

# **Bed Management Solution (BMS)**

## **User Guide**



**BMS version 2.2**

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## Revision History

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11/3/2016	2.2	Address 508 conformance	D. Bishop
9/15/2016	2.1	Updated TOC	D. Bishop
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03/04/2016	1.6	<p>Updated for BMS version 1.6. The following Figures were updated:</p> <ul style="list-style-type: none"> <li>• Figure 10 – BMS VISN Network Bed Boards Screen</li> <li>• Figure 11 – BMS National/Regional Screen</li> <li>• Figure 241 – VISN Bed Boards Page</li> <li>• Figure 242 – Adding a Patient to Patients Pending Bed Placement List</li> <li>• Figure 248 – VISN Bed Boards Page – Summary Reports</li> <li>• Figure 255 – BMS National / Regional Home Page</li> <li>• Figure 258 – Accessing Administration Section Page from National/Regional page</li> </ul>	L. Harth
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Date	Version	Description/Comments	Author(s)
		<p>document formatting. The following sections were modified:</p> <ul style="list-style-type: none"> <li>• 3.2.1 – Obtain BMS Access – pages 17-18</li> <li>• 3.2.3 – Log in – pages 18-19</li> <li>• 4.1.5.1 – Ward Whiteboard Kiosk URL Settings – pages 48-49</li> <li>• 4.1.5.2 – EMS Mobile URL Settings – page 49</li> <li>• Figure 166 – Scheduled Admissions Report – page 129</li> <li>• Table 24 – Scheduled Admissions Parameters – page 130</li> <li>• Figure 187 – Scheduled Admissions by Date – page 148</li> <li>• Table 38 – Scheduled Admissions Parameters – Page 149</li> <li>• 4.2.4.1 – Taking a Bed out of Service – Last paragraph – Page 162</li> <li>• 4.9.6.5 – Generating an icon usage report – Pages 213-214</li> <li>• Figure 277 – Adminstration Section – Icon Usage Report – Page 214</li> </ul>	
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# 1 Introduction

## 1.1 Intended Audience

This guide provides instructions on how to configure and how to use the Bed Management Solution (BMS) software. Typical audience for this manual will be clinical and administrative staff working in VA facilities. This user guide assumes the average users will have a basic knowledge of how to use a computer and have no previous experience with BMS in a healthcare setting. The user should have a fair understanding of the processes in the healthcare system of the Department of Veterans Affairs (VA) Medical Centers (VAMC). For additional technical information, refer to the technical manual.

## 1.2 Document Conventions

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

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

## 1.3 Reference Materials

There is no COTS Product documentation required.

## 2 User Computing Environments

### 2.1 System Requirements

Table 1 – System Requirements

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

### 2.2 Internet Explorer Settings

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

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



Figure 1 - Internet Explorer Settings

## 3 BMS User Manual

### 3.1 What is BMS

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

BMS offers the following features:

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

BMS provides answers to the following questions:

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

## **3.2 Getting Started**

### **3.2.1 Obtain BMS Access**

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

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

### 3.2.2 Launch BMS

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

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

### 3.2.3 Log in

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

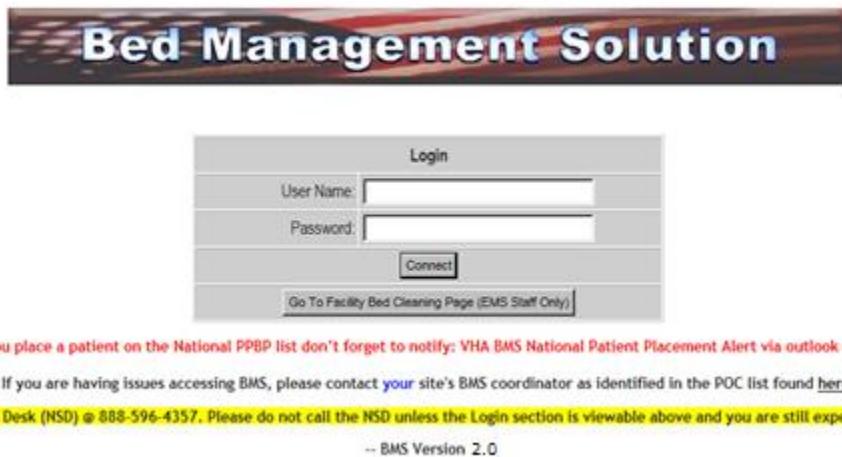


Figure 2 – BMS Login Screen

To log in:

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

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

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

- No BMS access granted by supervisor / site coordinator

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

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



Figure 3 - BMS Login Page notification of upcoming System Maintenance

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

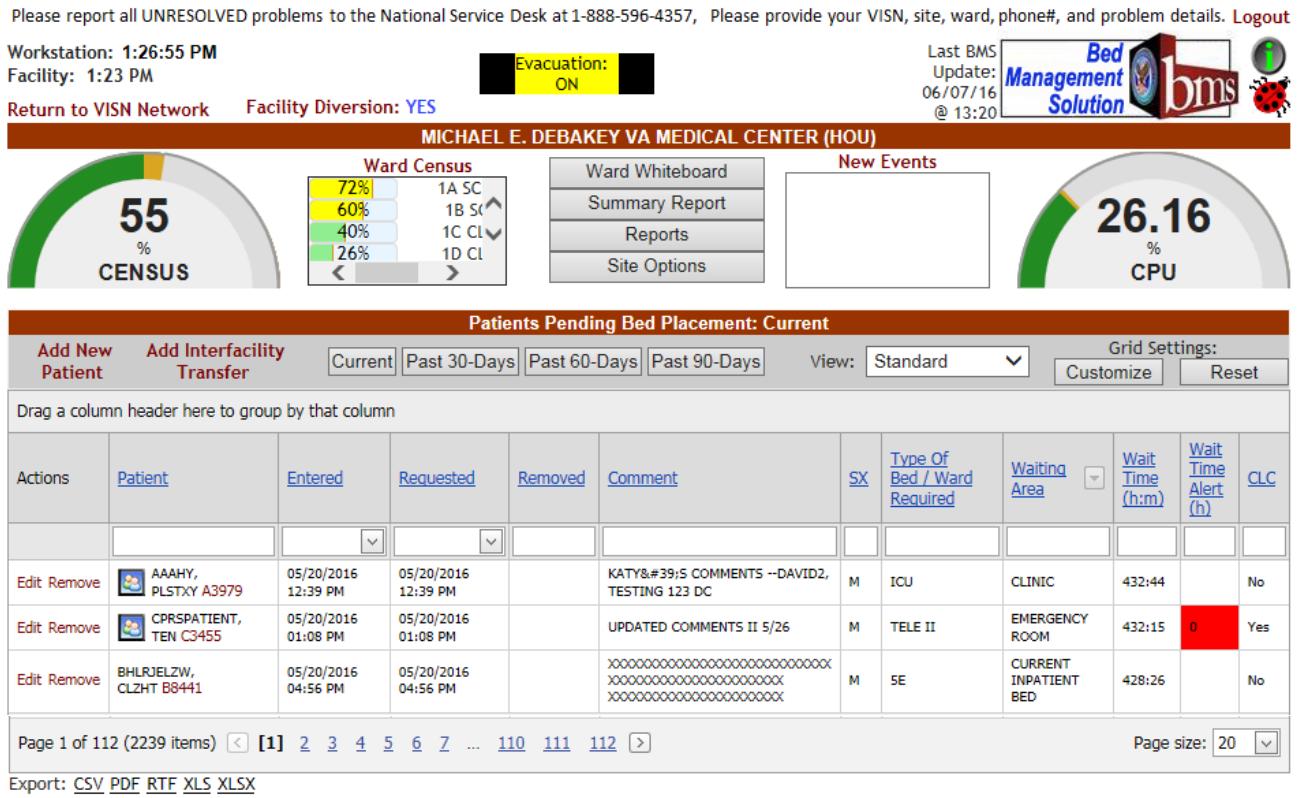


Figure 4 - BMS Login Page during System Maintenance

### 3.2.4 BMS Main Pages

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

The **Facility Home** page displays the list of patients for pending bed placements in the current facility, and allows the user to add patients to the list and generate various reports regarding the bed count and patient movement within the facility. This section is an essential element in the use of BMS. The home page also provides the access to application reports, link to the SharePoint site, and information on how to report a remedy ticket, census rate, banner information, and access to the site configuration settings.



**Figure 5 – BMS Facility Home Screen**

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

Whiteboard Home

HOU Whiteboard for: All - Last Update: 06/07/16 at 13:34 (CST)

Facility Census 55% 

Total Number Pending/Today's Scheduled Admission: 2239/0

	BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS DDD:HH
	IB220-A			DAJOYAG-MEJIA, MARIA	 Bed Assigned - PXPHAA from EVACUATION -		1A			223:22
	IB220-B			WADE, WALTER	 		1A			777:22
	IB222-A				 OUT OF SERVICE - DH TEST 2					
	IB222-B		NURSE JAMES	WADE, WALTER	TEST COMMENTS		1A			659:01
	IB224-A			DUONG, JOSHUA			1A			222:20
	IB224-B			DAJOYAG-MEJIA, MARIA			1A			250:02
	IB224-C			PROVIDER, CERULEAN			1A			40:02
	IB224-D		TEST STAFF		OUT OF SERVICE					
	IB226-A			WADE, WALTER	 EDITING THE COMMENTS		1A			263:14
	IB226-B	XXXX								

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

Figure 6 – BMS Ward Whiteboard Screen

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

[Return to Home Page](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Figure 7 – BMS Facility New Events Screen

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

[Return to Site Home Page](#)

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

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

---

Evacuation:  ON  OFF

---

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

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

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

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

[Return to Site Home Page](#)

[Export Report](#)

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

ADD Location Name:	<b>Facility</b> Emergency Department	<input type="button" value="ADD"/> <input type="button" value="Cancel"/>
--------------------	---	--

**EDIT Diversion**

EDIT Diversion						
		Current Diversions		All Diversions		
	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\vhantkallenj2	05/23/16 - 13:54	vha.med.va.gov\vhaishbalakl <span style="color: red;">17:20:27</span>
Edit	Facility-ICU	Yes	05/23/2016 16:23	v19.med.va.gov\vhaechherolk	05/23/16 - 16:24	<span style="color: red;">17:17:58</span>
Edit	Facility-TEST	Yes	05/25/2016 11:45	vha.med.va.gov\vhaisdporeg	05/25/16 - 11:56	<span style="color: red;">15:22:36</span>
Edit	Emergency Department-TEST 2	Yes	05/25/2016 11:59	vha.med.va.gov\vhaisdporeg	05/25/16 - 11:59	<span style="color: red;">15:22:22</span>
Edit	Emergency Department-UFT	Yes	05/26/2016 14:54	v08.med.va.gov\habaywilso	05/26/16 - 14:54	<span style="color: red;">14:19:27</span>
Edit	Emergency Department-Temporary Diversion Weekend Support	Yes	05/27/2016 12:00	vha.med.va.gov\vhaisdporeg	05/27/16 - 11:34	<span style="color: red;">13:22:21</span>
Edit	Facility-	Yes	06/02/2016 11:28	vha.med.va.gov\vhaisdporeg	06/02/16 - 11:42	<span style="color: red;">07:22:53</span>
Edit	Facility-TEST 06.02	Yes	06/02/2016 12:49	vha.med.va.gov\vhaisdporeg	06/02/16 - 13:10	<span style="color: red;">07:21:32</span>
Edit	Emergency Department-CITY OF HOUSTON	Yes	06/03/2016 15:18	v08.med.va.gov\vhamiasheftt	06/03/16 - 15:19	<span style="color: red;">06:19:03</span>
Edit	Facility-MIAMI	Yes	06/09/2016 15:23	v08.med.va.gov\vhamiasheftt	06/09/16 - 15:25	<span style="color: red;">00:18:58</span>

**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.

FACILITY	VISN Bed Summary Report	CENSUS	USERS	POINT-OF-CONTACT	POC TELEPHONE
BILOXI (BIL)	BILOXI Summary Report	0%	0	NONE	NONE
FAYETTEVILLE (FAV)	FAYETTEVILLE Summary Report	0%	0	NONE	NONE
HOUSTON (HOU)	HOUSTON Summary Report	55%	9	JAMES HERRADA, RN	713-794-7535
JACKSON (JAC)	JACKSON Summary Report	0%	0	NONE	NONE
LITTLE ROCK (LIT)	LITTLE ROCK Summary Report	0%	0	NONE	NONE
MUSKOGEE (MUS)	MUSKOGEE Summary Report	0%	0	NONE	NONE
NEW ORLEANS (NOL)	NEW ORLEANS Summary Report	0%	0	NONE	NONE
OKLAHOMA CITY (OKL)	OKLAHOMA CITY Summary Report	0%	0	NONE	NONE
PINEVILLE (ALX)	PINEVILLE Summary Report	0%	0	NONE	NONE
SHREVEPORT (SHR)	SHREVEPORT Summary Report	0%	0	NONE	NONE

VISN Patients Pending Bed Placement													
Add New Patient		Filter By:		ALL FACILITIES	Filter	Select Report:	ACTIVE	Select	Grid Settings:				
Drag a column header here to group by that column													
Actions	N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
<a href="#">Edit</a>	<a href="#">Finalize</a>	HOU		FOURTY-THREE	1198		IRAQ	No	ACUTE PSYCHIATRY (<45 DAYS)		05/20/2016		00:00
Page 1 of 2 (28 items) <a href="#">[1]</a> <a href="#">[2]</a> <a href="#">[&gt;]</a>												Page size: <input type="text" value="20"/> <a href="#">[&gt;]</a>	
Export: <a href="#">CSV</a> <a href="#">PDF</a> <a href="#">RTF</a> <a href="#">XLS</a> <a href="#">XLSX</a>													

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.

The screenshot shows the BMS National/Regional screen. At the top is a banner with the text "Bed Management Solution". Below it is a header with "BMS Admin" and a user ID "User: VHA.MED.VA.GOV\VHAISDHORND". On the right is a "Logout" link. To the left is a "Go to Site List" link. The main content area has two grids. The first grid, titled "National Bed Availability", shows four columns: REGION 4 - USERS, REGION 3 - USERS, REGION 2 - USERS, and REGION 1 - USERS. Each column contains five rows of VISN numbers followed by a dash and a zero. The second grid, titled "National Patients Pending Bed Placement", is a table with various columns including Patient, SSN, SVC, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (h:m). It lists several patient entries with their respective details. At the bottom of the grid are links for "Page size:" and "Export: CSV PDF RTF XLS XLSX". Below the grid is a footer with links to "BMS Home", "Icon Legend", "Information", and "Logout".

**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.

The screenshot shows the BMS Administration Section screen. At the top is a banner with the text "Bed Management Solution". Below it is a header with "ADMINISTRATION SECTION". On the left is a "Back to Regional Page" link. The main content area is divided into three sections: "APPLICATION" (with links for Maintain Marquee Text, Add/Edit Icon, National Waiting Area, National Unavailable Reason, Background Processors, Treating Specialty/NUMA/HAvBED Edit, View Audit Log, and Common Medical Terms), "FACILITY" (with links for Edit BMS Facility Settings and Edit Sister Sites), and "USER" (with links for Add/Edit BMS User and User Access Report). Below these sections is a large, empty rectangular panel.

[Back to Regional Page](#)

40

**Figure 12 - BMS Administration Section Screen**

### 3.2.5 Working with data grids

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

#### 3.2.5.1 Sort Information within Columns

You can sort the information within most columns.

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

Actions	N	FAC	Patient	△	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.

[Return to Site Home Page](#)

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

---

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

---

Evacuation:  ON  OFF  [Submit](#)

---

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

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

**Figure 14 – Bed Board Site Configuration Page**

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

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

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

For details on the options available see the sections below.

#### **4.1.2 VistA Ward Add/Edit Page**

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

[Return to Admin Main Page](#)

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

**ADD/EDIT Ward**

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

**Current Vista Wards**

SORT BY:		Vista Ward Name	Vista Specialty	Type Group	Ward Group Text	
Edit	Delete	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
<a href="#">Edit</a>	<a href="#">Delete</a>	1	Cardiology_W1	Cardiology	CARDIOLOGY	CARDIO WG 1
<a href="#">Edit</a>	<a href="#">Delete</a>	3	Cardiology_W2	Cardiology	CARDIOLOGY	CARDIO WG 1
<a href="#">Edit</a>	<a href="#">Delete</a>	2	Neurology_W1	Neurology	NEUROLOGY	NEURO WG 1
<a href="#">Edit</a>	<a href="#">Delete</a>	4	Neurology_W2	Neurology	NEUROLOGY	NEURO WG 1

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

**Figure 15 – Add/Edit Ward Page**

The options available in this screen allow the administrator user to organize the wards retrieved from VistA according to the specific needs of the current facility.

The list of VistA wards already grouped according to the needs of the current organization is displayed in the list Current VistA Wards, in the lower part of the screen.

The buttons **VistA Ward Name**, **VistA Specialty**, **Type Group** and **Ward Group Text** allow the administrator users to sort the ward group list according to those criteria. Group treating specialties together into one physical ward. For example, 2A-MED, 2A-SURGICAL, 2A-OBSERVATION will all have the same Ward Group name 2A so that all the beds will appear only once for the ward.

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

**Table 2 – Ward Group Parameters**

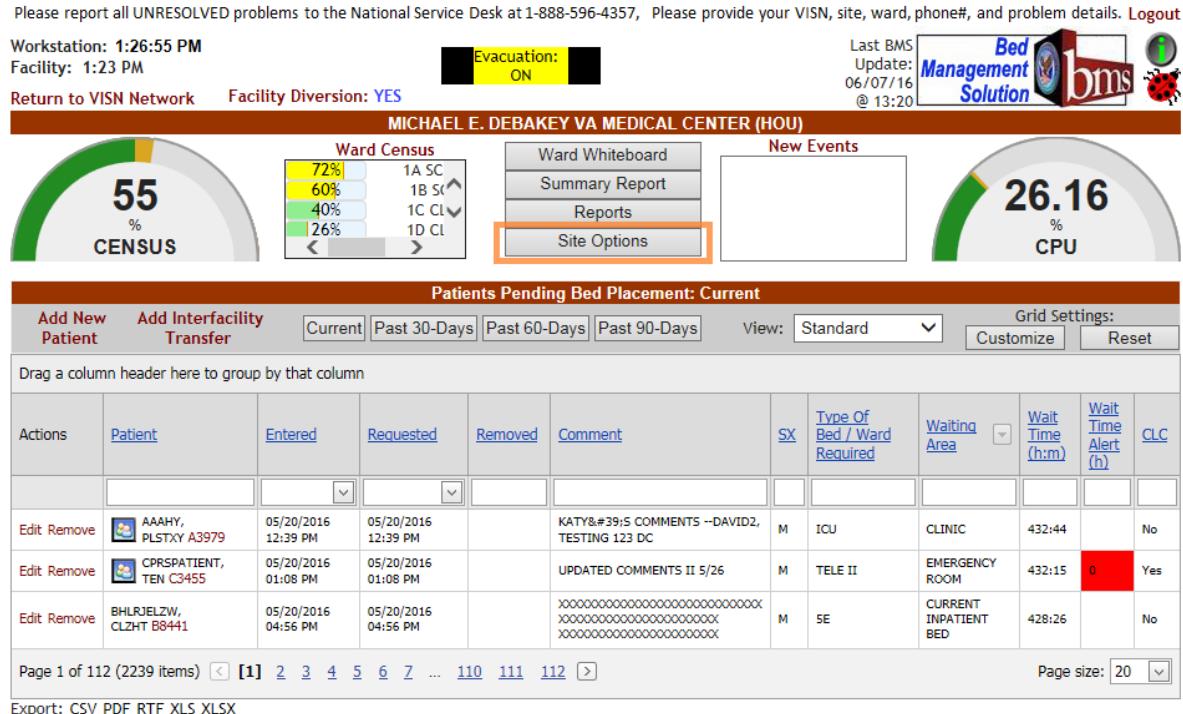
Column	Description
Internal Entry Number (IEN)	The VistA Internal Entry Number for the primary lookup key in the Ward Location #42 file.
VistA Ward Name	The name of the ward retrieved from VistA.
VistA Ward Specialty	The specialty associated to the selected ward in VistA.
BMS Type Group	The specialty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

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

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: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)**

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

Evacuation:  ON  OFF

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

**Figure 17 – Selecting VistA Ward Add/Edit Page**

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

[Return to Admin Main Page](#)

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

**ADD/EDIT Ward**

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

**Current Vista Wards**

Edit	Delete	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
<a href="#">Edit</a>	<a href="#">Delete</a>	1	Neurology_W1	Neurology	NEUROLOGY	NEURO WARD 1
		2	Cardiology_W1	Cardiology	CARDIOLOGY	CARDIO WARD 1

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

**Figure 18 – Adding/Editing Ward**

In the ADD Ward area at the top of the screen, click the arrow button of the **VistA Ward Name** field to display the list of VistA wards and select the one you want to add to the ward groups defined for the current facility. Next, in the **BMS Type Group** field enter the name of one of the ward groups defined for the current facility or the name of a new ward group. Next, in the **Ward Group Text** field enter a customized ward group name. Clicking the **Save** button will enter the data into the system: the new ward group will be displayed in the Current VistA Wards list in the lower part of the screen.

#### 4.1.2.2 Editing a Ward Group

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  
Return to VISN Network Facility Diversion: YES

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

**BED MANAGEMENT SOLUTION**  

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

**Ward Census**

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

**Ward Whiteboard**

- Summary Report
- Reports
- Site Options**

**New Events**

**CENSUS** 55 %

**CPU** 26.16 %

**Patients Pending Bed Placement: Current**

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

Drag a column header here to group by that column

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY&#39;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		Xoo	M	SE	CURRENT INPATIENT BED	428:26	No	

Page 1 of 112 (2239 items) [1] 2 3 4 5 6 7 ... 110 111 112 Page size: 20

Export: CSV PDF RTF XLS XLSX

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

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

**Figure 19 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

---

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

**Figure 20 – Selecting VistA Ward Add/Edit Page**

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

[Return to Admin Main Page](#)

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

**ADD/EDIT Ward**

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

---

**Current Vista Wards**

		VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT	
Add	Delete	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	1	Neurology_W1	Neurology Cardiology	NEUROLOGY CARDIOLOGY	NEURO WARD 1 CARDIO WARD 1
		2	Cardiology_W1			

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

**Figure 21 – Selecting a ward group to edit**

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

Return to Admin Main Page

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

**ADD/EDIT Ward**

Vista Ward Name Cardiology_W1 - 2	BMS Type Group CARDIOLOGY	Ward Group Text CARDIO WARD 1
--------------------------------------	------------------------------	----------------------------------

Save | Cancel

**Current Vista Wards**

SORT BY: Vista Ward Name Vista Specialty Type Group Ward Group Text

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

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

**Figure 22 – Editing a ward group**

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

#### 4.1.2.3 Deleting a Ward Group

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

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

Workstation: 1:26:55 PM

Facility: 1:23 PM

[Return to VISN Network](#)

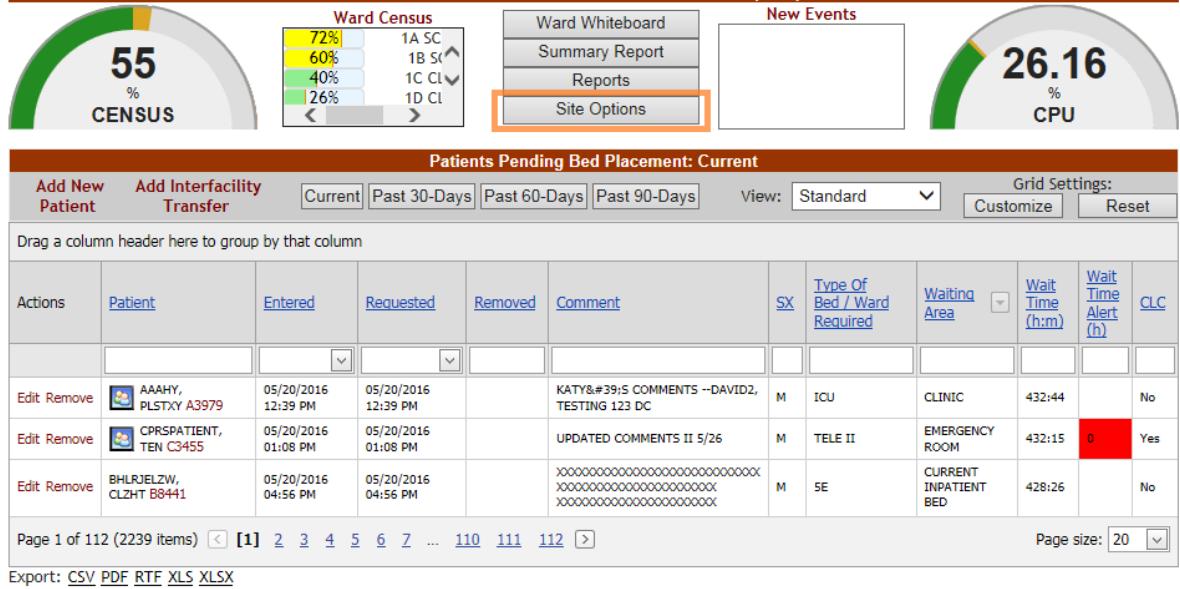
Facility Diversion: YES

Evacuation: ON

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



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



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

**Figure 23 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF

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

**Figure 24 – Selecting Vista Ward Add/Edit Page**

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

[Return to Admin Main Page](#)

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

**ADD/EDIT Ward**

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

**Current Vista Wards**

SORT BY:	Vista Ward Name	Vista Specialty	Type Group	Ward Group Text
Edit	7 1A-GEN	MEDICAL ICU	GENERAL	1A
Edit	4 2 EAST	SURGICAL ICU	ACUTE	2E
Edit	1 2B	NEUROLOGY	2B	2B
Edit	104 2K	ED OBSERVATION	2K	2K
Edit	105 3K	ED OBSERVATION	ICU	K
Edit	106 4K	ED OBSERVATION	ICU	K
Edit	107 5K	ED OBSERVATION	ICU	K
Edit	<input style="background-color: red; color: white; border: 1px solid black; padding: 2px 10px; font-weight: bold; border-radius: 5px;" type="button" value="Delete"/>	BMSABQ-9A	GENERAL(ACUTE MEDICINE)	9A

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

**Figure 25 – Deleting a Vista Ward Group**

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



Figure 26 - Confirm Deletion of VistA Ward Group

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

#### 4.1.3 Bed Board BMS Orderable Items Configuration Page

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



Figure 27 – Bed Board BMS Orderable Items Configuration Page

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

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

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

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

**Table 3 – Orderable Items Parameters**

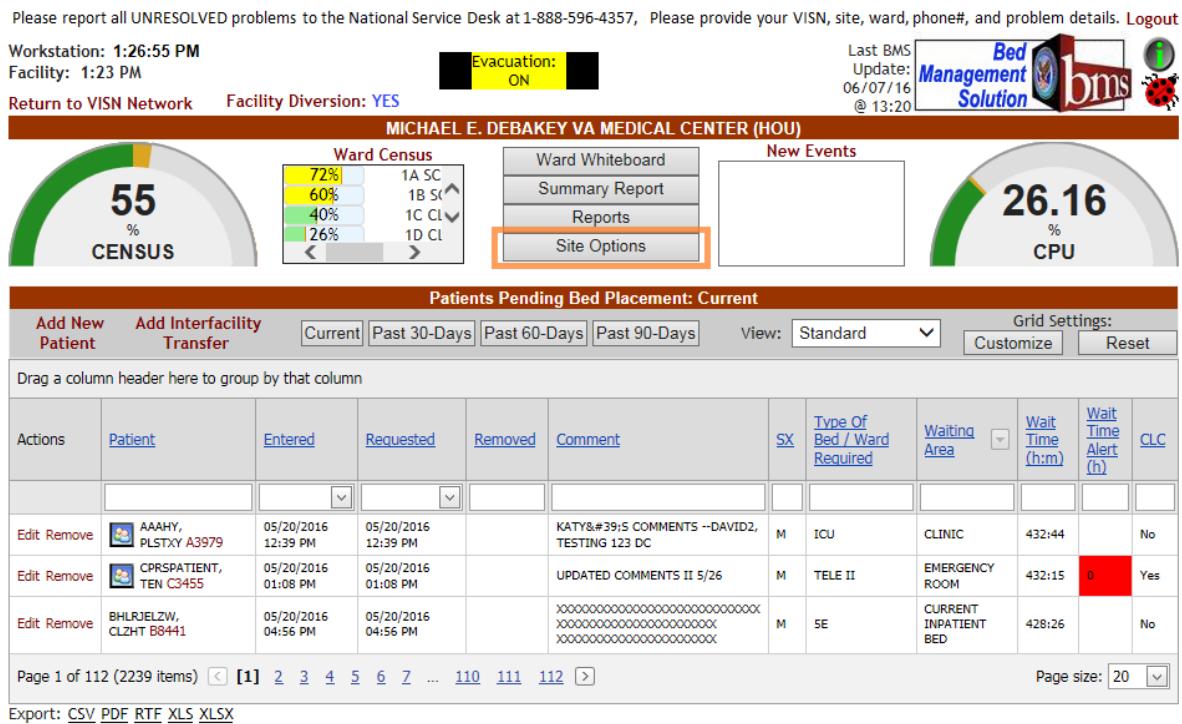
Column	Description
(Orderable item code)	The code of the VistA orderable item.
Orderable Item	The name of the orderable item retrieved from VistA.
Type	The name of the orderable item for the needs of the current facility.

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

#### 4.1.3.1 Adding/Deleting an Orderable Item - Mapping

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

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



**Figure 28 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF  [Submit](#)

---

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

Figure 29 – Selecting BMS Orderable Items Add/Delete

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

[Return to Admin Main Page](#)

**Bed Board BMS Orderable Items Configuration**

CPRS BMS Orderable Item  
Select an Orderable Item

Orderable Item Type  
Select Type   
[Add](#) [Cancel](#)

	Orderable Item	Type
<a href="#">Delete</a> 1	OI_Admission	ADMISSION
<a href="#">Delete</a> 2	OI_Discharge	DISCHARGE

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

Figure 30 – Adding/Editing BMS Orderable Items

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



Figure 31 - BMS Orderable Items - Add

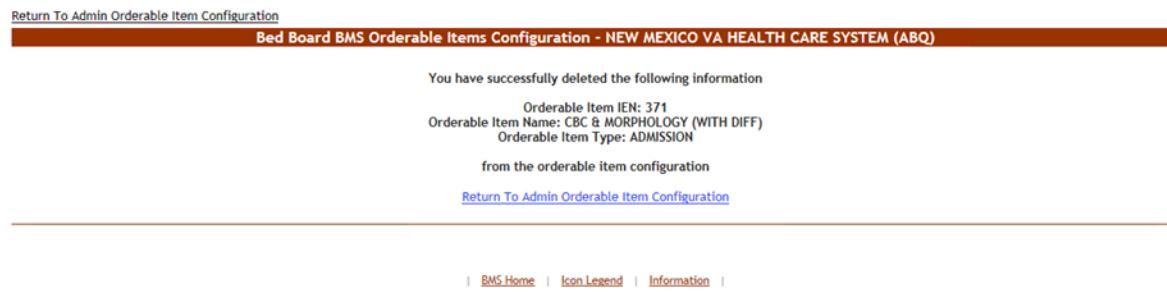


Figure 32 – BMS Orderable Items - Delete

#### 4.1.4 EMS Bed Notification Page

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



Figure 33 – EMS Bed Notification Page

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

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

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

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

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

**Table 4 – EMS Bed Notification Parameters**

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

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

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

#### **4.1.4.1 Adding an EMS Bed Notification**

To add an EMS bed notification follow the instructions below.

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

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

Workstation: 1:26:55 PM

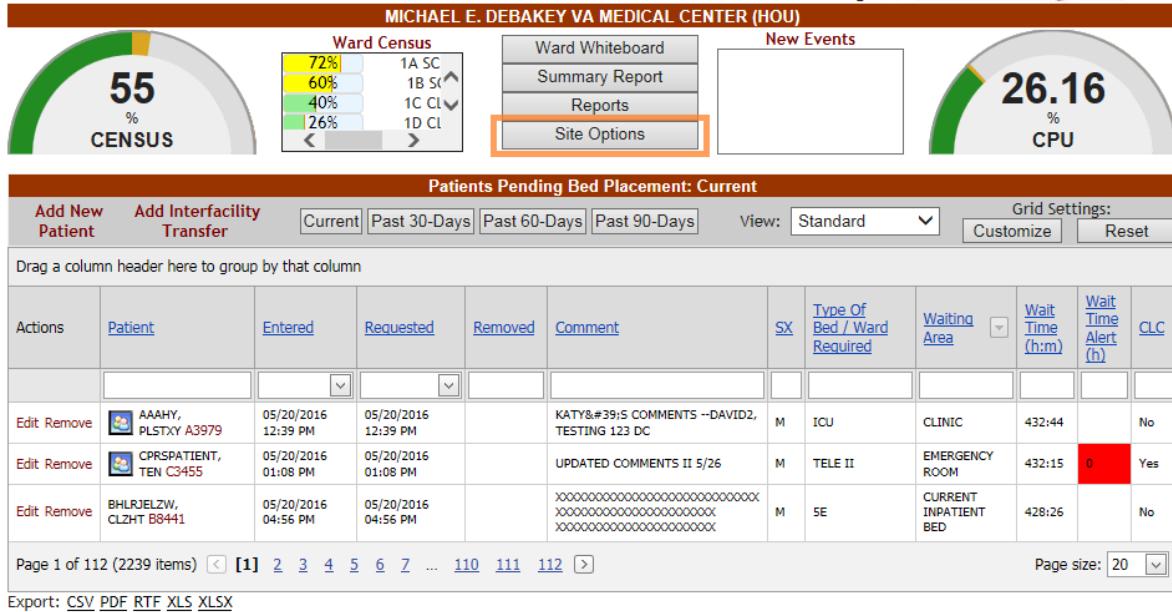
Facility: 1:23 PM

[Return to VISN Network](#)

Facility Diversion: YES

Evacuation:  
ON

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



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

**Figure 34 - Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF  [Submit](#)

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

**Figure 35 – Selecting EMS Notification Add/Edit**

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

[Return to Admins Main Page](#)

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

ADD Location Name			
Location:	<a href="#">Select A Ward Group</a> <input type="button" value="▼"/>		
<a href="#">Select A Ward Group</a>			
NEUROLOGY CARDIOLOGY			
<a href="#">Current Locations</a>			
<a href="#">Send Notification</a>			
Name	EHS Group	Bed Controller	Other
NEUROLOGY	Dirty/Clean	Dirty/Clean	NONE

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

**Figure 36 – EMS Bed Notification – Add Location Name**

Click the arrow button of the **Select a Ward Group** field to display a list of locations defined in the system then click the **Add** button to enter the details of the notification.

The following page is displayed.

[Return to Notification Admin Page](#)

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

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

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

**Figure 37 – Notifications Add – Edit Parameters**

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

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

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

[Return to Admin Main Page](#)

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

ADD Location Name					
Location:	<input type="text" value="Select A Ward Group"/>	<input type="button" value="ADD"/>	<input type="button" value="Cancel"/>		
Current Locations					
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<b>NEUROLOGY</b>	Time	EMS Group	Send Notification
				Dirty/Clean	Dirty/Clean
				Bed Controller	None

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

**Figure 38 – EMS Bed Notification Added**

#### 4.1.4.2 Editing an EMS Bed Notification

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

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



Patients Pending Bed Placement: Current

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

Drag a column header here to group by that column

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY&#39;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		XooooooooooooooXXXXXXXXXXXXXX XooooooooooooooXXXXXXXXXXXXXX XooooooooooooooXXXXXXXXXXXXXX	M	SE	CURRENT INPATIENT BED	428:26		No

Page 1 of 112 (2239 items) [1] 2 3 4 5 6 7 ... 110 111 112 > Page size: 20

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

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

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](#)

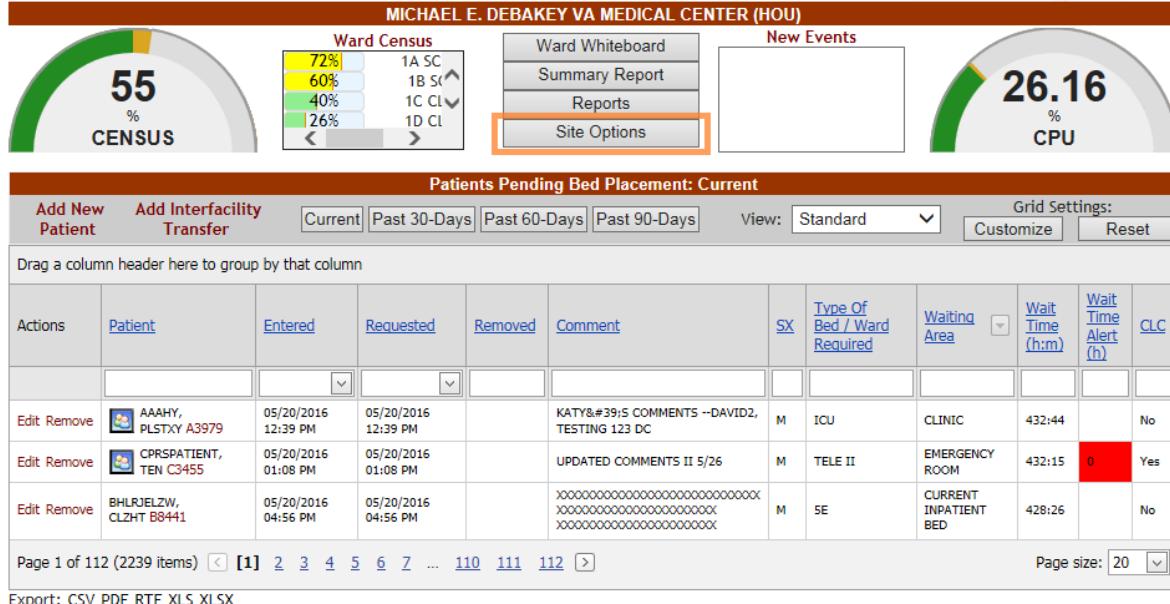
Workstation: 1:26:55 PM  
Facility: 1:23 PM

Evacuation:  
ON

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

[Return to VISN Network](#)

Facility Diversion: YES



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

**Figure 39 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

**Figure 40 – Selecting EMS Notification Add/Edit**

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

[Return to Admin Main Page](#)

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

ADD Location Name				
Location:	Select A Ward Group	<input type="button" value="ADD"/>	<input type="button" value="Cancel"/>	
Current Locations				
Edit	Delete	Name	EMS Group	Send Notification
		NEURO WARD 1	Dirty/Clean	Dirty/Clean

[Edit House](#) | [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:	<b>NEUROLOGY</b>	Dirty:	<b>Cleared</b>
(FORMAT: name@address,name@address) - 150 Total Character Limit:			
Ems:	<input type="text" value="ems@westroxburycampus.org"/>	<input checked="" type="checkbox" value="Yes"/> Yes	<input checked="" type="checkbox" value="Yes"/> Yes
Bed Controller:	<input type="text" value="bedcontroller@westroxburycampus.org"/>	<input checked="" type="checkbox" value="Yes"/> Yes	<input checked="" type="checkbox" value="Yes"/> Yes
Other:	<input type="text"/>	<input checked="" type="checkbox" value="No"/> No	<input checked="" type="checkbox" value="No"/> No
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

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

**Figure 42 – Notifications Add – Edit Parameters**

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

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

#### 4.1.4.3 Deleting an EMS Bed Notification

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

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

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

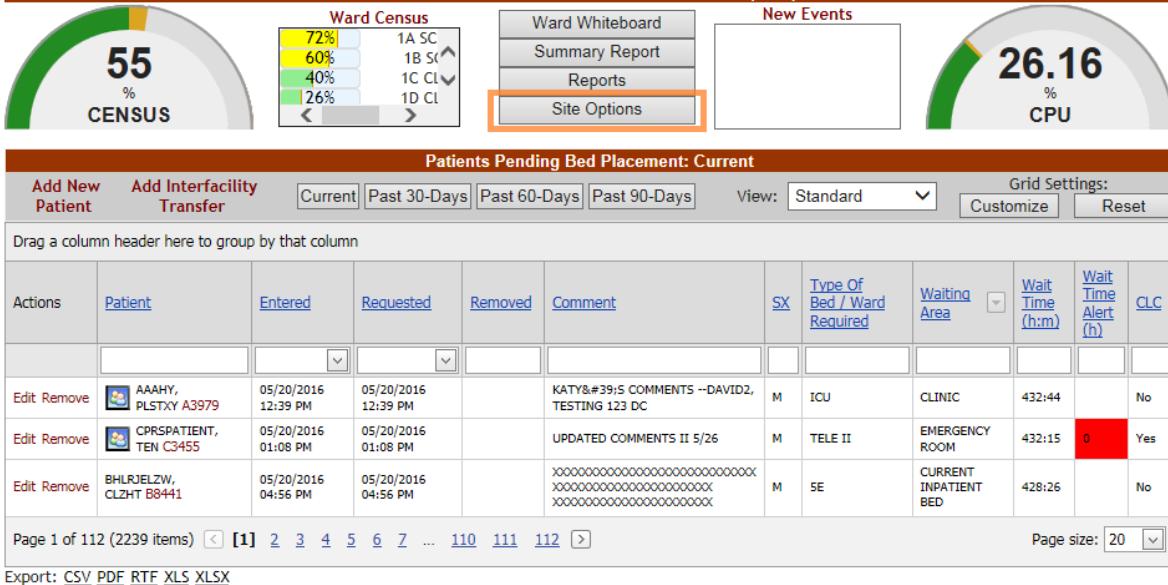
[Return to VISN Network](#)   [Facility Diversion: YES](#)

Evacuation:  
ON

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



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

**Figure 43 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF

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

**Figure 44 – Selecting EMS Notification Add/Edit**

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

[Return to Admin Main Page](#)

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

ADD Location Name					
Location:	Select A Ward Group	<input type="button" value="ADD"/>	<input type="button" value="Cancel"/>		
Current Locations					
	Name	EHS Group	Send Notification	Bed Controller	Other
 	NEURO WARD 1	Dirty/Clean	Dirty/Clean	Dirty/Clean	HOME

[BED HOME](#) | [ICON LEGEND](#) | [INFORMATION](#)

**Figure 45 – EMS Bed Notification – Delete notification**

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



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

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



**Figure 47 - EMS Bed Notification – Notification Deletion**

#### 4.1.5 Facility Setting Page

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

Facility Configuration - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)	
PARAMETER	OPTIONS
BMS Server Time Zone	EASTERN STANDARD TIME CST Yes Yes
Facility Site Time Zone	
Auto-Removal Patients Pending Bed Placement List?	
Integrated Facility?	
Medical Center ID #:	ALBUQUERQUE (EN-601)
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:	0
EMS Default User Name:	BMSDFEMS
EMS Password:	
EMS Password Confirm:	
Whiteboard Kiosk Default User Name:	BMSDFTest
Whiteboard Kiosk Password:	
Whiteboard Kiosk Password Confirm:	

**Figure 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.

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

#### 4.1.5.1 Ward Whiteboard Kiosk URL Settings

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

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

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

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

Description and available values of the page parameters:

**Table 6 – Ward Whiteboard URL Configuration Parameters**

Parameter	Short Description	Options
facilityCode	Code of facility (e.g., BROCKTON = BRK).	Enter the 3 character facility ID.
wardName	Name of BMS Ward Name. To see all the wards the value that needs to be configured is ALL.	These are the BMS WARDS as defined in the Facility, Site Options, VistA Ward Add/Edit. The Ward name value should match the "BMS WARD GROUP TEXT". A single ward can be entered or the value "ALL" to display all the wards at the facility.
splitScreen	To split the page in two tables enters the value "Yes".	Yes No
displayPTCode	How should be displayed the patient under the column "Patient" (full name or 1st+Last 4). <b>Note: LastName is required for Kiosk mode due to Privacy regulations.</b>	FirstAndLast4 LastName
genderColorCode	To change the background color for the row according with patient's gender.	Blue/Pink None
displayFooterCensus	To view the footer census.	Yes No
displayStaffAttending	What column is displayed in the table? (Staff column, Attending column or both).	Staff and Attending Staff
scrollRate	The timer interval will affect the scrolling speed. This parameter can be absent. (If specified then it represents seconds).	Null or an integer value.

#### **4.1.5.2 EMS Mobile URL Settings**

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

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

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

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

Description and available values of the page parameters:

**Table 7 – EMS Mobile URL Configuration Parameters**

Parameter	Short Description	Options
code	Code of facility (e.g., BROCKTON = BRK).	Enter the 3 character facility ID.

#### 4.1.6 EMS Staff Add/Edit/Delete Users Page

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

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

**Figure 50 – EMS Staff Add/Edit/Delete Users**

This page allows the administrator user to add, edit or delete EMS user accounts and their associated PINs. These EMS user accounts can then be used to access the EMS Staff Page for Mobile Devices. For details see the section [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

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

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Patients Pending Bed Placement: Current											
Actions		Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM			KATY&#39;S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	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			XooooooooooooooXooooooooooooooX XooooooooooooooXooooooooooooooX XooooooooooooooXooooooooooooooX	M	SE	CURRENT INPATIENT BED	428:26	No

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Page size: [20](#)

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

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

**Figure 51 - Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF  [Submit](#)

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

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

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

[Return to Admin Main Page](#)

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

	User	PIN
<a href="#">Edit Delete</a>	EMS User	1234
<a href="#">Edit Delete</a>	EMS User One	7865

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

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

Figure 53 – EMS Staff Add/Edit/Delete Users

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

[Return To Listing](#)

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

<input type="radio"/> VA Account:	<input type="text"/>
<input checked="" type="radio"/> Non - VA Account:	<input type="text" value="EMS Staff One"/>
PIN: <input type="text" value="3346"/>	
<input type="button" value="Submit"/>	<input type="button" value="Never Mind And Return To Listing"/>

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

**Figure 54 – EMS Staff Add/Edit/Delete Users Page – Add Users**

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

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

#### **4.1.6.1 Editing the details on an EMS User**

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

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

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

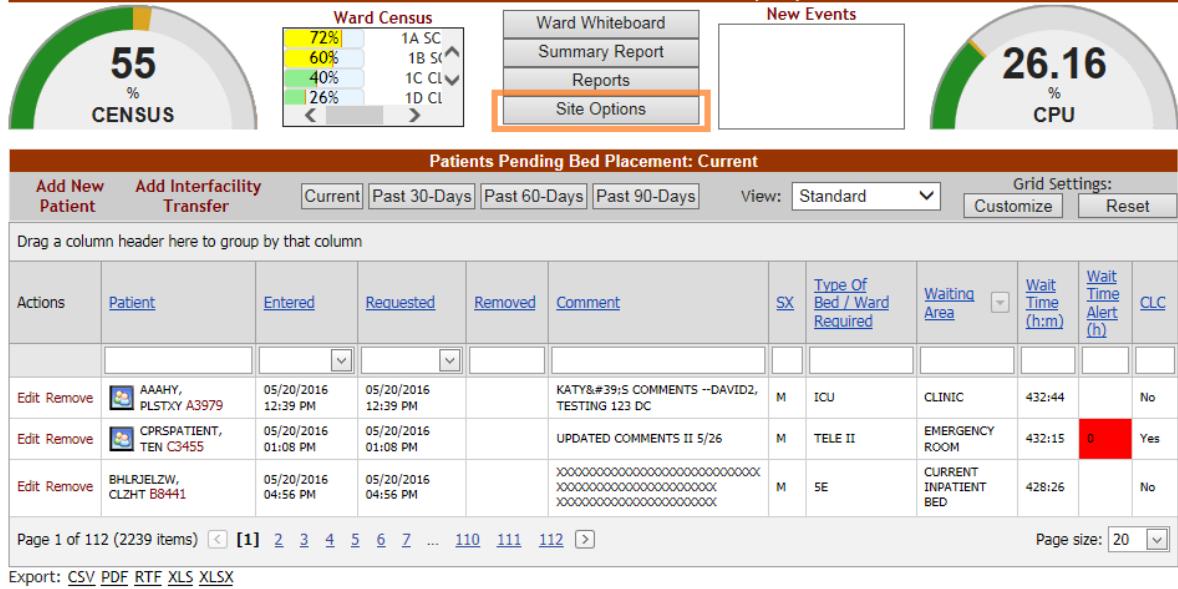
Last BMS  
Update:  
06/07/16  
@ 13:20



[Return to VISN Network](#)

Facility Diversion: YES

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)



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

**Figure 55 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

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

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

[Return to Admin Main Page](#)

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

	User	PIN
<a href="#">Edit/Delete</a>	EMS User	1234
<a href="#">Edit/Delete</a>	EMS User One	7865
<a href="#">Edit/Delete</a>	EMS Staff One	3345

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

**Figure 57 – Select EMS Staff Account/User to Edit**

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

Return To Listing

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

EMS User:	EMS Staff One
PIN:	1234
<input type="button" value="Submit"/> <input type="button" value="Never Mind And Return To Listing"/>	

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

Figure 58 – Edit EMS Staff Account/User

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

Workstation: 1:26:55 PM  
Facility: 1:23 PM  
Return to VISN Network Facility Diversion: YES

Evacuation: ON

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

**BED MANAGEMENT SOLUTION** 

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

**CENSUS** 55 %

**Ward Census**

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

**New Events**

**CPU** 26.16 %

**Patients Pending Bed Placement: Current**

Add New Patient	Add Interfacility Transfer	Current	Past 30-Days	Past 60-Days	Past 90-Days	View: Standard	Grid Settings: Customize	Reset			
Drag a column header here to group by that column											
Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
<a href="#">Edit Remove</a>	 AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY&#39;S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	432:44		No
<a href="#">Edit Remove</a>	 CPRSPATIENT, TEN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM		UPDATED COMMENTS II 5/26	M	TELE II	EMERGENCY ROOM	432:15	0	Yes
<a href="#">Edit Remove</a>	BHLRJELZW, CLZHT B8441	05/20/2016 04:56 PM	05/20/2016 04:56 PM		Xoo	M	SE	CURRENT INPATIENT BED	428:26		No

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

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

Figure 59 – Selecting Site Options

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

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF  [Submit](#)

WORKSTATION

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

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

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

[Return to Admin Main Page](#)

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

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

	User	PIN
<a href="#">Edit Delete</a>	EMS User	1234
<a href="#">Edit Delete</a>	EMS User One	7865
<a href="#">Edit Delete</a> 	EMS Staff One	3345

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

Figure 61 – Selecting EMS Staff Account/User for Deletion

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

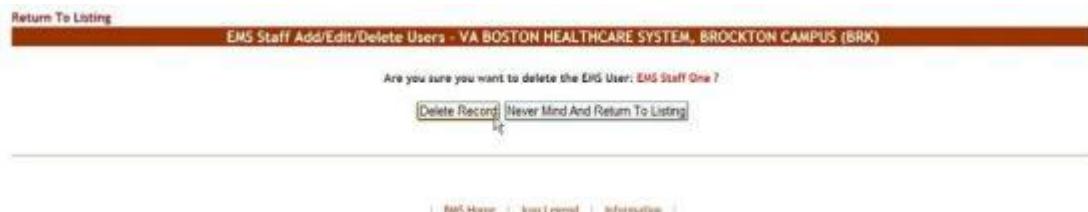


Figure 62 – Delete EMS Staff Account/User

Click the **Delete Record** button to delete the EMS User from the list.

#### 4.1.7 Bed Board Site Unavailable Reason Page

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

The screenshot shows a table listing various 'Unavailable/Reason' entries. Each entry includes a 'Text' field, a 'Type' dropdown menu set to 'DO NOT DISPLAY', and edit/delete buttons. The table has columns for 'Text' (which is mostly blank), 'Unavailable/Reason' (containing reason names like '23 HOURS OBS', 'BED ASSIGNED', etc.), and 'Type' (containing values like 'INFORMATION', 'OUT OF SERVICE', etc.).

Text	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

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.

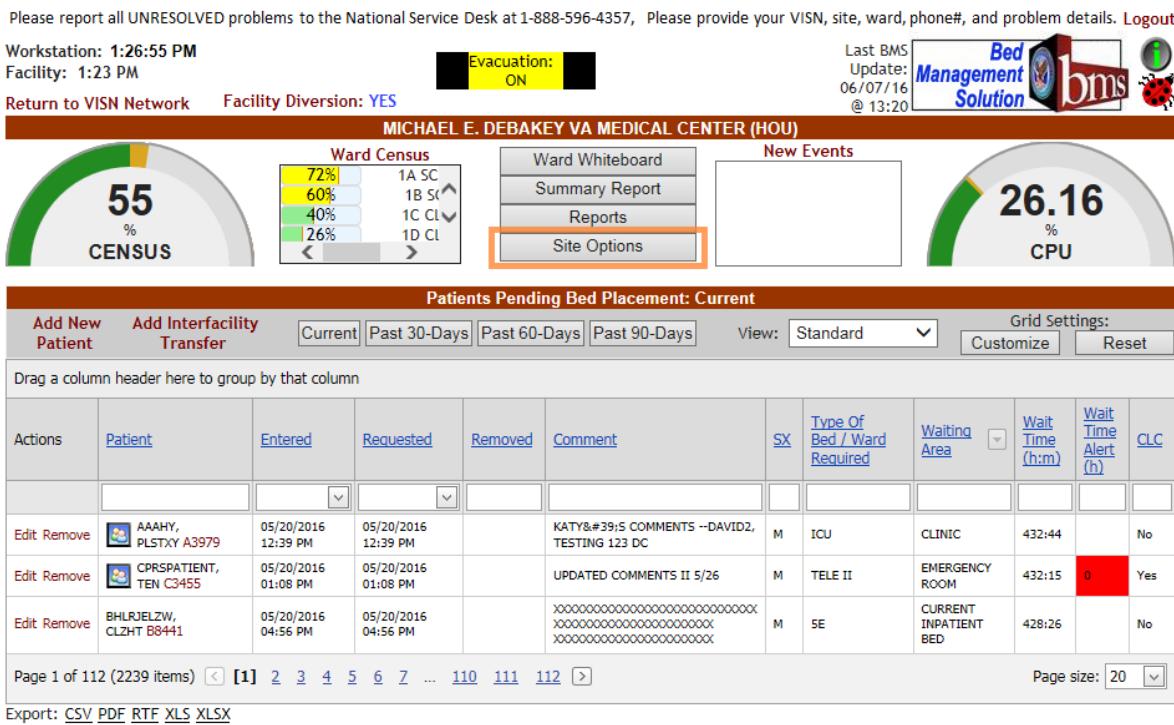
The links **Edit** and **Delete** allow the administrator user to modify the details of a reason or delete it from the system.

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: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)**

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

Evacuation: ON  OFF

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

Figure 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"/>	Type	<input type="button" value="Add"/> <input type="button" value="Cancel"/>																								
<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> DO NOT DISPLAY</li><li><input type="checkbox"/> INFORMATION</li><li><input type="checkbox"/> ISOLATION</li><li><input type="checkbox"/> OUT OF SERVICE</li></ul>																										
<table border="1"><thead><tr><th>Reason</th><th>Type</th></tr></thead><tbody><tr><td>23 HOURS OBS</td><td>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></tbody></table>			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
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																									

#### **Figure 66 – Adding an Unavailable Reason**

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

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

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

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

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

#### **4.1.7.2 Editing an Unavailable Reason**

To edit an unavailable reason, follow the instructions below.

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

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

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

Evacuation:  
ON

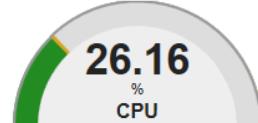
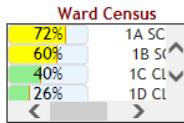
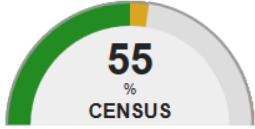
Last BMS  
Update:  
06/07/16  
@ 13:20



[Return to VISN Network](#)

Facility Diversion: YES

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)



#### Patients Pending Bed Placement: Current

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&#39;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		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	M	SE	CURRENT INPATIENT BED	428:26		No

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

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

**Figure 67 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF

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

**Figure 68 – Selecting Unavailable Reason Add/Edit**

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

[Return to Admin Main Page](#)

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

Text	Type
<input type="text" value=""/>	DO NOT DISPLAY
<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
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	DO NOT DISPLAY

**Figure 69 – Selecting an Unavailable Reason for Edit**

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

The screenshot shows a web-based application for editing unavailable reasons. At the top, there's a header bar with the text "Return to Unavailable/Reason Page" and "Bed Board Site Unavailable Reason Edit - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the header, there's a form with two main sections: "CURRENT:" and "CHANGE TO:". Under "CURRENT:", the "TEXT" field contains "ON HOLD". Under "CHANGE TO:", the "TEXT" field also contains "ON HOLD". Under "TYPE:", the dropdown menu is open, showing several options: "DO NOT DISPLAY" (which is highlighted), "INFORMATION", "ISOLATION", and "OUT OF SERVICE". There's also a small "Sub" label next to the dropdown.

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.

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



**Patients Pending Bed Placement: Current**

Add New Patient		Add Interfacility Transfer		Current		Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		Grid Settings:			
														<a href="#">Customize</a>		<a href="#">Reset</a>	
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&#39;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		XoooooooooooooooXoooooooooooooooX XoooooooooooooooXoooooooooooooooX XoooooooooooooooXoooooooooooooooX	M	SE	CURRENT INPATIENT BED	428:26		No						

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

**Figure 71 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

Figure 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:	<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: right; vertical-align: bottom;"><input type="button" value="Edit"/> <input style="border: 2px solid red; background-color: #f0f0f0; color: black; font-weight: bold; cursor: pointer; border-radius: 50%; width: 15px; height: 15px; vertical-align: middle;" type="button" value="Delete"/></td><td style="text-align: center;">ON HOLD</td><td style="text-align: center;">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 style="border: 2px solid red; background-color: #f0f0f0; color: black; font-weight: bold; cursor: pointer; border-radius: 50%; width: 15px; height: 15px; vertical-align: middle;" 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 style="border: 2px solid red; background-color: #f0f0f0; color: black; font-weight: bold; cursor: pointer; border-radius: 50%; width: 15px; height: 15px; vertical-align: middle;" type="button" value="Delete"/>	ON HOLD	DO NOT DISPLAY																																				

Figure 73 – Select an Unavailable Reason for Deletion

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



Figure 74 – Delete an Unavailable Reason

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

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

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



Figure 75 – Discharge Appointment Clinics Add/Edit Page

The options in this screen allow the administrator user the ability to define the discharge clinics used to assist with patient discharges if used by the facilities process.

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

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

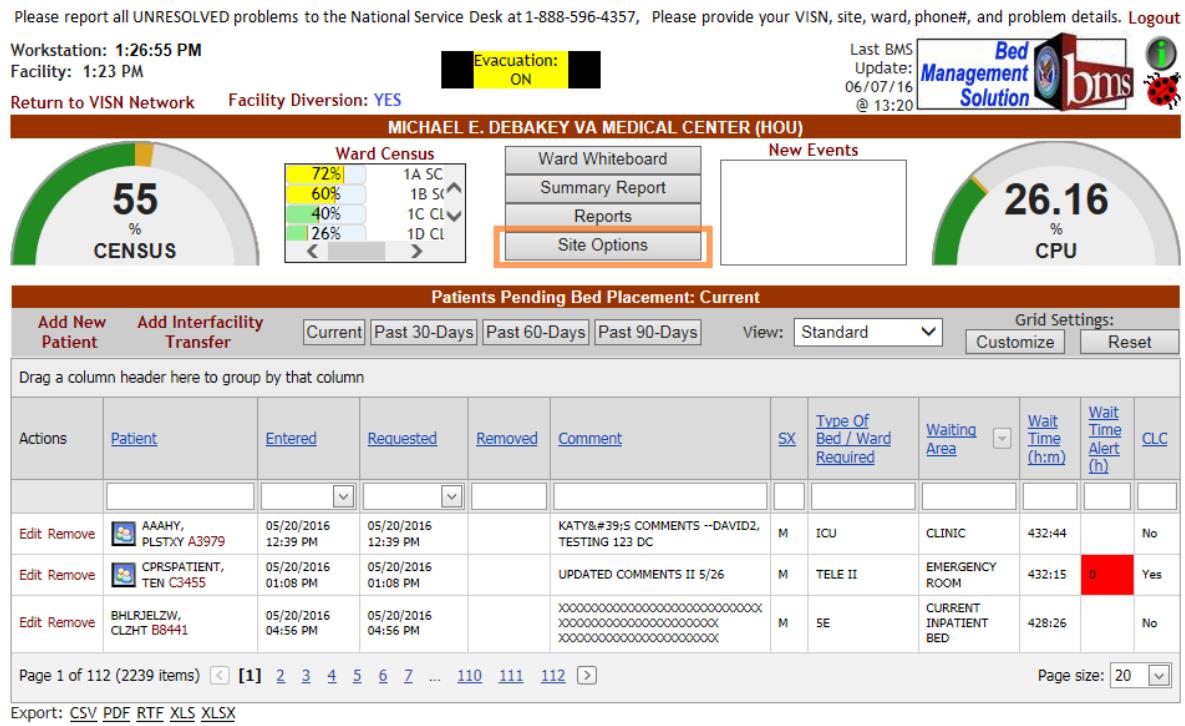
To go back to the **Bed Board Site Configuration** page click the link **Return to the Admin Main Page**

in the upper left corner of the page.

#### 4.1.8.1 Adding/Deleting a Discharge Appointment Location

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

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



**Figure 76 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF

---

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

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

**Figure 77 - Selecting Discharge Appointment Clinics Add/Delete**

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

[Return to Admin Main Page](#)

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

Discharge Clinic Location		
<input type="button" value="Select a Discharge Clinic Location - IEN"/>		
<input type="button" value="Selected a Discharge Clinic Location - IEN"/>		
<input type="button" value="Hospital One - 1"/>		
<input type="button" value="Hospital Two - 2"/>		
	Discharge Clinic IEN	Discharge Clinic Name
Delete	1	Hospital One - 1

---

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

**Figure 78 - Selecting a Discharge Clinic Location**

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

#### 4.1.9 Events Notifications Page

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

The screenshot shows a web-based application interface for managing event notifications. At the top, there's a header bar with the title "Events Notifications - 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" and two buttons: "ADD" and "Cancel". The main content area contains a table with the following data:

Current Locations	Event Type						
	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
<a href="#">Edit</a> <a href="#">Delete</a> CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes

At the bottom of the page, there are links for "BMS Home", "Icon Legend", and "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.

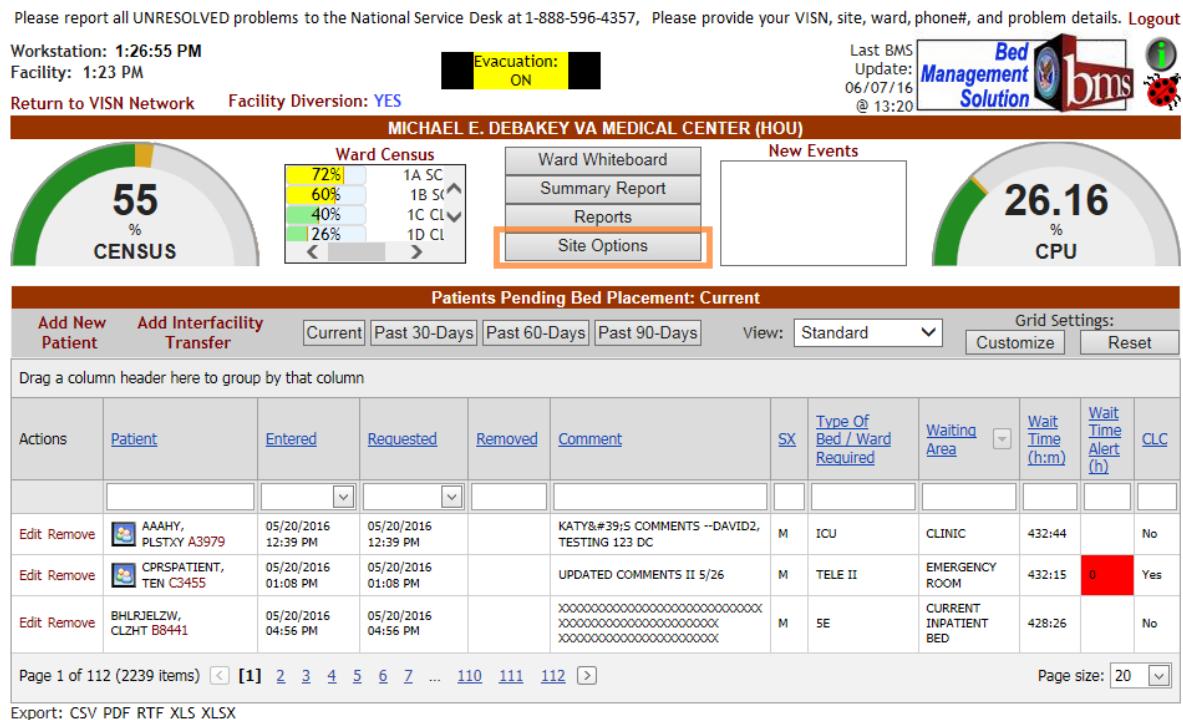
The link **Edit** to the left of each entry in the list allows the user to modify the details of an event notification. A notification can be deleted using the adjacent **Delete** link.

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.

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

**Figure 81 – Selecting Event Notification Add/Edit**

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

[Return to Admin Main Page](#)

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

**ADD Location Name**

Location:

**Select A Ward Group**

CARDIO WG 1  
NEURO WG 1

**Current Locations**

	Event Type						
	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
<a href="#">Edit</a> <a href="#">Delete</a> 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	Notify?
Admission Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input checked="" type="checkbox"/>
Anticipated Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input checked="" type="checkbox"/>
Discharge Appointment	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input checked="" type="checkbox"/>
Discharge Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input checked="" type="checkbox"/>
Transfer Order	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input checked="" type="checkbox"/>
Bed OOS	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input checked="" type="checkbox"/>
Bed Switch	Bed Controller / Other: <input type="text" value="bedcontroller@hospital1.org"/>	Yes <input checked="" type="checkbox"/>

| [RMS 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.

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**

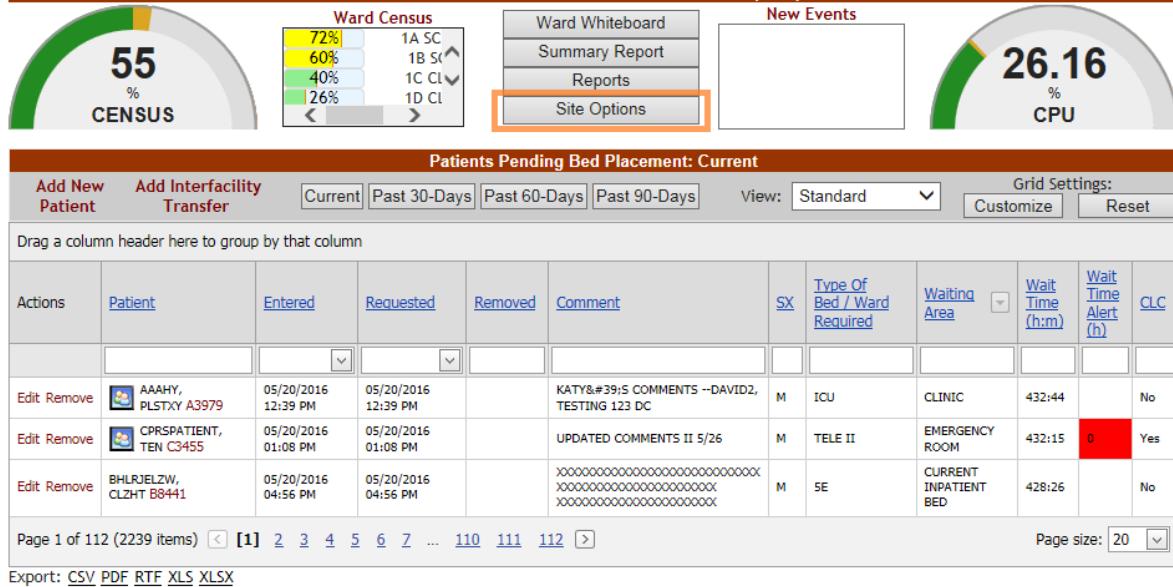
Last BMS  
Update:  
06/07/16  
@ 13:20



[Return to VISN Network](#)

Facility Diversion: YES

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

**Figure 84 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

Figure 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								
Location:	<input type="button" value="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
<a href="#">Edit</a>	<a href="#">Delete</a>	CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	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: bedcontroller@hospital1.org	Yes <input type="button" value="▼"/>
Anticipated Discharge Order	Bed Controller / Other: bedcontroller@hospital1.org	Yes <input type="button" value="▼"/>
Discharge Appointment	Bed Controller / Other: bedcontroller@hospital1.org	Yes <input type="button" value="▼"/>
Discharge Order	Bed Controller / Other: bedcontroller@hospital1.org	Yes <input type="button" value="▼"/>
Transfer Order	Bed Controller / Other: bedcontroller@hospital1.org	Yes <input type="button" value="▼"/>
Bed OOS	Bed Controller / Other: bedcontroller@hospital1.org	Yes <input type="button" value="▼"/>
Bed Switch	Bed Controller / Other: 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.

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

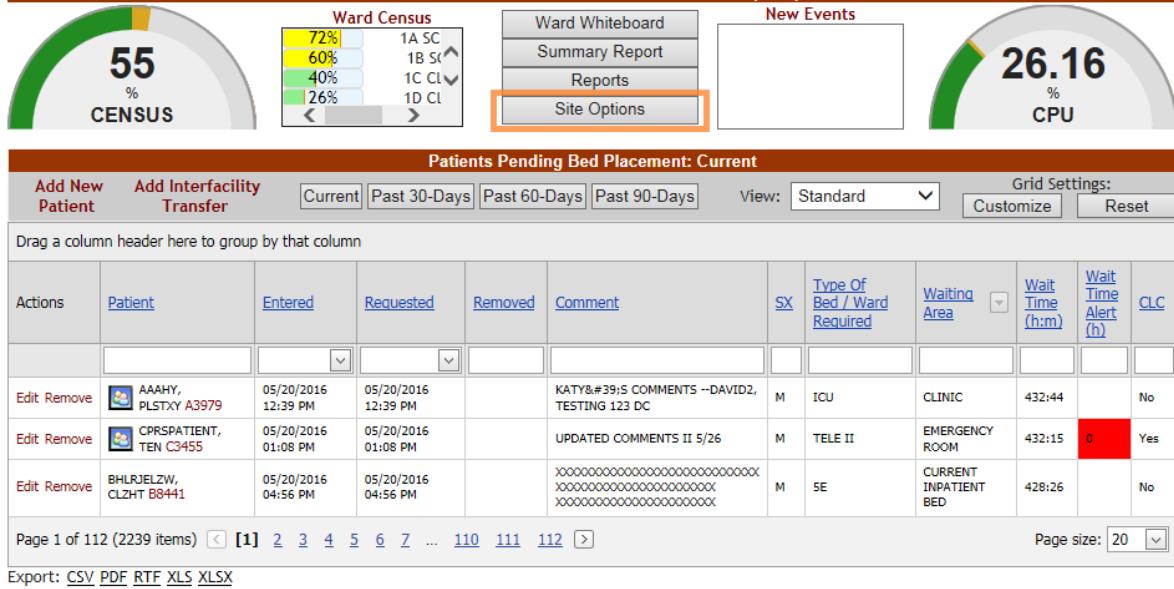
Last BMS  
Update:  
06/07/16  
@ 13:20



[Return to VISN Network](#)

Facility Diversion: YES

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

**Figure 88 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

Figure 89 – Selecting Event Notification Add/Edit

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

[Return to Admin Main Page](#)

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

ADD Location Name								
Location:	<input type="button" value="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
<a href="#">Edit</a>	<a href="#">Delete</a>	CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes
<a href="#">Edit</a>	<a href="#">Delete</a>	NEURO WG 1	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?

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

| [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

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 - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)**

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

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

**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 a web-based form titled "ICON LIBRARY - EDIT ICON - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". The form is for editing a "Blue Square icon, Site Configurable Icon".  
Fields include:  
- Facility Icon Name: Blue Square  
- Facility Icon Description: Blue Square  
- Facility Comment: (empty)  
- Active? (radio buttons): Yes (selected) or No  
- Facility Mouse Over Text: BED ASSIGNED.  
Buttons at the bottom: Save, Never Mind, Return to Icon Library page, 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.
Patient/Bed/Room	If the icon is to be attached to a patient or to a bed/room.
Facility Icon Name	Mandatory field, the name of the icon.
Facility Icon Description	Mandatory field, the description of the icon.
Facility Comment	Any relevant additional info about the icon.
Facility Mouse Over Text	Mandatory field, the text to be displayed when the mouse cursor hovers over the icon.

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

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

#### 4.1.11 Add/Edit BMS User Page

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

[Return to Admin Page](#)

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

Select Existing NT User Name	
PARAMETER	OPTIONS
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

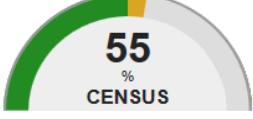
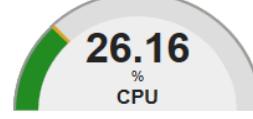
To add a BMS user to the current facility site, follow the instructions below. From the facility home page, click the **Site Options** link.

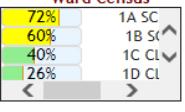
Please report all UNRESOLVED problems to the National Service Desk at 1-888-596-4357. Please provide your VISN, site, ward, phone#, and problem details. [Logout](#)

Workstation: 1:26:55 PM      Facility: 1:23 PM      Return to VISN Network      Facility Diversion: YES      Evacuation: ON      Last BMS Update: 06/07/16 @ 13:20



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**Census:**  **CPU:** 

Ward Census	Ward Whiteboard	New Events
 72% 60% 40% 26%	<a href="#">Ward Whiteboard</a> <a href="#">Summary Report</a> <a href="#">Reports</a> <b><a href="#">Site Options</a></b>	<a href="#">New Events</a>

**Patients Pending Bed Placement: Current**

Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
<a href="#">Edit</a> <a href="#">Remove</a>	 AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY8.#39;S COMMENTS ~DAVID2, TESTING 123 DC	M	ICU	CLINIC	432:44		No
<a href="#">Edit</a> <a href="#">Remove</a>	 CPRSPATIENT, TEN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM		UPDATED COMMENTS II 5/26	M	TELE II	EMERGENCY ROOM	432:15	0	Yes
<a href="#">Edit</a> <a href="#">Remove</a>	 BHRLJELZW, CLZHT B8441	05/20/2016 04:56 PM	05/20/2016 04:56 PM		X0000000000000000000000000000000X X0000000000000000000000000000000X X0000000000000000000000000000000X	M	SE	CURRENT INPATIENT BED	428:26		No

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

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

**Figure 95 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

**Figure 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)**

<input type="button" value="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

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

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

Figure 98 – Select User

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

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

[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
Default Site:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	Yes
WRITE Access?	Yes

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

Figure 99 – Customize BMS Facility Site User Rights

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

Table 11 – BMS Facility Site User Parameters

Column	Description
NT User Name:	NT user who will be given access rights to the facility site.
Admin User?	If the new user will have access to the Administration section page.

Column	Description
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	If the user will have access to the current facility site.
EMS User?	If the new user is part of EMS group.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Default Region	This field displays the name of the current region (where the current VISN belongs to).
Default VISN	This field displays the current VISN (to which the current facility site belongs to).
DefaultSite	The default site which is displayed when the new user logs into the system.
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.
WRITE Access	If the selected user has WRITE rights on the sites in the selected Region/VISN.

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

#### **4.1.11.2 Editing BMS user rights for the current facility site**

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

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

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

Evacuation:  
ON

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



[Return to VISN Network](#)

Facility Diversion: YES

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Patients Pending Bed Placement: Current										
		Add New Patient	Add Interfacility Transfer	Current	Past 30-Days	Past 60-Days	Past 90-Days	View: Standard	Grid Settings: Customize	Reset
Drag a column header here to group by that column										
Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY&#39;S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	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		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	M	SE	CURRENT INPATIENT BED	428:26	No

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

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

**Figure 100 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

Figure 101 – 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 102 – BMS User Configuration Page

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

**Select user**

Local	User Name	Find															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Selected</th> <th>User Name</th> <th>Fullname</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>TESTARESOFT2\LocalBMSUsers</td> <td>testBMS</td> </tr> <tr> <td><input type="radio"/></td> <td>TESTARESOFT2\testBMS</td> <td>testBMS2</td> </tr> <tr> <td><input type="radio"/></td> <td>TESTARESOFT2\testBMS2</td> <td>testBMS3</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>TESTARESOFT2\testBMS3</td> <td>testBMS3</td> </tr> </tbody> </table>			Selected	User Name	Fullname	<input type="radio"/>	TESTARESOFT2\LocalBMSUsers	testBMS	<input type="radio"/>	TESTARESOFT2\testBMS	testBMS2	<input type="radio"/>	TESTARESOFT2\testBMS2	testBMS3	<input checked="" type="radio"/>	TESTARESOFT2\testBMS3	testBMS3
Selected	User Name	Fullname															
<input type="radio"/>	TESTARESOFT2\LocalBMSUsers	testBMS															
<input type="radio"/>	TESTARESOFT2\testBMS	testBMS2															
<input type="radio"/>	TESTARESOFT2\testBMS2	testBMS3															
<input checked="" type="radio"/>	TESTARESOFT2\testBMS3	testBMS3															
<input type="button" value="Select"/>		<input type="button" value="Cancel"/>															

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

**Figure 103 – Select User**

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

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

[Return to Admin Page](#)

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

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

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

**Figure 104 – Customize BMS facility site user rights**

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

#### 4.1.11.3 Deleting a BMS user for the current facility site

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

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

Workstation: 1:26:55 PM

Facility: 1:23 PM

[Return to VISN Network](#)

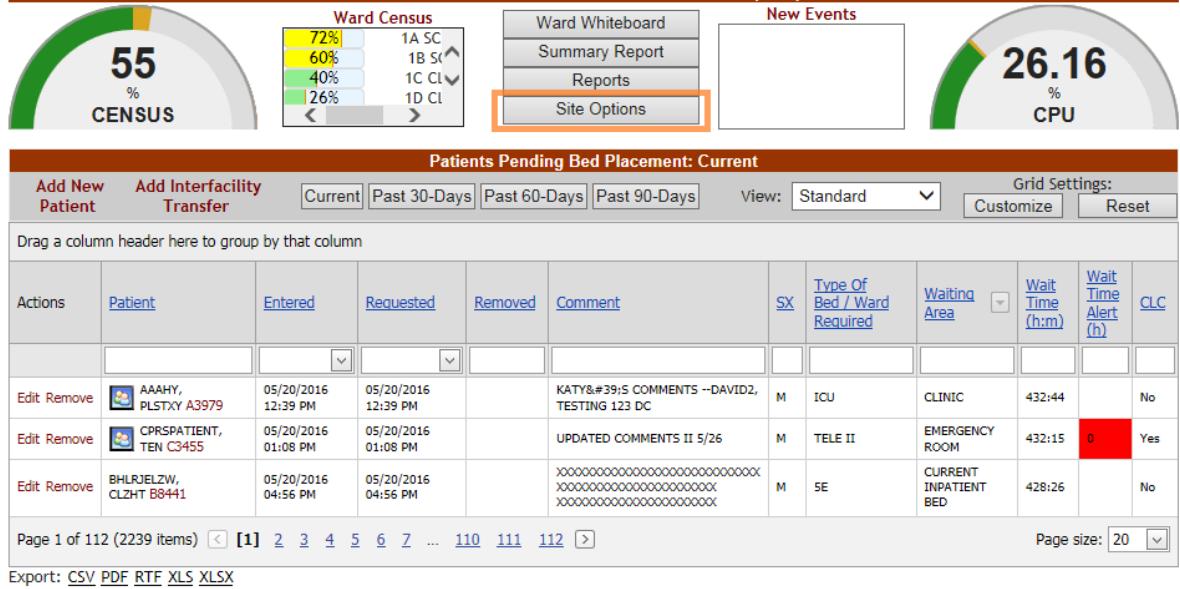
Facility Diversion: YES

Evacuation:  
ON

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



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



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

**Figure 105 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

---

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

---

Evacuation: ON  OFF

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

**Figure 106 – Selecting Add/Edit BMS User**

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

[Return to Admin Page](#)

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

---

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

---

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

**Figure 107 – BMS User Configuration Page**

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

Select user

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

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

Figure 108 – Select User

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

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

[Return to Admin Page](#)

User Configuration - 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 109 – Customize BMS Facility Site User Rights

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

#### 4.1.12 Background Processors Page

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

[Return to Admin Page](#)

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

**Whiteboard Report**

Current Scheduler: 6 AM - CST

Add/Update Scheduler:

**Patients Pending Bed Placement List**

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

Add/Update Method:

Add/Update Scheduler:

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

**Figure 110 – Facility Background Processors**

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

In the Whiteboard report area the **Current Scheduler** field will display the name of the scheduler that is currently used to collect data for the Whiteboard report. To select another scheduler use the arrow button of the **Add/Update Scheduler** field to display the available schedulers, select the one you want to use and press the **Save Scheduler** button.

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

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

[Return to Admin Page](#)

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

**Whiteboard Report**

Current Scheduler: 6 AM - CST

Add/Update Scheduler:

**Patients Pending Bed Placement List**

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

Add/Update Method:

Add/Update Scheduler:

Select A Scheduler  
6 AM - CST  
Every 1 Hour  
Every 1 Minute  
Every 12 Hours  
Every 2 Hours  
Every 4 Hours  
Every 5 Minutes  
Every 6 Hours

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

**Figure 111 – Facility Background Processors**

#### **4.1.13 Patient Waiting Areas Page**

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

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](#)

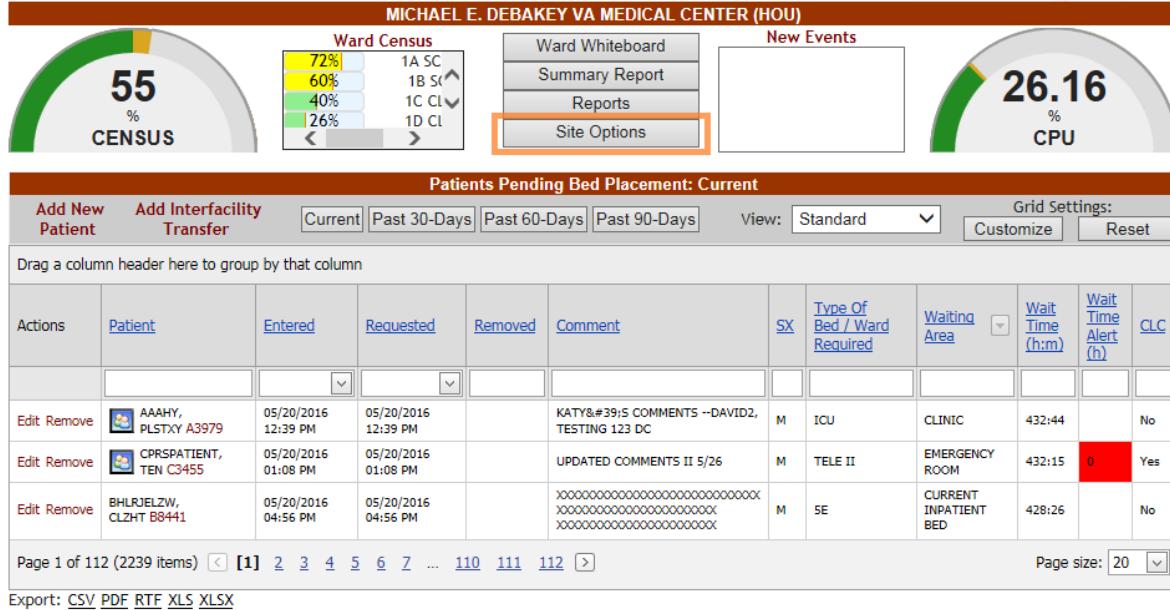
Workstation: 1:26:55 PM  
Facility: 1:23 PM

Evacuation:  
ON

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

[Return to VISN Network](#)

Facility Diversion: YES



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

**Figure 112 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

**Figure 113 – Selecting Waiting Area Add/Edit**

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

[Return to Admin Main Page](#)

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

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

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

**Figure 114 – Patient Waiting Areas**

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

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

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

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

#### **4.1.13.1 Adding a Waiting Area**

To add a waiting area, follow the instructions below.

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

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



Patients Pending Bed Placement: Current

		Pending Bed Placement					Patient Details			Location			Status			Actions	
		Pending Bed Placement					Patient Details			Location			Status			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&#39;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			XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	M	SE	CURRENT INPATIENT BED	428:26		No					

Page 1 of 112 (2239 items) [\[1\]](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) ... [110](#) [111](#) [112](#) [>](#) Page size: [20](#)

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

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

**Figure 115 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

**Figure 116 – Selecting Waiting Area Add/Edit**

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

[Return to Admin Main Page](#)

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

**ADD Area**

<input type="text" value="OUTPATIENT WAITING AREA"/>	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>
--	------------------------------------	---------------------------------------

**Current Waiting Areas**

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

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

**Figure 117 – Adding a Waiting Area**

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

Return to Admin Main Page

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

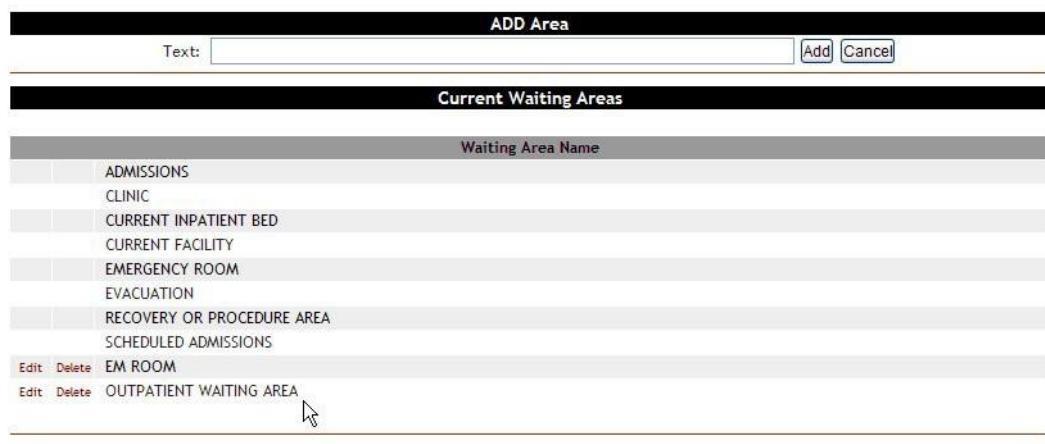
**ADD Area**

Text:

**Current Waiting Areas**

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

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



The screenshot shows a web-based administrative interface for managing patient waiting areas. At the top, there's a navigation bar with links to 'Return to Admin Main Page' and the specific 'Patient Waiting Areas' page for 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. Below this is a form titled 'ADD Area' with a text input field and 'Add' and 'Cancel' buttons. The main content area is titled 'Current Waiting Areas' and contains a table with a single column for 'Waiting Area Name'. The table lists several standard waiting areas like 'ADMISSIONS', 'CLINIC', etc., followed by two entries that have been edited: 'EM ROOM' and 'OUTPATIENT WAITING AREA'. Each entry has 'Edit' and 'Delete' links next to it. A cursor is visible over the 'Edit' link for 'OUTPATIENT WAITING AREA'.

Figure 118 – Waiting Area Added to the List

#### 4.1.13.2 Editing a Waiting Area

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

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												
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&#39;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		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	M	SE	CURRENT INPATIENT BED	428:26		No

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Page size: [20](#)

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

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

**Figure 119 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF

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

**Figure 120 – Selecting Waiting Area Add/Edit**

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

[Return to Admin Main Page](#)

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

**ADD Area**

Text:

**Current Waiting Areas**

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

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

**Figure 121 – Selecting Waiting Area for Edit**

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

The screenshot shows a modal dialog titled "Waiting Area : Edit". It has two input fields: "CURRENT:" containing "OUTPATIENT WAITING AREA" and "CHANGE TO:" containing "MAIN OUTPATIENT WAITING AREA". Below the fields are "Submit" and "Cancel" buttons. The "CHANGE TO:" field is highlighted with a yellow border and a cursor is hovering over it.

Figure 122 – Edit Waiting Area Name

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

The screenshot shows the "Patient Waiting Areas - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)" page. At the top is an "ADD Area" form with a "Text:" input field and "Add" and "Cancel" buttons. Below is a table titled "Current Waiting Areas" with a header "Waiting Area Name". The table lists several waiting areas, and the row for "MAIN OUTPATIENT WAITING AREA" is highlighted with a red box around its "Edit" and "Delete" links.

Figure 123 – Waiting Area Edited

#### 4.1.13.3 Deleting a Waiting Area

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

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

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

Workstation: 1:26:55 PM

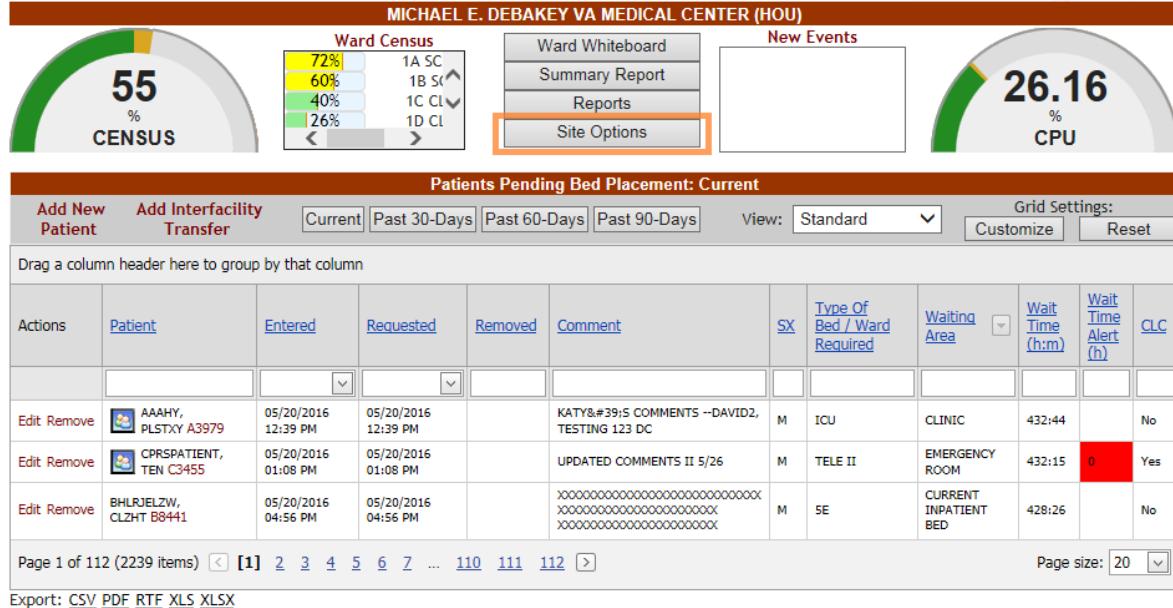
Facility: 1:23 PM

[Return to VISN Network](#)

Facility Diversion: YES

Evacuation:  
ON

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



**Figure 124 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

**Figure 125 – Selecting Waiting Area Add/Edit**

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

[Return to Admin Main Page](#)

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

**ADD Area**

Text:	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
-------	--

**Current Waiting Areas**

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

Edit  MAIN OUTPATIENT WAITING AREA

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

**Figure 126 – Select a Waiting Area for Deletion**

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

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?

Figure 127 – Deleting a Waiting Area

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

#### 4.1.14 Bed Board Module Activation and Configuration Page

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

 OFF  Submit' section and a table showing workstation details like DATE/TIME, FACILITY, VISN, and REGION."/>

Return to Site Home Page

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

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

Evacuation: ON  OFF

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

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

[Return to Admin Main Page](#)

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

Bed Board Module <input type="button" value="Select a Module"/>	Place In Use? <input type="button" value="No"/>	Add / Update <input type="button" value="Submit"/> <input type="button" value="Cancel"/>
Module Item Name	Currently In Use	
Admission Orders Flag	Yes	
Anticipated Discharge Flag	Yes	
Discharge Appointments Flag	Yes	
Discharge Orders Flag	Yes	
EMS Bed Cleaning Flag	Yes	
Transfer Orders Flag	Yes	

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

**Figure 129 – Bed Board Module Activation and Configuration**

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

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

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

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

#### **4.1.14.1 Activating a Bed Board Module**

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

#### **4.1.14.2 Disabling a Bed Board Module**

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

### **4.1.15 Bed Management Board Icons Page**

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

[Return to Site Home Page](#)

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

---

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

---

Evacuation: ON  OFF

---

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

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

[Return to Previous Page](#)

**Bed Management Board Icons**

---

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

---

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

**Figure 131 – Bed Management Board Icon Legend Page**

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

#### 4.1.16 Audit Log Report Page

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

[Return to Site Home Page](#)

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

Evacuation: ON  OFF  [Submit](#)

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

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

Audit Log Report																								
Select Report	<a href="#">Site Configurable Icons</a> Facility Patients Pending Bed Placement List VISN Patients Pending Bed Placement List SST Assignment Whiteboard Usage PPBP Usage (VISN) PPBP Usage (Facility) Icon Usage			REGION	Region 2	TO DATE	6/7/2016 11:59:59 PM	View Report																
VISN		SITE	HOU - (VISN 16) - MICHAEL E.																					
FROM DATE																								
<table border="1"> <thead> <tr> <th>ICON CATEGORY</th> <th>FACILITY</th> <th>IMAGE NAME</th> <th>ICON NAME</th> <th>ACTIVE</th> <th>PUBLISHED</th> <th>TYPE: PATIENT OR BED/ROOM</th> <th>DESCRIPTION</th> <th>COMMENT</th> <th>MOUSE OVER TEXT</th> <th>CREATED BY</th> <th>DATE</th> <th>EVENT TYPE</th> </tr> </thead> </table>												ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED/ROOM	DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	EVENT TYPE
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** 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													
Select Report		Site Configurable Icons	REGION		Region 1, Region 2, Region 3, E	VISN		VISN 1, VISN 2, VISN 3, VISN	SITE		ABQ - (VISN 18) - NEW MEXICO	View Report	
FROM DATE		6/8/2016 12:00:01 AM	TO DATE		6/10/2016 11:59:59 PM								
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 TESTING PURPOSES	vha.med.va.gov/vhalstrott	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	vha.med.va.gov/vhalstrott	6/8/2016 9:09:53 AM	Updated	
			Blue Caution				Blue Caution	BLUE CAUTION	Blue Caution	vha.med.va.gov/vhalstrott	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	vha.med.va.gov/vhalstrott	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	vha.med.va.gov/vhalstrott	6/8/2016 9:16:08 AM	Updated	
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER		Blue Diamond.png	Blue Diamond	True	True	P	Blue Diamond	BLUE DIAMOND	vha.med.va.gov/vhalstrott	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	vha.med.va.gov/vhalstrott	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	vha.med.va.gov/vhalstrott	6/8/2016 9:17:30 AM	Updated	
Site Configurable icon	MICHAEL E DEBAKEY VA MEDICAL CENTER		Orange Circle.png	Orange Circle	True	True	R	Orange Circle	ORANGE CIRCLE	vha.med.va.gov/vhalstrott	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	vha.med.va.gov/vhalstrott	6/8/2016 9:19:02 AM	Updated	

**Figure 134 – Site Configurable Icons Report**

For each entry the following data is available:

**Table 12– Site Configurable Icons Report Parameters**

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

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

#### 4.1.16.2 Facility Patient Pending Bed Placement List Report

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

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

**Facility Patients Pending Bed Placement List Report**

Select Report	Facility Patients Pending Bed Placement List	REGION	Region 1, Region 2, Region 3, E	<input type="button" value="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	
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Find"/> <input type="button" value="Print"/>				

FACILITY	PATIENT	PROBLEM	BED	REQ BED DATE	TYPE OF BED WARD	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 -DAVID2, TESTING 123 DC	v08.med.va.gov/vhamishnett	6/9/2016 1:23:55 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	C-3455	FLU			TELE II	EMERGENCY ROOM						UPDATED COMMENTS II 5/26	v08.med.va.gov/vhamishnett	6/9/2016 1:36:32 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	S-2799	LTKA			SE	SCHEDULED ADMISSIONS							v08.med.va.gov/vhamishnett	6/9/2016 1:39:21 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	E-6917	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS							vha.med.va.gov/vhalsdorm	6/9/2016 1:47:39 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	H-9681	CTA			VASCULAR	SCHEDULED ADMISSIONS							v08.med.va.gov/vhabaywillot	6/9/2016 1:49:34 AM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	E-9504	L3 compression fracture			3D MED OBS	SCHEDULED ADMISSIONS							vha.med.va.gov/vhalsdorm	6/9/2016 2:00:40 AM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	Z-0167	CHF			CARDIOLOGY	SCHEDULED ADMISSIONS							v08.med.va.gov/vhabaywillot	6/9/2016 12:59:53 PM	Updated
														6/9/2016 1:02:42 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	Z-5924	RT ISCHIAL PRESSURE SORE			PLASTIC SURGERY	SCHEDULED ADMISSIONS	Acute	No	Yes	GENERAL (ACUTE MEDICINE)	ICU Beds Full	TESTING 123	v08.med.va.gov/vhabaywillot	6/9/2016 12:20:38 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	D-0587	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS							vha.med.va.gov/vhalsdporcg	6/9/2016 1:47:40 PM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	D-5573	SEPSIS	1C120-A	06/03/2016 09:07:00 AM		EVACUATION							vha.med.va.gov/vhalsbalaki	6/9/2016 1:42:48 AM	Updated
MICHAEL E. DEBAKEY VA MEDICAL CENTER	S-4918	BED ASSIGNED.			SURGERY	ADMISSIONS	Acute	No	Yes	GENERAL SURGERY			v08.med.va.gov/vhamishnett	6/9/2016 9:47:46 AM	Inserted
MICHAEL E. DEBAKEY VA MEDICAL CENTER	B-2556	TEST			TEST								vha.med.va.gov/vhalsdporcg	6/9/2016 7:47:35 AM	Inserted
MICHAEL E. DEBAKEY VA MEDICAL CENTER	O-1198	UFT			ACUTE	ADMISSIONS							v08.med.va.gov/vhabaywillot	6/9/2016 1:36:50 PM	Inserted

**Figure 135 – Facility Patient Pending Bed Placement List Report**

For each entry the following data is available:

**Table 13 – Facility Patient Pending Bed Placement List Report Parameters**

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

COLUMN	DESCRIPTION
Event Type	The type of event.

#### 4.1.16.3 VISN Patient Pending Bed Placement List Report

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

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

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

Figure 136 – VISN Patient Pending Bed Placement List Report

For each entry the following data is available:

Table 14 – VISN Patient Pending Bed Placement List Report Parameters

COLUMN	DESCRIPTION
Facility	The name of the VA facility.
VISN	The VISN where the VA facility is located.
Patient	The code of the patient.
ERA	The period of service that the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient requests admission to the community hospital.
Current location	The name of the community hospital where the patient is currently being treated
Location Adm. Date	The date when the patient has been admitted in the selected location.
Comments	Any comments entered in the Comments field.
Specialty	The treating specialty corresponding to the type of need.

COLUMN	DESCRIPTION
Req. Adm. Date	The date when the patient should be able to be admitted to the VA facility.
Created by	The name of the user who created the event.
Date	The date and time when the event has been created.
Event Type	The type of the event.

#### 4.1.16.4 Staff Assignment Report

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

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

WARD	BED	STAFF	PATIENT	CREATED BY	DATE	EVENT TYPE
1B SCI TOM WAS HERE	1B120-A	NURSE 88		vha.med.va.gov\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		v08.med.va.gov\hamlashetti	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 12:14:41 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 15 – Staff Assignment Report Parameters

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

#### 4.1.16.5 Whiteboard Usage Report

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

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

Entered D/T	User	Update Type	Bed	Transaction	Transaction Updates	Transaction Comments
6/23/2016 7:42:00 PM	v17.med.va.gov/whiteboarder2	BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM 06/23/2016 19:42:25 PM TO <Empty> COMPLETED BY FROM v17.med.va.gov/whiteboarder2 TO v17.med.va.gov/whiteboarder2	COMMENT FROM <EMPTY> TO TEST
6/23/2016 7:42:00 PM	v17.med.va.gov/whiteboarder2	BED REASON COMMENT	3B220-A	NEW RECORD	COMPLETED DATE FROM <Empty> TO 06/23/2016 19:42:25 PM COMPLETED BY FROM <EMPTY> TO v17.med.va.gov/whiteboarder2	
6/23/2016 9:58:00 PM	v19.med.va.gov/whiteboarder2	BED REASON COMMENT	1B222-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 06/31/2016 05:00:00 AM	
6/24/2016 6:50:00 PM	v17.med.va.gov/whiteboarder2	BED REASON COMMENT	3B224-A	NEW RECORD		
6/24/2016 8:47:00 PM	v17.med.va.gov/whiteboarder2	BED REASON COMMENT	3C460-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 06/09/2016 13:00:00 PM	COMMENT FROM <EMPTY> TO WAXING FLOORS
6/26/2016 8:38:00 PM	v08.med.va.gov/whiteboarder2	BED REASON COMMENT	4B128-B	NEW RECORD		
6/27/2016 8:53:00 PM	v08.med.va.gov/whiteboarder2	BED REASON COMMENT	3B122-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 06/31/2016 05:00:00 AM	COMMENT FROM <EMPTY> TO UFT TESTING
6/31/2016 3:18:00 PM	v19.med.va.gov/whiteboarder2	BED REASON COMMENT	1B224-C	NEW RECORD		COMMENT FROM <EMPTY> TO NPO
6/31/2016 7:07:00 PM	v19.med.va.gov/whiteboarder2	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/whiteboarder2	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/whiteboarder2	BED REASON COMMENT	1B222-A	NEW RECORD		COMMENT FROM <EMPTY> TO DH TEST 2

Figure 138.1 – Whiteboard Usage Report

For each entry the following data is available:

Table 16.1 – Whiteboard Usage Report Parameters

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

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

#### 4.1.16.6 PPBP Usage (VISN) Report

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

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

Entered D/T	User	Update Type	Bed	Transaction	Transaction Updates	Transaction Comments
5/20/2016 7:44:00 PM	vha.med.va.gov\haisdpoteq	BED REASON COMMENT	4C245-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\haisdpoteq	BED REASON COMMENT	4C245-B	NEW RECORD		COMMENT FROM REASON FOR THE BED ASSIGNMENT WILL BE PROVIDED HERE 5.20.16
5/23/2016 7:38:00 PM		BED REASON COMMENT	4C245-B	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:38:12 PM COMPLETED BY FROM <EMPTY> TO v17.med.va.gov\hantballenj2	TO
5/23/2016 7:38:00 PM		BED REASON COMMENT	4C245-B	NEW RECORD	COMPLETED DATE FROM <Empty> TO 05/23/2016 19:38:12 PM COMPLETED BY FROM <EMPTY> TO v17.med.va.gov\hantballenj2	COMMENT FROM REASON FOR THE BED ASSIGNMENT WILL BE PROVIDED HERE 5.20.16
5/23/2016 7:42:00 PM	v17.med.va.gov\hantballenj2	BED REASON COMMENT	3B220-A	NEW RECORD		COMMENT FROM <EMPTY> TO TEST
5/23/2016 7:42:00 PM	v17.med.va.gov\hantballenj2	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\hantballenj2 TO	COMMENT FROM <EMPTY> TO TEST
5/23/2016 7:42:00 PM	v17.med.va.gov\hantballenj2	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\hantballenj2	
5/23/2016 9:56:00 PM	v19.med.va.gov\haechherolk	BED REASON COMMENT	1B222-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 05/31/2016 05:00:00 AM	
5/24/2016 5:50:00 PM	v17.med.va.gov\hantballenj2	BED REASON COMMENT	3B294-A	NEW RECORD	EXPECTED COMPLETED DATE FROM <Empty> TO 05/09/2016 13:00:00 PM	COMMENT FROM <EMPTY> TO WAXING FLOORS
5/24/2016 8:47:00 PM	v17.med.va.gov\hantballenj2	BED REASON COMMENT	3C450-A	NEW RECORD		COMMENT FROM <EMPTY> TO WAXING FLOORS

Figure 139.2 – PPBP Usage (VISN) Report

For each entry the following data is available:

Table 17.2 – PPBP Usage (VISN) Report Parameters

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

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

#### 4.1.16.7 PPBP Usage (Facility) Report

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

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

PPBP Usage (Facility) Report										
Select Report		REGION		VISN		SITE		View Report		
PPBP Usage (Facility)		Region 2		VISN 16		HOU - (VISN 16) - MICHAEL E.				
FROM DATE	TO DATE									
05/21/2016 12:00:01 AM	05/03/2016 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/vhshobalski	PAAAHHY 3979	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 15:45	COMMENTS FROM KATY&#39;S COMMENTS -DAVID TO KATY&#39;S COMMENTS -DAVID		
05/20/2016 12:39	05/20/2016 12:39		05/26/2016 15:48	vba.med.va.gov/vhshobalski	PAAAHHY 3979	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/26/2016 15:45	COMMENTS FROM KATY&#39;S COMMENTS TO KATY&#39;S COMMENTS -DAVID		
05/20/2016 12:39	05/20/2016 12:39		05/26/2016 15:48	vba.med.va.gov/vhshobalski	PAAAHHY 3979	UPDATED	WAIT TIME ALERT DATE FROM 05/26/2016 15:48 TO 05/26/2016 15:49			
05/20/2016 12:39	05/20/2016 12:39		05/27/2016 10:09	v08.med.va.gov/vhabycamped	PAAAHHY 3979	UPDATED	FEE COMMENTS FROM <Empty> TO KATY&#39;S FEE COMMENTS WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION REASON FOR DELAY FROM <Empty> TO NONE EVACUATION EQUIPMENT SUPPLY REQUIREMENTS <Empty> TO WHEELCHAIR EVACUATION TRANSPORTATION CARE LEVEL <Empty> TO TBD 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 KATY&#39;S EVACUATION MATE TELEPHONE <Empty> TO (123)-123-1231 EVACUATION NNA TELEPHONE <Empty> TO (123)-123-1231 EVACUATION ORIGINATING FACILITY NAME <Empty> TO HOU EVACUATION VEHICLE OPERATOR NAME <Empty> TO KATY&#39;S EVACUATION VEHICLE OPERATOR TELEPHONE <Empty> TO (123)-123-1231	COMMENTS FROM <Empty> TO KATY&#39;S COMMENTS -DAVID		
05/20/2016 12:39	05/20/2016 12:39		05/27/2016 10:09	v08.med.va.gov/vhabycamped	PAAAHHY 3979	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY	COMMENTS FROM KATY&#39;S COMMENTS -DAVID TO KATY&#39;S COMMENTS -DAVID		
05/20/2016 12:39	05/20/2016 12:39		05/27/2016 10:09	v08.med.va.gov/vhabycamped	PAAAHHY 3979	UPDATED	WAIT TIME ALERT DATE FROM <Empty> TO 05/27/2016 11:09 EVACUATION COMMENTS FROM <Empty> TO PLEASE NOTIFY	COMMENTS FROM KATY&#39;S COMMENTS TO KATY&#39;S COMMENTS -DAVID		

Figure 140.3 – PPBP Usage (Facility) Report

For each entry the following data is available:

Table 18.3 – PPBP Usage (Facility) Report Parameters

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

#### 4.1.16.8 Icon Usage Report

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

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Usage report, then select **Date from/Date to** 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	<input type="button" value="Icon Usage"/>	REGION	<input type="button" value="Region 2"/>
VISN	<input type="button" value="VISN 16"/>	SITE	<input type="button" value="HOU - (VISN 16) - MICHAEL E."/>
FROM DATE	<input type="button" value="6/1/2016 12:00:01 AM"/> <input type="button" value=""/>	TO DATE	<input type="button" value="6/3/2016 11:59:59 PM"/> <input type="button" value=""/>
<input type="button" value="View Report"/> <span style="font-size: small;"> &lt;  &gt;  &lt;&lt;  &gt;&gt;  &lt;&lt;&lt;  &gt;&gt;&gt;  &lt;&lt;&lt;&lt;  &gt;&gt;&gt;&gt;  &lt;&lt;&lt;&lt;&lt;  &gt;&gt;&gt;&gt;&gt;</span>			
<span style="border: 1px solid black; padding: 2px;">Find</span>   <span style="border: 1px solid black; padding: 2px;">Next</span> <span style="margin-left: 10px;"></span> <span style="margin-left: 10px;"></span>			

Site Name	Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
HOU		Patient Opt-Out	Y	Y(1)
		Patient/Bed Record	Ward	Bed
		PT Record	1A	1B226-B
		Stretcher (Patient) (EM)	Y	Y(1)
		Lift Equipment (Patient) (EM)	Y	Y(3)
		Oxygen (Patient) (EM)	Y	Y(1)
		Negative Pressure (Room)	Y	N
		Patient/Bed Record	Ward	Bed
		BED Record	1A	1B226-D
		One to One (Patient) (EM)	Y	Y(1)
	legal hold	Y	Y(3)	

**Figure 141.4 – Icon Usage Report**

For each entry the following data is available:

**Table 19.4 – Icon Usage Report Parameters**

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

#### 4.1.17 Contingency Settings

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

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

Ward Group	Whiteboard Report Path
CARDIO	\cardio-pc\WhiteboardFolder
NEURO	\neuro-pc\WhiteboardFolder

**Figure 142 - Contingency Settings Page**

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

**Note:** If a ward selected for the Whiteboard Contingency Report has any of the following special characters:  
(/ \ : \* ? " < > | )  
then these special characters will be replaced with a “\_” in the saved file.

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

#### 4.1.18 Evacuation On/Off

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

[Return to Site Home Page](#)

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

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

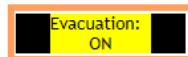
Evacuation:  ON  OFF

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

**Figure 143 – Evacuation On/Off**

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

Workstation: 9:24:00 AM  
Facility: 9:23 AM

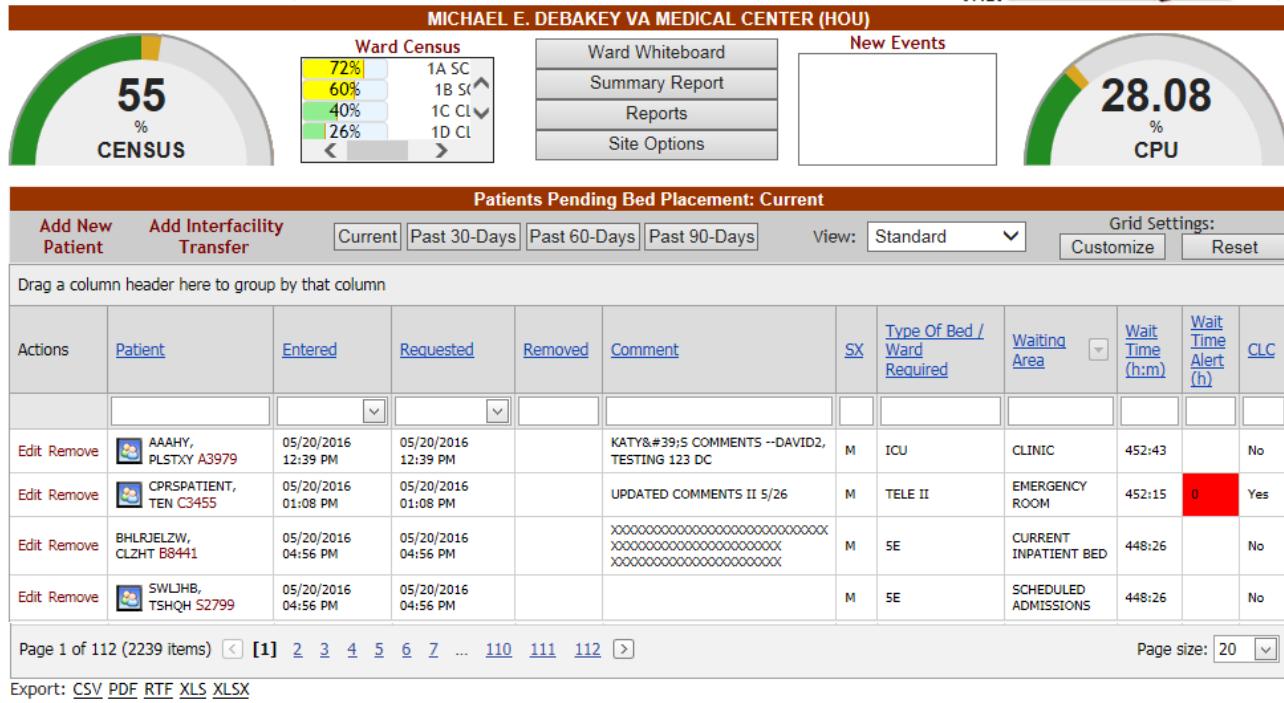


Last BMS Update:  
06/08/16 @ 09:20



[Return to VISN Network](#)

Facility Diversion: YES



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

**Figure 144 – Facility Home Page - Evacuation On**

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

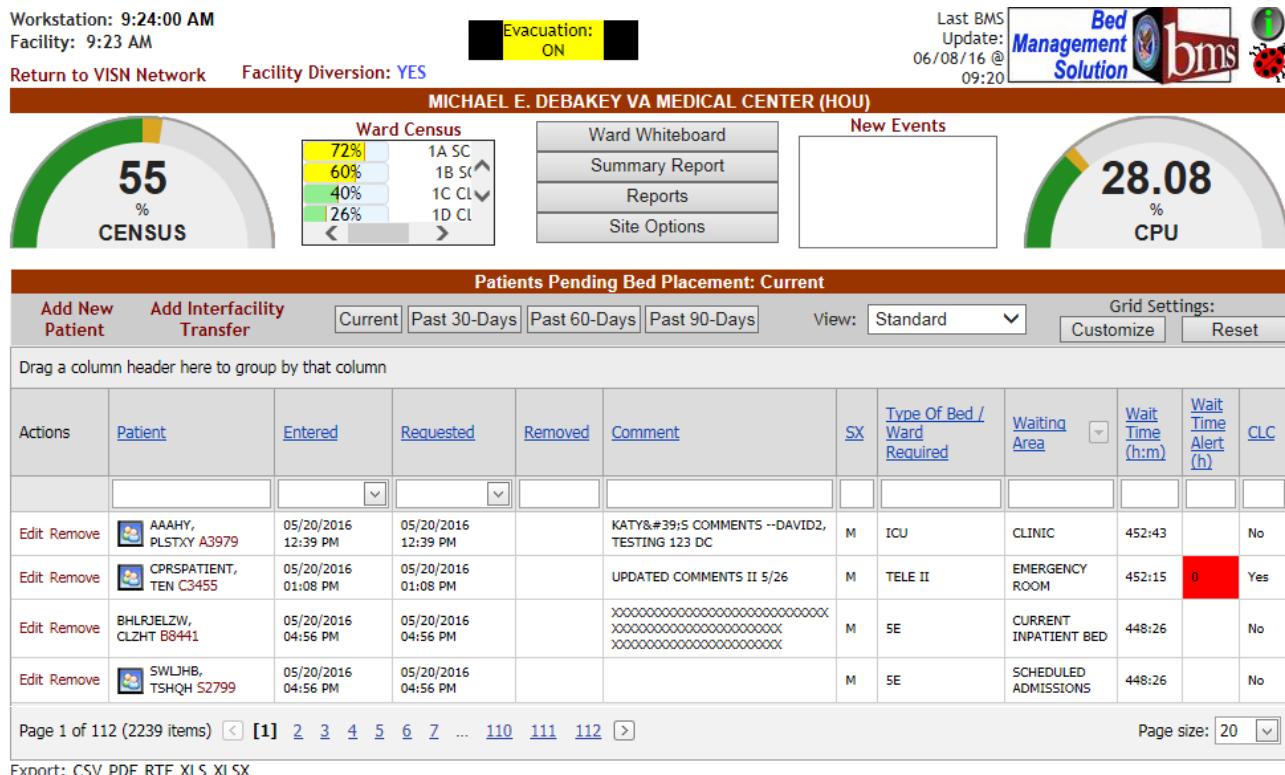
## 4.2 Site Users

The site users have access to the following pages:

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

### 4.2.1 The Facility Home Page

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



**Figure 145 – 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 146 – Selecting from the available integrated sites

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

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

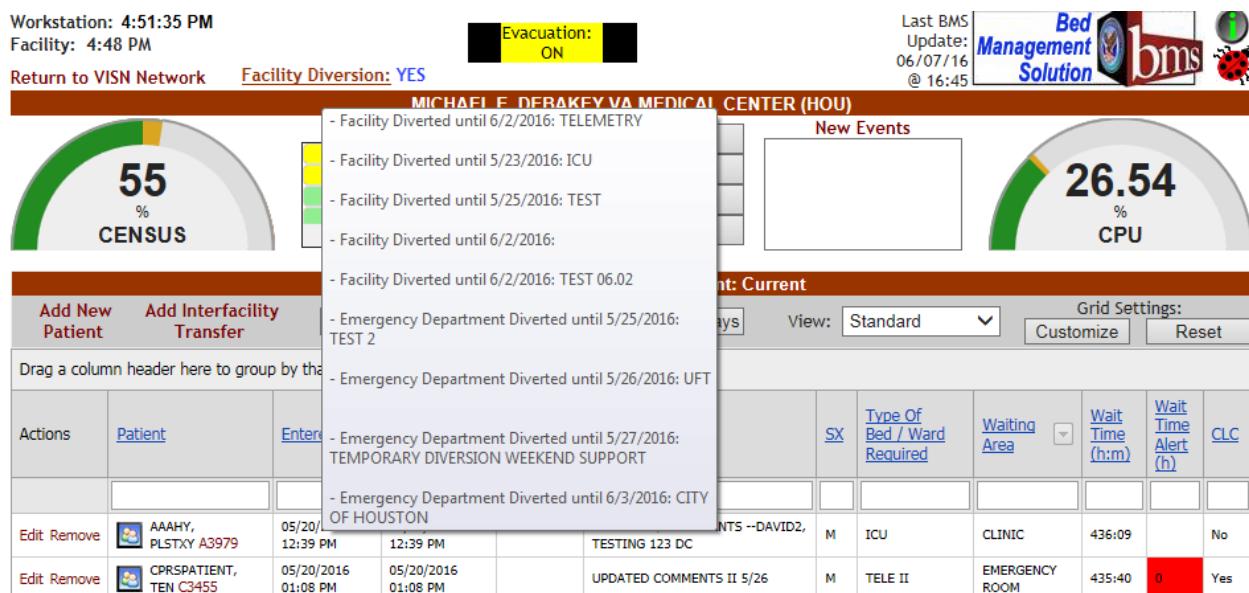


Figure 147.1 – Facility Diversion Hover

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

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

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



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



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

The name of the current facility is displayed in the header along with 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 **Current**, **Past 30-Days**, **Past 60-Days**, **Past 90-Days** allow the site user to filter the patient list according to waiting time but will also include patients who have been removed from the list. Clicking the **Current** button will display a list of patients entered in the pending bed placement list and who have not been removed.

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

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

Patients Pending Bed Placement: Current											
Add New Patient		Add Interfacility Transfer		Current		Past 30-Days		Past 60-Days		Past 90-Days	
Drag a column header here to group by that column											
Actions	Entered	Requested	Removed	Patient	Comment	SX	Presenting Problem	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)
Edit Remove	05/20/2016 12:39 PM	05/20/2016 12:39 PM		AAAHY, PLSTXY A3979	KATY&#39;S COMMENTS --DAVID, TESTING 123 DC	M	GI BLEED	ICU	CLINIC	308:14	0
Edit Remove	05/20/2016 01:08 PM	05/20/2016 01:08 PM		CPRSPATIENT, TEN C3455	UPDATED COMMENTS II 5/26	M	FLU	TELE II	EMERGENCY ROOM	307:45	0
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		BHLRJELZW, CLZHT BB441		M	Degenerative Joint Disease	SE	SCHEDULED ADMISSIONS	303:56	
Edit Remove	05/20/2016 04:56 PM	05/20/2016 04:56 PM		SWLJHB, TSHQH S2799		M	LTKA	SE	SCHEDULED ADMISSIONS	303:56	No

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

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

Table 20 – VA Facility Standard View Parameters

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

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

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&#39;S FEE COMMENTS, TESTING 123 DC	0	No	

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

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

Table 21 – VA Facility Fee Utilization View Parameters

Column	Description
Entered	The date and time when the patient was added to the list of Patients Pending Bed Placement for a Bed.
Removed	The date and time when the patient has been removed from the list of Patients Pending Bed Placement for a Bed – the patient has been admitted to a VA facility or removed from the pending bed placement list due to one of the other reasons listed in the finalize section.
Patient	The Name of the patient.
SX	The gender of the patient.
Treating Specialty	The treating specialty selected when the patient was added to the pending bed placement list.
Fee	The fee used to generate the bill for the services.
Reason	The reason why a certain fee was used for the generation of the bill.
Acute	A disease or disorder of rapid onset or short duration with distinct symptoms.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Fee Comments	Any comments relevant/justifying the selection in the Fee field.
Wait Time Alert	The time interval after which an alert is raised. When the patient is added to the waiting list, the user can enter in this field any value between 1-99. After saving the patient to the waiting list the system begins the countdown: when the value in this field is less than the value select (ex. 5 hours) then it will be displayed against a red background and the operator will know they have to urgently find a bed for that patient.
CLC	If the patient is a resident in a Community Living Center or in house waiting for a bed at the Community Living Center

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

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

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

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

Table 22 – VA Facility Patient Flow View Parameters

Column	Description
Entered on List DT	The date and time when the patient was added to the list.
Anticipated Removal DT	This is the Bed Czar or Bed Controller expected date that the PT will be removed from the pending bed placement list either by admission or another outcome.
Removed from List DT	The date and time when the patient has been removed from the list.
Last Edit Done by	The name of the user who last edited the entry.
Assigned to Room DT	The date and time when the patient has been assigned a room.
Patient	The name of the patient.
SX	The gender of the patient.
Room/Bed Assigned	The number of the room and of the bed that has been assigned to the patient.
Type of Bed/Ward Required	The type of bed/ward required for the particular ailment of that patient.
Wait Time Alert	The time interval after which an alert is raised. When the patient is added to the waiting list, the user can enter in this field any value between 1-99. After saving the patient to the waiting list the system begins the countdown: when the value in this field is less than the value select (ex. 5 hours) then it will be displayed against a red background and the operator will know they have to urgently find a bed for that patient.
CLC	If the patient is a resident in a Community Living Center or in house waiting for a bed at the Community Living Center.

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

Patients Pending Bed Placement: Current											
Add New Patient		Add Interfacility Transfer		Current		Past 30-Days		Past 60-Days		Past 90-Days	
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 151 – Patients Patient Bed Placement for a Bed – In-House Patients View

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

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

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

Once a patient has been added to the Patients Pending Bed Placement list he/she can be assigned a bed in a ward and receive the appropriate treatment. The bed assignment is done from VistA. When the patient is admitted to the VA facility he/she can be removed from the list Patients Pending Bed Placement for a Bed in two ways: manually, by clicking the associated Remove link or automatically (when he/she is assigned a bed), if the option Auto-Removal Pending Bed Placement List option has been selected in the **Facility Setting** page from **Site Options**.

After being admitted to a VA facility the patient can be either transferred to another VA facility (to a different ward 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 and also reset to the default setting. The modified layout is saved each time the user changes their own Grid Settings, Groupings, Filters, or Ordering of columns. Below and left of the PPBP Data Grid are links to allow export to CSV, PDF, RTF, XLS, or XLSX.

Each of these features are explained in the following screenshots.

#### PPBP Column Grouping

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

Figure 148.1 – PPBP Column Grouping Action

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

Patients Pending Bed Placement: Current												
Add New Patient		Add Interfacility Transfer		Current		Past 30-Days	Past 60-Days	Past 90-Days	View: Standard		Grid Settings:	
Waiting Area: <b>1</b>												
Actions	Entered	Requested	Removed	Patient	Comment	△	SX	Type Of Bed / Ward Required	Wait Time (h:m)	Wait Time Alert (h)	CLC	
<b>Waiting Area: ADMISSIONS</b>												
<b>2</b>	Edit Remove	05/24/2016 01:47 PM	05/24/2016 01:47 PM		KYXKKN, 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		WLSTIXY, SEHXDXUH W2222		M		283:02		No	
	Edit Remove	06/07/2016 10:09 AM	06/07/2016 10:09 AM		HHLUXAI, PDAKHUS H2222		M		00:37		No	
	Edit Remove	06/01/2016 04:09 PM	06/01/2016 04:09 PM		LHPDT, CLZHT LS555	WHITEBOARD COMMENTS 6/1, 6PM	M ICU		138:37		No	
<b>Waiting Area: CLINIC</b>												
	Edit Remove	05/20/2016 12:39 PM	05/20/2016 12:39 PM		AAAHY, AAHVA A3079	KATY&#39;S COMMENTS --DAVID2,	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.

Patients Pending Bed Placement: Current																	
Add New Patient		Add Interfacility Transfer		Current		Past 30-Days	Past 60-Days	Past 90-Days	View:		Standard						
Grid Settings: Customize      Reset																	
Drag a column header here to group by that column																	
Actions	Patient	Entered	Requested	Removed	Patient	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)						
Edit Remove	05/20/2016 12:39 PM	05/20/2016 12:39 PM			AAAHY, PLSTXY A3979	KATY&#39;S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	430:27	No						

Figure 148.3 – PPBP Column Ordering Action

Patients Pending Bed Placement: Current																	
Add New Patient		Add Interfacility Transfer		Current		Past 30-Days	Past 60-Days	Past 90-Days	View:		Standard						
Grid Settings: Customize      Reset																	
Drag a column header here to group by that column																	
Actions	Patient	Entered	Requested	Removed	Patient	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)						
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM			KATY&#39;S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	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, CLZHT 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.

Patients Pending Bed Placement: Current											Grid Settings:		
Add New Patient		Add Interfacility Transfer		Current	Past 30-Days	Past 60-Days	Past 90-Days	View:	Standard	Customize	Reset		
Drag a column header here to group by that column													
Actions	Patient	Entered	Requested	Removed	Comment	SX	Type Of Bed / Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC		
Edit Remove	AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM		KATY&#39;S COMMENTS --DAVID2, TESTING 123 DC	M	ICU	CLINIC	Column Chooser		Presenting Problem		
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					
Edit Remove	BHLRJELZW, CLZHT B8441	05/20/2016 04:56 PM	05/20/2016 04:56 PM		XooooooooooooooooooooooooooooooooooooX XooooooooooooooooooooooooooooooooX XooooooooooooooooooooooooooooooooX	M	SE	CURRENT INPATIENT					
Edit Remove	SWLJHB, TSHQH S2799	05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	SE	SCHEDULED ADMISSIONS					
Edit Remove	EAADXSS, IXUXSEN E6917	05/20/2016 04:56 PM	05/20/2016 04:56 PM			F	NEUROLOGY	SCHEDULED ADMISSIONS					
Edit Remove	HXKHY, KHYYN H9681	05/20/2016 04:56 PM	05/20/2016 04:56 PM			M	VASCULAR	SCHEDULED ADMISSIONS					

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.

National Patients Pending Bed Placement														Grid Settings:					
View:		View:		Submit															
Drag a column header here to group by that column																			
N	R	V		Patient	SSN	SVC	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)					
YES																			
YES	Region 1	VISN 19		STYMEEST, TERI	8888	BOSNIA	No	2	ACUTE PSYCHIATRY (<45 DAYS)	SYRACUSE	05/02/2016	INTER WARD CHANGE 5/2, 2PM		235:33					
Page 1 of 1 (1 items) [1] >																Page size: 20			
Export: CSV PDF RTF XLS XLSX																			

Figure 148.6 – Exporting PPBP Data

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

## PPBP Page Functions

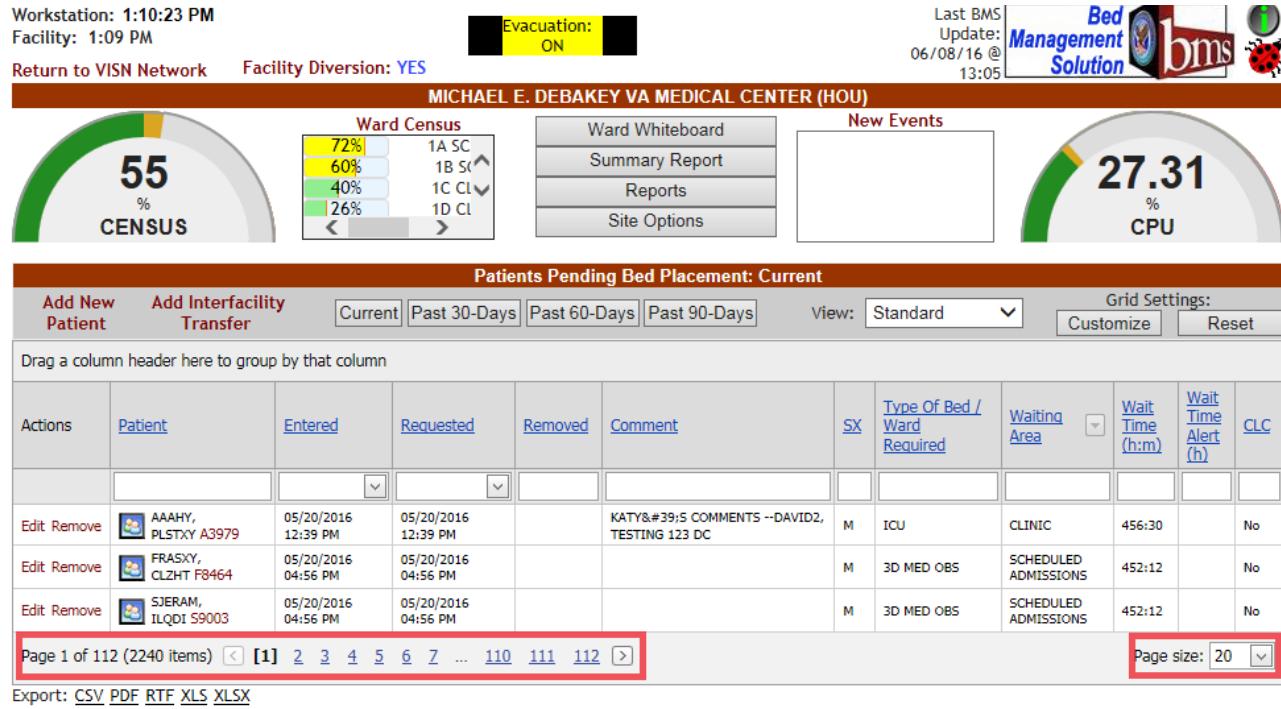


Figure 148.7 – PPBP Page Functions

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.

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

Return to VISN Network

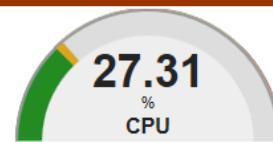
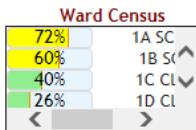
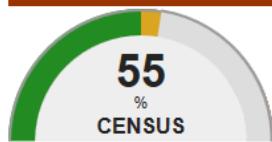
Facility Diversion: YES

Evacuation:  
ON

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



### 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

View: Standard

Grid Settings:  
Customize    Reset

Drag a column header here to group by that column

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

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

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

[Return to Main Page](#)

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

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

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

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

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

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

[Return to Main Page](#)

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

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

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

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

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

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

[Return to Main Page](#)

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

**Patients Pending Bed Placement: Add Record**

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

Entry Date/Time: 6/8/2016 13:20  
Date/Time Bed Requested: 06/08/16 H 13 M 20  
(Use 'Projected Decision to Admin Time')  
Present Problem:  
(Level of Care or Bed/Ward needed)  
Type of Bed/Ward:  
Waiting Area: ADMISSIONS  
Wait Time Alert:  
Isolation Required:  
Views:  
In-House:   
Community Living Center (CLC):   
Evacuation Patient:

**FEE Utilization Data**

Disposition:   
Contract?:   
Authorized?   
Treating Specialty:   
Reasons Using Fee:   
Fee Comments: [150/150]

**Evacuation Data**

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

EVACUATE   

H	00	M	00	0
H	00	M	00	0
H	00	M	00	0

  
[150/150] [150/150] [150/150] [150/150]

MA Telephone  
Enroute Non-Medical Attendant (NMA): NMATelephone  
Operator Name  
Operator Telephone  
Vehicle ID  
Seat Position  
Transportation Type: ALS AMBULANCE  
Transportation Provider: VA  
Transportation Comments: [150/150]

Transfer/Evacuate to:  
Destination Address:  
Destination City, State:  
Destination POC Telephone:

Originating Facility  
Originating Address  
Originating City, State  
Originating POC Telephone:

Evacuation Comments: [300/300]

[BMS Home](#) | [Icon Legend](#) | [Information](#) |**Figure 155 – Add/Edit Patients Psending Bed Placement in the VA Facility - Details**

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

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

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

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

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

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

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

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

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

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

[Return to Main Page](#)

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

Patients Pending Bed Placement: Add Record

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

Entry Date/Time: 6/8/2016 13:20  
Date/Time Bed Requested: (Use Projected Decision to Admin Time)  
6/08/16 H 13 M 20

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

Type of Bed/Ward:

Waiting Area: ADMISSIONS

Wait Time Alert:

Isolation Required:

Views:

In-House:

Community Living Center (CLC):

Evacuation Patient:

FEE Utilization Data

Disposition:

Contract?

Authorized?

Treating Specialty:

Reasons Using Fee:  150/150

Fee Comments:

Evacuation Data

Current Ward:  
Current Bed:  
Admitting Diagnosis:  
Evac Disposition status: EVACUATE

Expected Pick-up:  H 00 M 00 0  
 H 00 M 00 0  
 H 00 M 00 0

Actual Pick-up:  150/150

Arrival Time:  150/150

Reason For Delay:  150/150

Equip/Supply Requirements:  150/150

Transportation Care Level:  150/150

Enroute Medical Attendant (MA):  150/150

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

[Submit](#) [Never Mind & Return To Listing](#)

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

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

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

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

#### 4.2.1.4 Removing Patient from the Patient Pending Bed Placement List

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

Patients				
Add New Patient		Add Interfacility Transfer		
Drag a column header here to group by that column				
Actions	Patient	Entered	Requested	Removed
<a href="#">Edit</a> <a href="#">Remove</a>	 AAAHY, PLSTXY A3979	05/20/2016 12:39 PM	05/20/2016 12:39 PM	
<a href="#">Edit</a> <a href="#">Remove</a>	 CPRSPATIENT, TPN C3455	05/20/2016 01:08 PM	05/20/2016 01:08 PM	

**Figure 157 – Remove Patient from the Pending Bed Placement List**

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

[Return to Main Page](#)

Ward Bed Delete - MICHAEL E. DEBAKEY VA MEDICAL CENTER

Are you sure you want to delete this record from the Patients Pending Bed Placement List?

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

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

#### 4.2.1.5 Undo Remove Patient from Patients Pending Bed Placement List

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

Patients Pending				
Add New Patient	Add Interfacility Transfer	Current	Past 30-Days	Past 60-Days
Drag a column header here to group by that column				
Actions	Entered	Requested	Removed	Patient
Edit Remove	05/20/2016 12:38 PM	05/20/2016 12:38 PM		AAAHY, CXEY A1718
Edit Remove <span style="color: red;">Undo</span>	05/20/2016 12:38 PM	05/20/2016 12:38 PM	5/23/2016 3:37:42 PM	CPRSPATIENT, ELEVEN C8996
Edit Remove <span style="color: red;">Undo</span>	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 <span style="color: red;">Undo</span>	05/20/2016 04:56 PM	05/20/2016 04:56 PM	5/1/2016 7:39:24 AM	LDSSAH, CLZHT H CU L7248

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

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

#### 4.2.1.6 Adding an Interfacility Transfer

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

VISN 1 Interfacility Transfer Sheet - Select Patient

Select Facility:

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

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

**Figure 160 – VISN Interfacility Transfer Sheet – Select Patient**

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

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

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

**Figure 161 – VISN Interfacility Transfer Sheet – Select Patient**

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

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

Patient Name: BMSPATIENT, TWO  
Patient SSN: xxx-xx-7654  
Gender: Male  
Service Connected %:  
Service Era: OTHER  
Contract: No  
Diagnosis/Level of care:  
Current Location:  
Location Admission Date: 09/18/12  
Comments/Type of need:  
Treating Specialty: Cardiology  
Requested Admission Date: 09/18/12  
National Patients Pending Bed Placement List:

**Figure 162 – VISN Interfacility Transfer Sheet – Enter Patient Data**

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

**VISN 1 Interfacility Transfer Sheet - Enter Patient Data**

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

Patient Name:	<input type="text"/>
Patient SSN:	<input type="text" value="xxx-xx-9877"/>
Gender:	<input type="button" value="▼"/>
Service Connected %:	<input type="text"/>
Service Era:	<input type="button" value="OTHER"/>
Contract:	<input type="button" value="No"/>
Diagnosis/Level of care:	<input type="text"/>
Current Location:	<input type="text"/>
Location Admission Date:	<input type="text" value="09/18/12"/> <input type="button" value="▼"/>
Comments/Type of need:	<input type="text"/>
Treating Specialty:	<input type="button" value="Cardiology"/>
Requested Admission Date:	<input type="text" value="09/18/12"/> <input type="button" value="▼"/>
National Patients Pending Bed Placement List:	<input type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to Patient Select"/> <input type="button" value="Cancel - Return to Facility Home Page"/>	

**Figure 163 – VISN Interfacility Transfer Sheet – Enter Patient Data**

In the **VISN Interfacility Transfer Sheet – Enter Patient Data** page the name of the current facility, the VISN it belongs to and the Region are displayed.

Enter the following data:

**Table 24 – Interfacility Transfer Parameters**

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

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

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

#### 4.2.1.7 Ward Occupancy Report

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

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

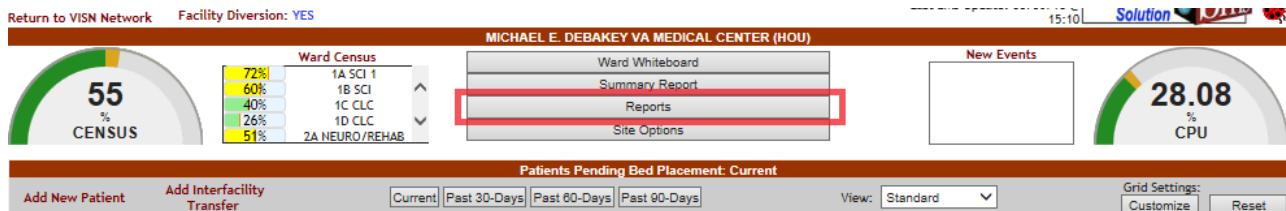


Figure 164 – Report page navigation

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

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

The screenshot shows the 'Reports' page with the 'Ward Occupancy' section selected. It includes fields for 'Select Ward Group' (set to All), 'Bed Status' (set to All), 'Select Type Group' (set to All), 'Select View' (set to REPORT), 'Next' (set to 7 Days), 'Quick Date' (set to Today), and 'Transaction Bed' (set to All). There are also buttons for 'Submit' and 'Cancel'. At the bottom of the page, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

Figure 165 – Selecting Parameters for Ward Occupancy Report

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

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)										
Ward Status For: All - Last Update: 06/08/16 at 15:17 (CST) Ward Occupancy										
BED	UNAVAILABLE/REASON	DISCH STATUS	BED STATUS	PT	S EX	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	233:22	233:22		Y
18224-B				T0477 M		1A - SPINAL CORD INJURY	251:03	251:03		Y
18224-C				C2983 M		1A - SPINAL CORD INJURY	224:05	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										
18226-D	BED ASSIGNED - TEST 1									

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

**Figure 166 – Ward Occupancy Report**

The following data is available for each entry:

**Table 25 – Ward Status Parameters**

Column	Description
Bed	The room/bed number.
Unavailable/reason	The reason why it has been marked as unavailable.
Discharge status	The bed will be vacated for one of the following reasons: “Anticipated Discharge or Discharge Appointment,” “Discharge Ordered,” or “Interward Transfer. See Table 42 – Beds Parameters for more information.
Bed status	The bed cleaning status. See the Icon Legend for the meaning of the icon.
PT (patient)	The name of the patient occupying the bed.
Sex	The gender of the patient.
Ward	The ward where the bed is.
LOS ADMIN (Length of stay)	The patient’s length of stay in the facility
LOS WARD (Length of stay):	The patient’s length of stay on the ward
NUMI	The National Utilization Management Integration (NUMI) automates utilization review assessment and outcomes. The Utilization Management (UM) Process is a tool used to help verify that patients are receiving the right care, at the right time, and in the right place. UM is both a quality and efficiency tool, as it is used to move patients efficiently through the VA system to maximize use of resources. UM reviewers assess patient admissions and hospital stay days using standardized objective evidence-based clinical criteria to determine whether patients meet criteria for acute hospital care. Refer to the NUMI icons for the different levels of care.

#### 4.2.1.8 Bed Groupings Report

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

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

The screenshot shows the 'Reports' section of the BMS interface. The 'Bed Groupings' row is highlighted with a red box. The 'Select Type Group' dropdown is set to 'All'. The 'Select View' dropdown is set to 'REPORT'. Other visible fields include 'Ward Occupancy' (Select Ward Group: All), 'Bed Status' (All), 'Scheduled Admissions' (Next: 7 Days), 'Patient Movement' (Quick Date: Today), 'Other Reports' (Select Report: Bed Summary Report), and 'Transaction Bed' (All). Buttons for 'Submit' are located at the bottom right of each row.

**Figure 167 – Selecting Parameters for Bed Groupings Report**

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

The screenshot displays the 'Bed Specialty Report - All Specialties' page. It shows two main sections: 'WARD: Cardiology\_W1; SPECIALTY: Cardiology, Phone: (321)555-1212' and 'WARD: Neurology\_W1; SPECIALTY: Neurology, Phone: (321)555-1212'. Each section has a table with columns: BED, OCCUPANCY, TREATING SPEC., LOS ADMIN DDD:HH, LOS WARD DDD:HH, and COMMENTS. A dropdown menu is open over the first section, showing options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word. The 'WARD: Cardiology\_W1' section includes summary statistics: TOTAL BEDS: 3, MALE PTS: 0, FEMALE PTS: 1, AVAILABLE BEDS: 2, OTHER BEDS: 0, TOTAL LOS ADMIN: 00:00, and TOTAL LOS WARD: 00:00. The 'WARD: Neurology\_W1' section also includes similar summary statistics. The 'Logout' link is in the top right corner.

**Figure 168 – Bed Specialty Report**

Note: The view depends on the option chosen from the **Select View** field: “report” or “roster,” in the image above the “report” option has been chosen.

The same report in the “roster” view is displayed in the image below.

Bed Roster - All Specialties								
BED	WARD	SPECIALTY	TEL	OCCUPANCY	TREATING SPEC.	LOS ADMIN DDDHH	LOS WARD DDDHH	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	BMD patient 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 169 – Bed Specialty Report – Roster View**

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

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

The **Print** button allows the site user to send the generated report to a printer.

The header of the report displays the criteria used to generate the report: the selected ward and the specialty.

The following data is available in the report:

**Table 26 – Bed Specialty Parameters**

Column	Description
Bed	The room/bed number.
Ward	The name of the ward.
Specialty	The ward specialty.
Tel	The telephone number of the ward POC.
Occupancy	The status of the bed: available, assigned or occupied. (colors are assigned to each status so that they are easily identifiable)
Treating Specialty	The medical specialty to which the bed is assigned.
LOS ADMIN	The patient's length of stay in the facility
LOS WARD	The patient's length of stay on the ward
Comments	Any relevant additional info entered by the site user.

#### 4.2.1.9 Scheduled Admissions Report

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

On the Reports page, from the Scheduled Admissions report select for how many days you want to generate the report. You can look ahead 1 week or back 1 week. You can now look at those patients scheduled for today.

The screenshot shows the BMS Reports interface. At the top, there are dropdown menus for 'Select Ward Group:' (All), 'Bed Status:' (All), and 'Select View:' (REPORT). Below these are sections for 'Ward Occupancy', 'Bed Groupings', 'Patient Movement', and 'Other Reports'. The 'Scheduled Admissions' section is highlighted with a red box. It contains a dropdown for 'Next:' set to '7 Days', and other fields like 'Quick Date:' (Today) and 'Transaction Bed:' (All). At the bottom, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

**Figure 170 – Selecting Parameters for Scheduled Admissions Report**

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

The screenshot shows the 'Scheduled Admissions Report' with 116 entries. The report header indicates 'Next 7 days from 03/14/16 to 03/19/16' and 'Report Date: 03/19/16 09:06'. The table has columns: PATIENT, IEX, RESERVATION DATE, DIVISION, WARD, TREATING SPECIALTY, ADMIT DX, SURGERY?, LOS, PROVIDER, SCHEDULER, and DT CANCELLED. Each row represents a scheduled admission with details like patient name, sex, reservation date, division, ward, specialty, admission type, surgery status, length of stay, provider, scheduler, and cancellation date.

**Figure 171 – Scheduled Admissions Report**

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

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

The following data is available for each entry:

**Table 27– Scheduled Admissions Parameters**

Column	Description
Patient	The name of the patient, displayed as Last Name plus first letter of last name and last 4 of SSN in parentheses. Example: Brown (B1234)
Sex	The gender of the patient.

Column	Description
Reservation Date	The date for which the admission is scheduled.
Division	The division where the admission has been made.
Ward	The ward name.
Treating Specialty	The treating specialty indicated when admission scheduled in VistA. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA
Admt. Dx.	Reason for admission entered in VistA. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA
Surgery?	Indicates if the admitted patient is scheduled for surgery.
LOS	Anticipated Length of Stay. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA.
Provider	The physician arranging the admission. This field is a pre-existing field in the site's VistA instance and BMS is just pulling this field in from VistA.
Scheduler	VA person that scheduled the admission. This 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).

The screenshot shows the BMS Facility Home page with the Reports section selected. The Patient Movement row is highlighted with a red box. The Patient Movement row contains fields for Quick Date (set to Today), Transaction Bed (set to All), and a Submit button. Other rows include Ward Occupancy, Bed Groupings, Scheduled Admissions, and Other Reports.

Figure 172 – Selecting Parameters for Patient Movement Report

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

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

**Figure 173 – Patient Movement Report**

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

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

The following data is available for each entry:

**Table 28 – Patient Movement Parameters**

Column	Description
IEN	The VistA Internal Entry Number for the primary lookup key in the Patient Movement file.
PM Record D/T	The date and time when the patient movement has been recorded.
Entered D/T	The date and time when the movement has been registered in the system.
Diff	The time lapse between the date/time when the movement occurred and when it has been registered.
Ward	The name of the ward.
Room-Bed	The name of the room/bed.
Patient	The patient name/last 4 of SSN.
Transaction	The type of transaction.
Type of movement	The type of movement.

#### 4.2.1.11 Other Reports

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

The screenshot shows a software interface titled 'Reports'. At the top, there are four buttons: 'Ward Occupancy', 'Bed Groupings', 'Scheduled Admissions', and 'Patient Movement'. Below these are four dropdown menus: 'Select Ward Group:' (set to 'All'), 'Select Type Group:' (set to 'All'), 'Next: 7 Days' (with a dropdown menu for 'Days'), and 'Quick Date: Today'. To the right are three dropdown menus: 'Bed Status' (set to 'All'), 'Select View' (set to 'REPORT'), and 'Transaction Bed' (set to 'All'). On the far right are four 'Submit' buttons. A red box highlights the 'Other Reports' section, which contains a dropdown menu labeled 'Select Report' with the following options:

- 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
- Active Discharge Orders Report
- Discharges In Progress
- Emergency Management Report
- Patients Pending Bed Placement List Status Report
- Active Transfer Orders Report

Figure 174 – Other Reports

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

#### 4.2.1.12 Active Admission Order Report

This report shows the patients with admission orders as defined by the orderable items in the site option page. This report shows the IEN (internal entry number) of the order, the date and time it was written, the patient name, the date/time the order was signed, the provider writing the order and the date/time the order was released.

To generate the Active Admission Orders report, follow the instructions below.

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

Record	D/T Ordered	Patient	D/T Signed	Physician	D/T Released
91338590	05/23/2016 15:22	CPRSPATIENT 3436	05/23/2016 16:10	PROVIDER, BRONZE	05/23/2016 16:10
91338591	05/23/2016 15:22	CPRSPATIENT 3928	05/24/2016 15:48	PROVIDER, BRONZE	05/24/2016 15:48
91338592	05/23/2016 15:22	CPRSPATIENT 0034	05/24/2016 07:44	PROVIDER, BRONZE	05/24/2016 07:44
91338876	06/01/2016 10:24	CPRSPATIENT 2932	06/01/2016 10:39	PROVIDER, BLUE	06/01/2016 10:39
91338878	06/01/2016 10:24	CPRSPATIENT 7823	06/01/2016 10:38	PROVIDER, ECRL	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

**Figure 175 – Active Admission Orders Report**

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

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

For each admission order in the report, the following data is available: The following data is available for each entry:

**Table 29 – Active Admission Orders Parameters**

Column	Description
Record (Internal entry number)	The VistA Internal Entry Number for the primary lookup key in the Order file.
D(at)e/T(ime) Ordered	The date and time of the admission order.
Patient	The name of the patient being admitted.
D(at)e/T(ime) Signed	The date and time when the admission order was signed.
Physician	The name of the physician signing the admission order.
D(at)e/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 5955	G-3E	06/08/2016 11:27	HO, KWON-WEI DAVID	06/08/2016 11:27
196(2447	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 14:28	FARID NAUREEN	06/08/2016 14:28
196(32243	06/08/2016 15:16	E 515	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 1228	G-SDSL	06/08/2016 15:57	DEAN, ETHAN WESLEY	06/08/2016 15:57
196(35687	06/08/2016 16:55	H 13977	G-MSSDU	06/08/2016 16:55	ADAMCZAK, STEPHANIE ELLEN	06/08/2016 16:55

**Figure 176 – Active Discharge Orders Report**

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

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

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

For each discharge order in the report, the following data is available:

**Table 30 – Active Discharge Orders Parameters**

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

Record	This is a unique ID automatically generated by the system identifying the patients' discharge order.
D(ate)/T(ime) Ordered	The date and time of the discharge order.
Patient	The name of the patient being discharged.
BMS Ward	The BMS ward where the patient has been treated.
D(ate)/T(ime) Signed	The date and time when the discharge order was signed.
Physician	The name of the physician signing the discharge order.
D/T Released	The date and time of the actual discharge/release.

#### 4.2.1.14 Anticipated Discharge Report

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

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

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 Stop Date: TOMORROW@12:00PM
G-4W	Ji 5738	06/08/2016 07:28	LEVINE, ADAM NOAH	Discharge anticipated - Please place anticipated Discharge icon on BMS. Anticipated D/C Date and Time: Jun 09, 2016 Stop Date: TOMORROW@12:00PM

Figure 177 – Anticipated Discharge Report

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

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

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

For each anticipated discharge order in the report, the following data is available:

**Table 31 – Anticipated Discharge Orders Parameters**

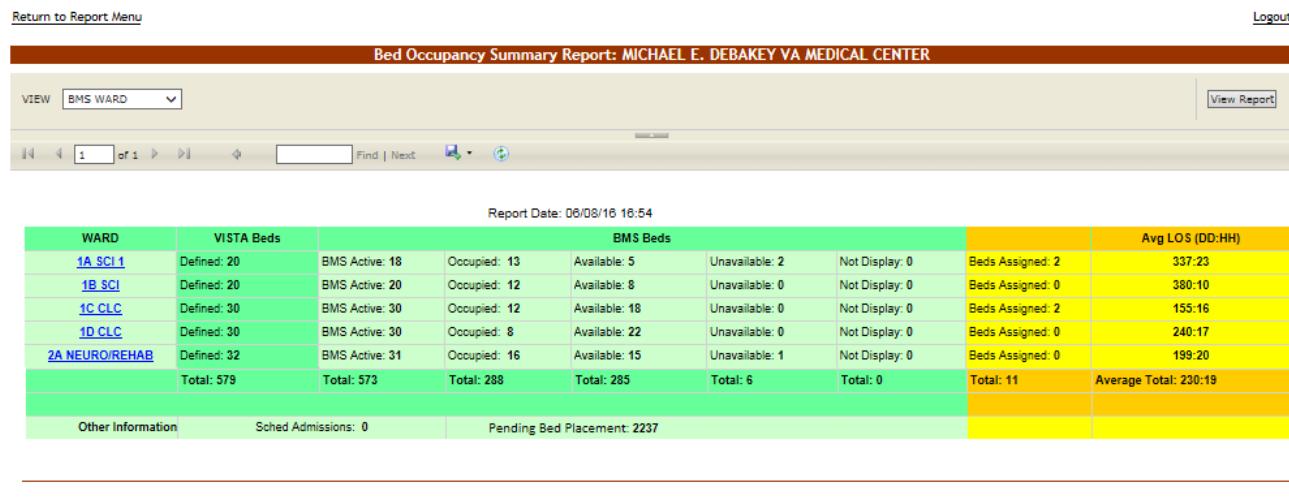
Column	Description
Ward	The name of the ward from where the anticipated discharge operation is being performed.
Patient	The name of the patient being discharged with anticipation.
D(date)/T(ime) Ordered	The date and time of the anticipated discharge order.
Ordering Provider	The full name of the clinician ordering the patient's discharge.
Order Text	The text of the anticipated discharge order.

#### 4.2.1.15 Bed Summary Report

This report is high-level and gives a quick overall view on bed occupancy and therefore availability in the entire facility.

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

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



**Figure 178 – Bed Summary Report – BMS Wards**

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

- BMS view shows the bed summary by BMS ward group text
- NUMA shows the bed summary report by numa specialties such as acute-medical, acute-surgical or mental health /chronic

- HavBed will convert the specialties above to a more specific group of beds used in evacuation and placement of patients.

The image above presents the report for the BMS wards. Below is an example of a report for the Nursing Unit Mapping Application (NUMA) specialty.

This screenshot shows a software interface for a bed occupancy summary report. At the top, there are links for "Return to Report Menu" and "Logout". The main title is "Bed Occupancy Summary Report: MICHAEL E. DEBAKEY VA MEDICAL CENTER". Below the title, a dropdown menu shows "VIEW NUMA". On the right, there is a "View Report" button. The interface includes standard Windows-style navigation buttons (back, forward, search, etc.) and a toolbar with icons for file operations.

Report Date: 06/08/16 16:57							
NUMA	VISTA Beds	BMS Beds				Avg LOS (DD:HH)	
- (1A)	Defined: 20	BMS Active: 18	Occupied: 13	Available: 5	Unavailable: 2	Not Display: 0	Beds Assigned: 2    33:23
- (1B)	Defined: 20	BMS Active: 20	Occupied: 12	Available: 8	Unavailable: 0	Not Display: 0	Beds Assigned: 0    38:10
- (1C)	Defined: 30	BMS Active: 30	Occupied: 12	Available: 18	Unavailable: 0	Not Display: 0	Beds Assigned: 2    155:16
- (1D)	Defined: 30	BMS Active: 30	Occupied: 8	Available: 22	Unavailable: 0	Not Display: 0	Beds Assigned: 0    240:17
- (2A LTM)	Defined: 4	BMS Active: 4	Occupied: 3	Available: 1	Unavailable: 0	Not Display: 0	Beds Assigned: 0    227:01
	Total: 864	Total: 853	Total: 288	Total: 565	Total: 11	Total: 0	Total: 15    Average Total: 230:20
Other Information		Sched Admissions: 0	Pending Bed Placement: 2237				

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

**Figure 179 – Bed Summary Report – NUMA Wards**

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

This screenshot shows a software interface for a bed occupancy summary report, similar to Figure 179 but for the HAvBED specialty. The title is "Bed Occupancy Summary Report: MICHAEL E. DEBAKEY VA MEDICAL CENTER". The dropdown menu shows "VIEW HAvBED". The interface includes standard Windows-style navigation buttons and a toolbar with icons for file operations.

Report Date: 06/08/16 16:59							
HAvBED	VISTA Beds	BMS Beds				Avg LOS (DD:HH)	
- (1A)	Defined: 20	BMS Active: 18	Occupied: 13	Available: 5	Unavailable: 2	Not Display: 0	Beds Assigned: 2    33:23
- (1B)	Defined: 20	BMS Active: 20	Occupied: 12	Available: 8	Unavailable: 0	Not Display: 0	Beds Assigned: 0    38:10
- (1C)	Defined: 30	BMS Active: 30	Occupied: 12	Available: 18	Unavailable: 0	Not Display: 0	Beds Assigned: 2    155:16
- (1D)	Defined: 30	BMS Active: 30	Occupied: 8	Available: 22	Unavailable: 0	Not Display: 0	Beds Assigned: 0    240:17
	Total: 864	Total: 853	Total: 288	Total: 565	Total: 11	Total: 0	Total: 15    Average Total: 230:20
Other Information		Sched Admissions: 0	Pending Bed Placement: 2237				

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

**Figure 180 – Bed Summary Report – HAvBED Wards**

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

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

The following data is available:

**Table 32 – Bed Summary Parameters**

Column	Description
Ward/NUMA/HAvBED	The name of the BMS ward group or the NUMA/HAvBED associated.
VistA Beds	The number of active VistA Beds in the ward.
BMS Beds	The number of beds in the ward grouped by their corresponding status (active, occupied, available, unavailable, not displayed).
Beds Assigned	The number of beds which have already been assigned to a patient.
Avg. LOS	The average length of stay for all patients on that ward combined.
Other Information	This area presents the number of Scheduled Admissions for the facility as well as the number of patients pending bed placement.

#### 4.2.1.16 Bed Turnaround Time Report

This report shows how long it takes from discharge of one patient until the bed is ready for the next. To generate the Bed Turnaround Time report, follow the instructions below.

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

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	Comment by
Manual	1B222-5	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 bed commented by system, 06/04/2016 17:38

Number of records: 1

**Figure 181 – Bed Turnaround Time Report**

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

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

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

The following data is available for each entry:

**Table 33 – Bed Turnaround Time Parameters**

Column	Description
Rec#	The record number automatically assigned in the system to any request. This is the discharge entry number in the patient movement file. Manual bed cleaning requests will not display a record number but the word “manual”.
RoomBed	The code/number of the room/bed requested.
Ward	The code/name of the ward where the requested bed is.
Transaction	The type of transaction that caused a bed cleaning usually transfer or discharge.
Type of Mvmt	The type of movement.
Movement	The date and time when the movement has occurred. (The icon indicates that the notification has been sent by BMS).
DIFF	The time lapse between the date/time when the movement occurred and when it was requested.
Request	The date and time when a request has been issued.
DIFF	The time lapse between the date/time when the request is submitted and when the cleaning is accepted by the bed cleaner.
Accepted	The date and time when the request was accepted.
DIFF	The time lapse between the date/time when the request was accepted and when it was completed.
Completed	The date and time when the movement has completed.
Total DIFF	The accumulated total of time lapse between the date/time when the request is submitted and when the cleaning is completed by the bed cleaner
Comment	Any comments added in the Comments field.

Column	Description
Commented by	The user who entered the comments.

#### 4.2.1.17 Beds Out of Service Report All

This report shows which beds are or were unavailable and the time they are expected to be back in service.

To generate the Beds Out of Service (All) report, follow the instructions below.

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

Ward	Bed	Date Time Data Entered	User Entering Data	Comment	Type	Reason	Date Time Data Edited	User Editing Data	Exp. Da 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	vha.med.va.gov/vhaeldhorn	05/31/20
1A SCI 1	1B224-D	05/31/2016 14:07	vha.med.va.gov/vhaeldhorn		“OUT OF SERVICE”	OUT OF SERVICE			06/01/20
2A NEURO/REHAB	2B224-B	06/08/2016 12:46	v08.med.va.gov/vhamashaitt		“OUT OF SERVICE”	OUT OF SERVICE			06/08/20
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

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

Figure 182 – Beds Out of Service Report - All

From the **Ward** field the site user can select the ward for which to generate the report. After selecting the ward(s), click the **View Report** button to generate the report.

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

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

The following data is available for each entry:

Table 34 – Beds Out of Service (All) Parameters

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

Column	Description
Ward	The ward where the bed is located.
Bed	The bed's facility assigned number.
Date Time Data Entered	The date and time when the bed was marked as "out of service."
User Entering Data	The user who has taken the bed out of service.
Comment	The comment entered by the user when taking the bed out of service.
Type	The type of reason for which the bed was taken out of service.
Data Time Data Edited	The date and time when the bed has been taken out of service.
User Editing Data	The name of the user who has taken the bed out of service.
Date Time Data Cleared	The date and time when the data has been cleared.
User Clearing Data	The name of the user who has performed the data clearing.
Exp. Date Time Back in service	The date when the bed is expected to be back in service.

#### 4.2.1.18 Beds Out of Service Report - by Date

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

To generate the Beds Out of Service (by Date) report, follow the instructions below.

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

The screenshot shows a web-based report interface titled "Historical Beds Out of Service Report By Date - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)". The top navigation bar includes links for "Return to Report Menu" and "Logout". Below the title, there are search filters: "Start Date" (6/6/2016 12:00:01 AM), "End Date" (6/8/2016 11:59:59 PM), "Ward" (All Wards), and "Type" (All). A "View Report" button is also present. 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/vhamilashett		"OUT OF SERVICE"	06/06/2016 12:46	v08.med.va.gov/vhamilashett			06/06/2016 00:00
2A NEURO/REHAB	2B228-B				CLEAR-ALL	06/06/2016 12:43	v08.med.va.gov/vhamilashett	06/06/2016 12:43	v08.med.va.gov/vhamilashett	
		06/06/2016 12:42	v08.med.va.gov/vhamilashett		"OUT OF SERVICE"	06/06/2016 12:42	v08.med.va.gov/vhamilashett			

At the bottom of the report, there are links for "BMS Home", "Icon Legend", "Information", and "Help".

Figure 183 – Beds Out of Service Report - By Date

From the **Ward** field the site user can select the ward for which to generate the report. From the **Type** field the site user can select the type of reason (*Information* or *Out of service*) for the bed being out of

service. Using the **Start Date** and **End Date** fields a time interval for the report can be defined. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

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

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

The **Print** button allows the site user to send the generated report to a printer.

The following data is available for each entry:

**Table 35 – Beds Out of Service (by Date) Parameters**

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

#### **4.2.1.19 Emergency Management Report**

This report provides information that can be printed and used in case of an emergency:

- Roster report is a listing of those patients needing to be evacuated and transported out of the facility;
- Regulate report provides a worksheet that can be used with some prefilled information such as admitting diagnosis;
- Manifest report can be used by those actually evacuating the pt such as the driver/attendant of the bus or vehicle.

To generate the emergency management report, follow the instructions below.

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

The screenshot shows a report titled "HOU Roster Report for All Wards". At the top, there are dropdown menus for "BMS WARD" (set to "All Wards") and "EVACUATION REPORT" (set to "Roster"). Below the header is a toolbar with buttons for "Find", "Next", and "Print". The main content is a table with the following columns: LAST NAME, LAST 4, S, DISP STATUS, CURRENT/NEEDED BED TYPE, PRESENTING PROBLEM, CURRENT LOCATION, CLINICAL EQUIP REQUIREMENTS, TRANSPORT CARE LEVEL, MA, NMA, and EVACUATION COMMENTS. There is one row of data for a patient named AAAHY, with the ID A-3373, DISP status M, and EVAC status X. The PRESENTING PROBLEM is listed as "VS-NHCU NU-HV", and the CURRENT LOCATION is "1C - 1C115-B".

**Figure 184 – Emergency Management Report**

The emergency management report presents a list with all the patients that need to be evacuated in case of emergency: all the patients currently admitted in the facility as shown in the **Ward Whiteboard Home** page. The report presents the data entered in the Evacuation Data fields, which become available when selecting the option Evacuation patient in the **ADD/EDIT Patients Pending Bed Placement for (facility name)** page. Some data fields are designed to be filled out once the reports have been printed for use in the actual transport of those patients being evacuated.

The screenshot shows the "Patients Pending Bed Placement: Edit" form for Michael E. DeBakey VA Medical Center (HOU). The form includes fields for Patient Name (CPRSPATIENT, TEN), Gender (MALE), SSN (xxx-xx-3455), Date Time Bed Requested (05/20/16), and various呈报 (Presenting Problem: FLU, Type of Bed/Ward: TELE II, Current Waiting Area: EMERGENCY ROOM, Wait Time Alert: 0). There are also sections for Comments (UPDATED COMMENTS // 5/26), Isolation Required (checkbox), Views (checkboxes for In-House, Community Living Center (CLC), and Evacuation Patient), and a large text area for Comments.

**Figure 185 – Patients Pending Bed Placement- Evacuation Patient**

From the BMS Ward field select the ward(s) for which you want to generate the report. From the EVACUATION REPORT field select one of the display options for the report: Roster, Regulate or Manifest.

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

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

**HOU Regulate Report for: All Wards**

BMS WARD	All Wards	EVACUATION REPORT	Regulate			<a href="#">View Report</a>																						
				Find   Next																								
Patient Details																												
<table border="1"> <thead> <tr> <th>ICON NAME</th> <th>TOTAL COUNT</th> </tr> </thead> <tbody> <tr> <td>Stretcher (Patient) (EM)</td> <td>1</td> </tr> <tr> <td>Wheelchair Bound (Patient) (EM)</td> <td>1</td> </tr> <tr> <td>Ventilator (Patient) (EM)</td> <td>1</td> </tr> </tbody> </table>						ICON NAME	TOTAL COUNT	Stretcher (Patient) (EM)	1	Wheelchair Bound (Patient) (EM)	1	Ventilator (Patient) (EM)	1															
ICON NAME	TOTAL COUNT																											
Stretcher (Patient) (EM)	1																											
Wheelchair Bound (Patient) (EM)	1																											
Ventilator (Patient) (EM)	1																											
<table border="1"> <thead> <tr> <th>LAST NAME</th> <th>LAST 4</th> <th>SX</th> <th>CURRENT/NEEDED BED TYPE</th> <th>PRESENTING PROBLEM</th> <th>CURRENT LOCATION</th> <th>CLINICAL EQUIP REQUIREMENTS</th> <th>TRANSPORT CARE LEVEL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AAAHY</td> <td>A-3975</td> <td>M</td> <td>VS: NHCU NU: HV:</td> <td>g bleed</td> <td>1C - 1C118-B</td> <td></td> </tr> <tr> <td colspan="6">           Transportation Type: ALS AMBULANCE            Transportation Provider: VA            Transportation Commands:            Transport ID:            Vehicle ID:            Medical Attendant:            Non-Medical Attendant:         </td> <td></td> </tr> </tbody> </table>						LAST NAME	LAST 4	SX	CURRENT/NEEDED BED TYPE	PRESENTING PROBLEM	CURRENT LOCATION	CLINICAL EQUIP REQUIREMENTS	TRANSPORT CARE LEVEL	1	AAAHY	A-3975	M	VS: NHCU NU: HV:	g bleed	1C - 1C118-B		Transportation Type: ALS AMBULANCE Transportation Provider: VA Transportation Commands: Transport ID: Vehicle ID: Medical Attendant: Non-Medical Attendant:						
LAST NAME	LAST 4	SX	CURRENT/NEEDED BED TYPE	PRESENTING PROBLEM	CURRENT LOCATION	CLINICAL EQUIP REQUIREMENTS	TRANSPORT CARE LEVEL																					
1	AAAHY	A-3975	M	VS: NHCU NU: HV:	g bleed	1C - 1C118-B																						
Transportation Type: ALS AMBULANCE Transportation Provider: VA Transportation Commands: Transport ID: Vehicle ID: Medical Attendant: Non-Medical Attendant:																												

**Figure 186 – Emergency Management Report - Regulate**

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

[Return to Report Menu](#)

[Logout](#)

**HOU Manifest Report for: All Wards**

BMS WARD	All Wards	EVACUATION REPORT	Manifest			<a href="#">View Report</a>																	
				Find   Next																			
<table border="1"> <thead> <tr> <th>LAST NAME</th> <th>LAST 4</th> <th>SX</th> <th>CURRENT/NEEDED BED TYPE</th> <th colspan="2">CLINICAL EQUIP REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AAAHY</td> <td>A-3975</td> <td>M</td> <td>VS: NHCU NU: HV:</td> <td></td> </tr> <tr> <td colspan="6">           NAME:  <b>SENDING FACILITY:</b>            ADDRESS:            TELEPHONE:            Destination Address:            Destination City, State:            Destination POC Telephone:            Originator POC Telephone:            Medical Attendant:            MA Telephone:            Non-Medical Attendant:            NMA Telephone:            Vehicle ID:            Seat Position:            Operator Name:            Operator Telephone:            Arrival Time:            Personal Items:         </td> </tr> </tbody> </table>						LAST NAME	LAST 4	SX	CURRENT/NEEDED BED TYPE	CLINICAL EQUIP REQUIREMENTS		1	AAAHY	A-3975	M	VS: NHCU NU: HV:		NAME: <b>SENDING FACILITY:</b> ADDRESS: TELEPHONE: Destination Address: Destination City, State: Destination POC Telephone: Originator POC Telephone: Medical Attendant: MA Telephone: Non-Medical Attendant: NMA Telephone: Vehicle ID: Seat Position: Operator Name: Operator Telephone: Arrival Time: Personal Items:					
LAST NAME	LAST 4	SX	CURRENT/NEEDED BED TYPE	CLINICAL EQUIP REQUIREMENTS																			
1	AAAHY	A-3975	M	VS: NHCU NU: HV:																			
NAME: <b>SENDING FACILITY:</b> ADDRESS: TELEPHONE: Destination Address: Destination City, State: Destination POC Telephone: Originator POC Telephone: Medical Attendant: MA Telephone: Non-Medical Attendant: NMA Telephone: Vehicle ID: Seat Position: Operator Name: Operator Telephone: Arrival Time: Personal Items:																							

**Figure 187 – Emergency Management Report – Manifest**

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

[Return to Report Menu](#)

[Logout](#)

**HOU Patient Transfer Report for: CCU**

BMS WARD	CCU	EVACUATION REPORT	Patient Transfer			<a href="#">View Report</a>																													
				Find   Next																															
<table border="1"> <thead> <tr> <th colspan="3">Originating</th> <th colspan="3">Destination</th> </tr> <tr> <th>Patient</th> <th>LAST 4</th> <th>SX</th> <th>Facility/Address</th> <th>Telephone</th> <th>Facility/Address</th> </tr> </thead> <tbody> <tr> <td>AAAHY, PLSTXY</td> <td>A-3975</td> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CRSPATIENT, TEN</td> <td>C-3456</td> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CXUZDHU, CXEYNN</td> <td>C-1656</td> <td>M</td> <td>ORIGINATING&amp;#160; FACILITY 150/150 ORIGINATING ADDRESS 150/150 ORIGINATING CITY, STATE 150/150</td> <td></td> <td>TRANSFER/EVACUATE TO 150/150 DESTINATION ADDRESS 150/150</td> </tr> </tbody> </table>						Originating			Destination			Patient	LAST 4	SX	Facility/Address	Telephone	Facility/Address	AAAHY, PLSTXY	A-3975	M				CRSPATIENT, TEN	C-3456	M				CXUZDHU, CXEYNN	C-1656	M	ORIGINATING&#160; FACILITY 150/150 ORIGINATING ADDRESS 150/150 ORIGINATING CITY, STATE 150/150		TRANSFER/EVACUATE TO 150/150 DESTINATION ADDRESS 150/150
Originating			Destination																																
Patient	LAST 4	SX	Facility/Address	Telephone	Facility/Address																														
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CXUZDHU, CXEYNN	C-1656	M	ORIGINATING&#160; FACILITY 150/150 ORIGINATING ADDRESS 150/150 ORIGINATING CITY, STATE 150/150		TRANSFER/EVACUATE TO 150/150 DESTINATION ADDRESS 150/150																														

**Figure 183.1 – Emergency Management Report - Manifest**

The following data is available for each entry:

**Table 36 – Emergency Management Reports Parameters**

Column	Description
Last Name	Last name of the patient who needs to be evacuated.
Last 4	Last four digits of the patient SSN.
SX	The gender of the patient.
Disp. Status	The disposition with which the patient is added to the patient pending bed placement list.
Current/Needed Bed Type	The type of bed needed for the patient who is being evacuated.
Presenting Problem	The problem for which the patient has been admitted. Pulls in admitting Diagnosis for inpatients
Current Location	The current location of the patient. Pulls in current ward/room/bed
Clinical Equipment Requirements	The clinical equipment requirements for the patient.
Transport Care Level	The transport care level.
Originator POC Telephone	The telephone of the facility from where the patients are evacuated.
Destination Address	The address of the facility where the patient is evacuated to.
Destination City, State	The city and state where the patient is evacuated to.
Destination POC Telephone	The telephone of the Point-of-Contact of the facility where the patient is evacuated to.
Medical Attendant	The name of the Medical Attendant assigned for the patient.
MA Telephone	The phone # of the Medical Attendant assigned for the patient.
Non-Medical Attendant	The name of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
NMA Telephone	The phone # of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
Vehicle ID	The identifying # of the transportation vehicle.
Seat Position	The seat position of the patient for the transportation vehicle.
Operator Telephone	The telephone of the facility from where the patients are evacuated.
Evacuation Comments:	Any relevant evacuation comments.

#### **4.2.1.20 Discharges in Progress Report**

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

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

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

Start Date:	<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 188 – Discharges in Progress Report**

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

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

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

The following data is available for each entry:

**Table 37 – Discharges in Progress Parameters**

Column	Description
Ward	The name of the ward where the bed is.
Patient	The patient code of the patient who is being discharged.
Ordered by	The name of the clinician writing the discharge order.
D(ate)/T(ime) Ordered	The date and time when the discharge order has been issued.
Order Signed D(ate)/T(ime)	The date and time the discharge order was signed.
Diff	The time lapse between the date/time when the discharge was ordered and the date/time that the discharge order was signed.
D(ate)/T(ime) Discharged	The date and time when the actual discharge was performed.
D(ate)/T(ime) Entered	The date and time when the discharge was registered in the system.
Diff	The time lapse between the date/time when the discharge was performed and the date/time it was registered in the system.
Type of Movement:	The type of movement.

#### 4.2.1.21 EMS Bed Status Report - Admin

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

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

The screenshot shows a web-based report titled "HOU - EMS Bed Status (Last Update: 06/08/16 at 05:47 CST)". The report displays a single row of data:

Record	RoomBed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
Manual	18222-B	1A SCI	6/1/2016 00:00	5:38:00 PM	6/1/2016 72:00	5:38:00 PM	6/4/2016 00:00	5:38:00 PM	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	6/4/2016 5:38:00 PM	BMS system.	More than 72 hours have passed. BMS BED CLEAN has been commented by system. - 06/04/16 17:38		

Below the table, there are links to "BMS Home", "Icon Legend", and "Information".

Figure 189 – EMS Bed Status Report

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

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

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

The following data is available for each entry:

Table 38 – EMS Bed Status Parameters

Column	Description
Record	The number automatically assigned in the system to the record. This is the discharge entry number in the patient movement file.
RoomBed	The room and bed number.
Ward	The ward number.
Movement	The date and time when the movement has been registered.
DIFF	The time lapse between the date/time when the movement occurred and when it was requested.
Request	The date and time of the request.
DIFF	The time lapse between the date/time when the request occurred and when it was accepted.
Accepted	The date and time when the request was accepted.

DIFF	The time lapse between the date/time when the request was accepted and the date/time when the request was completed.
Completed	The date and time when the movement has been completed.
Accepted by	The name of the person who accepted the request.
Completed by	The name of the person that completed the operation.
Last Edited	The date and time when the record was last edited.
Comment	The comments entered in the Comments field.
Commented by	The user who entered the comments.

#### 4.2.1.22 Patients with Discharge Appointments Report

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

On the Reports page, from the **Other Reports** field select Patients w(ith) Discharge Appointment Report then press the **Submit** button: the report is displayed as in the following image.

Ward	RoomBed	Patient	Appointment D/T	P/M Record D/T	Diff (E-D)	Order Signed D/T	Diff (G-E)	Current Status	Clinic Name
3D	3D-109-2	A	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	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	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	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	06/09/2016 11:00	06/09/2016 16:00		06/09/2016 11:00		INPATIENT/NO ACT TAKN	CWYDISCHARGE 5A
5B	115-1	JL	06/09/2016 12:00	06/09/2016 16:00		06/09/2016 12:00		INPATIENT/NO ACT TAKN	CWYDISCHARGE 5B

Figure 190 – Future Discharge Report

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

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

The following data is available for each entry:

Table 39 – Future Discharges Parameters

Column	Description
Ward	The code/name of the ward where the bed is.
Room Bed	The bed where the discharge is being performed.

Patient	The name of the patient being discharged.
Appointment D(ate)/T(ime)	The scheduled date and time of the discharge.
P(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 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	IYLY 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	PQJBYHT 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	PDWBDY 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: 9

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	PDWBDY 9688	SPECIALTY TRANSFER	PARTIAL/PARTIAL CHANGE
2106722	05/24/2016 11:23	05/24/2016 11:23	00:00	AAILWH 0480	SPECIALTY TRANSFER	PARTIAL/PARTIAL CHANGE
2106724	06/01/2016 07:29	06/01/2016 07:29	00:00	AAAHY 3979	SPECIALTY TRANSFER	PARTIAL/PARTIAL CHANGE
2106726	06/01/2016 07:32	06/01/2016 07:33	00:01	LDSSAH 7248	SPECIALTY TRANSFER	PARTIAL/PARTIAL CHANGE
2106728	06/01/2016 07:34	06/01/2016 07:34	00:00	TEDHUUN 0671	SPECIALTY TRANSFER	PARTIAL/PARTIAL CHANGE
2106730	06/01/2016 07:38	06/01/2016 07:38	00:00	DULHIFU 0477	SPECIALTY TRANSFER	PARTIAL/PARTIAL CHANGE
2106732	06/01/2016 07:40	06/01/2016 07:40	00:00	EIPLUIT 5429	SPECIALTY TRANSFER	PARTIAL/PARTIAL CHANGE

Number of records: 7

Figure 191 – Patient Movements by Date

From the **Trans** field select the type of movement (all, admissions, discharges, inter ward transfers, intra ward transfers, specialty transfers) you want to include in the report. Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. From the **Ward** field select the ward(s) for which you want to generate the report. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

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

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

The following data is available for each entry:

**Table 40 – Patient Movement Parameters**

Column	Description
Internal Entry Number (IEN)	The VistA Internal Entry Number for the primary lookup key in the Patient Movement file.
PM Record D(at)e/T(ime)	The date and time when the patient movement has been registered in the system.
Entered D(at)e/T(ime)	The date and time the patient movement was entered in the system.
Diff	The time lapse between the PM Record D/T and the Entered D/T.
Ward	The code/name of the ward.
Room-Bed	The code of the room/bed.
Patient	The code/name of the patient.
Transaction	The type of transaction.
Type of Movement	The type of the movement.

#### **4.2.1.24 Scheduled Admissions by Date**

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

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

**Scheduled Admissions Report by Date Range (HOU)**

Start Date	1/9/2016	End Date	1/11/2016	<input type="button" value="View Report"/>																																																
<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="Next"/>																																																				
Scheduled Admissions for 01/09/2016 thru 01/11/2016 23:59 Report Date: 06/09/16 11:05																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PATIENT</th> <th>SEX</th> <th>RESERVATION DATE</th> <th>DIVISION</th> <th>WARD</th> <th>TREATING SPECIALTY</th> <th>ADMIT. DX</th> <th>SURGERY?</th> <th>LOS</th> <th>PROVIDER</th> <th>SCHEDULER</th> <th>DT CANCELLED</th> </tr> </thead> <tbody> <tr><td>101-15-1171</td><td>MALE</td><td>01/11/2016 08:30</td><td>VAMC HOUSTON</td><td></td><td>NEUROLOGY</td><td>seizures</td><td>NO</td><td></td><td>S CHEN, DAVID K</td><td>MCGREW, JANICE E</td><td></td></tr> <tr><td>101-35-6401</td><td>MALE</td><td>01/10/2016 18:00</td><td>VAMC HOUSTON</td><td></td><td>NEUROLOGY</td><td>seizures</td><td>NO</td><td></td><td>S CHEN, DAVID K</td><td>MCGREW, JANICE E</td><td></td></tr> <tr><td>101-38-8545</td><td>MALE</td><td>01/10/2016 18:00</td><td>VAMC HOUSTON</td><td></td><td>NEUROLOGY</td><td>seizures</td><td>NO</td><td></td><td>S CHEN, DAVID K</td><td>MCGREW, JANICE E</td><td></td></tr> </tbody> </table>					PATIENT	SEX	RESERVATION DATE	DIVISION	WARD	TREATING SPECIALTY	ADMIT. DX	SURGERY?	LOS	PROVIDER	SCHEDULER	DT CANCELLED	101-15-1171	MALE	01/11/2016 08:30	VAMC HOUSTON		NEUROLOGY	seizures	NO		S CHEN, DAVID K	MCGREW, JANICE E		101-35-6401	MALE	01/10/2016 18:00	VAMC HOUSTON		NEUROLOGY	seizures	NO		S CHEN, DAVID K	MCGREW, JANICE E		101-38-8545	MALE	01/10/2016 18:00	VAMC HOUSTON		NEUROLOGY	seizures	NO		S CHEN, DAVID K	MCGREW, JANICE E	
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101-35-6401	MALE	01/10/2016 18:00	VAMC HOUSTON		NEUROLOGY	seizures	NO		S CHEN, DAVID K	MCGREW, JANICE E																																										
101-38-8545	MALE	01/10/2016 18:00	VAMC HOUSTON		NEUROLOGY	seizures	NO		S CHEN, DAVID K	MCGREW, JANICE E																																										
Number of records: 3																																																				

**Figure 192 – Scheduled Admissions by Date**

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

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

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

The following data is available for each entry:

**Table 41 – Scheduled Admissions Parameters**

Column	Description
Patient	The name of the patient, displayed as Last Name plus first letter of last name and last 4 of SSN in parentheses. Example: Brown (B1234)
Sex	The gender of the patient.
Reservation Date	The date of admission.
Division	The Division where patient will be admitted.
Ward	The ward where is the bed for which the admission has been made.
Treating Specialty:	The medical specialty to which the patient has been assigned.
Admt. Dx:	Diagnosis on admission
Surgery?:	Indicates if the patient is scheduled for surgery.
LOS	Length of stay.
Provider:	The primary care clinician for the patient.
Scheduler:	The name of the person scheduling the admission.
DT Cancelled:	If the scheduled admission was cancelled, the date and time of the cancellation.

#### 4.2.1.25 Patients Pending Bed Placement Status Report

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

On the Reports page, from the **Other Reports** field select the Patients Pending Bed Placement List Status report then press the **Submit** button: the report is displayed as in the following image.

Return to Home Page

MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Patients Pending Bed Placement List Status Report

Order #	Select columns to display	Search	Example: J, Jo, John	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
		Select	<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Removed	
▼	Removed From List	Start Date	H 00 M 00	End Date H 00 M 00
▼	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 193 –Patient Pending Bed Placement List Status Report Criteria

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

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

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

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

Patients Pending Bed Placement List Status Report										
Patient	Gender	Event Time	Request DT	Removed From List	Current Wait Area	Contracted	Acute	In House Transfer	Room/Bed Assigned	Presenting Problem
LHPDT,CLZHT5555	Male	6/1/2016 4:09:25 PM	6/1/2016 4:09:00 PM		ADMISSIONS			False	1C120-A	PAIN
HHLUXAI,PDA/HUS2222	Male	6/7/2016 10:09:14 AM	6/7/2016 10:09:00 AM	6/7/2016 12:18:04 PM	ADMISSIONS			False		
SLYJ/EHM,ULGLHA4918	Male	6/8/2016 10:48:35 AM	6/8/2016 10:46:00 AM		ADMISSIONS	No	Acute	True		BED ASSIGNED,
BHLR/ELZWJ/IDLYL3256	Female	6/9/2016 8:47:34 AM	6/9/2016 8:47:34 AM					False		TEST

Figure 194 – Patient Pending Bed Placement List Status Report

#### 4.2.1.26 Active Transfer Orders Report

This report presents the list of active transfer orders for the current facility. To generate the Active Transfer Orders report, follow the instructions below.

On the Reports page, from the **Other Reports** field select the Active Transfer Orders then press the **Submit** button: the report is displayed as in the following image.

Active Transfer Orders Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)											
Start Date	6/1/2016 12:00:01 AM	End Date	6/2/2016 11:59:59 PM								<a href="#">View Report</a>
Ward	All Wards										
Record	D/T Ordered	Patient	BMS Ward	D/T Signed	Physician	D/T Released					
91338956	06/01/2016 11:11	CPRSPATIENT 7519	SA SURG/ STEP DOWN	06/01/2016 11:12	PROVIDER, BLUE	06/01/2016 11:12					
91338957	06/01/2016 11:11	CPRSPATIENT 2339		06/01/2016 11:12	PROVIDER, ECORU	06/01/2016 11:12					

Figure 195 – Active Transfer Orders Report

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

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

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

The following data is available for each entry:

Table 42 – Active Transfer Orders Report Parameters

Column	Description
Record	The number automatically assigned in the system to the record. This is the transfer entry number in the patient movement file.
D/T Ordered	The date and time when the transfer has been ordered.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
BMS Ward	The BMS ward where the patient is being transferred to.
D/T Signed	The date and time when the transfer order has been signed.
Physician	The name of the physician who signed the transfer order.
D/T Released	The date and time when the patient has been released.

#### 4.2.1.27 Bed Switch Report

This report presents the list of active transfer orders for the current facility. To generate the Bed Switch report, follow the instructions below.

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

The screenshot shows the 'Bed Switch Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. At the top, there are 'Start Date' (5/1/2016 12:00:01 AM) and 'End Date' (6/9/2016 11:59:59 PM) fields, a 'Ward' dropdown set to 'All Wards', and a 'View Report' button. Below the toolbar, a navigation bar includes icons for back, forward, search, and print. The main area is titled 'Bed Switch Report' and displays a table with the following data:

Record	Entered D/T	Patient	From Room/Bed	Ward	To Room/Bed	Ward
2106573	5/24/2016 5:53:20 PM	DHTRHT 6812	SB120-A	4B MED	SB182A-A	5B
2104363	5/24/2016 5:53:19 PM	LDIN 8336	SB122-A	4B MED	SB146-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.

#### 4.2.2 The Facility Diversion Page

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

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

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

<input type="text" value="ADD Location Name: Facility"/>	<input type="button" value="ADD"/> <input type="button" value="Cancel"/>																																																																						
<b>EDIT Diversion</b>																																																																							
<a href="#">Current Diversions</a>   <a href="#">All Diversions</a>																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <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: 20%;">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>Facility-TELEMTRY</td> <td>Yes</td> <td>05/23/2016</td> <td>13:54</td> <td>v17.med.va.gov/vhaishbalakl</td> <td>05/23/16 - 13:54</td> <td>16:21:36</td> </tr> <tr> <td>Facility-UU</td> <td>Yes</td> <td>05/23/2016</td> <td>16:23</td> <td>v19.med.va.gov/vhaishbalakl</td> <td>05/23/16 - 16:24</td> <td>00:00:07</td> </tr> <tr> <td>Facility-TEST</td> <td>Yes</td> <td>05/25/2016</td> <td>11:45</td> <td>vha.med.va.gov/vhaisdporteg</td> <td>05/25/16 - 11:56</td> <td>14:23:45</td> </tr> <tr> <td>Emergency Department-TEST 2</td> <td>Yes</td> <td>05/25/2016</td> <td>11:59</td> <td>vha.med.va.gov/vhaisdporteg</td> <td>05/25/16 - 11:59</td> <td>14:23:31</td> </tr> <tr> <td>Emergency Department-UFT</td> <td>Yes</td> <td>05/26/2016</td> <td>14:54</td> <td>v08.med.va.gov/vhabayvillat</td> <td>05/26/16 - 14:54</td> <td>13:20:36</td> </tr> <tr> <td>Emergency Department-TIMPOARY DIVERSION WEEKEND SUPPORT</td> <td>Yes</td> <td>05/27/2016</td> <td>12:00</td> <td>vha.med.va.gov/vhaisdporteg</td> <td>05/27/16 - 11:34</td> <td>12:23:30</td> </tr> <tr> <td>Facility-TEST 06_02</td> <td>Yes</td> <td>06/02/2016</td> <td>11:28</td> <td>vha.med.va.gov/vhaishbalakl</td> <td>06/02/16 - 11:42</td> <td>07:00:02</td> </tr> <tr> <td>Emergency Department-CITY OF HOUSTON</td> <td>Yes</td> <td>06/02/2016</td> <td>12:49</td> <td>vha.med.va.gov/vhaisdporteg</td> <td>06/02/16 - 13:10</td> <td>06:22:41</td> </tr> <tr> <td></td> <td></td> <td>06/03/2016</td> <td>15:18</td> <td>v08.med.va.gov/vhamisheitt</td> <td>06/03/16 - 15:19</td> <td>05:20:12</td> </tr> </tbody> </table>		Current Diversion Location	Status	Start Date	Time	Entered By	Last Edit By	Duration dd:hh:mm	Facility-TELEMTRY	Yes	05/23/2016	13:54	v17.med.va.gov/vhaishbalakl	05/23/16 - 13:54	16:21:36	Facility-UU	Yes	05/23/2016	16:23	v19.med.va.gov/vhaishbalakl	05/23/16 - 16:24	00:00:07	Facility-TEST	Yes	05/25/2016	11:45	vha.med.va.gov/vhaisdporteg	05/25/16 - 11:56	14:23:45	Emergency Department-TEST 2	Yes	05/25/2016	11:59	vha.med.va.gov/vhaisdporteg	05/25/16 - 11:59	14:23:31	Emergency Department-UFT	Yes	05/26/2016	14:54	v08.med.va.gov/vhabayvillat	05/26/16 - 14:54	13:20:36	Emergency Department-TIMPOARY DIVERSION WEEKEND SUPPORT	Yes	05/27/2016	12:00	vha.med.va.gov/vhaisdporteg	05/27/16 - 11:34	12:23:30	Facility-TEST 06_02	Yes	06/02/2016	11:28	vha.med.va.gov/vhaishbalakl	06/02/16 - 11:42	07:00:02	Emergency Department-CITY OF HOUSTON	Yes	06/02/2016	12:49	vha.med.va.gov/vhaisdporteg	06/02/16 - 13:10	06:22:41			06/03/2016	15:18	v08.med.va.gov/vhamisheitt	06/03/16 - 15:19	05:20:12
Current Diversion Location	Status	Start Date	Time	Entered By	Last Edit By	Duration dd:hh:mm																																																																	
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		06/03/2016	15:18	v08.med.va.gov/vhamisheitt	06/03/16 - 15:19	05:20:12																																																																	
<a href="#">BMS Home</a>   <a href="#">Icon Legend</a>   <a href="#">Information</a>																																																																							

**Figure 196 – Facility Diversion Page**

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

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

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

The diversion list can be filtered to see only the Current Divisions or All Divisions. All Divisions 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 Divisions** button is pressed:

**Table 43 – Current Divisions Parameters**

Column	Description
Edit	Allows the user to update diversion information.
Current Diversion Location	The name of the facility that is in Diversion Status.
Status	Yes / No.
Start/ Date/Time	The date and time when the diversion operation has been registered.
Entered By	The name of the person who has registered the diversion.
Last Edit By	The name of the person who last modified the details of the diversion.
Duration	The length of time for which the facility has been on Diversion Status

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

**Table 44 – All Diversions Parameters**

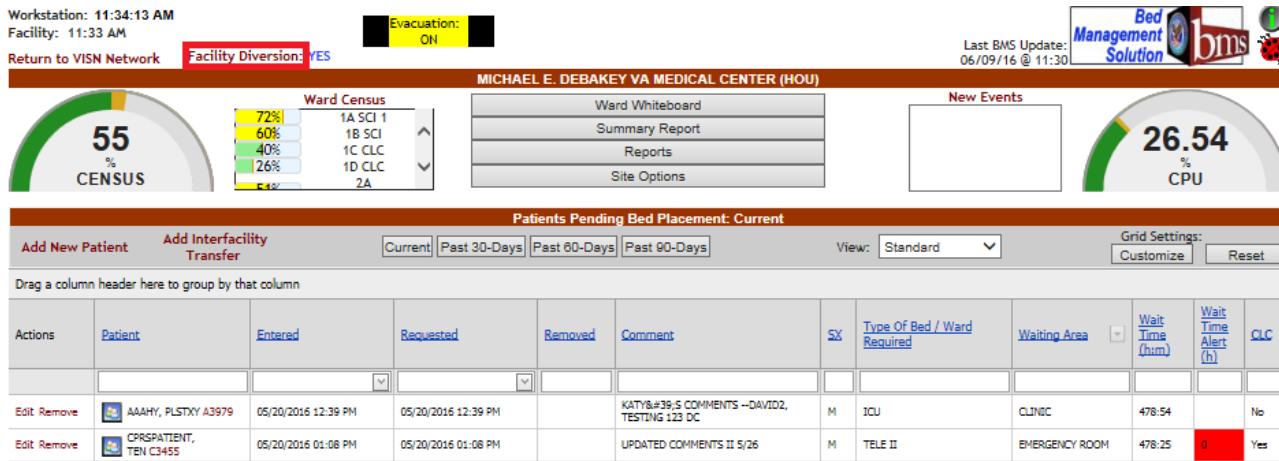
Column	Description
Edit	Allows the user to update diversion information.
All Diversion Location	The name of the facility that is in Diversion Status.
Status	Yes / No.
Start/Date/Time	The date and time when the diversion operation has been registered.
End/Date/Time (EST)	The date and time when the diversion operation is estimated to end.
Entered by	The name of the person who has registered the diversion.
Last Edit By	The name of the person who last modified the details of the diversion.
Duration	The length of time for which the facility has been on Diversion Status.

To change the details of a diversion the user can use the **Edit** link to the left of an entry.

#### **4.2.2.1 Setting a Facility Area/Ward or ED to Diversion Status**

To register a Facility or ED to Diversion Status, follow the instructions below.

From the home page, click the **Facility Diversion** link in from the upper left corner of the screen



**Figure 197 – Selecting Facility Diversion**

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

EDIT Diversion						
		Current Diversions		All Diversions		
Current Diversion Location		Status	Start Date	Start Time	Entered By	Last Edit By
Edit	Facility-TELEMETRY	Yes	05/23/2016	13:54	v17.med.va.gov\vhantxallenj2	05/23/16 - 13:54
Edit	Facility-ICU	Yes	05/23/2016	16:23	v19.med.va.gov\vhachherolk	05/23/16 - 16:24
Edit	Facility-TEST	Yes	05/25/2016	11:45	vha.med.va.gov\vhaisdporeg	05/25/16 - 11:56
Edit	Emergency Department-TEST 2	Yes	05/25/2016	11:57	vha.med.va.gov\vhaisdporeg	05/25/16 - 11:57
Edit	Emergency Department-UFT	Yes	05/26/2016	12:04	v08.med.va.gov\vhamsishelt	05/26/16 - 12:04
Edit	Emergency Department-TEMPORARY DIVERSION WEEKEND SUPPORT	Yes	05/27/2016	12:00	vha.med.va.gov\vhaisdporeg	05/27/16 - 11:34
Edit	Facility-TEST 06.02	Yes	06/02/2016	11:28	vha.med.va.gov\vhaisdporeg	06/02/16 - 11:42
Edit	Emergency Department-CITY OF HOUSTON	Yes	06/02/2016	12:49	vha.med.va.gov\vhaisdporeg	06/02/16 - 13:10
Edit		Yes	06/03/2016	15:18	v08.med.va.gov\vhamsishelt	06/03/16 - 15:19

**Figure 198 – Adding/Editing Details of Facility Diversion**

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

**Figure 199 – Add New Diversion Status**

The name of the facility selected in the previous screen is displayed in the Diversion Location column. ***The user enters the Date and Time that the Facility or ED will Start Diversion Status.*** In the **Comments** field, enter any comments that you consider relevant then press the **ADD** button to enter the data into the system. If facility diversion is selected in the comments field indicate which ward/area is being diverted. For example, select Facility and in the comments section indicate Intensive Care Unit (ICU)-No beds available. The newly registered diversion will be displayed in the Current Diversions list in the main **Diversion** screen.

#### 4.2.2.2 Edit an existing Facility Diversion Entry

To edit the details of the diversion status set for a Facility or ED: in the Diversion Status for... (facility name) page click the **Edit** link to the left of the diversion status you want to modify. The following page is displayed.

Diversion Status For: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)					
Diversion Location	Current?	Start Date	Start Time	End Date	End Time
Facility	Yes	05/25/16	H 11 M 45	06/09/16	H 11 M 41
Comments: TEST 96/100					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

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Figure 200 – Edit Diversion Status Details

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

#### 4.2.3 The Events Page

This page is accessed by clicking the **New Events** link above the New Events List box on the right side of the screen, beside the CPU% graph.

[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 201 – New Events Page**

This page presents the latest events occurring in VistA and which have an impact on the activity of the current facility as well as events occurred in the current facility during the last 8 hours. A **View Report** link is available for displaying details on the events of a certain type.

In the Events Page the user can perform a single type of action: generating a report.

#### **4.2.3.1 View/Generate Patient Movement Report**

To generate a report in the **New Events** page click the **View Report** link: the following page is displayed. (In the image below the Patient Movement Report by Date Range is presented)

[Return to Report Menu](#)[Logout](#)**Patient Movement Report by Date Range - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

Trans:	All	Ward:	All Wards	<a href="#">View Report</a>
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	DHTRH7 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 6062	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	AAAHT 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	DULPHU 0477	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE
2106732	06/01/2016 07:40	06/01/2016 07:40	00:00	EIPLUNT 5429	SPECIALTY TRANSFER	PROVIDER/SPECIALTY CHANGE

Number of records: 7

**Figure 202 – Patient Movement Report****4.2.4 The Ward Whiteboard Home Page**

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



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

WARD Whiteboard Home: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)	
PARAMETER	OPTIONS
Select Ward:	<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"/>	

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**Figure 203 – Ward Whiteboard Home – Select Display Criteria**

The following display criteria are available:

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

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

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

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

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

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

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

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

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

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

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

Whiteboard Home Facility Census 55%

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

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

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

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Figure 204 – Ward Whiteboard Home

NOTE: if you select only a ward group instead of the entire facility in the upper right corner of the screen a **Ward Census** field will display the percentage of occupancy for the selected ward.

HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 11:56 (CST)  
Total Number Pending/Today's Scheduled Admission: 2238/0

Export Report Icon Legend  
6D MH census 55%

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD-HH
6C220-A									
6C220-B									
6C222-A	EXIAHN		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		226:05
6C222-B									
6C224-A									
6C224-B	MLJIN		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		227:02
6C226-A									
6C226-B	YXRYF		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		227:02
6C248-A									
6C248-B	PDOHDUD		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		233:01
6C250-A	MXNNU		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		233:22
6C250-B									
6C252-A									
6C252-B	WEDZWHU		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		233:01
6C254-A									
6C254-B	ARTSDY		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		234:02
6C280-A	HLAA		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		233:20
6C282BX-A									
6C290-A	PHUUN		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		226:02
6C292-A	BDKKT		CURRY, ALAUNA			6D - PSYC-GENERAL INTER	Y		226:02

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

Figure 205 – Ward Whiteboard Home - Ward Census Field

The **Ward Whiteboard Home** page displays the list of beds in the selected ward(s). For each bed, the following data is available:

Table 45 – Beds Parameters

Column	Description
BED	The number assigned to the bed in the ward. The site user can click this link to view and/or edit bed information.
PT	The patient code of the patient occupying the bed. (The format of this code can be selected from the Display PTs field at the top of the beds list). Clicking the patient code link will display the Edit Patient page where you can see details of the selected patient. An icon indicating the same or similar name may appear next to the patient name if another patient on the ward has been identified
STAFF	Name of Nursing personnel assigned to the bed.
ATTENDING	The name of the attending physician in charge of care of the patient.
COMMENTS	Helpful information entered by the site user when changing the bed status. Includes Patient Risk information conveyed by means of specific icons (Flight Risk, Slip, and/or Fall Risk). For details on the patient risk icons available, click the Icon Legend link - top right corner of the beds list.

Column	Description
DISCH STATUS	<p>The DSC column displays the Discharge status of the bed; three possible statuses are available:</p> <p>Anticipated Discharge </p> <p>Discharge Ordered </p> <p>Interward Transfer </p> <ul style="list-style-type: none"> <li>• These icons are all triggered by Orderable Items.</li> <li>• They will continue to display until the Orderable Item is completed or the patient is discharged from the room.</li> <li>• 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".</li> <li>• 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".</li> <li>• Discharge Orders override Anticipated Discharge Orders.</li> <li>• Anticipated Discharge Icons are triggered off the Order Text when it contains the text "Anticipated Discharge" or "Planned Discharge".</li> </ul>
BED STATUS	<p>The BED column displays information about the bed cleaning status: three statuses are available:</p> <p>Bed Cleaned </p> <p>Bed Needs Cleaning </p> <p>Cleaning Bed </p>
WARD	The ward where the bed is located.

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

In this page the user can perform the following actions: take a bed out of service, flag a bed with different icons, display the patient details, generate the ward whiteboard report for the selected wards.

#### 4.2.4.1 Taking a Bed out of Service

To take a bed out of service, follow the instructions below. You must have privileges that will allow you to do this action.

From the home page, click the **Ward Whiteboard** link in from the upper right corner of the screen

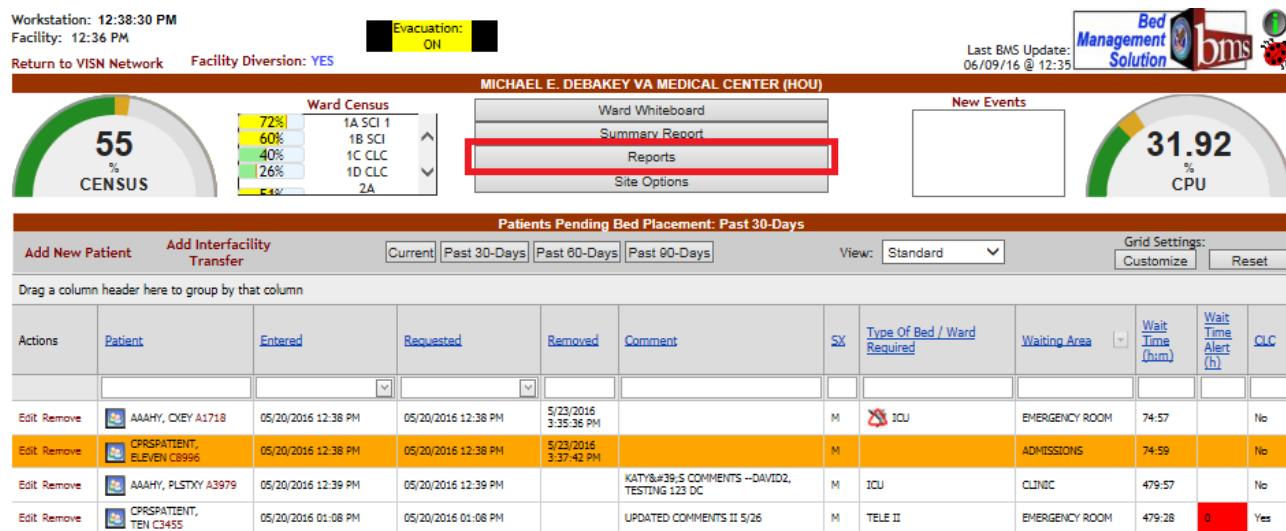


Figure 206 – Selecting Ward Whiteboard

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

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

PARAMETER	OPTIONS
Select Ward:	<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=""/>

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

**Figure 207 – Selecting Parameters for Ward Whiteboard**

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

HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 12:45 (CST)  
Total Number Pending/Today's Scheduled Admission: 2238/0

Export Report | [Icon Legend](#) | 6D MH census 50%

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
6C220-A									
6C220-B									
6C222-A	EXIAHN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		226:06
6C222-B									
6C224-A							6D - PSYC-GENERAL INTER		227:03
6C224-B	MLJN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		227:03
6C226-A				CURRY, ALAUNA			6D - PSYC-GENERAL INTER		227:03
6C226-B	YXRYF			CURRY, ALAUNA			6D - PSYC-GENERAL INTER		227:03
6C248-A									
6C248-B	PQYDHUD		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		233:01
6C250-A	MXNHU		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		233:23
6C250-B									
6C252-A									
6C252-B	WEDZWHU		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		233:02
6C254-A									
6C254-B	ARTSOY		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		234:03
6C280-A	HLAA		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		233:21
6C282BX-A									
6C290-A	PHUUN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		226:03
6C292-A	BDKKT		CURRY, ALAUNA				6D - PSYC-GENERAL INTER		226:03

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

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

**Figure 208 – Selecting a Bed from the Ward Whiteboard Page**

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

**WARD Whiteboard**

Ward: 6D MH	Bed: 6C220-A		
Reason: <input type="button" value="▼"/>			
Comments: <input type="text" value="100/100"/> <input type="button" value="+"/>			
Nur Assignment: <input type="text" value="50/50"/>			
<b>Standard Icons</b>	<b>Emergency Management Icons</b>	<b>Site Configurable Icons</b>	
Negative Pressure (Room)	<input type="checkbox"/> No <input type="button" value="▼"/>	BMS Training Icon	<input type="checkbox"/> No <input type="button" value="▼"/>
Shared Bathroom (Room)	<input type="checkbox"/> No <input type="button" value="▼"/>	Blue Caution	<input type="checkbox"/> No <input type="button" value="▼"/>
Telemetry (Room)	<input type="checkbox"/> No <input type="button" value="▼"/>	Blue Circle	<input type="checkbox"/> No <input type="button" value="▼"/>
Lift Equipment (Room)	<input type="checkbox"/> No <input type="button" value="▼"/>	Blue Heart	<input type="checkbox"/> No <input type="button" value="▼"/>
Women's Program (Room)	<input type="checkbox"/> No <input type="button" value="▼"/>	Green Circle	<input type="checkbox"/> No <input type="button" value="▼"/>
Test	<input type="checkbox"/> No <input type="button" value="▼"/>	Orange Circle	<input type="checkbox"/> No <input type="button" value="▼"/>
<b>Requested Manual Cleaning:</b>			
<input checked="" type="radio"/> NO <input type="radio"/> YES <input type="radio"/> STAT	VISTA Ward: <input type="text" value="6D"/> <input type="button" value="▼"/>	08/09/16 <input type="button" value="▼"/> H <input type="text" value="12"/> M <input type="text" value="48"/> <input type="button" value="▼"/>	
Special Instructions: <input type="text" value="150/150"/>			
<input type="button" value="Submit"/> <input type="button" value="Never Mind &amp; Return To WhiteBoard"/> <a href="#">Clear ALL Comments For ALL Wards Associated To This Bed...</a>			

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

**Figure 209 – Taking a Bed Out of Service**

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

When displaying the **Ward Whiteboard Home** page, the selected bed will be marked with an icon “Out of service” and the color will be changed to Red.

If you choose a **Do Not Display** Reason, the bed will not be displayed on the Whiteboard.

Whiteboard Home		HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 12:51 (CST) Total Number Pending/Today's Scheduled Admission: 2238/0							Export Report	
Facility Census								Icon Legend		
	BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
	6C220-A				OUT OF SERVICE - TESTING					
	6C220-B									
	6C222-A	EIAHN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	Y	226:06
	6C222-B									

**Figure 210 – Ward Whiteboard Home - Bed Out of Service**

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

Figure 211 – Ward Whiteboard Home – Return Bed To In Service

If you've changed the status of a bed to a **Do Not Display** Reason and want to return the bed to service, since you cannot see the bed on the Whiteboard, you will have to go to either the **Bed Summary Report** or the **Ward Occupancy Report**, which will show the **Do Not Display** beds, so you can put them back in service by selecting *DELETE THIS REASON* and pressing the Submit button, or by clicking the **Clear ALL Comments For ALL Wards Associated To This Bed**. Clicking the clear all comments will remove all icons associated to the room as well as comments.

#### 4.2.4.2 Flagging a bed/patient with different icons

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

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

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

**WARD Whiteboard**

Ward:	NEURO WARD 1
Bed:	Neuro Bed 2
Reason:	<input type="text"/>
Comments:	<input type="text"/>
Nur Assignment:	<input type="text"/> (20 characters)
<b>Standard Icons</b>	
 Caution Risk	<input checked="" type="checkbox"/> No <input type="button" value="▼"/>
 Negative Pressure (Room)	<input checked="" type="checkbox"/> No <input type="button" value="▼"/>
 Shared Bathroom (Room)	<input checked="" type="checkbox"/> No <input type="button" value="▼"/>
 Telemetry (Room)	<input checked="" type="checkbox"/> No <input type="button" value="▼"/>
 Lift Equipment (Room)	<input checked="" type="checkbox"/> No <input type="button" value="▼"/>
 Women's Program (Room)	<input checked="" type="checkbox"/> No <input type="button" value="▼"/>
<b>Emergency Management Icons</b>	
 Blue Square	<input checked="" type="checkbox"/> No <input type="button" value="▼"/>
 Blue Diamond	<input checked="" type="checkbox"/> No <input type="button" value="▼"/>
<b>Site Configurable Icons</b>	
<b>Requested Manual Cleaning:</b>	
<input type="radio"/> NO <input type="radio"/> YES <input type="radio"/> STAT	VISTA Ward: <input type="text" value="Neurology_V"/>
06/14/12 <input type="button" value="▼"/> 17 <input type="button" value="▼"/> 42 <input type="button" value="▼"/>	
Special Instructions: <input (150="" char)"="" type="text" value=" "/>	
<b>Submit &amp; Reset Form</b>	
<input type="button" value="Submit"/> <input type="button" value="Never Mind &amp; Return To WhiteBoard"/>	
<input type="button" value="Clear ALL Comments For ALL Wards Associate To This Bed.."/>	

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

**Figure 212 – Ward Whiteboard – No Patient Assigned**

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

**WARD Whiteboard**

Ward: NEURO	Bed: Neuro_Bed_01	Reason: ISOLATION	Comments:	+ [button]
Nur Assignment: (20 characters)				
<b>Standard Icons</b>		<b>Emergency Management Icons</b>		<b>Site Configurable Icons</b>
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	Evacuate (Patient) (EM)	P No	
23H Observation	P No	Negative Pressure (Patient) (EM)	P No	
PICC	P No	One to One (Patient) (EM)	P No	
Suicide Risk	P No			
Negative Pressure (Room)	R No			
Shared Bathroom (Room)	R No			
Telemetry (Patient)	P No			
Telemetry (Room)	R No			
Lift Equipment (Room)	R No			
Close Observation (Patient)	P No			
WP Women's Program (Room)	R No			
Respiratory Therapy (Patient)	P No			
Seizure Precautions	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 213 – Ward Whiteboard – Patient Assigned**

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

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

Whiteboard Home      Facility Census 

HOU Whiteboard for: 6D MH - Last Update: 06/09/16 at 13:09 (CST)  
Total Number Pending/Today's Scheduled Admission: 2238/0

Export Report Icon Legend  
6D MH census 

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

**Figure 214 – Ward Whiteboard Home – Bed/Patient Flagged**

#### 4.2.4.3 Assigning a bed to a nurse

To assign a bed to a nurse follow the instructions below.

In the **Ward Whiteboard Home** page click the field to the right of a bed in the STAFF column:

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

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

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

#### 4.2.4.4 Editing the nurse assignment for a bed

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

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

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

**Figure 216 – Ward Whiteboard Home – Select Nurse**

The field will become editable as in the following image.

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

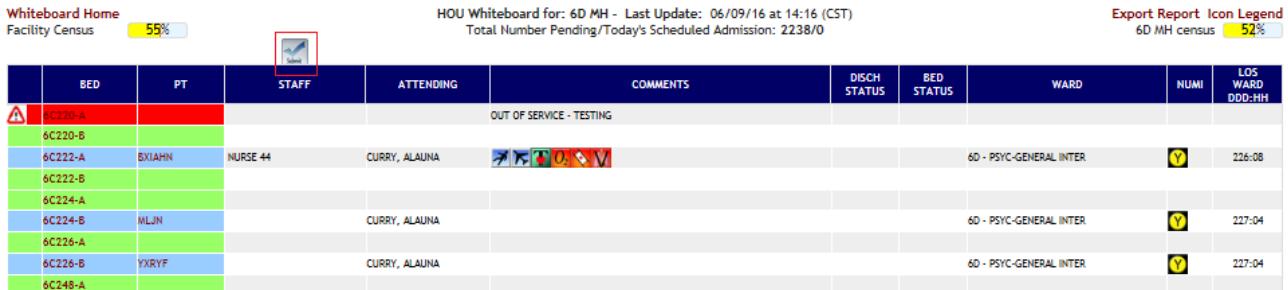
**Figure 217 – Ward Whiteboard Home – Change Nurse Assignment for Bed**

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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

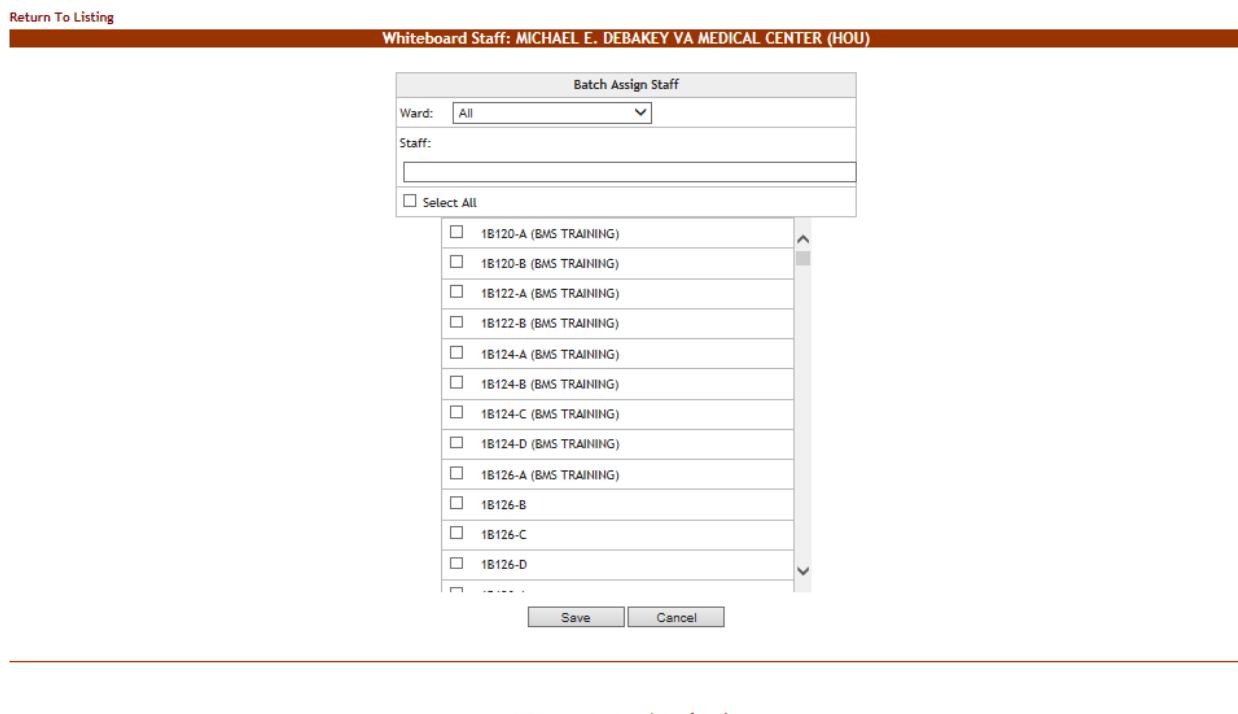
Users can assign several beds to medical personnel available from the Ward Whiteboard page.



	BED	PT	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
⚠	6C220-A				OUT OF SERVICE - TESTING					
	6C220-B									
	6C222-A	EKIAHN	NURSE 44	CURRY, ALAUNA	↗️ ↘️ 🚑 O 🌺			6D - PSYC-GENERAL INTER	🟡	226:08
	6C222-B									
	6C224-A									
	6C224-B	MJLN		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	🟡	227:04
	6C226-A									
	6C226-B	YXRYF		CURRY, ALAUNA				6D - PSYC-GENERAL INTER	🟡	227:04
	6C248-A									

Figure 218 – Selecting a Batch Assign Button

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



Return To Listing

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

Batch Assign Staff

Ward: All

Staff:

Select All

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

Save Cancel

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

Figure 219 – Batch Assign Beds to Staff

A list of beds is displayed: use the Ward field at the top of the page to filter the bed list according to wards.

In the **Staff** field enter the name of the nurse (or other personnel) that you want to assign for the selected bed.

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

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

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

Figure 220 – Beds Assigned

#### 4.2.4.6 Display the patient details

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

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

Patient D/C Appointments					
Ward	RoomBed	Patient	Appointment D/T	Current Status	Clinic Name

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

Figure 221 – 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.

The screenshot shows a web-based application titled "BRK Whiteboard for: All - LastUpdate: 10/02/12 at 02:58 (CST)". The interface includes a header with "Return To Ward Whiteboard" and "Logout" buttons, and a toolbar with search and filter options. The main content is a table with the following columns: BED, PT, SEX, STAFF, ATTENDING, COMMENTS, DISCH STATUS, BED STATUS, WARD, and NUM. The table lists various patient records, each with a unique ID, gender (M or F), staff assigned (NURSE 1 through NURSE 4), and attending physician (e.g., AttendingPhysician One, Two). The COMMENTS column contains icons and text describing patient status (e.g., "CLOSED", "BED ASSIGNED", "TESTING THE BUILD ISOLATION BED ASSIGNED"). The WARD column indicates the ward location (e.g., 2B - CARDIOLOGY, 3A - CARDIOLOGY, 4 WEST - ORTHOPEDIC SURGERY, 2 EAST - ORTHOPEDIC SURGERY). The BED STATUS column shows icons indicating patient status (e.g., yellow circle with '1', red circle with '1'). The table has 14 rows, corresponding to the 14 beds listed in the header.

BED	PT	SEX	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUM
1001-1			NURSE 1						
1001-8			NURSE 1						
Cardio_Bed_02	XXXX	M	NURSE 3	AttendingPhysician One	- Bed Assigned - BMSPatient, One from ADMISSIONS -			2B - CARDIOLOGY	
Cardio_Bed_03	BMSPatient	M	NURSE 3	AttendingPhysician One				3A - CARDIOLOGY	
Cardio_Bed_04			NURSE 4						
Cardio_Bed_06					BED ASSIGNED, TESTING THE BUILD ISOLATION TEST				
108-A									
Neuro_Bed_01	BMSPatient	F		AttendingPhysician Two	- Bed Assigned - BMSPatient, Seven from ADMISSIONS -- Bed Assigned - BMSPatient, Seven from ADMISSIONS -			4 WEST - ORTHOPEDIC SURGERY	
Neuro_Bed_02	BMSPatient	F	NURSE 3	AttendingPhysician One				2 EAST - ORTHOPEDIC SURGERY	
Neuro_Bed_03					- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -				
Neuro_Bed_05			NURSE 4						
Neuro_Bed_06									

Figure 222 – 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="text"/>		
Comments:	<input type="text"/> <input type="button" value="+"/>		
Nur Assignment:	(20 characters)		
<b>Standard Icons</b> Patient Opt-Out Flu Risk Slip and Fall Risk Flight Risk Restraint 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		<b>Emergency Management Icons</b> No    Stretcher (Patient) (EM) No    Wheelchair Bound (Patient) (EM) No    Ventilator (Patient) (EM) No    Lift Equipment (Patient) (EM) No    Oxygen (Patient) (EM) No    Evacuate (Patient) (EM) No    Negative Pressure (Patient) (EM) No    One to One (Patient) (EM)	
<b>Site Configurable Icons</b> ISOLATION <input type="checkbox"/> <input type="text"/>			
<input type="checkbox"/> <input type="text"/>			
<b>Requested Manual Cleaning:</b> <input checked="" type="radio"/> NO <input type="radio"/> YES <input type="radio"/> STAT   Vista Ward: 4 WEST   10/05/12 <input type="text"/> 03 : 34 Special Instructions: <input style="width: 150px; height: 20px; border: 1px solid #ccc; margin-top: 5px;" type="text"/> (150 Char)			
<input type="button" value="Submit"/> <input type="button" value="Never Mind &amp; Return To WhiteBoard"/> <input type="button" value="Clear ALL Comments For All Wards Associate To This Bed..."/>			

**Figure 223 – The Ward Whiteboard Page**

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

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

The following data is available for each bed:

**Table 46 – Bed Parameters**

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

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

#### 4.2.5.1 Request cleaning/EMS services for a bed

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

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

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

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

Figure 224 – Request Manual Cleaning Area

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

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

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

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

## 4.3 EMS Supervisor

The EMS supervisor users can access the following pages:

- EMS Bed Status page
- Environmental Management Service Bed Status page
- Environmental Management Service Bed Status – Batch Assign EMS Staff page.

### 4.3.1 Environmental Management Service Bed Status Page

This page is accessed by pressing the button **Go To Facility Bed Cleaning Page (EMS Staff Only)** from the **BMS User Login** page. The **EMS Bed Status** page is displayed as in the following image.

# Bed Management Solution

Logout

HOU - EMS Bed Status (Last Update: 06/09/16 at 02:27 CST)																								
Ward:	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								
<input type="checkbox"/>	Manual	<span style="background-color: yellow; color: black;">18722-B</span>	1A SCI	6/1/2016 5:38:00 PM	00:00	6/1/2016 5:38:00 PM	72:00	6/4/2016 5:38:00 PM	00:00	6/4/2016 5:38:00 PM	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								
<input type="checkbox"/>	2106573	<span style="background-color: blue; color: white;">SB120-A</span>	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	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/27/2016 12:53:20 PM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/27/16 12:53								
<input type="checkbox"/>	2104363	<span style="background-color: blue; color: white;">SB122-A</span>	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	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/27/2016 12:53:19 PM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/27/16 12:53								
<input type="checkbox"/>	2106718	<span style="background-color: blue; color: white;">3C120-A</span>	3C MED	5/24/2016 11:13:53 AM	00:00	5/24/2016 11:13:56 AM	72:00	5/27/2016 11:13:56 AM	00:00	5/27/2016 11:13:56 AM	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/27/2016 11:13:56 AM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/27/16								
<input type="checkbox"/>	2106717	<span style="background-color: blue; color: white;">3C184A-A</span>	3C MED	5/24/2016 11:12:03 AM	00:00	5/24/2016 11:12:05 AM	72:00	5/27/2016 11:12:05 AM	00:00	5/27/2016 11:12:05 AM	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/27/2016 11:12:05 AM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/27/16 11:12								
<input type="checkbox"/>	2106716	<span style="background-color: blue; color: white;">6B348-B</span>	6F MH_T	5/24/2016 9:00:00 AM	02:11	5/24/2016 11:10:30 AM	72:00	5/27/2016 11:10:30 AM	00:00	5/27/2016 11:10:30 AM	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/27/2016 11:10:30 AM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/27/16 11:10								
<input type="checkbox"/>	2106719	<span style="background-color: blue; color: white;">6B346-A</span>	6F MH_T	5/24/2016 11:09:34 AM	00:00	5/24/2016 11:09:34 AM	72:00	5/27/2016 11:09:34 AM	00:00	5/27/2016 11:09:34 AM	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/27/2016 11:09:34 AM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/27/16								
<input type="checkbox"/>	2106714	<span style="background-color: blue; color: white;">1B140-A</span>	1B SCI	5/24/2016 11:08:19 AM	00:00	5/24/2016 11:08:19 AM	72:00	5/27/2016 11:08:19 AM	00:00	5/27/2016 11:08:19 AM	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/27/2016 11:08:19 AM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/27/16 11:08								
<input type="checkbox"/>	Manual	<span style="background-color: yellow; color: black;">4C246-B</span>	4D CLC	5/20/2016 2:43:00 PM	00:00	5/20/2016 2:43:00 PM	72:00	5/23/2016 2:43:00 PM	00:00	5/23/2016 2:43:00 PM	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/23/2016 2:43:00 PM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/23/16 14:43								
<input type="checkbox"/>	Manual	<span style="background-color: yellow; color: black;">4C226-B</span>	4D CLC	5/20/2016 9:55:00 AM	00:00	5/20/2016 9:55:00 AM	72:00	5/23/2016 9:55:00 AM	00:00	5/23/2016 9:55:00 AM	BMS BED CLEAN has been accepted by system.	BMS BED CLEAN has been completed by system.	5/23/2016 9:55:00 AM	BMS	More than 72 hours have passed since request date.	BMS BED CLEAN has been commented by system. - 05/23/16 09:55								

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

**Figure 225 – EMS Bed Status Page**

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

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

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

**Table 47 – EMS Bed Status Parameters**

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

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

In this page the user can perform the following operations: select a bed clean request in order to assign it, select several bed clean requests in order to assign them and comment a request.

#### 4.3.1.1 Assigning a bed clean request

To assign a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only select a request which has not been yet assigned. The selection box of a request

already assigned will be disabled.

The screenshot shows a table of bed status records. The columns include Record, Room/Bed, Ward, Movement, DFT, Request, DIFF, Accepted, DIFF, Completed, Accepted By, Completed By, Last Edit, Last Edit By, Comment, and Commented By. The highlighted row for 'Neuro.Bed' in 'WARD 1' has its 'Accepted' column value 'TESTARESOFT2:neuroBMS' and 'Completed' column value 'TESTARESOFT2:neuroBMS' also highlighted with a red box.

	Record	Room/Bed	Ward	Movement	DFT	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
<input checked="" type="checkbox"/>	1	Cardio.Bed	CARDIO		6/13/2012 0:00:00 PM	29:29	6/13/2012 7:45:00 PM	00:01	6/13/2012 7:42:00 PM		EMS Staff One	softInfo@hec.complus	6/13/2012 7:42:00 PM	softInfo@hec.complus	softInfo@hec.complus - 06/13/12 19:42	
<input checked="" type="checkbox"/>	2	Neuro.Bed	WARD 1		6/13/2012 7:45:00 PM	13:44	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM		EMS Staff Two	softInfo@hec.complus	6/14/2012 9:28:00 AM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	3	Neuro.Bed	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@hec.complus	6/13/2012 7:57:00 PM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	4	Cardio.Bed	CARDIO		6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	02:18	6/14/2012 10:30:28 PM		EMS Staff One	EMS Staff One	6/14/2012 10:30:28 PM	EMS Staff One		
<input checked="" type="checkbox"/>	5	Neuro.Bed	WARD 1		6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	05:15	6/15/2012 7:39:00 PM			TESTARESOFT2:neuroBMS	6/15/2012 7:39:00 PM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	6	Cardio.Bed	CARDIO		6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM	12:37	6/15/2012 10:31:38 PM			EMS Staff One	6/15/2012 10:31:38 PM	EMS Staff One		
<input checked="" type="checkbox"/>	7	Neuro.Bed	WARD 1		6/15/2012 8:57:00 PM	00:00	6/15/2012 8:57:00 PM	25:00	6/15/2012 9:57:00 PM	00:00	6/15/2012 9:57:00 PM	TESTARESOFT2:neuroBMS:softInfo@hec.complus	6/15/2012 9:57:00 PM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	8	Neuro.Bed	WARD 1		6/15/2012 8:58:00 PM	00:00	6/15/2012 8:58:00 PM	01:12	6/15/2012 9:58:00 PM	26:10	6/15/2012 9:58:00 PM	TESTARESOFT2:neuroBMS:softInfo@hec.complus	6/15/2012 9:58:00 PM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	9	Neuro.Bed	WARD 1		6/16/2012 6:46:00 PM	00:54	6/16/2012 7:40:00 PM	00:03	6/16/2012 7:43:00 PM			TESTARESOFT2:neuroBMS:softInfo@hec.complus	6/16/2012 7:43:00 PM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	10	Neuro.Bed	WARD 1		6/16/2012 6:47:00 PM	00:02	6/16/2012 7:45:00 PM	00:31	6/16/2012 7:56:00 PM			TESTARESOFT2:neuroBMS:softInfo@hec.complus	6/16/2012 7:56:00 PM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	11	Neuro.Bed	WARD 1		6/16/2012 10:04:00 PM								6/17/2012 10:04:45 PM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	12	Neuro.Bed	WARD 1		6/17/2012 10:04:00 PM								6/17/2012 10:04:45 PM	softInfo@hec.complus		
<input checked="" type="checkbox"/>	13	Neuro.Bed	WARD 1		6/17/2012 10:54:00 PM								6/17/2012 10:54:40 PM	softInfo@hec.complus		

Figure 226 – Select Bed Clean Request for Assignment

Upon selection the following screen is displayed:

The screenshot shows the 'EMS Bed Control: Assign Cleaning' form. It includes fields for Special Instructions, Assigned To (set to 'EMS Staff One'), and Date/Time Assigned ('6/13/2012 @ 19:54'). At the bottom are 'Submit' and 'Never Mind And Return To Listing' buttons.

Figure 227 – EMS Bed Status Page – Assign Cleaning

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

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

The screenshot shows a whiteboard interface for managing patient beds across different wards. The top header includes "BRK Whiteboard for: All", "Last Update: 06/07/12 at 07:03 (CST)", and "Total Number Pending/Today's Scheduled Admission: 10/0". The main area is a grid with columns: REF, PI, STAFF, ATTENDING, COMMENTS, DISCH STATUS/STATUS, WARD, and LOS. The grid contains numerous entries for beds across various wards like CARDIOLOGY, NEURO, and ORTHOPEDIC SURGERY. A red box highlights a specific entry for "Cardio\_Bed\_02" which has a "BED CLEANING REQUEST" icon next to it. The bottom of the screen shows navigation links: BMS Home, Icon Legend, Information, and Help.

Figure 228 – Ward Whiteboard – Cleaning Bed

#### 4.3.1.2 Assigning a batch of bed clean requests

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

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

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

The screenshot shows the "Bed Management Solution" EMS Bed Status page. The top bar displays "Bed Management Solution" and "Logout". Below is a search bar with fields for "Ward: All Wards", "Start Date: 06/10/12", "End Date: 06/20/12", and "Submit". The main area is a table titled "BRK - EMS Bed Status (Last Update: 06/18/12 at 07:23 AKST)". The table columns include: 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 red box highlights several rows where the "Accepted" column shows a checked box, indicating they have been selected for assignment. The table lists multiple entries for different beds across various wards like CARDIO, NEURO, and WARD 1.

Figure 229 – Select Several Bed Clean Requests

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

EMS Bed Control: Assign Cleaning		
Date/Time Assigned: 6/18/2012 @ 19:32	Assigned To: EMS Staff One	<input type="button" value=""/>
Room: Neuro Bed 1	Ward: NEURO WARD 1	Assigned To: EMS Staff One
Room: Cardio Bed 2	Ward: CARDIO WARD 1	Assigned To: EMS Staff One
Room: Neuro Bed 3	Ward: NEURO WARD 1	Assigned To: EMS Staff Two
<input type="button" value="Submit"/> <input type="button" value="Never Mind And Return To Listing"/>		

Figure 230 – Assign Several Bed Clean Requests

A list of the selected requests is displayed. You can assign all the requests to the same person or you can assign each request to a different person. Use the arrow button of the **Assigned To:** fields drop down box to display the available personnel. Click the **Submit** button to enter the data into the system.

#### 4.3.1.3 Commenting a bed clean request

To enter comments for a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only enter comments for a request which has been assigned.

Bed Management Solution																
BRK - EMS Bed Status (Last Update: 06/19/12 at 11:10 AKST)																
Logout	Ward: All Wards	Start Date: 06/01/12	End Date: 06/20/12	Submit												
<input checked="" type="checkbox"/>	Record	Room/Bed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
<input checked="" type="checkbox"/>	Manual	Cardio Bed 1	CARDIO WARD 1	6/12/2012	28:29	6/13/2012	00:01	6/13/2012	7:41:00 PM	EMS Staff One	softInfo/hmcplus	softInfo/hmcplus	6/13/2012	7:40:00 PM	softInfo/hmcplus	- 06/13/12 19:42
<input checked="" type="checkbox"/>	Manual	Neuro Bed 2	NEURO WARD 1	6/13/2012	13:44	6/14/2012	00:05	6/14/2012	9:27:00 AM	EMS Staff Two	softInfo/hmcplus	softInfo/hmcplus	6/14/2012	9:28:00 AM	softInfo/hmcplus	-
<input checked="" type="checkbox"/>	Manual	Neuro Bed 3	NEURO WARD 1	6/13/2012	00:07	6/13/2012	00:03	6/13/2012	7:54:00 PM	EMS Staff One	softInfo/hmcplus	softInfo/hmcplus	6/13/2012	7:57:00 PM	softInfo/hmcplus	-
<input checked="" type="checkbox"/>	4	Cardio Bed 4	CARDIO WARD 1	6/14/2012	00:00	6/14/2012	02:18	6/14/2012	6:19:2012	EMS Staff One	EMS Staff One	EMS Staff One	6/19/2012	10:30:28 PM	EMS Staff One	-
<input checked="" type="checkbox"/>	5	Neuro Bed 5	NEURO WARD 1	6/14/2012	00:00	6/14/2012	05:15	6/18/2012	7:39:00 PM	TESTARESOFT2/testBMS			6/18/2012	7:39:00 PM	softInfo/hmcplus	-
<input checked="" type="checkbox"/>	6	Cardio Bed 6	CARDIO WARD 1	6/14/2012	00:00	6/14/2012	08:40:00 PM	6/14/2012	12:15:00 PM	EMS Staff One			6/19/2012	10:31:38 PM	EMS Staff One	-
<input checked="" type="checkbox"/>	7	Cardio Bed 7	CARDIO WARD 1	6/14/2012	00:00	6/14/2012	08:34:00 PM	6/14/2012	10:31:38 PM	EMS Staff One			6/19/2012	10:31:38 PM	EMS Staff One	-
<input checked="" type="checkbox"/>	11	Neuro Bed 11	NEURO WARD 1	6/18/2012	00:00	6/18/2012	05:25:00	6/19/2012	00:00	TESTARESOFT2/testBMS	softInfo/hmcplus	softInfo/hmcplus	6/19/2012	9:57:00 PM	softInfo/hmcplus	-
<input checked="" type="checkbox"/>	12	Neuro Bed 12	NEURO WARD 1	6/18/2012	00:00	6/18/2012	05:58:00 PM	6/18/2012	01:12	EMS Staff One			6/19/2012	9:56:00 PM	softInfo/hmcplus	-
<input checked="" type="checkbox"/>	13	Cardio Bed 13	CARDIO WARD 1	6/18/2012	00:54	6/18/2012	06:46:00 PM	6/18/2012	7:40:00 PM	TESTARESOFT2/testBMS	softInfo/hmcplus	softInfo/hmcplus	6/18/2012	7:43:00 PM	softInfo/hmcplus	-
<input checked="" type="checkbox"/>	14	Cardio Bed 14	CARDIO WARD 1	6/19/2012	00:02	6/19/2012	09:43:00 PM	6/19/2012	9:45:00 PM	TESTARESOFT2/testBMS	softInfo/hmcplus	softInfo/hmcplus	6/19/2012	9:56:00 PM	softInfo/hmcplus	-
<input checked="" type="checkbox"/>	15	Neuro Bed 15	NEURO WARD 1	6/19/2012	10:04:00 PM								6/19/2012	10:04:45 PM	softInfo/hmcplus	-
<input checked="" type="checkbox"/>	16	Cardio Bed 16	CARDIO WARD 1	6/19/2012	10:54:00 PM								6/19/2012	10:54:42 PM	softInfo/hmcplus	-

Figure 231 – 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 "ISOLATION". At the bottom, there are buttons for "Cleaning Complete", "Comment" (which is highlighted in yellow), and "Never Mind And Return To Listing".

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

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

## 4.4 EMS User

The EMS users can access the following pages:

- The (facility name) EMS Bed Status page
- The Environmental Management Service Bed Status page

### 4.4.1 Environmental Management Service Bed Status Page

This page is accessed by pressing the button **Go To Facility Bed Cleaning Page (EMS Staff Only)** from the **BMS User Login** page. The **EMS Bed Status** page is displayed as in the following image.

The screenshot shows a table of bed cleaning requests. The columns are: 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 includes various entries for different wards and rooms, with details like dates and times for each request.

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	softinfo\hmcomplus - 06/13/12 19:42	
Manual	Neuro Bed 2	NEURO			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			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	00:00	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	00:00	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	00:00	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	00:00	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	00:00	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 7:40:00 PM	00:03	6/18/2012 7:43:00 PM	TESTARESOFT2\testBMS	softinfo\hmcomplus	6/18/2012 7:43:00 PM	softinfo\hmcomplus	-	

Figure 233 – EMS Bed Status Page – EMS User

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

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

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

**Table 48 – EMS Bed Status Parameters**

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

In this page the user can perform the following operations: select a bed clean request(s) in order to mark it as completed and comment a request.

#### **4.4.1.1 Assigning a bed clean request**

To assign a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only select a request which has not been yet assigned.

Figure 234 – EMS Bed Status Page – Select Bed Clean Request for Assigning

Upon selection the following screen is displayed:

Figure 235 – EMS Bed Status Page – Assign Cleaning

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

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

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

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

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

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

Whiteboard Home		BRK Whiteboard for: all - Last Update: 06/02/12 at 08:00 (CST)						Export Report: Icon Legend	
Facility Census		Total Number Pending/Today's Scheduled Admissions: 10/0							
BED	PT	STAFF	ATTENDING	COMMENTS		BED STATUS	WARD	HOUR	LEN
1001-1		NURSE 1							
1001-0		NURSE 1							
Cardio_Bed_02	PT XXX	NURSE 1	AttendingPhysician One	G-0700					
Cardio_Bed_01	PT XXX	NURSE 1	AttendingPhysician One	Bed Assigned - EMSPatient, One from ADMISSIONS -					
Cardio_Bed_04		NURSE 1							
Cardio_Bed_03		NURSE 1							
1001-A									
Neuro_Bed_01	Bed Available	NURSE 1	AttendingPhysician Two	Bed Assigned - EMSPatient, Seven from ADMISSIONS -					
Neuro_Bed_02	Bed Available	NURSE 1	AttendingPhysician One	G-0700					
Neuro_Bed_03	Bed Available	NURSE 1		Bed Assigned - EMSPatient, Six from EMERGENCY ROOM -					
Neuro_Bed_05		NURSE 1							
Neuro_Bed_06		NURSE 1							
Neuro_Bed_04									

Figure 236 – Ward Whiteboard – Cleaning Bed

#### 4.4.1.2 Mark a bed clean request as completed

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

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

BRK - EMS Bed Status (Last Update: 06/18/12 at 08:49 AKST)																									
Ward:		All Wards		Start Date:		06/01/12		00		00		00		End Date:		06/20/12		23		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	<a href="#">Cardio_Bed_1</a>	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/hmcplus	6/13/2012 7:42:00 PM	softinfo/hmcplus	softinfo/hmcplus - 06/13/12 19:42											
Manual	<a href="#">Neuro_Bed_2</a>	NEURO	6/13/2012 7:43:00 PM	13:44	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM			EMS Staff Two	softinfo/hmcplus	6/14/2012 9:28:00 AM	softinfo/hmcplus												
Manual	<a href="#">Neuro_Bed_1</a>	NEURO	6/13/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:03	6/13/2012 7:57:00 PM			EMS Staff One	softinfo/hmcplus	6/13/2012 7:57:00 PM	softinfo/hmcplus												
4	<a href="#">Cardio_Bed_1</a>	CARDIO	6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	02:18	6/14/2012 8:05:00 PM			EMS Staff One		6/14/2012 8:05:00 PM	softinfo/hmcplus												
5	<a href="#">Neuro_Bed_1</a>	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/hmcplus												
7		CARDIO	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM							6/14/2012													
11	<a href="#">Neuro_Bed_1</a>	NEURO	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM							6/18/2012													
12	<a href="#">Neuro_Bed_2</a>	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/hmcplus												
	<a href="#">Cardio_Bed_1</a>	CARDIO	6/18/2012 8:46:00 PM	00:54	6/18/2012 7:40:00 PM	00:03	6/18/2012 7:43:00 PM			TESTARESOFT2/testBMS	softinfo/hmcplus	6/18/2012 7:43:00 PM	softinfo/hmcplus												

Figure 237 – Select Bed Clean Request to Mark as Completed

Upon selection the following screen is displayed:

**Environmental Management Service Bed Status**

---

EMS Bed Control: Completed By

---

Room: Neuro Bed 1 Ward: NEURO WARD 1

---

Completed By:	TESTARESOFT2TESTE	Date/Time
Assigned:	6/18/2012 @ 20:53	
Comment:	<input type="text"/>	

---

**Figure 238 – EMS Bed Status Page – Completed Cleaning**

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

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

Whiteboard Home			BRK Whiteboard for: All - Last Update: 10/02/12 at 07:06 (CST)					Export Report   Icon Legend			
			Total Number Pending/Today's Scheduled Admissions: 10/0								
Facility Census	BED	Patient	STAFF	ATTENDING	Comments	DISH	BED STATUS/STAFF	WARD	ROOM	LOS	WARD
10001-A	NURSE 1										
10001-B	NURSE 1										
Cardiac_Bed_02	NURSE 3				CLOSED						
Cardiac_Bed_03	NURSE 3				AttendingPhysician One						
Cardiac_Bed_04	NURSE 3				AttendingPhysician One						
Cardiac_Bed_05	NURSE 4										
1001-A											
Hemat_Bed_01											
Hemat_Bed_02											
Hemat_Bed_03											
Hemat_Bed_04											
Hemat_Bed_05											
Hemat_Bed_06											

**Figure 239 – Ward Whiteboard – Clean Bed**

#### 4.4.2 EMS Staff Page for Mobile Devices

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

The “BRK” is the 3 digit facility code. Make sure you use the code of the facility you want to access. The following page is displayed.

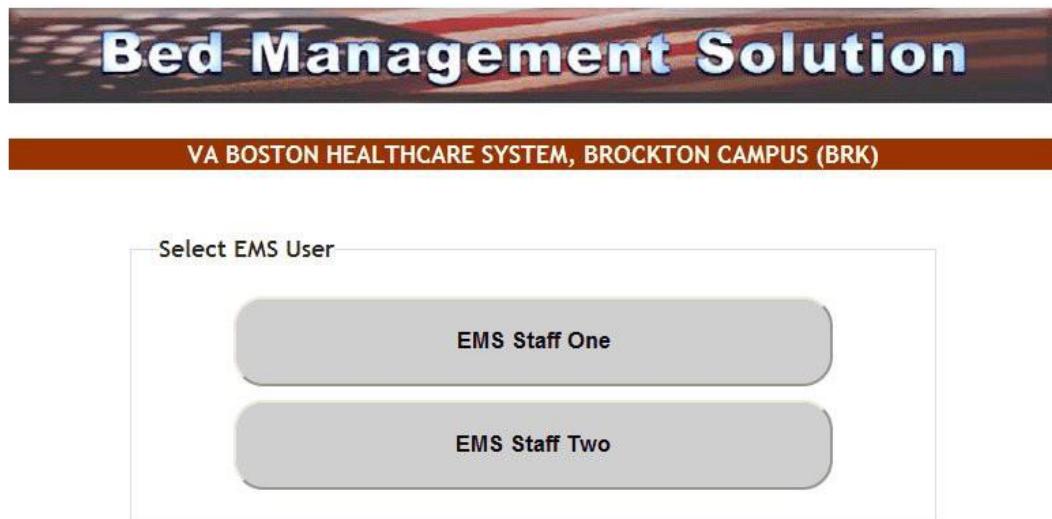


Figure 240 – EMS Staff Page for Mobile Devices

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

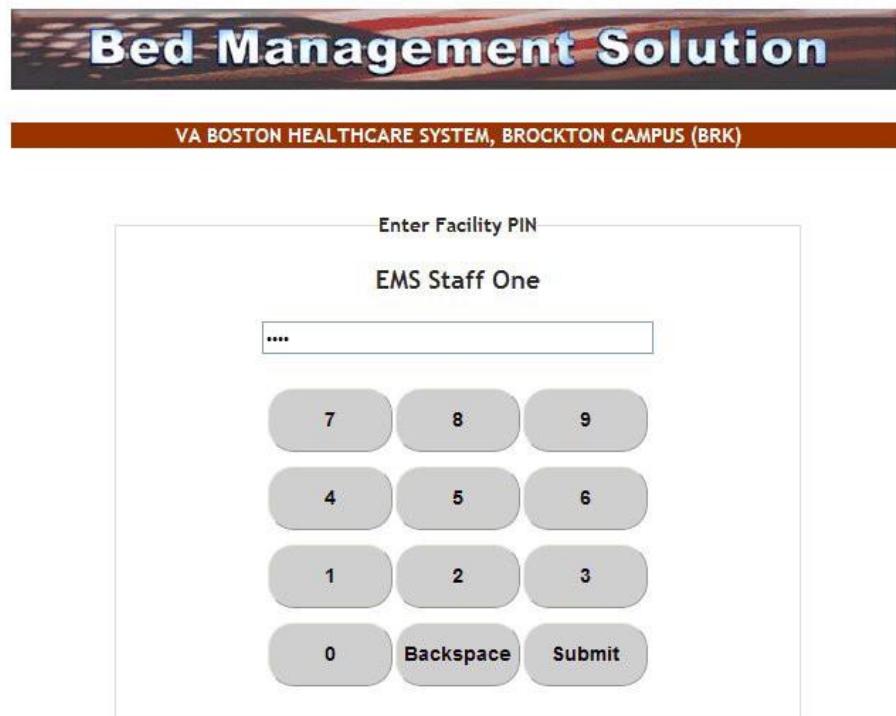


Figure 241 – EMS Staff Page for Mobile Devices – User Login

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



Figure 242 – EMS Staff Page for Mobile Devices – User Home Page

The blue buttons in the upper part of the screen represent bed clean requests which have been assigned to the current EMS user. Clicking a blue button will mark the request as “completed” and will cause the button to disappear.

The yellow buttons in the lower part of the screen represent bed clean requests which have not yet been assigned to any EMS personnel. Clicking a yellow button will assign the pending request to the current user

and will cause the yellow button to be displayed as a blue button in the upper part of the screen.



Figure 243 – EMS Staff Page for Mobile Devices – Pending to Assigned

## 4.5 VISN Users

VISN User can access the **VISN Network Bed Boards** Page.

VISN Users----Please Note: This page allows the user to keep track of Veteran Patients who are currently being treated in community hospitals on Fee Basis or requiring a service that the current facility does not provide or cannot accommodate the patient. In other words, this is a list of patients that could not be admitted to a VA facility or in need of care not available at the facility they currently are admitted.

### 4.5.1 VISN Network Bed Boards Page

The **VISN Bed Boards** page is displayed after logging in the BMS system.

From the current facility home page, the VISN Bed Boards page is accessible by clicking the link **Return to VISN Network**.

From the **National/Regional BMS** home page the **VISN Bed Boards** page is accessible by the clicking the corresponding VISN link.

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

The screenshot shows the 'Bed Management Solution' interface. At the top, there's a banner with the title. Below it, a navigation bar with links for 'Return to Regional Page', 'View Audit Log', and 'Logout'. The main content area has two sections:

- VISN 16 Network Bed Boards:** A table showing facility reports. The columns include Facility (e.g., BILOXI (BIL), FAYETTEVILLE (FAV), HOUSTON (HOU)), VISN Bed Summary Report (e.g., BILOXI Summary Report, FAYETTEVILLE Summary Report), CENSUS (e.g., 0%, 0%), USERS (e.g., 0, 0), POINT-OF-CONTACT (e.g., JAMES HERRADA, RN), and POC TELEPHONE (e.g., 713-794-7535). The 'HOUSTON' row is highlighted with yellow.
- VISN Patients Pending Bed Placement:** A grid of patient records. The columns are: Actions, N, FAC, Patient, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (hr). The data shows several patients from HOU (AAAGUHN, AAAHY) with various admission details and treatment notes.

Figure 244 – VISN Bed Boards Page

This page allows the user to keep track of Veteran Patients who are currently being treated in community hospitals on Fee Basis or requiring a service that the current facility does not provide or cannot accommodate the patient. In other words, this is a list of patients that could not be admitted to a VA facility or in need of care not available at the facility they currently are admitted.

The upper part of the page presents a list of VISN facilities. Clicking one of the links in the Facility column will display the corresponding home page of the selected facility.

The VISN Bed Summary Report link (the column title) will generate a bed summary report for all the facilities in the current VISN. (See [VISN Bed Summary Report](#) for details). The links in the VISN Bed Summary Report column will display the bed summary report for the corresponding facility.

The **Census** fields display the bed occupancy percentage of the facility. The **Users** column displays the number of users currently logged on the facility site.

The links in the Point of Contact column will automatically connect to your default email client (such as Outlook for example) and will open an New Message window that can be used to send an email to the corresponding facility. The POC Telephone column displays the telephone number for the facility.

The **View Audit Log** link provides access to the Audit reports, for details on the Audit reports see the section [Audit Log Report Page](#).

The lower part of the page presents the list of patients currently in community hospitals, who are benefitting from VA coverage, and who might be admitted to a VA facility.

At the top of the list, the following filter/order options are available:

**Filter by:** this field allows the user to select the facility for which he/she wants to display the patients pending bed placement.

**Select report:** this drop-down field allows the user to organize the list of Patients in Community Hospitals according to the following criteria:

- Active
- Contract
- Date audit
- Dispositions

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

**Table 49 – Patients Pending Bed Placement - Parameters**

Column	Description
N	If the patient is to be included or not in the National Patients Pending Bed Placement list.
Facility	The facility associated with the Community Hospital the patient was admitted to.
Patient	The patient name.
SSN	The social security number of the patient.
Service Connected	The patients percent service connected disability (default of NULL, this is an integer % value).
Era	The period of service that the patient served.
Contract:	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient was admitted to the community hospital.
Treating Specialty	The medical specialty dealing with the diagnosis.
Current Location	The name of the community hospital where the patient has been admitted.
CH/CL (Community Hospital/Current Location) Admission Date	The date when the patient was admitted to the community hospital.
Comments	Any relevant info entered by VISN user.

The **Add New** link allows the VISN user to add a new patient to the list.

The **Edit** link allows the VISN user to modify/update some of the patient data as per communications with community hospital staff.

The **Finalize** link allows the VISN user to finalize the patient's stay in the community hospital: after being discharged from the community hospital, the patient might be admitted to the VA facility or go home.

#### 4.5.2 Adding a Patient to the Patients Pending Bed Placement List

From the home page of your facility, click the link **Return to VISN Network** to display the page in the following image.

The screenshot shows the BMS interface with two main sections:

- VISN 16 Network Bed Boards:** A grid showing facility names and their corresponding summary reports. The columns include FACILITY, VISION Bed Summary Report, CENSUS, USERS, POINT-OF-CONTACT, and POC TELEPHONE. The data shows various facilities like BILOXI (BIL), FAYETTEVILLE (FAV), HOUSTON (HOU), JACKSON (JAC), LITTLE ROCK (LIT), MUSKOGEE (MUS), NEW ORLEANS (NOL), OKLAHOMA CITY (OKL), PINEVILLE (ALX), and SHREVEPORT (SHR). The 'POINT-OF-CONTACT' column for JACKSON (JAC) is listed as 'JAMES HERRADA, RN' with phone number '713-794-7535'. The 'CENSUS' column for JACKSON (JAC) is highlighted in yellow at 55%.
- VISN Patients Pending Bed Placement:** A grid showing patients pending bed placement. The columns include Actions, N, FAC, Patient, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (hrs). The data shows five entries for patient AAAHY, ILQOI, each with a different admission date (05/23/2016, 05/20/2016) and a wait time of 0:00.

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

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

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

**VISN 1 Interfacility Transfer Sheet - Select Patient**

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

**Figure 246 – VISN Interfacility Transfer Sheet – Select Patient**

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

**VISN 1 Interfacility Transfer Sheet - Select Patient**

Select Facility:	BED																				
Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):	<input type="text" value="BMSPATIENT"/>																				
(enter full SSN without dashes i.e. XXXXXXXX):																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Name</th> <th>SSN</th> <th>Date of Birth</th> <th>Sex</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>BMSPatient, One</td> <td>000001234</td> <td>6/11/1977</td> <td>Male</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>BMSPatient, Two</td> <td>000005678</td> <td>6/12/1977</td> <td>Female</td> </tr> <tr> <td><input type="radio"/></td> <td>BMSPATIENT, ONE</td> <td>000-00-1234</td> <td></td> <td>Female</td> </tr> </tbody> </table>			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
	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																	
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to VISN Page"/>																					

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

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

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

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

FACILITY: MICHAEL E. DEBAKEY VA MEDICAL CENTER	
VISN: 16	
REGION: 2	
Patient Name: <input type="text" value="AAADTXY, GAXNI A"/>	
Patient SSN: <input type="text" value="XXOOXX-9833"/>	
Gender: <input type="button" value="Male"/>	
Service Connected %: <input type="text" value="10"/>	
Service Era: <input type="button" value="OTHER"/>	
Contract: <input type="button" value="No"/>	
Diagnosis/Level of care: <input type="text" value=""/> 50/50	
Current Location: <input type="text" value=""/> 50/50	
Location Admission Date: <input type="text" value="08/09/16"/>	
Comments/Type of need: <input type="text" value=""/> 100/100	
Treating Specialty: <input type="button" value="ACUTE PSYCHIATRY (&lt;45 C)"/>	
Requested Admission Date: <input type="text" value="08/09/16"/>	
National Patients Pending Bed Placement List: <input type="checkbox"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to Patient Select"/> <input type="button" value="Cancel - Return to VISN Page"/>	

**Figure 248 – VISN Interfacility Transfer Sheet – Enter Patient Data**

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

Enter the following data:

**Table 50 – Interfacility Transfer Parameters**

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

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

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

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

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

[Return to VISN Home Page](#)

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

VA Admission Facility:	HOU
Patient Name:	AAAGUHN, BUDT Z
Patient SSN:	xxx-xx-1655
Gender:	Male
Service Connected %:	10
Contract:	No
Diagnosis/Level of care:	TEST 46/50
Current Location:	TEST 46/50
Comm Hosp Admission Date:	05/23/16
Comments/Type of need:	TEST 96/100
Service Era:	OTHER
Treating Specialty:	ACUTE PSYCHIATRY (<45 C)
Requested Admission Date:	05/23/16
National Patients Pending Bed Placement List: <input type="checkbox"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to VISN Home Page"/>	

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

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

#### 4.5.4 Finalizing a Patient's Stay in the Community Hospital

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

The screenshot shows a web-based form titled "VISN 16 Interfacility Transfer Sheet - Finalize Patient Data". The form contains various input fields for patient information, treatment details, and discharge information. The "Disposition" section is highlighted with a yellow background. The "Disposition" dropdown is set to "DISCHARGED FROM CH". Below it, the "VA Admission Facility" dropdown is open, showing several options. The "Disposition Date" field contains the date "06/09/16". The "Discharge Comment" field is present with a note "\*REQUIRED if disposition is OTHER-COMMENT". At the bottom of the form are "Submit" and "Cancel - Return to VISN Home Page" buttons.

**Figure 250 – Finalize a Patient's Stay in Community Hospital**

The following additional fields are available:

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

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

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

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

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

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

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

#### 4.5.5 VISN Bed Boards Reports

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

The screenshot shows the 'Bed Management Solution' interface with the title 'Bed Management Solution' at the top. Below it, there are two main sections:

- VISN Bed Summary Report:** A table listing facilities and their corresponding summary reports. The columns include FACILITY, VISN Bed Summary Report, CENSUS, USERS, POINT-OF-CONTACT, and POC TELEPHONE. Facilities listed include BILOXI (BIL), FAYETTEVILLE (FAV), HOUSTON (HOU), JACKSON (JAC), LITTLE ROCK (LIT), MUSKOGEE (MUS), NEW ORLEANS (NOL), OKLAHOMA CITY (OKL), PINEVILLE (ALX), and SHREVEPORT (SHR). The 'CENSUS' column for Houston (HOU) shows 55%.
- VISN Patients Pending Bed Placement:** A grid-based report with columns for Actions, N, FAC, Patient, Δ, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (hrs). It lists five entries, each with a 'Edit/Finalize' link and a small thumbnail image.

Figure 251 – VISN Bed Boards Page – Summary Reports

The available reports are: VISN Bed Summary Report, the Summary Report corresponding to each facility in the VISN and the reports related to the Patients Pending Bed Placement. Details about these reports are available in the following sections.

##### 4.5.5.1 VISN Bed Summary Report

The VISN Bed Summary Report link (the column title) will generate a bed summary report for all the facilities in the current VISN.

The image below presents an example of a VISN Bed Summary Report

The screenshot shows a web-based reporting interface for bed occupancy. At the top, there are links for 'Return To Bed Board Home Page' and 'Logout'. Below this is a title bar 'VISN 16 Bed Occupancy Summary Report'. A dropdown menu 'VIEW' is set to 'BMS WARD'. On the right, there is a 'View Report' button. The main content area displays a table titled 'Bed Summary Report - MICHAEL E. DEBAKEY VA MEDICAL CENTER'. The table has columns for SITE, VISTA Beds, and BMS Beds. It lists five sites: 1A\_SCL1, 1B\_SCI TOM WAS HERE, 1C\_CLC, 1D\_CLC, and 2A\_NEURO/REHAB. Each site row includes counts for Active, Occupied, Available, Unavailable, and Not Display beds, along with assigned and average LOS values. A summary row at the bottom provides totals for all sites. Below the table, there is a section for 'Other Information' showing scheduled admissions and pending bed placement. At the bottom of the page, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

SITE	VISTA Beds		BMS Beds				Avg LOS (DD:HH)
	Defined:	Active:	Occupied:	Available:	Unavailable:	Not Display:	
<a href="#">1A_SCL1</a>	Defined: 20	BMS Active: 18	Occupied: 13	Available: 5	Unavailable: 2	Not Display: 0	Beds Assigned: 2 338:21
<a href="#">1B_SCI TOM WAS HERE</a>	Defined: 20	BMS Active: 20	Occupied: 12	Available: 8	Unavailable: 0	Not Display: 0	Beds Assigned: 0 381:09
<a href="#">1C_CLC</a>	Defined: 30	BMS Active: 30	Occupied: 12	Available: 18	Unavailable: 0	Not Display: 0	Beds Assigned: 2 156:14
<a href="#">1D_CLC</a>	Defined: 30	BMS Active: 30	Occupied: 8	Available: 22	Unavailable: 0	Not Display: 0	Beds Assigned: 0 241:16
<a href="#">2A_NEURO/REHAB</a>	Defined: 32	BMS Active: 31	Occupied: 16	Available: 15	Unavailable: 1	Not Display: 0	Beds Assigned: 0 200:18
	Total: 579	Total: 572	Total: 288	Total: 284	Total: 7	Total: 0	Total: 11 Average Total: 231:18
Other Information	Sched Admissions: 0	Pending Bed Placement: 2238					

Figure 252 – VISN Bed Boards Page – Summary Reports

For details on the type of data available in this report see the section [Bed Summary Report](#).

#### 4.5.5.2 Facility Bed Summary Report

These reports offer information about the bed occupancy situation in a facility: simply click the link adjacent to the facility name. The report is displayed as in the following image.

Bed Occupancy Summary Report: MICHAEL E. DEBAKEY VA MEDICAL CENTER								
VIEW <input type="button" value="BMS WARD"/>		<input type="button" value="View Report"/>						
		Report Date: 06/09/16 15:29						
WARD								
VISTA Beds		BMS Beds					Avg LOS (DD:HH)	
<a href="#">1A SCI 1</a>	Defined: 20	BMS Active: 18	Occupied: 13	Available: 5	Unavailable: 2	Not Display: 0	Beds Assigned: 2	338:21
<a href="#">1B SCI TOM WAS HERE</a>	Defined: 20	BMS Active: 20	Occupied: 12	Available: 8	Unavailable: 0	Not Display: 0	Beds Assigned: 0	381:09
<a href="#">1C CLC</a>	Defined: 30	BMS Active: 30	Occupied: 12	Available: 18	Unavailable: 0	Not Display: 0	Beds Assigned: 2	156:14
<a href="#">1D CLC</a>	Defined: 30	BMS Active: 30	Occupied: 8	Available: 22	Unavailable: 0	Not Display: 0	Beds Assigned: 0	241:16
<a href="#">2A NEURO/REHAB</a>	Defined: 32	BMS Active: 31	Occupied: 16	Available: 15	Unavailable: 1	Not Display: 0	Beds Assigned: 0	200:18
<a href="#">2C CLC</a>	Defined: 30	BMS Active: 30	Occupied: 8	Available: 22	Unavailable: 0	Not Display: 0	Beds Assigned: 0	249:20
<a href="#">2D CLC</a>	Defined: 21	BMS Active: 21	Occupied: 12	Available: 9	Unavailable: 0	Not Display: 0	Beds Assigned: 0	246:03
<a href="#">3A MED</a>	Defined: 28	BMS Active: 27	Occupied: 21	Available: 6	Unavailable: 1	Not Display: 0	Beds Assigned: 2	209:11
<a href="#">3B MED</a>	Defined: 28	BMS Active: 27	Occupied: 10	Available: 17	Unavailable: 1	Not Display: 0	Beds Assigned: 0	189:03
<a href="#">3C MED</a>	Defined: 26	BMS Active: 26	Occupied: 18	Available: 8	Unavailable: 0	Not Display: 0	Beds Assigned: 0	215:11
<a href="#">3D MED/STEP DOWN</a>	Defined: 36	BMS Active: 36	Occupied: 12	Available: 24	Unavailable: 0	Not Display: 0	Beds Assigned: 0	227:22
Total: 579		Total: 572	Total: 288	Total: 284	Total: 7	Total: 0	Total: 11	Average Total: 231:18
Other Information		Sched Admissions: 0	Pending Bed Placement: 2238					

| [BMS Home](#) | [Icon Legend](#) | [Information](#) |

Figure 253 – Bed Occupancy Summary Report

For details on the type of data available in this report see the section [Bed Summary Report](#).

#### 4.5.5.3 Active Patients in Community Hospitals Report

Active in Community Hospitals report presents the list of patients who are currently in Community Hospitals with or without a contract. The image below presents a report of patients in community hospitals according to the active status.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Active and press the **Submit** button to display the report as in the following image.

VISN 16 Network Active Report								
Start Date:	6/1/2016 12:01:00 AM	<input type="button" value=""/>	End Date:	6/9/2016 11:59:00 PM	<input type="button" value=""/>	<input type="button" value="View Report"/>		
Fac:	MICHAEL E. DEBAKEY VA MEDI							
1 of 1   Find   Next								

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)												
N	FAC	Patient	BN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
	HOU	HHUYLYHM.IXZDYFX	2687	70	OTHER	No	ACUTE PSYCHIATRY (<45 DAYS)	BED ASSIGNED,	6/3/2016 12:00:00 AM			148:57
	HOU	CPRSPATIENT FOUR	2832		OTHER	No	BED ASSIGNED,	ACUTE PSYCHIATRY (<45 DAYS)	MIAMI	6/3/2016 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 254 – Patients in Community Hospitals - Active Report**

The following data is available for each patient in the report.

**Table 51 – Patients in Community Hospitals - Active Report**

Column	Description
N(ational)	Indicator of whether the patient is on the National PPBP
FAC(ility)	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Era	Location/Time period of where/when the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Comments	Comments entered in the Comments field.
Disposition	The disposition with which the patient had been added to the pending bed placement list.

#### 4.5.5.4 Contract Patients in Community Hospitals Report

Contract Report presents the list of patients who are currently in Community Hospitals and/or who have been in the past in Community Hospitals, with or without a contract.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Contract and press the **Submit** button to display the report as in the following image.

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)												
Facility	Patient	SSN	Contract	Service Connected	Diagnosis	Community Hospital	CH Admission Date	Comments	Disposition	VA Admit Hosp	Disp Date	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	HHUYLYHM 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 2983	888-80-2983	No			BED ASSIGNED,	06/08/16					
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CLAALEY 1198	101-06-1198	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 255 – Patients in Community Hospitals - Contract Report**

The following data is available for each patient in the report.

**Table 52 – Patients in Community Hospitals - Contract Report**

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Comments	Comments entered in the Comments field.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
VA Admit. Hosp.	The VA Hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.

#### **4.5.5.5 Patients in Community Hospitals Date Audit Report**

The Date Audit Report presents a list of patients who are currently in Community Hospitals and/or who have been in the past in Community Hospitals and the user who has entered this data in the system as well as the date and time when he/she did so.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Date Audit and press the **Submit** button to display the report as in the following image.

**VISN 16 Network Audit Report**

Fac:	<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=" &lt;"/> <input type="button" value="&lt;"/> <input type="button" value="1"/> of 1 <input type="button" value="&gt;"/> <input type="button" value="&gt; "/> <input type="button" value="Find"/> <input type="button" value="Next"/> <input type="button" value="Print"/>				Find   Next

(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	DT Edited		
MICHAEL E. DEBAKEY VA MEDICAL CENTER	JXTHIVE 7820	101-06-7820		06/01/16					vhs.med.va.gov/vhsdporeg	vhs.med.va.gov/vhsdporeg	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/vhamisletht	v08.med.va.gov/vhamisletht	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/vactxjeliv	vhs.med.va.gov/vhsdporeg	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/vhsdporeg	v08.med.va.gov/vhamisletht	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/vhamisletht	v08.med.va.gov/vhamisletht	6/8/2016 8:01:14 PM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	AAAHY 3367	101-46-3367	TEBT	06/20/16					vhs.med.va.gov/vhsdporeg	vhs.med.va.gov/vhsdporeg	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/vhsdporeg	v08.med.va.gov/vhabeywilso	6/9/2016 7:14:18 PM	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	CLAALEYE 1198	101-05-1198	BAY PINES	06/09/16	DISCHARGED FROM CH			6/9/2016 8:00:00 AM	v08.med.va.gov/vhabeywilso	v08.med.va.gov/vhabeywilso	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/vhabeywilso	v08.med.va.gov/vhabeywilso	6/9/2016 8:18:12 PM	

**Figure 256 – Patients in Community Hospitals – Date Audit Report**

The following data is available for each patient in the report.

**Table 53 – Patients in Community Hospitals – Date Audit Report**

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit. Hosp.	The hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.
Entered by	The name of the user who added the patient to the pending bed placement list.
Last Edit by	The name of the user who last edited the entry.
DT Edited	The date and time when the entry was last edited.

#### 4.5.5.6 Disposition Report for Patients in Community Hospitals

Disposition Report presents a list of patients who have been in Community Hospitals and have been discharged and orders them according to the discharge disposition.

From the **Select Report** field in the VISN Patients Pending Bed Placement area select Disposition and press the **Submit** button to display the report as in the following image.

**VISN 16 Network Disposition Report**

Fac:	MICHAEL E. DEBAKEY VA MEDI	Disp:	ALL Dispositions		<a href="#">View Report</a>
Start Date:	6/1/2016 12:01:00 AM	End Date:	6/9/2016 11:59:00 PM		
1 of 1   Find   Next					

(RANGE: 06/01/2016 00:01 - 06/09/2016 23:59)											
Facility	Patient	SSN	Contract	Svc Con	Diagnosis	Specialty	Disposition	Admit Hosp	Disp Date	Disp Comments	
MICHAEL E. DEBAKEY VA MEDICAL CENTER	BHLRJELZW 3266	101-18-3266	No	10	TEST	ACUTE PSYCHIATRY (<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	KDVF 3333	101-06-3333	No			ACUTE PSYCHIATRY (<45 DAYS)	DISCHARGED FROM CH		6/9/2016 5:00:00 AM	MIAMI ROCKS	

**Figure 257 – Patients in Community Hospitals - Disposition Report**

The following data is available for each entry in the report:

**Table 54 – Patients in Community Hospitals - Disposition Report**

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Specialty	The treating specialty required for the patient's problem.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit Hosp	The hospital where the patient has been admitted.
Disp Date	The date when the disposition was entered.
Disp Comments	The comments entered for the selected disposition.

#### 4.5.6 VISN Audit Log Reports

VISN Users have access to the Audit Logs as well. They will click the **View Audit Log** link to access the page as in the following image.

The screenshot shows the Bed Management Solution interface. At the top, there's a banner with the title "Bed Management Solution". Below it, a "Return to Regional Page" link and "View Audit Log" button. The main area has a header "VISN 16 Network Bed Boards". A table lists facilities with their corresponding summary reports, census, users, point-of-contact, and POC telephone number. One row for Houston (HOU) is highlighted with a yellow background. Below this is another section titled "VISN Patients Pending Bed Placement" with a grid of patient data. The grid includes columns for Actions, N, FAC, Patient, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, and Comments. There are buttons for "Add New Patient", "Filter", "Select", "Grid Settings: Customize", and "Reset".

**Figure 258.1 – Selecting Audit Log from VISN home page**

When the View Audit Log button is clicked, users are presented with the report options available via the “Select Report” parameter as shown in the screenshot below.

This screenshot shows the "Site Configurable Icons Report" page. It features a sidebar with "Select Report" dropdowns for "VISN" and "FROM DATE". The main area contains fields for "REGION" (Region 2), "SITE" (ALX - (VISN 16) - ALEXANDRIA), and "TO DATE" (6/10/2016 11:59:59 PM). A "View Report" button is located on the right.

**Figure 259.1 – VISN Users – Audit Log Report Types**

The reports available from the VISN Audit Log Page follow below.

#### 4.5.6.1 Site Configurable Icons

This report is also present on the Facility->Site Options->Audit Log page shown in section [Site Configurable Icons](#).

#### 4.5.6.2 Facility Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Facility Patient Pending Bed Placement List](#)

#### **4.5.6.3 VISN Patients Pending Bed Placement List Report**

This report is also present on the Facility->Site Options->Audit Log shown in section [VISN Patient Pending Bed Placement List Report](#)

#### **4.5.6.4 Staff Assignment Report**

This report is also present on the Facility->Site Options->Audit Log page shown in section [Staff Assignment](#)

#### **4.5.6.5 Whiteboard Usage Report**

This report is also present on the Facility->Site Options->Audit Log page shown in section [Whiteboard Usage Report](#)

#### **4.5.6.6 PPBP Usage (VISN)**

This report is also present on the Facility->Site Options->Audit Log page shown in section [PPBP Usage \(VISN\) Report](#).

#### **4.5.6.7 PPBP Usage (Facility)**

This report is also present on the Facility->Site Options->Audit Log page shown in section [PPBP Usage \(Facility\) Report](#)

#### **4.5.6.8 Icon Usage**

For more information regarding the Icon Usage report, see the section [Icon Usage Report](#).

### **4.6 Regional Users**

Regional users can access the **National/Regional** page displayed as in the following image.

**Figure 260 – BMS National/Regional Home Page**

The **National Bed Availability** link at the center of the page generates the National Bed Availability Report, for details see the section [National Bed Availability Report](#).

A list of VISN networks grouped by regions is displayed. To display the homepage of a VISN click the corresponding link.

In the lower part of the screen, a list of National Patients Pending Bed Placement List is displayed.

The list can be sorted using the following criteria: REGION, VISN, and TREATING SPECIALTY. The patient list can be filtered by View and waiting time.

For each patient in the list the following data is available:

**Table 55 – National Patients Pending Bed Placement - Parameters**

Column	Description
N	If the patient was flagged to be included in the National Patients Pending Bed Placement list.
R	The region of the facility

Column	Description
V	The VISN of the facility
Patient	The name of the patient.
SSN	The social security number of the patient.
SVC	The patients percent service connected disability (default of NULL, this is a integer %)
ERA	The period of service that the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Treating Specialty	The medical specialty, which treats the selected diagnosis.
Current Location	The name of the community hospital where the patient has been admitted.
CH/CL Admission Date	The date when the patient has been admitted to the community hospital.
Comments	Any relevant information entered by the Regional user.
Wait Time	The time lapse between the request and the actual admission of the patient to the community hospital.

#### 4.6.1 National Bed Availability Report

In the **National/Regional Page** click the **National Bed Availability** link to display the corresponding report as in the following image.

Return to Regional Page Logout

**WARD/BED AVAILABILITY/STATUS REPORT**

VISTA SPECIALTY:	ACUTE PSYCHIATRY (<45 DAYS)	DISPLAY:	All	<input type="button" value="View Report"/>
SORT BY:	Facility	VISN:	VISN 1, VISN 2, VISN 3, VISN 4	
FACILITY:	NONE, BRK - (VISN 1) - VA BO			

Figure 261 – National Bed Availability Report – Select Criteria

Select the **Vista Specialty**, the **Sort** and **Display** criteria then the **Facilities** and **VISNs** you want to include in the report then press the **View Report** button to display the report as in the following image.

WARD/BED AVAILABILITY/STATUS REPORT						
VISTA SPECIALTY:	ACUTE PSYCHIATRY (<45 DAYS)	DISPLAY:	All			
SORT BY:	Facility	VISN:	VISN 1, VISN 2, VISN 3, VISN 4			
FACILITY:	NONE, BRK - (VISN 1) - VA BO					
<a href="#">View Report</a>						
Total Reported Available Beds: 360						
REGION - 2						
VISN - 16						
SITE - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)						
SITE	ASSIGNING WARD	BED	SPECIALTY	STATUS/AVAILABILITY	ADDITIONAL BMS BED STATUS (if any)	
HOU	1A	1B220-A	SPINAL CORD INJURY	Occupied		
HOU	1A	1B220-B	SPINAL CORD INJURY	Occupied		
HOU	1A	1B222-A	SPINAL CORD INJURY	OOS	OUT OF SERVICE, OUT OF SERVICE, DH TEST 2	
HOU	1A	1B222-B	SPINAL CORD INJURY	Occupied	TEST COMMENTS	
HOU	1A	1B224-A	SPINAL CORD INJURY	Occupied	GO CAVS	
HOU	1A	1B224-B	SPINAL CORD INJURY	Occupied		
HOU	1A	1B224-C	SPINAL CORD INJURY	Occupied		
HOU	1A	1B224-D	SPINAL CORD INJURY	OOS	OUT OF SERVICE, OUT OF SERVICE	
HOU	1A	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 262 – National Bed Availability**

The following data is available for each entry:

**Table 56 – National Beds Availability**

Column	Description
Site	The code of the facility.
Assigning Ward	The ward where the available bed is located.
Bed	The code of the available bed.
Specialty	The treating specialty.
Status/Availability	The status of the bed.
Additional BMS Bed Status (if any)	Additional status if defined by the facility site administrator.

## 4.7 National Users

National users can access the **National/Regional** page.

See the previous section for details on the **National/Regional** page.

## 4.8 Guest User

The guest user can only access the **National/Regional** page and the only action he/she can perform is to generate the National Bed Availability report.

For details see the section [National Bed Availability Report](#).

## 4.9 Support Users

The support users can access the following pages:

- Administration Section page
- Maintain Marquee Text page
- Add/Edit BMS User page
- Edit BMS Facility Settings page
- Edit Sister Sites page
- Add/Edit Icon page
- Common Medical Terms page
- View Audit Log page
- Treating Specialty/NUMA/HAvBED Edit page
- National Waiting Area page
- National Unavailable Reason page
- Background Processors page
- Clear Cache page

### 4.9.1 Log in to the Administration Section Page

After logging in the BMS solution use the links **Return to VISN Network** and **Return to Regional Page** (in the upper left corner of the page) to display the National/Regional page as in the following image.

Figure 263 – Accessing Administration Section Page from National/Regional page

Click the **BMS Admin** link to access the Administration Section as in the following image.

Figure 264 – Administration Section Page

#### 4.9.2 Maintain Marquee Text Page

In the main **Administration section** page, click the **Maintain Marquee Text** link to access the page in the following image.



[Return to Admin Menu](#)

**ADMINISTRATION SECTION - MAINTAIN MARQUEE TEXT**

Active Marquee Text

[test data check off TW Pain TS](#)

[Edit Marquee Text](#)

You can enter HTML commands in here for bolding or color. If it is empty, no marquee will be displayed.

<input checked="" type="radio"/> test data check off TW Pain TS	172/200
<input type="radio"/> UFT Testing	189/200
<input type="radio"/> EMS helpdesk can be reached at 888-596-4357.	156/200
<input type="radio"/>	200/200
<input type="radio"/>	200/200

**Figure 265 – Add/ Edit Marquee Text**

BMS Allows you to maintain 5 different marquee messages. The current marquee text in use is selected by clicking the radio button next to the message text box. Enter the text in any of these 5 fields, select the appropriate marquee message, then press the **Submit** button. You can change this text at any time according to the organization needs.

#### 4.9.3 Add/Edit BMS User Page

In the main **Administration section** page, click the **Add/Edit BMS User** link to access the page in the following image.

[Admin Menu](#)

**ADMINISTRATION SECTION - USERADD/EDIT**

[Logout](#)

PARAMETER	OPTIONS
NT User Name	Default
Default Region:	2
Default VISN:	16
Default Site:	HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

[Back to Regional Page](#)

**Figure 266 – Administration Section – User Add/Edit Page**

In this page the system administrator can add a new user to the list of users who have access to a certain site, also the administrator can edit the rights granted to an existing user.

#### 4.9.3.1 Adding a user

To add a user to one of the existing facility sites: in the **Administration Section – User Add/Edit page** click the button **Select Existing NT User Name:** (the user must have an account in VA's Active Directory) click this button to display the following screen:

Selected	User Name	Fullscreen
<input checked="" type="radio"/>	TESTARESOFT2\Administrator	

Figure 267 – Select User

From the **Local** field select the domain to which the user currently belongs to. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

From the list in the central part of the screen select the user to whom grant access to the BMS system then press the **Select** button: the following screen is displayed.

ADMINISTRATION SECTION - USERADD/EDIT

PARAMETER	OPTIONS
NT User Name	TESTARESOFT2\testBMS
Support User?	<input checked="" type="checkbox"/>
National User?	<input checked="" type="checkbox"/>
Regional User?	<input checked="" type="checkbox"/>
VISN User?	<input checked="" type="checkbox"/>
Admin User?	<input checked="" type="checkbox"/>
Audit Log User?	<input checked="" type="checkbox"/>
Site User?	<input checked="" type="checkbox"/>
EMS User?	<input checked="" type="checkbox"/>
EMS Supervisor User?	<input checked="" type="checkbox"/>
Guest User?	<input checked="" type="checkbox"/>
DefaultRegion:	4
Default VISN:	1
DefaultSite:	BRK - VA BOSTON HEALTH
READ Access?	<input checked="" type="checkbox"/>
WRITE Access?	<input checked="" type="checkbox"/>

Display only the facilities with permissions

READ Access	WRITE Access	Region	VISN	Facility
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 2	ALBANY (52848, ALN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ABQ)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 4	ALTOONA (503, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	AMARILLO (504, AMA)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 20	ANCHORAGE (463, ANC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 11	ANN ARBOR (506, ANN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 6	ASHEVILLE (637, ASH)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 7	AUGUSTA (509, AUG)

**Figure 268 – Customize BMS user rights**

The following parameters can be set for a user of the BMS system:

**Table 57 – BMS User Parameters**

Column	Description
NT User Name:	NT user who will be given access rights to the BMS system.
Support User?	If the new user will have to perform support tasks.
National User?	If the new user will have access to the national sites.
Regional User?	If the new user will have access to the regional sites.
VISN User?	If the new user will have access to other VISN sites.
Admin User?	If the new user will have access to the Administration section page.
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	These are the facility level read and write users. This gives the user access to specific sites.
EMS User?	If the new user is part of EMS group.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Guest User?	If the new user will only have guest user rights.
Default Region?	The default region to be displayed when the new user logs into the system.
Default VISN?	The default VISN to be displayed when the new user logs into the system.

Column	Description
DefaultSite	The default site to be displayed when the new user logs into the system.
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.
WRITE Access	If the selected user has WRITE rights on the sites in the selected Region/VISN.

*Display only the facilities with permissions:* this option is selected by default, to see all the facilities in the system de-select this option.

The list in the lower part of the screen will be updated according to the selections made in the fields in the upper part of the screen. For example if in the **National User** field you selected the option *No*, from the Regional User, the option *Yes* then the list will display only the facilities in the region selected from the field Default Region.

For each facility displayed in the list in the lower part of the screen you can define READ/WRITE Access rights.

After setting the desired parameters for the selected user, click the **Submit** button to enter the data into the system.

#### 4.9.3.2 Editing user rights

To edit the rights granted to a user of a facility site: in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name**: click this button to display the following screen:

Selected	User Name	Fullname
<input checked="" type="radio"/>	TESTARESOFT2\Administrator	

Figure 269 – Select User

From the **Local** field select the domain to which the user currently belongs to. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

From the list in the central part of the screen select the user whose access rights you want to edit then press the **Select** button: the following screen is displayed.

The screenshot shows the 'ADMINISTRATION SECTION - USERADD/EDIT' page. At the top, there are buttons for 'Admin Menu', 'Logout', and a 'Select Existing NT User Name' dropdown. Below this is a table with two sections: 'PARAMETER' and 'OPTIONS'. The 'PARAMETER' section contains fields like 'NT User Name', 'Support User?', 'National User?', etc. The 'OPTIONS' section contains dropdown menus for 'TESTARESOFTZ/testBAS' with various 'Yes' or 'No' options. A 'DefaultRegion' dropdown is set to '4' and a 'Default VISN' dropdown is set to '1'. A 'DefaultSite' dropdown is set to 'BRK - VA BOSTON HEALTH'. At the bottom left is a checkbox for 'Display only the facilities with permissions'. Below this is a table with columns 'READ Access', 'WRITE Access', 'Region', 'VISN', and 'Facility'. The 'Facility' column lists various locations with their codes. At the bottom right are 'Submit' and 'Cancel' buttons.

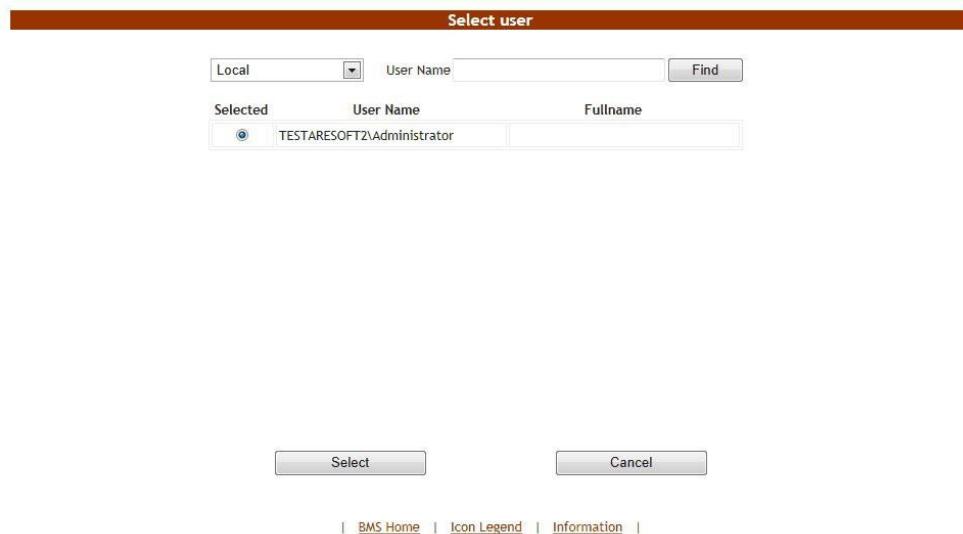
Region	VISN	Facility
Region 4	VISN 2	ALBANY (52848, ALN)
Region 1	VISN 18	ALBUQUERQUE (501, ABQ)
Region 4	VISN 4	ALTOONA (503, ALT)
Region 1	VISN 18	AMARILLO (504, AMA)
Region 1	VISN 20	ANCHORAGE (463, ANC)
Region 3	VISN 11	ANN ARBOR (506, ANN)
Region 3	VISN 6	ASHEVILLE (637, ASH)
Region 3	VISN 7	AUGUSTA (509, AUG)

Figure 270 – Customize BMS user rights

Make the appropriate changes then press the **Submit** button to enter the data into the system. See [Adding a user](#) for details.

#### 4.9.3.3 Deleting a user

To delete the rights granted to a user of a facility site: in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name**: click this button to display the following screen:



**Figure 271 – Select User**

From the **Local** field select the domain to which the user currently belongs to. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

From the list in the central part of the screen select the user whose access rights you want to delete then press the **Select** button: the following screen is displayed.

Admin Menu      ADMINISTRATION SECTION - USERADD/EDIT      Logout

Select Existing NT User Name		Select Default
PARAMETER	OPTIONS	
NT User Name	TESTARESOFT2\testBMS	No
Support User?		No
National User?		No
Regional User?		No
VISN User?		No
Admin User?		No
Audit Log User?		No
Site User?		No
EMS User?		No
EMS Supervisor User?		No
Guest User?		No
DefaultRegion:	4	No
Default VISN:	1	No
DefaultSite:	BRK - VA BOSTON HEALTH	No
READ Access?		No
WRITE Access?		No

Display only the facilities with permissions

READ Access	WRITE Access	Region	VISN	Facility

Figure 272 – Customize BMS user rights

Select No for all the parameters then press the **Submit** button.

#### 4.9.4 Edit BMS Facility Settings Page

In the main **Administration section** page, click the **Edit BMS Facility Settings** link to access the page in the following image.

ADMINISTRATION SECTION - FACILITY EDIT

Select Facility Name:	<a href="#">Logout</a>															
ABQ (501 - ALBUQUERQUE)																
Facility Site ID:	ABQ															
Full Facility Name:	NEW MEXICO VA HEALTH CARE SYSTEM															
Facility Point-of-Contact:	STEVE GREENACRE															
Facility POC Email:	JOHN.GREENACRE@VA.GOV															
Facility POC Telephone:	123-456-7890															
Facility Address 1:	HCS FBC BABCOCK STREET.															
Facility Address 2:	MT CUBE															
Facility City/State/ZIP:	ALBUQUERQUE NM <input type="button" value="12345"/> <input type="button" value="Edit"/>															
User operations:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Selected</th> <th style="width: 20%;">User Name</th> <th style="width: 10%;">BMS, Read</th> <th style="width: 10%;">BMS, Write</th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td style="text-align: right;">harris-hc-lab.com\dbalser</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td style="text-align: right;"><input type="checkbox"/></td> <td style="text-align: right;"><input type="button" value="Add User"/> <input type="button" value="Remove Selected"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: right;">HCE/EAH08/BMSABQKIOSK</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Selected	User Name	BMS, Read	BMS, Write		<input type="checkbox"/>	harris-hc-lab.com\dbalser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add User"/> <input type="button" value="Remove Selected"/>	<input type="checkbox"/>	HCE/EAH08/BMSABQKIOSK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Selected	User Name	BMS, Read	BMS, Write													
<input type="checkbox"/>	harris-hc-lab.com\dbalser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add User"/> <input type="button" value="Remove Selected"/>												
<input type="checkbox"/>	HCE/EAH08/BMSABQKIOSK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
VISN:	18	BMS Server Time Zone:	Eastern Standard Time													
Region:	1	Facility Site Time Zone:	Central Standard Time													
BMS Active/Live Site?	<input checked="" type="checkbox"/> Yes	Auto-Removal Patients Pending Bed Placement List?	<input checked="" type="checkbox"/> Yes													
Integrated Facility?	<input type="checkbox"/> No	Medical Center ID #?	<input type="button" value="SELECT MEDICAL CENTER"/>													
Integrated Site List:	<input type="button" value="Select Existing List"/>	ADT Prefix:	<input type="text"/>													
Ward Prefix:	<input type="text"/>	ADT Suffix:	<input type="text"/>													
Ward Suffix:	<input type="text"/>	Event Mail Sender:	<input type="text"/> EVT08@HARRIS.COM													
EMS Mail Sender:	<input type="text"/> EMS08@HARRIS.COM	Site Alias:	<input type="text"/>													
Site Alias:	<input type="text"/>	Local Time Adjust:	0													
Site Alias:	<input type="text"/>															
EMS Default User Name:	BMSDFEMS	Whiteboard Kiosk Default User Name:	BMSDFTest													
EMS Password:	<input type="password"/>	Whiteboard Kiosk Password:	<input type="password"/>													
EMS Password Confirm:	<input type="password"/>	Whiteboard Kiosk Password Confirm:	<input type="password"/>													
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>																

**Figure 273 – Edit BMS Site**

In this page the user can edit the settings of a BMS facility site.

Select **Facility Name**: click the arrow button of this field to display a list of existing facilities. The following parameters can be set for a Facility in the BMS system:

**Table 58 – BMS Site Parameters**

Column	Description
Facility Site ID	A unique ID number assigned to each facility.
Full Facility Name	The full name of the facility.
Facility Point-of-Contact:	The facility point of contact, this can be the triage room, or the front desk.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Facility Address 1:	The main address of the facility.
Facility Address 2:	If applicable, any secondary address of the facility.
Facility City/State/ZIP:	The ZIP code, city, and state where the facility is.

<b>Column</b>	<b>Description</b>
User Operations	The users who can access the facility site and the read/write permissions granted to these users.
VISN	The VISN to which the facility belongs.
Region:	The region to which the facility belongs.
BMS Active/Live Site?	If the site is active for use in BMS.
Integrated Facility?	If the facility has an integrated VistA instance?
Integrated Site List:	This is the list of integrated sites that are sharing the same VistA instance.
Ward Prefix	The prefix used for the wards in the current integrated facility.
Ward Suffix	The suffix used for the wards in the current integrated facility.
EMS Mail Sender	This is the "FROM " user/group used to send EMS emails via the SMTP server
Site Alias	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as 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.
Medical Center ID#?	The ID # of the medical center.

Column	Description
Allowed Access – Integrated Sites (All users can see these sites also)	The list of integrated sites is displayed; select the sites where the users of the current facility have access.
ADT Prefix:	This is the unique identifier that is the leading part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e. "BO" for Boston.
ADT Suffix:	This is the unique identifier that is the trailing part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed, i.e. "-BO" for Boston.
Event Mail Sender:	This is the "FROM" user/group used to send Event emails via the SMTP server.
Site Alias:	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as 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 274 – Edit BMS Sister Sites

In this page the user can define a list of sister sites or can edit one of the existing sister sites lists.

##### 4.9.5.1 Adding a Sister Sites List

In the **Administration Section – Sister Site Add/Edit** page: to define a list of sister sites enter a **Record No** then in the **BMS Sister Sites?** field, enter the abbreviation of the sites sharing the same VistA instance, separated by coma. Press the **Submit** button to enter the data into the system: the defined list will be available in the dropdown field **Select Existing Sister Sites**.

The following parameters can be set:

**Table 59 – BMS Sister Site Parameters**

Column	Description
Record No	Unique record number for the particular record.
BMS Sister Sites?	This is the list of sister sites that are sharing the same VistA instance.

After setting the desired parameters, click the **Submit** button to enter the data into the system.

#### **4.9.5.2 Editing a Sister Sites List**

In the **Administration Section – Sister Site Add/Edit** page: to edit an existing list of sister sites click the arrow button of the field **Select Existing Sister Sites** to display existing sister sites lists and select the one for which you want to modify parameters. The **BMS Sister Sites?** field will display the list of abbreviations for the sister sites in the list: add or remove the desired abbreviation(s) then click the **Submit** button.

#### **4.9.6 Add/Edit Icon Page**

In the main **Administration Section** page, click the **Add/Edit Icon** link to access the page in the following image.

**Note:**  Users are discouraged from using the words DNR/DNI in the comment of the Ward Whiteboard or using any icon to represent DNR/DNI on the Ward Whiteboard.

System Icons			Application Icons		
			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	
Edit	Restraint		Edit	Evacuate (Patient) (EM)	
Edit	Flu Risk		Edit	ambulatory patient	
Edit	Patient Opt-Out		Edit	legal hold	
Edit	Slip and Fall Risk		Edit	Lift Equipment (Patient) (EM)	
Edit	Flight Risk		Edit	Negative Pressure (Patient) (EM)	
Edit	Caution Risk		Edit	One to One (Patient) (EM)	
Edit	23H Observation		Edit	Oxygen (Patient) (EM)	
Edit	PICC		Edit	Stretcher (Patient) (EM)	
Edit	Suicide Risk		Edit	Ventilator (Patient) (EM)	
Edit	Negative Pressure (Room)		Edit	Wheelchair Bound (Patient) (EM)	
Edit	Shared Bathroom (Room)				
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					
Edit	test				

[Back to Regional Page](#)**Figure 275 – Administration Section – Icon Add/Edit**

The following icon types are available: Application icons (System icons and Bed Cleaning Status icons), Ward Whiteboard Status Icons (Standard icons, Emergency Management Icons and Site Configurable icons).

In this page the user can perform the following actions: modify the position of an icon in any of the icon lists available, edit the details of an icon in any of the icons list, add an icon to one of the existing icon lists, search for an icon, generate a report on the icon usage within a facility site.

#### 4.9.6.1 Modifying the position of an icon in the icon list

To modify the position of an icon in the list simply click and drag the icon to its appropriate position.

		Ward Whiteboard Status Icons						
		Add Icon			Emergency Management Icons		Add Icon	
		Edit	E	Evacuate (Patient) (EM)	P	Edit	Mean Patien	
	P	Edit	A	ambulatory patient	P	Edit	Blue Arrow	
	P	Edit	L	legal hold	P	Edit	Blue Cautior	
	P	Edit	H	Lift Equipment (Patient) (EM)	P	Edit	Blue Circle	
	P	Edit	N	Negative Pressure (Patient) (EM)	P	Edit	Blue Heart	
	P	Edit	O	One to One (Patient) (EM)	P	Edit	Blue X	
	P	Edit	V	Ventilator (Patient) (EM)	P	Edit	Blue Diamor	
	P	Edit	O <sub>2</sub>	Oxygen (Patient) (EM)	P	Edit	Green Circle	
	P	Edit	W	Wheelchair Bound (Patient) (EM)	P	Edit	Orange Circl	
	R	Edit	S	Stretcher (Patient) (EM)	P	Edit	Orange Star	
	R							
	P							

Figure 276 – Administration Section – Change Icon Position in the Icon List

#### 4.9.6.2 Editing the details of an icon in the icon list

To edit the details of an icon in the list click the Edit link to the left of the icon image: the following page is displayed.

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"/> Yes <input type="radio"/> No		*Image Name: <input type="text" value="Oxygen (Patient) (EM).png"/> <input type="button" value="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"/> <input checked="" type="radio"/> Patient <input type="radio"/> Bed/Room	
Published? <input checked="" type="radio"/> Yes <input type="radio"/> No		*Mouse Over Text: <input type="text" value="Oxygen (Patient) (EM)"/> <input type="button" value="Save"/> <input type="button" value="Never Mind, Return to Add/Edit Icon page"/> <input type="button" value="Delete Icon"/>	

Figure 277 – Administration Section – Edit Icon

To select another image for the icon click the **Browse** button of the **Image Name** field then, locate the file containing the new image and select it. Make the desired changes in the rest of the fields then press the Save button to apply the changes. The fields marked with the asterisk sign “\*” are mandatory.

#### 4.9.6.3 Adding an icon to the icon list

To add an icon to an icon list click the **Add Icon** link in the top left corner of an icon list: the following page is displayed.

Return to Add/Edit Icon Page      ADMINISTRATION SECTION - ADD ICON

Add Icon Standard Icon - Ward Whiteboard Status Icon

\*Image Name:

\*Icon Name:

\*Icon Short Description:

Icon Long Description:

Active?  Yes  No

Published?  Yes  No

Patient  Bed/Room

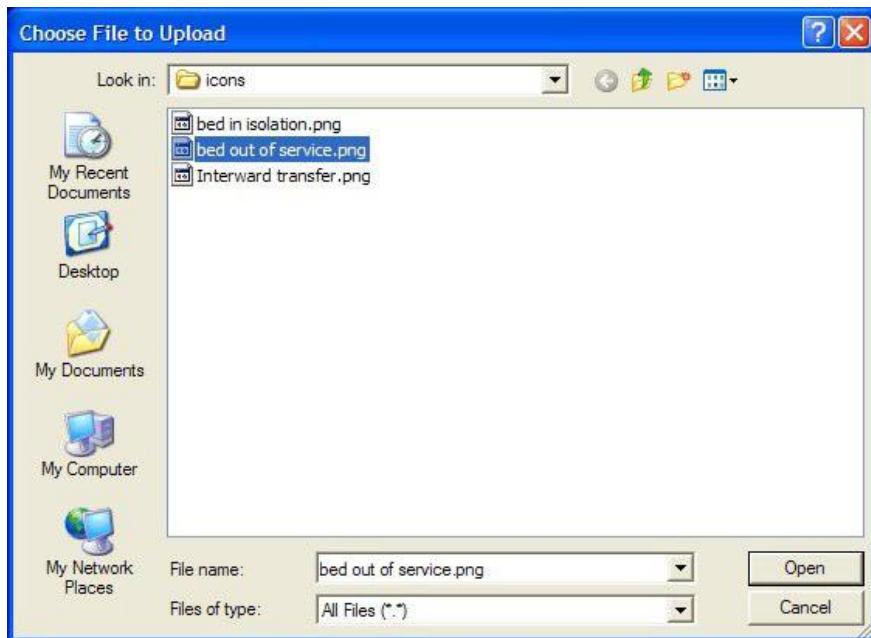
Comment:

\*Mouse Over Text:

[Never Mind, Return to Add/Edit Icon page](#)

Figure 278 – Administration Section – Add Icon

Click the **Browse** button to locate the file containing the icon image and select it.



**Figure 279 – Selecting an Icon Image File**

After selecting the file a preview of the selected icon image will be displayed to the left of the screen. Active: if an icon is not active it will appear grayed in the icon list.

NOTE: once an icon has been used to flag a patient or a bed, it cannot be inactivated. In order to be able to make the icon inactive the user will have to remove the icon from Whiteboard where it has been used. Use the **Search** link in the upper right corner of the **Administration Section – Icon Add/Edit** page to locate the facility site where an icon has been used. For details see the section [Searching an icon](#).

**Published:** if an icon is not published it will not appear in the facility **Bed Management Board Icons** page or in the **Site Configurable Icons** page.

**Patient/Bed/Room:** this option indicates whether the icon is used to flag a patient or a room/bed.

Enter the required information in the fields marked with the asterisk sign “\*”: the fields marked with the asterisk sign “\*” are mandatory. (The fields will only be mandatory if the icon is active.)

Press the Save button to add the new icon the icon list.

#### 4.9.6.4 Searching an Icon

To search an icon click the **Search** link to the top right corner of the **Administration Section – Add/Edit page**: the following screen is displayed.

The screenshot shows a web-based application interface titled "ADMINISTRATION SECTION - SEARCH - Site Configurable Icons". At the top left is a "Return to Add/Edit Icon Page" link. The main area is titled "Site Configurable Icons Search" and contains a table titled "Site Configurable Icons". The table has two columns: "Icon Image" and "Icon Name". There is also a header row with a checkbox labeled "Select All". Below the table is a "Search" button.

Site Configurable Icons	
Icon Image	Icon Name
<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 280 – Administration Section – Icon Search**

Select the icon(s) which you want to locate then press the Search button to display the page with the search results as in the following image.

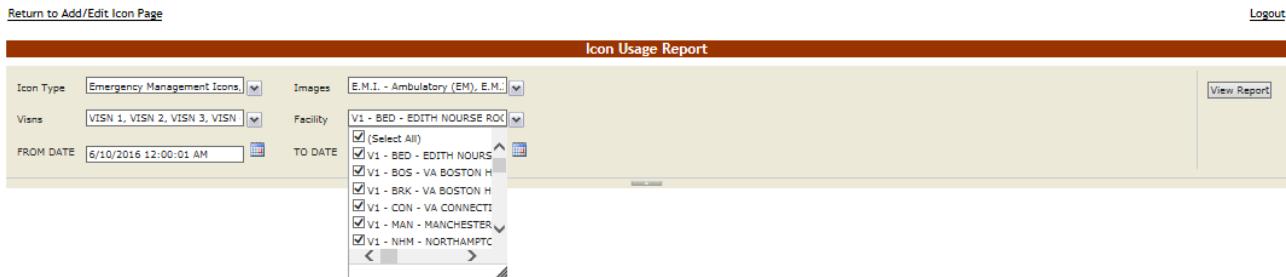
Site Configurable Icons Search Result			
Facility	Icon Image	Icon Name	Facility Icon Description
BRK		Blue Box	Blue Square
BRK		Blue Diamond	Blue Diamond

**Figure 281 – Site Configurable Icon Search Result**

The search results will present the code of the facility where the icon is used, the icon name and the description given to the icon on the facility site.

#### 4.9.6.5 Generating an icon usage report

To generate an icon usage report click the **Report** link to the top right corner of the **Administration Section – Add/Edit** page: the following screen is displayed.


**Figure 282 – Administration Section – Icon Usage Report**

By default, Icon Type, Images, and VISNs have all options selected, but can be changed by selecting the drop-down. Use the drop-down for Facility to select for which facility or facilities and the date range you want to generate the Icon Usage report, then press the **View Report** button. The report is displayed as in the following image.

**Icon Usage Report**

Icon Type	<input type="button" value="Emergency Management Icons..."/>	Images	<input type="button" value="E.M.I. - Ambulatory (EM), E.M. ..."/>			<input type="button" value="View Report"/>
VISNs	<input type="button" value="VISN 1, VISN 2, VISN 3, VISN 4"/>	Facility	<input type="button" value="V1 - BED - EDITH NURSE ROC"/>			
FROM DATE	<input type="text" value="6/1/2016 12:00:01 AM"/>	TO DATE	<input type="text" value="6/10/2016 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="text" value="Find"/> <input type="button" value="Search"/> <input type="button" value="Print"/>						

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	<input checked="" type="checkbox"/> Patient Opt-Out	Y	Y(2)	N	
	Patient/Bed Record	Ward	Bed	Patient	
	PT Record	1A	1B226-B	BUXPY-8800	
	PT Record	1B	1B124-B	RLAHN-7745	
	<input checked="" type="checkbox"/> Flu Risk	Y	Y(1)	N	
	<input checked="" type="checkbox"/> Slip and Fall Risk	Y	Y(1)	N	
	<input checked="" type="checkbox"/> Flight Risk	Y	Y(1)	N	
	<input checked="" type="checkbox"/> Restraint	Y	Y(1)	N	
	<input checked="" type="checkbox"/> Negative Pressure (Room)	Y	N	Y(2)	
	<input checked="" type="checkbox"/> Telemetry (Room)	Y	N	Y(2)	
N/A	<input checked="" type="checkbox"/> Negative Pressure (Room)	Y	N	Y(1)	
	<input checked="" type="checkbox"/> Shared Bathroom (Room)	Y	N	Y(1)	
	<input checked="" type="checkbox"/> Telemetry (Room)	Y	N	Y(1)	
	<input checked="" type="checkbox"/> Lift Equipment (Room)	Y	N	Y(1)	
	Patient/Bed Record	Ward	Bed	Patient	
	BED Record		1C120-A		
	<input checked="" type="checkbox"/> Women's Program (Room)	Y	N	Y(1)	
	<input checked="" type="checkbox"/> Test	Y	N	Y(1)	

**Figure 283 – Administration Section – Icon Usage Report**

Icon Usage Report Drill-Down feature.

Site Name	Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
HOU	<input checked="" type="checkbox"/> Patient Opt-Out	Y	Y(2)	N
	Patient/Bed Record	Ward	Bed	Patient
	PT Record	1A	1B226-B	BUXPY-8800
	PT Record	1B	1B124-B	RLAHN-7745
	<input checked="" type="checkbox"/> Flu Risk	Y	Y(1)	N
	<input checked="" type="checkbox"/> Slip and Fall Risk	Y	Y(1)	N
	<input checked="" type="checkbox"/> Flight Risk	Y	Y(1)	N
	<input checked="" type="checkbox"/> Restraint	Y	Y(1)	N
	<input checked="" type="checkbox"/> Negative Pressure (Room)	Y	N	Y(2)
	<input checked="" type="checkbox"/> Telemetry (Room)	Y	N	Y(2)
N/A	<input checked="" type="checkbox"/> Negative Pressure (Room)	Y	N	Y(1)
	<input checked="" type="checkbox"/> Shared Bathroom (Room)	Y	N	Y(1)
	<input checked="" type="checkbox"/> Telemetry (Room)	Y	N	Y(1)
	<input checked="" type="checkbox"/> Lift Equipment (Room)	Y	N	Y(1)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record		1C120-A	
	<input checked="" type="checkbox"/> Women's Program (Room)	Y	N	Y(1)
	<input checked="" type="checkbox"/> Test	Y	N	Y(1)

**Figure 284.1 – Administration Section – Icon Usage Report Drill-Down Feature**

Also note that this report is a drill-down report, in which the rows can be collapsed/expanded to drill into the individual patient or bed records that have had the icon associated with it within the date range selected.

For each entry the following data is available:

**Table 60 – Icon Usage Report**

Column	Description
Site Name	The Facility site where the icon has been used.
Icon Short Description for Facility	The short description of the icon.
Icon Name	The icon name.
Facility Active? (Y/N)	If the icon is active on the facility site.
Associated with a Patient Record? (Y/N)	If the icon is currently associated with a patient record.
Associated with a bed record? (Y/N)	If the icon is currently associated with a bed record.
<b>Drill-Down Columns</b>	<b>These additional columns are revealed once you “drill-into” the appropriate record.</b>
Patient/Bed Record	Indicator of whether the record is a P(atien)T record or a BED record
Ward	The name of the ward for the PT/BED that the icon is associated to.
Bed	The name of the bed the icon is associated to.
Patient	The name of the patient the icon is associated to.

#### 4.9.7 Common Medical Terms Page

In the **Administration Section** page click the **Common Medical Terms** link to access the page as in the following image.

Common Medical Terms		
Edit	Delete	BED ASSIGNED
Edit	Delete	CHEST PAIN
Edit	Delete	ISOLATION
Edit	Delete	MONITOR
Edit	Delete	TEST
Edit	Delete	VENTILATOR

**Figure 285 – Administration Section – Common Medical Terms Add/Edit/Delete**

This page is used to define a series of common medical terms or comments used frequently by the medical personnel when entering data into the application. After this list of common medical terms has been defined, when the user types in a field the first letters of a word the application will present a list of common medical terms than can be used to fill in that field.

In this page you can perform the following actions: add a common medical term, edit an existing common medical term and delete an existing common medical term.

#### 4.9.7.1 Adding a Common Medical Term

To add a common medical term: in the Common Medical Terms Add/Edit/Delete page enter the text of the term in the Text field then press the **Save** button. The new common medical term will be displayed in the **Common Medical Terms** list.

#### 4.9.7.2 Editing a Common Medical Term

To edit an existing common medical term: in the **Common Medical Terms Add/Edit/Delete** page click the **Edit** link to the left of the common medical term you want to edit. The text of the selected common medical term will be displayed in the Text field as in the following image:

The screenshot shows a web-based application interface. At the top, there's a header with 'Admin Menu', 'ADMINISTRATION SECTION - COMMON MEDICAL TERMS ADD/EDIT/DELETE', and 'Logout'. Below the header is a sub-header 'Add/Edit Common Medical Term' with a 'Text:' label and a text input field containing 'BED ASSIGNED'. To the right of the input field are 'Save' and 'Cancel' buttons. Underneath this is another sub-header 'Common Medical Terms' with a table-like structure. The table has two rows: one with 'Edit' and 'Delete' links next to 'BED ASSIGNED', and another with 'Edit' and 'Delete' links next to 'ISOLATION'. At the bottom of the page is a link 'Back to Regional Page'.

Figure 286 – Administration Section – Common Medical Terms Add/Edit/Delete

Modify the text of the term then press the **Save** button: the new text of the term will be displayed in the **Common Medical Terms** list.

#### 4.9.7.3 Deleting a Common Medical Term

To delete 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. Below them is a 'Select Report' dropdown menu with options like 'Check In & Out', 'Site Configurable Icons', 'Facility Patients Pending Bed Placement List', 'VISN Patients Pending Bed Placement List', 'Staff Assignment', 'Whitelboard Usage', 'ppm Usage (VISN)', 'PPBP Usage (Facility)', and 'Icon Usage'. To the right of the dropdown are three input 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 287 – Administration Section – Audit Log Report Types

The reports available from the National Admin Audit Log Page follow below.

#### 4.9.8.1 Standard Icons

This is a report of the standard icons modified for the specified Region, VISN, Site, and Date Range.

Standard Icons Report												
Select Report		REGION		VISN		SITE		View Report				
FROM DATE		TO DATE										
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 6:53:58 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	v19.med.va.gov/vahamashellt	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/vahainbalaki	6/8/2016 6:29:55 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/vaechherok	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/vahainbalaki	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 288.1– Standard Icons

#### 4.9.8.2 Site Configurable Icons

This report is also present on the Facility->Site Options->Audit Log page shown in section [Site Configurable Icons](#).

#### 4.9.8.3 Facility Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Facility Patient Pending Bed Placement List](#)

#### 4.9.8.4 VISN Patients Pending Bed Placement List Report

This report is also present on the Facility->Site Options->Audit Log shown in section [VISN Patient Pending Bed Placement List Report](#)

#### 4.9.8.5 Staff Assignment Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Staff Assignment](#)

#### 4.9.8.6 Whiteboard Usage Report

This report is also present on the Facility->Site Options->Audit Log page shown in section [Whiteboard Usage Report](#)

#### 4.9.8.7 PPBP Usage (VISN)

This report is also present on the Facility->Site Options->Audit Log page shown in section [PPBP Usage \(VISN\) Report](#).

#### 4.9.8.8 PPBP Usage (Facility)

This report is also present on the Facility->Site Options->Audit Log page shown in section [PPBP Usage \(Facility\) Report](#)

#### 4.9.8.9 Icon Usage

For more information regarding the Icon Usage report, see the section [Icon Usage Report](#).

### 4.9.9 Treating Specialty/NUMA/HAvBED Edit Page

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to access the page as in the following image.

The screenshot shows the 'Administration Section - Treating Specialty/NUMA/HAvBED Edit' page. At the top, there is a header bar with 'Admin Menu', 'ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit', and 'Logout'. Below the header is a dark blue navigation bar with 'NUMA Categories' and 'HAvBED Categories'. The main content area contains two tables:

**NUMA Categories**

NUMA		
Edit	Delete	Category
Edit	Delete	Acute - Critical Care
Edit	Delete	Acute - Medical
Edit	Delete	Acute - Mental Health Acute
Edit	Delete	Acute - Mixed Med-Surg
Edit	Delete	Acute - SCI Acute & Rehab
Edit	Delete	Acute - Step Down
Edit	Delete	Acute - Surgical
Edit	Delete	Blind Rehab
Edit	Delete	Community Living Center (CLC)
Edit	Delete	Domiciliary (eg MH RRTP)
Edit	Delete	Mental Health / Chronic
Edit	Delete	Rehab/TBI/Polytrauma

**HAvBED Categories**

HAvBED		
Edit	Delete	Category
Edit	Delete	Adult ICU
Edit	Delete	Airborne Infection Isolation
Edit	Delete	Burn
Edit	Delete	HAvBED Category I

Figure 289 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

In this page the user can add, edit and delete NUMA and HAvBED treating specialties. Also the user can map the defined VistA specialties with the NUMA and HAvBED treating specialties.

#### 4.9.9.1 Adding a NUMA Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image.

Admin Menu      ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit      Logout

**NUMA Categories**

		NUMA:	Save	Cancel
Edit	Delete	Acute - Critical Care		
Edit	Delete	Acute - Medical		
Edit	Delete	Acute - Mental Health Acute		
Edit	Delete	Acute - Mixed Med-Surg		
Edit	Delete	Acute - SCI Acute & Rehab		
Edit	Delete	Acute - Step Down		
Edit	Delete	Acute - Surgical		
Edit	Delete	Blind Rehab		
Edit	Delete	Community Living Center (CLC)		
Edit	Delete	Domiciliary (eg MH RRTP)		
Edit	Delete	Mental Health / Chronic		
Edit	Delete	Rehab/TBI/Polytrauma		

**HAvBED Categories**

		HAvBED:	Save	Cancel
Edit	Delete	Adult ICU		
Edit	Delete	Airborne Infection Isolation		
Edit	Delete	Burn		
Edit	Delete	HAvBED Category I		

Figure 290 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

A list of NUMA specialties already defined is available.

To add a NUMA specialty: enter the name of the new NUMA specialty in the NUMA field then press the Save button. The newly added specialty will be displayed in the NUMA list.

#### 4.9.9.2 Adding a HAvBED Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image.

Admin Menu      ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit      Logout

**NUMA Categories**

		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
Edit	Delete	Adult ICU
Edit	Delete	Airborne Infection Isolation
Edit	Delete	Burns
Edit	Delete	HAvBED Category I

**Figure 291 – Administration Section – Treating Specialty/NUMA/HAvBED Edit**

A list of HAvBED specialties already defined is available.

To add a HAvBED specialty: enter the name of the new HAvBED specialty in the HAvBED field then press the Save button. The newly added specialty will be displayed in the HAvBED list.

#### 4.9.9.3 Editing a NUMA/HavBED Specialty

To edit an existing NUMA specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the NUMA specialty you want to edit: its name will be displayed in the **NUMA** field at the top of the list. Make the desired changes then press the **Save** button. The NUMA Categories list will display the modified NUMA specialty.

To edit an existing a HAvBED specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the HAvBED specialty you want to edit: its name will be displayed in the a **HAvBED** field at the top of the list. Make the desired changes then press the **Save** button. The HAvBED Categories list will display the modified a HAvBED specialty.

#### 4.9.9.4 Deleting a NUMA/HavBED Specialty

To delete an existing NUMA specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Delete** link associated to the NUMA specialty you want to delete. The NUMA Categories list will be updated to reflect the change.

To delete an existing HAvBED specialty: in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Delete** link associated to the HAvBED specialty you want to delete. The HAvBED Categories list will be updated to reflect the change.

#### 4.9.9.5 Mapping a VistA specialty with a NUMA/HavBED Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image. (Use the scroll bar to display the VistA Specialty Crosswalk section)

The screenshot shows 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 "Edit" is next to "ACUTE PSYCHIATRY (<45 DAYS)". The dropdown menu lists various HAvBED categories: Adult ICU, Airborne Infection Isolation, Burn, HAvBED Category - Other, HAvBED Category I, HAvBED Category II, HAvBED Category III, Medi/Surg, Operating Rooms, Pediatric, Pediatric ICU, and Psychiatric. There are also "Do Not Display", "Save", and "Cancel" buttons at the top of the dropdown menu. The table rows include:

Vista Specialty	NUMA	HAvBED
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 Medi/Surg Operating Rooms Pediatric Pediatric ICU Psychiatric
ALCOHOL DEPENDENCE TRMT UNIT	Domiciliary (eg MH RRTP)	HAvBED
ALLERGY		<input type="checkbox"/>
ANESTHESIOLOGY		<input type="checkbox"/>
BLIND REHAB		<input type="checkbox"/>
BLIND REHAB OBSERVATION		<input type="checkbox"/>
CARDIAC INTENSIVE CARE UNIT		<input type="checkbox"/>
CARDIAC SURGERY	Acute - Surgical	Operating Rooms <input checked="" type="checkbox"/>
CARDIAC-STEP DOWN UNIT		<input type="checkbox"/>
CARDIOLOGY		<input checked="" type="checkbox"/>
DERMATOLOGY	Acute - Surgical	Med/Surg <input checked="" type="checkbox"/>
DOD BEDS IN VA FACILITY		<input type="checkbox"/>
DOMICILIARY		<input type="checkbox"/>
DOMICILIARY CHV		<input type="checkbox"/>

Figure 292 – Mapping A VistA Specialty with NUMA/HAvBED Specialty

A list of VistA specialties is displayed with existing NUMA and/or HAvBED specialties mappings. To associate a VistA Specialty with a NUMA/HAvBED specialty: click the **Edit** link to the left of the

VistA specialty to which you want to associate NUMA/HAvBED specialties. The name of the selected VistA specialty will be displayed in the **VistA Specialty** field. From the **NUMA** and **HAvBED** fields select the desired specialties then press the **Save** button. The association defined will be displayed in the VistA Specialty Crosswalk list.

Also note that the Vista Specialty Crosswalk provides the ability to hide specialties by selecting the appropriate “Hidden” checkboxes as in the screenshot below:

Vista Specialty:		NUMA:		HAvBED:		<input type="checkbox"/> Do Not Display	<input type="button"/> Save	<input type="button"/> Cancel
	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 293.1 –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.

Admin Menu	ADMINISTRATION SECTION - National Waiting Areas Parameters Edit			Logout
National Waiting Area				
Text:		<input type="text"/>	<input type="button"/> Add	<input type="button"/> 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 294 – National Waiting Areas

This is where you will add the locations for patients pending bed placement. These entries will appear on all sites and cannot be edited or deleted.

The options in the upper part of the screen allow the support user to define/add a new national waiting area in the system.

The list in the lower part of the screen presents the national waiting areas already defined in the system.

The links Edit and Delete to the left of each entry in the list allow the support user to modify the name of the selected waiting area or to delete the entry from the system.

To go back to the **Administration Section** page click the link **Admin Menu** in the upper left corner of the page.

#### 4.9.10.1 Adding a National Waiting Area

To add a national waiting area, follow the instructions below.

From the **Administration Section** page, click the **National Waiting Area** link.

The **National Waiting Area** page is displayed as in the image below.

The screenshot shows a web-based application interface for managing national waiting areas. At the top, there's a navigation bar with 'Admin Menu' on the left, the title 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit' in the center, and 'Logout' on the right. Below the title, a sub-header 'National Waiting Area' is displayed. A text input field contains the text 'OUTPATIENT'. To the right of the input field are two buttons: 'Add' and 'Cancel'. A red rectangular box highlights this row. Below this, a table lists various waiting areas with 'Edit' and 'Delete' links for each:

Waiting Area		
		ADMISSIONS
Edit	Delete	CLINIC
Edit	Delete	CURRENT INPATIENT BED
Edit	Delete	CURRENT FACILITY
Edit	Delete	EMERGENCY ROOM
Edit	Delete	EVACUATION
Edit	Delete	RECOVERY OR PROCEDURE AREA
Edit	Delete	SCHEDULED ADMISSIONS

At the bottom of the page, there's a link 'Back to Regional Page'.

**Figure 295 – Adding a Waiting Area**

In the Text field from the ADD Area enter the name of the new waiting area, then, press the Add button: a confirmation message is displayed and the newly added waiting area is displayed in the Waiting Area list.

National Waiting Area		
Text:		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

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Figure 296 – Waiting Area Added to the List

#### 4.9.10.2 Editing a National Waiting Area

To edit the name of an existing national waiting area, follow the instructions below. From the **Administration Section** page, click the **National Waiting Area** link.

Figure 297Selecting National Waiting Area

The **National Waiting Area** page is displayed as in the image below.

National Waiting Area

Text:		<input type="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		

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Figure 298 – Selecting Waiting Area for Edit

Selecting the **Edit** link will display the page in the following image.

Admin Menu

ADMINISTRATION SECTION - National Waiting Areas Parameters Edit

Logout

National Waiting Area

CURRENT:	CHANGE TO:
TEXT: OUTPATIENT	<input type="text" value="OUTPATIENT ONE"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Figure 299 – Edit Waiting Area Name

In the field **CHANGE TO:** enter the new name for the national waiting area then press the **Submit** button. A confirmation message will be displayed and the national waiting area with the new name will be displayed in the Waiting Area list.

National Waiting Area

Text:  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 300 – Waiting Area Edited

#### 4.9.10.3 Deleting a Waiting Area

To delete a national waiting area defined for the current facility, follow the instructions below. From the **Administration Section** page, click the **National Waiting Area** link.

Figure 301 – Selecting National Waiting Area

The **National Waiting Area** page is displayed as in the image below.

National Waiting Area		
Text: <input type="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	<a href="#">Delete</a>	OUTPATIENT ONE

[Back to Regional Page](#)**Figure 302 – Select a National Waiting Area for Deletion**

Click the **Delete** link associated to the waiting area that you want to delete: a confirmation screen is displayed as in the following image.

Admin Menu      ADMINISTRATION SECTION - National Waiting Areas Parameters Edit      Logout

National Waiting Area

Record: OUTPATIENT ONE

Are you sure you want to delete this Waiting Area?

[Delete Record](#) [Never Mind And Return To Listing](#)

**Figure 303 – Deleting a National Waiting Area**

Click the **Delete Record** button to delete the national waiting area from the list.

#### 4.9.11 National Unavailable Reason

To access the National Unavailable Reason page, in the Administration Section page click the National Unavailable Reason link.

The **National Unavailable Reason** page is displayed as in the following image.

National Unavailable Reason			
Text		Type	<input type="button" value="DO NOT DISPLAY"/> <input type="button" value="Add"/> <input type="button" value="Cancel"/>
		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION

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**Figure 304 – National Unavailable Reason Page**

The options in this page allow the support user to add a new national *unavailable reason*.

The list in the lower part of the screen presents the national *unavailable* reasons already defined in the system.

For each entry in the list, the following data is available:

**Table 61 – Unavailable Reason Parameters**

Column	Description
Unavailable Reason	The reason why a bed is made unavailable.
Type	The type of reason.

The links **Edit** and **Delete** allow the support user to modify the details of a reason or delete it from the system.

The link **Admin Menu** in the upper left corner of the page allows the support user to go back to the Administration Section page.

#### 4.9.11.1 Adding an National Unavailable Reason

To add a national *unavailable reason*, follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

The **National Unavailable Reason** page is displayed as in the following image.

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION

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**Figure 305 – Adding a National Unavailable Reason**

In the **Text** field enter the explanation, the reason for the bed unavailability then, from the **Type** field select the type of reason, and click the **Add** button.

In the **Type** field, four types of ‘unavailable’ reasons can be selected:

- Information (no icon appears on the whiteboard)
- Isolation (isolation icon appears on the whiteboard)
- Do Not Display (bed does not appear on the whiteboard)
- Out of Service (bed is colored RED on the whiteboard).

The newly defined reason will be added to list of existing reasons.

You can use the **Edit** link to modify either the text or the type of the reason. Use the **Delete** link to remove the link from the list.

#### 4.9.11.2 Editing an National Unavailable Reason

To edit a national *unavailable reason*, follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

The **National Unavailable Reason** page is displayed as in the following image.

The screenshot shows the 'ADMINISTRATION SECTION - National Unavailable Reason Edit' page. At the top, there is a search bar labeled 'Text' and a dropdown menu labeled 'Type' set to 'DO NOT DISPLAY'. Below the header is a table titled 'National Unavailable Reason' with columns for 'Edit', 'Delete', 'Unavailable/Reason', and 'Type'. The table lists nine reasons, each with an 'Edit' link. The last row, containing the reason 'PENDING APPROVAL' and type 'INFORMATION', has its entire row highlighted with a red box, and the 'Edit' link is also highlighted with a mouse cursor icon.

		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
<a href="#">Edit</a>	Delete	PENDING APPROVAL	INFORMATION

**Figure 306 – Selecting Unavailable Reason for Edit**

Click the **Edit** link associated to the national *unavailable reason* that you want to modify; the following page is displayed:

The screenshot shows the 'ADMINISTRATION SECTION - National Unavailable Reason Edit' page with the title 'National Unavailable Reason - Edit'. It contains a form with fields for 'CURRENT:' and 'CHANGE TO:', 'TEXT:', and 'TYPE:'. The 'CURRENT:' field is 'PENDING APPROVAL' and the 'CHANGE TO:' field is 'PENDING APPROVAL FROM MANAGEMENT'. The 'TEXT:' field is 'PENDING APPROVAL' and the 'TYPE:' field is 'INFORMATION'. At the bottom, there are two buttons: 'Submit' and 'Never Mind And Return To Listing'. The 'Submit' button is highlighted with a mouse cursor icon.

**Figure 307 – Editing an Unavailable Reason**

Operate the desired changes in the **Text** and/or **Type** fields then press the **Submit** button to enter the data into the system.

#### 4.9.11.3 Deleting a National Unavailable Reason

To delete a national *unavailable reason*, follow the instructions below.

From the Administration Section page, click the National Unavailable Reason link.

The **National Unavailable Reason** page is displayed as in the following image.

ADMINISTRATION SECTION - National Unavailable Reason Edit

National Unavailable Reason

Text  Type

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION
Edit	<input type="button" value="Delete"/>	PENDING APPROVAL	INFORMATION

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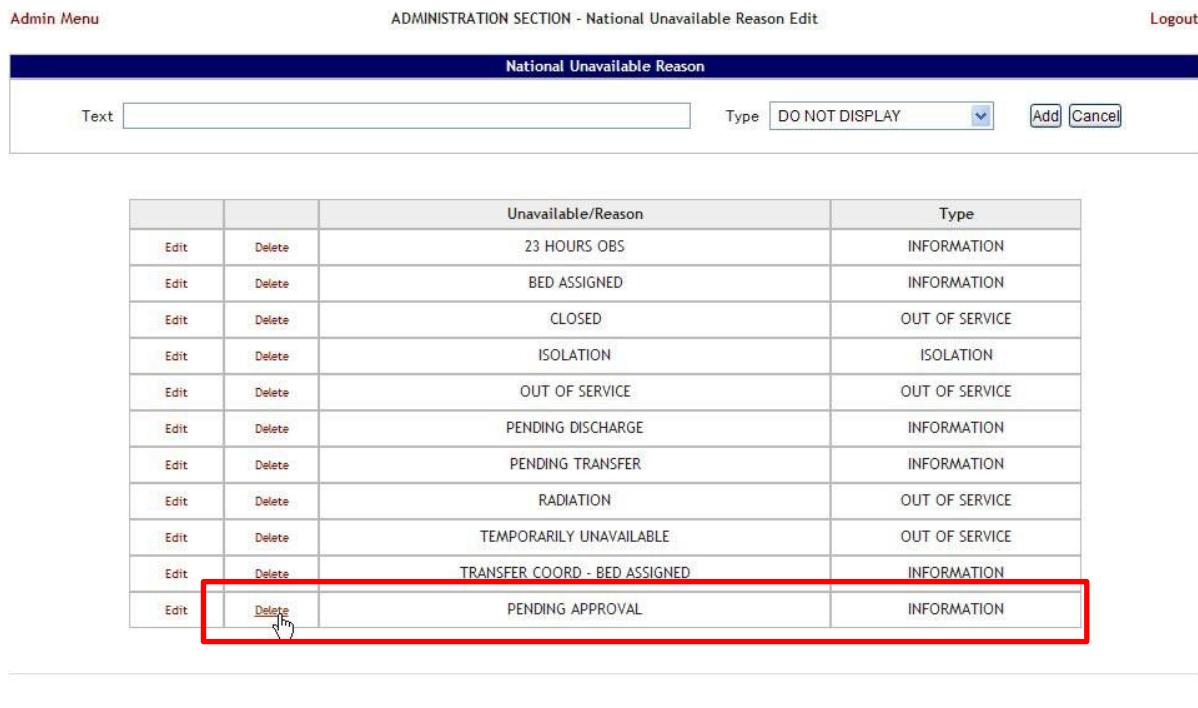


Figure 308 – Selecting a National Unavailable Reason for Deletion

Click the **Delete** link associated to the national *unavailable reason* that you want to delete: a confirmation screen is displayed as in the following image.

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?

Figure 309 – Delete a National Unavailable Reason

Click the **Delete Record** button to delete the national *unavailable reason* from the list

#### 4.9.12 Background Processors Page

This section is used to determine which are the VA facility sites sharing the same VistA instance, to set up the Schedulers, to determine the Categories which will be affected by the Schedulers' action (VistA Integration), to set up the scope of the Audit action, NUMI and Whiteboard report.

The **Background Processors** page is displayed as in the following image.

Admin Menu      Logout

**Background Processors**

VistA Sites      Schedulers      VistA Integration      Audit      Numi      Whiteboard Report

Add new VistA site

V01BHS - 523  
V01BOS - 523

**VistA Site**

Name: V01BOS - 523  
Time Zone: AKST

**Connections**

ODBC	Connection string	Server=192.168.100.156; Port=1972; Database=VIST A; Schema=BMS; Log File=D:\\BMS\\VistaCache	<input type="button" value="Test Connection"/>
	User	admin	
	Password	.....	
MDWS	<input type="button" value="Test Connection"/>		

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**Figure 310 – Background Processors Page**

Six tabs are available in the Background Processors page: **VistA Sites**, **Schedulers**, **VistA Integration**, **Audit**, **NUMI** and **Whiteboard Report**. The following sections contain the detailed description of the options available in each tab.

#### 4.9.12.1 VistA Sites

The **VistA Sites** page allows the user to view the list of VA facility sites sharing the same VistA instance, and to add a new VA facility to a VistA instance.

To add a VA facility site to a VistA instance follow the steps presented below.

From the **Background Processors** page select **VistA Sites** to display the page shown in the following figure.

The screenshot shows the 'Background Processors' page with the 'VistA Sites' tab selected. On the left, there is a sidebar titled 'Defined VistA Sites' listing various sites with their names and IDs. In the main area, there is a form for adding a new site. The 'VistA Site' section contains fields for 'Name' and 'Time Zone'. The 'Connections' section includes 'ODBC Connection string' and 'User/Password' fields, with a 'Test Connection' button. The 'MDWS Mdws Endpoint' section contains a field 'MdwsEndpointUrl\_1 - http://va' and a 'Test Connection' button. At the bottom right are 'Save' and 'Cancel' buttons. A 'Logout' link is in the top right corner.

**Figure 311 – Background Processors Page – Adding a VistA Site**

A list of VA facility sites is displayed in the column to the left of the page.

Click the **Add new VistA site** link then, from the VistA Site area use the **Name** field to select the site you want to add to the current VistA instance then select the **Time Zone**.

In the Connections area you can choose between two connection methods: ODBC and MDWS. NOTE: At this time BMS does not use ODBC to connect to Vista. Enter “x” in the **Connection String**, **User**, and **Password** fields.

**Table 62 – New VistA Site Parameters**

Column	Description
Connection String	The connection string for the ODBC method.
User	The username for the connection.
Password	The password associated to the user account.
MDWS Endpoint	The specific instance of MDWS that the individual site will bind too.

After you have filled in the required data use the **Test Connection** buttons to verify the connection and press the **Save** button to enter the data into the system.

The newly added site will be added in the sites list to the left of the screen.

#### 4.9.12.2 Schedulers

The **Schedulers** page displays a list of defined schedulers and allows the support user to add new ones.

NOTE: in this page you can only define the schedulers, to actually run the defined schedulers you have to use 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 'Schedulers' page of the BMS application. At the top, there's a navigation bar with 'Admin Menu' and 'Logout'. Below it is a red header bar with the text 'Background Processors'. The main content area has tabs for 'VistA Sites', 'Schedulers' (which is selected), 'VistA Integration', 'Audit', 'Numi', and 'Whiteboard Report'. A sub-header 'Add new scheduler' is visible. On the left, there's a sidebar with a list of recurrence options: 'Every minute', 'Every 30 minutes', 'Every day at 6 AM', and 'Every two hours'. The main form contains the following fields:

- Name:** Every 30 minutes
- Recur every:** 1
- Time Zone:** CST
- Occurs once at:** 00 : 01
- Occurs every:** 30
- Day:** (s)
- Minute:**
- Start Time:** 00 : 01
- End Time:** 23 : 31

At the bottom right of the form are 'Save', 'Delete', and 'Cancel' buttons.

**Figure 312 – Schedulers page**

#### 4.9.12.3 Adding a new scheduler

To add a new scheduler follow the steps presented below.

From the **Background Processors** page select the **Schedulers** tab. In the **Schedulers** tab fill in the following data:

**Table 63 – New Scheduler Parameters**

Column	Description
Name	The name of the scheduler.
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.

The screenshot shows the 'Background Processors' interface with the 'VistA Integration' tab selected. The 'Schedulers' tab is active. On the left, there are two sections: 'Vocabularies' and 'Entities'. Under 'Vocabularies', there are checkboxes for 'ADT', 'Patients Pending Bed Placement List', and several others like 'Orderable Item', 'Specialty', etc. Under 'Entities', there are checkboxes for 'Hospital Location', 'Patient', 'Room Bed', 'Ward Location', and 'Medical Center Division'. To the right of these lists are columns for 'Current Method' (MDWS) and 'Current Scheduler' (various frequencies like 'Every 5 mins', '6 AM CST', etc.). A dropdown menu at the top right shows 'V17NTX - 549'. On the right side, there are two panels: 'Details' and 'Run Job'. The 'Details' panel contains fields for 'Data' (set to 'Orderable Item'), 'Method' (set to 'MDWS'), and 'Scheduler' (set to 'Every 1 hour'). It also has 'Save', 'Cancel', and 'Remove' buttons. The 'Run Job' panel contains fields for 'Method' (set to 'MDWS'), 'Start Time' (set to '11/13/12 00:00'), and 'End Time' (set to '11/13/12 00:00'). It has a 'Run' button at the bottom right. At the very bottom of the page, there is a link 'Back to Regional Page'.

#### Figure 313 – VistA Integration Tab

From the field in the upper part of the page, select the VistA site where the scheduler(s) will run.

- To setup a scheduler for any of these jobs, click one data category from the column on the left (its name will appear in the Data field) and then select a method and scheduler from the Method and Schedulers fields in the Details area and click the Save button. This will cause the selected scheduler to run at the time set for it in the Schedulers tab and to retrieve the data from VistA for the selected category.
- To Execute/Run any of the data jobs, select any of the data categories using the check-boxes, select a connection method from the Run Job area, set the Start time/End time, and click the Run button. This will cause the selected scheduler to run using the selected method and retrieve the data from VistA for the selected data categories.

Here is a brief description of the VistA data gathering jobs:

**ADT:** the job will query from VistA ADT data (Orders, Movements, Scheduled Admissions, Patient Appointments) dated since the last run. Typically this job should be scheduled to run at least every 5 minutes. The movements are processed into BMS and are reconciled back the number of days governed by a configuration setting in BMS. Currently this configuration setting is set to reconcile back 60 days.

**Patient Pending Bed Placement List:** the job will look into the Scheduled Admission VistA file and extracts all the entries that have the “reservation date” field due for the current day. For these items the job adds associated entries into the facility patients pending bed placement list. Typically if a facility chooses to run this job it would be scheduled once a day in the early morning.

#### Vocabularies:

**Orderable Items:** the job will look into the Orderable Items VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

**Specialty:** the job will look into the Specialty VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

**Treating Specialty:** the job will look into the Treating Specialty VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

**Facility Movement Type:** the job will look into the Facility Movement Type VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

#### **Entities:**

**Hospital Location:** the job will look into the Hospital Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Also for the items that are Wards, the Ward list in BMS is updated accordingly. Typically this job should be scheduled to run once a day at Midnight.

**Patient:** the job will look into the Patient file and gets all the patients that have been added since the last run (they are filtered by the “date entered into file” field). Typically this job should be scheduled to run at least every 5 minutes.

**Room Bed:** the job will look into the Room Bed VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated, also Beds Set Out of Service or Returned into Service. Typically this job should be scheduled to run at least every 15 minutes.

**Ward Location:** the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run at least every 15 minutes.

**Medical Center Division:** the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

#### **4.9.12.5 Audit**

The Audit tab displays the results of the operations performed in the VistA Integration tab.

The **Audit** tab is displayed as in the following image.

**Background Processors**

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report
VistA site, <input checked="" type="checkbox"/> V01BHS - 523 <input checked="" type="checkbox"/> V01BOS - 523 <input type="checkbox"/> V18ABQ - 501	<b>data types</b> <input checked="" type="checkbox"/> ADT <input checked="" type="checkbox"/> Patients Pending Bed Placement List <input checked="" type="checkbox"/> Vocabularies <input checked="" type="checkbox"/> Orderable Item <input checked="" type="checkbox"/> Specialty <input checked="" type="checkbox"/> Treating Specialty <input checked="" type="checkbox"/> Facility Movement Type <input type="checkbox"/> Entities <input checked="" type="checkbox"/> Hospital Location <input type="checkbox"/> Patient <input checked="" type="checkbox"/> Room Bed <input checked="" type="checkbox"/> Ward Location <input checked="" type="checkbox"/> Medical Center Division	<b>and method</b> <input checked="" type="checkbox"/> ODBC <input checked="" type="checkbox"/> MDWS	<b>with status</b> <input type="checkbox"/> Succeeded <input checked="" type="checkbox"/> Failed <input checked="" type="checkbox"/> Running <input checked="" type="checkbox"/> Partially Succeeded	<b>all audit log entries registered</b> <input type="radio"/> Today <input checked="" type="radio"/> Last week <input type="radio"/> Last month <input type="radio"/> During this specific period 09/19/12 : 00 : 00 09/20/12 : 00 : 00	<b>Filter By</b>

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**Figure 314 – Audit Page**

The options to the left of the page allow the user to determine the filter criteria for the generated audit reports. The options to the right of the screen allow the user to select the type of operation to be captured by the audit report as well as the time interval for the audit.

After you have selected the desired criteria click the **Filter By** button to display the page as in the following image.

**Background Processors**

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report			
VistA site, <input checked="" type="checkbox"/> VO1BHS - 523 <input checked="" type="checkbox"/> VO1BOS - 523 <input type="checkbox"/> V18ABQ - 501	data types <input checked="" type="checkbox"/> ADT <input checked="" type="checkbox"/> Patients Pending Bed Placement List <input type="checkbox"/> Vocabularies <input checked="" type="checkbox"/> Orderable Item <input checked="" type="checkbox"/> Specialty <input checked="" type="checkbox"/> Treating Specialty <input checked="" type="checkbox"/> Facility Movement Type <input type="checkbox"/> Entities <input checked="" type="checkbox"/> Hospital Location <input checked="" type="checkbox"/> Patient <input checked="" type="checkbox"/> Room Bed <input checked="" type="checkbox"/> Ward Location <input checked="" type="checkbox"/> Medical Center Division	and method <input checked="" type="checkbox"/> ODBC <input checked="" type="checkbox"/> MDWS	with status <input type="checkbox"/> Succeeded <input checked="" type="checkbox"/> Failed <input checked="" type="checkbox"/> Running <input checked="" type="checkbox"/> Partially Succeeded	all audit log entries registered <input type="radio"/> Today <input checked="" type="radio"/> Last week <input type="radio"/> Last month <input type="radio"/> During this specific period 09/12/12 : 00 : 00 : 00 09/20/12 : 00 : 00 : 00				
<a href="#">Filter By</a>								
<a href="#">Back to Regional Page</a>								
<b>Vista</b> VO1BHS	<b>Method</b> MDWS	<b>Data</b> Room Bed	<b>Rows No.</b> 09/18/12 17:33:13	<b>Start Date</b> 09/18/12 22:12:35	<b>End Date</b> Manual (StartDate, 9/19/2012 4:21:00 AM)(EndDate, 9/20/2012 12:00:00 AM) Automatic (StartDate, null)(EndDate, 9/18/2012 10:12:00 PM)	<b>Parameters</b> Running <a href="#">Details</a>	<b>Status</b> Running <a href="#">Details</a>	<b>Details</b>

**Figure 315 – View Audit Results**

A list of operations is displayed, for each entry the following data is available:

**Table 64 – Patients in Community Hospitals - Active Report**

Column	Description
VistA	The VistA site where the audit action has been performed.
Method	The method used for connecting to the VistA site.
Data	The type of data retrieved by the VistA integration operation.
Rows no	The number of operations of the selected type captured by the audit action.
Start Date	The start date of the retrieval operation.
End Date	The end date of the retrieval operation.
Launch Type	The way the audit action has been launched.
Parameters	The start date and time and the end date and time of the audit operation.
Status	The status of the VistA integration action.
Details	Clicking this link will display the number of entries in the report.

#### 4.9.12.6 NUMI

The **NUMI** tab is used to select the scheduler that will connect to the NUMI server, and will retrieve data for a certain VistA site.

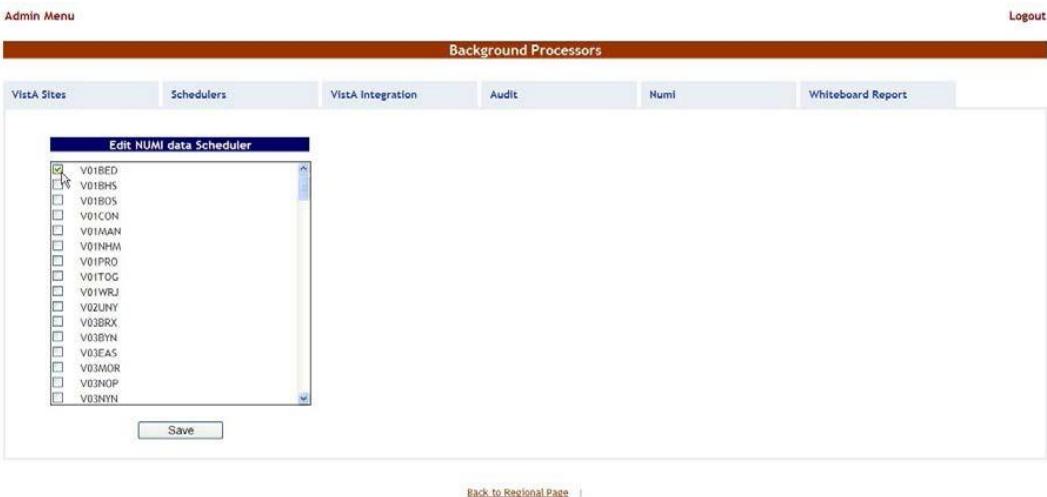
The **NUMI** tab is displayed as in the following image.



**Figure 316 – NUMI Page**

From the **Schedulers** field select the scheduler created to retrieve the NUMI data then click the **Add** button: following page is displayed.

**Note:** It is not recommended that any VistA Site Schedule the NUMI Background process to run more frequently than every 2 hours. Doing so may reduce overall system performance.



**Figure 317 – Selecting the VistA Site for Which to Gather NUMI Data**

Select the VistA site for which the selected scheduler will retrieve NUMI data then press the **Save** button. Use the **Edit** link to select a different site for which the scheduler should retrieve NUMI data.

#### 4.9.12.7 Whiteboard Report

The **Whiteboard Report** tab is used to select the scheduler that will gather data for the Whiteboard report. For details on the Whiteboard report see the section [Generate the whiteboard report for the selected wards](#).

The **Whiteboard Report** tab is displayed as in the following image.

**Background Processors**

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report						
<p>Schedulers: <input type="text" value="Every 30 minutes"/> <input type="button" value="Add"/></p> <table border="1"> <thead> <tr> <th></th> <th>Scheduler</th> <th>Facilities</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Edit"/></td> <td>Every minute</td> <td>BED, BRX</td> </tr> </tbody> </table>							Scheduler	Facilities	<input type="button" value="Edit"/>	Every minute	BED, BRX
	Scheduler	Facilities									
<input type="button" value="Edit"/>	Every minute	BED, BRX									

[Back to Regional Page](#) |**Figure 318 – Whiteboard Report page**

From the **Schedulers** field select one of the schedulers defined then press the **Add** button to display the following image.

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report																										
<table border="1"> <thead> <tr> <th colspan="2">Edit every minute Scheduler</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>BATTLE CREEK (515, BAC)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BAY PINES (516, BAY)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BECKLEY (517, BEC)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BEDFORD (518, BED)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BIG SPRING (519, BIG)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BILOXI (520, BIL)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BIRMINGHAM (521, BIR)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BOISE (531, BOI)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>BROCKTON (523A5, BRK)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BRONX (526, BRX)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BROOKLYN (630A4, BYN)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BUFFALO (528, WNY)</td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>						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, BIL)	<input type="checkbox"/>	BIRMINGHAM (521, BIR)	<input type="checkbox"/>	BOISE (531, BOI)	<input checked="" type="checkbox"/>	BROCKTON (523A5, BRK)	<input type="checkbox"/>	BRONX (526, BRX)	<input type="checkbox"/>	BROOKLYN (630A4, BYN)	<input type="checkbox"/>	BUFFALO (528, WNY)
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<input type="checkbox"/>	BROOKLYN (630A4, BYN)																														
<input type="checkbox"/>	BUFFALO (528, WNY)																														

**Figure 319 – Selecting the Facility Site Where to Run the Scheduler for the Whiteboard Report**

The name of the selected scheduler is displayed in the upper part of the screen. Also a list of VistA sites is displayed: select the site(s) where you want the scheduler to run then press the **Save** button.

## 5 Troubleshooting

The BMS project team is working to develop a frequently asked questions (FAQs) section for this User Guide, which will contain user-related troubleshooting tips, known issues, and anomalies. This section will be made available as those items are realized and documented.

## 6 Acronyms/Glossary

In addition to the acronyms defined below, the OI&T Master Glossary can be found at:

[http://vaww.oed.wss.va.gov/process/Library/master\\_glossary/masterglossary.htm](http://vaww.oed.wss.va.gov/process/Library/master_glossary/masterglossary.htm)

**Table 65 – Acronyms/Glossary**

Term	Definition
ADT	Admission, Discharge, and Transfer
BMS	Bed Management Solution
BN	Business Need
BRD	Business Requirements Document
CFM	Comprehensive Flow Management
CH/CL	Community Hospital / Current Location
CHF	Congestive Heart Failure
CLC	Community Living Center
COW	Computer on Wheels
CPRS	Computerized Patient Record System
D/C	Discharge
DM	Diabetes Mellitus
DOB	Date of Birth
DOM	Domiciliary
DRG	Diagnostic Related Group
DUSH	Deputy Under Secretary for Health
ED	Emergency Department
EMS	Environmental Management Service
EMSHG	Emergency Management Strategic Healthcare Group
ERR	Enterprise Requirements Repository
FAQs	Frequently Asked Questions
FIPS	Federal Information Processing Standard
GUI	Graphical User Interface
HavBed	Hospital Available Beds for Emergencies & Disasters
HVAC	House Veterans Affairs Committee
ICU	Intensive Care Unit
IEN	Internal Entry Number. The primary keys for VistA files.
IT	Information Technology

Term	Definition
LOS	Length of Stay
MDWS	Medical Domain Web Service
M (MUMPS)	Massachusetts General Hospital Utility Multi-Programming System
NIST	National Institute of Standards and Technology
NUMA	Nursing Unit Mapping Application
NUMI	National Utilization Management Integration
ODBC	Open Database Connectivity
OED	Office of Enterprise Development
OOS	Out of Service
OI&T	Office of Information and Technology
PICC	Peripherally Inserted Central Catheter
PT	Patient
SSN	Social Security Number
Service Era or ERA	The period of service that the patient served.
STAT	Indicates an emergent or extremely urgent situation
TAG	Flow Improvement Technical Advisory Group
UM	Utilization Management
VA	Department of Veterans Affairs
VAMC	VA Medical Center
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture

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