

Bed Management Solution (BMS)

User Guide



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CLIN 0002AM

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Table of Contents

1	Introduction	1
1.1	Intended Audience	3
1.2	Document Conventions	3
1.3	Reference Materials	3
2	User Computing Environments	3
2.1	System Requirements.....	3
2.2	Internet Explorer Settings.....	4
3	BMS User Manual	5
3.1	What is BMS	5
3.2	Getting Started.....	6
3.2.1	Launch BMS	6
3.2.2	Log in.....	6
3.2.3	BMS Main Pages.....	8
3.2.4	Working with data grids	12
4	BMS Instructions/User Types	14
4.1	Facility Administrators Users	14
4.1.1	Bed Board Site Configuration Main Page.....	15
4.1.2	VistA Ward Add/Edit Page.....	16
4.1.3	Bed Board BMS Orderable Items Configuration Page	23
4.1.4	EMS Bed Notification Page	26
4.1.5	Facility Setting Page	34
4.1.6	EMS Staff Add/Edit/Delete Users Page	37
4.1.7	Bed Board Site Unavailable Reason Page.....	46
4.1.8	Bed Board Discharge Appointment Clinic Configuration Page.....	52
4.1.9	Events Notifications Page.....	55
4.1.10	Site Configurable Icons Page	62
4.1.11	Add/Edit BMS User Page	64
4.1.12	Background Processors Page	72
4.1.13	Patient Waiting Areas Page.....	74
4.1.14	Bed Board Module Activation and Configuration Page	83
4.1.15	Bed Management Board Icons Page.....	84
4.1.16	Audit Log Report Page	86
4.1.17	Contingency Settings.....	93
4.1.18	Evacuation On/Off	93
4.2	Site Users	95
4.2.1	The Facility Home Page	95
4.2.2	The Facility Diversion Page	131
4.2.3	The Events Page	134
4.2.4	The Ward Whiteboard Home Page	135
4.2.5	The Ward Whiteboard Page.....	147
4.3	EMS Supervisor	149
4.3.1	Environmental Management Service Bed Status Page.....	150

4.4 EMS User.....	154
4.4.1 Environmental Management Service Bed Status Page.....	154
4.4.2 EMS Staff Page for Mobile Devices	158
4.5 VISN Users	161
4.5.1 VISN Network Bed Boards Page.....	161
4.5.2 Adding a Patient to the Patients Pending Bed Placement List	163
4.5.3 Editing the Details of a Patient in the Patients Pending Bed Placement List	167
4.5.4 Finalizing a Patient's Stay in the Community Hospital	167
4.5.5 VISN Bed Boards Reports.....	168
4.6 Regional Users	173
4.6.1 National Bed Availability Report.....	174
4.7 National Users.....	175
4.8 Guest User.....	175
4.9 Support Users	175
4.9.1 Log in to the Administration Section Page.....	176
4.9.2 Maintain Marquee Text Page	177
4.9.3 Add/Edit BMS User Page	178
4.9.4 Edit BMS Facility Settings Page	182
4.9.5 Edit Sister Sites Page	184
4.9.6 Add/Edit Icon Page.....	185
4.9.7 Common Medical Terms Page	191
4.9.8 View Audit Log Page - Support	192
4.9.9 Treating Specialty/NUMA/HAvBED Edit Page	192
4.9.10 National Waiting Area.....	195
4.9.11 National Unavailable Reason	202
4.9.12 Background Processors Page	209
4.9.13 Clear Cache confirmation Page	218
5 Troubleshooting	219
6 Acronyms/Glossary	219
7 Index	221

List of Figures

Figure 1 - Internet Explorer Settings	4
Figure 2 – BMS Login Screen.....	6
Figure 3 - BMS Login Page notification of upcoming System Maintenance	7
Figure 4 - BMS Login Page during System Maintenance	7
Figure 5 – BMS Facility Home Screen	8
Figure 6 – BMS Ward Whiteboard Screen.....	9
Figure 7 – BMS Facility New Events Screen	9
Figure 8 – BMS Bed Board Site Configuration/Site Options Screen	10
Figure 9 – BMS Facility Diversion Screen.....	10
Figure 10 – BMS VISN Network Bed Boards Screen	11
Figure 11 - BMS National/Regional Screen.....	11
Figure 12 - BMS Administration Section Screen	12
Figure 13 – Sort information within columns by clicking on column headers	13
Figure 14 – Bed Board Site Configuration Page.....	15
Figure 15 – Add/Edit Ward Page.....	17
Figure 16 – Selecting Site Options	18
Figure 17 – Selecting VistA Ward Add/Edit Page.....	18
Figure 18 – Adding/Editing Ward	19
Figure 19 – Selecting Site Options	19
Figure 20 – Selecting VistA Ward Add/Edit Page	20
Figure 21 – Selecting a ward group to edit	20
Figure 22 – Editing a ward group	21
Figure 23 – Selecting Site Options	21
Figure 24 – Selecting VistA Ward Add/Edit Page	22
Figure 25 – Deleting a VistA Ward Group	22
Figure 26 - Confirm Deletion of VistA Ward Group	23
Figure 27 – Bed Board BMS Orderable Items Configuration Page.....	23
Figure 28 – Selecting Site Options	24
Figure 29 – Selecting BMS Orderable Items Add/Delete	25
Figure 30 – Adding/Editing BMS Orderable Items	25
Figure 31 - BMS Orderable Items - Add	26
Figure 32 – BMS Orderable Items - Delete	26
Figure 33 – EMS Bed Notification Page.....	26
Figure 34 - Selecting Site Options	27
Figure 35 – Selecting EMS Notification Add/Edit	28
Figure 36 – EMS Bed Notification – Add Location Name	28
Figure 37 – Notifications Add – Edit Parameters	29
Figure 38 – EMS Bed Notification Added.....	29
Figure 39 – Selecting Site Options	30
Figure 40 – Selecting EMS Notification Add/Edit	31
Figure 41 – EMS Bed Notification – Select notification for edit.....	31
Figure 42 – Notifications Add – Edit Parameters	32
Figure 43 – Selecting Site Options	32
Figure 44 – Selecting EMS Notification Add/Edit	33
Figure 45 – EMS Bed Notification – Delete notification.....	33
Figure 46 – EMS Bed Notification – Confirm Notification Deletion	33
Figure 47 - EMS Bed Notification – Notification Deletion.....	34

Figure 48 – Facility Configuration Page – Integrated Facility	34
Figure 49 - Facility Configuration Page – Non-Integrated Facility.....	35
Figure 50 – EMS Staff Add/Edit/Delete Users	38
Figure 51 – Selecting Site Options	38
Figure 52 – Selecting EMS Staff Add/Edit/Delete Users	39
Figure 53 – EMS Staff Add/Edit/Delete Users	39
Figure 54 – EMS Staff Add/Edit/Delete Users Page – Add Users	40
Figure 55 – Selecting Site Options	41
Figure 56 – Selecting EMS Staff Add/Edit/Delete Users	42
Figure 57 – Select EMS Staff Account/User to Edit.....	42
Figure 58 – Edit EMS Staff Account/User.....	42
Figure 59 – Selecting Site Options	44
Figure 60 – Selecting EMS Staff Add/Edit/Delete Users	45
Figure 61 – Selecting EMS Staff Account/User for Deletion	45
Figure 62 – Delete EMS Staff Account/User	45
Figure 63 – Bed Board Unavailable Reason Page.....	46
Figure 64 – Selecting Site Options	47
Figure 65 – Selecting Unavailable Reason Add/Edit	47
Figure 66 – Adding an Unavailable Reason.....	48
Figure 67 – Selecting Site Options	49
Figure 68 – Selecting Unavailable Reason Add/Edit	49
Figure 69 – Selecting an Unavailable Reason for Edit.....	50
Figure 70 – Editing an Unavailable Reason	50
Figure 71 – Selecting Site Options	51
Figure 72 – Selecting Unavailable Reason Add/Edit	51
Figure 73 – Select an Unavailable Reason for Deletion	52
Figure 74 – Delete an Unavailable Reason.....	52
Figure 75 – Discharge Appointment Clinics Add/Edit Page.....	53
Figure 76 – Selecting Site Options	54
Figure 77 – Selecting Discharge Appointment Clinics Add/Delete.....	55
Figure 78 – Selecting a Discharge Clinic Location	55
Figure 79 – Events Notifications Page.....	56
Figure 80 – Selecting Site Options	57
Figure 81 – Selecting Event Notification Add/Edit	57
Figure 82 – Selecting the Location of the Events	58
Figure 83 – Edit Event Notification Parameters.....	58
Figure 84 – Selecting Site Options	59
Figure 85 – Selecting Event Notification Add/Edit	59
Figure 86 – Selecting Event Notification for Edit	60
Figure 87 – Modifying Parameters for an Event Notification	60
Figure 88 – Selecting Site Options	61
Figure 89 – Selecting Event Notification Add/Edit	61
Figure 90 – Selecting Event Notification for Deletion.....	62
Figure 91 – Delete an Event Notification	62
Figure 92 – Icon Library – Site Configurable Icons Page	63
Figure 93 – Icon Library – Edit Icon Page	63
Figure 94 – User Configuration Page	64
Figure 95 – Selecting Site Options	65
Figure 96 – Selecting Add/Edit BMS User	65

Figure 97 – User Configuration page	66
Figure 98 – Select User	66
Figure 99 – Customize BMS Facility Site User Rights	67
Figure 100 – Selecting Site Options	68
Figure 101 – Selecting Add/Edit BMS User	68
Figure 102 – BMS User Configuration Page	69
Figure 103 – Select User	69
Figure 104 – Customize BMS facility site user rights	69
Figure 105 – Selecting Site Options	70
Figure 106 – Selecting Add/Edit BMS User	71
Figure 107 – BMS User Configuration Page	71
Figure 108 – Select User	71
Figure 109 – Customize BMS Facility Site User Rights	72
Figure 110 – Facility Background Processors	73
Figure 111 – Facility Background Processors	74
Figure 112 – Selecting Site Options	75
Figure 113 – Selecting Waiting Area Add/Edit	75
Figure 114 – Patient Waiting Areas	76
Figure 115 – Selecting Site Options	77
Figure 116 – Selecting Waiting Area Add/Edit	77
Figure 117 – Adding a Waiting Area	78
Figure 118 – Waiting Area Added to the List	78
Figure 119 – Selecting Site Options	79
Figure 120 – Selecting Waiting Area Add/Edit	79
Figure 121 – Selecting Waiting Area for Edit	80
Figure 122 – Edit Waiting Area Name	80
Figure 123 – Waiting Area Edited	81
Figure 124 – Selecting Site Options	81
Figure 125 – Selecting Waiting Area Add/Edit	82
Figure 126 – Select a Waiting Area for Deletion	82
Figure 127 – Deleting a Waiting Area	83
Figure 128 – BMS Bed Board Site Configuration Bed Board Module Enable/Disable Screen	83
Figure 129 – Bed Board Module Activation and Configuration	84
Figure 130 – BMS Bed Board Site Configuration BMS Icon Legend Screen	85
Figure 131 – Bed Management Board Icon Legend Page	86
Figure 132 – BMS Bed Board Site Configuration / View Audit Log Screen	87
Figure 133 – Audit Log Report	87
Figure 134 – Standard Icons Report	88
Figure 135 – Site Icons Report	89
Figure 136 – Facility Patient Pending Bed Placement List Report	90
Figure 137 – VISN Patient Pending Bed Placement List Report	91
Figure 138 – Staff Assignment Report	92
Figure 139 - Contingency Settings Page	93
Figure 140 – Evacuation On/Off	94
Figure 141 – Facility Home Page - Evacuation On	95
Figure 142 – VA Facility Homepage	96
Figure 143 – Selecting from the available integrated sites	96
Figure 144 – BMS Facility Patients Pending Bed Placement For A Bed View Screen	98
Figure 145 – Patients Pending Bed Placement for a Bed – Fee Utilization View	99

Figure 146 – Patients Pending Bed Placement for a Bed – Patient Flow View	99
Figure 147 – Patients Patient Bed Placement for a Bed – In-House Patients View	100
Figure 148 – Adding a Patient to the Patients Pending Bed Placement List	96
Figure 149 – Add/Edit Patients to the Patients Pending Bed Placement in the VA Facility	96
Figure 150 – Add/Edit Patients Pending Bed Placement – Select Patient	97
Figure 151 – Add/Edit Patients Psending Bed Placement in the VA Facility - Details	98
Figure 152 – Edit Details of the Patient Pending Bed Placement List	100
Figure 153 – Remove Patient from the Pending Bed Placement List.....	101
Figure 154 – Remove Patient from the Pending Bed Placement List Confirmation	101
Figure 155 – Undo Remove Patient from the Patient Pending Bed Placement List	101
Figure 156 – VISN Interfacility Transfer Sheet – Select Patient	102
Figure 157 – VISN Interfacility Transfer Sheet – Select Patient	102
Figure 158 – VISN Interfacility Transfer Sheet – Enter Patient Data	102
Figure 159 – VISN Interfacility Transfer Sheet – Enter Patient Data	103
Figure 160 – Selecting Parameters for Ward Occupancy Report.....	104
Figure 161 – Ward Occupancy Report	105
Figure 162 – Selecting Parameters for Bed Groupings Report	106
Figure 163 – Bed Specialty Report	107
Figure 164 – Bed Specialty Report – Roster View.....	107
Figure 165 – Selecting Parameters for Scheduled Admissions Report	108
Figure 166 – Scheduled Admissions Report.....	109
Figure 167 – Selecting Parameters for Patient Movement Report.....	110
Figure 168 – Patient Movement Report	110
Figure 169 – Other Reports.....	112
Figure 170 – Active Admission Orders Report	112
Figure 171 – Active Discharge Orders Report	114
Figure 172 – Anticipated Discharge Report	115
Figure 173 – Bed Summary Report – BMS Wards.....	116
Figure 174 – Bed Summary Report – NUMA Wards	116
Figure 175 – Bed Summary Report – HAvBED Wards	117
Figure 176 – Bed Turnaround Time Report	118
Figure 177 – Beds Out of Service Report - All	119
Figure 178 – Beds Out of Service Report - By Date.....	120
Figure 179 – Emergency Management Report	121
Figure 180 – Patients Pending Bed Placement- Evacuation Patient	122
Figure 181 – Emergency Management Report - Regulate	122
Figure 182 – Emergency Management Report - Manifest	122
Figure 183 – Discharges in Progress Report.....	123
Figure 184 – EMS Bed Status Report	124
Figure 185 – Future Discharge Report	125
Figure 186 – Patient Movements by Date	126
Figure 187 – Scheduled Admissions by Date	127
Figure 188 –Patient Pending Bed Placement List Status Report Criteria	129
Figure 189 – Patient Pending Bed Placement List Status Report.....	130
Figure 190 – Active Transfer Orders Report	130
Figure 191 – Facility Diversion Page.....	131
Figure 192 – Selecting Facility Diversion.....	132
Figure 193 – Adding/Editing Details of Facility Diversion	133
Figure 194 – Add New Diversion Status.....	133

Figure 195 – Edit Diversion Status Details	133
Figure 196 – New Events Page	134
Figure 197 – Patient Movement Report	135
Figure 198 – Ward Whiteboard Home – Select Display Criteria	135
Figure 199 – Ward Whiteboard Home.....	136
Figure 200 – Ward Whiteboard Home - Ward Census Field	137
Figure 201 – Selecting Ward Whiteboard.....	138
Figure 202 – Selecting Parameters for Ward Whiteboard.....	139
Figure 203 – Selecting a Bed from the Ward Whiteboard Page	139
Figure 204 – Taking a Bed Out of Service.....	140
Figure 205 – Ward Whiteboard Home - Bed Out of Service	140
Figure 206 – Ward Whiteboard Home – Return Bed To In Service.....	141
Figure 207 – Ward Whiteboard – No Patient Assigned	141
Figure 208 – Ward Whiteboard – Patient Assigned.....	142
Figure 209 – Ward Whiteboard Home – Bed/Patient Flagged	142
Figure 210 – Ward Whiteboard Home – Select Bed to Assign to a Nurse	143
Figure 211 – Ward Whiteboard Home – Select Nurse	143
Figure 212 – Ward Whiteboard Home – Change Nurse Assignment for Bed	144
Figure 213 – Selecting Ward Whiteboard.....	144
Figure 214 – Selecting Parameters for Ward Whiteboard.....	145
Figure 215 – Selecting a Batch Assign Button	145
Figure 216 – Batch Assign Beds to Staff.....	146
Figure 217 – Beds Assigned.....	146
Figure 218 – Patient Details – Bed Control Pt Inquiry.....	147
Figure 219 – Ward Whiteboard Report	147
Figure 220 – The Ward Whiteboard Page.....	148
Figure 221 – Request Manual Cleaning Area	149
Figure 222 – EMS Bed Status Page.....	150
Figure 223 – Select Bed Clean Request for Assignment.....	152
Figure 224 – EMS Bed Status Page – Assign Cleaning.....	152
Figure 225 – Ward Whiteboard – Cleaning Bed.....	152
Figure 226 – Select Several Bed Clean Requests.....	153
Figure 227 – Assign Several Bed Clean Requests	153
Figure 228 – Select a Bed Clean Request for Comment.....	154
Figure 229 – EMS Bed Status Page – Comment Bed Clean Request	154
Figure 230 – EMS Bed Status Page – EMS User	155
Figure 231 – EMS Bed Status Page – Select Bed Clean Request for Assigning	156
Figure 232 – EMS Bed Status Page – Assign Cleaning.....	156
Figure 233 – Ward Whiteboard – Cleaning Bed.....	157
Figure 234 – Select Bed Clean Request to Mark as Completed	157
Figure 235 – EMS Bed Status Page – Completed Cleaning	158
Figure 236 – Ward Whiteboard – Clean Bed	158
Figure 237 – EMS Staff Page for Mobile Devices	159
Figure 238 – EMS Staff Page for Mobile Devices – User Login.....	159
Figure 239 – EMS Staff Page for Mobile Devices – User Home Page	160
Figure 240 – EMS Staff Page for Mobile Devices – Pending to Assigned	161
Figure 241 – VISN Bed Boards Page	162
Figure 242 – Adding a Patient to Patients Pending Bed Placement List	164
Figure 243 – VISN Interfacility Transfer Sheet – Select Patient	164

Figure 244 – VISN Interfacility Transfer Sheet – Select Patient from List	165
Figure 245 – VISN Interfacility Transfer Sheet – Enter Patient Data	165
Figure 246 – Editing the Details of a Patient in the VISN Patients Pending Bed Placement List.....	167
Figure 247 – Finalize a Patient’s Stay in Community Hospital	168
Figure 248 – VISN Bed Boards Page – Summary Reports	169
Figure 249 – VISN Bed Boards Page – Summary Reports	170
Figure 250 – Bed Occupancy Summary Report.....	170
Figure 251 – Patients in Community Hospitals - Active Report	171
Figure 252 – Patients in Community Hospitals - Contract Report	172
Figure 253 – Patients in Community Hospitals – Date Audit Report	173
Figure 254 – Patients in Community Hospitals - Disposition Report	173
Figure 255 – BMS National/Regional Home Page.....	173
Figure 256 – National Bed Availability Report – Select Criteria	174
Figure 257 – National Bed Availability	175
Figure 258 – Accessing Administration Section Page from National/Regional page	176
Figure 259 – Administration Section Page	177
Figure 260 – Add/ Edit Marquee Text	177
Figure 261 – Administration Section – User Add/Edit Page.....	178
Figure 262 – Select User	178
Figure 263 – Customize BMS user rights	179
Figure 264 – Select User	180
Figure 265 – Customize BMS user rights	181
Figure 266 – Select User	181
Figure 267 – Customize BMS user rights	182
Figure 268 – Edit BMS Site	183
Figure 269 – Edit BMS Sister Sites.....	185
Figure 270 – Administration Section – Icon Add/Edit.....	186
Figure 271 – Administration Section – Change Icon Position in the Icon List	187
Figure 272 – Administration Section – Edit Icon	187
Figure 273 – Administration Section – Add Icon.....	188
Figure 274 – Selecting an Icon Image File	188
Figure 275 – Administration Section – Icon Search	189
Figure 276 – Site Configurable Icon Search Result.....	189
Figure 277 – Administration Section – Icon Usage Report	190
Figure 278 – Administration Section – Icon Usage Report	190
Figure 279 – Administration Section – Common Medical Terms Add/Edit/Delete	191
Figure 280 – Administration Section – Common Medical Terms Add/Edit/Delete	191
Figure 281 – Administration Section – Common Medical Terms Add/Edit/Delete	192
Figure 282 – Administration Section – Treating Specialty/NUMA/HAvBED Edit	192
Figure 283 – Administration Section – Treating Specialty/NUMA/HAvBED Edit	193
Figure 284 – Administration Section – Treating Specialty/NUMA/HAvBED Edit	194
Figure 285 – Mapping A VistA Specialty with NUMA/HAvBED Specialty	195
Figure 286 – Selecting National Waiting Area Page.....	196
Figure 287 – National Waiting Areas	196
Figure 288 – Selecting National Waiting Area	197
Figure 289 – Adding a Waiting Area	198
Figure 290 – Waiting Area Added to the List	198
Figure 291 – Selecting National Waiting Area	199
Figure 292 – Selecting Waiting Area for Edit	199

Figure 293 – Edit Waiting Area Name	200
Figure 294 – Waiting Area Edited	200
Figure 295 – Selecting National Waiting Area	201
Figure 296 – Select a National Waiting Area for Deletion	201
Figure 297 – Deleting a National Waiting Area.....	202
Figure 298 - Click the National Unavailable Reason Link	202
Figure 299 – National Unavailable Reason Page.....	203
Figure 300 – Selecting National Unavailable Reason	204
Figure 301 – Adding a National Unavailable Reason	205
Figure 302 – Selecting National Unavailable Reason	206
Figure 303 – Selecting Unavailable Reason for Edit	207
Figure 304 – Editing an Unavailable Reason	207
Figure 305 – Selecting National Unavailable Reason	208
Figure 306 – Selecting a National Unavailable Reason for Deletion	209
Figure 307 – Delete a National Unavailable Reason	209
Figure 308 – Background Processors Page	210
Figure 309 – Background Processors Page – Adding a VistA Site	211
Figure 310 – Schedulers page	212
Figure 311 – VistA Integration Tab.....	213
Figure 312 – Audit Page	215
Figure 313 – View Audit Results	215
Figure 314 – NUMI Page	216
Figure 315 – Selecting the VistA Site for Which to Gather NUMI Data.....	217
Figure 316 – Whiteboard Report page	217
Figure 317 – Selecting the Facility Site Where to Run the Scheduler for the Whiteboard Report	218
Figure 318 – Clear Cache Hyperlink	218
Figure 319 – Clear Cache confirmation.....	219

List of Tables

Table 1 – System Requirements.....	3
Table 2 – Ward Group Parameters	17
Table 3 – Orderable Items Parameters	23
Table 4 – EMS Bed Notification Parameters	27
Table 5 – VA Facility Configuration Parameters.....	35
Table 6 – Ward Whiteboard URL Configuration Parameters	36
Table 7 – EMS Mobile URL Configuration Parameters	37
Table 8 – Unavailable Reason Parameters.....	46
Table 9 – Event Notification Parameters	56
Table 10 – Icon Parameters.....	63
Table 11 – BMS Facility Site User Parameters.....	67
Table 12 – Standard Icons Report Parameters.....	88
Table 13– Site Icons Report Parameters	89
Table 14 – Facility Patient Pending Bed Placement List Report Parameters	90
Table 15 – VISN Patient Pending Bed Placement List Report Parameters	92
Table 16 – Staff Assignment Report Parameters	93
Table 17 – VA Facility Standard View Parameters	98
Table 18 – VA Facility Fee Utilization View Parameters.....	99
Table 19 – VA Facility Patient Flow View Parameters.....	100
Table 20 – Add/Edit Patients Pending Bed Placement - Parameters	98
Table 21 – Interfacility Transfer Parameters.....	103
Table 22 – Ward Status Parameters.....	105
Table 23 – Bed Specialty Parameters.....	108
Table 24– Scheduled Admissions Parameters.....	109
Table 25 – Patient Movement Parameters	111
Table 26 – Active Admission Orders Parameters	113
Table 27 – Active Discharge Orders Parameters	114
Table 28 – Anticipated Discharge Orders Parameters	115
Table 29 – Bed Summary Parameters	117
Table 30 – Bed Turnaround Time Parameters	118
Table 31 – Beds Out of Service (All) Parameters.....	119
Table 32 – Beds Out of Service (by Date) Parameters	121
Table 33 – Emergency Management Reports Parameters.....	123
Table 34 – Discharges in Progress Parameters.....	124
Table 35 – EMS Bed Status Parameters	125
Table 36 – Future Discharges Parameters	126
Table 37 – Patient Movement Parameters	127
Table 38 – Scheduled Admissions Parameters.....	128
Table 39 – Active Transfer Orders Report Parameters	131
Table 40 – Current Diversions Parameters.....	131
Table 41 – All Diversions Parameters.....	132
Table 42 – Beds Parameters.....	137
Table 43 – Bed Parameters	148
Table 44 – EMS Bed Status Parameters	150
Table 45 – EMS Bed Status Parameters	155
Table 46 – Patients Pending Bed Placement - Parameters	163
Table 47 – Interfacility Transfer Parameters.....	165

Table 48 – Patients in Community Hospitals - Active Report.....	171
Table 49 – Patients in Community Hospitals - Contract Report.....	172
Table 50 – Patients in Community Hospitals – Date Audit Report.....	173
Table 51 – Patients in Community Hospitals - Disposition Report.....	173
Table 52 – National Patients Pending Bed Placement - Parameters.....	174
Table 53 – National Beds Availability	175
Table 54 – BMS User Parameters.....	179
Table 55 – BMS Site Parameters	183
Table 56 – BMS Sister Site Parameters	185
Table 57 – Icon Usage Report	190
Table 58 – Unavailable Reason Parameters.....	203
Table 59 – New VistA Site Parameters.....	211
Table 60 – New Scheduler Parameters	212
Table 61 – Patients in Community Hospitals - Active Report.....	216
Table 62 – Acronyms/Glossary.....	219

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

	Component	Minimum requirement	Recommended requirement
	Printer ports	LPT or USB for LaserJet or InkJet	LPT or USB for LaserJet or InkJet
	USB ports	N/A	2 x USB 2.0
Software	Browser	Internet Explorer 7 (site compatibility turned off) / Firefox 3.5 Java script enabled	Internet Explorer 9 (site compatibility turned off) / Firefox 7 Java script enabled

2.2 Internet Explorer Settings

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

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



Figure 1 - Internet Explorer Settings

3 BMS User Manual

3.1 What is BMS

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

BMS offers the following features:

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

BMS provides answers to the following questions:

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

3.2 Getting Started

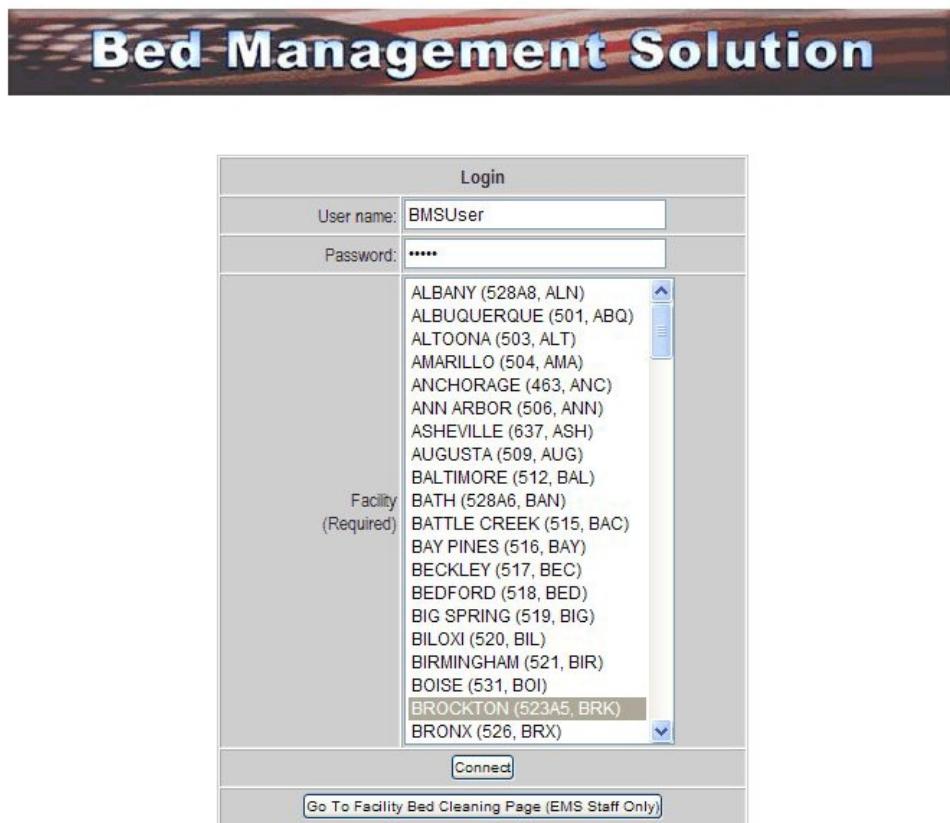
3.2.1 Launch BMS

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 Locater (URL).

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

3.2.2 Log in

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



The image shows the Bed Management Solution (BMS) login screen. At the top, there is a banner with the text "Bed Management Solution". Below the banner is a "Login" form. The form has three fields: "User name:" with the value "BMSUser", "Password:" with the value "*****", and a dropdown menu for "Facility (Required)". The dropdown menu lists various facility names and their codes, such as ALBANY (528A8, ALN), ALBUQUERQUE (501, ABQ), ALTOONA (503, ALT), AMARILLO (504, AMA), ANCHORAGE (463, ANC), ANN ARBOR (506, ANN), ASHEVILLE (637, ASH), AUGUSTA (509, AUG), BALTIMORE (512, BAL), BATH (528A6, BAN), BATTLE CREEK (515, BAC), BAY PINES (516, BAY), BECKLEY (517, BEC), BEDFORD (518, BED), BIG SPRING (519, BIG), BILOXI (520, BIL), BIRMINGHAM (521, BIR), BOISE (531, BOI), BROCKTON (523A5, BRK), and BRONX (526, BRX). The "BROCKTON (523A5, BRK)" entry is highlighted with a gray background. Below the dropdown menu are two buttons: "Connect" and "Go To Facility Bed Cleaning Page (EMS Staff Only)".

Figure 2 – BMS Login Screen

To log in:

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

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



Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Connect"/>	
Go To Facility Bed Cleaning Page (EMS Staff Only)	

BMS will be offline MMM/DD/YYYY HH:00

Application should be available again at approximately HH:MM ET.

-- BMS Version 1.3

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

Figure 3 - BMS Login Page notification of upcoming System Maintenance

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



BMS is currently unavailable due to system maintenance and should be available again at approximately xx:xx ET. (insert time converted to ET)

-- BMS Version 1.3

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

Figure 4 - BMS Login Page during System Maintenance

3.2.3 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.

The screenshot shows the BMS Facility Home screen. At the top, there is a yellow header bar with the text "Hceveah08 - C63334 - updated Dec. 12, 2012" and a "Logout" link. Below the header, the workstation and facility times are displayed: "Workstation: 1:21:27 PM" and "Facility: 12:11 PM". A "Return to VISN Network" link is also present. On the right side, the BMS logo is visible. The main content area has a title "NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)". It includes several search and filter fields: "Facility Diversion: YES" (highlighted in red), "Census 37%", "1 New Events", "Ward Whiteboard", and "Site Options". Below these are sections for "Reports..." and "Patients Pending Bed Placement: Current". The "Reports..." section contains buttons for "Ward Occupancy", "Bed Groupings", "Scheduled Admissions", "Patient Movement", and "Other Reports", each with dropdown menus for selection. The "Patients Pending Bed Placement: Current" section has a table with columns: "Entered", "Requested", "Removed", "Patient", "S X", "Presenting Problem", "Type Of Bed/ Ward Required", "Waiting Area", "Wait Time (h:m)", "Wait Time Alert (h)", and "CLC". The table lists several patient entries with their respective details. At the bottom of the screen, there are links for "BMS Home", "Icon Legend", and "Information".

Figure 5 – BMS Facility Home Screen

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

CTX Whiteboard for: T CR - Last Update: Total Number Pending/Today's Scheduled Admission: 107/0											Export Report	Icon Legend
Facility Census			T CR census								33%	
BED	PT	S E X	STAFF	<input checked="" type="checkbox"/>	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH	
CR400-1T												
CR400-2T												
CR400-3T												
CR500-1T												
CR500-2T												
CR500-3T	F				SHALE, JOHN				T CR - GENERAL CWT/TR		17:04	
CR700-1T												
CR700-2T	M				HINZE, KARLA				T CR - GENERAL CWT/TR		33:04	
CR700-3T	M				SHALE, JOHN				T CR - GENERAL CWT/TR		21:04	

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

Figure 6 – BMS Ward Whiteboard Screen

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

[Return to Home Page](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Figure 7 – BMS Facility New Events Screen

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF [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 8 – BMS Bed Board Site Configuration/Site Options Screen

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

[Return to Site Home Page](#)

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

ADD Location Name:	<input type="text" value="Facility"/>	ADD Cancel					
EDT Diversion							
Current Diversions All Diversions							
	Current Diversion Location	Status	Start Date	Time	Entered By	Last Edit By	Duration dd:hh:mm
Edit	Emergency Department - LACKING STAFF	Yes	09/18/2012	17:39	softinfo\hmcomplus	09/18/12 - 17:39	00:00:00

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

Figure 9 – BMS Facility Diversion Screen

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

Bed Management Solution

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

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

VISN Patients Pending Bed Placement														
		Add New Patient		Filter By:		Select Report:								
		N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
Edit	Finalize	X	BRK	BMSPatient, One	000-12-9876	Afghanistan	No			Cardiology		9/14/2012 12:00:00 AM		00:15
Edit	Finalize	X	BRK	BMSPatient, Ten	000-90-5643	OTHER	No			Cardiology	HOME	9/14/2012 12:00:00 AM		00:13
Edit	Finalize	X	BRK	BMSPatient, Nine	000-78-4523	Kosovo	Yes			Cardiology		9/14/2012 12:00:00 AM		00:12
Edit	Finalize	X	BRK	BMSPatient, Three	000-90-5765	Yemen	Yes			Neurology		9/14/2012 12:00:00 AM		00:10

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

Figure 10 – BMS VISN Network Bed Boards Screen

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

Bed Management Solution

[Go to Site List](#) [BMS Admin](#) [Logout](#)

User: HARRIS-HC-LAB.COM\EDAIL

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

National Patients Pending Bed Placement													
DISPLAY:		REGION:		VISN:		TREATING SPECIALTY:				View:	View:	Submit	
<input type="button" value="All Patients"/>		<input type="button" value="ALL"/>		<input type="button" value="ALL"/>		<input type="button" value="ALL"/>				<input type="button" value="Standard"/>	<input type="button" value="Current"/>	<input type="button" value=""/>	
R	V	National Patients	Ent	SSN	SVC	ERA	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
1	18	BROWNS, GREGORY	1999	1234	30	OTHER	No	COPD	ALLERGY	HOLEMS STEVE	11/12/2012 12:00:00 AM CST	SPACE TE	741:32
1	18	PATIENT, ONETWOTHREEFOUR				Iraq	No	COPD	ACUTE PSYCHIATRY (<45 DAYS)		12/12/2012 12:00:00 AM CST		17:29

Figure 11 - BMS National/Regional Screen

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



Figure 12 - BMS Administration Section Screen

3.2.4 Working with data grids

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

3.2.4.1 Sort Information within Columns

You can sort the information within most columns.

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

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

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

4 BMS Instructions/User Types

BMS users can be grouped in the following types:

- Administrator Users
- Site Users
- EMS Supervisor Users
- EMS Users
- VISN Users
- Regional Users
- National Users
- Guest User
- Support Users

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

4.1 Facility Administrators Users

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

Administrator users can access the following pages:

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

- Contingency Settings page;

4.1.1 Bed Board Site Configuration Main Page

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

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

[Return to Site Home Page](#)

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

Evacuation: ON OFF

WORKSTATION	Fri Sep 14 2012	3:37:54 PM
DATE/TIME		
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 <input type="button" value="Select A Ward - IEN"/>	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 <input type="button" value="Vista Ward Name"/>	Vista Specialty <input type="button" value="Vista Specialty"/>	Type Group <input type="button" value="Type Group"/>	Ward Group Text <input type="button" value="Ward Group Text"/>	
Edit	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
Edit	Delete	1 Cardiology_W1	Cardiology	CARDIOLOGY	CARDIO WG 1
Edit	Delete	3 Cardiology_W2	Cardiology	CARDIOLOGY	CARDIO WG 1
Edit	Delete	2 Neurology_W1	Neurology	NEUROLOGY	NEURO WG 1
Edit	Delete	4 Neurology_W2	Neurology	NEUROLOGY	NEURO WG 1

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

Figure 15 – Add/Edit Ward Page

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

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

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

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

Table 2 – Ward Group Parameters

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

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

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.

Logout

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

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE	Census: 12%	Evacuation: ON	0 New Events	Ward Whiteboard	Site Options
Reports...					
Ward Occupancy	Select Ward Group:	All	Bed Status:	All	Submit
Bed Groupings	Select Type Group:	All	Select View:	REPORT	Submit
Scheduled Admissions	Next:	7 Days			Submit
Patient Movement	Quick Date:	Today	Transaction Bed:	All	Submit
Other Reports	Select Report:	Bed Summary Report			Submit

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
Edit	Remove	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC				
BMSPatient, One	B9876	F	LIVER FAILURE	ADMISSIONS	00:25		No									
BMSPatient, Two	B7654	M		SCHEDULED ADMISSIONS	00:24		No									
BMSPatient, Seven	B8765	F	RESP	ADMISSIONS	00:19		No									
BMSPatient, Six	B8976	M		EMERGENCY ROOM	00:17		No									
BMSPatient, Five	B8943	F	PSYCH	ADMISSIONS	00:16	10	No									
BMSPatient, Three	B8765	F		CURRENT FACILITY	00:14		No									
BMSPatient, Four	B9087	M		ADMISSIONS	00:11		No									

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

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)

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

Evacuation: **ON** **OFF** **Submit**

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.

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

To edit one of the ward groups defined for the current facility follow the instructions below.

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

Figure 19 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF Submit

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

Figure 20 – Selecting VistA Ward Add/Edit Page

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

[Return to Admin Main Page](#)

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

ADD/EDIT Ward

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

Current Vista Wards

SORT BY:	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
	1	Neurology_W1	Neurology	NEUROLOGY	NEURO WARD 1
	2	Cardiology_W1	Cardiology	CARDIOLOGY	CARDIO WARD 1

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 <input type="text" value="Cardiology_W1 - 2"/>	BMS Type Group <input type="text" value="CARDIOLOGY"/>	Ward Group Text <input type="text" value="CARDIO WARD 1"/>
<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	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.

VA BMS Test Environment - Updated August 13, 2012

Logout

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

Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

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

| [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)

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

Evacuation: ON OFF

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

Figure 24 – Selecting VistA Ward Add/Edit Page

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

[Return to Admin Main Page](#)

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

ADD/EDIT Ward

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

Current Vista Wards

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

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

Figure 25 – Deleting a VistA Ward Group

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

[Return to Ward Configuration Page](#)

Bed Board Ward Configuration

Bed Board Ward : Delete

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

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

Delete

Never Mind & Return to Listings

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

Figure 26 - Confirm Deletion of VistA Ward Group

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

4.1.3 Bed Board BMS Orderable Items Configuration Page

From the **Bed Board Site Configuration** page, 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

Delete	Orderable Item	Type
Delete	1 OI_Admission	ADMISSION

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

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.

The screenshot shows the VA BMS Test Environment interface. At the top, there is a yellow header bar with the text "VA BMS Test Environment - Updated August 13, 2012" and a "Logout" link. Below the header, the facility information is displayed: "Workstation: 3:35:17 PM", "Facility: 7:33 AM", and "Return to VISN Network". On the right side, there is a logo for "Bed Management Solution" with the acronym "bms" and a small icon. The main content area has a title "VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the title, there are several tabs: "Facility Diversion: NONE", "Census: 12%", "Evacuation: ON", "0 New Events", "Ward Whiteboard", and "Site Options" (which is highlighted with a red border). Under the "Site Options" tab, there is a section titled "Reports..." containing various filters and buttons for "Ward Occupancy", "Bed Groupings", "Scheduled Admissions", "Patient Movement", and "Other Reports". The "Patient Movement" section includes dropdowns for "Quick Date: Today" and "Transaction Bed: All", along with "Submit" buttons. Below this, there is a large table titled "Patients Pending Bed Placement: Current". The table has columns for "Entered", "Requested", "Removed", "Patient", "Presenting Problem", "Type Of Bed/Ward Required", "Waiting Area", "Wait Time (h:m)", "Wait Time Alert (h)", and "CLC". The table lists several patients with their status and details. At the bottom of the table, there are links for "BMS Home", "Icon Legend", "Information", and "Help".

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

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)

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

Evacuation: ON OFF

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

Figure 29 – Selecting BMS Orderable Items Add/Delete

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

[Return to Admin Main Page](#)

Bed Board BMS Orderable Items Configuration

CPRS BMS Orderable Item			
<input type="button" value="Select an Orderable Item"/>			
Orderable Item Type			
<input type="button" value="Select Type"/>			
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			
Delete	1	Orderable Item	Type
Delete	2	OL_Admission OL_Discharge	ADMISSION DISCHARGE

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

Figure 30 – Adding/Editing BMS Orderable Items

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

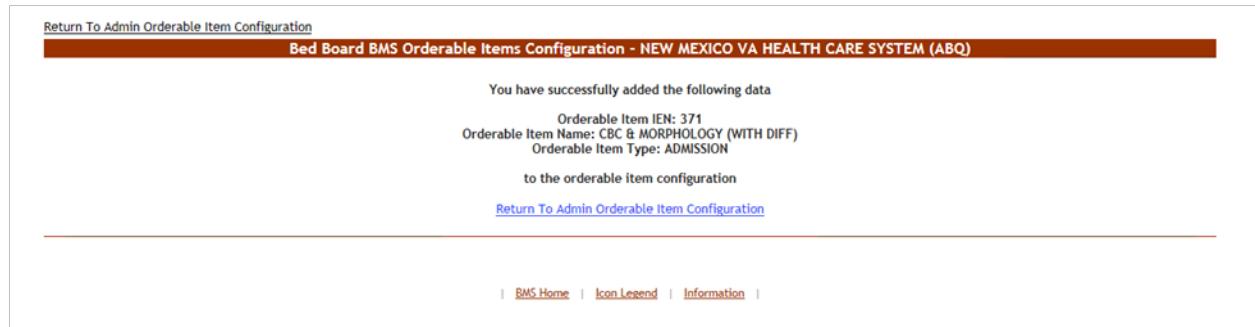


Figure 31 - BMS Orderable Items - Add



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.

The screenshot shows the EMS Bed Notification configuration page. At the top, there is a header "EMS Bed Notification - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below this is a section titled "ADD Location Name" with a dropdown menu "Location: Select A Ward Group" and buttons "ADD" and "Cancel". Underneath is a table titled "Current Locations" with columns: Name, EMS Group, Bed Controller, and Other. One row is visible: NEURO WARD 1, Dirty/Clean, Dirty/Clean, and NONE. At the bottom of the page, there are links to "BMS Home", "Icon Legend", and "Information".

Figure 33 – EMS Bed Notification Page

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

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

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

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

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

Bed Management Solution (BMS)

User Guide

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.

Patients Pending Bed Placement: Current									
Add New Patient		Add Interfacility Transfer		View: Standard					
				Current Past 30-Days Past 60-Days Past 90-Days					
Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)
09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	X	ADMISSIONS	00:25	0 No
09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7554	M			SCHEDULED ADMISSIONS	00:24	No
09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19	No
09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17	No
09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	X	ADMISSIONS	00:16	10 No
09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14	No
09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11	No

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)

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

Evacuation: ON OFF

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

Figure 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 Admin Main Page](#)

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

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

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

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

Figure 37 – Notifications Add – Edit Parameters

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

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

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

[Return to Admin Main Page](#)

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

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

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

Figure 38 – EMS Bed Notification Added

4.1.4.2 Editing an EMS Bed Notification

To edit an existing EMS bed notification follow the instructions below.

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

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

[Return to VISN Network](#)



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

		Add New Patient	Add Interfacility Transfer	Current				Past 30-Days	Past 60-Days	Past 90-Days	View: Standard		
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC	
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	☒	ADMISSIONS	00:25	0	No	
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No	
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No	
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No	
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	☒	ADMISSIONS	00:16	10	No	
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No	
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No	

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

Figure 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)

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

Evacuation: ON OFF [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 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	ADD	Cancel
-----------	-------------------------------------	---------------------	------------------------

Current Locations

	Name	EMS Group	Bed Controller	Other
Edit	NEURO WARD I	Dirty/Clean	Dirty/Clean	NONE

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

Figure 41 – EMS Bed Notification – Select notification for edit

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

[Return to Notification Admin Page](#)

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

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

| [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.

Hceveah08 - C63334 - updated Dec. 12, 2012 [Logout](#)

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

NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

Facility Diversion: YES Census 37% 1 New Events Ward Whiteboard [Site Options](#)

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current Past 30-Days Past 60-Days Past 90-Days				View: Standard				
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (h)	CLC
Edit	Remove	11/21/2012 13:27	11/21/2012 13:27		PATIENT, EIGHT P0008	M		ADMISSIONS	526:15	No		
Edit	Remove	12/07/2012 10:10	12/07/2012 10:10		PATIENT, ONEZEROEIGHT P1255	M		CURRENT FACILITY	145:32	No		
Edit	Remove	12/07/2012 11:41	12/07/2012 11:41		PATIENT, ONEZEROZEROTHREE P1003	M		CLINIC	144:01	No		
Edit	Remove	12/10/2012 14:13	12/12/2012 14:13		TEST, ONEE T0022	M	ISOLATION,	ISOLATION, TELEMETRE	21:29	No		
Edit	Remove	12/10/2012 15:40	12/10/2012 15:40		PATIENT, FIFTYFIVE P55P	M	COPD	ADMISSIONS	68:02	No		
Edit	Remove	12/10/2012 16:24	12/10/2012 16:24		PATIENT, ONEZEROEIGHT P1031	M		ADMISSIONS	67:18	Yes		
Edit	Remove	12/11/2012 14:11	12/11/2012 14:11		TEST, BMS T080P	M		ADMISSIONS	45:31	No		
Edit	Remove	12/12/2012 11:30	12/13/2012 11:30		M2345	M		ADMISSIONS	00:12	No		
Edit	Remove	12/12/2012 17:23	12/12/2012 17:23						18:18	No		

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

Figure 43 – Selecting Site Options

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

[Return to Site Home Page](#)

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

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/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 [Submit](#)

WORKSTATION	Fri Sep 14 2012 6:33:18 PM
DATE/TIME	Fri Sep 14 2012 10:23 AM
FACILITY	
DATE/TIME	
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	ADD Cancel					
Current Locations						
Edit	Delete	Name	EMS Group	Send Notification	Bed Controller	Other
		NEURO WARD 1	Dirty/Clean	Dirty/Clean	NONE	NONE

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

Figure 45 – EMS Bed Notification – Delete notification

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

[Return to Notification Admin Page](#)

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

Location Record: NEURO WARD 1
Are you sure you want to delete this EMS Notification record?
Delete Record Never Mind And Return To Listing

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

Figure 46 – EMS Bed Notification – Confirm Notification Deletion

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

[Return to Notification Admin Page](#)

EMS Bed Status Notification Delete - NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)

You have successfully deleted this record from the local database...

[Return To Listing](#)

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

Figure 47 - EMS Bed Notification – Notification Deletion

4.1.5 Facility Setting Page

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

[Return to Admin Page](#)

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

PARAMETER	OPTIONS
BMS Server Time Zone	EASTERN STANDARD TIME
Facility Site Time Zone	CST
Auto-Removal Patients Pending Bed Placement List?	Yes
Integrated Facility?	Yes
Medical Center ID #:	ALBUQUERQUE (IEN 501)
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:	

[Submit](#) [Cancel](#)

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

Figure 48 – Facility Configuration Page – Integrated Facility

[Return to Admin Page](#)

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

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

Figure 49 - Facility Configuration Page – Non-Integrated Facility

The following parameters can be configured:

Table 5 – VA Facility Configuration Parameters

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

Column	Description
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 to the patients in the clinic.

In order to run the following URL, a Whiteboard Kiosk Default User and password need to be defined for each facility in Site Options 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. The Whiteboard Kiosk URL is read only access.

The URL that should be added to the browser is:

<https://vaww.bms.va.gov/WardWhiteboardUrl?facilityCode=BRK&wardName=ALL&splitScreen=No&displayPTCode=FirstAndLast4&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.

Parameter	Short Description	Options
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).	FirstAndLast4 LastName
genderColorCode	To change the background color for the row according with patient's gender.	Blue/Pink None
displayFooterCensus	To view the footer census.	Yes No
displayStaffAttending	What column is displayed in the table? (Staff column, Attending column or both).	Staff and Attending Staff Attending
scrollRate	The timer interval will affect the scrolling speed. This parameter can be absent. (If specified then it represents seconds).	Null or an integer value.

4.1.5.2 EMS Mobile URL Settings

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

In order to run the following URL, a EMS Default User and password need to be defined for each facility in Site Options 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. The URL that should be added to the browser is:

<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
EMS User	1234
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.

The screenshot shows the VA BMS Test Environment interface. At the top, there's a yellow header bar with 'VA BMS Test Environment - Updated August 13, 2012' and a 'Logout' link. Below this is a toolbar with various icons. The main area has a title 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. A red box highlights the 'Site Options' button in the top right of a menu bar. Below this, there's a 'Reports...' section with several dropdown menus and buttons. The main content area is titled 'Patients Pending Bed Placement: Current'. It features a grid with columns for Patient ID, Name, Gender, Age, Presenting Problem, Type Of Bed/Ward Required, Waiting Area, Wait Time (h:m), Wait Time Alert (h), and CLC. The grid contains several rows of patient data, each with 'Edit' and 'Remove' links. At the bottom of the grid, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

Patients Pending Bed Placement: Current													
Add New Patient		Add Interfacility Transfer		View: Standard									
				Current				Past 30-Days		Past 60-Days		Past 90-Days	
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC	
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	☒	ADMISSIONS	00:25	0	No	
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No	
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No	
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No	
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	☒	ADMISSIONS	00:16	10	No	
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No	
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No	

Figure 51 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF

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

Figure 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)

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

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

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

Figure 53 – EMS Staff Add/Edit/Delete Users

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

[Return To Listing](#)

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

<input type="radio"/> VA Account:	<input type="text"/>
<input checked="" type="radio"/> Non - VA Account:	EMS Staff One
PIN: 3345	
<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.

4.1.6.2 Editing the details on an EMS User

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

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

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

[Return to VISN Network](#)



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current												
												View:
Add New Patient		Add Interfacility Transfer		Current		Past 30-Days		Past 60-Days		Past 90-Days		Standard
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	☒	ADMISSIONS	00:25	0	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	☒	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 55 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

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, BROCKTON CAMPUS (BRK)

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

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

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

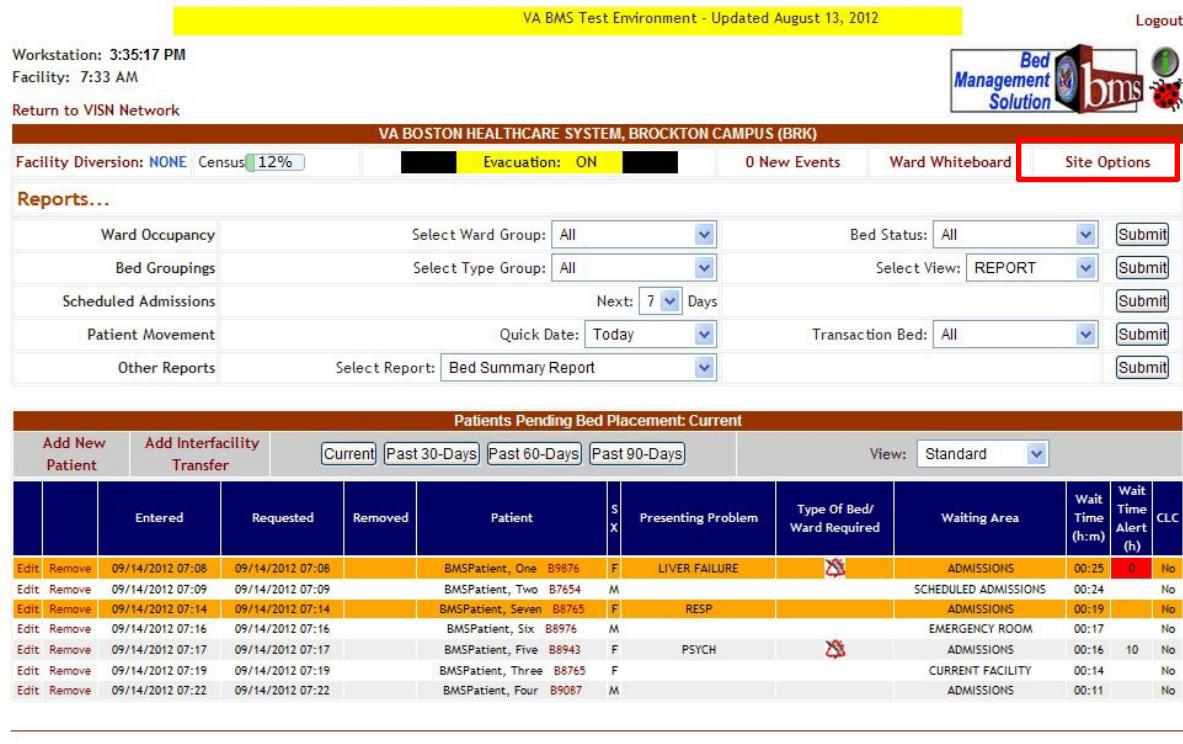
Figure 58 – Edit EMS Staff Account/User

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

4.1.6.3 Deleting an EMS User

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

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



The screenshot shows the VA BMS Test Environment homepage. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012' and 'Logout'. Below this, there are status messages: 'Workstation: 3:35:17 PM' and 'Facility: 7:33 AM'. A 'Return to VISN Network' link is also present. The main header is 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. Below the header, there are several navigation links: 'Facility Diversion: NONE' (highlighted in red), 'Census: 12%', 'Evacuation: ON', '0 New Events', 'Ward Whiteboard', and 'Site Options' (also highlighted in red). A logo for 'Bed Management Solution' with the acronym 'bms' is visible. The 'Reports...' section contains various filters for 'Ward Occupancy', 'Bed Groupings', 'Scheduled Admissions', 'Patient Movement', and 'Other Reports'. The 'Patient Movement' section includes dropdowns for 'Select Ward Group', 'Select Type Group', 'Select View', 'Quick Date', 'Transaction Bed', and 'Select Report'. Below this is a large table titled 'Patients Pending Bed Placement: Current'. The table has columns for 'Entered', 'Requested', 'Removed', 'Patient', 'Presenting Problem', 'Type Of Bed/Ward Required', 'Waiting Area', 'Wait Time (h:m)', 'Wait Time Alert (h)', and 'CLC'. The table lists several patients with their corresponding details. At the bottom of the page, there are links for 'BMS Home', 'Icon Legend', 'Information', and 'Help'.

Figure 59 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF

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

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

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

[Return to Admin Main Page](#)

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

<input type="button" value="Add EMS User"/> <input type="button" value="Cancel"/>		
	User	PIN
Edit Delete	EMS User	1234
Edit Delete	EMS User One	7865
Edit Delete 	EMS Staff One	3345

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

Figure 61 – Selecting EMS Staff Account/User for Deletion

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

[Return To Listing](#)

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

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

<input type="button" value="Delete Record"/> <input type="button" value="Never Mind And Return To Listing"/>
--

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

Figure 62 – Delete EMS Staff Account/User

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

4.1.7 Bed Board Site Unavailable Reason Page

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

Return to Admin Main Page

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

Text	Type
	DO NOT DISPLAY

Add Cancel

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

Edit Delete

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

Figure 63 – Bed Board Unavailable Reason Page

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

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

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

Table 8 – Unavailable Reason Parameters

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

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

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

4.1.7.1 Adding an Unavailable Reason

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

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

VA BMS Test Environment - Updated August 13, 2012

Logout

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

[Return to VISN Network](#)



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current			Past 30-Days		Past 60-Days		Past 90-Days		View: Standard	
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC		
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE		ADMISSIONS	00:25	0	No		
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No		
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No		
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No		
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No		
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No		
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No		

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

Figure 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)

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

Evacuation: **ON** **OFF** [Submit](#)

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.

The screenshot shows a web-based application for managing bed availability. At the top, there's a navigation bar with a 'Return to Admin Main Page' link. Below it is a title bar for 'Bed Board Site Unavailable Reason - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. The main area has a form with a 'Text' input field and a dropdown 'Type' field. A red box highlights both of these fields. A dropdown menu is open over the 'Type' field, showing four options: 'DO NOT DISPLAY', 'INFORMATION', 'ISOLATION', and 'OUT OF SERVICE'. The 'DO NOT DISPLAY' option is currently selected. Below the form is a table listing various reasons for unavailability, each with a 'Type' column. At the bottom left are 'Edit' and 'Delete' links.

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 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.

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
Edit	Remove	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC				
BMSPatient, One	B9876	F	LIVER FAILURE	ADMISSIONS	00:25		No									
BMSPatient, Two	B7654	M		SCHEDULED ADMISSIONS	00:24		No									
BMSPatient, Seven	B8765	F	RESP	ADMISSIONS	00:19		No									
BMSPatient, Six	B8976	M		EMERGENCY ROOM	00:17		No									
BMSPatient, Five	B8943	F	PSYCH	ADMISSIONS	00:16	10	No									
BMSPatient, Three	B8765	F		CURRENT FACILITY	00:14		No									
BMSPatient, Four	B9087	M		ADMISSIONS	00:11		No									

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

Figure 67 – Selecting Site Options

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

[Return to Site Home Page](#)

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

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appl. Comics 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** **Submit**

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

Edit **Delete**

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

Figure 69 – Selecting an Unavailable Reason for Edit

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

Return to Unavailable/Reason Page

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

	CURRENT:	CHANGE TO:
TEXT:	ON HOLD	<input type="text" value="ON HOLD"/>
TYPE:	DO NOT DISPLAY	<input type="button" value="DO NOT DISPLAY"/> <input type="button" value="INFORMATION"/> <input type="button" value="ISOLATION"/> <input type="button" value="OUT OF SERVICE"/>

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.

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

		Add New Patient	Add Interfacility Transfer	Current		Past 30-Days	Past 60-Days	Past 90-Days	View:		Standard	
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	☒	ADMISSIONS	00:25	0	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	☒	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 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)

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

Evacuation: **ON** **OFF** **Submit**

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	Type
	DO NOT DISPLAY

Add Cancel

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

Edit Delete 

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

Figure 73 – Select an Unavailable Reason for Deletion

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

Return to Unavailable/Reason Page

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

Unavailable Reason: Delete

Reason: ON HOLD

Type: DO NOT DISPLAY

Are you sure you want to delete this record?

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.

[Return to Admin Main Page](#)

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

Discharge Clinic Location

Select a Discharge Clinic Location - IEN

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

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

Figure 75 – Discharge Appointment Clinics Add/Edit Page

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

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.

Logout

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



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

		Add New Patient	Add Interfacility Transfer	Current			Past 30-Days	Past 60-Days	Past 90-Days	View: Standard		
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	X	ADMISSIONS	00:25	0	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	X	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 76 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF

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

Hospital One - 1
Hospital Two - 2

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

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

Figure 78 – Selecting a Discharge Clinic Location

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

4.1.9 Events Notifications Page

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

[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
Edit Delete CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes

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

Figure 79 – Events Notifications Page

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

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

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

Table 9 – Event Notification Parameters

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

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

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

4.1.9.1 Adding an Events Notification

To add an events notification, follow the instructions below.

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

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current			Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
Edit	Remove	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC			
BMSPatient, One	B9876	F	LIVER FAILURE	ADMISSIONS	00:25		No								
BMSPatient, Two	B7654	M		SCHEDULED ADMISSIONS	00:24		No								
BMSPatient, Seven	B8765	F	RESP	ADMISSIONS	00:19		No								
BMSPatient, Six	B8976	M		EMERGENCY ROOM	00:17		No								
BMSPatient, Five	B8943	F	PSYCH	ADMISSIONS	00:16	10	No								
BMSPatient, Three	B8765	F		CURRENT FACILITY	00:14		No								
BMSPatient, Four	B9087	M		ADMISSIONS	00:11		No								

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

Figure 80 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF [Submit](#)

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

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

| [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.

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
Edit	Remove	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC				
BMSPatient, One	B9876	F	LIVER FAILURE	ADMISSIONS	00:25		No									
BMSPatient, Two	B7654	M		SCHEDULED ADMISSIONS	00:24		No									
BMSPatient, Seven	B8765	F	RESP	ADMISSIONS	00:19		No									
BMSPatient, Six	B8976	M		EMERGENCY ROOM	00:17		No									
BMSPatient, Five	B8943	F	PSYCH	ADMISSIONS	00:16		10	No								
BMSPatient, Three	B8765	F		CURRENT FACILITY	00:14		No									
BMSPatient, Four	B9087	M		ADMISSIONS	00:11		No									

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

Figure 84 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: **ON** **OFF** **Submit**

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

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

Figure 86 – Selecting Event Notification for Edit

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

[Return to Event Notification Page](#)

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

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

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

Figure 87 – Modifying Parameters for an Event Notification

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

4.1.9.3 Deleting an Event Notification

To delete an event notification, follow the steps below.

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

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
Edit	Remove	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC				
BMSPatient, One	B9876	F	LIVER FAILURE	ADMISSIONS	00:25		No									
BMSPatient, Two	B7654	M		SCHEDULED ADMISSIONS	00:24		No									
BMSPatient, Seven	B8765	F	RESP	ADMISSIONS	00:19		No									
BMSPatient, Six	B8976	M		EMERGENCY ROOM	00:17		No									
BMSPatient, Five	B8943	F	PSYCH	ADMISSIONS	00:16	10	No									
BMSPatient, Three	B8765	F		CURRENT FACILITY	00:14		No									
BMSPatient, Four	B9087	M		ADMISSIONS	00:11		No									

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

Figure 88 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: **ON** **OFF** **Submit**

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

| [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  Orange Circle	  
Edit  Blue Arrow	 	Edit  Blue Diamond	 	Edit  Orange Star	  
Edit  Blue Caution	 	Edit  Blue Heart	 	Edit  Red Stop	 
Edit  Blue Circle	 	Green Circle	 		

| [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.

[Return to Icon Library Page](#)

ICON LIBRARY - EDIT ICON - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Edit Blue Square icon, Site Configurable Icon	
*Facility Icon Name: <input type="text" value="Blue Square"/>  *Facility Icon Description: <input type="text" value="Blue Square"/> Facility Comment: <input type="text"/> Active? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Patient <input checked="" type="radio"/> Bed/Room *Facility Mouse Over Text: <input type="text" value="BED ASSIGNED,"/> <input type="button" value="Save"/> <input type="button" value="Never Mind, Return to Icon Library page"/> <input type="button" value="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.

The screenshot shows a web-based application interface for managing users. At the top, a brown header bar displays the text "User Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below this is a white search bar containing the placeholder text "Select Existing NT User Name". Underneath the search bar are two horizontal tabs: "PARAMETER" on the left and "OPTIONS" on the right. At the bottom center of the page is a blue rectangular button labeled "Submit".

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.

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
Edit	Remove	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC				
BMSPatient, One	B9876	F	LIVER FAILURE	ADMISSIONS	00:25		No									
BMSPatient, Two	B7654	M		SCHEDULED ADMISSIONS	00:24		No									
BMSPatient, Seven	B8765	F	RESP	ADMISSIONS	00:19		No									
BMSPatient, Six	B8976	M		EMERGENCY ROOM	00:17		No									
BMSPatient, Five	B8943	F	PSYCH	ADMISSIONS	00:16	10	No									
BMSPatient, Three	B8765	F		CURRENT FACILITY	00:14		No									
BMSPatient, Four	B9087	M		ADMISSIONS	00:11		No									

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

Figure 95 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: **ON** **OFF** **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 96 – Selecting Add/Edit BMS User

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

[Return to Admin Page](#)

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

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

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

Figure 97 – User Configuration page

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

Select user

Local	User Name: <input type="text" value="bms"/>	<input type="button" value="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
DefaultSite:	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.
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.

VA BMS Test Environment - Updated August 13, 2012

Logout

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

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
Edit	Remove	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC				
BMSPatient, One	B9876	F	LIVER FAILURE	ADMISSIONS	00:25		No									
BMSPatient, Two	B7654	M		SCHEDULED ADMISSIONS	00:24		No									
BMSPatient, Seven	B8765	F	RESP	ADMISSIONS	00:19		No									
BMSPatient, Six	B8976	M		EMERGENCY ROOM	00:17		No									
BMSPatient, Five	B8943	F	PSYCH	ADMISSIONS	00:16	10	No									
BMSPatient, Three	B8765	F		CURRENT FACILITY	00:14		No									
BMSPatient, Four	B9087	M		ADMISSIONS	00:11		No									

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

Figure 100 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: **ON** **OFF** **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 101 – Selecting Add/Edit BMS User

Select the **Add/Edit BMS User** 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: <input type="text" value="bms"/>	<input type="button" value="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 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="checkbox"/> Yes
Audit Log User?	<input type="checkbox"/> Yes
Site User?	<input type="checkbox"/> Yes
EMS User?	<input type="checkbox"/> No
EMS Supervisor User?	<input type="checkbox"/> No
DefaultRegion:	4
Default VISN:	1
DefaultSite:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	<input type="checkbox"/> Yes
WRITE Access?	<input type="checkbox"/> 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.

The screenshot shows the VA BMS Test Environment interface. At the top, there's a yellow header bar with the text "VA BMS Test Environment - Updated August 13, 2012". Below this is a navigation bar with "Logout" on the right. On the left, it shows "Workstation: 3:35:17 PM" and "Facility: 7:33 AM". There's a link to "Return to VISN Network". To the right is the BMS logo with the text "Bed Management Solution". The main content area has a title "VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below this, there's a "Facility Diversion: NONE" section with a "Census: 12%" indicator. Further down are sections for "Evacuation: ON", "0 New Events", and "Ward Whiteboard". A red box highlights the "Site Options" link. Under "Site Options", there are several report categories: "Reports...", "Ward Occupancy", "Bed Groupings", "Scheduled Admissions", "Patient Movement", and "Other Reports". Each category has dropdown menus for filtering data. The "Patient Movement" section includes a "Quick Date: Today" dropdown and a "Transaction Bed: All" dropdown. The "Other Reports" section has a "Select Report: Bed Summary Report" dropdown. Below these is a large table titled "Patients Pending Bed Placement: Current". The table has columns for "Entered", "Requested", "Removed", "Patient", "S X", "Presenting Problem", "Type Of Bed/Ward Required", "Waiting Area", "Wait Time (h:m)", "Wait Time Alert (h)", and "CLC". It lists several patients with their status and details. At the bottom of the table, there are links to "BMS Home", "Icon Legend", and "Information".

Figure 105 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF

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

Figure 106 – Selecting Add/Edit BMS User

Select the **Add/Edit BMS User** 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"/>	

Figure 107 – BMS User Configuration Page

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

Select user

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

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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No
Audit Log User?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No
Site User?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No
EMS User?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No
EMS Supervisor User?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No
DefaultRegion:	4
Default VISN:	1
DefaultSite:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes
WRITE Access?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px;" type="button" value="Select A Scheduler"/>
<input style="border: 1px solid #0070C0; background-color: #E0F2FD; color: #0070C0; padding: 2px 10px;" type="button" value="Save Scheduler"/>	

Patients Pending Bed Placement List

Current Scheduler:	Method: MDWS - Scheduler: 6 AM - CST
Add/Update Method:	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px;" type="button" value="Select A Method"/>
Add/Update Scheduler:	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px;" type="button" value="Select A Scheduler"/>
<input style="border: 1px solid #0070C0; background-color: #E0F2FD; color: #0070C0; padding: 2px 10px;" type="button" value="Save 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

Delete Scheduler

Cancel

| [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.

Logout

Workstation: 3:51:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC				
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	X	ADMISSIONS	00:25	0	No				
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No				
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No				
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No				
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	X	ADMISSIONS	00:16	10	No				
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No				
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No				

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

Figure 112 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF [Submit](#)

WORKSTATION	DATE/TIME	FACILITY
	Mon Sep 17 2012 7:51:15 PM	
	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.

The screenshot shows a web-based application interface for managing patient waiting areas. At the top, there's a navigation bar with a link to 'Return to Admin Main Page' and the title 'Patient Waiting Areas - 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. A horizontal line separates this from the main content area, which is titled 'Current Waiting Areas'. This area contains a table with a single column labeled 'Waiting Area Name'. The table lists several waiting areas: ADMISSIONS, CLINIC, CURRENT INPATIENT BED, CURRENT FACILITY, EMERGENCY ROOM, EVACUATION, RECOVERY OR PROCEDURE AREA, and SCHEDULED ADMISSIONS. At the bottom of this list are three buttons: 'Edit', 'Delete', and 'EM ROOM'. Below the table is a footer with links to 'BMS Home', 'Icon Legend', and '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.

VA BMS Test Environment - Updated August 13, 2012 Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required		Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC			
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	X		ADMISSIONS	00:25	0	No			
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M				SCHEDULED ADMISSIONS	00:24		No			
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP			ADMISSIONS	00:19		No			
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M				EMERGENCY ROOM	00:17		No			
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	X		ADMISSIONS	00:16	10	No			
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F				CURRENT FACILITY	00:14		No			
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9067	M				ADMISSIONS	00:11		No			

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

Figure 115 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: **ON** **OFF** **Submit**

WORKSTATION

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

Figure 116 – Selecting Waiting Area Add/Edit

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

Return to Admin Main Page

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

ADD Area

Text:

Current Waiting Areas

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

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



Figure 117 – Adding a Waiting Area

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

Return to Admin Main Page

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

ADD Area

Text:

Current Waiting Areas

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

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

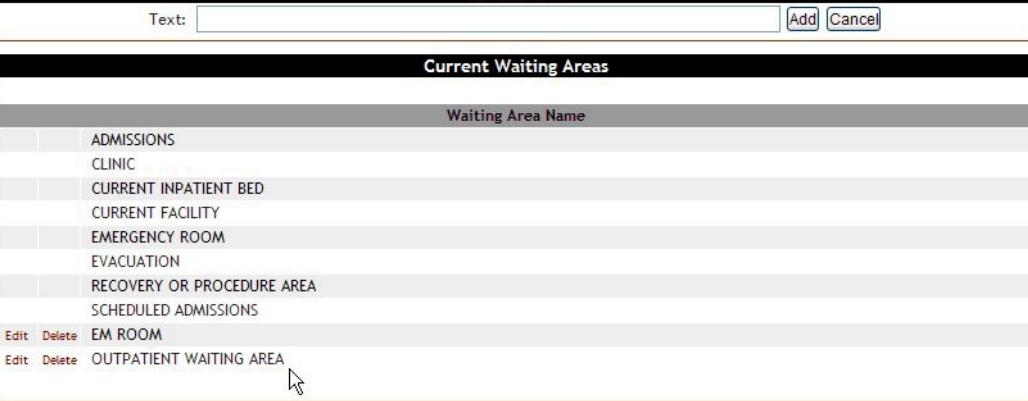


Figure 118 – Waiting Area Added to the List

4.1.13.2 Editing a Waiting Area

To edit the name of an existing waiting area, follow the instructions below.

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

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

		Add New Patient	Add Interfacility Transfer	Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard		
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC				
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE		ADMISSIONS	00:25		No				
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No				
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No				
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No				
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH		ADMISSIONS	00:16	10	No				
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No				
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No				

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

Figure 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)

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

Evacuation: **ON** **OFF** **Submit**

WORKSTATION

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

Figure 120 – Selecting Waiting Area Add/Edit

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

Return to Admin Main Page

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

ADD Area

Text:

Current Waiting Areas

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

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

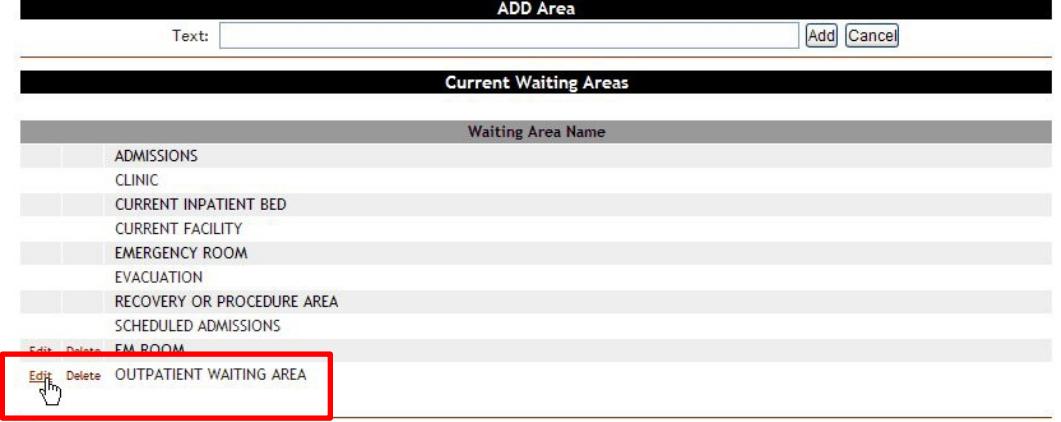


Figure 121 – Selecting Waiting Area for Edit

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

Return to Waiting Area Page

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

Waiting Area : Edit

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



Figure 122 – Edit Waiting Area Name

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

[Return to Admin Main Page](#)

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

ADD Area

Text:

Current Waiting Areas

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

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

[Red box highlights the 'Edit' and 'Delete' links]

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

Figure 123 – Waiting Area Edited

4.1.13.3 Deleting a Waiting Area

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

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

VA BMS Test Environment - Updated August 13, 2012

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE	Census: 12%	Evacuation: ON	0 New Events	Ward Whiteboard	Site Options
Reports...					
Ward Occupancy	Select Ward Group:	All	Bed Status:	All	<input type="button" value="Submit"/>
Bed Groupings	Select Type Group:	All	Select View:	REPORT	<input type="button" value="Submit"/>
Scheduled Admissions	Next:	7 Days			<input type="button" value="Submit"/>
Patient Movement	Quick Date:	Today	Transaction Bed:	All	<input type="button" value="Submit"/>
Other Reports	Select Report:	Bed Summary Report			<input type="button" value="Submit"/>

Patients Pending Bed Placement: Current

Add New Patient	Add Interfacility Transfer	Current	Past 30-Days	Past 60-Days	Past 90-Days	View:	Standard					
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	☒	ADMISSIONS	00:25	0	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	☒	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No

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

Figure 124 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF

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

Figure 125 – Selecting Waiting Area Add/Edit

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

[Return to Admin Main Page](#)

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

ADD Area

Text:

Current Waiting Areas

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

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

Figure 127 – Deleting a Waiting Area

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

4.1.14 Bed Board Module Activation and Configuration Page

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF [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 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 style="width: 100%; height: 25px; border: none; border-bottom: 1px solid black;" type="button" value="Select a Module"/>	Place In Use? <input style="width: 100%; height: 25px; border: none; border-bottom: 1px solid black;" type="button" value="No"/>	Add / Update <input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;" type="button" value="Submit"/> <input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;" type="button" value="Cancel"/>
Module Item Name	Currently In Use	
Admission Orders Flag	Yes	
Anticipated Discharge Flag	Yes	
Discharge Appointments Flag	Yes	
Discharge Orders Flag	Yes	
EMS Bed Cleaning Flag	Yes	
Transfer Orders Flag	Yes	

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

Figure 129 – Bed Board Module Activation and Configuration

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

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

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

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

4.1.14.1 Activating a Bed Board Module

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

4.1.14.2 Disabling a Bed Board Module

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

4.1.15 Bed Management Board Icons Page

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

[Return to Site Home Page](#)

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

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

Evacuation: ON OFF [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 130 – BMS Bed Board Site Configuration BMS Icon Legend Screen

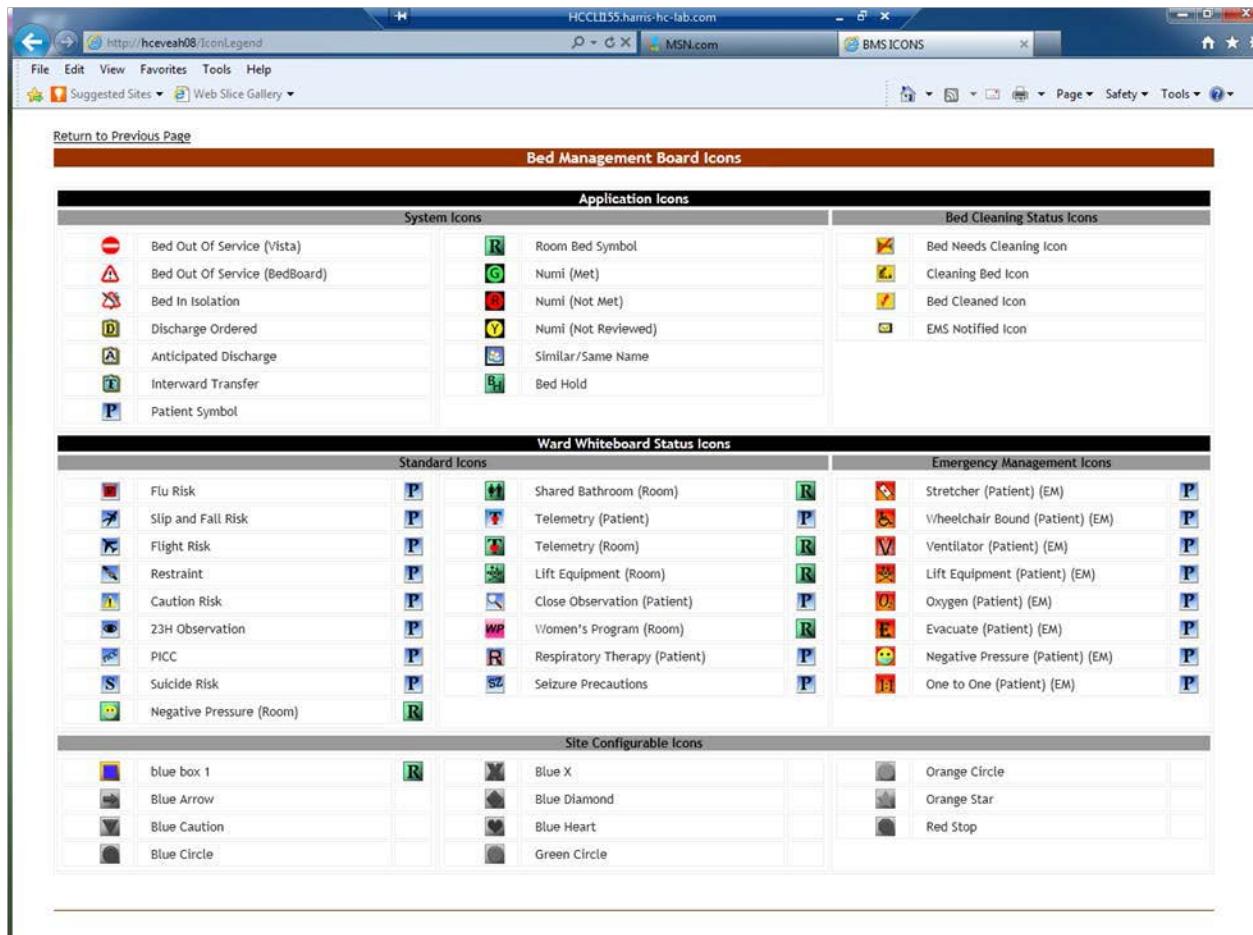


Figure 131 – Bed Management Board Icon Legend Page

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

4.1.16 Audit Log Report Page

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

[Return to Site Home Page](#)

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

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility 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	FACILITY	DATE/TIME	VISN	REGION
	Fri Sep 14 2012	3:37:54 PM	Fri Sep 14 2012	7:38 AM	1
					4

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

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

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

Audit Log Report

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

Figure 133 – Audit Log Report

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

4.1.16.1 Standard Icons Report

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

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

[Return to Admin Main Page](#)

[Logout](#)

Standard Icons Report										
ICON CATEGORY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED/ROOM	SHORT DESCRIPTION	LONG DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY
Application Icons		Bed Needs Cleaning	True	True		Bed Needs Cleaning Icon	Bed Needs Cleaning Icon		Bed Needs Cleaning	System
Application Icons		Cleaning Bed	True	True		Cleaning Bed Icon	Cleaning Bed Icon		Cleaning Bed	System
Application Icons		Bed Cleaned	True	True		Bed Cleaned Icon	Bed Cleaned Icon		Bed Cleaned	System
Application Icons		EMS Notified	True	True		EMS Notified Icon	EMS Notified Icon		EMS Notified	System
Application Icons		Bed Out Of Service Vista	True	True		Bed Out Of Service (Vista)	Bed Out Of Service (Vista)		Bed Out Of Service (Vista)	System
Application Icons		Bed Out Of Service BedBoard	True	True		Bed Out Of Service (BedBoard)	Bed Out Of Service (BedBoard)		Bed Out Of Service (BedBoard)	System
Application Icons		Bed In Isolation	True	True		Bed In Isolation	Bed In Isolation		Bed In Isolation	System
Application Icons		Discharge Ordered	True	True		Discharge Ordered	Discharge Ordered		Discharge Ordered	System
Application Icons		Anticipated Discharge	True	True		Anticipated Discharge	Anticipated Discharge		Anticipated Discharge	System
Application Icons		Interward Transfer	True	True		Interward Transfer	Interward Transfer		Interward Transfer	System
Application Icons		Patient Symbol	True	True		Patient Symbol	Patient Symbol		Patient	System
Application Icons		Room Bed	True	True		Room Bed	Room Bed		Room Bed	System

Figure 134 – Standard Icons Report

For each entry the following data is available:

Table 12 – Standard Icons Report Parameters

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

Column	Description
Created By	The name of the user who performed the current operation on the icon.
Date	The date and time when the current operation has been performed on the icon.
Event Type	The type of operation that has been performed on the icon.

4.1.16.2 Site Configurable Icons Report

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

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

ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED ROOM	DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE
Site Configurable Icon	VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	Blue Box.png	ISOLATION	True	True	P	blue rectangle	BLUE ROOM ISOLATION	BLUE ROOM ISOLATION	sofinfo@hmcomplus	9/18/2012 7:30:18

Figure 135 – Site Icons Report

For each entry the following data is available:

Table 13– Site Icons Report Parameters

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

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

4.1.16.3 Facility Patient Pending Bed Placement List Report

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

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

FACILITY	PATIENT	PROBLEM	BED	REQ BED DATE	TYPE OF BED	WAITING AREA	FEE DISPOSITION	CONTRACT FEE	AUTH.	SERV. REC.	REASON	COMMENTS
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	B-7865	CHEST PAINS			CARDIO							

Figure 136 – Facility Patient Pending Bed Placement List Report

For each entry the following data is available:

Table 14 – Facility Patient Pending Bed Placement List Report Parameters

COLUMN	DESCRIPTION
Facility	The name of the VA facility.
Patient	The code of the patient.
Problem	The problem for which the patient needed treatment.
Bed	The bed assigned to the patient.
Req Bed Date	The date when the bed was requested for the patient.
Type of Bed Ward	The type of bed/ward requested for the patient.

COLUMN	DESCRIPTION
Waiting Area	The waiting area where the patient has been placed.
Fee Disposition	The fee disposition associated to the patient.
Contract Fee	The contract fee.
Auth. Fee	The authorization to use the fee.
Serv. Rec.	The type of service requested according to the patient's problem.
Reason	The reason for using the fee.
Comments	Any comments entered in the Comments field.
Created by	The user who created the event.
Date	The date and time when the event was created.
Event Type	The type of event.

4.1.16.4 VISN Patient Pending Bed Placement List Report

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

In the **Audit Log Report** page use the **Select Report** field to select the VISN Patient Pending Bed Placement List report, then select **Date from/Date to** 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
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	1	B-9876	OTHER	No			9/13/2012 11:00:00 PM		Cardiology	9/13/2 11:00:00
			Afghanistan							
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	1	B-5643	OTHER	No		HOME	9/13/2012 11:00:00 PM		Cardiology	9/13/2 11:00:00
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	1	B-4523	Kosovo	Yes			9/13/2012 11:00:00 PM		Cardiology	9/13/2 11:00:00
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	1	B-8765	Yemen	Yes			9/13/2012 11:00:00 PM		Cardiology	9/13/2 11:00:00
									Neurology	

Figure 137 – VISN Patient Pending Bed Placement List Report

For each entry the following data is available:

Table 15 – VISN Patient Pending Bed Placement List Report Parameters

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

4.1.16.5 Staff Assignment Report

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

In the **Audit Log Report** page use the **Select Report** field to select the Staff Assignment report, then select **Date from/Date to** 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.

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

Staff Assignment Report

Select Report

Staff Assignment

REGION

Region 4

VISN

VISN 1

SITE

BRK - (VISN 1) - VA BOSTC

FROM DATE

9/1/2012 12:00:01 AM

TO DATE

9/18/2012 11:59:59 PM

1
of 1
< >
Find
Next

WARD	BED	STAFF	PATIENT	CREATED BY	DATE	EVENT TYPE
CARDIO	Cardio_Bed_01	NURSE 1		softinfohmcomplus		9/13/2012 3:58:46 PM Inserted
CARDIO	Cardio_Bed_03	NURSE 3	B-7865	softinfohmcomplus		9/18/2012 7:30:59 AM Inserted
NEURO	Neuro_Bed_04	NURSE 1		softinfohmcomplus		9/17/2012 12:17:28 PM Inserted

Figure 138 – Staff Assignment Report

For each entry the following data is available:

Table 16 – Staff Assignment Report Parameters

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

4.1.17 Contingency Settings

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

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

The screenshot shows a table with two rows. The first row has a header 'Ward Group' and a column 'Whiteboard Report Path'. The second row contains 'CARDIO' and '\\cardio-pc\\WhiteboardFolder'. The third row contains 'NEURO' and '\\neuro-pc\\WhiteboardFolder'. A blue 'Save' button is at the bottom right of the table.

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

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

Figure 139 - Contingency Settings Page

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

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

4.1.18 Evacuation On/Off

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

[Return to Site Home Page](#)

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

Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
EMS Notification Add/Edit	Event Notification Add/Edit	BMS Icon Legend
Facility 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	3:37:54 PM
DATE/TIME		
FACILITY		
DATE/TIME	Fri Sep 14 2012	7:38 AM
VISN	1	
REGION	4	

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

Figure 140 – Evacuation On/Off

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

Logout

Workstation: 3:35:17 PM
Facility: 7:33 AM
[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

		Add New Patient		Add Interfacility Transfer		Current		Past 30-Days		Past 60-Days		Past 90-Days		View: Standard	
		Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC			
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	☒	ADMISSIONS	00:25	0	No			
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24		No			
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19		No			
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17		No			
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	☒	ADMISSIONS	00:16	10	No			
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	00:14		No			
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		No			

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

Figure 141 – Facility Home Page - Evacuation On

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

4.2 Site Users

The site users have access to the following pages:

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

4.2.1 The Facility Home Page

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

Logout

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

[Return to VISN Network](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current				Past 30-Days		Past 60-Days		Past 90-Days		View: Standard	
Edit	Remove	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC			
09/14/2012 07:08	09/14/2012 07:08	BMSPatient, One B8976	F	LIVER FAILURE			ADMISSIONS	00:25	0	No					
09/14/2012 07:09	09/14/2012 07:09	BMSPatient, Two B7654	M				SCHEDULED ADMISSIONS	00:24		No					
09/14/2012 07:14	09/14/2012 07:14	BMSPatient, Seven B8765	F	RESP			ADMISSIONS	00:19		No					
09/14/2012 07:16	09/14/2012 07:16	BMSPatient, Six B8976	M				EMERGENCY ROOM	00:17		No					
09/14/2012 07:17	09/14/2012 07:17	BMSPatient, Five B8943	F	PSYCH			ADMISSIONS	00:16	10	No					
09/14/2012 07:19	09/14/2012 07:19	BMSPatient, Three B8765	F				CURRENT FACILITY	00:14		No					
09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four B9087	M				ADMISSIONS	00:11		No					

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

Figure 142 – VA Facility Homepage

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

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

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

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

[Return to VISN Network](#)

Integrated Sites:

Pick a different site

Pick a different site

EDITH NOURSE ROGERS MEMORIAL VETERANS HOSPITAL

Figure 143 – Selecting from the available integrated sites

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

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

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

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

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

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

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

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

The lower part of the screen displays a list of patients pending bed placement.

The **Add New Patient** link allows the site user to add a new patient to the pending bed placement list.

The **Add Interfacility Transfer** link allows the site user to register an interfacility transfer.

The buttons **Current**, **Past 30-Days**, **Past 60-Days**, **Past 90-Days** allow the site user to filter the patient list according to waiting time but will also include patients who have been removed from the list.

Clicking the **Current** button will display a list of patients entered in the pending bed placement list and who have not been removed.

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

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

VA BMS Test Environment - Updated August 13, 2012

Logout

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

Integrated Sites: Pick a different site

Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient		Add Interfacility Transfer		Current Past 30-Days Past 60-Days Past 90-Days				View: Standard		Fee Utilization	
		Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/Ward Required	Patient Flow	Standard	In-House
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One B9876	F	LIVER FAILURE	X	ADMISSIONS	01:31	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	01:30	No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	01:25	No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B8976	M			EMERGENCY ROOM	01:23	No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five B8943	F	PSYCH	X	ADMISSIONS	01:22	9 No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three B8765	F			CURRENT FACILITY	01:20	No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	01:17	No

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

Figure 144 – BMS Facility Patients Pending Bed Placement For A Bed View Screen

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

Table 17 – VA Facility Standard View Parameters

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

Column	Description
(CLC)	the Community Living Center

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

		Entered	Removed	Patient	S X	Treating Specialty	Fee	Reason	Acute	Contract	Fee Comments	Wait Time Alert (h)	CLC
Edit	Remove	06/20/2012 08:48		BMSpatient, Four B6666	M	Neurology	Yes		Acute	Yes		0	No
Edit	Remove	06/20/2012 10:49	06/20/2012 10:50	BMSpatient, Three B1234	M	Neurology	Yes		Acute	Yes		0	No
Edit	Remove	06/20/2012 10:49		BMSpatient, Two B4444	F	Cardiology	Yes		Acute	Yes		0	No

Figure 145 – Patients Pending Bed Placement for a Bed – Fee Utilization View

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

Table 18 – VA Facility Fee Utilization View Parameters

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

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

		Entered On List DT	Anticipated Removal DT	Removed From List DT	Last Edit Done By	Assigned To Room DT	Patient	S X	Room/Bed Assigned	Type Of Bed/Ward Required	Wait Time Alert (h)	CLC
Edit	Remove	06/20/2012 08:48	06/20/2012 08:48		softinfo\hmcomplus		BMSpatient, Four B6666	M			0	No
Edit	Remove	06/20/2012 10:49	06/20/2012 10:49	06/20/2012 10:50	softinfo\hmcomplus		BMSpatient, Three B1234	M			0	No
Edit	Remove	06/20/2012 10:49		06/20/2012 10:49	softinfo\hmcomplus	06/20/2012 00:00	BMSpatient, Two B4444	F			0	No

Figure 146 – Patients Pending Bed Placement for a Bed – Patient Flow View

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

Bed Management Solution (BMS)

User Guide

Table 19 – VA Facility Patient Flow View Parameters

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

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

		Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	06/20/2012 08:48	06/20/2012 08:48		BMSpatient_Four B6666	M			EMERGENCY ROOM	09:43	00:00	No
Edit	Remove	06/20/2012 10:49	06/20/2012 10:49		BMSpatient_Two B4444	F			EMERGENCY ROOM	07:42	00:00	No

Figure 147 – Patients Patient Bed Placement for a Bed – In-House Patients View

The **In-House** view presents the patients for whom the **In-House** option has been selected when the patient was added to the pending bed placement list. This is used for those patients already admitted to 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 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.

VA BMS Test Environment - Updated August 13, 2012

Logout

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

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

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

Patients Pending Bed Placement: Current

Add New Patient	Add Interfacility Transfer	View: Standard			
		Current	Past 30-Days	Past 60-Days	Past 90-Days
Entered		Requested	Removed	Patient	S X Presenting Problem Type Of Bed/ Ward Required Waiting Area Wait Time (h:m) Wait Time Alert (h) CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08	BMSPatient_One_B9876	F LIVER FAILURE ADMISSIONS 00:25 0 No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09	BMSPatient_Two_B7654	M SCHEDULED ADMISSIONS 00:24 No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14	BMSPatient_Seven_B8876	F RESP ADMISSIONS 00:19 No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16	BMSPatient_Six_B9976	M EMERGENCY ROOM 00:17 No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17	BMSPatient_Five_B8943	F PSYCH ADMISSIONS 00:16 10 No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19	BMSPatient_Three_B8875	F CURRENT FACILITY 00:14 No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22	BMSPatient_Four_B9087	M ADMISSIONS 00:11 No

Figure 148 – Adding a Patient to the Patients Pending Bed Placement List

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

[Return to Main Page](#)

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

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

Figure 149 – Add/Edit Patients to the Patients Pending Bed Placement in the VA Facility

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

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

[Return to Main Page](#)

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

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

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

←  →

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

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

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

[Return to Main Page](#)

ADD/EDIT Patients Pending Bed Placement for CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)

Patients Pending Bed Placement: Add Record	
NAME (Last,First MI): APATIENT, TVO SSN: xxx-xx-0002 GENDER: FEMALE	
Entry Date/Time:	8/15/2012 18:06
Date/Time Bed Requested (Use "Projected Decision to Admin Time"):	08/15/12 <input type="button" value="..."/> 18 <input type="button" value="Up"/> : 06 <input type="button" value="Down"/>
Present Problem(Level of Care or Bed/Ward needed):	<input type="text"/>
Type of Bed/Ward:	<input type="text"/>
Waiting Area:	<input type="text"/> ADMISSIONS <input type="button" value="Down"/>
Wait Time Alert:	<input checked="" type="checkbox"/>
Isolation Required:	<input type="checkbox"/>
Views:	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
In-House:	<input checked="" type="checkbox"/>
Community Living Center (CLC):	<input checked="" type="checkbox"/>
Evacuation Patient:	<input checked="" type="checkbox"/>
FEE Utilization Data	
Disposition:	<input type="button" value="..."/>
Contract?	<input type="button" value="..."/>
Authorized?	<input type="button" value="..."/>
Treating Specialty:	<input type="button" value="..."/>
Reasons Using Fee:	<input type="text"/>
Fee Comments:	<input style="width: 150px; height: 20px; border: 1px solid black;" type="text"/>
Evacuation Data	
Current Ward:	<input type="text"/>
Current Bed:	<input type="text"/>
Admitting Diagnosis:	<input type="text"/> FX Ulna
Evac Disposition status:	<input type="button" value="DISCHARGE"/> <input type="button" value="..."/>
Expected Pick-up:	<input type="button" value="..."/> 00 <input type="button" value="Up"/> : 00 <input type="button" value="Down"/> ()
Actual Pick-up:	<input type="button" value="..."/> 00 <input type="button" value="Up"/> : 00 <input type="button" value="Down"/> ()
Reason For Delay:	<input style="width: 150px; height: 20px; border: 1px solid black;" type="text"/>
Transfer/Evacuate to:	<input style="width: 150px; height: 20px; border: 1px solid black;" type="text"/>
Equip/Supply Requirements:	<input style="width: 150px; height: 20px; border: 1px solid black;" type="text"/>
Transportation Care Level:	<input style="width: 150px; height: 20px; border: 1px solid black;" type="text"/>
Enroute Medical Attendant:	<input style="width: 150px; height: 20px; border: 1px solid black;" type="text"/>
Enroute Non-Medical Attendant:	<input style="width: 150px; height: 20px; border: 1px solid black;" type="text"/>
Transportation Type:	<input type="button" value="ALS AMBULANCE"/>
Transportation Provider:	<input type="button" value="DOD"/>
Transportation Comments:	<input style="width: 150px; height: 20px; border: 1px solid black;" type="text"/>
Destination Address:	<input type="text"/>
Destination City, State:	<input type="text"/>

http://mail.live.com/?ru=compose%3Fsubject%3DAdd%2FEdit+Patient+Waiting+For+Bed%26body%3A%2F%2Fhceveah10%2FPatient%2FSelect

Figure 151 – Add/Edit Patients Psending Bed Placement in the VA Facility - Details

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

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

Entry Date/Time: this field is automatically filled in with the current date and time.

The following data needs to be filled in:

Table 20 – Add/Edit Patients Pending Bed Placement - Parameters

Field	Enter
Date/Time Bed Requested	Fill in these fields according to the instructions on screen. This is the time that the patient will need the bed. Use "projected Decision to Admit Time"
Present Problem (Level of Care or Bed/Ward needed)	What reason is the patient being admitted? (For example: CHF, DM, Surgery)
Type of Bed/Ward	The type of bed/ward needed according to the patient's problem.
Waiting Area	Select the corresponding waiting area. There is a pre-defined list of waiting areas
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

Field	Enter
	countdown: when the value in this field is less than the value select (example: 5 hours) then it will be displayed against a red background and the site user will know they have to urgently find a bed for that patient.
Isolation Required	If box is checked for isolation, precautions are taken to prevent the spread of infectious disease. When checked, the isolation icon appears on the patients pending bed placement list.
Views	
In-House	If the patient is already admitted in the hospital but needs only to be moved in another ward.
CLC	If the patient is a resident in a Community Living Center or in house pending bed placement at the Community Living Center
Evacuation Patient	If the patient has to be evacuated in case of emergency.
Disposition	The disposition with which the patient is added to the pending bed placement list. Within the Fee Utilization data, it is the determination of Acute or Non-Acute.
Contract?	Whether or not the VA facility has a contract with the selected community hospital.
Authorized?	Within the Fee Utilization data, it is the determination of authorized or non-authorized.
Treating Specialty:	The treating specialty required.
Reasons for Using Fee:	The reason justifying fee usage.
Fee Comments:	Any relevant additional information about the fee utilization.
<i>The following fields will only be displayed if the option Evacuation Patient is selected.</i>	
Current Ward:	The name/code of the ward where the patient is currently.
Current Bed:	The code of the bed where the patient is currently.
Admitting Diagnosis:	The admitting diagnosis.
Evac Disposition Status:	The disposition status in case of evacuation.
Expected pick-up:	The date and time when the patient is expected to be picked up in case of evacuation.
Actual pick-up:	The actual date and time when the patient has been picked during evacuation.
Reason for Delay:	The reason for the delay, if applicable.
Transfer/Evacuate to:	The name of the facility where the patient is evacuated to.
Equip/Supply Requirements	Equipment or Supply requirements for the patient in case of evacuation.
Transportation Care Level:	The level of the transportation care for the patient in case of evacuation.
Enroute Medical Attendant:	The number, qualification and name of the enroute medical attendant.
Enroute Non-Medical Attendant:	The number and the name of the enroute non-medical attendant.
Transportation Type:	The type of transportation required for the patient in case of evacuation.
Transportation Provider:	The provider of transportation.
Transportation Comments:	Any relevant comments regarding the transportation.
Destination Address:	The address of the facility where the patient is evacuated to.
Destination City, State:	The city and state where the patient is evacuated to.
Destination POC Telephone:	The telephone of the Point-of-Contact of the facility where the patient is evacuated to.

Field	Enter
Originator Telephone:	The telephone of the facility from where the patients are evacuated.
Additional Comments:	Any relevant additional comments.

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

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

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

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

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

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

Modify the existing data then press the **Submit** button to enter it into the system.

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

4.2.1.3 Removing Patient from the Patient Pending Bed Placement List

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

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

Figure 153 – Remove Patient from the Pending Bed Placement List

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

[Return to Main Page](#)

Ward Bed Delete - CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM

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

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

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

4.2.1.4 Undo Remove Patient from Patients Pending Bed Placement List

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

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

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

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

4.2.1.5 Adding an Interfacility Transfer

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

VISN 1 Interfacility Transfer Sheet - Select Patient

Select Facility: BED

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

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

Submit Cancel - Return to VISN Page

Figure 156 – VISN Interfacility Transfer Sheet – Select Patient

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

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

VISN 1 Interfacility Transfer Sheet - Select Patient

Select Facility: BED

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

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

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	0000-00-0000	Female

Submit Cancel - Return to VISN Page

Figure 157 – VISN Interfacility Transfer Sheet – Select Patient

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

VISN 1 Interfacility Transfer Sheet - Enter Patient Data

FACILITY: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS

VISN: 1

REGION: 4

Patient Name: 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:

Submit Cancel - Return to Patient Select Cancel - Return to Facility Home Page

Figure 158 – VISN Interfacility Transfer Sheet – Enter Patient Data

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

VISN 1 Interfacility Transfer Sheet - Enter Patient Data

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

Patient Name:
Patient SSN:
Gender:
Service Connected %:
Service Era: 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 159 – VISN Interfacility Transfer Sheet – Enter Patient Data

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

Enter the following data:

Table 21 – Interfacility Transfer Parameters

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

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

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

4.2.1.6 Ward Occupancy Report

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

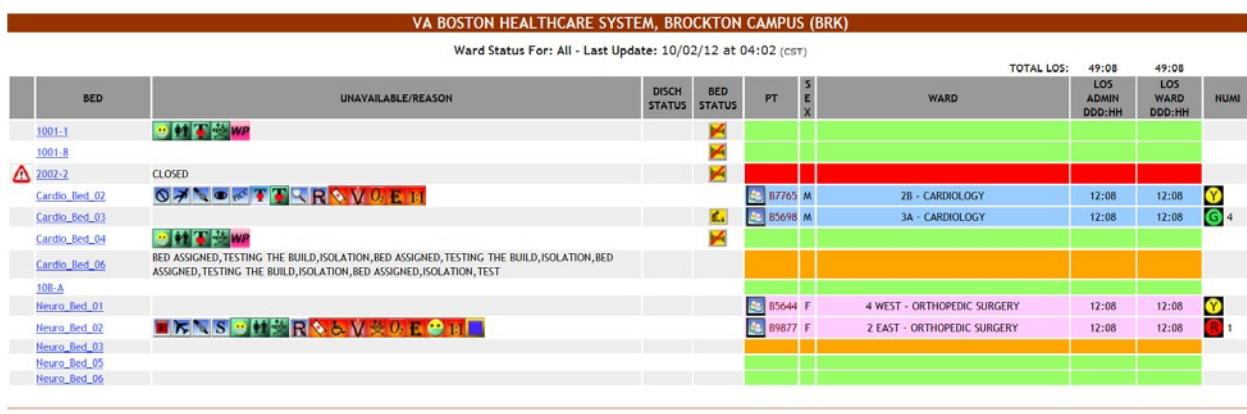
On the facility home page, in the Reports... area, from the **Select Ward Group** field, click the arrow button to display a list of ward groups defined in the system and select the ward group for which you want to generate the report. Then, from the **Bed Status** field select one of the available options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

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

The screenshot shows the VA BMS Test Environment homepage. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012' and 'Logout'. Below this, there are workstation and facility status messages: 'Workstation: 3:35:17 PM' and 'Facility: 7:33 AM'. A link to 'Return to VISN Network' is also present. On the right side, the 'Bed Management Solution' logo is displayed. The main content area is titled 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. It features a navigation bar with links for 'Facility Diversion: NONE', 'Census: 12%', 'Evacuation: ON', '0 New Events', 'Ward Whiteboard', and 'Site Options'. A red box highlights the 'Reports...' section, which contains five tabs: 'Ward Occupancy', 'Bed Groupings', 'Scheduled Admissions', 'Patient Movement', and 'Other Reports'. Each tab has associated dropdown menus for 'Select Ward Group' and 'Select Type Group', and a 'Submit' button. Below this is a table titled 'Patients Pending Bed Placement: Current'. The table has columns for 'Entered', 'Requested', 'Removed', 'Patient', 'Presenting Problem', 'Type Of Bed/Ward Required', 'Waiting Area', 'Wait Time (h:m)', 'Wait Time Alert (h)', and 'CLC'. Data rows are listed, showing patient information like 'BMSPatient, One B9876' with 'LIVER FAILURE' and 'ADMISSIONS' status, and various wait times and alerts.

Figure 160 – Selecting Parameters for Ward Occupancy Report

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



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

Figure 161 – Ward Occupancy Report

The following data is available for each entry:

Table 22 – Ward Status Parameters

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

4.2.1.7 Bed Groupings Report

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

On the facility home page, in the Reports... area from the Bed Groupings report click the arrow button of the **Select Type Group** field to display a list of available wards and select the ward for which you want to generate the report. From the **Select View** field choose a type of view ("report" or "roster" are the

available options). The bed grouping report allows you to see the usage of beds for a specific BMS type group such as Medical/Surgical, CLC or ICU. Using the report view will display the information by BMS type group where the roster will display by ward. The advantage over the roster view is that the beds only show once while in the report view, for wards with many type groups, the bed may show the room occupied only for the type group the patient ward location is in.

The screenshot shows the VA BMS Test Environment interface. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012' and 'Logout'. Below that, it shows 'Workstation: 3:35:17 PM' and 'Facility: 7:33 AM'. There is a link to 'Return to VISN Network'. On the right, there is a logo for 'Bed Management Solution' with the acronym 'bms'.

The main area is titled 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. It has several tabs: 'Facility Diversion: NONE Census: 12%' (highlighted in yellow), 'Evacuation: ON', '0 New Events', 'Ward Whiteboard', and 'Site Options'. Below these are sections for 'Reports...', 'Ward Occupancy', 'Bed Groupings' (which is highlighted with a red box), 'Scheduled Admissions', 'Patient Movement', and 'Other Reports'. The 'Bed Groupings' section contains dropdown menus for 'Select Ward Group: All', 'Select Type Group: All', 'Select View: REPORT', and a 'Submit' button. There are also buttons for 'Next' and 'Days' under 'Scheduled Admissions', and 'Quick Date: Today' and 'Transaction Bed: All' under 'Patient Movement'.

Below this is a table titled 'Patients Pending Bed Placement: Current'. It has columns for 'Add New Patient', 'Add Interfacility Transfer', and buttons for 'Current', 'Past 30-Days', 'Past 60-Days', and 'Past 90-Days'. The table itself has columns for 'Entered', 'Requested', 'Removed', 'Patient', 'S X', 'Presenting Problem', 'Type Of Bed/ Ward Required', 'Waiting Area', 'Wait Time (h:m)', 'Wait Time Alert (h)', and 'CLC'. The data in the table is as follows:

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

At the bottom of the page, there are links: 'BMS Home', 'Icon Legend', 'Information', and 'Help'.

Figure 162 – Selecting Parameters for Bed Groupings Report

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

Bed Specialty Report - All Specialties

		BED	OCCUPANCY	TREATING SPEC.	LOS ADMIN DDD:HH	LOS WARD DDD:HH	COMMENTS
WARD: Cardiology_W1; SPECIALTY: Cardiology; Phone: (321)555-1212		Cardio Bed 1	AVAILABLE				
		Cardio Bed 2	AVAILABLE				
		Cardio Bed 3	BMSpatient 6666 FEMALE	Cardiology	00:04	00:04	
				MALE PTS: 0 FEMALE PTS: 1 AVAILABLE BEDS: 2 OTHER BEDS: 0 TOTAL LOS ADMIN: 00:00 TOTAL LOS WARD: 00:00			
TOTAL BEDS: 3							
WARD: Neurology_W1; SPECIALTY: Neurology; Phone: (321)555-1212		Neuro Bed 1	AVAILABLE				
		Neuro Bed 2	AVAILABLE				
		Neuro Bed 3	AVAILABLE				
				MALE PTS: 0 FEMALE PTS: 0 AVAILABLE BEDS: 3 OTHER BEDS: 0 TOTAL LOS ADMIN: 00:00 TOTAL LOS WARD: 00:00			
TOTAL BEDS: 3							

Report Date: 06/15/12 03:49

3:47

XML file with report data
CSV (comma delimited)
PDF
M-HTML (web archive)
Excel
TIFF file
Word

Figure 163 – Bed Specialty Report

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

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

[Return To Bed Board Home Page](#)

[Logout](#)

Bed Roster - All Specialties

BED	WARD	SPECIALTY	TEL	OCCUPANCY	TREATING SPEC.	LOS ADMIN DDD:HH	LOS WARD DDD:HH	COMMENTS
Cardio Bed 1	Cardiology_W1	Cardiology	(321)555-1212	AVAILABLE				
Cardio Bed 2	Cardiology_W1	Cardiology	(321)555-1212	AVAILABLE				
Cardio Bed 3	Cardiology_W1	Cardiology	(321)555-1212	BMSpatient 6666 FEMALE	Cardiology	00:04	00:04	
Neuro Bed 1	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
Neuro Bed 2	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
Neuro Bed 3	Neurology_W1	Neurology	(321)555-1212	AVAILABLE				
				MALE PTS: 0 FEMALE PTS: 1 AVAILABLE BEDS: 5 OTHER BEDS: 0 TOTAL LOS ADMIN: 00:00 TOTAL LOS WARD: 00:00				

Report Date: 06/15/12 03:49

Figure 164 – Bed Specialty Report – Roster View

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

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

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

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

The following data is available in the report:

Table 23 – Bed Specialty Parameters

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

4.2.1.8 Scheduled Admissions Report

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

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

The screenshot shows the VA BMS Test Environment interface. At the top, there is a yellow header bar with the text "VA BMS Test Environment - Updated August 13, 2012" and a "Logout" link. Below this is a red banner with the text "Workstation: 3:35:17 PM Facility: 7:33 AM Return to VISN Network". On the right side, there is a logo for "Bed Management Solution" with the acronym "bms" in a stylized font. The main content area has a title "VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the title are several input fields and dropdown menus. A red box highlights the "Scheduled Admissions" section, which includes a dropdown for "Next: 7 Days". Other sections include "Ward Occupancy", "Bed Groupings", "Patient Movement", and "Other Reports". At the bottom, there is a table titled "Patients Pending Bed Placement: Current" with columns for "Entered", "Requested", "Removed", "Patient", "Presenting Problem", "Type Of Bed/Ward Required", "Waiting Area", "Wait Time (h:m)", "Wait Time Alert (h)", and "CLC". The table lists several patient entries with their corresponding details.

Patients Pending Bed Placement: Current												
Add New Patient		Add Interfacility Transfer		Current			Past 30-Days	Past 60-Days	Past 90-Days	View: Standard		
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08	BMSPatient, One	B9876	F	LIVER FAILURE	☒	ADMISSIONS	00:25	☒	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09	BMSPatient, Two	B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14	BMSPatient, Seven	B8765	F	RESP		ADMISSIONS	00:19		No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16	BMSPatient, Six	B8976	M			EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17	BMSPatient, Five	B8943	F	PSYCH	☒	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19	BMSPatient, Three	B8765	F			CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four	B9087	M			ADMISSIONS	00:11		No

Figure 165 – Selecting Parameters for Scheduled Admissions Report

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

Figure 166 – Scheduled Admissions Report

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

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

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

The following data is available for each entry:

Table 24– Scheduled Admissions Parameters

Column	Description
Patient	The name of the patient.
Sex	The gender of the patient.
Reservation Date	The date for which the admission is scheduled.
Division	The division where the admission has been made.
Ward	The ward name.
Treating Specialty	The treating specialty indicated when admission scheduled in VistA. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA
Admt. Dx.	Reason for admission entered in VistA. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA
Surgery?	Indicates if the admitted patient is scheduled for surgery.
LOS	Anticipated Length of Stay. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA.
Provider	The physician arranging the admission. This field is a pre-existing field in the site's VistA instance and BMS is just pulling this field in from Vista.
Scheduler	VA person that scheduled the admission. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from Vista.
DT cancelled	If the admission was cancelled, the date and time of the cancellation.

4.2.1.9 Patient Movement Report

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

On the facility home page, in the Reports... area from the Patient Movement report choose for how many days you want to generate the report using the **Quick Date** field; then from the **Transaction Bed** field

select the type of movement/transaction you want to include in the report (admission, discharges, transfers or specialty transfers).

The screenshot shows the VA BMS Test Environment - Updated August 13, 2012. In the 'Reports...' section, the 'Patient Movement' parameters are highlighted with a red box. These include 'Quick Date: Today', 'Transaction Bed: All', and a 'Submit' button. Below this, the 'Patients Pending Bed Placement: Current' table is displayed, also with a red box highlighting its first row.

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

Figure 167 – Selecting Parameters for Patient Movement Report

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

The screenshot shows the Patient Movement Report by Date Range - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK). It displays two tables of patient movements:

Patient Movements								
(real-time VISTA query of file 405) RAN: 6/8/2012 12:00:00 AM								
Average Diff: 00:00								
IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
1	06/12/2012 19:58	06/13/2012 06:59	11:01	Neurology_W1	Neuro Bed 1	BMSpatient 5678	ADMISSION	ADMISSION
3	06/12/2012 12:29	06/14/2012 05:03	40:34	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	ADMISSION	ADMISSION
3	06/14/2012 20:23	06/14/2012 20:24	00:01	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	DISCHARGE	DISCHARGE
4	06/14/2012 20:25	06/14/2012 20:25	00:00	Neurology_W1	Neuro Bed 1	BMSpatient 5678	DISCHARGE	DISCHARGE
5	06/14/2012 20:35	06/14/2012 20:35	00:00	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	DISCHARGE	DISCHARGE
6	06/14/2012 09:30	06/14/2012 20:31	11:01	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	ADMISSION	ADMISSION
8	06/14/2012 20:37	06/14/2012 20:37	00:00	Cardiology_W1	Cardio Bed 3	BMSpatient 6666	ADMISSION	ADMISSION

"Specialty Transfers"								
Average Diff: 00:00								
IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
Number of records: 0								

Figure 168 – Patient Movement Report

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

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

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

The following data is available for each entry:

Table 25 – Patient Movement Parameters

Column	Description
IEN	The VistA Internal Entry Number for the primary lookup key in the Patient Movement file.
PM Record D/T	The date and time when the patient movement has been recorded.
Entered D/T	The date and time when the movement has been registered in the system.
Diff	The time lapse between the date/time when the movement occurred and when it has been registered.
Ward	The name of the ward.
Room-Bed	The name of the room/bed.
Patient	The patient name/last 4 of SSN.
Transaction	The type of transaction.
Type of movement	The type of movement.

4.2.1.10 Other Reports

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

Logout

Workstation: 4:52:35 PM
Facility: 8:39 AM

Integrated Sites: Pick a different site

Return to VISN Network

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

Reports...

Ward Occupancy	Select Ward Group:	All	Bed Status:	All	Submit
Bed Groupings	Select Type Group:	All	Select View:	REPORT	Submit
Scheduled Admissions	Next:	7 Days			Submit
Patient Movement	Quick Date:	Today	Transaction Bed:	All	Submit
Other Reports	Select Report:	Bed Summary Report			Submit
Bed Summary Report Bed Turnaround Time Report EMS Bed Status Report (Admin) Beds Out of Service Report (By Date) Beds Out of Service Report (All) Scheduled Admissions by Date Active Admission Orders Report Patient Movements by Date Patients w/ Discharge Appointments Antic Discharge Orders Report Active Discharge Orders Report Discharges In Progress Emergency Management Report Patients Pending Bed Placement List Status Report Active Transfer Orders Report					
Add New Patient	Add Interfacility Transfer	Current	Past 30	View: Standard	
Entered	Requested	Removed	Type Of Bed/ Ward Required	Waiting Area	Wait Time (h:m)
09/14/2012 07:08	09/14/2012 07:08			ADMISSIONS	01:31 0 No
09/14/2012 07:09	09/14/2012 07:09			SCHEDULED ADMISSIONS	01:30 0 No
09/14/2012 07:14	09/14/2012 07:14			ADMISSIONS	01:25 0 No
09/14/2012 07:16	09/14/2012 07:16			EMERGENCY ROOM	01:23 0 No
09/14/2012 07:17	09/14/2012 07:17			ADMISSIONS	01:22 9 No
09/14/2012 07:17	09/14/2012 07:17	BMSPatient_Three B9082		CURRENT FACILITY	01:20 0 No
09/14/2012 07:22	09/14/2012 07:22	BMSPatient_Four B9087 M		ADMISSIONS	01:17 0 No

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

Figure 169 – Other Reports

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

4.2.1.11 Active Admission Order Report

This report shows the patients with admission orders as defined by the orderable items in the site option page. This report shows the IEN (internal entry number) of the order, the date and time it was written, the patient name, the date/time the order was signed, the provider writing the order and the date/time the order was released.

To generate the Active Admission Orders report, follow the instructions below.

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

Return to Bed Control Home Page

Logout

Active Admission Orders Report - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Start Date 6/18/2012 12:00:01 AM End Date 6/18/2012 11:59:59 PM View Report

Record	D/T Ordered	Patient	D/T Signed	Physician	D/T Released
10	06/18/2012 17:48	BMSPatient 4444	06/18/2012 17:47	Person 1,	06/18/2012 17:47

Number of records: 1

Figure 170 – Active Admission Orders Report

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

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

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

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

For each admission order in the report, the following data is available:

The following data is available for each entry:

Table 26 – Active Admission Orders Parameters

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

4.2.1.12 Active Discharge Order Report

This report shows the patients with discharge orders as defined by the orderable items in the Site Options page. This report shows the IEN (internal entry number) of the order, the date and time it was written, the patient name, the date/time the order was signed, the provider writing the order and the date/time the order was released.

To generate the Active Discharge Orders report, follow the instructions below.

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

[Return to Bed Control Home Page](#) [Logout](#)

Active Discharge Orders Report - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)						
Start Date	6/15/2012 12:00:01 AM	End Date	6/15/2012 11:59:59 PM	View Report		
Ward	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"/> <input type="button" value="Save"/>						
Record	D/T Ordered	Patient	BMS Ward	D/T Signed	Physician	D/T Released
7	06/15/2012 04:04	BMSpatient 6666	CARDIO WARD 1	06/15/2012 04:04	Person 2.	06/15/2012 04:04
Number of records: 1						

Figure 171 – Active Discharge Orders Report

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

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

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

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

For each discharge order in the report, the following data is available:

Table 27 – Active Discharge Orders Parameters

Column	Description
Record	This is a unique ID automatically generated by the system identifying the patients' discharge order.
D(ate)/T(ime) Ordered	The date and time of the discharge order.
Patient	The name of the patient being discharged.
BMS Ward	The BMS ward where the patient has been treated.
D(ate)/T(ime) Signed	The date and time when the discharge order was signed.
Physician	The name of the physician signing the discharge order.
D/T Released	The date and time of the actual discharge/release.

4.2.1.13 Anticipated Discharge Report

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

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

Patients With Anticipated Discharge Orders - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Start Date	<input type="text" value="6/1/2012 12:00:01 AM"/>	End Date	<input type="text" value="6/15/2012 11:59:59 PM"/>	<input type="button" value="View Report"/>
Ward:	<input type="button" value="All Wards"/> <input type="button" value="▼"/>			
<input type="button" value=" <"/> <input type="button" value="<"/> <input type="button" value="1"/> of 1 <input type="button" value=">"/> <input type="button" value="> "/> <input type="button" value="Find"/> <input type="button" value="Next"/> <input type="button" value="Print"/> <input type="button" value="Save"/>				
Ward	Patient	D/T Ordered	Ordering Provider	Order Text
Neurology_W1	BMSpatient 1234	06/15/2012 04:07	Person 1,	anticipate
Number of records: 1				

Figure 172 – Anticipated Discharge Report

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

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

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

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

For each anticipated discharge order in the report, the following data is available:

Table 28 – Anticipated Discharge Orders Parameters

Column	Description
Ward	The name of the ward from where the anticipated discharge operation is being performed.
Patient	The name of the patient being discharged with anticipation.
D(ate)/T(ime) Ordered	The date and time of the anticipated discharge order.
Ordering Provider	The full name of the clinician ordering the patient's discharge.
Order Text	The text of the anticipated discharge order.

4.2.1.14 **Bed Summary Report**

This report is high-level and gives a quick overall view on bed occupancy and therefore availability in the entire facility.

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

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

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

Bed Occupancy Summary Report: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS

VIEW **BMS WARD** 

Find | Next   

Report Date: 09/21/12 18:49

WARD	VISTA Beds	BMS Beds						Beds Assigned: 0
		BMS Active: 2	Occupied: 0	Available: 2	Unavailable: 1	Not Display: 1		
WG1	Defined: 4							
WG2	Defined: 2	BMS Active: 2	Occupied: 1	Available: 1	Unavailable: 0	Not Display: 0	Beds Assigned: 1	
	Total: 6	Total: 4	Total: 1	Total: 3	Total: 1	Total: 1	Total: 1	
Other Information		Sched Admissions: 1	Pending Bed Placement: 3					

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

Figure 173 – Bed Summary Report – BMS Wards

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

- BMS view shows the bed summary by BMS ward group text
- NUMA shows the bed summary report by numa specialties such as acute-medical, acute-surgical or mental health /chronic
- HavBed will convert the specialties above to a more specific group of beds used in evacuation and placement of patients.

The image above presents the report for the BMS wards. Below is an example of a report for the Nursing Unit Mapping Application (NUMA) specialty.

[Return To Bed Board Home Page](#)

[Logout](#)

Bed Occupancy Summary Report: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS

VIEW **NUMA** 

Find | Next   

Report Date: 09/21/12 18:50

NUMA	VISTA Beds	BMS Beds						Beds Assigned: 0
		BMS Active: 2	Occupied: 0	Available: 2	Unavailable: 1	Not Display: 0		
Acute - Medical (H1-WARD1)	Defined: 3							
Acute - Medical (H1-WARD2)	Defined: 1	BMS Active: 0	Occupied: 0	Available: 0	Unavailable: 0	Not Display: 1	Beds Assigned: 0	
Acute - Medical (H2-WARD1)	Defined: 2	BMS Active: 2	Occupied: 1	Available: 1	Unavailable: 0	Not Display: 0	Beds Assigned: 1	
	Total: 6	Total: 4	Total: 1	Total: 3	Total: 1	Total: 1	Total: 1	
Other Information		Sched Admissions: 1	Pending Bed Placement: 3					

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

Figure 174 – Bed Summary Report – NUMA Wards

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

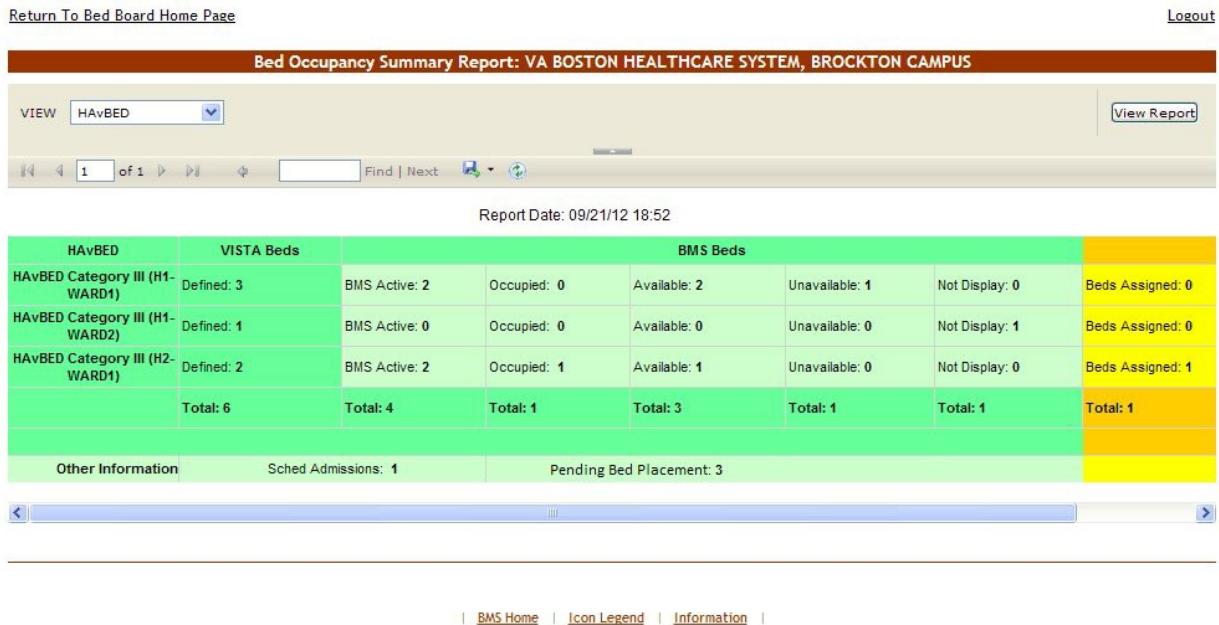


Figure 175 – Bed Summary Report – HAvBED Wards

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

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

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

The following data is available:

Table 29 – Bed Summary Parameters

Column	Description
Ward/NUMA/HAvBED	The name of the BMS ward group or the NUMA/HAvBED associated.
Vista Beds	The number of active Vista Beds in the ward.
BMS Beds	The number of beds in the ward grouped by their corresponding status (active, occupied, available, unavailable).
Beds Assigned	The number of beds which have already been assigned to a patient.
Avg. LOS	The average length of stay for all patients on that ward combined.
Other Information	This area presents the number of Scheduled Admissions for the facility as well as the number of patients pending bed placement.

4.2.1.15 Bed Turnaround Time Report

This report shows how long it takes from discharge of one patient until the bed is ready for the next.

To generate the Bed Turnaround Time report, follow the instructions below.

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

Rec#	RoomBed	Ward	Transaction	Type Of Mvmt	Movement	DIFF hh:mm	Request	DIFF hh:mm	Accepted	DIFF hh:mm	Completed	Total DIFF hh:mm:ss	Comment	Commented by
7	Cardio Bed 2	Cardiology_W1	DISCHARGE	DISCHARGE	06/14/2012 20:34	00:00	06/14/2012 20:34							
5	Neuro Bed 1	Neurology_W1	DISCHARGE	DISCHARGE	06/14/2012 20:24	00:00	06/14/2012 20:24							
4	Cardio Bed 1	Cardiology_W1	DISCHARGE	DISCHARGE	06/14/2012 20:23	00:00	06/14/2012 20:23							
Manual	Cardio Bed 1	Cardiology_W1	Manual Cleaning Request				06/12/2012 15:12	28:29	06/13/2012 19:41	00:01	06/13/2012 19:42	28:30:00		softinfo/hmcomplus - 06/13/2012 19:42
Manual	Neuro Bed 1	Neurology_W1	Manual Cleaning Request				06/13/2012 19:47	00:07	06/13/2012 19:54	00:03	06/13/2012 19:57	00:10:00		
Manual	Neuro Bed 2	Neurology_W1	Manual Cleaning Request				06/13/2012 19:43	13:44	06/14/2012 09:27	00:01	06/14/2012 09:28	13:45:00		

Number of records: 6

Figure 176 – Bed Turnaround Time Report

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

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

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

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

The following data is available for each entry:

Table 30 – Bed Turnaround Time Parameters

Column	Description
Rec#	The record number automatically assigned in the system to any request. This is the discharge entry number in the patient movement file. Manual bed cleaning requests will not display a record number but the word “manual”.
RoomBed	The code/number of the room/bed requested.
Ward	The code/name of the ward where the requested bed is.
Transaction	The type of transaction that caused a bed cleaning usually transfer or discharge.
Type of Mvmt	The type of movement.
Movement	The date and time when the movement has occurred. (The icon indicates that the notification has been sent by BMS).
DIFF	The time lapse between the date/time when the movement occurred and when it was requested.
Request	The date and time when a request has been issued.

Column	Description
DIFF	The time lapse between the date/time when the request is submitted and when the cleaning is accepted by the bed cleaner.
Accepted	The date and time when the request was accepted.
DIFF	The time lapse between the date/time when the request was accepted and when it was completed.
Completed	The date and time when the movement has completed.
Total DIFF	The accumulated total of time lapse between the date/time when the request is submitted and when the cleaning is completed by the bed cleaner
Comment	Any comments added in the Comments field.
Commented by	The user who entered the comments.

4.2.1.16 Beds Out of Service Report All

This report shows which beds are or were unavailable and the time they are expected to be back in service.

To generate the Beds Out of Service (All) report, follow the instructions below.

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

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. l Back
Cardiology_W1	Cardio Bed 1	06/15/2012 09:24	softinfohmcomplus		**OUT OF SERVICE**					
Cardiology_W1	Cardio Bed 2	06/15/2012 09:24	softinfohmcomplus		**OUT OF SERVICE**					
Neurology_W1	Neuro Bed 2	06/15/2012 09:24	softinfohmcomplus		**OUT OF SERVICE**					

Figure 177 – Beds Out of Service Report - All

From the **Ward** field the site user can select the ward for which to generate the report. After selecting the ward(s), click the **View Report** button to generate the report.

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

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

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

The following data is available for each entry:

Table 31 – Beds Out of Service (All) Parameters

Column	Description
Ward	The ward where the bed is located.
Bed	The bed's facility assigned number.

Column	Description
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.

4.2.1.17 Beds Out of Service Report - by Date

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

To generate the Beds Out of Service (by Date) report, follow the instructions below.

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

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
CARDIO WARD 1	Cardio Bed 2	06/13/2012 18:21	softInfo/hmcomplus		**OUT OF SERVICE**	06/13/2012 18:21	softInfo/hmcomplus			
		06/13/2012 18:21	softInfo/hmcomplus		CLEAR-ALL			06/14/2012 09:26	softInfo/hmcomplus	

Figure 178 – Beds Out of Service Report - By Date

From the **Ward** field the site user can select the ward for which to generate the report. From the **Type** field the site user can select the type of reason (*Information* or *Out of service*) for the bed being out of service. Using the **Start Date** and **End Date** fields a time interval for the report can be defined. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

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

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

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

The following data is available for each entry:

Table 32 – Beds Out of Service (by Date) Parameters

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

4.2.1.18 Emergency Management Report

This report provides information that can be printed and used in case of an emergency:

- Roster report is a listing of those patients needing to be evacuated and transported out of the facility;
- Regulate report provides a worksheet that can be used with some prefilled information such as admitting diagnosis;
- Manifest report can be used by those actually evacuating the pt such as the driver/attendant of the bus or vehicle.

To generate the emergency management report, follow the instructions below.

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

LAST NAME	LAST 4	S	DISP STATUS	CURRENT/NEEDED BED TYPE	PRESENTING PROBLEM	CURRENT LOCATION	CLINICAL EQUIP REQUIREMENTS	TRANSPORT CARE LEVEL
1	BMSpatient	B678	F	DISC vs. NU: HF	chest pains	-	-	-

Figure 179 – Emergency Management Report

The emergency management report presents a list with all the patients that need to be evacuated in case of emergency: all the patients currently admitted in the facility as shown in the **Ward Whiteboard Home** page. The report presents the data entered in the Evacuation Data fields, which become available when selecting the option Evacuation patient in the **ADD/EDIT Patients Pending Bed Placement for ...**

(facility name) page. Some data fields are designed to be filled out once the reports have been printed for use in the actual transport of those patients being evacuated.

[Return to Main Page](#)

ADD/EDIT Patients Pending Bed Placement for CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)

Patients Pending Bed Placement: Edit

Patient Name:	PATIENT, THREE
Gender:	MALE
SSN: (Format: XXX-XX-XXXX)	xxx-xx-0099
Date/Time Bed Requested (Use "Decision to Admin Time"):	08/15/12 <input type="button" value="..."/> <input type="button" value="18"/> <input type="button" value="21"/>
Presenting Problem:	LIVER FAILURE
Type of Bed/Ward:	
Current Waiting Area:	EVACUATION <input type="button" value="..."/>
Wait Time Alert:	
Isolation Required:	<input type="checkbox"/>
Views:	
In-House:	<input type="checkbox"/>
Community Living Center (CLC):	<input type="checkbox"/>
Evacuation Patient:	<input checked="" type="checkbox"/>

Figure 180 – Patients Pending Bed Placement- Evacuation Patient

From the BMS Ward field select the ward(s) for which you want to generate the report. From the EVACUATION REPORT field select one of the display options for the report: Roster, Regulate or Manifest.

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

[Return To Bed Board Home Page](#)

Logout

BRK Regulate Report for: All Wards

BMS WARD	All Wards	EVACUATION REPORT	Regulate	View Report																																										
<table border="1"> <tr> <td>1</td> <td>BMSpatient</td> <td>B678</td> <td>F</td> <td>VS: NU: HV:</td> <td>chest pains</td> <td>-</td> </tr> <tr> <td colspan="4"></td> <td>Transportation Type:</td> <td colspan="2">ALS AMBULANCE</td> </tr> <tr> <td colspan="4"></td> <td>Transportation Provider:</td> <td colspan="2">DOD</td> </tr> <tr> <td colspan="4"></td> <td>Transportation Comments:</td> <td colspan="2"></td> </tr> <tr> <td colspan="4"></td> <td>Medical Attendant:</td> <td colspan="2">NURSE</td> </tr> <tr> <td colspan="4"></td> <td>Non-Medical Attendant:</td> <td colspan="2"></td> </tr> </table>				1	BMSpatient	B678	F	VS: NU: HV:	chest pains	-					Transportation Type:	ALS AMBULANCE						Transportation Provider:	DOD						Transportation Comments:							Medical Attendant:	NURSE						Non-Medical Attendant:			View Report
1	BMSpatient	B678	F	VS: NU: HV:	chest pains	-																																								
				Transportation Type:	ALS AMBULANCE																																									
				Transportation Provider:	DOD																																									
				Transportation Comments:																																										
				Medical Attendant:	NURSE																																									
				Non-Medical Attendant:																																										

Figure 181 – Emergency Management Report - Regulate

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

[Return To Bed Board Home Page](#)

Logout

BRK Manifest Report for: All Wards

BMS WARD	All Wards	EVACUATION REPORT	Manifest	View Report																																																								
<table border="1"> <tr> <td>1</td> <td>BMSpatient</td> <td>B678</td> <td>F</td> <td>VS: NU: HV:</td> <td></td> <td>CLINICAL EQUIP RE</td> </tr> <tr> <td colspan="4"></td> <td>Destination Address:</td> <td colspan="2"></td> </tr> <tr> <td colspan="4"></td> <td>Destination City, State:</td> <td colspan="2"></td> </tr> <tr> <td colspan="4"></td> <td>Destination POC Telephone:</td> <td colspan="2"></td> </tr> <tr> <td colspan="4"></td> <td>Originator POC Telephone:</td> <td colspan="2"></td> </tr> <tr> <td colspan="4"></td> <td>Medical Attendant:</td> <td colspan="2">NURSE</td> </tr> <tr> <td colspan="4"></td> <td>Non-Medical Attendant:</td> <td colspan="2"></td> </tr> <tr> <td colspan="4"></td> <td>Personal Items:</td> <td colspan="2"></td> </tr> </table>				1	BMSpatient	B678	F	VS: NU: HV:		CLINICAL EQUIP RE					Destination Address:							Destination City, State:							Destination POC Telephone:							Originator POC Telephone:							Medical Attendant:	NURSE						Non-Medical Attendant:							Personal Items:			View Report
1	BMSpatient	B678	F	VS: NU: HV:		CLINICAL EQUIP RE																																																						
				Destination Address:																																																								
				Destination City, State:																																																								
				Destination POC Telephone:																																																								
				Originator POC Telephone:																																																								
				Medical Attendant:	NURSE																																																							
				Non-Medical Attendant:																																																								
				Personal Items:																																																								

Figure 182 – Emergency Management Report - Manifest

The following data is available for each entry:

Table 33 – Emergency Management Reports Parameters

Column	Description
Last Name	Last name of the patient who needs to be evacuated.
Last 4	Last four digits of the patient SSN.
SX	The gender of the patient.
Disp. Status	The disposition with which the patient is added to the patient pending bed placement list.
Current/Needed Bed Type	The type of bed needed for the patient who is being evacuated.
Presenting Problem	The problem for which the patient has been admitted. Pulls in admitting Diagnosis for inpatients
Current Location	The current location of the patient. Pulls in current ward/room/bed
Clinical Equipment Requirements	The clinical equipment requirements for the patient.
Transport Care Level	The transport care level.
MA	The name of the Medical Attendant assigned for the patient.
NMA	The name of the non-Medical Attendant accompanying the patient or of the family member that may be transported with the patient
Comments	Any relevant additional comments.

4.2.1.19 Discharges in Progress Report

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

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

Average Diff: 00:00							
Ward	Patient	Ordered By	D/T Ordered	D/T Discharged	D/T Entered	Diff	Type of Movement
Cardiology_W1	BMSpatient 1234	Person 1,	06/14/2012 20:23	06/14/2012 20:23	06/14/2012 20:24	00-01	DISCHARGE
Cardiology_W1	BMSpatient 4444	Person 1,	06/14/2012 20:35	06/14/2012 20:34	06/14/2012 20:35	00-01	DISCHARGE
Neurology_W1	BMSpatient 5678	Person 1,	06/14/2012 20:25	06/14/2012 20:24	06/14/2012 20:25	00-01	DISCHARGE

Number of records: 3

Figure 183 – Discharges in Progress Report

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

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

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

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

The following data is available for each entry:

Table 34 – Discharges in Progress Parameters

Column	Description
Ward	The name of the ward where the bed is.
Patient	The patient code of the patient who is being discharged.
Ordered by	The name of the clinician writing the discharge order.
D(ate)/T(ime) Ordered	The date and time when the discharge order has been issued.
D(ate)/T(ime) Discharged	The date and time when the actual discharge was performed.
D(ate)/T(ime) Entered	The date and time when the discharge was registered in the system.
Diff	The time lapse between the date/time when the discharge was performed and the date/time it was registered in the system.
Type of Movement:	The type of movement.

4.2.1.20 EMS Bed Status Report - Admin

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

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

The screenshot shows a web-based report titled "BRK - EMS Bed Status". At the top, there are input fields for "Start Date" (6/1/2012 12:00:01 AM) and "End Date" (6/15/2012 11:59:59 PM), a "Ward" dropdown set to "All Wards", and a "View Report" button. Below the header is a toolbar with navigation icons. The main content is a table with the following columns: Rec#, RoomBed, Ward, Movement, DIFF hh:mm, Request, DIFF hh:mm, Accepted, DIFF hh:mm, Completed, Accepted By, Completed By, Last Edited, Comment, and Commented by. The table contains six rows of data, with the last three rows highlighted in yellow. At the bottom left, it says "Number of records: 6". At the bottom right, there are links for "BMS Home", "Icon Legend", and "Information".

Rec#	RoomBed	Ward	Movement	DIFF hh:mm	Request	DIFF hh:mm	Accepted	DIFF hh:mm	Completed	Accepted By	Completed By	Last Edited	Comment	Commented by
7	Cardio Bed 2	Cardiology_W1	06/14/2012 20:34	00:00	06/14/2012 20:34									
5	Neuro Bed 1	Neurology_W1	06/14/2012 20:24	00:00	06/14/2012 20:24									
4	Cardio Bed 1	Cardiology_W1	06/14/2012 20:23	00:00	06/14/2012 20:23									
Manual	Cardio Bed 1	Cardiology_W1		05/12/2012 15:12	28:29	06/13/2012 19:41	00:01	05/13/2012 19:42	EMS Staff One	softinfo/hmcplus - 06/13/2012 19:42				softinfo/hmcplus - 06/13/2012 19:42
Manual	Neuro Bed 1	Neurology_W1		05/13/2012 19:47	00:07	06/13/2012 19:54	00:03	06/13/2012 19:57	EMS Staff One	softinfo/hmcplus - 06/13/2012 19:57				softinfo/hmcplus - 06/13/2012 19:57
Manual	Neuro Bed 2	Neurology_W1		05/13/2012 19:43	13:44	06/14/2012 09:27	00:01	06/14/2012 09:28	EMS Staff Two	softinfo/hmcplus - 06/14/2012 09:28				softinfo/hmcplus - 06/14/2012 09:28

Figure 184 – EMS Bed Status Report

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

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

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

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

The following data is available for each entry:

Table 35 – EMS Bed Status Parameters

Column	Description
Record	The number automatically assigned in the system to the record. This is the discharge entry number in the patient movement file.
RoomBed	The room and bed number.
Ward	The ward number.
Movement	The date and time when the movement has been registered.
DIFF	The time lapse between the date/time when the movement occurred and when it was requested.
Request	The date and time of the request.
DIFF	The time lapse between the date/time when the request occurred and when it was accepted.
Accepted	The date and time when the request was accepted.
DIFF	The time lapse between the date/time when the request was accepted and the date/time when the request was completed.
Completed	The date and time when the movement has been completed.
Accepted by	The name of the person who accepted the request.
Completed by	The name of the person that completed the operation.
Last Edited	The date and time when the record was last edited.
Comment	The comments entered in the Comments field.
Commented by	The user who entered the comments.

4.2.1.21 Patients with Discharge Appointments Report

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

On the facility home page, from the **Other Reports** field select Patients w(ith) Discharge Appointment Report then press the **Submit** button: the report is displayed as in the following image.

Ward	RoomBed	Patient	Appointment D/T	Current Status	Clinic Name
Cardiology_W1	Cardio Bed 3	BMSpatient 6666	06/15/2012 04:04	Discharged	VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
Neurology_W1	Neuro Bed 3	BMSpatient 1234	06/15/2012 04:06	Discharged	VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS

Figure 185 – Future Discharge Report

Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. From the **Ward** field select the ward for which you want to generate the report. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period. The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

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

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

The following data is available for each entry:

Table 36 – Future Discharges Parameters

Column	Description
Ward	The code/name of the ward where the bed is.
Room Bed	The bed where the discharge is being performed.
Patient	The name of the patient being discharged.
Appointment D(ate)/T(ime)	Schedule the date and time of the discharge.
Current Status	The current status of the discharge operation.
Clinic Name	The name of the Clinic where the patient has the discharge appointment.

4.2.1.22 Patient Movements by Date

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

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

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
1	06/12/2012 19:58	06/13/2012 06:59	11:01	Neurology_W1	Neuro Bed 1	BMSpatient 5678	ADMISSION	ADMISSION
3	06/12/2012 12:29	06/14/2012 05:03	40:34	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	ADMISSION	ADMISSION
3	06/14/2012 20:23	06/14/2012 20:24	00:01	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	DISCHARGE	DISCHARGE
4	06/14/2012 20:25	06/14/2012 20:25	00:00	Neurology_W1	Neuro Bed 1	BMSpatient 5678	DISCHARGE	DISCHARGE
5	06/14/2012 20:35	06/14/2012 20:35	00:00	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	DISCHARGE	DISCHARGE
6	06/14/2012 09:30	06/14/2012 20:31	11:01	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	ADMISSION	ADMISSION
8	06/14/2012 20:37	06/14/2012 20:37	00:00	Cardiology_W1	Cardio Bed 3	BMSpatient 6666	ADMISSION	ADMISSION
9	06/14/2012 16:54	06/15/2012 04:01	11:07	Neurology_W1	Neuro Bed 3	BMSpatient 1234	ADMISSION	ADMISSION

Average Diff: 00:00
Number of records: 8

"Specialty Transfers"								
IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
Number of records: 0								

Figure 186 – Patient Movements by Date

From the **Trans** field select the type of movement (all, admissions, discharges, inter ward transfers, intra ward transfers, specialty transfers) you want to include in the report. Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. From the **Ward** field select the ward(s) for which you want to generate the report. After selecting the desired parameters, click the **View** button. 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.

Report button to generate the report for the selected time period.

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

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

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

The following data is available for each entry:

Table 37 – Patient Movement Parameters

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

4.2.1.23 Scheduled Admissions by Date

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

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

The screenshot displays the 'Scheduled Admissions Report by Date Range (BRK)' interface. At the top, there are 'Start Date' and 'End Date' fields both set to '6/15/2012 12:00:00 AM'. To the right is a 'View Report' button. Below the toolbar, a message states 'Scheduled Admissions for 06/01/2012 thru 06/15/2012 23:59 (real-time VISTA query of File 41.1) Report Date: 06/15/12 20:36'. The main data area shows a single row of patient information: Patient ID 00000678, Female, Reservation Date 06/15/2012 04:02, Division NEURO WARD 1, Ward Neurology_W1, Treating Specialty Cardiology, Admit. Dx rev., Surgery? No, LOS 2 Person 1, Provider Person 1, Scheduler Person 1, and DT Cancelled. A note at the bottom indicates 'Number of records: 1'.

Figure 187 – Scheduled Admissions by Date

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

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

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

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

The following data is available for each entry:

Table 38 – Scheduled Admissions Parameters

Column	Description
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
Sex	The gender of the patient.
Reservation Date	The date of admission.
Division	The Division where patient will be admitted.
Ward	The ward where is the bed for which the admission has been made.
Treating Specialty:	The medical specialty to which the patient has been assigned.
Admt. Dx:	Diagnosis on admission
Surgery?:	Indicates if the patient is scheduled for surgery.
LOS	Length of stay.
Provider:	The primary care clinician for the patient.
Scheduler:	The name of the person scheduling the admission.
DT Cancelled:	If the scheduled admission was cancelled, the date and time of the cancellation.

4.2.1.24 Patients Pending Bed Placement Status Report

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

On the facility home page, from the **Other Reports** field select the Patients Pending Bed Placement List Status report then press the **Submit** button: the report is displayed as in the following image.

[Return to Home Page](#)

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Patients Pending Bed Placement List Status Report

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

Submit

Figure 188 –Patient Pending Bed Placement List Status Report Criteria

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

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

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

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

Patients Pending Bed Placement List Status Report					
Patient	Gender	Event Time	Request DT	Current Wait Area	
BMSPatient_One9876	Female	9/14/2012 7:08:36 AM	9/14/2012 7:08:00 AM	ADMISSIONS	
BMSPatient_Two7854	Male	9/14/2012 7:09:29 AM	9/14/2012 7:09:00 AM	SCHEDULED ADMISSIONS	
BMSPatient_Seven8765	Female	9/14/2012 7:14:16 AM	9/14/2012 7:14:00 AM	ADMISSIONS	
BMSPatient_Six976	Male	9/14/2012 7:16:15 AM	9/14/2012 7:16:00 AM	EMERGENCY ROOM	
BMSPatient_Five8943	Female	9/14/2012 7:17:07 AM	9/14/2012 7:17:00 AM	ADMISSIONS	
BMSPatient_Three8765	Female	9/14/2012 7:19:07 AM	9/14/2012 7:19:00 AM	CURRENT FACILITY	
BMSPatient_Four9087	Male	9/14/2012 7:22:17 AM	9/14/2012 7:22:00 AM	ADMISSIONS	
BMSPatient_Eight7865	Male	9/18/2012 8:46:22 AM	9/18/2012 8:46:00 AM	ADMISSIONS	

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

Figure 189 – Patient Pending Bed Placement List Status Report

4.2.1.25 Active Transfer Orders Report

This report presents the list of active transfer orders for the current facility.

To generate the Active Transfer Orders report, follow the instructions below.

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

Active Transfer Orders Report - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)							
Record	DT Ordered	Patient	BMS Ward	DT Signed	Physician	DT Released	
1	09/23/2012 09:00	BMSPatient_7854	CARDIO	09/23/2012 05:00	Physician_One	09/24/2012 08:00	
Number of records: 1							

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

Figure 190 – Active Transfer Orders Report

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

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

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

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

The following data is available for each entry:

Table 39 – Active Transfer Orders Report Parameters

Column	Description
Record	The number automatically assigned in the system to the record. This is the transfer entry number in the patient movement file.
D/T Ordered	The date and time when the transfer has been ordered.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
BMS Ward	The BMS ward where the patient is being transferred to.
D/T Signed	The date and time when the transfer order has been signed.
Physician	The name of the physician who signed the transfer order.
D/T Released	The date and time when the patient has been released.

4.2.2 The Facility Diversion Page

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

The screenshot shows a web-based application interface for managing facility diversions. At the top, there is a header bar with a 'Return to Site Home Page' link and a title 'Diversion Status For: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. Below the header, there is a search bar labeled 'ADD Location Name:' containing the value 'Facility', and two buttons: 'ADD' and 'Cancel'. The main content area is titled 'EDIT Diversion' and contains a table with the following data:

Current Diversions		All Diversions		Entered By	Last Edit By	Duration dd:hh:mm
Start Date	Time	Start Date	Time			
06/12/2012	12:08	06/12/12	12:08	softinfo\hmcomplus	06/12/12 - 12:08	01:05:43

Below the table, there is a row of links: 'Edit', 'Emergency Department - PLEASE ADMIT', 'Current Diversions', 'All Diversions', 'Entered By', 'Last Edit By', and 'Duration dd:hh:mm'. At the bottom of the page, there are navigation links: 'BMS Home', 'Icon Legend', 'Information', and 'Help'.

Figure 191 – Facility Diversion Page

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

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

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

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

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

Table 40 – Current Diversions Parameters

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

Column	Description
Duration	The length of time for which the facility has been on Diversion Status.

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

Table 41 – All Diversions Parameters

Column	Description
Edit	Allows the user to update diversion information.
All Diversion Location	The name of the facility that is in Diversion Status.
Status	Yes / No.
Start/Date/Time	The date and time when the diversion operation has been registered.
End/Date/Time (EST)	The date and time when the diversion operation is estimated to end.
Entered by	The name of the person who has registered the diversion.
Last Edit By	The name of the person who last modified the details of the diversion.
Duration	The length of time for which the facility has been on Diversion Status.

To change the details of a diversion the user can use the **Edit** link to the left of an entry.

4.2.2.1 Setting a Facility Area/Ward or ED to Diversion Status

To register a Facility or ED to Diversion Status, follow the instructions below.

From the home page, click the **Facility Diversion** link in from the upper left corner of the screen.

The screenshot shows the VA BMS Test Environment homepage. At the top, there is a yellow bar with the text "VA BMS Test Environment - Updated August 13, 2012" and a "Logout" link. Below this is a navigation bar with links for "Workstation: 3:35:17 PM", "Facility: 7:33 AM", "Return to VISN Network", and the "Bed Management Solution" logo. The main content area has a red box highlighting the "Facility Diversion: NONE" status and "Census: 12%" field. Below this are sections for "Reports...", "Patients Pending Bed Placement: Current", and a detailed table of patient admissions. At the bottom, there are links for "BMS Home", "Icon Legend", and "Information".

Patients Pending Bed Placement: Current									
Add New Patient			Add Interfacility Transfer		Current Past 30-Days Past 60-Days Past 90-Days			View: Standard	
	Entered	Requested	Removed	Patient	S	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08	BMSPatient, One B8876	F	LIVER FAILURE	X	ADMISSIONS	00:25 0 No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09	BMSPatient, Two B7654	M			SCHEDULED ADMISSIONS	00:24
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14	BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16	BMSPatient, Six B8976	M			EMERGENCY ROOM	00:17
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17	BMSPatient, Five B8943	F	PSYCH	X	ADMISSIONS	00:16 10 No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19	BMSPatient, Three B8765	F			CURRENT FACILITY	00:14
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four B9087	M			ADMISSIONS	00:11

Figure 192 – Selecting Facility Diversion

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

The screenshot shows the 'EDIT Diversion' page with the following details:

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

Buttons at the top right: ADD (highlighted), Cancel.

Links at the bottom: BMS Home, Icon Legend, Information.

Figure 193 – Adding/Editing Details of Facility Diversion

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

The screenshot shows the 'Add New Diversion Status' page with the following fields:

Diversion Location	Start Date	Start Time
Emergency Department	04/09/12	18:27

Comments: LACK OF STAFFING

Buttons at the bottom: ADD (highlighted), Cancel.

Links at the bottom: BMS Home, Icon Legend, Information.

Figure 194 – Add New Diversion Status

The name of the facility selected in the previous screen is displayed in the Diversion Location column. **The user enters the Date and Time that the Facility or ED will Start Diversion Status.** In the **Comments** field, enter any comments that you consider relevant then press the **ADD** button to enter the data into the system. If facility diversion is selected in the comments field indicate which ward/area is being diverted. For example, select Facility and in the comments section indicate Intensive Care Unit (ICU)-No beds available. The newly registered diversion will be displayed in the Current Diversions list in the main **Diversion** screen.

4.2.2.2 Edit an existing Facility Diversion Entry

To edit the details of the diversion status set for a Facility or ED: in the Diversion Status for... (facility name) page click the **Edit** link to the left of the diversion status you want to modify. The following page is displayed.

The screenshot shows the 'Edit Diversion Status Details' page with the following fields:

Diversion Location	Current?	Start Date	Start Time	End Date	End Time
Facility	Yes	06/12/12	12:08	06/12/12	12:08

Comments: PLEASE ADMIT

Buttons at the bottom: Save (highlighted), Cancel.

Links at the bottom: BMS Home, Icon Legend, Information.

Figure 195 – Edit Diversion Status Details

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

4.2.3 The Events Page

This page is accessed by clicking the **New Events** link in the upper right corner of the home page.

The screenshot shows a web-based application interface for monitoring patient events. At the top, a navigation bar includes a 'Return to Home Page' link and a title 'HOSPITAL1 (HOS1) - New Events since 11/23/2011 at 5:07 AM'. Below the title, a horizontal bar indicates '3 new Signed Admission order(s) since 08/26/2011 at 5:47 PM' with a 'View Report' link. The main content area lists various events:

- There are now 0 Patients Admitted since 08/26/2011 at 5:47 PM.
- There are/are 0 new Signed Transfer order(s) since 08/26/2011 at 5:47 PM.
- There are/are 3 new Signed Discharge order(s) since 08/26/2011 at 5:47 PM. [View Report](#)
- There are/are 3 new Signed Anticipated Discharge order(s) since 08/26/2011 at 5:47 PM. [View Report](#)
- There are now 0 Discharge Appointment(s) created today.
- There are now 0 Patients Discharged since 08/26/2011 at 5:47 PM.
- EMS now has 0 vacated bed(s) to begin cleaning since 08/26/2011 at 5:47 PM.
- EMS is currently cleaning 0 bed(s) vacated since 08/26/2011 at 5:47 PM.
- EMS has completed the cleaning of 0 bed(s) vacated since 08/26/2011 at 5:47 PM.
- There is/ are 0 beds placed Out of Service since 08/26/2011 at 5:47 PM.
- There is/are 0 beds placed Back in Service since 08/26/2011 at 5:47 PM.

At the bottom, there is a navigation bar with links: BMS Home, Icon Legend, Information, and Help.

Figure 196 – New Events Page

This page presents the latest events occurring in VistA and which have an impact on the activity of the current facility as well as events occurred in the current facility during the last 8 hours. A **View Report** link is available for displaying details on the events of a certain type.

In the Events Page the user can perform a single type of action: generating a report.

4.2.3.1 View/Generate Patient Movement Report

To generate a report in the **New Events** page click the **View Report** link: the following page is displayed.

(In the image below the Patient Movement Report by Date Range is presented)

[Return to New Events Page](#)[Logout](#)

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

Trans	Admissions	Start Date	9/18/2012 10:33:02 AM		
End Date	9/18/2012 6:33:02 PM	Ward:	All Wards		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"/> <input type="button" value="Print"/> <input type="button" value="Email"/>					

Patient Movements - All Wards

(real-time VISTA query of File 405) RAN: 09/19/12 02:33

Average Diff: 00:00

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
3	09/18/2012 17:57	09/18/2012 17:57	00:00	Cardiology_Ward_1	Cardio_Bed_02	BMSPatient 9876	ADMISSION	ADMISSION
4	09/18/2012 17:59	09/18/2012 17:58	00:01	Neurology_Ward_1	Neuro_Bed_01	BMSPatient 7654	ADMISSION	ADMISSION

Number of records: 2

"Specialty Transfers"

Average Diff: 00:00

IEN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement

Number of records: 0

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

Figure 197 – Patient Movement Report

4.2.4 The Ward Whiteboard Home Page

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

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

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

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

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 198 – Ward Whiteboard Home – Select Display Criteria

The following display criteria are available:

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

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

Display PTs: use the arrow button of this field to select display options for the patient name. You can choose between the full name and a code made up of the 1stletter 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 VistaA with the Attending physicians last name. **Sort by:** if the list should be sorted according to the available criteria. The available criteria is staff/attending in ascending or descending order or by ward in ascending or descending order. This would be useful for staff assignment or end of shift reporting.

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

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

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

The screenshot shows the Ward Whiteboard Home interface. At the top, there's a header with "Whiteboard Home", "Facility Census", and "33%". To the right, it says "BRK Whiteboard for: All - Last Update: 10/02/12 at 04:17 (CST)" and "Total Number Pending/Today's Scheduled Admission: 10/0". On the far right, there are "Export Report" and "Icon Legend" buttons.

The main area displays a grid of bed entries. Each entry includes a bed number, patient ID, staff assigned (e.g., NURSE 1, NURSE 3), attending physician (e.g., AttendingPhysician One, AttendingPhysician Two), and a row of status icons. A "COMMENTS" column contains notes like "Bed Assigned - BMSPatient, One from ADMISSIONS -" and "Bed Assigned - BMSPatient, Seven from ADMISSIONS -". The grid also includes columns for "DISCH STATUS", "BED STATUS", "WARD", and "LOS NUM: WARD DDD:HH".

At the bottom, there's a summary table:

WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	UNASSIGNED	TOTAL
CARDIO	2	0	2	1	4	7
NEURO	2	2	0	1	3	6

Figure 199 – Ward Whiteboard Home

NOTE: if you select only a ward group instead of the entire facility in the upper right corner of the screen a **Ward Census** field will display the percentage of occupancy for the selected ward.



Figure 200 – Ward Whiteboard Home - Ward Census Field

The **Ward Whiteboard Home** page displays the list of beds in the selected ward(s). For each bed, the following data is available:

Table 42 – Beds Parameters

Column	Description
BED	The number assigned to the bed in the ward. The site user can click this link to view and/or edit bed information.
PT	The patient code of the patient occupying the bed. (The format of this code can be selected from the Display PTs field at the top of the beds list). Clicking the patient code link will display the Edit Patient page where you can see details of the selected patient. An icon indicating the same or similar name may appear next to the patient name if another patient on the ward has been identified
SEX	The gender of the patient occupying the bed.
STAFF	Name of Nursing personnel assigned to the bed.
ATTENDING	The name of the attending physician in charge of care of the patient.
COMMENTS	Helpful information entered by the site user when changing the bed status. Includes Patient Risk information conveyed by means of specific icons (Flight Risk, Slip, and/or Fall Risk). For details on the patient risk icons available, click the Icon Legend link - top right corner of the beds list.
DSC STATUS	The DSC column displays the Discharge status of the bed; three possible statuses are available: Anticipated Discharge Discharge Ordered Interward Transfer
BED STATUS	The BED column displays information about the bed cleaning status: four statuses are available: Bed Cleaned Bed Needs Cleaning Cleaning Bed
WARD	The ward where the bed is located.
NUMI	NUMI automates utilization review assessment and outcomes. The Utilization Management

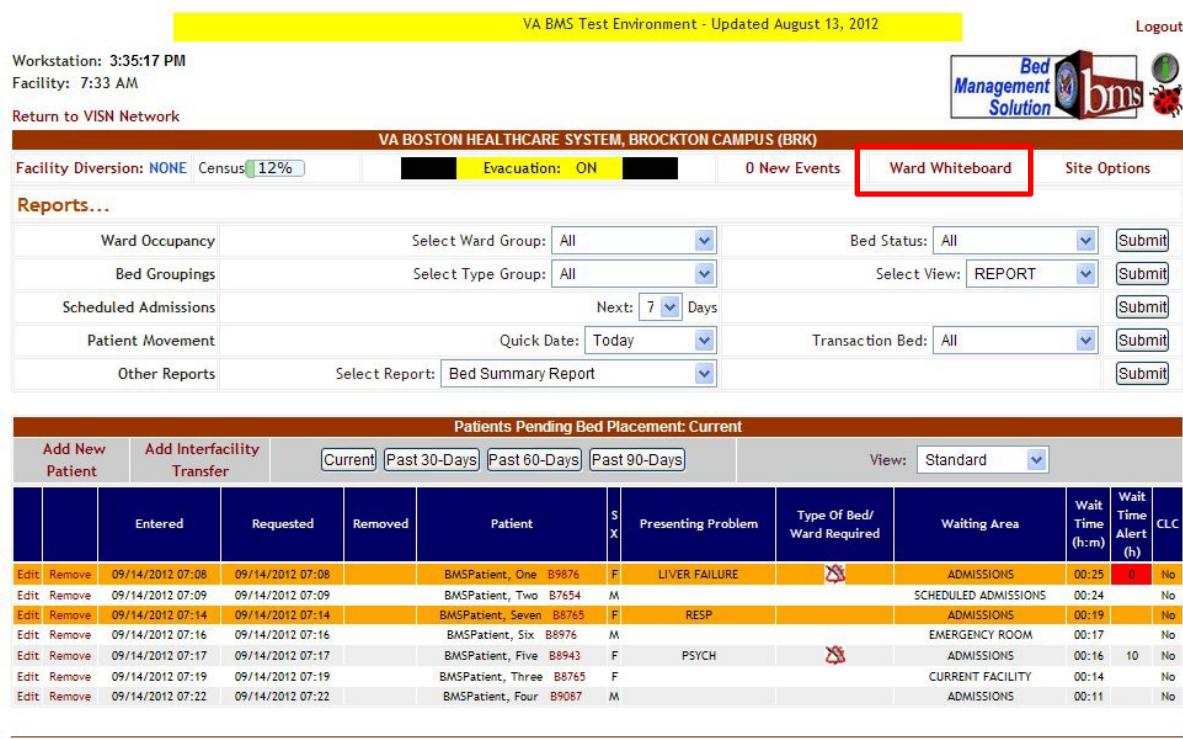
Column	Description
	(UM) Process is a tool used to help verify that patients are receiving the right care, at the right time, and in the right place. UM is both a quality and efficiency tool, as it is used to move patients efficiently through the VA system to maximize use of resources. UM reviewers assess 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.



The screenshot shows the VA BMS Test Environment interface. At the top, there's a yellow bar with the text "VA BMS Test Environment - Updated August 13, 2012" and a "Logout" link. Below this is the main header with "Bed Management Solution" and the "bms" logo. The "Ward Whiteboard" link is highlighted with a red box. The page title is "VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". There are several filter options: "Facility Diversion: NONE", "Census: 12%", "Evacuation: ON", "0 New Events", "Ward Whiteboard" (which is highlighted), and "Site Options". Below these are sections for "Reports...", "Ward Occupancy", "Bed Groupings", "Scheduled Admissions", "Patient Movement", and "Other Reports". The main content area is titled "Patients Pending Bed Placement: Current". It has tabs for "Add New Patient", "Add Interfacility Transfer", and "Current", "Past 30-Days", "Past 60-Days", and "Past 90-Days". The "View: Standard" dropdown is also present. The main table lists patients with columns for "Entered", "Requested", "Removed", "Patient", "Sex", "Presenting Problem", "Type Of Bed/Ward Required", "Waiting Area", "Wait Time (h:m)", "Wait Time Alert (h)", and "CLC". Each row includes "Edit" and "Remove" links. The table data is as follows:

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

Figure 201 – Selecting Ward Whiteboard

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

WARD Whiteboard Home: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)	
PARAMETER	OPTIONS
Select Ward:	All <input type="button" value="▼"/>
Split Screen:	No <input type="button" value="▼"/>
Display PT's:	Last Name <input type="button" value="▼"/>
Gender Color:	Blue/Pink <input type="button" value="▼"/>
Display Footer Census:	No <input type="button" value="▼"/>
Display Staff/Attending:	Staff and Attending <input type="button" value="▼"/>
Sort by:	<input type="button" value="▼"/>
Scroll:	No <input type="button" value="▼"/>
Scroll Rate:	<input type="button" value="▼"/>

Figure 202 – Selecting Parameters for Ward Whiteboard

Click the arrow button of the **Select Ward** field to display a list of wards defined in the system and select the ward where is the bed you want to take out of service then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following image.

BRK Whiteboard for: NEURO - Last Update: 10/02/12 at 05:02 (CST)										Export Report Icon Legend			
Facility Census		Total Number Pending/Today's Scheduled Admission: 10/0								NEURO census			
BED	PT	S EX	STAFF <input checked="" type="checkbox"/>	ATTENDING	COMMENTS				DISCH STATUS	BED STATUS	WARD	NUMI	LOS WARD DDD:HH
10B-A													
Neuro_Bed_01		F		AttendingPhysician Two	- Bed Assigned - BMSPatient, Seven from ADMISSIONS -						4 WEST - ORTHOPEDIC SURGERY		12:09
Neuro_Bed_02		F	NURSE 3	AttendingPhysician One	S T O R E V E R Y D A Y						2 EAST - ORTHOPEDIC SURGERY		12:09
Neuro_Bed_03					- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -								
Neuro_Bed_05													
Neuro_Bed_06													
WARD REPORT													
WARD		OCCUPIED	FEMALE	MALE	ASSIGNED	UNASSIGNED	TOTAL						
NEURO		2	2	0	1	3	6						

Figure 203 – Selecting a Bed from the Ward Whiteboard Page

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

WARD Whiteboard

Ward: NEURO
Bed: Neuro_Bed_05
Reason: OUT OF SERVICE

Expected DOS End Date: 00 : 00 : 00

Comments:

Nur Assignment: (20 characters)

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

Requested Manual Cleaning:

NO YES VISTA Ward:

Special Instructions:

Submit & Reset Form

Figure 204 – Taking a Bed Out of Service

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

When displaying the **Ward Whiteboard Home** page, the selected bed will be marked with an icon “Out of service” and the color will be changed to Red.

Figure 205 – Ward Whiteboard Home - Bed Out of Service

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

WARD Whiteboard

Ward: NEURO
Bed: Neuro_Bed_05
Reason: **DELETE THIS REASON**

Actual OOS End Date/Time: 10/02/12 05 : 12

Comments:

Nur Assignment: (20 characters)

Standard Icons	Emergency Management Icons	Site Configurable Icons
[Icon] Negative Pressure (Room)	[R] No	
[Icon] Shared Bathroom (Room)	[R] No	
[Icon] Telemetry (Room)	[R] No	
[Icon] Lift Equipment (Room)	[R] No	
[WP] Women's Program (Room)	[R] No	

Requested Manual Cleaning:

NO YES VISTA Ward: Neurology_V 10/02/12 05 : 12

Special Instructions: (150 Char)

Submit & Reset Form

Submit **Never Mind & Return To WhiteBoard**

Clear ALL Comments For ALL Wards Associate To This Bed...

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

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

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 **R** will be available)

WARD Whiteboard

Ward: NEURO WARD 1
Bed: Neuro Bed 2
Reason:

Comments:

Nur Assignment: (20 characters)

Standard Icons	Emergency Management Icons	Site Configurable Icons
[Caution] Caution Risk	[R] No	[Blue Square] Blue Square
[Icon] Negative Pressure (Room)	[R] No	[Blue Diamond] Blue Diamond
[Icon] Shared Bathroom (Room)	[R] No	
[Icon] Telemetry (Room)	[R] No	
[Icon] Lift Equipment (Room)	[R] No	
[WP] Women's Program (Room)	[R] No	

Requested Manual Cleaning:

NO YES STAT VISTA Ward: Neurology_V 06/14/12 17 : 42

Special Instructions: (150 Char)

Submit & Reset Form

Submit **Never Mind & Return To WhiteBoard**

Clear ALL Comments For ALL Wards Associate To This Bed...

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

Figure 207 – Ward Whiteboard – No Patient Assigned

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

WARD Whiteboard

Ward: NEURO	Bed: Neuro_Bed_01	Reason: ISOLATION																																																																																																																		
Comments:	<input type="button" value="+"/>																																																																																																																			
Nur Assignment:	(20 characters)																																																																																																																			
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<input type="button" value="Clear ALL Comments For ALL Wards Associate To This Bed..."/>																																																																																																																				

Figure 208 – Ward Whiteboard – Patient Assigned

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

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

Whiteboard Home		BRK Whiteboard for: NEURO - Last Update: 10/02/12 at 06:18 (CST) Total Number Pending/Today's Scheduled Admission: 10/0						Export Report		Icon Legend	
Facility Census								NEURO census		LOS	
BED	FT	SEX	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUMI	WARD DDD-MH	
108-A			<input checked="" type="checkbox"/>	AttendingPhysician Two	- Bed Assigned - BMSPatient, Seven from ADMISSIONS -			4 WEST - ORTHOPEDIC SURGERY		12:11	
Neuro_Bed_01		F		AttendingPhysician One	- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -			2 EAST - ORTHOPEDIC SURGERY		12:10	
Neuro_Bed_02		F	NURSE 3								
Neuro_Bed_03											
Neuro_Bed_05											
Neuro_Bed_06											

WARD	OCCUPIED	FEMALE	MALE	ASSIGNED	UNASSIGNED	TOTAL
NEURO	2	2	0	1	3	6

Figure 209 – Ward Whiteboard Home – Bed/Patient Flagged

4.2.4.3 Assigning a bed to a nurse

To assign a bed to a nurse follow the instructions below.

In the **Ward Whiteboard Home** page click the field to the right of a bed in the STAFF column:

Whiteboard Home		BRK Whiteboard for: All - Last Update: 10/02/12 at 06:21 (CST)				Export Report Icon Legend					
Facility Census		Total Number Pending/Today's Scheduled Admission: 10/0									
BED	PT	SEX	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	HUMI	LOS WARD	DDO-HH
1001-1			NURSE 1								
1001-8			NURSE 1								
Cardio_Bed_02	M	X X X	NURSE 2	AttendingPhysician One	CLOSED					2B - CARDIOLOGY	Y 12:11
Cardio_Bed_03	M	BMSPatient	NURSE 3	AttendingPhysician One		- Bed Assigned - BMSPatient, One from ADMISSIONS -				3A - CARDIOLOGY	G 4 12:10
Cardio_Bed_04											
Cardio_Bed_06											
10B-A											
Neuro_Bed_01	M	BMSPatient F		AttendingPhysician Two		- Bed Assigned - BMSPatient, Seven from ADMISSIONS -				4 WEST - ORTHOPEDIC SURGERY	Y 12:11
Neuro_Bed_02	M	BMSPatient F	NURSE 3	AttendingPhysician One		- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -				2 EAST - ORTHOPEDIC SURGERY	I 1 12:10
Neuro_Bed_03											
Neuro_Bed_05											
Neuro_Bed_06											

Figure 210 – Ward Whiteboard Home – Select Bed to Assign to a Nurse

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

4.2.4.4 Editing the nurse assignment for a bed

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

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

Whiteboard Home		BRK Whiteboard for: All - Last Update: 10/02/12 at 07:24 (CST)				Export Report Icon Legend					
Facility Census		Total Number Pending/Today's Scheduled Admission: 10/0									
BED	PT	SEX	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	HUMI	LOS WARD	DDO-HH
1001-1			NURSE 1								
1001-8			NURSE 1								
Cardio_Bed_02	M	X X X	NURSE 3	AttendingPhysician One	CLOSED					2B - CARDIOLOGY	Y 12:12
Cardio_Bed_03	M	BMSPatient	NURSE 3	AttendingPhysician One		- Bed Assigned - BMSPatient, One from ADMISSIONS -				3A - CARDIOLOGY	G 4 12:11
Cardio_Bed_04			NURSE 4								
Cardio_Bed_06											
10B-A											
Neuro_Bed_01	M	BMSPatient F		AttendingPhysician Two	- Bed Assigned - BMSPatient, Seven from ADMISSIONS -					4 WEST - ORTHOPEDIC SURGERY	Y 12:12
Neuro_Bed_02	M	BMSPatient F	NURSE 3	AttendingPhysician One		- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -				2 EAST - ORTHOPEDIC SURGERY	I 1 12:11
Neuro_Bed_03											
Neuro_Bed_05											
Neuro_Bed_06											

Figure 211 – Ward Whiteboard Home – Select Nurse

The field will become editable as in the following image.

Figure 212 – Ward Whiteboard Home – Change Nurse Assignment for Bed

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

4.2.4.5 Assigning several beds to medical staff

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

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

VA BMS Test Environment - Updated August 13, 2012

Logout

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

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: NONE	Census: 12%	Evacuation: ON	0 New Events	Ward Whiteboard	Site Options						
Reports...											
Ward Occupancy	Select Ward Group:	All	Bed Status:	All	Submit						
Bed Groupings	Select Type Group:	All	Select View:	REPORT	Submit						
Scheduled Admissions	Next:	7 Days	Submit								
Patient Movement	Quick Date:	Today	Transaction Bed:	All	Submit						
Other Reports	Select Report:	Bed Summary Report	Submit								
Patients Pending Bed Placement: Current											
Add New Patient	Add Interfacility Transfer	Current	Past 30-Days	Past 60-Days	Past 90-Days	View:	Standard				
	Entered	Requested	Removed	Patient	S X	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:00	BMSPatient_One B9876	F	LIVER FAILURE	☒	ADMISSIONS	00:25	0	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09	BMSPatient_Two B7654	M			SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14	BMSPatient_Seven B8765	F	RESP		ADMISSIONS	00:19		No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16	BMSPatient_Six B8976	M			EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17	BMSPatient_Five B8943	F	PSYCH	☒	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19	BMSPatient_Three B8765	F			CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22	BMSPatient_Four B9087	M			ADMISSIONS	00:11		No

Figure 213 – Selecting Ward Whiteboard

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

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

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

PARAMETER	OPTIONS
Select Ward:	<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 214 – Selecting Parameters for Ward Whiteboard

Click the arrow button of the **Select Ward** field to display a list of wards defined in the system and select the ward where staff is to be assigned then press the **Submit** button. The list of the beds in the selected ward is displayed as in the following image.

BRK Whiteboard for: All - Last Update: 10/02/12 at 06:34 (CST)
Total Number Pending/Today's Scheduled Admission: 10/0

Export Report Icon Legend

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH	BED	WARD	LOS
					STATUS	STATUS	NUM	WARD DD/MM
1001-1	NURSE 1	<input checked="" type="checkbox"/>						
1001-6	NURSE 1							
1001-9			CLOSED					
Cardio_Bed_02	BMSPatientF	M NURSE 3	AttendingPhysician One	Bed Assigned - BMSPatient, One from ADMISSIONS -				2B - CARDIOLOGY
Cardio_Bed_03	BMSPatientM	M NURSE 3	AttendingPhysician One					3A - CARDIOLOGY
Cardio_Bed_04								
Cardio_Bed_06				BED ASSIGNED, TESTING THE BUILD,ISOLATION,BED ASSIGNED,TESTING THE BUILD,ISOLATION,BED ASSIGNED,TESTING THE BUILD,ISOLATION,BED ASSIGNED,ISOLATION,TEST				
10B-A								
Neuro_Bed_01	BMSPatientF		AttendingPhysician Two	- Bed Assigned - BMSPatient, Seven from ADMISSIONS -				4 WEST - ORTHOPEDIC SURGERY
Neuro_Bed_02	BMSPatientF	NURSE 3	AttendingPhysician One	- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -				2 EAST - ORTHOPEDIC SURGERY
Neuro_Bed_03								
Neuro_Bed_05								
Neuro_Bed_06								

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

Figure 215 – Selecting a Batch Assign Button

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

[Return To Listing](#)

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

Ward: All

Staff:

Select All

- 1001-1 (NURSE 1)
- 1001-8 (NURSE 1)
- 100-A
- Cardio_Bed_02 (NURSE 3)
- Cardio_Bed_03 (NURSE 3)
- Cardio_Bed_04
- Cardio_Bed_06
- Neuro_Bed_01
- Neuro_Bed_02 (NURSE 3)
- Neuro_Bed_03
- Neuro_Bed_05

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

Figure 216 – Batch Assign Beds to Staff

A list of beds is displayed: use the Ward field at the top of the page to filter the bed list according to wards.

In the **Staff** field enter the name of the nurse (or other personnel) that you want to assign for the selected bed.

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

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

Whiteboard Home		BRK Whiteboard for: All - Last Update: 10/02/12 at 06:55 (CST)										Export Report	
Facility Census		Total Number Pending/Today's Scheduled Admission: 10/0										Icon Legend	
BED	PT	STAFF	ATTENDING	COMMENTS						DISCH	BED	WARD	NUM
													Ward
1001-1		NURSE 1											
1001-8		NURSE 1											
Cardio_Bed_02	XXXX	M NURSE 3	AttendingPhysician One	CLOSED									
Cardio_Bed_03	BMSPatientF	M NURSE 3	AttendingPhysician One	Bed Assigned - BMSPatient, One from ADMISSIONS -									
Cardio_Bed_04		NURSE 4											
Cardio_Bed_06				BED ASSIGNED, TESTING THE BUILD,ISOLATION,BED ASSIGNED,TESTING THE BUILD,ISOLATION,BED ASSIGNED,TESTING THE BUILD,ISOLATION,BED ASSIGNED,ISOLATION,TEST									
100-A													
Neuro_Bed_01	BMSPatientF		AttendingPhysician Two - Bed Assigned - BMSPatient, Seven from ADMISSIONS -										
Neuro_Bed_02	BMSPatientF	NURSE 3	AttendingPhysician One	Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -									
Neuro_Bed_03													
Neuro_Bed_05		NURSE 4											
Neuro_Bed_06													

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

Figure 217 – Beds Assigned

4.2.4.6 Display the patient details

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

The screenshot shows a software interface titled "Bed Control Pt Inquiry". At the top, there is a toolbar with standard window controls (Minimize, Maximize, Close) and a search bar labeled "Find | Next". Below the toolbar, the patient information is displayed in a table:

FULL NAME	SSN	GENDER
BMSPatient, Two	XXX-XX-5678	F

Below the patient info, there are three main operational sections represented by tabs:

- Patient D/C Orders**: Shows columns for Order ID#, Ward, Patient Name, D/T Ordered, Status, and Order Item.
- Patient D/C Appointments**: Shows columns for Ward, RoomBed, Patient, Appointment D/T, Current Status, and Clinic Name.
- Patient Anticipated Discharge Orders**: Shows columns for Order ID#, Ward, Patient Name, D/T Ordered, Status, and Order Text.

At the bottom of the screen, there is a navigation bar with links: "BMS Home", "Icon Legend", and "Information".

Figure 218 – Patient Details – Bed Control Pt Inquiry

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

4.2.4.7 Generate the ward whiteboard report for the selected wards

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

The screenshot shows a "Ward Whiteboard Report" grid. The columns are labeled: BED, PT, SEX, STAFF, ATTENDING, COMMENTS, BED STATUS, BED STATUS, WARD, and NUM. The grid contains several rows of data, each representing a patient bed assignment:

BED	PT	SEX	STAFF	ATTENDING	COMMENTS	BED STATUS	BED STATUS	WARD	NUM
1001-1			NURSE 1						
1001-6			NURSE 1						
Cardio_Bed_02	XXXX	M	NURSE 3	AttendingPhysician One	CLOSED 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 BED ISOLATION TEST				
108-A									
Neuro_Bed_01	BMSPatient	F		AttendingPhysician Two	- Bed Assigned - BMSPatient, Seven from ADMISSIONS -			4 WEST - ORTHOPEDIC SURGERY	
Neuro_Bed_02	BMSPatient	F	NURSE 3	AttendingPhysician One	 Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -			2 EAST - ORTHOPEDIC SURGERY	
Neuro_Bed_03					- Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -				
Neuro_Bed_05			NURSE 4						
Neuro_Bed_06									

Figure 219 – Ward Whiteboard Report

4.2.5 The Ward Whiteboard Page

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

WARD Whiteboard

Ward:	NEURO		
Bed:	Neuro_Bed_01		
Reason:	<input type="button" value="▼"/>		
Comments:	<input type="button" value="+"/>		
Nur Assignment:	(20 characters)		
Standard Icons		Emergency Management Icons	Site Configurable Icons
<input type="checkbox"/> Patient Opt-Out	<input type="checkbox"/> No	<input type="checkbox"/> Stretcher (Patient) (EM)	<input type="checkbox"/> No
<input type="checkbox"/> Flu Risk	<input type="checkbox"/> No	<input type="checkbox"/> Wheelchair Bound (Patient) (EM)	<input type="checkbox"/> No
<input type="checkbox"/> Slip and Fall Risk	<input type="checkbox"/> No	<input type="checkbox"/> Ventilator (Patient) (EM)	<input type="checkbox"/> No
<input type="checkbox"/> Flight Risk	<input type="checkbox"/> No	<input type="checkbox"/> Lift Equipment (Patient) (EM)	<input type="checkbox"/> No
<input type="checkbox"/> Restraint	<input type="checkbox"/> No	<input type="checkbox"/> Oxygen (Patient) (EM)	<input type="checkbox"/> No
<input type="checkbox"/> Caution Risk	<input type="checkbox"/> No	<input type="checkbox"/> Evacuate (Patient) (EM)	<input type="checkbox"/> No
<input type="checkbox"/> 23H Observation	<input type="checkbox"/> No	<input type="checkbox"/> Negative Pressure (Patient) (EM)	<input type="checkbox"/> No
<input type="checkbox"/> PICC	<input type="checkbox"/> No	<input type="checkbox"/> One to One (Patient) (EM)	<input type="checkbox"/> No
<input type="checkbox"/> Suicide Risk	<input type="checkbox"/> No		
<input type="checkbox"/> Negative Pressure (Room)	<input type="checkbox"/> R		
<input type="checkbox"/> Shared Bathroom (Room)	<input type="checkbox"/> R		
<input type="checkbox"/> Telemetry (Patient)	<input type="checkbox"/> P		
<input type="checkbox"/> Telemetry (Room)	<input type="checkbox"/> R		
<input type="checkbox"/> Lift Equipment (Room)	<input type="checkbox"/> R		
<input type="checkbox"/> Close Observation (Patient)	<input type="checkbox"/> P		
<input type="checkbox"/> Women's Program (Room)	<input type="checkbox"/> R		
<input type="checkbox"/> Respiratory Therapy (Patient)	<input type="checkbox"/> P		
<input type="checkbox"/> Seizure Precautions	<input type="checkbox"/> P		
Requested Manual Cleaning:			
<input checked="" type="radio"/> NO <input type="radio"/> YES <input type="radio"/> STAT		VISTA Ward: 4 WEST	10/05/12
<input type="button" value="Submit"/> <input type="button" value="Never Mind & Return To WhiteBoard"/> <input type="button" value="Clear ALL Comments For ALL Wards Associate To This Bed..."/>			

Figure 220 – The Ward Whiteboard Page

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

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

The following data is available for each bed:

Table 43 – Bed Parameters

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

Column	Description
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 changes.

4.2.5.1 Request cleaning/EMS services for a bed

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

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

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

Figure 221 – Request Manual Cleaning Area

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

Movement: the date and time of the movement that generated the request

Request: the date and time when the bed clean request was entered in the system.

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

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

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

4.3 EMS Supervisor

The EMS supervisor users can access the following pages:

- **EMS Bed Status page**

- Environmental Management Service Bed Status page
- Environmental Management Service Bed Status – Batch Assign EMS Staff page.

4.3.1 Environmental Management Service Bed Status Page

This page is accessed by pressing the button **Go To Facility Bed Cleaning Page (EMS Staff Only)** from the **BMS User Login** page. The **EMS Bed Status** page is displayed as in the following image.

<input checked="" 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	Cardio_Bed_1	CARDIO	WARD 1		6/12/2012 3:12:00 PM	28:29	6/13/2012 7:41:00 PM		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	
<input type="checkbox"/>	Manual	Neuro_Bed_2	NEURO	WARD 1		6/13/2012 7:43:00 PM	13:44	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM	EMS Staff Two	softInfo/hmcplus	6/14/2012 9:28:00 AM	softInfo/hmcplus	-	
<input type="checkbox"/>	Manual	Neuro_Bed_1	NEURO	WARD 1		6/13/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:03	6/13/2012 7:57:00 PM	EMS Staff One	softInfo/hmcplus	6/13/2012 7:57:00 PM	softInfo/hmcplus	-	
<input type="checkbox"/>	4	Cardio_Bed_1	CARDIO	WARD 1	6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	02:18	6/14/2012 6:05:00 PM		EMS Staff One	softInfo/hmcplus	6/14/2012 6:05:00 PM	softInfo/hmcplus	-	
<input type="checkbox"/>	5	Neuro_Bed_1	NEURO	WARD 1	6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM						6/14/2012		-	
<input type="checkbox"/>	7	Cardio_Bed_2	CARDIO	WARD 1	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM						6/14/2012		-	
<input type="checkbox"/>	11	Neuro_Bed_3	NEURO	WARD 1	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM						6/18/2012		-	
<input type="checkbox"/>	12	Neuro_Bed_2	NEURO	WARD 1	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM						6/18/2012		-	
<input type="checkbox"/>	13	Cardio_Bed_3	CARDIO	WARD 1		6/18/2012 6:46:00 PM							6/18/2012 6:46:58 PM	softInfo/hmcplus	-	

Figure 222 – EMS Bed Status Page

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

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

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

Table 44 – EMS Bed Status Parameters

Column	Description
Select batch <input checked="" type="checkbox"/>	Allows the selection of several requests in the list.
(selection box) <input type="checkbox"/>	Allows the selection of the entry.
Record	For automatic requests, displays the record number of the movement that generated the request. For manual urgent requests, the “Manual/STAT” is displayed against a red background. For manual requests, the word “Manual” is displayed against a yellow background.
RoomBed	Displays the name/code of the bed.
Ward	Displays the name of the ward where the bed is.
Movement	Displays the date and time of the movement that generated the request.
DIFF	The difference between the date and time of the movement and the date and time of the request.

Column	Description
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.

Record	Roombed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
Manual	Cards_Bed 1	CARDIO		6/12/2012 03:00 PM	19:29	6/13/2012 07:41:00 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	softInfo/hmc.onplus	6/13/2012 7:42:00 PM	softInfo/hmc.onplus	- 06/13/12 19:42		
Manual	Heura_Bed 2	NEURO		6/13/2012 07:43:00 PM	13:44	6/14/2012 07:27:00 AM	00:01	6/14/2012 07:28:00 AM	EMS Staff Two	softInfo/hmc.onplus	6/14/2012 07:28:00 AM	softInfo/hmc.onplus	-		
Manual	Heura_Bed 1	NEURO		6/13/2012 07:47:00 PM	00:07	6/13/2012 07:54:00 PM	00:03	6/13/2012 7:57:00 PM	EMS Staff One	softInfo/hmc.onplus	6/13/2012 7:57:00 PM	softInfo/hmc.onplus	-		
4	Cards_Bed 1	CARDIO	6/14/2012 08:23:00 PM	00:00	6/14/2012 08:23:00 PM	02:18	6/14/2012 08:05:00 PM	124:25	6/19/2012 10:30:28 PM	EMS Staff One	EMS Staff One	6/19/2012 10:30:28 PM	EMS Staff One	-	
5	Heura_Bed 1	NEURO	6/14/2012 08:24:00 PM	00:00	6/14/2012 08:24:00 PM	00:15	6/18/2012 07:39:00 PM	6/19/2012 07:39:00 PM	TESTARESOFT2.hmcBMS			6/19/2012 07:39:00 PM	softInfo/hmc.onplus	-	
6	Cards_Bed 2	CARDIO	6/14/2012 08:34:00 PM	00:00	6/14/2012 08:34:00 PM	121:57	6/19/2012 10:31:38 PM	6/19/2012 10:31:38 PM	EMS Staff One			6/19/2012 10:31:38 PM	EMS Staff One	-	
7	Heura_Bed 2	NEURO	6/18/2012 08:57:00 PM	00:00	6/18/2012 08:57:00 PM	25:00	6/19/2012 09:57:00 PM	6/19/2012 09:57:00 PM	TESTARESOFT2.hmcBMS	softInfo/hmc.onplus		6/19/2012 09:57:00 PM	softInfo/hmc.onplus	-	
11	Heura_Bed 2	NEURO	6/18/2012 08:58:00 PM	00:00	6/18/2012 08:58:00 PM	01:12	6/19/2012 09:56:00 PM	6/19/2012 09:56:00 PM	TESTARESOFT2.hmcBMS	softInfo/hmc.onplus		6/19/2012 09:56:00 PM	softInfo/hmc.onplus	-	
12	Cards_Bed 1	CARDIO	6/18/2012 08:46:00 PM	00:00	6/18/2012 08:46:00 PM	00:54	6/19/2012 07:40:00 PM	6/19/2012 07:40:00 PM	TESTARESOFT2.hmcBMS	softInfo/hmc.onplus		6/19/2012 07:40:00 PM	softInfo/hmc.onplus	-	
13	Cards_Bed 1	CARDIO	6/19/2012 08:43:00 PM	00:00	6/19/2012 08:43:00 PM	00:02	6/19/2012 09:45:00 PM	6/19/2012 09:45:00 PM	TESTARESOFT2.hmcBMS	softInfo/hmc.onplus		6/19/2012 09:45:00 PM	softInfo/hmc.onplus	-	
14	Heura_Bed 1	NEURO	6/19/2012 10:04:00 PM	00:00	6/19/2012 10:04:00 PM	10:44	6/19/2012 10:45:00 PM	6/19/2012 10:45:00 PM	TESTARESOFT2.hmcBMS	softInfo/hmc.onplus		6/19/2012 10:45:00 PM	softInfo/hmc.onplus	-	
15	Cards_Bed 1	CARDIO	6/19/2012 10:54:00 PM	00:00	6/19/2012 10:54:00 PM	10:54:41	6/19/2012 10:54:41 PM	6/19/2012 10:54:41 PM	TESTARESOFT2.hmcBMS	softInfo/hmc.onplus		6/19/2012 10:54:41 PM	softInfo/hmc.onplus	-	

Figure 223 – Select Bed Clean Request for Assignment

Upon selection the following screen is displayed:

Environmental Management Service Bed Status

EMS Bed Control: Assign Cleaning

Room: Neuro Bed 1 Ward: NEURO WARD 1

Special Instructions:

Assigned To: EMS Staff One

Date/Time Assigned: 6/13/2012 @ 19:54

Submit | Never Mind And Return To Listing

Figure 224 – EMS Bed Status Page – Assign Cleaning

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

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

Whiteboard Home Facility Census 33%

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

Export Report Icon Legend

BED	PT	STAFF	ATTENDING	COMMENTS	DISCH	BED STATUS/STATUS	WARD	NUMI	LOS WARD DOD/HH
1001-1		NURSE 1							
1001-8		NURSE 1							
Cardio_Bed_01	EMGPatient F	M NURSE 3	AttendingPhysician One	CLOSED					
Cardio_Bed_01	EMGPatient M	M NURSE 3	AttendingPhysician One						
Cardio_Bed_04		NURSE 4							
Cardio_Bed_06				BED ASSIGNED, TESTING THE BUILD,ISOLATION,BED ASSIGNED,TESTING THE BUILD,ISOLATION,BED ASSIGNED,TESTING THE BUILD,ISOLATION,TEST					
10B-A									
Neuro_Bed_01	EMGPatient F		AttendingPhysician Two	- Bed Assigned - EMGPatient, Seven from ADMISSIONS -					
Neuro_Bed_02	EMGPatient F	NURSE 3	AttendingPhysician One						
Neuro_Bed_03				- Bed Assigned - EMGPatient, Six from EMERGENCY ROOM.					
Neuro_Bed_05		NURSE 4							
Neuro_Bed_06									

Figure 225 – Ward Whiteboard – Cleaning Bed

4.3.1.2 Assigning a batch of bed clean requests

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

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

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

Bed Management Solution															
BRK - EMS Bed Status (Last Update: 06/18/12 at 07:23 AKST)															
Ward:	All Wards	Start Date:	06/10/12	00	00	00	End Date:	06/20/12	23	59	59	Submit			
Record	Roombed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
Manual 1	Cardio_Bed WARD 1	CARDIO	6/12/2012 3:12:00 PM	28:25	6/13/2012 7:41:00 PM	00:03	6/13/2012 7:42:00 PM	00:01	EMS Staff One	softInfo/hmcplus	6/13/2012 7:42:00 PM	softInfo/hmcplus	-	softInfo/hmcplus - 06/13/12 19:42	
Manual 2	Neuro_Bed_2 WARD 1	NEURO	6/13/2012 7:43:00 AM	13:44	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM	00:01	EMS Staff Two	softInfo/hmcplus	6/14/2012 9:28:00 AM	softInfo/hmcplus	-		
Manual 3	Neuro_Bed_1 WARD 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	00:03	EMS Staff One	softInfo/hmcplus	6/13/2012 7:57:00 PM	softInfo/hmcplus	-		
4	Cardio_Bed 1 WARD 1	CARDIO	6/14/2012 8:23:00 PM	6/14/2012 8:23:00 PM	02:18	6/14/2012 8:05:00 PM	00:00	6/14/2012 8:05:00 PM	00:00	EMS Staff One	6/14/2012 8:05:00 PM	softInfo/hmcplus	-		
5	Neuro_Bed_1 WARD 1	NEURO	6/14/2012 8:24:00 PM	6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	00:00	EMS Staff One	6/14/2012 8:24:00 PM	softInfo/hmcplus	-		
7	Cardio_Bed 2 WARD 1	CARDIO	6/14/2012 8:34:00 PM	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM	00:00	EMS Staff One	6/14/2012 8:34:00 PM	softInfo/hmcplus	-		
11	Neuro_Bed_3 WARD 1	NEURO	6/18/2012 8:57:00 PM	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM	00:00	EMS Staff One	6/18/2012 8:57:00 PM	softInfo/hmcplus	-		
12	Neuro_Bed_2 WARD 1	NEURO	6/18/2012 8:58:00 PM	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	00:00	EMS Staff Two	6/18/2012 8:58:00 PM	softInfo/hmcplus	-		
13	Cardio_Bed 3 WARD 1	CARDIO	6/18/2012 6:46:00 PM	6/18/2012 6:46:00 PM	00:00	6/18/2012 6:46:00 PM	00:00	6/18/2012 6:46:00 PM	00:00	EMS Staff One	6/18/2012 6:46:00 PM	softInfo/hmcplus	-		

Figure 226 – Select Several Bed Clean Requests

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

Environmental Management Service Bed Status - Batch Assign EMS Staff														
EMS Bed Control: Assign Cleaning														
Date/Time Assigned:	6/18/2012	@	19:32	Assigned To:	EMS Staff One	▼								
Room:	Neuro Bed 1	Ward:	NEURO WARD 1	Assigned To:	EMS Staff One	▼								
Room:	Cardio Bed 2	Ward:	CARDIO WARD 1	Assigned To:	EMS Staff One	▼								
Room:	Neuro Bed 3	Ward:	NEURO WARD 1	Assigned To:	EMS Staff Two	▼								
<input type="button" value="Submit"/> <input type="button" value="Never Mind And Return To Listing"/>														

Figure 227 – Assign Several Bed Clean Requests

A list of the selected requests is displayed. You can assign all the requests to the same person or you can assign each request to a different person. Use the arrow button of the **Assigned To:** fields drop down box to display the available personnel. Click the **Submit** button to enter the data into the system.

4.3.1.3 Commenting a bed clean request

To enter comments for a bed clean request follow the instructions below.

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

NOTE: you can only enter comments for a request which has been assigned.

Bed Management Solution																
BRK - EMS Bed Status (Last Update: 06/19/12 at 11:10 AKST)																
Ward:	All Wards	Start Date:	06/01/12	00	00	00	End Date:	06/20/12	23	59	59	Submit				
#	Record	Room/Bed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
<input type="checkbox"/>	Manual	Cardio_Bed	CARDIO	3/12/00 PM	28-29	6/13/2012	00:01	6/13/2012	7:42:00 PM	EMS Staff One	softInfo@hmcplus	softInfo@hmcplus	6/13/2012	softInfo@hmcplus	- 06/13/12 11:42	softInfo@hmcplus
<input type="checkbox"/>	Manual	Neuro_Bed	NEURO	6/11/2012	13-44	6/14/2012	00:01	6/14/2012	9:28:00 AM	EMS Staff Two	softInfo@hmcplus	softInfo@hmcplus	6/14/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	Manual	Neuro_Bed	NEURO	7/43:00 PM	00:07	6/13/2012	00:03	6/13/2012	7:57:00 PM	EMS Staff One	softInfo@hmcplus	softInfo@hmcplus	6/13/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	4	Cardio_Bed	CARDIO	6/14/2012	00:00	6/14/2012	02:18	6/14/2012	12:45	6/19/2012	EMS Staff One	EMS Staff One	6/19/2012	EMS Staff One	-	
<input type="checkbox"/>	5	Neuro_Bed	NEURO	6/14/2012	00:00	6/14/2012	05:15	6/18/2012	7:39:00 PM	TESTARESOFT2@testBMS	TESTARESOFT2@testBMS	TESTARESOFT2@testBMS	6/18/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	1	WARD 1	WARD 1	8:24:00 PM	00:00	8:24:00 PM	00:00	8:24:00 PM	10:31:38 PM	EMS Staff One	EMS Staff One	EMS Staff One	6/19/2012	EMS Staff One	-	
<input type="checkbox"/>	7	Cardio_Bed	CARDIO	6/14/2012	00:00	6/14/2012	12:15	6/19/2012	10:31:38 PM	EMS Staff One	EMS Staff One	EMS Staff One	6/19/2012	EMS Staff One	-	
<input type="checkbox"/>	2	WARD 1	WARD 1	8:34:00 PM	00:00	8:34:00 PM	00:00	8:34:00 PM	10:31:38 PM	EMS Staff One	EMS Staff One	EMS Staff One	6/19/2012	EMS Staff One	-	
<input type="checkbox"/>	11	Neuro_Bed	NEURO	6/18/2012	00:00	6/18/2012	05:00	6/19/2012	9:57:00 PM	TESTARESOFT2@testBMSsoftInfo@hmcplus	TESTARESOFT2@testBMSsoftInfo@hmcplus	TESTARESOFT2@testBMSsoftInfo@hmcplus	6/19/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	3	WARD 1	WARD 1	8:57:00 PM	00:00	8:57:00 PM	00:00	8:57:00 PM	10:45:00 PM	6/18/2012	6/18/2012	6/18/2012	6/19/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	12	Neuro_Bed	NEURO	6/18/2012	00:00	6/18/2012	01:12	6/18/2012	26:10	6/19/2012	TESTARESOFT2@testBMSsoftInfo@hmcplus	TESTARESOFT2@testBMSsoftInfo@hmcplus	6/19/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	2	WARD 1	WARD 1	8:58:00 PM	00:00	8:58:00 PM	00:00	8:58:00 PM	10:46:00 PM	6/18/2012	6/18/2012	6/18/2012	6/19/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	Manual	Cardio_Bed	CARDIO	6/19/2012	00:00	6/19/2012	00:54	6/18/2012	7:40:00 PM	TESTARESOFT2@testBMSsoftInfo@hmcplus	TESTARESOFT2@testBMSsoftInfo@hmcplus	TESTARESOFT2@testBMSsoftInfo@hmcplus	6/19/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	3	WARD 1	WARD 1	6:46:00 PM	00:00	6:46:00 PM	00:00	6:46:00 PM	7:40:00 PM	6/19/2012	6/19/2012	6/19/2012	6/19/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	Manual	Cardio_Bed	CARDIO	6/19/2012	00:00	6/19/2012	04:30	6/19/2012	9:45:00 PM	TESTARESOFT2@testBMSsoftInfo@hmcplus	TESTARESOFT2@testBMSsoftInfo@hmcplus	TESTARESOFT2@testBMSsoftInfo@hmcplus	6/19/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	3	WARD 1	WARD 1	10:04:00 PM	00:00	10:04:00 PM	00:00	10:04:00 PM	9:56:00 PM	6/19/2012	6/19/2012	6/19/2012	6/19/2012	softInfo@hmcplus	-	
<input type="checkbox"/>	Manual	Cardio_Bed	CARDIO	6/19/2012	00:00	6/19/2012	10:54:00 PM	6/19/2012	10:54:00 PM	6/19/2012	6/19/2012	6/19/2012	6/19/2012	softInfo@hmcplus	-	

Figure 228 – Select a Bed Clean Request for Comment

Upon selection the following screen is displayed:

Environmental Management Service Bed Status													
EMS Bed Control: Completed By													
Room: Neuro Bed 1 Ward: NEURO WARD 1													
Completed By:	TESTARESOFT2\TESTE	Date/Time Assigned:	6/18/2012 @ 20:11										
Comment:	ISOLATION												
<input type="button" value="Cleaning Complete"/> <input type="button" value="Comment"/> <input type="button" value="Never Mind And Return To Listing"/>													

Figure 229 – EMS Bed Status Page – Comment Bed Clean Request

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

4.4 EMS User

The EMS users can access the following pages:

- the (facility name) EMS Bed Status page;
- the Environmental Management Service Bed Status page.

4.4.1 Environmental Management Service Bed Status Page

This page is accessed by pressing the button **Go To Facility Bed Cleaning Page (EMS Staff Only)** from the **BMS User Login** page. The **EMS Bed Status** page is displayed as in the following image.

BRK - EMS Bed Status (Last Update: 06/18/12 at 08:49 AKST)																
Ward:	All Wards	Start Date:	06/01/12	00	00	00	00	End Date:	06/20/12	23	59	59	59	Submit		
Record	RoomBed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By	
Manual	Cardio_Bed_1	CARDIO	WARD 1		6/12/2012 3:12:00 PM	28:29	6/13/2012 7:41:00 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	softinfo\hmcomplus	6/13/2012 7:42:00 PM	softinfo\hmcomplus	-	softinfo\hmcomplus - 06/13/12 19:42	
Manual	Neuro_Bed_2	NEURO	WARD 1		6/13/2012 7:43:00 PM	13:44	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM	EMS Staff Two	softinfo\hmcomplus	6/14/2012 9:28:00 AM	softinfo\hmcomplus	-		
Manual	Neuro_Bed_1	NEURO	WARD 1		6/13/2012 7:47:00 PM	00:07	6/13/2012 7:54:00 PM	00:03	6/13/2012 7:57:00 PM	EMS Staff One	softinfo\hmcomplus	6/13/2012 7:57:00 PM	softinfo\hmcomplus	-		
4	Cardio_Bed_1	CARDIO	WARD 1		6/14/2012 8:23:00 PM	00:00	6/14/2012 8:23:00 PM	02:18	6/14/2012 6:05:00 PM	EMS Staff One		6/14/2012 6:05:00 PM	softinfo\hmcomplus	-		
5	Neuro_Bed_1	NEURO	WARD 1		6/14/2012 8:24:00 PM	00:00	6/14/2012 8:24:00 PM	95:15	6/18/2012 7:39:00 PM		TESTARESOFT2\testBMS	6/18/2012 7:39:00 PM	softinfo\hmcomplus	-		
7	Cardio_Bed_2	CARDIO	WARD 1		6/14/2012 8:34:00 PM	00:00	6/14/2012 8:34:00 PM					6/14/2012 00:00	softinfo\hmcomplus	-		
11	Neuro_Bed_3	NEURO	WARD 1		6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM					9:36:11 AM	6/18/2012 00:00	-		
12	Neuro_Bed_2	NEURO	WARD 1		6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	01:12	6/18/2012 7:46:00 PM		TESTARESOFT2\testBMS	6/18/2012 7:46:00 PM	softinfo\hmcomplus	-		
Manual/STAT	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 230 – EMS Bed Status Page – EMS User

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

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

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

Table 45 – EMS Bed Status Parameters

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

Column	Description
Comment	Any comments entered regarding the bedclean operation.
Commented by	The name of the person who entered the comment.

In this page the user can perform the following operations: select a bed clean request(s) in order to mark it as completed and comment a request.

4.4.1.1 Assigning a bed clean request

To assign a bed clean request follow the instructions below.

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

NOTE: you can only select a request which has not been yet assigned.

Record	Room/Bed	Ward	Movement	DIFF	Request	DIFF	Accepted	DIFF	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
11	Neuro Bed 3	NEURO WARD 1	6/18/2012 8:57:00 PM	00:00	6/18/2012 8:57:00 PM	25:00	00:00	6/19/2012 9:57:00 PM	TESTARESOFT2 testBMSsoftInfo hmcplus	6/19/2012 9:57:00 PM	softinfo hmcplus	-	-	-	-
12	Neuro Bed 2	NEURO WARD 1	6/18/2012 8:58:00 PM	00:00	6/18/2012 8:58:00 PM	01:12	6/18/2012 7:46:00 PM	26:10	6/19/2012 9:56:00 PM	TESTARESOFT2 testBMSsoftInfo hmcplus	6/19/2012 9:56:00 PM	softinfo hmcplus	-	-	
Manuscript	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 testBMSsoftInfo hmcplus	6/18/2012 7:43:00 PM	softinfo hmcplus	-	-	-	-	
Manuscript	Cardio Bed 1	CARDIO WARD 1	6/19/2012 9:43:00 PM	00:02	6/19/2012 9:45:00 PM	00:11	6/19/2012 9:56:00 PM	TESTARESOFT2 testBMSsoftInfo hmcplus	6/19/2012 9:56:00 PM	softinfo hmcplus	-	-	-	-	
Manuscript	Neuro Bed 3	NEURO WARD 1	6/19/2012 10:04:00 PM							6/19/2012 10:04:45 PM	softinfo hmcplus	-	-	-	-
Manuscript	Cardio Bed 3	CARDIO WARD 1	6/19/2012 10:54:00 PM							6/19/2012 10:54:42 PM	softinfo hmcplus	-	-	-	-

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

Upon selection the following screen is displayed:

Figure 232 – EMS Bed Status Page – Assign Cleaning

At the top of the screen the name of the current operation is presented: Assign Cleaning. The **Special Instructions** field displays any comments or instructions entered by the person who requested the

cleaning. The field **Assign to** displays the name of the current EMS user who is assigning a bed request to him/her self. The **Date/Time Assigned** field displays the current date and time. Press the **Submit** button: the **EMS Bed Status** page will be displayed: the Accepted by column will present the name of the user who has accepted the request. Also, the bed will be displayed in the report “EMS is currently cleaning (x) beds” in the New Events screen.

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

Figure 233 – Ward Whiteboard – Cleaning Bed

4.4.1.2 Mark a bed clean request as completed

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

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

Figure 234 – Select Bed Clean Request to Mark as Completed

Upon selection the following screen is displayed:

Environmental Management Service Bed Status

EMS Bed Control: Completed By

Room: Neuro Bed 1 Ward: NEURO WARD 1

Completed By: TESTARESOFT2/TESTE Date/Time: 6/18/2012 @ 20:53
Assigned:

Comment:

Cleaning Complete

Figure 235 – EMS Bed Status Page – Completed Cleaning

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

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

BRK Whiteboard for: All - Last Update: 10/02/12 at 07:08 (CST) Total Number Pending/Today's Scheduled Admission: 10/0										Export Report		Icon Legend	
BED	PT	SEX	STAFF	ATTENDING	COMMENTS				DISCH	BED STATUS	WARD	NUMI	LOS
												WARD	DOO:HH
1001-1			NURSE 1									2B - CARDIOLOGY	Y 12:11
1001-B			NURSE 1									3A - CARDIOLOGY	G 12:11
Cardio_Bed_02	XXX	M	NURSE 3	AttendingPhysician One								2B - CARDIOLOGY	Y 12:11
Cardio_Bed_03	BMSPatient M	M	NURSE 3	AttendingPhysician One								3A - CARDIOLOGY	G 12:11
Cardio_Bed_04			NURSE 4										
Cardio_Bed_06													
10B-A													
Neuro_Bed_01	BMSPatient F	F		AttendingPhysician Two - Bed Assigned - BMSPatient, Seven from ADMISSIONS -								4 WEST - ORTHOPEDIC SURGERY	Y 12:11
Neuro_Bed_02	BMSPatient F	F		AttendingPhysician One - Bed Assigned - BMSPatient, Six from EMERGENCY ROOM -								2 EAST - ORTHOPEDIC SURGERY	Y 12:11
Neuro_Bed_03													
Neuro_Bed_05													
Neuro_Bed_06													
Neuro_Bed_07													

Figure 236 – Ward Whiteboard – Clean Bed

4.4.2 EMS Staff Page for Mobile Devices

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

The “BRK” is the 3 digit facility code. Make sure you use the code of the facility you want to access.

The following page is displayed.

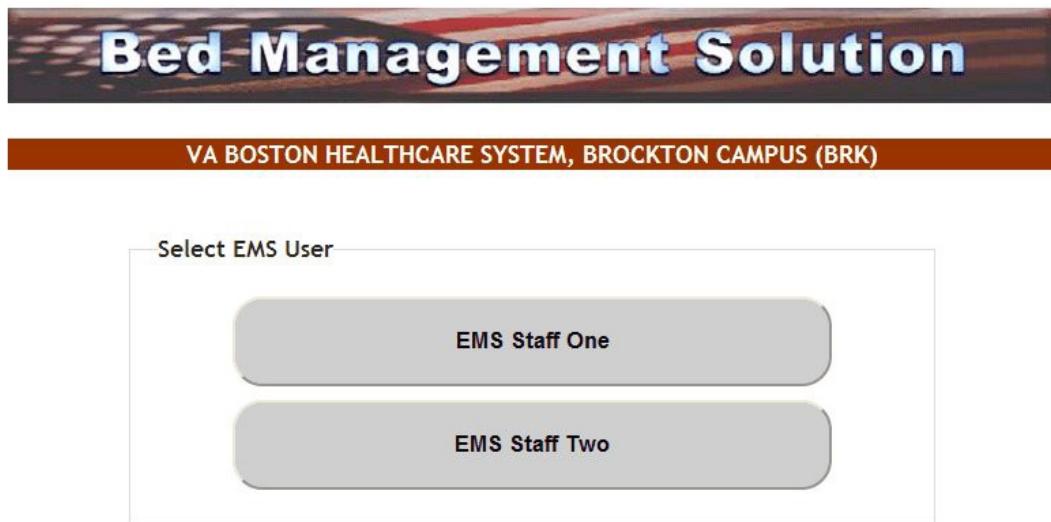


Figure 237 – EMS Staff Page for Mobile Devices

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

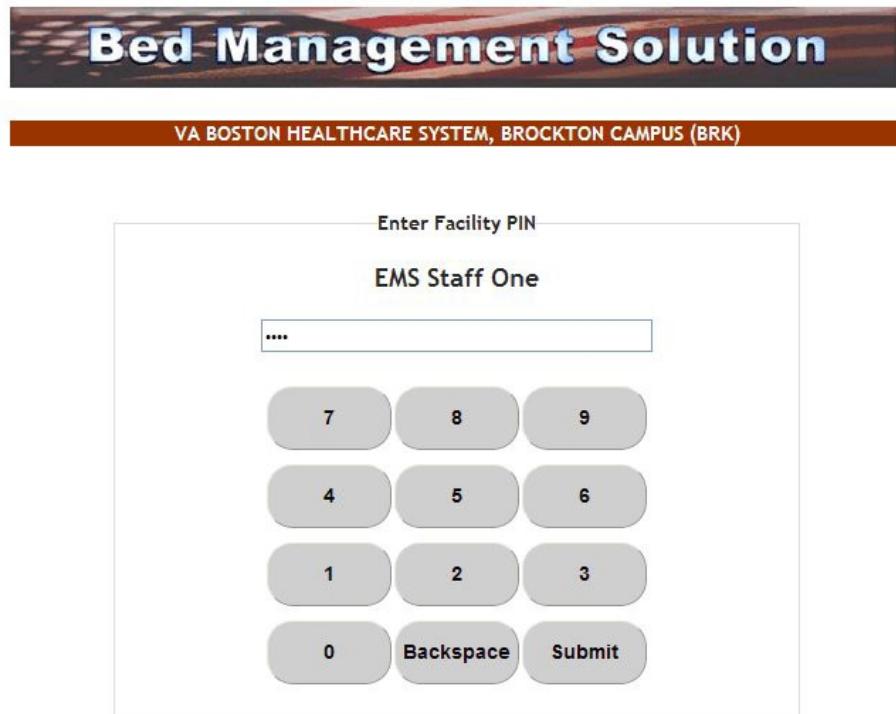


Figure 238 – EMS Staff Page for Mobile Devices – User Login

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



Figure 239 – EMS Staff Page for Mobile Devices – User Home Page

The blue buttons in the upper part of the screen represent bed clean requests which have been assigned to the current EMS user. Clicking a blue button will mark the request as “completed” and will cause the button to disappear.

The yellow buttons in the lower part of the screen represent bed clean requests which have not yet been assigned to any EMS personnel. Clicking a yellow button will assign the pending request to the current user and will cause the yellow button to be displayed as a blue button in the upper part of the screen.



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

4.5 VISN Users

VISN User can access the **VISN Network Bed Boards** Page.

VISN Users----Please Note: This page allows the user to keep track of Veteran Patients who are currently being treated in community hospitals on Fee Basis or requiring a service that the current facility does not provide or cannot accommodate the patient. In other words, this is a list of patients that could not be admitted to a VA facility or in need of care not available at the facility they currently are admitted.

4.5.1 VISN Network Bed Boards Page

The **VISN Bed Boards** page is displayed after logging in the BMS system.

From the current facility home page, the VISN Bed Boards page is accessible by clicking the link **Return to VISN Network**.

From the **National/Regional BMS** home page the **VISN Bed Boards** page is accessible by the clicking the corresponding VISN link.

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

Bed Management Solution

[Return to Regional Page](#)

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

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

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

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

Figure 241 – VISN Bed Boards Page

This page allows the user to keep track of Veteran Patients who are currently being treated in community hospitals on Fee Basis or requiring a service that the current facility does not provide or cannot accommodate the patient. In other words, this is a list of patients that could not be admitted to a VA facility or in need of care not available at the facility they currently are admitted.

The upper part of the page presents a list of VISN facilities. Clicking one of the links in the Facility column will display the corresponding home page of the selected facility.

The VISN Bed Summary Report link (the column title) will generate a bed summary report for all the facilities in the current VISN. (See [VISN Bed Summary Report](#) for details). The links in the VISN Bed Summary Report column will display the bed summary report for the corresponding facility.

The **Census** fields display the bed occupancy percentage of the facility. The **Users** column displays the number of users currently logged on the facility site.

The links in the Point of Contact column will automatically connect to your default email client (such as Outlook for example) and will open an New Message window that can be used to send an email to the corresponding facility. The POC Telephone column displays the telephone number for the facility.

The **View Audit Log** link provides access to the Audit reports, for details on the Audit reports see the section [Audit Log Report Page](#).

The lower part of the page presents the list of patients currently in community hospitals, who are benefitting from VA coverage, and who might be admitted to a VA facility.

At the top of the list, the following filter/order options are available:

Filter by: this field allows the user to select the facility for which he/she wants to display the patients pending bed placement.

Select report: this drop-down field allows the user to organize the list of Patients in Community Hospitals according to the following criteria:

- Active
- Contract
- Date audit
- Dispositions

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

Table 46 – Patients Pending Bed Placement - Parameters

Column	Description
N	If the patient is to be included or not in the National Patients Pending Bed Placement list.
Facility	The facility associated with the Community Hospital the patient was admitted to.
Patient	The patient name.
SSN	The social security number of the patient.
Service Connected	The patients percent service connected disability (default of NULL, this is an integer % value).
Era	The period of service that the patient served.
Contract:	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient was admitted to the community hospital.
Treating Specialty	The medical specialty dealing with the diagnosis.
Current Location	The name of the community hospital where the patient has been admitted.
CH/CL (Community Hospital/Current Location) Admission Date	The date when the patient was admitted to the community hospital.
Comments	Any relevant info entered by VISN user.

The **Add New** link allows the VISN user to add a new patient to the list.

The **Edit** link allows the VISN user to modify/update some of the patient data as per communications with community hospital staff.

The **Finalize** link allows the VISN user to finalize the patient's stay in the community hospital: after being discharged from the community hospital, the patient might be admitted to the VA facility or go home.

4.5.2 Adding a Patient to the Patients Pending Bed Placement List

From the home page of your facility, click the link **Return to VISN Network** to display the page in the following image.

The screenshot shows the BMS interface with the following sections:

- VISN 1 Network Bed Boards:** A table showing facility names, summary reports, census percentages, user counts, point-of-contact, and POC telephone numbers.
- VISN Patients Pending Bed Placement:** A table listing patients with pending bed placement. The first column has a red box around the "Add New Patient" link. The columns include: Edit, Finalize, N, FAC, Patient, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (h:m).

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

VISN Patients Pending Bed Placement														
	Add New Patient	Filter By:	ALL FACILITIES	Filter	Select Report:	ACTIVE	Select							
Edit	Finalize	N	FAC	Patient	SSN	Service Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
Edit	Finalize	X	BRK	BMSPatient, One	000-12-9876	Afghanistan	No			Cardiology		9/14/2012 12:00:00 AM		00:15
Edit	Finalize	X	BRK	BMSPatient, Ten	000-90-5643	OTHER	No			Cardiology	HOME	9/14/2012 12:00:00 AM		00:13
Edit	Finalize	X	BRK	BMSPatient, Nine	000-78-4523	Kosovo	Yes			Cardiology		9/14/2012 12:00:00 AM		00:12
Edit	Finalize	X	BRK	BMSPatient, Three	000-90-8765	Yemen	Yes			Neurology		9/14/2012 12:00:00 AM		00:10

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

Figure 242 – Adding a Patient to Patients Pending Bed Placement List

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

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

The form has the following fields:

- Select Facility:
- Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):
- (enter full SSN without dashes i.e. XXXXXXXXX):
- Submit Cancel - Return to VISN Page

Figure 243 – VISN Interfacility Transfer Sheet – Select Patient

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

VISN 1 Interfacility Transfer Sheet - Select Patient

Select Facility:	<input type="text" value="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):																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>SSN</th> <th>Date of Birth</th> <th>Sex</th> </tr> </thead> <tbody> <tr> <td>BMSPatient, One</td> <td>000001234</td> <td>6/11/1977</td> <td>Male</td> </tr> <tr> <td>BMSPatient, Two</td> <td>000005678</td> <td>6/12/1977</td> <td>Female</td> </tr> <tr> <td>BMSPATIENT, ONE</td> <td>000-00-1234</td> <td></td> <td>Female</td> </tr> </tbody> </table>			Name	SSN	Date of Birth	Sex	BMSPatient, One	000001234	6/11/1977	Male	BMSPatient, Two	000005678	6/12/1977	Female	BMSPATIENT, ONE	000-00-1234		Female
Name	SSN	Date of Birth	Sex															
BMSPatient, One	000001234	6/11/1977	Male															
BMSPatient, Two	000005678	6/12/1977	Female															
BMSPATIENT, ONE	000-00-1234		Female															
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to VISN Page"/>																		

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

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

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

VISN 1 Interfacility Transfer Sheet - Enter Patient Data

FACILITY: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	
VISN: 1	
REGION: 4	
Patient Name: <input type="text" value="BMSPATIENT, NINE"/>	
Patient SSN: <input type="text" value="xxx-xx-4523"/>	
Gender: <input type="text" value="Female"/>	
Service Connected %: <input type="text"/>	
Service Era: <input type="text" value="OTHER"/>	
Contract: <input type="text" value="No"/>	
Diagnosis/Level of care: <input type="text"/>	
Current Location: <input type="text"/>	
Location Admission Date: <input type="text" value="09/18/12"/>	
Comments/Type of need: <input type="text"/>	
Treating Specialty: <input type="text" value="Cardiology"/>	
Requested Admission Date: <input type="text" value="09/18/12"/>	
National Patients Pending Bed Placement List: <input type="checkbox"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to Patient Selected"/> <input type="button" value="Cancel - Return to VISN Page"/>	

Figure 245 – VISN Interfacility Transfer Sheet – Enter Patient Data

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

Enter the following data:

Table 47 – Interfacility Transfer Parameters

Field	Enter
Service Era	The period of service that the patient served.
Contract:	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis/Level of care	The diagnosis for which the patient requests admission to the community hospital.
Current Location:	The name of the location where the patient is currently being treated
Location Admission Date	The date when the patient has been admitted in the selected location.

Comments/Type of need	The type of need for which the patient is being transferred to the community hospital.
-----------------------	--

Field	Enter
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 1 Interfacility Transfer Sheet - Edit Patient Data

VA Admission Facility: BRK

Patient Name: BMSPATIENT, NINE

Patient SSN: xxx-xx-4523

Gender: Female

Service Connected %:

Contract: Yes

Diagnosis/Level of care:

Current Location:

Comm Hosp Admission Date: 09/14/12

Comments/Type of need:

Service Era: Kosovo

Treating Specialty: Cardiology

Requested Admission Date: 09/14/12

National Patients Pending Bed Placement List:

Submit Cancel - Return to VISN Home Page

Figure 246 – Editing the Details of a Patient in the VISN Patients Pending Bed Placement List

Modify existing data as necessary then click the **Submit** button to enter it into the system.

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

4.5.4 Finalizing a Patient's Stay in the Community Hospital

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

VISN 1 Interfacility Transfer Sheet - Finalize Patient Data

Facility:	BRK
Patient Name:	BMSPatient, Nine
Patient SSN:	XXX-XX-4523
Service Connected %:	
Contract:	Yes
Diagnosis/Level of care:	
Current Location:	
Comm Hosp Admission Date:	09/14/12
Comments/Type of need:	
Treating Specialty:	Cardiology
Service Era:	Kosovo
Requested Admission Date:	09/14/12
National Patients Pending Bed Placement List: X	
Disposition:	DISCHARGED FRO
VA Admission Facility:	
Disposition Date:	09/18/12
Discharge Comment:	<small>REQUIRED if disposition is 'OTHER-COMMENT'</small>
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to VISN Home Page"/>	

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

The following additional fields are available:

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

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

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

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

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

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

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

4.5.5 VISN Bed Boards Reports

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

Bed Management Solution

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

VISN 1 Network Bed Boards

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

VISN Patients Pending Bed Placement													
Add New Patient		Filter By: ALL FACILITIES		Filter	Select Report:	ACTIVE	Select						
		N	FAC	Patient	SSN	Service Connected	Era	is	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (h:m)
Edit	Finalize	X	BRK	BMSPatient, One	000-12-9876	Argentia	No		Cardiology		9/14/2012 12:00:00 AM		01:19
Edit	Finalize	X	BRK	BMSPatient, Ten	000-90-5643	OTHER	No		Cardiology	HOME	9/14/2012 12:00:00 AM		01:17
Edit	Finalize	X	BRK	BMSPatient, Nine	000-78-4523	Kosovo	Yes		Cardiology		9/14/2012 12:00:00 AM		01:16
Edit	Finalize	X	BRK	BMSPatient, Three	000-90-8765	Yemen	Yes		Neurology		9/14/2012 12:00:00 AM		01:14

Figure 248 – VISN Bed Boards Page – Summary Reports

The available reports are: VISN Bed Summary Report, the Summary Report corresponding to each facility in the VISN and the reports related to the Patients Pending Bed Placement. Details about these reports are available in the following sections.

4.5.5.1 VISN Bed Summary Report

The VISN Bed Summary Report link (the column title) will generate a bed summary report for all the facilities in the current VISN.

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

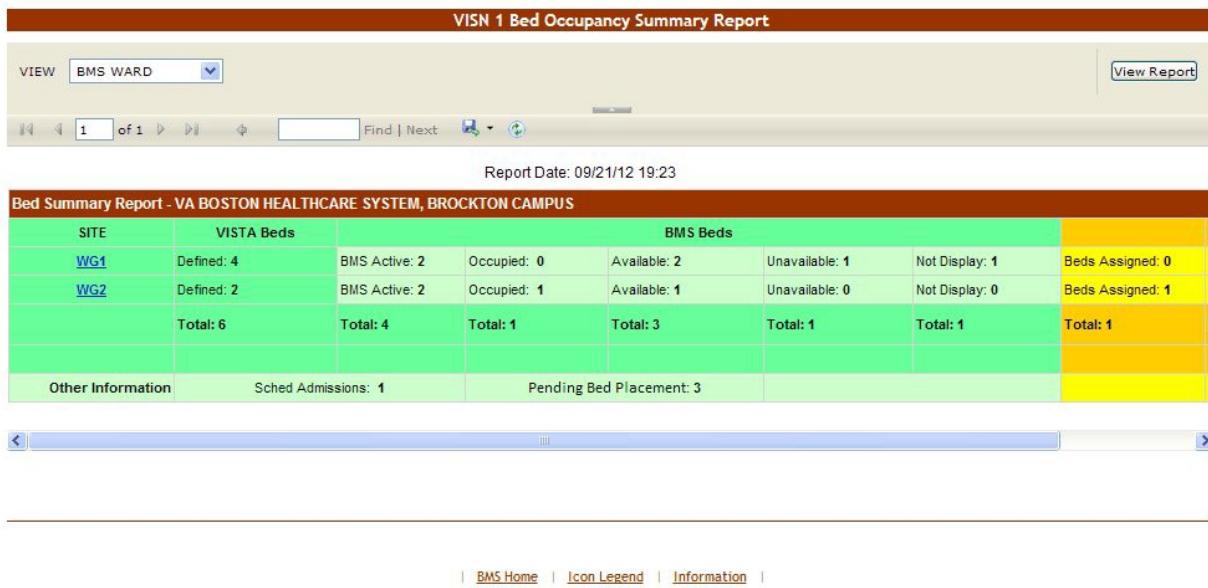
[Return To Bed Board Home Page](#)[Logout](#)

Figure 249 – VISN Bed Boards Page – Summary Reports

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

4.5.5.2 Facility Bed Summary Report

These reports offer information about the bed occupancy situation in a facility: simply click the link adjacent to the facility name. The report is displayed as in the following image.

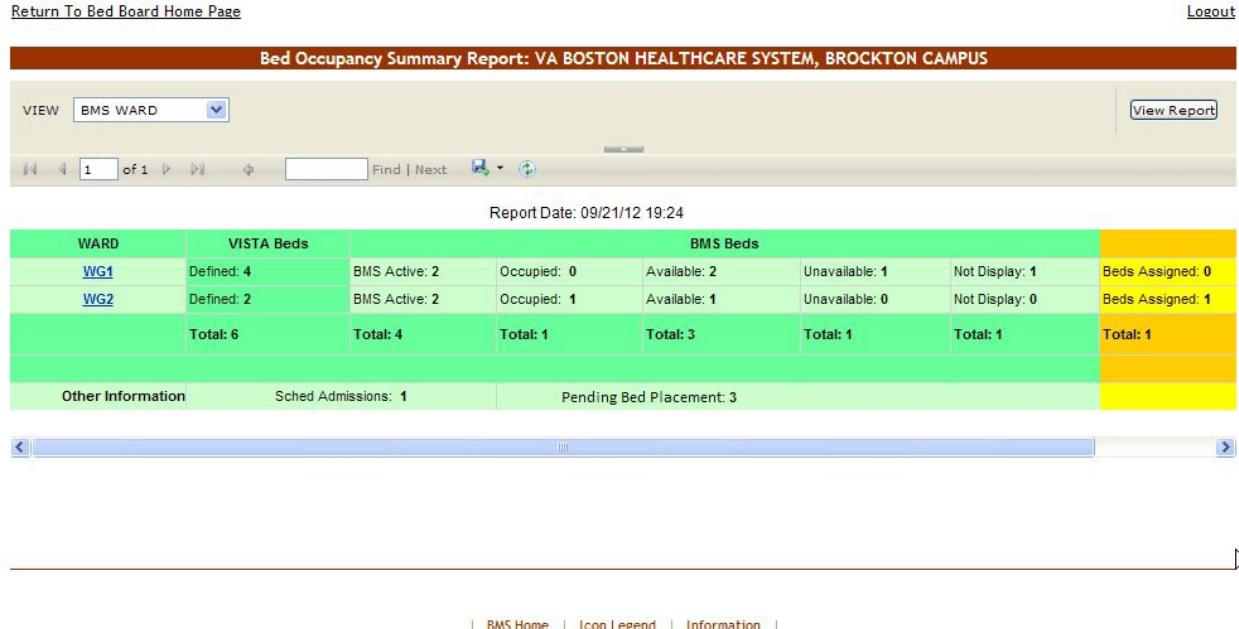


Figure 250 – Bed Occupancy Summary Report

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

4.5.5.3 Active Patients in Community Hospitals Report

Active in Community Hospitals report presents the list of patients who are currently in Community Hospitals with or without a contract. The image below presents a report of patients in community hospitals according to the active status.

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

Facility	Patient	SSN	Contract	Svc Con	Diagnosis	Community Hospital	CHAdm Date	Comments	Disposition
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	BMSPATIENT 1234	000-00-1234	Yes	100			06/13/12		
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	BMSpatient 1234	00000-1234	No	100			06/14/12		

Figure 251 – Patients in Community Hospitals - Active Report

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

Table 48 – Patients in Community Hospitals - Active Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Svc. Con.	The patients percent service connected disability (default of NULL, this is a integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Comments	Comments entered in the Comments field.
Disposition	The disposition with which the patient had been added to the pending bed placement list.

4.5.5.4 Contract Patients in Community Hospitals Report

Contract Report presents the list of patients who are currently in Community Hospitals and/or who have been in the past in Community Hospitals, with or without a contract.

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

VISN 1 Network Contract Report

Fac:	<input type="text" value="EDITH NOURSE ROGERS MEM"/>	Contract:	<input type="text" value="BOTH"/>								
Start Date:	<input type="text" value="6/1/2012 12:01:00 AM"/>	End Date:	<input type="text" value="6/18/2012 11:59:00 PM"/>								
				<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"/> <input type="button" value="Print"/>											
(RANGE: 06/01/2012 00:01 - 06/18/2012 23:59)											
Facility	Patient	SSN	Contract	Service Connected	Diagnosis	Community Hospital	CH Admission Date	Comments	Disposition	VA Admit Hosp	Disp Date
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	BMSPATIENT 1234	000-00-1234	Yes	100			06/13/12				
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	BMSpatient 1234	000001234	No	100			06/14/12				

Figure 252 – Patients in Community Hospitals - Contract Report

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

Table 49 – Patients in Community Hospitals - Contract Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Comments	Comments entered in the Comments field.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
VA Admit. Hosp.	The VA Hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.

4.5.5.5 Patients in Community Hospitals Date Audit Report

The Date Audit Report presents a list of patients who are currently in Community Hospitals and/or who have been in the past in Community Hospitals and the user who has entered this data in the system as well as the date and time when he/she did so.

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



Figure 253 – Patients in Community Hospitals – Date Audit Report

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

Table 50 – Patients in Community Hospitals – Date Audit Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit. Hosp.	The hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.
Entered by	The name of the user who added the patient to the pending bed placement list.
Last Edit by	The name of the user who last edited the entry.
DT Edited	The date and time when the entry was last edited.

4.5.5.6 Disposition Report for Patients in Community Hospitals

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

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



Figure 254 – Patients in Community Hospitals - Disposition Report

The following data is available for each entry in the report:
Bed Management Solution (BMS)

Table 51 – Patients in Community Hospitals - Disposition Report

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Specialty	The treating specialty required for the patient's problem.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit Hosp	The hospital where the patient has been admitted.
Disp Date	The date when the disposition was entered.
Disp Comments	The comments entered for the selected disposition.

4.6 Regional Users

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

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

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

Figure 255 – BMS National/Regional Home Page

The **National Bed Availability** link at the center of the page generates the National Bed Availability Report, for details see the section [National Bed Availability Report](#).

A list of VISN networks grouped by regions is displayed. To display the homepage of a VISN click the corresponding link.

In the lower part of the screen, a list of National Patients Pending Bed Placement List is displayed.

The list can be sorted using the following criteria: REGION, VISN, and TREATING SPECIALTY. The patient list can be filtered by View and waiting time.

For each patient in the list the following data is available:

Table 52 – National Patients Pending Bed Placement - Parameters

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

4.6.1 National Bed Availability Report

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

Figure 256 – National Bed Availability Report – Select Criteria

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

Logout

WARD/BED AVAILABILITY/STATUS REPORT

VISTA SPECIALTY:	<input type="button" value="ALL"/>	DISPLAY:	<input type="button" value="All"/>		<input type="button" value="View Report"/>
SORT BY:	<input type="button" value="Facility"/>	VISN:	<input type="button" value="VISN 4"/>		
FACILITY:	<input type="button" value="ABQ - (VISN 18) - NEW MEXICO"/>				
<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"/> <input type="button" value="Print"/>					
Total Reported Available Beds: 1					
REGION - 4					
VISN - 1					
SITE - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)					
SITE	ASSIGNING WARD	BED	SPECIALTY	STATUS/AVAILABILITY	ADDITIONAL BMS BED STATUS (if any)
BRK	Cardiology_W1	Cardio Bed 1	Cardiology	Being Cleaned	
BRK	Cardiology_W1	Cardio Bed 2	Cardiology	Being Cleaned	
BRK	Cardiology_W1	Cardio Bed 3	Cardiology	Occupied	
BRK	Neurology_W1	Neuro Bed 1	Neurology	Unavailable	OUT OF SERVICE, OUT OF SERVICE
BRK	Neurology_W1	Neuro Bed 2	Neurology	Available	
BRK	Neurology_W1	Neuro Bed 3	Neurology	Occupied	

Figure 257 – National Bed Availability

The following data is available for each entry:

Table 53 – National Beds Availability

Column	Description
Site	The code of the facility.
Assigning Ward	The ward where the available bed is located.
Bed	The code of the available bed.
Specialty	The treating specialty.
Status/Availability	The status of the bed.
Additional BMS Bed Status (if any)	Additional status if defined by the facility site administrator.

4.7 National Users

National users can access the **National/Regional** page.

See the previous section for details on the **National/Regional** page.

4.8 Guest User

The guest user can only access the **National/Regional** page and the only action he/she can perform is to generate the National Bed Availability report.

For details see the section [National Bed Availability Report](#).

4.9 Support Users

The support users can access the following pages:

- **Administration Section page;**
- **Maintain Marquee Text page;**

- Add/Edit BMS User page;
- Edit BMS Facility Settings page;
- Edit Sister Sites page;
- Add/Edit Icon page;
- Common Medical Terms page;
- View Audit Log page;
- Treating Specialty/NUMA/HAvBED Edit page;
- National Waiting Area page;
- National Unavailable Reason page;
- Background Processors page;
- Clear Cache page.

4.9.1 Log in to the Administration Section Page

After logging in the BMS solution use the links **Return to VISN Network** and **Return to Regional Page** (in the upper left corner of the page) to display the National/Regional page as in the following image.

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

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

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

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



Figure 259 – Administration Section Page

4.9.2 Maintain Marquee Text Page

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

This screenshot shows the 'ADMINISTRATION SECTION - MAINTAIN MARQUEE TEXT' page. It features a header with the 'Bed Management Solution' logo and a 'Return to Admin Menu' link. The main content area has a title 'Edit Marquee Text' and a notice about security changes. It includes a text input field labeled 'Text:' and a note stating 'You can enter HTML commands in here for bolding or color. If it is empty, no marquee will be displayed.' A 'Submit' button is at the bottom.

Figure 260 – Add/ Edit Marquee Text

Enter the text in the field in the center of the screen then press the **Submit** button. You can change this text at any time according to the organization needs.

4.9.3 Add/Edit BMS User Page

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

ADMINISTRATION SECTION - USERADD/EDIT

Logout

Select Existing NT User Name

PARAMETER

OPTIONS

Default

DefaultRegion: 1

Default VISN: 18

DefaultSite: ABQ - NEW MEXICO VA H/E

Submit Cancel

Back to Regional Page

Figure 261 – Administration Section – User Add/Edit Page

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

4.9.3.1 Adding a user

To add a user to one of the existing facility sites: in the **Administration Section – User Add/Edit page** click the button **Select Existing NT User Name**: (the user must have an account in VA's Active Directory) click this button to display the following screen:

Select user

Local User Name Find

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

Select Cancel

BMS Home | Icon Legend | Information |

Figure 262 – Select User

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

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

ADMINISTRATION SECTION - USERADD/EDIT

Select Existing NT User Name:	Select Default:																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">PARAMETER</th> <th style="width: 50%;">OPTIONS</th> </tr> </thead> <tbody> <tr><td>NT User Name</td><td>TESTARESOFT2\testBMS</td></tr> <tr><td>Support User?</td><td>Yes</td></tr> <tr><td>National User?</td><td>Yes</td></tr> <tr><td>Regional User?</td><td>Yes</td></tr> <tr><td>VISN User?</td><td>Yes</td></tr> <tr><td>Admin User?</td><td>Yes</td></tr> <tr><td>Audit Log User?</td><td>Yes</td></tr> <tr><td>Site User?</td><td>Yes</td></tr> <tr><td>EMS User?</td><td>Yes</td></tr> <tr><td>EMS Supervisor User?</td><td>Yes</td></tr> <tr><td>Guest User?</td><td>Yes</td></tr> <tr><td>DefaultRegion:</td><td>4</td></tr> <tr><td>Default VISN:</td><td>1</td></tr> <tr><td>DefaultSite:</td><td>BRK - VA BOSTON HEALTH</td></tr> <tr><td>READ Access?</td><td>Yes</td></tr> <tr><td>WRITE Access?</td><td>Yes</td></tr> </tbody> </table>		PARAMETER	OPTIONS	NT User Name	TESTARESOFT2\testBMS	Support User?	Yes	National User?	Yes	Regional User?	Yes	VISN User?	Yes	Admin User?	Yes	Audit Log User?	Yes	Site User?	Yes	EMS User?	Yes	EMS Supervisor User?	Yes	Guest User?	Yes	DefaultRegion:	4	Default VISN:	1	DefaultSite:	BRK - VA BOSTON HEALTH	READ Access?	Yes	WRITE Access?	Yes											
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Support User?	Yes																																													
National User?	Yes																																													
Regional User?	Yes																																													
VISN User?	Yes																																													
Admin User?	Yes																																													
Audit Log User?	Yes																																													
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EMS User?	Yes																																													
EMS Supervisor User?	Yes																																													
Guest User?	Yes																																													
DefaultRegion:	4																																													
Default VISN:	1																																													
DefaultSite:	BRK - VA BOSTON HEALTH																																													
READ Access?	Yes																																													
WRITE Access?	Yes																																													
<input checked="" type="checkbox"/> Display only the facilities with permissions																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">READ Access</th> <th style="width: 15%;">WRITE Access</th> <th style="width: 15%;">Region</th> <th style="width: 15%;">VISN</th> <th style="width: 40%;">Facility</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Region 4</td><td>VISN 2</td><td>ALBANY (528A8, ALN)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Region 1</td><td>VISN 18</td><td>ALBUQUERQUE (501, ABQ)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Region 4</td><td>VISN 4</td><td>ALTOONA (503, ALT)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Region 1</td><td>VISN 18</td><td>AMARILLO (504, AMA)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Region 1</td><td>VISN 20</td><td>ANCHORAGE (463, ANC)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Region 3</td><td>VISN 11</td><td>ANN ARBOR (506, ANN)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Region 3</td><td>VISN 6</td><td>ASHEVILLE (637, ASH)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Region 3</td><td>VISN 7</td><td>AUGUSTA (509, AUG)</td></tr> </tbody> </table>		READ Access	WRITE Access	Region	VISN	Facility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 2	ALBANY (528A8, ALN)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ABQ)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 4	ALTOONA (503, ALT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	AMARILLO (504, AMA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 20	ANCHORAGE (463, ANC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 11	ANN ARBOR (506, ANN)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 6	ASHEVILLE (637, ASH)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 7	AUGUSTA (509, AUG)
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 7	AUGUSTA (509, AUG)																																										
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>																																														

Figure 263 – Customize BMS user rights

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

Table 54 – BMS User Parameters

Column	Description
NT User Name:	NT user who will be given access rights to the BMS system.
Support User?	If the new user will have to perform support tasks.
National User?	If the new user will have access to the national sites.
Regional User?	If the new user will have access to the regional sites.
VISN User?	If the new user will have access to other VISN sites.
Admin User?	If the new user will have access to the Administration section page.
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	These are the facility level read and write users. This gives the user access to specific sites.
EMS User?	If the new user is part of EMS group.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Guest User?	If the new user will only have guest user rights.
Default Region?	The default region to be displayed when the new user logs into the system.
Default VISN?	The default VISN to be displayed when the new user logs into the system.
DefaultSite	The default site to be displayed when the new user logs into the system.
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.
WRITE Access	If the selected user has WRITE rights on the sites in the selected Region/VISN.

Display only the facilities with permissions: this option is selected by default, to see all the facilities in the system de-select this option.

The list in the lower part of the screen will be updated according to the selections made in the fields in the upper part of the screen. For example if in the **National User** field you selected the option *No*, from the Regional User, the option *Yes* then the list will display only the facilities in the region selected from the field Default Region.

For each facility displayed in the list in the lower part of the screen you can define READ/WRITE Access rights.

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

4.9.3.2 Editing user rights

To edit the rights granted to a user of a facility site: in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name**: click this button to display the following screen:

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

Figure 264 – Select User

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

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

Admin Menu ADMINISTRATION SECTION - USERADD/EDIT Logout

Select Existing NT User Name		Select Default	OPTIONS
PARAMETER			
NT User Name		TESTARESOFT2\testBMS	
Support User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
National User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
Regional User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
VISH User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
Admin User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
Audit Log User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
Site User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
EMS User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
EMS Supervisor User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
Guest User?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
DefaultRegion:	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>
Default VISN:	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>
DefaultSite:	<input checked="" type="checkbox"/>	BRK - VA BOSTON HEALTH	<input checked="" type="checkbox"/>
READ Access?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
WRITE Access?	<input checked="" type="checkbox"/>	Yes	<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 (528A8, ALN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ABQ)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 4	ALTOONA (503, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	AMARILLO (504, AMA)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 20	ANCHORAGE (463, ANC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 11	ANN ARBOR (506, ANN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 6	ASHEVILLE (637, ASH)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 7	AUGUSTA (509, AUG)

Figure 265 – Customize BMS user rights

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

4.9.3.3 Deleting a user

To delete the rights granted to a user of a facility site: in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name**: click this button to display the following screen:

Select user

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

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

Figure 266 – Select User

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

From the list in the central part of the screen select the user whose access rights you want to delete then press the **Select** button: the following screen is displayed.

Admin Menu ADMINISTRATION SECTION - USERADD/EDIT Logout

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

Display only the facilities with permissions

READ Access WRITE Access Region VISN Facility

Figure 267 – Customize BMS user rights

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

4.9.4 Edit BMS Facility Settings Page

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

ADMINISTRATION SECTION - FACILITY EDIT

Admin Menu	Logout																																																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Select Facility Name:</td> <td style="width: 50%; text-align: right;">ABQ - ALBUQUERQUE (501 - ACTIVE: YES) <input type="button" value="▼"/></td> </tr> <tr> <td colspan="2" style="text-align: center; background-color: #002060; color: white; font-weight: bold;">ABQ (501 - ALBUQUERQUE)</td> </tr> <tr> <td>Facility Site ID:</td> <td style="text-align: right;">ABQ</td> </tr> <tr> <td>Full Facility Name:</td> <td style="text-align: right;">NEW MEXICO VA HEALTH CARE SYSTEM</td> </tr> <tr> <td>Facility Point-of-Contact:</td> <td style="text-align: right;">STEVE GREENACRE</td> </tr> <tr> <td>Facility POC Email:</td> <td style="text-align: right;">JOHN.GREENACRE@VA.GOV</td> </tr> <tr> <td>Facility POC Telephone:</td> <td style="text-align: right;">123-456-7890</td> </tr> <tr> <td>Facility Address 1:</td> <td style="text-align: right;">HCS FBC BABCOCK STREET.</td> </tr> <tr> <td>Facility Address 2:</td> <td style="text-align: right;">MT CUBE</td> </tr> <tr> <td>Facility City/State/ZIP:</td> <td style="text-align: right;">ALBUQUERQUE NM 12345</td> </tr> <tr> <td colspan="2" style="text-align: center;">User operations:</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Selected"/> User Name <input checked="" type="checkbox" value="BMS, Read"/> <input checked="" type="checkbox" value="BMS, Write"/> <input type="checkbox" value="harris-hc-lab.com\dbalser"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox" value="HCE\EAH08\BMSABQ\KIOSK"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Add User"/> <input type="button" value="Remove Selected"/> </td> </tr> <tr> <td colspan="2" style="text-align: center; background-color: #002060; color: white; font-weight: bold;">VISN: 18</td> </tr> <tr> <td>Region:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>BMS Active/Live Site?</td> <td style="text-align: right;"><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td>Integrated Facility?</td> <td style="text-align: right;"><input type="checkbox"/> No</td> </tr> <tr> <td>Integrated Site List:</td> <td style="text-align: right;"><input type="button" value="Select Existing List"/></td> </tr> <tr> <td>Ward Prefix:</td> <td style="text-align: right;"></td> </tr> <tr> <td>Ward Suffix:</td> <td style="text-align: right;"></td> </tr> <tr> <td>EMS Mail Sender:</td> <td style="text-align: right;">EMS08@HARRIS.COM</td> </tr> <tr> <td>Site Alias:</td> <td style="text-align: right;"></td> </tr> <tr> <td>Site Alias:</td> <td style="text-align: right;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">BMS Server Time Zone: Eastern Standard Time</td> </tr> <tr> <td colspan="2" style="text-align: center;">Facility Site Time Zone: Central Standard Time</td> </tr> <tr> <td colspan="2" style="text-align: center;">Auto-Removal Patients Pending Bed Placement List? <input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td colspan="2" style="text-align: center;">Medical Center ID #? <input type="button" value="SELECT MEDICAL CENTER"/></td> </tr> <tr> <td>ADT Prefix:</td> <td style="text-align: right;"></td> </tr> <tr> <td>ADT Suffix:</td> <td style="text-align: right;"></td> </tr> <tr> <td>Event Mail Sender:</td> <td style="text-align: right;">EVT08@HARRIS.COM</td> </tr> <tr> <td>Site Alias:</td> <td style="text-align: right;"></td> </tr> <tr> <td>Local Time Adjust:</td> <td style="text-align: right;">0</td> </tr> <tr> <td colspan="2" style="text-align: center;">EMS Default User Name: BMSDFEMS</td> </tr> <tr> <td colspan="2" style="text-align: center;">Whiteboard Kiosk Default User Name: BMSDFTest</td> </tr> <tr> <td colspan="2" style="text-align: center;">EMS Password:</td> </tr> <tr> <td colspan="2" style="text-align: center;">Whiteboard Kiosk Password:</td> </tr> <tr> <td colspan="2" style="text-align: center;">EMS Password Confirm:</td> </tr> <tr> <td colspan="2" style="text-align: center;">Whiteboard Kiosk Password Confirm:</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </td> </tr> </table>		Select Facility Name:	ABQ - ALBUQUERQUE (501 - ACTIVE: YES) <input type="button" value="▼"/>	ABQ (501 - ALBUQUERQUE)		Facility Site ID:	ABQ	Full Facility Name:	NEW MEXICO VA HEALTH CARE SYSTEM	Facility Point-of-Contact:	STEVE GREENACRE	Facility POC Email:	JOHN.GREENACRE@VA.GOV	Facility POC Telephone:	123-456-7890	Facility Address 1:	HCS FBC BABCOCK STREET.	Facility Address 2:	MT CUBE	Facility City/State/ZIP:	ALBUQUERQUE NM 12345	User operations:		<input type="button" value="Selected"/> User Name <input checked="" type="checkbox" value="BMS, Read"/> <input checked="" type="checkbox" value="BMS, Write"/> <input type="checkbox" value="harris-hc-lab.com\dbalser"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox" value="HCE\EAH08\BMSABQ\KIOSK"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="button" value="Add User"/> <input type="button" value="Remove Selected"/>		VISN: 18		Region:	1	BMS Active/Live Site?	<input checked="" type="checkbox"/> Yes	Integrated Facility?	<input type="checkbox"/> No	Integrated Site List:	<input type="button" value="Select Existing List"/>	Ward Prefix:		Ward Suffix:		EMS Mail Sender:	EMS08@HARRIS.COM	Site Alias:		Site Alias:		BMS Server Time Zone: Eastern Standard Time		Facility Site Time Zone: Central Standard Time		Auto-Removal Patients Pending Bed Placement List? <input checked="" type="checkbox"/> Yes		Medical Center ID #? <input type="button" value="SELECT MEDICAL CENTER"/>		ADT Prefix:		ADT Suffix:		Event Mail Sender:	EVT08@HARRIS.COM	Site Alias:		Local Time Adjust:	0	EMS Default User Name: BMSDFEMS		Whiteboard Kiosk Default User Name: BMSDFTest		EMS Password:		Whiteboard Kiosk Password:		EMS Password Confirm:		Whiteboard Kiosk Password Confirm:		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
Select Facility Name:	ABQ - ALBUQUERQUE (501 - ACTIVE: YES) <input type="button" value="▼"/>																																																																														
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Whiteboard Kiosk Password:																																																																															
EMS Password Confirm:																																																																															
Whiteboard Kiosk Password Confirm:																																																																															
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>																																																																															

Figure 268 – Edit BMS Site

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

Select **Facility Name**: click the arrow button of this field to display a list of existing facilities.

The following parameters can be set for a Facility in the BMS system:

Table 55 – BMS Site Parameters

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

Column	Description
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.
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 269 – Edit BMS Sister Sites

In this page the user can define a list of sister sites or can edit one of the existing sister sites lists.

4.9.5.1 Adding a Sister Sites List

In the **Administration Section – Sister Site Add/Edit** page: to define a list of sister sites enter a **Record No** then in the **BMS Sister Sites?** field, enter the abbreviation of the sites sharing the same VistA instance, separated by coma. Press the **Submit** button to enter the data into the system: the defined list will be available in the dropdown field **Select Existing Sister Sites**.

The following parameters can be set:

Table 56 – BMS Sister Site Parameters

Column	Description
Record No	Unique record number for the particular record.
BMS Sister Sites?	This is the list of sister sites that are sharing the same VistA instance.

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

4.9.5.2 Editing a Sister Sites List

In the **Administration Section – Sister Site Add/Edit** page: to edit an existing list of sister sites click the arrow button of the field **Select Existing Sister Sites** to display existing sister sites lists and select the one for which you want to modify parameters. The **BMS Sister Sites?** field will display the list of abbreviations for the sister sites in the list: add or remove the desired abbreviation(s) then click the **Submit** button.

4.9.6 Add/Edit Icon Page

In the main **Administration Section** page, click the **Add/Edit Icon** link to access the page in the following image.



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

Application Icons			
System Icons		Bed Cleaning Status Icons	
	Bed Out Of Service (Vista)		Bed Needs Cleaning Icon
	Bed Out Of Service (Bedboard)		Cleaning Bed Icon
	Bed In Isolation		Bed Cleaned Icon
	Discharge Ordered		EAMS Notified Icon
	Anticipated Discharge		
	Intraward Transfer		
	Patient Symbol		
Ward Whiteboard Status Icons			
Standard Icons		Emergency Management Icons	
	Patient Opt-Out		Stretcher (Patient) [DA]
	Flu Risk		Wheelchair Bound (Patient) [EM]
	Slip and Fall Risk		Ventilator (Patient) [EM]
	Flight Risk		Lift Equipment (Patient) [EM]
	Restraint		Oxygen [Patient] [EM]
	Caution Risk		Evacuate (Patient) [EM]
	24H Observation		Negative Pressure (Patient) [EM]
	PICC		One to One (Patient) [EM]
	Suicide Risk		
Site Configurable Icons			
	Blue Box		Orange Circle
	Blue Arrow		Orange Star
	Blue Caution		Red Stop
	Blue Circle		

Figure 270 – Administration Section – Icon Add/Edit

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

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

4.9.6.1 Modifying the position of an icon in the icon list

To modify the position of an icon in the list click the corresponding arrows in the column to the right of any icon in the list.

System Icons		
Edit	Bed Out Of Service (BedBoard)	
Edit	Bed In Isolation	(highlighted with a red box)
Edit	Bed Out Of Service (Vista)	

System Icons		
Edit	Bed Out Of Service (BedBoard)	
Edit	Bed Out Of Service (Vista)	
Edit	Bed In Isolation	

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

4.9.6.2 Editing the details of an icon in the icon list

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

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

Edit Bed Out Of Service BedBoard icon, System Icon - Application Icon

*Image Name:

*Icon Name:

*Icon Short Description:

Icon Long Description:

Comment:

*Mouse Over Text:

Figure 272 – Administration Section – Edit Icon

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

4.9.6.3 Adding an icon to the icon list

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

[Return to Add/Edit Icon Page](#)

ADMINISTRATION SECTION - ADD ICON

Add Icon Standard Icon - Ward Whiteboard Status Icon

 <input type="radio"/> Active? <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Published? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Patient <input checked="" type="radio"/> Bed/Room	*Image Name: <input type="text"/> <input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px; margin-left: 10px;" type="button" value="Browse"/> *Icon Name: <input type="text"/> *Icon Short Description: <input type="text"/> Icon Long Description: <input type="text"/> Comment: <input type="text"/> *Mouse Over Text: <input type="text"/>
--	--

Figure 273 – Administration Section – Add Icon

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

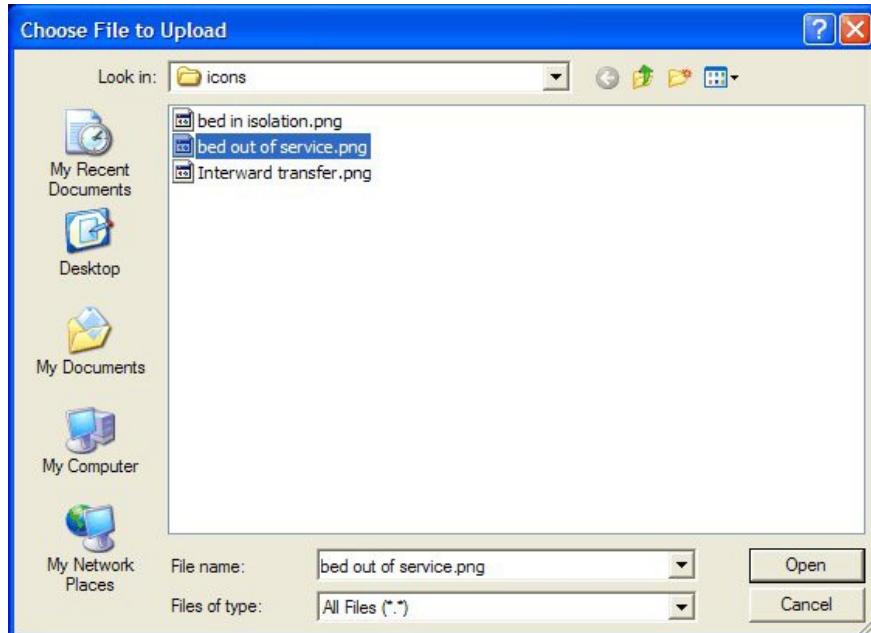


Figure 274 – Selecting an Icon Image File

After selecting the file a preview of the selected icon image will be displayed to the left of the screen.

Active: if an icon is not active it will appear grayed in the icon list.

NOTE: once an icon has been used to flag a patient or a bed, it cannot be inactivated. In order to be able to make the icon inactive the user will have to remove the icon from Whiteboard where it has been used. Use the **Search** link in the upper right corner of the **Administration Section – Icon Add/Edit** page to locate the facility site where an icon has been used. For details see the section [Searching an icon](#).

Published: if an icon is not published it will not appear in the facility **Bed Management Board Icons** page or in the **Site Configurable Icons** page.

Patient/Bed/Room: this option indicates whether the icon is used to flag a patient or a room/bed.

Enter the required information in the fields marked with the asterisk sign “*”: the fields marked with the asterisk sign “*” are mandatory. (The fields will only be mandatory if the icon is active.)

Press the Save button to add the new icon the icon list.

4.9.6.4 Searching an icon

To search an icon click the **Search** link to the top right corner of the **Administration Section – Add/Edit page**: the following screen is displayed.

Return to Add/Edit Icon Page ADMINISTRATION SECTION - SEARCH - Site Configurable Icons

Site Configurable Icons Search

Site Configurable Icons	
Icon Image	Icon Name
<input checked="" type="checkbox"/>	Select All
<input checked="" type="checkbox"/>	Blue Box
<input checked="" type="checkbox"/>	Blue Arrow
<input checked="" type="checkbox"/>	Blue Caution
<input checked="" type="checkbox"/>	Blue Circle
<input checked="" type="checkbox"/>	Blue X
<input checked="" type="checkbox"/>	Blue Diamond
<input checked="" type="checkbox"/>	Blue Heart
<input checked="" type="checkbox"/>	Green Circle
<input checked="" type="checkbox"/>	Orange Circle
<input checked="" type="checkbox"/>	Orange Star
<input checked="" type="checkbox"/>	Red Stop

Figure 275 – Administration Section – Icon Search

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

ADMINISTRATION SECTION - SEARCH - Site Configurable Icons

Site Configurable Icons Search Result

Facility	Icon Image	Icon Name	Facility Icon Description
BRK		Blue Box	Blue Square
BRK		Blue Diamond	Blue Diamond

Figure 276 – Site Configurable Icon Search Result

The search results will present the code of the facility where the icon is used, the icon name and the description given to the icon on the facility site.

4.9.6.5 Generating an icon usage report

To generate an icon usage report click the **Report** link to the top right corner of the **Administration Section – Add/Edit page**: the following screen is displayed.



Figure 277 – Administration Section – Icon Usage Report

Select the icon type and the facility for which you want to generate the Icon Usage report then press the **View Report** button. The report is displayed as in the following image.

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

Figure 278 – Administration Section – Icon Usage Report

For each entry the following data is available:

Table 57 – Icon Usage Report

Column	Description
Site Name	The Facility site where the icon has been used.
Icon Short Description for Facility	The short description of the icon.
Icon Name	The icon name.
Facility Active? (Y/N)	If the icon is active on the facility site.
Associated with a Patient Record? (Y/N)	If the icon is currently associated with a patient record.
Associated with a bed record? (Y/N)	If the icon is currently associated with a bed record.

4.9.7 Common Medical Terms Page

In the **Administration Section** page click the **Common Medical Terms** link to access the page as in the following image.

The screenshot shows a web-based application interface. At the top, there are navigation links: 'Admin Menu', 'ADMINISTRATION SECTION - COMMON MEDICAL TERMS ADD/EDIT/DELETE', and 'Logout'. Below this is a header bar with the title 'Add/Edit Common Medical Term' and a 'Text:' input field containing 'BED ASSIGNED'. To the right of the input field are 'Save' and 'Cancel' buttons. Below the input field is a list titled 'Common Medical Terms' with two items: 'BED ASSIGNED' and 'ISOLATION'. Each item has 'Edit' and 'Delete' links next to it. At the bottom of the page is a link 'Back to Regional Page'.

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

This page is used to define a series of common medical terms or comments used frequently by the medical personnel when entering data into the application. After this list of common medical terms has been defined, when the user types in a field the first letters of a word the application will present a list of common medical terms than can be used to fill in that field.

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

4.9.7.1 Adding a Common Medical Term

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

4.9.7.2 Editing a Common Medical Term

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

The screenshot shows the same web-based application interface as Figure 279. In this version, the term 'BED ASSIGNED' is highlighted in the 'Text:' input field. The rest of the interface is identical, including the 'Save' and 'Cancel' buttons, the 'Common Medical Terms' list, and the 'Back to Regional Page' link at the bottom.

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

Modify the text of the term then press the **Save** button: the new text of the term will be displayed in the **Common Medical Terms** list.

4.9.7.3 Deleting a Common Medical Term

To delete an common medical term: in the **Common Medical Terms Add/Edit/Delete** page click the **Delete** link to the left of the common medical term you want to delete. The **Common Medical Terms** list will be updated to reflect the change.

4.9.8 View Audit Log Page - Support

In the **Administration Section** page click the **Audit Log** link to access the page as in the following image.

The screenshot shows the 'Audit Log Report' page. At the top left is a 'Return to Admin Menu' link. At the top right is a 'Logout' link. The main area has a title 'Audit Log Report'. Below it are four input fields: 'Select Report' (with a dropdown menu open showing options like '<Select a Value>', 'Standard Icons', 'Site Configurable Icons', 'Facility Patients Pending Bed Placement List', 'VISN Patients Pending Bed Placement List', and 'Staff Assignment'), 'REGION' (dropdown), 'SITE' (dropdown), and 'TO DATE' (text input). On the far right is a 'View Report' button.

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

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

4.9.9 Treating Specialty/NUMA/HAvBED Edit Page

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

The screenshot shows the 'ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit' page. At the top left is an 'Admin Menu' link. At the top right is a 'Logout' link. The main area has two sections: 'NUMA Categories' and 'HAvBED Categories'. Each section contains a table with columns for 'Edit' and 'Delete' links and a list of categories. In the 'NUMA Categories' table, the categories are: Acute - Critical Care, Acute - Medical, Acute - Mental Health Acute, Acute - Mixed Med-Surg, Acute - SCI Acute & Rehab, Acute - Step Down, Acute - Surgical, Blind Rehab, Community Living Center (CLC), Domiciliary (eg MH RRTP), Mental Health / Chronic, and Rehab/TBI/Polytrauma. In the 'HAvBED Categories' table, the categories are: Adult ICU, Airborne Infection Isolation, Burn, and HAvBED Category I.

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

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

4.9.9.1 Adding a NUMA Specialty

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

Admin Menu ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit Logout

NUMA Categories

NUMA:		<input type="button" value="Save"/> <input type="button" value="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:		<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Edit	Delete	Adult ICU
Edit	Delete	Airborne Infection Isolation
Edit	Delete	Burn
Edit	Delete	HAvBED Category I

Figure 283 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

A list of NUMA specialties already defined is available.

To add a NUMA specialty: enter the name of the new NUMA specialty in the NUMA field then press the Save button. The newly added specialty will be displayed in the NUMA list.

4.9.9.2 Adding a HAvBED Specialty

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

The screenshot shows the 'Administration Section - Treating Specialty/NUMA/HAvBED Edit' page. At the top, there's a 'Logout' link and a 'NUMA Categories' section. Below it is a table titled 'NUMA' with 10 rows, each containing an 'Edit' or 'Delete' link and a category name. The categories listed are: Acute - Critical Care, Acute - Medical, Acute - Mental Health Acute, Acute - Mixed Med-Surg, Acute - SCI Acute & Rehab, Acute - Step Down, Acute - Surgical, Blind Rehab, Community Living Center (CLC), Domiditary (eg NH RTP), Mental Health / Chronic, and Rehab/TBI/Polytrauma.

Below the NUMA table is a 'HAvBED Categories' section. It contains a table titled 'HAvBED' with 4 rows, each with an 'Edit' or 'Delete' link and a category name. The categories listed are: Adult ICU, Airborne Infection Isolation, Burn, and HAvBED Category I. The 'HAvBED' input field is highlighted with a red box.

Figure 284 – Administration Section – Treating Specialty/NUMA/HAvBED Edit

A list of HAvBED specialties already defined is available.

To add a HAvBED specialty: enter the name of the new HAvBED specialty in the HAvBED field then press the Save button. The newly added specialty will be displayed in the HAvBED list.

4.9.9.3 Editing a NUMA/HavBED Specialty

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

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

4.9.9.4 Deleting a NUMA/HavBED Specialty

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

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

4.9.9.5 Mapping a VistA specialty with a NUMA/HAvBED Specialty

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

Vista Specialty Crosswalk

Vista Specialty:	NUMA:	HAvBED:	
CARDIOLOGY			<input type="button" value="Save"/> <input type="button" value="Cancel"/>
			<input checked="" type="checkbox"/> Adult ICU <input type="checkbox"/> Airborne Infection Isolation <input type="checkbox"/> Burn <input type="checkbox"/> HAvBED Category - Other <input type="checkbox"/> HAvBED Category I <input type="checkbox"/> HAvBED Category II <input type="checkbox"/> HAvBED Category III <input type="checkbox"/> Medi/Surg <input type="checkbox"/> Operating Rooms <input type="checkbox"/> Pediatric <input type="checkbox"/> Pediatric ICU <input type="checkbox"/> Psychiatric
ACUTE PSYCHIATRY (<45 DAYS)			
ALCOHOL DEPENDENCE TRMT UNIT			
ALLERGY			
ANESTHESIOLOGY			
BLIND REHAB			
BLIND REHAB OBSERVATION			
CARDIAC INTENSIVE CARE UNIT	Acute - Critical Care	Adult ICU	
CARDIAC SURGERY			
CARDIAC-STEP DOWN UNIT			
CARDIOLOGY			
DERMATOLOGY			
DOD BEDS IN VA FACILITY			
DOMICILIARY			
DOMICILIARY CHV			
DOMICILIARY PTSD			
DOMICILIARY SUBSTANCE ABUSE			
DRUG DEPENDENCE TRMT UNIT			

Figure 285 – Mapping A VistA Specialty with NUMA/HAvBED Specialty

A list of VistA specialties is displayed with existing NUMA and/or HAvBED specialties mappings.

To associate a VistA Specialty with a NUMA/HAvBED specialty: click the **Edit** link to the left of the VistA specialty to which you want to associate NUMA/HAvBED specialties. The name of the selected VistA specialty will be displayed in the **VistA Specialty** field. From the **NUMA** and **HAvBED** fields select the desired specialties then press the **Save** button. The association defined will be displayed in the VistA Specialty Crosswalk list.

4.9.10 National Waiting Area

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

Bed Management Solution

Back to Regional Page ADMINISTRATION SECTION Logout

Menu

CONFIGURATION

- Maintain Marquee Text
- Add/Edit BMS User
- Edit BMS Facility Settings
- Edit Sister Sites
- Add/Edit Icon
- Common Medical Terms
- View Audit Log
- Treating
- Specialty/NUMA/HAvBED Edit
- National Waiting Area**
- National Unavailable Reason

SECTION TWO

- Background Processors
- Clear Cache

Figure 286 – Selecting National Waiting Area Page

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

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit Logout

National Waiting Area

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

[Back to Regional Page](#)

Figure 287 – National Waiting Areas

This is where you will add the locations for patients pending bed placement. These entries will appear on all sites and cannot be edited or deleted.

The options in the upper part of the screen allow the support user to define/add a new national waiting area in the system.

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

To go back to the **Administration Section** page click the link **Admin Menu** in the upper left corner of the page.

4.9.10.1 Adding a National Waiting Area

To add a national waiting area, follow the instructions below.

From the **Administration Section** page, click the **National Waiting Area** link.

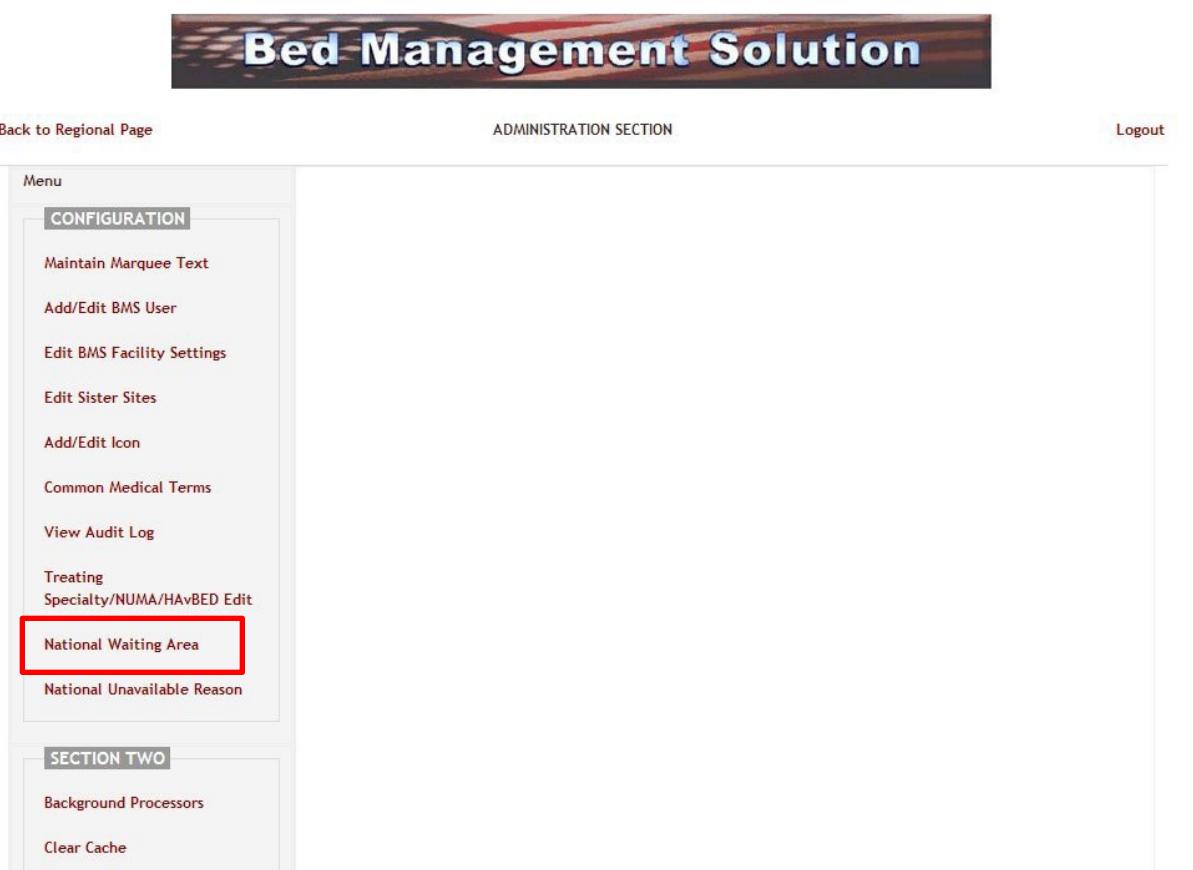


Figure 288 – Selecting National Waiting Area

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

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit Logout

National Waiting Area																																
Text: <input type="text" value="OUTPATIENT"/>		<input type="button" value="Add"/> <input type="button" value="Cancel"/>																														
<table border="1"> <thead> <tr> <th colspan="3">Waiting Area</th> </tr> </thead> <tbody> <tr><td>Edit</td><td>Delete</td><td>ADMISSIONS</td></tr> <tr><td>Edit</td><td>Delete</td><td>CLINIC</td></tr> <tr><td>Edit</td><td>Delete</td><td>CURRENT INPATIENT BED</td></tr> <tr><td>Edit</td><td>Delete</td><td>CURRENT FACILITY</td></tr> <tr><td>Edit</td><td>Delete</td><td>EMERGENCY ROOM</td></tr> <tr><td>Edit</td><td>Delete</td><td>EVACUATION</td></tr> <tr><td>Edit</td><td>Delete</td><td>RECOVERY OR PROCEDURE AREA</td></tr> <tr><td>Edit</td><td>Delete</td><td>SCHEDULED ADMISSIONS</td></tr> <tr><td colspan="3"><hr/></td></tr> </tbody> </table>			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	<hr/>		
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																														
<hr/>																																

[Back to Regional Page](#)

Figure 289 – Adding a Waiting Area

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

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit Logout

National Waiting Area																																			
Text: <input type="text"/>		<input type="button" value="Add"/> <input type="button" value="Cancel"/>																																	
<table border="1"> <thead> <tr> <th colspan="3">Waiting Area</th> </tr> </thead> <tbody> <tr><td>Edit</td><td>Delete</td><td>ADMISSIONS</td></tr> <tr><td>Edit</td><td>Delete</td><td>CLINIC</td></tr> <tr><td>Edit</td><td>Delete</td><td>CURRENT INPATIENT BED</td></tr> <tr><td>Edit</td><td>Delete</td><td>CURRENT FACILITY</td></tr> <tr><td>Edit</td><td>Delete</td><td>EMERGENCY ROOM</td></tr> <tr><td>Edit</td><td>Delete</td><td>EVACUATION</td></tr> <tr><td>Edit</td><td>Delete</td><td>RECOVERY OR PROCEDURE AREA</td></tr> <tr><td>Edit</td><td>Delete</td><td>SCHEDULED ADMISSIONS</td></tr> <tr><td colspan="3"><hr/></td></tr> <tr><td>Edit</td><td>Delete</td><td>OUTPATIENT</td></tr> </tbody> </table>			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	<hr/>			Edit	Delete	OUTPATIENT
Waiting Area																																			
Edit	Delete	ADMISSIONS																																	
Edit	Delete	CLINIC																																	
Edit	Delete	CURRENT INPATIENT BED																																	
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Edit	Delete	SCHEDULED ADMISSIONS																																	
<hr/>																																			
Edit	Delete	OUTPATIENT																																	

[Back to Regional Page](#)

Figure 290 – Waiting Area Added to the List

4.9.10.2 Editing a National Waiting Area

To edit the name of an existing national waiting area, follow the instructions below.

From the **Administration Section** page, click the **National Waiting Area** link.

Bed Management Solution

[Back to Regional Page](#)

ADMINISTRATION SECTION

[Logout](#)

Menu

CONFIGURATION

- Maintain Marquee Text
- Add/Edit BMS User
- Edit BMS Facility Settings
- Edit Sister Sites
- Add/Edit Icon
- Common Medical Terms
- View Audit Log
- Treating
Specialty/NUMA/HAvBED Edit
- National Waiting Area
- National Unavailable Reason**

SECTION TWO

- Background Processors
- Clear Cache

Figure 291 – Selecting National Waiting Area

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

Admin Menu ADMINISTRATION SECTION - National Waiting Areas Parameters Edit Logout

National Waiting Area

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

[Back to Regional Page](#)

Figure 292 – Selecting Waiting Area for Edit

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

The screenshot shows a dialog box titled "National Waiting Area". It has two input fields: "CURRENT:" containing "OUTPATIENT" and "CHANGE TO:" containing "OUTPATIENT ONE". Below the fields are "Submit" and "Cancel" buttons. A cursor arrow points to the "Submit" button.

Figure 293 – Edit Waiting Area Name

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

The screenshot shows a table titled "Waiting Area" with the following data:

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

[Back to Regional Page](#)

Figure 294 – Waiting Area Edited

4.9.10.3 Deleting a Waiting Area

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

From the **Administration Section** page, click the **National Waiting Area** link.

The screenshot shows the 'ADMINISTRATION SECTION' of the Bed Management Solution. At the top, there's a banner with the text 'Bed Management Solution'. Below it, a navigation bar has links for 'Back to Regional Page', 'ADMINISTRATION SECTION', and 'Logout'. On the left, a 'Menu' sidebar lists several options under 'CONFIGURATION': 'Maintain Marquee Text', 'Add/Edit BMS User', 'Edit BMS Facility Settings', 'Edit Sister Sites', 'Add/Edit Icon', 'Common Medical Terms', 'View Audit Log', 'Treating Specialty/NUMA/HAvBED Edit', 'National Waiting Area' (which is highlighted with a red box), and 'National Unavailable Reason'. Under 'SECTION TWO', there are links for 'Background Processors' and 'Clear Cache'.

Figure 295 – Selecting National Waiting Area

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

The screenshot shows the 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit' page. At the top, there are links for 'Admin Menu', 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit', and 'Logout'. The main area is titled 'National Waiting Area' and contains a table with the following data:

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

A red box highlights the 'Delete' link for the 'OUTPATIENT ONE' row. At the bottom, there are links for 'Back to Regional Page' and 'Logout'.

Figure 296 – Select a National Waiting Area for Deletion

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

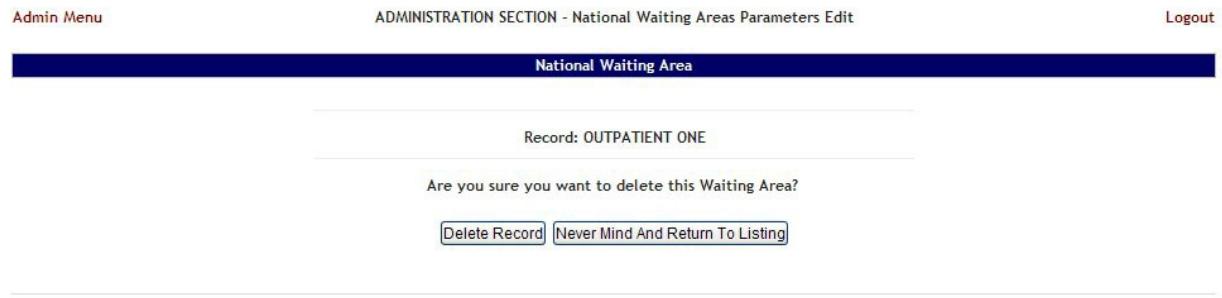


Figure 297 – Deleting a National Waiting Area

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

4.9.11 National Unavailable Reason

To access the **National Unavailable Reason** page, in the **Administration Section** page click the **National Unavailable Reason** link.

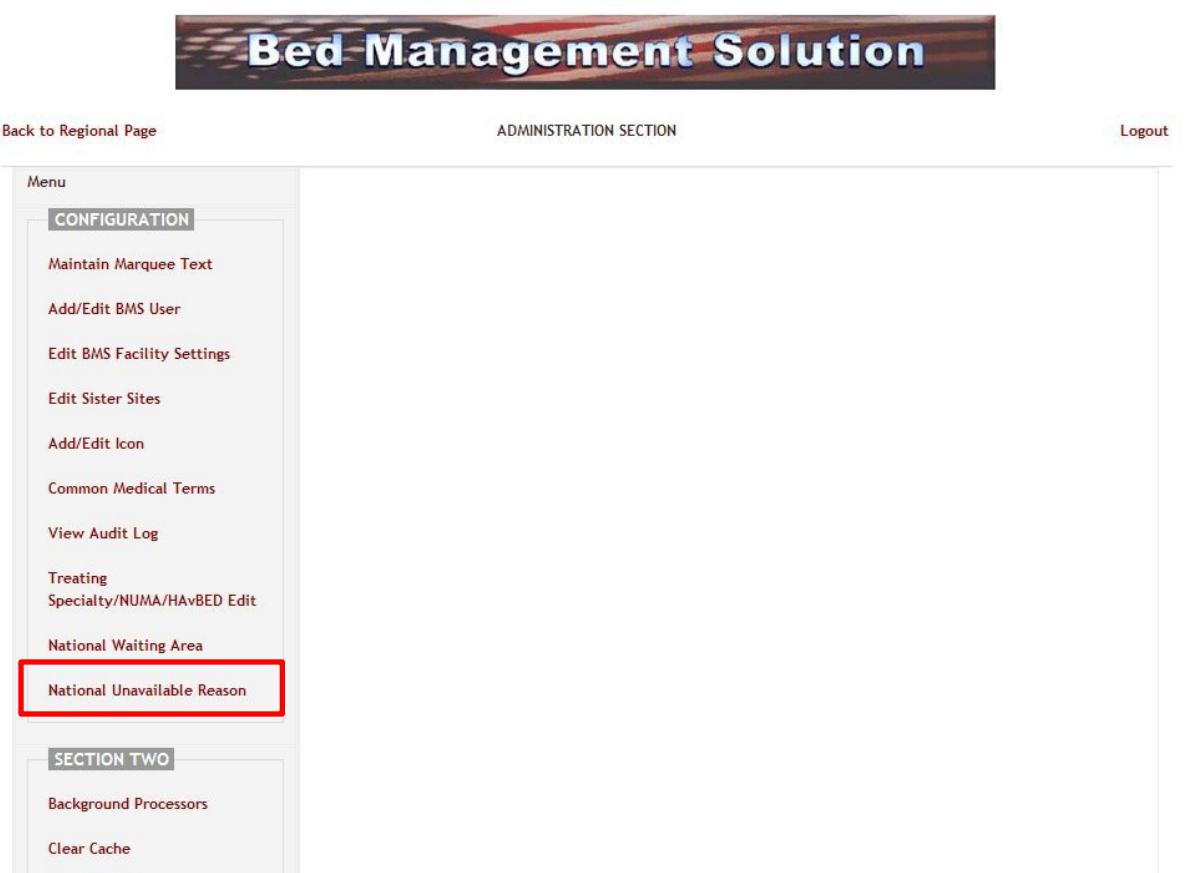


Figure 298 - Click the National Unavailable Reason Link

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

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason			
Text	<input type="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

[Back to Regional Page](#)

Figure 299 – National Unavailable Reason Page

The options in this page allow the support user to add a new national *unavailable reason*.

The list in the lower part of the screen presents the national *unavailable* reasons already defined in the system.

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

Table 58 – Unavailable Reason Parameters

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

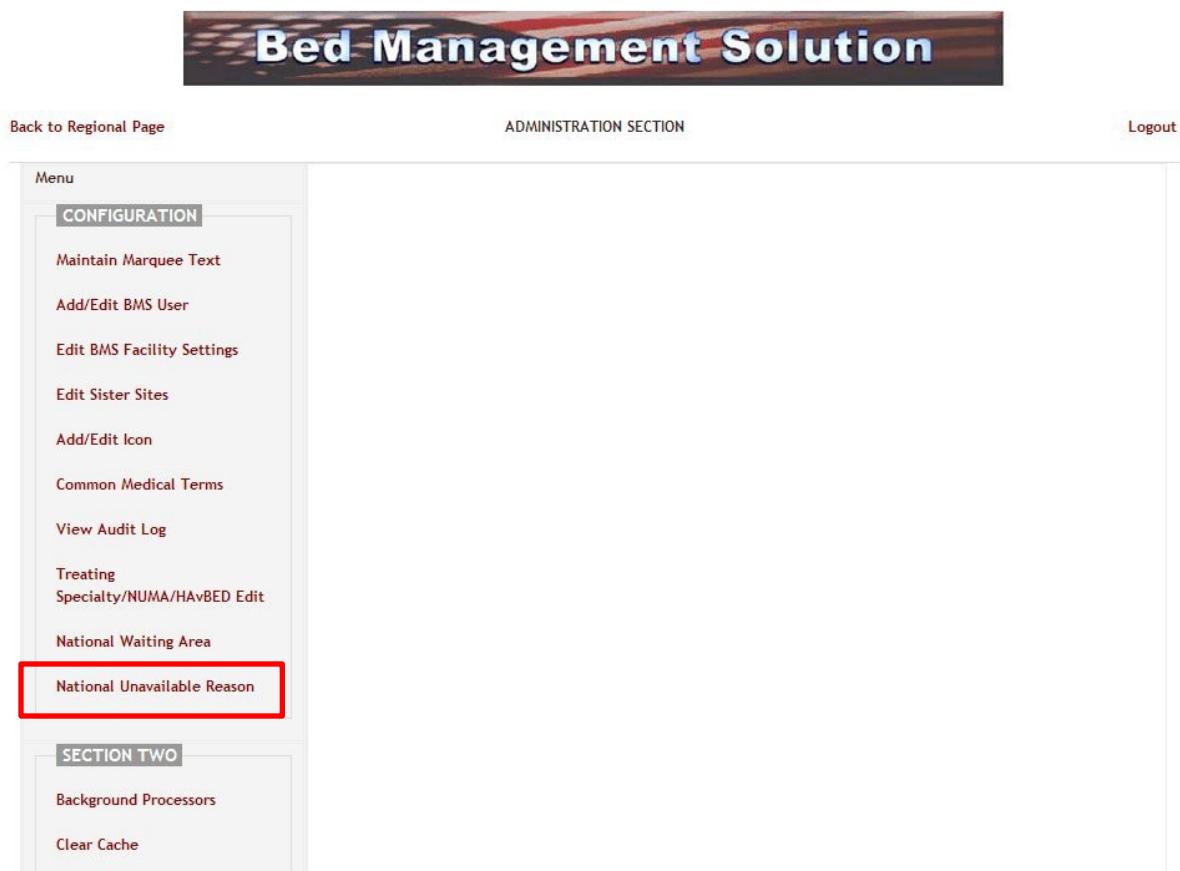


Figure 300 – Selecting National Unavailable Reason

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

National Unavailable Reason

Text	ON HOLD	Type	DO NOT DISPLAY
		DO NOT DISPLAY	
		INFORMATION	
		ISOLATION	
		OUT OF SERVICE	
		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

[Back to Regional Page](#)

Figure 301 – Adding a National Unavailable Reason

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

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

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

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

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

4.9.11.2 Editing an National Unavailable Reason

To edit a national *unavailable reason*, follow the instructions below.

From the **Administration Section** page, click the **National Unavailable Reason** link.

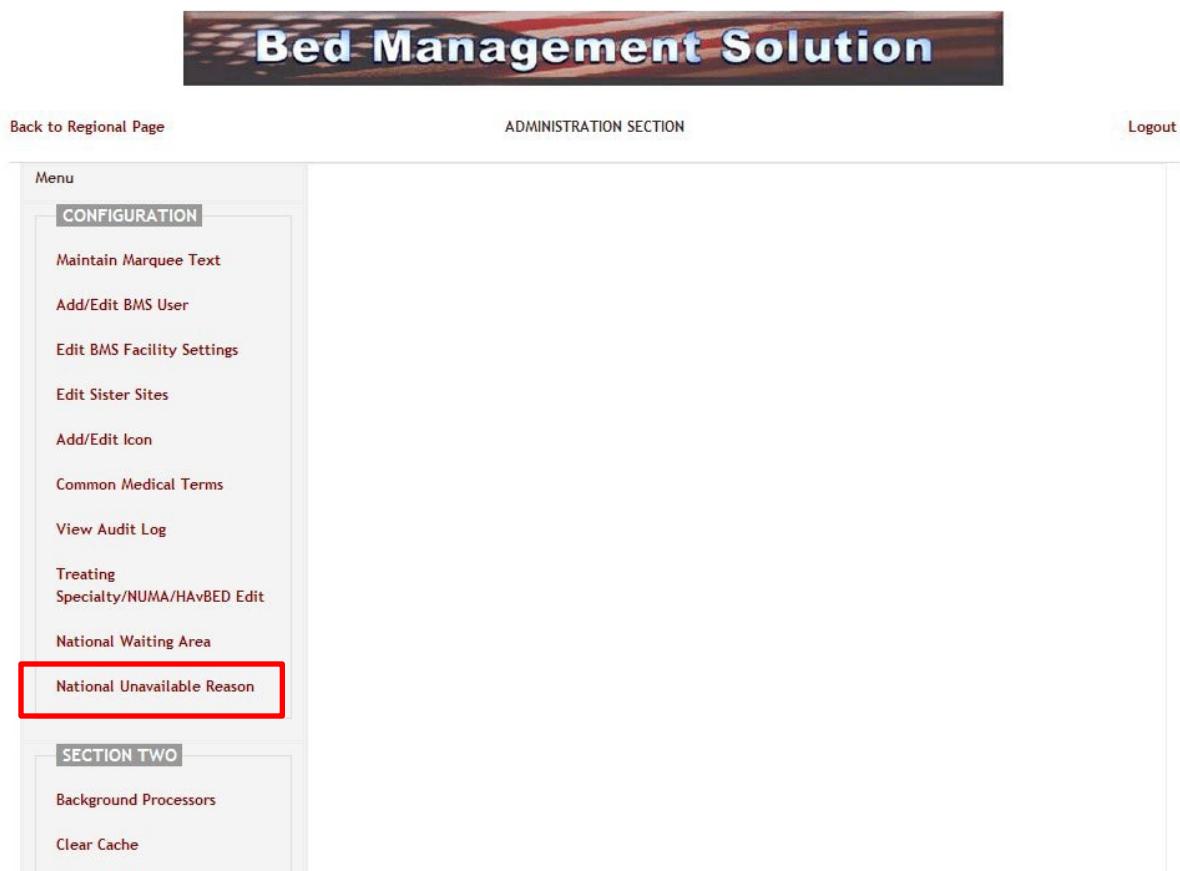


Figure 302 – Selecting National Unavailable Reason

The **National Unavailable Reason** page is displayed as in the following image.

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason			
Text		Type	Add Cancel
		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION
Edit	Delete	PENDING APPROVAL	INFORMATION

[Back to Regional Page](#)

Figure 303 – Selecting Unavailable Reason for Edit

Click the **Edit** link associated to the national *unavailable reason* that you want to modify; the following page is displayed:

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason - Edit			
CURRENT:		CHANGE TO:	
TEXT:	PENDING APPROVAL	<input type="text" value="PENDING APPROVAL FROM MANAGEMENT"/>	
TYPE:	INFORMATION	INFORMATION <input type="button" value="▼"/>	
<input type="button" value="Submit"/> <input type="button" value="Never Mind And Return To Listing"/>			

Figure 304 – Editing an Unavailable Reason

Operate the desired changes in the **Text** and/or **Type** fields then press the **Submit** button to enter the data into the system.

4.9.11.3 Deleting a National Unavailable Reason

To delete a national *unavailable reason*, follow the instructions below.

From the **Administration Section** page, click the **National Unavailable Reason** link.

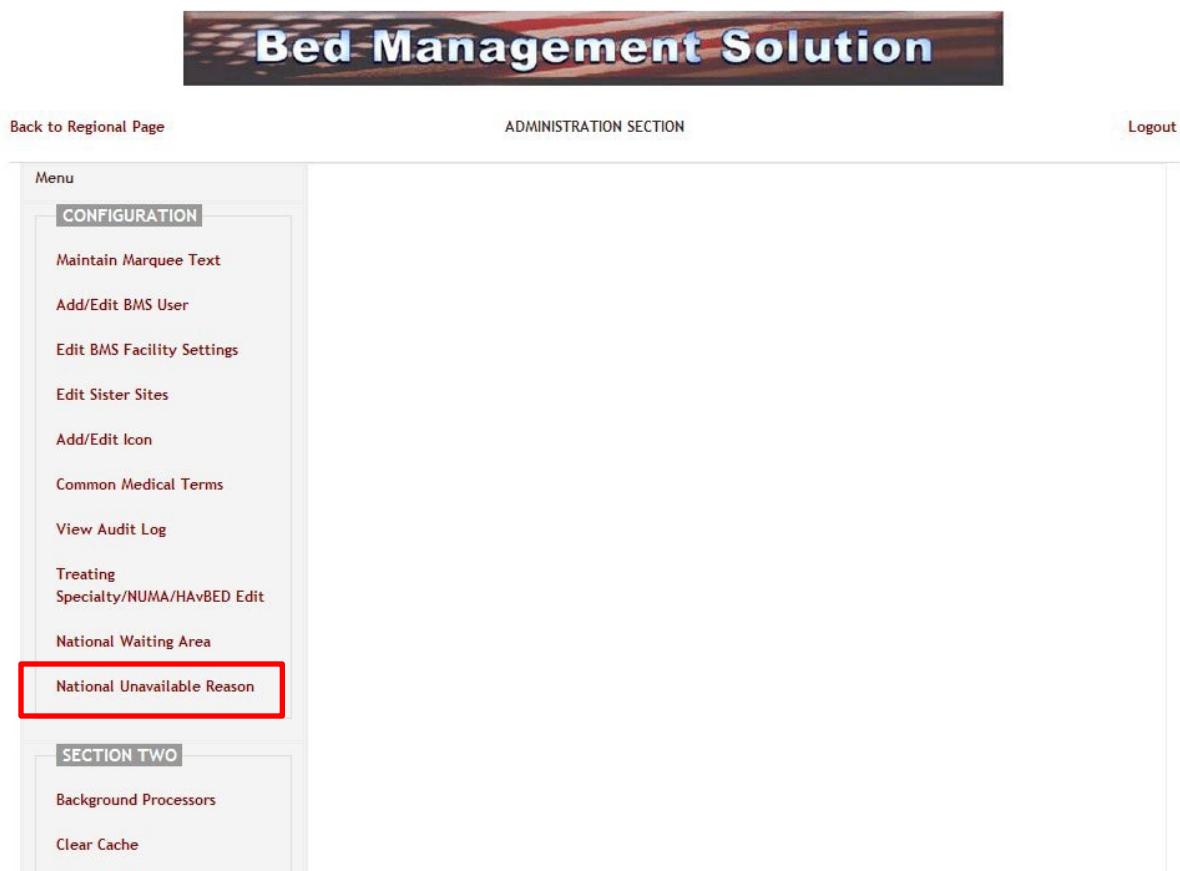


Figure 305 – Selecting National Unavailable Reason

The **National Unavailable Reason** page is displayed as in the following image.

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason			
Text <input type="text"/>		Type <input type="button" value="DO NOT DISPLAY"/> <input type="button" value="Add"/> <input type="button" value="Cancel"/>	
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

[Back to Regional Page](#)

Figure 306 – Selecting a National Unavailable Reason for Deletion

Click the **Delete** link associated to the national *unavailable reason* that you want to delete: a confirmation screen is displayed as in the following image.

Admin Menu ADMINISTRATION SECTION - National Unavailable Reason Edit Logout

National Unavailable Reason - Delete			
Unavailable Reason: Delete			
Reason: PENDING APPROVAL			
Type: INFORMATION			
Are you sure you want to delete this record?			
<input type="button" value="Delete Record"/> <input type="button" value="Never Mind And Return To Listing"/>			

Figure 307 – Delete a National Unavailable Reason

Click the **Delete Record** button to delete the national *unavailable reason* from the list

4.9.12 Background Processors Page

This section is used to determine which are the VA facility sites sharing the same VistA instance, to set up the Schedulers, to determine the Categories which will be affected by the Schedulers' action (VistA Integration), to set up the scope of the Audit action, NUMI and Whiteboard report.

The **Background Processors** page is displayed as in the following image.

Background Processors

VistA Sites Schedulers VistA Integration Audit Numi Whiteboard Report

[Add new VistA site](#)

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	Test Connection
	User	admin	
	Password	
MDWS	Test Connection		

[Save](#) [Cancel](#)

[Back to Regional Page](#) |

Figure 308 – Background Processors Page

Six tabs are available in the Background Processors page: **VistA Sites**, **Schedulers**, **VistA Integration**, **Audit**, **NUMI** and **Whiteboard Report**. The following sections contain the detailed description of the options available in each tab.

4.9.12.1 **VistA Sites**

The **VistA Sites** page allows the user to view the list of VA facility sites sharing the same VistA instance, and to add a new VA facility to a VistA instance.

To add a VA facility site to a VistA instance follow the steps presented below.

From the **Background Processors** page select **VistA Sites** to display the page shown in the following figure.

Figure 309 – Background Processors Page – Adding a VistA Site

A list of VA facility sites is displayed in the column to the left of the page.

Click the **Add new VistA site** link then, from the VistA Site area use the **Name** field to select the site you want to add to the current VistA instance then select the **Time Zone**.

In the Connections area you can choose between two connection methods: ODBC and MDWS.

NOTE: At this time BMS does not use ODBC to connect to Vista. Enter “x” in the **Connection String**, **User**, and **Password** fields.

Table 59 – New VistA Site Parameters

Column	Description
Connection String	The connection string for the ODBC method.
User	The username for the connection.
Password	The password associated to the user account.
MDWS Endpoint	The specific instance of MDWS that the individual site will bind too.

After you have filled in the required data use the **Test Connection** buttons to verify the connection and press the **Save** button to enter the data into the system.

The newly added site will be added in the sites list to the left of the screen.

4.9.12.2 Schedulers

The **Schedulers** page displays a list of defined schedulers and allows the support user to add new ones. NOTE: in this page you can only define the schedulers, to actually run the defined schedulers you have to use thin in the **VistA Integration** tab, see the [VistA Integration](#) section for details.

The **Schedulers** page is displayed as in the following image.

The screenshot shows the 'Schedulers' tab selected in the VistA Integration module. A form for adding a new scheduler is displayed. The 'Name' field contains 'Every 30 minutes'. The 'Recur every' dropdown shows '1'. The 'Time Zone' dropdown shows 'CST'. The 'Occurs once at' radio button is unselected, and the 'Occurs every' radio button is selected. The frequency value '30' is entered in the 'Occurs every' field. The 'Day' dropdown shows 'Day' and '(s)'. The 'Minute' dropdown shows '00' and '01'. The 'Start Time' dropdown shows '00' and '01'. The 'End Time' dropdown shows '23' and '31'. At the bottom right are 'Save', 'Delete', and 'Cancel' buttons. On the left, there is a sidebar with links: 'Every minute', 'Every 30 minutes', 'Every day at 6 AM', and 'Every two hours'.

Figure 310 – Schedulers page

4.9.12.2.1 Adding a new scheduler

To add a new scheduler follow the steps presented below.

From the **Background Processors** page select the **Schedulers** tab.

In the **Schedulers** tab fill in the following data:

Table 60 – New Scheduler Parameters

Column	Description
Name	The name of the scheduler.
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.

4.9.12.3 VistA Integration

The **VistA Integration** tab is used to run (automatically or manually) the defined schedulers and to select which data categories will be affected by a scheduler's action.

The **VistA Integration** tab is displayed as in the following image.

Admin Menu [Logout](#)

Background Processors

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report
				<input type="button" value="V17NTX - 549"/>	
		Current Method	Current Scheduler		
<input type="checkbox"/> ADT <input type="checkbox"/> Patients Pending Bed Placement List <input type="checkbox"/> Vocabularies <input type="checkbox"/> Orderable Item <input type="checkbox"/> Specialty <input type="checkbox"/> Treating Specialty <input type="checkbox"/> Facility Movement Type <input type="checkbox"/> Entities <input type="checkbox"/> Hospital Location <input type="checkbox"/> Patient <input type="checkbox"/> Room Bed <input type="checkbox"/> Ward Location <input type="checkbox"/> Medical Center Division		MDWS	Every 5 mins	Details Data <input type="text" value="Orderable Item"/> Method <input type="button" value="MDWS"/> Scheduler <input type="button" value="Every 1 hour"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Remove"/>	
		MDWS	6 AM CST		
		MDWS	Every 1 hour		
		MDWS	Every 12 hours		
		MDWS	Every 8 hours		
		MDWS	Every 4 hours		
		MDWS	Midnight	Run Job Method <input type="button" value="MDWS"/> Start Time <input type="text" value="11/13/12"/> <input type="button" value="..."/> <input type="button" value="00"/> : <input type="button" value="00"/> End Time <input type="text" value="11/13/12"/> <input type="button" value="..."/> <input type="button" value="00"/> : <input type="button" value="00"/> <input type="button" value="Run"/>	
		MDWS	Every 5 mins		
		MDWS	Every 15 mins		
		MDWS	Every 15 mins		
		MDWS	Midnight		

Figure 311 – VistA Integration Tab

From the field in the upper part of the page, select the VistA site where the scheduler(s) will run.

- **To setup a scheduler for any of these jobs, click one data category from the column on the left (its name will appear in the Data field) and then select a method and scheduler from the Method and Schedulers fields in the Details area and click the Save button.** This will cause the selected scheduler to run at the time set for it in the Schedulers tab and to retrieve the data from VistA for the selected category.
 - **To Execute/Run any of the data jobs, select any of the data categories using the check-boxes, select a connection method from the Run Job area, set the Start time/End time, and click the Run button.** This will cause the selected scheduler to run using the selected method and retrieve the data from VistA for the selected data categories.

Here is a brief description of the VistA data gathering jobs:

ADT: the job will query from VistA ADT data (Orders, Movements, Scheduled Admissions, Patient Appointments) dated since the last run. Typically this job should be scheduled to run at least every 5 minutes. The movements are processed into BMS and are reconciled back the number of days governed by a configuration setting in BMS. Currently this configuration setting is set to reconcile back 60 days.

Patient Pending Bed Placement List: the job will look into the Scheduled Admission VistA file and extracts all the entries that have the “reservation date” field due for the current day. For these items the job adds associated entries into the facility patients pending bed placement list. Typically if a facility chooses to run this job it would be scheduled once a day in the early morning.

Vocabularies:

Orderable Items: the job will look into the Orderable Items VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

Specialty: the job will look into the Specialty VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

Treating Specialty: the job will look into the Treating Specialty VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

Facility Movement Type: the job will look into the Facility Movement Type VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

Entities:

Hospital Location: the job will look into the Hospital Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Also for the items that are Wards, the Ward list in BMS is updated accordingly. Typically this job should be scheduled to run once a day at Midnight.

Patient: the job will look into the Patient file and gets all the patients that have been added since the last run (they are filtered by the “date entered into file” field). Typically this job should be scheduled to run at least every 5 minutes.

Room Bed: the job will look into the Room Bed VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated, also Beds Set Out of Service or Returned into Service). Typically this job should be scheduled to run at least every 15 minutes.

Ward Location: the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run at least every 15 minutes.

Medical Center Division: the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

4.9.12.4 Audit

The **Audit** tab displays the results of the operations performed in the **VistA Integration** tab.

The **Audit** tab is displayed as in the following image.

Background Processors

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report
VistA site, <input checked="" type="checkbox"/> V01BHS - 523 <input checked="" type="checkbox"/> V01BOS - 523 <input type="checkbox"/> V18ABQ - 501	data types <input checked="" type="checkbox"/> ADT <input checked="" type="checkbox"/> Patients Pending Bed Placement List <input checked="" type="checkbox"/> Vocabularies <input checked="" type="checkbox"/> Orderable Item <input checked="" type="checkbox"/> Specialty <input checked="" type="checkbox"/> Treating Specialty <input checked="" type="checkbox"/> Facility Movement Type <input type="checkbox"/> Entities <input checked="" type="checkbox"/> Hospital Location <input type="checkbox"/> Patient <input checked="" type="checkbox"/> Room Bed <input checked="" type="checkbox"/> Ward Location <input checked="" type="checkbox"/> Medical Center Division	and method <input checked="" type="checkbox"/> ODBC <input checked="" type="checkbox"/> MDWS	with status <input type="checkbox"/> Succeeded <input checked="" type="checkbox"/> Failed <input checked="" type="checkbox"/> Running <input checked="" type="checkbox"/> Partially Succeeded	all audit log entries registered <input type="radio"/> Today <input checked="" type="radio"/> Last week <input type="radio"/> Last month <input type="radio"/> During this specific period 09/19/12 : 00 : 00 : 00 09/20/12 : 00 : 00 : 00	

Filter By

[Back to Regional Page](#)**Figure 312 – Audit Page**

The options to the left of the page allow the user to determine the filter criteria for the generated audit reports. The options to the right of the screen allow the user to select the type of operation to be captured by the audit report as well as the time interval for the audit.

After you have selected the desired criteria click the **Filter By** button to display the page as in the following image.

Background Processors

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report
VistA site, <input checked="" type="checkbox"/> V01BHS - 523 <input checked="" type="checkbox"/> V01BOS - 523 <input type="checkbox"/> V18ABQ - 501	data types <input checked="" type="checkbox"/> ADT <input checked="" type="checkbox"/> Patients Pending Bed Placement List <input checked="" type="checkbox"/> Vocabularies <input checked="" type="checkbox"/> Orderable Item <input checked="" type="checkbox"/> Specialty <input checked="" type="checkbox"/> Treating Specialty <input checked="" type="checkbox"/> Facility Movement Type <input type="checkbox"/> Entities <input checked="" type="checkbox"/> Hospital Location <input 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	

Filter By

Vista	Method	Data	Rows No	Start Date	End Date	Launch Type	Parameters	Status	Details
V01BHS	MDWS	Room Bed		09/18/12 17:33:13		Manual	(StartDate, 9/19/2012 4:21:00 AM)(EndDate, 9/20/2012 12:00:00 AM)	Running	Details
V01BHS	MDWS	ADT		09/18/12 22:12:35		Automatic	(StartDate, null)(EndDate, 9/18/2012 10:12:00 PM)	Running	Details

[Back to Regional Page](#)**Figure 313 – View Audit Results**

A list of operations is displayed, for each entry the following data is available:

Table 61 – Patients in Community Hospitals - Active Report

Column	Description
VistA	The VistA site where the audit action has been performed.
Method	The method used for connecting to the VistA site.
Data	The type of data retrieved by the VistA integration operation.
Rows no	The number of operations of the selected type captured by the audit action.
Start Date	The start date of the retrieval operation.
End Date	The end date of the retrieval operation.
Launch Type	The way the audit action has been launched.
Parameters	The start date and time and the end date and time of the audit operation.
Status	The status of the VistA integration action.
Details	Clicking this link will display the number of entries in the report.

4.9.12.5 NUMI

The **NUMI** tab is used to select the scheduler that will connect to the NUMI server, and will retrieve data for a certain VistA site.

The **NUMI** tab is displayed as in the following image.

The screenshot shows a web-based administrative interface titled "Background Processors". At the top, there's a navigation bar with "Admin Menu" and "Logout". Below the title, there are tabs: "VistA Sites", "Schedulers", "VistA Integration", "Audit", "NUMI" (which is highlighted in blue), and "Whiteboard Report". Under the "Schedulers" tab, there's a dropdown menu set to "1 AM - CST". Below the dropdown, there's a table with two columns: "Scheduler" and "VistA Sites". The table contains one row with the text "Scheduler Every 2 Hours" and "VistA Sites V18ABQ". At the bottom of the table, there are "Edit" and "Delete" buttons. At the very bottom of the page, there are links for "Back to Regional Page" and "Help".

Figure 314 – NUMI Page

From the **Schedulers** field select the scheduler created to retrieve the NUMI data then click the **Add** button: following page is displayed.



Note: It is not recommended that any VistA Site Schedule the NUMI Background process to run more frequently than every 2 hours. Doing so may reduce overall system performance.

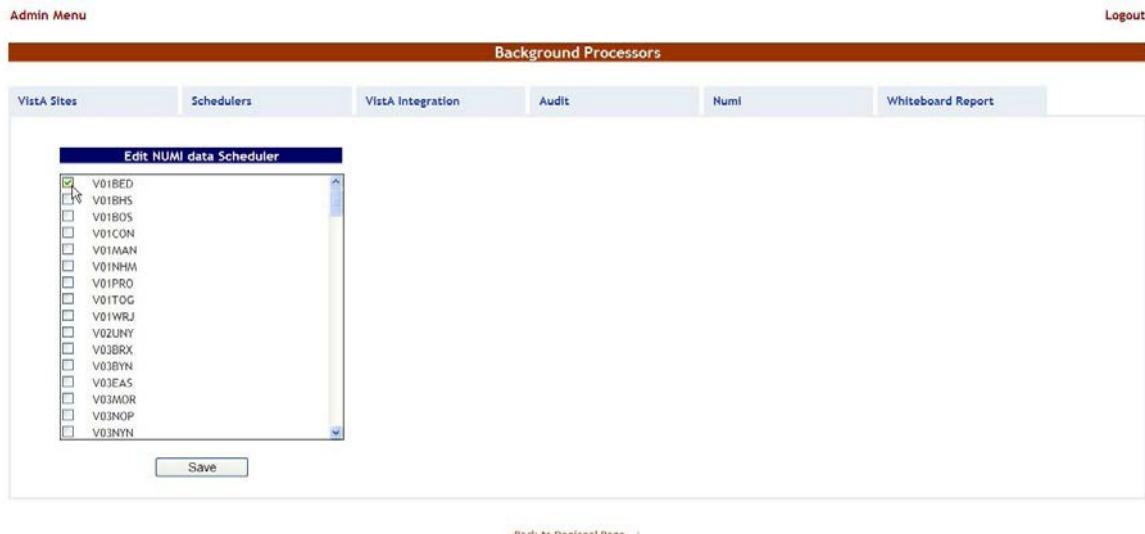


Figure 315 – Selecting the VistA Site for Which to Gather NUMI Data

Select the VistA site for which the selected scheduler will retrieve NUMI data then press the **Save** button.
Use the **Edit** link to select a different site for which the scheduler should retrieve NUMI data.

4.9.12.6 Whiteboard Report

The **Whiteboard Report** tab is used to select the scheduler that will gather data for the Whiteboard report. For details on the Whiteboard report see the section [Generate the whiteboard report for the selected wards](#).

The **Whiteboard Report** tab is displayed as in the following image.

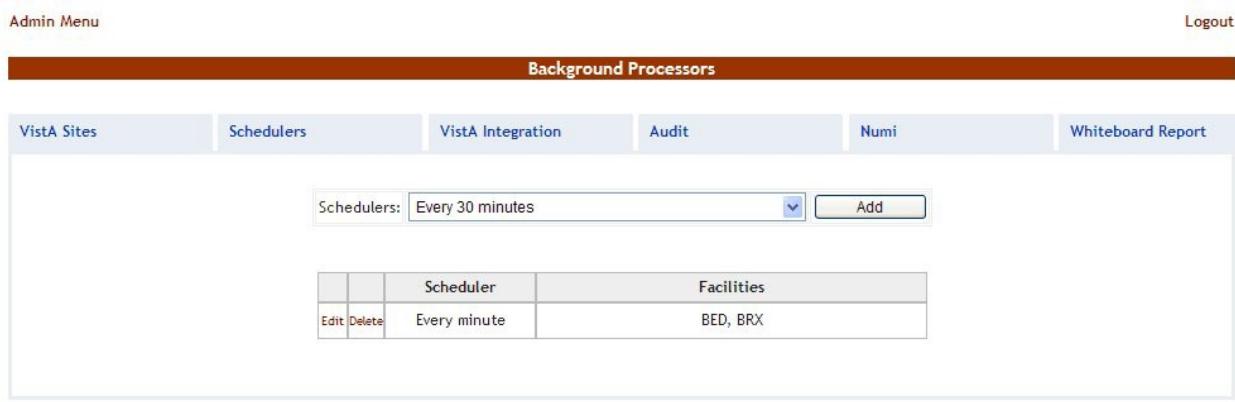


Figure 316 – Whiteboard Report page

From the **Schedulers** field select one of the schedulers defined then press the **Add** button to display the following image.

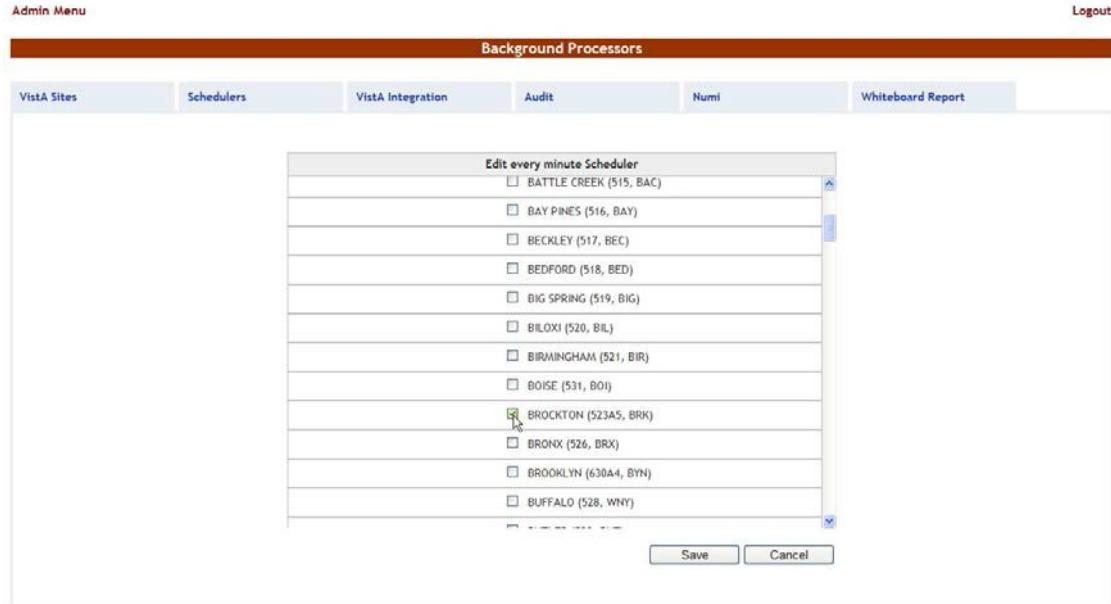


Figure 317 – Selecting the Facility Site Where to Run the Scheduler for the Whiteboard Report

The name of the selected scheduler is displayed in the upper part of the screen. Also a list of VistA sites is displayed: select the site(s) where you want the scheduler to run then press the **Save** button.

4.9.13 Clear Cache confirmation Page

From the **Administration Section** page, click the **Clear Cache** link to clear the cache memory of the application.

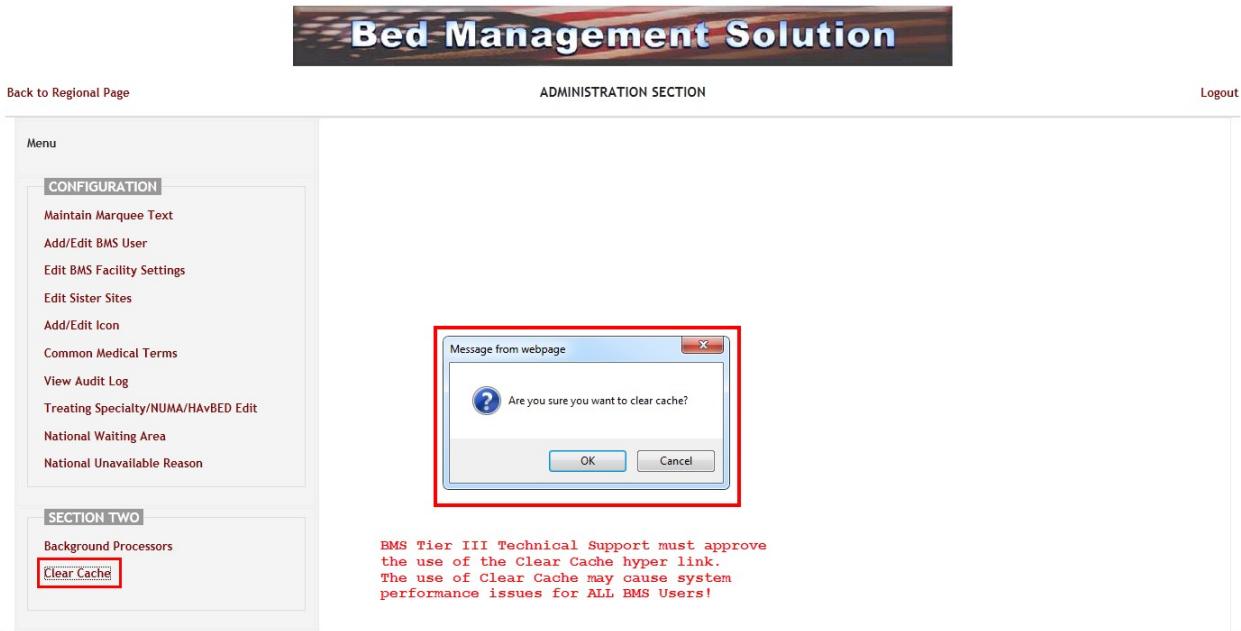


Figure 318 – Clear Cache Hyperlink

A confirmation message is displayed as in the following page.

The screenshot shows a web-based administration interface. At the top, there are links for 'Admin Menu', 'ADMINISTRATION SECTION - CLEAR CACHE', and 'Logout'. A dark blue horizontal bar contains the text 'Clear cache confirmation'. Below this, a message states 'The cache has been cleared successfully.' At the bottom, there is a link 'Back to Regional Page'.

Figure 319 – Clear Cache confirmation

This option is especially useful after updating the vocabularies used in the application. Clearing the cache verifies that the latest version of the vocabularies is used in the system.

5 Troubleshooting

The BMS project team is working to develop a frequently asked questions (FAQs) section for this User Guide, which will contain user-related troubleshooting tips, known issues, and anomalies. This section will be made available as those items are realized and documented.

6 Acronyms/Glossary

In addition to the acronyms defined below, the OI&T Master Glossary can be found at http://vaww.oed.wss.va.gov/process/Library/master_glossary/masterglossary.htm

Table 62 – Acronyms/Glossary

Term	Definition
ADT	Admission, Discharge, and Transfer
BMS	Bed Management Solution
BN	Business Need
BRD	Business Requirements Document
CFM	Comprehensive Flow Management
CH/CL	Community Hospital / Current Location
CHF	Congestive Heart Failure
CLC	Community Living Center
COW	Computer on Wheels
CPRS	Computerized Patient Record System
D/C	Discharge
DM	Diabetes Mellitus
DOB	Date of Birth
DOM	Domiciliary
DRG	Diagnostic Related Group
DUSH	Deputy Under Secretary for Health
ED	Emergency Department
EMS	Environmental Management Service

Term	Definition
EMSHG	Emergency Management Strategic Healthcare Group
ERR	Enterprise Requirements Repository
FAQs	Frequently Asked Questions
FIPS	Federal Information Processing Standard
GUI	Graphical User Interface
HavBed	Hospital Available Beds for Emergencies & Disasters
HVAC	House Veterans Affairs Committee
ICU	Intensive Care Unit
IEN	Internal Entry Number. The primary keys for VistA files.
IT	Information Technology
LOS	Length of Stay
MDWS	Medical Domain Web Service
M (MUMPS)	Massachusetts General Hospital Utility Multi-Programming System
NIST	National Institute of Standards and Technology
NUMA	Nursing Unit Mapping Application
NUMI	National Utilization Management Integration
ODBC	Open Database Connectivity
OED	Office of Enterprise Development
OOS	Out of Service
OI&T	Office of Information and Technology
PICC	Peripherally Inserted Central Catheter
PT	Patient
SSN	Social Security Number
Service Era or ERA	The period of service that the patient served.
STAT	Indicates an emergent or extremely urgent situation
TAG	Flow Improvement Technical Advisory Group
UM	Utilization Management
VA	Department of Veterans Affairs
VAMC	VA Medical Center
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture

7 Index

A

Active Admission Orders Report	112, 113, 115
Adding a Discharge Appointment Location	48
Adding a patient to the Patients in Community Hospitals List	163
Adding a VistA ward	13, 15
Adding a Waiting Area	71, 197
Adding an ADT Orderable Item	19
Adding an EMS Bed Notification	23
Adding an Event Notification	51, 67
Adding an Unavailable Reason	41, 203
Anticipated Discharge Report	114

B

Bed Summary Report	115
Bed Turnaround Time Report	117
Beds Out of Service Report (All)	119
Beds Out of Service Report (by Date)	120

D

Data grids	
Sort columns	9
Discharges in Progress Report	123

E

Edit BMS Site	182
Editing a Waiting Area	73, 76, 198, 200
Editing an Event Notification	53, 55
Editing an Unavailable Reason	43, 205

Editing the details of a patient	166
Editing the details of an entry in the Patients Waiting for a Bed	100
EMS Bed Status	124

F

Finalizing a patient's stay in the Community Hospital...	166
Future Discharge Report	125

P

Patient Movement Report	109
Patient Movements by Date	126

R

Removing patient from waiting list	101
--	-----

S

Scheduled Admissions by Date	127
Scheduled Admissions Report	108
Setting a Facility or ED to Diversion Status	132
Sort columns.....	9

T

Taking a bed out of service	138
-----------------------------------	-----

W

What is BMS	3
-------------------	---