Jacob 1000 Legend | Adversation |

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.

		STAFF							1.05
BED	РТ Е		ATTENDING	COMMENTS	DISCH		WARD	NUMI	LOS WARD DDD:HH
1001-1		NURSET				×			
1001-8		NURSE 1				M			
100.00				CLOSED		M			
Cardio_Bed_0	2 XXXX #	NURSE 3	AttendingPhysician One	🚫 🗚 💐 👁 🚧 🏋 🌇 🔍 🥂 🥵 🚺 🕖 🔚 Hall Assigned - BMSPatient, One from ADMISSIONS -			28 - CARDIOLOGY	Y	12:11
Cardio_Bed_0	3 BMSPatient.N	NURSE 3	AttendingPhysician One			6.	3A - CARDIOLOGY	G 4	12:11 12:10
Cardio_Bed_0	4					M			
Cardio_Bed_0	6			RED ASSIGNED, TESTING THE BUILD, ISOLATION, BED ASSIGNED, TESTING THE BUILD, ISOLATION, BED ASSIGNED, TESTING THE BUILD, ISOLATION, BED ASSIGNED, ISOLATION, TESTING					
10B-A									
Neuro_Bed_01	1 BMSPatientF			Bod Assigned - BMSPatient, Seven from ADMISSIONS -			4 WEST · ORTHOPEDIC SURGERS	YY	12:11
Neuro_Bed_02	2 BMSPatientF	NURSE 3	AttendingPhysician One	■ 〒 ■ 目 ■ 目 ■ 日 ● 日 ■ 日 ■ 日 ■ 日 ■ 日 ■ 日 ■ 日 ■ 日 ■ 日			2 EAST - ORTHOPEDIC SURGERY	1	12:10
Neuro_Bed_01)			- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -				10	
Neuro_Bed_05	5								
Neuro_Bed_06	6								

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.

Betch Aurign Staff	
4945 AF *	
Huft:	
NUMBER 4	
IT Seet.18	
The same a photon op	
D HIT & PARKE IS	
12 Main	
Carefus, Josef, JC (MARIC 1)	
E Garde, Sector HERE 1	
II Cardio, Doi(14	
E Gardin, Bell, M	
17 News, Jun, 31	
(5) Names, Joint, 52 (2010) 13.	
11 Hanna State (11	
R Num, Jor, S	

Mildene | webbard | shouther |

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.

	1 🗹	ATTENDING	COMMONT	Descen		- Wilker	*Cast	Via.e
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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 218 – Patient Details – Bed Control Pt Inquiry

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

4.2.4.7 Generate the ward whiteboard report for the selected wards

In the **Ward Whiteboard Home** page click the **Export Report** link in the upper right corner of the page: the report is presented as in the following image.

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intition / toxinged | Martin |

Figure 219 – Ward Whiteboard Report

4.2.5 The Ward Whiteboard Page

The **Ward Whiteboard** page is accessible from the **Ward Whiteboard Home** page by clicking the corresponding bed code link in the BED column.

			WARD Whi	teboard						
Ward	E HEURO									
ßei	t Heuro Bed	.01								
Remon	e		•							
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📕 Ru Risk	P No	- 🛃 Wi	eelchair Bound (Patient) (EM)	P	ND					
😿 Stip and Ealt Risk	P No	• M Ve	ritfator @attent) (LM)	P	No					
🖹 Flight Risk	P No	- 🗮 ur	t Equipment (Patient) (DV)	P	ND	. •				
📉 Restraint	P 140	- 📶 De	agen (Pattent) (EM)	P	ND					
T Caution Hisk	P No	- 🛃 Sa	ccuste (Pablant) (EM)	P	No	•				
ISR Observation	P No	- 🔯 He	gative Pressure (Petternt) (EM)	P	No	•				
PHOC .	P No	• 🔳 Or	e to Ove (Patient) (EM)		No					
Suicide Risk	P 140									
Negative Finiture (Room)	R No									
👪 Shared Bathrann (Roon)	R No									
Talametry (Pationi)	P No									
Televetry (foos)	R No	•								
🗃 Lift Equipment (Room)	R No									
Clear Observation (Pathenit)	P No									
Wowen's Program (Roces)	R 140									
R Respiratory Therapy (Patient)	P No	1.0								
Selare Precautions	P No									
			Requested Man	ual Cleaning:	c.					
RINO O YES O STAT VISTA Wards	4 WEST	• 10.0	6H2 🔛 03 • . 34 •							
Special Instructions:										
(15) Char)	_	_		tion of the second	_	_			_	
			Submit & R	Return To White	trine at					-
		-								
			Clear ALL Comments For ALL W	ands Associate T	o This B	ed.				

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:

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.

NO YES STAT	VISTA Ward: Controlling W1 [2]	6/14/2012 8:23:00 PM	Novement	Request	Accepted	Accepted
Special Instructions	[6/14/2012 8:21:05:F92	6/14/2012 8-23-00 PW	6/14/2012 A/05/68 FM	ENS Staff Dive
		Submit & Reset Form				
	Submit	Never Mind & Return To WhiteBoard				
	Class ALL Comm	ents For ALL Wards Associate To This Bed.	0			

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.

							Dead			1-1-1-06/48	117 -1 0	AT AVET				Logo
Nard:	All Wards	1	•]	Start Date: 06/0	01/12	BRK - EMS	1.1.1.1.1.1.1.1	00 9 00		date: 06/18 0 🖌	distant.	06/20/12		23 💌 59 🛥	59 🐋	Subm
	Record	RoomBed	Warst	Movement	DIF	Request	CHEF.	Accepted	DIFF	Completed	Accepted	Completed By	Last Edit	Last Edit By	Comment	Connented By
0	Manual	Secto.Red	CARDIO WARD 1			6/12/2012 3:12:1 PM	90 2#:29	6/13/2012 7:41.0 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	softinfo\hmcomplus	6/13/2012 7:42:00 PM	sol Unfolhinic omplia		softinfo\tuscomplu (6/13/12-19:42
	Manual	Henry Best 2	NEURO WARD 1			6/13/2012 7:43/ PM	⁰⁰ 13/44	4/14/2012 9/27/0 AM	00.01	6/14/2012 9(28:00 AM	EMS Staff Two	softinfo\hmcomplus	6/14/2012 9:28:00 AM	softinfs\hmc amplu		1
	Manual	Hexco.Beil.1	NEURO WARD 1			6/11/2012 7:47:1 PM	10 00.07	6/13/2012 7:54-6 PM	⁰ 00.03	6/13/2012 7:57:00 PM	EMS Staff One	eoftinfo\hmcomplus	6/13/2012 7:57:00 PM	saftinfo'hmcamplu	()	範
	14	Cardin.Red	CARDEO WARD 1	6/14/2012 8:23:0 PM	0,00	6/14/2012 8:23:1 PM	90 02/18	6/14/2012 6:05:0 PM	10		EMS Staff One		6/14/2012 6/05:00 PM	softinfa/hmcomplu	¢	<u>8</u>
		Hituro.Bed.1	NEURO WARD 1	6/14/2012 8:24:0 PM	0 00:00	6/14/2012 8:24:1 PM	0						6/14/2012 9:25:43 AM			() ()
	7	Carstly Bed	CARDIO WARD 1	6/14/2012 8/34:0 PM	00:00	6/14/2012 8:34:0 PM	30						6/14/2012 9(36)11 AM			(1)
0		Heurs Bed J	HEURO WARD 1	6/18/2012 8.57(0 PM	00.00	6/18/2012 8:57/1 PM	0						6/18/2012 9:57:51 AM			<u>#1</u>
=	12	Heura Bed J	HEURO WARD 1	6/18/2012 8/58:0 PM	0 00:00	6/18/2012 8:58-1 PM	10						6/18/2012 9:58:59 AM			
	Real Property lies	Sarahu Red	CARDIO WARD I	. Prin		6/18/2012 6:460 PM	90						6/18/2012 6:46:58 PM	softinfo hincompto		

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	Allows the selection of several requests in the list.
(selection box)	Allows the selection of the entry.
Record	For automatic requests, displays the record number of the movement that generated the request.
	For manual urgent requests, the "Manual/STAT" is displayed against a red background. For manual requests, the word "Manual" is displayed against a yellow background.

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

Submit	9,9	23 × - 59 × - 5		92012	End Date: 0	00 💌	00 14	00 -		12	05/01/1	Start Date:	*	L.,	At Wards	Vard:
Commented By	C	Last Life Ry	Las Lab	Completed By	Accepted By	Completed	DIFF	Americal	Det	Report	Der	Rennet	Ward	Reported	Record	
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in a construction and a construction of the co		sattled class segme	6/14/2012 1028-02 AM	softwide angles	DHI SHIT Two	6/14/3013 9/38/3013 AM	00.09	6/18/2012 9/27/00 AM	13.46	6/13/2012 5/45/02 PM			HEURO T CRAW	mera bet	-	
		saffed characteriphe	6/15/2012 7.57/80 PM	selfer/plancamplai	ENG Staff One	6/13/2012 3/32-00 PM	90,01	6/13/2012 7/54/02 PM	00.07	6/15/2012 7-47/05/PM			HEURO I WARD I	Seea lot	Hered	
		DHS Staff One	4/19/2012 10:30/28 PM	EHE Stuff One	DHS Stuff One	6/19/2012 10:30:28 PM	15623	6/58/2012 6/05/00 PM	6.11	6/14/2012 8/25/00 PM	00.00	6/14/2017 8/23/00/844	GARDIO- WARD 1	Sanda Bed		
		scripter has single	6/18/2012 2,29:00 PM	6	TERMENTERIN			6/18/2012 7.21-02 PM	16.05	6/14/2012 8/24/00 PM	00:00	6/14/2017 8/24/07 PM	HEURO I	tiona line	3.	
36		DHI Staff Dre	4-19/2012 10:31:38 FM		DHS Staft One			6/19/2012 10:31:08 PM	6157	4/14/2012 8:56:00 PM	00.00	4/14/2017 8:04:00 0H	CMOND 1 WARD 1	Gente Bet	- M	
	6	scriptic has anyth	5/19/2012 157.00 PM	Guildelinconshe	103144030712101084	6/99/2017 9:12:00 PM	0526	6/19/2012 9:57:00 PM	15.00	6/18/2012 8:57:00 PM	00.00	6/18/2012 8/57/00 PM	HELRO	Means Red	.8	
196	£	schlefe Ansonghe	4/19/2012 11/14/02 FM	Gallbhilecoshi	TESTARESOFTE HANDRE	6/11/2012 1556-20 PM	26.91	6/18/2012 7-46-00 PM	01:51	4-18/2012 8-58-50 PM	00.00	4/18/2017 8/58/30 Pye	HELIKO WAND I	Beira Bet	9	
	ē.	setticite has empha	6718/2012 7.431051946	u ufbfillincosju	TESTARESO/T2-In-the	6/18/2012 7:42:00 PM	9641	6/18/2012 7-85:00 Per	00,54	6-18-202 6-46-02 PM			WARD 5	Cardo Red		CR
19	6	safferfa Ano ampha	6/19/2012 9:54-00 244	(softisfeitieconglue	TELEVISOR	6/19/2012 9:56-00/204	(00.51	6-19/2012 9-45-00 PM	010	6/11/2012 8-42:30 PM			CARDO	Sectored	-	
	ē i	ad the function plan	4/15/202 1004-0 PM							6/11/2012 10:04:00 FM			NURO I	North Red	-	
- 19K		safterfülltercomplus	4/19/2012							5/11/2012 10:54:00 Feb			CAN BO	intals!	Same Tes	0

) ANG Hume | Matilegend | Brianwillio |

Figure 223 – Select Bed Clean Request for Assignation

Upon selection the following screen is displayed:

Ra	spin: Newn Bed 1 Ward: NEUSO WARD 1
Special Instructions:	
Assigned Ter	
Date/Time Assigned:	6/13/2012 4 19:54
152	smit) (Never Mind And Return To Listing)
139	print) (Neser wind with Helpin, To Loang

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.

Logout

800	PY E	STAT	ATTENDING	COMMENTS	DISCH BED	WARD	NUM	WAR DOD:1
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1001-8		NUMBE +			M			
18.00	to prove a second second			G.OSHI	1		12.17	
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Carello_Bod_03	E BASPatione M	HORSE I	AttendingPhysicien One		×.	A - CANDIOLOGY		 11/
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108.4								
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Henatu Red 03	the manufaction of	ARIMSE 3	AttendingPhysician One	■ 〒 〒 〒 ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●		3 KAST - ORTHOPEDIC SUBORRY		1 1011
Meaner, Best (0)				Bed Autgried - EMSPetient, Six from EMERGENCY BOOM -			-	
Heiard_Bed_05	(HURSZ 4						
Henry, Hent, Od.								



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.

	_					RPK - FMS	Red	tatur (l ac	llor	iate: 06/18	/12 at 0	7-23 AKST)				Logo
Ward:	Al Wards		-	Start Date: 06/	10/12	UNIX END		00 🚽 00				06/20/12	1	23 🛒 59 💌	59 👻	Submi
	Record	RoomBed	Ward	Hovement	DIFF	Request	DFF	Accepted	DIFF	Congileted	Accepted By	Completed By	Last Edit	Last Edit Dy	Comment	Commented By
-0	Manual	Section Bend	CARDIO WARD 1			6/12/2012 3:12: PM	0028:29	/13/2012 7:41:0 PM	00:01	1/13/2012 7:42:00 PM	EMS Staff One	softinfalhincomplus	6/13/2012 7:42:00 PM	softinfo/dumc omplue		softinfolhincomplus 06/13/12 19:42
	Manual	Neuro Bed 2	NEURO WARD 1							6/14/2012 9:28:00 AM		softinfolhecomplus	6/14/2012 9:28:00 AM	softinfolhmcomplut		12
	Manual	Neuro Red 1	NEURO WARD 1			6/13/2012 7:47: PM	00 00:07	13/2012 7:54:0 PM	00:03	6/13/2012 7:57:00 PM	EMS Staff One	softinfaihincomplus	6/13/2012 7:57:00 PM	softinfoltuncomplus		- 59
11	4	Cardlo Bed	CARDIO WARD 1	6/14/2012 8:23:0 PM	00:00	6/14/2012 8:23: PM	00 02:18	14/2012 6:05:0 PM	2		EMS Staff One		6/14/2012 6/05:00 PM	softinfolhmcomplum		
	- 5	Neuro Red 1	NEURO WARD 1	6/14/2012 3:24:0 PM	00:00	6/14/2012 8:24: PM	00						6/14/2012 9:25:43 AM			
	7	Cardo End	CARDIO WARD 1	6/14/2012 8:34:0 PM	0.00.00	6/14/2012 8:34; PM	00						6/14/2012 %36(11.AM			8
	- 11	Neuro Bed 3	NELIRO WARD 1	6/18/2012 8:57:0 PM	00:00	6/18/2012 8:57: PM	00						6/18/2012 9:57:51 AM			
	12	Means.Bed.2	NEURO WARD 1	6/18/2012 8:58:0 PM	00:00	6/18/2012 8:58: PM	00						6/18/2012 9/58-59 AM			
	Second St.	Cardlo Bed	CARDIO WARD 1			6/18/2012 6:46: PM	00						6/18/2012 6:46:58 PM	softinfolhincomplum		

Figure 226 – Select Several Bed Clean Requests

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

	EMS Bed Control: Azzign Cleaning			
Date/Time Assigned: 8/18/2012	2 10.32 Assigned To: EMS Staff	One 💌		
Room: Neuro Bed 1	Ward: NEURO WARD 1	Assigned To:	EMS Staff One	
Ream: Cardio Bed 2	Ward: CARDIO WARD 1	Assigned To:	EMS Staff One	*
Room: Neuro Bird 3	Ward: NEURO WARD 1	Assigned To:	EMS Staff Two	166

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.

				10 AKST)	6/19/12 at 11:	Ipdate: 0	Last L	d Status (MS Be	BRK - E			_	_		
Subm	9 😸	23 💌 : 69 💌 : 5		6/20/12	00 💌	00 😸	00		12	06/01/1	Start Date:	8		All Wards	Vard:	
Commented &	Coronetti	Last Edit By	Last Edit	Completed By	Accepted By	Completed	DIFF	Accepted	DØF.	Request	DIFF	Movement	Ward	RoomBed	Record	•
softinfo/hmcomp - 06/13/12 19:4		softinfo'hmcomplus	4/13/2012 7:42:00 PM	softinfo'hmcomplus	EMS Staff One	6/13/2012 7:42:00 PM	00.01	6/13/2012 7:41:00 PM	28:29	6/12/2012 3:12:00 PM			CARDIO WARD 1	Cardin Red	Manual	D
ALCONT ON T		softinfo/hincomplus	6/14/2012 9:28:00 AM	softinfollow complus	EMS Staff Two	6/14/2012 9:28:00 AM	00:01	6/14/2012 9:27:00 AM	12:44	6/13/2012 7:43:00 PM			NEURO WARD 1	Meson Red	Manual	
50		softinfa'hmcomplus	6/13/2012 7:57:00 PM	softinfo/hmcomplus	EMS Staff One	6/13/2012 7:57:00 PM	00.05	6/13/2012 7:54:00 PM	00:07	6/13/2012 7:47:00 PM			NEURO WARD 1	Neura field	Manual	
- R.		EMS Staff One	6/19/2012 10:10:25 PM	EMS Staff One	EMS Staff One	6/19/2012 10:30:32 PM	124:25	6/14/2012 6/05/00 DM	02:18	6/14/2012 1-12-00.0M	00:00	6/14/2012 8-23-00 PM	CARDIO WARD 1	Cardio.Bed	14	
-		softinfo/himcomplum	6/18/2012 7/39:00 PM	AS .	TESTARESOFT7:testBA			6/18/2012 7(39)00 PM	95:15	6/14/2012 8/24/00 PM	00:00	6/14/2012 8:24:00 PM	NEURO WARD T	Heura.Red	5	0
1		EMS Staff One	6/19/2012 10:31:38 PM		EMS Staff One		-	6/19/2012 10:31:38 PM	121:57	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM	CARDIO	Cardin Bed	3 7	1 11
		softinfo/hmcomplus	6/19/2012 9:57:00 FM	Ksoftinfs'hecomplus	TESTARESOFT2/testBA	6/19/2012 9:57:00 PM	00:00	6/19/2012 9:57:00 PM	25:00	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM	NEURO WAED 1	Henry Red	11	
(B)	k	softinfe/hincomplus	6/19/2012 9:56:00 PM	AS softinfo'ihmcomplus	TESTARESOFT2/testBA	6/19/2012 9:56:00 PM	26:10	6/18/2012 7:46:00 PM	01:12	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	NEURO WARD 1	Neuro Bed	12	
57		softinfo/hiscomplus	4/18/2012 7:43:00 PM	es softinfo'ihes complus	TESTARESOFT2: testbe	A/18/2012 7:43:00 PM	60:03	6/18/2012 7:40:00 PM	00:54	6/18/2012 6:46:00 PM			CARDIO WARD 1	Condia.Bed	Manager Voter	
- 15	ŧ.	softinfo/duec peoplus	4/19/2012 9:58:00 PM	ASsoftinfolities amplus	TESTARESOFT211estEA	6/19/2012 9:56:00 PM	00:11	6/19/2012 9:45-00 PM	00:02	6/19/2012 9:43:00 PM			CARDIO WARD 1	Cardia Bed	-	
10		softinfo/himcomplus	6/19/2012 10:04:45 PM							6/19/2012 10:04:00 PM			NEURD . WARD 1	Heurs, Eed	Name of Street	
1.63		softinfo/hecosplus	4/19/2012 10:54:42 PM							6/19/2012 10:54:00 PM			CARDIO WARD 1	Cardin Red	Rosent Do	

Figure 228 – Select a Bed Clean Request for Comment

Upon selection the following screen is displayed:

	EMS Bed Contro	: Completed By		
	Room: News Bed 1 V	Vard: ISELINO WAII	D-1	
Completed By:	TESTARESOFT2/TESTI	Date/Time Azzigned:	6/18/2012 @ 20:11	
Comment:	ISOLATION			_

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.

		" and and appendix the start in the little				a construction of the second					And the Indiana				
Submit	50 🔫	23 - 59 - [0	06/20/12	End Date:	o ~ = 00 =	00	00		6/01/12	ste: OK	Start D	8	ë Wards	Vard: A
Concentral By	Caneers	Last Edit By	Len Edit	Completed By	Assessed By	Completed	Daa	Alamated.	-	Regard	Ber	Honsert	Werth	Randet	Record
control citize complex 06/15/12 19-52		sufficient compliant	6/13/2012 7:42:80 #M	withinfollow-complex.	EMS Staff One	6/13/2012 7:42:00 8W	⁰ 00.01 ⁶	/13/2012 7:41:0 7M	80 _{28;27} 4	L/10/2012 3:10:0 TW			CARDIC: WW/D 1	Colle Red. 1	Arrasi
		uttintellesconplar	6/14/2012 9/28/80 AM	arttinfalhocomplus	EMG Staff Two	6/14/2012 1t.28:00 ANI	00:01	14/2012 %27:0 .AM	80 ₁₂₁₄ 6	6/13/2013 7:43:0 IVM			NEURO WARD 1	Hears Red 2	Marcal
		softinite line complex.	6/13/2012 2-57-80 AM	attitienessia	EMS Staff Dee	6/13/2012 7:57:00 /94	0 ₀₀₋₀₀	15/2012 7:54-0 MA	90 ₀₀₀ 6	6/15/2012 754751 YM			NEURO I	March Set 1	Marcal
		seRentationcomplan	6/14/2012 6-05-20 FM		EMS Staff Over		đ	14/2012 6-05-0 PAA	90 ₁₀₁₁₈ *	6/14/2012 (8/25/) FM	00,00.00	6/14/2012 8-23-0 FM	CARDIC WARD 1	Cardio Bed 1	j.
		sottionalinecomplus	6/18/2012 7:29.00 PM	E.	TESTARESOFT2:0ecd8w5		0	18/2012 7-39-0 PAA	50.15*	4/10/2012 (8:24) PM	00,00	6/14/2012 8:24 (FM	NEURO WARD I	Heura Bed 1	
			NA TEACH						90	6/14/2013 8:540 PM	⁰⁰ re.os	6/14/2012 8:544 PM	CARDIO WARD 1	Seidu Bed 2	7
			6/16/2012 9.57:51 AM						10	4/18/2012 8:57/0 PM	00 (ID.00	1/10/2012 1:57.0 FM	HEURO WAND 1	theillied)	35
~		setterinecamplan	6/16/2012 7:46:50 RM	5	TESTARESOFT2 and BAS		8	(10/2012 7:46-0 2M	80 _{91:12} 6	4/18/2012 8:58/0 IDM	90.00 ⁹⁰	6/18/2012 8/58-2 TM	HEURD WHEN I	Heard Rept 2	12
		settivistikacamplan	6/18/2012 7:43:00 FM	unterinocomplas	TESTARESOFT21 testers	6/16/2013 7:43.00	00:05	18/2012 7:40:0	80 anos4 6	6/18/2012 Ac 46c1			CANDID WARD 1	Cardia Real 3	-

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:

Longer

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.

						Logout									
					BRK - E	WS B	ed Status (L	ast	Update: 06/	19/12 at 11:15	AKST)				
Nard:	NI Wards	Y	Start Date	: 06/	19/12		00 -	00 💌	: 00 💌	End Date: 06/20	/12	23 🛩	59 💌 59 💌		Submit
Record	RoomBed	Ward	Movement	DEF	Request	DEF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Comments By
11			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	TESTARESOFTZitestBMS	softinfo'henc omplus	6/19/2012 9:57:00 PM	softinfo\hmcomplus	-	392
12	Neuro Bed 2	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	TESTARESOFTZitestEMS	softinfo\hmcomplus	6/19/2012 9:56:00 PM	softinfolhincomplus		195
and the subscript	Cartho Bed 1	CARDIO WARD			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 ^{thm} complus	6/18/2012 7:43:00 PM	softinfo\hmcomplus		150
	Cardio Bed 1	CARDIO WARD			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			softinfolhincomplus		848
	Neuro Red 3	NEURO VARD			6/19/2012 10:04:00 PM							6/19/2012 10:04:4 PM	⁵ softinfo\Jancomplus		100
	Centio Bed	CARDIO WARD			6/19/2012 10:54:00 PM							6/19/2012 10:54:4 PM	² softiefeihncomplus		1.00

BMS Home | Icon Legend | Information |

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

Upon selection the following screen is displayed:

2	EHS Bed Control: Autyn Cleaning							
(As	om: Neuro Bed 3 Ward: NEURO #480 1							
Special Instructions:	PLEASE URGENT	1						
Assigned Te:	TESTARESOFT PTESTE							
DeterTime Assigned:	0/10/2012 @ 27/17							
Su	trail (Never Med 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.

800	PT D	STAT	ATTENDING	COMMENTS	DISCH BED	us wa	HUN	NUM	WAR
1005-1		HUMSE F.		11 (12 (13 (13 (14)	1	377	-		
1001-8		HURSE F			M				
	A CONTRACTOR OF A			B.090	H 1			2.9	
Gardin, Bed, 93	100 C	HKRSE 3	AttendingPhysicien One	🛇 🛪 🐂 🖝 🐨 🌠 📿 Ŗ 🔽 V. O. E. 10 - field Amand - IMCPatient. One from ADMESION -	-	TR - CARDIOLOGI		8 .	12:1
Cardla_Bod_03	Bansarathant M	HORSE I	AttendingPhysicien One		×.,	A CANDIOLOGY		•	14.0
Carillo, Best, 04		HURSE 4		NA AN AN AN AN	1				
Careling Berr On	1000		19	NED ASSIGNED, FESTING THE BUILD, BOLATION, RED ASSIGNED, TESTING THE BUILD, SOLATION, RED ASSIGNED, TESTING THE BUILD, BOLATION, RED, ASSIGNED, SOLATION, TEST					
108.4									
Hendth_Bash_01	AMGPatient F			Bed Autgroud - EMEPadient, Series from ADMISSIONS -		# WEST - ORTHO			104
Heurs_Red_03	mansinations #	ARURSIZ 3	AttendingPhysiclas One	■ 第 ■ 8 回 ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●		3 KADT - DRTHON	REAC SUMDERY		1011
Menures, Bend, U.S.	1.00			Bed Apligned - EMSPedent, Six from EMERGENEY ROOM				1000	
Hearty_Best_05		HURSZ #							
Heuro, Heat., 04									



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.

Submi	59 🛒	23 🖌 59 🛒 (C	End Date: 06/20/12		0 - 00 -	00 0	Start Date: 06/01/12			8	a Wards	/ard: A		
Commented By	Comment	Last Edit By	Last Edit	Completest By	Accepted By	Completed	DEE	Accepted	DIFF	Request	DIFT	Movement	Ward	RoomBed	Record
softinfo'hes onplu 06/13/12 19:42		softinfolities complus	6/13/2012 7:42:00 PM	softinfs/hecoeplus	EMS Staff One	6/13/2012 7:42:00 PM	0 _{00:01} 4	6/13/2012 7:41:0 PM	2:00 28:29	6/12/2012 3:1 PM			CARERO WARD 1	Cecilia Red.3	Manual
		softinfo/hecosplus	6/14/2012 9:28:00 AM	softinfo/hecomplus	EMS Staff Two	6/14/2012 9:28:00 AM	000.01	6/14/2012 9/27:0 AM	13:00	6/13/2012 7/4 PM			NEURO WARD 1	Heura Best 2	Manual
8		softinfo/hmcomplus	6/13/2012 7:57:00 PM	saftinfs/hmcomplus	EMS Staff One	6/13/2012 7:57:00 PM	000:03	6/13/2012 7:54:0 PM	7:00 00:07	6/13/2012 7:4 PM			NEURO WARD 1	Haura Red.1	Manual
		softinfo/hecosplus	6/14/2012 6:05:00 PM		EMS Staff One		0	6/14/2012 6:05:0 XM	3:00 02:18	6/14/2012 8:2 PM	1:00 00:00	6/14/2012 8:23 PM	CARDIO WARD 1	Cardto Bed 1	4
		softinfo/hmcomplus	6/18/2012 7/39/60 PM	s	ESTABLESOFT7: MestEMS	1	0	6/18/2012 7:39:0 PM	4:00 95:15	6/14/2012 8:2 PM	1:00 00:01	6/14/2012 8:24 PM	HEURO WARD 1	Hines Bed. 1	3
			6/14/2012 9:36:11 AM						4:00	6/14/2012 8:3 PM	00,00	6/14/2012 8:34 PM	CARDIO WARD 1		7
8			6/18/2012 9:57:51 AM						7:00	6/18/2012 8:5 PM	-00 00-00	6/18/2012 8:57 PM	NEURO WARD 1	Heard Bed J	11
		softinfo'hincomplus	6/18/2012 7:46:00 PM	s:	ESTARESOFT2/destEM0		0	6/18/2012 7:46:0 PM	8:00 01:12	6/18/2012 8:5 PM	00,00	6/18/2012 0:58 PM	NEURO WARD 1	Neury Bed 2	12
2		softinfo/hecomplus	4/18/2012 7:43:00 PM	s softinfo/heacomplus	ESTARESOFT2 testher	6/18/2012 7:43:00	000:03	6/18/2012 7:40:0 PM	6.00	6/18/2012 6:4			CARDIO WARD 1	Carolio Bed.3	-

Figure 234 – Select Bed Clean Request to Mark as Completed

Upon selection the following screen is displayed:



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.

800	- 11	towy towy	sattlemet	CONNECTIV	9000	000 STATIS	ww.mi	-	WARD IN
1041.1	-	MARKET .		2. 此资料		1	T		
1041-8		HATEL				14			
1		Lane .				14			
Carter, July	SI CARACT	 (4)(1) 		O P T B AND A CONTRACT OF A CONTRACT OF THE ADDRESS OF			IR CARACIDEE	0	12.00
fam.bet.)	AS Dettaures	A 16/87 1	And a Participant of the			1.	ta calenceper	6	 10.01
Gardin, Bert, B	64 C	1000				15		1	
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108.4									
House, Sed. J.	it Constants	*		Bet Indped (MDates), See Fox (MEDD):			AND - DESCRIPTION	0	1011
Henry, Bell, H	i Containe	(10,012)	Atlanding Productor Dise	■ 第 1 名 1 4 4 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1			LINE OFFICIER SHOP		1. 10.00
Hearn, Beal, 2	16.0	Sec		Red Automatic Delivations, Sochure EMERGENCO RADAR				125	
Henry, Bed., B	18.7	MARK 4							
Bears, Bed. B	14 C								

Relitions | Instituted | Internation |

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 - <u>https://vaww.bms.va.gov/EMSMobileLogon?code=BRK</u>.

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

VA BOSTON HEAL	THCARE SYST	EM, BROCKTO	ON CAMPUS	(BRK)
	Enter Fac	ility PIN		
	EMS Sta	ff One		
••••				
7	8		•	
4	5		3	
1	2		3	
0	Backs	pace Sub	omit	

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

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.

VA BUSTUN H	EALTHCARE S	YSTEM, BROO	KTON CAMP	US (BRK)	
				Lo	gout
ssigned Bed Clean Requests	for EMS Staff	One		00	
ardio Bed 2 (CARDIO WAI					
ending Bed Clean Requests					

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)

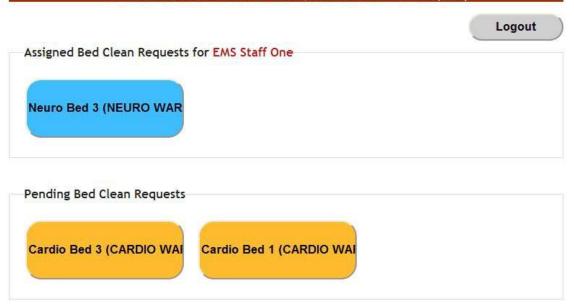


Figure 240 – EMS Staff Page for Mobile Devices – Pending to Assigned

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

							VISN	1 Networf	k Bed Boa	rds					
				FACILITY		1 1	VISN Bed Summary Report				USERS	POINT	OF-CONTACT	POC TELEPHO	NE
			BE	EDFORD (BED)		BEDFORD Summary Report				0%	0	RE	CEPTION	555-2345	
	BROCKTON (BRK)			BROCKTON Summary Report			rt E	12%	1	TRIA	GE ROOM	555-67547	È.		
	JAMAICA PLAIN (BOS)			JAMAICA PLAIN Summary Report				0%	0	NONE		NONE			
	LEEDS (NHM)			LEEDS Summary Report				0%	0	NONE		NONE			
			MAN	CHESTER (MAN)		MANC	HESTER Sun	nmary Rep	ort	0%	0		NONE	NONE	
	PROVIDENCE (PRO)			PROV	IDENCE Sum	mary Rep	ort II	0%	0	1	TRIAGE	555-28956	÷.		
	TOGUS/AUGUSTA (TOG)			TOGUS/AUGUSTA Summary Report			eport	0%	0	RECEPTION		555-28111			
	WEST HAVEN (CON)			WEST HAVEN Summary Report			ort II	0%	0	NOINE		NONE			
	WEST ROXBURY (WRX)			WEST ROXBURY Summary Report			port	0%	0	FRO	INT DESK	555-28675			
	WHITE RIVER JUNCTION (WRJ)			WHITE RIVER JUNCTION Summary Report				0% 0 RECEPTION		CEPTION	ON 555-67542				
	Add Ne Patieni		Filb	er By: ALL FACIL Patient	ITIES 💌	Filler Selec	VISN Patie ct Report Era		20	Select	g Specialty	Current	CH/CL Admission	Comments	
						Connected			C.Y. C.A. C. C.			Cocatilon	Date		0
	Finalize	0.000	BRN	BMSPatient, One BMSPatient, Ten	000-12-9876 000-90-5643		Afghanistan OTHER	140			diology diology	HOME	9/14/2012 12:00:00 AM 9/14/2012 12:00:00 AM		0
	Finaliza	1.1	Bak	BMSPatient, Nine	000-78-4523		Hosevo	Yes			diology	mutte.	9/14/2012 12:00:00 AM		0
-	Finalize			BMSPatient, Three	000-90-8765		Temen	Yes			rrikogy		9/14/2012 12:00:00 AM		0

EXS Home | 3con 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 <u>VISN Bed Summary Report</u> 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
Ν	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.

	-	onal P				VISN 1 Network Bed Boards							View Audit L	off code
			2-00-000 km	_						2011 B 2020 B 3			V	
			FACILITY			VISN Bed Sommary Report				USERS		OF-CONTACT	POC TELE	
BEDFORD (BED)				BEDFORD Summary Report				0%	0	RE	CEPTION	555-2	345	
	BROCKTON (BRK)				BROCKTON Summary Report				12%	1	TRIAGE ROOM		555-67	547
		JAM	AICA PLAIN (805)		JAMAL	CA PLAIN Su	mmary Re	port	0%	0	NONE		NOF	E
			LEEDS (NHM)		LEEDS Summary Report				0%	0	NONE		NOP	E
		MAI	NCHESTER (MAN)		MANO	HESTER Sun	mary Rep	ort	0%	0	NONE		NON	E
		PR	OVIDENCE (PRO)		PROVIDENCE Summary Report			ort	0%	0	TRIAGE		555-28	956
		TOGL	S/AUGUSTA (TOG)		TOGUS/AUGUSTA Summary Report			eport	0%	0	RECEPTION		555-28	111
	WEST HAVEN (CON)				WEST HAVEN Summary Report			ort	0%	0	NONE		NON	E
		WES	T ROXEURY (WRX)		WEST ROXBURY Summary Report			port	0%	0	FRONT DESK		555-28	675
	WHITE RIVER JUNCTION (WRJ)			WHITE RIVER JUNCTION Summary Report				0%	0	0 RECEPTION		555-67542		
Add N Paties	TAUN	FIL	er By: ALL FACIL	mes 💌	Filter] Sele	VISN Pabe ct Report:			coment Select					
		FAC	Patient	55N	Service Connected	Era	Contract	Diagnosis	Treation	gSpecially	Current Location	CH/CL Admission Oute	Comme	6 Ti
t Finitia	÷Х	BRX.	BMSPatient, One	000-12-9876		Afghanistan	Nu		Cart	diology		9/14/3012 12:00:00	AM	.00
t Finalto		BRK	8MSPatient, Ten	000-90-5643		OTHER	No		Can	diology	HOME	9/14/2012 12:00:00	AM.	00
R. Finality	e X	BRK	BMSPatient, Nine	000-78-4523		Rasovo	Yes		Carr	diology		9/14/2012 12:00:00	AM	00
Ve Finalize	r X	BRK	BMSPatient, Three	000-90-8785		Yemen	Yes		Neu	rology		9/14/2012 12:00:00	AM	00

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.



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.

	Select Facility:	BED		
Patient (enter Last Name, or	rfull SSN, or Last Initial & Last 4 SSN):	BMSPATIENT		
		(inster full SSN with	hoat dashes i.e. XXXX	30000)c
	Name	SSIN	Oxte of Birth	Sex
0	Name BWGpatiant, One	55H 999051234	Date of Birth	Sex Hale
0 10				Sex

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.

FACILITY	VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
VISN:	1
REGION	4
Patient Names	BMSPATIENT, NINE
Patient SSN:	xxx-4522
Gender	Female (%)
Service Connected %:	
Service Era:	OTHER V
Contract:	No
Diagnosis/Level of care:	
Current Location:	
Location Admission Date:	09/18/12
Comments/Type of need:	
Treating Specialty:	Cardiology
Requested Admission Date:	09/18/12
National Patients Pending Bed Placement List:	

Figure 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.

VA Admission Facility:	BRK	
Patient Name:	BMSPATIENT, NINE	
Patient SSN:	хох-хх-4523	
Gender:	Fornale	
Service Connected %:		
Contract:	Yes	M
Diagnosis/Level of care:		
Current Location:		
Comm Hosp Admission Date:	09/14/12	
Comments/Type of need:		
Service Era:	Kasavo	
Treating Specialty:	Cardiology	*
Requested Admission Date:	09/14/12	
National Patients Pending Bed Placement List:	2	
Submit	Cancel - Return to VISN Hon	ne Page

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	BRos
Patient Name:	BMSPatient, Nine
Patient SSN:	mt-m-4523
Service Connected %	
Contracti	Ves V
Diagnosis/Level of care:	
Current Location:	
Comm Hosp Admission Date:	09/14/12
Comments/Type of need:	
Treating Specialty:	Cardiology
Service Era:	Kashra
Requested Admission Date:	09/14/12
National Patients Pending Bed Placement List:	x
Disposition:	DISCHARGED FRO
VA Admission Facility:	
Disposition Date:	09/18/12
Discharge Comment:	REQUIRED M disponition is "OTHER-COMMENT"
Submit	Cancel - Return to VISN Home Page

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.

		B	FACILITY EDFORD (BED)									/	
		8	COLORD (BCD)		N N	SN Bed Sum	mary Report	CENSUS	USERS	POINT-	OF-CONTACT	POC TELEPHO	HE
			CDF OILD (BED)		BED	FORD Sum	mary Report	0%	0	RE	CEPTION	555-2345	
		B	ROCKTON (BRK)		BRO	KTON Sur	mmary Report	12%	1 1	TRIA	GE ROOM	555-67547	
		MAL	AICA PLAIN (BOS)		JAMAK	A PLAIN S	Summary Report	0%	0		NONE	NONE	
			LEEDS (NHM)		LE	LEEDS Summary Report			0	14	NONE	NONE	
		-	NCHESTER (MAN)			MANCHESTER Summary Report			ū	33	NONE	NONE	
			OVIDENCE (PRO)		PROVIDENCE Summary Report			0%	0		TRIAGE	555-28956	
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			and present and they like the		5000.577	A CONTRACTOR OF A CONTRACTOR O							
WEST ROOBURY (WRX) WEST RO			CONTROLOGICAL STOLEN OF CONTRACTORS			2.11			(carles	(carlie			
			and the second second	WHITE RIVER JUNCTION Summary Report						555-67542			
d Nev tient	2	Fill	er By: ALL FACILI	ITIES 💌	Fifte Selec		ACTIVE M	Select	ł				
	H	FAC	Patient	55N	Service Connicted	Bre	CONTRACT DATE AUDIT	a Tre	ing Specialty	Current Location	CHICL Admission Date	Comments	W. Tir (h)
	х	BRK	BMSPatient, One	000-12-9876		-		-	archology		W/14/2012 12:00:00 AM		01
			BMSPatient, Ten	000-10-5643		OTHER	Ho		2012 CONTRACTOR 1	HOME	9/14/2012 12:00:00 AM		01
C	100		and the second				-165 -				A DO		01
	i Nev ient itze itze	WHI ient itte X itte X itte X	TOGU WEST WHITE RU Innew Sect Filt N FAC	TOGUS/AUGUSTA (TOG) WEST HAVEN (CON) WEST HAVEN (CON) WEST ROXBURY (WRX) WHITE RIVER JUNCTION (W HITE RIVER JUNCTI	TOGUS/AUGUSTA (TOG) WEST HAVEN (CON) WEST ROXBURY (WRX) WHITE RIVER JUNCTION (WRJ) HITE RIVER JUNCTION (WRJ) RENAL Filter By: ALL FACILITIES (Construction) N FAC Pacient 55H HITE X BRK BMSPatient, Construction 005-12-9876 HITE X BRK BMSPatient, Tem 005-75-443	TOGUS/AUGUSTA (TOG) WEST HAVEN (CON) WEST ROXBURY (WRX) WHITE RIVER JUNCTION (WRJ) Here Filter By: ALL FACILITIES Filter Filter By: ALL FACILITIES Filter Series N FAC Potent 55N Series Lange X BMSPatient, Gene 005-12-8876 Comm cted Mark BMSPatient, Ten 005-70-543 the X BMS BMSPatient, Imme 005-76-4523	TOGUS/AUGUSTA (TOG) WEST HAVEN (CON) WEST ROXBURY (WRX) WHITE RIVER JUNCTION (WRJ) WHITE RIVER JUNCTION (WRJ) Rep Hite Select Report: Rep Filter Ey: ALL FACILITIES P Filte Select Report: Select Report:	TOGUS/AUGUSTA (TOG) WEST HAVEN (CON) WEST HAVEN (CON) WEST ROXBURY (WRX) WHITE RIVER JUNCTION (WRJ) WHITE RIVER JUNCTION (WRJ) HITE RIVER JUNCTION (WRJ) HITE RIVER JUNCTION (WRJ) HITE RIVER JUNCTION Summary Report HITE RIVER JUNCTION (WRJ) Select Reports ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE Select Reports ACTIVE Contract DISPOSITIONS HITE X BRK BMSPatient, Ten: 005-05-4523 Report Yes	TOGUS/AUGUSTA (TOG) TOGUS/AUGUSTA Summary Report 0% WEST HAVEN (CON) WEST HAVEN Summary Report 0% WEST ROXBURY (WRX) WEST ROXBURY Summary Report 0% WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report 0% NHTE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report 0% NHTE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report 0% NHTE RIVER JUNCTION (WRJ) Select Reports ACTIVE NHTE RIVER Bys ALL FACILITIES Fille Select Reports ACTIVE N FAC Patient 55% Con CONTRACT Dispositions VIIIs X BRK BMSPatient, Tree 005-05-05-044 OTHER Ne Con VIIIs X BRK BMSPatient, Tree 005-05-05-044 OTHER Ne Con	TOGUS/AUGUSTA (TOG) TOGUS/AUGUSTA Summary Report 0% 0 WEST HAVEN (CON) WEST HAVEN Summary Report 0% 0 WEST ROXBURY (WRX) WEST ROXBURY Summary Report 0% 0 WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report 0% 0 WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report 0% 0% 0 WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report 0% 0% 0 New Filter Byt ALL FACILITIES Filter Select Report: ACTIVE Select Select N FAC Patient 5% Comm Contract Contract Tot Ing Secondary Mits X BRK BMSPatient, Gree 00% 00% 0 artiblegy Mits X BRK BMSPatient, The 00% 00% Cardidagy	TOGUS/AUGUSTA (TOG) TOGUS/AUGUSTA Summary Report 0% 0 REI WEST HAVEN (CON) WEST HAVEN Summary Report 0% 0 REI WEST ROXBURY (WRX) WEST ROXBURY Summary Report 0% 0 REI WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report 0% 0 REI WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report 0% 0 REI Interview Filter Byt ALL FACILITIES Filter Filter Control Contro Control Control Control Contro Control Control Control	TOGUS/AUGUSTA (TOG) WEST HAVEN (CON) WEST HAVEN (CON) WEST ROXBURY (WRX) TOGUS/AUGUSTA Summary Report WEST HAVEN Summary Report WEST ROXBURY (WRX) O% 0 RECEPTION WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report WEST ROXBURY Summary Report WHITE RIVER JUNCTION Summary Report O% 0 RECEPTION WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report WHITE RIVER JUNCTION Summary Report O% 0 RECEPTION New Filter Byt ALL FACILITIES Filter Select Report: ACTIVE Select Dispositions Current Select Current Solid Current Solid Current Solid Current Solid Iter X BRK BMSPatient, Gree 005-12-874 005-05-05-452 OTHER N Current Solid Current Solid Current Solid Current Solid Current Solid Corrent Solid Corrent Solid	TOGUS/AUGUSTA (TOG) WEST HAVEN (CON) WEST HAVEN (CON) WEST ROXBURY (WRX) TOGUS/AUGUSTA Summary Report WEST ROXBURY (WRX) 0% 0 RECEPTION 555-2811 WHITE RIVER JUNCTION (WRJ) WEST ROXBURY (WRX) WEST ROXBURY Summary Report WHITE RIVER JUNCTION (WRJ) 0% 0 RECEPTION 555-28675 WHITE RIVER JUNCTION (WRJ) WEST ROXBURY Summary Report WHITE RIVER JUNCTION Summary Report 0% 0 RECEPTION 555-27642 New Filter Byz ALL FACILITIES Filter Select Report: ACTIVE Select Convents N FAC Patient 55N Select Report: Convents Convents Convents WITE X BK BMSPatient, One 005-02-12-1874 OTHER Ne Carditiogy W14/2012 12-00:00 AM WITE X BK BMSPatient, Tre 005-02-15443 OTHER Ne Carditiogy W14/2012 12-00:00 AM WITE X BK BMSPatient, Tre 005-02-15443 TOHER Ne Carditiogy W14/2012 12-00:00 AM

BMS Hone | Icon Legend | Information

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

			VISN 1 Bed Occ	upancy Summary Re	port			
EW BMS WAR	D 💌						View Re	por
4 1 of 1	is N e I	Find Bast	H-2					
		NAME OF TAXABLE IN		09/21/12 19:23				
SUMMARY Rep	ort - VA BOSTON HEALTH VISTA Beds	NUME STSTEM, B	OCKTON CAMPUS	BMS Beda	10			
WG1	Defined: 4	BMS Active: 2	Occupied: 0	Available: 2	Unavaliable: 1	Not Display: 1	Beds Assigned:	D
WOR	Defined 2	BMS Active: 2	Occupied 1	Available: 1	Unavailable: 0	Not Display: 0	Beds Assigned	
	Totat: 6	Total: 4	Total: 1	Total: 3	Total: 1	Total: 1	Total: 1	
Other Informa	ntion Sched Ad	missione 1	Pendin	g Bed Placement: 3				

BMS Hisrae	Icon Legend	Information
Street of the state of the	And the other designs of the second	the second se

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.

IEW BMS WAR	10 💌						View Report
4 1 of 1	4 10 A	Find linod	4· 5	-			
			Report Date: 09/2	1/12 19:24			
WARD	VISTA Beds			BMS Beds	pi.		
WG1	Defnett 4	BIIS Active 2	Occupied: 0	Available: 2	Unavašabie: 1	Not Display: 1	Beds Assigned. (
WG2	Defined: 2	BIIS Active: 2	Occupied: 1	Available: 1	Unavailable: Ø	Not Display: 0	Beda Assigned: 1
	Total: €	Total: 4	Totat 1	Totab 3	Total: 1	Totat: 1	Total: 1
Other Inform	nation Sched A	Admissions: 1	Pendin	g Bed Placement: 3			
			-				

BMS Home Icon Legend Information

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.

		VISN 1 N	etwork Acti	ve in Commu	nity Hospital R	eport			
Fae: EDITH NOURSE RDGERS MEM 💌 Start Date: 6/1/2012 12:01:00 AM		01)4 18/0012-11:5	88						View Report
Sancasan (whydry franco wi	cun martin Tax	LOTVILLE TITA	2.90111						
14 4 1 of 1 P PI	First Literat	8.0							
		(8	ANGE: 06/01/	2012 00:01 - 06/1	8/2012 23:59)				
anility	Palieri	8.8//	Curio pul.	Buy Curt	Diagnosis	Community Hospital	CHAilm Date	Commente	Dispesilien
A BOSTON HEALTHDARE SYSTEM. BROCKTON CAMPUS	EMERATIENT 1234	200-00-1224	1944	100			801812		
A BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	Obifaminer 123+	000001254	Ne	100			08114112		

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
		oomanicy	noopitalo	/

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.

Return To Bed Sowd Home Page

Fac	EDITH NOURSE ROGERS		Contract:	BOTH	*							View Report
Shart Date:	6/1/2012 12:01:00 AM		First Date:	6/16/2013 1	1:59:00 PM							
11 8 1	W.L. 20. 31	-	Find Ive	- H · 1	-							
21 8 1	W.1 - 24 - 4		Panal Ine	- M. 1		06/01/2012 00	201 - 06/18/2012 23	:59)				
		***	Find her	Contract		06/01/2012 00 Diagraphie	0:01 - 06/18/2012 23 Caranterity Hospitel	D)	Commentin	Dagestion	V& Admittiong	Disg: Date
					(RANGE:			EN Administra	Columnation	Disposition	With, Alabert Honge	Diag Date

Figure 252 – Patients in Community Hospitals - Contract Report

The following data is available for each patient in the 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.

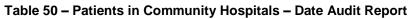
From the **Select Report** field in the VISN Patients Pending Bed Placement area select Date Audit and press the **Submit** button to display the report as in the following image.

Logout

Return To Be	d Sowed Horse Page										Lagos
				V	ISN 1 Netw	ork Audit Re	port				
Fac	EDITH NOURSE RO	GERS MEM W	9tatus 7	4J. Status 💌							View Report)
Start Dabi:	6/1/2012 12:01:0	0 AM	End Dates	V18/2012 11:59:00 P	H .						
	of 1 (0 - 31)		Rived & freed	R+ 12							
				RANGE	E 06/01/2012	00:01 - 06/18/20	12 23:59)				
Facility		Parant	-	Community Receptor	Cashier Date	Disportion	Radiani te Horage	Disp Dem	Greenest De	LAREDRY	PERM
VA BORTON HER	ILTHCARK BYRTRH. PDS	everinterit 1254	800.00.1294		041010				10.00 mm - 10.00	address of the second s	#120212-11.98.81 P51
VA BOSTON HEA	ALTHOUSE BYSTEM	BMBpyttert 1254	800001254		081412				article in second last	adappro-product	#1+001212537

Figure 253 – Patients in Community Hospitals – Date Audit Report

The following data is available for each patient in the 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.

				v	SN 1	Network	Disposition	Report			
Ner I	ни излана возна на на	Dist:	HEFUSED	VA CARE	-	-8					View Report
Shart Date: 6	1/2012 12:01:00 44	End Date:	6/18/2012	11-59-0	IC PH						
24 1 1	and an of the	And Dis-	- 41	14		-	-				
				RAP	GE:	06/01/2012 0	0:01 - 06/18/20	12 23 69)			
unity.	Patan			Tintes!	22	Sugarste	Read-Long	Sugardan.	Anthrop	Diag Date:	The locate
IN BOUTCH HEALTH	CARE IN THE PARTY OF COMPANY		515-668	149	188		Incident.	ADVUBBING DOM:	EDITO NO. ASE ROJERS ABAORIAL.	101012-0010	

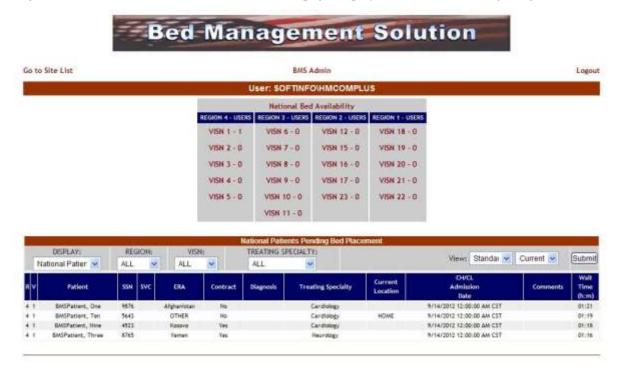
Figure 254 – Patients in Community Hospitals - Disposition Report

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.



fMS 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 <u>National Bed Availability Report</u>.

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:

Column	Description
Ν	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.

beturn to Regional P					VBED AVA	MLAIIILITY/STATUS REPORT	5440
VISTA SPECIALTY:	ALL.	H)	OSPLAY		*		[view Kepurt]
SORT (F)	Poolity		VISR:	105N 6		x	
FACILITY		10) - NEW MEXT					
						10.00	

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.

				WARD	BED AV	AILABILITY/STATUS REPORT	
VISTA SPECIAL	ALL .		ISPLAY	AB.			View Report
speran	Fectors	# ¥	1910 I	visin 4		1.00	
FACILITY	ARQ + (VEW 18) +	NEW MIXE 2					
	4. N. N. A.	()rest	hand	4- 5			
	Total Reported Ava	ilable Beds: 1					
						REGION - 4	
						VISN + 1	
			and the second	and the second second	HEALTHC	ARE SYSTEM, BROCKTON CAMPUS (BR	tK)
SITE	ASSIGNING WARD	100	IPEC	SML14		STATUSAMA ABOTT	ADOITIONAL BHS BED STATUS (Fange
HIS S	antiology_W1	Cardio Bed 1	Carib	quiug		Burg Cleaned	
RK C	ardology_W1	Cardo Bed 2	Card	kology		Being Cleaned	
RIC C	antiology_W1	Cardio Bed 3	Card	lology		Occupied	
loc I	eurology_W1	Neurin Bed 1	Neuro	cingy		Abanyalatie	OUT OF SERVICE, OUT OF SERVICE
RK I	eurology_W1	Neuro Bed 2	Hours	ology		Available	
IRK B	eurology_W1	Neuro Bed 3	Neur	1000		Occupied	

1 BML blame | Joon Legeral | Belannation |

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.

to to s	iite List					_	-	Admin				Logo
						User: SO	FTINF	OHMCOMPL	US			
						and the second se		d Availability				
					REGION 4 - USI	ERS REGION 3	- USERS	REGION 2 - USER	S REGION 1 - US	ERS		
					VISN 1 - 1	VISN 6	-0	VISN 12 - 0	VISN 18 -	0		
					VISN 2 - 0	VISN 7	-0	VISN 15 - 0	VISN 19 -	o		
					VISN 3 - 0	VISN 8	-0	VISN 16 - 0	VISN 20 -	D		
					VISN 4 - 0	VISN 9	-0	VISN 17 - 0	VI5N 21 -	0		
					VISN 5 - 0	VISN 1	0-0	VISN 23 - 0	VISN 22 -	0		
						VISN 1	1 - 0					
				_	_			nding Bed Place	una de la compañía de			
_	DISPLAY:	REG	ION-	VISN		TREATING SE	State of the local division of the local div	and the second se	amenta -	22.23 (March 1997)		(Altrease
Na	tional Patier 👻	ALL		ALL		ALL	- CONLINE	and the second se		View: Standai 👻	Current 💌	Subm
v	Patient	SSN	sve	ERA	Contract	Diagnosis	1	ating Specialty	Current Location	CIUCL Admission Date	Comments	Wall Time (htm
1	EMSPatient, One	9876		Afghanistan	310		3	Cardiology		9/14/2012 12:00:00 AM CST		01:2
1.1	BMSPatient, Ten	5640		OTHER	No			Cardiology	HOME	9/14/2012 12:00:00 AM CST		01:1
1	EMSPatient, Nine	4523		Keseve	Yes			Cardiology		9/14/2012 12:00:00 AM CST		01:1

Bed Management Solution

BMS Nome | Icon Learnd | 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.

k to Regional Page	ADMINISTRATION SECTION	Logo
Menu		
CONFIGURATION		
Maintain Marquee Text		
Add/Edit BMS User		
Edit 8MS Facility Settings		
Edit Sister Sites		
Add/Edit Icon		
Common Medical Terms		
View Audit Log		
Treating		
Specialty/NUMA/HAv8ED Edit		
National Waiting Area		
National Unavailable Reason		
SECTION TWO		
Background Processors		
Clear Cache		

Figure 259 – Administration Section Page

4.9.2 Maintain Marquee Text Page

and the second s

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

Edit Marquee Text
NOTICE: Due to security changes All users should access <u>BNS</u> with URL: https://www.bechanagement.ws.gov Please change your shortcuts/ Whiteboard URL change http:// to https://j ext
You can enter HTHE, commands in here for bolding or odor. If it is empty, no manquee will be duplayed.

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.

Select Existing NT User Name			Selec	t Default	
PARAMETER				TICHS	
NT User Name	1		D	elarit	
DefaultRegion:			1	*	
Default VISH:			18	*	
DefaultSite:			ABQ - NEW M	ENCO VAHE/	
	Subroit	Cancel		Construction of the Construction of the	

Back to Registal Fight

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:

	Select u	ser	
Local	User Name	Find	
Selected	User Name	Fuliname	
 TEST 	ARESOFT2: Administrator		
C.	Select	Cancel	
	1.110		
	EWS Home Irron Leaver	of I Information I	
	Burnande Filderauer	ar a manufacture a	
	Selected	Local User Name Selected User Name TESTARESOFT2: Administrator	Local User Name Fullname Selected User Name Fullname TESTARESOFT2Administrator

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.

in Menu			CTION - USERADD/EDIT				
	Belent Existing NT User Na	me		Belect	Maul		
	PARAMETER		OFTICALS				
HT User Home			1	TESTARESOF	T2-Leanited		
	Support User?			Yes	*		
	National User?			Yes	*		
	Registral User?			Yes	*		
	VISN User?			Yes			
	Admin User?			Yes	*		
	Audit Log User?			Yes	8		
	Site Ver?			Tes	×		
	EMS Liner?			Yes	*		
	£H5 Supervisor User?			Yes	*		
	Quant Unan?			Yes	*		
	DufaultRagion			14	1.00		
	Default VISH						
	DefaultSite			BRK . VABOSTI	ON HEALTH H		
	READ Access?			Tex	×		
	WRITE Access?			Yes	¥		
Display only the facilities	with permissions						
READ Arcens	WRITE Assess	Region	VISH		Passibly		
Ð	E	Region 4	V95W 2		ALBANY (SIRAS, ALSI)		
- 162	50	Region 1	VISIN 18		ALBUQUERQUE (NVI. ABQ)		
8	8	Region 4	V15N 4	ALTOONA (583, ALT)			
10	回	Region 1	V/DH III	AWARELD (564, ARA)			
10	10	Augus 1	Vrin 30	ANCHORAGE (NO., ANC)			
8	19	Region 3	VIN 11		ANN ABBUR (564, ABM)		
12	1	Region 2	VDN 5		ASHEVILLE (837, ASH)		
8	刻	Bedon 3	V/94 7		AUGUSTA (909, AUG)		
		0.00	d Cancel				

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:

	Select u	ser.'	
Local	User Name	Eind	
Selected	User Name	Fullname	
 TEST 	ARESOFT2: Administrator		
6	Select	Cancel	
		10	
	BMS Home Icon Learn	at I information 1	
	HINLING THEFT	a production of	

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.

nin Menu		ADMINISTRATION SE	CTION - USERADO-EDIT			Log
	Select Exolog NT User Na	m	7-	Select	Default	
PARAJETER				071	ONS	
-	NT Uver Hame		1	TESTANESDA	T2neut8M5	
	Support User?			Yes	*	
	National User!			Yes	*	
	Regional User?			Yes	*	
	VSN User?			Tex	*	
	Admin User?			Yes	*	
	Audit Log User?			Tes	*	
	Site User?			Tes	*	
	EHS User!			Yes	*	
	EHS Supervisor liter?			Tes	*	
	Guess User?			Yes		
	DefaultRegion			4	14	
	Default VISH			1		
	OvfaultSites			BRK VABORT	ON HEALTH W	
	READ Access?			Tex	8	
	WRITE Access?			Yes	*	
Display only the facilities	with permissions					
READ Autorat	WRITE Assess	Regian	VISH		Pacility	
官	E	Region 4	V199.7		ALBANY (TIBAR, ALN)	
18	80	Region 1	V5N 18		ALBOQUERQUE (S01, A8Q)	
1	8	Region 4	VISN 4	ALTOONA (SE3, ALT)		
12	E	Region 1	VSH IB	AMARILLO (SEA, AMA)		
R		Region 1	V/5N 20	AND IGBAGE (HG), ANC)		
8	Ri	Region 3	VISN 11		ANN ARBOR (SOR, ANN)	
B	20	Region 3	VER 6		ASHEVILLE (637, ASH)	
E	8	Retor 1	V6N 7		4003574 (595, A06)	
		(B	Garcel			

Figure 265 – Customize BMS user rights

Make the appropriate changes then press the **Submit** button to enter the data into the system. See <u>Adding a</u> <u>user</u> 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 u	er.	
Local	User Name	Eind	
Selected	User Name	Fuliname	
e TES	TARESOFT2: Administrator		
6	Select	Cancel	
	BMS Home Iton Lever	id Information	
	Elemente 2000	Palast Hass	
	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.

in Menu		ADMINISTRATIO	OH SECTION - USERADD/EDIT			Log
	Select Existing NT User Name			Select D		
	PARAMETER			OPTIC		
	HT User Some			TESTARESOFT	2 setBMS	
	Support Wer?			TRO	H	
	Histional User?			100		
	Regional User?			760	H.	
	VISN User?			No	*	
	Admin User?			No	100	
	Audit Log User?			tio.	100 M	
	Site User?			No	8	
	ENS User?			100	H	
	BMS Superviser User?			Nex	H	
	Quest User?			No	8	
	DefaultRegion:			4	8	
	Default VISH:			1	8	
	DefaultSite			BRK - VA DOSTO	REALTH H	
	READ Assess?			280	H)	
	WRITE Access?			140	*	
Disalay only the factilities w	ith permissions					
READ Access	WWITE Access	Region	VER		Facility	
		18	uternit 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.

			ADMINISTRATION SEC	TION - FACILITY EDIT			
	Salact Facility	y Name:			ABQ - ALBUQUERQUE (581 - AC	CTIVE YES)	۲.
			ABQ (501 - AL	LEUQUERQUE)			
	Facility St	lar ID;			ABQ		
	Full Facility Norse:				NEW MEXICO VA HEALTH CARE	SYSTEM	
	Facility Point-of-Contact:			9	STEVE GREENACRE		
	Facility POC	Email:		3	OHN GREENACRE @VA.GOV		
	Facility POC To	slephone:		1	23-458-7810		
	Facility Add	Pans 1:		F	ICS FBC BABCOCK STREET		
	Facility Add	ress 2:		h	NT CUBE		
	Facility City/S	tate/ZIP:		ALBUQUERQUE	ŧ	NM	 12345
				Selected	User Name	BHS, Read	BMS, Write
User operations:		10	harrin-hc-Jab.comuthaisar	R.	10		
				13	HCEVEAHORMAKABORIOSK	10	20 ×
					BMS Server Time Zone:	Eastern Sta	and Then
	VISR:	18					
	VISN: Restor:	18 t					
	VISH: Region: BHS Active/Live Site?				facility Site Time Zone:	Central Stand	Land Time
	Region:	1			Facility Site Time Zone: Pending Bod Placement	Central Stand	lard Time 🐨
	Region: BMS Active/Live Site?	t Vés 💌			Facility Site Time Zone: Pending Bod Placement Ust?	Central Stand	lard Time 💽
	Region: BHS Active/Live Site? Integrated Facility?	t Vasimi Nomi			Facility Site Time Zone: Pending Bod Placement Ust?	Central Stand	lard Time 💽
	Region: BHS Active/Live She? Integrated Facility? Integrated She List:	t Vasimi Nomi			Facility Site Time Zone: Pending Bott Placoment Light Medical Center ID #7	Central Stand	lard Time 💽
	Region: BHS Active/Live Site? Integrated Facility? Notegrated Site List: Ward Profix:	t Vasimi Nomi	۲		Facility Site Time Zone: Pending Bod Placoment Unit? Medical Center ID #7 ADT Profix:	Central Stand	lard Time 💽
	Region: BMS Active/Live Site? Integrated Facility? Notegrated Site List: Ward Profile: Ward Suffice:	1 Vis (m) No (m) Select Existing List	۲		Facility Site Time Jone: Pending Bod Placement Ust? Medical Center ID #7 ADT Proflac ADT Sufflac	Central Stand Yes	lard Time 💽
	Region: BRIS Active/Live Site? Integrated Facility? Notegrated Site List: Ward Profile: Ward Suffic: EMS Rol? Sender;	1 Vis (m) No (m) Select Existing List	۲		Facility Site Time Jone: Pending Bod Placement Ust? Medical Center ID 87 ADT Profile: ADT Soffic: Event Mail Sendor:	Central Stand Yes	lard Time 💽
	Region: BRIS Active/Live Site? Integrated Facility? Notegrated Site List: Ward Profile: Ward Suffie: EMS Rait Sender) Site Alies:	1 No • Select Existing List EMSD8@HARR:	۲	i Auto-Removal Patients	Facility Site Time Jone: Pending bod Placement Ust? Medical Center ID #? ADT Svefic: ADT Svefic: Event Mail Sendor: Site Alian:	Central Stand Yei SELECT MEDIC EVT01(BHA D	lard Time 💽
	Region: BMS ActiveLive Site? Integrated Facility? Notegrated Site List: Ward Profile: Ward Suffie: EMS Mail Sender) Site Alias: Site Alias:	1 No • Select Existing List EMSD8@HARR:	۲	i Auto-Removal Patients Whitoboard Ki	Factity Site Time Jone: Pending Bod Flacement Ust Medical Center ID #7 ADT Svefac ADT Seffac Event Mail Sendor: Site Alian Local Time Arjunt	Central Stand Yei SELECT MEDIC EVT01(BHA D	lard Time 💽
	Region: BMS Active/Live Site? Integrated FacBity? Notegrated Site List: Ward Profits: Ward Suffis: EMS Real Sender: Site Alles: Site Alles: EMS Default User Renes: EMSO	1 No • Select Existing List EMSD8@HARR:	۲	i Auto-Removal Patients I Whiteboard Ki White White	Facility Site Time Jone: Dending Bod Placement Ust? Medical Center ID #7 ADT Poofic: ADT Soffic Event Mail Sender: Site Alian Local Time Adjunt: Ook Dofast Usor Harse: BMSDF1	Central Stand Yei SELECT MEDIC EVT01(BHA D	lard Time 💽

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:

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 VHAGLAXXXX or VHAWLAXXXX.
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 VHAGLAXXXX or VHAWLAXXXX.
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.

						Application Icons							
-	System Icons		1.1211							-	Bed Cleaning Status Icons		1.1.4
¥.05 🗢	Bed Out Of Service (Vista)		+		R	Room Bed Symbol		++	Lat	×	Bed Needs Cleaning Icon		14
	Bed Out Of Service (BedBoard)		**	Edt	0	Numi (Met)		**	Edil	*	Cleaning Bed scon		4
an 20	Bed in Isolation		44	Eat		Numi (Not Met)		44	Eat	M	Bed Cleaned Joon		4
iat 🔟	Discharge Ordered		\$4	tot	and the second		Edit	it 🔄 EMS Notified Icon			12		
im A	Anticipated Discharge		44	EOK .		Simflar/Same Name		44					
tat 🛈	Interward Transfer		44	Edt	8	Ded Hold		*					
tan P	Patient Symbol		\$\$										
						000000000 5370 00							
dicon	Standard Icons					Ward Whiteboard Status Icons			A dd lo	an	Emergency Management Icons		
lot 🔯	Patient Opt-Out	P		Can	-	Negative Pressure (Room)	B	44	Eule	53	Stretcher (Patient) (EM)	P	1
int 🔳	Fb Risk	P	44	Ede	-	Shared Bathroom (Room)	R	44	Edit	-	Wheekchair Bound (Patient) (EM)	P	1
at 🐖	Slip and Fall Risk	P	44	tan	Ŧ	Telemetry (Patient)	P	44	tat	N	Ventilator (Patient) (EM)	P	1
int 💦	Flight Risk	P	44	ton		Telemetry (Room)	R	++	Edit.	民	Lift Equipment (Patient) (EA)	P	1
	Restraint	P	**	tot		Lift Equipment (Room)	R	++	£.01		Oxygen (Patient) (EM)	P	1
ot N					-	Close Observation (Patient)	P	**	rat	E	Evacuate (Patient) (EM)	P	14
-	Caution Risk	P	44	tan	1	cross noneceanor (second)							
Lot 🖭		P	++ ++	ton ton		Women's Program (Room)	R	**	LOL		Negative Pressure (Patient) (EM)	P	4
lat 🖭	Caution Risk	- S2 G		tae	R		10000	** **	E COM		Negative Pressure (Patient) (EM) One to One (Patient) (EM)	P	
ot 🖭 dt 💌	Caution Risk 23H Observation	P	44	tae tat	-	Women's Program (Room)	R						
lat 🕅 lat 💌 lat 💌 lat 🕅	Caution Risk 23H Observation PICC	P	*+ *+	Edit	R	Wamen's Program (Room) Respiratory Therapy (Patient)		**					4
at 1	Caution Risk 23H Observation PICC Suikide Risk	P	*+ *+	Edit	R	Wamen's Program (Room) Respiratory Therapy (Patient)		**					
ot 1	Caution Risk 23H Observation PICC Suicide Risk Site Configurable Icons	12 12 12	04 04 04	Lde Los	R	wamen's Program (Room) Respiratory Therapy (Patient) Selture Precautions		**	Eat		One to One (Patlent) (EM)	E	1
tot 🖭	Courtion Risk 20H Observation PACC Suickle Risk Site Configurable Icons Blue Box		** ** **	tae tae tae	R	Wamen's Program (Boom) Respiratory Therapy (Patient) Seture Preciautions Blue X		**	E coll		One to One (Pattent) (EM) Orange Circle	12	

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.

	System loons			System Icons	
Edit 🛕	Bed Out Of Service (BedBoard)	*	Edit 🥂	Bed Out Of Service (BedBoard)	÷
Edin 🖄	Bed in isolation	8.4	Edit 🧲	Bed Out Of Service (Vista)	*
Edin 🗢	Bed Dut Of Service (Vista)	* 4	Edit 🖄	8 Bed in Isolation	*
	System Icons		1	System Icons	
dit 🗢	Bed Out Of Service (Vista)	÷	Edit 🛕	Bed Out Of Service (BedBoard)	÷
dit 🛕	Bed Out Of Service (BedBoard)	*\$	Edit 🗢	Bed Out Of Service (Vista)	* 4
dit 🖄			Edit 🖄	Bed in Isolation	* 4

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.

	Edit Bed Out Of Service BedBo	ard icon, System Icon - Application Icon
	*Image Name:	BedOutOlService(BedBoard) prg Browse
	"Icon Name:	Bed Out Of Service BedBoard
	Scon Short Description:	Bed Out Of Service (BedBoard)
	icon Long Description:	Bed Out Of Service (BedBoard)
	Commant:	
	*Mouse Over Text:	Bed Out Of Service (BetBoard)
		[Save] [Never Mind, Return to Add/Edit Icon page]

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.

	Add icon Standard Icon - Ward Whiteb	oard Status Icon
	"image Name:	Browse
	"lean Nama:	
	*leon Short Description:	
	Icon Long Description:	
Active? Offer Bills Published? Yes 1940	Comment:	
OPatient @Bed/Room	*Mouse Over Text:	

Figure 273 – Administration Section – Add Icon

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

Choose File to	Upload					? 🔀
	icons bed in isolati bed out of se Interward tr	ervice.png		3	2	
My Network Places	File name: Files of type:	bed out of service.png All Files (".")	k		•	Open Cancel

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 <u>Searching an icon</u>.

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.

		Site Configurable Icons Search	
		Site Configurable Icons	
	Icon Image	Icon Name	
	Soloct All		
I	2	Bue Box	
1	2	Blue Arrow	
1	2	Blue Caution	
I	ð 🚺	Blue Circle	
1	2	Blue X	
1	य 👔	Blue Diamond	
1	2	Blue Heart	
1	2	Green Circle	
1	a 🚺	Orange Circle	
1	0	Orange Star	
1	8	Red Stop	

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.

		along the second second	110002030302030
			e Icons Search Result
Facility	Icon Image	Icon Hame	Facility icon Description
No.		Har Box	Non Square
IN STATE		Rue Damond	Bue Demond

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.

Icon Usage Report	
Isan Tena Everagence Hanogeneent Toom, M. Images, E.P.I Everine W.C. E.P.I E. w. New VISH E. YERK 2, VISH 3, VISH 9, VISH 9, Fachter (Sevent 44) U.S KAD-Satz (Sevent 44) U.S	You have

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.

			Icon Usage Report			
		toons, Site Canfigu 💌 Facility (BBK - VA BOSTON 9 94 (a) (a) (b) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	and the second second	Configurable Ico	ons	(view Report
	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					1.0.1
Ŭ.		Blue Arrow	Blue Arrow	N	N	N
ę.		Blue Caution	Blue Caution	N	N	N
		Blue Circle	Blue Circle	N	N	N
-		Blue Diamond	Blue Diamond	Y	N	N
8		Diue Heart	Diue Heart	N	N	N
i.		Blue Square	Blue Square	Y	N	Y (1)
		Blue X	Blue X	N	N	N.
k.		Caution Risk	Gaution Risk	Y	N	N
		Close Observation (Patient)	Close Observation (Patient)	Y .	N	N
0	-	Flight Risk	Fight Risk	Y	N	N
1	-	Flu Risk	Flu Risk	Y	N	N
2		Green Circle	Green Circle	N	N	N
3		Lift Equipment (Room)	Lift Equipment (Room)	Y	N	N
4		Negative Pressure (Patient)	Negative Pressure (Patient)	. Y	N	N
5		Negative Pressure (Room)	Negative Pressure (Room)	Y	N	N
6		Observation	Observation	Y	N	N
t		One-on-One (Patient)	One-on-One (Patient)	Y	N	N
8		Orange Circle	Orange Circle	N	N	N
9		Orange Star	Orange Star	N	N	N
0		Patient Opt-Out	Patient Opt-Out	Y	N	N
1		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.

Admin Menu	ADWNISTRATION SECTION - COM	Logout	
	Add/Edit Con	man Medical Term	
	Ténti	(Save) (Cancel)	
		Nedical Terms	
	Exten Delasta BED ASSIGNED		
	Edit Delete ISOLATION		

Rock to Regional Page

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 than can be used to fill in that field.

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

4.9.7.1 Adding a Common Medical Term

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

4.9.7.2 Editing a Common Medical Term

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

Admin Menu	ADWINISTRATION SECTION - COMMON MED	CAL TERMS ADD/EDIT/DELETE	Lagout
	Add/Edit Common Net	ical Term	
	Test: RED ASSIGNED	Save Cancel	
	Common Medical 1		
	ERI Delete BED ASSIGNED		
	Edit Delete /SOLATION		

Isolic to Regional Page

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.

		Audit Log Repo	ort	
Select Report	<select a="" value=""></select>	REGION		View Report
/15%	Standard Icone Site Configurable Icone	SITE	(w)	1.
FROM DATE	Facility Patients Pending Bed Placement List VISII Patients Pending Bed Placement List	TO DATE		

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.

		NUMA Categories	
ъ	CIMA:	[Save] (Cancel	
	Î Î	NUMA	
Edit	Delete	Acute - Critical Care	
Edit.	Delete	Acute - Medical	
Edit	Delete :	Acute - Mental Health Acute	
Edit	Delete	Acute - Mixed Med-Surg	
Edit	Delete	Acute - SCI Acute & Rehab	
Edit	Dolete	Acute - Step Down	
Edit	Delete	Acute - Surgical	
fdit	Delete	Blind Rehab	
Edit	Delete	Community Living Center (CLC)	
Edit	Delete	Domiciliary (eg MH RRTP)	
Edu	Delete	Mental Health / Chronic	
Edit	Delete	Rehab/TB1/Polytrauma	
		HAv8ED Categories	
н	W6ED:	[Save] [Cancel]	
	r r	MAYBED	
Edit	Delete	Adult ICU	
Edit	Delete	Airborne Infection Isolation	
Edit	Detete	Bern	
fdit	Delete	HAvBED Category I	

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.

Admin Manu			TON SECTION - Treating Spectally/NUNA/NavillED Edia	
			HUMA Categories	
		MIMA	(tan) (cance)	
		L	NUMA	
	6.41	Delarge	Acute - Official Care	
	6.00	Dates	Acute - Medical	
	Auto.	Delete	Acuta - Harris Medit Acute	
	Let.	Deleter	Acute - Hoed Med Surg	
	5.00	Deleter	Acute - 30 Alute 9 Retel	
	1.01	Delete	Acute - Stap Deven	
	540	Daters	Adulte - Surgicit	
	tan.	Delete	Blind Tertals	
	Lan.	Date to	Community Uning Carrier (CLC)	
	fam.	Dates	Duminitiary (vg min 88779)	
	Lan.	ben	Nertal Neith / Chroniti	
	644	Deleter	Rahati (12) Pidytrauma	
			MAUBED Catagories	
		4.465 (Sang Cance	
			HALARD	
	tan.	laine .	Asin Cu	
	140	Drivin .	Althored Infection Industries	
	Let.	Datety	Ban	
	1.m	Date	HA-8CD-Category 1	

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.

Admin Menu		ADMINISTRAT	NON SECTION - Treating Specially/HUNA/HAVEED Edit	4
			MUNA Colagories	
		ene [[Sec] Canol	
			HUMA	
	1.m	000	Anyle - Critical Care	
	1.01	Date in	Analia - Medical	
	East.	feire .	Acute - Hental Nextle Acute	
	640	Delate	Acate - Wood Mad Surg	
	6.00	(Seraine	Acuta - SCI Acuta B Rehab	
	i.m.	Date:	Acuta - Shep Down	
	1.00	Deiro	Acute - Surgicial	
	1.01	Detro	Bind Kehab	
	1.01	(beine	Community Uniting Center (CLC)	
	540	2eara	Committing (og XM1 BRTP)	
	Lav	Deterior .	Rente meets / Dronic	
	. 640	(brinne	Rehall-701 Polytowne	
			RA-BED Categories	
		e-RED [Saw Carcel	
			MA-BED :	
	1.00	Delate	Adus KU	
	5.01	Delaria	Airburne tritection isolation	
	1.m	Date	here	
	440	Deline	HkoBED Category I	

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

4.9.9.4 Deleting a NUMA/HavBED Specialty

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

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

4.9.9.5 Mapping a VistA specialty with a NUMA/HavBED Specialty

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

Vista Speciality: CARDIOLOGY		NU	IMA:		HAVBED:	Save Cano
1		Vista Specialty		NUMA	HAVBED	Adult ICU Arborne Infection Isolation
	Edit	ACUTE PSYCHIATRY (<45 DAYS)			100000005	Burn HAvBED Category - Other
	lat	ALCOHOL DEPENDENCE TRMT UNIT				HAVBED Category I HAVBED Category II HAVBED Category III Med/Surg
	Edit	ALLERGY				Operating Rooms Pediatric
	Edit	ANESTHESIOLOGY				Pediatric ICU Psychiatric
	Edit	BLIND REHAB				
	tex	BLIND REHAB OBSERVATION				
	Eat	CARDIAC INTENSIVE CARE UNIT	Acut	e - Critical Care	Adult ICU	
	Lot	CARDIAC SURGERY				
	Edit	CARDIAC-STEP DOWN UNIT				
	Los.	CARDIOLOGY				
	Edit	DERMATOLOGY				
	(Edit	DOD BEDS IN VA FACILITY				
	Edit	DOMICILIARY				
	lat.	DOMICILIARY CHV				
	Edit	DOMICILIARY PTSD				
	Lot	DOMICILIARY SUBSTANCE ABUSE				
	Edit	DRUG DEPENDENCE TRMT UNIT				

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.

k to Regional Page	ADMINISTRATION SECTION	Logo
Menu		
CONFIGURATION		
Maintain Marquee Text		
Add/Edit BMS User		
Edit 8MS Facility Settings		
Edit Sister Sites		
Add/Edit Icon		
Common Medical Terms		
View Audit Log		
Treating		
Specialty/NUMA/HAv8ED Edit		
National Waiting Area		
National Unavailable Reason		
SECTION TWO		
Background Processors		
Clear Cache		

Figure 286 – Selecting National Waiting Area Page

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

		National Waiting Area	
Text:			Add 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	

Back to Regional Page

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.

CONFIGURATION Maintain Marquee Text	
Maintain Marques Text	
maintain marquee text	
Add/Edit BMS User	
Edit BMS Facility Settings	
Edit Sister Sites	
Add/Edit Icon	
Common Medical Terms	
View Audit Log	
Treating	
Specialty/NUMA/HAvBED Edit	
National Waiting Area	
National Unavailable Reason	
Background Processors	

Figure 288 – Selecting National Waiting Area

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

			National Waiting Area		
Text	OUTPATI	ENT		Add Cancel	
			Waiting Area		
	E.c.t	Delete	ADMISSIONS		
	East	Delete	CLINIC		
	Edit	Delete	CURRENT INPATIENT BED		
	Edit	Deleta	CURRENT FACILITY		
	Tex.	Delete	EMERGENCY ROOM		
	Edit .	Delate	EVACUATION		
	Sat	Delete	RECOVERY OR PROCEDURE AREA		
	Edit.	Deleta	SCHEDULED ADMISSIONS		

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.

			National Waiting Area	
Text:			(Add Cancel	
			Waiting Area	
	Edit	Delete	ADMISSIONS	
	Edit	Delete	CLIMIC-	
	Edit	Delete	CURRENT INPATIENT BED	
	Edit	Deve	CURRENT FACILITY	
	Edit	Delete	EMERGENCY ROOM	
	£ ditt	Delete	EVACUATION	
	\$dit.	Delete	RECOVERY OR PROCEDURE AREA	
	Edit	Delota	SCHEDULED ADMISSIONS	
	Edit	Deleta	OUTPATIENT D	

Back to Regional Fage

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.

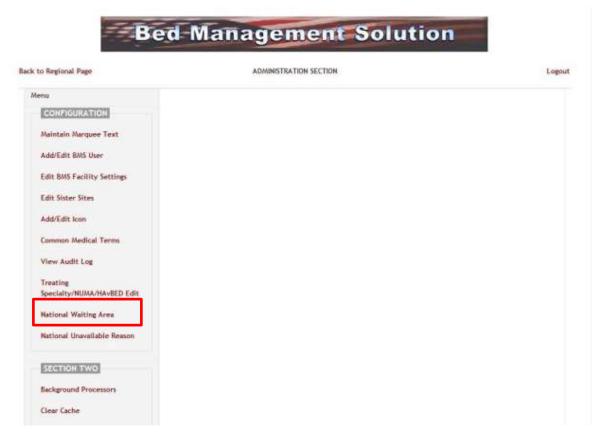


Figure 291 Selecting National Waiting Area

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

			National Waiting Area	
Text:			Add Cancel	
			Waiting Area	
	Can .	Delete	ADMISSIONS	
	Edit	Delete	CLINIC	
	Edit	Deleta	CURRENT INPATIENT BED	
	East	Delete	CURRENT FACILITY	
	Edit .	Delata	EMERGENCY ROOM	
	Edit	Deleta	EVACUATION	
	Edit	Delete	RECOVERY OR PROCEDURE AREA	
	Edit	Delata	SCHEDULED ADMISSIONS	
	sau	Delata	OUTPATIENT	

Figure 292 – Selecting Waiting Area for Edit

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

National Waiting Area		
CHANGE TO:	CURRENT:	
OUTPATIENT ONE	TEXT: OUTPATIENT	
Submit Cancel		

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:		Add Cancel	
		Waiting Area	
Earte	Delete	ADMISSIONS	
Eirte	Delete	CLINIC-	
Edit	Delete	CURRENT INPATIENT BED	
Earn	Delete	CURRENT FACILITY	
Edit	Delete	EMERGENCY ROOM	
Edit.	Delete	EVACUATION	
Eitht	Delete	RECOVERY OR PROCEDURE AREA	
Edit	Deleta	SCHEDULED ADMISSIONS	
fain.	Delete	OUTPATIENT ONE	

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.



Figure 295 – Selecting National Waiting Area

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

			National Waiting Area	
Text: [[Add] [Cancel]	
			Waiting Area	
	Edit	Delete	ADMISSIONS	
	Lint	Delete	CLINIC	
	Edit	Delata	CURRENT INPATIENT BED	
	Edit	Delete	CURRENT FACILITY	
	Edit	Delete	EMERGENCY ROOM	
	Edit	Delete	EVACUATION	
	Lot	Delete	RECOVERY OR PROCEDURE AREA	
_	Edit	Delete	SCHEDULED ADMISSIONS	
	Edit	Delety	OUTPATIENT ONE	

Back to Regional Page

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.

Admin Menu	ADMINISTRATION SECTION - National Waiting Areas Parameters Edit	Logout
2	National Waiting Area	
	Record: OUTPATIENT ONE	
	Are you sure you want to delete this Walting Area?	
	Delete Record Never Mind And Return To Listing	

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.

ck to Regional Page	ADMINISTRATION SECTION	Logo
Menu		
CONFIGURATION		
Maintain Marquee Text		
Add/Edit BMS User		
Edit BMS Facility Settings		
Edit Sister Sites		
Add/Edit Icon		
Common Medical Terms		
View Audit Log		
Treating		
Specialty/NUMA/HAvBED Edit		
National Waiting Area		
National Unavailable Reason		
Streetowning		
SECTION TWO		
Clear Cache		

Figure 298 - Click the National Unavailable Reason Link

			National Unavailable Reason	
Text			Type Dot	IOT DISPLAY
			Unavailable/Reeson	Туре
	Edit	Deleta	23 HOURS OBS	INFORMATION
	Edit	Delete	BED ASSIGNED	INFORMATION
1	Edit	Delata	CLOSED	OUT OF SERVICE
	Edit	Delete	ISOLATION.	ISOLATION
	Edit	Deleta	OUT OF SERVICE	OUT OF SERVICE
	Edit	Delata	PENDING DISCHARGE	INFORMATION
	Edit	Delate	PENDING TRANSFER	INFORMATION
1	Edit	Delete	RADIATION	OUT OF SERVICE
	Edit	Deleta	TEMPORARILY UNAVAILABLE	OUT OF SERVICE

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

Back to Regional Page

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.
Туре	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.

k to Regional Page	ADMINISTRATION SECTION	Logo
Menu		
CONFIGURATION		
Maintain Marquee Text		
Add/Edit BMS User		
Edit 8MS Facility Settings		
Edit Sister Sites		
Add/Edit Icon		
Common Medical Terms		
View Audit Log		
Treating		
Specialty/NUMA/HAv8ED Edit		
National Waiting Area		
National Unavailable Reason		
SECTION TWO		
Background Processors		

Deal March 1 At

Figure 300 – Selecting National Unavailable Reason

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

			National Unavailable Reason			
Text	ONHOLD		Ty	/pe	DO NOT DISPLAY	Add Cancel
			Contraction Provident	- 1	UUT OF SERVICE	
	Edit	Onieta	23 HOURS OBS		INFORMATION	
	Edit	Deloto	BED A55IGNED	INFORMATION		
	Edit	Delete	CLOSED	OUT OF SERVIC	E	
	Edt	Delate	ISOLATION		ISOLATION	
	Edit	Uniota	OUT OF SERVICE		OUT OF SERVIC	E
	Edit	Delete	PENDING DISCHARGE		INFORMATION	
	Edit	Delete	PENDING TRANSFER		INFORMATION	
	Edit	Delete	RADIATION		OUT OF SERVIC	E
	Edft	Delete	TEMPORARILY UNAVAILABLE		OUT OF SERVIC	E
	Ept	Oxiste	TRANSFER COORD - BED ASSIGNED		INFORMATION	

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.

k to Regional Page	ADMINISTRATION SECTION	Logo
Mena		
CONFIGURATION		
Maintain Marquee Text		
Add/Edit BMS User		
Edit BMS Facility Settings		
Edit Sister Sites		
Add/Edit Icon		
Common Medical Terms		
View Audit Log		
Treating		
Specialty/NUMA/HAvBED Edit		
National Waiting Area		
National Unavailable Reason		
SECTION TWO		
Background Processors		
Clear Cache		

Deal March 1 At

Figure 302 – Selecting National Unavailable Reason

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

			National Unavailable Reason	
Text			Type DDNO	T DISPLAY Add Cancel
1			Unavailable/Reason	Туре
[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	Deleta	PENDING DISCHARGE	INFORMATION
	Edit	Delete	PENDING TRANSFER	INFORMATION
	Edit	Delete	RADIATION	OUT OF SERVICE
	Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
	Edit	Delate	TRANSFER COORD - BED ASSIGNED	INFORMATION
	Lan	Deleta	PENDING APPROVAL	INFORMATION

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:

		National Unavailable Reason - Edit		
	CURRENT:	CHANGE TD:		
TEXT:	PENDING APPROVAL	PENDING APPROVAL FROM MANAGEMENT		
TYPE:	INFORMATION	INFORMATION	*	
	-	mil Never Mind And Return To Listing		

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.

			National Unavailable Reason		
Text			Type DO NO	T DISPLAY Add Cancel	
			Unavailable/Reason	Туре	
	\$ <i>2</i> 11	Delete	23 HOURS OBS	INFORMATION	
	Sette:	Delete	BED ASSIGNED	INFORMATION	
10	Edit	Delete	CLOSED	OUT OF SERVICE	
	Edit	Delete	ISOLATION	SOLATION	
	Edit	Delete	OUT OF SERVICE	OUT OF SERVICE	
	Edit.	Delete	PENDING DISCHARGE		
- 1	Edit .	Deleto	PENDING TRANSFER	INFORMATION	
1	Edit	Delete	RADIATION	OUT OF SERVICE	
	Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE	
1	Edit	Delete.	TRANSFER COORD - BED ASSIGNED	INFORMATION	
	Edit	Datage	PENDING APPROVAL	INFORMATION	

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.

National Unavailable Reason - Delete	
Unavailable Reason: Delete	
Reason: PENDERG APPROVAL	
Type: INFORMATION	
Are you sure you want to delete this record?	

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.

		Bac	kground Processors		
VistA Sites	Schedulers	VistA Integratio	n Audit	Numi	Whiteboard Repo
dd new VistA site					
<u>Y018HS - 523</u> <u>Y018OS - 523</u>	VistA Site				
	Name	V01BOS - 523	*		
	Time Zone	AKST	M		
	P				
		Connections ODBC Connection string Port=1972/Database=VISI A:Schems=BMS:Log File=Dr\\BMS\VisteCache		ISI	Test Connection
		User	admin		
		Password Test Connection	and a second		
					[Save] [Cancel

Back to Regional Page

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 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.

				ackground Processors		
A Sites	Schedul	10	VistA Integration	Audit	NUME	Whiteboard Report
new VistA site						
Defined VistA Sit	tes	25757555				
V03NYN - 630		VistA Site		1.0007		
(1100 583		Name		120		
17NTX - 549		Tine Zone				
/18ABQ - 591						
/1888G - 519						
18ELP - 756		Connectio				
(162110 644	1	ODBC	Connection string		(*)	Test Connection
18FRE - 649 /18TUC - 678						
719CHY - 442					10	
/190EN - 554			UNIT:		121	
/19/04M - 406 /19/08U - 575				×		
V195HE : 666			Password			
1995LC - 660						
V2080E - 467 V2080E - 531		7040342	VACUARD - VAR		CONTRACTOR CONTRACTOR	
20POR - 648		MDWS	Mdws Endpoint	MdwsEndpointUr(_1	 http://vale 	Test Connection
V20PUG - 663						
V20805-453 V205PO - 468						
201/CO - 692	1					
11						Save Cancel

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 <u>VistA Integration</u> section for details. The **Schedulers** page is displayed as in the following image.

		Backgrou	nd Processors			
fistA Sites	Schedulers	VistA Integration	Audit	Numi		Whiteboard Report
d new scheduler						
Every minute Every 30 minutes Every day at 5 AM Every two hours	Name Recurs every Time Zone O Occurs once at	Every 30 million 1 CST		Day 👻	(1)	
	Occurs every	30		Minute 💌	Start Time End Time	00 v 01 v 23 v 31 v

Back to Regional Page

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.

A Sites	Schedulers	VistA In	tegration	Audit	Numi		Whiteboard Report	
		Current Method	Current Scheduler	V17NTX - 549				
E ADT		MDWS	Every 5 mins	Details	-			
C Patients Pe	nding Bed Placement List	MDWS	6 AM CST	Data	Orderable Item			
				Method	MDWS			
Corderable B	tem	MDWS	Every 1 hour	Scheduler	Every 1 hour		12/	3
E Specialty		MDWS	Every 12 hours				Save Cancel	Remove
Treating Sp	ecialty	MDWS	Every 8 hours					
Facility Mov	vement Type	MDWS	Every 4 hours					
Entities				Run Job	ь			
Hospital Lo	cation	MDWS	Midnight	Method	MDWS			
E Patient		MDWS	Every 5 mins	Start Time	e 11/13/12		00 • 00 •	
F Room Bed		MDWS	Every 15 mins	End Time	11/13/12	_	00 - 00	
Vard Locat	ion	MDWS	Every 15 mins	End Thite	Transitz	200		-
Medical Cer	nter Division	MDWS	Midnight					Ru

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.

			Background P	rocessors			
fistA Sites	Schedulers	VistA Integra	tion	Audit		Numi	Whiteboard Report
VistA site, V018HS - 523 V018OS - 521 V18ABQ - 501	data types ADT Patients Pending Bed Place Vocabularies Orderable Item Specialty Facility Movement Type Entities Hospital Location Patient Room Red Ward Location Medical Center Division	ement List	and method ODEC MDWS	vit V V	ch status Succeeded Failed Running Partially Succeed	 Today Last week Last mont 	

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.

		Background	Processors			
listA Sites	Schedulers	VistA Integration	Audit N	luni	Whiteboard Re	eport
VISTA site, VOIBHS - 523 VOIBOS - 523 VOIBOS - 523 VIBABQ - 501	data types ADT Patients Pending Bed Vocabularies Orderable Item Speciality Facility Movement Ty Entities Hospital Location Patient Room Bed Ward Location Medical Center Division	p#	with status Succeeded Failed Partially Succeeded	all audit log entries Today Last week Last month During this spec 09/20/12 00/06 09/20/12 00/06	cific period	00
Vhts Helhod Or	ta Nows No Start Date	End Date Laurch Type	Paramet	the second s	Status	Outs
1018HS MDWS Room	Bed 09/18/12 17:33:13		(StartDate, 9/19/2012 4/21:00 AM)(6) (StartDate, null)(EndDate, 9		Running	Data

Back to Regional Page

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.

			Backgro	und Processors		
latA Sites	Schedulers	VistA Integration	Audit	HOW	Whiteboard Report	
		Schedulers: 1 A	N - CST	121	Add	
		Lat Dente Every 2		VisitA Miles V1848Q		

finit, in Sector of Fact

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.

		1	ackground Processo	rs		
tA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report	
Ed	it NUMI data Scheduler					
V01BED V01BHS						
V01B05 V01C0N						
V01MAN V01NHM V01PR0						
VOITOG						
V02UNY V038RX						
038YN 03EAS						
V03MOR V03NOP						
		M				

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 <u>Generate the whiteboard report for the selected wards</u>.

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

			Backgrou	nd Processors		
/istA Sites	Schedulers		VistA Integration	Audit	Numi	Whiteboard Repor
		Schedulers:	Every 30 minutes		Add	
			Scheduler	Facilities		
		Edit Devra	Every minute	BED, BRX		

Back to Regional Page

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.

			ackground Processor	5		
listA Sites	Schedulers	VistA Integration	Audit	Numi		Whiteboard Report
			Edit every minute Schedule			
			LI BATTLE CREEK (515,		8	
			BAY PINES (516, BAY	1	-	
			BECKLEY (517, BEC)			
			BEDFORD (518, BED)			
			🗐 BIG SPRING (519, BIG)		
			🔲 BILOXI (520, BIL)			
			BIRMINGHAM (521, B	IR)		
			🗇 BOISE (531, BOI)			
			BROCKTON (523A5, B	RK)		
	-			3.05.1	_	
	-		BROOKLYN (630A4, B	YN)		
			BUFFALO (528, WNY)			
	-			1		
				Save	Cancel	

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.

to Regional Page	ADWINISTRATION SECTION	Log
lensi		
EON STATISTICS		
Maintain Marquee Test		
Add/Edit BMS User		
Edit BMS Facility Settings		
Edit Sister Sites		
Add/Edit tour		
Common Medical Terms	Macange from velopage Mediated	
View Audit Log	Ave you sure you mark to disk cache!	
Treating Specialty/NUMA/IIIA/IIID Edit		
National Walting Area		
National Unavoilable Rosson	04 Careet	
SECTION TWO		
Background Processors	EMS fier III Technical Support must approve	
Cleve Cather	the use of the Clear Cache hyper link. The use of Clear Cache may cause system	

Figure 318 – Clear Cache Hyperlink

A confirmation message is displayed as in the following page.

Admin Menu	ADMINISTRATION SECTION - CLEAR CACHE	Logout
	Clear cache confirmation	2
	The cache has been cleared successfully.	
5		2
	Back to Regional 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://www.oed.wss.va.gov/process/Library/master_glossary/masterglossary.htm

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

Table 62 – Acronyms/Glossary

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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