

Bed Management Solution (BMS)

User Guide



Version 2.4

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Revision History

Date	Version	Description/Comments	Author(s)
01/13/2020	2.4	<p>Inserted Section 4.9.6.4 Configuring Auto-Icons for use in BMS. P249.</p> <p>Added guidance for the use of Keyboard Shortcuts on the Patients Pending Bed Placement (PPBP) screen. Pages 45 and 136.</p> <p>Updated screenshots for Whiteboard, added reference to the latest RTM for tracking back to the appropriate User guide sections/pages in Section 6.</p> <p>Added Section 3.2.4 Utilization of Color and 508 Standards Compliance , updated Images.</p> <p>Replaced 4.1.14, added additional content.</p> <p>Updated Section 4.1.8 with the following text, "In addition, the defining of Discharge Appointment Clinic will allow the automated assignment of the Anticipated Discharge, "A", icon on the facility's Whiteboard."</p> <p>Updated p.191, under section 4.2.4 with the following text, "or by finding an current appointment in a previously identified Discharge Appointment Clinic."</p>	Technatomy
10/17/2019	2.3.3	Added BMS Self-Help Troubleshooting Guide	R. Gong
05/09/2018	2.3.2	Updated with 2.3 changes	D. Bishop
12/19/2016	2.3.1	Updated with VAE MDWS-VIA migration changes	L. Epuri

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11/22/2016	2.3	Added/removed screenshots and descriptions for the SSO (Single Sign On) PIV login pages.	D. Horn
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03/18/2016	1.6	Updated for accessibility	L. Harth and P. O'Reilly
03/04/2016	1.6	<p>Updated for BMS version 1.6. The following Figures were updated:</p> <ul style="list-style-type: none"> • Figure 10 – BMS VISN Network Bed Boards Screen • Figure 11 – BMS National/Regional Screen • Figure 241 – VISN Bed Boards Page • Figure 242 – Adding a Patient to Patients Pending Bed Placement List • Figure 248 – VISN Bed Boards Page – Summary Reports • Figure 255 – BMS National / Regional Home Page • Figure 258 – Accessing Administration Section Page from National/Regional page 	L. Harth

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8/11/2015	0.6	<p>Updated for BMS version 1.5 and fixes to document formatting. The following sections were modified:</p> <ul style="list-style-type: none"> • 3.2.1 – Obtain BMS Access – pages 17-18 • 3.2.3 – Log in – pages 18-19 • 4.1.5.1 – Ward Whiteboard Kiosk URL Settings – pages 48-49 • 4.1.5.2 – EMS Mobile URL Settings – page 49 • Figure 166 – Scheduled Admissions Report – page 129 • Table 24 – Scheduled Admissions Parameters – page 130 • Figure 187 – Scheduled Admissions by Date – page 148 • Table 38 – Scheduled Admissions Parameters – Page 149 • 4.2.4.1 – Taking a Bed out of Service – Last paragraph – Page 162 • 4.9.6.5 – Generating an icon usage report – Pages 213-214 • Figure 277 – Administration Section – Icon Usage Report – Page 214 	P. O'Reilly
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10/14/2013	(1.3)	Updated tables 22 and 42 DISCH STATUS description.	S. Greenacre
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06/18/2013	0.1	Initial baseline.	S. Greenacre

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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 Veterans Affairs (VA) facilities. This user guide assumes the average users will have a basic knowledge of how to use a computer and have no previous experience with BMS in a healthcare setting. The user should have a fair understanding of the processes in the healthcare system of the Department of Veterans Affairs Medical Centers (VAMC). For additional technical information, refer to the technical manual.

1.2 Document Conventions

- Bold type indicates application elements (views, panes, links, buttons, and text boxes, for example) and key names.
- Key names appear in angle brackets <>.
- Italicized text indicates special emphasis.
- The warning icon () indicates items of particular importance.
- Some screens contain 'radio' buttons (). Click on the desired radio button to select that option.

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

1.3 Reference Materials

There is no COTS Product documentation required.

2 User Computing Environments

2.1 System Requirements

Table 1 – System Requirements

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

2.2 Internet Explorer Settings

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

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



Figure 1 - Internet Explorer Settings

3 BMS User Manual

3.1 What is BMS

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

BMS offers the following features:

- Tracks patient movement into, through and out of the hospital;

- Displays patient and bed occupancy status for all beds in the facility, Veterans Integrated Service Networks (VISN), Regional and National;
- Provides visibility of bed availability within VAMC's to support emergency management;
- Automates request and assignment of beds;
- Displays and facilitates discharge appointments;
- Supports and facilitates efficient flow operations and is a catalyst to process improvement and best practices;
- Provides reports on performance measures associated with bed management and patient flow.

BMS provides answers to the following questions:

- How many beds do we have?
- How many empty beds do we have?
- How many available female beds do we have?
- How many beds are out of service and why?
- How long does it take to clean a bed?
- How many patients have been pending bed placement within the VA facility and in the community hospitals?
- How many admissions, transfers, and discharges did my unit have yesterday?
- How many discharges will we have tomorrow?
- How many scheduled admissions do we have for today?

3.2 Getting Started

3.2.1 Obtain BMS Access

Your manager or BMS Site Coordinator (list of BMS site coordinators is [here](#)) must authorize and provide you access to BMS before you can log in. Your level of access will be dependent upon your role.

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

3.2.2 Launch BMS

If your support staff has not provided a desktop shortcut or another way to access BMS, you can access BMS by pointing your browser to <https://vaww.bms.va.gov> — the application's Uniform Resource Locator (URL).

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

3.2.3 Log in

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

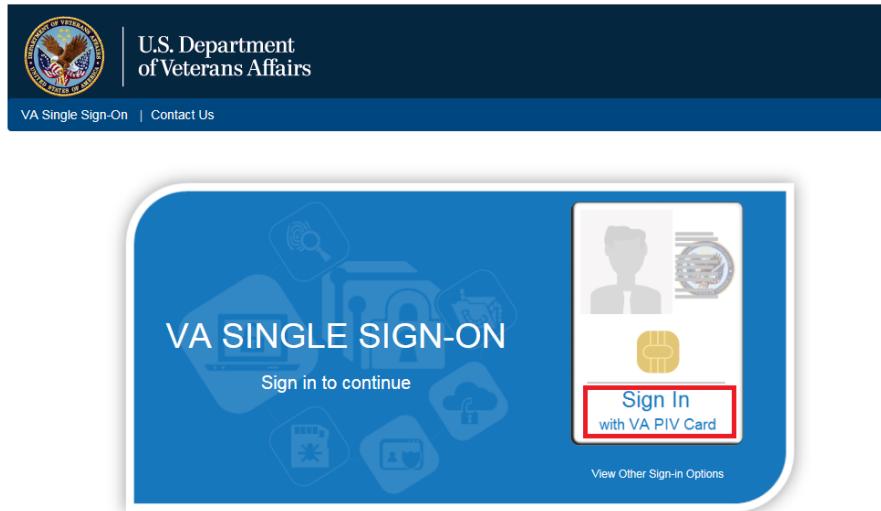


Figure 2 – VA Single Sign-On Screen

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

1. Click on the “Sign In with VA PIV Card”
 - Upon clicking the “Sign In with VA PIV Card”, the user will see the next screen, prompting them for the PIV PIN from the ActivClient Login dialog box, as below:

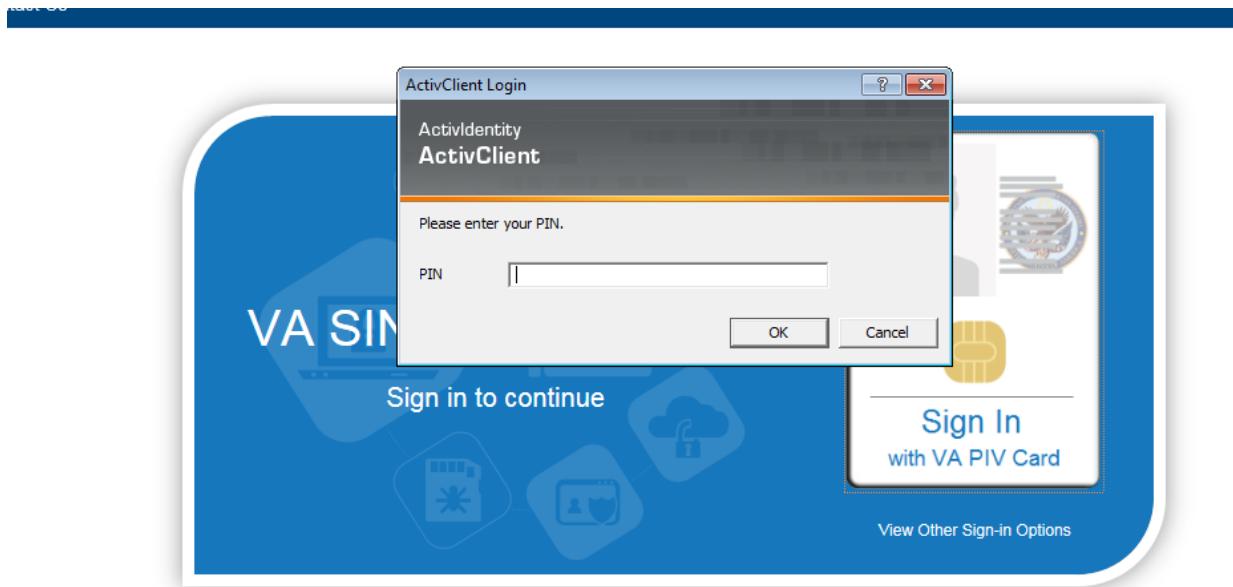


Figure 3 – VA Single Sign-On Page

- The user will enter their PIV PIN and click OK.

-OR-

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

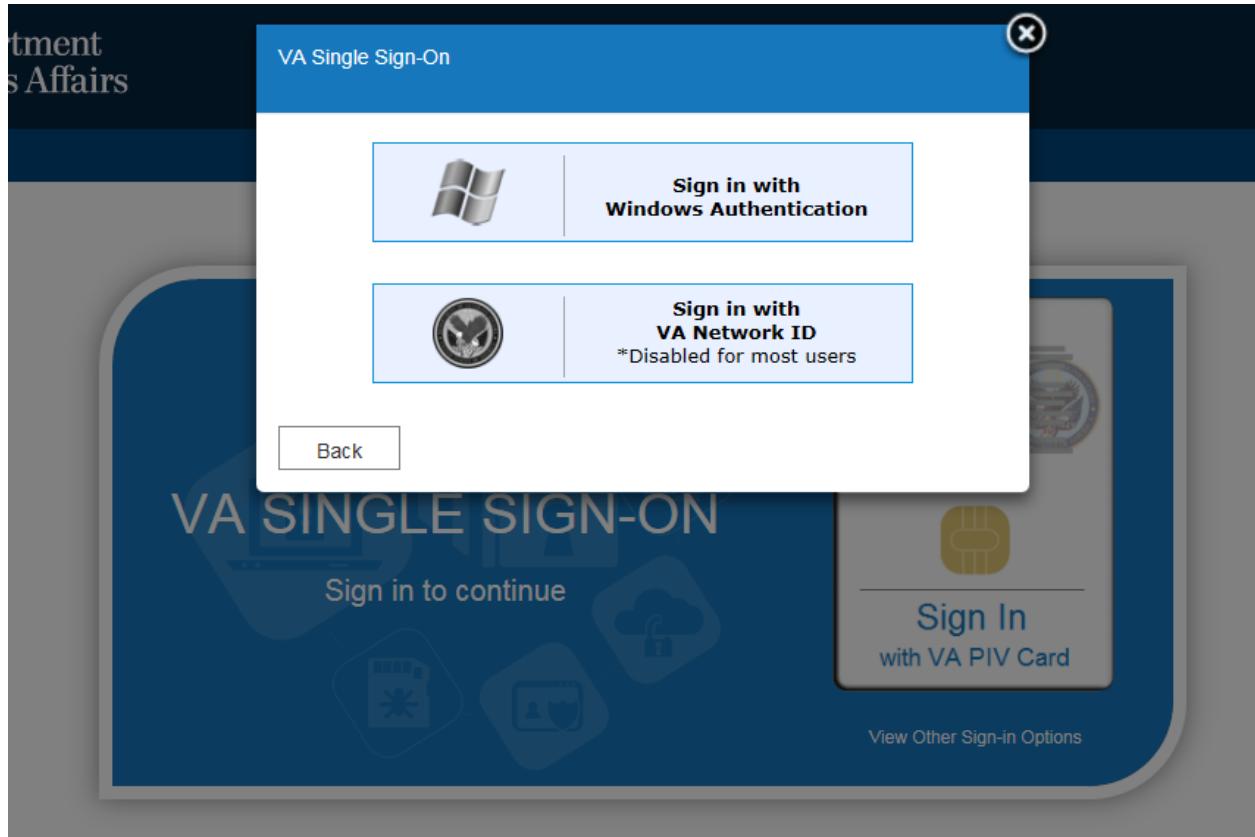


Figure 4 - Other Sign-In Options

2. Other Sign-In Options

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

- **Sign In with Windows Authentication**

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

- **Sign In with VA Network ID**

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

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

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

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

3.2.4 BMS Utilization of Color and 508 Standards Compliance

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

3.2.5 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.

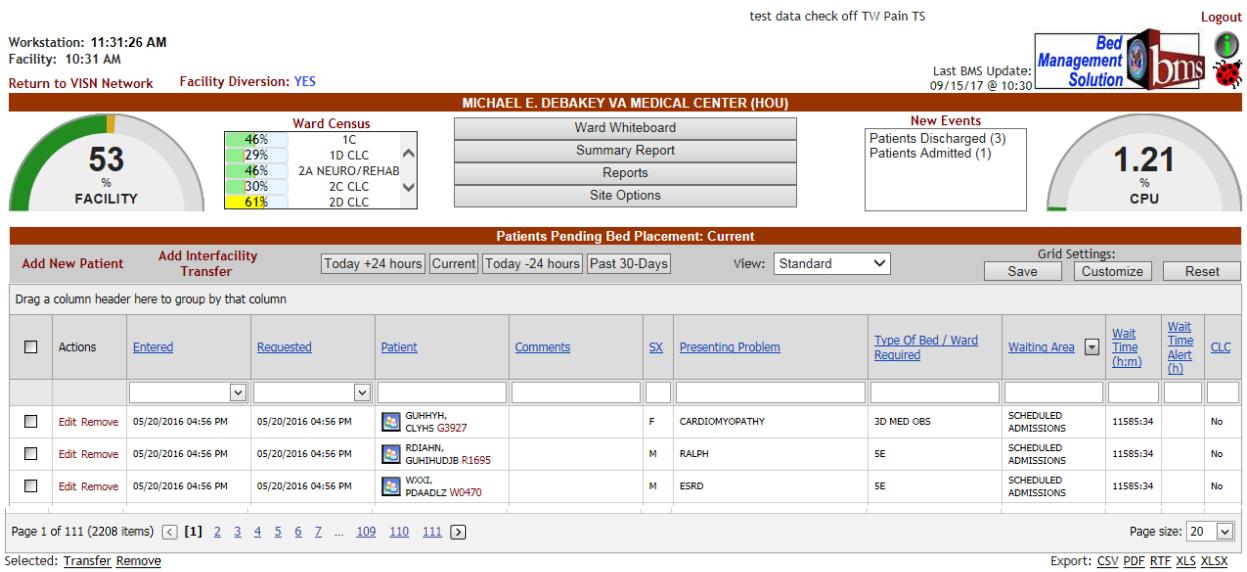


Figure 5 – BMS Facility Home Screen

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).

The screenshot shows the BMS Ward Whiteboard Screen. At the top, it displays 'Whiteboard Home', 'HOU Whiteboard for: - Last Update: 12/18/18 at 15:07 (CST)', and 'Export Report Icon Legend'. It also shows 'Facility Census' at 52% and 'Total Number Pending/Today's Scheduled Admission: 1037/0'. Below this is a large grid table with columns: BED, PT, STAFF, ATTENDING, COMMENTS, OBS CNTDWN STATUS, DISCH STATUS, BED STATUS, WARD, NUM, and LOS WARD DDD:HH. The grid lists various beds (e.g., 109-A, 109-B, 110-A, 110-B, 1B120-B, 1B122-A, 1B124-A, 1B124-B, 1B124-D, 1B126-A) with their respective statuses and comments. For example, bed 1B120-B is listed as 'OUT OF SERVICE - ENVIRONMENTAL'. At the bottom of the grid, there are links for BMS Home, Icon Legend, Information, and Clinical Inventory.

Figure 6 – BMS Ward Whiteboard Screen

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

[Return to Home Page](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Figure 7 – BMS Facility New Events Screen

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: Unavailable/Out Of Service for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

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

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

[Return to Site Home Page](#)

[Export Report](#)

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

ADD Location Name: <input type="text" value="Facility"/>	<input type="button" value="ADD"/> <input type="button" value="Cancel"/>																																																																																								
EDIT Diversion <input type="button" value="Current Diversions"/> <input type="button" value="All Diversions"/>																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Edit</th> <th style="width: 30%;">Current Diversion Location</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Start Date</th> <th style="width: 10%;">Time</th> <th style="width: 15%;">Entered By</th> <th style="width: 10%;">Last Edit By</th> <th style="width: 10%;">Duration dd:hh:mm</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Facility-TELEMETRY</td> <td>Yes</td> <td>05/23/2016</td> <td>13:54</td> <td>v17.med.va.gov\vhantxallenj2</td> <td>05/23/16 - 13:54</td> <td>vha.med.va.gov\vhaishbalakl 17:20:27</td> </tr> <tr> <td>Edit</td> <td>Facility-ICU</td> <td>Yes</td> <td>05/23/2016</td> <td>16:23</td> <td>v19.med.va.gov\vhaecherolk</td> <td>05/23/16 - 16:24</td> <td>17:17:58</td> </tr> <tr> <td>Edit</td> <td>Facility-TEST</td> <td>Yes</td> <td>05/25/2016</td> <td>11:45</td> <td>vha.med.va.gov\vhaisdporeg</td> <td>05/25/16 - 11:56</td> <td>15:22:36</td> </tr> <tr> <td>Edit</td> <td>Emergency Department-TEST 2</td> <td>Yes</td> <td>05/25/2016</td> <td>11:59</td> <td>vha.med.va.gov\vhaisdporeg</td> <td>05/25/16 - 11:59</td> <td>15:22:22</td> </tr> <tr> <td>Edit</td> <td>Emergency Department-UFT</td> <td>Yes</td> <td>05/26/2016</td> <td>14:54</td> <td>v08.med.va.gov\vhabaywilso</td> <td>05/26/16 - 14:54</td> <td>14:19:27</td> </tr> <tr> <td>Edit</td> <td>Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT</td> <td>Yes</td> <td>05/27/2016</td> <td>12:00</td> <td>vha.med.va.gov\vhaisdporeg</td> <td>05/27/16 - 11:34</td> <td>vha.med.va.gov\vhaisdporeg 13:22:21</td> </tr> <tr> <td>Edit</td> <td>Facility-</td> <td>Yes</td> <td>06/02/2016</td> <td>11:28</td> <td>vha.med.va.gov\vhaisdporeg</td> <td>06/02/16 - 11:42</td> <td>07:22:53</td> </tr> <tr> <td>Edit</td> <td>Facility-TEST 06.02</td> <td>Yes</td> <td>06/02/2016</td> <td>12:49</td> <td>vha.med.va.gov\vhaisdporeg</td> <td>06/02/16 - 13:10</td> <td>vha.med.va.gov\vhaisdporeg 07:21:32</td> </tr> <tr> <td>Edit</td> <td>Emergency Department-CITY OF HOUSTON</td> <td>Yes</td> <td>06/03/2016</td> <td>15:18</td> <td>v08.med.va.gov\vhiamisheltt</td> <td>06/03/16 - 15:19</td> <td>06:19:03</td> </tr> <tr> <td>Edit</td> <td>Facility-MIAMI</td> <td>Yes</td> <td>06/09/2016</td> <td>15:23</td> <td>v08.med.va.gov\vhiamisheltt</td> <td>06/09/16 - 15:25</td> <td>00:18:58</td> </tr> </tbody> </table>		Edit	Current Diversion Location	Status	Start Date	Time	Entered By	Last Edit By	Duration dd:hh:mm	Edit	Facility-TELEMETRY	Yes	05/23/2016	13:54	v17.med.va.gov\vhantxallenj2	05/23/16 - 13:54	vha.med.va.gov\vhaishbalakl 17:20:27	Edit	Facility-ICU	Yes	05/23/2016	16:23	v19.med.va.gov\vhaecherolk	05/23/16 - 16:24	17:17:58	Edit	Facility-TEST	Yes	05/25/2016	11:45	vha.med.va.gov\vhaisdporeg	05/25/16 - 11:56	15:22:36	Edit	Emergency Department-TEST 2	Yes	05/25/2016	11:59	vha.med.va.gov\vhaisdporeg	05/25/16 - 11:59	15:22:22	Edit	Emergency Department-UFT	Yes	05/26/2016	14:54	v08.med.va.gov\vhabaywilso	05/26/16 - 14:54	14:19:27	Edit	Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT	Yes	05/27/2016	12:00	vha.med.va.gov\vhaisdporeg	05/27/16 - 11:34	vha.med.va.gov\vhaisdporeg 13:22:21	Edit	Facility-	Yes	06/02/2016	11:28	vha.med.va.gov\vhaisdporeg	06/02/16 - 11:42	07:22:53	Edit	Facility-TEST 06.02	Yes	06/02/2016	12:49	vha.med.va.gov\vhaisdporeg	06/02/16 - 13:10	vha.med.va.gov\vhaisdporeg 07:21:32	Edit	Emergency Department-CITY OF HOUSTON	Yes	06/03/2016	15:18	v08.med.va.gov\vhiamisheltt	06/03/16 - 15:19	06:19:03	Edit	Facility-MIAMI	Yes	06/09/2016	15:23	v08.med.va.gov\vhiamisheltt	06/09/16 - 15:25	00:18:58
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Edit	Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT	Yes	05/27/2016	12:00	vha.med.va.gov\vhaisdporeg	05/27/16 - 11:34	vha.med.va.gov\vhaisdporeg 13:22:21																																																																																		
Edit	Facility-	Yes	06/02/2016	11:28	vha.med.va.gov\vhaisdporeg	06/02/16 - 11:42	07:22:53																																																																																		
Edit	Facility-TEST 06.02	Yes	06/02/2016	12:49	vha.med.va.gov\vhaisdporeg	06/02/16 - 13:10	vha.med.va.gov\vhaisdporeg 07:21:32																																																																																		
Edit	Emergency Department-CITY OF HOUSTON	Yes	06/03/2016	15:18	v08.med.va.gov\vhiamisheltt	06/03/16 - 15:19	06:19:03																																																																																		
Edit	Facility-MIAMI	Yes	06/09/2016	15:23	v08.med.va.gov\vhiamisheltt	06/09/16 - 15:25	00:18:58																																																																																		

Figure 9 – BMS Facility Diversion Screen

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

Bed Management Solution

Return to Regional Page	View Emergency Mgmt. Report	View Diversion Report	View Audit Log	Logout																																																																		
VISN 16 Network Bed Boards																																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">FACILITY</th> <th style="width: 25%;">VISN Bed Summary Report</th> <th style="width: 15%;">CENSUS</th> <th style="width: 15%;">USERS</th> <th style="width: 15%;">POINT-OF-CONTACT</th> <th style="width: 15%;">POC TELEPHONE</th> </tr> </thead> <tbody> <tr> <td>BILOXI (BIL)</td> <td>BILOXI Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> <tr> <td>FAYETTEVILLE (FAV)</td> <td>FAYETTEVILLE Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> <tr> <td>HOUSTON (HOU)</td> <td>HOUSTON Summary Report</td> <td>52%</td> <td>2</td> <td>JAMES HERRADA, RN</td> <td>713-794-7535</td> </tr> <tr> <td>JACKSON (JAC)</td> <td>JACKSON Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> <tr> <td>LITTLE ROCK (LIT)</td> <td>LITTLE ROCK Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> <tr> <td>MUSKOGEE (MUS)</td> <td>MUSKOGEE Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> <tr> <td>NEW ORLEANS (NOL)</td> <td>NEW ORLEANS Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> <tr> <td>OKLAHOMA CITY (OKL)</td> <td>OKLAHOMA CITY Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> <tr> <td>PINEVILLE (ALX)</td> <td>PINEVILLE Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> <tr> <td>SHREVEPORT (SHR)</td> <td>SHREVEPORT Summary Report</td> <td>0%</td> <td>0</td> <td>NONE</td> <td>NONE</td> </tr> </tbody> </table>		FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE	BILOXI (BIL)	BILOXI Summary Report	0%	0	NONE	NONE	FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE	HOUSTON (HOU)	HOUSTON Summary Report	52%	2	JAMES HERRADA, RN	713-794-7535	JACKSON (JAC)	JACKSON Summary Report	0%	0	NONE	NONE	LITTLE ROCK (LIT)	LITTLE ROCK Summary Report	0%	0	NONE	NONE	MUSKOGEE (MUS)	MUSKOGEE Summary Report	0%	0	NONE	NONE	NEW ORLEANS (NOL)	NEW ORLEANS Summary Report	0%	0	NONE	NONE	OKLAHOMA CITY (OKL)	OKLAHOMA CITY Summary Report	0%	0	NONE	NONE	PINEVILLE (ALX)	PINEVILLE Summary Report	0%	0	NONE	NONE	SHREVEPORT (SHR)	SHREVEPORT Summary Report	0%	0	NONE	NONE			
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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.

Figure 11 - BMS National/Regional Screen

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

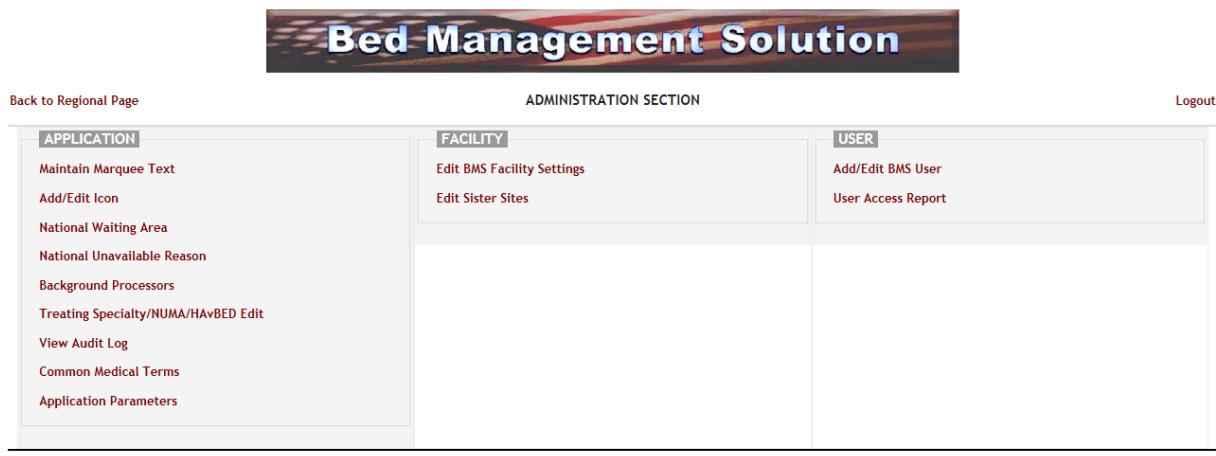


Figure 12 - BMS Administration Section Screen

3.2.6 Working with data grids

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

3.2.5.1 Sort Information within Columns

You can sort the information within most columns.

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

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

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

4 BMS Instructions/User Types

BMS users can be grouped in the following types:

- Administrator Users
- Site Users
- EMS Supervisor Users
- EMS Users

- VISN Users
- Regional Users
- National Users
- Guest User
- Support Users

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

4.1 Facility Administrators Users

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

Administrator users can access the following pages:

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

4.1.1 Bed Board Site Configuration Main Page

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

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

The screenshot shows the 'Bed Board Site Configuration' page for 'MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. At the top left is a 'Return to Site Home Page' link. Below it is a grid of links:

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Below the grid is a section for 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display': for RESET: NONE

Evacuation: ON OFF

At the bottom, there is a table showing workstation and facility information:

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY	Tue Dec 18 2018	3:08 PM
DATE/TIME		
VISN	16	
REGION	2	

Navigation links at the bottom include: [BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

Figure 14 – Bed Board Site Configuration Page

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

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

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

For details on the options available see the sections below.

4.1.2 VistA Ward Add/Edit Page

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

[Return to Admin Main Page](#)

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

ADD/EDIT Ward								
Type	Vista Ward Name	BMS Type Group	Ward Group Text	Census Categories	Display Specialty	Virtual Ward	Kiosk:	Desktop:
VISTA Ward	Select A Ward			NONE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Select A Ward	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>								
Current Vista Wards								
IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT	CENSUS CATEGORIES	DISPLAY SPECIALTY	VIRTUAL WARD	
Edit Delete 91	1A	SPINAL CORD INJURY	BMS005_01	BMS005_01	ICU	Desktop	TEST4	
Edit Delete 92	1B	SPINAL CORD INJURY	BMS005_01_2	BMS005_01_2	ICU	Kiosk, Desktop	TEST4	
Edit Delete 62	1C	NHCU	1C	1C	DOM	Kiosk, Desktop	Test 2	
Edit Delete 63	1D	NHCU	CLC	1D CLC	Mental Health	Desktop		
Edit Delete 144	2A LTM	NEUROLOGY	TEST2	GROUP2	Acute In-Patient	Kiosk, Desktop	test	
Edit Delete 90	2A NEURO	NEUROLOGY	TEST2	TEST2		Kiosk, Desktop	2A NEURO	
Edit Delete 128	2A NEURO OBS	NEUROLOGY OBSERVATION	TYPE0727	WARD0727		Kiosk, Desktop		
Edit Delete 122	2A REHAB	REHABILITATION MEDICINE	NEURO/REHAB	2A NEURO/REHAB		Kiosk, Desktop		
Edit Delete 64	2C	NHCU	COMMUNITY LIVING CENTER	2C CLC		Kiosk, Desktop		
Edit Delete 148	2D CLC	NHCU	CLC	2D CLC	CLC	Kiosk, Desktop	TEST1	
Edit Delete 146	2D CLC	NHCU	CLC	4D CLC	CLC	Kiosk, Desktop	TEST1	
Edit Delete 73	3A	GENERAL(ACUTE MEDICINE)	TEST1	TEST1	Acute In-Patient	Kiosk, Desktop		
Edit Delete 101	3A MED OBS	MEDICAL OBSERVATION	OBSERVATION	3A MED		Kiosk, Desktop	Test 2	
Edit Delete 74	3B	GENERAL(ACUTE MEDICINE)	MEDICINE	3B MED		Kiosk, Desktop		

Virtual Wards								
VISTA WARD NAMES			BMS TYPE GROUP	BMS WARD GROUP TEXT				
Edit	Delete	2A NEURO	VIRTUAL	TEST VIRTUAL				
Edit	Delete	test	TEST TYPE GROUP	TEST V WARD GROUP TEXT				
Edit	Delete	Test 2	V-OBS	V-OBS				
Edit	Delete	TEST1	TEST2	TEST3				
Edit	Delete	TEST3	TEST3	TEST3				
Edit	Delete	TEST4	TEST4	TEST4				

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)**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 center portion of the screen, while Virtual Wards, if any, will be displayed at the bottom of the screen.

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

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

Table 2 – Ward Group Parameters

Column	Description
Internal Entry Number (IEN)	The VistA Internal Entry Number for the primary lookup key in the Ward Location #42 file.
VistA Ward Name	The name of the ward retrieved from VistA.
VistA Ward Specialty	The specialty associated to the selected ward in VistA.
BMS Type Group	The specialty assigned to the ward group from the specialties defined for the current facility. (The BMS Type Group field.)

Column	Description
BMS Ward Group Text	The ward group assigned for the needs of the current facility.
Census Categories	The category the with which the ward is associated.
Display Specialty	Display(s) in which the ward appears.
Virtual Ward	The virtual ward wherein a ward can become a member.

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

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

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

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

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

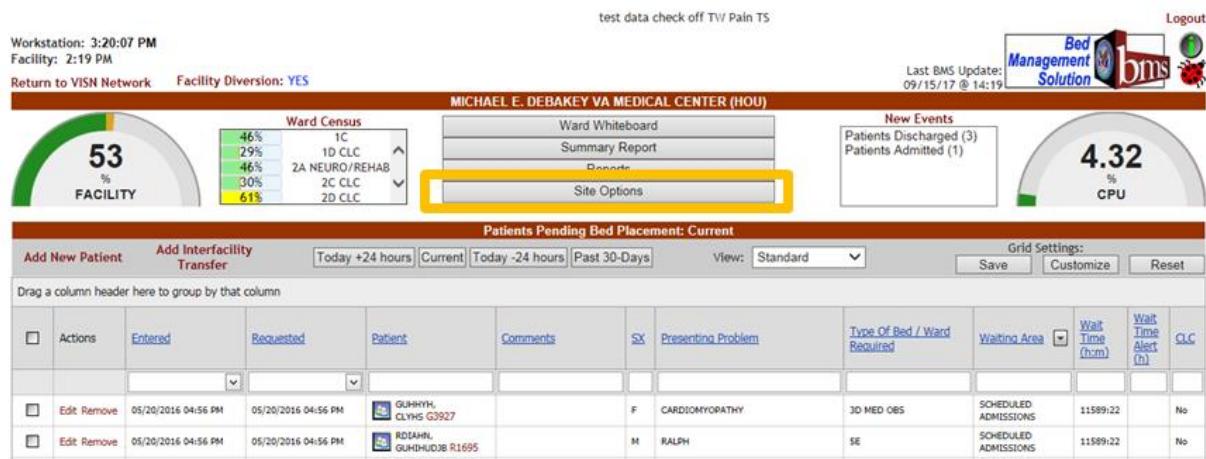


Figure 16 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appl Clinics Add/Delete	Icon Usage Report
EMIS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMIS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	DATE/TIME	Tue Dec 18 2018 3:08:58 PM
FACILITY		
DATE/TIME		Tue Dec 18 2018 3:08 PM
VISN		16
REGION		2

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

Figure 17 – Selecting VistA Ward Add/Edit Page

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

[Return to Admin Main Page](#)

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

ADD/EDIT Ward						
Type	Vista Ward Name	BMS Type Group	Ward Group Text	Census Categories	Display Specialty	Virtual Ward
<input type="button" value="VISTA Ward"/>	Select A Ward			<input type="button" value="NONE"/>	<input checked="" type="checkbox"/> Desktop: <input type="checkbox"/>	<input type="button" value="Select A Ward"/>
Current Vista Wards						
IEN	VIST	RD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT	CENSUS CATEGORIES	DISPLAY SPECIALTY
91	1A (IEN:91)	LORD INJURY	BMS005.01	BMS005.01	ICU	Desktop TEST4
92	1B (IEN:92)	LORD INJURY	BMS005.01_2	BMS005.01_2	ICU	Kiosk, Desktop TEST4
62	1C (IEN:62)	IHCU	1C	1C	DOM	Kiosk, Desktop Test 2
63	1D (IEN:63)	IHCU	CLC	1D CLC	Mental Health	Desktop
144	2A LTM (IEN:144)	TEST2	TEST2	TEST2	Acute In-Patient	test
128	2A NEURO (IEN:90)	Y OBSERVATION	TYPE0727	WARD0727		Kiosk, Desktop 2A NEURO
122	2A REHAB (IEN:122)	3B MED OBS (IEN:102)	NEURO/REHAB	2A NEURO/REHAB		Kiosk, Desktop
64	2C (IEN:64)	3B MED OBS (IEN:101)	TEST2	TEST2		Kiosk, Desktop
148	2D CLC (IEN:146)	3C MED (IEN:73)	TEST2	TEST2		Kiosk, Desktop
146	2D CLC (IEN:148)	3A (IEN:73)	TEST2	TEST2		Kiosk, Desktop
101	2D MED OBS (IEN:101)	3A MED OBS (IEN:101)	TEST1	TEST1		Kiosk, Desktop
73	2D MED OBS (IEN:126)	3D MED OBS (IEN:137)	TEST1	TEST1		Kiosk, Desktop
74	3D MED OBS (IEN:126)	3D STEP (IEN:140)	OBSERVATION	OBSERVATION		Kiosk, Desktop
74	3D MED OBS (IEN:137)	3DIM (IEN:96)	OBSERVATION	OBSERVATION		Kiosk, Desktop
102	3D STEP (IEN:140)	3LCC (IEN:79)	OBSERVATION	OBSERVATION		Kiosk, Desktop
75	3DIM (IEN:96)	3LCC MED OBS (IEN:150)	OBSERVATION	OBSERVATION		Kiosk, Desktop
114	3LCC (IEN:79)	3LMI (IEN:77)	OBSERVATION	OBSERVATION		Kiosk, Desktop
126	3LCC MED OBS (IEN:150)	3LMI MED OBSERV (IEN:151)	OBSERVATION	OBSERVATION		Kiosk, Desktop
137	3LMI MED OBSERV (IEN:151)	3LMI MED OBS (IEN:123)	OBSERVATION	OBSERVATION		Kiosk, Desktop
96	3LMI MED OBS (IEN:123)	4B MED (IEN:108)	OBSERVATION	OBSERVATION		Kiosk, Desktop
121	4B MED (IEN:108)	4B MED OBS (IEN:108)	OBSERVATION	OBSERVATION		Kiosk, Desktop
121	4B MED OBS (IEN:108)	4B MED OBS (IEN:108)	INTERMEDIATE	INTERMEDIATE		Kiosk, Desktop

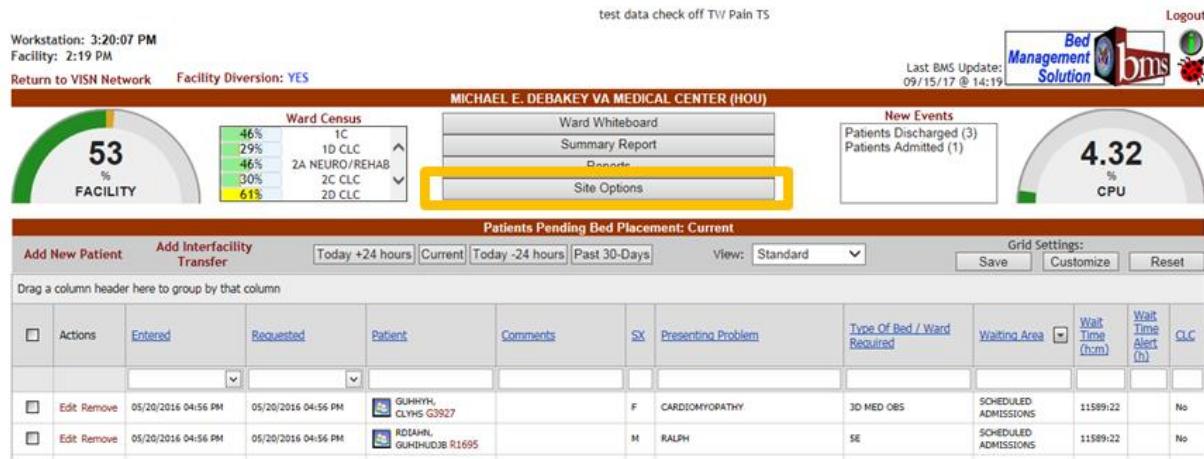
Figure 18 – Adding/Editing Ward

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

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

4.1.2.2 Editing a Ward Group



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

Figure 19 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete															
BMS Orderable Items Add/Delete	Discharge App Clinics Add/Delete	Icon Usage Report															
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend															
Facility Setting	Site Configurable Icons	View Audit Log															
BMS Portal Access	BMS User Add/Edit	Contingency Settings															
Background Processors																	
Reset SUMMARY Report Out-Of-Service/Do-Not-Display: <select style="width: 150px;">Unavailable/Out Of Service</select> for <select style="width: 150px;"></select> <input type="button" value="Submit"/> RESET: NONE																	
Evacuation: <input checked="" type="radio"/> ON <input type="radio"/> OFF <input type="button" value="Submit"/>																	
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%; padding: 5px;">WORKSTATION</td><td style="width: 33%; padding: 5px;">DATE/TIME</td><td style="width: 33%; padding: 5px;">Tue Dec 18 2018 3:08:58 PM</td></tr><tr><td>FACILITY</td><td></td><td></td></tr><tr><td>DATE/TIME</td><td></td><td>Tue Dec 18 2018 3:08 PM</td></tr><tr><td>VISN</td><td></td><td>16</td></tr><tr><td>REGION</td><td></td><td>2</td></tr></table>			WORKSTATION	DATE/TIME	Tue Dec 18 2018 3:08:58 PM	FACILITY			DATE/TIME		Tue Dec 18 2018 3:08 PM	VISN		16	REGION		2
WORKSTATION	DATE/TIME	Tue Dec 18 2018 3:08:58 PM															
FACILITY																	
DATE/TIME		Tue Dec 18 2018 3:08 PM															
VISN		16															
REGION		2															
BMS Home Icon Legend Information Clinical Inventory																	

Figure 20 – Selecting Vista Ward Add/Edit Page

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

[Return to Admin Main Page](#)

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

ADD/EDIT Ward								
Type	Vista Ward Name	BMS Type Group	Ward Group Text	Census Categories	Display Specialty	Virtual Ward		
<input type="button" value="VISTA Ward"/>	<input type="button" value="Select A Ward"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="NONE"/>	<input type="checkbox"/> Kiosk: <input checked="" type="checkbox"/> Desktop:	<input type="button" value=""/>	<input type="button" value="Select A Ward"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>								
Current Vista Wards								
IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT	CENSUS CATEGORIES	DISPLAY SPECIALTY	VIRTUAL WARD	
Edit Delete 91	1A	SPINAL CORD INJURY	BMS005_01	BMS005_01	ICU	Desktop	TEST4	
Edit Delete 92	1B	SPINAL CORD INJURY	BMS005_01_2	BMS005_01_2	ICU	Kiosk, Desktop	TEST4	
Edit Delete 62	1C	NHCU	IC	IC	IC	Kiosk, Desktop	Test 2	
Edit Delete 63	1D	NHCU	CLC	1D CLC	DOM	Desktop		
Edit Delete 144	2A LTM	NEUROLOGY	TEST2	GROUP2	Mental Health		test	
Edit Delete 90	2A NEURO	NEUROLOGY	TEST2	TEST2	Acute In-Patient	Kiosk, Desktop		
Edit Delete 129	2A NEURO OSC	NEUROLOGY OBSERVATION	TYPE0077	TYPE0077	Kiosk, Desktop	Kiosk, Desktop	2A NEURO	

Figure 21 – Selecting a ward group to edit

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

[Return to Admin Main Page](#)

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

ADD/EDIT Ward

Type <input type="button" value="VISTA Ward"/>	Vista Ward Name <input type="text" value="2A NEURO {IEN:90}"/>	BMS Type Group <input type="text" value="TEST2"/>	Ward Group Text <input type="text" value="TEST2"/>	Census Categories <input type="button" value="Acute In-Patient"/>	Display Specialty <input checked="" type="checkbox"/> Desktop: <input checked="" type="checkbox"/> Kiosk: <input type="checkbox"/>	Virtual Ward <input type="text" value="2A NEURO"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

Current Vista Wards

IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT	CENSUS CATEGORIES	DISPLAY SPECIALTY	VIRTUAL WARD
Edit Delete 91	1A	SPINAL CORD INJURY	BMS005.01	BMS005.01	ICU	Desktop	TEST4
Edit Delete 92	1B	SPINAL CORD INJURY	BMS005.01_2	BMS005.01_2	ICU	Kiosk, Desktop	TEST4
Edit Delete 22	1C	NEURO				Virtual	TEST4

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

test data check off TV Pain TS

Workstation: 3:20:07 PM
Facility: 2:19 PM
[Return to VISN Network](#) [Facility Diversion: YES](#)

Last BMS Update: 09/15/17 @ 14:19 [Logout](#)

Bed Management Solution 

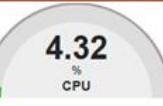
<div style="text-align: center;">  53 % FACILITY </div>	<div style="text-align: center;"> Ward Census <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>46%</td><td>1C</td></tr> <tr><td>29%</td><td>1D CLC</td></tr> <tr><td>46%</td><td>2A NEURO/REHAB</td></tr> <tr><td>30%</td><td>2C CLC</td></tr> <tr><td>61%</td><td>2D CLC</td></tr> </table> </div>	46%	1C	29%	1D CLC	46%	2A NEURO/REHAB	30%	2C CLC	61%	2D CLC	<div style="text-align: center;"> Ward Whiteboard Summary Report Donate Site Options (Selected) </div>	<div style="text-align: center;"> New Events Patients Discharged (3) Patients Admitted (1) </div>
46%	1C												
29%	1D CLC												
46%	2A NEURO/REHAB												
30%	2C CLC												
61%	2D CLC												
		 4.32 % CPU											
Patients Pending Bed Placement: Current													
<input type="button" value="Add New Patient"/> <input type="button" value="Add Interfacility Transfer"/> <input type="button" value="Today +24 hours"/> <input type="button" value="Current"/> <input type="button" value="Today -24 hours"/> <input type="button" value="Past 30-Days"/> <input type="button" value="View: Standard"/> <input type="button" value="Grid Settings: Save"/> <input type="button" value="Customize"/> <input type="button" value="Reset"/>													
Drag a column header here to group by that column													
<input type="checkbox"/>	Actions	Entered	Requested	Patient	Comments	SX	Presenting Problem	Type Of Bed / Ward Required	Waiting Area	<input type="checkbox"/>	Wait Time (h:m)	Wait Time Alert (h)	CLC
<input type="checkbox"/>	Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM	 GUHHYH, CLYHS G927		F	CARDIOMYOPATHY	3D MED OBS	SCHEDULED ADMISSIONS	<input type="checkbox"/>	11589:22	No	
<input type="checkbox"/>	Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM	 RDIAHN, GUHDHUDJB R1695		M	RALPH	SE	SCHEDULED ADMISSIONS	<input type="checkbox"/>	11589:22	No	

Figure 23 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMIS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF Submit

WORKSTATION	DATE/TIME	Tue Dec 18 2018 3:08:58 PM
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

Figure 24 – Selecting VistA Ward Add/Edit Page

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

[Return to Admin Main Page](#)

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

ADD/EDIT Ward

Type	Vista Ward Name	BMS Type Group	Ward Group Text	Census Categories	Display Specialty	Virtual Ward
<input type="button" value="VISTA Ward"/>	<input type="button" value="Select A Ward"/>			<input type="button" value="NONE"/>	<input type="checkbox"/> Kiosk: <input checked="" type="checkbox"/> Desktop: <input type="button" value="Select A Ward"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

Current Vista Wards

IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT	CENSUS CATEGORIES	DISPLAY SPECIALTY	VIRTUAL WARD
Edit Delete 91	1A	SPINAL CORD INJURY	BMS005.01	BMS005.01	ICU	Desktop	TEST4
Edit Delete 92	1B	SPINAL CORD INJURY	BMS005.01_2	BMS005.01_2	ICU	Kiosk, Desktop	TEST4
Edit Delete 62	1C	NHCU	1C	1C	DOM	Kiosk, Desktop	Test 2
Edit Delete 14	1D	NHCU	CLC	1D CLC	Mental Health	Desktop	
Edit Delete 14	2A LTM	NEUROLOGY	TEST2	GROUP2	Acute In-Patient	Kiosk, Desktop	test
Edit Delete 14	2A NEURO	NEUROLOGY	TEST2	TEST2		Kiosk, Desktop	2A NEURO
Edit Delete 128	2A NEURO OBS	NEUROLOGY OBSERVATION	TYPE0727	WARD0727		Kiosk, Desktop	
Edit Delete 177	2A REHAB	REHABILITATION MEDICINE	NEURO/REHAB	2A NEURO/REHAB		Virtual	Rehab

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.

[Return to Ward Configuration Page](#)

Bed Board Ward Configuration

Bed Board Ward : Delete

Ward Name: Neurology_W1
Specialty: NEUROLOGY
Ward Group: NEURO WARD 1

Are you sure you want to delete this record from the Ward Name list?

[Delete](#) [Never Mind & Return to Listings](#)

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

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

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete																		
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report																		
EMIS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend																		
Facility Setting	Site Configurable Icons	View Audit Log																		
EMIS Portal Access	BMS User Add/Edit	Contingency Settings																		
Background Processors																				
Reset SUMMARY Report Out-Of-Service/Do-Not-Display: <select style="width: 150px;">Unavailable/Out Of Service</select> for <input style="width: 100px;" type="text"/> <input type="button" value="Submit"/> RESET: NONE																				
Evacuation: ON <input type="radio"/> OFF <input checked="" type="radio"/> <input type="button" value="Submit"/>																				
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%; padding: 5px;">WORKSTATION</td><td style="width: 33%; padding: 5px;">Tue Dec 18 2018</td><td style="width: 33%; padding: 5px;">3:08:58 PM</td></tr><tr><td>DATE/TIME</td><td></td><td></td></tr><tr><td>FACILITY</td><td></td><td></td></tr><tr><td>DATE/TIME</td><td style="padding: 5px;">Tue Dec 18 2018</td><td style="padding: 5px;">3:08 PM</td></tr><tr><td>VISN</td><td style="padding: 5px;">16</td><td style="padding: 5px;"></td></tr><tr><td>REGION</td><td style="padding: 5px;">2</td><td style="padding: 5px;"></td></tr></table>			WORKSTATION	Tue Dec 18 2018	3:08:58 PM	DATE/TIME			FACILITY			DATE/TIME	Tue Dec 18 2018	3:08 PM	VISN	16		REGION	2	
WORKSTATION	Tue Dec 18 2018	3:08:58 PM																		
DATE/TIME																				
FACILITY																				
DATE/TIME	Tue Dec 18 2018	3:08 PM																		
VISN	16																			
REGION	2																			
BMS Home Icon Legend Information Clinical Inventory																				

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

Figure 27 – Bed Board BMS Orderable Items Configuration Page

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

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

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

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

Table 3 – Orderable Items Parameters

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

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

4.1.3.1 Adding/Deleting an Orderable Item - Mapping

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

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



Figure 28 – Selecting Site Options

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

Figure 29 – Selecting BMS Orderable Items Add/Delete

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

[Return to Admin Main Page](#)

Bed Board BMS Orderable Items Configuration		
CPRS BMS Orderable Item Select an Orderable Item Orderable Item Type Select Type <input type="button" value="Add"/> <input type="button" value="Cancel"/>		
Delete	1	OI_Admission
Delete	2	OI_Discharge
		Type ADMISSION DISCHARGE

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

Figure 30 – Adding/Editing BMS Orderable Items

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

[Return To Admin Orderable Item Configuration](#)

Bed Board BMS Orderable Items Configuration - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

You have successfully added the following data

Orderable Item IEN: 371
 Orderable Item Name: CBC & MORPHOLOGY (WITH DIFF)
 Orderable Item Type: ADMISSION

to the orderable item configuration

[Return To Admin Orderable Item Configuration](#)

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

Figure 31 - BMS Orderable Items - Add

[Return To Admin Orderable Item Configuration](#)

Bed Board BMS Orderable Items Configuration - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

You have successfully deleted the following information

Orderable Item IEN: 371
 Orderable Item Name: CBC & MORPHOLOGY (WITH DIFF)
 Orderable Item Type: ADMISSION

from the orderable item configuration

[Return To Admin Orderable Item Configuration](#)

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

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.

The screenshot shows a web-based application interface for managing EMS notifications. At the top, there's a header bar with the title "EMS Bed Notification - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the header, there's a form titled "ADD Location Name" with a dropdown menu labeled "Location: Select A Ward Group". To the right of the form are "ADD" and "Cancel" buttons. The main area is titled "Current Locations" and contains a table with columns: "Name", "EMS Group", "Send Notification", "Bed Controller", and "Other". A single row is visible in the table, showing "NEURO WARD I" in the Name column, "Dirty/Clean" in the EMS Group column, and "None" in the Other column. At the bottom of the page, there are links for "BED Status", "Bed Legend", and "Information".

Figure 33 – EMS Bed Notification Page

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

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

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

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

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

Table 4 – EMS Bed Notification Parameters

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

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

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

4.1.4.1 Adding an EMS Bed Notification

To add an EMS bed notification follow the instructions below.

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

Figure 34 - Selecting Site Options

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

This screenshot shows the 'Bed Board Site Configuration' page for MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU). The page includes a header with a 'Return to Site Home Page' link. Below the header is a grid of links:

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit (highlighted with a yellow box)	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EHS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Below the grid are two dropdown menus: 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display:' and 'Evacuation: ON OFF Submit'.

At the bottom, there is a table showing workstation details:

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

Links at the bottom include: BMS Home | Icon Legend | Information | Clinical Inventory.

Figure 35 – Selecting EMS Notification Add/Edit

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

This screenshot shows the 'EMS Bed Notification - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. A modal dialog titled 'ADD Location Name' is open on the left side:

Select A Ward Group	
Edit	1C
Edit	1D CLC
Edit	2A NEURO/REHAB
Edit	2C CLC
Edit	2D CLC
Edit	3A MED
Edit	3B MED
Edit	3C MED
Edit	3D MED/STEP DOWN
Edit	3LMI
Edit	4B MED
Edit	4B/SURG
Edit	4D CLC
	5A SURG/ STEP DOWN
	5B SURG
	5B SURGG
	5E SURG
	6D MH
	6F MH_T
	BMS05_01
	BMS05_01_2
	CCU
	GROUP2
	MICU
	RRTP
	SICU
	TEST
	TEST WARD GROUP TEXT
	TEST1

To the right of the dialog is a table titled 'Current Locations':

EMS Group	Send Notification Bed Controller	Other
NONE	NONE	NONE
Dirty/Clean	Dirty/Clean	Dirty/Clean
Dirty	NONE	NONE

Links at the bottom of the dialog include: Send | Information | Clinical Inventory.

Version information at the bottom: v 2.2.20.3

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.

The screenshot shows the 'EMS Bed Notification Edit' page for VA BOSTON HEALTHCARE SYSTEM, WEST ROXBURY CAMPUS (WRX). The 'EDIT Parameters' section contains the following fields:

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

Below the form are links: 'Edit Home', 'Icon Legend', and 'Information'.

Figure 37 – Notifications Add – Edit Parameters

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

Note: There is a 150-character limit. (FORMAT: name@address.name@address) Refer to Figure 33 as an example.

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

The screenshot shows the 'EMS Bed Notification - VA BOSTON HEALTHCARE SYSTEM, WEST ROXBURY CAMPUS (WRX)' page with the 'ADD Location Name' section. The 'Current Locations' table has one row:

Edit		Delete	Name	Ems Group	Bed Controller	Other
			NEUROLOGY	Dirty/Clean	Dirty/Clean	NONE

Below the table are links: 'Edit Home', 'Icon Legend', and 'Information'.

Figure 38 – EMS Bed Notification Added

4.1.4.2 Editing an EMS Bed Notification

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

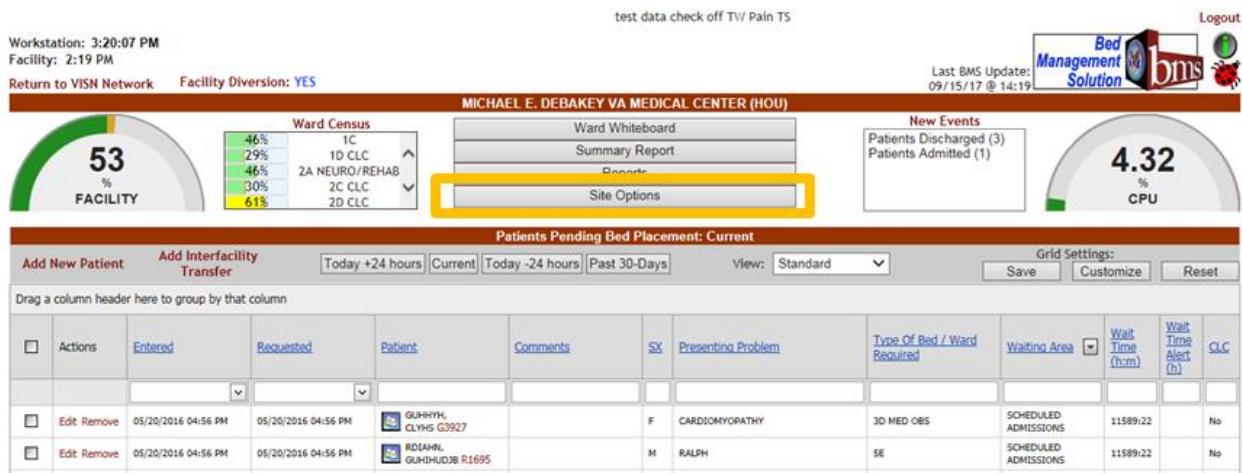


Figure 39 – Selecting Site Options

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

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page contains several links arranged in a grid:

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EHS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Below the grid, there is a section for 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' with dropdown menus for 'Unavailable/Out Of Service' and 'for', a 'Submit' button, and a 'RESET: NONE' link. At the bottom, there is an 'Evacuation' section with 'ON' and 'OFF' radio buttons and a 'Submit' button. The footer includes links to 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

Figure 40 – Selecting EMS Notification Add/Edit

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

[Return to Admin Main Page](#)

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

ADD Location Name				
Location:	Select A Ward Group <input type="button" value="..."/>	<input type="button" value="ADD"/>	<input type="button" value="Cancel"/>	
Current Locations				
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Name	EMS Group	Send Notification
		NEURO WARD 1	Dirty/Clean	Bed Controller Dirty/Clean
				Other NONE

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

Figure 41 – EMS Bed Notification – Select notification for edit

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

[Return to Notification Admin Page](#)

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

EDIT Parameters		Notification Event:
Location:	NEUROLOGY	<input type="radio"/> Dirty <input type="radio"/> Cleaned
[FORMAT: name@address.name@address] - 150 Total Character Limit:		
EMR:	<input type="text" value="ems@westroxburycampus.org"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes
Bed Controller:	<input type="text" value="bedcontroller@westroxburycampus.org"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes
Other:	<input type="text"/>	<input type="checkbox"/> No <input checked="" type="checkbox"/> No
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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

Figure 42 – Notifications Add – Edit Parameters

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

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

4.1.4.3 Deleting an EMS Bed Notification

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



Figure 43 – Selecting Site Options

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

The screenshot shows the Bed Board Site Configuration page with the following sections:

- Top Bar:** Return to Site Home Page, Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU).
- Links:** Vista Ward Add/Edit, Unavailable Reason Add/Edit, Waiting Area Add/Delete, BMS Orderable Items Add/Delete, Discharge Appt Clinics Add/Delete, Icon Usage Report, EMS Notification Add/Edit (highlighted with a yellow box), Event Notification Add/Edit, BMS Icon Legend, Facility Setting, Site Configurable Icons, View Audit Log, DHS Portal Access, BMS User Add/Edit, Contingency Settings, Background Processors.
- Buttons:** Reset SUMMARY Report Out-Of-Service/Do-Not-Display, Unavailable/Out Of Service dropdown, Submit, RESET: NONE.
- Evacuation:** ON OFF Submit.
- Logistics:** WORKSTATION, DATE/TIME, FACILITY, DATE/TIME, VISN, REGION.
- Bottom:** Bed Home, Icon Legend, Information, Clinical Inventory.

Figure 44 – Selecting EMS Notification Add/Edit

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

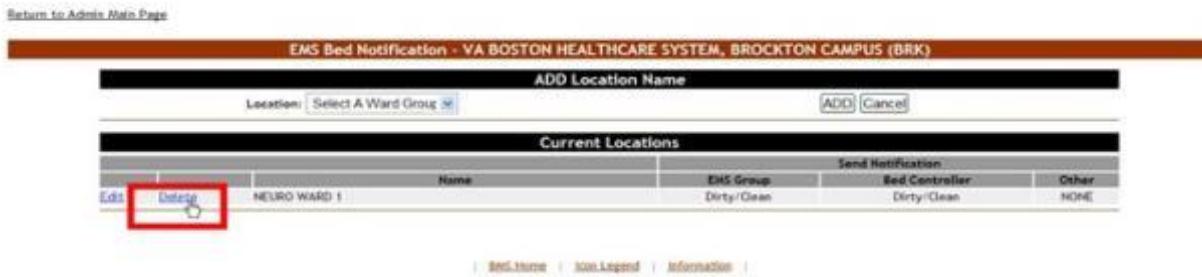


Figure 45 – EMS Bed Notification – Delete notification

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



Figure 46 – EMS Bed Notification – Confirm Notification Deletion

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



Figure 47 - EMS Bed Notification – Notification Deletion

4.1.5 Facility Setting Page

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete																		
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report																		
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend																		
Facility Setting	Site Configurable Icons	View Audit Log																		
BMS Portal Access	BMS User Add/Edit	Contingency Settings																		
Background Processors																				
<p>Reset SUMMARY Report Out-Of-Service/Do-Not-Display: <input type="button" value="Unavailable/Out Of Service"/> for <input type="button" value=""/> <input type="button" value="Submit"/> RESET: NONE</p>																				
<p>Evacuation: <input checked="" type="radio"/> ON <input type="radio"/> OFF <input type="button" value="Submit"/></p>																				
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%; padding: 5px;">WORKSTATION</td><td style="width: 33%; padding: 5px;"></td><td style="width: 33%; padding: 5px;"></td></tr><tr><td>DATE/TIME</td><td>Tue Dec 18 2018</td><td>3:08:58 PM</td></tr><tr><td>FACILITY</td><td></td><td></td></tr><tr><td>DATE/TIME</td><td>Tue Dec 18 2018</td><td>3:08 PM</td></tr><tr><td>VISN</td><td>16</td><td></td></tr><tr><td>REGION</td><td>2</td><td></td></tr></table>			WORKSTATION			DATE/TIME	Tue Dec 18 2018	3:08:58 PM	FACILITY			DATE/TIME	Tue Dec 18 2018	3:08 PM	VISN	16		REGION	2	
WORKSTATION																				
DATE/TIME	Tue Dec 18 2018	3:08:58 PM																		
FACILITY																				
DATE/TIME	Tue Dec 18 2018	3:08 PM																		
VISN	16																			
REGION	2																			
<p>BMS Home Icon Legend Information Clinical Inventory</p>																				

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

[Return to Admins Page](#)

Facility Configuration - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

PARAMETER	OPTIONS
BMS Server Time Zone	EASTERN STANDARD TIME
Facility Site Time Zone	CST
Auto-Removal Patients Pending Bed Placement List?	Yes
Integrated Facility?	Yes
Medical Center ID #:	<input type="button" value="ALBUQUERQUE (EN-NM)"/>
Ward Prefix:	
Ward Suffix:	
ADT Prefix:	
ADT Suffix:	
Facility Name:	NEW MEXICO VA HEALTH CARE SYSTEM
Facility Address 1:	HCS-FBC BABCOCK STREET.
Facility Address 2:	MT CUBE
Facility Point-of-Contact:	STEVE GREENACRE
Facility POC Email:	JOHN.GREENACRE@VA.GOV
Facility POC Telephone:	123-456-7890
Local Time Adjust:	<input type="button" value="0"/>
EHS Default User Name:	<input type="button" value="BMSDFEMS"/>
EHS Password:	<input type="button" value=""/>
EHS Password Confirm:	<input type="button" value=""/>
Whiteboard Kiosk Default User Name:	<input type="button" value="BMSDFTest"/>
Whiteboard Kiosk Password:	<input type="button" value=""/>
Whiteboard Kiosk Password Confirm:	<input type="button" value=""/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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

Figure 48 – Facility Configuration Page – Integrated Facility

[Return to Admin Page](#)

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

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

Figure 49 - Facility Configuration Page – Non-Integrated Facility

The following parameters can be configured:

Table 5 – VA Facility Configuration Parameters

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

Column	Description
Facility Name	The full name of the current facility.
Facility Address 1	The main address of the facility.
Facility Address 2	If applicable, any secondary address of the facility.
Facility Point-of-Contact:	The facility point of contact, this can be the triage room, the front desk, others.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Local Time Adjust:	The difference between the local time and the server time.
EMS Default User Name:	The BMS Service Account ID needed to load the EMS Mobile Page for Mobile Devices.
EMS Password:	The BMS Service Account ID password needed to load the EMS Mobile Page for Mobile Devices.
EMS Password confirm:	The confirmation of the password.
Whiteboard Kiosk Default User Name:	The BMS Service Account ID needed to load the Whiteboard URL in Kiosk Mode.
Whiteboard Kiosk Password:	The BMS Service Account ID password needed to load the Whiteboard URL in Kiosk Mode.
Whiteboard Kiosk Password confirm:	The confirmation of the password.

4.1.5.1 Ward Whiteboard Kiosk URL Settings

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

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

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

<https://vaww.bms.va.gov/WardWhiteboardUrl?facilityCode=BRK&wardName=ALL&splitScreen=No&displayPTCode=LastName&genderColorCode=Blue/Pink&displayFooterCensus=Yes&displayStaffAttending=Staff%20and%20Attending&scrollRate=20>

Description and available values of the page parameters:

Table 6 – Ward Whiteboard URL Configuration Parameters

Parameter	Short Description	Options
facilityCode	Code of facility (e.g., BROCKTON = BRK).	Enter the 3 character facility ID.
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 <small>Attending</small>
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 Portal Access Page

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

The screenshot shows a web-based application interface for managing EMS user accounts. At the top, there's a navigation bar with links for 'Return to Admin Main Page' and 'EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. Below the navigation is a toolbar with 'Add EMS User' and 'Cancel' buttons. The main content area displays a table with one row of data:

	User	PIN
Edit Delete	TESTCLEANER1 dva.va.gov\vacosadup	1234 12345

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

Figure 50 – EMS Portal Access

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

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

4.1.6.1 Adding an EMS User

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

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

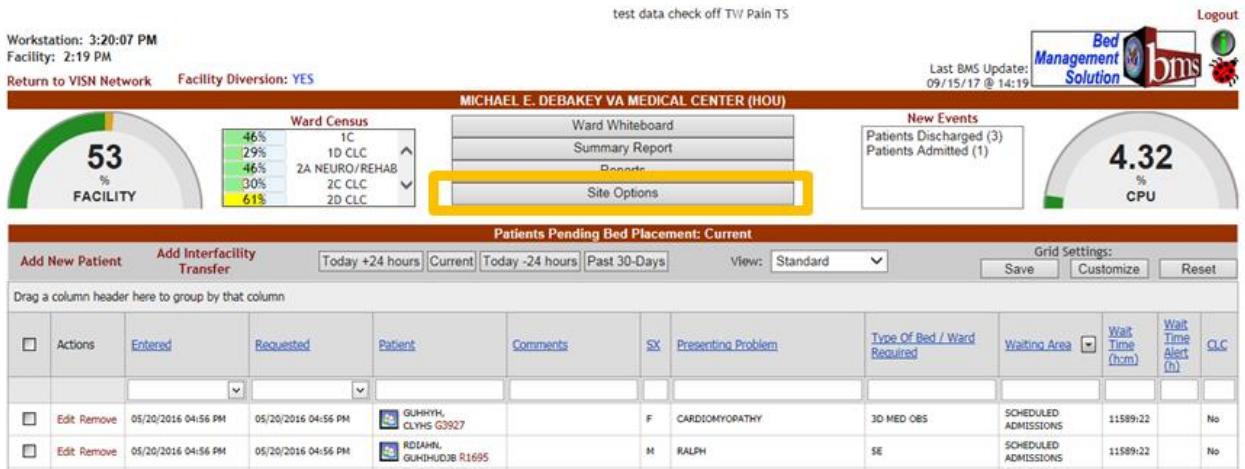


Figure 51 - Selecting Site Options

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

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access (highlighted by a yellow box)	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for Submit RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

Figure 52 – Selecting EMS Portal Access

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

[Return to Admin Main Page](#)

EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

[Add EMS User](#) [Cancel](#)

User	PIN
TESTCLEANER1 dva.va.gov\vacosadup	1234 12345

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

Figure 53 – EMS Portal Access

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

[Return To Listing](#)

EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

<input checked="" type="radio"/> VA Account:	<input type="text"/>
<input type="radio"/> Non - VA Account:	<input type="text"/>
PIN:	
<input type="button" value="Submit"/> <input type="button" value="Never Mind And Return To Listing"/>	

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

Figure 54 – EMS Portal Access Page – Add Users

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

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

4.1.6.1 Editing the details on an EMS User

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

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

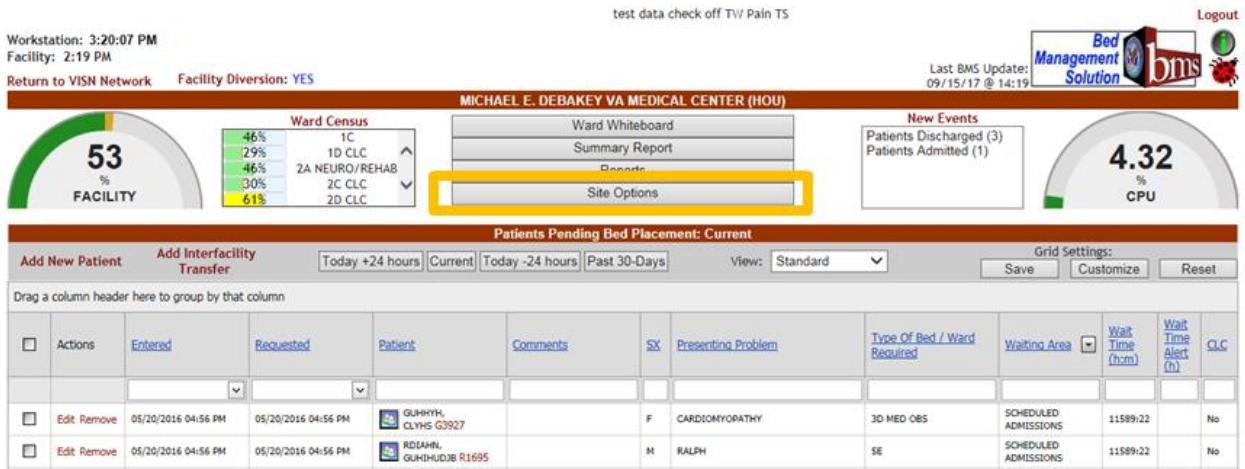


Figure 55 – Selecting Site Options

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

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

Figure 56 – Selecting EMS Portal Access

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

[Return to Admin Main Page](#)

EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

[Add EMS User](#) [Cancel](#)

User	PIN
TESTCLEANER1	1234
dva.va.gov\acosadup	12345

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

Figure 57 – Select EMS Staff Account/User to Edit

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

[Return To Listing](#)

EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

EMS User:	TESTCLEANER1
PIN:	1234
Submit	Never Mind And Return To Listing

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

Figure 58 – Edit EMS Staff Account/User

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

4.1.6.1 Deleting an EMS User

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

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

The screenshot shows the Michael E. DeBakey VA Medical Center (HOU) facility home page. At the top right, there are links for 'Logout', 'Bed Management Solution', and the BMS logo. Below that, the 'Last BMS Update' is shown as 09/15/17 @ 14:19. On the left, there's a 'Ward Census' chart with 53% FACILITY. In the center, a 'Ward Whiteboard' section has 'Site Options' highlighted with a yellow box. To the right, a 'New Events' box shows 'Patients Discharged (3)' and 'Patients Admitted (1)'. At the bottom, a 'Patients Pending Bed Placement: Current' grid lists two patients: GUHRYH_GLYHS G3927 and RDIAHN_GUHJUDJB R1695, both with edit and remove options. A '4.32 % CPU' gauge is also visible.

Figure 59 – Selecting Site Options

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

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY	Tue Dec 18 2018	3:08 PM
DATE/TIME	16	
VISN		
REGION	2	

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

Figure 60 – Selecting EMS Portal Access

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

Return to Admin Main Page

EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

	User	PIN
Edit Delete	TESTCLEANER1 dva.va.gov\vacosadup	1234 12345

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

Figure 61 – Selecting EMS Staff Account/User for Deletion

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

Return To Listing

EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Are you sure you want to delete the EMS User: TESTCLEANER1 ?

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

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

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

This screenshot shows the 'Bed Board Site Configuration' page for 'MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. The 'Unavailable Reason Add/Edit' link is highlighted with a yellow box. Other links include 'Vista Ward Add/Edit', 'BMS Orderable Items Add/Delete', 'EMIS Notification Add/Edit', 'Facility Setting', 'BMS Portal Access', 'Discharge Appt Clinics Add/Delete', 'Event Notification Add/Edit', 'Site Configurable Icons', 'BMS User Add/Edit', 'Background Processors', 'Waiting Area Add/Delete', 'Icon Usage Report', 'EMIS Icon Legend', 'View Audit Log', and 'Contingency Settings'. Below these are buttons for 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' and 'Evacuation: ON (radio button) OFF (radio button) Submit'. A table below lists workstation information: DATE/TIME (Tue Dec 18 2018, 3:08:58 PM), FACILITY (Tue Dec 18 2018, 3:08 PM), VISN (16), and REGION (2). At the bottom are links to 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

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

This screenshot shows the 'Bed Board Site Unavailable Reason - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)' page. It displays a table of unavailable reasons:

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

At the top, there are search fields for 'Text' and 'Type' (set to 'DO NOT DISPLAY'), and 'Add' and 'Cancel' buttons. At the bottom are 'Edit' and 'Delete' buttons, and links to 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

Figure 63 – Bed Board Unavailable Reason Page

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

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

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

Table 8 – Unavailable Reason Parameters

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

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

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

4.1.7.1 Adding an Unavailable Reason

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

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

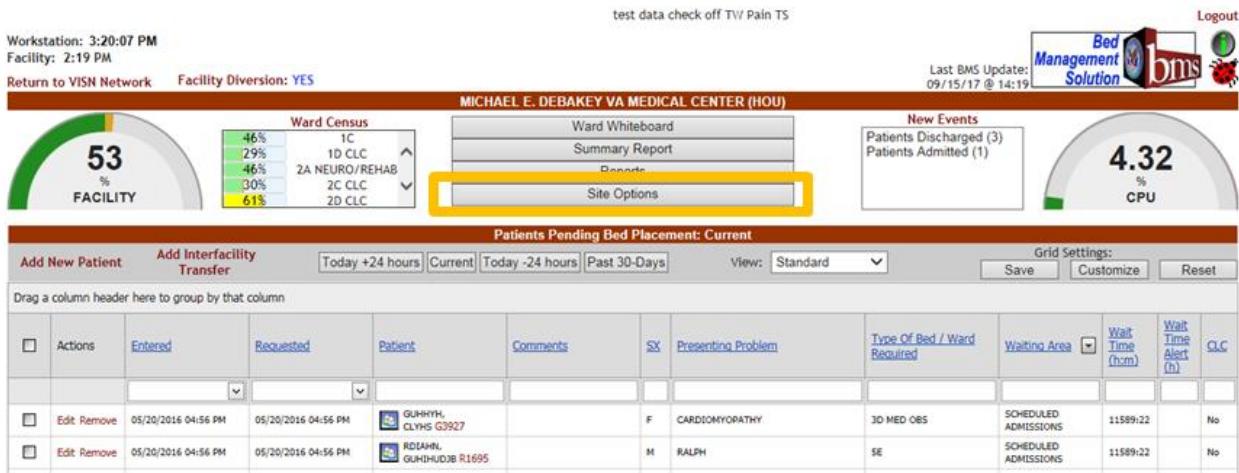


Figure 64 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION
DATE/TIME: Tue Dec 18 2018 3:08:58 PM
FACILITY
DATE/TIME: Tue Dec 18 2018 3:08 PM
VISN: 16
REGION: 2

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

Figure 65 – Selecting Unavailable Reason Add/Edit

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

[Return to Admin Main Page](#)

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

<input type="text" value="Text"/>	<input type="button" value="Add"/> <input type="button" value="Cancel"/>	<p>Type: <input type="button" value="DO NOT DISPLAY"/> <input type="button" value="DO NOT DISPLAY"/> <input type="button" value="INFORMATION"/> <input type="button" value="ISOLATION"/> <input type="button" value="OUT OF SERVICE"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 5px;">23 HOURS OBS</td><td style="width: 50%; padding: 5px;">INFORMATION</td></tr><tr><td>BED ASSIGNED</td><td>INFORMATION</td></tr><tr><td>CLOSED</td><td>OUT OF SERVICE</td></tr><tr><td>ISOLATION</td><td>ISOLATION</td></tr><tr><td>OUT OF SERVICE</td><td>OUT OF SERVICE</td></tr><tr><td>PENDING DISCHARGE</td><td>INFORMATION</td></tr><tr><td>PENDING TRANSFER</td><td>INFORMATION</td></tr><tr><td>RADIATION</td><td>OUT OF SERVICE</td></tr><tr><td>TEMPORARILY UNAVAILABLE</td><td>OUT OF SERVICE</td></tr><tr><td>TRANSFER COORD - BED ASSIGNED</td><td>INFORMATION</td></tr><tr><td>ON HOLD</td><td>DO NOT DISPLAY</td></tr></table> <p style="margin-top: 10px;"><input type="button" value="Edit"/> <input type="button" value="Delete"/></p>	23 HOURS OBS	INFORMATION	BED ASSIGNED	INFORMATION	CLOSED	OUT OF SERVICE	ISOLATION	ISOLATION	OUT OF SERVICE	OUT OF SERVICE	PENDING DISCHARGE	INFORMATION	PENDING TRANSFER	INFORMATION	RADIATION	OUT OF SERVICE	TEMPORARILY UNAVAILABLE	OUT OF SERVICE	TRANSFER COORD - BED ASSIGNED	INFORMATION	ON HOLD	DO NOT DISPLAY
23 HOURS OBS	INFORMATION																							
BED ASSIGNED	INFORMATION																							
CLOSED	OUT OF SERVICE																							
ISOLATION	ISOLATION																							
OUT OF SERVICE	OUT OF SERVICE																							
PENDING DISCHARGE	INFORMATION																							
PENDING TRANSFER	INFORMATION																							
RADIATION	OUT OF SERVICE																							
TEMPORARILY UNAVAILABLE	OUT OF SERVICE																							
TRANSFER COORD - BED ASSIGNED	INFORMATION																							
ON HOLD	DO NOT DISPLAY																							

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

Figure 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.

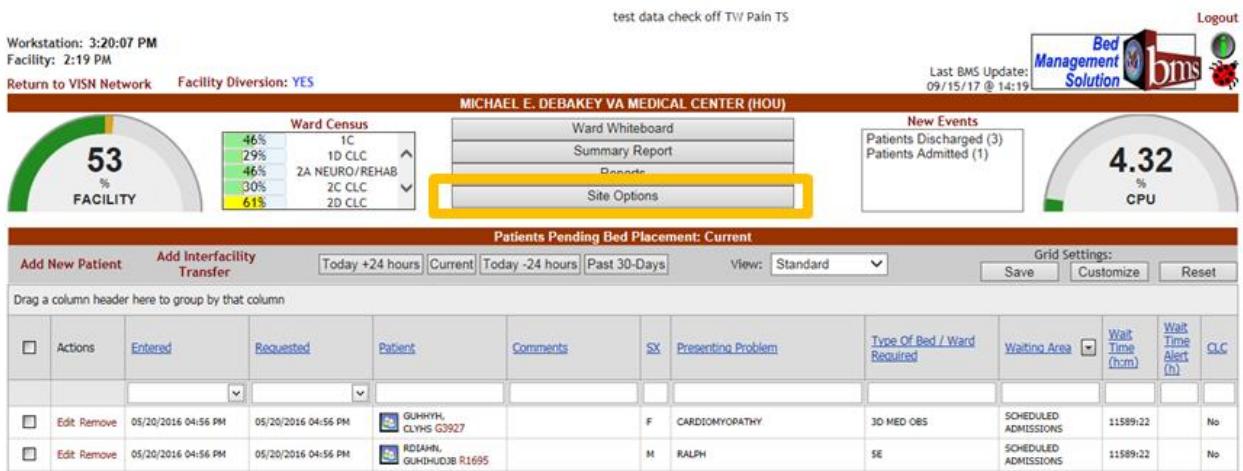


Figure 67 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EHS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EHS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

Figure 68 – Selecting Unavailable Reason Add/Edit

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

[Return to Admin Main Page](#)

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

Text:	<input type="text"/>	Type: <input type="button" value="DO NOT DISPLAY"/>																																				
	<input type="button" value="Add"/> <input type="button" value="Cancel"/>																																					
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 15%;"></th><th style="width: 60%;">Unavailable/Reason</th><th style="width: 25%;">Type</th></tr></thead><tbody><tr><td></td><td>23 HOURS OBS</td><td>INFORMATION</td></tr><tr><td></td><td>BED ASSIGNED</td><td>INFORMATION</td></tr><tr><td></td><td>CLOSED</td><td>OUT OF SERVICE</td></tr><tr><td></td><td>ISOLATION</td><td>ISOLATION</td></tr><tr><td></td><td>OUT OF SERVICE</td><td>OUT OF SERVICE</td></tr><tr><td></td><td>PENDING DISCHARGE</td><td>INFORMATION</td></tr><tr><td></td><td>PENDING TRANSFER</td><td>INFORMATION</td></tr><tr><td></td><td>RADIATION</td><td>OUT OF SERVICE</td></tr><tr><td></td><td>TEMPORARILY UNAVAILABLE</td><td>OUT OF SERVICE</td></tr><tr><td></td><td>TRANSFER COORD. BED ASSIGNED</td><td>INFORMATION</td></tr><tr><td style="text-align: center; padding: 5px;"><input type="button" value="Edit"/> <input type="button" value="Delete"/></td><td style="text-align: center; padding: 5px;">ON HOLD</td><td style="text-align: center; padding: 5px;">DO NOT DISPLAY</td></tr></tbody></table>				Unavailable/Reason	Type		23 HOURS OBS	INFORMATION		BED ASSIGNED	INFORMATION		CLOSED	OUT OF SERVICE		ISOLATION	ISOLATION		OUT OF SERVICE	OUT OF SERVICE		PENDING DISCHARGE	INFORMATION		PENDING TRANSFER	INFORMATION		RADIATION	OUT OF SERVICE		TEMPORARILY UNAVAILABLE	OUT OF SERVICE		TRANSFER COORD. BED ASSIGNED	INFORMATION	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	ON HOLD	DO NOT DISPLAY
	Unavailable/Reason	Type																																				
	23 HOURS OBS	INFORMATION																																				
	BED ASSIGNED	INFORMATION																																				
	CLOSED	OUT OF SERVICE																																				
	ISOLATION	ISOLATION																																				
	OUT OF SERVICE	OUT OF SERVICE																																				
	PENDING DISCHARGE	INFORMATION																																				
	PENDING TRANSFER	INFORMATION																																				
	RADIATION	OUT OF SERVICE																																				
	TEMPORARILY UNAVAILABLE	OUT OF SERVICE																																				
	TRANSFER COORD. BED ASSIGNED	INFORMATION																																				
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	ON HOLD	DO NOT DISPLAY																																				

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

Figure 69 – Selecting an Unavailable Reason for Edit

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

[Return to Unavailable/Reason Page](#)

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

CURRENT:		CHANGE TO:
TEXT:	ON HOLD	<input type="text" value="ON HOLD"/>
TYPE:	DO NOT DISPLAY	<input type="button" value="▼"/> <div style="border: 1px solid #ccc; padding: 2px; width: 150px;">DO NOT DISPLAY DO NOT DISPLAY INFORMATION ISOLATION OUT OF SERVICE</div>

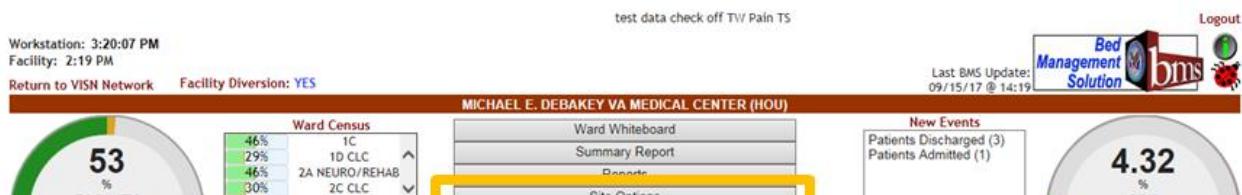
Figure 70 – Editing an Unavailable Reason

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.



The screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a header with 'test data check off TIV Pain TS', 'Logout', and the BMS logo. Below the header, there are several widgets: a green and grey gauge showing '53 % FACILITY', a 'Ward Census' table with rows for 1C (1D CLC), 2A NEURO/REHAB (2A CLC), 2C CLC, and 2D CLC, a 'Ward Whiteboard' menu with 'Summary Report' and 'Reports' options, and a 'New Events' box showing 'Patients Discharged (3)' and 'Patients Admitted (1)'. On the right, there's another gauge showing '4.32 % CPU'. Below these are sections for 'Patients Pending Bed Placement: Current' and 'Grid Settings'. The 'Patients Pending Bed Placement' section has a table with columns for Actions, Entered, Requested, Patient, Comments, SX, Presenting Problem, Type Of Bed / Ward Required, Waiting Area, Wait Time (h:m), Wait Time Alert (h), and CLC. Two rows of data are shown, each with a checkbox and edit/remove links.

Figure 71 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appl Clinics Add/Delete	Icon Usage Report
EHS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EHS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY	Tue Dec 18 2018	3:08 PM
DATE/TIME	16	
VISN	2	
REGION		

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

Figure 72 – Selecting Unavailable Reason Add/Edit

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

Return to Admin Main Page

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

Text:	Type:
<input type="text" value=""/>	<input type="button" value="DO NOT DISPLAY"/> <input type="button" value=""/>
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	
Unavailable/Reason:	Type:
23 HOURS OBS	INFORMATION
BED ASSIGNED	INFORMATION
CLOSED	OUT OF SERVICE
ISOLATION	ISOLATION
OUT OF SERVICE	OUT OF SERVICE
PENDING DISCHARGE	INFORMATION
PENDING TRANSFER	INFORMATION
RADIATION	OUT OF SERVICE
TEMPORARILY UNAVAILABLE	OUT OF SERVICE
TRANSFER COORD - BED ASSIGNED	INFORMATION
ON HOLD	DO NOT DISPLAY
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
BMS Home Icon Legend Information Clinical Inventory	

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.

[Return to Unavailable/Reason Page](#)

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

Unavailable Reason: Delete

Reason: ON HOLD

Type: DO NOT DISPLAY

Are you sure you want to delete this record?

[Delete Record](#) [Never Mind And Return To Listing](#)

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

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge App Clinics Add/Delete	Icon Usage Report
EHS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EHS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

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

[Return to Admin Main Page](#)

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

Discharge Clinic Location		
<input type="text" value="Select a Discharge Clinic Location - IEN"/> <input type="button" value="Add"/> <input type="button" value="Cancel"/>		
	Discharge Clinic IEN	Discharge Clinic Name
Delete	1	Hospital One - 1

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

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. In addition, the defining of Discharge Appointment Clinic will allow the automated assignment of the Anticipated Discharge, “A”, icon on the facility’s Whiteboard.

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

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

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

4.1.8.1 Adding/Deleting a Discharge Appointment Location

To add a discharge appointment location, follow the instructions below.

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

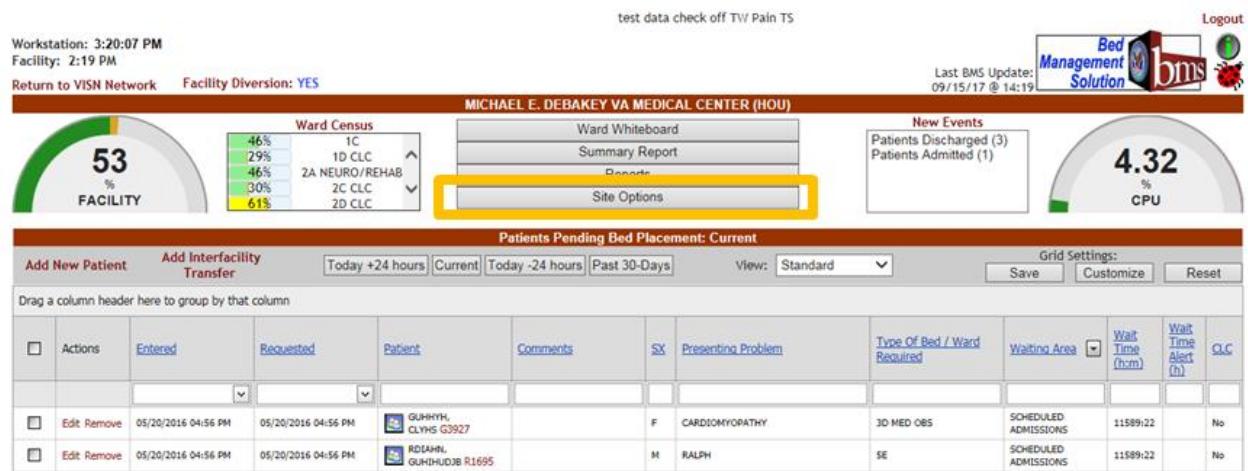


Figure 76 – Selecting Site Options

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

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit Unavailable Reason Add/Edit Waiting Area Add/Delete

BMS Orderable Items Add/Delete Discharge Appt Clinics Add/Delete Icon Usage Report

EHS Notification Add/Edit Event Notification Add/Edit BMS Icon Legend

Facility Setting Site Configurable Icons View Audit Log

EHS Portal Access BMS User Add/Edit Contingency Settings

Background Processors

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

Figure 77 - Selecting Discharge Appointment Clinics Add/Delete

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

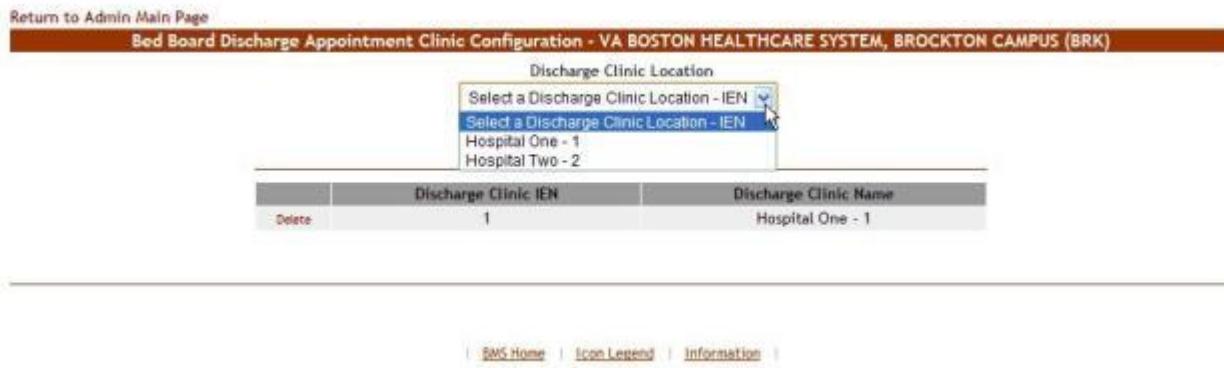
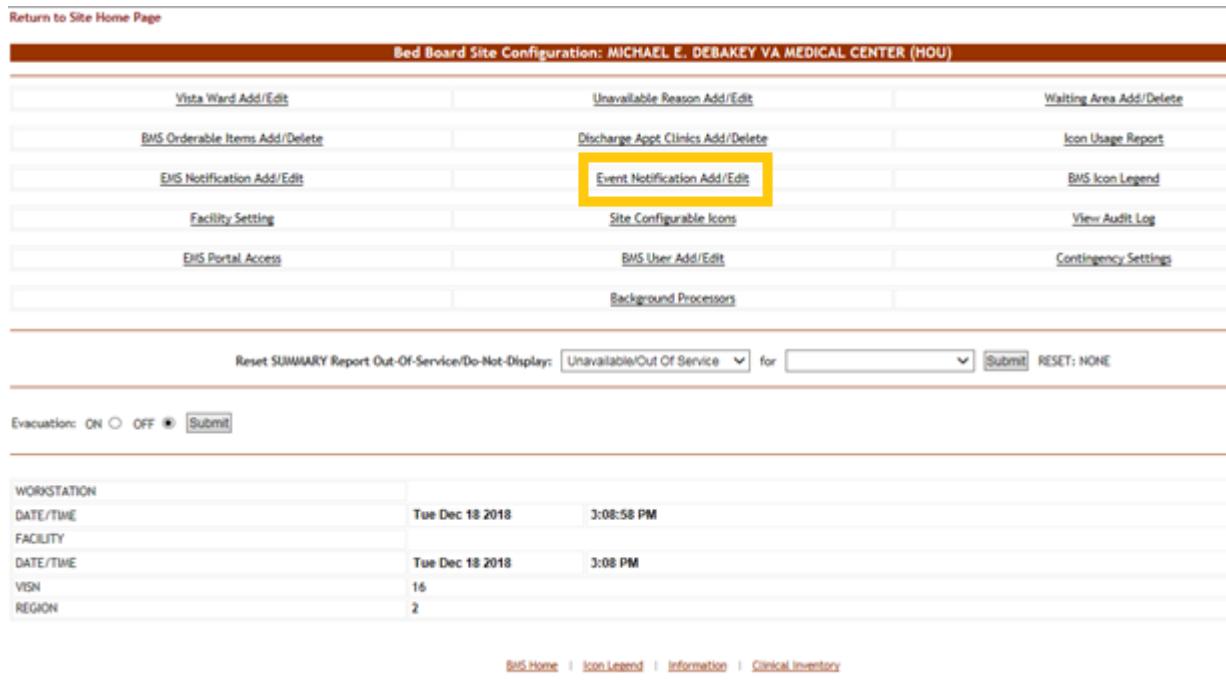


Figure 78 - Selecting a Discharge Clinic Location

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

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



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

[Return to Admin Main Page](#)

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

ADD Location Name								
Current Locations		Event Type						
		Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
Edit	Delete	CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes

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

Figure 79 – Events Notifications Page

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

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

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

Table 9 – Event Notification Parameters

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

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

To go back to the Bed Board Site Configuration page click the link **Return to the Admin Main Page**

in the upper left corner of the page.

4.1.9.1 Adding an Events Notification

To add an events notification, follow the instructions below.

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

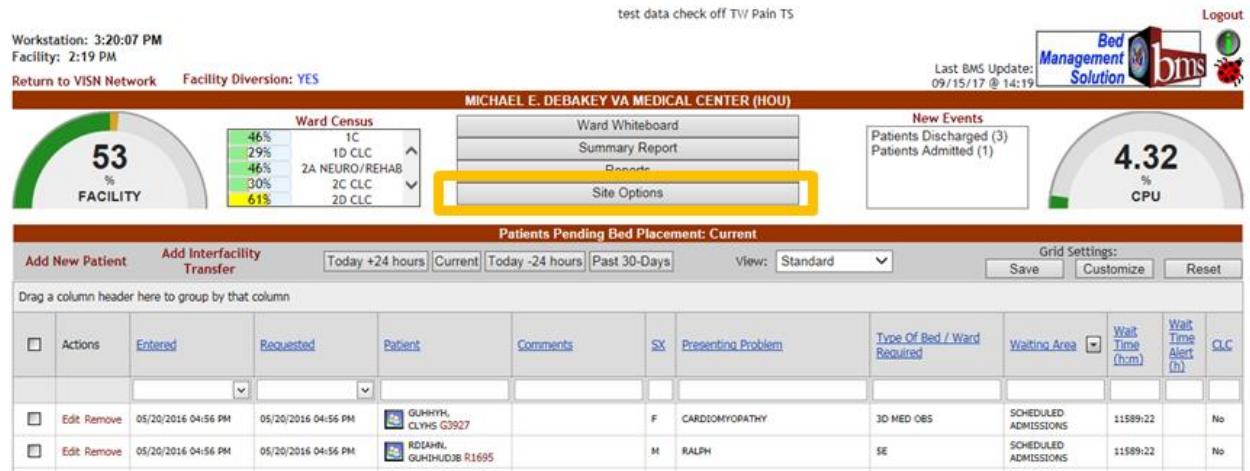


Figure 80 – Selecting Site Options

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

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page features a grid of links for various site configuration tasks. A yellow box highlights the 'Event Notification Add/Edit' link. Other visible links include 'Vista Ward Add/Edit', 'Unavailable Reason Add/Edit', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Discharge Appt Clinics Add/Delete', 'Icon Usage Report', 'EHS Notification Add/Edit', 'Event Notification Add/Edit', 'BMS Icon Legend', 'Facility Setting', 'Site Configurable Icons', 'View Audit Log', 'EHS Portal Access', 'BMS User Add/Edit', 'Contingency Settings', and 'Background Processors'. At the bottom, there's a section for 'Evacuation' status (ON/OFF) and a 'Submit' button. The bottom navigation bar includes links to 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

Figure 81 – Selecting Event Notification Add/Edit

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

[Return to Admin Main Page](#)

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

ADD Location Name							
Location:	Select A Ward Group	<input type="button" value="ADD"/>	<input type="button" value="Cancel"/>				
Event Type							
	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
Edit Delete CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

Figure 82 – Selecting the Location of the Events

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

[Return to Event Notification Page](#)

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

EDIT Parameters

Ward:	NEURO WG 1 (FORMAT: name@address, name@address) - 300 Total Character Limit	Notify?
Admission Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	<input checked="" type="checkbox"/>
Anticipated Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	<input checked="" type="checkbox"/>
Discharge Appointment	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	<input checked="" type="checkbox"/>
Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	<input checked="" type="checkbox"/>
Transfer Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	<input checked="" type="checkbox"/>
Bed OOS	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	<input checked="" type="checkbox"/>
Bed Switch	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	<input checked="" type="checkbox"/>

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

Figure 83 – Edit Event Notification Parameters

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

4.1.9.2 Editing an Event Notification

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

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

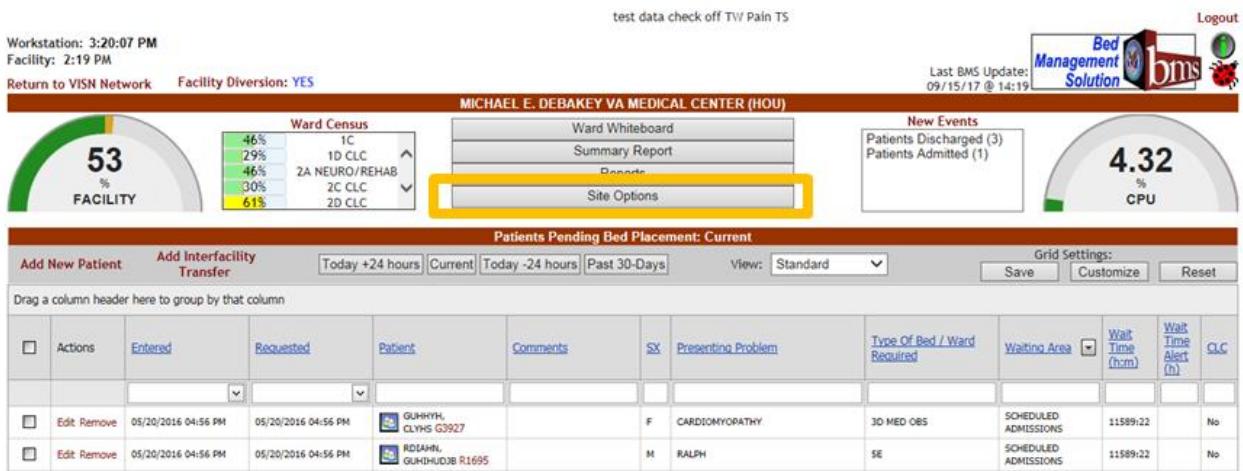


Figure 84 – Selecting Site Options

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

This screenshot shows the 'Bed Board Site Configuration' page. At the top, there's a 'Return to Site Home Page' link. The main area contains a grid of configuration links. A yellow box highlights the 'Event Notification Add/Edit' link. Other visible links include 'Vista Ward Add/Edit', 'Unavailable Reason Add/Edit', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Discharge Apt/ Clinics Add/Delete', 'Icon Usage Report', 'EMS Notification Add/Edit', 'Event Notification Add/Edit' (highlighted), 'BMS Icon Legend', 'Facility Setting', 'Site Configurable Icons', 'View Audit Log', 'EMS Portal Access', 'BMS User Add/Edit', 'Contingency Settings', and 'Background Processors'. Below the grid, there's a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display:' dropdown set to 'Unavailable/Out Of Service' for 'Submit' and 'RESET: NONE'. At the bottom, there's an 'Evacuation: ON' radio button group with 'OFF' and 'Submit' buttons, and a table showing workstation information: DATE/TIME (Tue Dec 18 2018, 3:08:58 PM), FACILITY (Tue Dec 18 2018, 3:08 PM), VISN (16), and REGION (2).

Figure 85 – Selecting Event Notification Add/Edit

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

[Return to Admin Main Page](#)

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

ADD Location Name

Current Locations		Event Type						
		Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
Edit	Delete	CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes
Edit	Delete	NEURO WG 1	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 to Event Notification Page](#)

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

EDIT Parameters

Ward:	NEURO WG 1	Notify?
(FORMAT: name@address,name@address) - 300 Total Character Limit		
Admission Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="▼"/>
Anticipated Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="▼"/>
Discharge Appointment	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="▼"/>
Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="▼"/>
Transfer Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="▼"/>
Bed OOS	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="▼"/>
Bed Switch	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input type="button" value="▼"/>

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

Figure 87 – Modifying Parameters for an Event Notification

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

4.1.9.3 Deleting an Event Notification

To delete an event notification, follow the steps below.

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

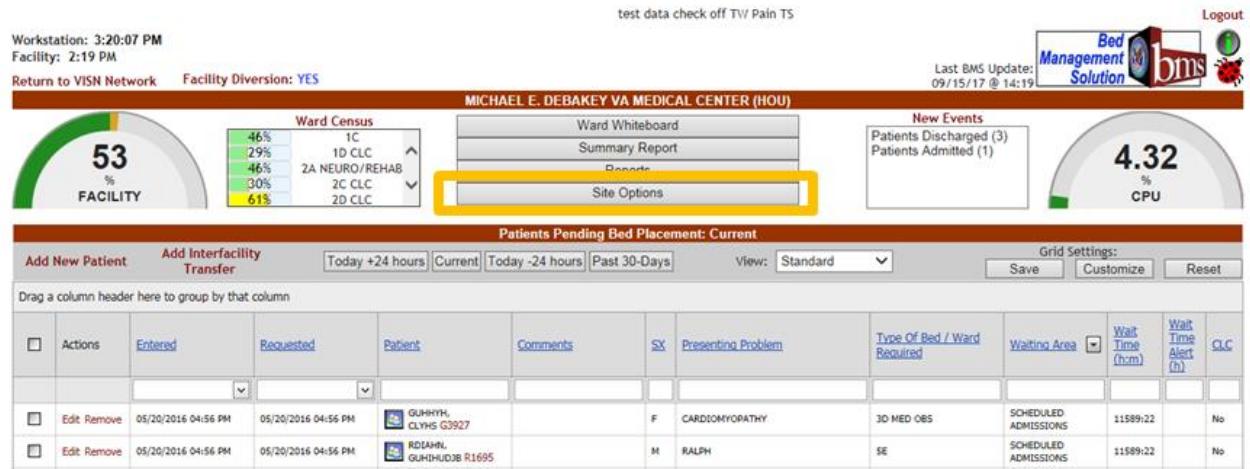


Figure 88 – Selecting Site Options

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

The screenshot shows the Bed Board Site Configuration page with the following sections:

- Top Bar:** Return to Site Home Page, Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU).
- Left Column:**
 - Vista Ward Add/Edit
 - BMS Orderable Items Add/Delete
 - EMS Notification Add/Edit
 - Facility Setting
 - EMS Portal Access
- Center Column:**
 - Unavailable Reason Add/Edit
 - Discharge Appt Clinics Add/Delete
 - Event Notification Add/Edit** (highlighted with a yellow box)
 - Site Configurable Icons
 - BMS User Add/Edit
 - Background Processors
- Right Column:**
 - Waiting Area Add/Delete
 - Icon Usage Report
 - BMS Icon Legend
 - View Audit Log
 - Contingency Settings
- Bottom:**
 - Reset SUMMARY Report Out-Of-Service/Do-Not-Display: Unavailable/Out Of Service dropdown, for dropdown, Submit button, RESET: NONE.
 - Evacuation: ON OFF Submit button.

Figure 89 – Selecting Event Notification Add/Edit

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

[Return to Admin Main Page](#)

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

ADD Location Name							
Location:	Select A Ward Group	<input type="button" value="ADD"/>	<input type="button" value="Cancel"/>				
Current Locations				Event Type			
	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
Edit Delete CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Edit Delete NEURO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

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.

[Return to Notification Admin Page](#)

Event Notification Delete - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Ward: CARDIO WARD 1

Are you sure you want to delete this Event Notification record?

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

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

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		
Reset SUMMARY Report Out-Of-Service/Do-Not-Display: <input type="button" value="Unavailable/Out Of Service"/> for <input type="button" value=""/> <input type="button" value="Submit"/> RESET: NONE		

Evacuation: ON OFF

WORKSTATION	DATE/TIME	
	Tue Dec 18 2018	3:08:58 PM
FACILITY		
	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

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.

[Return to Admin Main Page](#)

ICON LIBRARY - SITE CONFIGURABLE ICONS - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Site Configurable Icons							
WARNING: Do not create icons to communicate patients' resuscitation status (ex. DNR, DNAR, DNI, Do Not Attempt Resuscitation, or similar). Reference CPRS/Vista directly for this information, as BMS does not currently support communication of the Life Sustaining Treatment Order Set. Using BMS to manually indicate patient resuscitation status could result in a catastrophic patient safety event.							
Edit  Combative	  Edit		 Edit		  Edit		 
Edit  BMS Training Icon	  Edit		  Edit		  Edit		 
Edit  Blue Caution	  Edit		  Edit		  Edit		 
Edit  Blue Circle	  Edit						
Automatic Vista Orderable Item Icons							
Icon	Name	Type	Vista Orderable Item (Pattern Match)			Active	

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

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.

The screenshot shows the 'ICON LIBRARY - EDIT ICON - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. At the top, there is a small thumbnail image of a blue square icon. Below it, there are two radio buttons for 'Active?' (Yes is selected) and 'Isolation?' (No is selected). Further down, there are two radio buttons for 'Patient' (selected) and 'Bed/Room'. To the right, there are four input fields: 'Facility Icon Name' (Combat), 'Facility Icon Description' (Combat), 'Facility Comment' (TEST 1), and 'Facility Mouse Over Text' (Combat). At the bottom right are three buttons: 'Save', 'Never Mind, Return to Icon Library page', and 'Reset'.

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

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

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

4.1.11 Add/Edit BMS User Page

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

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

[Return to Admin Page](#)

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

Select Existing NT User Name	
PARAMETER	OPTIONS
<input type="button" value="Submit"/>	

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

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.

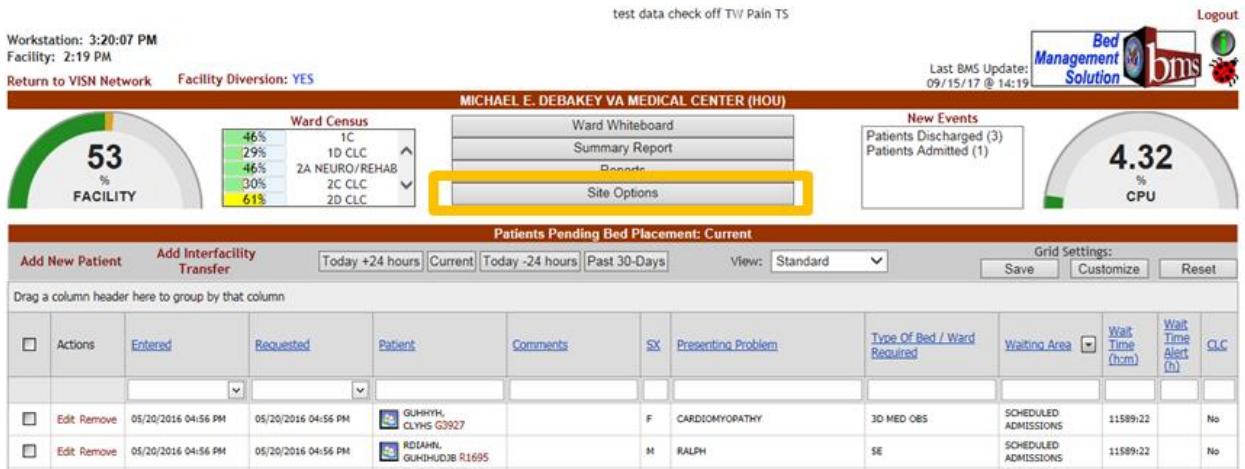


Figure 95 – Selecting Site Options

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

Figure 96 – Selecting Add/Edit BMS User

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

[Return to Admin Page](#)

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

Select Existing NT User Name	
PARAMETER	OPTIONS
<input type="button" value="Submit"/>	

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

Figure 97 – User Configuration page

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

Select user

vha.med.va.gov	User Name: tms	<input type="button" value="Find"/>	
EDIT SINGLE USER			
Selected	User Name	Fullscreen	Has Role
<input type="radio"/>	vha.med.va.gov\tmispittsburgh_res	tmispittsburgh_res	<input type="checkbox"/>
<input type="radio"/>	vha.med.va.gov\tmispittsburgh_usr	tmispittsburgh_usr	<input type="checkbox"/>
<input type="button" value="Add/Edit Single User"/> <input type="button" value="Cancel"/>			
BULK ACTIVATE/DEACTIVATE USERS			
Search Results	Users to Edit		
tmispittsburgh_res tmispittsburgh_usr	<input type="button" value="Add >"/>	<input type="button" value="< Remove"/>	
<input type="button" value="Bulk Activate Users"/> <input type="button" value="Bulk Deactivate Users"/> <input type="button" value="Cancel"/>			

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

Figure 98 – Select User

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

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

[Return to Admin Page](#)

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

User Access Report

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

Select Existing NT User Name

Submit **Cancel**

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

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.
EMS User?	If the new user is part of EMS group.
EMS Dispatcher?	If the new user is an EMS dispatcher.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Default Region	This field displays the name of the current region (where the current VISN belongs to).
Default VISN	This field displays the current VISN (to which the current facility site belongs to).
DefaultSite	The default site which is displayed when the new user logs into the system.
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.
WRITE Access	If the selected user has WRITE rights on the sites in the selected Region/VISN.
Whiteboard Only Access	If the selected user has Whiteboard access only.

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

The user can also perform a bulk edit of multiple users by making use of the **Bulk Activate/Deactivate Users** section at the bottom of the screen. Choose the desired users and click **Add** to enable them for bulk editing. Then click the **Bulk Activate Users** button to edit the desired fields for the chosen users.

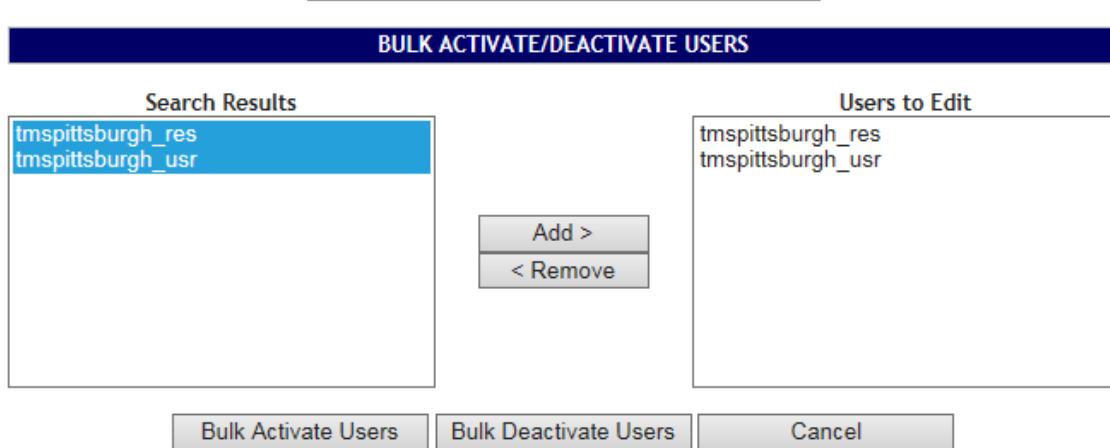


Figure 100 - Bulk Editing of Users

4.1.11.2 Editing BMS user rights for the current facility site

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

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

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

Evacuation:
ON

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



[Return to VISN Network](#)

Facility Diversion: YES

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)



Patients Pending Bed Placement: Current

Add New Patient Add Interfacility Transfer

[Current](#) | [Past 30-Days](#) | [Past 60-Days](#) | [Past 90-Days](#)

New Events

A circular gauge indicating CPU usage. The outer ring is light gray, and the inner bar is green, ending at 26.16%. The text "26.16" is displayed prominently in the center.

Drag a column header here to group by that column

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY'S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	432:44		No
Edit Remove	CPRSPATIENT, TEN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM		UPDATED COMMENTS II 5/26	M	TELE II	EMERGENCY ROOM	432:15	0	Yes
Edit Remove	BHLRJELZW, CLZHT B8441	05/20/2016 04:56 PM	05/20/2016 04:56 PM		X030000000000000000000000000000X X030000000000000000000000000000X X030000000000000000000000000000X	M	SE	CURRENT INPATIENT BED	428:26		No

Export: CSV PDF RTE XLS XLSX

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

Figure 101 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appl Clinics Add/Delete	Icon Usage Report
EHS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EHS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY	Tue Dec 18 2018	3:08 PM
DATE/TIME		
VISN	16	
REGION	2	

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

Figure 102 – Selecting Add/Edit BMS User

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

[Return to Admin Page](#)

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

<input type="button" value="Select Existing NT User Name"/>	
PARAMETER	OPTIONS
<input type="button" value="Submit"/>	

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

Figure 103 – BMS User Configuration Page

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

Select user

Local	User Name: <input type="text" value="bms"/>	<input type="button" value="Find"/>
Selected	User Name	Fullname
<input type="radio"/>	TESTARESOFT2\LocalBMSUsers	testBMS
<input type="radio"/>	TESTARESOFT2\testBMS	testBMS2
<input type="radio"/>	TESTARESOFT2\testBMS2	testBMS2
<input checked="" type="radio"/>	TESTARESOFT2\testBMS3	testBMS3

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

Figure 104 – Select User

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

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

[Return to Admin Page](#)

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

Select Existing NT User Name	
PARAMETER	OPTIONS
NT User Name	TESTARESOFT2\testBMS3
Admin User?	Yes
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](#) | [Icon Legend](#) | [Information](#) |

Figure 105 – 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

Workstation: 3:20:07 PM Facility: 2:19 PM Return to VISM Network Facility Diversion: YES

Logout

test data check off TV Pain TS

Last BMS Update: 09/15/17 @ 14:19

Bed Management Solution 

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)



FACILITY

46%	1C
29%	1D CLC
46%	2A NEURO/REHAB
30%	2C CLC
61%	2D CLC

Ward Census

Ward Whiteboard
Summary Report
Records
Site Options

New Events

Patients Discharged (3)
Patients Admitted (1)



CPU

Patients Pending Bed Placement: Current

Patients Pending Bed Placement: Current										Grid Settings:											
Add New Patient		Add Interfacility Transfer		Today +24 hours				Current		Today -24 hours		Past 30-Days		View: Standard		Save		Customize		Reset	
Drag a column header here to group by that column																					
Action	Entered	Requested	Patient	Comments	SX	Presenting Problem	Type Of Bed / Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (h)	CLC										
<input type="checkbox"/>																					
<input type="checkbox"/>	Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM	 GUHHYH, CLYHS G3927		F	CARDIOMYOPATHY	3D MED OBS	SCHEDULED ADMISSIONS	11589:22		No									
<input type="checkbox"/>	Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM	 RDIAHN, GUHHDUD3B R1695		M	RALPH	SE	SCHEDULED ADMISSIONS	11589:22		No									

Figure 106 – Selecting Site Options

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

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMIS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMIS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

Figure 107 – Selecting BMS User Add/Edit

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

Return to Admin Page

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

<input type="button" value="Select Existing NT User Name"/>	
PARAMETER	OPTIONS
<input type="button" value="Submit"/>	

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

Figure 108 – BMS User Configuration Page

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

The screenshot shows a user selection interface. At the top, a dropdown menu is set to 'vha.med.va.gov' and a search bar contains the text 'tms'. A 'Find' button is to the right. Below this is a table titled 'EDIT SINGLE USER' with columns 'Selected', 'User Name', 'Fullname', and 'Has Role'. Two rows are listed: one for 'vha.med.va.gov\tmspittsburgh_res' and another for 'vha.med.va.gov\tmspittsburgh_usr', which is selected. Buttons for 'Add/Edit Single User' and 'Cancel' are at the bottom. Below this is a section titled 'BULK ACTIVATE/DEACTIVATE USERS' with 'Search Results' containing 'tmspittsburgh_res' and 'tmspittsburgh_usr'. An 'Add >' button is next to the search results, and a '< Remove' button is below it. To the right is a 'Users to Edit' box. Buttons for 'Bulk Activate Users', 'Bulk Deactivate Users', and 'Cancel' are at the bottom.

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

Figure 109 – Select User

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

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

[Return to Admin Page](#)

The screenshot shows a user configuration form for 'MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. At the top, a 'User Access Report' link is visible. Below is a table with 'PARAMETER' and 'OPTIONS' columns. The parameters include NT User Name (set to 'vha.med.va.gov\tmspittsburgh_usr'), Admin User? (No), Audit Log User? (No), Site User? (No), EMS User? (No), EMS Dispatcher? (No), EMS Supervisor User? (No), Default Region (2), Default VISN (16), Default Site (HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER), READ Access? (No), WRITE Access? (No), and Whiteboard Only Access? (No). Buttons for 'Submit' and 'Cancel' are at the bottom.

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

Figure 110 – 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

100

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

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMIS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
BMS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION
DATE/TIME: Tue Dec 18 2018 3:08:58 PM
FACILITY
DATE/TIME: Tue Dec 18 2018 3:08 PM
VSN: 16
REGION: 2

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

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

Return to Admin Page

Background Processors - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Whiteboard Report

Current Scheduler: Q 1HR CT	Add/Update Scheduler: <input type="button" value="Select A Scheduler"/>	<input type="button" value="Save Scheduler"/>
-----------------------------	---	---

Patients Pending Bed Placement List

Current Scheduler: Method: VIA - Scheduler: Q 5 MIN	Add/Update Method: <input type="button" value="VIA"/>	Add/Update Scheduler: <input type="button" value="Select A Scheduler"/>
<input type="button" value="Save Scheduler"/>		

Figure 111 – Facility Background Processors

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

In the Whiteboard report area the Current Scheduler field will display the name of the scheduler that is currently used to collect data for the Whiteboard report. To select another scheduler use the arrow button

of the **Add/Update Scheduler** field to display the available schedulers, select the one you want to use and press the **Save Scheduler** button.

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

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

[Return to Admin Page](#)

Background Processors - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Whiteboard Report

Current Scheduler:	Q 1HR CT
Add/Update Scheduler:	Select A Scheduler
<input type="button" value="Save Scheduler"/>	

Patients Pending Bed Placement List

Current Scheduler:	Method: VIA - Scheduler: Q 5 MIN
Add/Update Method:	VIA
Add/Update Scheduler:	<input type="button" value="Select A Scheduler"/> S AM CT MIDNOC CT Q 1HR CT Q 2HR CT Q 5 MIN Delete Scheduler
<input type="button" value="Cancel"/>	

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

Figure 112 – Facility Background Processors

4.1.13 Patient Waiting Areas Page

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

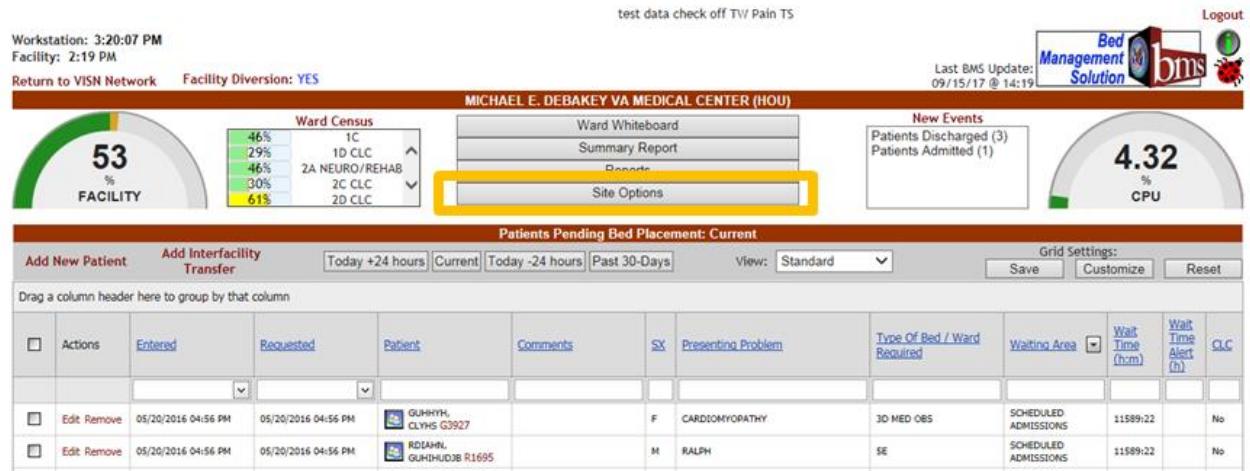


Figure 113 – Selecting Site Options

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

This screenshot shows the 'Bed Board Site Configuration' page for MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU). The page features a grid of links for managing various site configurations. The 'Waiting Area Add/Delete' link is highlighted with a yellow box. Other visible links include 'Vista Ward Add/Edit', 'Unavailable Reason Add/Edit', 'Icon Usage Report', 'BMS Orderable Items Add/Delete', 'Discharge Appt Clinics Add/Delete', 'BMS Icon Legend', 'EMIS Notification Add/Edit', 'Event Notification Add/Edit', 'View Audit Log', 'Facility Setting', 'Site Configurable Icons', 'Contingency Settings', 'EMIS Portal Access', 'BMS User Add/Edit', and 'Background Processors'. At the bottom, there are options to reset a report, set workstation parameters (Evacuation: ON/OFF), and submit changes.

Figure 114 – Selecting Waiting Area Add/Delete

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

[Return to Admin Main Page](#)

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

ADD Area

Text:

Current Waiting Areas

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

[Edit](#) [Delete](#)

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

Figure 115 – Patient Waiting Areas

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

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

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

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

4.1.13.1 Adding a Waiting Area

To add a waiting area, follow the instructions below.

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

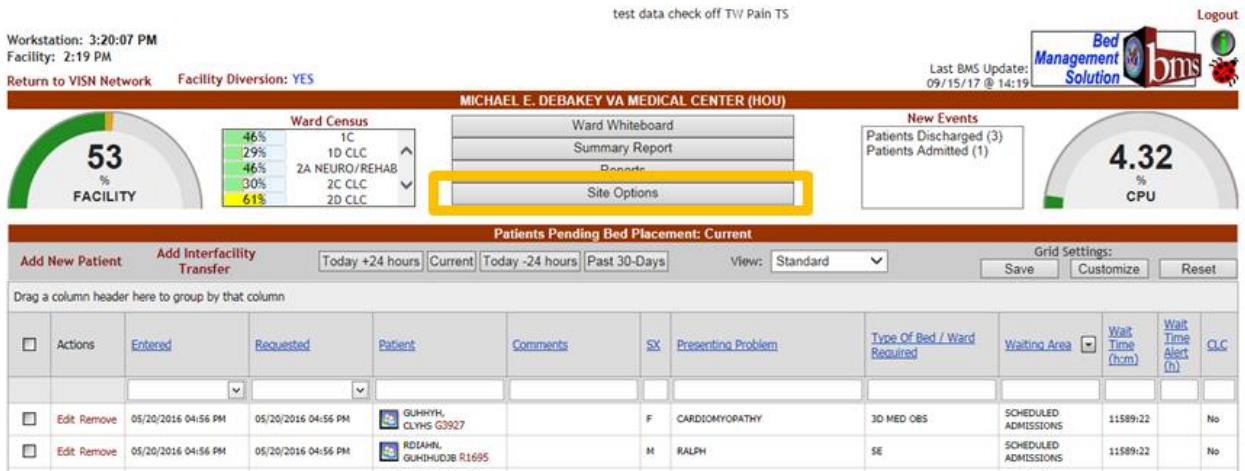


Figure 116 – Selecting Site Options

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

Figure 117 – Selecting Waiting Area Add/Edit

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

Return to Admin Main Page

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

ADD Area

Text:

Current Waiting Areas

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

[Edit](#) [Delete](#) OUTPATIENT WAITING AREA

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

Figure 118 – Adding a Waiting Area

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

Return to Admin Main Page

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

ADD Area

Text:

Current Waiting Areas

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

[Edit](#) [Delete](#) OUTPATIENT WAITING AREA

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

Figure 119 – Waiting Area Added to the List

4.1.13.2 Editing a Waiting Area

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

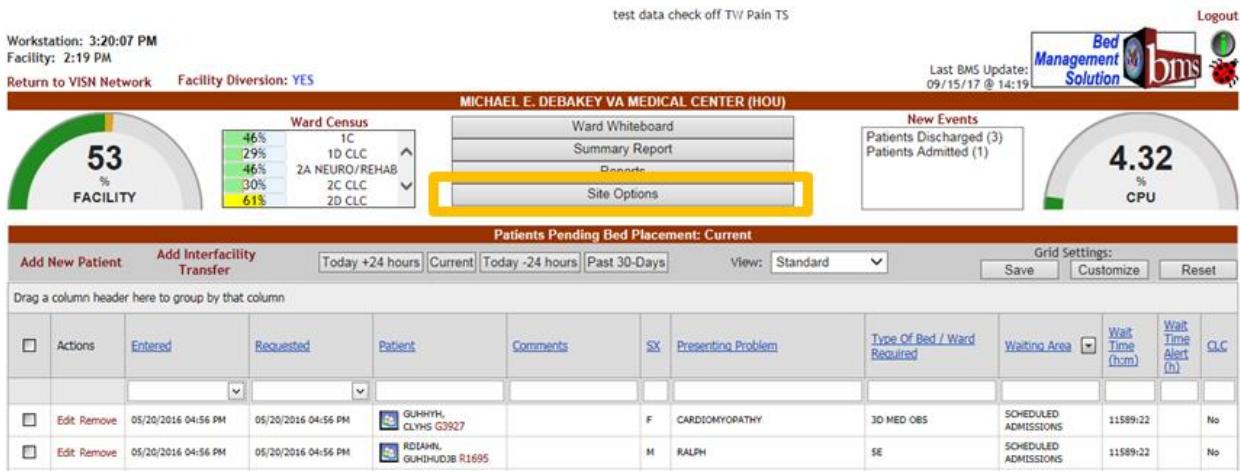


Figure 120 – Selecting Site Options

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

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). At the top, there are several links: 'Vista Ward Add/Edit', 'Unavailable Reason Add/Edit', 'Waiting Area Add/Delete' (which is highlighted with a yellow box), 'BMS Orderable Items Add/Delete', 'Discharge Appt Clinics Add/Delete', 'Icon Usage Report', 'EMS Notification Add/Edit', 'Event Notification Add/Edit', 'BMS Icon Legend', 'Facility Setting', 'Site Configurable Icons', 'View Audit Log', 'EMS Portal Access', 'BMS User Add/Edit', 'Contingency Settings', and 'Background Processors'. Below these is a section for 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' with dropdown menus for 'Unavailable/Cut Of Service' and 'for' (with options 'None', 'All', and 'Selected'). At the bottom, there's an 'Evacuation: ON' radio button, an 'OFF' radio button, and a 'Submit' button. A table at the very bottom lists workstation information: DATE/TIME (Tue Dec 18 2018, 3:08:58 PM), FACILITY (16), VSN (2), and REGION.

Figure 121 – Selecting Waiting Area Add/Delete

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

[Return to Admin Main Page](#)

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

ADD Area

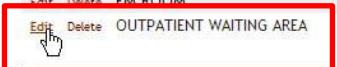
Text:

Current Waiting Areas

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

[Edit](#) [Delete](#) [FM ROOM](#)

[Edit](#) [Delete](#) **OUTPATIENT WAITING AREA**



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

Figure 122 – Selecting Waiting Area for Edit

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

[Return to Waiting Area Page](#)

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

Waiting Area : Edit

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

Figure 123 – 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.

[Return to Admin Main Page](#)

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

ADD Area

Text:

Current Waiting Areas

Waiting Area Name	
<input type="checkbox"/>	ADMISSIONS
<input type="checkbox"/>	CLINIC
<input type="checkbox"/>	CURRENT INPATIENT BED
<input type="checkbox"/>	CURRENT FACILITY
<input type="checkbox"/>	EMERGENCY ROOM
<input type="checkbox"/>	EVACUATION
<input type="checkbox"/>	RECOVERY OR PROCEDURE AREA
<input type="checkbox"/>	SCHEDULED ADMISSIONS
<input type="checkbox"/>	FM ROOM
<input type="checkbox"/>	MAIN OUTPATIENT WAITING AREA

[Edit](#) [Delete](#)

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

Figure 124 – 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.

Workstation: 3:20:07 PM
Facility: 2:19 PM
[Return to VISN Network](#) Facility Diversion: YES

Logout

Last BMS Update: 09/15/17 @ 14:19

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Bed Management Solution bms

test data check off T/W Pain TS

53 % FACILITY

4.32 % CPU

Ward Census: 46% 1C, 29% 1D CLC, 46% 2A NEURO/REHAB, 30% 2C CLC, 61% 2D CLC

Ward Whiteboard
Summary Report
Rounds
Site Options

New Events: Patients Discharged (3), Patients Admitted (1)

Patients Pending Bed Placement: Current

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

Drag a column header here to group by that column

<input type="checkbox"/>	Actions	Entered	Requested	Patient	Comments	SX	Presenting Problem	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
<input type="checkbox"/>												
<input type="checkbox"/>	Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM	 GUHRYH_G3927		F	CARDIOMYOPATHY	3D MED OBS	SCHEDULED ADMISSIONS	11589:22	No	
<input type="checkbox"/>	Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM	 RDIAHN_GUHHDJ8_R1695		M	RALPH	SE	SCHEDULED ADMISSIONS	11589:22	No	

Figure 125 – Selecting Site Options

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMIS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMIS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	DATE/TIME	Tue Dec 18 2018 3:08:58 PM
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

Figure 126 – Selecting Waiting Area Add/Delete

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

[Return to Admin Main Page](#)

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

ADD Area

Text:

Current Waiting Areas

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

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

Figure 127 – 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.

[Return to Waiting Area Page](#)

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 128 – Deleting a Waiting Area

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

4.1.14 Icon Usage Report

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

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

The screenshot shows the Michael E. DeBakey VA Medical Center (HOU) facility home page. At the top, it displays 'test data check off TIV Pain TS' and 'Logout'. On the left, there's a 'Facility' status gauge showing 53%. In the center, a 'Ward Census' table shows the following distribution:

Category	Percentage
1C	46%
1D CLC	29%
2A NEURO/REHAB	46%
2C CLC	30%
2D CLC	61%

On the right, a 'Ward Whiteboard' section includes links for 'Ward Whiteboard', 'Summary Report', 'Reports', and 'Site Options' (which is highlighted with a yellow box). Below this, a 'New Events' box shows 'Patients Discharged (3)' and 'Patients Admitted (1)'. A 'CPU' usage gauge shows 4.32%. At the bottom, a grid titled 'Patients Pending Bed Placement: Current' lists two patients:

Actions	Entered	Requested	Patient	Comments	SX	Presenting Problem	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
<input type="checkbox"/> Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM	GUHHYH... CLVHS G3927		F	CARDIOMYOPATHY	3D MED OBS	SCHEDULED ADMISSIONS	11589:22	No	
<input type="checkbox"/> Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM	RDIJAHN... GUHHDDB R1695		M	RALPH	SE	SCHEDULED ADMISSIONS	11589:22	No	

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete																		
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report																		
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend																		
Facility Setting	Site Configurable Icons	View Audit Log																		
EMIS Portal Access	BMS User Add/Edit	Contingency Settings																		
Background Processors																				
<p>Reset SUMMARY Report Out-Of-Service/Do-Not-Display: <input type="button" value="Unavailable/Out Of Service"/> for <input type="button" value=""/> <input type="button" value="Submit"/> RESET: NONE</p>																				
<p>Evacuation: ON <input type="radio"/> OFF <input checked="" type="radio"/> <input type="button" value="Submit"/></p>																				
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%; padding: 5px;">WORKSTATION</td><td style="width: 33%; padding: 5px;"></td><td style="width: 33%; padding: 5px;"></td></tr><tr><td>DATE/TIME</td><td>Tue Dec 18 2018</td><td>3:08:58 PM</td></tr><tr><td>FACILITY</td><td></td><td></td></tr><tr><td>DATE/TIME</td><td>Tue Dec 18 2018</td><td>3:08 PM</td></tr><tr><td>VISN</td><td>16</td><td></td></tr><tr><td>REGION</td><td>2</td><td></td></tr></table>			WORKSTATION			DATE/TIME	Tue Dec 18 2018	3:08:58 PM	FACILITY			DATE/TIME	Tue Dec 18 2018	3:08 PM	VISN	16		REGION	2	
WORKSTATION																				
DATE/TIME	Tue Dec 18 2018	3:08:58 PM																		
FACILITY																				
DATE/TIME	Tue Dec 18 2018	3:08 PM																		
VISN	16																			
REGION	2																			
<p>BMS Home Icon Legend Information Clinical Inventory</p>																				

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

[Return to Site Options](#) [Logout](#)

Icon Usage Report

REGION <input type="button" value="Region 2"/>	VISN <input type="button" value="VISN 16"/>	<input type="button" value="View Report"/>
SITE <input type="button" value=""/>		

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

Icon Usage Report

Select Report	Icon Usage	REGION	Region 2	<input type="button" value="View Report"/>
VISN	VISN 16	SITE	HOU - (VISN 16) - MICHAEL E.	
FROM DATE	6/1/2016 12:00:01 AM	TO DATE	6/3/2016 11:59:59 PM	
<input type="button" value=" <"/> <input type="button" value=" >"/> <input style="border: none; padding: 0 5px;" type="button" value="1"/> of 1 <input type="button" value=" >>"/> <input style="width: 100px;" type="text"/> Find Next <input type="button" value="Print"/> <input type="button" value="Email"/>				

Site Name	Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
HOU	 <input checked="" type="checkbox"/> Patient Opt-Out	Y	Y(1)	N
	Patient/Bed Record	Ward	Bed	Patient
	PT Record	1A	1B226-B	BUXPY-8800
	 <input checked="" type="checkbox"/> Stretcher (Patient) (EM)	Y	Y(1)	N
	 <input checked="" type="checkbox"/> Lift Equipment (Patient) (EM)	Y	Y(3)	N
	 <input checked="" type="checkbox"/> Oxygen (Patient) (EM)	Y	Y(1)	N
	 <input checked="" type="checkbox"/> Negative Pressure (Room)	Y	N	Y(2)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record	1A	1B226-D	BLUSEXA-3156
	BED Record	1A	1B226-D	JXTHWE-1012
	 <input checked="" type="checkbox"/> One to One (Patient) (EM)	Y	Y(1)	N
	 <input checked="" type="checkbox"/> legal hold	Y	Y(3)	N

Figure 129.4 – Icon Usage Report

For each entry the following data is available:

Table 12.4 – Icon Usage Report Parameters

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

4.1.15 Bed Management Board Icons Page

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMIS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processes	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: [Unavailable/Out Of Service](#) for [\[\]](#) RESET: NONE

Evacuation: ON OFF

WORKSTATION
DATE/TIME: Tue Dec 18 2018 3:08:58 PM
FACILITY
DATE/TIME: Tue Dec 18 2018 3:08 PM
VISN: 16
REGION: 2

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

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

[Return to Previous Page](#)

Bed Management Board Icons

Application Icons		
System Icons Bed In Isolation Discharge Ordered Anticipated Discharge Patient Symbol Interval Transfer Room Bed Symbol Numi (Not Reviewed)	Bed Cleaning Status Icons Similar/Same Name Bed Hold Numi (Not Met) Bed Out Of Service (Vista) Numi (Met) Bed Out Of Service	Bed Needs Cleaning Icon Cleaning Bed Icon Bed Cleaned Icon EMS Notified Icon
Ward Whiteboard Status Icons		
Standard Icons Restraint Flu Risk Patient Opt-Out Slip and Fall Risk Flight Risk Caution Risk 23H Observation PICC Suicide Risk Negative Pressure (Room)	Shared Bathroom (Room) Telemetry (Patient) Telemetry (Room) Lift Equipment (Room) Close Observation (Patient) Women's Program (Room) Respiratory Therapy (Patient) Seizure Precautions Test	Emergency Management Icons Evacuate (Patient) (EM) ambulatory patient legal hold Lift Equipment (Patient) (EM) Negative Pressure (Patient) (EM) One to One (Patient) (EM) Oxygen (Patient) (EM) Stretcher (Patient) (EM) Ventilator (Patient) (EM) Wheelchair Bound (Patient) (EM)
Site Configurable Icons		
Combative BMS Training Icon Blue Caution Blue Circle	Blue X Blue Diamond Blue Heart	Green Circle Orange Circle Orange Star

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

Figure 131 – Bed Management Board Icon Legend Page

The page presents the icons that can be used throughout the application, their corresponding significance and the application element to which they can be attached (patient, room/bed). The icons are grouped according to area of the application where they are likely to be used and the type of information they

convey: Application Icons (System and Bed Cleaning Status), Ward Whiteboard Status Icons (Standard and Emergency Management) and Site Configurable Icons.

4.1.16 Audit Log Report Page

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

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

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

Audit Log Report

Select Report	Site Configurable Icons	REGION	Region 2	<input type="button" value="View Report"/>
VISN	Facility Patients Pending Bed Placement List	SITE	HOU - (VISN 16) - MICHAEL E.	
FROM DATE	VISN Patients Pending Bed Placement List	TO DATE	6/7/2016 11:59:59 PM	<input type="button" value=""/>
	Staff Assignment			
	Whiteboard Usage			
	PPBP Usage (VISN)			
	PPBP Usage (Facility)			
	Icon Usage			

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

Figure 133 – Audit Log Report

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

4.1.16.1 Site Configurable Icons Report

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

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

Site Configurable Icons Report												
ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED/ROOM	DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	EVENT TYPE
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Blue Arrow.png	BMS Training icon	True	True	R	Training icon	THIS ICON IS BEING CREATED FOR TRAINING PURPOSES	how does this work for you?	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:08:57 AM	Updated
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Blue Caution.png	Blue Diamond	True	True	R	Blue Diamond	BLUE DIAMOND	Blue Diamond	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:09:55 AM	Updated
			Blue Caution				Blue Caution	BLUE CAUTION	Blue Caution	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:14:57 AM	Updated
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Blue Circle.png	Blue Circle	True	True	R	Blue Circle	BLUE CIRCLE	Blue Circle	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:15:32 AM	Updated
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Blue X.png	Blue X	True	True	P	Blue X	BLUE X	Blue X	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:16:06 AM	Updated
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Blue Diamond.png	Blue Diamond	True	True	P	Blue Diamond	BLUE DIAMOND	Blue Diamond	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:16:29 AM	Updated
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Blue Heart.png	Blue Heart	True	True	R	Blue Heart	BLUE HEART	Blue Heart	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:16:54 AM	Updated
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Green Circle.png	Green Circle	True	True	R	Green Circle	GREEN CIRCLE	Green Circle	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:17:35 AM	Updated
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Orange Circle.png	Orange Circle	True	True	R	Orange Circle	ORANGE CIRCLE	Orange Circle	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:18:28 AM	Updated
Site Configurable Icon	MICHAEL E DEBAKEY VA MEDICAL CENTER	 Orange Star.png	Orange Star	True	True	P	Orange Star	ORANGE STAR	Orange Star	vha.med.va.gov\vhalsbtrotj	6/8/2016 9:19:02 AM	Updated

Figure 134 – Site Configurable Icons Report

For each entry the following data is available:

Table 13– Site Configurable Icons Report Parameters

Column	Description
Icon Type	The type of icon: can only be Site Configurable Icon.
Facility	The name of the facility for which the icon has been configured and used.
(Icon image)	The icon image.
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.

Column	Description
Comment	Any comment entered in the Comments field in the Edit Icon page.
Mouse Over Text	The text entered in the Mouse Over Text field in the Edit Icon page.
Created By	The name of the user who performed the current operation on the icon.
Date	The date and time when the current operation has been performed on the icon.
Event Type	The type of operation that has been performed on the icon.

4.1.16.2 Facility Patient Pending Bed Placement List Report

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

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

FACILITY	PATIENT	PROBLEM	BED	REQ BED DATE	TYPE OF BED	WAITING AREA	FEES DISPOSITION	CONTRACT FEE	AUTH. FEE	SERV. REC.	REASON	COMMENTS	CREATED BY	DATE	EVENT TYPE
MICHAEL E. DEBAKEY VA MEDICAL CENTER	A-3979	GI BLEED			ICU	CLINIC						KATY'S COMMENTS -DAVIDZ TESTING 123 DC	v08.med.va.gov/vhamashelt	6/8/2016 Updated 1:23:55 PM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	C-3455	FLU			TELE II	EMERGENCY ROOM						UPDATED COMMENTS II 5/26	v08.med.va.gov/vhamashelt	6/8/2016 Updated 1:36:32 PM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	S-2799	LTKA			SE	SCHEDULED ADMISSIONS						v08.med.va.gov/vhamashelt	6/8/2016 Updated 1:39:21 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	E-6917	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS						vha.med.va.gov/vhalidhorn	6/8/2016 Updated 1:47:29 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	H-9881	CTA			VASCULAR	SCHEDULED ADMISSIONS						v08.med.va.gov/vhabaywillot	6/8/2016 Updated 1:49:34 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	E-9904	L3 compression fracture			3D MED OBS	SCHEDULED ADMISSIONS						vha.med.va.gov/vhalidhorn	6/8/2016 Updated 2:03:04 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	Z-0167	CHF			CARDIOLOGY	SCHEDULED ADMISSIONS						v08.med.va.gov/vhabaywillot	6/9/2016 Updated 12:59:53 PM		
							Acute	No	Yes	GENERAL (ACUTE MEDICINE)	ICU Beds Full	TESTING 123	v08.med.va.gov/vhabaywillot	6/9/2016 Updated 1:02:42 AM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	Z-6924	RT ISCHIAL PRESSURE SORE			PLASTIC SURGERY	SCHEDULED ADMISSIONS	Acute	No	Yes	MEDICAL ICU	ED Saturation	UFT TEST TW	v08.med.va.gov/vhabaywillot	6/9/2016 Updated 12:20:36 PM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	D-6867	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS						vha.med.va.gov/vhalidsporeg	6/9/2016 Updated 7:52:27 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	D-6573	SEPSIS	1C120-A	06/03/2016 09:07:00 AM		EVACUATION						vha.med.va.gov/vhalishbalaki	6/9/2016 Updated 11:42:45 AM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	S-4918	BED ASSIGNED,			SURGERY	ADMISSIONS	Acute	No	Yes	GENERAL SURGERY			v08.med.va.gov/vhamashelt	6/9/2016 Inserted 9:47:48 AM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	B-3256	TEST			TEST							vha.med.va.gov/vhalidsporeg	6/9/2016 Inserted 7:47:35 AM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	C-1198	UFT			ACUTE	ADMISSIONS						v08.med.va.gov/vhabaywillot	6/9/2016 Inserted 1:36:52 PM		

Figure 135 – Facility Patient Pending Bed Placement List Report

For each entry the following data is available:

Table 14 – Facility Patient Pending Bed Placement List Report Parameters

COLUMN	DESCRIPTION
Facility	The name of the VA facility.
Patient	The code of the patient.
Problem	The problem for which the patient needed treatment.
Bed	The bed assigned to the patient.
Req Bed Date	The date when the bed was requested for the patient.
Type of Bed Ward	The type of bed/ward requested for the patient.
Waiting Area	The waiting area where the patient has been placed.
Fee Disposition	The fee disposition associated to the patient.
Contract Fee	The contract fee.
Auth. Fee	The authorization to use the fee.
Serv. Rec.	The type of service requested according to the patient's problem.
Reason	The reason for using the fee.
Comments	Any comments entered in the Comments field.
Created by	The user who created the event.
Date	The date and time when the event was created.
Event Type	The type of event.

4.1.16.3 VISN Patient Pending Bed Placement List Report

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

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

VISN Patients Pending Bed Placement List Report																												
Select Report		VISN Patients Pending Bed Placement List	REGION		Region 1, Region 2, Region 3, []	[View Report]																						
VISN		VISN 1, VISN 2, VISN 3, VISN []	SITE		ABQ - (VISN 1B) - NEW MEXICO []																							
FROM DATE		6/8/2016 12:00:01 AM	TO DATE		6/10/2016 11:59:59 PM																							
1	of 1																											
<table border="1"> <tr> <td style="width: 10px; height: 10px;"></td> </tr> </table>																												
<table border="1"> <tr> <td style="width: 10px; height: 10px;"></td> </tr> </table>																												

Figure 136 – 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.

4.1.16.4 Staff Assignment Report

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

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

Staff Assignment Report							
Select Report	Staff Assignment	REGION	Region 1, Region 2, Region 3, F				View Report
VISN	VISN 1, VISN 2, VISN 3, VISN	SITE	ABQ - (VISN 1B) - NEW MEXICO				
FROM DATE	6/8/2016 12:00:01 AM	TO DATE	6/10/2016 11:59:59 PM				
1B SCI TOM WAS HERE	1B120-A	NURSE 88		vha.med.va.gov\whaledhormd	6/9/2016 1:20:51 PM	Updated	
1B SCI TOM WAS HERE	1B120-B	NURSE 88		vha.med.va.gov\whaledhormd	6/9/2016 1:20:52 PM	Updated	
1B SCI TOM WAS HERE	1B122-A	NURSE 88		vha.med.va.gov\whaledhormd	6/9/2016 1:20:53 PM	Updated	
1B SCI TOM WAS HERE	1B122-B	NURSE 88		vha.med.va.gov\whaledhormd	6/9/2016 1:20:54 PM	Updated	
1B SCI TOM WAS HERE	1B124-A	NURSE 88		vha.med.va.gov\whaledhormd	6/9/2016 1:20:54 PM	Updated	
1B SCI TOM WAS HERE	1B124-B	NURSE 88		vha.med.va.gov\whaledhormd	6/9/2016 1:20:55 PM	Updated	
		R-7746		v06.med.va.gov\hamlashett	6/9/2016 1:34:47 PM	Updated	
1B SCI TOM WAS HERE	1B124-C	NURSE 88		vha.med.va.gov\whaledhormd	6/9/2016 1:20:56 PM	Updated	
1B SCI TOM WAS HERE	1B124-D	NURSE 88		vha.med.va.gov\whaledhormd	6/9/2016 1:20:57 PM	Updated	
6D MH	6C220-B	NURSE ABC		vha.med.va.gov\whaledhormd	6/9/2016 1:21:28 PM	Inserted	
6D MH	6C222-A	NURSE 44	B-7782	vha.med.va.gov\whaledhormd	6/9/2016 1:21:41 PM	Inserted	
		NURSE ABC		vha.med.va.gov\whaledhormd	6/9/2016 1:21:29 PM	Updated	
6D MH	6C222-B	NURSE ABC		vha.med.va.gov\whaledhormd	6/9/2016 1:21:29 PM	Inserted	
6D MH	6C224-A	NURSE ABC		vha.med.va.gov\whaledhormd	6/9/2016 1:21:30 PM	Inserted	
6D MH	6C224-B	NURSE ABC		vha.med.va.gov\whaledhormd	6/9/2016 1:21:31 PM	Inserted	
6D MH	6C226-A	NURSE ABC		vha.med.va.gov\whaledhormd	6/9/2016 1:21:32 PM	Inserted	

Figure 137 – Staff Assignment Report

For each entry the following data is available:

Table 16 – Staff Assignment Report Parameters

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

4.1.16.5 Whiteboard Usage Report

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

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

Whiteboard Usage Report							
Select Report		REGION		VISN		SITE	
Whiteboard Usage		Region 1, Region 2, Region 3, E		VISN 1, VISN 2, VISN 3, VISN		ABQ - (VISN 18) - NEW MEXICO	
FROM DATE		6/8/2016 12:00:01 AM		TO DATE		6/10/2016 11:59:59 PM	
Entered D/T	User	Update Type	Bed	Transaction	Transaction Updates	Transaction Comments	
6/23/2016 7:42:00 PM	v17.med.va.gov\whiteboard	BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM 05/23/2016 19:42:28 PM TO <Empty> COMPLETED BY FROM v17.med.va.gov\whiteboard TO v17.med.va.gov\whiteboard	COMMENT FROM <EMPTY> TO TEST	
6/23/2016 7:42:00 PM	v17.med.va.gov\whiteboard	BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:42:28 PM COMPLETED BY FROM <EMPTY> TO v17.med.va.gov\whiteboard		
6/23/2016 9:58:00 PM	v19.med.va.gov\whiteboard	BED REASON COMMENT	1B222-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 05/31/2016 05:20:00 AM		
6/24/2016 6:50:00 PM	v17.med.va.gov\whiteboard	BED REASON COMMENT	1B224-A	NEW RECORD			
6/24/2016 6:47:00 PM	v17.med.va.gov\whiteboard	BED REASON COMMENT	3C450-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 06/05/2016 13:00:00 PM	COMMENT FROM <EMPTY> TO WAXING FLOORS	
6/26/2016 6:38:00 PM	v08.med.va.gov\whiteboard	BED REASON COMMENT	4B126-B	NEW RECORD			
6/27/2016 6:53:00 PM	v08.med.va.gov\whiteboard	BED REASON COMMENT	3B122-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 06/31/2016 05:20:00 AM	COMMENT FROM <EMPTY> TO UFT TESTING	
6/31/2016 3:18:00 PM	v19.med.va.gov\whiteboard	BED REASON COMMENT	1B224-C	NEW RECORD		COMMENT FROM <EMPTY> TO NPO	
6/31/2016 7:07:00 PM	v19.med.va.gov\whiteboard	BED REASON COMMENT	1B224-D	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 06/01/2016 13:00:00 PM		
6/31/2016 8:46:00 PM	v19.med.va.gov\whiteboard	BED REASON COMMENT	1B222-A	NEW RECORD		COMMENT FROM <EMPTY> TO DH TEST 1	
6/31/2016 8:47:00 PM	v19.med.va.gov\whiteboard	BED REASON COMMENT	1B222-A	NEW RECORD		COMMENT FROM <EMPTY> TO DH TEST 2	

Figure 138.1 – Whiteboard Usage Report

For each entry the following data is available:

Table 17.1 – Whiteboard Usage Report Parameters

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard
User	The BMS User who made the modification.
Update Type	The type of update made to the Whiteboard, such as Bed Reason Comment, Bed Unavailable, Icon Assignment, or Bed Staff Assignment.
Bed	The bed record affected by the modification.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments
Transaction Comments	Any comments made for the transaction performed by the user.

4.1.16.6 PPBP Usage (VISN) Report

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

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

Whiteboard Usage Report								
Select Report	Whiteboard Usage	REGION	Region 2					<input type="button" value="View Report"/>
VISN	VISN 16	SITE	HOU - (VISN 16) - MICHAEL E.					
FROM DATE	6/1/2016 12:00:01 AM	TO DATE	6/7/2016 11:59:59 PM					
<input type="button" value="First"/>		1	of 3	<input type="button" value="Next"/>	<input type="button" value="Find"/>	<input type="button" value="Print"/>	<input type="button" value="Email"/>	
Entered D/T	User	Update Type	Bed	Transaction	Transaction Updates	Transaction Comments		
5/20/2016 7:44:00 PM	vha.med.va.gov\vhaisdpoteg	BED REASON COMMENT	4C246-B	NEW RECORD		COMMENT FROM <EMPTY> TO REASON FOR THE BED ASSIGNMENT WILL BE PROVIDED HERE 5.20.16		
5/20/2016 7:44:00 PM	vha.med.va.gov\vhaisdpoteg	BED REASON COMMENT	4C246-B	NEW RECORD		COMMENT FROM REASON FOR THE BED ASSIGNMENT WILL BE PROVIDED HERE 5.20.1		
5/23/2016 7:38:00 PM		BED REASON COMMENT	4C246-B	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:38:12 PM COMPLETED BY FROM <Empty> TO v17.med.va.gov\vhantballenj2			
5/23/2016 7:38:00 PM		BED REASON COMMENT	4C246-B	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:38:12 PM COMPLETED BY FROM <Empty> TO v17.med.va.gov\vhantballenj2	COMMENT FROM REASON FOR THE BED ASSIGNMENT WILL BE PROVIDED HERE 5.20.1		
5/23/2016 7:42:00 PM	v17.med.va.gov\vhantballenj2	BED REASON COMMENT	3B220-A	NEW RECORD				
5/23/2016 7:42:00 PM	v17.med.va.gov\vhantballenj2	BED REASON COMMENT	3B220-A	NEW RECORD		COMMENT FROM <EMPTY> TO TEST		
5/23/2016 7:42:00 PM	v17.med.va.gov\vhantballenj2	BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM 05/23/2016 19:42:25 PM TO <Empty> COMPLETED BY FROM v17.med.va.gov\vhantballenj2 TO	COMMENT FROM <EMPTY> TO TEST		
5/23/2016 7:42:00 PM		BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:42:25 PM COMPLETED BY FROM <Empty> TO v17.med.va.gov\vhantballenj2			
5/23/2016 9:58:00 PM	v19.med.va.gov\vhaecherolk	BED REASON COMMENT	1B222-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 05/31/2016 05:30:00 AM			
5/24/2016 5:50:00 PM	v17.med.va.gov\vhantballenj2	BED REASON COMMENT	3B284A-A	NEW RECORD				
5/24/2016 8:47:00 PM	v17.med.va.gov\vhantballenj2	BED REASON COMMENT	3C450-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 06/09/2016 13:00:00 PM	COMMENT FROM <EMPTY> TO WAXING FLOORS		

Figure 139.2 – PPBP Usage (VISN) Report

For each entry the following data is available:

Table 18.2 – PPBP Usage (VISN) Report Parameters

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard
User	The BMS User who made the modification.
Update Type	The type of update made to the Whiteboard, such as Bed Reason Comment, Bed Unavailable, Icon Assignment, or Bed Staff Assignment.
Bed	The bed record affected by the modification.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments
Transaction Comments	Any comments made for the transaction performed by the user.

4.1.16.7 PPBP Usage (Facility) Report

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

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

PPBP Usage (Facility) Report									
Select Report	PPBP Usage (Facility)	REGION	Region 2						View Report
VISN	VISN 16	SITE	HOU - (VISN 16) - MICHAEL E.						
FROM DATE	5/21/2016 12:00:01 AM	TO DATE	5/3/2016 11:59:59 PM						
1	of 6	>	<	Find	Next				
05/20/2016 12:39	05/20/2016 12:39	05/26/2016 15:48	vba.med.va.gov\whiteboard	PAAAHY 3979	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 15:48 EVACUATION REASON FOR DELAY FROM <Empty> TO NONE EVACUATION EQUIPMENT SUPPLY REQUIREMENTS <Empty> TO WHEELCHAIR EVACUATION TRANSPORTATION CARE LEVEL <Empty> TO TBC EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY	COMMENTS FROM KATY'S COMMENTS -DAVID TO KATY'S COMMENTS -DAVID		
05/20/2016 12:39	05/20/2016 12:39	05/26/2016 15:48	vba.med.va.gov\whiteboard	PAAAHY 3979	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 15:48 EVACUATION REASON FOR DELAY FROM <Empty> TO NONE EVACUATION EQUIPMENT SUPPLY REQUIREMENTS <Empty> TO WHEELCHAIR EVACUATION TRANSPORTATION CARE LEVEL <Empty> TO TBC EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY	COMMENTS FROM KATY'S COMMENTS TO KATY'S COMMENTS -DAVID		
05/20/2016 12:39	05/20/2016 12:39	05/26/2016 15:48	vba.med.va.gov\whiteboard	PAAAHY 3979	UPDATED	WAIT TIME ALERT DATE FROM 05/26/2016 15:48 TO 05/26/2016 15:48 EVACUATION REASON FOR DELAY FROM <Empty> TO NONE EVACUATION EQUIPMENT SUPPLY REQUIREMENTS <Empty> TO WHEELCHAIR EVACUATION TRANSPORTATION CARE LEVEL <Empty> TO TBC EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY	EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY		
05/20/2016 12:39	05/20/2016 12:39	05/27/2016 10:09	vba.med.va.gov\whiteboard	PAAAHY 3979	UPDATED	FEE COMMENTS FROM <Empty> TO KATY'S FEE COMMENTS WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION REASON FOR DELAY FROM <Empty> TO NONE EVACUATION EQUIPMENT SUPPLY REQUIREMENTS <Empty> TO WHEELCHAIR EVACUATION TRANSPORTATION CARE LEVEL <Empty> TO TBC EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY EVACUATION ENROUTE MEDICAL ATTENDANT NUMBER <Empty> TO 2 EVACUATION VEHICLE ID FROM <Empty> TO 43 EVACUATION VEHICLE SEAT POSITION FROM <Empty> TO A2 EVACUATION MA TELEPHONE <Empty> TO (123) 123-1231 EVACUATION NMA TELEPHONE <Empty> TO (123) 123-1232 EVACUATION ORIGINATING FACILITY NAME <Empty> TO HOU EVACUATION VEHICLE OPERATOR NAME <Empty> TO KATY EVACUATION VEHICLE OPERATOR TELEPHONE <Empty> TO (123) 123-1231	COMMENTS FROM <Empty> TO KATY'S COMMENTS -DAVID TO KATY'S COMMENTS -DAVID		
05/20/2016 12:39	05/20/2016 12:39	05/27/2016 10:09	vba.med.va.gov\whiteboard	PAAAHY 3979	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY	EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY		
05/20/2016 12:39	05/20/2016 12:39	05/27/2016 10:09	vba.med.va.gov\whiteboard	PAAAHY 3979	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY	EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY		

Figure 140.3 – PPBP Usage (Facility) Report

For each entry the following data is available:

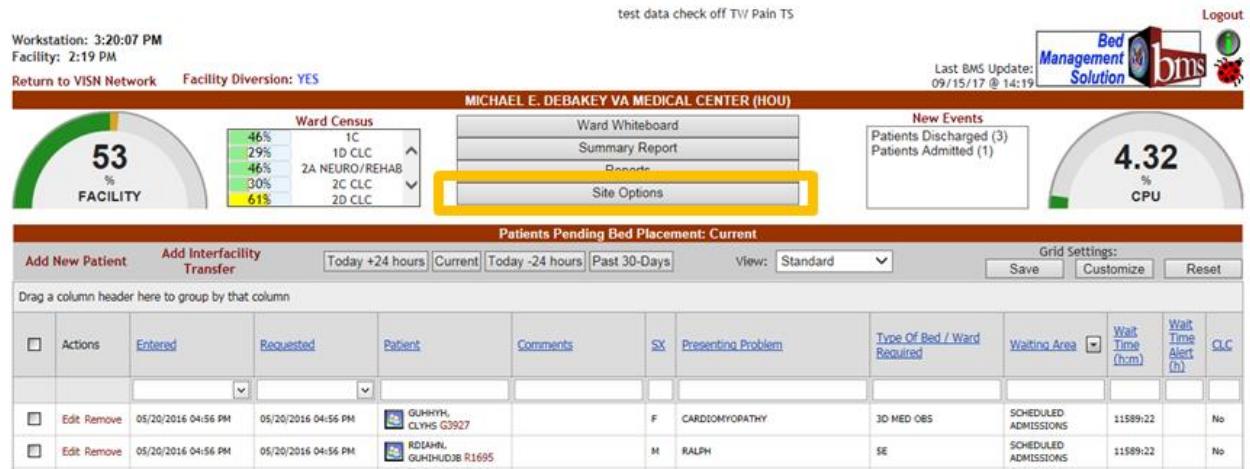
Table 19.3 – PPBP Usage (Facility) Report Parameters

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard
User	The BMS User who made the modification.
Update Type	The type of update made to the Whiteboard, such as Bed Reason Comment, Bed Unavailable, Icon Assignment, or Bed Staff Assignment.
Bed	The bed record affected by the modification.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments
Transaction Comments	Any comments made for the transaction performed by the user.

4.1.17 Contingency Settings

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

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



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

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
	Background Processors	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation: ON OFF

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

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

[Return to Admin Main Page](#)

Contingency Settings - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Ward Group	Whiteboard Report Path
CARDIO	\cardio-pc\WhiteboardFolder
NEURO	\neuro-pc\WhiteboardFolder
<input type="button" value="Save"/>	

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

Figure 141 - Contingency Settings Page

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

Note: If a ward selected for the Whiteboard Contingency Report has any of the following special characters:
(/ \ : * ? " < > |)

then these special characters will be replaced with a “_” in the saved file.

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

4.1.18 Evacuation On/Off

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

[Return to Site Home Page](#)

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Icon Usage Report
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility Setting	Site Configurable Icons	View Audit Log
EMS Portal Access	BMS User Add/Edit	Contingency Settings
Background Processors		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: for RESET: NONE

Evacuation:

WORKSTATION	Tue Dec 18 2018	3:08:58 PM
DATE/TIME		
FACILITY		
DATE/TIME	Tue Dec 18 2018	3:08 PM
VISN	16	
REGION	2	

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

Figure 142 – Evacuation On/Off

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

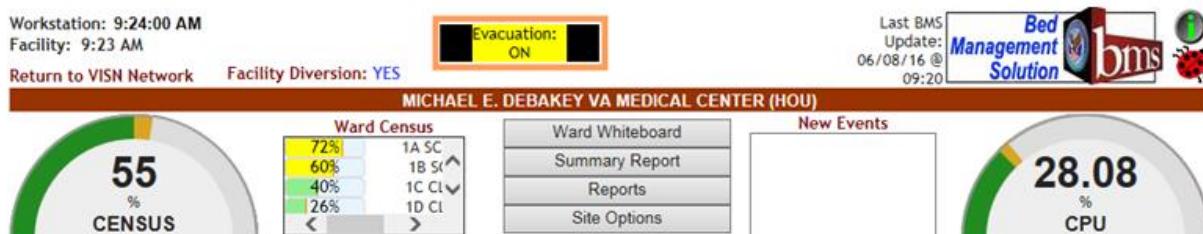


Figure 143 – Facility Home Page - Evacuation On

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

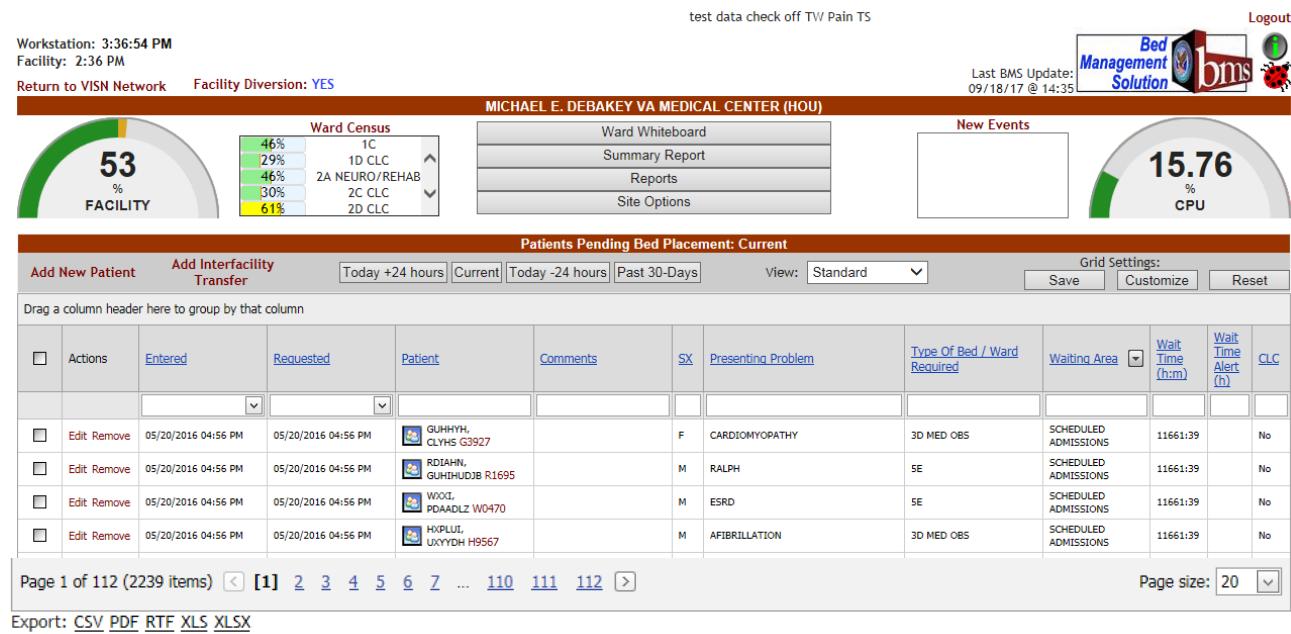
The site users have access to the following pages:

- 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.



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

Figure 144 – VA Facility Homepage

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

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

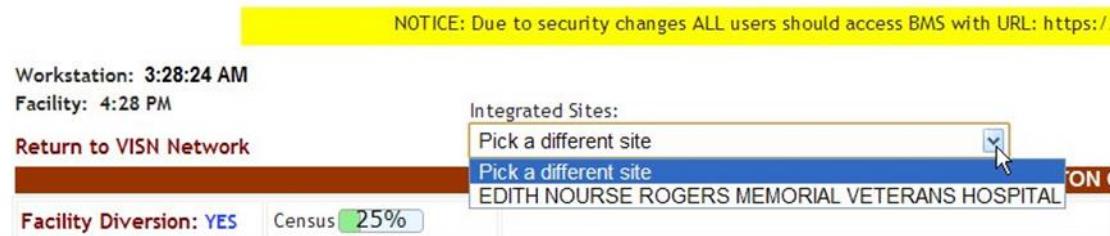


Figure 145 – Selecting from the available integrated sites

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

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

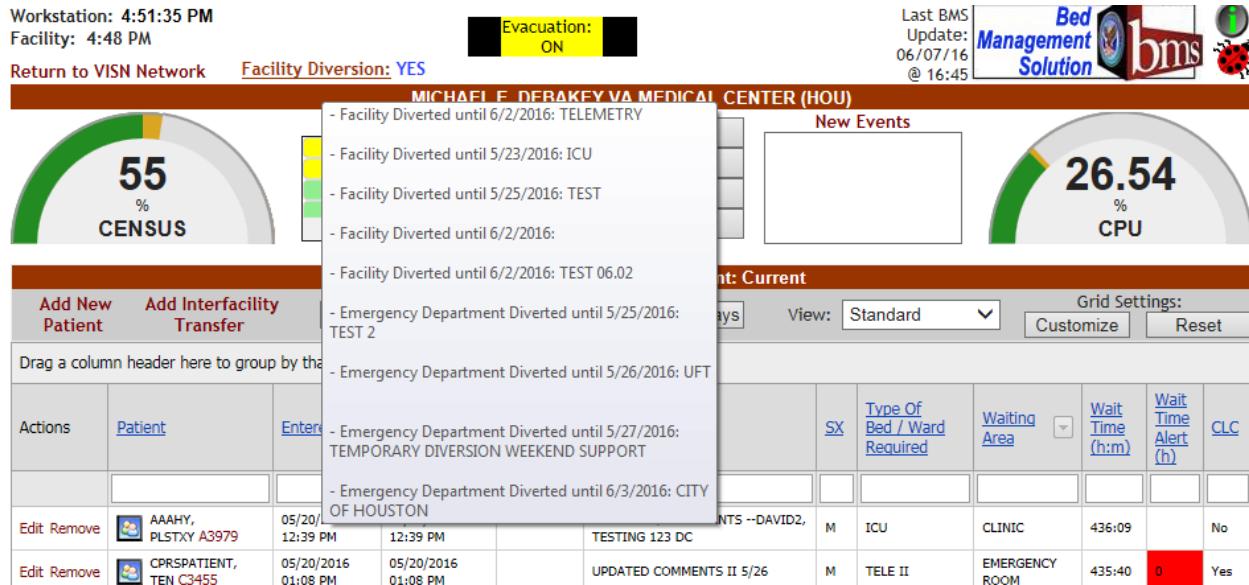


Figure 146.1 – Facility Diversion Hover

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

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

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

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

The green information button in the upper right corner of the home page: This Icon links the user to VA's SharePoint System which has available information related to the project consisting of but not limited to point of contact information, sample documents, FAQs, and training instructions.

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

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

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

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

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

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

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

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

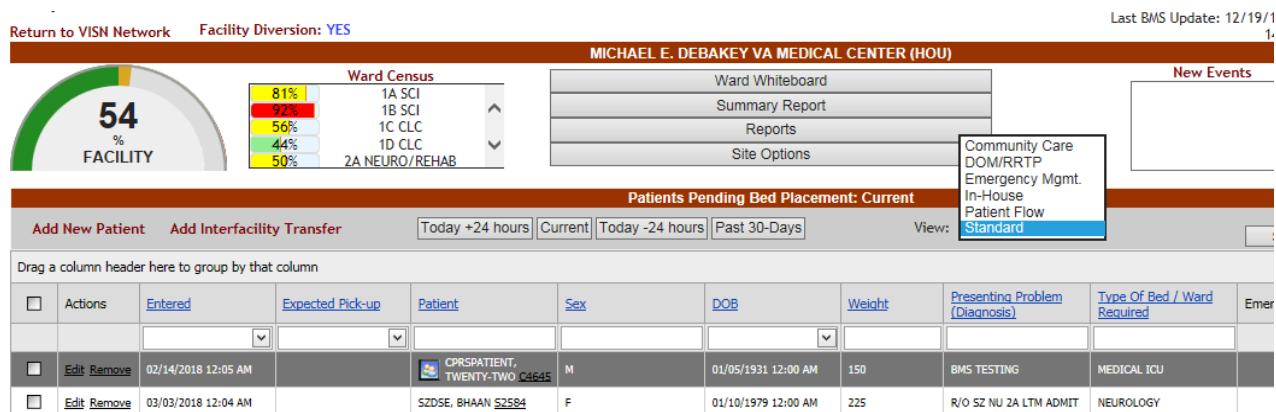


Figure 147 – BMS Facility Patients Pending Bed Placement For A Bed View Screen

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

Table 20 – VA Facility Standard View Parameters

Column	Description
Entered	The date and time when the request for a bed was entered.
Requested	The date and time when the bed is needed.
Patient	The name of the patient.
Comment	Comments regarding the patient.
SX	The gender of the patient.

Column	Description
Presenting Problem	The main reason a patient is seeking medical care.
Type of Bed/Ward Required	The type of bed/ ward required according to the patient's problem.
Waiting Area	The waiting area where the patient is registered.
Wait Time	The estimated waiting time.
Wait Time Alert	The time interval after which an alert is raised. When the patient is added to the waiting list, the user can enter in this field any value between 1-99. After saving the patient to the waiting list the system begins the countdown: when the value in this field is less than the value select (ex. 5 hours) then it will be displayed against a red background and the operator will know they have to urgently find a bed for that patient.
Community Living Center (CLC)	If the patient is a resident in a Community Living Center or in house waiting for a bed at the Community Living Center

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

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

Figure 148 – Patients Pending Bed Placement for a Bed – Community Care View

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

Table 21 – VA Facility Community Care View Parameters

Column	Description
Entered	The date and time when the patient was added to the list of Patients Pending Bed Placement for a Bed.
Patient	The Name of the patient.
SX	The gender of the patient.
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.
Accepted	The date the patient was accepted.

Column	Description
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
Community Hospital	Community Hospital designation.
Transfer Coordinator	The name of the Transfer Coordinator.
Transfer Coordinator Phone	The phone number of the Transfer Coordinator.

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

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

Figure 149 – Patients Pending Bed Placement for a Bed – Patient Flow View

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

Table 22 – VA Facility Patient Flow View Parameters

Column	Description
Entered on List DT	The date and time when the patient was added to the list.
Anticipated Removal DT	This is the Bed Czar or Bed Controller expected date that the PT will be removed from the pending bed placement list either by admission or another outcome.
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.
Comment	Comments regarding the patient.

When selecting the **In-House** view, the patients patient bed placement list is displayed as in the following image.

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

Figure 150 – Patients Patient Bed Placement for a Bed – In-House Patients View

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

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

Table 23 – VA Facility In-House 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.
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

Community Living Center (CLC)	If the patient is a resident in a Community Living Center or in house waiting for a bed at the Community Living Center
----------------------------------	--

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

Patients Pending Bed Placement: Current									Grid Settings:		
Add New Patient		Add Interfacility Transfer	Today +24 hours	Current	Today -24 hours	Past 30-Days	View:	Mental Health	Save	Customize	Reset
Drag a column header here to group by that column											
Actions	Entered	Requested	Patient	VP?	Date of Screening	Type Of Bed / Ward Required	Comments				
<input type="checkbox"/>											
<input type="checkbox"/> Edit Remove	07/15/2016 02:32 PM	07/26/2017 09:45 PM	AAILWH, AXRDT A0480								
Page 1 of 1 (1 items) [1]									Page size:	20	
Selected: Transfer Remove											
Export: CSV PDF RTF XLS XLSX											

Figure 151 - Patients Patient Bed Placement for a Bed – DOM/RRTP Patients View

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

Table 24.1 – VA Facility DOM/RRTP View Parameters

Column	Description
Entered	The date and time when the patient was added to the list.
Requested	The date and time when the request to be added was made.
Patient	The name of the patient.
VP?	
Date of Screening	The date and time of the screening.
Type of Bed/Ward Required	The type of bed/ward required for the particular ailment of that patient.
Comments	Pertinent comments.

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

Patients Pending Bed Placement: Current																					
Add New Patient		Add Interfacility Transfer		Today +24 hours		Current		Today -24 hours		Past 30-Days											
View: Emergency Mgt											Grid Settings:										
Drag a column header here to group by that column																					
Actions	Entered	Expected Pick-up	Patient	Sex	DOB	Weight	Presenting Problem (Diagnosis)	Type Of Bed / Ward Required	Emergency Icons	Comments											
<input type="checkbox"/>																					
<input type="checkbox"/>	Edit Remove	05/20/2016 04:57 PM	HLSPLN, ILYDHA H2409	M			VATS	5K-A													
<input type="checkbox"/>	Edit Remove	05/20/2016 04:57 PM	PXPAAH, CDZZN A CU P2020	M			BIL CALCANEOUS OSTEOMYELITIS	SB													
<input type="checkbox"/>	Edit Remove	05/20/2016 05:00 PM	ZMLLUERT, QDUDYDL Z0167	F			CHF	CARDIOLOGY					1-275 ONLY								
<input type="checkbox"/>	Edit Remove	05/20/2016 05:02 PM	AAAHY, CDZZN A8498	M			CARDIOMYOPATHY	3D MED OBS					CHEST PAIN,								
<input type="checkbox"/>	Edit Remove	05/20/2016 05:04 PM	ZRYDFL, PDAADH Z6924	M			RT ISCHIAL PRESSURE SORE	PLASTIC SURGERY					GO								
<input type="checkbox"/>	Edit Remove	05/20/2016 05:04 PM	NXUTPXUSEN, AHH N1627	M			BLADDER CANCER	UROLOGY	 												
<input type="checkbox"/>	Edit Remove	05/20/2016 05:04 PM	UAXXL, ULRA UJ590	M			PVD	VASCULAR	  			TRANSPORTATION COMMENTS UPDATED									

Figure 152 - Patients Patient Bed Placement for a Bed – Emergency Mgmt Patients View

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

Table 25.2 – VA Facility Emergency Mgmt View Parameters

Column	Description
Entered	The date and time when the patient was added to the list.
Expected pick-up	The date and time when the patient is expected to be picked up.
Patient	The name of the patient.
SX	Patient gender.
DOB	Patient date of birth.
Weight	Patient weight.
Presenting Problem	Patient diagnosis.
Type of Bed/Ward Required	The type of bed/ward required for the particular ailment of that patient.
Emergency Icons	Icons associated with this patient.
Comments	Pertinent comments.

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

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

Once a patient has been added to the Patients Pending Bed Placement list he/she can be assigned a bed in a ward and receive the appropriate treatment. The bed assignment is done from VistA. When the patient is admitted to the VA facility he/she can be removed from the list Patients Pending Bed Placement for a

Bed in two ways: manually, by clicking the associated Remove link or automatically (when he/she is assigned a bed), if the option Auto-Removal Pending Bed Placement List option has been selected in the **Facility Setting** page from **Site Options**.

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

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

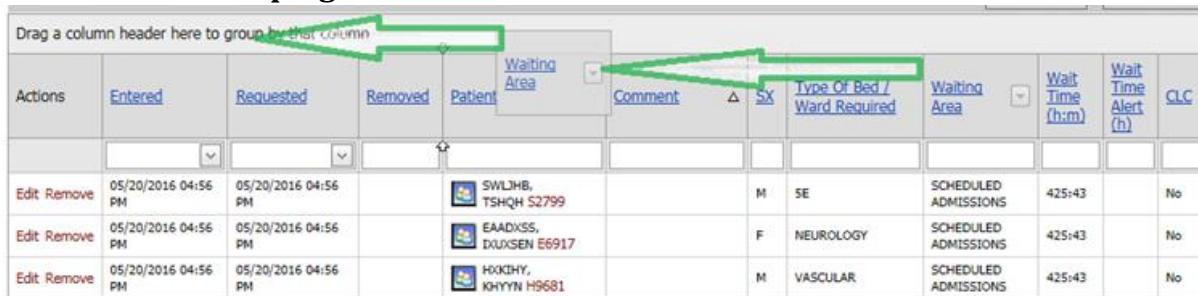
4.2.1.1 Patient Pending Bed Placement (PPBP) Features

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

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

Each of these features are explained in the following screenshots.

PPBP Column Grouping



A screenshot of a data grid titled "PPBP Column Grouping Action". The grid has several columns: Actions, Entered, Requested, Removed, Patient, Waiting Area, Comment, Δ, SX, Type Of Bed / Ward Required, Waiting Area, Wait Time (h:m), Wait Time Alert (h), and CLC. A green arrow points from the "Waiting Area" column header to the row above it, where a text box says "Drag a column header here to group by that column". The data grid contains three rows of patient information, each with edit and remove links.

Actions	Entered	Requested	Removed	Patient	Waiting Area	Comment	Δ	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		SWLJHB, TSHQH S2799			M	SIE	SCHEDULED ADMISSIONS	425:43		No	
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		EAADXSS, IXUXSEN E6917			F	NEUROLOGY	SCHEDULED ADMISSIONS	425:43		No	
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		HKKIHY, KHYHN H9681			M	VASCULAR	SCHEDULED ADMISSIONS	425:43		No	

Figure 148.1 – PPBP Column Grouping Action

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

Waiting Area											
Actions	Entered	Requested	Removed	Patient	Comment	SX	Type Of Bed / Ward Required	Wait Time (h:m)	Wait Time Alert (h)	CLC	
Waiting Area: ADMISSIONS											
Edit Remove	05/24/2016 01:47 PM	05/24/2016 01:47 PM		KYXOKKN, BYHHT K2222		M		332:59		No	
Edit Remove	05/24/2016 02:37 PM	05/24/2016 02:37 PM		KDYF, ULN K3333		M		332:08		No	
Edit Remove	05/25/2016 04:57 PM	05/25/2016 04:57 PM		LXYF, PDAADLZ L2222		M		305:48		No	
Edit Remove	05/26/2016 03:44 PM	05/26/2016 03:44 PM		WLSTAY, SEHKXKUN W2222		M		283:02		No	
Edit Remove	06/07/2016 10:09 AM	06/07/2016 10:09 AM		HHILUXAI, POAKHUS H2222		M		00:37		No	
Edit Remove	06/01/2016 04:09 PM	06/01/2016 04:09 PM		LHPDT, CLZHT L5555	WHITEBOARD COMMENTS 6/1, 6PM	M	ICU	138:37		No	
Waiting Area: CLINIC											
Edit Remove	05/20/2016 12:39 PM	05/20/2016 12:39 PM		AAAHY, PLSTXY A3979	KATY'S COMMENTS --DAVIDZ, TESTING 123 DC	M	ICU	430:07		No	

Figure 148.2 – PPBP Column Grouping Result

As indicated above, this is the result of the column grouping drag and drop action. We are now Grouping by the Waiting Area. Users can add additional column headers to group by or remove them by dragging them from the column header grouping area and placing them back into the header area in the order of their choosing. Note that this action forces a reload of the data indicated by a small “Loading” image in the center of the user’s screen. The BMS application is reloading the data for the user based on the new view selected.

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

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

PPBP Column Ordering

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

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

Drag a column header here to group by that column											
Actions	Patient	Entered	Requested	Comment	Patient	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	05/20/2016 12:39 PM	05/20/2016 12:39 PM		AAAHY, PLSTXY A3979	KATY'S COMMENTS --DAVIDZ, TESTING 123 DC	M	ICU	CLINIC	430:27		No

Figure 148.3 – PPBP Column Ordering Action

Drag a column header here to group by that column												
Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC	
Edit Remove	AAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY'S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	430:32		No	
Edit Remove	CPRSPATIENT, TEN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM		UPDATED COMMENTS II 5/26	M	TELE II	EMERGENCY ROOM	430:04	0	Yes	
Edit Remove	BHLRJELZW, CLHT B8441	05/20/2016 04:56 PM	05/20/2016 04:56 PM		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	M	SE	CURRENT INPATIENT BED	426:15		No	
Edit Remove	SWLJHB, TSHQH S2799	05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	SE	SCHEDULED ADMISSIONS	426:15		No	

Figure 148.4 – PPBP Column Ordering Result

PPBP Customization

Users can even further customize their PPBP View by clicking on the **Customize** button underneath “Grid Settings” at the top right of the PPBP view, which presents the Column Chooser. In this screen shot, we can see that Presenting Problem has been removed from the column selections and placed in the Column Chooser. Users can drag into and out of the Column Chooser to add/remove the columns they wish to see. Once a column is removed from the Grid, it can always be re-added by clicking on the **Customize** button and then dragging it from the column chooser to the data grid.

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

Patients Pending Bed Placement: Current												
Add New Patient Add Interfacility Transfer		Today +24 hours Current Today -24 hours Past 30-Days				View: Standard		Grid Settings:				
Drag a column header here to group by that column												
□	Actions	Entered	Expected Pick-up	Patient	Sex	DOB	Weight	Type Of Bed / Ward Required	Emergency Icons	Comments		
□	Edit Remove	02/14/2018 12:05 AM		CPRSPATIENT, TWENTY-TWO C4645	M	01/05/1931 12:00 AM	150	MEDICAL ICU				
□	Edit Remove	03/03/2018 12:04 AM		SZOSE, BHAAN S2584	F	01/10/1979 12:00 AM	225	NEUROLOGY				Hidden Columns X
□	Edit Remove	03/07/2018 11:02 AM		UAAXL, ULRA L25590	M	02/01/1931 12:00 AM			& ME			Presenting Problem: (Diagnosis)
□	Edit Remove	03/07/2018 11:02 AM	05/10/2018 09:00 AM	AAILWH, AXROT A0480	M	07/16/1946 12:00 AM			& E			
□	Edit Remove	05/10/2018 01:01 PM		CPRSPATIENT, SEVENTY-EIGHT C2501	M	08/04/1942 12:00 AM		BARIATRIC				

Figure 148.5 – PPBP Customize

Exporting PPBP Data

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

The screenshot shows a data grid with several columns including Region, VISN, AYHUTXY, LRFRTSRT, and various clinical details. At the bottom left, there is a red box highlighting the 'Export' link which offers options for CSV, PDF, RTF, XLS, and XLSX. To the right of the grid, a 'Page size' dropdown is set to 20.

YES	Region 2	VISN 16	AYHUTXY, LRFRTSRT	1112	100	OTHER	No	EAR INFECTION	PSYCHIATRY (<45 DAYS)	MARS	08/16/2017	TEST	00:00
YES	Region 2	VISN 16	KIMU, K	4321		OTHER	No		ACUTE PSYCHIATRY (<45 DAYS)		08/21/2017		00:00
YES	Region 4	VISN 5	TEST, PATIENT	0000	30	OTHER	No		CARDIAC SURGERY	ED	09/07/2017		00:00

RMS Home | Icon Legend | Information | Clinical Inventory

Figure 148.6 – Exporting PPBP Data

PPBP Page Functions

The screenshot shows a grid of patient records with columns for Actions, Patient, Entered, Requested, Removed, Comment, SX, Type Of Bed / Ward Required, Waiting Area, Wait Time (h:m), Wait Time Alert (h), and CLC. Below the grid, a red box highlights the page navigation buttons [1] through [112]. To the right, a 'Page size' dropdown is set to 20. At the bottom left, there is a red box highlighting the 'Export' link for CSV, PDF, RTF, XLS, and XLSX.

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATYB#39;S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	456:30		No
Edit Remove	FRASXY, CLZHT F8464	05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	3D MED OBS	SCHEDULED ADMISSIONS	452:12		No
Edit Remove	SJERAM, ILQD1 S9003	05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	3D MED OBS	SCHEDULED ADMISSIONS	452:12		No

Figure 148.7 – PPBP Page Functions

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

4.2.1.2 Adding a Patient to the Patients Pending Bed Placement List

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

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



Figure 153 – Adding a Patient to the Patients Pending Bed Placement List

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

Figure 154 – Add/Edit Patients to the Patients Pending Bed Placement in the VA Facility

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

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

[Return to Main Page](#)

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

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

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

 [BMS Home](#) | [Icon Legend](#) | [Information](#) |**Figure 155 – 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.

[Return to Main Page](#)

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

Patients Pending Bed Placement: Add Record

NAME (Last,First MI): CPRSPATIENT, EIGHT SSN: xxx-xx-3322 GENDER: MALE

Entry Date/Time: 12/19/2018 14:45
Date/Time Bed Requested: 12/19/18 H 14 M 45
(Use "Projected Decision to Admin Time")

Present Problem:
(Level of Care Bed/Ward needed)

Type of Bed/Ward:
 150/150

Waiting Area:
 ADMISSIONS

Wait Time Alert:

Comments:
 150/150

Isolation Required:

Views:

In-House:
Community Living Center (CLC):
Evacuation Patient:
DOM/RRTP Patient:
Community Care Patient:

Community Care Data

Disposition:
Contract?
Community Hospital?:
Authorized?
Treating Specialty:
Accepted:
Reasons Using Fee:
Accepting MD: 150/150
Transfer Coordinator
Transfer Coordinator Phone
Fee Comments:

Evacuation Data	
Current Ward:	3D MED
Current Bed:	3C22-A
Admitting Diagnosis:	alcohol withdrawal
Evac Disposition status:	<input type="button" value="EVACUATE"/>
Expected Pick-up:	H [00 ✓] M [00 ✓] (0)
Actual Pick-up:	H [00 ✓] M [00 ✓] (0)
Arrival Time	H [00 ✓] M [00 ✓] (0)
Weight	
Reason For Delay:	
Equip/Supply Requirements:	
Transportation Care Level:	
Enroute Medical Attendant (MA):	
MA Telephone	
Enroute Non-Medical Attendant (NMA):	
NMATElephone	
Operator Name	
Operator Telephone	
Vehicle ID	
Seat Position	
Transportation Type:	<input type="button" value="ALS AMBULANCE"/>
Transportation Provider:	<input type="button" value="VA"/>
Transportation Comments:	
Transfer/Evacuate to:	
Destination Address:	
Destination City, State:	
Destination POC Telephone:	
Originating Facility	
Originating POC	
Originating Address	
Originating City, State	
Originating POC Telephone:	
Evacuation Comments:	
DOM/RRTP Data	
Date of Screening	H [00 ✓] M [00 ✓] (0)
Contact Phone Number	
Veteran Preference (VP)	
Comments	
<input type="button" value="Submit"/> <input type="button" value="Never Mind & Return To Listing"/>	

Figure 156 – Add/Edit Patients Pending Bed Placement in the VA Facility - Details

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

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

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

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

Table 26 – Add/Edit Patients Pending Bed Placement - Parameters

Field	Enter
Date/Time Bed Requested	Fill in these fields according to the instructions on screen. This is the time that the patient will need the bed. Use “projected Decision to Admit Time”
Present Problem (Level of Care or Bed/Ward needed)	What reason is the patient being admitted? (For example: CHF, DM, Surgery)
Type of Bed/Ward	The type of bed/ward needed according to the patient's problem.
Waiting Area	Select the corresponding waiting area. There is a pre-defined list of waiting areas
Wait Time Alert	The time interval after which an alert is raised. When the patient is added to the pending bed placement list, the user can enter in this field any value between 1-99. After saving the patient to the pending bed placement list the system begins the countdown: when the value in this field is less than the value select (example: 5 hours) then it will be displayed against a red background and the site user will know they have to urgently find a bed for that patient.
Isolation Required	If box is checked for isolation, precautions are taken to prevent the spread of infectious disease. When checked, the isolation icon appears on the patients pending bed placement list.
Views	
In-House	If the patient is already admitted in the hospital but needs only to be moved in another ward.
CLC	If the patient is a resident in a Community Living Center or in house pending bed placement at the Community Living Center
Evacuation Patient	If the patient has to be evacuated in case of emergency.
DOM/RRTP	If the patient is DOM/RRTP.
Community Care	If the patient is designated as Community Care.
<i>The following fields will only be displayed if the option Community Care Patient is selected.</i>	
Disposition	The disposition with which the patient is added to the pending bed placement list. Within the Fee Utilization data, it is the determination of Acute or Non-Acute.
Contract?	Whether or not the VA facility has a contract with the selected community hospital.
Community Hospital	Flag to designate the hospital as a community hospital.
Authorized?	Within the Fee Utilization data, it is the determination of authorized or non-authorized.
Treating Specialty:	The treating specialty required.
Accepted	Flag to designate whether or not the patient is accepted.
Reasons for Using Fee:	The reason justifying fee usage.
Accepting MD	Name of the Accepting Physician.
Transfer Coordinator	Name of the Transfer Coordinator.
Transfer Coordinator Phone	Phone number of the Transfer Coordinator.
Fee Comments:	Any relevant additional information about the fee utilization.
<i>The following fields will only be displayed if the option Evacuation Patient is selected.</i>	
Current Ward:	The name/code of the ward where the patient is currently.

Field	Enter
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.
Arrival Time:	The time the patient arrived at the facility.
Reason for Delay:	The reason for the delay, if applicable.
Equip/Supply Requirements	Equipment or Supply requirements for the patient in case of evacuation.
Transportation Care Level:	The level of the transportation care for the patient in case of evacuation.
Enroute Medical Attendant:	The number, qualification and name of the enroute medical attendant.
MA Telephone	The Enroute Medical Attendant telephone #
Enroute Non-Medical Attendant (NMA):	The number and the name of the enroute non-medical attendant.
NMA Telephone	The Enroute Non-Medical Attendant telephone #.
Operator Name	The vehicle operator name
Operator Telephone	The vehicle operator telephone #
Vehicle ID	The identifying # of the transportation vehicle.
Seat Position	The patient's seat position on the vehicle.
Transportation Type:	The type of transportation required for the patient in case of evacuation.
Transportation Provider:	The provider of transportation.
Transportation Comments:	Any relevant comments regarding the transportation.
Transfer/Evacuate To:	The location name of the place the patient is evacuated to.
Destination Address:	The address of the facility where the patient is evacuated to.
Destination City, State:	The city and state where the patient is evacuated to.
Destination POC Telephone:	The telephone of the Point-of-Contact of the facility where the patient is evacuated to.
Originating Facility	The facility the patient is being evacuated from.
Originating POC	The name of the Point-of-Contact of the facility where the patient is evacuated from.
Originating Address	The address of the location the patient is being evacuated from.
Originating City, State	The city and state of the location the patient is being evacuated from.
Originating POCTelephone:	The telephone of the facility from where the patients are evacuated.
Evacuation Comments:	Any relevant evacuation comments.

Field	Enter
The following fields will only be displayed if the option DOM/RRTP Patient is selected.	
Date of Screening	The Date of the screening.
Contact Phone Number	Phone number of the person who performed the screening.
Veteran Preference (VP)	Flag to indicate the Veteran Preference.
Comments	Any pertinent comments.

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

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

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

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

[Return to Main Page](#)

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

Patients Pending Bed Placement: Edit	
Patient Name:	BUXXBT, SDZXSEN CLTXY
Gender:	MALE
SSN: (Format: XXX-XX-XXXX)	xxx-xx-0935
Date/Time Bed Requested (Use "Decision to Admin Time"):	02/13/18 <input type="button" value="..."/> H <input type="text" value="00"/> M <input type="text" value="04"/>
Presenting Problem:	SEIZURES
Type of Bed/Ward:	NEUROLOGY <small>141/150</small>
Current Waiting Area:	SCHEDULED ADMISSIONS <input type="button" value="▼"/>
Wait Time Alert:	
Comments:	<input style="width: 600px; height: 20px; border: 1px solid #ccc;" type="text" value=""/> 150/150
Isolation Required:	<input type="checkbox"/>
Views:	<input type="checkbox"/> In-House: <input type="checkbox"/> Community Living Center (CLC): <input type="checkbox"/> Evacuation Patient: <input type="checkbox"/> DOM/RRTP Patient: <input type="checkbox"/> Community Care Patient: <input type="checkbox"/>
Bed Controller Data	
BMS Ward Assigned:	<input type="button" value="▼"/>
Assignment Date Time:	<input type="button" value="..."/> H <input type="text" value="00"/> M <input type="text" value="00"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel and Return To Listing"/>	

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

Figure 157 – Edit Details of the Patient Pending Bed Placement List

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

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

4.2.1.4 Removing Patient from the Patient Pending Bed Placement List

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



Figure 158 – Remove Patient from the Pending Bed Placement List

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



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

4.2.1.5 Undo Remove Patient from Patients Pending Bed Placement List

After removing a patient from the pending bed placement list an **Undo** link will become available as in the following image.

Patients Pending				
Add New Patient	Add Interfacility Transfer		Current	Past 30-Days
Drag a column header here to group by that column				
Actions	Entered	Requested	Removed	Patient
Edit Remove	05/20/2016 12:38 PM	05/20/2016 12:38 PM		AAAHY, CXYE A1718
Edit Remove Undo	05/20/2016 12:38 PM	05/20/2016 12:38 PM	5/20/2016 3:37:42 PM	CPRSPATIENT, ELEVEN C8996
Edit Remove Undo	05/20/2016 12:39 PM	05/20/2016 12:39 PM	5/8/2016 4:04:47 PM	AAAHY, PLSTKX A3979
Edit Remove	05/20/2016 01:08 PM	05/20/2016 01:08 PM		CPRSPATIENT, TEN C3455
Edit Remove Undo	05/20/2016 04:56 PM	05/20/2016 04:56 PM	5/1/2016 7:35:24 AM	LDSSAH, CL2HT H CU L7248

Figure 160 – Undo Remove Patient from the Patient Pending Bed Placement List

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

4.2.1.6 Adding an Interfacility Transfer

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

VISN 1 Interfacility Transfer Sheet - Select Patient

Select Facility:	BED
Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):	BMSPATIENT
(enter full SSN without dashes i.e. XXXXXXXXX):	
<input type="button" value="Submit"/>	<input type="button" value="Cancel - Return to VISN Page"/>

Figure 161 – VISN Interfacility Transfer Sheet – Select Patient

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

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

VISN 1 Interfacility Transfer Sheet - Select Patient

Select Facility:	BED																
Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):	BMSPATIENT																
(enter full SSN without dashes i.e. XXXXXXXXX):																	
<table border="1"> <tr> <th>Name</th> <th>SSN</th> <th>Date of Birth</th> <th>Sex</th> </tr> <tr> <td>BMSpatient, One</td> <td>000001234</td> <td>6/11/1977</td> <td>Male</td> </tr> <tr> <td>BMSpatient, Two</td> <td>000005678</td> <td>6/12/1977</td> <td>Female</td> </tr> <tr> <td>BMSPATIENT, ONE</td> <td>000-00-1234</td> <td></td> <td>Female</td> </tr> </table>		Name	SSN	Date of Birth	Sex	BMSpatient, One	000001234	6/11/1977	Male	BMSpatient, Two	000005678	6/12/1977	Female	BMSPATIENT, ONE	000-00-1234		Female
Name	SSN	Date of Birth	Sex														
BMSpatient, One	000001234	6/11/1977	Male														
BMSpatient, Two	000005678	6/12/1977	Female														
BMSPATIENT, ONE	000-00-1234		Female														
<input type="button" value="Submit"/>	<input type="button" value="Cancel - Return to VISN Page"/>																

Figure 162 – VISN Interfacility Transfer Sheet – Select Patient

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

VISN 16 Interfacility Transfer Sheet - Enter Patient Data

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

Patient Name: CPRSPATIENT, EIGHT

Patient SSN: XXX-XX-3322

Gender: Male

Service Connected %: 70

Service Era: OTHER

Contract: No

Diagnosis/Level of care: 50/50

Current Location: 50/50

Location Admission Date: 12/19/18

Comments/Type of need: 100/100

Treating Specialty: ACUTE PSYCHIATRY (<45 D)

Requested Admission Date: 12/19/18

Type of Bed/Ward: 250/250

Community Care Patient?:

Transfer Coordinator:

Transfer Coordinator Phone:

National Patients Pending Bed Placement List:

Figure 163 – VISN Interfacility Transfer Sheet – Enter Patient Data

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

VISN 16 Interfacility Transfer Sheet - Enter Patient Data

FACILITY: MICHAEL E. DEBAKEY VA MEDICAL CENTER

VISN: 16

REGION: 2

Patient Name: Patient SSN: XXX-XX-3322Gender: Service Connected %: Service Era: OTHER Contract: No Diagnosis/Level of care: 50/50Current Location: 50/50Location Admission Date: 12/19/18 Comments/Type of need: 100/100Treating Specialty: ACUTE PSYCHIATRY (<45) Requested Admission Date: 12/19/18 Type of Bed/Ward: 250/250Community Care Patient?: Transfer Coordinator: Transfer Coordinator Phone: National Patients Pending Bed Placement List: Submit | Cancel - Return to Patient Select | Cancel - Return to Facility Home Page**Figure 164 – 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 27 – 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.

FIELD	ENTER
Requested Admission Date	The date when the patient should be able to be admitted to the VA facility.
Type of Bed/Ward	The Type of Bed/Ward that the patient requires.
Community Care Patient	Designates the patient as Community Care.
Transfer Coordinator	Name of the Transfer Coordinator.
Transfer Coordinator Phone	Phone number of the Transfer Coordinator.
National Patients Pending Bed Placement List	If the patient is to be included or not in the National Patients Pending Bed Placement list.

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

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

4.2.1.7 Ward Occupancy Report

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

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

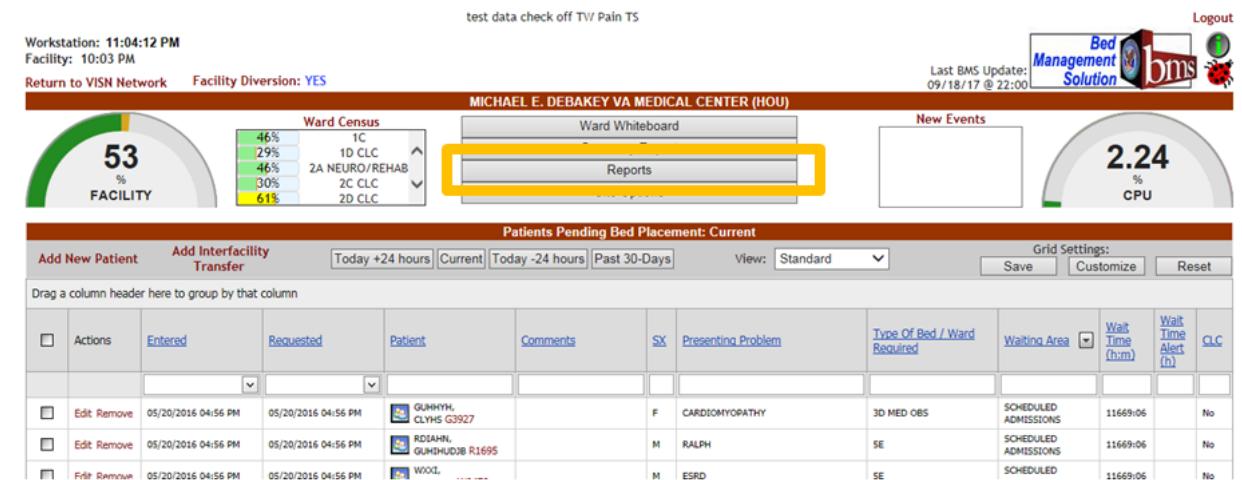


Figure 165 – Report page navigation

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

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

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

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

Figure 166 – Selecting Parameters for Ward Occupancy Report

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

Return To Bed Board Home Page		Export Report Icon Legend													
MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)															
Ward Status For: All - Last Update: 06/08/16 at 15:17 (CST) Ward Occupancy															
BED	UNAVAILABLE/REASON	DISCH STATUS	BED STATUS	PT	S E X	WARD	TOTAL LOS:	LOS ADMIN DDD:HH LOS WARD DDD:HH NUMI							
18220-A	E - Bed Assigned - PXPHAA from EVACUATION -			D6573 M		1A - SPINAL CORD INJURY	231:03	225:00 Y							
18220-B	S			W1196 M		1A - SPINAL CORD INJURY	779:00	779:00 Y							
18222-A	OUT OF SERVICE - DH TEST 2														
18222-B	TEST COMMENTS			O9925 M		1A - SPINAL CORD INJURY	660:02	660:02 Y							
18224-A				G5468 M		1A - SPINAL CORD INJURY	223:22	223:22 Y							
18224-B				T0477 M		1A - SPINAL CORD INJURY	251:03	251:03 Y							
18224-C				C2383 M		1A - SPINAL CORD INJURY	224:03	41:04 Y							
18224-D	OUT OF SERVICE														
18226-A	EDITING THE COMMENTS			B8800 M		1A - SPINAL CORD INJURY	264:15	264:15 Y							
18226-B				G7116 M		1A - SPINAL CORD INJURY	369:23	369:23 Y							
18226-C	BED ASSIGNED - TEST1														

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

Figure 167 – Ward Occupancy Report

The following data is available for each entry:

Table 28 – Ward Status Parameters

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

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

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

On the Reports page, from the Bed Groupings row, click the arrow button of the **Select Type Group** field to display a list of available wards and select the ward for which you want to generate the report. From the **Select View** field choose a type of view (“report” or “roster” are the available options). The bed grouping report allows you to see the usage of beds for a specific BMS type group such as Medical/Surgical, CLC or ICU. Using the report view will display the information by BMS type group where the roster will display by ward. The advantage over the roster view is that the beds only show once while in the report view, for wards with many type groups, the bed may show the room occupied only for the type group the patient ward location is in.

Facility Home Logout

Reports

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

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

Figure 168 – Selecting Parameters for Bed Groupings Report

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

Bed Specialty Report - All Specialties								
				Report Date: 06/15/12 03:47				
				Select View				
WARD: Cardiology_W1; SPECIALTY: Cardiology; Phone: (321)555-1212	BED	OCCUPANCY	TREATING SPEC.	LOS ADMIN DDD:HH	LOS WARD DDD:HH	COMMENTS		
	Cardio Bed 1	AVAILABLE						
	Cardio Bed 2	AVAILABLE						
	Cardio Bed 3	BMSPatient 6666 FEMALE	Cardiology	00-04	00-04			
		MALE PTS: 0 FEMALE PTS: 1 AVAILABLE BEDS: 2 OTHER BEDS: 0 TOTAL LOS ADMIN: 00:00 TOTAL LOS WARD: 00:00						
TOTAL BEDS: 3								
WARD: Neurology_W1; SPECIALTY: Neurology; Phone: (321)555-1212	BED	OCCUPANCY	TREATING SPEC.	LOS ADMIN DDD:HH	LOS WARD DDD:HH	COMMENTS		
	Neuro Bed 1	AVAILABLE						
	Neuro Bed 2	AVAILABLE						
	Neuro Bed 3	AVAILABLE						
		MALE PTS: 0 FEMALE PTS: 0 AVAILABLE BEDS: 3 OTHER BEDS: 0 TOTAL LOS ADMIN: 00:00 TOTAL LOS WARD: 00:00						
TOTAL BEDS: 3								

Figure 169 – Bed Specialty Report

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

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

Bed Roster - All Specialties								
				Report Date: 06/15/12 03:49				
				Select View				
BED	WARD	SPECIALTY	TEL	OCCUPANCY	TREATING SPEC.	LOS ADMIN DDD:HH	LOS WARD DDD:HH	COMMENTS
Cardio Bed 1	Cardiology_W1	Cardiology	(321)555-1212	AVAILABLE				
Cardio Bed 2	Cardiology_W1	Cardiology	(321)555-1212	AVAILABLE				
Cardio Bed 3	Cardiology_W1	Cardiology	(321)555-1212	BMSPatient 6666 FEMALE	Cardiology	00-04	00-04	
Neuro Bed 1	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
Neuro Bed 2	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
Neuro Bed 3	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
		MALE PTS: 0 FEMALE PTS: 1 AVAILABLE BEDS: 5 OTHER BEDS: 0 TOTAL LOS ADMIN: 00:00 TOTAL LOS WARD: 00:00						

Figure 170 – Bed Specialty Report – Roster View

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

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

The **Print** button allows the site user to send the generated report to a printer.

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

The following data is available in the report:

Table 29 – Bed Specialty Parameters

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

4.2.1.9 Scheduled Admissions Report

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

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

The screenshot shows the BMS Reports interface. At the top, there are links for 'Facility Home' and 'Logout'. Below that is a navigation bar with tabs: 'Reports', 'Ward Occupancy', 'Bed Groupings', 'Scheduled Admissions' (which is highlighted with a red box), 'Patient Movement', and 'Other Reports'. Under 'Scheduled Admissions', there are dropdown menus for 'Select Ward Group' (set to 'All'), 'Select Type Group' (set to 'All'), 'Select View' (set to 'REPORT'), and 'Transaction Bed' (set to 'All'). There are also buttons for 'Submit' and 'Next: 7 Days'. At the bottom of the form, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

Figure 171 – 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.

Scheduled Admissions Report (116)													
PATIENT	SEX	RESERVATION DATE	DIVISION	WARD	TREATING SPECIALTY	ADMIT. DX	SURGERY?	LOS	PROVIDER	SCHEDULER	DT CANCELLED		
SCHEDULE (59012)	FEMALE	03/16/2016 14:00	CHEYENNE VAMROC	VASCULAR	TESTING SCHEDULED ADMISSIONS	NO	3 BABAK BLAINE	SHAHHEED AKBAR					
SCHEDULE (57120)	MALE	03/16/2016 15:00	CHEYENNE VAMROC	VASCULAR	TESTING SCHEDULED ADMISSIONS	NO	7 BARCELLOS INA	SHAHHEED AKBAR					
SCHEDULE (59172)	FEMALE	03/16/2016 10:00	CHEYENNE VAMROC	PTSD RECID REHAB PROG	TESTING SCHEDULED ADMISSIONS	YES	5 BARCELLOS INA	SHAHHEED AKBAR					
SCHEDULE (59023)	MALE	03/16/2016 10:00	CHEYENNE VAMROC	PTSD RECID REHAB PROG	TESTING	YES	5 BARCELLOS INA	SHAHHEED AKBAR					
SCHEDULE (53891)	FEMALE	03/16/2016 14:00	CHEYENNE VAMROC	MEDICAL OBSERVATION	TESTING SCHEDULED ADMISSIONS	NO	2 BABAK BLAINE	SHAHHEED AKBAR					
SCHEDULE (59427)	MALE	03/16/2016 11:30	CHEYENNE VAMROC	MEDICAL OBSERVATION	TESTING SCHEDULED ADMISSIONS	NO	3 BABAK BLAINE	SHAHHEED AKBAR					
SCHEDULE (51782)	MALE	03/16/2016 15:00	CHEYENNE VAMROC	ED OBSERVATION	TESTING SCHEDULED ADMISSIONS	NO	7 BABAK BLAINE	SHAHHEED AKBAR					

Figure 172 – 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 30– 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.

4.2.1.10 Patient Movement Report

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

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

Facility Home Logout

Reports

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

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Figure 173 – Selecting Parameters for Patient Movement Report

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

Return To Bed Board Home Page Logout

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

Average Diff: 00:00
(real-time VISTA query of File 405)
RAN: 6/8/2012 12:00:00 AM

Patient Movements

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
1	06/12/2012 19:58	06/13/2012 06:59	11:01	Neurology_W1	Neuro Bed 1	BMSpatient 5678	ADMISSION	ADMISSION
3	06/12/2012 12:29	06/14/2012 05:03	40:34	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	ADMISSION	ADMISSION
3	06/14/2012 20:23	06/14/2012 20:24	00:01	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	DISCHARGE	DISCHARGE
4	06/14/2012 20:25	06/14/2012 20:25	00:00	Neurology_W1	Neuro Bed 1	BMSpatient 5678	DISCHARGE	DISCHARGE
5	06/14/2012 20:35	06/14/2012 20:35	00:00	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	DISCHARGE	DISCHARGE
6	06/14/2012 09:30	06/14/2012 20:31	11:01	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	ADMISSION	ADMISSION
8	06/14/2012 20:37	06/14/2012 20:37	00:00	Cardiology_W1	Cardio Bed 3	BMSpatient 6666	ADMISSION	ADMISSION

Number of records: 7

"Specialty Transfers"

Average Diff: 00:00

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement

Number of records: 0

Figure 174 – 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 31 – Patient Movement Parameters

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

4.2.1.11 Other Reports

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

Facility Home Logout

Reports

Ward Occupancy	Select Ward Group: All	Bed Status: All	Submit
Bed Groupings	Select Type Group: All	Select View: REPORT	Submit
Scheduled Admissions	Next: 7 Days	Transaction Bed: All	Submit
Other Reports	Select Report:	BMS Home Bed Summary Report Bed Switch Report Bed Turnaround Time Report EMS Bed Status Report (Admin) Beds Out of Service Report (By Date) Beds Out of Service Report (All) Scheduled Admissions by Date Active Admission Orders Report Patient Movements by Date Patients w/ Discharge Appointments Active Discharge Orders Report Discharges In Progress Discharge Order Difference Report Emergency Management Report Patients Pending Bed Placement List Status Report Active Transfer Orders Report Facility Diversion Report PPBP By Date Range Report	

Figure 175 – Other Reports

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

4.2.1.12 Active Admission Order Report

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

patient name, the date/time the order was signed, the provider writing the order and the date/time the order was released.

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

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

Record	D/T Ordered	Patient	D/T Signed	Physician	D/T Released
91338590	05/23/2016 15:22	CPRSPATIENT 3436	05/23/2016 16:10	PROVIDER, BRONZE	05/23/2016 16:10
91338591	05/23/2016 15:22	CPRSPATIENT 3928	05/24/2016 15:48	PROVIDER, BRONZE	05/24/2016 15:48
91338592	05/23/2016 15:22	CPRSPATIENT 0034	05/24/2016 07:44	PROVIDER, BRONZE	05/24/2016 07:44
91338576	06/01/2016 10:24	CPRSPATIENT 2932	06/01/2016 10:39	PROVIDER, BLUE	06/01/2016 10:39
91338578	06/01/2016 10:24	CPRSPATIENT 7823	06/01/2016 10:38	PROVIDER, ECNU	06/01/2016 10:38
91338920	06/01/2016 10:32	CPRSPATIENT 4532	06/01/2016 10:37	PROVIDER, MELON	06/01/2016 10:37
91339014	06/06/2016 08:44	CPRSPATIENT 5524	06/06/2016 08:46	PIERCE, ROXANNE	06/06/2016 08:46
91339020	06/06/2016 08:47	CPRSPATIENT 5524	06/06/2016 08:48	PIERCE, ROXANNE	06/06/2016 08:48

Number of records: 8

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Figure 176 – Active Admission Orders Report

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

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

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

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

Table 32 – Active Admission Orders Parameters

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

Physician	The name of the physician signing the admission order.
D(ate)/T(ime) Released	The date and time of the actual release.

4.2.1.13 Active Discharge Order Report

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

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

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

Record	D/T Ordered	Patient	BMS Ward	D/T Signed	Physician	D/T Released
196(11027	06/08/2016 08:41	M 3955	G-3E	06/08/2016 11:27	HO, KWON-WEI DAVID	06/08/2016 11:27
196(24417	06/08/2016 12:58	V 9659	G-SDSL	06/08/2016 12:58	DEAN, ETHAN WESLEY	06/08/2016 12:58
196(29081	06/08/2016 14:21	S 256		06/08/2016 14:28	BESHARAT, AMIR	06/08/2016 14:28
196(29571	06/08/2016 14:28	T 146	G-3E	06/08/2016 14:29	FARID NAUREEN	06/08/2016 14:29
196(32243	06/08/2016 15:16	E 0515	G-SDSL	06/08/2016 15:18	MASON, JAMES BRADLEY	06/08/2016 15:18
196(32481	06/08/2016 15:21	F 3354	L-2N	06/08/2016 15:21	PARIMOO, RAHUL	06/08/2016 15:21
196(33291	06/08/2016 15:40	R 10141	G-2E	06/08/2016 15:50	DUANE, KAREN S	06/08/2016 15:50
196(34044	06/08/2016 15:57	H 228	G-SDSL	06/08/2016 15:57	DEAN, ETHAN WESLEY	06/08/2016 15:57
196(35687	06/08/2016 16:55	H 3977	G-ISSDU	06/08/2016 16:55	ADAMCZAK, STEPHANIE ELLEN	06/08/2016 16:55

Figure 177 – Active Discharge Orders Report

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

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

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

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

Table 33 – Active Discharge Orders Parameters

Column	Description
Record	This is a unique ID automatically generated by the system identifying the patients' discharge order.
D(ate)/T(ime) Ordered	The date and time of the discharge order.
Patient	The name of the patient being discharged.
BMS Ward	The BMS ward where the patient has been treated.
D(ate)/T(ime) Signed	The date and time when the discharge order was signed.
Physician	The name of the physician signing the discharge order.
D/T Released	The date and time of the actual discharge/release.

4.2.1.14 Anticipated Discharge Report

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

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

Ward	Patient	D/T Ordered	Ordering Provider	Order Text
G-3W	G H 4140	06/08/2016 15:34	RUTH, GARRETT LOGAN	Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 08, 2016 Please arrange a follow up appointment with: PrimaryCare Preferred Date (CID): Jun 13, 2016 Stop Date: TOMORROW@12:00PM
G-4E	H ERG 4294	06/08/2016 07:26	LEVINE, ADAM NOAH	Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 09, 2016 Stop Date: TOMORROW@12:00PM
G-4E	W R 8658	06/08/2016 07:04	DOONAN, BENTLY	Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 09, 2016 Please arrange a follow up appointment with: PCP Stop Date: TOMORROW@12:00PM
G-4W	J 5738	06/08/2016 07:28	LEVINE, ADAM NOAH	Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 09, 2016 Stop Date: TOMORROW@12:00PM

Figure 178 – Anticipated Discharge Report

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

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

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

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

Table 34 – Anticipated Discharge Orders Parameters

Column	Description
Ward	The name of the ward from where the anticipated discharge operation is being performed.
Patient	The name of the patient being discharged with anticipation.
D(ate)/T(ime) Ordered	The date and time of the anticipated discharge order.
Ordering Provider	The full name of the clinician ordering the patient's discharge.
Order Text	The text of the anticipated discharge order.

4.2.1.15 Bed Summary Report

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

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

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

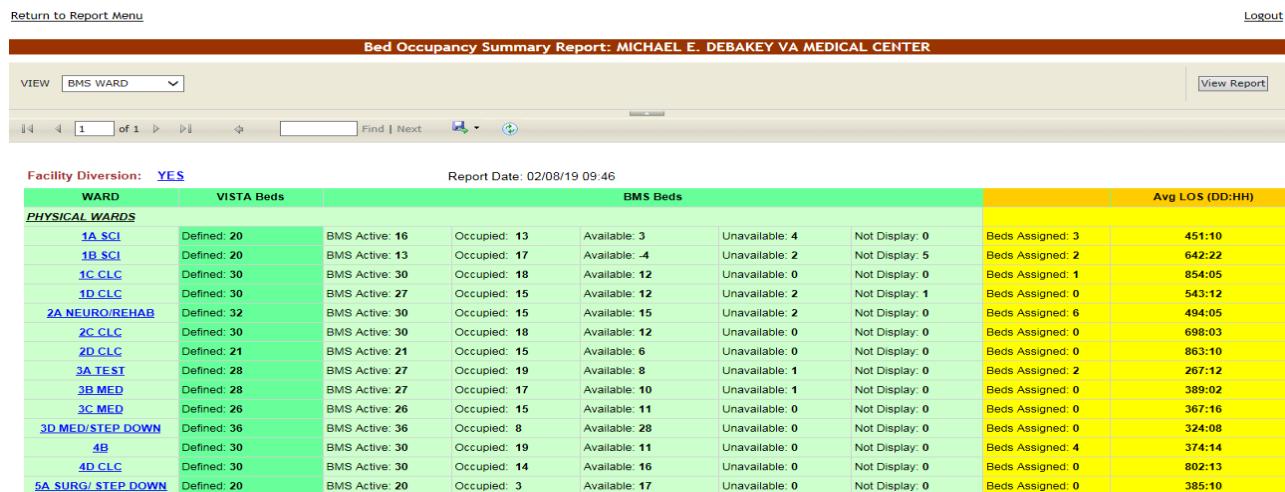


Figure 179 – Bed Summary Report – BMS Wards

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.

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

VIEW NUMA

Facility Diversion: **NONE** Report Date: 02/08/19 09:53

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

Figure 180 – Bed Summary Report – NUMA Wards

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

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

VIEW HAvBED

Facility Diversion: **NONE** Report Date: 02/08/19 09:56

HAvBED	VISTA Beds	BMS Beds						Avg LOS (DD:HH)
		BMS Active:	Occupied:	Available:	Unavailable:	Not Display:	Beds Assigned:	
- (1A)	Defined: 20	BMS Active: 16	Occupied: 13	Available: 3	Unavailable: 4	Not Display: 0	Beds Assigned: 3	451:10
- (1B)	Defined: 20	BMS Active: 13	Occupied: 17	Available: 4	Unavailable: 2	Not Display: 5	Beds Assigned: 2	642:22
- (1C)	Defined: 30	BMS Active: 30	Occupied: 18	Available: 12	Unavailable: 0	Not Display: 0	Beds Assigned: 1	854:05
- (1D)	Defined: 30	BMS Active: 27	Occupied: 15	Available: 12	Unavailable: 2	Not Display: 1	Beds Assigned: 0	543:12
- (2A LTM)	Defined: 4	BMS Active: 4	Occupied: 2	Available: 2	Unavailable: 0	Not Display: 0	Beds Assigned: 0	382:17
- (2A NEURO OBS)	Defined: 28	BMS Active: 26	Occupied: 0	Available: 26	Unavailable: 2	Not Display: 0	Beds Assigned: 6	00:00
- (2A NEURO)	Defined: 28	BMS Active: 26	Occupied: 6	Available: 20	Unavailable: 2	Not Display: 0	Beds Assigned: 6	520:05
- (2A REHAB)	Defined: 28	BMS Active: 26	Occupied: 7	Available: 19	Unavailable: 2	Not Display: 0	Beds Assigned: 6	503:20
- (2C)	Defined: 30	BMS Active: 30	Occupied: 18	Available: 12	Unavailable: 0	Not Display: 0	Beds Assigned: 0	698:03

Figure 181 – Bed Summary Report – HAvBED Wards

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

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

The following data is available:

Table 35 – Bed Summary Parameters

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

4.2.1.16 Bed Turnaround Time Report

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

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

EMS Bed Status (Default Next 8-Hours), Last Update: 06/08/16 at 17:02														
Average Total Diff: 00:00:00														
Rec#	RoomBed	Ward	Transaction	Type Of Mvmt	Movement	DIFF hh:mm	Request	DIFF hh:mm	Accepted	DIFF hh:mm	Completed	Total DIFF hh:mm:ss	Comment	Commented by
Manual	1B222-B	1A	Manual Cleaning Request		06/01/2016 17:38	00:00	06/01/2016 17:38	72:00	06/04/2016 17:38	00:00	06/04/2016 17:38	72:00:00	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system - 06/04/2016 17:38

Number of records: 1

Figure 182 – Bed Turnaround Time Report

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

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

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

The following data is available for each entry:

Table 36 – Bed Turnaround Time Parameters

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

4.2.1.17 Beds Out of Service Report All

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

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

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

ALL Current Beds Out of Service Report											
Ward	Bed	Date Time Data Entered	User Entering Data	Comment	Type	Reason	Date Time Data Edited	User Editing Data	Exp. Date	Time Back in service	
1A SCI 1	1B222-A	05/23/2016 16:56	v19.med.va.gov/vhaechherolk	DH TEST 2	“OUT OF SERVICE”	OUT OF SERVICE	05/31/2016 15:47	vta.med.va.gov/vhaeldhord	05/31/20		
1A SCI 1	1B224-D	05/31/2016 14:07	vta.med.va.gov/vhaeldhord		“OUT OF SERVICE”	OUT OF SERVICE				06/01/20	
2A NEURO/REHAB	2B224-B	06/06/2016 12:46	v08.med.va.gov/vhamiasheitt		“OUT OF SERVICE”	OUT OF SERVICE				06/06/20	
3A MED	3B284A-A	05/24/2016 12:50	v17.med.va.gov/vhanballenj2		“OUT OF SERVICE”	OUT OF SERVICE					
3B MED	3B122-A	05/27/2016 12:53	v08.med.va.gov/vhabaywillot	UFT TESTING	“OUT OF SERVICE”	OUT OF SERVICE				06/31/20	
CCU	3C450-A	05/24/2016 15:47	v17.med.va.gov/vhanballenj2	WAXING FLOORS	“OUT OF SERVICE”	OUT OF SERVICE - ENVIRONMENTAL				06/09/20	

Number of records: 6

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Figure 183 – 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 37 – Beds Out of Service (All) Parameters

Column	Description
Ward	The ward where the bed is located.
Bed	The bed's facility assigned number.
Date Time Data Entered	The date and time when the bed was marked as “out of service.”
User Entering Data	The user who has taken the bed out of service.
Comment	The comment entered by the user when taking the bed out of service.
Type	The type of reason for which the bed was taken out of service.
Data Time Data Edited	The date and time when the bed has been taken out of service.
User Editing Data	The name of the user who has taken the bed out of service.
Date Time Data Cleared	The date and time when the data has been cleared.
User Clearing Data	The name of the user who has performed the data clearing.
Exp. Date Time Back in service	The date when the bed is expected to be back in service.

4.2.1.18 Beds Out of Service Report - by Date

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

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

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

The screenshot shows a web-based report titled "Historical Beds Out of Service Report By Date - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)". The report interface includes a toolbar with "Return to Report Menu" and "Logout" buttons, and search/filter options for "Start Date" (6/6/2016 12:00:01 AM), "End Date" (6/8/2016 11:59:59 PM), "Ward" (All Wards), and "Type" (All). Below the toolbar is a navigation bar with icons for back, forward, and search. The main content area displays a table of bed status changes:

Ward	Bed	Date Time Data Entered	User Entering Data	Comment	Type	Date Time Data Edited	User Editing Data	Date Time Data Cleared	User Clearing Data	Exp. Date Time Back in service
2A NEURO/REHAB	2B224-B	06/06/2016 12:46	v08.med.va.gov/vhamisheltt	**OUT OF SERVICE**		06/06/2016 12:46	v08.med.va.gov/vhamisheltt			06/06/2016 00:00
2A NEURO/REHAB	2B228-B				CLEAR_ALL	06/06/2016 12:43	v08.med.va.gov/vhamisheltt	06/06/2016 12:43	v08.med.va.gov/vhamisheltt	
		06/06/2016 12:42	v08.med.va.gov/vhamisheltt	**OUT OF SERVICE**		06/06/2016 12:42	v08.med.va.gov/vhamisheltt			

At the bottom of the report are links to "BMS Home", "Icon Legend", and "Information".

Figure 184 – 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 38 – Beds Out of Service (by Date) Parameters

Column	Description
Ward	The ward where the bed is located.
Bed	The code of the bed.
Date Time Data Entered	The date and time when the bed was marked as “out of service.”

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

4.2.1.19 Emergency Management Report

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

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

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

Figure 187 – Patients Pending Bed Placement- Evacuation Patient

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

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

Return to Report Menu Logout

HOU Roster Report for: All Wards

BMS WARD EVACUATION REPORT

Find | Next

	LAST NAME	LAST 4	S	DISP STATUS	CURRENT/NEEDED BED TYPE	PRESENTING PROBLEM	CURRENT LOCATION	CLINICAL EQUIP REQUIREMENTS	TRANSPORT CARE LEVEL	MA	NMA	EVACUATION COMMENTS
1	AAAHY	A-3373	M	EVAC NU: HV:	VS: NHCU	gl bleed	1C - 1C118-B					

Figure 1858.1 – Emergency Management Report - Roster

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

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

Return to Report Menu Logout

HOU Regulate Report for: All Wards

BMS WARD EVACUATION REPORT

Find | Next

	LAST NAME	LAST 4	S	CURRENT/NEEDED BED TYPE	PRESENTING PROBLEM	CURRENT LOCATION	CLINICAL EQUIP REQUIREMENTS	TRANSPORT CARE LEVEL
1	AAAHY	A-3373	M	VS: NHCU NU: HV:	gl bleed	1C - 1C118-B		

ICON NAME **TOTAL COUNT**

Stretcher (Patient) (EM)	1
Wheelchair Bound (Patient) (EM)	1
Ventilator (Patient) (EM)	1

Transportation Type: ALS AMBULANCE
Transportation Provider: VA
Transportation Comments:
Transport ID:
Vehicle ID:
Medical Attendant:
Non-Medical Attendant:

Figure 188.2 – Emergency Management Report – Regulate

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

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

HOU Manifest Report for: All Wards

BMS WARD	All Wards	EVACUATION REPORT	Manifest	View Report
1	PXPHAA	P-2020	M	VS: NU: HV:
				CURRENT/NEEDED BED TYPE CLINICAL EQUIP REQUIREMENTS SENDING FACILITY: NAME: ADDRESS: Originator POC Name: Waiting for BMS Addition Originator POC Telephone: Destination Address: Destination City, State: Destination POC Telephone: Medical Attendant: MA Telephone: Non-Medical Attendant: NMA Telephone: Vehicle ID: Set Position: 100 Operator Name: Arrival Time: Operator Telephone: Personal Items

Figure 188.3 – Emergency Management Report – Manifest

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

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

HOU Patient Transfer Report for: CCU

Patient	LAST 4	SX	Originating Facility/Address	Telephone	Destination Facility/Address	Telephone	Evac Comments
AAAHY, PLSTXY	A-3973	M					
CPRSPATIENT, TEN	C-3456	M					
CXUZDHU, CXEYNN	C-1656	M	ORIGINATING : FACILITY 150/150 ORIGINATING ADDRESS 150/150 ORIGINATING CITY, STATE 150/150		TRANSFER/EVACUATE TO 150/150 DESTINATION ADDRESS 150/150		

Figure 188.4 – Emergency Management Report – Transfer

The following data is available for each entry:

Table 39 – Emergency Management Reports Parameters

Column	Description
Last Name	Last name of the patient who needs to be evacuated.
Last 4	Last four digits of the patient SSN.
SX	The gender of the patient.
Disp. Status	The disposition with which the patient is added to the patient pending bed placement list.
Current/Needed Bed Type	The type of bed needed for the patient who is being evacuated.
Presenting Problem	The problem for which the patient has been admitted. Pulls in admitting Diagnosis for inpatients
Current Location	The current location of the patient. Pulls in current ward/room/bed
Clinical Equipment Requirements	The clinical equipment requirements for the patient.
Transport Care Level	The transport care level.
Originator POC Telephone	The telephone of the facility from where the patients are evacuated.
Destination Address	The address of the facility where the patient is evacuated to.
Destination City, State	The city and state where the patient is evacuated to.
Destination POC Telephone	The telephone of the Point-of-Contact of the facility where the patient is evacuated to.
Medical Attendant	The name of the Medical Attendant assigned for the patient.
MA Telephone	The phone # of the Medical Attendant assigned for the patient.
Non-Medical Attendant	The name of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
NMA Telephone	The phone # of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
Vehicle ID	The identifying # of the transportation vehicle.
Seat Position	The seat position of the patient for the transportation vehicle.
Operator Telephone	The telephone of the facility from where the patients are evacuated.
Evacuation Comments:	Any relevant evacuation comments.

4.2.1.20 Discharges in Progress Report

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

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

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

Start Date:	<input type="text" value="5/1/2016"/>	End Date:	<input type="text" value="6/8/2016"/>	<input type="button" value="View Report"/>					
Ward:	<input type="text" value="All Wards"/>								
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Find"/> <input type="button" value="Print"/>									
				Average Diff: 00:00					
Ward	Patient	Ordered By	D/T Ordered	Order Signed D/T	Diff	D/T Discharged	D/T Entered	Diff	Type of Movement
1B	IYZLY 3138					05/24/2016 11:08	05/24/2016 11:08	00:00	OPT-NSC
6F	SJERHSMH 5782					05/24/2016 11:09	05/24/2016 11:09	00:00	OPT-NSC
6F	PDJBHYT 0205					05/24/2016 09:00	05/24/2016 11:10	-02:10	OPT-NSC

Number of records: 3

Figure 186 – Discharges in Progress Report

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

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

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

The following data is available for each entry:

Table 40 – Discharges in Progress Parameters

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

4.2.1.21 EMS Bed Status Report - Admin

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

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

Figure 187 – 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 41 – EMS Bed Status Parameters

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

Comment	The comments entered in the Comments field.
Commented by	The user who entered the comments.

4.2.1.22 Patients with Discharge Appointments Report

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

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

Ward	RoomBed	Patient	Appointment D/T	P/M Record D/T	Diff (E-D)	Order Signed D/T	Diff (G-E)	Current Status	Clinic Name
3D	3D-109-2	A 4073	06/09/2016 11:00	06/09/2016 16:00	06/09/2016 11:00			INPATIENT/NO ACT TAKN	CWYDISCHARGE 3D
4ACPCU	137-2	N 15867	06/09/2016 12:00	06/09/2016 16:00	06/09/2016 12:00			INPATIENT/NO ACT TAKN	CWYDISCHARGE 4A*
5AOB	154-4	B 6150	06/09/2016 12:00	06/09/2016 16:00	06/09/2016 12:00			INPATIENT/NO ACT TAKN	CWYDISCHARGE 5A
5AREHAB	127-2	B 7840	06/09/2016 11:00	06/09/2016 16:00	06/09/2016 11:00			INPATIENT/NO ACT TAKN	CWYDISCHARGE 5A
5AREHAB	129-2	E 1S 7199	06/09/2016 11:00	06/09/2016 16:00	06/09/2016 11:00			INPATIENT/NO ACT TAKN	CWYDISCHARGE 5A
5B	115-1	J 453	06/09/2016 12:00	06/09/2016 16:00	06/09/2016 12:00			INPATIENT/NO ACT TAKN	CWYDISCHARGE 5B

Figure 188 – Future Discharge Report

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

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

The following data is available for each entry:

Table 42 – Future Discharges Parameters

Column	Description
Ward	The code/name of the ward where the bed is.
Room Bed	The bed where the discharge is being performed.
Patient	The name of the patient being discharged.
Appointment D(ate)/T(ime)	The scheduled date and time of the discharge.
P(patient)M(ovement) Record D(ate)/T(ime)	The date and time of the last patient movement
Diff (E-D)	The time difference between the Appointment Date/Time and the Patient Movement Record Date/Time
Order Signed D(ate)/T(ime)	The date and time of the time the Discharge Order was signed.

Diff (G-E)	The time difference between the Appointment Date/Time and the Order Signed Date/Time.
Current Status	The current status of the discharge operation.
Clinic Name	The name of the Clinic where the patient has the discharge appointment.

4.2.1.23 Patient Movements by Date

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

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

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
2104363	05/24/2016 12:53	05/24/2016 12:53	00:00	5B	5B146-A	LDIN 3336	INTRA WARD TRANSFER	INTERWARD TRANSFER
2106573	05/24/2016 12:53	05/24/2016 12:53	00:00	5B	5B152A-A	DHTRHT 6812	INTRA WARD TRANSFER	INTERWARD TRANSFER
2106714	05/24/2016 11:08	05/24/2016 11:08	00:00	1B	1B140-A	IYZLY 3138	DISCHARGE	OPT-NSC
2106715	05/24/2016 11:09	05/24/2016 11:09	00:00	6F	6B346-A	SJERHSMH 5782	DISCHARGE	OPT-NSC
2106716	05/24/2016 09:00	05/24/2016 11:10	02:10	6F	6B346-B	POJSHYT 0205	DISCHARGE	OPT-NSC
2106717	05/24/2016 11:12	05/24/2016 11:12	00:00	4B MED	4B126-A	AYTAHN 6629	TRANSFER	INTERWARD TRANSFER
2106718	05/24/2016 11:13	05/24/2016 11:13	00:00	4B MED	4B134-A	LDTSD 6062	TRANSFER	INTERWARD TRANSFER
2106719	05/24/2016 11:19	05/24/2016 11:20	00:01	2A NEURO	2B222-A	POWBDY 9688	ADMISSION	DIRECT
2106721	05/24/2016 11:23	05/24/2016 11:23	00:00	2A NEURO	2B246-A	AAILWH 0480	ADMISSION	DIRECT

IEN	PM Record D/T	Entered D/T	Diff	Patient	Transaction	Type of Movement
2106720	05/24/2016 11:19	05/24/2016 11:20	00:01	POWBDY 9688	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106722	05/24/2016 11:23	05/24/2016 11:23	00:00	AAILWH 0480	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106724	06/01/2016 07:29	06/01/2016 07:29	00:00	AAAHY 3979	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106726	06/01/2016 07:32	06/01/2016 07:33	00:01	LDSSAH 7248	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106728	06/01/2016 07:34	06/01/2016 07:34	00:00	TEDHUUN 0571	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106730	06/01/2016 07:38	06/01/2016 07:38	00:00	DULHFHU 0477	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106732	06/01/2016 07:40	06/01/2016 07:40	00:00	EIPLUIT 5429	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE

Figure 189 – 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 43 – Patient Movement Parameters

Column	Description
Internal Entry Number (IEN)	The VistA Internal Entry Number for the primary lookup key in the Patient Movement file.
PM Record D(ate)/T(ime)	The date and time when the patient movement has been registered in the system.
Entered D(ate)/T(ime)	The data and time the patient movement was entered in the system.
Diff	The time lapse between the PM Record D/T and the Entered D/T.
Ward	The code/name of the ward.
Room-Bed	The code of the room/bed.
Patient	The code/name of the patient.
Transaction	The type of transaction.
Type of Movement	The type of the movement.

4.2.1.24 Scheduled Admissions by Date

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

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

PATIENT	SEX	RESERVATION DATE	DIVISION	WARD	TREATING SPECIALTY	ADMIT. DX	SURGERY?	LOS	PROVIDER	SCHEDULER	DT CANCELLED
101-15-1171	MALE	01/11/2016 08:30	VAMC HOUSTON	NEUROLOGY	seizures	NO	5 CHEN, DAVID K	MOGREW, JANICE E			
101-35-6401	MALE	01/10/2016 18:00	VAMC HOUSTON	NEUROLOGY	seizures	NO	5 CHEN, DAVID K	MOGREW, JANICE E			
101-35-6545	MALE	01/10/2016 18:00	VAMC HOUSTON	NEUROLOGY	seizures	NO	5 CHEN, DAVID K	MOGREW, JANICE E			

Figure 190 – 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 44 – Scheduled Admissions Parameters

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

4.2.1.25 Patients Pending Bed Placement List Status Report

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

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

[Return to Home Page](#)

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Patients Pending Bed Placement List Status Report

Order #	Select columns to display	Select columns for filter									
Patient	Search Example: J, Jo, John										
Gender	Select <input checked="" type="radio"/> All <input type="radio"/> Female <input type="radio"/> Male										
Event Time	Start Date 08/09/16 H 00 M 00	End Date 08/10/16 H 00 M 00									
Request DT	Start Date H 00 M 00	End Date H 00 M 00									
Removed From List	Select <input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Removed										
Current Wait Area	Select All										
Last Edited By											
Community Services	Select All										
Contracted	Select All										
Reason Using Fee	Select All										
Acute	Select All										
Authorized Fee	Select All										
In House Transfer	Select All										
Date/Time of Bed Request	Start Date H 00 M 00	End Date H 00 M 00									
Date/Time of Bed Assigned	Start Date H 00 M 00	End Date H 00 M 00									
Fee Comments	Search										
Room/Bed Assigned	Select All										
Type of Bed/Ward Required	Search										
Presenting Problem	Search										

Figure 191 –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 Logout

Patients Pending Bed Placement List Status Report

Patients Pending Bed Placement List Status Report											
Patient	Gender	Event Time	Request DT	Removed From List	Current Wait Area	Contracted	Acute	In House Transfer	Room/Bed Assigned	Presenting Problem	
LHPDT(CLZHT5555	Male	6/1/2016 4:09:25 PM	6/1/2016 4:09:00 PM		ADMISSIONS			False	1C120-A	PAIN	
HHLUXAI.PDAKHUS2222	Male	6/7/2016 10:03:14 AM	6/7/2016 10:09:00 AM	6/7/2016 12:18:04 PM	ADMISSIONS			False			
SLYJEHM,ULGLHA4918	Male	6/8/2016 10:46:35 AM	6/8/2016 10:46:00 AM		ADMISSIONS	No	Acute	True		BED ASSIGNED,	
BHLRJELZWJDLYL3256	Female	6/9/2016 8:47:34 AM	6/9/2016 8:47:34 AM					False		TEST	

Figure 192 – Patient Pending Bed Placement List Status Report

4.2.1.26 Active Transfer Orders Report

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

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

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

Figure 193 – Active Transfer Orders Report

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

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

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

The following data is available for each entry:

Table 45 – Active Transfer Orders Report Parameters

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

4.2.1.27 Bed Switch Report

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

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

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

Start Date	<input type="text" value="5/1/2016 12:00:01 AM"/>	<input type="button" value="Calendar"/>	End Date	<input type="text" value="6/9/2016 11:59:59 PM"/>	<input type="button" value="Calendar"/>	<input type="button" value="View Report"/>
Ward	<input type="button" value="All Wards"/>					
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> Find Next						<input type="button" value="Print"/>

Bed Switch Report

Record	Entered D/T	Patient	From RoomBed	Ward	To RoomBed	Ward
210573	5/24/2016 5:53:20 PM	DHTRHT 6812	5B120-A	4B MED	5B182A-A	5B
2104363	5/24/2016 5:53:19 PM	LDIIN 8336	5B122-A	4B MED	5B146-A	5B

Figure 191.1 – Bed Switch Report

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

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

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

The following data is available for each entry:

Table 39.1 – Bed Switch Report Parameters

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

4.2.1.28 Facility Diversion Report

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

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

Facility Diversion: - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Type	ALL TYPES	Wards	All Wards	View Report		
Specialty	ALL TREATING SPECIALTIES	is Active	Active			
Start Date	8/21/2017 11:59:59 PM	End Date	9/21/2017 11:59:59 PM			
<input type="button" value="Find"/> <input type="button" value="Next"/> <input type="button" value="Print"/>						
Ward	Treating Specialty	Diversion Type	Start Date	End Date	Duration hh:mm	Comments
4B MED	GENERAL(ACUTE MEDICINE)	Facility	09/14/2017 10:25	09/14/2017 10:26	162:07	
BMS005.01	SPINAL CORD INJURY	Facility	09/12/2017 08:27	09/12/2017 09:28	212:05	VENTILATOR,
Number of records: 2						

Figure 194 - Facility Diversion Report

Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. **Facility Type**, **Ward**, **Specialty**, and **isActive** status can also be selected. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

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

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

The following data is available for each entry:

Table 39.2 – Facility Diversion Report Parameters

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

4.2.1.29 PPBP By Date Range Report

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

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

Facility PPBP By Date Range: - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Start Date End Date

View

Find | Next |

Facility PPBP List by Date Range											
Entered	Requested	Patient	Comments	SX	Presenting Problem	Type of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert	CLC	
09/08/2017 13:38	09/08/2017 13:38	AUUHYIXYIX, CXEY 1234		M			HOME		No		

Figure 195 - PPBP By Date Range Report

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

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

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

Table 39.3 – PPBP By Date Range Report Parameters

Column	Description
Entered	Date of entry.
Requested	Date the placement on the board was requested.
Patient	Patient Name.
Comments	Pertinent comments.
SX	Pateint gender.
Presenting Problem	Patient's initial complaint.
Type of Bed/Ward Required	Ward/Bed required..
Waiting Area	Facility waiting area.
Wait Time	Wait time in hours & minutes.
Wait Time Alert	Alerts, if any.
CLC	If the patient is a resident in a Community Living Center or in-house waiting for a bed at the Community Living Center.

4.2.1.30 Discharge Order Difference Report

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

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

The screenshot shows a web-based reporting interface titled "Discharge Order Diff Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)". At the top, there are three input fields: "Start Date" and "End Date" each with a calendar icon, and a dropdown menu for "Ward". To the right of these fields is a "View Report" button. Above the input fields, there are links for "Return to Report Menu" and "Logout".

Figure 196 - Discharge Order Difference

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

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

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

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.

The screenshot shows a "Diversion Status For: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)" page. At the top, there are links for "Return to Site Home Page" and "Export Report". Below this is a search bar with "ADD Location Name: Facility" and "ADD" and "Cancel" buttons. The main area is titled "EDIT Diversion" and contains a table of diversion entries. The table has columns: Current Diversion Location, Status, Date, Start Time, Entered By, Last Edit By, and Duration (dd:hh:mm). The data in the table is as follows:

		Current Diversions			All Diversions		
	Current Diversion Location	Status	Date	Start Time	Entered By	Last Edit By	Duration dd:hh:mm
Edit	Facility-TELEMETRY	Yes	05/23/2016	13:54	v17.med.va.gov/vhantxallenj2	05/23/16 - 13:54	vha.med.va.gov/vhaishbalakl 16:21:36
Edit	Facility-ICU	Yes	05/23/2016	16:23	v19.med.va.gov/vhaeohherolk	05/23/16 - 16:24	16:19:07
Edit	Facility-TEST	Yes	05/25/2016	11:45	vha.med.va.gov/vhaisdporteg	05/25/16 - 11:45	14:23:45
Edit	Emergency Department-TEST 2	Yes	05/25/2016	11:59	vha.med.va.gov/vhabayvillot	05/25/16 - 11:59	14:23:31
Edit	Emergency Department-UTF	Yes	05/26/2016	14:54	v08.med.va.gov/vhabayvillot	05/26/16 - 14:54	13:20:36
Edit	Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT	Yes	05/27/2016	12:00	vha.med.va.gov/vhaisdporteg	05/27/16 - 11:34	12:23:30
Edit	Facility-TEST 06.02	Yes	06/02/2016	11:28	vha.med.va.gov/vhaishbalakl	06/02/16 - 11:42	07:00:02
Edit	Emergency Department-CITY OF HOUSTON	Yes	06/02/2016	12:49	vha.med.va.gov/vhaisdporteg	06/02/16 - 13:10	06:22:41
Edit		Yes	06/03/2016	15:18	v08.med.va.gov/vhamiszheitt	06/03/16 - 15:19	05:20:12

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Figure 197 – Facility Diversion Page

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

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

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

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

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

Table 46 – Current Diversions Parameters

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

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

Table 47 – 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

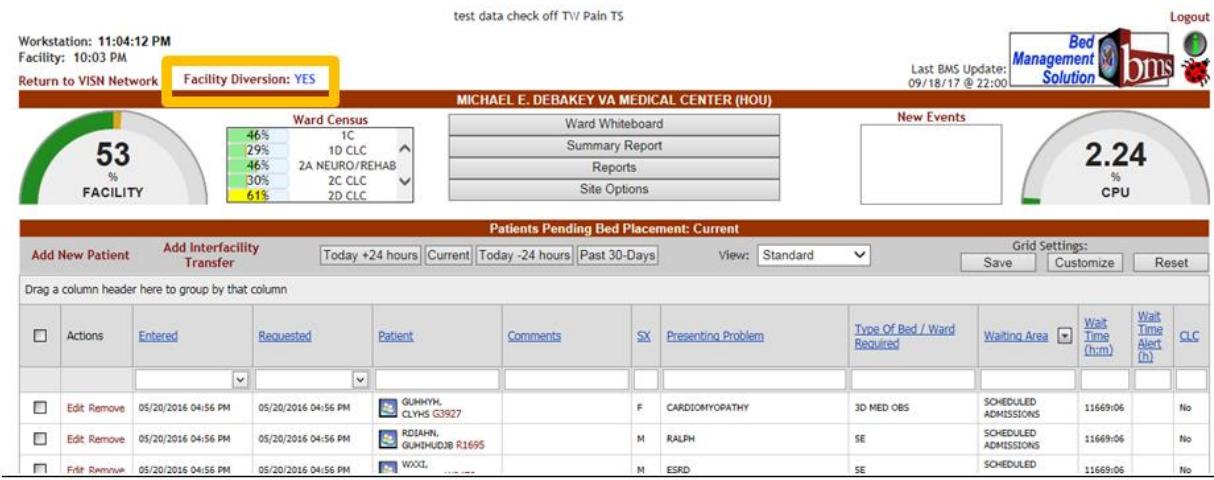


Figure 198 – Selecting Facility Diversion

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

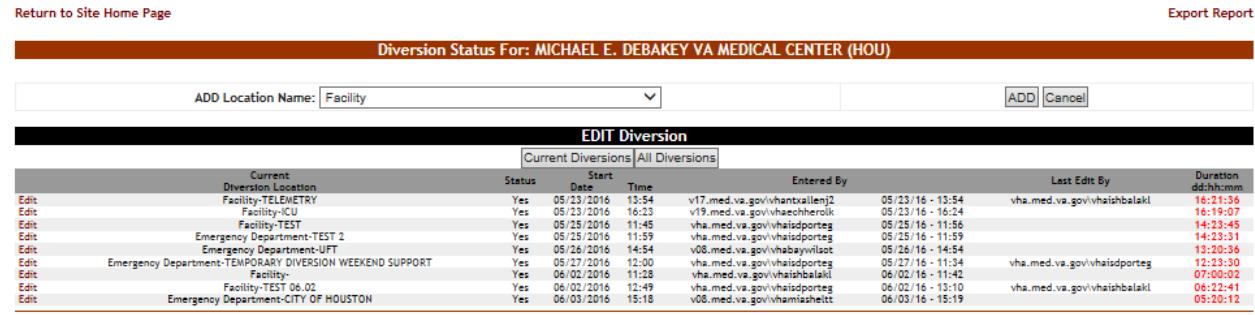


Figure 199 – Adding/Editing Details of Facility Diversion

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

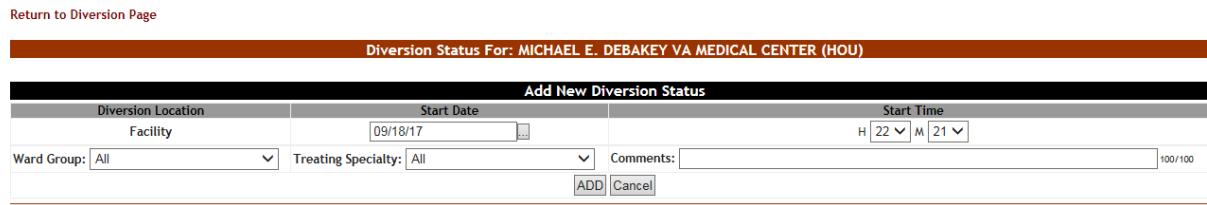


Figure 200 – Add New Diversion Status

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

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

4.2.2.2 Edit an existing Facility Diversion Entry

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

[Return to Diversion Page](#)

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

Diversion Location	Current?	Start Date	Start Time	End Date	End Time
Emergency Department	Yes	05/23/16	H 16 M 23	09/18/17	H 22 M 23
Ward Group:	All	Treating Specialty:	All	Comments:	TEST 95/100
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

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Figure 201 – Edit Diversion Status Details

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

4.2.3 The Events Page

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

[Return to Home Page](#)

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU) - New Events since 06/01/2016 at 8:24 AM

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

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

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

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

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

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

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

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

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

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

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

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

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Figure 202 – New Events Page

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

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

4.2.3.1 View/Generate Patient Movement Report

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

[Return to Report Menu](#)[Logout](#)**Patient Movement Report by Date Range - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

Trans:	All	Ward:	All Wards	View Report
Start Date:	5/23/2016 12:00:01 AM	End Date:	5/25/2016 11:59:59 PM	
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> of <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Find"/> <input type="button" value="Next"/> <input type="button" value="Print"/> <input type="button" value="Email"/>				

Patient Movements - All Wards

RAN: 06/09/16 11:01

Average Diff: 00:15

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
210483	05/24/2016 12:53	05/24/2016 12:53	00:00	5B	5B146-A	LDIN 8336	INTRA WARD TRANSFER	INTERWARD TRANSFER
2106573	05/24/2016 12:53	05/24/2016 12:53	00:00	5B	5B182A-A	DHTRHT 6812	INTRA WARD TRANSFER	INTERWARD TRANSFER
2106714	05/24/2016 11:08	05/24/2016 11:08	00:00	1B	1B140-A	IVZLY 3138	DISCHARGE	OPT-NSC
2106715	05/24/2016 11:09	05/24/2016 11:09	00:00	6F	6B346-A	SJERHSMH 5782	DISCHARGE	OPT-NSC
2106716	05/24/2016 09:00	05/24/2016 11:10	02:10	6F	6B346-B	PDJHYT 0205	DISCHARGE	OPT-NSC
2106717	05/24/2016 11:12	05/24/2016 11:12	00:00	4B MED	4B126-A	AYTAHN 6629	TRANSFER	INTERWARD TRANSFER
2106718	05/24/2016 11:13	05/24/2016 11:13	00:00	4B MED	4B134-A	LDTSD 6082	TRANSFER	INTERWARD TRANSFER
2106719	05/24/2016 11:19	05/24/2016 11:20	00:01	2A NEURO	2B222-A	PDWBODY 9688	ADMISSION	DIRECT
2106721	05/24/2016 11:23	05/24/2016 11:23	00:00	2A NEURO	2B246-A	AAILWH 0480	ADMISSION	DIRECT

Number of records: 5

"Specialty Transfers"

Average Diff: 00:00

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

Number of records: 7

Figure 203 – Patient Movement Report

4.2.4 The Ward Whiteboard Home Page

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



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

WARD Whiteboard Home: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)	
PARAMETER	OPTIONS
Select Ward:	<input type="button" value="All"/>
Split Screen:	<input type="button" value="No"/>
Display PT's:	<input type="button" value="Last Name"/>
Gender Color:	<input type="button" value="Blue/Pink"/>
Display Footer Census:	<input type="button" value="No"/>
Display Staff/Attending:	<input type="button" value="Staff and Attending"/>
Sort by:	<input type="button" value=""/>
Scroll:	<input type="button" value="No"/>
Scroll Rate:	<input type="button" value=""/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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

Figure 204 – 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 with it.

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

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

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

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

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

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

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

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

The figure consists of three vertically stacked screenshots of the "Ward Whiteboard Home" interface. Each screenshot shows a grid of patient information and a detailed ward census table below it.

Screenshot 1 (Top):

	BED	PT	STAFF	ATTENDING	COMMENTS	OBS	DISCH	BED	WARD	NUM	LOS
						CNTDWN	STATUS	STATUS		WARD	DOOR-HR
	IB220-A	MXAA		DAJOYAO-MEJIA, MARIA	BB - Bed Assigned - PXPAAA from EVACUATION -				1A		338:01
	IB220-B	RXZHUX		BODENHIMER, CAROL	BB				1A		335:04
⚠	IB222-A		NURSE JAMES	WADE, WALTER	BED ASSIGNED				1A		387:20
	IB222-B	OZHLAHH		BODENHIMER, CAROL	BED OUT OF SERVICE				1A		342:15
	IB224-A	KHAHSS		DAJOYAO-MEJIA, MARIA	BB				1A		387:05
	IB224-B	CLUTXY		WADE, WALTER	BB				1A		540:06
⚠	IB224-C	CUOSJEAHN	TEST STAFF	BODENHIMER, CAROL	BED OUT OF SERVICE				1A		333:00
	IB226-A	PHUUN			BB						
	IB226-B				BB						

Screenshot 2 (Middle):

WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	AVAILABLE	TOTAL
1A SCI	13	0	13	3	3	16
1B SCI	13	1	12	0	1	14
1C CLC	17	0	17	1	13	30
1D CLC	13	1	12	0	15	28
2A NEURO/REHAB	15	2	13	6	15	30
2C CLC	18	0	18	0	12	30
2D CLC	15	0	15	0	6	21
3A TEST	20	0	20	2	8	28
3B MED	17	0	17	0	10	27
3C MED	15	1	14	1	11	26
3D MED/STEP DOWN	7	1	6	0	29	36
4B	19	0	19	4	11	30

Screenshot 3 (Bottom):

WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	AVAILABLE	TOTAL
1A SCI	13	0	13	3	3	16
1B SCI	13	1	12	0	1	14
1C CLC	17	0	17	1	13	30
1D CLC	13	1	12	0	15	28
2A NEURO/REHAB	15	2	13	6	15	30
2C CLC	18	0	18	0	12	30
2D CLC	15	0	15	0	6	21
3A TEST	20	0	20	2	8	28
3B MED	17	0	17	0	10	27
3C MED	15	1	14	1	11	26
3D MED/STEP DOWN	7	1	6	0	29	36
4B	19	0	19	4	11	30

Figure 205 – Ward Whiteboard Home

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

	BED	PT	STAFF	ATTENDING	COMMENTS	OBS CNTDWN	EVAC STATUS	DISCH STATUS	BED STATUS	WARD	NUM	LOS WARD DDD:HH
	109-A		NICE NURSE									
	109-B		NICE NURSE		W 23 HOURS OBS							
⚠	110-A		NICE NURSE		ISOLATION							
	110-B		NICE NURSE									
⚠	1B120-B	BXNHSH	NURSE 88	DAJOYAG-MEJIA	OUT OF SERVICE - ENVIRONMENTAL					EVAC	1B	Y / 490:16
	1B122-A	WDAADLZT		DAJOYAG-MEJIA						EVAC	1B	Y / 399:0
	1B124-A	WDYF	NURSE 88	WADE	WBB						1B	Y / 399:17
	1B124-B	KURHFHU	NURSE 88	BODENHEIMER						EVAC	1B	Y / 527:4
	1B124-D	BUHZHU	NURSE 88	BODENHEIMER							1B	Y / 482:16
	1B126-A	GUHHY	BMS TRAINING	WADE							1B	Y / 405:15
	1B126-B											
	1B126-C	BLUYHU	DAVETEST2								1B	Y / 1400:14
	1B126-D	RXXHUST	DAVETEST3	WADE						EVAC	1B	Y / 573:17
	1B128-A	NRYY		BODENHEIMER							1B	Y / 690:23
	1B128-B	BXLB		WADE							1B	Y / 714:13
	1B130-A	AAHOLYIHU		WADE							1B	Y / 883:17
	1B144-B	XXXX		BODENHEIMER							1B	Y / 474:13
⚠	1B144-C					RADIATION						
	1B144-D	SZDSE		BODENHEIMER							1B	Y / 393:17
	1B220-A	MXAA	DAJOYAG-MEJIA		BED ASSIGNED (PPBP) - PXPAA from EVACUATION						1A	Y / 393:13
	1B220-B	RXZHUX	BODENHEIMER								1A	Y / 396:6

Figure 210.E – Ward Whiteboard Home – Evacuation Status

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

	BED	PT	STAFF	ATTENDING	COMMENTS	OBS CNTDWN	DISCH STATUS	BED STATUS	WARD	NUM	LOS WARD DDD:HH	
⚠	1B120-B	BXNHSH	NURSE 88	DAJOYAG-MEJIA, MARIA	OUT OF SERVICE - ENVIRONMENTAL				1B	Y	435:06	
	1B122-A	WDAADLZT		DAJOYAG-MEJIA, MARIA					1B	Y	343:13	
	1B124-A	WDYF	NURSE 88	WADE, WALTER	WBB				1B	Y	344:06	
	1B124-B	KURHFHU	NURSE 88	BODENHEIMER, CAROL					1B	Y	471:17	
	1B124-D	BUHZHU	NURSE 88	BODENHEIMER, CAROL					1B	Y	427:04	
	1B126-A	GUHHY	BMS TRAINING	WADE, WALTER					1B	Y	346:22	
	1B126-B		DAVETEST									
	1B126-C	BLUYHU	DAVETEST2							1B	Y	1345:02
	1B126-D	RXXHUST	DAVETEST3	WADE, WALTER						1B	Y	518:08
	1B128-A	NRYY		BODENHEIMER, CAROL						1B	Y	241:01
	1B128-B	BXLB		WADE, WALTER						1B	Y	659:02
	1B130-A	AAHOLYIHU		WADE, WALTER						1B	Y	828:08
	1B144-B	XXXX		BODENHEIMER, CAROL						1B	Y	419:01
⚠	1B144-C					RADIATION						
	1B144-D	SZDSE		BODENHEIMER, CAROL						1B	Y	338:06

Figure 206 – 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 48 – Beds Parameters

Column	Description
BED	The number assigned to the bed in the ward. The site user can click this link to view and/or edit bed information.
PT	The patient code of the patient occupying the bed. (The format of this code can be selected from the Display PTs field at the top of the beds list). Clicking the patient code link will display the Edit Patient page where you can see details of the selected patient. An icon indicating the same or similar name may appear next to the patient name if another patient on the ward has been identified
STAFF	Name of Nursing personnel assigned to the bed.
ATTENDING	The name of the attending physician in charge of care of the patient.
COMMENTS	Helpful information entered by the site user when changing the bed status. Includes Patient Risk information conveyed by means of specific icons (Flight Risk, Slip, and/or Fall Risk). For details on the patient risk icons available, click the Icon Legend link - top right corner of the beds list.
OBS Countdown	This is the observation countdown.
EVAC Status	When a facility is on Evacuation Status, this column displays patients which have been designated for evacuation.

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

The screenshot shows the BMS Home page with various metrics and links. At the top right, there is a 'Logout' button and the 'Bed Management Solution bms' logo. In the center, there is a 'Ward Whiteboard' link which is highlighted with a yellow box. Below the header, there are sections for 'Ward Census' (showing 53% FACILITY), 'Patients Pending Bed Placement: Current' (listing four patients with their names, admission times, and medical conditions), and 'New Events' (an empty box). On the left, there is a circular gauge for 'CPU' usage at 1.72%. At the bottom, there are buttons for 'Add New Patient', 'Add Interfacility Transfer', and 'Grid Settings: Save, Customize, Reset'.

Figure 207 – Selecting Ward Whiteboard

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

The screenshot shows the 'WARD Whiteboard Home: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. At the top right is an 'Export Report' button. Below it is a 'PARAMETER' section with several dropdown menus and checkboxes for selecting ward, split screen, display PTs, gender color, footer census, staff/attending, sort by, scroll, and scroll rate. The 'OPTIONS' column contains dropdowns for 'All', 'No', 'Last Name', 'Blue/Pink', 'No', 'Staff and Attending', and 'No'. At the bottom are 'Submit' and 'Cancel' buttons. A navigation bar at the very bottom includes links for 'BMS Home', 'Icon Legend', 'Information', and 'Logout'.

Figure 208 – Selecting Parameters for Ward Whiteboard

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

BED		PT	STAFF	ATTENDING	COMMENTS	OBS CNTDWN	DISCH STATUS	BED STATUS	WARD	NUM	LOS WARD DDD:HH
1B120-B	EXNHSH	NURSE 88	DAJOYAO-MEJIA, MARIA	OUT OF SERVICE - ENVIRONMENTAL					15		435:06
1B122-A	WDAADLT		DAJOYAO-MEJIA, MARIA						15		343:13
1B124-A	WDYF	NURSE 88	WADE, WALTER						15		344:06
1B124-B	KURHFHU	NURSE 88	BODENHEIMER, CAROL						15		471:17
1B124-D	BHZHGU	NURSE 88	BODENHEIMER, CAROL						15		427:04
1B126-A	GUHHY	BMS TRAINING	WADE, WALTER						15		346:22
1B126-B		DAVETEST							15		
1B126-C	BLUYHJU	DAVETEST2							15		1345:02
1B126-D	RXKHUST	DAVETEST3	WADE, WALTER						15		518:06
1B128-A	NRYY		BODENHEIMER, CAROL						15		341:01
1B128-B	BXLB		WADE, WALTER						15		659:02
1B130A-A	AAHOLYIHU		WADE, WALTER						15		828:06
1B144-B	X_XXX		BODENHEIMER, CAROL						15		419:01
1B144-C									15		
1B144-D	SZDSE		BODENHEIMER, CAROL						15		338:06

Figure 209 – Selecting a Bed from the Ward Whiteboard Page

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

Figure 210 – 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.

BED	PT	STAFF	ATTENDING	COMMENTS	OBS CNTDOWN	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
1B120-B	RXNHSHH	NURSE 88	DAJOYAO-MEJIA, MARIA	OUT OF SERVICE - ENVIRONMENTAL				1B	Y	435:05
1B122-A	W0AD0LT		DAJOYAO-MEJIA, MARIA					1B	Y	343:13
1B124-A	WDYF	NURSE 88	WADE, WALTER					1B	Y	344:05
1B124-B	KURFHU	NURSE 88	BOEDENHEIMER, CAROL					1B	Y	471:17
1B124-D	BHZHGU	NURSE 88	BOEDENHEIMER, CAROL					1B	Y	427:04
1B126-A	GUHRY	BMS TRAINING	WADE, WALTER					1B	Y	346:22
1B126-B		DAVETEST								
1B126-C	BLUYHU	DAVETEST2						1B	Y	1345:02
1B126-D	RXXKHUST	DAVETEST3	WADE, WALTER					1B	Y	518:05
1B128-A	NRYY		BOEDENHEIMER, CAROL					1B	Y	341:01
1B128-B	RXLB		WADE, WALTER					1B	Y	659:02
1B130A-A	AAHOLYIHU		WADE, WALTER					1B	Y	828:05
1B144-B	XXXX		BOEDENHEIMER, CAROL					1B	Y	419:01
1B144-C	SZDSE		BOEDENHEIMER, CAROL							
1B144-D								1B	Y	338:05
<hr/>										
WARD 1B SCI OCCUPIED FEMALE MALE ASSIGNED AVAILABLE TOTAL										
13 1 12 0 0 0 13										

Figure 211 – 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 Whiteboard

Ward: 1B SCI
Bed: 1B126-B

Reason:

Actual OOS End Date/Time: 12/19/18

Comments: 100/100

Nur Assignment: 42/50

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

Last modified by vha.med.va.gov\vhaisdhornd, at 10:10:46 AM on 7/19/2016

Requested Manual Cleaning:

NO YES STAT VISTA Ward: 1B

Submit & Reset Form

Figure 212 – 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**

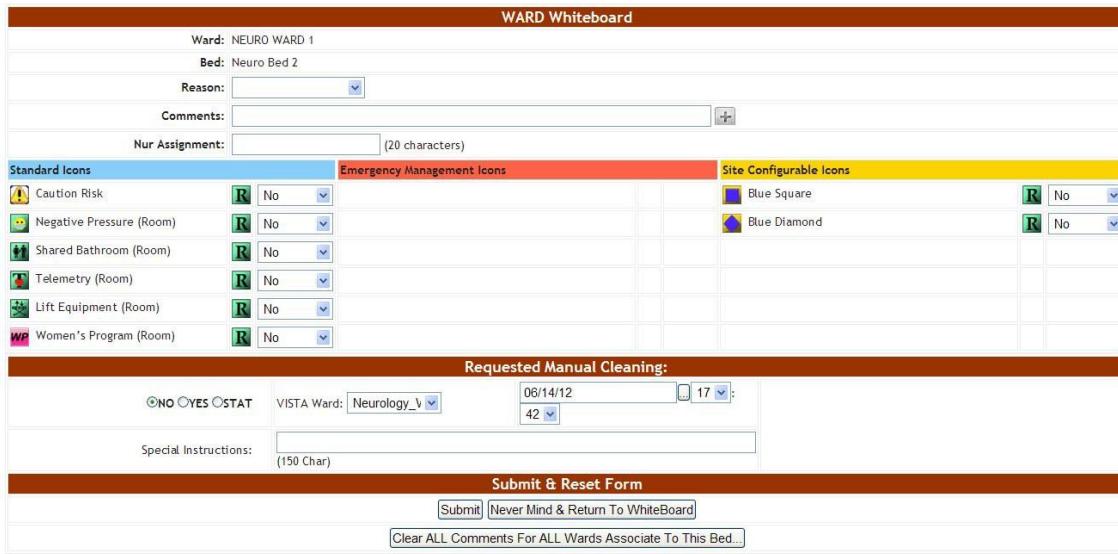
Comments For ALL Wards Associated To This Bed button. Clicking the clear all comments will remove all icons associated to the room as well as comments.

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)



The screenshot shows the WARD Whiteboard interface. At the top, it displays the Ward: NEURO WARD 1 and Bed: Neuro Bed 2. Below this, there are fields for Reason, Comments, and Nur Assignment. The main area is divided into three sections: Standard Icons, Emergency Management Icons, and Site Configurable Icons. Under Standard Icons, there are icons for Caution Risk, Negative Pressure (Room), Shared Bathroom (Room), Telemetry (Room), Lift Equipment (Room), and Women's Program (Room), each with a dropdown menu showing 'No'. Under Emergency Management Icons, there are two icons: Blue Square and Blue Diamond, also with dropdown menus showing 'No'. Under Site Configurable Icons, there are two icons: Blue Square and Blue Diamond, also with dropdown menus showing 'No'. At the bottom, there is a section for Requested Manual Cleaning with fields for NO, YES, OSTAT, VISTA Ward (set to Neurology_v), and a date/time field (06/14/12, 17:42). A 'Special Instructions' text area is also present. The footer contains buttons for Submit & Reset Form, Never Mind & Return To WhiteBoard, and Clear ALL Comments For ALL Wards Associate To This Bed.

Figure 213 – Ward Whiteboard – No Patient Assigned

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

WARD Whiteboard

Ward: NEURO	Bed: Neuro_Bed_01	Reason: ISOLATION	Comments:	(20 characters)
Nur Assignment: []				
Standard Icons		Emergency Management Icons		Site Configurable Icons
Patient Opt-Out	P No	Stretcher (Patient) (EM)	P No	ISOLATION
Flu Risk	P No	Wheelchair Bound (Patient) (EM)	P No	
Slip and Fall Risk	P No	V Ventilator (Patient) (EM)	P No	
Flight Risk	P No	Lift Equipment (Patient) (EM)	P No	
Restraint	P No	Oxygen (Patient) (EM)	P No	
Caution Risk	P No	E Evacuate (Patient) (EM)	P No	
23H Observation	P No	N Negative Pressure (Patient) (EM)	P No	
PICC	P No	One to One (Patient) (EM)	P No	
Suicide Risk	P No		P No	
Negative Pressure (Room)	R No		P No	
Shared Bathroom (Room)	R No		P No	
Telemetry (Patient)	P No		P No	
Telemetry (Room)	R No		P No	
Lift Equipment (Room)	R No		P No	
Close Observation (Patient)	P No		P No	
WP Women's Program (Room)	R No		P No	
R Respiratory Therapy (Patient)	P No		P No	
SZ Seizure Precautions	P No		P No	
Requested Manual Cleaning:				
<input type="radio"/> NO <input checked="" type="radio"/> YES <input type="radio"/> STAT	VISTA Ward: 4 WEST	10/05/12	03 : 34	
Special Instructions: (150 Char)				
Submit & Reset Form				
Submit Never Mind & Return To WhiteBoard				
Clear ALL Comments For ALL Wards Associate To This Bed...				

Figure 214 – Ward Whiteboard – Patient Assigned

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

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

Whiteboard Home Facility Census 52% 

HOU Whiteboard for: - Last Update: 12/19/18 at 15:50 (CST)
Total Number Pending/Today's Scheduled Admission: 1038/0 Export Report Icon Legend

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH	ED	WARD	NUM BED	LOS DOD-HH
1B224-A	KHAHSS		BODENHIMER, CAROL				1A		342:16
1B224-B	CLUTXY		DAJOYAO-MEJIA, MARIA				1A		387:05
1B224-C	CUDSJEAHN		WADE, WALTER				1A		540:06
1B224-D		TEST STAFF					1A		
1B226-A	PHUUN		BODENHIMER, CAROL				1A		333:00
1B226-B	AAHQ		DAJOYAO-MEJIA, MARIA				1A		344:02
1B226-D	JULIE			 BED ASSIGNED OUT OF SERVICE			1A		
1B230-A	DLGDT	NURSE008	DAJOYAO-MEJIA, MARIA				1A		406:04

Figure 215 – 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:

Whiteboard Home				HOU Whiteboard for: - Last Update: 12/19/18 at 15:52 (CST)				Export Report Icon Legend					
Facility Census				Total Number Pending/Today's Scheduled Admission: 1038/0									
BED	PT	STAFF	ATTENDING	COMMENTS				OBS	DISCH	BED	WARD	NUMI	LOS
								CNTDWN	STATUS	STATUS	DDD:HH	WARD	DDD:HH
109-A		TEST NURSE											
109-B		TEST NURSE											
110-A		TEST NURSE											
110-B													
1B120-B	BXNHSSH	NURSE 88				DAJOYAG-MEJIA, MARIA	OUT OF SERVICE - ENVIRONMENTAL				1B		435:05
1B122-A	WDAADLZ					DAJOYAG-MEJIA, MARIA					1B		343:13

Figure 216 – Ward Whiteboard Home – Select Bed to Assign to a Nurse

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

4.2.4.4 Editing the nurse assignment for a bed

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

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

Whiteboard Home				HOU Whiteboard for: - Last Update: 12/19/18 at 15:52 (CST)				Export Report Icon Legend					
Facility Census				Total Number Pending/Today's Scheduled Admission: 1038/0									
BED	PT	STAFF	ATTENDING	COMMENTS				OBS	DISCH	BED	WARD	NUMI	LOS
								CNTDWN	STATUS	STATUS	DDD:HH	WARD	DDD:HH
109-A		TEST NURSE											
109-B		TEST NURSE											
110-A		TEST NURSE											
110-B													
1B120-B	BXNHSSH	NURSE 88				DAJOYAG-MEJIA, MARIA	OUT OF SERVICE - ENVIRONMENTAL				1B		435:05
1B122-A	WDAADLZ					DAJOYAG-MEJIA, MARIA					1B		343:13

Figure 217 – Ward Whiteboard Home – Select Nurse

The field will become editable as in the following image.

Whiteboard Home				HOU Whiteboard for: - Last Update: 12/19/18 at 15:52 (CST)				Export Report Icon Legend					
Facility Census				Total Number Pending/Today's Scheduled Admission: 1038/0									
BED	PT	STAFF	ATTENDING	COMMENTS				OBS	DISCH	BED	WARD	NUMI	LOS
								CNTDWN	STATUS	STATUS	DDD:HH	WARD	DDD:HH
109-A		TEST NURSE											
109-B		TEST NURSE											
110-A		TEST NURSE											
110-B													
1B120-B	BXNHSSH	NURSE 88				DAJOYAG-MEJIA, MARIA	OUT OF SERVICE - ENVIRONMENTAL				1B		435:05
1B122-A	WDAADLZ					DAJOYAG-MEJIA, MARIA					1B		343:13

Figure 218 – Ward Whiteboard Home – Change Nurse Assignment for Bed

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

4.2.4.5 Assigning several beds to medical staff

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

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

Figure 219 – Selecting a Batch Assign Button

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

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

Batch Assign Staff	
Ward:	<input style="border: 1px solid black; width: 150px; height: 25px; font-size: 10px;" type="button" value="All"/>
Staff:	
<input style="width: 100%; height: 25px; border: 1px solid black;" type="text" value="NICE NURSE"/>	
<input style="width: 15px; height: 15px;" type="checkbox" value="Select All"/> Select All	
<input checked="" type="checkbox" value="109-A (TEST NURSE)"/> 109-A (TEST NURSE) <input checked="" type="checkbox" value="109-B (TEST NURSE)"/> 109-B (TEST NURSE) <input checked="" type="checkbox" value="110-A (TEST NURSE)"/> 110-A (TEST NURSE) <input checked="" type="checkbox" value="110-B (TEST NURSE)"/> 110-B (TEST NURSE) <input type="checkbox" value="1B122-A"/> 1B122-A <input type="checkbox" value="1B124-A (NURSE 88)"/> 1B124-A (NURSE 88) <input type="checkbox" value="1B124-B (NURSE 88)"/> 1B124-B (NURSE 88) <input type="checkbox" value="1B124-D (NURSE 88)"/> 1B124-D (NURSE 88) <input type="checkbox" value="1B126-A (BMS TRAINING)"/> 1B126-A (BMS TRAINING) <input type="checkbox" value="1B126-B"/> 1B126-B <input type="checkbox" value="1B126-C (DAVETEST2)"/> 1B126-C (DAVETEST2) <input type="checkbox" value="1B126-D (DAVETEST3)"/> 1B126-D (DAVETEST3)	
<input style="width: 100px; height: 25px; border: 1px solid black; font-size: 10px;" type="button" value="Save"/>	<input style="width: 100px; height: 25px; border: 1px solid black; font-size: 10px;" type="button" value="Cancel"/>

Figure 220 – Batch Assign Beds to Staff

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

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

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

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

Whiteboard Home		HOU Whiteboard for: - Last Update: 12/19/18 at 15:56 (CST)										Export Report Icon Legend			
Facility Census		Total Number Pending/Today's Scheduled Admission: 1038/0													
	BED	PT	STAFF	ATTENDING	COMMENTS				OBS	CNTDOWN	DISCH	BED	WARD	NUM	LOS
															DDD:HH
	109-A		NICE NURSE												
	109-B		NICE NURSE												
X	110-A		NICE NURSE												
	J10-B		NICE NURSE												
	110-B		NICE NURSE												
	110-C		NURSE 88												
	110-D														
	110-E														
	110-F														
	110-G														
	110-H														
	110-I														
	110-J														
	110-K														
	110-L														
	110-M														
	110-N														
	110-O														
	110-P														
	110-Q														
	110-R														
	110-S														
	110-T														
	110-U														
	110-V														
	110-W														
	110-X														
	110-Y														
	110-Z														
	110-A														
	110-B														
	110-C														
	110-D														
	110-E														
	110-F														
	110-G														
	110-H														
	110-I														
	110-J														
	110-K														
	110-L														
	110-M														
	110-N														
	110-O														
	110-P														
	110-Q														
	110-R														
	110-S														
	110-T														
	110-U														
	110-V														
	110-W														
	110-X														
	110-Y														
	110-Z														

Figure 221 – 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.

The screenshot shows a web-based application titled "Bed Control Pt Inquiry". At the top, there is a navigation bar with links for "Logout", "BMS Home", "Icon Legend", and "Information". Below the navigation, there is a search bar with fields for "Order ID#", "Ward", "Patient Name", "D/T Ordered", "Status", and "Order Item". There are also buttons for "Find" and "Next". The main content area is divided into several sections: "Patient D/C Orders" (with columns for Order ID#, Ward, Patient Name, D/T Ordered, Status, and Order Item), "Patient D/C Appointments" (with columns for Ward, Room/Bed, Patient, Appointment D/T, Current Status, and Clinic Name), and "Patient Anticipated Discharge Orders" (with columns for Order ID#, Ward, Patient Name, D/T Ordered, Status, and Order Text). At the bottom of the page, there is a footer with links for "BMS Home", "Icon Legend", and "Information".

Figure 222 – 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.

Figure 223 – 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 Whiteboard

Ward: NEURO	Bed: Neuro_Bed_01																																																																																																																		
Reason:	<input type="button" value=""/>																																																																																																																		
Comments:	<input type="button" value=""/>																																																																																																																		
Nur Assignment: (20 characters)																																																																																																																			
<table border="1"> <thead> <tr> <th colspan="2">Standard Icons</th> <th colspan="2">Emergency Management Icons</th> <th colspan="2">Site Configurable Icons</th> </tr> </thead> <tbody> <tr> <td></td> <td>Patient Opt-Out</td> <td></td> <td>Stretcher (Patient) (EM)</td> <td></td> <td>ISOLATION</td> </tr> <tr> <td></td> <td>No</td> <td></td> <td>Wheelchair Bound (Patient) (EM)</td> <td></td> <td>No</td> </tr> <tr> <td></td> <td>No</td> <td></td> <td>Ventilator (Patient) (EM)</td> <td></td> <td>No</td> </tr> <tr> <td></td> <td>No</td> <td></td> <td>Lift Equipment (Patient) (EM)</td> <td></td> <td>No</td> </tr> <tr> <td></td> <td>No</td> <td></td> <td>Oxygen (Patient) (EM)</td> <td></td> <td>No</td> </tr> <tr> <td></td> <td>No</td> <td></td> <td>Evacuate (Patient) (EM)</td> <td></td> <td>No</td> </tr> <tr> <td></td> <td>No</td> <td></td> <td>Negative Pressure (Patient) (EM)</td> <td></td> <td>No</td> </tr> <tr> <td></td> <td>No</td> <td></td> <td>One to One (Patient) (EM)</td> <td></td> <td>No</td> </tr> <tr> <td></td> <td>No</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>R</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>R</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>R</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>R</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>R</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>P</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Standard Icons		Emergency Management Icons		Site Configurable Icons			Patient Opt-Out		Stretcher (Patient) (EM)		ISOLATION		No		Wheelchair Bound (Patient) (EM)		No		No		Ventilator (Patient) (EM)		No		No		Lift Equipment (Patient) (EM)		No		No		Oxygen (Patient) (EM)		No		No		Evacuate (Patient) (EM)		No		No		Negative Pressure (Patient) (EM)		No		No		One to One (Patient) (EM)		No		No						R						R						P						R						R						P						R						P						P				
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Requested Manual Cleaning: <input checked="" type="radio"/> NO <input type="radio"/> YES <input type="radio"/> STAT Vista Ward: 4 WEST Date: 10/05/12 Time: 03 : 34																																																																																																																			
Special Instructions: (150 Char) <input type="button" value="Submit"/> <input type="button" value="Never Mind & Return To WhiteBoard"/>																																																																																																																			
<input type="button" value="Clear ALL Comments For ALL Wards Associate To This Bed..."/>																																																																																																																			

Figure 224 – The Ward Whiteboard Page

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

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

The following data is available for each bed:

Table 49 – Bed Parameters

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

4.2.5.1 Request cleaning/EMS services for a bed

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

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

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

Requested Manual Cleaning:			
NO STAT	VISTA Ward:	6/14/2012 8:23:00 PM	
Special Instructions:		6/14/2012 8:23:00 PM	6/14/2012 6:05:00 PM
Movement	Request	Accepted	Accepted By
			EMS Staff One

Figure 225 – Request Manual Cleaning Area

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

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

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

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

NOTE: A manual stat clean or new bed clean request can only be created after the existing bed clean request has been completed.

4.3 EMS Supervisor

The EMS supervisor users can access the following pages:

- EMS Bed Status page
- Environmental Management Service Bed Status page
- Environmental Management Service Bed Status – Batch Assign EMS Staff page.

4.3.1 Environmental Management Service Bed Status Page

This page is accessed by pressing the button **Go To Facility Bed Cleaning Page (EMS Staff Only)** from the **BMS User Login** page. The **EMS Bed Status** page is displayed as in the following image.

Bed Management Solution

Logout

HOU - EMS Bed Status (Last Update: 06/09/16 at 02:27 CST)																								
Ward:	All Wards	Start Date:	05/01/16	H	00	V	M	00	V	S	00	V	End Date:	06/09/16	H	23	V	M	59	V	S	59	V	Submit
<input type="checkbox"/>	Record	RoomBed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By								
											BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	6/4/2016 5:38:00 PM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 06/04/16								
	Manual	180722-B	1A SCI	6/1/2016 5:38:00 PM	00:00	5/1/2016 5:38:00 PM	72:00	6/4/2016 5:38:00 PM	00:00	6/4/2016 5:38:00 PM														
	2106573	SB120-A	5B SURG	5/24/2016 12:53:20 PM	00:00	5/24/2016 12:53:20 PM	72:00	5/27/2016 12:53:20 PM	00:00	5/27/2016 12:53:20 PM														
	2104363	SB122-A	5B SURG	5/24/2016 12:53:19 PM	00:00	5/24/2016 12:53:19 PM	72:00	5/27/2016 12:53:19 PM	00:00	5/27/2016 12:53:19 PM														
	2106718	3C120-A	3C MED	5/24/2016 11:13:53 AM	00:00	5/24/2016 11:13:56 AM	72:00	5/27/2016 11:13:56 AM	00:00	5/27/2016 11:13:56 AM														
	2106717	3C184A-A	3C MED	5/24/2016 11:12:03 AM	00:00	5/24/2016 11:12:05 AM	72:00	5/27/2016 11:12:05 AM	00:00	5/27/2016 11:12:05 AM														
	2106716	6B348-B	5F MH_T	5/24/2016 9:00:00	02:11	5/24/2016 11:10:30 AM	72:00	5/27/2016 11:10:30 AM	00:00	5/27/2016 11:10:30 AM														
	2106719	6B346-A	5F MH_T	5/24/2016 11:09:34 AM	00:00	5/24/2016 11:09:34 AM	72:00	5/27/2016 11:09:34 AM	00:00	5/27/2016 11:09:34 AM														
	2106714	1B140-A	1B SCI	5/24/2016 11:08:19 AM	00:00	5/24/2016 11:08:19 AM	72:00	5/27/2016 11:08:19 AM	00:00	5/27/2016 11:08:19 AM														
	Manual	4C246-B	4D CLC	5/20/2016 2:43:00 PM	00:00	5/20/2016 2:43:00 PM	72:00	5/23/2016 2:43:00 PM	00:00	5/23/2016 2:43:00 PM														
	Manual	4C226-B	4D CLC	5/20/2016 9:55:00 AM	00:00	5/20/2016 9:55:00 AM	72:00	5/23/2016 9:55:00 AM	00:00	5/23/2016 9:55:00 AM														

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

Figure 226 – 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 50 – EMS Bed Status Parameters

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

Column	Description
DIFF	The difference between the date and time of the movement and the date and time of the request.
Request	The date and time when the cleaning operation was requested.
DIFF	The difference between the time when the request for cleaning the bed was sent and the time when the request was accepted.
Accepted	The date and time when the request for the cleaning operation has been accepted.
DIFF	The difference between the time when the cleaning operation has been accepted and the time when the cleaning operation has been completed.
Completed	The date and time when the cleaning operation has been completed.
Accepted by	The name of the person who has accepted the request for the cleaning operation.
Completed by	The name of the person who has completed the cleaning operation.
Last Edit	The date and time when the record was last edited.
Last Edit by	The name of the person who last edited the record.
Comment	Any comments entered regarding the bed clean operation.
Commented by	The name of the person who entered the comment.

In this page the user can perform the following operations: select a bed clean request in order to assign it, select several bed clean requests in order to assign them and comment a request.

4.3.1.1 Assigning a bed clean request

To assign a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only select a request which has not been yet assigned. The selection box of a request already assigned will be disabled.

Bed Management Solution

Logout

BRK - EMS Bed Status (Last Update: 06/19/12 at 10:57 AKST)															
Ward:	All Wards	Start Date:	06/01/12	00	00	00	00	End Date:	06/20/12	23	59	59	59	Submit	
#	Record	Room/Bed	Ward	Movement	Diff	Request	Diff	Accepted	Diff	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comments
	Manual	CARDIO	WARD 1	6/13/2012	29:29	6/13/2012	00:01	6/13/2012	7:42:00 PM	EMS Staff One	softinf@hsc.complus	4/13/2012	softinf@hsc.complus	softinf@hsc.complus	- 06/13/12 19:42
	Manual	Neuro_Bed	WARD 1	6/13/2012	13:44	6/14/2012	00:01	6/14/2012	9:28:00 AM	EMS Staff Two	softinf@hsc.complus	6/14/2012	softinf@hsc.complus	softinf@hsc.complus	-
	Manual	Neuro_Bed	WARD 1	6/13/2012	00:07	6/13/2012	00:03	6/13/2012	7:57:00 PM	EMS Staff One	softinf@hsc.complus	4/13/2012	softinf@hsc.complus	softinf@hsc.complus	-
	4	CARDIO_Bed	CARDIO	6/14/2012	00:00	6/14/2012	02:18	6/14/2012	10:30:28 PM	EMS Staff One	EMS Staff One	6/19/2012	EMS Staff One	EMS Staff One	-
	1	Neuro_Bed	WARD 1	6/13/2012	00:00	6/13/2012	02:18	6/14/2012	10:42:25	EMS Staff One	EMS Staff One	10/10/2012	EMS Staff One	EMS Staff One	-
	5	Neuro_Bed	WARD 1	6/14/2012	00:00	6/14/2012	05:15	6/14/2012	10:57:00 PM	TESTARESOFT2:restBMS	TESTARESOFT2:restBMS	7:29:00 PM	softinf@hsc.complus	softinf@hsc.complus	-
	1	CARDIO_Bed	CARDIO	6/14/2012	00:00	6/14/2012	12:37	6/15/2012	10:31:38 PM	EMS Staff One	EMS Staff One	10/11/2012	EMS Staff One	EMS Staff One	-
	2	Neuro_Bed	WARD 1	6/14/2012	00:00	6/14/2012	12:37	6/15/2012	10:31:38 PM	TESTARESOFT2:restBMS	TESTARESOFT2:restBMS	9:57:00 PM	softinf@hsc.complus	softinf@hsc.complus	-
	11	Neuro_Bed	WARD 1	6/18/2012	00:00	6/18/2012	25:00	6/19/2012	00:00	6/19/2012	9:57:00 PM	6/19/2012	TESTARESOFT2:restBMS	TESTARESOFT2:restBMS	-
	3	Neuro_Bed	WARD 1	6/18/2012	00:00	6/18/2012	25:00	6/19/2012	00:00	6/19/2012	9:57:00 PM	6/19/2012	TESTARESOFT2:restBMS	TESTARESOFT2:restBMS	-
	12	Neuro_Bed	WARD 1	6/18/2012	00:00	6/18/2012	01:12	6/18/2012	26:10	6/19/2012	00:00	6/19/2012	TESTARESOFT2:restBMS	TESTARESOFT2:restBMS	-
	2	CARDIO_Bed	CARDIO	6/18/2012	00:00	6/18/2012	05:54	6/18/2012	00:03	6/18/2012	TESTARESOFT2:restBMS	6/18/2012	softinf@hsc.complus	softinf@hsc.complus	-
	1	Neuro_Bed	WARD 1	6/19/2012	00:00	6/19/2012	00:02	6/19/2012	00:31	6/19/2012	TESTARESOFT2:restBMS	6/19/2012	softinf@hsc.complus	softinf@hsc.complus	-
	10	Neuro_Bed	WARD 1	6/19/2012	00:00	6/19/2012	10:04:00 PM	6/19/2012	10:04:00 PM	6/19/2012	10:04:00 PM	6/19/2012	softinf@hsc.complus	softinf@hsc.complus	-
	11	CARDIO_Bed	CARDIO	6/19/2012	00:00	6/19/2012	10:54:00 PM	6/19/2012	10:54:00 PM	6/19/2012	10:54:00 PM	6/19/2012	softinf@hsc.complus	softinf@hsc.complus	-
	12	Neuro_Bed	WARD 1	6/19/2012	00:00	6/19/2012	10:54:00 PM	6/19/2012	10:54:00 PM	6/19/2012	10:54:00 PM	6/19/2012	softinf@hsc.complus	softinf@hsc.complus	-

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

Figure 227 – Select Bed Clean Request for Assignment

Upon selection the following screen is displayed:

Environmental Management Service Bed Status														
EMS Bed Control: Assign Cleaning														
Room: Neuro Bed 1 Ward: NEURO WARD 1														
Special Instructions: <input type="text"/>														
Assigned To: <input type="text"/> EMS Staff One														
Date/Time Assigned: <input type="text"/> 6/13/2012 @ 19:54														
<input type="button" value="Submit"/> <input type="button" value="Never Mind And Return To Listing"/>														

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

Figure 228 – 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.

The Ward Whiteboard Home page displays a grid of beds. Each row contains a bed number, room number, staff assigned, attending physician, comments, and status. A column labeled 'BED STATUS' shows icons indicating the status of each bed. Some beds have a yellow 'C' icon, which typically represents a 'cleaning' status. The top right corner of the screen shows an 'Export Report - Icon Legend' button.

Figure 229 – 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.

The EMS Bed Status page lists bed clean requests. Each row includes columns for Record, Room/Bed, Ward, Movement, DIFF, Request, DIFF, Accepted, DIFF, Completed, Accepted By, Completed By, Last Edit, Last Edit By, Comment, and Commented By. A checkbox column on the left allows users to select multiple requests. Several checkboxes are highlighted with red boxes, indicating selected items. The top right corner shows a 'Logout' link.

Figure 230 – Select Several Bed Clean Requests

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

Environmental Management Service Bed Status - Batch Assign EMS Staff

EMS Bed Control: Assign Cleaning

Date/Time Assigned:	6/18/2012 @ 19:32	Assigned To:	EMS Staff One
Room:	Neuro Bed 1	Ward:	NEURO WARD 1
Room:	Cardio Bed 2	Ward:	CARDIO WARD 1
Room:	Neuro Bed 3	Ward:	NEURO WARD 1
		Assigned To:	EMS Staff Two

Figure 231 – Assign Several Bed Clean Requests

A list of the selected requests is displayed. You can assign all the requests to the same person or you can assign each request to a different person. Use the arrow button of the **Assigned To:** fields drop down box to display the available personnel. Click the **Submit** button to enter the data into the system.

4.3.1.3 Commenting a bed clean request

To enter comments for a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only enter comments for a request which has been assigned.

Bed Management Solution

Logout

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

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

	Record	RoomBed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By		
	Manual	Cardio Bed 1	WARD 1	CARDIO	6/12/2012	28:29	6/13/2012	00:01	6/13/2012		EMS Staff One	softInfo@hmcplus	6/13/2012	7:42:00 PM	softInfo@hmcplus	softInfo@hmcplus - 06/13/12 19:42		
	Manual	Neuro Bed 2	WARD 1	NEURO	6/13/2012	3:12:00 PM	7:41:00 PM	00:01	6/14/2012		EMS Staff Two	softInfo@hmcplus	6/14/2012	9:27:00 AM	00:01	9:28:00 AM		
	Manual	Neuro Bed 3	WARD 1	NEURO	6/13/2012	13:44	6/13/2012	00:07	6/13/2012		EMS Staff One	softInfo@hmcplus	6/13/2012	7:42:00 PM	softInfo@hmcplus	-		
	4	Cardio Bed 4	WARD 1	CARDIO	6/14/2012	00:00	6/14/2012	07:45:00 PM	00:03	6/14/2012		EMS Staff One	softInfo@hmcplus	6/14/2012	7:57:00 PM	softInfo@hmcplus	-	
	5	Neuro Bed 5	WARD 1	NEURO	6/14/2012	8:21:00 PM	6/14/2012	00:18	6/14/2012	12:45	6/19/2012		EMS Staff One	softInfo@hmcplus	6/19/2012	10:30:28 PM	EMS Staff One	-
	6	Cardio Bed 6	WARD 1	CARDIO	6/14/2012	8:24:00 PM	6/14/2012	09:15	6/18/2012		TESTARESOFT2/testBMS		6/18/2012	7:39:00 PM	softInfo@hmcplus	-		
	7	Cardio Bed 7	WARD 1	CARDIO	6/14/2012	8:34:00 PM	6/14/2012	12:57	6/19/2012		EMS Staff One		6/19/2012	10:31:38 PM	EMS Staff One	-		
	11	Neuro Bed 11	WARD 1	NEURO	6/18/2012	00:00	6/18/2012	08:57:00 PM	25:00	6/19/2012		TESTARESOFT2/testBMS	softInfo@hmcplus	6/19/2012	9:57:00 PM	softInfo@hmcplus	-	
	12	Neuro Bed 12	WARD 1	NEURO	6/18/2012	00:00	6/18/2012	01:12	6/18/2012	26:10	6/19/2012		TESTARESOFT2/testBMS	softInfo@hmcplus	6/19/2012	9:56:00 PM	softInfo@hmcplus	-
	13	Cardio Bed 13	WARD 1	CARDIO	6/18/2012	00:54	6/18/2012	6:46:00 PM	00:03	6/18/2012		TESTARESOFT2/testBMS	softInfo@hmcplus	6/18/2012	7:43:00 PM	softInfo@hmcplus	-	
	14	Cardio Bed 14	WARD 1	CARDIO	6/19/2012	00:02	6/19/2012	9:43:00 PM	00:02	6/19/2012		TESTARESOFT2/testBMS	softInfo@hmcplus	6/19/2012	9:56:00 PM	softInfo@hmcplus	-	
	15	Neuro Bed 15	WARD 1	NEURO	6/19/2012	10:04:00 PM	6/19/2012	9:56:00 PM	00:11	6/19/2012		TESTARESOFT2/testBMS	softInfo@hmcplus	6/19/2012	10:04:45 PM	softInfo@hmcplus	-	
	16	Cardio Bed 16	WARD 1	CARDIO	6/19/2012	10:54:00 PM	6/19/2012	10:54:42 PM	00:02	6/19/2012		TESTARESOFT2/testBMS	softInfo@hmcplus	6/19/2012	10:54:42 PM	softInfo@hmcplus	-	

Figure 232 – Select a Bed Clean Request for Comment

Upon selection the following screen is displayed:

The screenshot shows a web-based application titled "Environmental Management Service Bed Status". At the top, it says "EMS Bed Control: Completed By". Below that, it displays the room information: "Room: Neuro Bed 1 Ward: NEURO WARD 1". Under "Completed By", it shows "TESTARESOFT2|TESTE" and "Date/Time Assigned: 6/18/2012 @ 20:11". A comment field contains "Comment: ISOLATION". At the bottom of the form, there are buttons for "Cleaning Complete", "Comment", and "Never Mind And Return To Listing".

Figure 233 – 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.

The screenshot shows a table of bed cleaning requests. The columns include: Record, RoomBed, Ward, Movement, DIFF, Request, DIFF, Accepted, DIFF, Completed, Accepted By, Completed By, Last Edit, Last Edit By, Comment, and Commented By. The data in the table is as follows:

Record	RoomBed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
Manual	Cardio Bed 1	CARDIO WARD 1		6/12/2012 3:12:00 PM	28:29	6/13/2012 7:41:00 PM	00:01	6/13/2012 7:42:00 PM		EMS Staff One	softinfo@hmcomplus	6/13/2012 7:42:00 PM	softinfo@hmcomplus	softinfo@hmcomplus - 06/13/12 19:42	
Manual	Neuro Bed 2	NEURO WARD 1		6/13/2012 7:43:00 PM	13:44	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM		EMS Staff Two	softinfo@hmcomplus	6/14/2012 9:28:00 AM	softinfo@hmcomplus	-	
Manual	Neuro Bed 1	NEURO WARD 1		6/13/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:03	6/13/2012 7:57:00 PM		EMS Staff One	softinfo@hmcomplus	6/13/2012 7:57:00 PM	softinfo@hmcomplus	-	
4	Cardio Bed 1	CARDIO WARD 1	6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	02:18	6/14/2012 6:05:00 PM			EMS Staff One		6/14/2012 6:05:00 PM	softinfo@hmcomplus	-	
5	Neuro Bed 1	NEURO WARD 1	6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	95:15	6/18/2012 7:39:00 PM			TESTARESOFT2 testBMS		6/18/2012 7:39:00 PM	softinfo@hmcomplus	-	
7	Cardio Bed 2	CARDIO WARD 1	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM							6/14/2012 9:36:11 AM		-	
11	Neuro Bed 3	NEURO WARD 1	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM							6/18/2012 9:57:51 AM		-	
12	Neuro Bed 2	NEURO WARD 1	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	01:12	6/18/2012 7:46:00 PM			TESTARESOFT2 testBMS		6/18/2012 7:46:00 PM	softinfo@hmcomplus	-	
Manual	Cardio Bed 3	CARDIO WARD 1	6/18/2012 6:46:00 PM	00:54	6/18/2012 6:46:00 PM	00:03	6/18/2012 7:43:00 PM			TESTARESOFT2 testBMS	softinfo@hmcomplus	6/18/2012 7:43:00 PM	softinfo@hmcomplus	-	

Figure 234 – EMS Bed Status Page – EMS User

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

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

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

Table 51 – EMS Bed Status Parameters

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

In this page the user can perform the following operations: select a bed clean request(s) in order to mark it as completed and comment a request.

4.4.1.1 Assigning a bed clean request

To assign a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only select a request which has not been yet assigned.

Figure 235 – EMS Bed Status Page – Select Bed Clean Request for Assigning

Upon selection the following screen is displayed:

Figure 236 – EMS Bed Status Page – Assign Cleaning

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

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

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

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

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

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

Figure 237 – 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.

Record	RoomBed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
Manual	Cardio_Bed_1	CARDIO			6/12/2012 3:12:00 PM	28:29	6/13/2012 7:41:00 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	softinfo@hmcomplus	6/13/2012 7:42:00 PM	softinfo@hmcomplus	TESTARESOFT2/testBMS	softinfo@hmcomplus - 06/13/12 19:42
Manual	Neuro_Bed_2	CARDIO			6/12/2012 7:43:00 PM	13:44	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM	EMS Staff Two	softinfo@hmcomplus	6/14/2012 9:28:00 AM	softinfo@hmcomplus		-
Manual	Neuro_Bed_1	NEURO			6/12/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:03	6/13/2012 7:57:00 PM	EMS Staff One	softinfo@hmcomplus	6/13/2012 7:57:00 PM	softinfo@hmcomplus		-
4	Cardio_Bed_1	CARDIO	6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	02:18	6/14/2012 6:05:00 PM			EMS Staff One	softinfo@hmcomplus	6/14/2012 6:05:00 PM	softinfo@hmcomplus		-
5	Neuro_Bed_1	NEURO	6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	95:15	6/18/2012 7:39:00 PM			TESTARESOFT2/testBMS		6/18/2012 7:39:00 PM	softinfo@hmcomplus		-
7	Cardio_Bed_1	CARDIO	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM							6/14/2012	softinfo@hmcomplus		-
11	Neuro_Bed_1	NEURO	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM							9:36:11 AM			-
12	Neuro_Bed_2	NEURO	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	01:12	6/18/2012 7:46:00 PM			TESTARESOFT2/testBMS		6/18/2012 7:46:00 PM	softinfo@hmcomplus		-
13	Cardio_Bed_1	CARDIO	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		6/18/2012 7:43:00 PM	softinfo@hmcomplus		-

Figure 238 – Select Bed Clean Request to Mark as Completed

Upon selection the following screen is displayed:

Environmental Management Service Bed Status

EMS Bed Control: Completed By

Room: Neuro Bed 1 Ward: NEURO WARD 1

Completed By: Date/Time
Assigned:

Comment:

Figure 239 – 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.

BRK Whiteboard for: All - Last Update: 10/02/12 at 07:08 (CST)										Export Report Icon Legend			
Facility Census Total Number Pending/Today's Scheduled Admissions: 10/0													
BED	P#	STAFF <input checked="" type="checkbox"/>	ATTENDING	COMMENTS						BED STATUS	WARD	LIN	LINE
1001-1		NURSE 1											
1001-2		NURSE 1											
 Cardiac_Bed_02	111-111	NURSE 1	AttendingPhysician One	      Bed Assigned - BRKPatient, One from ADMISSIONS							2B - CARDIOLOGY		12-11
 Cardiac_Bed_03	111-111	NURSE 1	AttendingPhysician One	      Bed Assigned - BRKPatient, One from ADMISSIONS							3A - CARDIOLOGY		12-11
Cardiac_Bed_04		NURSE #		     									
Cardiac_Bed_06				BED ASSIGNED, TESTING THE BULDISOLATIONBED ASSIGNED, TEST									
101A													
Neuro_Bed_01	111-111	BRKPatient	AttendingPhysician Two	Bed Assigned - BRKPatient, Seven from ADMISSIONS							A WEST - ORTHOPEDIC SURGERY		12-11
Neuro_Bed_02	111-111	BRKPatient	NURSE 1	      Bed Assigned - BRKPatient, Six from EMERGENCY ROOM							2 EAST - ORTHOPEDIC SURGERY		12-11
Neuro_Bed_03													
Neuro_Bed_05		NURSE #											
Neuro_Bed_06													

Figure 240 – Ward Whiteboard – Clean Bed

4.4.2 EMS Staff Page for Mobile Devices

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

The “BRK” is the 3 digit facility code. Make sure you use the code of the facility you want to access. The following page is displayed.



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Select EMS User

EMS Staff One

EMS Staff Two

Figure 241 – EMS Staff Page for Mobile Devices

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

The logo for Bed Management Solution, featuring the text "Bed Management Solution" in white on a dark background with a wood-grain texture.

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Enter Facility PIN

EMS Staff One

....

7	8	9
4	5	6
1	2	3
0	Backspace	Submit

Figure 242 – EMS Staff Page for Mobile Devices – User Login

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



Figure 243 – EMS Staff Page for Mobile Devices – User Home Page

The blue buttons in the upper part of the screen represent bed clean requests which have been assigned to the current EMS user. Clicking a blue button will mark the request as “completed” and will cause the button to disappear.

The yellow buttons in the lower part of the screen represent bed clean requests which have not yet been assigned to any EMS personnel. Clicking a yellow button will assign the pending request to the current user

and will cause the yellow button to be displayed as a blue button in the upper part of the screen.



Figure 244 – 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

View Emergency Mgmt. Report View Diversion Report View Audit Log Logout

VISN 16 Network Bed Boards

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BILOXI (BIL)	BILOXI Summary Report	0%	0	NONE	NONE
FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE
HOUSTON (HOU)	HOUSTON Summary Report	52%	2	JAMES HERRADA, RN	713-794-7535
JACKSON (JAC)	JACKSON Summary Report	0%	0	NONE	NONE
LITTLE ROCK (LIT)	LITTLE ROCK Summary Report	0%	0	NONE	NONE
MUSKOGEE (MUS)	MUSKOGEE Summary Report	0%	0	NONE	NONE
NEW ORLEANS (NOL)	NEW ORLEANS Summary Report	0%	0	NONE	NONE
OKLAHOMA CITY (OKL)	OKLAHOMA CITY Summary Report	0%	0	NONE	NONE
PINEVILLE (ALX)	PINEVILLE Summary Report	0%	0	NONE	NONE
SHREVEPORT (SHR)	SHREVEPORT Summary Report	0%	0	NONE	NONE

VISN Patients Pending Bed Placement																
Add New Patient		Filter By: ALL FACILITIES			Filter		Select Report: ACTIVE			Select		Grid Settings:				
Drag a column header here to group by that column																
<input type="checkbox"/>	Actions	N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	Type Of Bed / Ward Required	CH/CL Admission Date	Comments	Wait Time (h:m)	Fee?
<input type="checkbox"/>	Edit Finalize	HOU		CPRSPATIENT, FORTY-THREE	1198		IRAQ	No		ACUTE PSYCHIATRY (<45 DAYS)		05/20/2016		00:00	True	
<input type="checkbox"/>	Edit Finalize	HOU		CPRSPATIENT, FORTY-FIVE	0032	10	OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	DDDD	TEST BED/WARD	05/20/2016		00:00	False

Figure 245 – VISN Bed Boards Page

This page allows the user to keep track of Veteran Patients who are currently being treated in community hospitals on Fee Basis or requiring a service that the current facility does not provide or cannot accommodate the patient. In other words, this is a list of patients that could not be admitted to a VA facility or in need of care not available at the facility they currently are admitted.

The upper part of the page presents a list of VISN facilities. Clicking one of the links in the Facility column will display the corresponding home page of the selected facility.

The VISN Bed Summary Report link (the column title) will generate a bed summary report for all the facilities in the current VISN. (See [VISN Bed Summary Report](#) for details). The links in the VISN Bed Summary Report column will display the bed summary report for the corresponding facility.

The **Census** fields display the bed occupancy percentage of the facility. The **Users** column displays the number of users currently logged on the facility site.

The links in the Point of Contact column will automatically connect to your default email client (such as Outlook for example) and will open an New Message window that can be used to send an email to the corresponding facility. The POC Telephone column displays the telephone number for the facility.

The **View Audit Log** link provides access to the Audit reports, for details on the Audit reports see the section [Audit Log Report Page](#).

The **View Diversion Report** link provides access to the Diversion reports, for details see the [Diversion Report](#) section.

The **View Emergency Mgmt. Report** link provides access to the various Emergency reports, for details see the [Emergency Management Report](#) section.

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 52 – Patients Pending Bed Placement - Parameters

Column	Description
N	If the patient is to be included or not in the National Patients Pending Bed Placement list.
Facility	The facility associated with the Community Hospital the patient was admitted to.
Patient	The patient name.
SSN	The social security number of the patient.
Service Connected	The patients percent service connected disability (default of NULL, this is an integer % value).
Era	The period of service that the patient served.
Contract:	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient was admitted to the community hospital.
Treating Specialty	The medical specialty dealing with the diagnosis.
Current Location	The name of the community hospital where the patient has been admitted.
Type of Bed/Ward Required	The type of bed/ward requested for the patient.
CH/CL (Community Hospital/Current Location) Admission Date	The date when the patient was admitted to the community hospital.
Comments	Any relevant info entered by VISN user.
Wait time	Patient wait time in hours and minutes.

The **Add New** link allows the VISN user to add a new patient to the list.

The **Edit** link allows the VISN user to modify/update some of the patient data as per communications with community hospital staff.

The **Finalize** link allows the VISN user to finalize the patient's stay in the community hospital: after being discharged from the community hospital, the patient might be admitted to the VA facility or go home.

The **Toggle National** link (After selecting one or more patients) will toggle multiple patients to the National board. An "X" will appear in the National ("N") column.

4.5.2 Adding a Patient to the Patients Pending Bed Placement List

From the home page of your facility, click the link **Return to VISN Network** to display the page in the following image.

The screenshot shows the BMS interface with two main sections:

- VISN 16 Network Bed Boards:** A grid showing bed utilization across various facilities. The columns include FACILITY, CENSUS, USERS, POINT-OF-CONTACT, and POC TELEPHONE. One row for JACKSON (JAC) shows a yellow progress bar at 52% utilization, with the contact JAMES HERRADA, RN, and phone number 713-794-7535.
- VISN Patients Pending Bed Placement:** A grid for adding new patients. It includes columns for Actions, N, FAC, Patient, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, Type Of Bed / Ward Required, CH/CL Admission Date, Comments, Wait Time (h:m), and Fee?. Two rows are shown, both with 'Edit Finalize' checked and 'HOU' as the facility. The first row has 'CPRSPATIENT, FORTY-THREE' as the patient, '1198' as the SSN, 'IRAQ' as the era, 'No' as the contract, 'TEST' as the diagnosis, 'ACUTE PSYCHIATRY (<45 DAYS)' as the specialty, and 'DDDDD' as the location. The second row has 'CPRSPATIENT, FORTY-FIVE' as the patient, '0032' as the SSN, 'OTHER' as the era, 'No' as the contract, 'TEST' as the diagnosis, 'ACUTE PSYCHIATRY (<45 DAYS)' as the specialty, and 'TEST BED/WARD' as the location. Both rows have '05/20/2016' as the admission date and '00:00' as the wait time.

Figure 246 – 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.

This is a form for selecting a patient to transfer. It includes fields for 'Select Facility' (set to 'BED'), 'Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN)': 'BMSPATIENT', and 'enter full SSN without dashes i.e. XXXXXXXXX'. There are 'Submit' and 'Cancel - Return to VISN Page' buttons.

Figure 247 – 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.

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

Figure 248 – 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: MICHAEL E. DEBAKEY VA MEDICAL CENTER
VISN: 16
REGION: 2

Patient Name: CPRSPATIENT, EIGHT
Patient SSN: xxx-xx-3322
Gender: Male
Service Connected %: 70
Service Era: OTHER
Contract: No
Diagnosis/Level of care: 50/50
Current Location: 50/50
Location Admission Date: 12/19/18
Comments/Type of need: 100/100
Treating Specialty: ACUTE PSYCHIATRY (<45 C)
Requested Admission Date: 12/19/18
Type of Bed/Ward: 250/250
Community Care Patient?:
Transfer Coordinator: _____
Transfer Coordinator Phone: _____
National Patients Pending Bed Placement List:

Figure 249 – 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 53 – Interfacility Transfer Parameters

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

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

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

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

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

VISN 16 Interfacility Transfer Sheet - Edit Patient Data

VA Admission Facility: HOU

Patient Name: CPRSPATIENT, FOURT

Patient SSN: xxx-xx-0032

Gender: Male

Service Connected %: 70

Contract: No

Diagnosis/Level of care: TEST 46/50

Current Location: DDDDD 45/50

Comm Hosp Admission Date: 05/20/16

Comments/Type of need:

Service Era: OTHER

Treating Specialty: ACUTE PSYCHIATRY (<45)

Requested Admission Date: 05/20/16

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

Community Care Patient?:

Transfer Coordinator:

Transfer Coordinator Phone:

National Patients Pending Bed Placement List:

Figure 250 – 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 16 Interfacility Transfer Sheet - Finalize Patient Data

Facility:	HOU
Patient Name:	AAAGUHN, BUDT Z
Patient SSN:	XXXX-XX-1655
Service Connected %:	10
Contract:	No
Diagnosis/Level of care:	TEST
Current Location:	TEST
Comm Hosp Admission Date:	05/23/16
Comments/Type of need:	TEST
Treating Specialty:	ACUTE PSYCHIATRY (<45 C)
Service Era:	OTHER
Requested Admission Date:	05/23/16
National Patients Pending Bed Placement List:	
Disposition:	DISCHARGED FROM CH
VA Admission Facility:	<input type="button" value="..."/>
Disposition Date:	06/09/16
Discharge Comment:	*REQUIRED if disposition is OTHER-COMMENT 50/50
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to VISN Home Page"/>	

Figure 251 – Finalize a Patient’s Stay in Community Hospital

The following additional fields are available:

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

4.5.4.1 VA ADMISSION-MOVE TO SITE

4.5.4.2 REFUSED VA CARE

4.5.4.3 EXPIRED

4.5.4.4 DISCHARGED FROM COMMUNITY HOSPITAL

4.5.4.5 OTHER-COMMENT

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

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

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

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

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

4.5.5 VISN Bed Boards Reports

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

Bed Management Solution

Return to Regional Page

[View Emergency Mgmt. Report](#)
 [View Diversion Report](#)
 [View Audit Log](#)
 [Logout](#)

VISN 16 Network Bed Boards

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BILLOXI (BIL)	BILLOXI Summary Report	0%	0	NONE	NONE
FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE
HOUSTON (HOU)	HOUSTON Summary Report	52%	2	JAMES HERRADA, RN	713-794-7535
JACKSON (JAC)	JACKSON Summary Report	0%	0	NONE	NONE
LITTLE ROCK (LIT)	LITTLE ROCK Summary Report	0%	0	NONE	NONE
MUSKOGEE (MUS)	MUSKOGEE Summary Report	0%	0	NONE	NONE
NEW ORLEANS (NOL)	NEW ORLEANS Summary Report	0%	0	NONE	NONE
OKLAHOMA CITY (OKL)	OKLAHOMA CITY Summary Report	0%	0	NONE	NONE
PINEVILLE (ALX)	PINEVILLE Summary Report	0%	0	NONE	NONE
SHREVEPORT (SHR)	SHREVEPORT Summary Report	0%	0	NONE	NONE

VISN Patients Pending Bed Placement													Grid Settings:			
Add New Patient		Filter By: ALL FACILITIES		Select Report: ACTIVE		Select								Save	Customize	Reset
Drag a column header here to group by that column																
	Actions	N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	Type Of Bed / Ward Required	CH/CL Admission Date	Comments	Wait Time (h:m)	Fee?
<input type="checkbox"/>																
<input type="checkbox"/>	Edit Finalize	HOU		CPRSPATIENT, FORTY-THREE	1198		IRAQ	No		ACUTE PSYCHIATRY (<45 DAYS)			05/20/2016		00:00	True
<input type="checkbox"/>	Edit Finalize	HOU		CPRSPATIENT, FORTY-FIVE	0032	10	OTHER	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)	DDDDD	TEST BED/WARD	05/20/2016		00:00	False

Figure 252 – 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 16 Bed Occupancy Summary Report

Report Date: 12/19/18 16:07

Facility Diversion: YES							Bed Summary Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER				
SITE		VISTA Beds		BMS Beds						Avg LOS (DD:HH)	
PHYSICAL WARDS											
1A SCI	Defined: 20	BMS Active: 16	Occupied: 13	Available: 3	Unavailable: 4	Not Display: 0	Beds Assigned: 3	400:16			
1B SCI	Defined: 20	BMS Active: 13	Occupied: 17	Available: 4	Unavailable: 2	Not Display: 5	Beds Assigned: 2	592:04			
1C CLC	Defined: 30	BMS Active: 30	Occupied: 17	Available: 13	Unavailable: 0	Not Display: 0	Beds Assigned: 1	852:19			
1D CLC	Defined: 30	BMS Active: 27	Occupied: 14	Available: 13	Unavailable: 2	Not Display: 1	Beds Assigned: 0	530:11			
	Total: 580	Total: 561	Total: 304	Total: 257	Total: 13	Total: 6	Total: 18	Average Total:			
VIRTUAL WARDS											
WG-SCI GROUPING	Defined: 0	BMS Active: 0	Occupied: 0	Available: 0	Unavailable: 0	Not Display: 0	Beds Assigned: 0	00:00			
	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Average Total:			
Other Information		Sched Admissions: 0					Pending Bed Placement: 1037				

Figure 253 – VISN Bed Boards Page – Summary Reports

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

4.5.5.2 Facility Bed Summary Report

These reports offer information about the bed occupancy situation in a facility: simply click the link adjacent to the facility name. The report is displayed as in the following image.

Bed Occupancy Summary Report: MICHAEL E. DEBAKEY VA MEDICAL CENTER								
VIEW		BMS WARD	Report Date: 12/19/18 16:10					
			Find	Next				View Report
Facility Diversion: YES								
WARD	VISTA Beds	BMS Beds					Avg LOS (DD:HH)	
<u>PHYSICAL WARDS</u>								
1A SCI	Defined: 20	BMS Active: 16	Occupied: 13	Available: 3	Unavailable: 4	Not Display: 0	Beds Assigned: 3	400:16
1B SCI	Defined: 20	BMS Active: 13	Occupied: 17	Available: 4	Unavailable: 2	Not Display: 5	Beds Assigned: 2	592:04
1C CLC	Defined: 30	BMS Active: 30	Occupied: 17	Available: 13	Unavailable: 0	Not Display: 0	Beds Assigned: 1	852:19
1D CLC	Defined: 30	BMS Active: 27	Occupied: 14	Available: 13	Unavailable: 2	Not Display: 1	Beds Assigned: 0	530:11
2A NEURO/REHAB	Defined: 32	BMS Active: 30	Occupied: 15	Available: 15	Unavailable: 2	Not Display: 0	Beds Assigned: 6	443:11
2C CLC	Defined: 30	BMS Active: 30	Occupied: 18	Available: 12	Unavailable: 0	Not Display: 0	Beds Assigned: 0	647:09
2D CLC	Defined: 21	BMS Active: 21	Occupied: 15	Available: 6	Unavailable: 0	Not Display: 0	Beds Assigned: 0	812:16
3A TEST	Defined: 28	BMS Active: 27	Occupied: 20	Available: 7	Unavailable: 1	Not Display: 0	Beds Assigned: 2	215:08
Total:	580	Total: 561	Total: 304	Total: 257	Total: 13	Total: 6	Total: 18	Average Total:
<u>VIRTUAL WARDS</u>								
WG-SCI GROUPING	Defined: 0	BMS Active: 0	Occupied: 0	Available: 0	Unavailable: 0	Not Display: 0	Beds Assigned: 0	00:00
Total:	0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Total: 0	Average Total:
Other Information		Sched Admissions: 0	Pending Bed Placement: 1037					

Figure 254 – 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 16 Network Active Report

Start Date:	<input type="text" value="6/1/2016 12:01:00 AM"/>	<input type="button" value="Calendar"/>	End Date:	<input type="text" value="6/9/2016 11:59:00 PM"/>	<input type="button" value="Calendar"/>	View Report						
Fac:	<input type="text" value="MICHAEL E. DEBAKEY VA MEDI"/>											
(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)												
N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Adm Date	Comments	Wait Time (hrs)
HOU		HHUUYLHM, IXZDVF	2687	70	OTHER	No		ACUTE PSYCHIATRY (<45 DAYS)	BED ASSIGNED,	6/3/2016 12:00:00 AM		145.57
HOU		CPRSPATIENT, FOUR	2983		OTHER	No	BED ASSIGNED,	ACUTE PSYCHIATRY (<45 DAYS)	MIAMI	6/8/2016 12:00:00 AM	MIAMI	24.50
HOU		CPRSPATIENT, TWENTY-SEVEN	2165		OTHER	No	ACUTE	ACUTE PSYCHIATRY (<45 DAYS)	ACUTE	6/9/2016 12:00:00 AM	TEST	00:33

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

Figure 255 – Patients in Community Hospitals - Active Report

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

Table 54 – Patients in Community Hospitals - Active Report

Column	Description
N(national)	Indicator of whether the patient is on the National PPBP
FAC(ility)	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Era	Location/Time period of where/when the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Comments	Comments entered in the Comments field.
Disposition	The disposition with which the patient had been added to the pending bed placement list.

4.5.5.4 Contract Patients in Community Hospitals Report

Contract Report presents the list of patients who are currently in Community Hospitals and/or who have been in the past in Community Hospitals, with or without a contract.

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

VISN 16 Network Contract Report

Fac:	<input type="text" value="MICHAEL E. DEBAKEY VA MED"/>	Contract:	<input type="text" value="BOTH"/>	
Start Date:	<input type="text" value="6/1/2016 12:01:00 AM"/> <input type="button" value="Calendar"/>	End Date:	<input type="text" value="6/9/2016 11:59:00 PM"/> <input type="button" value="Calendar"/>	<input type="button" value="View Report"/>
<input type="button" value="First"/> <input type="button" value="Previous"/> <input style="border: 1px solid black; padding: 2px 5px;" type="button" value="1"/> of <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/>				<input type="button" value="Find"/> <input type="button" value="Next"/>

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)												
Facility	Patient	SSN	Contract	Service Connected	Diagnosis	Community Hospital	CH Adm Date	Comments	Disposition	VA Admit Hosp	Disp Date	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	HHUYLYIHM 2687	101-01-2687	No	70		BED ASSIGNED,	06/03/16					
MICHAEL E. DEBAKEY VA MEDICAL CENTER	KDVF 3333	101-06-3333	No				06/07/16	MIAMI ROCKS	DISCHARGED FROM CH		06/08/2016	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRSPATIENT 1983	888-80-2983	No			BED ASSIGNED,	06/08/16					
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CLAALEY 1198	101-05-1198	No	30	UFT	BAY PINES	06/09/16		DISCHARGED FROM CH		06/09/2016	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRSPATIENT 2155	888-80-2155	No		ACUTE	ACUTE	06/09/16					

Figure 256 – Patients in Community Hospitals - Contract Report

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

Table 55 – Patients in Community Hospitals - Contract Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Comments	Comments entered in the Comments field.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
VA Admit. Hosp.	The VA Hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.

4.5.5.5 Patients in Community Hospitals Date Audit Report

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

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

VISN 16 Network Audit Report

Fac:	<input type="text" value="MICHAEL E. DEBAKEY VA MEDIC"/>	Status:	<input type="button" value="ALL Status"/>	
Start Date:	<input type="text" value="6/1/2016 12:01:00 AM"/>	End Date:	<input type="text" value="6/9/2016 11:59:00 PM"/>	<input type="button" value="View Report"/>
<input type="button" value=" <"/> <input type="button" value="<"/> <input style="width: 15px;" type="text" value="1"/> of <input type="text" value="1"/> <input type="button" value=">"/> <input type="button" value=" >"/> <input type="button" value="Find"/> <input type="button" value="Next"/> <input type="button" value="Print"/>				

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)												
Facility	Patient	SSN	Community Hospital	CH Adm Date	Disposition	Admit Hosp.	Disp Date	Entered By	Last Edit By	DTEdited	DTEdited	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	JXTHIVE 7820	101-06-7820		06/01/16				vhs.med.va.gov/vhshosppteg	vhs.med.va.gov/vhshosppteg	6/1/2016 8:04:56 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	HHUYLYIHM 2687	101-01-2687	BED ASSIGNED,	06/03/16				v08.med.va.gov/vhshospitell	v08.med.va.gov/vhshospitell	6/3/2016 8:54:54 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	AAATKUXXB7 5853	101-04-5853	HOUSTON ER	06/20/16				v17.med.va.gov/vhctxjeliv	vhs.med.va.gov/vhshospitell	6/7/2016 8:15:50 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	KDYF 3333	101-06-3333		06/07/16	DISCHARGED FROM CH			6/8/2016 8:00:00 AM	vhs.med.va.gov/vhshospitell	v08.med.va.gov/vhshospitell	6/7/2016 8:42:21 PM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRBPATIENT 2883	888-80-2883	MIAMI	06/08/16				v08.med.va.gov/vhshospitell	v08.med.va.gov/vhshospitell	6/8/2016 8:01:14 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	AAAHY 3367	101-46-3367	TEST	06/20/16				vhs.med.va.gov/vhshospitell	vhs.med.va.gov/vhshospitell	6/9/2016 1:32:35 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRBPATIENT 3322	888-80-3322		06/25/16				vhs.med.va.gov/vhshospitell	v08.med.va.gov/vhshospitell	6/9/2016 7:14:18 PM		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CLAALELY 1198	101-09-1198	BAY PINES	06/09/16	DISCHARGED FROM CH			6/9/2016 8:00:00 AM	v08.med.va.gov/vhshospitell	v08.med.va.gov/vhshospitell	6/9/2016 8:14:10 PM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRBPATIENT 2165	888-80-2165	ACUTE	06/09/16				v08.med.va.gov/vhshospitell	v08.med.va.gov/vhshospitell	6/9/2016 8:18:12 PM		

Figure 257 – Patients in Community Hospitals – Date Audit Report

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

Table 56 – Patients in Community Hospitals – Date Audit Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit. Hosp.	The hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.
Entered by	The name of the user who added the patient to the pending bed placement list.
Last Edit by	The name of the user who last edited the entry.
DT Edited	The date and time when the entry was last edited.

4.5.5.6 Disposition Report for Patients in Community Hospitals

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

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

VISN 16 Network Disposition Report

Fac:	<input type="text" value="MICHAEL E. DEBAKEY VA MEDI"/>	Disp:	<input type="text" value="ALL Dispositions"/>		<input type="button" value="View Report"/>
Start Date:	<input type="text" value="6/1/2016 12:01:00 AM"/>	End Date:	<input type="text" value="6/9/2016 11:59:00 PM"/>		
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> of <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="text" value="Find"/> <input type="button" value="Find"/> <input type="button" value="Print"/>					

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)												
Facility	Patient	SSN	Contract	Svc Conn	Diagnosis	Specialty	Disposition	Admit Hosp	Disp Date	Disp Comments		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	BHLRJELZW 3266	101-18-3266	No	10	TEST	ACUTE PSYCHIATRY (>45 DAYS)	VA ADMISSION-MOVE TO SITE	MICHAEL E. DEBAKEY VA MEDICAL CENTER	6/9/2016 5:00:00 AM	DISCHARGE COMMENTS HAVE BEEN ADDED FOR PATIENT		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CPRSPATIENT 0791	880-09-0791	No		TEST LEVEL	ACUTE PSYCHIATRY (>45 DAYS)	REFUSED VA CARE	MICHAEL E. DEBAKEY VA MEDICAL CENTER	6/9/2016 5:00:00 AM	WANTS PRIVATE		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	WEDBH 1111	101-18-1111	No	0		ACUTE PSYCHIATRY (>45 DAYS)	DISCHARGED FROM CH	MICHAEL E. DEBAKEY VA MEDICAL CENTER	6/9/2016 5:00:00 AM	DISCHARGE COMMENT IS DISCHARGED FROM CH TEST		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CLAALELY 1198	101-06-1198	No	30	UFT	ACUTE PSYCHIATRY (>45 DAYS)	DISCHARGED FROM CH		6/9/2016 5:00:00 AM			
MICHAEL E. DEBAKEY VA MEDICAL CENTER	KDYF 3333	101-06-3333	No			ACUTE PSYCHIATRY (<45 DAYS)	DISCHARGED FROM CH		6/9/2016 5:00:00 AM	MIAMI ROCKS		

Figure 258 – Patients in Community Hospitals - Disposition Report

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

Table 57 – Patients in Community Hospitals - Disposition Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Specialty	The treating specialty required for the patient's problem.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit Hosp	The hospital where the patient has been admitted.
Disp Date	The date when the disposition was entered.
Disp Comments	The comments entered for the selected disposition.

4.5.6 VISN Audit Log Reports

VISN Users have access to the Audit Logs as well. They will click the **View Audit Log** link to access the page as in the following image.

The screenshot shows the 'Bed Management Solution' homepage. At the top right, there are buttons for 'View Diversion Report', 'View Audit Log' (which is highlighted with a yellow box), and 'Logout'. Below these, a section titled 'VISN 16 Network Bed Boards' displays a table of facilities and their corresponding summary reports. The table includes columns for Facility Name, Report Type, Census, Users, Point-of-Contact, and POC Telephone. A second section below is titled 'VISN Patients Pending Bed Placement' and contains a grid of patient records with various fields like Actions, Facility, Patient, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, Type of Bed/Ward Required, CH/CL Admission Date, Comments, Wait Time (h:m), and Fee?. Two specific rows are shown in the grid.

Figure 259.1 – Selecting Audit Log from VISN home page

When the **View Audit Log** button is clicked, users are presented with the report options available via the “Select Report” parameter as shown in the screenshot below.

The screenshot shows the 'Audit Log Report' page. On the left, a 'Select Report' dropdown menu is open, displaying several report types under the 'VISN' category. These include 'Site Configurable Icons', 'Facility Patients Pending Bed Placement List', 'VISN Patients Pending Bed Placement List', 'Staff Assignment', 'Whiteboard Usage', 'PPBP Usage (VISN)', and 'PPBP Usage (Facility)'. To the right of the dropdown are filters for 'REGION' (set to 'Region 2'), 'SITE' (empty), and 'TO DATE' (empty). A 'View Report' button is located at the top right of the filter area.

Figure 260.1 – VISN Users – Audit Log Report Types

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

4.5.6.1 Site Configurable Icons

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

4.5.6.2 Facility Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Facility Patient Pending Bed Placement List](#).

4.5.6.3 VISN Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log shown in section [VISN Patient Pending Bed Placement List Report](#).

4.5.6.4 Staff Assignment Report

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

4.5.6.5 Whiteboard Usage Report

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

4.5.6.6 PPBP Usage (VISN)

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

4.5.6.7 PPBP Usage (Facility)

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

4.6 Regional Users

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

The screenshot shows the BMS National/Regional Home Page. At the top, there is a banner with the text "Bed Management Solution". Below the banner, the user is identified as "User: VHA.MED.VA.GOV\VAISDHORND". Navigation links include "Go to Site List", "BMS Admin", and "Logout". A "Logout" link is also located at the top right.

The main content area has two sections:

- National Bed Availability:** A grid showing the number of users for each VISN across four regions:

REGION 4 - USERS	REGION 3 - USERS	REGION 2 - USERS	REGION 1 - USERS
VISN 1 - 0	VISN 6 - 0	VISN 12 - 0	VISN 18 - 0
VISN 2 - 0	VISN 7 - 0	VISN 15 - 0	VISN 19 - 0
VISN 3 - 0	VISN 8 - 0	VISN 16 - 6	VISN 20 - 0
VISN 4 - 0	VISN 9 - 0	VISN 17 - 0	VISN 21 - 0
VISN 5 - 0	VISN 10 - 0	VISN 23 - 0	VISN 22 - 0
	VISN 11 - 0		
- National Patients Pending Bed Placement:** A grid listing patients pending bed placement. The columns include: N, R, V, Patient, SSN, SVC, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (hrs).

N	R	V	Patient	SSN	SVC	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (hrs)
YES													
YES	Region 2	VISN 16	AAATKUXXBT, POAADLZ	5853	OTHER	No	CARDIAC CATH	CARDIOLOGY	HOUSTON ER	05/20/2016	AAA AAAAAAAA AAAAAAAAAAAAAA AAAAAAAA AAAAAAAA AAAAAAAAAAAAA AAAAAAAAAAAAAA AAAAAAAAAAAAAA AAAAAAAAAAAAAA	00:00	
YES	Region 2	VISN 16	CRSPATIENT, TEN	3455	OTHER	No	TEST CARE	ACUTE PSYCHIATRY (<45 DAYS)	VAMC HOU	05/20/2016		00:00	
YES	Region 2	VISN 16	CRSPATIENT, TWOHUNDRED	0791	SOMALIA	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)		05/23/2016		00:00	

At the bottom, there are links for "Page 1 of 1 (3 items)" and "Page size: 20". Export options include CSV, PDF, RTF, XLS, and XLSX. Navigation links at the bottom include "BMS Home", "Icon Legend", "Information", and "Help".

Figure 261 – BMS National/Regional Home Page

The **National Bed Availability** link at the center of the page generates the National Bed Availability Report, for details see the section [National Bed Availability Report](#).

A list of VISN networks grouped by regions is displayed. To display the homepage of a VISN click the corresponding link.

In the lower part of the screen, a list of National Patients Pending Bed Placement List is displayed.

The list can be sorted using the following criteria: REGION, VISN, and TREATING SPECIALTY. The patient list can be filtered by View and waiting time.

For each patient in the list the following data is available:

Table 58 – National Patients Pending Bed Placement - Parameters

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

4.6.1 National Bed Availability Report

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

[Return to Regional Page](#) [Logout](#)

WARD/BED AVAILABILITY/STATUS REPORT

VISTA SPECIALTY:	ACUTE PSYCHIATRY (<45 DAY)	DISPLAY:	All	View Report
SORT BY:	Facility	VISN:	VISN 1, VISN 2, VISN 3, VISN 4	
FACILITY:	NONE, BRK - (VISN 1) - VA BO			

Figure 262 – 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.

The screenshot shows a software application window titled "WARD/BED AVAILABILITY/STATUS REPORT". At the top, there are filter options: "VISTA SPECIALTY: ACUTE PSYCHIATRY (<45 DAYS)", "DISPLAY: All", "SORT BY: Facility", "VISN: VISN 1, VISN 2, VISN 3, VISN 4", and "FACILITY: NONE, BRK - (VISN 1) - VA BO". A "View Report" button is also present. Below the filters, a toolbar includes icons for Find, Next, and other report functions. The main area displays a table titled "REGION - 2" and "VISN - 16" under "SITE - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)". The table has columns: SITE, ASSIGNING WARD, BED, SPECIALTY, STATUS/AVAILABILITY, and ADDITIONAL BMS BED STATUS (if any). The data rows show various bed entries with their status (e.g., Occupied, OOS, Available) and additional comments like "OUT OF SERVICE, OUT OF SERVICE, DH TEST 2", "TEST COMMENTS", "GO CAVS", etc. The table uses color coding for different status types.

REGION - 2 VISN - 16 SITE - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)					
SITE	ASSIGNING WARD	BED	SPECIALTY	STATUS/AVAILABILITY	ADDITIONAL BMS BED STATUS (if any)
HOU	1A	1B220-A	SPINAL CORD INJURY	Occupied	
HOU	1A	1B220-B	SPINAL CORD INJURY	Occupied	
HOU	1A	1B222-A	SPINAL CORD INJURY	OOS	OUT OF SERVICE, OUT OF SERVICE, DH TEST 2
HOU	1A	1B222-B	SPINAL CORD INJURY	Occupied	TEST COMMENTS
HOU	1A	1B224-A	SPINAL CORD INJURY	Occupied	GO CAVS
HOU	1A	1B224-B	SPINAL CORD INJURY	Occupied	
HOU	1A	1B224-C	SPINAL CORD INJURY	Occupied	
HOU	1A	1B224-D	SPINAL CORD INJURY	OOS	OUT OF SERVICE, OUT OF SERVICE
HOU	1A	1B226-A	SPINAL CORD INJURY	Available	
HOU	1A	1B226-B	SPINAL CORD INJURY	Occupied	EDITING THE COMMENTS
HOU	1A	1B226-C	SPINAL CORD INJURY	Occupied	
HOU	1A	1B226-D	SPINAL CORD INJURY	Available	INFORMATION, BED ASSIGNED, TEST1
HOU	1A	1B230-A	SPINAL CORD INJURY	Available	
HOU	1A	1B240-A	SPINAL CORD INJURY	Occupied	HMMW WHAT IS THIS DID I JUST PUT DNR ON THE BOARD?
HOU	1A	1B242-A	SPINAL CORD INJURY	Available	
HOU	1A	1B242-B	SPINAL CORD INJURY	Occupied	
HOU	1A	1B244-A	SPINAL CORD INJURY	Occupied	
HOU	1A	1B244-B	SPINAL CORD INJURY	Occupied	

Figure 263 – National Bed Availability

The following data is available for each entry:

Table 59 – 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.

The screenshot shows the BMS Admin interface. At the top, there's a banner with the text "Bed Management Solution". Below it, a navigation bar has links for "Go to Site List", "BMS Admin" (which is the active link), and "Logout". A header bar displays the user information "User: VHA.MED.VA.GOV\VHAISDHORND".

The main content area contains two tables. The first table, titled "National Bed Availability", shows the following data:

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

The second table, titled "National Patients Pending Bed Placement", is a grid with the following columns: N, R, Y, Patient, SSN, SVC, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Data, Comments, and Wait Time (hrs). The grid contains three rows of patient data:

N	R	Y	Patient	SSN	SVC	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Data	Comments	Wait Time (hrs)
YES													
YES	Region 2	VISN 16	AAATKUOBST, POAADLZ	5853	OTHER	No	CARDIAC CATH	CARDIOLOGY	HOUSTON ER	05/20/2016	AAA AAAAAAAA AAAAAA AAAAAAAA AAAAAAAA AAAAAAAA AAAAAAAA AAAAAAA AAAAAAAA AAAAAAAA AAAAAAAA AAAAAAAA AAAAAAAA AAAAAAAA	00:00	
YES	Region 2	VISN 16	CPRSPATIENT, TEN	3455	OTHER	No	TEST CARE	ACUTE PSYCHIATRY (<45 DAYS)	VAMC HOU	05/20/2016			00:00
YES	Region 2	VISN 16	CPRSPATIENT, TWOHUNDRED	0791	SOMALIA	No	TEST	ACUTE PSYCHIATRY (<45 DAYS)		05/23/2016			00:00

At the bottom left, there are links for "Page 1 of 1 (3 items)" and "Export: CSV PDF RTF XLS XLSX". At the bottom right, there are "Page size: 20" and "Reset" buttons.

Figure 264 – Accessing Administration Section Page from National/Regional page

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

The screenshot shows the "ADMINISTRATION SECTION" page. At the top, there's a banner with the text "Bed Management Solution". Below it, a navigation bar has links for "Back to Regional Page", "ADMINISTRATION SECTION" (which is the active link), and "Logout".

The main content area is divided into three sections:

- APPLICATION:** Contains links for "Maintain Marquee Text", "Add/Edit Icon", "National Waiting Area", "National Unavailable Reason", "Background Processors", "Treating Specialty/NUMA/HAvBED Edit", "View Audit Log", "Common Medical Terms", and "Application Parameters".
- FACILITY:** Contains links for "Edit BMS Facility Settings" and "Edit Sister Sites".
- USER:** Contains links for "Add/Edit BMS User" and "User Access Report".

At the bottom center, there's a link "Back to Regional Page".

Figure 265 – Administration Section Page

4.9.2 Maintain Marquee Text Page

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

The screenshot shows a web-based administration interface for managing marquee text. At the top, a banner reads "Bed Management Solution". Below it, a navigation bar includes a "Return to Admin Menu" link. The main title is "ADMINISTRATION SECTION - MAINTAIN MARQUEE TEXT". A sub-header "Active Marquee Text" is followed by a link "Edit Marquee Text". A note states: "You can enter HTML commands in here for bolding or color. If it is empty, no marquee will be displayed." There are five text input fields, each with a radio button to its left:

- Field 1: Radio button is selected, text: "test data check off TW Pain TS", timestamp: "172/200".
- Field 2: Radio button is unselected, text: "UFT Testing", timestamp: "189/200".
- Field 3: Radio button is unselected, text: "BMS helpdesk can be reached at 888-596-4357.", timestamp: "156/200".
- Field 4: Radio button is unselected, timestamp: "200/200".
- Field 5: Radio button is unselected, timestamp: "200/200".

A "Submit" button is located at the bottom of the form.

Figure 266 – Add/ Edit Marquee Text

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

4.9.3 Add/Edit BMS User Page

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

The screenshot shows a user addition/edit form. At the top, a navigation bar includes "Admin Menu", "ADMINISTRATION SECTION - USERADD/EDIT", and "Logout". A "Select Existing NT User Name" dropdown and a "Select Default" dropdown are present. The main form has two sections: "PARAMETER" and "OPTIONS".

PARAMETER	OPTIONS
NT User Name: Default	
Default Region: 2	
Default VISN: 16	
Default Site: HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER	

At the bottom are "Submit" and "Cancel" buttons.

Figure 267 – Administration Section – User Add/Edit Page

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

4.9.3.1 Adding a user

To add a user to one of the existing facility sites: in the **Administration Section – User Add/Edit page** click the button **Select Existing NT User Name:** (the user must have an account in VA's Active Directory) click this button to display the following screen:

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

Figure 268 – Select User

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

From the list in the central part of the screen select the user to whom grant access to the BMS system then press the **Select** button: the following screen is displayed.

Select Existing NT User Name		Select Default	
PARAMETER		OPTIONS	
NT User Name	vha.med.va.gov\vhaishstestaccount6		
Support User?	No <input checked="" type="checkbox"/>		
National User?	Yes <input checked="" type="checkbox"/>		
Regional User?	Yes <input checked="" type="checkbox"/>		
VISN User?	No <input checked="" type="checkbox"/>		
Admin User?	No <input checked="" type="checkbox"/>		
Audit Log User?	No <input checked="" type="checkbox"/>		
Site User?	No <input checked="" type="checkbox"/>		
EMS User?	No <input checked="" type="checkbox"/>		
EMS Dispatcher?	No <input checked="" type="checkbox"/>		
EMS Supervisor User?	No <input checked="" type="checkbox"/>		
Guest User?	No <input checked="" type="checkbox"/>		
Default Region:	2 <input checked="" type="checkbox"/>		
Default VISN:	16 <input checked="" type="checkbox"/>		
Default Site:	HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER <input checked="" type="checkbox"/>		
READ Access?	Yes <input checked="" type="checkbox"/>		
WRITE Access?	No <input checked="" type="checkbox"/>		
Whiteboard Only Access?	No <input checked="" type="checkbox"/>		

Display only the facilities with permissions

READ Access	WRITE Access	Whiteboard Only Access	Region	VISN	Facility
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	Region 4	VISN 2	ALBANY (528A8, ALN)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ABQ)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 4	VISN 4	ALTOONA (503, ALT)

Figure 269 – Customize BMS user rights

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

Table 60 – BMS User Parameters

Column	Description
NT User Name:	NT user who will be given access rights to the BMS system.
Support User?	If the new user will have to perform support tasks.
National User?	If the new user will have access to the national sites.
Regional User?	If the new user will have access to the regional sites.
VISN User?	If the new user will have access to other VISN sites.
Admin User?	If the new user will have access to the Administration section page.
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	These are the facility level read and write users. This gives the user access to specific sites.
EMS User?	If the new user is part of EMS group.
EMS Dispatcher?	If the new user is an EMS Dispatcher.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Guest User?	If the new user will only have guest user rights.
Default Region?	The default region to be displayed when the new user logs into the system.
Default VISN?	The default VISN to be displayed when the new user logs into the system.
DefaultSite	The default site to be displayed when the new user logs into the system.

Column	Description
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.
WRITE Access	If the selected user has WRITE rights on the sites in the selected Region/VISN.
Whiteboard Only	If the user only has access to view the whiteboard.

Display only the facilities with permissions: this option is selected by default, to see all the facilities in the system de-select this option.

The list in the lower part of the screen will be updated according to the selections made in the fields in the upper part of the screen. For example if in the **National User** field you selected the option *No*, from the Regional User, the option *Yes* then the list will display only the facilities in the region selected from the field Default Region.

For each facility displayed in the list in the lower part of the screen you can define READ/WRITE/Whiteboard Only Access rights.

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

4.9.3.2 Editing user rights

To edit the rights granted to a user of a facility site: in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name**: click this button to display the following screen:

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

Figure 270 – 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.

Select Existing NT User Name		Select Default	
PARAMETER		OPTIONS	
NT User Name	vha.med.va.gov\vhaishstestaccount5		
Support User?	No	<input type="button" value="▼"/>	
National User?	Yes	<input type="button" value="▼"/>	
Regional User?	Yes	<input type="button" value="▼"/>	
VISN User?	No	<input type="button" value="▼"/>	
Admin User?	No	<input type="button" value="▼"/>	
Audit Log User?	No	<input type="button" value="▼"/>	
Site User?	No	<input type="button" value="▼"/>	
EMS User?	No	<input type="button" value="▼"/>	
EMS Dispatcher?	No	<input type="button" value="▼"/>	
EMS Supervisor User?	No	<input type="button" value="▼"/>	
Guest User?	No	<input type="button" value="▼"/>	
Default Region:	2	<input type="button" value="▼"/>	
Default VISN:	16	<input type="button" value="▼"/>	
Default Site:	HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER	<input type="button" value="▼"/>	
READ Access?	Yes	<input type="button" value="▼"/>	
WRITE Access?	No	<input type="button" value="▼"/>	
Whiteboard Only Access?	No	<input type="button" value="▼"/>	

Display only the facilities with permissions

READ Access	WRITE Access	Whiteboard Only Access	Region	VISN	Facility
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	Region 4	VISN 2	ALBANY (528A8, ALN)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ABQ)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 4	VISN 4	ALTOONA (503, ALT)

Figure 271 – Customize BMS user rights

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

4.9.3.3 Deleting a user

To delete the rights granted to a user of a facility site: in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name**: click this button to display the following screen:

FIND USERS			
<input type="button" value="vha.med.va.gov"/>	<input type="button" value="User Name"/>	<input type="text" value="vhaishstestaccount5"/>	<input type="button" value="Find"/>
Selected	User Name	Fullname	Has Role
		<input type="button" value="Cancel"/>	

Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

FIND USERS			
vha.med.va.gov	User Name	vhaishatestaccount6	Find
Selected	User Name	Fullname	Has Role
EDIT SINGLE USER			
Selected	User Name	Fullname	Has Role
<input type="radio"/>	vha.med.va.gov\vhaishatestaccount6	Test Account, A@A	<input type="checkbox"/>
Add/Edit Single User		Cancel	
BULK ACTIVATE/DEACTIVATE USERS			
Search Results	Users to Edit		
Test Account, A@A			
	Add >		
	< Remove		
Bulk Activate Users	Bulk Deactivate Users	Cancel	

[Back to Regional Page](#)

Figure 272 – Select User

From the list in the central part of the screen select the user whose access rights you want to delete then press the **Add/Edit Single User** button: the following screen is displayed.

Select Existing NT User Name		Select Default	
PARAMETER		OPTIONS	
NT User Name	vha.med.va.gov\vhaishtestaccount5	Select Default	
Support User?	No	Yes	No
National User?	Yes	No	Yes
Regional User?	Yes	No	Yes
VISN User?	No	Yes	No
Admin User?	No	Yes	No
Audit Log User?	No	Yes	No
Site User?	No	Yes	No
EMS User?	No	Yes	No
EMS Dispatcher?	No	Yes	No
EMS Supervisor User?	No	Yes	No
Guest User?	No	Yes	No
Default Region:	2	1	2
Default VISN:	16	1	16
Default Site:	HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER	ALBANY (528A8, ALN)	
READ Access?	Yes	Yes	Yes
WRITE Access?	No	Yes	No
Whiteboard Only Access?	No	Yes	No

Display only the facilities with permissions

READ Access	WRITE Access	Whiteboard Only Access	Region	VISN	Facility
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	Region 4	VISN 2	ALBANY (528A8, ALN)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ABQ)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 4	VISN 4	ALTOONA (503, ALT)

Figure 273 – 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.

The screenshot displays the 'Administration Section - Facility Edit' interface. At the top, there's a header with 'Admin Menu', 'ADMINISTRATION SECTION - FACILITY EDIT', and 'Logout'. Below the header, there's a section for 'Select Facility Name' with a dropdown menu. The main body contains several groups of input fields:

- Facility Site ID:** A dropdown menu showing 'No Facility Selected'.
- Full Facility Name:** An input field.
- Facility Point-of-Contact:** An input field.
- Facility POC Email:** An input field.
- Facility POC Telephone:** An input field.
- Facility Address 1:** An input field.
- Facility Address 2:** An input field.
- Facility City/State/ZIP:** An input field with a dropdown menu labeled 'AK'.
- User operations:** A dropdown menu with options 'Selected', 'User Name', 'BMS, Read', and 'BMS, Write'.

Below these are more advanced configuration sections:

- VISN:** An input field.
- Region:** An input field.
- BMS Active/Live Site?** A dropdown menu with 'No' selected.
- Integrated Facility?** A dropdown menu with 'No' selected.
- Auto Placement of Transfers onto PPPB List?** A dropdown menu with 'No' selected.
- Integrated Site List:** A dropdown menu with 'Select Existing List' selected.
- Ward Prefix:** An input field.
- Ward Suffix:** An input field.
- EMS Mail Sender:** An input field.
- Site Alias:** An input field.
- Site Alias:** An input field.
- BMS Server Time Zone:** A dropdown menu.
- Facility Site Time Zone:** A dropdown menu.
- Auto-Removal Patients Pending Bed Placement List?** A dropdown menu with 'No' selected.
- Medical Center ID #?** A dropdown menu.
- ADT Prefix:** An input field.
- ADT Suffix:** An input field.
- Event Mail Sender:** An input field.
- Site Alias:** An input field.
- Local Time Adjust:** An input field with '0'.
- EMS Default User Name:** An input field.
- Whiteboard Kiosk Default User Name:** An input field.
- EMS Password:** An input field.
- Whiteboard Kiosk Password:** An input field.
- EMS Password Confirm:** An input field.
- Whiteboard Kiosk Password Confirm:** An input field.

At the bottom right are 'Submit' and 'Cancel' buttons.

[Back to Regional Page](#)**Figure 274 – Edit BMS Site**

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

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

Table 61 – BMS Site Parameters

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

Column	Description
VISN	The VISN to which the facility belongs.
Region:	The region to which the facility belongs.
BMS Active/Live Site?	If the site is active for use in BMS.
Integrated Facility?	If the facility has an integrated VistA instance?
Integrated Site List:	This is the list of integrated sites that are sharing the same VistA instance.
Ward Prefix	The prefix used for the wards in the current integrated facility.
Ward Suffix	The suffix used for the wards in the current integrated facility.
EMS Mail Sender	This is the "FROM" user/group used to send EMS emails via the SMTP server
Site Alias	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as VHAGLxxxx or VHAWLxxxx.
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.
Auto Placement of Transfers onto PPBP List?	If the patients are automatically placed on Pending Bed Placement List if their transfer status is appropriate.
Medical Center ID#?	The ID # of the medical center.
Allowed Access – Integrated Sites (All users can see these sites also)	The list of integrated sites is displayed; select the sites where the users of the current facility have access.
ADT Prefix:	This is the unique identifier that is the leading part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e. "BO" for Boston.

Column	Description
ADT Suffix:	This is the unique identifier that is the trailing part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e. "-BO" for Boston.
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 VHAGLxxxx or VHAWLxxxx.
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 275 – 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 62 – BMS Sister Site Parameters

Column	Description
Record No	Unique record number for the particular record.
BMS Sister Sites?	This is the list of sister sites that are sharing the same VistA instance.

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

4.9.5.2 Editing a Sister Sites List

In the **Administration Section – Sister Site Add/Edit** page: to edit an existing list of sister sites click the arrow button of the field **Select Existing Sister Sites** to display existing sister sites lists and select the one for which you want to modify parameters. The **BMS Sister Sites?** field will display the list of abbreviations for the sister sites in the list: add or remove the desired abbreviation(s) then click the **Submit** button.

4.9.6 Add/Edit Icon Page

In the main **Administration Section** page, click the **Add/Edit Icon** link to access the page in the following image.

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

System Icons			Application Icons		
			Bed Cleaning Status Icons		
Edit Bed In Isolation			Edit Bed Needs Cleaning Icon		
Edit Discharge Ordered			Edit Cleaning Bed Icon		
Edit Anticipated Discharge			Edit EMS Notified Icon		
Edit Patient Symbol			Edit Bed Cleaned Icon		
Edit Interward Transfer					
Edit Room Bed Symbol					
Edit Numi (Not Reviewed)					
Edit Similar/Same Name					
Edit Bed Hold					
Edit Numi (Not Met)					
Edit Bed Out Of Service (Vista)					
Edit Numi (Met)					
Edit Bed Out Of Service					
Ward Whiteboard Status Icons					
Add Icon Standard Icons			Add Icon Emergency Management Icons		
Add Icon Restraint		Edit Evacuate (Patient) (EM)		Edit Mean Patient	
Edit Flu Risk		Edit ambulatory patient		Edit Blue Arrow	
Edit Patient Opt-Out		Edit legal hold		Edit Blue Caution	
Edit Slip and Fall Risk		Edit Lift Equipment (Patient) (EM)		Edit Blue Circle	
Edit Flight Risk		Edit Negative Pressure (Patient) (EM)		Edit Blue Heart	
Edit Caution Risk		Edit One to One (Patient) (EM)		Edit Blue X	
Edit 23H Observation		Edit Oxygen (Patient) (EM)		Edit Blue Diamond	
Edit PICC		Edit Stretcher (Patient) (EM)		Edit Green Circle	
Edit Suicide Risk		Edit Ventilator (Patient) (EM)		Edit Orange Circle	
Edit Negative Pressure (Room)		Edit Wheelchair Bound (Patient) (EM)		Edit Orange Star	
Edit Shared Bathroom (Room)				Edit Red Stop	
Edit Telemetry (Patient)					
Edit Telemetry (Room)					
Edit Lift Equipment (Room)					
Edit Close Observation (Patient)					
Edit Women's Program (Room)					
Edit Respiratory Therapy (Patient)					
Edit Seizure Precautions					
Edit Test					
Edit test					

[Back to Regional Page](#)

Figure 276 – Administration Section – Icon Add/Edit

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

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

4.9.6.1 Modifying the position of an icon in the icon list

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

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

Figure 277 – 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.

Return to Add/Edit Icon Page		ADMINISTRATION SECTION - EDIT ICON	
Edit Oxygen (Patient) (EM) icon, Emergency Management Icon - Ward Whiteboard Status Icon			
 <input checked="" type="radio"/> Active? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Published? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Patient <input checked="" type="radio"/> Bed/Room		*Image Name: <input type="text" value="Oxygen (Patient) (EM).png"/> Browse *Icon Name: <input type="text" value="Oxygen (Patient) (EM)"/> *Icon Short Description: <input type="text" value="Oxygen (Patient) (EM)"/> Icon Long Description: <input type="text" value="Oxygen (Patient) (EM)"/> Comment: <input type="text"/> *Mouse Over Text: <input type="text" value="Oxygen (Patient) (EM)"/>	<input type="button" value="Save"/> Never Mind, Return to Add/Edit Icon page Delete Icon

Figure 278 – 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 Whiteboard Status Icon

*Image Name:

Active? Yes No

Published? Yes No

Patient Bed/Room

*Icon Name:

*Icon Short Description:

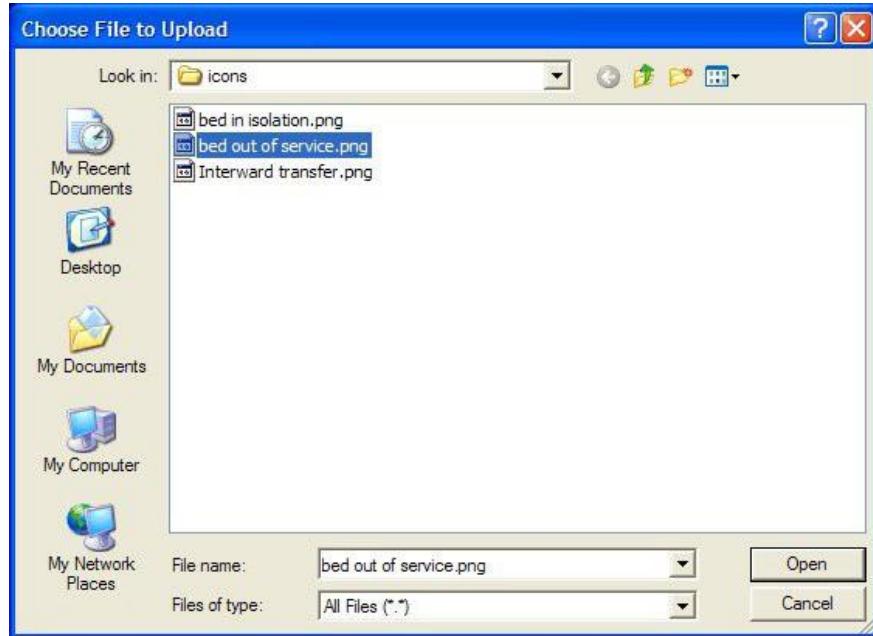
Icon Long Description:

Comment:

*Mouse Over Text:

Figure 279 – Administration Section – Add Icon

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

**Figure 280 – Selecting an Icon Image File**

After selecting the file a preview of the selected icon image will be displayed to the left of the screen. Active: if an icon is not active it will appear grayed in the icon list.

NOTE: once an icon has been used to flag a patient or a bed, it cannot be inactivated. In order to be able to make the icon inactive the user will have to remove the icon from Whiteboard where it has been used. Use the **Search** link in the upper right corner of the **Administration Section – Icon Add/Edit** page to locate the facility site where an icon has been used. For details see the section [Searching an icon](#).

Published: if an icon is not published it will not appear in the facility **Bed Management Board Icons** page or in the **Site Configurable Icons** page.

Patient/Bed/Room: this option indicates whether the icon is used to flag a patient or a room/bed.

Enter the required information in the fields marked with the asterisk sign “*”: the fields marked with the asterisk sign “*” are mandatory. (The fields will only be mandatory if the icon is active.)

Press the Save button to add the new icon the icon list.

4.9.6.4 Configuring Auto-Icons for use in BMS

First, a National Administrator must create/assign the icon and make it selectable as an Orderable Icon. The administrator will assign the image name, icon name, descriptions, VistA Orderable Item, and mouse over text, but also make sure to make the Orderable Icon “Activated”.

NOTE: The icon MUST be a “Standard” Icon and the actual Vista Orderable Item must contain the same portion of text as the Orderable Item selection within the Facility Admin. In this example, we added “Acetaminophen” where the Orderable Item selection listed “Acetaminophen To (01/24/2019)...”. This is what is meant by “pattern matching.”

[Return to Add/Edit Icon Page](#) ADMINISTRATION SECTION - EDIT ICON

Edit Hearing Impaired (Patient) icon, Standard Icon - Ward Whiteboard Status Icon

*Image Name:

*Icon Name:

*Icon Short Description:

Icon Long Description:

Active? Yes No

Published? Yes No

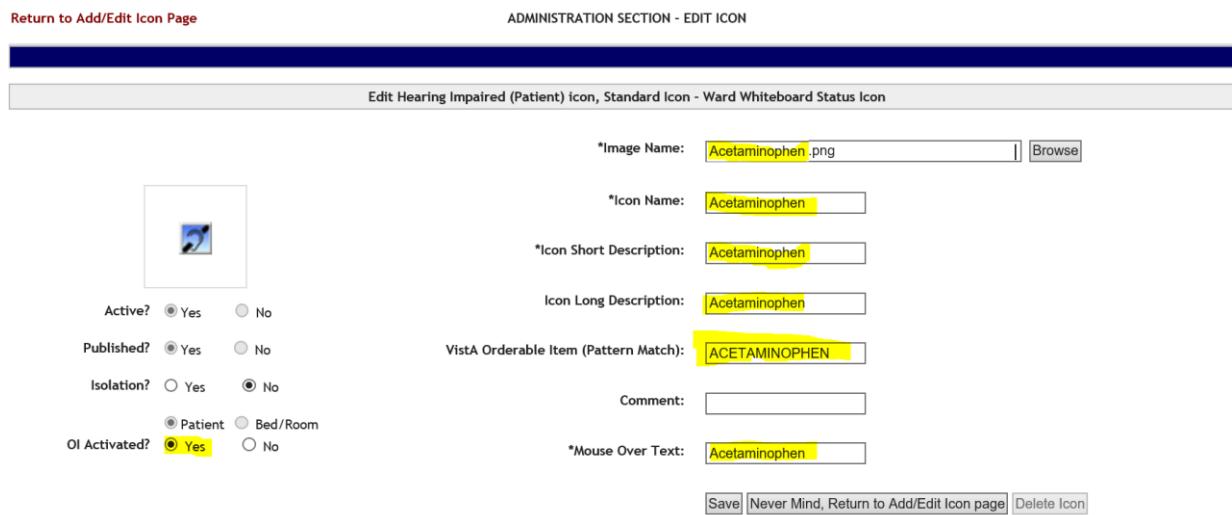
Isolation? Yes No

OI Activated? Yes No

VistA Orderable Item (Pattern Match):

Comment:

*Mouse Over Text:



The screenshot shows the 'Edit Icon' page for a 'Hearing Impaired (Patient)' icon. The page has a header 'ADMINISTRATION SECTION - EDIT ICON' and a title 'Edit Hearing Impaired (Patient) icon, Standard Icon - Ward Whiteboard Status Icon'. It contains several input fields: 'Image Name' (Acetaminophen.png), 'Icon Name' (Acetaminophen), 'Icon Short Description' (Acetaminophen), 'Icon Long Description' (Acetaminophen). There are radio buttons for 'Active?' (Yes), 'Published?' (Yes), 'Isolation?' (No), and 'OI Activated?' (Yes). A 'VistA Orderable Item (Pattern Match)' field contains 'ACETAMINOPHEN'. A 'Comment' field is empty. A 'Mouse Over Text' field also contains 'Acetaminophen'. At the bottom are 'Save', 'Never Mind, Return to Add/Edit Icon page', and 'Delete Icon' buttons. On the left, there is a small thumbnail image of the icon itself.

Figure 281: National Administrator Edit Icon Page

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

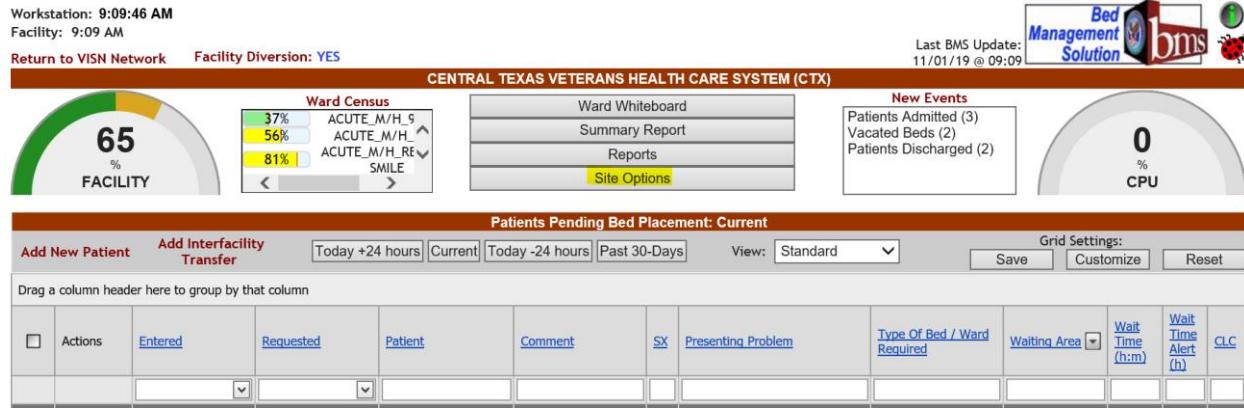


Figure 282: Facility Home Page

From the Facility Home Page, Click Site Options

The screenshot shows the Facility Site Options Page. At the top, a link 'Return to Site Home Page' is visible. The main title is 'Bed Board Site Configuration: CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)'. Below this, several configuration links are arranged in a grid: 'Vista Ward Add/Edit', 'Unavailable Reason Add/Edit', 'Waiting Area Add/Delete'; 'BMS Orderable Items Add/Delete', 'Discharge Appt Clinics Add/Delete', 'Icon Usage Report'; 'EMS Notification Add/Edit', 'Event Notification Add/Edit', 'BMS Icon Legend'; 'Facility Setting', 'Site Configurable Icons', 'View Audit Log'; 'EMS Portal Access', 'BMS User Add/Edit', 'Contingency Settings'; and 'Background Processors'. A horizontal line separates this from a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display:' section with dropdowns for 'Unavailable/Out Of Service' and 'for' fields, a 'Submit' button, and a note 'RESET: NONE'. Another horizontal line separates this from an 'Evacuation: ON' section with radio buttons for 'ON' and 'OFF' and a 'Submit' button.

Figure 283: Facility Site Options Page

On the Facility/Site Options Page, Click "BMS Orderable Items Add/Delete".

[Return to Admin Main Page](#)

Bed Board BMS Orderable Items Configuration - CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)

CPRS BMS Orderable Item

Select an Orderable Item

Orderable Item Type

Select Type

Add | Cancel

		Orderable Item	Type
Delete	17680	Ledipasvir	AUTO-ICON
Delete	73	Admit Patient	ADMISSION
Delete	14434	ADMIT PATIENT AS ORDERED	ADMISSION
Delete	7469	Admit patient to:	ADMISSION
Delete	14435	ADMIT TEST	ADMISSION
Delete	11687	ADMIT TO MEDICINE ON:	ADMISSION
Delete	12238	DISCHARGE CLINIC ORDER	DISCHARGE
Delete	75	Discharge Patient	DISCHARGE
Delete	7473	DISCHARGE patient	DISCHARGE
Delete	10126	DISCHARGE PATIENT TO:	DISCHARGE
Delete	76	Transfer Patient	TRANSFER

Figure 284: BMS Orderable Items Add/Delete Page

The CPRS BMS Orderable Item list (highlighted above) is a very large recordset. It may take a while to load this list for selection. Please be patient selecting the Orderable item from the list.

[Return to Admin Main Page](#)

Bed Board BMS Orderable Items Configuration - CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)

CPRS BMS Orderable Item

ACETAMINOPHEN TO (01/24/2019)(IEN:2414)

Orderable Item Type

AUTO-ICON

Add | Cancel

		Orderable Item	Type
Delete	17680	Ledipasvir	AUTO-ICON
Delete	73	Admit Patient	ADMISSION
Delete	14434	ADMIT PATIENT AS ORDERED	ADMISSION
Delete	7469	Admit patient to:	ADMISSION
Delete	14435	ADMIT TEST	ADMISSION
Delete	11687	ADMIT TO MEDICINE ON:	ADMISSION
Delete	12238	DISCHARGE CLINIC ORDER	DISCHARGE
Delete	75	Discharge Patient	DISCHARGE
Delete	7473	DISCHARGE patient	DISCHARGE
Delete	10126	DISCHARGE PATIENT TO:	DISCHARGE
Delete	76	Transfer Patient	TRANSFER

Figure 285: Selection of Orderable Item and Item Type

For this example, we've selected "ACETAMINOPHEN TO" as the Orderable Item and "AUTO-ICON" as the Orderable Item Type. Next, click "Add".

You should see a confirmation that the new Orderable Item configuration has been added, as below.

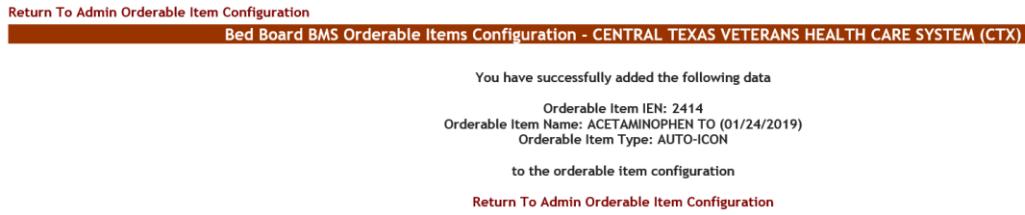


Figure 286: Orderable Item Configuration Addition Confirmation

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

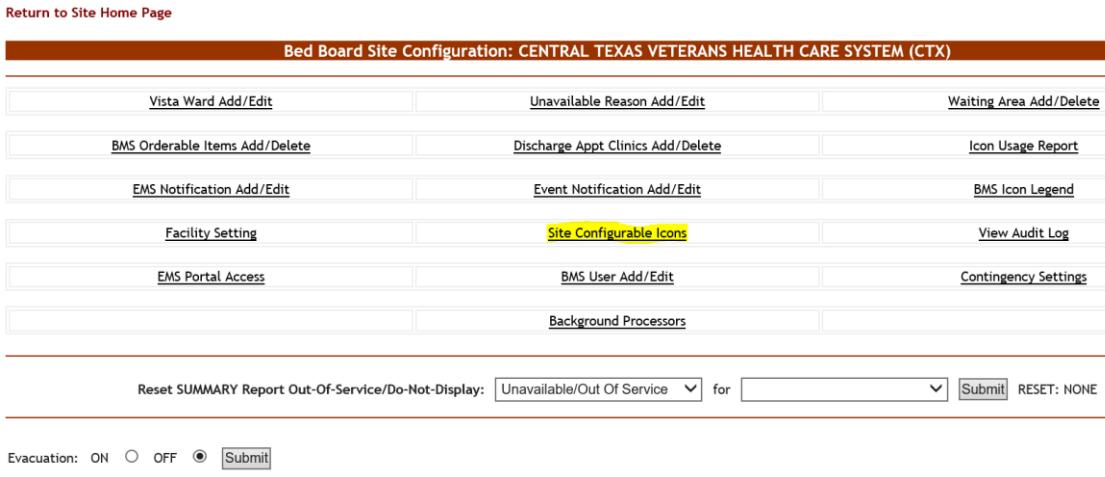


Figure 287: Facility Site Options Page

The Site Admin should now scroll down to the section and be able to see the new Icon and Orderable item listing, click Active, then Save the configuration.

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

Figure 288: Site Configurable Icons Screen, showing Automatic VistA Orderable Item Icons

Your Auto-Icon is now configured for use and will begin to appear when that orderable item is retrieved from VistA.

4.9.6.5 Searching an Icon

To search an icon click the **Search** link to the top right corner of the **Administration Section – Add/Edit page**: the following screen is displayed.

[Return to Add/Edit Icon Page](#) ADMINISTRATION SECTION - SEARCH - Site Configurable Icons

Site Configurable Icons Search		
Site Configurable Icons		
	Icon Image	Icon Name
<input type="checkbox"/>	<input type="checkbox"/> Select All	
<input type="checkbox"/>		Nice Patient
<input type="checkbox"/>		Mean Patient
<input type="checkbox"/>		Blue Arrow
<input type="checkbox"/>		Blue Caution
<input type="checkbox"/>		Blue Circle
<input type="checkbox"/>		Blue X
<input type="checkbox"/>		Blue Diamond
<input type="checkbox"/>		Blue Heart
<input type="checkbox"/>		Green Circle
<input type="checkbox"/>		Orange Circle

Figure 289 – Administration Section – Icon Search

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

Site Configurable Icons Search Result			
Facility	Icon Image	Icon Name	Facility Icon Description
BRK		Blue Box	Blue Square
BRK		Blue Diamond	Blue Diamond

Figure 290 – Site Configurable Icon Search Result

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

4.9.6.6 Generating an icon usage report

To generate an icon usage report click the **Report** link to the top right corner of the **Administration Section – Add/Edit** page: the following screen is displayed.


Figure 291 – Administration Section – Icon Usage Report

By default, Icon Type, Images, and VISNs have all options selected, but can be changed by selecting the drop-down. Use the drop-down for Facility to select for which facility or facilities and the date range you want to generate the Icon Usage report, then press the **View Report** button. The report is displayed as in the following image.

Icon Usage Report

Icon Type	Emergency Management Icons	Images	E.M.I. - Ambulatory (EM), E.M.	
VISNs	VISN 1, VISN 2, VISN 3, VISN	Facility	V1 - BED - EDITH NOURSE ROC	
FROM DATE	6/1/2016 12:00:01 AM	TO DATE	6/10/2016 11:59:59 PM	
<input type="button" value="View Report"/>				
1 of 1 > < Find Next Print Help				

Current Usage - Emergency Management Icons and Standard Icons and Site Configurable Icons

Site Name	Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
 HOU	Patient Opt-Out	Y	Y(2)	N
	Patient/Bed Record	Ward	Bed	Patient
	PT Record	1A	1B22B-B	BUXPY-8800
	PT Record	1B	1B124-B	RLAHN-7745
	Flu Risk	Y	Y(1)	N
	Slip and Fall Risk	Y	Y(1)	N
	Flight Risk	Y	Y(1)	N
	Restraint	Y	Y(1)	N
	Negative Pressure (Room)	Y	N	Y(2)
	Telemetry (Room)	Y	N	Y(2)
 N/A	Negative Pressure (Room)	Y	N	Y(1)
	Shared Bathroom (Room)	Y	N	Y(1)
	Telemetry (Room)	Y	N	Y(1)
	Lift Equipment (Room)	Y	N	Y(1)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record		1C120-A	
	Women's Program (Room)	Y	N	Y(1)
	Test	Y	N	Y(1)

Figure 292 – Administration Section – Icon Usage Report

Icon Usage Report Drill-Down feature.

Site Name	Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
 HOU	Patient Opt-Out	Y	Y(2)	N
	Patient/Bed Record	Ward	Bed	Patient
	PT Record	1A	1B22B-B	BUXPY-8800
	PT Record	1B	1B124-B	RLAHN-7745
	Flu Risk	Y	Y(1)	N
	Slip and Fall Risk	Y	Y(1)	N
	Flight Risk	Y	Y(1)	N
	Restraint	Y	Y(1)	N
	Negative Pressure (Room)	Y	N	Y(2)
	Telemetry (Room)	Y	N	Y(2)
 N/A	Negative Pressure (Room)	Y	N	Y(1)
	Shared Bathroom (Room)	Y	N	Y(1)
	Telemetry (Room)	Y	N	Y(1)
	Lift Equipment (Room)	Y	N	Y(1)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record		1C120-A	
	Women's Program (Room)	Y	N	Y(1)
	Test	Y	N	Y(1)

Figure 293.1 – Administration Section – Icon Usage Report Drill-Down Feature

Also note that this report is a drill-down report, in which the rows can be collapsed/expanded to drill into the individual patient or bed records that have had the icon associated with it within the date range selected.

For each entry the following data is available:

Table 63 – Icon Usage Report

Column	Description
Site Name	The Facility site where the icon has been used.
Icon Short Description for Facility	The short description of the icon.
Icon Name	The icon name.
Facility Active? (Y/N)	If the icon is active on the facility site.
Associated with a Patient Record? (Y/N)	If the icon is currently associated with a patient record.
Associated with a bed record? (Y/N)	If the icon is currently associated with a bed record.
Drill-Down Columns	These additional columns are revealed once you “drill-into” the appropriate record.
Patient/Bed Record	Indicator of whether the record is a P(atien)T record or a BED record
Ward	The name of the ward for the PT/BED that the icon is associated to.
Bed	The name of the bed the icon is associated to.
Patient	The name of the patient the icon is associated to.

4.9.7 Common Medical Terms Page

In the **Administration Section** page click the **Common Medical Terms** link to access the page as in the following image.

ADMINISTRATION SECTION - COMMON MEDICAL TERMS ADD/EDIT/DELETE

Add/Edit Common Medical Term

Text: Save Cancel

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

Figure 294 – 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:

The screenshot shows a web-based administration interface. At the top, there's a header with 'Admin Menu' on the left and 'Logout' on the right. Below the header is a sub-header 'ADMINISTRATION SECTION - COMMON MEDICAL TERMS ADD/EDIT/DELETE'. The main content area has a title 'Add/Edit Common Medical Term' with a 'Text:' input field containing 'BED ASSIGNED'. To the right of the input field are 'Save' and 'Cancel' buttons. Below this is a section titled 'Common Medical Terms' with a table-like structure. The table has two rows: one with 'Edit' and 'Delete' links and the term 'BED ASSIGNED', and another with 'Edit' and 'Delete' links and the term 'ISOLATION'. At the bottom of the page, there's a link 'Back to Regional Page'.

Figure 295 – 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.

The screenshot shows the 'Audit Log Report' page. At the top, there are 'Return to Admin Menu' and 'Logout' links. The main area has a title 'Audit Log Report'. On the left, there's a sidebar with a 'Select Report' dropdown menu containing options like 'Standard Icons', 'Site Configurable Icons', etc. To the right of the sidebar are filter fields: 'REGION' (set to 'Region 1, Region 2, Region 3, F'), 'SITE' (a dropdown menu), and 'TO DATE' (a date picker). On the far right is a 'View Report' button.

Figure 296 – Administration Section – Audit Log Report Types

The reports available from the National Admin Audit Log Page follow below.

4.9.8.1 Standard Icons

This is a report of the standard icons modified for the specified Region, VISN, Site, and Date Range.

Standard Icons Report												
Select Report	Standard Icons	REGION	Region 1, Region 2, Region 3, 4								View Report	
VISN	VISN 1, VISN 2, VISN 3, VISN	SITE	ABQ - (VISN 18) - NEW MEXICO									
FROM DATE	6/8/2016 12:00:01 AM	TO DATE	6/10/2016 11:59:59 PM									
<	1	of 2	> >	Find Next								
ICON CATEGORY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED/ROOM	SHORT DESCRIPTION	LONG DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	EVENT TYPE
Application Icons		Bed Needs Cleaning	True	True		Bed Needs Cleaning Icon	Bed Needs Cleaning Icon		Bed Needs Cleaning	softinfo/bmsuser	6/9/2016 6:53:55 PM	Updated
Application Icons		Cleaning Bed	True	True		Cleaning Bed Icon	Cleaning Bed Icon		Cleaning Bed	softinfo/bmsuser	6/9/2016 6:53:59 PM	Updated
Application Icons		Bed Cleaned	True	True		Bed Cleaned Icon	Bed Cleaned Icon		Bed Cleaned	softinfo/bmsuser	6/9/2016 6:53:58 PM	Updated
Application Icons		EMS Notified	True	True		EMS Notified Icon	EMS Notified Icon		EMS Notified	softinfo/bmsuser	6/9/2016 6:54:02 PM	Updated
Application Icons		Bed Out Of Service	True	True		Bed Out Of Service	Bed Out Of Service	Hi Ya	Bed Out Of Service	v03.med.va.gov/vhamishshelt	6/9/2016 7:11:01 PM	Updated
Application Icons		Bed In Isolation	True	True		Bed In Isolation	Bed In Isolation		Bed In Isolation	softinfo/bmsuser	6/9/2016 6:53:27 PM	Updated
Application Icons		Discharge Ordered	True	True		Discharge Ordered	Discharge Ordered		Discharge Ordered	softinfo/bmsuser	6/9/2016 6:53:27 PM	Updated
Application Icons		Anticipated Discharge	True	True		Anticipated Discharge	Anticipated Discharge		Anticipated Discharge	softinfo/bmsuser	6/9/2016 6:53:27 PM	Updated
Application Icons		Bed Hold	True	True		Bed Hold	Bed Hold		Bed Hold	vha.med.va.gov/vhaishbalaki	6/8/2016 8:29:55 PM	Updated
Standard Icon		Patient Opt-Out	True	True	P	Patient Opt-Out	Patient Opt-Out		Patient Opt-Out	softinfo/bmsuser	6/9/2016 6:54:14 PM	Updated
Site Configurable Icon		Mean Patient	True	True	R	Mean Patient	Mean Patient		Mean Patient	v19.med.va.gov/vhaechherok	6/9/2016 6:55:14 PM	Updated
Emergency Management Icons		Stretcher (Patient) (EM)	True	True	P	Stretcher (Patient) (EM)	Stretcher (Patient) (EM)		Stretcher (Patient) (EM)	softinfo/bmsuser	6/9/2016 6:55:05 PM	Updated
Standard Icon		Flu Risk	True	True	P	Flu Risk	Flu Risk		Flu Risk	vha.med.va.gov/vhaishbalaki	6/9/2016 6:54:14 PM	Updated
Site Configurable Icon		Blue Arrow	True	True	R	Blue Arrow	Blue Arrow		Blue Arrow	softinfo/bmsuser	6/9/2016 6:55:14 PM	Updated
Standard Icon		Slip and Fall Risk	True	True	P	Slip and Fall Risk	Slip and Fall Risk		Slip and Fall Risk	softinfo/bmsuser	6/9/2016 6:54:14 PM	Updated
Emergency Management Icons		Wheelchair Bound (Patient) (EM)	True	True	P	Wheelchair Bound (Patient) (EM)	Wheelchair Bound (Patient) (EM)		Wheelchair Bound (Patient) (EM)	softinfo/bmsuser	6/10/2016 1:22:02 PM	Updated

Figure 297.1– Standard Icons

4.9.8.2 Site Configurable Icons

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

4.9.8.3 Facility Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Facility Patient Pending Bed Placement List](#)

4.9.8.4 VISN Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log shown in section [VISN Patient Pending Bed Placement List Report](#)

4.9.8.5 Staff Assignment Report

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

4.9.8.6 Whiteboard Usage Report

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

4.9.8.7 PPBP Usage (VISN)

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

4.9.8.8 PPBP Usage (Facility)

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

4.9.8.9 Icon Usage

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

4.9.9 Treating Specialty/NUMA/HAvBED Edit Page

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

The screenshot shows the 'ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit' page. At the top, there is a header bar with 'Admin Menu', 'Logout', and a search field labeled 'NUMA:'. Below the header are two sections: 'NUMA Categories' and 'HAvBED Categories'. Each section contains a table with columns for 'Edit' and 'Delete' actions, and a list of categories. In the 'NUMA Categories' table, the categories listed are: Acute - Critical Care, Acute - Medical, Acute - Mental Health Acute, Acute - Mixed Med-Surg, Acute - SCI Acute & Rehab, Acute - Step Down, Acute - Surgical, Blind Rehab, Community Living Center (CLC), Domiciliary (eg MH RRTP), Mental Health / Chronic, and Rehab/TBI/Polytrauma. In the 'HAvBED Categories' table, the categories listed are: Adult ICU, Airborne Infection Isolation, Burn, and HAvBED Category I.

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

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

Figure 298 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

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

4.9.9.1 Adding a NUMA Specialty

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

Admin Menu ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit Logout

NUMA Categories

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

HAvBED Categories

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

Figure 299 – 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.

NUMA Categories		
NUMA:	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
NUMA		
Edit	Delete	Acute - Critical Care
Edit	Delete	Acute - Medical
Edit	Delete	Acute - Mental Health Acute
Edit	Delete	Acute - Mixed Med-Surg
Edit	Delete	Acute - SCI/Acute & Rehab
Edit	Delete	Acute - Step Downs
Edit	Delete	Acute - Surgical
Edit	Delete	Blind Rehab
Edit	Delete	Community Living Center (CLC)
Edit	Delete	Domiciliary (eg MH RRTP)
Edit	Delete	Mental Health / Chronic
Edit	Delete	Rehab/TBI/Polytrauma
HAvBED Categories		
HAvBED:	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
HAvBED		
Edit	Delete	Adult ICU
Edit	Delete	Airborne Infection Isolation
Edit	Delete	Burns
Edit	Delete	HAvBED Category I

Figure 300 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

A list of HAvBED specialties already defined is available.

To add a HAvBED specialty: enter the name of the new HAvBED specialty in the HAvBED field then press the Save button. The newly added specialty will be displayed in the HAvBED list.

4.9.9.3 Editing a NUMA/HavBED Specialty

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

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

4.9.9.4 Deleting a NUMA/HavBED Specialty

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

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

4.9.9.5 Mapping a VistA specialty with a NUMA/HavBED Specialty

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

The screenshot shows a table titled "Vista Specialty Crosswalk". The columns are "Vista Specialty", "NUMA", and "HAvBED". A dropdown menu is open over the "HAvBED" column for the row where "Vista Specialty" is "ACUTE PSYCHIATRY (<45 DAYS)". The dropdown menu lists several HAvBED categories: Adult ICU, Airborne Infection Isolation, Burn, HAvBED Category - Other, HAvBED Category I, HAvBED Category II, HAvBED Category III, Med/Surg, Operating Rooms, Pediatric, Pediatric ICU, and Psychiatric. There are checkboxes next to each category, and one checkbox under "Operating Rooms" is checked. The table also contains rows for other specialties like ALCOHOL DEPENDENCE TRMT UNIT, ALLERGY, ANESTHESIOLOGY, BLIND REHAB, etc., each with their corresponding NUMA and HAvBED mappings.

	Vista Specialty	NUMA	HAvBED
Edit	ACUTE PSYCHIATRY (<45 DAYS)	Acute - Mental Health Acute	Adult ICU Airborne Infection Isolation Burn HAvBED Category - Other HAvBED Category I HAvBED Category II HAvBED Category III Med/Surg Operating Rooms Pediatric Pediatric ICU Psychiatric
Edit	ALCOHOL DEPENDENCE TRMT UNIT	Domiciliary (eg MH RRTP)	HAvBED
Edit	ALLERGY		<input type="checkbox"/>
Edit	ANESTHESIOLOGY		<input type="checkbox"/>
Edit	BLIND REHAB		<input type="checkbox"/>
Edit	BLIND REHAB OBSERVATION		<input type="checkbox"/>
Edit	CARDIAC INTENSIVE CARE UNIT		<input type="checkbox"/>
Edit	CARDIAC SURGERY	Acute - Surgical	Operating Rooms <input checked="" type="checkbox"/>
Edit	CARDIAC-STEP DOWN UNIT		<input type="checkbox"/>
Edit	CARDIOLOGY		<input checked="" type="checkbox"/>
Edit	DERMATOLOGY	Acute - Surgical	Med/Surg <input checked="" type="checkbox"/>
Edit	DOD BEDS IN VA FACILITY		<input type="checkbox"/>
Edit	DOMICILIARY		<input type="checkbox"/>
Edit	DOMICILIARY CHV		<input type="checkbox"/>

Figure 301 – Mapping A VistA Specialty with NUMA/HAvBED Specialty

A list of VistA specialties is displayed with existing NUMA and/or HAvBED specialties mappings. To associate a VistA Specialty with a NUMA/HAvBED specialty: click the **Edit** link to the left of the

VistA specialty to which you want to associate NUMA/HAvBED specialties. The name of the selected VistA specialty will be displayed in the **VistA Specialty** field. From the **NUMA** and **HAvBED** fields select the desired specialties then press the **Save** button. The association defined will be displayed in the VistA Specialty Crosswalk list.

Also note that the Vista Specialty Crosswalk provides the ability to hide specialties by selecting the appropriate “Hidden” checkboxes as in the screenshot below:

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

Figure 302.1 –Hiding a NUMA/HAvBED Specialty

4.9.10 National Waiting Area

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

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

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

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Figure 303 – National Waiting Areas

This is where you will add the locations for patients pending bed placement. These entries will appear on all sites and cannot be edited or deleted.

The options in the upper part of the screen allow the support user to define/add a new national waiting area in the system.

The list in the lower part of the screen presents the national waiting areas already defined in the system.

The links Edit and Delete to the left of each entry in the list allow the support user to modify the name of the selected waiting area or to delete the entry from the system.

To go back to the **Administration Section** page click the link **Admin Menu** in the upper left corner of the page.

4.9.10.1 Adding a National Waiting Area

To add a national waiting area, follow the instructions below.

From the **Administration Section** page, click the **National Waiting Area** link.

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

The screenshot shows a web-based administration interface. At the top, there's a header with 'Admin Menu' on the left, 'Logout' on the right, and the title 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit' in the center. Below the header is a sub-header 'National Waiting Area'. A red box highlights a search bar labeled 'Text:' containing the text 'OUTPATIENT' and an 'Add' button. To the right of the search bar is a 'Cancel' button. Below this is a table titled 'Waiting Area' with columns for 'Edit', 'Delete', and 'Waiting Area'. The table lists several waiting areas: ADMISSIONS, CLINIC, CURRENT INPATIENT BED, CURRENT FACILITY, EMERGENCY ROOM, EVACUATION, RECOVERY OR PROCEDURE AREA, and SCHEDULED ADMISSIONS. At the bottom of the page is a link 'Back to Regional Page'.

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

Figure 304 – 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	CLINIC
Edit	Delete	CURRENT INPATIENT BED
Edit	Delete	CURRENT FACILITY
Edit	Delete	EMERGENCY ROOM
Edit	Delete	EVACUATION
Edit	Delete	RECOVERY OR PROCEDURE AREA
Edit	Delete	SCHEDULED ADMISSIONS
Edit	Delete	OUTPATIENT

[Back to Regional Page](#)**Figure 305 – 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.

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
Edit	Delete	OUTPATIENT

[Back to Regional Page](#)**Figure 306-Selecting National Waiting Area**

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

The screenshot shows the 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit' page. At the top, there is a 'Logout' link. Below the header, a search bar labeled 'Text:' contains the placeholder 'Waiting Area'. To the right of the search bar are 'Add' and 'Cancel' buttons. A table titled 'Waiting Area' lists several entries:

		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
<input type="checkbox"/>	<input type="checkbox"/>	OUTPATIENT

The last row, 'OUTPATIENT', has its entire row highlighted with a red box. The 'Edit' link in this row is also highlighted with a mouse cursor icon.

Figure 307 – Selecting Waiting Area for Edit

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

The screenshot shows a modal dialog box titled 'National Waiting Area'. It contains a form with two input fields: 'CURRENT:' and 'CHANGE TO:'. The 'CURRENT:' field is set to 'OUTPATIENT'. The 'CHANGE TO:' field contains the value 'OUTPATIENT ONE', which is highlighted with a yellow background. At the bottom of the dialog are 'Submit' and 'Cancel' buttons, with the 'Submit' button being highlighted by a mouse cursor icon.

Figure 308 – 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		
Edit	Delete	ADMISSIONS
Edit	Delete	CLINIC
Edit	Delete	CURRENT INPATIENT BED
Edit	Delete	CURRENT FACILITY
Edit	Delete	EMERGENCY ROOM
Edit	Delete	EVACUATION
Edit	Delete	RECOVERY OR PROCEDURE AREA
Edit	Delete	SCHEDULED ADMISSIONS
Edit	Delete	OUTPATIENT ONE

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Figure 309 – 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.

Admin Menu

ADMINISTRATION SECTION - National Waiting Areas Parameters Edit

Logout

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
Edit	Delete	OUTPATIENT ONE

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Figure 310 – Selecting National Waiting Area

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

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit Logout

National Waiting Area

Text:

Waiting Area		
Edit	Delete	ADMISSIONS
Edit	Delete	CLINIC
Edit	Delete	CURRENT INPATIENT BED
Edit	Delete	CURRENT FACILITY
Edit	Delete	EMERGENCY ROOM
Edit	Delete	EVACUATION
Edit	Delete	RECOVERY OR PROCEDURE AREA
Edit	Delete	SCHEDULED ADMISSIONS
Edit	<u>Delete</u>	OUTPATIENT ONE

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Figure 311 – Select a National Waiting Area for Deletion

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

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit Logout

National Waiting Area

Record: OUTPATIENT ONE

Are you sure you want to delete this Waiting Area?

Figure 312 – Deleting a National Waiting Area

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

4.9.11 National Unavailable Reason

To access the National Unavailable Reason page, in the Administration Section page click the National Unavailable Reason link.

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

The screenshot shows a web-based application interface for managing national unavailable reasons. At the top, there are links for 'Admin Menu' and 'Logout'. The main title is 'ADMINISTRATION SECTION - National Unavailable Reason Edit'. Below the title, a sub-header reads 'National Unavailable Reason'. A search bar labeled 'Text' and a dropdown menu labeled 'Type' (set to 'DO NOT DISPLAY') are present. Buttons for 'Add' and 'Cancel' are also visible. The main content area displays a table of existing reasons:

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION

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Figure 313 – 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 64 – Unavailable Reason Parameters

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

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

The link **Admin Menu** in the upper left corner of the page allows the support user to go back to the Administration Section page.

4.9.11.1 Adding an National Unavailable Reason

To add a national *unavailable reason*, follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

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

ADMINISTRATION SECTION - National Unavailable Reason Edit

National Unavailable Reason

		Unavailable/Reason	Type
Edit	Delete		
		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

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Figure 314 – Adding a National Unavailable Reason

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

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

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

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

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

4.9.11.2 Editing an National Unavailable Reason

To edit a national *unavailable reason*, follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

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

The screenshot shows a web-based application interface for managing national unavailable reasons. At the top, there's a navigation bar with 'Admin Menu', 'ADMINISTRATION SECTION - National Unavailable Reason Edit', and 'Logout'. Below the navigation is a dark blue header bar with the title 'National Unavailable Reason'. Underneath is a search bar with 'Text' and a dropdown 'Type' set to 'DO NOT DISPLAY'. Buttons for 'Add' and 'Cancel' are also present. The main content area is a table listing nine reasons:

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION
Edit	Delete	PENDING APPROVAL	INFORMATION

The last row, containing 'PENDING APPROVAL', has its 'Edit' link highlighted with a red box and a cursor icon pointing at it.

Figure 315 – 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:

The screenshot shows the 'National Unavailable Reason - Edit' page. At the top, there's a navigation bar with 'Admin Menu', 'ADMINISTRATION SECTION - National Unavailable Reason Edit', and 'Logout'. Below the navigation is a dark blue header bar with the title 'National Unavailable Reason - Edit'. The main content area contains a form for editing a reason:

CURRENT:	CHANGE TO:
TEXT: PENDING APPROVAL	<input type="text" value="PENDING APPROVAL FROM MANAGEMENT"/>
TYPE: INFORMATION	<input type="text" value="INFORMATION"/>

At the bottom are two buttons: 'Submit' and 'Never Mind And Return To Listing'. The 'Submit' button is highlighted with a yellow box and a cursor icon pointing at it.

Figure 316 – Editing an Unavailable Reason

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

4.9.11.3 Deleting a National Unavailable Reason

To delete a national *unavailable reason*, follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

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

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason

Text		Type	Add	Cancel
Text		DO NOT DISPLAY		
<hr/>				
		Unavailable/Reason	Type	
Edit	Delete	23 HOURS OBS	INFORMATION	
Edit	Delete	BED ASSIGNED	INFORMATION	
Edit	Delete	CLOSED	OUT OF SERVICE	
Edit	Delete	ISOLATION	ISOLATION	
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE	
Edit	Delete	PENDING DISCHARGE	INFORMATION	
Edit	Delete	PENDING TRANSFER	INFORMATION	
Edit	Delete	RADIATION	OUT OF SERVICE	
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE	
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION	
Edit	Delete	PENDING APPROVAL	INFORMATION	

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Figure 317 – Selecting a National Unavailable Reason for Deletion

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

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason - Delete

Unavailable Reason: Delete

Reason: PENDING APPROVAL	Type: INFORMATION
--------------------------	-------------------

Are you sure you want to delete this record?

[Delete Record](#) [Never Mind And Return To Listing](#)



Figure 318 – 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.

The screenshot shows the 'Background Processors' page with the 'VistA Sites' tab selected. On the left, there's a sidebar with a link to 'Add new VistA site'. The main area has a 'Defined VistA Sites' section listing 'VOINHM - 631' and 'VOBBAY - 516'. Below this is a 'VistA Site' configuration section with fields for 'Name' (set to 'V08BAY - 516') and 'Time Zone' (set to 'EST'). Under 'Connections', there's an 'ODBC' section with a 'Connection string' input field and a 'Test Connection' button. Below it are fields for 'User' (containing 'x') and 'Password'. At the bottom is a 'VIA' section with a 'VIA Endpoint' dropdown set to 'ViaEndpointUrl - http://10.227...' and a 'Test Connection' button. At the very bottom right are 'Save' and 'Cancel' buttons. A 'Back to Regional Page' link is at the bottom center.

Figure 319 – Background Processors Page

Six tabs are available in the Background Processors page: **VistA Sites**, **Schedulers**, **VistA Integration**, **Audit**, **NUMI** and **Whiteboard Report**. The following sections contain the detailed description of the options available in each tab.

4.9.12.1 VistA Sites

The **VistA Sites** page allows the user to view the list of VA facility sites sharing the same VistA instance, and to add a new VA facility to a VistA instance.

To add a VA facility site to a VistA instance follow the steps presented below.

From the **Background Processors** page select **VistA Sites** to display the page shown in the following figure.

Figure 320 – 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 65 – New VistA Site Parameters

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

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

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

4.9.12.2 Schedulers

The **Schedulers** page displays a list of defined schedulers and allows the support user to add new ones. NOTE: in this page you can only define the schedulers, to actually run the defined schedulers you have to use them in the **VistA Integration** tab, see the [VistA Integration](#) section for details.

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

The screenshot shows the 'Background Processors' page with the 'Schedulers' tab selected. On the left, there's a sidebar with 'Add new scheduler' options: 'Every minute', 'Every 30 minutes', 'Every day at 6 AM', and 'Every two hours'. The main form is filled with the following data:

Name	Every 30 minutes
Recur every	1
Time Zone	CST
<input type="radio"/> Occurs once at	00 : 01
<input checked="" type="radio"/> Occurs every	30
Day	(s)
Minute	
Start Time	00 : 01
End Time	23 : 31

At the bottom right are 'Save', 'Delete', and 'Cancel' buttons. Below the form is a link 'Back to Regional Page'.

Figure 321 – 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 66 – New Scheduler Parameters

Column	Description
Name	The name of the scheduler.
Recur 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.

Admin Menu Logout

Background Processors

VistA Sites Schedulers **VistA Integration** Audit NUMI Whiteboard Report

Current Method: V08BAY - 516

Current Scheduler:

Data Types

- [ADT](#)
- [Patients Pending Bed Placement List](#)
- [Orderable Item](#)
- [Specialty](#)
- [Treating Specialty](#)
- [Facility Movement Type](#)
- [Entities](#)
- [Hospital Location](#)
- [Patient](#)
- [Room Bed](#)
- [Ward Location](#)
- [Medical Center Division](#)

Details

Data: Orderable Item
Method: VIA
Scheduler:

Run Job

Method: ODBC
Start Time: 09/20/17 H:00 M:00
End Time: 09/20/17 H:00 M:00

Run

Save Cancel

[Back to Regional Page](#) | [Logout](#)

Figure 322 – 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.

The screenshot shows the Audit tab selected in a navigation bar. On the left, there are filters for 'VistA Sites' (All Sites, VISN 08, VISN 16), 'data types' (ADT, Patients Pending Bed Placement List, Vocabularies, Entities), and 'Entities' (Hospital Location, Patient, Room Bed, Ward Location, Medical Center Division). On the right, filters for 'and method' (ODBC, MDWS, VIA) and 'with status' (Succeeded, Failed, Running, Partially Succeeded) are shown. A section for 'all audit log entries registered' includes options for time intervals (Last occurrence, Today, Last week, Last month, During this specific period) and date/time pickers for start and end dates/times. A 'Filter By' button is located at the bottom of the filter area.

[Back to Regional Page](#) |

Figure 323 – 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.

This screenshot shows the same Audit page after applying filters. The 'VistA Sites' dropdown now shows checked boxes for 'VISN 08 - VO8BAY - 516' and 'VISN 16 - V16HOU - 580'. The 'data types' and 'Entities' sections remain the same. The 'and method' and 'with status' sections also remain the same. The 'all audit log entries registered' section shows the same time interval and date/time pickers as Figure 323. Below the filter area, a table displays the filtered audit log entries:

Vista	Method	Data	Rows No	Start Date	End Date	Launch Type	Parameters	Status	Details
V16HOU	VIA	ADT	09/20/17 08:49:45 CST	09/20/17 08:50:54 CST	Automatic	(StartDate, 9/20/2017 8:45:00 AM)(EndDate, 9/20/2017 8:49:00 AM)	Succeeded	Details	

[Back to Regional Page](#) |

Figure 324 – View Audit Results

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

Table 67 – 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.

The screenshot shows a web-based administrative interface. At the top, there's a navigation bar with 'Admin Menu' on the left and 'Logout' on the right. Below this is a dark red header bar labeled 'Background Processors'. Underneath is a light gray content area. At the top of this area, there are tabs: 'VistA Sites', 'Schedulers', 'VistA Integration', 'Audit', 'NUMI' (which is highlighted in blue), and 'Whiteboard Report'. Below these tabs, there's a dropdown menu labeled 'Schedulers:' with '1 AM - CST' selected. To the right of the dropdown is a blue 'Add' button. Below the dropdown, there's a table-like structure with two rows. The first row contains columns for 'Scheduler' (with 'Every 2 Hours' selected) and 'VistA Sites' (with 'V18ABQ' listed). The second row contains buttons for 'Edit' and 'Delete'. At the bottom of the content area, there's a link 'Back to Regional Page'.

Figure 325 – NUMI Page

From the **Schedulers** field select the scheduler created to retrieve the NUMI data then click the **Add** button: following page is displayed.



Note: It is not recommended that any VistA Site Schedule the NUMI Background process to run more frequently than every 2 hours. Doing so may reduce overall system performance.

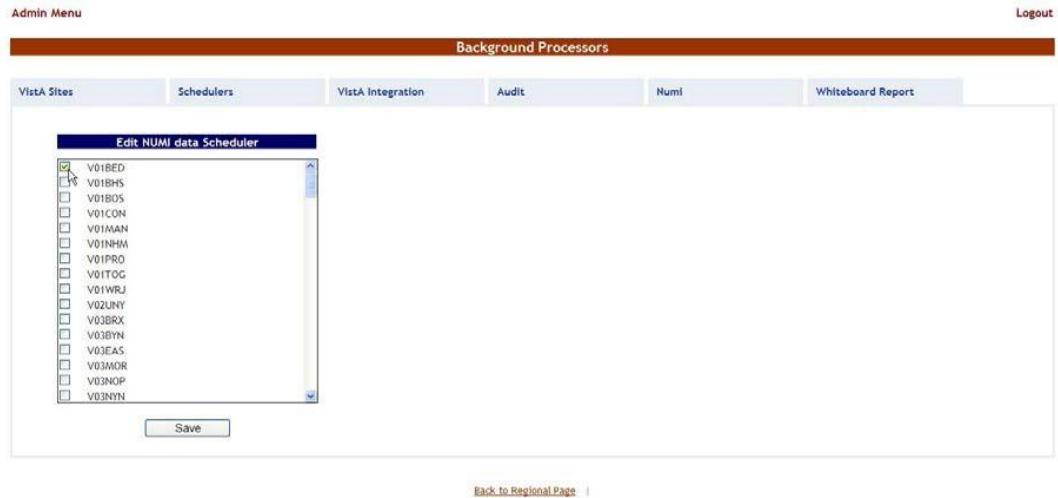


Figure 326 – Selecting the VistA Site for Which to Gather NUMI Data

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

4.9.12.7 Whiteboard Report

The **Whiteboard Report** tab is used to select the scheduler that will gather data for the Whiteboard report. For details on the Whiteboard report see the section [Generate the whiteboard report for the selected wards](#).

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

The screenshot shows the 'Whiteboard Report' page within the same administrative interface. The top navigation bar includes 'Admin Menu', 'Logout', and tabs for 'VistA Sites', 'Schedulers', 'VistA Integration', 'Audit', 'Numi', and 'Whiteboard Report'. The 'Schedulers' tab is active. On the left, there's a 'Schedulers' dropdown menu showing 'Every 30 minutes' and an 'Add' button. To the right is a table with two columns: 'Scheduler' and 'Facilities'. One row in the table shows 'Every minute' under 'Scheduler' and 'BED, BRX' under 'Facilities'. There are 'Edit' and 'Delete' links next to the first row.

Figure 327 – Whiteboard Report page

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

Background Processors

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report
-------------	------------	-------------------	-------	------	-------------------

Edit every minute Scheduler

<input type="checkbox"/>	BATTLE CREEK (515, BAC)
<input type="checkbox"/>	BAY PINES (516, BAY)
<input type="checkbox"/>	BECKLEY (517, BEC)
<input type="checkbox"/>	BEDFORD (518, BED)
<input type="checkbox"/>	BIG SPRING (519, BIG)
<input type="checkbox"/>	BILOXI (520, BLX)
<input type="checkbox"/>	BIRMINGHAM (521, BIR)
<input type="checkbox"/>	BOISE (531, BOI)
<input checked="" type="checkbox"/>	BROCKTON (523AS, BRK)
<input type="checkbox"/>	BRONX (526, BRX)
<input type="checkbox"/>	BROOKLYN (630A4, BYN)
<input type="checkbox"/>	BUFFALO (528, WNY)

Figure 328 – Selecting the Facility Site Where to Run the Scheduler for the Whiteboard Report

The name of the selected scheduler is displayed in the upper part of the screen. Also a list of VistA sites is displayed: select the site(s) where you want the scheduler to run then press the **Save** button. Application Parameters

To access the Application Parameters page, in the Administration Section page click the Application Parameters link.

The **Application Parameters** page is displayed as in the following image.

Bed Management Solution

[Return to Admin Menu](#)

ADMINISTRATION SECTION - APPLICATION PARAMETERS

Edit Parameters

Clinical Inventory Link:	<input type="text" value="http://vaww.vssc.med.va.gov/ClinicalInventory/FacilitySearch/FacilitySearch.aspx"/> 120/200
VHA BMS Nation Patient Placement Alert:	<input type="text"/> 200/200

[Back to Regional Page](#)

Figure 329 - Application Parameters Page

This page allows the creation and editing of the Clinical Inventory Link and the VHA BMS Nation Patient Placement Alert. Make appropriate changes and press the **Submit** button.

5 Troubleshooting

The BMS project team is working to develop a frequently asked questions (FAQs) section for this User Guide, which will contain user-related troubleshooting tips, known issues, and anomalies. This section will be made available as those items are realized and documented.

BMS Self-Help Troubleshooting Guide

The BMS Self-Help Troubleshooting Guide is an online resource for BMS application users. This system provides troubleshooting assistance to help end users determine if they are able to resolve their issues independently or if they need to enter a ticket to reach the BMS Sustainment Team or another group. Content will be added and updated as needed to suit the needs of BMS application users at all levels. To use, select an issue category and choose a listed issue to see potential solutions. If a YourIT helpdesk request is required, wording for the specific issue is listed.

- [BMS Self-Help Troubleshooting Guide](#)
- [User Guide for BMS Self-Help Troubleshooting Guide](#)

6 Requirements

Traceability Matrix / User Stories

BMS v2.4 relied on the user stories gathered from the Requirements Traceability Matrix. Those which had appropriate screenshots and or descriptions have been listed along with the appropriate Rational ID and Section/Page information. The Requirements Traceability Matrix can be found [here](#).

7 Acronyms/Glossary

In addition to the acronyms defined below, the OI&T Master Glossary can be found at:

http://vaww.oed.wss.va.gov/process/Library/master_glossary/masterglossary.htm

Table 68 – Acronyms/Glossary

Term	Definition
ADT	Admission, Discharge, and Transfer
BMS	Bed Management Solution
BN	Business Need
BRD	Business Requirements Document
CFM	Comprehensive Flow Management
CH/CL	Community Hospital / Current Location
CHF	Congestive Heart Failure
CLC	Community Living Center

Term	Definition
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
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

Term	Definition
VAMC	VA Medical Center
VHA	Veterans Health Administration
VIA	VistA Integration Adapter
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture

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