

# **Bed Management Solution (BMS)**

## **User Guide**



**September 2015**

## Revision History

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# 1 Introduction

## 1.1 Intended Audience

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

## 1.2 Document Conventions

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

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

## 1.3 Reference Materials

There is no COTS Product documentation required.

## 2 User Computing Environments

### 2.1 System Requirements

Table 1 – System Requirements

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

### 2.2 Internet Explorer Settings

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

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

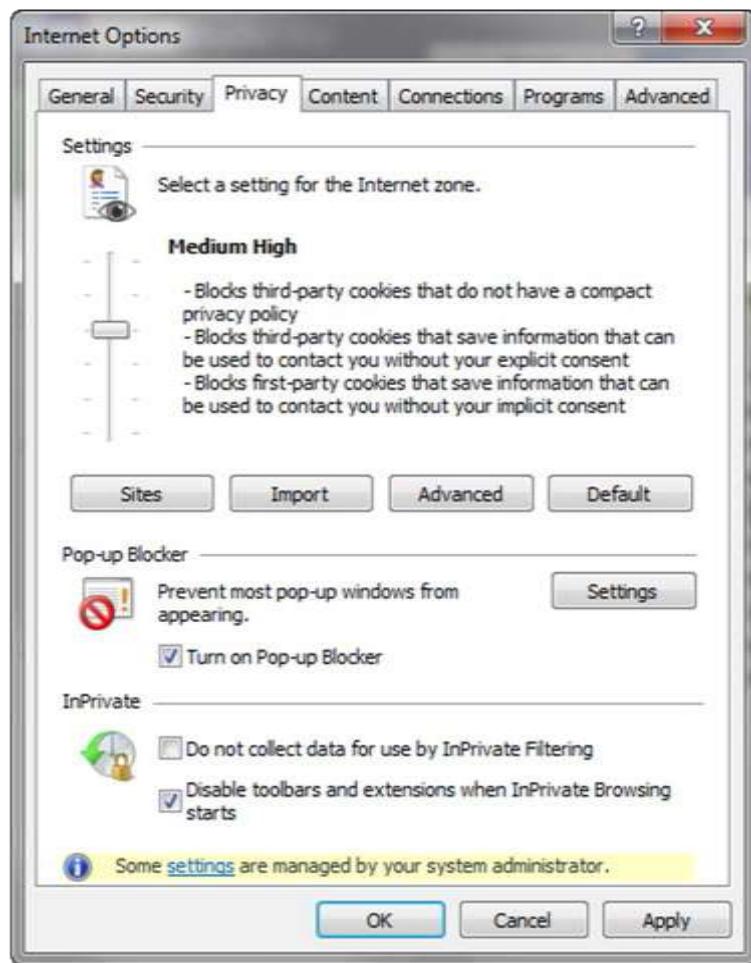


Figure 1 - Internet Explorer Settings

## **3 BMS User Manual**

### **3.1 What is BMS**

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

BMS offers the following features:

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

BMS provides answers to the following questions:

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

### **3.2 Getting Started**

#### **3.2.1 Obtain BMS Access**

Your manager or BMS Site Coordinator (list of BMS site coordinators is [here](#)) must authorize and

provide you access to BMS before you can log in. Your level of access will be dependent upon your role.

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

### 3.2.2 Launch BMS

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

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

### 3.2.3 Log in

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



**Figure 2 – BMS Login Screen**

To log in:

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

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

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

- No BMS access granted by supervisor / site coordinator

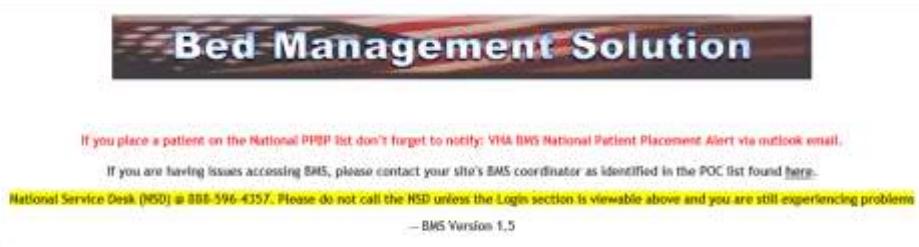
- Incorrect Username or Password entered (this may be due to trying to use another User ID and password combination than the Windows User ID and password).
- Windows password expired (Windows passwords expire every 90 days). If your windows password has expired, you will need to contact the National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

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



**Figure 3 - BMS Login Page notification of upcoming System Maintenance**

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



**Figure 4 - BMS Login Page during System Maintenance**

### 3.2.4 BMS Main Pages

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

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

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

The screenshot shows the BMS Facility Home Screen. At the top, it displays 'Hcevah08 - C61334 - updated Dec. 12, 2012' and 'Logout'. Below this, there are links for 'Workstation: 1:21:27 PM', 'Facility: 12:11 PM', and 'Return to VISH Network'. On the right, there is a logo for 'Bed Management Solution' with the acronym 'bms' and a red apple icon.

The main area has tabs for 'Facility Diversion: YES' (Census 17%), '1 New Events', 'Ward Whiteboard', and 'Site Options'. A 'Reports...' button is also present. Below these are several search and filter fields:

- 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

Below these fields is a table titled 'Patients Pending Bed Placement: Current' with the following columns: Add New Patient, Add Interfacility Transfer, Entered, Requested, Removed, Patient, Sex, Presenting Problem, Type Of Bed/Ward Required, Waiting Area, Wait Time (hrs), Wait Time Alert (hr), and CLC. The table lists several patients with their respective details.

Figure 5 – BMS Facility Home Screen

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

The screenshot shows the BMS Ward Whiteboard Screen. At the top, it displays 'CTX Whiteboard for: T CR - Last Update: Total Number Pending/Today's Scheduled Admission: 107/0' and 'Export Report: Icon Legend'.

The main area has tabs for 'Whiteboard Home' (Facility Census 18%), 'CTX Whiteboard for: T CR - Last Update: Total Number Pending/Today's Scheduled Admission: 107/0' (T CR census 33%), and 'Icon Legend'.

The table below shows bed status for various beds:

BED	PT	SEX	STAFF	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	HU#	LOS WARD
CR400-1T										
CR400-2T										
CR400-3T										
CR500-1T										
CR500-2T										
CR500-3T	██████████	F		SHALE, JOHN				T CR - GENERAL CARE/TR	████	17:04
CR000-1T	██████████	M		HRIZZI, MARLA				T CR - GENERAL CARE/TR	████	33:04
CR000-2T	██████████	M		SHALE, JOHN				T CR - GENERAL CARE/TR	████	21:04

Figure 6 – BMS Ward Whiteboard Screen

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

[Return to Home Page](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Figure 7 – BMS Facility New Events Screen

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF  [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"/> <a href="#">▼</a>	<a href="#">ADD</a> <a href="#">Cancel</a>				
<b>EDIT DIVERSION</b>						
Current Divisions   All Divisions						
Current Diversion Location	Status	Start Date	Time	Entered By	Last Edit By	Duration hh:mm:ss
Emergency Department - LACKING STAFF	Yes	09/18/2012	17:39	softinfo/hmcplus	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	PDC 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 (NHN)	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:		Select							
	N	FAC	Patient	SSN	Service-Connected	Era	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (hrs)
Edit	Finalize	X	BRK	BMSPatient, One	000-12-9876	Afghanistan	No		Cardiology	HOME	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	HOME	9/14/2012 12:00:00 AM	00:12	
Edit	Finalize	X	BRK	BMSPatient, Three	000-90-8765	Yemen	Yes		Neurology	HOME	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.

The screenshot shows the BMS National/Regional interface. At the top, there's a banner with the text "Bed Management Solution". Below it, the user information "BMS Admin" and "User: HARRIS-HC-LAB.COMEDAIL" is displayed, along with links for "Go to Site List" and "Logout".

The main content area has two main sections:

- National Bed Availability:** A table showing VISN counts across four regions:
 

REGION 4 - USERS	REGION 3 - USERS	REGION 2 - USERS	REGION 1 - USERS
VISN 1 - 0	VISN 6 - 0	VISN 12 - 0	VISN 18 - 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:** A grid displaying patient information:
 

DISPLAY:	REGION:	VISN:	TREATING SPECIALTY:				View:	View:	Submit
			ALL	ALL	ALL	ALL			
All Patients	ALL	ALL	1	1	1	1	1	1	1
National Patients	PATIENT, ONETWOTHREEFOUR	1234	30	OTHER	No	COPD	ALLERGY	HOLEMS	11/12/2012 12:00:00 AM CST
				Iraq	No	COPD	ACUTE PSYCHIATRY (>45 DAYS)	STEVE	12/12/2012 12:00:00 AM CST

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

**Figure 11 - BMS National/Regional Screen**

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



**Figure 12 - BMS Administration Section Screen**

### 3.2.5 Working with data grids

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

#### 3.2.4.1 Sort Information within Columns

You can sort the information within most columns.

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

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

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

## 4 BMS Instructions/User Types

BMS users can be grouped in the following types:

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

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

### 4.1 Facility Administrators Users

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

Administrator users can access the following pages:

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

- Contingency Settings page;

#### 4.1.1 Bed Board Site Configuration Main Page

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

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

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

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

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

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

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

For details on the options available see the sections below.

#### 4.1.2 VistA Ward Add/Edit Page

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

Return to Admin Main Page

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

**ADD/EDIT Ward**

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

**Current Vista Wards**

SORT BY:	Vista Ward Name	Vista Specialty	Type Group	Ward Group Text
IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
Edit <input type="button" value="Delete"/>	1 Cardiology_W1	Cardiology	CARDIOLOGY	CARDIO WG 1
Edit <input type="button" value="Delete"/>	3 Cardiology_W2	Cardiology	CARDIOLOGY	CARDIO WG 1
Edit <input type="button" value="Delete"/>	2 Neurology_W1	Neurology	NEUROLOGY	NEURO WG 1
Edit <input type="button" value="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: <b>NONE</b>	Census: <b>12%</b>	Evacuation: <b>ON</b>	0 New Events	Ward Whiteboard	<b>Site Options</b>
---------------------------------	--------------------	-----------------------	--------------	-----------------	---------------------

**Reports...**

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

**Patients Pending Bed Placement: Current**

										View:		Standard	
Add New Patient		Add Interfacility Transfer		Current		Past 30-Days		Past 60-Days		Past 90-Days			
<b>Edit</b>	<b>Remove</b>	<b>Entered</b>	<b>Requested</b>	<b>Removed</b>	<b>Patient</b>	<b>Presenting Problem</b>	<b>Type Of Bed/Ward Required</b>	<b>Waiting Area</b>	<b>Wait Time (h:m)</b>	<b>Wait Time Alert (h)</b>	<b>CLC</b>		
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:06	09/14/2012 07:06	BMSPatient, One 88405	M	LIVER FAILURE	75	ADMISSIONS	00:25	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:09	09/14/2012 07:09	BMSPatient, Two 87854	M			SCHEDULED ADMISSIONS	00:24	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:14	09/14/2012 07:14	BMSPatient, Seven 88705	F	PEP		ADMISSIONS	00:19	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:16	09/14/2012 07:16	BMSPatient, Six 88176	M			EMERGENCY ROOM	00:17	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:17	09/14/2012 07:17	BMSPatient, Five 88943	F	PSYCH	75	ADMISSIONS	00:16	10	No		
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:19	09/14/2012 07:19	BMSPatient, Three 88705	F			CURRENT FACILITY	00:14	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four 88087	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)**

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

Evacuation:  ON  OFF

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		

T

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

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

[Return to Admin Main Page](#)

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

**ADD/EDIT Ward**

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

**Current Vista Wards**

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

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

**Figure 18 – Adding/Editing Ward**

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

#### 4.1.2.2 Editing a Ward Group

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	<b>Site Options</b>
--------------------------	-------------	----------------	--------------	-----------------	---------------------

**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	#	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	8842	F	LIVER FAILURE		ADMISSIONS	00:26	No				
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two	87654	M		SCHEDULED ADMISSIONS	00:24	No					
<b>Edit</b>	<b>Remove</b>	<b>09/14/2012 07:14</b>	<b>09/14/2012 07:14</b>		<b>BMSPatient, Seven</b>	<b>87675</b>	<b>F</b>	<b>RESP</b>		<b>ADMISSIONS</b>	<b>00:19</b>	<b>No</b>				
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six	8878	M		EMERGENCY ROOM	00:17	No					
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five	88943	F	PSYCH		ADMISSIONS	00:16	10				
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three	88765	F		CURRENT FACILITY	00:14	No					
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four	88087	M		ADMISSIONS	00:11	No					

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

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

**Figure 19 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF  Submit

WORKSTATION	DATE/TIME	Fri Sep 14 2012	6:27:29 PM
FACILITY			
DATE/TIME		Fri Sep 14 2012	10:23 AM
VISH		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.

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

**ADD/EDIT Ward**

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

**Current Vista Wards**

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

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

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

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

[Return to Admin Main Page](#)

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

**ADD/EDIT Ward**

Vista Ward Name <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																	
<span style="margin-right: 20px;"><b>SORT BY:</b></span> <span><input type="text" value="Vista Ward Name"/></span> <span><input type="text" value="Vista Specialty"/></span> <span><input type="text" value="Type Group"/></span> <span><input type="text" value="Ward Group Text"/></span>																	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">IEN</th> <th style="width: 25%;">VISTA WARD NAMES</th> <th style="width: 25%;">VISTA WARD SPECIALTY</th> <th style="width: 20%;">BMS TYPE GROUP</th> <th style="width: 20%;">BMS WARD GROUP TEXT</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Neurology_W1</td> <td>Neurology</td> <td>NEUROLOGY</td> <td>NEURO WARD 1</td> </tr> <tr> <td>2</td> <td>Cardiology_W1</td> <td>Cardiology</td> <td>CARDIOLOGY</td> <td>CARDIO WARD 1</td> </tr> </tbody> </table>	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
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													

[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 Diversions: NONE	Census: 12%	Evacuation: ON	0 New Events	Ward Whiteboard	<input type="button" value="Site Options"/>																																																																																
<b>Reports...</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Ward Occupancy</td> <td style="width: 33%;">Select Ward Group: <input type="text" value="All"/></td> <td style="width: 33%;">Bed Status: <input type="text" value="All"/></td> </tr> <tr> <td>Bed Groupings</td> <td>Select Type Group: <input type="text" value="All"/></td> <td>Select View: <input type="text" value="REPORT"/></td> </tr> <tr> <td>Scheduled Admissions</td> <td>Next: <input type="text" value="7"/> Days</td> <td></td> </tr> <tr> <td>Patient Movement</td> <td>Quick Date: <input type="text" value="Today"/></td> <td>Transaction Bed: <input type="text" value="All"/></td> </tr> <tr> <td>Other Reports</td> <td>Select Report: <input type="text" value="Bed Summary Report"/></td> <td><input type="button" value="Submit"/></td> </tr> </table>						Ward Occupancy	Select Ward Group: <input type="text" value="All"/>	Bed Status: <input type="text" value="All"/>	Bed Groupings	Select Type Group: <input type="text" value="All"/>	Select View: <input type="text" value="REPORT"/>	Scheduled Admissions	Next: <input type="text" value="7"/> Days		Patient Movement	Quick Date: <input type="text" value="Today"/>	Transaction Bed: <input type="text" value="All"/>	Other Reports	Select Report: <input type="text" value="Bed Summary Report"/>	<input type="button" value="Submit"/>																																																																	
Ward Occupancy	Select Ward Group: <input type="text" value="All"/>	Bed Status: <input type="text" value="All"/>																																																																																			
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Other Reports	Select Report: <input type="text" value="Bed Summary Report"/>	<input type="button" value="Submit"/>																																																																																			
Patients Pending Bed Placement: Current																																																																																					
<input type="button" value="Add New Patient"/>	<input type="button" value="Add Interfacility Transfer"/>	<input type="button" value="Current"/>	<input type="button" value="Past 30-Days"/>	<input type="button" value="Past 60-Days"/>	<input type="button" value="Past 90-Days"/>																																																																																
View: Standard																																																																																					
<input type="button" value="Edit"/>	<input type="button" value="Entered"/>	<input type="button" value="Requested"/>	<input type="button" value="Removed"/>	<input type="button" value="Patient"/>	<input type="button" value="Presenting Problem"/>																																																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Entered</th> <th style="width: 15%;">Requested</th> <th style="width: 15%;">Removed</th> <th style="width: 15%;">Patient</th> <th style="width: 15%;">Presenting Problem</th> <th style="width: 15%;">Type Of Bed/Ward Required</th> <th style="width: 15%;">Waiting Area</th> <th style="width: 15%;">Wait Time (h:m)</th> <th style="width: 15%;">Wait Time Alert (h)</th> <th style="width: 15%;">CLC</th> </tr> </thead> <tbody> <tr> <td>09/14/2012 07:08</td> <td>09/14/2012 07:08</td> <td></td> <td>BMSPatient_One 88474 F</td> <td>LIVER FAILURE</td> <td>ADMISSIONS</td> <td>00:25</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>09/14/2012 07:09</td> <td>09/14/2012 07:09</td> <td></td> <td>BMSPatient_Two 87654 M</td> <td></td> <td>SCHEDULED ADMISSIONS</td> <td>00:24</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>09/14/2012 07:14</td> <td>09/14/2012 07:14</td> <td></td> <td>BMSPatient_Seven 88751 F</td> <td>PEP</td> <td>ADMISSIONS</td> <td>00:19</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>09/14/2012 07:16</td> <td>09/14/2012 07:16</td> <td></td> <td>BMSPatient_Six 88756 M</td> <td></td> <td>EMERGENCY ROOM</td> <td>00:17</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>09/14/2012 07:17</td> <td>09/14/2012 07:17</td> <td></td> <td>BMSPatient_Five 88943 F</td> <td>PSYCH</td> <td>ADMISSIONS</td> <td>00:16</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>09/14/2012 07:19</td> <td>09/14/2012 07:19</td> <td></td> <td>BMSPatient_Three 88745 F</td> <td></td> <td>CURRENT FACILITY</td> <td>00:14</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>09/14/2012 07:22</td> <td>09/14/2012 07:22</td> <td></td> <td>BMSPatient_Four 89087 M</td> <td></td> <td>ADMISSIONS</td> <td>00:11</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>						Entered	Requested	Removed	Patient	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 88474 F	LIVER FAILURE	ADMISSIONS	00:25	No			09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 87654 M		SCHEDULED ADMISSIONS	00:24	No			09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 88751 F	PEP	ADMISSIONS	00:19	No			09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 88756 M		EMERGENCY ROOM	00:17	No			09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 88943 F	PSYCH	ADMISSIONS	00:16	No			09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 88745 F		CURRENT FACILITY	00:14	No			09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 89087 M		ADMISSIONS	00:11	No		
Entered	Requested	Removed	Patient	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 88474 F	LIVER FAILURE	ADMISSIONS	00:25	No																																																																														
09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 87654 M		SCHEDULED ADMISSIONS	00:24	No																																																																														
09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 88751 F	PEP	ADMISSIONS	00:19	No																																																																														
09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 88756 M		EMERGENCY ROOM	00:17	No																																																																														
09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 88943 F	PSYCH	ADMISSIONS	00:16	No																																																																														
09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 88745 F		CURRENT FACILITY	00:14	No																																																																														
09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 89087 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)**

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

Evacuation:  ON  OFF  Submit

WORKSTATION		
DATE/TIME	Fri Sep 14 2012	6:27:29 PM
FACILITY		
DATE/TIME	Fri Sep 14 2012	10:23 AM
VISH	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**

<b>Vista Ward Name</b> <input type="text" value="Select A Ward"/>	<b>BMS Type Group</b>	<b>Ward Group Text</b>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
Current Vista Wards					
SORT BY:	<a href="#">Vista Ward Name</a>	<a href="#">Vista Specialty</a>	<a href="#">Type Group</a>	<a href="#">Ward Group Text</a>	
	IEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT
<a href="#">Edit</a>	<a href="#">Delete</a>	7 1A-GEN	MEDICAL ICU	GENERAL	1A
<a href="#">Edit</a>	<a href="#">Delete</a>	4 2 EAST	SURGICAL ICU	ACUTE	2E
<a href="#">Edit</a>	<a href="#">Delete</a>	1 2B	NEUROLOGY	2B	2B
<a href="#">Edit</a>	<a href="#">Delete</a>	104 2K	ED OBSERVATION	2K	2K
<a href="#">Edit</a>	<a href="#">Delete</a>	105 3K	ED OBSERVATION	ICU	K
<a href="#">Edit</a>	<a href="#">Delete</a>	106 4K	ED OBSERVATION	ICU	K
<a href="#">Edit</a>	<a href="#">Delete</a>	107 5K	ED OBSERVATION	ICU	K
<a href="#">Edit</a>	<a href="#">Delete</a>	102 BMSABQ-9A	GENERAL(ACUTE MEDICINE)	9A	9A

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

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

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



**Figure 26 - Confirm Deletion of VistA Ward Group**

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

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

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



**Figure 27 – Bed Board BMS Orderable Items Configuration Page**

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

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

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

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

**Table 3 – Orderable Items Parameters**

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

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

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

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

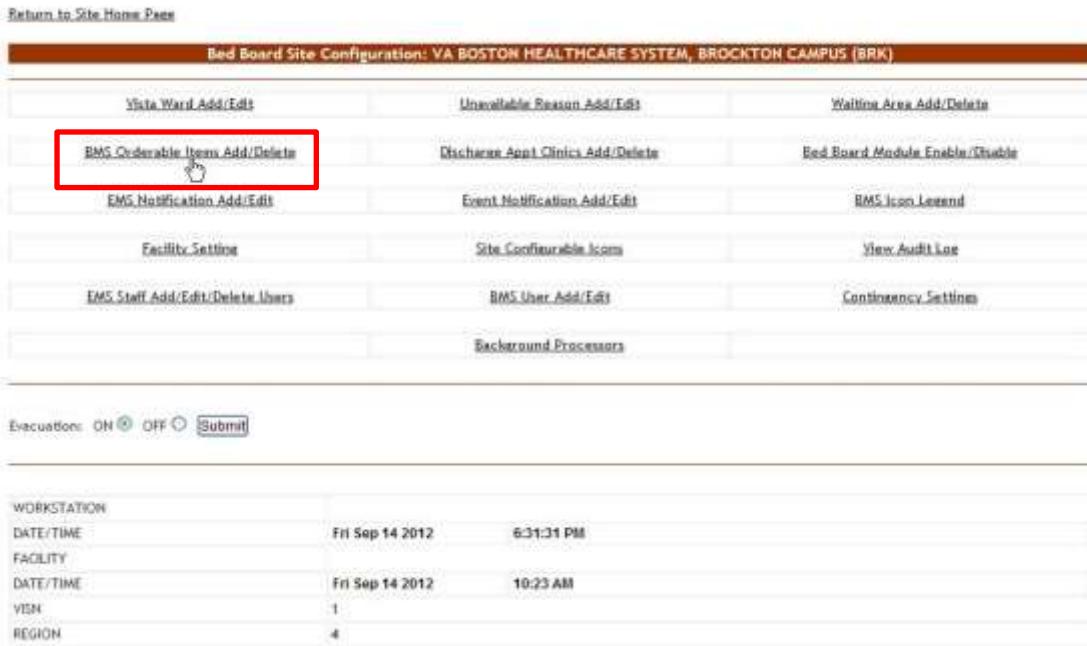
The screenshot shows the VA BMS Test Environment interface. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012', 'Logout', 'Workstation: 3:35:17 PM', 'Facility: 7:33 AM', and 'Return to VISN Network'. On the right, there is a logo for 'Bed Management Solution bms'. Below the header, the title 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BHK)' is visible. A navigation bar includes 'Facility Diversion: NONE Census: 12%', 'Evacuation: ON', '0 New Events', 'Ward Whiteboard', and 'Site Options' (which is highlighted with a red box). Under 'Reports...', several filters are available: '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), and 'Other Reports' (Select Report: Bed Summary Report). The main content area is titled 'Patients Pending Bed Placement: Current' and contains a table with columns: Add New Patient, Add Interfacility Transfer, 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 eight patients with various details like gender (M/F), age (e.g., 8403, 8754, 8755, 8878, 8893, 8875, 89087), and admission status (e.g., ADMISSIONS, SCHEDULED ADMISSIONS, EMERGENCY ROOM, CURRENT FACILITY).

Patients Pending Bed Placement: Current											
								View:			Standard
		Entered	Requested	Removed	Patient	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 8403	F	LIVER FAILURE	ADMISSIONS	00:25	10	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 8754	M		SCHEDULED ADMISSIONS	00:24	10	No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 8755	F	RESP	ADMISSIONS	00:19	10	No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 8878	M		EMERGENCY ROOM	00:17	10	No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 8893	F	PSYCH	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 8875	F		CURRENT FACILITY	00:14	10	No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 89087	M		ADMISSIONS	00:11	10	No

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

**Figure 28 – Selecting Site Options**

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



**Figure 29 – Selecting BMS Orderable Items Add/Delete**

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

The screenshot shows the 'Bed Board BMS Orderable Items Configuration' page. At the top, there are dropdown menus for 'CPRS BMS Orderable Item' (with 'Select an Orderable Item') and 'Orderable Item Type' (with 'Select Type'). Below these are 'Add' and 'Cancel' buttons. The main area displays a table of orderable items:

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

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

**Figure 30 – Adding/Editing BMS Orderable Items**

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



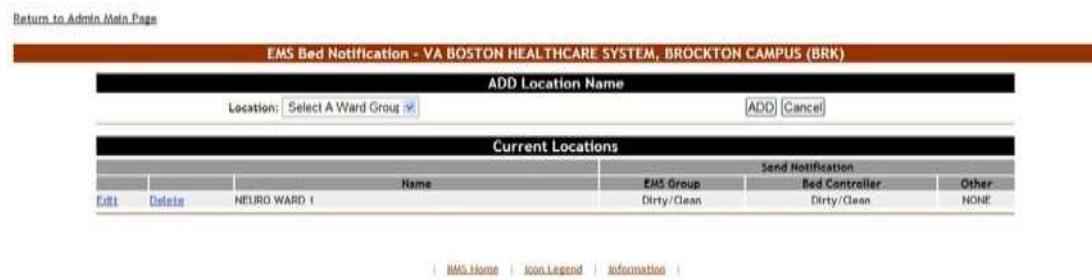
**Figure 31 - BMS Orderable Items - Add**



**Figure 32 – BMS Orderable Items - Delete**

#### 4.1.4 EMS Bed Notification Page

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



**Figure 33 – EMS Bed Notification Page**

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

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

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

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

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

**Table 4 – EMS Bed Notification Parameters**

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

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

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

#### 4.1.4.1 Adding an EMS Bed Notification

To add an EMS bed notification follow the instructions below.

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

The screenshot shows the VA BMS Test Environment interface. At the top, there's a yellow bar with 'VA BMS Test Environment - Updated August 13, 2012' and a 'Logout' link. Below that is a header with 'Workstation: 3:35:17 PM', 'Facility: 7:33 AM', and a 'Return to VISN Network' link. On the right is the 'Bed Management Solution' logo. The main area has tabs for 'Facility Diversion: NONE Census 12%', 'Evacuation: ON', '0 New Events', 'Ward Whiteboard', and 'Site Options' (which is highlighted with a red box). Below these are sections for 'Reports...', 'Ward Occupancy', 'Bed Groupings', 'Scheduled Admissions', 'Patient Movement', and 'Other Reports'. The bottom half of the screen displays a grid 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'. There are buttons for 'Add New Patient', 'Add Interfacility Transfer', and 'View: Standard'. The grid lists several patients with their status and required beds.

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 B8976	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		
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven B8765	F	RESP		ADMISSIONS	00:19	10	No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six B6976	M			EMERGENCY ROOM	00:17		
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		
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four B9087	M			ADMISSIONS	00:11		

**Figure 34 - Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

**Figure 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			
Name	EMS Group	Bed Controller	Other
NEUROLOGY	Dirty/Clean	Dirty/Clean	NONE

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

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

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

The following page is displayed.

[Return to Notification Admin Page](#)

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

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

| [EMS 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	Bed Controller Dirty/Clean Other NONE

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

**Figure 38 – EMS Bed Notification Added**

#### 4.1.4.2 Editing an EMS Bed Notification

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

VA BMS Test Environment - Updated August 13, 2012

Logout

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

[Return to VISN Network](#)

**Bed Management Solution** 

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

Facility Diversion: NONE	Census: 12%	Evacuation: ON	0 New Events	Ward Whiteboard	<input type="button" value="Site Options"/>
<b>Reports...</b>					
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	Entered	Requested	Removed	Patient	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_Over	BB475	F	LIVER FAILURE	ADMISSIONS	00:25	No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two	BB754	M		SCHEDULED ADMISSIONS	00:34	No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven	BB775	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	BB776	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	BB794	F	PSYCH	ADMISSIONS	00:16	No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three	BB795	F		CURRENT FACILITY	00:14	No
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	09/14/2012 07:32	09/14/2012 07:32		BMSPatient_Four	BB807	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)**

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

Evacuation:  ON  OFF

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

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

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

[Return to Admin Main Page](#)

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

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

[EMS 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](#)

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

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

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

#### 4.1.4.3 Deleting an EMS Bad Notification

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

Holevah08 - C63334 - updated Dec. 12, 2012

Workstation: 12:51:44 AM  
Facility: 11:42 AM  
Return to VSN Network

**Bed Management Solution** 

**NEW MEXICO VA HEALTH CARE SYSTEM (ABQ)**

Facility Diversion: YES	Census <b>77%</b>	1 New Events	Ward Whiteboard	<b>Site Options</b>
<b>Reports...</b>				
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	Received	Patient	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	Wait Time (min)	Wait Time Alert (h)	CLC
Edit	Remove	11/21/2012 13:37	11/21/2012 13:27	PATIENT, EIGHT, PMA# AXXXX	M	ADMISSIONS	CURRENT FACILITY	53x15	145:22	No
Edit	Remove	12/07/2012 10:10	12/07/2012 10:10	PATIENT, EIGHT, PMA# BXXXX	M	ADMISSIONS	CURRENT FACILITY	144:01	144:01	No
Edit	Remove	12/07/2012 11:14	12/07/2012 11:41	PATIENT, ONEHUNDREDNINETEEN, PXXXX	M	ADMISSIONS	CLINIC	21:29	21:29	No
Edit	Remove	12/10/2012 14:13	12/12/2012 14:13	PATIENT, ONEHUNDREDTHREE, PXXXX	M	ADMISSIONS	CLINIC	21:29	21:29	No
Edit	Remove	12/10/2012 15:40	12/10/2012 15:40	TEST, CHEESE, TXXXX	M	ISOLATION	ISOLATION	98:02	98:02	No
Edit	Remove	12/10/2012 16:24	12/10/2012 16:04	PATIENT, ONEHUNDREDNINETEEN, PXXXX	M	CORO	TELENETRE	67:18	67:18	Yes
Edit	Remove	12/11/2012 14:11	12/11/2012 14:11	PATIENT, ONEHUNDREDNINETEEN, PXXXX	M	ADMISSIONS	ADMISSIONS	45:18	45:18	No
Edit	Remove	12/12/2012 15:30	12/13/2012 15:30	TEST, RAM, TXXXX	M	ADMISSIONS	ADMISSIONS	20:15	20:15	No
Edit	Remove	12/13/2012 17:23	12/12/2012 17:23	PATIENT, ONEHUNDREDNINETEEN, PXXXX	M	ADMISSIONS	ADMISSIONS	18:18	18:18	No

**Figure 43 – Selecting Site Options**

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)		
Vista Ward Add/Edit	Unavailable Reason Add/Edit	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Discharge Appt Clinics Add/Delete	Bed Board Module Enable/Disable
<b>EMS Notification Add/Edit</b>	Event Notification Add/Edit	BMS Icon Legend
Facility Settings	Site Configurable Icons	<a href="#">View Audit Log</a>
EMS Staff Add/Edit/Delete Users	BMS User Add/Edit	Contingency Settings
Background Processors		
Evacuation: <input checked="" type="radio"/> ON <input type="radio"/> OFF <input type="checkbox"/> Submit		
<b>WORKSTATION</b> DATE/TIME Fri Sep 14 2012 6:33:18 PM FACILITY DATE/TIME Fri Sep 14 2012 10:23 AM VSN 1 REGION 4		

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

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

[Return to Admin Main Page](#)

EMS Bed Notification - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)		
ADD Location Name		
Location:	Select A Ward Group	<input type="button" value="ADD"/> <input type="button" value="Cancel"/>
Current Locations		
<input type="button" value="Edit"/> <input style="border: 2px solid red; border-radius: 50%; width: 20px; height: 20px;" type="button" value="Delete"/>	Name: NEURO WARD 1	EMS Group: Dirty/Clean Send Notification: Bed Controller: Dirty/Clean Other: NONE
<a href="#">BMS Home</a>   <a href="#">Icon Legend</a>   <a href="#">Information</a>		

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

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

[Return to Notification Admin Page](#)

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

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

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



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

#### 4.1.5 Facility Setting Page

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

The screenshot displays the Facility Configuration page for the New Mexico VA Health Care System (ABQ). The page is divided into two main sections: **PARAMETER** and **OPTIONS**.

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 (EN-SFT)
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:	
EHS Default User Name:	BMSDFEMS
EHS Password:	
EHS Password Confirm:	
Whiteboard Kiosk Default User Name:	BMSDFTest
Whiteboard Kiosk Password:	
Whiteboard Kiosk Password Confirm:	

At the bottom of the form are "Submit" and "Cancel" buttons. Navigation links at the bottom include "BMS Home", "Icon Legend", and "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:	D
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"/>	

**Figure 49 - Facility Configuration Page – Non-Integrated Facility**

The following parameters can be configured:

**Table 5 – VA Facility Configuration Parameters**

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

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

#### 4.1.5.1 Ward Whiteboard Kiosk URL Settings

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

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

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

<https://vaww.bms.va.gov/WardWhiteboardUrl?facilityCode=BRK&wardName=ALL&splitScreen=N0&displayPTCode=LastName&genderColorCode=Blue/Pink&displayFooterCensus=Yes&displayStaffAttending=Staff%20and%20Attending&scrollRate=20>

Description and available values of the page parameters:

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

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

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

#### 4.1.5.2 EMS Mobile URL Settings

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

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

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

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

Description and available values of the page parameters:

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

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

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

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

The screenshot shows a table with two rows of data. The columns are labeled "User" and "PIN". The first row contains "EMS User" and "1234". The second row contains "EMS User One" and "7865". Each row has an "Edit Delete" button below it. At the top right of the table area are "Add EMS User" and "Cancel" buttons. Above the table, the title bar reads "EMS Staff Add/Edit/Delete Users - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the table, there are links for "BMS Home", "Icon Legend", and "Information".

User	PIN
EMS User	1234
EMS User One	7865

Add EMS User Cancel

BMS Home | Icon Legend | Information |

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

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

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

##### 4.1.6.1 Adding an EMS User

To add an EMS user for the EMS Staff Page for Mobile Devices, follow the instructions below.  
From the facility home page, click the **Site Options** link

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

[Return to VISN Network](#)



## VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility 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

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 B8976	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 51 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

| [EMS 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: <input type="text" value="3345"/>	
<input type="button" value="Submit"/> <input type="button" value="Never Mind And Return To Listing"/>	

| [EMS 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.

Logout

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

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

Facility Diversion: <b>NONE</b> Census: <b>12%</b>	Evacuation: <b>ON</b>	0 New Events	Ward Whiteboard															
<b>Site Options</b>																		
<b>Reports...</b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Ward Occupancy</td> <td style="width: 33%;">Select Ward Group: <b>All</b></td> <td style="width: 33%;">Bed Status: <b>All</b></td> </tr> <tr> <td>Bed Groupings</td> <td>Select Type Group: <b>All</b></td> <td>Select View: <b>REPORT</b></td> </tr> <tr> <td>Scheduled Admissions</td> <td colspan="2">Next: <b>7</b> Days</td> </tr> <tr> <td>Patient Movement</td> <td>Quick Date: <b>Today</b></td> <td>Transaction Bed: <b>All</b></td> </tr> <tr> <td>Other Reports</td> <td colspan="2">Select Report: <b>Bed Summary Report</b></td> </tr> </table>				Ward Occupancy	Select Ward Group: <b>All</b>	Bed Status: <b>All</b>	Bed Groupings	Select Type Group: <b>All</b>	Select View: <b>REPORT</b>	Scheduled Admissions	Next: <b>7</b> Days		Patient Movement	Quick Date: <b>Today</b>	Transaction Bed: <b>All</b>	Other Reports	Select Report: <b>Bed Summary Report</b>	
Ward Occupancy	Select Ward Group: <b>All</b>	Bed Status: <b>All</b>																
Bed Groupings	Select Type Group: <b>All</b>	Select View: <b>REPORT</b>																
Scheduled Admissions	Next: <b>7</b> Days																	
Patient Movement	Quick Date: <b>Today</b>	Transaction Bed: <b>All</b>																
Other Reports	Select Report: <b>Bed Summary Report</b>																	

**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		Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)
		09/14/2012 07:06	09/14/2012 07:06		BMSPatient, One 87405		LIVER FAILURE		ADMISSIONS	00:26	No
		09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 87554				SCHEDULED ADMISSIONS	00:24	No
		09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 87215		PEP		ADMISSIONS	00:19	No
		09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88176				EMERGENCY ROOM	00:17	No
		09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943		PSYCH		ADMISSIONS	00:16	10 No
		09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 87155				CURRENT FACILITY	00:14	No
		09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 88087				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
<input style="border: 2px solid red; width: 100%; height: 100%;" type="button" value="EMS Staff Add/Edit/Delete Users"/>		
<a href="#">BMS User Add/Edit</a> <a href="#">Contingency Settings</a>		
<a href="#">Background Processors</a>		

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

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

	User	PIN
Edit/Delete	EMS User	1234
Edit/Delete	EMS User One	7865
<b>Edit/Delete</b>	<b>EMS Staff One</b>	3345

VA BMS Test Environment - Updated August 13, 2012

Logout

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

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

Facility Diversion: NONE Census: 12% Evacuations: 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	Entered	Requested	Removed	Patient	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08	BMSPatient_ One	8875	F	LIVER FAILURE	ADMISSIONS	00:25	10	No	
Edit Remove	09/14/2012 07:09	09/14/2012 07:09	BMSPatient_ Two	87654	M		SCHEDULED ADMISSIONS	00:34	10	No	
Edit Remove	09/14/2012 07:14	09/14/2012 07:14	BMSPatient_ Seven	8875	F	PEP	ADMISSIONS	00:19	10	No	
Edit Remove	09/14/2012 07:16	09/14/2012 07:16	BMSPatient_ Six	8875	M		EMERGENCY ROOM	00:17	10	No	
Edit Remove	09/14/2012 07:17	09/14/2012 07:17	BMSPatient_ Five	88743	F	PSYCH	ADMISSIONS	00:16	10	No	
Edit Remove	09/14/2012 07:19	09/14/2012 07:19	BMSPatient_ Three	88755	F		CURRENT FACILITY	00:14	10	No	
Edit Remove	09/14/2012 07:22	09/14/2012 07:22	BMSPatient_ Four	88757	M		ADMISSIONS	00:11	10	No	

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

**Figure 59 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF  Submit

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

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

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

[Return to Admin Main Page](#)

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

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

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

[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**?

[Delete Record](#) [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.

The screenshot shows a web-based application interface for managing bed board site unavailable reasons. At the top, there is a header bar with the text "Return to Admin Main Page" and "Bed Board Site Unavailable Reason - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the header, there is a search bar labeled "Text" and a dropdown menu labeled "Type" set to "DO NOT DISPLAY". There are also "Add" and "Cancel" buttons. The main content area is a table listing various reasons:

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

At the bottom left of the table, there are "Edit" and "Delete" links. At the bottom right, there are links to "BMS Home", "Icon Legend", and "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.

The screenshot shows the VA BMS Test Environment interface. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012', 'Logout', 'Workstation: 3:35:17 PM', 'Facility: 7:33 AM', and 'Return to VISM Network'. On the right, there is a logo for 'Bed Management Solution' with the acronym 'bms'. Below the header, the title 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BBS)' is visible. A navigation bar includes 'Facility Diversion: NONE Census: 12%', 'Evacuation: ON', '0 New Events', 'Ward Whiteboard', and 'Site Options' (which is highlighted with a red box). Under 'Reports...', several filters are shown: 'Ward Occupancy' (Select Ward Group: All), 'Bed Groupings' (Select Type Group: All), 'Scheduled Admissions' (Next: 7 Days), 'Patient Movement' (Quick Date: Today), and 'Other Reports' (Select Report: Bed Summary Report). The main content area is titled 'Patients Pending Bed Placement: Current'. It features a table with columns: Action, Entered, Requested, Removed, Patient, Presenting Problem, Type Of Bed/Ward Required, Waiting Area, Wait Time (h:m), and Wait Time Alert (h). The table lists six patients with their details and current status. At the bottom of the page, there are links for 'VISM 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
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:08	09/14/2012 07:08	BMSPatient, One	B4D0	F	LIVER FAILURE	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:09	09/14/2012 07:09	BMSPatient, Two	B7854	M		
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:14	09/14/2012 07:14	BMSPatient, Seven	B0765	F	BP	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:16	09/14/2012 07:16	BMSPatient, Six	B8976	M		
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:17	09/14/2012 07:17	BMSPatient, Five	B8943	F	PSYCH	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:19	09/14/2012 07:19	BMSPatient, Three	B8785	F		
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four	B8087	M		

**Figure 64 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF  Submit

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

**Figure 65 – Selecting Unavailable Reason Add/Edit**

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

Return to Admin Main Page

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

<input type="text" value="Text"/>	Type	<a href="#">DO NOT DISPLAY</a>
		<a href="#">DO NOT DISPLAY</a>
		<a href="#">INFORMATION</a>
		<a href="#">ISOLATION</a>
		<a href="#">OUT OF SERVICE</a>
Unavailable/Reason		
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
<a href="#">Edit</a>	<a href="#">Delete</a>	

**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.

VA BMS Test Environment - Updated August 13, 2012

Logout

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

Bed Management Solution bms

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRR)

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	Entered	Requested	Removed	Patient	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (hrs)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 88426	F LIVER FAILURE	NO	ADMISSIONS	00:25	No	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 87654	M		SCHEDULED ADMISSIONS	00:24	No	
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 88765	F RESP		ADMISSIONS	00:19	No	
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88776	M		EMERGENCY ROOM	00:17	No	
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	F PSYCH	NO	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 88765	F		CURRENT FACILITY	00:14	No	
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 88067	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)

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

Evacuation:  ON  OFF

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

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

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

Return to Admin Main Page

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

Text	Type																								
<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Cancel"/> <input checked="" type="button"/>																								
Type: DO NOT DISPLAY																									
<table border="1"><thead><tr><th>Unavailable/Reason</th><th>Type</th></tr></thead><tbody><tr><td>23 HOURS OBS</td><td>INFORMATION</td></tr><tr><td>BED ASSIGNED</td><td>INFORMATION</td></tr><tr><td>CLOSED</td><td>OUT OF SERVICE</td></tr><tr><td>ISOLATION</td><td>ISOLATION</td></tr><tr><td>OUT OF SERVICE</td><td>OUT OF SERVICE</td></tr><tr><td>PENDING DISCHARGE</td><td>INFORMATION</td></tr><tr><td>PENDING TRANSFER</td><td>INFORMATION</td></tr><tr><td>RADIATION</td><td>OUT OF SERVICE</td></tr><tr><td>TEMPORARILY UNAVAILABLE</td><td>OUT OF SERVICE</td></tr><tr><td>TRANSFER COORD - BED ASSIGNED</td><td>INFORMATION</td></tr><tr><td>ON HOLD</td><td>DO NOT DISPLAY</td></tr></tbody></table>		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
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 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 checked="" 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.

The screenshot shows the VA BMS Test Environment interface. At the top, there's a yellow bar with 'VA BMS Test Environment - Updated August 13, 2012' and a 'Logout' link. Below it is a header with 'Bed Management Solution' and the 'bms' logo. The main menu includes 'Facility Diversion: NONE Census: 12%', 'Evacuation: ON', '0 New Events', 'Ward Whiteboard', and a red-highlighted 'Site Options' link. Under 'Reports...', there are sections for 'Ward Occupancy', 'Bed Groupings', 'Scheduled Admissions', 'Patient Movement', and 'Other Reports'. A large grid at the bottom titled 'Patients Pending Bed Placement: Current' lists patients 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'. Each row has 'Edit' and 'Remove' buttons. The grid shows several patients with various medical conditions like Liver Failure, Resp, Psych, etc., and their respective waiting areas and wait times.

**Figure 71 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

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

**Figure 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)**

---

Type: DO NOT DISPLAY

	Unavailable/Reason	Type
	23 HOURS OBS	INFORMATION
	BED ASSIGNED	INFORMATION
	CLOSED	OUT OF SERVICE
	ISOLATION	ISOLATION
	OUT OF SERVICE	OUT OF SERVICE
	PENDING DISCHARGE	INFORMATION
	PENDING TRANSFER	INFORMATION
	RADIATION	OUT OF SERVICE
	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
	TRANSFER COORD - BED ASSIGNED	INFORMATION
	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		
<input style="width: 100%;" type="text" value="Select a Discharge Clinic Location - IEN"/> <span style="font-size: small;">IEN</span>		
<input type="button" value="Add"/> <input type="button" value="Cancel"/>		
<a href="#">Delete</a>	<b>Discharge Clinic IEN</b> 1	<b>Discharge Clinic Name</b> 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: <b>NONE</b>	Census: <b>12%</b>	Evacuation: <b>ON</b>	0 New Events	Ward Whiteboard	<b>Site Options</b>
---------------------------------	--------------------	-----------------------	--------------	-----------------	---------------------

**Reports...**

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

**Patients Pending Bed Placement: Current**

										View:		Standard		
Add New Patient		Add Interfacility Transfer		Current			Past 30-Days		Past 60-Days		Past 90-Days			
		Entered	Requested	Removed	Patient	S 	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC		
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:06	09/14/2012 07:06		BMSPatient, One: 84476		LIVER FAILURE		ADMISSIONS	00:26	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two: 87654				SCHEDULED ADMISSIONS	00:24	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven: 87715		PEP		ADMISSIONS	00:19	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six: 88176				EMERGENCY ROOM	00:17	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five: 88943		PSYCH		ADMISSIONS	00:16	10	No		
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three: 87615				CURRENT FACILITY	00:14	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four: 87087				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)**

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

Evacuation:  ON  OFF

---

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

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

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

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

[Return to Admin Main Page](#)

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

Discharge Clinic Location		Select a Discharge Clinic Location - IEN 
<div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Select a Discharge Clinic Location - IEN Hospital One - 1 Hospital Two - 2</div>		
Discharge Clinic IEN		Discharge Clinic Name
<a href="#">Delete</a>	↑	Hospital One - 1

---

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

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

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

#### 4.1.9 Events Notifications Page

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

the following page.

The screenshot shows a web-based application for managing event notifications. At the top, there's a header bar with the title "Events Notifications - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the header, there's a form titled "ADD Location Name" with a dropdown menu for "Location" set to "Select A Ward Group". There are "ADD" and "Cancel" buttons. The main content area displays a table with the following data:

Current Locations	Event Type						
	Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
CARDIO WG 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

**Figure 79 – Events Notifications Page**

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

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

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

**Table 9 – Event Notification Parameters**

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

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

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

#### 4.1.9.1 Adding an Events Notification

To add an events notification, follow the instructions below.

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

VA BMS Test Environment - Updated August 13, 2012

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

**Bed Management Solution** 

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

Facility Diversion: <b>NONE</b> Cerous: <b>12%</b>	Evacuation: <b>ON</b>	0 New Events	Ward Whiteboard	<b>Site Options</b>							
<b>Reports...</b>											
Ward Occupancy	Select Ward Group: <b>All</b>	Bed Status: <b>All</b>	<b>Submit</b>								
Bed Groupings	Select Type Group: <b>All</b>	Select View: <b>REPORT</b>	<b>Submit</b>								
Scheduled Admissions	Next: <b>1</b> Days	<b>Submit</b>									
Patient Movement	Quick Date: <b>Today</b>	Transaction Bed: <b>All</b>	<b>Submit</b>								
Other Reports	Select Report: <b>Bed Summary Report</b>	<b>Submit</b>									
<b>Patients Pending Bed Placement: Current</b>											
Add New Patient	Add Interfacility Transfer	Current	Past 30-Days	Past 60-Days	Past 90-Days	Views	Standard				
	Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (h)	CLC
Edit Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_One	B4076	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	B7070	F	PSOP	ADMISSIONS	00:19	No	
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six	B8176	M		EMERGENCY ROOM	00:17	No	
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five	B8193	F	PSYCH	ADMISSIONS	00:16	10	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three	B7675	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 80 – Selecting Site Options**

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

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

---

Evacuation:  ON  OFF  Submit

---

WORKSTATION		
DATE/TIME	Mon Sep 17 2012	7:33:46 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.

**Figure 82 – Selecting the Location of the Events**

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

**Figure 83 – Edit Event Notification Parameters**

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

#### 4.1.9.2 Editing an Event Notification

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

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

The screenshot shows the Bed Management Solution (BMS) interface. At the top, there's a yellow header bar with the text "VA BMS Test Environment - Updated August 13, 2012" and a "Logout" link. Below the header, the workstation information is displayed: "Workstation: 3:35:17 PM" and "Facility: 7:33 AM". A "Return to VISN Network" link is also present. The main title is "VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". On the right side, there's a logo for "Bed Management Solution" with the acronym "bms". The "Site Options" link is highlighted with a red box. The interface includes sections for "Reports...", "Ward Occupancy", "Bed Groupings", "Scheduled Admissions", "Patient Movement", and "Other Reports". Below these, a table titled "patients Pending Bed Placement: Current" lists patient information such as Entered date, Requested date, Patient name, Presenting Problem, Type Of Bed/Ward Required, Waiting Area, Wait Time (hrs), Wait Time Alert (hrs), and CLC. The table has columns for Add New Patient, Add Interfacility Transfer, and View: Standard. Buttons for Current, Past 30-Days, Past 60-Days, and Past 90-Days are also visible.

patients Pending Bed Placement: Current											
	Add New Patient	Add Interfacility Transfer	View:	Standard							
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:08	09/14/2012 07:08	BMSPatient, One	88406	F	LIVER FAILURE		ADMISSIONS	00:25	No
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:09	09/14/2012 07:09	BMSPatient, Two	87654	M			SCHEDULED ADMISSIONS	00:24	No
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:14	09/14/2012 07:14	BMSPatient, Seven	88705	F	RESP		ADMISSIONS	00:19	No
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:16	09/14/2012 07:16	BMSPatient, Six	88976	M			EMERGENCY ROOM	00:17	No
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:17	09/14/2012 07:17	BMSPatient, Five	88943	F	PSYCH		ADMISSIONS	00:16	10 No
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:19	09/14/2012 07:19	BMSPatient, Three	88715	F			CURRENT FACILITY	00:14	No
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four	88087	M			ADMISSIONS	00:11	No

**Figure 84 – Selecting Site Options**

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

[Return to Site Home Page](#)

Bed Board Site Configuration: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)		
<a href="#">Vista Ward Add/Edit</a>	<a href="#">Unavailable Reason Add/Edit</a>	<a href="#">Waiting Area Add/Delete</a>
<a href="#">BMS Orderable Items Add/Delete</a>	<a href="#">Discharge Appt Clinics Add/Delete</a>	<a href="#">Bed Board Module Enable/Disable</a>
<a href="#">BMS Notification Add/Edit</a>	<a href="#">Event Notification Add/Edit</a>	<a href="#">BMS Icon Legend</a>
<a href="#">Facility Setting</a>	<a href="#">Site Configurable Icons</a>	<a href="#">View Audit Log</a>
<a href="#">BMS Staff Add/Edit/Delete Users</a>	<a href="#">BMS User Add/Edit</a>	<a href="#">Contingency Settings</a>
<a href="#">Background Processors</a>		
Evacuation: <input checked="" type="radio"/> ON <input type="radio"/> OFF <input type="button" value="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: <input type="button" value="Select A Ward Group"/>		<input type="button" value="ADD"/>		<input type="button" value="Cancel"/>				
Current Locations		Event Type						
		Admission Order	Anticipated Discharge Order	Discharge Appointment	Discharge Order	Transfer Order	Bed OOS	Bed Switch
<a href="#">Edit</a> <a href="#">Delete</a> CARDIO WG 1 <a href="#">Edit</a> <a href="#">Delete</a> NEURO WG 1		Yes	Yes	Yes	Yes	Yes	Yes	
		Yes	Yes	Yes	Yes	Yes	Yes	

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

**Figure 86 – Selecting Event Notification for Edit**

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

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

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

**Figure 87 – Modifying Parameters for an Event Notification**

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

#### 4.1.9.3 Deleting an Event Notification

To delete an event notification, follow the steps below. From the facility home page, click the **Site Options** link.

VA BMS Test Environment - Updated August 13, 2012

Logout

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

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

Facility Divisions: <b>HOME</b> Census: <b>12%</b>	Evacuation: <b>ON</b>	8 New Events	Ward Whiteboard	<b>Site Options</b>						
<b>Reports...</b>										
Ward Occupancy	Select Ward Group: <b>All</b>	Bed Status: <b>All</b>	<b>Submit</b>							
Bed Groupings	Select Type Group: <b>All</b>	Select View: <b>REPORT</b>	<b>Submit</b>							
Scheduled Admissions	Next: <b>7</b> Days	<b>Submit</b>								
Patient Movement	Quick Dates: <b>Today</b>	Transaction Bed: <b>All</b>	<b>Submit</b>							
Other Reports	Select Report: <b>Bed Summary Report</b>	<b>Submit</b>								
<b>Patients Pending Bed Placement: Current</b>										
Add New Patient	Add Interfacility Transfer	<b>Current</b>	<b>Past 30-Days</b>	<b>Past 60-Days</b>	<b>Past 90-Days</b>	View: <b>Standard</b>				
	Entered	Requested	Removed	Patient	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:26	09/14/2012 07:08	BMSPatient, One 88473	F	LIVER FAILURE	ADMISSIONS	00:25	Red	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09	BMSPatient, Two 87654	M		SCHEDULED ADMISSIONS	00:24	Green	No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14	BMSPatient, Seven 88765	F	RESP	ADMISSIONS	00:19	Red	No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16	BMSPatient, Six 88976	M		EMERGENCY ROOM	00:17	Green	No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17	BMSPatient, Five 88943	F	PSYCH	ADMISSIONS	00:16	Green	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19	BMSPatient, Three 88745	F		CURRENT FACILITY	00:14	Green	No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four 89067	M		ADMISSIONS	00:11	Green	No

**Figure 88 – Selecting Site Options**

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

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

The screenshot shows a web-based application for managing event notifications. At the top, there's a header bar with the title "Events Notifications - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the header, there's a form titled "ADD Location Name" with a dropdown menu labeled "Location: Select A Ward Group" and two buttons: "ADD" and "Cancel". The main area contains a table with two rows. The first row is a header row with columns: "Current Locations" and "Event Type". The second row contains data for a location named "Edit Delete CAREHO WARD 1". This row includes columns for "Admission Order", "Anticipated Discharge Order", "Discharge Appointment", "Discharge Order", "Transfer Order", "Bed OOS", and "Bed Switch". Each column has a "Yes" or "X" value. The entire row for "Edit Delete CAREHO WARD 1" is highlighted with a red border. At the bottom of the page, there are links for "BMS Home", "Icon Legend", and "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.

The screenshot shows a confirmation dialog for deleting an event notification. The title bar says "Event Notification Delete - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)". Below the title, it says "Ward: CAREHO WARD 1". A message asks "Are you sure you want to delete this Event Notification record?". There are two buttons at the bottom: "Delete Record" (highlighted with a yellow border) and "Never Mind And Return To Listing". At the very bottom of the page, there are links for "BMS Home", "Icon Legend", and "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		Red Arrow	Edit		Blue Diamond	Edit		Orange Star
Edit		Blue Caution	Edit		Blue Heart	Edit		Red Stop
Edit		Red Circle	Edit		Green Circle	Edit		

[BED 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

 <input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Patient <input type="radio"/> Bed/Room	<b>*Facility Icon Name:</b> <input type="text" value="Blue Square"/>	<b>*Facility Icon Description:</b> <input type="text" value="Blue Square"/>	<b>Facility Comment:</b> <input type="text"/>	<b>*Facility Meaus Over Text:</b> <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.

Column	Description
Facility Icon Name	Mandatory field, the name of the icon.
Facility Icon Description	Mandatory field, the description of the icon.
Facility Comment	Any relevant additional info about the icon.
Facility Mouse Over Text	Mandatory field, the text to be displayed when the mouse cursor hovers over the icon.

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

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

#### 4.1.11 Add/Edit BMS User Page

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

The screenshot shows a web-based administrative interface for managing BMS users. At the top, there's a navigation bar with a 'Return to Admin Page' link. Below it is a title bar reading 'User Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. The main area contains a search input field labeled 'Select Existing NT User Name'. Below the search field are two horizontal tabs: 'PARAMETER' on the left and 'OPTIONS' on the right. At the bottom of the form is a 'Submit' button. At the very bottom of the page, there's a footer with links to 'BMS Home', 'Icon Legend', and 'Information'.

**Figure 94 – User Configuration Page**

The options available in this screen allow the administrator user to add, edit or delete the rights of the BMS users for the current facility site.

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

##### 4.1.11.1 Adding a BMS User to the current facility site

To add a BMS user to the current facility site, follow the instructions below.

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

Logout

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

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

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

**Reports...**

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

**Patients Pending Bed Placement: Current**

											View:	
											Standard	
		Entered	Requested	Removed	Patient		Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:06	09/14/2012 07:06		BMSPatient_One 84476		LIVER FAILURE		ADMISSIONS	00:26	No	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 87654				SCHEDULED ADMISSIONS	00:24	No	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 87715		PEP		ADMISSIONS	00:19	No	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 88176				EMERGENCY ROOM	00:17	No	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 88943		PSYCH		ADMISSIONS	00:16	10 No	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 87615				CURRENT FACILITY	00:14	No	
<a href="#">Edit</a>	<a href="#">Remove</a>	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 87087				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)		
<a href="#">Vista Ward Add/Edit</a>	<a href="#">Unavailable Reason Add/Edit</a>	<a href="#">Waiting Area Add/Delete</a>
<a href="#">BMS Orderable Items Add/Delete</a>	<a href="#">Discharge Amt Clinics Add/Delete</a>	<a href="#">Bed Board Module Enable/Disable</a>
<a href="#">BMS Notification Add/Edit</a>	<a href="#">Event Notification Add/Edit</a>	<a href="#">BMS Icon Legend</a>
<a href="#">Facility Setting</a>	<a href="#">Site Configurable Icons</a>	<a href="#">View Audit Log</a>
<a href="#">BMS Staff Add/Edit/Delete Users</a>	<a href="#">BMS User Add/Edit</a>	<a href="#">Contingency Settings</a>
<a href="#">Background Processors</a>		

Evacuation: ON  OFF

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

**Figure 96 – Selecting Add/Edit BMS User**

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

[Return to Admin Page](#)

User Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)		
<a href="#">Select Existing NT User Name</a>		
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:



**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.

The screenshot shows a 'User Configuration' page for the 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. At the top, it says 'User Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. Below this is a table titled 'Select Existing NT User Name'. The table has two columns: 'PARAMETER' and 'OPTIONS'. Under 'PARAMETER', the listed items are: NT User Name, Admin User?, Audit Log User?, Site User?, EMS User?, EMS Supervisor User?, DefaultRegion, Default VISH, DefaultSite, READ Access?, and WRITE Access?. Under 'OPTIONS', there are dropdown menus for each item. For example, 'Admin User?' has 'Yes' and 'No' options. 'DefaultSite' is set to 'BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS'. At the bottom are 'Submit' and 'Cancel' buttons.

**Figure 99 – Customize BMS Facility Site User Rights**

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

**Table 11 – BMS Facility Site User Parameters**

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

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

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

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

To edit the rights of a BMS user for the current facility site, follow the instructions below.

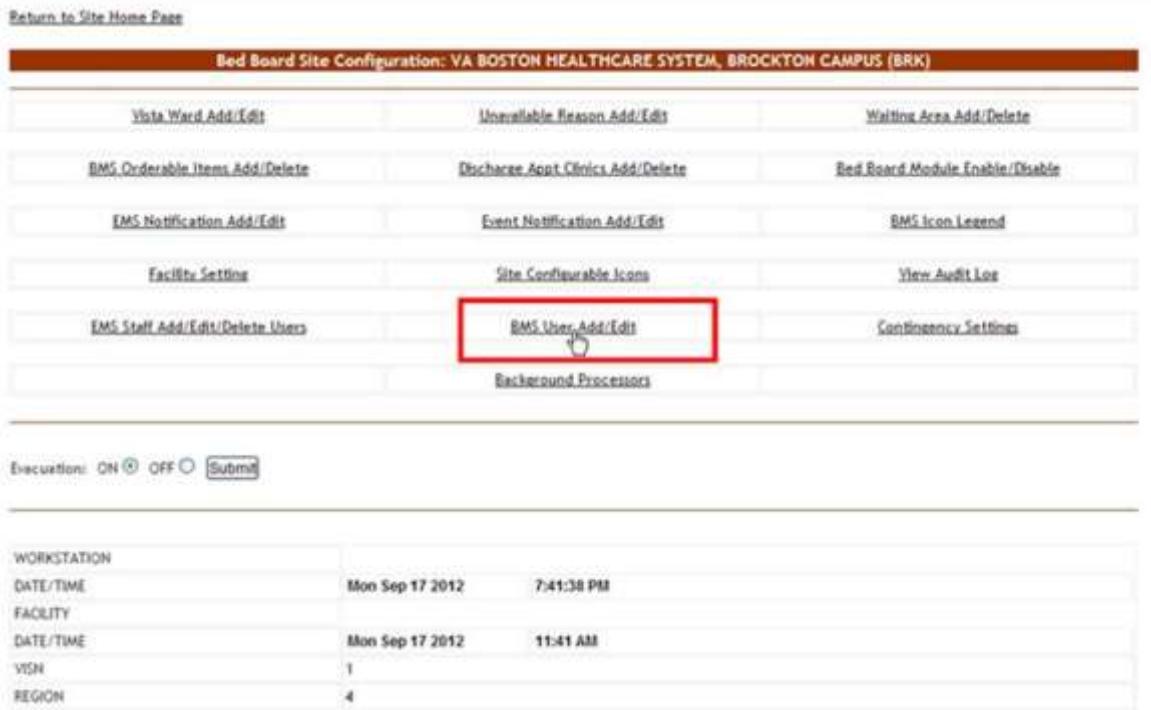
From the facility home page, click the **Site Options** link.

The screenshot shows the VA BMS Test Environment interface. At the top, there's a yellow bar with 'VA BMS Test Environment - Updated August 13, 2012' and a 'Logout' link. Below that is a header with 'Workstation: 3:35:17 PM', 'Facility: 7:33 AM', and a 'Return to VISN Network' link. On the right is the 'Bed Management Solution' logo. The main area has tabs for 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BBS)' and 'Site Options' (which is highlighted with a red box). Below these are sections for 'Facility Diversion', 'Reports...', and 'Patients Pending Bed Placement: Current'. The 'Patients Pending Bed Placement: Current' section contains a table with columns: Add New Patient, Add Interfacility Transfer, Entered, Requested, Removed, Patient, Presenting Problem, Type Of Bed/Ward Required, Waiting Area, Wait Time (hrs), Wait Time Alert (h), and CLC. There are 8 rows of data in the table, each with 'Edit' and 'Remove' links. At the bottom of the page are links for 'BMS Home', 'Icon Legend', and 'Information'.

Patients Pending Bed Placement: Current											
Add New Patient	Add Interfacility Transfer	Entered	Requested	Removed	Patient	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (hrs)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient, One 88436	F	LIVER FAILURE	ADMISSIONS	00:26	0	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 87954	M		SCHEDULED ADMISSIONS	00:24		No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 88705	F	PTSD	ADMISSIONS	00:19	0	No
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88976	M		EMERGENCY ROOM	00:17		No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	F	PSYCH	ADMISSIONS	00:16	10	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 88765	F		CURRENT FACILITY	00:14		No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 88087	M		ADMISSIONS	00:11		No

Figure 100 – Selecting Site Options

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



**Figure 101 – Selecting Add/Edit BMS User**

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



**Figure 102 – BMS User Configuration Page**

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



| [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?	Yes
Audit Log User?	Yes
Site User?	Yes
EMS User?	No
EMS Supervisor User?	No
DefaultRegion:	4
Default VISH:	1
DefaultSite:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	Yes
WRITE Access?	Yes

**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

Logout

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

**Bed Management Solution** 

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

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

**Reports...**

Ward Occupancy	Select Ward Group:	All	Bed Status:	All	Submit
Bed Groupings	Select Type Group:	All	Select View:	REPORT	Submit
Scheduled Admissions	Next: 7 Days				
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	Sex	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC						
Edit	Remove	09/14/2012 07:06	09/14/2012 07:06		BMSPatient, One	84429	M	LIVER FAILURE	ADMISSIONS	00:25	No							
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two	87654	M		SCHEDULED ADMISSIONS	00:24	No							
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven	88745	F	PTSD	ADMISSIONS	00:19	No							
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six	88778	M		EMERGENCY ROOM	00:17	No							
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five	88943	F	PSYCH	ADMISSIONS	00:16	10	No						
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three	88785	F		CURRENT FACILITY	00:14	No							
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four	88087	M		ADMISSIONS	00:11	No							

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

**Figure 105 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

---

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

---

Evacuation: ON  OFF

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

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

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

[Return to Admin Page](#)

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

---

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

---

**Figure 107 – BMS User Configuration Page**

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

**Select user**

---

<input type="button" value="Local"/> <input type="button" value="Domain"/>	<input type="text" value="User Name: 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 type="radio"/>	TESTARESOFT2\testBMS3	testBMS3

---

---

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

**Figure 108 – Select User**

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

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

[Return to Admin Page](#)

User Configuration - 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
DefaultVSN:	1
DefaultSite:	BRK - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
READ Access?	Yes
WRITE Access?	Yes

**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: Select A Scheduler

Patients Pending Bed Placement List

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

Add/Update Method: Select A Method

Add/Update Scheduler: Select A Scheduler

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

**Figure 110 – Facility Background Processors**

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

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

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

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

[Return to Admin Page](#)

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

**Whiteboard Report**

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

**Patients Pending Bed Placement List**

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

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

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

**Figure 111 – Facility Background Processors**

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

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

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 (hrs)	Wait Time Alert (h)	CLC
<a href="#">Edit</a> <a href="#">Remove</a> 09/14/2012 07:06	09/14/2012 07:06		BMSPatient, One	94476 F	UVI/ER FAILURE		ADMISSIONS	00:25	No	
<a href="#">Edit</a> <a href="#">Remove</a> 09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two	87654 M			SCHEDULED ADMISSIONS	00:24	No	
<a href="#">Edit</a> <a href="#">Remove</a> 09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven	87251 F	ICU/P		ADMISSIONS	00:19	No	
<a href="#">Edit</a> <a href="#">Remove</a> 09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six	88716 M			EMERGENCY ROOM	00:17	No	
<a href="#">Edit</a> <a href="#">Remove</a> 09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five	89943 F	PSYCH		ADMISSIONS	00:16	10 No	
<a href="#">Edit</a> <a href="#">Remove</a> 09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three	88745 F			CURRENT FACILITY	00:14	No	
<a href="#">Edit</a> <a href="#">Remove</a> 09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four	88087 M			ADMISSIONS	00:11	No	

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

**Figure 112 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF  [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 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 is a navigation bar with a 'Return to Admin Main Page' link and a title 'Patient Waiting Areas - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. Below the title is a sub-header 'ADD Area'. A text input field labeled 'Text:' is present, along with 'Add' and 'Cancel' buttons. The main content area is titled 'Current Waiting Areas' and contains a table with a single row. The row has a header 'Waiting Area Name' and a data cell containing 'EM ROOM'. To the left of the data cell are 'Edit' and 'Delete' links. At the bottom of the page, there are 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: <b>NONE</b> Census: <b>12%</b>	Evacuation: <b>ON</b>	0 New Events	Ward Whiteboard	<b>Site Options</b>
--	-----------------------	--------------	-----------------	---------------------

**Reports...**

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

<b>Patients Pending Bed Placement: Current</b>											
								View: <b>Standard</b>			
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 115 – Selecting Site Options**

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

[Return to Site Home Page](#)

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

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

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

<b>WORKSTATION</b>		
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: OUTPATIENT WAITING AREA

**Current Waiting Areas**

Waiting Area Name

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

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



**Figure 117 – Adding a Waiting Area**

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

Return to Admin Main Page

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

**ADD Area**

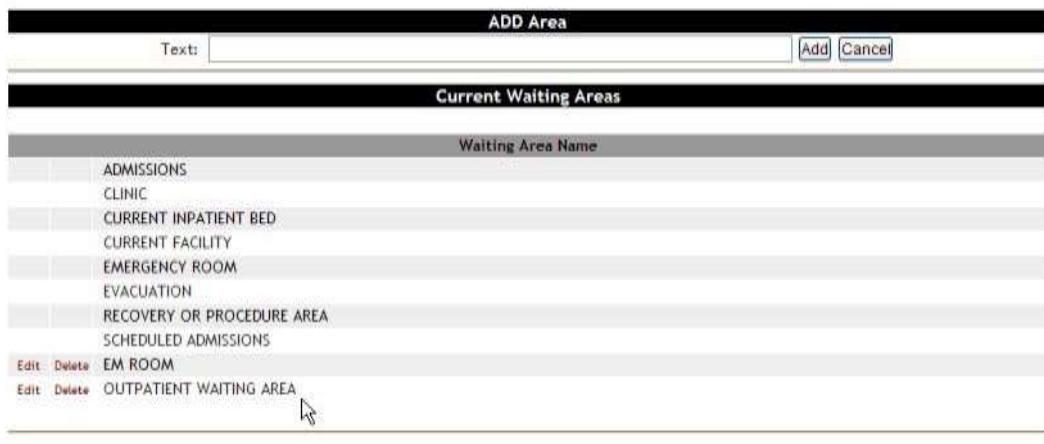
Text:

**Current Waiting Areas**

Waiting Area Name

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

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



**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.

The screenshot shows the VA BMS Test Environment interface. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012' and 'Logout'. Below this, there are status messages: 'Workstation: 3:35:17 PM' and 'Facility: 7:33 AM'. A link 'Return to VISH Network' is also present. On the right side, there is a logo for 'Bed Management Solution' with the acronym 'bms' and a small graphic. The main menu bar includes 'Facility Diversion: NONE Census: 12%', 'Evacuation: ON', '0 New Events', 'Ward Whiteboard', and 'Site Options' (which is highlighted with a red box). Below the menu, there are several report selection boxes: 'Ward Occupancy', 'Bed Groupings', 'Scheduled Admissions', 'Patient Movement', and 'Other Reports'. Each box has dropdown menus for 'Select Ward Group', 'Select Type Group', 'Select View', and 'Submit' buttons. Under 'Patient Movement', there are fields for 'Quick Date: Today' and 'Transaction Bed: All'. The 'Other Reports' section shows 'Select Report: Bed Summary Report' with a 'Submit' button. The main content area is titled 'Patients Pending Bed Placement: Current'. It features a table with columns: Add New Patient, Add Interfacility Transfer, Entered, Requested, Removed, Patient, Presenting Problem, Type Of Bed/Ward Required, Waiting Area, Wait Time (hrs), Wait Time Alert (h), and CLC. The table contains several rows of patient data, each with 'Edit' and 'Remove' links. The data includes patient names like 'BMSPatient, One', 'BMSPatient, Two', etc., and their respective details. At the bottom of the page, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

Figure 119 – Selecting Site Options

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

[Return to Site Home Page](#)

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

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

Evacuation:  ON  OFF

WORKSTATION	DATE/TIME	LAST ACTIVITY
	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: <input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>
Current Waiting Areas		
Waiting Area Name		
ADMISSIONS		
CLINIC		
CURRENT INPATIENT BED		
CURRENT FACILITY		
EMERGENCY ROOM		
EVACUATION		
RECOVERY OR PROCEDURE AREA		
SCHEDULED ADMISSIONS		
ED	EM ROOM	
<a href="#">Edit</a>	<a href="#">Delete</a>	OUTPATIENT WAITING AREA

[SMS 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:
TEXT: 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:	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	
Current Waiting Areas	
Waiting Area Name	
ADMISSIONS	
CLINIC	
CURRENT INPATIENT BED	
CURRENT FACILITY	
EMERGENCY ROOM	
EVACUATION	
RECOVERY OR PROCEDURE AREA	
SCHEDULED ADMISSIONS	
EM ROOM	
<a href="#">Edit</a>	<a href="#">Delete</a>
<b>MAIN OUTPATIENT WAITING AREA</b>	

[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.

Logout

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

**Bed Management Solution** 

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

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

**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	#	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	B4076	M	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	B3745	F	BP	ADMISSIONS	00:19		No										
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six	B8176	M		EMERGENCY ROOM	00:17		No										
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five	B8943	F	PSYCH	ADMISSIONS	00:16	10	No										
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three	B8745	F		CURRENT FACILITY	00:14		No										
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four	B9007	M		ADMISSIONS	00:11		No										

[BWS 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	<b>Waiting Area Add/Delete</b>
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 125 – 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 for managing patient waiting areas. At the top, there's a navigation bar with a 'Return to Admin Main Page' link 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 list of 'Current Waiting Areas' is displayed under the heading 'Waiting Area Name'. The list includes: ADMISSIONS, CLINIC, CURRENT INPATIENT BED, CURRENT FACILITY, EMERGENCY ROOM, EVACUATION, RECOVERY OR PROCEDURE AREA, SCHEDULED ADMISSIONS, and FM ROOM. The entry 'MAIN OUTPATIENT WAITING AREA' is selected, indicated by a red box around its row. To the left of this entry are 'Edit' and 'Delete' links, with 'Delete' being the one highlighted by a mouse cursor. At the bottom of the page are links for 'Main Home', 'Icon Legend', and '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.

This screenshot shows a confirmation dialog for deleting a waiting area. The title is 'Waiting Area : Delete'. It displays the record information: 'Record: MAIN OUTPATIENT WAITING AREA'. Below this is a question: 'Are you sure you want to delete this Waiting Area?'. At the bottom are two buttons: 'Delete Record' and 'Never Mind And Return To Listing'. The 'Delete Record' button is highlighted with a red box.

**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)**

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

Evacuation: ON  OFF

WORKSTATION

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

**Figure 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)**

<b>Bed Board Module</b> <input type="button" value="Select a Module"/>	<b>Place In Use?</b> <input type="radio"/> No <input checked="" type="radio"/>	<b>Add / Update</b> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>														
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 50%;">Module Item Name</th><th style="width: 50%;">Currently In Use</th></tr></thead><tbody><tr><td>Admission Orders Flag</td><td>Yes</td></tr><tr><td>Anticipated Discharge Flag</td><td>Yes</td></tr><tr><td>Discharge Appointments Flag</td><td>Yes</td></tr><tr><td>Discharge Orders Flag</td><td>Yes</td></tr><tr><td>EMS Bed Cleaning Flag</td><td>Yes</td></tr><tr><td>Transfer Orders Flag</td><td>Yes</td></tr></tbody></table>			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
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															

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

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

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

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

status.

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

#### 4.1.14.1 Activating a Bed Board Module

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

#### 4.1.14.2 Disabling a Bed Board Module

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

### 4.1.15 Bed Management Board Icons Page

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

[Return to Site Home Page](#)

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

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

Evacuation: ON  OFF

WORKSTATION

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

**Figure 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)**

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

Evacuation: ON  OFF

---

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

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

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

**Audit Log Report**

Select Report:	<a href="#">Standard Icons</a> <a href="#">Standard Icons</a> <a href="#">Site Configurable Icons</a> <a href="#">Facility Patients Pending Bed Placement List</a> <a href="#">VISN Patients Pending Bed Placement List</a> <a href="#">Staff Assignment</a>	REGION:	<a href="#">Region 4</a>																								
VISN:		SITE:	BRK - (VISN 1) - VA BOSTC																								
FROM DATE:		TO DATE:	9/17/2012 11:59:59 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="Reset"/> <input type="button" value="Print"/> <input type="button" value="Help"/>																											
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>ICON CATEGORY</th><th>IMAGE NAME</th><th>ICON NAME</th><th>ACTIVE</th><th>PUBLISHED</th><th>TYPE: PATIENT OR BED ROOM</th><th>SHORT DESCRIPTION</th><th>LONG DESCRIPTION</th><th>COMMENT</th><th>MOUSE OVER TEXT</th><th>CREATED BY</th><th>DATE</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table>				ICON CATEGORY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED ROOM	SHORT DESCRIPTION	LONG DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE												
ICON CATEGORY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED ROOM	SHORT DESCRIPTION	LONG DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE																

**Figure 133 – Audit Log Report**

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

#### 4.1.16.1 Standard Icons Report

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

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

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		Intervard Transfer	True	True		Intervard Transfer	Intervard Transfer		Intervard 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.

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

#### 4.1.16.2 Site Configurable Icons Report

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

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

Site Configurable Icons Report												
Select Report	Site Configurable Icons			REGION	Region 4		View Report					
VISN	VISN 1			SITE	BRE - (VISN 1) - VA BOSTC							
FROM DATE	9/18/2012 12:00:00 AM			TO DATE	9/18/2012 11:59:59 PM							
ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE PATIENT OR BED/ROOM	DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	
Site Configurable Icon	VA BOSTON HEALTHCARE SYSTEM, BROOKTON CAMPUS	Blue Box.png	ISOLATION	True	True	P	blue rectangle	BLUE ROOM ISOLATION	BLUE ROOM ISOLATION	adinfo@nmcomplus	9/18/2012 7:33:18	

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.

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

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

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

In the **Audit Log Report** page use the **Select Report** field to select the Facility Pending Bed Placement List report, then select **Date from/Date to** 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 ID	PROBLEM	BED	REQ BED DATE	TYPE OF BED	WAITING AREA	Fee	DISPOSITION FEE	CONTRACT AUTH	SERV. REC.	REASON	COMMENTS
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	B-7365	CHEST PAINS			WARD	ADMISSIONS	Non-Acute		Yes	Yes	Cardiology	

Figure 136 – Facility Patient Pending Bed Placement List Report

For each entry the following data is available:

**Table 14 – Facility Patient Pending Bed Placement List Report Parameters**

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

#### **4.1.16.4      VISN Patient Pending Bed Placement List Report**

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

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

[Return to Admin Main Page](#)

Logout

**VISN Patients Pending Bed Placement List Report**

Select Report:	VISN Patients Pending Bed Placement List	REGION:	Region 4	<input type="button" value="View Report"/>					
VISN:	VISN 1	SITE:	BRK - (VSN 1) ~ VA BOSTC						
FROM DATE:	9/1/2012 12:00:01 AM	TO DATE:	9/18/2012 11:59:59 PM						
<input type="button" value="Find"/> <input type="button" value="Print"/> <input type="button" value="Close"/>									
Page 1 of 1   Find   Print   Close									

FACILITY	VISN	PATIENT	ERA	CONTRACT	DIAGNOSIS	CURRENT LOCATION	LOC. ADM. DATE	COMMENTS	SPECIALTY	REQ. ADM. DATE
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	1	B-8876	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-8543	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-8755	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** 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.

The screenshot shows the 'Staff Assignment Report' interface. At the top, there are dropdown menus for 'Select Report' (set to 'Staff Assignment'), 'REGION' (set to 'Region 4'), and 'View Report'. Below these are fields for 'VISN' ('VISN 1'), 'SITE' ('BRK - (VISN 1) - VA BOSTC'), 'FROM DATE' ('9/1/2012 12:00:01 AM'), and 'TO DATE' ('9/16/2012 11:59:59 PM'). A 'Logout' link is in the top right. Below the search area is a table with the following data:

WARD	BED	STAFF	PATIENT	CREATED BY	DATE	EVENT TYPE
CARDIO	Cardio_Bed_01	NURSE 1		softinfo@hmcomplus	9/13/2012 3:58:46 PM	Inserted
CARDIO	Cardio_Bed_03	NURSE 3	B-7865	softinfo@hmcomplus	9/18/2012 7:30:59 AM	Inserted
NEURO	Neuro_Bed_04	NURSE 1		softinfo@hmcomplus	9/17/2012 12:17:26 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.

[Return to Admin Main Page](#)

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

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

**Save**

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

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

#### 4.1.18 Evacuation On/Off

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

[Return to Site Home Page](#)

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

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

---

Evacuation:  ON  OFF

---

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

**Figure 140 – Evacuation On/Off**

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

Logout

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

**Bed Management Solution** 

**VA BOSTON HEALTHCARE SYSTEM, BRUCKTON CAMPUS (BRK)**

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

**Reports...**

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

**Patients Pending Bed Placement: Current**

Actions	Entered	Requested	Removed	Patient	Sex	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
<a href="#">Edit</a> <a href="#">Remove</a>	09/14/2012 07:06	09/14/2012 07:06		BMSPatient_One_88405	M	LIVER FAILURE	ICU	ADMISSIONS	00:25	No	
<a href="#">Edit</a> <a href="#">Remove</a>	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two_87854	M			SCHEDULED ADMISSIONS	00:24	No	
<a href="#">Edit</a> <a href="#">Remove</a>	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven_88705	M	PEP		ADMISSIONS	00:19	No	
<a href="#">Edit</a> <a href="#">Remove</a>	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six_88176	M			EMERGENCY ROOM	00:17	No	
<a href="#">Edit</a> <a href="#">Remove</a>	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five_88943	F	PSYCH	ICU	ADMISSIONS	00:16	10	No
<a href="#">Edit</a> <a href="#">Remove</a>	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three_88705	F			CURRENT FACILITY	00:14	No	
<a href="#">Edit</a> <a href="#">Remove</a>	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four_88087	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.

The screenshot shows the VA Facility Homepage. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012' and 'Logout'. Below this, the 'Bed Management Solution' logo is visible. The main content area includes a 'Facility Diversion: NONE Census 12%' indicator, an 'Evacuation: ON' status, and links for 'New Events', 'Ward Whiteboard', and 'Site Options'. A 'Reports...' section contains various filters for Ward Occupancy, Bed Groupings, Scheduled Admissions, Patient Movement, and Other Reports, each with a 'Submit' button. Below this is a large table titled 'Patients Pending Bed Placement: Current'. The table has columns for Entered Date, Requested Date, Removed Date, Patient Name, Presenting Problem, Type Of Bed/Ward Required, Waiting Area, Wait Time (hrs), Wait Time Alert (hrs), and CLC. The data shows several patients listed with their details and current status.

**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.

This screenshot shows a dropdown menu for 'Integrated Sites'. The menu is titled 'Integrated Sites:' and contains two options: 'Pick a different site' and 'EDITH NOURSE ROGERS MEMORIAL VETERANS HOSPITAL'. The second option is highlighted with a blue background and white text. The menu is displayed over a portion of the VA Facility Homepage interface.

**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**  **25%** 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  
Return to VISN Network

Integrated Sites:  
Pick a different site

**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	Transcation 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:	
				Current									Standard	
													Fee Utilization	
													Patient Flow	
													Standard	
													In-House	
													Wait Time (h:m)	Wait Time Alert (h)
													CLC	
Entered	Requested	Removed	Patient	SX	Presenting Problem	Type Of Bed/Ward Required	ADMISSIONS	SCHEDULED ADMISSIONS	EMERGENCY ROOM	ADMISSIONS	CURRENT FACILITY	ADMISSIONS		
09/14/2012 07:06	09/14/2012 07:06		BMSPatient_One B91%	F	LIVER FAILURE	7%	01:35	01:30	01:23	01:22	01:20	01:17	No	
09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two B75%	M										
09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven B87%	F	RESP	7%	01:35	01:30	01:23	01:22	01:20	01:17	No	
09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Star B87%	M										
09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five B84%	F	PSYCH	7%								
09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three B87%	F										
09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four B90%	M										

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

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

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

**Table 17 – VA Facility Standard View Parameters**

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

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

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

	Entered	Removed	Patient	SX	Treating Specialty	Fee	Reason	Acute	Contract	Fee Comments	Wait Time Alert (h)	CLC
Edit Remove	06/10/2012 08:48		BMSpatient_Four B1466	M	Neurology	Yes		Acute	Yes		No	
Edit Remove	06/10/2012 10:49	06/10/2012 10:50	BMSpatient_Three B1234	M	Neurology	Yes		Acute	Yes		No	
Edit Remove	06/10/2012 10:49		BMSpatient_Two B4444	F	Cardiology	Yes		Acute	Yes		No	

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

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

**Table 18 – VA Facility Fee Utilization View Parameters**

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

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

	Entered On List BY	Anticipated Removal BY	Removed From List BY	Last Edit Done By	Assigned To None BY	Patient	S# Assigned	Type-Of-Bed/Must Required	Wait Time Alert (h)	CLC
Edit Remove	06/10/2012 08:48	06/10/2012 08:48		cattin@va.gov		BMSpatient_Four B1466	M		No	
Edit Remove	06/10/2012 10:49	06/20/2012 10:49	06/23/2012 10:50	cattin@va.gov		BMSpatient_Three B1234	M		No	
Edit Remove	06/10/2012 10:49		06/10/2012 10:49	cattin@va.gov	06/10/2012 08:00	BMSpatient_Two B4444	F		No	

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

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

**Table 19 – VA Facility Patient Flow View Parameters**

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

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

		Entered	Requested	Removed	Patient	S Z	Presenting Problem	Type of Exam/ Ward Required	Waiting Area	Wait Time (in-min)	Wait Time Alert (in)	Clinic
Ent.	Patient	06/10/2011 08:46	06/10/2011 08:45		Encountered, Poor: ER040 Impaired, Tono: ER041	A			EMERGENCY ROOM	04:40		Re
Ent.	Patient	06/10/2011 08:49	06/10/2011 08:49			B			EMERGENCY ROOM	07:40		No

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

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

The screenshot shows the VA BMS Test Environment interface. At the top, it displays 'VA BMS Test Environment - Updated August 13, 2012', 'Logout', 'Workstation: 3:35:17 PM', 'Facility: 7:33 AM', and 'Return to VISN Network'. Below this is the 'VA BOSTON HEALTHCARE SYSTEM, BOSTON CAMPUS (BRK)' header. The main content area includes sections for 'Facility Diversion: NONE Census: 12%', 'Evacuation: ON', 'New Events', 'Ward Whiteboard', and 'Site Options'. A 'Reports...' section contains links for 'Ward Occupancy', 'Bed Groupings', 'Scheduled Admissions', 'Patient Movement', and 'Other Reports'. The 'Patient Movement' section is highlighted with a red box around the 'Add New Patient' link. Below this is the 'Patients Pending Bed Placement: Current' table, which lists patients with their status, presenting problems, and waiting areas. The table includes columns for 'Entered', 'Requested', 'Removed', 'Patient', 'Presenting Problem', 'Type Of Bed/Ward Required', 'Waiting Area', 'Wait Time (min)', 'Wait Time Alert (h)', and 'CLC'. The table shows several rows of patient data, each with edit and remove links.

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

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

[Return to Main Page](#)

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

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

---

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

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

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

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

[Return to Main Page](#)

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

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

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

---

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

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

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

[Return to Main Page](#)

**PATIENTS PENDING BED PLACEMENT: ADD RECORD**

NAME (Last,First,MI): APATIENT, TWD SSN: xxx-xx-0002 GENDER: FEMALE

Entry Date/Time: 8/13/2012 18:06  
Date/Time Bed Requested [Use "Projected Decision to Admin Time"]:  
08/15/12 18:06

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

Type of Bed/Ward:

Waiting Area: ADMISSIONS

Waiting Area Alert:

Isolation Required:

Views:

In-House:

Community Living Center (CLC):

Evacuation Patient:

**FEE Utilization Data**

Disposition:

Contract?:

Authorized?:

Treating Specialty:

Reasons Using Fee:

Fee Comments: (150 Char)

**Evacuation Data**

Current Ward:

Current Bed:

Admitting Diagnosis:

Evac Disposition status: EX-ULNA DISCHARGE

Expected Pick-up:

Actual Pick-up:

Reason For Delay: (150 Characters)

Transfer/Evacuate to: (50 Characters)

Equip/Supply Requirements: (150 Characters)

Transportation Care Level: (150 Characters)

Enroute Medical Attendant: (150 Characters)

Enroute Non-Medical Attendant: (150 Characters)

Transportation Type: ALS AMBULANCE

Transportation Provider: DOD

Transportation Comments: (150 Characters)

Destination Address:

Destination City, State:

<http://mail.live.com/mcu/compose%3Dsubject%3DAdd%2FEdit+Patient+Waiting+For+Bed%2Fbody%3Dhttp%3A%2F%2Fcrewell10%2FPatient%2FSelect>

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

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

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

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

The following data needs to be filled in:

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

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

Field	Enter
Wait Time Alert	The time interval after which an alert is raised. When the patient is added to the pending bed placement list, the user can enter in this field any value between 1-99. After saving the patient to the pending bed placement list the system begins the countdown: when the value in this field is less than the value select (example: 5 hours) then it will be displayed against a red background and the site user will know 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.
<b><i>The following fields will only be displayed if the option Evacuation Patient is selected.</i></b>	
Current Ward:	The name/code of the ward where the patient is currently.
Current Bed:	The code of the bed where the patient is currently.
Admitting Diagnosis:	The admitting diagnosis.
Evac Disposition Status:	The disposition status in case of evacuation.
Expected pick-up:	The date and time when the patient is expected to be picked up in case of evacuation.
Actual pick-up:	The actual date and time when the patient has been picked during evacuation.
Reason for Delay:	The reason for the delay, if applicable.
Transfer/Evacuate to:	The name of the facility where the patient is evacuated to.
Equip/Supply Requirements	Equipment or Supply requirements for the patient in case of evacuation.
Transportation Care Level:	The level of the transportation care for the patient in case of evacuation.
Enroute Medical Attendant:	The number, qualification and name of the enroute medical attendant.
Enroute Non-Medical Attendant:	The number and the name of the enroute non-medical attendant.
Transportation Type:	The type of transportation required for the patient in case of evacuation.
Transportation Provider:	The provider of transportation.
Transportation Comments:	Any relevant comments regarding the transportation.
Destination Address:	The address of the facility where the patient is evacuated to.
Destination City, State:	The city and state where the patient is evacuated to.

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

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

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

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

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

The screenshot shows the 'Edit Patients Pending Bed Placement' form for a patient named APATIENT. The form is divided into several sections:

- Header:** ADD/EDIT Patients Pending Bed Placement for CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)
- Patient Information:** NAME (Last,First,Mi): APATIENT, T/O: SSN: XX-XX-XXXX, GENDER: FEMALE
- Entry Date/Time:** 8/15/2012 18:06 (08/15/12, 18, 06)
- Present Problem:** Level of Care or Bed/Ward needed: ADMISSIONS
- Type of Bed/Ward:** ADMISSIONS
- Waiting Area:** ADMISSIONS
- Wait Time Alert:** No alert
- Isolation Required:** No
- Views:** In-House, Community Living Center (CLC), Evacuation Patient
- FEE Utilization Data:** Disposition: Acute, Contract? Yes, Authorized? Yes, Treating Specialty: SURGICAL, Reasons Using Fee: ED Saturation, Fee Comments: (150 Char)
- Evacuation Data:** Current Ward: ADMISSIONS, Current Bed: 1, Admitting Diagnosis: FX ULLA, Expected Pick-up: 00:00:00, Actual Pick-up: 00:00:00, Reason For Delay: TRAFFIC (150 Characters), Transfer/Evacuate to: (150 Characters), Equip/Supply Requirements: (150 Characters), Transportation Care Level: (150 Characters), Enroute Medical Attendant: (150 Characters), Enroute Non-Medical Attendant: (150 Characters)
- Transportation:** Transportation Type: ALS AMBULANCE, Transportation Provider: DOD, Transportation Comments: (150 Characters)
- Destination:** Destination Address: (empty), Destination City, State: (empty), Destination POC Telephone: (empty)
- Footer:** Originator POC Telephone: http://mellive.com/Imc/cmpoos%3Fsubject%3DAdd%2Fedit+Patient+Waiting+For+Bed%2Fbody%3Dhttp%3A%2F%2Ftheevent0.0%2FPatient%2FSelect

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	<u>Remove</u>	06/19/2012 20:55	06/19/2012 20:55

Figure 153 – Remove Patient from the Pending Bed Placement List

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



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

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

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

			Entered	Requested
Edit	<a href="#">Remove</a>	<a href="#">Undo</a>	06/12/2012 20:10	06/12/2012 20:10
Edit	<a href="#">Remove</a>		06/13/2012 16:53	06/13/2012 16:53
Edit	<a href="#">Remove</a>		06/19/2012 20:55	06/19/2012 20:55

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

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

#### 4.2.1.5 Adding an Interfacility Transfer

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



**Figure 156 – VISON 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.



**Figure 157 – VISON 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:	xx-xx-7854
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:	<input type="checkbox"/>

**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:	xx-xx-9877
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:	<input type="checkbox"/>

**Figure 159 – VISN Interfacility Transfer Sheet – Enter Patient Data**

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

Enter the following data:

**Table 21 – Interfacility Transfer Parameters**

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

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

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

#### 4.2.1.6 Ward Occupancy Report

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

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

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

VA BMS Test Environment - Updated August 13, 2012

Logout

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

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

Facility Diversions: 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	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	BR474	F	LIVER FAILURE	00:25	No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09			BMSPatient_ Two	BR764	M		00:24	No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14			BMSPatient_ Seven	BR715	F	PEP	00:19	No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16			BMSPatient_ Six	BR776	M		00:17	No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17			BMSPatient_ Five	BR941	F	PSYCH	00:16	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19			BMSPatient_ Three	BR745	F		00:14	No
Edit Remove	09/14/2012 07:32	09/14/2012 07:32			BMSPatient_ Four	BR987	M		00:11	No

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

**Figure 160 – Selecting Parameters for Ward Occupancy Report**

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

Return To Bed Board Home Page      Export Report | Icon Legend

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

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

BED	UNAVAILABLE REASON	DECH STATUS	BED STATUS	PT	S	WARD	TOTAL LOS:		
							LOS ADM	LOS WARD	LOS HOD
BR111	CLOSED					28 - CARDIOLOGY	12:00	12:00	Y
BR112	CLOSED					34 - CARDIOLOGY	12:00	12:00	Y
BR932	CLOSED								
Centro_Bed_01	TRANSFERRING								
Centro_Bed_02									
Centro_Bed_04									
Centro_Bed_06	BED AWAITED, TESTING THE BUILD/ISOLATION BED ASSIGNED, ISOLATION TEST								
BR934									
Heavy_Bed_01	TRANSFERRING								
Heavy_Bed_02									
Heavy_Bed_03									
Heavy_Bed_05									
Heavy_Bed_06									

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

**Figure 161 – Ward Occupancy Report**

The following data is available for each entry:

**Table 22 – Ward Status Parameters**

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

#### **4.2.1.7 Bed Groupings Report**

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

On the facility home page, in the Reports... area from the Bed Groupings report click the arrow button of the **Select Type Group** field to display a list of available wards and select the ward for which you want to generate the report. From the **Select View** field choose a type of view (“report” or “roster” are the available options). The bed grouping report allows you to see the usage of beds for a specific BMS type group such as Medical/Surgical, CLC or ICU. Using the report view will display the information by BMS type group while 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.

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

VA BMS Test Environment - Updated August 13, 2012

[Logout](#)



VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversions: 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: 3 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	CLC
Edit Remove	Entered	09/14/2012 07:08	09/14/2012 07:08	BMSPatient, One 88431	F	LIVER FAILURE	ADMISSIONS 00:25
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 87654	M		SCHEDULED ADMISSIONS 00:24
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 88745	F	RESP	ADMISSIONS 00:19
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88976	M		EMERGENCY ROOM 00:17
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	F	PSYCH	ADMISSIONS 00:16
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 88785	F		CURRENT FACILITY 00:14
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 89087	M		ADMISSIONS 00:11

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

**Figure 162 – Selecting Parameters for Bed Groupings Report**

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

Return To Bed Board Home Page

Logout

**Bed Specialty Report - All Specialties**

WARD: Cardiology_W1   SPECIALTY: Cardiology Phone: (321)555-1212					
BED	OCCUPANCY	TREATING SPEC.	LOS ADMN 0000HH	LOS WARD 0000HH	COMMENTS
Cardio Bed 1	AVAILABLE				
Cardio Bed 2	AVAILABLE				
Cardio Bed 3	BMSpatient 6666 FEMALE	Cardiology	00:04	00:04	
TOTAL BEDS: 3	MALE PTS: 0 FEMALE PTS: 1 AVAILABLE BEDS: 2 OTHER BEDS: 0 TOTAL LOS ADMN: 00:00 TOTAL LOS WARD: 00:00				
WARD: Neurology_W1   SPECIALTY: Neurology Phone: (321)555-1212					
BED	OCCUPANCY	TREATING SPEC.	LOS ADMN 0000HH	LOS WARD 0000HH	COMMENTS
Neuro Bed 1	AVAILABLE				
Neuro Bed 2	AVAILABLE				
Neuro Bed 3	AVAILABLE				
TOTAL BEDS: 3	MALE PTS: 0 FEMALE PTS: 0 AVAILABLE BEDS: 3 OTHER BEDS: 0 TOTAL LOS ADMN: 00:00 TOTAL LOS WARD: 00:00				

**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.

The screenshot shows a report titled "Bed Roster - All Specialties" with a toolbar at the top. The main area displays a grid of patient information across multiple beds. The columns are labeled: BED, WARD, SPECIALTY, TEL, OCCUPANCY, TREATING SPEC., LOS ADMIN DDDHHH, LOS WARD DDDHHH, and COMMENTS. The OCCUPANCY column uses color coding: green for Available, yellow for Assigned, and pink for Occupied. The TREATING SPEC. column shows "Cardiology" for the occupied bed. The bottom of the grid provides summary statistics: MALE PTS: 0, FEMALE PTS: 1, AVAILABLE: 5, OCCUPIED: 1, TOTAL BEDS: 6, OTHER BEDS: 0, TOTAL LOS ADMIN: 00:00, and TOTAL LOS WARD: 00:00.

Bed Roster - All Specialties								
Report Date: 06/15/12 03:49								
BED	WARD	SPECIALTY	TEL	OCCUPANCY	TREATING SPEC.	LOS ADMIN DDDHHH	LOS WARD DDDHHH	COMMENTS
Cardio Bed 1	Cardiology_W1	Cardiology	(321)666-1212	AVAILABLE				
Cardio Bed 2	Cardiology_W1	Cardiology	(321)666-1212	AVAILABLE				
Cardio Bed 3	Cardiology_W1	Cardiology	(321)666-1212	BMI patient 6666 FEMALE	Cardiology	00:04	00:04	
Neuro Bed 1	Neurology_W1	Neurology	(321)666-1212	AVAILABLE				
Neuro Bed 2	Neurology_W1	Neurology	(321)666-1212	AVAILABLE				
Neuro Bed 3	Neurology_W1	Neurology	(321)666-1212	AVAILABLE				

MALE PTS: 0  
FEMALE PTS: 1  
AVAILABLE: 5  
OCCUPIED: 1  
TOTAL BEDS: 6  
OTHER BEDS: 0  
TOTAL LOS ADMIN: 00:00  
TOTAL LOS WARD: 00:00

**Figure 164 – Bed Specialty Report – Roster View**

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

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

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

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

The following data is available in the report:

**Table 23 – Bed Specialty Parameters**

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

#### 4.2.1.8 Scheduled Admissions Report

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

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

Patients Pending Bed Placement: Current									
	Entered	Requested	Removed	Patient	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 8847A	F	LIVER FAILURE	ADMISSIONS	00:25	No
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient, Two 87654	M		SCHEDULED ADMISSIONS	00:24	No
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient, Seven 88705	F	PEP	ADMISSIONS	00:19	No
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient, Six 88976	M		EMERGENCY ROOM	00:17	No
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient, Five 88943	F	PSYCH	ADMISSIONS	00:16	No
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient, Three 88743	F		CURRENT FACILITY	00:14	No
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient, Four 89087	M		ADMISSIONS	00:11	No

**Figure 165 – Selecting Parameters for Scheduled Admissions Report**

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



**Figure 166 – Scheduled Admissions Report**

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

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

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

The following data is available for each entry:

**Table 24– Scheduled Admissions Parameters**

Column	Description
Patient	The name of the patient, displayed as Last Name plus first letter of last name and last 4 of SSN in parentheses. Example: Brown (B1234)
Sex	The gender of the patient.
Reservation Date	The date for which the admission is scheduled.
Division	The division where the admission has been made.
Ward	The ward name.
Treating Specialty	The treating specialty indicated when admission scheduled in VistA. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA
Admt. Dx.	Reason for admission entered in VistA. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA
Surgery?	Indicates if the admitted patient is scheduled for surgery.
LOS	Anticipated Length of Stay. This field is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA.
Provider	The physician arranging the admission. This field is a pre-existing field in the site's VistA instance and BMS is just pulling this field in from VistA.
Scheduler	VA person that scheduled the admission. This filed is a preexisting field in the site's VistA instance and BMS is just pulling this field in from VistA.
DT cancelled	If the admission was cancelled, the date and time of the cancellation.

#### **4.2.1.9 Patient Movement Report**

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

On the facility home page, in the Reports... area from the Patient Movement report choose for how many days you want to generate the report using the **Quick Date** field; then from the **Transaction Bed** field select the type of movement/transaction you want to include in the report (admission, discharges, transfers or specialty transfers).

VA BMG Test Environment - Updated August 13, 2012

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

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

Facility Diversions: NONE	Census: 12%	Evacuation: ON	0 New Events	Ward Whiteboard	Site Options						
<b>Reports...</b>											
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								
<b>Patients Pending Bed Placement: Current</b>											
Add New Patient	Add Interfacility Transfer	Current	Past 30-Days	Past 60-Days	Past 90-Day	View:	Standard	Wait Time (hrs)	Wait Time Alert (h)	CLC	
	Entered	Requested	Removed	Patient:	# X	Presenting Problem	Type Of Bed/ Ward Required	Waiting Area	ADMISSIONS	00:25	No
Edit	Remove	09/14/2012 07:05	09/14/2012 07:06	BMSPatient, One	88473	F	LIVER FAILURE	NO	SCHEDULED ADMISSIONS	00:24	No
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09	BMSPatient, Two	87654	M			ADMISSIONS	00:19	No
Edit	Remove	09/14/2012 07:14	09/14/2012 07:15	BMSPatient, Seven	87105	F	RESPIRATORY	NO			
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16	BMSPatient, Six	88767	M			EMERGENCY ROOM	00:17	No
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17	BMSPatient, Five	88943	F	PSYCH	NO	ADMISSIONS	00:16	No
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19	BMSPatient, Three	88753	F			CURRENT FACILITY	00:14	No
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four	89007	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.

Patient Movements								
Inpatient VISTA query of File 405 TRAN 5/8/2012 12:00:00 AM								
Average Diff: 0:00								
ID#	PM Record D/T	Entered D/T	Diff	Ward	Roser-Bed	Patient	Transaction	Type of Movement
1	05/01/2012 12:18:58	05/01/2012 16:59	11:21	Neurology_W1	Neuro Bed 1	BMSpatient 5173	ADMISSION	ADMISSION
2	05/01/2012 12:29	05/14/2012 05:03	40:34	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	ADMISSION	ADMISSION
3	05/01/2012 20:23	05/14/2012 20:24	00:01	Cardiology_W1	Cardio Bed 1	BMSpatient 1234	DISCHARGE	DISCHARGE
4	05/01/2012 20:25	05/14/2012 20:25	00:00	Neurology_W1	Neuro Bed 1	BMSpatient 5173	DISCHARGE	DISCHARGE
5	05/01/2012 20:35	05/14/2012 20:35	00:00	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	DISCHARGE	DISCHARGE
6	05/01/2012 20:30	05/14/2012 20:31	01:01	Cardiology_W1	Cardio Bed 2	BMSpatient 4444	ADMISSION	ADMISSION
7	05/14/2012 20:37	05/14/2012 20:37	00:00	Cardiology_W1	Cardio Bed 3	BMSpatient 9999	ADMISSION	ADMISSION

## **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  
Return to VISN Network

Integrated Sites: Pick a different site

**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 <b>Bed Summary Report</b> 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				Submit
Add New Patient	Add Interfacility Transfer	Current	Past 30	View: Standard		
Entered	Requested	Removed	Type Of Bed/Var I Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)
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		No
09/14/2012 07:14	09/14/2012 07:14		ADMISSIONS	01:25		No
09/14/2012 07:16	09/14/2012 07:16		EMERGENCY ROOM	01:23		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		CURRENT FACILITY	01:20		No
09/14/2012 07:22	09/14/2012 07:22	BMSPatient, Four B9087 M	ADMISSIONS	01:17		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: 06/16/2012 12:00:01 AM End Date: 06/18/2012 11:59:59 PM View Report

Record	D/T Ordered	Patient	D/T Signed	Physician	U/T Released
10	06/16/2012 17:48	BMSPatient 4444	06/16/2012 17:47	Person 1,	06/16/2012 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(ate)/T(ime) Ordered	The date and time of the admission order.
Patient	The name of the patient being admitted.
D(ate)/T(ime) Signed	The date and time when the admission order was signed.
Physician	The name of the physician signing the admission order.
D(ate)/T(ime) Released	The date and time of the actual release.

#### 4.2.1.12 Active Discharge Order Report

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

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

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

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

### Figure 171 – Active Discharge Orders Report

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

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

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

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

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

**Table 27 – Active Discharge Orders Parameters**

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

#### 4.2.1.13 Anticipated Discharge Report

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

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

**Figure 172 – Anticipated Discharge Report**

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

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

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

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

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

**Table 28 – Anticipated Discharge Orders Parameters**

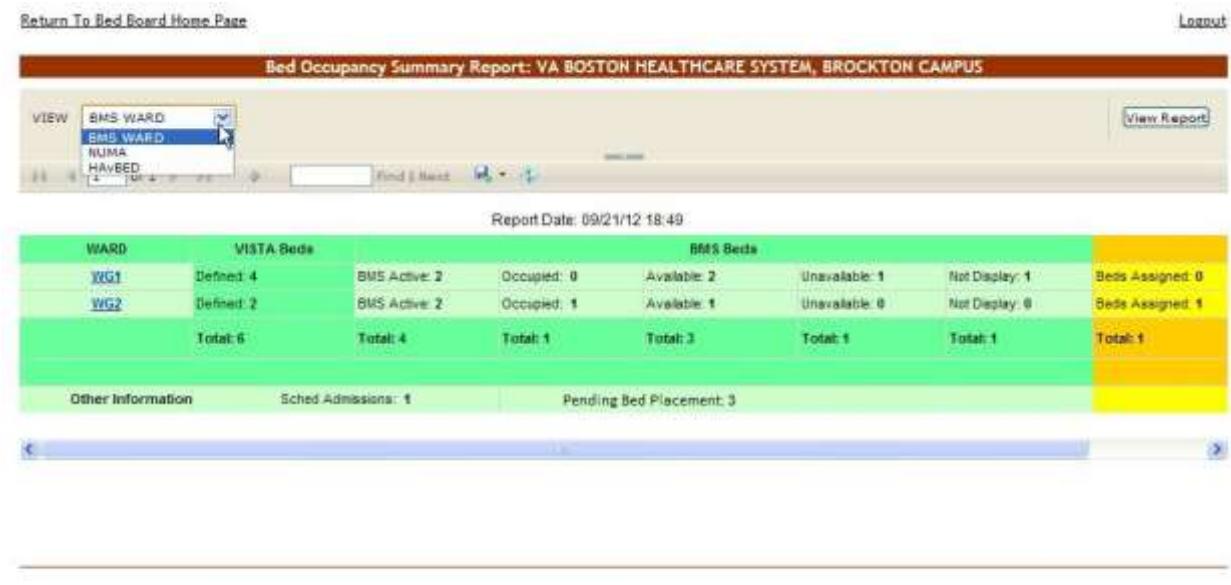
Column	Description
Ward	The name of the ward from where the anticipated discharge operation is being performed.
Patient	The name of the patient being discharged with anticipation.
D(ate)/T(ime) Ordered	The date and time of the anticipated discharge order.
Ordering Provider	The full name of the clinician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

#### 4.2.1.14 Bed Summary Report

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

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

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



**Figure 173 – Bed Summary Report – BMS Wards**

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

- BMS view shows the bed summary by BMS ward group text
- NUMA shows the bed summary report by numa specialties such as acute-medical, acute-

- surgical or mental health /chronic
- HavBed will convert the specialties above to a more specific group of beds used in evacuation and placement of patients.

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



**Figure 174 – Bed Summary Report – NUMA Wards**

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



**Figure 175 – Bed Summary Report – HAvBED Wards**

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

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

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

The following data is available:

**Table 29 – Bed Summary Parameters**

Column	Description
Ward/NUMA/HAvBED	The name of the BMS ward group or the NUMA/HAvBED associated.
VistA Beds	The number of active VistA Beds in the ward.
BMS Beds	The number of beds in the ward grouped by their corresponding status (active, occupied, available, unavailable, not displayed).
Beds Assigned	The number of beds which have already been assigned to a patient.
Avg. LOS	The average length of stay for all patients on that ward combined.
Other Information	This area presents the number of Scheduled Admissions for the facility as well as the number of patients pending bed placement.

#### 4.2.1.15 Bed Turnaround Time Report

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

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

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

Result	Room/Bed	Ward	Transaction	Type of Event	Discharge	Request	Accepted	Total Diff Minutes	Comment	Commented By
Y	Cardo_Bed_2	Cardiology_W1	DISCHARGE	DISCHARGE	06/14/2012 20:34	00:00	06/14/2012 20:34			
S	Neuro_Bed_1	Neurology_W1	DISCHARGE	DISCHARGE	06/14/2012 20:24	00:00	06/14/2012 20:24			
Y	Cardo_Bed_1	Cardiology_W1	DISCHARGE	DISCHARGE	06/14/2012 20:23	00:00	06/14/2012 20:23			
Manual	Cardo_Bed_1	Cardiology_W1	Manual Cleaning Request			06/13/2012 16:10	28:29	06/13/2012 16:41	00:01	06/13/2012 16:42
Manual	Neuro_Bed_1	Neurology_W1	Manual Cleaning Request			06/13/2012 19:47	00:37	06/13/2012 19:54	00:03	06/13/2012 19:57
Manual	Neuro_Bed_2	Neurology_W1	Manual Cleaning Request			06/13/2012 19:43	13:44	06/14/2012 00:27	00:01	06/14/2012 00:26

**Figure 176 – Bed Turnaround Time Report**

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

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

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

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

The following data is available for each entry:

**Table 30 – Bed Turnaround Time Parameters**

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

#### 4.2.1.16      Beds Out of Service Report All

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

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

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

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 Back
Cardiology_W1	Cardiac Bed 1	06/10/2012 09:24	softohm@comcast.net	"OUT OF SERVICE"						
Cardiology_W1	Cardiac Bed 2	06/10/2012 09:24	softohm@comcast.net	"OUT OF SERVICE"						
Neurology_W1	Neuro Bed 2	06/10/2012 09:24	softohm@comcast.net	"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.
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.

Historical Beds Out of Service Report By Date										
Start Date		End Date		Report Options						
Ward	All Wards	Type	All	Search		Print		View Report		
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 10:21	soft@hhsnmc.com	OUT OF SERVICE**		06/13/2012 10:21	soft@hhsnmc.com			
		06/13/2012 10:21	soft@hhsnmc.com	CLEAR ALL		06/14/2012 09:26	soft@hhsnmc.com			

## **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.

The screenshot shows a report titled "BRK Roster Report for All Wards". At the top, there are buttons for "Return To Bed Board Home Page" and "Logout". Below the title, there are dropdown menus for "BMS WARD" (set to "All Wards") and "EVACUATION REPORT" (set to "Roster"). A "View Report" button is also present. The main area displays a table with one row of data. The columns are: LAST NAME, LAST 4, S, EVAC STATUS, CURRENT/NEEDED BED TYPE, PRESENTING PROBLEM, CURRENT LOCATION, CLINICAL EQUIP REQUIREMENTS, and TRANSFER CARE LEVEL. The data in the first row is: BMSpatient, B678, F, D9G, IVB, Hr, Chest pain, , , .

BRK Roster Report for All Wards								
BMS WARD	All Wards	EVACUATION REPORT	Roster					
1	BMSpatient	B678	F	D9G	IVB Hr	Chest pain		

**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.

The screenshot shows a form titled "ADD/EDIT Patients Pending Bed Placement for CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)". At the top, there is a "Return to Main Page" link. The main section is titled "Patients Pending Bed Placement: Edit". It contains several input fields: 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, 18, 21), Presenting Problem (LIVER FAILURE), Type of Bed/Ward (EVACUATION), Current Waiting Area (EVACUATION), Wait Time Alert (None), Isolation Required (None), Views (In-House, Community Living Center (CLC), Evacuation Patient). There are also checkboxes for In-House, Community Living Center (CLC), and Evacuation Patient.

**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		<a href="#">View Report</a>
14	4	1	of 1	Find   Next	
LAST NAME	LAST 4	S	X	CURRENT/NEEDED BED TYPE	PRESSENTING PROBLEM
1	BMSpatient	0678	F	VS: NU: HV:	chest pains
				Transportation Type:	ALS AMBULANCE
				Transportation Provider:	ODD
				Transportation Comments:	
				Medical Attendant:	NURSE
				Non-Medical Attendant:	
				Personal Items:	

**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		<a href="#">View Report</a>
14	4	1	of 1	Find   Next	
LAST NAME	LAST 4	S	X	CURRENT/NEEDED BED TYPE	CLINICAL EQUIP RE
1	BMSpatient	0678	F	VS: NU: HV:	
				Destination Address:	
				Destination City, State:	
				Destination POC Telephone:	
				Originator POC Telephone:	
				Medical Attendant:	NURSE
				Non-Medical Attendant:	
				Personal Items:	

**Figure 182 – Emergency Management Report - Manifest**

The following data is available for each entry:

**Table 33 – Emergency Management Reports Parameters**

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

#### 4.2.1.19 Discharges in Progress Report

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

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

Ward	Patient	Ordered By	B/T Ordered	B/T Discharged	B/T Entered	DIF	Type of Movement
Cardiology_W1	BMSpotient 1234	Patient 1.	06/14/2012 20:33	06/14/2012 20:22	06/14/2012 20:26	00-01	DISCHARGE
Cardiology_W1	BMSpotient 4444	Patient 1.	06/14/2012 20:35	06/14/2012 20:34	06/14/2012 20:36	00-01	DISCHARGE
Neurology_W1	BMSpotient 5978	Patient 1.	06/14/2012 20:25	06/14/2012 20:24	06/14/2012 20:25	00-01	DISCHARGE

**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(date)/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.

Record	RoomBed	Ward	Movement	Avg Diff: 00:00	Avg Diff: 14:07	Avg Diff: 00:02							
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		06/12/2012 15:12	28:29	06/13/2012 00:01	06/13/2012 19:42	EMR Staff One	softinfo@hmcomplus	softinfo@hmcomplus	06/13/2012 19:42		softinfo@hmcomplus - 06/13/2012 19:42
Manual	Neuro Bed 1	Neurology_W1		06/13/2012 09:07	19:47	06/13/2012 19:54	06/13/2012 19:57	EMR Staff One	softinfo@hmcomplus	softinfo@hmcomplus	06/13/2012 19:57		
Manual	Neuro Bed 2	Neurology_W1		06/13/2012 19:43	13:44	06/14/2012 00:01	06/14/2012 09:28	EMR Staff Two	softinfo@hmcomplus	softinfo@hmcomplus	06/14/2012 09:28		

Number of records: 6

**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.

The screenshot shows a web-based report titled "Inpatients with Future Discharge Appointments". 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 various icons. The main area displays a table with two rows of data. The columns are: Ward, RoomBed, Patient, Appointment DT, Current Status, and Clinic Name. The data is as follows:

Ward	RoomBed	Patient	Appointment DT	Current Status	Clinic Name
Cardiology_W1	Cardiac Bed 3	BMSpatient 6666	06/15/2012 04:04		VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS
Neurology_W1	Neuro Bed 3	BMSpatient 1234	06/15/2012 04:05		VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS

At the bottom left, it says "Number of records: 2".

**Figure 185 – Future Discharge Report**

Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. From the **Ward** field select the ward for which you want to generate the report. After selecting the

desired parameters, click the **View Report** button to generate the report for the selected time period. The report can be exported to a series of formats available when clicking the **Save** button.

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

The following data is available for each entry:

**Table 36 – Future Discharges Parameters**

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

#### 4.2.1.22 Patient Movements by Date

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

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

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 5970	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

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

**Figure 186 – Patient Movements by Date**

From the **Trans** field select the type of movement (all, admissions, discharges, inter ward transfers, intra ward transfers, specialty transfers) you want to include in the report. Using the **Start Date** and **End Date** fields, define the time interval for which you want to generate the report. From the **Ward** field select the ward(s) for which you want to generate the report. After selecting the desired parameters, click the **View Report** button to generate the report for the selected time period.

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

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

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

The following data is available for each entry:

**Table 37 – Patient Movement Parameters**

Column	Description
Internal Entry Number (IEN)	The VistA Internal Entry Number for the primary lookup key in the Patient Movement file.
PM Record D(ate)/T(ime)	The date and time when the patient movement has been registered in the system.
Entered D(ate)/T(ime)	The data and time the patient movement was entered in the system.
Diff	The time lapse between the PM Record D/T and the Entered D/T.
Ward	The code/name of the ward.
Room-Bed	The code of the room/bed.
Patient	The code/name of the patient.
Transaction	The type of transaction.
Type of Movement	The type of the movement.

#### **4.2.1.23 Scheduled Admissions by Date**

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

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

**Figure 187 – Scheduled Admissions by Date**

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

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

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

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

The following data is available for each entry:

**Table 38 – Scheduled Admissions Parameters**

Column	Description
Patient	The name of the patient, displayed as Last Name plus first letter of last name and last 4 of SSN in parentheses. Example: Brown (B1234)
Sex	The gender of the patient.
Reservation Date	The date of admission.
Division	The Division where patient will be admitted.
Ward	The ward where is the bed for which the admission has been made.
Treating Specialty:	The medical specialty to which the patient has been assigned.
Admt. Dx:	Diagnosis on admission
Surgery?:	Indicates if the patient is scheduled for surgery.
LOS	Length of stay.
Provider:	The primary care clinician for the patient.
Scheduler:	The name of the person scheduling the admission.
DT Cancelled:	If the scheduled admission was cancelled, the date and time of the cancellation.

#### **4.2.1.24 Patients Pending Bed Placement Status Report**

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

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

[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. W. John
2	Gender	Select	<input checked="" type="radio"/> All <input type="radio"/> Female <input type="radio"/> Male
3	Event Time	Start Date	08/01/12
4	Request DT	Start Date	08/01/12
5	Removed From List	Start Date	08/01/12
6	Current Wait Area	Select	All
7	List 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	

**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.One8875	Female	8/14/2012 7:08:35 AM	8/14/2012 7:08:30 AM	ADMISSIONS	
BMSPatient.Two7864	Male	8/14/2012 7:09:29 AM	8/14/2012 7:09:00 AM	SCHEDULED ADMISSIONS	
BMSPatient.Seven8705	Female	8/14/2012 7:14:16 AM	8/14/2012 7:14:00 AM	ADMISSIONS	
BMSPatient.Six8876	Male	8/14/2012 7:16:15 AM	8/14/2012 7:16:00 AM	EMERGENCY ROOM	
BMSPatient.Five8843	Female	8/14/2012 7:17:07 AM	8/14/2012 7:17:00 AM	ADMISSIONS	
BMSPatient.Three8705	Female	8/14/2012 7:19:07 AM	8/14/2012 7:19:00 AM	CURRENT FACILITY	
BMSPatient.Four9817	Male	8/14/2012 7:22:17 AM	8/14/2012 7:22:00 AM	ADMISSIONS	
BMSPatient.Eight7805	Male	8/18/2012 8:46:22 AM	8/18/2012 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.

**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: Facility' with an 'ADD' and 'Cancel' button. The main content area is titled 'EDIT Diversion' and contains a table with the following data:

Current Diversions		All Diversions			
Current Diverter Location	Status	Start Date	End Date	Entered By	Last Edit By
Emergency Department - PLEASE ADMIT	Yes	06/13/2012	12:00	oof@vba.bmc.com	94/13/12 - 12:00

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

**Figure 191 – Facility Diversion Page**

This page presents a list of facility areas/wards or Emergency Departments (ED) that are not accepting patients due to insufficient resources or facility issues.

In the **Facility Diversion** page the user can perform the following actions: add a Facility Diversion entry and edit an existing Facility Diversion entry.

The user can add one of the locations available in the field **ADD Location Name** (populated from the VistA system).

The diversion list can be filtered to see only the Current Diversions or All Diversions. All Diversions gives the user historical diversion information for the facility or ED.

The following data is available for each entry in the list when the **Current Diversions** button is pressed:

**Table 40 – Current Diversions Parameters**

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

Column	Description
Entered By	The name of the person who has registered the diversion.
Last Edit By	The name of the person who last modified the details of the diversion.
Duration	The length of time for which the facility has been on Diversion Status

The following data is available for each entry in the list when the **All Diversions** button is pressed:

**Table 41 – All Diversions Parameters**

Column	Description
Edit	Allows the user to update diversion information.
All Diversion Location	The name of the facility that is in Diversion Status.
Status	Yes / No.
Start/Date/Time	The date and time when the diversion operation has been registered.
End/Date/Time (EST)	The date and time when the diversion operation is estimated to end.
Entered by	The name of the person who has registered the diversion.
Last Edit By	The name of the person who last modified the details of the diversion.
Duration	The length of time for which the facility has been on Diversion Status.

To change the details of a diversion the user can use the **Edit** link to the left of an entry.

#### **4.2.2.1 Setting a Facility Area/Ward or ED to Diversion Status**

To register a Facility or ED to Diversion Status, follow the instructions below.

From the home page, click the **Facility Diversion** link in from the upper left corner of the screen

Logout

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

**Bed Management Solution** 

VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Facility Diversion: <b>HOLD</b>	Evacuation: <b>ON</b>	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**

Edit	Entered	Requested	Removed	Patient	Sex	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 88876	F	LIVER FAILURE	?	ADMISSIONS	00:25	No	
Edit Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 87654	M			SCHEDULED ADMISSIONS	00:24	No	
Edit Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 88765	F	RESP.	?	ADMISSIONS	00:19	No	
Edit Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 88976	M			EMERGENCY ROOM	00:17	No	
Edit Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 88943	F	PSYCH	?	ADMISSIONS	00:16	No	
Edit Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 88785	F			CURRENT FACILITY	00:14	No	
Edit Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 89087	M			ADMISSIONS	00:11	No	

**Figure 192 – Selecting Facility Diversion**

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

Return to Site Home Page

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

ADD Location Name: <input type="text" value="Emergency Department"/>	ADD 	Cancel				
<b>EDIT Diversion</b>						
<a href="#">Current Divisions</a>   <a href="#">All Divisions</a>						
<b>Current Diversion Location</b>	<b>Status</b>	<b>Date</b>	<b>Time</b>	<b>Entered By</b>	<b>Last Edit By</b>	<b>Duration</b>
Emergency Department - LACK OF STAFFING	Yes	04/09/2012	18:23	softInfoIncomplus	04/09/12 - 18:25	00:00:01

**Figure 193 – Adding/Editing Details of Facility Diversion**

From the field **ADD Location Name** select the facility or ED you want to divert then press the **ADD** button: the following screen is displayed.

[Return to Diversion Page](#)

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

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

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

**Figure 194 – Add New Diversion Status**

The name of the facility selected in the previous screen is displayed in the Diversion Location column. **The user enters the Date and Time that the Facility or ED will Start Diversion Status.** In the **Comments** field, enter any comments that you consider relevant then press the **ADD** button to enter the data into the system. If facility diversion is selected in the comments field indicate which ward/area is being diverted. For example, select Facility and in the comments section indicate Intensive Care Unit (ICU)-No beds available. The newly registered diversion will be displayed in the Current Diversions list in the main **Diversion** screen.

#### 4.2.2.2 Edit an existing Facility Diversion Entry

To edit the details of the diversion status set for a Facility or ED: in the Diversion Status for... (facility name) page click the **Edit** link to the left of the diversion status you want to modify. The following page is displayed.

Return to Diversion Page

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

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

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

**Figure 195 – Edit Diversion Status Details**

Modify any of the existing parameters then press the **Save** button to enter the data into the system.

#### 4.2.3 The Events Page

This page is accessed by clicking the **New Events** link in the upper right corner of the home page.

[Return to Home Page](#)

## HOSPITAL1 (HOS1) - New Events since 11/23/2011 at 5:07 AM

There is/are 3 new Signed Admission order(s) since 08/26/2011 at 5:47 PM. [View Report](#)

There are now 0 Patients Admitted since 08/26/2011 at 5:47 PM.

There is/are 0 new Signed Transfer order(s) since 08/26/2011 at 5:47 PM.

There is/are 3 new Signed Discharge order(s) since 08/26/2011 at 5:47 PM. [View Report](#)

There is/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.

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

### Figure 196 – New Events Page

This page presents the latest events occurring in VistA and which have an impact on the activity of the current facility as well as events occurred in the current facility during the last 8 hours. A **View Report** link is available for displaying details on the events of a certain type.

In the Events Page the user can perform a single type of action: generating a report.

#### 4.2.3.1 View/Generate Patient Movement Report

To generate a report in the **New Events** page click the **View Report** link: the following page is displayed. (In the image below the Patient Movement Report by Date Range is presented)

[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 **View Report**

End Date: 9/18/2012 6:33:02 PM Ward: All Wards

Average Diff: 00:00

EN	PM Record D/T	Entered D/T	Diff	Ward	Room-Bed	Patient	Transaction	Type of Movement
3	09/18/2012 17:07	09/18/2012 17:57	00:00	Cardiology_Ward_1	Cardio_Bed_02	BMSPatient 9876	ADMISSION	ADMISSION
4	09/18/2012 17:09	09/18/2012 17:58	00:01	Neurology_Ward_1	Neuro_Bed_01	BMSPatient 7654	ADMISSION	ADMISSION

Number of records: 2

Average Diff: 00:00

EN	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.



The screenshot shows a 'WARD Whiteboard Home: VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)' interface. At the top right is an 'Export Report' button. Below it is a 'Select Display Criteria' dialog box with the following fields:

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

At the bottom of the dialog are 'Submit' and 'Cancel' buttons.

**Figure 198 – Ward Whiteboard Home – Select Display Criteria**

The following display criteria are available:

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

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

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

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

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

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

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

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

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

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



**Figure 199 – Ward Whiteboard Home**

NOTE: if you select only a ward group instead of the entire facility in the upper right corner of the screen a **Ward Census** field will display the percentage of occupancy for the selected ward.



**Figure 200 – Ward Whiteboard Home - Ward Census Field**

The **Ward Whiteboard Home** page displays the list of beds in the selected ward(s). For each bed, the following data is available:

**Table 42 – Beds Parameters**

Column	Description
BED	The number assigned to the bed in the ward. The site user can click this link to view and/or edit bed information.

Column	Description
PT	The patient code of the patient occupying the bed. (The format of this code can be selected from the Display PTs field at the top of the beds list). Clicking the patient code link will display the Edit Patient page where you can see details of the selected patient. An icon indicating the same or similar name may appear next to the patient name if another patient on the ward has been identified
SEX	The gender of the patient occupying the bed.
STAFF	Name of Nursing personnel assigned to the bed.
ATTENDING	The name of the attending physician in charge of care of the patient.
COMMENTS	Helpful information entered by the site user when changing the bed status. Includes Patient Risk information conveyed by means of specific icons (Flight Risk, Slip, and/or Fall Risk). For details on the patient risk icons available, click the Icon Legend link - top right corner of the beds list.
DSC STATUS	The DSC column displays the Discharge status of the bed; three possible statuses are available:  Anticipated Discharge  Discharge Ordered  Interward Transfer 
BED STATUS	The BED column displays information about the bed cleaning status: four statuses are available:  Bed Cleaned  Bed Needs Cleaning  Cleaning Bed 
WARD	The ward where the bed is located.
NUMI	NUMI automates utilization review assessment and outcomes. The Utilization Management (UM) Process is a tool used to help verify that patients are receiving the right care, at the right time, and in the right place. UM is both a quality and efficiency tool, as it is used to move patients efficiently through the VA system to maximize use of resources. UM reviewers assess patient admissions and hospital stay days using standardized objective evidence-based clinical criteria to determine whether patients meet criteria for acute hospital care. Refer to the NUMI icons for the different levels of care
LOS WRD D:H	Length of stay on a ward

In this page the user can perform the following actions: take a bed out of service, flag a bed with different icons, display the patient details, generate the ward whiteboard report for the selected wards.

#### 4.2.4.1 Taking a Bed out of Service

To take a bed out of service, follow the instructions below. You must have privileges that will allow you to do this action.

From the home page, click the **Ward Whiteboard** link in from the upper right corner of the screen

Logout

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

**Bed Management Solution** 

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

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

**Reports...**

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

		Entered	Requested	Removed	Patient	Presenting Problem	Type Of Bed/Ward Required	Waiting Area	Wait Time (h:m)	Wait Time Alert (h)	CLC
Edit	Remove	09/14/2012 07:08	09/14/2012 07:08		BMSPatient_ One 88474 F	LIVER FAILURE	ADMISSIONS	00:25	No		
Edit	Remove	09/14/2012 07:09	09/14/2012 07:09		BMSPatient_Two 87654 M		SCHEDULED ADMISSIONS	00:24	No		
Edit	Remove	09/14/2012 07:14	09/14/2012 07:14		BMSPatient_Seven 88765 F	PEPF	ADMISSIONS	00:19	No		
Edit	Remove	09/14/2012 07:16	09/14/2012 07:16		BMSPatient_Six 88765 M		EMERGENCY ROOM	00:17	No		
Edit	Remove	09/14/2012 07:17	09/14/2012 07:17		BMSPatient_Five 88943 F	PSYCH	ADMISSIONS	00:16	No		
Edit	Remove	09/14/2012 07:19	09/14/2012 07:19		BMSPatient_Three 88765 F		CURRENT FACILITY	00:14	No		
Edit	Remove	09/14/2012 07:22	09/14/2012 07:22		BMSPatient_Four 89087 M		ADMISSIONS	00:11	No		

**Figure 201 – Selecting Ward Whiteboard**

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

Return to Site Home Page Export Report

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

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

**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 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) Total Number Pending/Today's Scheduled Admission: 10/0											Export Report		Icon Legend		
Facility Census		HEURO census									LOS				
BED	PT	S	STAFF	ATTENDING	COMMENTS					DISH	BED	WARD	HUMI	WARD	
			<input checked="" type="checkbox"/>												
10B-A															
Neuro_Bed_01	INPATIENT	F		AttendingPhysician Two	Bed Assigned - INPATIENT, Seven from ADMISSIONS -							WEST - ORTHOPEDIC SURGERY		12:09	
Neuro_Bed_02	INPATIENT	F	NURSE 3	AttendingPhysician One	Bed Assigned - INPATIENT, Six from EMERGENCY ROOM							EAST - ORTHOPEDIC SURGERY		12:09	
Neuro_Bed_03															
Neuro_Bed_05															
Neuro_Bed_06															
						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 OSS End Date:	<input type="text"/> 00 : 00 : 00																															
Comments:	<input type="text"/>																															
Nur Assignments:	(20 characters)																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">Standard Icons</th> <th colspan="2" style="background-color: #E67E22; color: white;">Emergency Management Icons</th> <th colspan="2" style="background-color: #FFD966; color: black;">Site Configurable Icons</th> </tr> </thead> <tbody> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>			Standard Icons	Emergency Management Icons		Site Configurable Icons			<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
Standard Icons	Emergency Management Icons		Site Configurable Icons																													
	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>																													
	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>																													
	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>																													
	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>																													
	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>																													
<b>Requested Manual Cleaning:</b>																																
<input checked="" type="radio"/> NO <input type="radio"/> YES	VISTA Ward: <input type="text"/> Neurology_Ward_05	<input type="text"/> 9/9/1991 3:19:38 PM	<input type="button" value="Movement"/>	<input type="button" value="Request"/>	<input type="button" value="Accepted"/>	<input type="button" value="Completed"/>	<input type="button" value="Accepted By"/>	<input type="button" value="Completed By"/>																								
Special Instructions: <small>(150 Char)</small>	<input type="text"/> 9/9/1991 3:19:38 PM																															
<b>Submit &amp; Reset Form</b>																																
<input type="button" value="Submit"/> <input type="button" value="Never Mind &amp; Return To WhiteBoard"/> <input type="button" value="Clear ALL Comments For ALL Wards Associate To This Bed..."/>																																

#### **Figure 204 – Taking a Bed Out of Service**

Click the arrow button of the **Reason** field to display a list of available options and select *Out of service*. Enter the date and time the bed is expected to be returned to service if it is known. This is displayed in the Beds Out of Service reports. When all the data has been entered, press the **Submit** button.

When displaying the **Ward Whiteboard Home** page, the selected bed will be marked with an icon “Out of service” and the color will be changed to Red.

If you choose a **Do Not Display** Reason, the bed will not be displayed on the Whiteboard.



**Figure 205 – Ward Whiteboard Home - Bed Out of Service**

To return the Bed to In Service Status, Click the arrow button of the **Reason** field to display a list of available options and select *DELETE THIS REASON* and press the **Submit** button or click the **Clear ALL Comments For ALL Wards Associated To This Bed** button. Clicking the clear all comments will remove all icons associated to the room as well as comments.

The screenshot shows the 'WARD Whiteboard' interface for the Neurology ward (NEURO). A bed, 'Neuro\_Bed\_03', is selected. The 'Reason' dropdown is set to 'DELETE THIS REASON'. The 'Comments' section contains several icons: a red exclamation mark, a blue question mark, a green checkmark, a yellow star, a purple flower, a red cross, a green plus sign, a blue minus sign, and a yellow smiley face. The 'Nur Assignment' section includes a note '(20 characters)' and a 'Comments' area. The 'Standard Icons' section lists various room types with checkboxes for 'No'. The 'Emergency Management Icons' section has a red background and lists icons for Negative Pressure (Room), Shared Bathroom (Room), Telemetry (Room), Lift Equipment (Room), and Women's Program (Room), all with 'No' checked. The 'Site Configurable Icons' section is empty. The 'Requested Manual Cleaning' section shows 'NO' selected. The 'Special Instructions' section has a note '(150 Char)'. At the bottom, there are 'Submit & Reset Form' and 'Never Mind & Return To WhiteBoard' buttons, and a red-bordered button for 'Clear ALL Comments For ALL Wards Associate To This Bed...'.

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

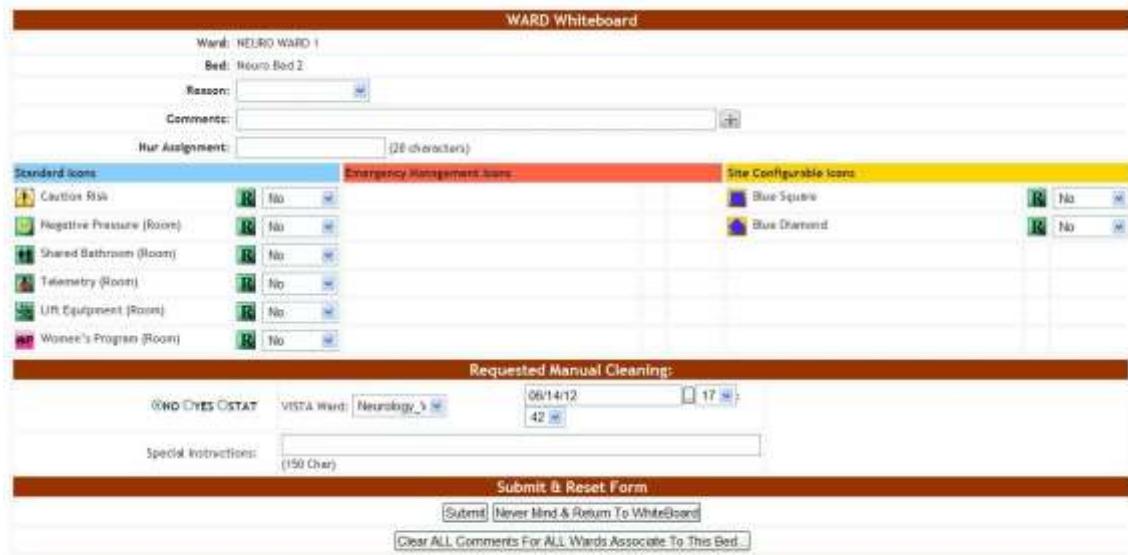
If you've changed the status of a bed to a **Do Not Display** Reason and want to return the bed to service, since you cannot see the bed on the Whiteboard, you will have to go to the either the **Bed Summary Report** or the **Ward Occupancy Report**, which will show the **Do Not Display** beds, so you can put them back in service by selecting *DELETE THIS REASON* and pressing the Submit button, or by clicking the **Clear ALL Comments For ALL Wards Associated To This Bed** button. Clicking the clear all comments will remove all icons associated to the room as well as comments.

#### 4.2.4.2 Flagging a bed/patient with different icons

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

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

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



The screenshot shows the 'WARD Whiteboard' interface. At the top, it displays 'Ward: NEURO WARD 1' and 'Bed: Neuro-Bed 2'. Below this, there are fields for 'Reason:' (dropdown), 'Comments:' (text area), and 'Nur Assignment:' (text area). The main section is divided into three columns: 'Standard Icons', 'Emergency Management Icons', and 'Site Configurable Icons'. Under 'Standard Icons', there are eight items: Caution Risk, Negative Pressure (Room), Shared Bathroom (Room), Telemetry (Room), Urt Equipment (Room), and Women's Program (Room), each with a green square icon and a dropdown menu showing 'No'. Under 'Emergency Management Icons', there are two items: Blue Square and Blue Diamond, each with a blue square icon and a dropdown menu showing 'No'. Under 'Site Configurable Icons', there are two items: Red Square and Red Diamond, each with a red square icon and a dropdown menu showing 'No'. Below these sections is a 'Requested Manual Cleaning:' header. It includes fields for 'END DYES OSTAT', 'VISTA Ward' (set to 'Neurology'), '06/14/12', '17', and '42'. There is also a 'Special Instructions:' text area. At the bottom, there are 'Submit & Reset Form' buttons and a link to 'Clear ALL Comments For All Wards Associate To This Bed...'. Navigation links at the very bottom include 'BMS Home', 'Icon Legend', and '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	Room: ISOLATION																																																									
Comments: <input type="text" value=""/>																																																											
Bur Assignment: (20 characters) <input type="text" value=""/>																																																											
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Special Instructions: <input type="text" value=""/>																																																											
<input type="button" value="Submit"/> <input type="button" value="Never Med &amp; Return To WhiteBoard"/> <input type="button" value="Clear All Comments For ALL iWards Associated 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	
BED	FT	SEX	STAFF <input checked="" type="checkbox"/>	ATTENDING	COMMENTS	DISCH STATUS	BED STATUS	WARD	NUM	LOS WARD DDD-HH
10B-A				AttendingPhysician Two	- Bed assigned - BMSPatient, Seven from ADMISSIONS -  - Bed assigned - BMSPatient, Six from EMERGENCY ROOM -			4 WEST - ORTHOPEDIC SURGERY		12:11
Neuro_Bed_01	 BMSPatient	F		AttendingPhysician One				2 EAST - ORTHOPEDIC SURGERY		12:10
Neuro_Bed_02	 BMSPatient	F	<input checked="" type="checkbox"/> 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

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

**Figure 209 – Ward Whiteboard Home – Bed/Patient Flagged**

#### 4.2.4.3 Assigning a bed to a nurse

To assign a bed to a nurse follow the instructions below.

In the **Ward Whiteboard Home** page click the field to the right of a bed in the STAFF column:

The screenshot shows the Ward Whiteboard Home page. At the top, it displays "BRK Whiteboard for: AE - Last Update: 10/02/12 at 09:24 (CST)" and "Total Number Pending/Today's Scheduled Admissions: 10/0". Below this is a table with columns: BED, PT, STAFF, ATTENDING, COMMENTS, DISCH STATUS, WARD, HOME, and LOS. The STAFF column contains fields where users can enter nurse names. A green checkmark icon is visible to the right of the first field in the STAFF column for Bed 1. Other beds show various staff assignments and comments. The bottom of the screen includes navigation links: "BED HOME", "Icon Legend", and "Instructions".

**Figure 210 – Ward Whiteboard Home – Select Bed to Assign to a Nurse**

In the field that becomes available enter the name of the nurse to whom you want to assign the bed then press the **Green Check** button to the right of the field to enter the data into the system. To cancel the operation, click the **Red X** button.

#### 4.2.4.4 Editing the nurse assignment for a bed

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

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

This screenshot is similar to Figure 210, showing the Ward Whiteboard Home page. The key difference is that the field for Nurse 1 in the STAFF column for Bed 1 is now highlighted with a red border, indicating it is currently selected or editable. The rest of the interface and data are identical to Figure 210.

**Figure 211 – Ward Whiteboard Home – Select Nurse**

The field will become editable as in the following image.

This screenshot shows the Ward Whiteboard Home interface. At the top, it displays 'BRK Whiteboard for: All - Last Update: 10/02/12 at 07:25 (CST)' and 'Total Number Pending/Today's Scheduled Admission: 10/0'. On the left, there's a 'Facility Census' section with a progress bar at 33%. The main area is a grid showing patient beds (1001-1 to 1001-8) and their status. A specific row for '1001-1' is highlighted with a red border. The 'STAFF' column for this bed shows 'NURSE 1' with a checked checkbox. Below the grid, there are sections for 'COMMENTS' and 'DISCH STATUS'. On the right, there's a summary of 'WARD', 'HUM', and 'LOS' with icons for each. At the bottom, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

**Figure 212 – Ward Whiteboard Home – Change Nurse Assignment for Bed**

Change the name of the nurse then press the green button to enter the data into the system or the red button to cancel the operation.

#### 4.2.4.5 Assigning several beds to medical staff

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

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

This screenshot shows the VA BMS Test Environment homepage. At the top, it says 'VA BMS Test Environment - Updated August 13, 2012' and 'Logout'. Below that, it shows 'Workstation: 3:35:17 PM', 'Facility: 7:33 AM', and 'Return to VISN Network'. The main content area is titled 'VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)'. It features a 'Reports...' section with various filters and buttons for 'Submit'. 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'. There are also buttons for 'Add New Patient' and 'Add Interfacility Transfer'. At the bottom, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

**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 STATUS	BED STATUS	WARD	NUM WARD DDD:MH
1001-1		<input checked="" type="checkbox"/>						
1001-8		<input type="checkbox"/>	NURSE 1					
<b>Cardio_Bed_02</b>	BMSPatient F	<input checked="" type="checkbox"/>	M NURSE 3	AttendingPhysician One			2B - CARDIOLOGY	Y 12:11
Cardio_Bed_03	BMSPatient F	<input checked="" type="checkbox"/>	M NURSE 3	AttendingPhysician One			3A - CARDIOLOGY	G 4 12:10
Cardio_Bed_04		<input type="checkbox"/>						
Cardio_Bed_06		<input type="checkbox"/>						
10B-A		<input type="checkbox"/>						
Neuro_Bed_01	BMSPatient F	<input type="checkbox"/>		AttendingPhysician Two: Bed Assigned - BMSPatient, Seven from ADMISSIONS -			4 WEST - ORTHOPEDIC SURGERY	Y 12:11
Neuro_Bed_02	BMSPatient F	<input checked="" type="checkbox"/>	NURSE 3	AttendingPhysician One			2 EAST - ORTHOPEDIC SURGERY	1 12:10
Neuro_Bed_03		<input type="checkbox"/>						
Neuro_Bed_05		<input type="checkbox"/>						
Neuro_Bed_06		<input type="checkbox"/>						

[BMS Home](#) | [Icon Legend](#) | [Information](#) |**Figure 215 – Selecting a Batch Assign Button**

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



**Figure 216 – Batch Assign Beds to Staff**

A list of beds is displayed: use the Ward field at the top of the page to filter the bed list according to wards.

In the **Staff** field enter the name of the nurse (or other personnel) that you want to assign for the selected bed.

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

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

BRK Whiteboard for: All - Last Update: 10/03/12 at 06:55 (CST) Total Number Pending/Today's Scheduled Admissions: 10/10										Export Report   Icon Legend	
BED	#	STAFF	ATTENDING	COMMENTS	DECH	BED STATUS	WARD	LOS	RATE	2000 HS	
1001-1		NURSE 1									
1001-6		NURSE 1									
Cards_Bed_01		M NURSE 1									
Cards_Bed_02		M NURSE 1									
Cards_Bed_04		NURSE 4									
Cards_Bed_06											
Hourn_Bed_01		M NURSE 1									
Hourn_Bed_02		M NURSE 1									
Hourn_Bed_03		M NURSE 1									
Hourn_Bed_05		NURSE 5									
Hourn_Bed_06		NURSE 6									
Hourn_Bed_08		NURSE 8									

**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 header bar with the title and some navigation buttons. Below the header, there are three main sections: "Patient DIC Orders", "Patient DIC Appointments", and "Patient Anticipated Discharge Orders". Each section has a table with columns for Order ID#, Ward, Patient Name, D/T Ordered, Status, and Order Item. The "Patient DIC Orders" section also includes a column for SSN (XXX-XX-5678) and Gender (F). At the bottom of the screen, there are links for "BED 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, S, STAY, ATTENDANT, COMMENTS, DEATH STATUS, BED ITEM, TREATY, and more. The grid contains several rows of patient data, each with a unique identifier (e.g., 40011, 10016, 10017, etc.) and various status indicators (e.g., NURSE 1, NURSE 2, NURSE 3, etc.). Some rows have additional text in the COMMENTS column, such as "CLOSED" or "BED NUMBER: 10016 - PT: Patient One - Attendant: Patient One from ADMISSION". The report is titled "BED Whiteboard for All - LastUpdated: 18/02/12 at 01:18 (EST)".

**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:  
Comments:

Nur Assignment: (20 characters)

Standard Icons	Emergency Management Icons	Site Configurable Icons
<input checked="" type="checkbox"/> Patient Out	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Fall Risk	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Slip and Fall Risk	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Right Risk	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Restraint	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Caution Risk	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> ESR Observation	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> POC	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Suicide Risk	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Negative Pressure (Room)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Shared Bathroom (Room)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Telemetry (Patient)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Telemetry (Room)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Lift Equipment (Room)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Close Observation (Patient)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Women's Program (Room)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Respiratory Therapy (Patient)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon
<input checked="" type="checkbox"/> Seizure Precautions	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> STAT <input type="checkbox"/> Emergency Management Icon	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Emergency Management Icon

**Requested Manual Cleaning:**

\* NO  YES  STAT    Vista Ward: 4 WEST    10/05/12    03 : 34

Special Instructions: (150 Char)

**Figure 220 – The Ward Whiteboard Page**

The **Ward Whiteboard** page presents information about the selected bed and allows the user to perform various operations such as taking the bed out of use, enabling/disabling patient risk flags, requesting manual cleaning.

**Note:**  Users are discouraged from using the words DNR/DNI in the comment of the Ward Whiteboard or using any icon to represent DNR/DNI on the Ward Whiteboard.

The following data is available for each bed:

**Table 43 – Bed Parameters**

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

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

#### 4.2.5.1 Request cleaning/EMS services for a bed

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

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

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

Figure 221 – Request Manual Cleaning Area

All the fields in the Requested Manual Cleaning area are disabled and the fields to the left of the area present the following data:

Movement: the date and time of the movement that generated the request

Request: the date and time when the bed clean request was entered in the system.

Accepted: the date and time when the bed clean request has been accepted by the EMS personnel.

Accepted by: the name of the EMS user who accepted the request.

NOTE: as long as the bed clean request has not been assigned to an EMS person you can modify the request from STAT to YES or from YES to STAT. Once a bed clean request has been assigned to an EMS person you can no longer modify your selections in this area or create a new bed clean request. A new bed clean request can only be created after the existing bed clean request has been completed.

## 4.3 EMS Supervisor

The EMS supervisor users can access the following pages:

- **EMS Bed Status page**
- **Environmental Management Service Bed Status page**
- **Environmental Management Service Bed Status – Batch Assign EMS Staff page.**

### 4.3.1 Environmental Management Service Bed Status Page

This page is accessed by pressing the button **Go To Facility Bed Cleaning Page (EMS Staff Only)** from the **BMS User Login** page. The **EMS Bed Status** page is displayed as in the following image.

The screenshot shows the 'Bed Management Solution' interface with the title 'BRK - EMS Bed Status (Last Update: 06/18/12 at 06:47 AKST)'. The page includes filter options for 'Ward' (All Wards), 'Start Date' (06/01/12), 'End Date' (06/20/12), and a 'Submit' button. A table lists 12 bed cleaning requests with columns for Record, Roombed, Ward, Movement, Request, DIFF, Accepted, Completed, Accepted By, Completed By, Last Edit, Last Edit By, Comment, and Commented By. The requests are categorized by color-coded background: red for manual urgent requests, yellow for manual requests, and grey for automatic requests. The table also includes a header row with icons for selecting multiple rows and individual rows.

Record	Roombed	Ward	Movement	Request	DIFF	Accepted	Completed	Accepted By	Completed By	Last Edit	Last Edit By	Comment	Commented By
1	Manual Cardio_Bed_1	CARDIO WARD 1	6/12/2012 3:12:00 PM	6/13/2012 7:41:00 PM	00:29	6/13/2012 7:42:00 PM	00:01	EMS Staff One	softInfo/hmcplus	6/13/2012 7:42:00	softInfo/hmcplus	softInfo/hmcplus - (6/13/12 7:42)	
2	Manual Neuro_Bed_2	NEURO WARD 1	6/13/2012 7:43:00 PM	6/14/2012 9:27:00 AM	13:44	6/14/2012 9:27:00 AM	00:01	EMS Staff Two	softInfo/hmcplus	6/14/2012 9:28:00 AM	softInfo/hmcplus		
3	Manual Neuro_Bed_1	NEURO WARD 1	6/13/2012 7:47:00 PM	6/13/2012 7:54:00 PM	00:07	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	CARDIO WARD 1	6/14/2012 8:23:00 PM	6/14/2012 8:27:00 PM	00:04	6/14/2012 8:27:00 PM	00:00	EMS Staff One		6/14/2012 8:27:00 PM	softInfo/hmcplus		
5	Neuro_Bed_1	NEURO WARD 1	6/14/2012 8:24:00 PM	6/14/2012 8:24:00 PM	00:00					6/14/2012 8:24:00 PM			
6	Cardio_Bed_2	CARDIO WARD 1	6/14/2012 8:34:00 PM	6/14/2012 8:34:00 PM	00:00					6/14/2012 8:34:00 PM			
7	Neuro_Bed_3	NEURO WARD 1	6/18/2012 8:57:00 PM	6/18/2012 8:57:00 PM	00:00					6/18/2012 8:57:00 PM			
8	Neuro_Bed_2	NEURO WARD 1	6/18/2012 8:58:00 PM	6/18/2012 8:58:00 PM	00:00					6/18/2012 8:58:00 PM			
9	Cardio_Bed_3	CARDIO WARD 1	6/18/2012 8:46:00 PM							6/18/2012 8:46:00 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.
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.

### 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:	<input type="text"/>
Assigned To:	EMS Staff One <input type="button" value="▼"/>
Date/Time Assigned:	6/13/2012 8:18:54 <input type="button" value="▼"/>

---

**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.

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				DISH	BED STATUS	WARD	NUM	LOS HRS
1001-1		HURSE 1										
1001-0		HURSE 1										
Cardio_Bed_02	Cardio	HURSE 3	AttendingPhysician One	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	12:11
Cardio_Bed_01	Cardio	HURSE 3	AttendingPhysician One	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	12:11
Cardio_Bed_04	Cardio	HURSE 4										
Cardio_Bed_05	Cardio	HURSE 4										
10B_A												
Neuro_Bed_01	Neuro	Neuro	AttendingPhysician Two	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	12:11
Neuro_Bed_02	Neuro	Neuro	AttendingPhysician One	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	03/08/12	12:11
Neuro_Bed_03	Neuro	HURSE 3										
Neuro_Bed_05	Neuro	HURSE 4										
Neuro_Bed_06	Neuro	HURSE 4										

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			End Date: 06/20/12			Comment			Commented By			
Record	Recorded	Ward	Movement	DRF	Request	DRF	Accepted	DRF	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	06/01	6/13/2012 7:40:00 PM	EMS Staff One	softinfo@hmcplus.com	6/13/2012 7:42:00 PM	softinfo@hmcplus.com	softinfo@hmcplus.com - 06/13/12 19:43		
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.com	6/14/2012 9:28:00 AM	softinfo@hmcplus.com			
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.com	6/13/2012 7:57:00 PM	softinfo@hmcplus.com			
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 8:05:00 PM	EMS Staff One	softinfo@hmcplus.com	6/14/2012 8:05:00 PM	softinfo@hmcplus.com			
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 8:24:00 PM	softinfo@hmcplus.com			
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 8:34:00 PM	softinfo@hmcplus.com			
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 8:57:00 PM	softinfo@hmcplus.com			
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 8:58:00 PM	softinfo@hmcplus.com			
	Cardio_Bed_1	CARDIO	WARD 1	6/18/2012 6:46:00 PM							6/18/2012 6:46:00 PM	softinfo@hmcplus.com			

Figure 226 – Select Several Bed Clean Requests

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

**Environmental Management Service Bed Status - Batch Assign EMS Staff**

---

EMS Bed Control: Assign Cleaning

---

Date/Time Assigned:	6/16/2012 10:32	Assigned To:	EMS Staff One
Room:	Neuro Bed 1	Ward:	NEURO WARD 1
Room:	Cardio Bed 2	Ward:	CARDIO WARD 1
Room:	Neuro Bed 3	Ward:	NEURO WARD 1
		Assigned To:	EMS Staff Two

---

**Figure 227 – Assign Several Bed Clean Requests**

A list of the selected requests is displayed. You can assign all the requests to the same person or you can assign each request to a different person. Use the arrow button of the **Assigned To:** fields drop down box to display the available personnel. Click the **Submit** button to enter the data into the system.

#### 4.3.1.3 Commenting a bed clean request

To enter comments for a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image. NOTE: you can only enter comments for a request which has been assigned.

**Bed Management Solution**

Logout

---

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

---

Wards:	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
1	Manual	Cardio Bed 1	CARDIO	3	28:29	6/13/2012 7:41:00 PM	00:01	6/13/2012 7:42:00 PM	00:01	6/13/2012 7:42:00 PM	EMS Staff One	softinfo@hmc.complus	6/13/2012 7:42:00 PM	softinfo@hmc.complus	-	
2	Manual	Neuro Bed 1	NEURO	1	13:44	6/13/2012 7:43:00 AM	00:01	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM	EMS Staff Two	softinfo@hmc.complus	6/14/2012 9:28:00 AM	softinfo@hmc.complus	-	
3	Manual	Neuro Bed 1	NEURO	1	13:44	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@hmc.complus	6/13/2012 7:57:00 PM	softinfo@hmc.complus	-	
4	Cardio Bed 1	CARDIO	1	00:00	6/14/2012 00:00	02:19	6/14/2012 02:19	12:45	00:00	6/19/2012 10:30:38 PM	EMS Staff One	EMS Staff One	6/19/2012 10:30:38 PM	EMS Staff One	-	
5	Neuro Bed 1	NEURO	1	00:00	6/14/2012 08:24:00 PM	00:00	6/14/2012 08:24:00 PM	05:15	00:00	6/18/2012 7:39:00 PM	TESTARESOFT2/testBMS	TESTARESOFT2/testBMS	6/18/2012 7:39:00 PM	softinfo@hmc.complus	-	
6	Cardio Bed 1	CARDIO	1	00:00	6/14/2012 08:34:00 PM	00:00	6/14/2012 08:34:00 PM	12:15:17	00:00	6/19/2012 10:31:38 PM	EMS Staff One	EMS Staff One	6/19/2012 10:31:38 PM	EMS Staff One	-	
7	Neuro Bed 1	NEURO	1	00:00	6/18/2012 08:57:00 PM	00:00	6/18/2012 08:57:00 PM	25:00	00:00	6/19/2012 09:57:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:57:00 PM	softinfo@hmc.complus	-	
8	Neuro Bed 1	NEURO	1	00:00	6/18/2012 08:58:00 PM	00:00	6/18/2012 08:58:00 PM	01:12	00:00	6/19/2012 09:56:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:56:00 PM	softinfo@hmc.complus	-	
9	Cardio Bed 1	CARDIO	1	00:00	6/18/2012 08:46:00 PM	00:54	6/18/2012 08:46:00 PM	00:54	00:00	6/19/2012 09:43:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:43:00 PM	softinfo@hmc.complus	-	
10	Cardio Bed 1	CARDIO	1	00:00	6/19/2012 09:41:00 PM	00:02	6/19/2012 09:41:00 PM	00:13	00:00	6/19/2012 09:56:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:56:00 PM	softinfo@hmc.complus	-	
11	Neuro Bed 1	NEURO	1	00:00	6/19/2012 09:57:00 PM	00:00	6/19/2012 09:57:00 PM	25:00	00:00	6/19/2012 09:57:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:57:00 PM	softinfo@hmc.complus	-	
12	Neuro Bed 1	NEURO	1	00:00	6/19/2012 09:58:00 PM	00:00	6/19/2012 09:58:00 PM	01:12	00:00	6/19/2012 09:58:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:58:00 PM	softinfo@hmc.complus	-	
13	Cardio Bed 1	CARDIO	1	00:00	6/19/2012 09:46:00 PM	00:54	6/19/2012 09:46:00 PM	00:54	00:00	6/19/2012 09:43:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:43:00 PM	softinfo@hmc.complus	-	
14	Cardio Bed 1	CARDIO	1	00:00	6/19/2012 09:41:00 PM	00:02	6/19/2012 09:41:00 PM	00:13	00:00	6/19/2012 09:56:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:56:00 PM	softinfo@hmc.complus	-	
15	Neuro Bed 1	NEURO	1	00:00	6/19/2012 09:57:00 PM	00:00	6/19/2012 09:57:00 PM	25:00	00:00	6/19/2012 09:57:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:57:00 PM	softinfo@hmc.complus	-	
16	Neuro Bed 1	NEURO	1	00:00	6/19/2012 09:58:00 PM	00:00	6/19/2012 09:58:00 PM	01:12	00:00	6/19/2012 09:58:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 09:58:00 PM	softinfo@hmc.complus	-	
17	Cardio Bed 1	CARDIO	1	00:00	6/19/2012 10:04:00 PM	00:00	6/19/2012 10:04:00 PM	00:54	00:00	6/19/2012 10:04:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 10:04:00 PM	softinfo@hmc.complus	-	
18	Cardio Bed 1	CARDIO	1	00:00	6/19/2012 10:19:00 PM	00:00	6/19/2012 10:19:00 PM	00:41	00:00	6/19/2012 10:19:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 10:19:00 PM	softinfo@hmc.complus	-	
19	Neuro Bed 1	NEURO	1	00:00	6/19/2012 10:54:00 PM	00:00	6/19/2012 10:54:00 PM	00:54	00:00	6/19/2012 10:54:00 PM	TESTARESOFT2/testBMS	softinfo@hmc.complus	6/19/2012 10:54:00 PM	softinfo@hmc.complus	-	

**Figure 228 – Select a Bed Clean Request for Comment**

Upon selection the following screen is displayed:

The screenshot shows the EMS Bed Status page with the following details:

- Room:** Neuro Bed 1 **Ward:** NEURO WARD 1
- Completed By:** TESTARESOFT2TEST1 **Date/Time Assigned:** 6/18/2012 8:30 AM
- Comment:** ISOLATION
- Buttons:** Clearing Complete, Comment, 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.

The screenshot shows the EMS Bed Status page with the following filter criteria:

- Ward:** All Wards
- Start Date:** 6/01/12 00:00:00
- End Date:** 06/20/12 23:59:59

The table lists bed clean requests with the following columns:

Request	Ward	Requested	Start	End	Allocated	Completed	Allocated By	Completed By	Last Edit	Last Edit By	Comment	Comments By
Cardio Bed 1	CARDIO	6/13/2012 2:03:00 PM	6/13/2012 7:40:00 PM	08:29	6/13/2012 7:40:00 PM		EMS Staff One	softbottlescomplas	6/13/2012 7:40:00 PM	softbottlescomplas		softbottlescomplas - 06/13/12 7:40
Neuro Bed 2	NEURO	6/13/2012 7:43:00 PM	6/14/2012 8:27:00 PM	12:41	6/13/2012 9:13:00 AM		EMS Staff Two	softbottlescomplas	6/14/2012 9:28:00 AM	softbottlescomplas		
Neuro Bed 3	NEURO	6/13/2012 7:47:00 PM	6/13/2012 7:54:00 PM	09:07	6/13/2012 7:57:00 PM		EMS Staff One	softbottlescomplas	6/13/2012 7:58:00 AM	softbottlescomplas		
Cardio Bed 3	CARDIO	6/14/2012 8:23:00 PM	6/14/2012 8:23:00 PM	08:08	6/14/2012 6:05:00 PM		EMS Staff One	softbottlescomplas	6/14/2012 6:05:00 PM	softbottlescomplas		
Neuro Bed 4	NEURO	6/14/2012 8:24:00 PM	6/14/2012 8:24:00 PM	08:15	6/18/2012 7:39:00 PM		TESTARESOFT2testBMS		6/18/2012 7:39:00 PM	softbottlescomplas		
Cardio Bed 2	CARDIO	6/14/2012 8:34:00 PM	6/14/2012 8:34:00 PM	08:24					6/14/2012 8:34:00 PM			
Neuro Bed 5	NEURO	6/18/2012 8:57:00 PM	6/18/2012 8:57:00 PM	08:00					6/18/2012 8:57:00 PM			
Neuro Bed 6	WARD 1	6/18/2012 8:58:00 PM	6/18/2012 8:58:00 PM	08:12	6/18/2012 7:46:00 PM		TESTARESOFT2testBMS		6/18/2012 7:46:00 PM	softbottlescomplas		
Cardio Bed 7	CARDIO	6/18/2012 8:46:00 PM	6/18/2012 8:46:00 PM	08:34	6/18/2012 7:49:00 PM		TESTARESOFT2testBMS	softbottlescomplas	6/18/2012 7:49:00 PM	softbottlescomplas		
Neuro Bed 8	WARD 1											

Figure 230 – EMS Bed Status Page – EMS User

This page allows the EMS user to view the requests for bed clean operations, to filter existing requests by different criteria and to select requests in order mark them as completed or to enter comments.

In the upper part of the page the filter criteria are available: **Ward** – to filter the bed clean requests by the ward for which they have been requested; **Start Date/Time** and **End Date/Time** – to filter the requests by the date/time when they have been requested (the Requested column).

The following data is available for each request in the list:

**Table 45 – EMS Bed Status Parameters**

Column	Description
Record	For automatic requests, displays the record number of the movement that generated the request. For manual urgent requests the “Manual/STAT” is displayed against a red background. For manual requests the word “Manual” is displayed against a yellow background.
RoomBed	Displays the name/code of the bed.
Ward	Displays the name of the ward where the bed is.
Movement	Displays the date and time of the movement that generated the request.
DIFF	The difference between the date and time of the movement and the date and time of the request.
Request	The date and time when the cleaning operation was requested.
DIFF	The difference between the time when the request for cleaning the bed was sent and the time when the request was accepted.
Accepted	The date and time when the request for the cleaning operation has been accepted.
DIFF	The difference between the time when the cleaning operation has been accepted and the time when the cleaning operation has been completed.
Completed	The date and time when the cleaning operation has been completed.
Accepted by	The name of the person who has accepted the request for the cleaning operation.
Completed by	The name of the person who has completed the cleaning operation.
Last Edit	The date and time when the record was last edited.
Last Edit by	The name of the person who last edited the record.
Comment	Any comments entered regarding the bedclean operation.
Commented by	The name of the person who entered the comment.

In this page the user can perform the following operations: select a bed clean request(s) in order to mark it as completed and comment a request.

#### **4.4.1.1 Assigning a bed clean request**

To assign a bed clean request follow the instructions below.

In the (facility name) **EMS Bed Status** page click the bed code link as in the following image.

NOTE: you can only select a request which has not been yet assigned.

**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.

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				DISH	BED STATUS/STATUS	WARD	NUM	LOS HRS	
1001-1		HURSE 1											
1001-8		HURSE 1											
Cardio_Bed_02	XXXXXX	HURSE 3	AttendingPhysician One	0:00:00						7B - CARDIOLOGY		12:11	
Cardio_Bed_01	XXXXXXXXXX	HURSE 3	AttendingPhysician One	0:00:00						8A - CARDIOLOGY		12:11	
Cardio_Bed_04		HURSE 4											
Cardio_Bed_05													
10B_A													
Neuro_Bed_01	EMGPatient F	AttendingPhysician Two	Bed Assigned - EMGPatient, Seven from ADMISSIONS							4 WEST - ORTHOPEDIC SURGERY		12:11	
Neuro_Bed_02	EMGPatient F	AttendingPhysician One	Bed Assigned - EMGPatient, Six from EMERGENCY ROOM							3 EAST - ORTHOPEDIC SURGERY		12:11	
Neuro_Bed_03													
Neuro_Bed_05		HURSE 4											
Neuro_Bed_06													

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.

BRK - EMS Bed Status (Last Update: 06/18/12 at 08:49 AKST)														Logout
Ward:	All Wards	Start Date:	06/01/12	00	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
Manual	Cardio_Bed_1	CARDIO	WARD 1	6/12/2012 3:12:00 PM	5/13/2012 7:41:00 PM	00:01	4/13/2012 7:42:00 PM			EMS Staff One	softinfo@hmc.complus	6/13/2012 7:42:00 PM	softinfo@hmc.complus	softinfo@hmc.complus - 06/13/12 19:42
Manual	Neuro_Bed_2	NEURO	WARD 1	6/13/2012 7:43:00 PM	6/14/2012 9:27:00 AM	00:01	6/14/2012 9:28:00 AM			EMS Staff Two	softinfo@hmc.complus	6/14/2012 9:28:00 AM	softinfo@hmc.complus	-
Manual	Neuro_Bed_3	NEURO	WARD 1	6/13/2012 7:47:00 PM	6/13/2012 7:54:00 PM	00:07	6/13/2012 7:57:00 PM			EMS Staff One	softinfo@hmc.complus	6/13/2012 7:57:00 PM	softinfo@hmc.complus	-
4	Cardio_Bed_3	CARDIO	WARD 1	6/14/2012 8:23:00 PM	6/14/2012 8:23:00 PM	00:00	6/14/2012 6:05:00 PM			EMS Staff One	softinfo@hmc.complus	6/14/2012 6:05:00 PM	softinfo@hmc.complus	-
5	Neuro_Bed_1	NEURO	WARD 1	6/14/2012 8:24:00 PM	6/14/2012 8:24:00 PM	00:00	6/18/2012 7:39:00 PM	95:15		TESTARESOFT2/testBMS	TESTARESOFT2/testBMS	6/18/2012 7:39:00 PM	softinfo@hmc.complus	-
7	Cardio_Bed_4	CARDIO	WARD 1	6/14/2012 8:34:00 PM	6/14/2012 8:34:00 PM	00:00						6/14/2012 9:36:11 AM	softinfo@hmc.complus	-
11	Neuro_Bed_3	NEURO	WARD 1	6/18/2012 8:57:00 PM	6/18/2012 8:57:00 PM	00:00						6/18/2012 9:57:51 AM	softinfo@hmc.complus	-
12	Neuro_Bed_2	NEURO	WARD 1	6/18/2012 8:58:00 PM	6/18/2012 8:58:00 PM	00:00	6/18/2012 7:46:00 PM			TESTARESOFT2/testBMS	TESTARESOFT2/testBMS	6/18/2012 7:46:00 PM	softinfo@hmc.complus	-
13	Cardio_Bed_3	CARDIO	WARD 1	6/18/2012 8:46:00 PM	6/18/2012 7:45:00 PM	00:54	6/18/2012 7:43:00 PM	00:03		TESTARESOFT2/testBMS	TESTARESOFT2/testBMS	6/18/2012 7:43:00 PM	softinfo@hmc.complus	-

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/testBMS	Date/Time Assigned:	6/18/2012 4:20:53										
Comment:													
<input type="button" value="Cleaning Complete"/> <input type="button" value="Comment"/> <input type="button" value="Review Ward And Return To Listing"/>													

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**Figure 235 – EMS Bed Status Page – Completed Cleaning**

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

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

**Figure 236 – Ward Whiteboard – Clean Bed**

#### 4.4.2 EMS Staff Page for Mobile Devices

EMS staff can access the BMS Web page for mobile devices at the URL setup by their local IS staff. The URL is setup like this link - <https://vaww.bms.va.gov/EMSMobileLogon?code=BRK>.

The “BRK” is the 3 digit facility code. Make sure you use the code of the facility you want to access. The following page is displayed.



**Figure 237 – EMS Staff Page for Mobile Devices**

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



**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	PDC TELEPHONE
BEDFORD (BED)	<a href="#">BEDFORD Summary Report</a>	0%	0	RECEPTION	555-2345
BROCKTON (BRK)	<a href="#">BROCKTON Summary Report</a>	12%	1	TRIAGE ROOM	555-67547
JAMAICA PLAIN (BOS)	<a href="#">JAMAICA PLAIN Summary Report</a>	0%	0	NONE	NONE
LEEDS (NHN)	<a href="#">LEEDS Summary Report</a>	0%	0	NONE	NONE
MANCHESTER (MAN)	<a href="#">MANCHESTER Summary Report</a>	0%	0	NONE	NONE
PROVIDENCE (PRO)	<a href="#">PROVIDENCE Summary Report</a>	0%	0	TRIAGE	555-28956
TOGUS/AUGUSTA (TOG)	<a href="#">TOGUS/AUGUSTA Summary Report</a>	0%	0	RECEPTION	555-28111
WEST HAVEN (CON)	<a href="#">WEST HAVEN Summary Report</a>	0%	0	NONE	NONE
WEST ROXBURY (WRX)	<a href="#">WEST ROXBURY Summary Report</a>	0%	0	FRONT DESK	555-28675
WHITE RIVER JUNCTION (WRJ)	<a href="#">WHITE RIVER JUNCTION Summary Report</a>	0%	0	RECEPTION	555-67542

## VISN Patients Pending Bed Placement

Add New Patient		Filter By:		ALL FACILITIES	Filter	Select Report:	ACTIVE	Select		
	N	FAC	Patient	SSN	Service-Connected	Era	Contract	Diagnosis		
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	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, their corresponding BMS reports, and various status metrics like CENSUS, USERS, and POC TELEPHONE.
- VISN Patients Pending Bed Placement:** A table listing patients pending bed placement, including columns for Edit/Finalize, Name, Facility, Patient ID, SSN, Service Connected, Era, Contract, Diagnosis, Treating Specialty, Current Location, CH/CL Admission Date, Comments, and Wait Time (hrs).

**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.

This is a search form for selecting a patient:

- Select Facility:
- Patient (enter Last Name, or full SSN, or Last Initial & Last 4 SSN):
- (enter full SSN without dashes i.e. XXXXXXXXX)
- 

**Figure 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:	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;"> <tr> <td>Name</td> <td>SSN</td> <td>Date of Birth</td> <td>Sex</td> </tr> <tr> <td>BMSPATIENT, One</td> <td>000001234</td> <td>6/11/1977</td> <td>Male</td> </tr> <tr> <td>BMSPATIENT, Two</td> <td>000005678</td> <td>6/12/1977</td> <td>Female</td> </tr> <tr> <td>BMSPATIENT, ONE</td> <td>000-00-1234</td> <td></td> <td>Female</td> </tr> </table>	Name	SSN	Date of Birth	Sex	BMSPATIENT, One	000001234	6/11/1977	Male	BMSPATIENT, Two	000005678	6/12/1977	Female	BMSPATIENT, ONE	000-00-1234		Female
Name	SSN	Date of Birth	Sex													
BMSPATIENT, One	000001234	6/11/1977	Male													
BMSPATIENT, Two	000005678	6/12/1977	Female													
BMSPATIENT, ONE	000-00-1234		Female													
<input type="button" value="Submit"/> <input type="button" value="Cancel - Return to VISN Page"/>																

**Figure 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="xx-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.

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

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

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

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

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

**Figure 246 – Editing the Details of a Patient in the VISN Patients Pending Bed Placement List**

Modify existing data as necessary then click the **Submit** button to enter it into the system.

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

#### 4.5.4 Finalizing a Patient's Stay in the Community Hospital

To register the end of a patient's stay in a community hospital, from the list Patients Pending Bed Placement click the corresponding **Finalize** link: the **Finalize Patient Data** page is displayed as in the following image.

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

Facility:	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:	Present
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.

The screenshot shows the 'Bed Management Solution' interface. At the top, there's a banner with the title. Below it, a navigation bar with 'Return to Regional Page', 'View Audit Log', and 'Logout'. The main content area is titled 'VISN 1 Network Bed Boards'. It displays a table with columns: FACILITY, VISM Bed Summary Report, CENSUS, USERS, POINT-OF-CONTACT, and POC TELEPHONE. The 'VISM Bed Summary Report' column contains links to facility-specific summary reports, which are highlighted with a red box. Below this, another table is shown with columns: N, FAC, Patient, SSN, Service Connected, Era, ACTIVE, CONTRACT DATE AUDIT DISPOSITIONS, Treating Specialty, Current Location, CMCL Admission Date, Comments, and Wait Time (hrs). A dropdown menu labeled 'Select' is also highlighted with a red box. At the bottom, there are links for 'BMS Home', 'Icon Legend', and 'Information'.

**Figure 248 – VISN Bed Boards Page – Summary Reports**

The available reports are: VISN Bed Summary Report, the Summary Report corresponding to each facility in the VISN and the reports related to the Patients Pending Bed Placement. Details about these reports are available in the following sections.

##### 4.5.5.1 VISN Bed Summary Report

The VISN Bed Summary Report link (the column title) will generate a bed summary report for all the facilities in the current VISN.

The image below presents an example of a VISN Bed Summary Report

[Return To Bed Board Home Page](#)[Logout](#)**VISN 1 Bed Occupancy Summary Report****Figure 249 – VISN Bed Boards Page – Summary Reports**

For details on the type of data available in this report see the section [Bed Summary Report](#).

#### 4.5.5.2 Facility Bed Summary Report

These reports offer information about the bed occupancy situation in a facility: simply click the link adjacent to the facility name. The report is displayed as in the following image.

**Figure 250 – Bed Occupancy Summary Report**

For details on the type of data available in this report see the section [Bed Summary Report](#).

#### 4.5.5.3 Active Patients in Community Hospitals Report

Active in Community Hospitals report presents the list of patients who are currently in Community Hospitals with or without a contract. The image below presents a report of patients in community hospitals according to the active status.

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

The screenshot shows a report titled "VISN 1 Network Active in Community Hospital Report". It includes search parameters: Facility (EDITH NURSE ROGERS MEM), Contract (BOTH), Start Date (6/1/2012 12:01:00 AM), and End Date (6/18/2012 11:59:00 PM). The results table has columns: Facility, Patient, SSN, Contract, Svc Con, Diagnosis, Community Hospital, CHAdm Date, Comments, and Disposition. Two rows of data are shown:

Facility	Patient	SSN	Contract	Svc Con	Diagnosis	Community Hospital	CHAdm Date	Comments	Disposition
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	BMRPATIENT 1234	000-00-1234	Yea	100			06/18/12		
VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS	BMRPatient 1234	00000-1234	Re	100			06/16/12		

**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.

Fac:		EDITH NURSE ROGERS HEM	Contract:	BOTH							<a href="#">View Report</a>
Start Date:	6/1/2012 12:01:00 AM	End Date:	6/18/2012 11:59:00 PM								
1	of 1	<	>	Find	Next	Previ	First	Last	Previous	Next	
(RANGE: 06/01/2012 00:01 - 06/18/2012 23:59)											
Facility	Patient	EMR	Contract	Service Connected	Diagnosis	Community Hospital	CH Admission Date	Comments	Disposition	VA Admit Hosp	Drop Date
VA BOSTON HEALTHCARE SYSTEM BROCKTON CAMPU	888PATIENT 1234	000-00-1234	Yes	123			06/13/12				
VA BOSTON HEALTHCARE SYSTEM BROCKTON CAMPU	888Patient 1234	000001234	No	123			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.

VISN 1 Network Audit Report										
Fac:	EDITH NOURSE ROGERS MEM	Status:	All Status							
Start Date:	6/1/2012 12:01:00 AM	End Date:	6/18/2012 11:59:00 PM							
(RANGE: 06/01/2012 00:01 - 06/18/2012 23:59)										
Facility	Patient	SSN	Community Hospital	Admit Date	Disposition	Admit Hosp	Disp Date	Entered By	Last Edit By	DT Edited
VA BOSTON HEALTHCARE SYSTEM - BROCKTON CAMPUS	#VNPatient:1234	832-00-1234		06/13/12				edithnurse@mem.vetnet.va.gov	edithnurse@mem.vetnet.va.gov	6/12/2012 11:38:31 PM
VA BOSTON HEALTHCARE SYSTEM - BROCKTON CAMPUS	#VNPatient:1234	833-00-1234		06/14/12				edithnurse@mem.vetnet.va.gov	edithnurse@mem.vetnet.va.gov	6/14/2012 1:23:37 AM

**Figure 253 – Patients in Community Hospitals – Date Audit Report**

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

**Table 50 – Patients in Community Hospitals – Date Audit Report**

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Community Hospital	The Community Hospital where the patient is currently admitted.
CH Adm Date	The date when the patient has been admitted in the Community Hospital.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit. Hosp.	The hospital where the patient has been admitted.
Disp. Date	The date when the disposition was entered.
Entered by	The name of the user who added the patient to the pending bed placement list.
Last Edit by	The name of the user who last edited the entry.
DT Edited	The date and time when the entry was last edited.

#### 4.5.5.6 Disposition Report for Patients in Community Hospitals

Disposition Report presents a list of patients who have been in Community Hospitals and have been discharged and orders them according to the discharge disposition.

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

VISN 1 Network Disposition Report									
Fac:	EDITH NOURSE ROGERS MEM	Disp:	REFUSED VIA CARE						
Start Date:	6/1/2012 12:01:00 AM	End Date:	6/18/2012 11:59:00 PM						
(RANGE: 06/01/2012 00:01 - 06/18/2012 23:59)									
Facility	Patient	SSN	Community Hospital	Admit Date	Disposition	Admit Hosp	Disp Date	Disp Comments	
VA BOSTON HEALTHCARE SYSTEM - BROCKTON CAMPUS	#VNPatient:1234	832-00-1234	Yes	100	Refused	REFUSED VIA CARE	06/18/2012 11:59:00 PM	EDITH NOURSE ROGERS MEMORIAL VETERANS HOSPITAL	

**Figure 254 – Patients in Community Hospitals - Disposition Report**

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

**Table 51 – Patients in Community Hospitals - Disposition Report**

Column	Description
Facility	The Facility from the patient has been transferred.
Patient	The patient's first letter of their last name and the 4 digits of their SSN.
SSN	The Social Security Number of the patient.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Service Connected	The patients percent service connected disability (default of NULL, this is a integer % value)
Diagnosis	The diagnosis for which the patient is sent to the community hospital.
Specialty	The treating specialty required for the patient's problem.
Disposition	The disposition with which the patient had been added to the patient pending bed placement list.
Admit Hosp	The hospital where the patient has been admitted.
Disp Date	The date when the disposition was entered.
Disp Comments	The comments entered for the selected disposition.

## 4.6 Regional Users

Regional users can access the **National/Regional** page displayed as in the following image.

The screenshot shows the BMS National/Regional Home Page. At the top, there is a banner with the text "Bed Management Solution". Below the banner, the user information "User: SOFTINFO\HMCOMPLUS" is displayed. On the left, there are links for "Go to Site List" and "Logout". In the center, there is a "National Bed Availability" grid showing data for four regions (Region 4, Region 3, Region 2, Region 1) across 11 VISHN numbers. Below this, there is a "National Patients Pending Bed Placement" table with columns for DISPLAY (set to National Patient), REGION (set to ALL), VISHN (set to ALL), TREATING SPECIALTY (set to ALL), and various patient details like Patient ID, SSN, SVC, ERA, Contract, Diagnosis, Treating Specialty, Current Location, CHCL Admission Date, Comments, and Wait Time (hrs). The table contains four rows of patient data. At the bottom of the page, there are links for "BMS Home", "Icon Legend", and "Information".

National Patients Pending Bed Placement									
DISPLAY:	REGION:	VISHN:	TREATING SPECIALTY:						
National Patient	ALL	ALL	ALL						
4 1	BMSPatient, One	5676	Afghanistan	No	Cardiology	HOME	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		01:16
4 1	BMSPatient, Nine	4933	Kosovo	Yes	Cardiology	HOME	9/14/2012 12:00:00 AM CST		01:16
4 1	BMSPatient, Three	5765	Ieman	Yes	Neurology	HOME	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.

WARD/BED AVAILABILITY/STATUS REPORT					
VISTA SPECIALTY:	ALL	DISPLAY:	All		
SORT BY:	Facility	VISN:	VISN 4		
FACILITY:	BRK - (VISN 1E) - NEW MECH				
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.

# Bed Management Solution

[Go to Site List](#)

BMS Admin

[Logout](#)

User: SOFTINFO\HMCPLUS

**National Bed Availability**

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

**National Patients Pending Bed Placement**

DISPLAY:	REGION:	VISN#:	TREATING SPECIALTY:	View:	Standby	Current	Submit					
National Patient	All	All	All									
P	V	Patient	SSN	SVC	ERA	Contract	Diagnosis	Treating Specialty	Current Location	CH/CL Admission Date	Comments	Wait Time (hrs)
4	1	BMSPatient, One	5878	Afghanistan	OTHER	No		Cardiology		9/14/2012 12:00:00 AM CST		01:21
4	1	BMSPatient, Ten	5643	OTHER	OTHER	No		Cardiology	HOME	9/14/2012 12:00:00 AM CST		01:19
4	1	BMSPatient, Nine	4523	Kosovo	OTHER	Yes		Cardiology		9/14/2012 12:00:00 AM CST		01:18
4	1	BMSPatient, Three	6765	Yemen	OTHER	Yes		Neurology		9/14/2012 12:00:00 AM CST		01:16

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

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

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

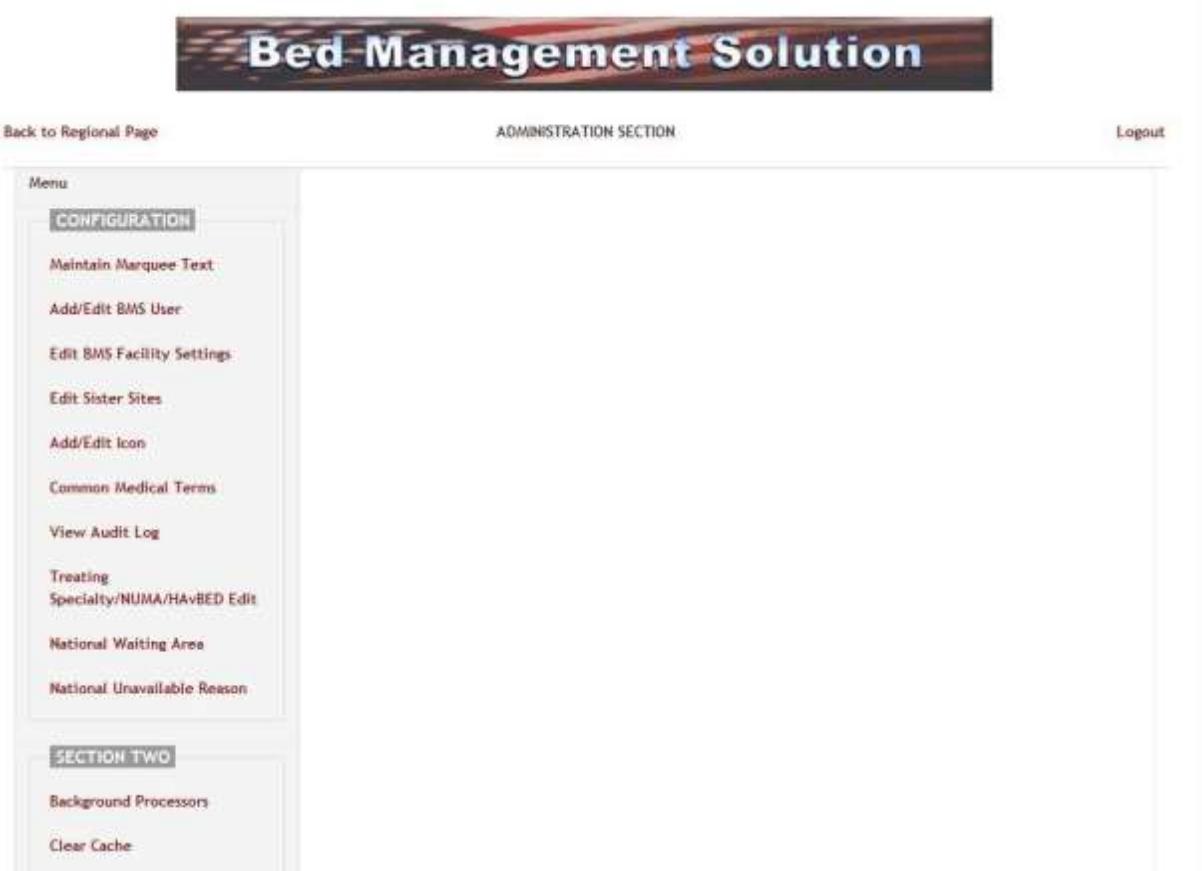


Figure 259 – Administration Section Page

#### 4.9.2 Maintain Marquee Text Page

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

This screenshot shows the 'Edit Marquee Text' page. It has a header 'ADMINISTRATION SECTION - MAINTAIN MARQUEE TEXT'. Below it is a form with a text input field labeled 'Text:' containing the URL 'https://www.bedmanagement-re.gov -- Please change your shortcuts! Whiteboard URL change http:// to https://'. A note above the input field says: 'NOTICE: Due to security changes ALL users should access BMS with URL: https://www.bedmanagement-re.gov -- Please change your shortcuts! Whiteboard URL change http:// to https://'. Below the input field is a note: 'You can enter HTML commands in here for bolding or color. If it is empty, no marquee will be displayed.' At the bottom is a 'Submit' button.

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.

The screenshot shows the 'ADMINISTRATION SECTION - USERADD/EDIT' page. It has two main sections: 'PARAMETER' and 'OPTIONS'. In the 'PARAMETER' section, there are four input fields: 'NT User Name', 'DefaultRegion', 'Default VTEC', and 'DefaultSite'. In the 'OPTIONS' section, there is a dropdown menu labeled 'Default' with options '1' and '1B' selected. A note 'ABQ - NEW MEXICO VA HED' is displayed next to the dropdown. At the bottom, there are 'Submit' and 'Cancel' buttons.

**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:

The screenshot shows a 'Select user' dialog box. It has a 'Local' dropdown, a 'User Name' search field, and a 'Find' button. Below the search area, a list of users is shown with one entry selected: 'TESTARESOFT2\Administrator'. At the bottom, there are 'Select' and 'Cancel' buttons.

**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

PARAMETER	OPTIONS
NT User Name	<input type="text" value="TESTARESFT2\testvisn"/>
Support User?	<input checked="" type="checkbox"/> Yes
National User?	<input checked="" type="checkbox"/> Yes
Regional User?	<input checked="" type="checkbox"/> Yes
VISN User?	<input checked="" type="checkbox"/> Yes
Admin User?	<input checked="" type="checkbox"/> Yes
Audit Log User?	<input checked="" type="checkbox"/> Yes
Site User?	<input checked="" type="checkbox"/> Yes
EMS User?	<input checked="" type="checkbox"/> Yes
EMS Supervisor User?	<input checked="" type="checkbox"/> Yes
Guest User?	<input checked="" type="checkbox"/> Yes
DefaultRegion:	<input type="button" value="Select Default"/> 4
Default VISN:	<input type="button" value="Select Default"/> 1
DefaultSite:	
READ Access?	<input checked="" type="checkbox"/> Yes
WRITE Access?	<input checked="" type="checkbox"/> Yes

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 (508, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	ALBUQUERQUE (501, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISN 4	ALTOONA (502, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 18	AMARILLO (504, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISN 30	ANCHORAGE (401, ANC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 2	VISN 11	ANN ARBOR (506, ANN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 6	ASHEVILLE (507, ASH)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISN 7	ATLANTA (509, AUS)

**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:



Figure 264 – Select User

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

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

Admin Menu      ADMINISTRATION SECTION - USERADD/EDIT      Logout

Select Existing NT User Name		Select Default	
PARAMETER		OPTIONS	
NT User Name	TESTARESOFT2\Administrator	Yes	<input checked="" type="checkbox"/>
Support User?		Yes	<input checked="" type="checkbox"/>
National User?		Yes	<input checked="" type="checkbox"/>
Regional User?		Yes	<input checked="" type="checkbox"/>
VISH User?		Yes	<input checked="" type="checkbox"/>
Admin User?		Yes	<input checked="" type="checkbox"/>
Audit Log User?		Yes	<input checked="" type="checkbox"/>
Site User?		Yes	<input checked="" type="checkbox"/>
EMS User?		Yes	<input checked="" type="checkbox"/>
EMS Supervisor User?		Yes	<input checked="" type="checkbox"/>
Guest User?		Yes	<input checked="" type="checkbox"/>
DefaultRegion:	4	4	<input checked="" type="checkbox"/>
DefaultVISH:	1	1	<input checked="" type="checkbox"/>
DefaultFacility:	BRK . VA BOSTON HEALTH	BRK . VA BOSTON HEALTH	<input checked="" type="checkbox"/>
READ Access?		Yes	<input checked="" type="checkbox"/>
WRITE Access?		Yes	<input checked="" type="checkbox"/>

Display only the facilities with permissions

READ Access	WRITE Access	Region	VISH	Facility
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISH 2	ALBANY (0288, ALB)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISH 18	ALBUQUERQUE (501, ALB)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 4	VISH 4	ALTOONA (501, ALT)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISH 18	AMARILLO (501, AHA)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 1	VISH 20	ANCHORAGE (401, ANC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 2	VISH 11	ANN ARBOR (501, ANN)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISH 6	ASHEVILLE (501, ASH)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region 3	VISH 7	AUGUSTA (501, 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	TESTARESOFT2\Administrator	<input type="button" value="Find"/>
<input type="button" value="Select"/> <input type="button" value="Cancel"/>		
<a href="#">BMS Home</a>   <a href="#">Icon Legend</a>   <a href="#">Information</a>		

**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.

The screenshot shows the 'ADMINISTRATION SECTION - USERADD/EDIT' page. At the top, there are 'Admin Menu' and 'Logout' links. Below the title, there's a 'Select Existing NT User Name' input field and a 'Select Default' dropdown menu. The main area contains a table with two columns: 'PARAMETER' and 'OPTIONS'. The parameters listed are: NT User Name?, Support User?, National User?, Regional User?, VISN User?, Admin User?, Audit Log User?, Site User?, EMS User?, BMS Supervisor User?, Guest User?, DefaultRegion:, DefaultVISN:, DefaultSite:, READ Access?, and WRITE Access?. Most parameters have dropdown menus with 'No' selected. The 'DefaultRegion:' dropdown has '0' selected. The 'DefaultVISN:' dropdown has '0' selected. The 'DefaultSite:' dropdown has 'BRK - VA BOSTON HEALTH' selected. Below the table is a checkbox labeled 'Display only the facilities with permissions'. At the bottom, there are buttons for 'Submit' and 'Cancel'.

**Figure 267 – Customize BMS user rights**

Select No for all the parameters then press the **Submit** button.

#### 4.9.4 Edit BMS Facility Settings Page

In the main **Administration section** page, click the **Edit BMS Facility Settings** link to access the page in the following image.

Admin Menu      ADMINISTRATION SECTION - FACILITY EDIT      Logout

Select Facility Name: ABQ (S81 - 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:	HCB FBC BABCOCK STREET												
Facility Address 2:	MT CUBE												
Facility City/State/ZIP:	ALBUQUERQUE NM 12345												
User Operations:	<table border="1"> <thead> <tr> <th>Selected</th> <th>User Name</th> <th>BMS, Read</th> <th>BMS, Write</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>barris-hc-lab.com\administrator</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>HCEVADH@BMSABQHQSH</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <input type="button" value="Add User"/> <input type="button" value="Remove Selected"/>	Selected	User Name	BMS, Read	BMS, Write	<input type="checkbox"/>	barris-hc-lab.com\administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HCEVADH@BMSABQHQSH	<input type="checkbox"/>	<input type="checkbox"/>
Selected	User Name	BMS, Read	BMS, Write										
<input type="checkbox"/>	barris-hc-lab.com\administrator	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	HCEVADH@BMSABQHQSH	<input type="checkbox"/>	<input type="checkbox"/>										
VISN:	18	BMS Server Time Zone:	Eastern Standard Time										
Region:	1	Facility Site Time Zone:	Central Standard Time										
BMS Active/Live Site?	<input checked="" type="checkbox"/> Yes	Auto Removal Patients Pending Bed Placement List:	<input checked="" type="checkbox"/> Yes										
Integrated Facility?	<input type="checkbox"/> No	Medical Center ID #:	<input type="checkbox"/> SELECT MEDICAL CENTER										
Integrated Site List:	<input type="checkbox"/> Select Existing List	ADT Prefix:											
Ward Prefix:		ADT Suffix:											
Ward Suffix:		Event Mail Sender:	EV101@HARRIS.COM										
EMS Mail Sender:	EMS08@HARRIS.COM	Site Alias:											
Site Alias:		Local Time Adjust:	0										
EMS Default User Name:	<input type="text" value="BMSOPFEMS"/>	Whiteboard Kiosk Default User Name:	<input type="text" value="BMSDPTest"/>										
EMS Password:	<input type="password"/>	Whiteboard Kiosk Password:	<input type="password"/>										
EMS Password Confirm:	<input type="password"/>	Whiteboard Kiosk Password Confirm:	<input type="password"/>										

**Figure 268 – Edit BMS Site**

In this page the user can edit the settings of a BMS facility site.

Select **Facility Name**: click the arrow button of this field to display a list of existing facilities.

The following parameters can be set for a Facility in the BMS system:

**Table 55 – BMS Site Parameters**

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

Column	Description
BMS Active/Live Site?	If the site is active for use in BMS.
Integrated Facility?	If the facility has an integrated VistA instance?
Integrated Site List:	This is the list of integrated sites that are sharing the same VistA instance.
Ward Prefix	The prefix used for the wards in the current integrated facility.
Ward Suffix	The suffix used for the wards in the current integrated facility.
EMS Mail Sender	This is the "FROM" user/group used to send EMS emails via the SMTP server
Site Alias	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as 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.

The screenshot displays the 'Administration Section - ICON ADD/EDIT' page. It features several tables for managing icons:

- System Icons:** A table with 7 rows, each containing an 'Edit' link and a small icon followed by a description: Bed Out Of Service (Vista), Bed Out Of Service (Bedboard), Bed In Isolation, Discharge Ordered, Anticipated Discharge, Interward Transfer, and Patient Symbol.
- Application Icons:** A table with 7 rows, each containing an 'Edit' link and a small icon followed by a description: Room Red Symbol, Hurni (Met), Hurni (Not Met), Hurni (Not Reviewed), Similar/Same Name, and Bed Hold.
- Bed Cleaning Status Icons:** A table with 4 rows, each containing an 'Edit' link and a small icon followed by a description: Bed Needs Cleaning Icon, Cleaning Bed Icon, Bed Cleaned Icon, and EMS Notified Icon.
- Ward Whiteboard Status Icons:** A large table divided into two sections: Standard Icons (8 rows) and Emergency Management Icons (8 rows). Each row contains an 'Edit' link, a small icon, and a description.
- Site Configurable Icons:** A table with 4 rows, each containing an 'Edit' link and a small icon followed by a description: Blue Box, Blue Arrow, Blue Caution, and Blue Circle.
- Emergency Management Icons:** A table with 8 rows, each containing an 'Edit' link and a small icon followed by a description: Stretcher (Patient) (EM), Wheelchair Bound (Patient) (EM), Ventilator (Patient) (EM), Lift Equipment (Patient) (EM), Oxygen (Patient) (EM), Evacuate (Patient) (EM), Negative Pressure (Patient) (EM), and One to One (Patient) (EM).

**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	
Edit	Bed Out Of Service (Vista)	
System Icons		
Edit	Bed Out Of Service (BedBoard)	
Edit	Bed Out Of Service (Vista)	
Edit	Bed In Isolation	

System Icons		
Edit	Bed Out Of Service (Vista)	
Edit	Bed Out Of Service (BedBoard)	
Edit	Bed In Isolation	
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**

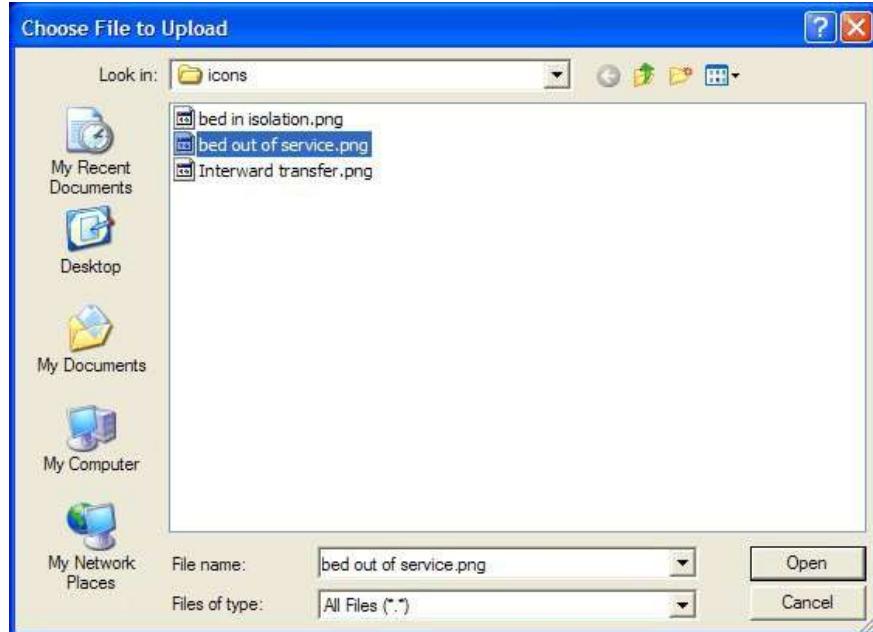
---

Add Icon Standard Icon - Ward Whiteboard Status Icon

 <input type="checkbox"/> Active? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Published? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Patient <input checked="" type="checkbox"/> 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 Lang 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 to 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
	Blue Box
	Blue Arrow
	Blue Caution
	Blue Circle
	Blue X
	Blue Diamond
	Blue Heart
	Green Circle
	Orange Circle
	Orange Star
	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**

By default, Icon Type, Images, and VISNs have all options selected, but can be changed by selecting the drop-down. Use the drop-down for Facility to select for which facility or facilities you want to generate the Icon Usage report, then press the **View Report** button. The report is displayed as in the following image.

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

**Figure 278 – Administration Section – Icon Usage Report**

For each entry the following data is available:

**Table 57 – Icon Usage Report**

Column	Description
Site Name	The Facility site where the icon has been used.
Icon Short Description for Facility	The short description of the icon.
Icon Name	The icon name.

Column	Description
Facility Active? (Y/N)	If the icon is active on the facility site.
Associated with a Patient Record? (Y/N)	If the icon is currently associated with a patient record.
Associated with a bed record? (Y/N)	If the icon is currently associated with a bed record.

#### 4.9.7 Common Medical Terms Page

In the **Administration Section** page click the **Common Medical Terms** link to access the page as in the following image.

The screenshot shows the 'Add/Edit Common Medical Term' interface. At the top, there's a text input field containing 'BED ASSIGNED' and two buttons: 'Save' and 'Cancel'. Below this is a list titled 'Common Medical Terms' with two items: 'BED ASSIGNED' and 'ISOLATION'. Navigation links 'Logout' and 'Back to Regional Page' are at the bottom.

**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 'Add/Edit Common Medical Term' interface with the 'Edit' link highlighted for the term 'BED ASSIGNED'. The text input field also contains 'BED ASSIGNED'. Below the form is a list titled 'Common Medical Terms' with two items: 'BED ASSIGNED' and 'ISOLATION'. Navigation links 'Logout' and 'Back to Regional Page' are 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 **View Audit Log** link to access the page as in the following image.

The screenshot shows a web-based application titled "Audit Log Report". At the top left is a "Return to Admin Menu" link and at the top right is a "Logout" link. Below the title is a search bar with fields for "REGION", "SITE", and "TO DATE". To the left of the search bar is a dropdown menu labeled "Select Report" with the option "<Select a Value>" highlighted. Below the dropdown are several other report selection options: "Standard Icons", "Site Configurable Icons", "Facility Patients Pending Bed Placement List", "VISN Patients Pending Bed Placement List", and "Staff Assignment". On the far right of the search bar 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 and at the top right is a "Logout" link. Below the title is a header "NUMA Categories". A table lists NUMA categories with "Edit" and "Delete" links:

		NUMA
Edit	Delete	Acute - Critical Care
Edit	Delete	Acute - Medical
Edit	Delete	Acute - Mental Health Acute
Edit	Delete	Acute - Mixed Med-Surg
Edit	Delete	Acute - SCI Acute & Rehab
Edit	Delete	Acute - Step 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

Below the NUMA table is a header "HAvBED Categories". A table lists HAvBED categories with "Edit" and "Delete" links:

		HAvBED
Edit	Delete	Adult ICU
Edit	Delete	Airborne Infection Isolation
Edit	Delete	Burn
Edit	Delete	HAvBED Category 1

**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.

NUMA		
Edit	Delete	Acute - Critical Care
Edit	Delete	Acute - Medical
Edit	Delete	Acute - Mental Health Acute
Edit	Delete	Acute - Mixed Med/Surg
Edit	Delete	Acute - SC 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 HABTF)
Edit	Delete	Mental Health / Chronic
Edit	Delete	Rehab (TR) / Polytrauma

HAvBED		
Edit	Delete	Adult ICU
Edit	Delete	Airborne Infection Isolation
Edit	Delete	Burn
Edit	Delete	HAvBED-Category 1

**Figure 283 – Administration Section – Treating Specialty/NUMA/HAvBED Edit**

A list of NUMA specialties already defined is available.

To add a NUMA specialty: enter the name of the new NUMA specialty in the NUMA field then press the Save button. The newly added specialty will be displayed in the NUMA list.

#### 4.9.9.2 Adding a HAvBED Specialty

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

NUMA		
Edit	Delete	Acute - Critical Care
Edit	Delete	Acute - Medical
Edit	Delete	Acute - Mental Health Acute
Edit	Delete	Acute - Mixed Med Surg
Edit	Delete	Acute - SCI Acute & Rehab
Edit	Delete	Acute - Step Down
Edit	Delete	Acute - Surgical
Edit	Delete	Burn Rehab
Edit	Delete	Community Living Center (CLC)
Edit	Delete	Domiciliary (eg AMRTP)
Edit	Delete	Medical Health / Chronic
Edit	Delete	Rehab-TBI/Polytrauma

HAvBED		
		HAvBED
Edit	Delete	Adult ICU
Edit	Delete	Airborne Isolation
Edit	Delete	Burn
Edit	Delete	HAvBED Category 1

**Figure 284 – Administration Section – Treating Specialty/NUMA/HAvBED Edit**

A list of HAvBED specialties already defined is available.

To add a HAvBED specialty: enter the name of the new HAvBED specialty in the HAvBED field then press the Save button. The newly added specialty will be displayed in the HAvBED list.

#### 4.9.9.3 Editing a NUMA/HavBED Specialty

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

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

#### 4.9.9.4 Deleting a NUMA/HavBED Specialty

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

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

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

#### 4.9.9.5 Mapping a VistA specialty with a NUMA/HavBED Specialty

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

The screenshot shows a table titled "Vista Specialty Crosswalk". The first column contains "Edit" links for various VistA specialties. The second column lists the "Vista Specialty" names. The third column is labeled "NUMA" and the fourth column is labeled "HAvBED". A dropdown menu is open over the "HAvBED" field for the "CARDIOLOGY" row, displaying a list of specialties: Adult ICU, Airborne Infection Isolation, Burn, HAvBED Category - Other, HAvBED Category I, HAvBED Category II, HAvBED Category III, Med/Surg, Operating Rooms, Pediatric, Pediatric ICU, and Psychiatric. At the bottom right of the table are "Save" and "Cancel" buttons.

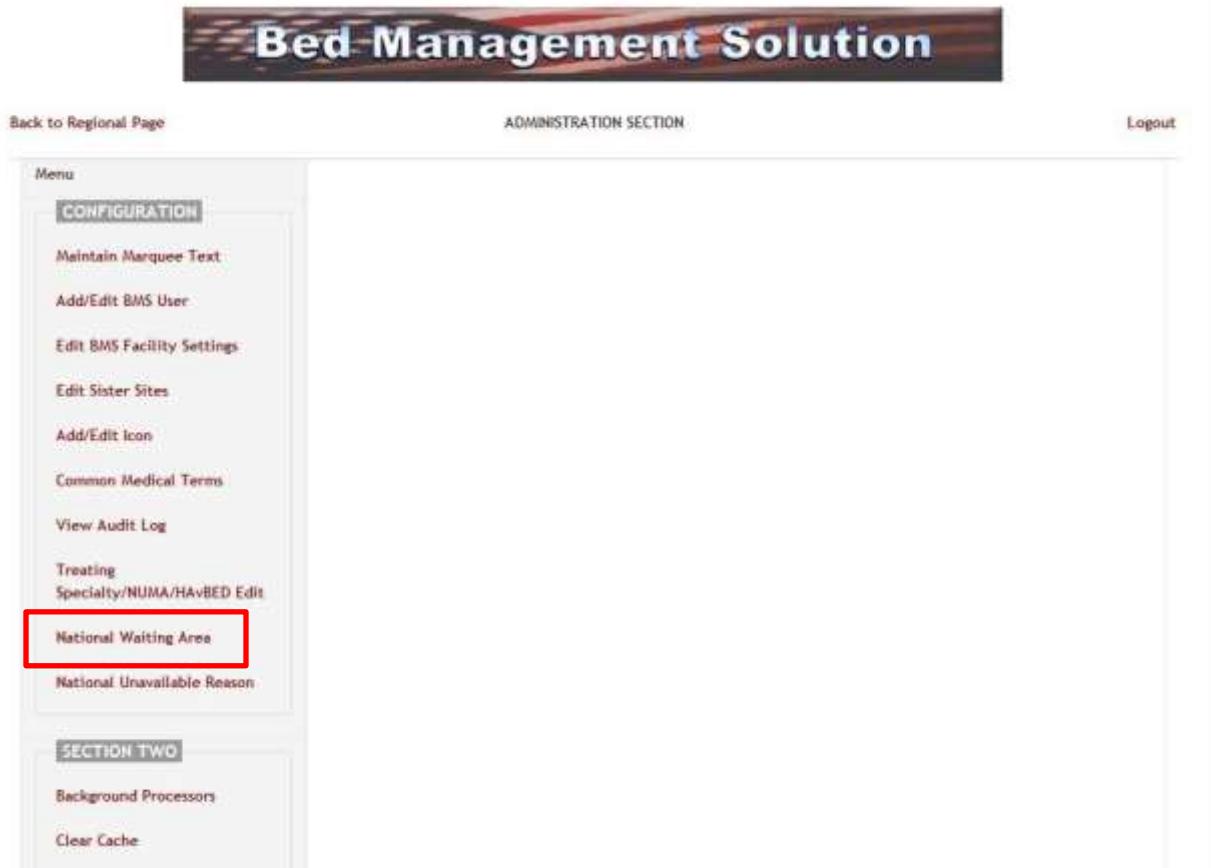
	Vista Specialty	NUMA	HAvBED
Edit	ACUTE PSYCHIATRY (<45 DAYS)		
Edit	ALCOHOL DEPENDENCE TRMT UNIT		
Edit	ALLERGY		
Edit	ANESTHESIOLOGY		
Edit	BLIND REHAB		
Edit	BLIND REHAB OBSERVATION		
Edit	CARDIAC INTENSIVE CARE UNIT	Acute - Critical Care	Adult ICU
Edit	CARDIAC SURGERY		
Edit	CARDIAC-STEP DOWN UNIT		
Edit	CARDIOLOGY		
Edit	DERMATOLOGY		
Edit	DOD BEDS IN VA FACILITY		
Edit	DOMICILIARY		
Edit	DOMICILIARY CHV		
Edit	DOMICILIARY PTSD		
Edit	DOMICILIARY SUBSTANCE ABUSE		
Edit	DRUG DEPENDENCE TRMT UNIT		

**Figure 285 – Mapping A VistA Specialty with NUMA/HAvBED Specialty**

A list of VistA specialties is displayed with existing NUMA and/or HAvBED specialties mappings. To associate a VistA Specialty with a NUMA/HAvBED specialty: click the **Edit** link to the left of the VistA specialty to which you want to associate NUMA/HAvBED specialties. The name of the selected VistA specialty will be displayed in the **VistA Specialty** field. From the **NUMA** and **HAvBED** fields select the desired specialties then press the **Save** button. The association defined will be displayed in the VistA Specialty Crosswalk list.

#### 4.9.10 National Waiting Area

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



**Figure 286 – Selecting National Waiting Area Page**

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

The screenshot shows the 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit' page. At the top, there are links for 'Admin Menu', 'Logout', and a search bar labeled 'Text:' with 'Add' and 'Cancel' buttons. Below this is a table titled 'Waiting Area' with columns for 'Edit' and 'Delete' actions and the waiting area names:

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

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**Figure 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"/>
		Waiting Area
Edit	Delete	ADMISSIONS
Edit	Delete	CLINIC
Edit	Delete	CURRENT INPATIENT BED
Edit	Delete	CURRENT FACILITY
Edit	Delete	EMERGENCY ROOM
Edit	Delete	EVALUATION
Edit	Delete	RECOVERY OR PROCEDURE AREA
Edit	Delete	SCHEDULED ADMISSIONS

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**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"/>
		Waiting Area
Edit	Delete	ADMISSIONS
Edit	Delete	CLINIC
Edit	Delete	CURRENT INPATIENT BED
Edit	Delete	CURRENT FACILITY
Edit	Delete	EMERGENCY ROOM
Edit	Delete	EVALUATION
Edit	Delete	RECOVERY OR PROCEDURE AREA
Edit	Delete	SCHEDULED ADMISSIONS
Edit	Delete	OUTPATIENT

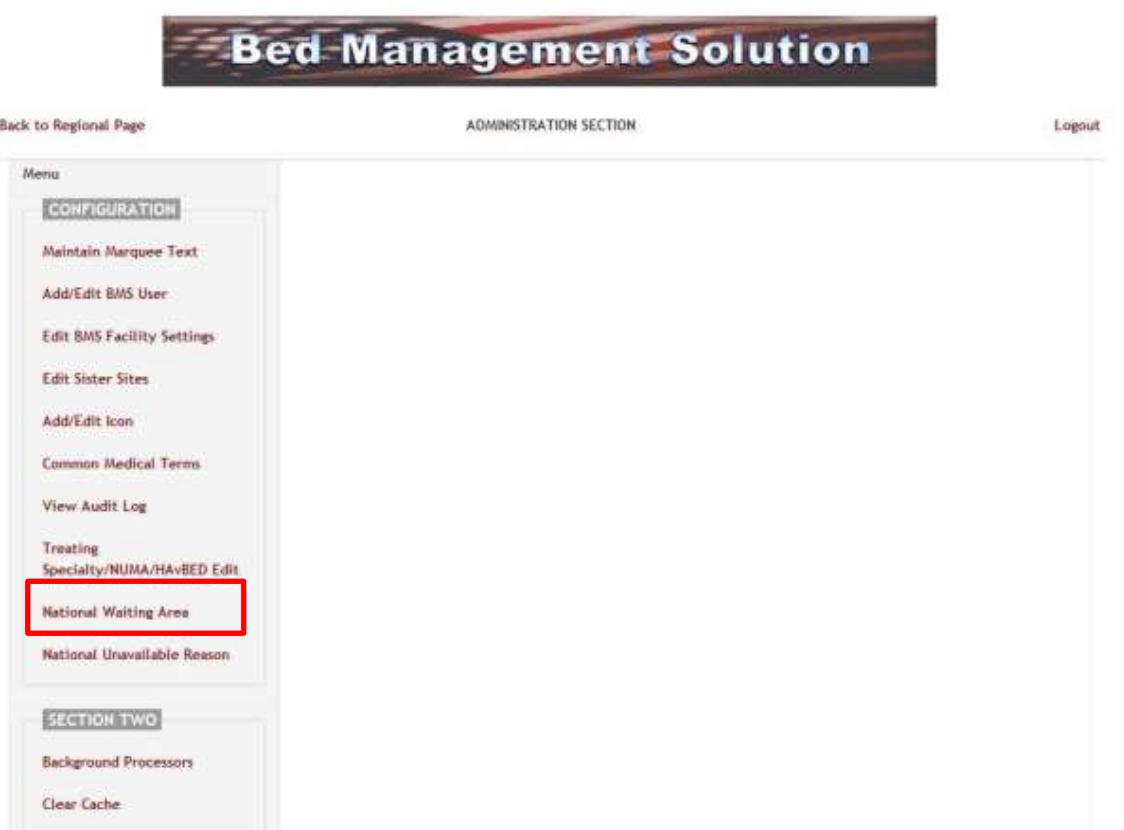
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**Figure 290 – Waiting Area Added to the List**

#### 4.9.10.2     Editing a National Waiting Area

To edit the name of an existing national waiting area, follow the instructions below. From  
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the Administration Section page, click the National Waiting Area link.



**Figure 291 Selecting National Waiting Area**

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

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

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**Figure 292 – Selecting Waiting Area for Edit**

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

Admin Menu      ADMINISTRATION SECTION - National Waiting Areas Parameters Edit      Logout

National Waiting Area		
CURRENT: TEXT: OUTPATIENT		CHANGE TO: <input type="text" value="OUTPATIENT ONE"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

**Figure 293 – Edit Waiting Area Name**

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

The screenshot shows a web-based administration interface. At the top, there's a header with "Admin Menu", "ADMINISTRATION SECTION - National Waiting Areas Parameters Edit", and "Logout". Below the header is a dark blue navigation bar with the text "National Waiting Area". Underneath is a search bar labeled "Text:" with a search icon, and buttons for "Add" and "Cancel". The main content area contains a table titled "Waiting Area". The table has two columns: "Edit" and "Delete" on the left, and the waiting area names on the right. The names listed are: ADMISSIONS, CLINIC, CURRENT INPATIENT BED, CURRENT FACILITY, EMERGENCY ROOM, EVACUATION, RECOVERY OR PROCEDURE AREA, SCHEDULED ADMISSIONS, and OUTPATIENT ONE. Each row also has "Edit" and "Delete" links. A cursor arrow is visible pointing towards the bottom right of the table.

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

**Figure 294 – Waiting Area Edited**

#### 4.9.10.3 Deleting a Waiting Area

To delete a national waiting area defined for the current facility, follow the instructions below. From the **Administration Section** page, click the **National Waiting Area** link.

# Bed Management Solution

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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 295 – 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](#)

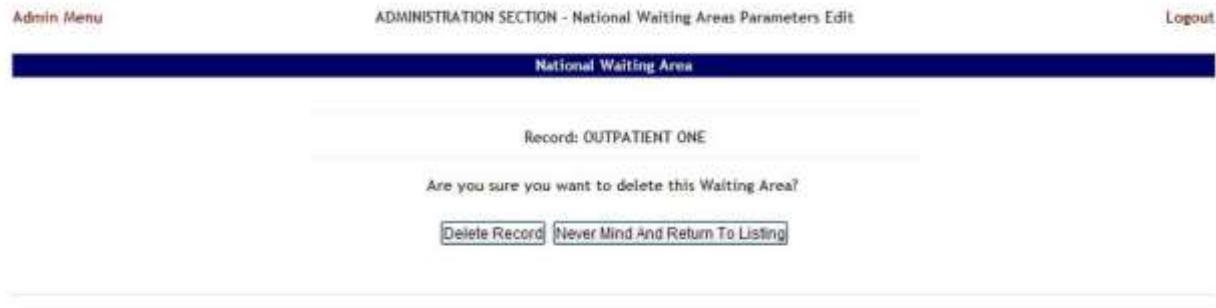
## National Waiting Area

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 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.

The screenshot shows a web-based application interface for managing national unavailable reasons. At the top, there are links for 'Admin Menu', 'ADMINISTRATION SECTION - National Unavailable Reason Edit', and 'Logout'. Below this is a header bar with the title 'National Unavailable Reason'. A search bar labeled 'Text' and a dropdown menu labeled 'Type' (set to 'DO NOT DISPLAY') are on the left. On the right are 'Add' and 'Cancel' buttons. The main area contains a table listing nine national unavailable reasons, each with 'Edit' and 'Delete' links. The columns are 'Unavailable/Reason' and 'Type'. The data is as follows:

		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

At the bottom center is a link '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.

# Bed Management Solution

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ADMINISTRATION SECTION

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Menu

## CONFIGURATION

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[National Waiting Area](#)

[National Unavailable Reason](#)

## SECTION TWO

[Background Processors](#)

[Clear Cache](#)

**Figure 300 – 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	ON HOLD	Type	DO NOT DISPLAY	Add	Cancel																																											
		DO NOT DISPLAY INFORMATION ISOLATION OUT OF SERVICE																																														
<table border="1"> <thead> <tr> <th colspan="2">Unavailable Reasons</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Delete</td> <td>23 HOURS OBS</td> <td>INFORMATION</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>BED ASSIGNED</td> <td>INFORMATION</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>CLOSED</td> <td>OUT OF SERVICE</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>ISOLATION</td> <td>ISOLATION</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>OUT OF SERVICE</td> <td>OUT OF SERVICE</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>PENDING DISCHARGE</td> <td>INFORMATION</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>PENDING TRANSFER</td> <td>INFORMATION</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>RADIATION</td> <td>OUT OF SERVICE</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>TEMPORARILY UNAVAILABLE</td> <td>OUT OF SERVICE</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>TRANSFER COORD - BED ASSIGNED</td> <td>INFORMATION</td> </tr> </tbody> </table>						Unavailable Reasons		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
Unavailable Reasons		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.

The screenshot shows a web-based administrative interface for managing national unavailable reasons. At the top, there are links for 'Admin Menu', 'ADMINISTRATION SECTION - National Unavailable Reason Edit', and 'Logout'. Below this is a header bar with the title 'National Unavailable Reason'.

The main content area displays a table with columns for 'Text', 'Type', and 'Reason'. A search bar at the top left allows filtering by 'Text' and 'Type'. The table lists ten reasons, each with 'Edit' and 'Delete' links. One row, 'PENDING APPROVAL', has its 'Edit' link highlighted with a red box and a cursor icon, indicating it is selected for modification.

		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
		PENDING APPROVAL	INFORMATION

**Figure 303 – Selecting Unavailable Reason for Edit**

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

This screenshot shows the 'National Unavailable Reason - Edit' page. It features a form with fields for 'CURRENT:' and 'CHANGE TO:'.

The 'CURRENT:' field contains 'PENDING APPROVAL'. The 'CHANGE TO:' field contains 'PENDING APPROVAL FROM MANAGEMENT', which is highlighted with a yellow background.

The 'TYPE:' field shows 'INFORMATION' with a dropdown menu open, showing 'INFORMATION' as the selected option.

At the bottom, there are two buttons: 'Submit' and 'Never Mind And Return To Listing'. The 'Submit' button is highlighted with a yellow background and a cursor icon is positioned over it.

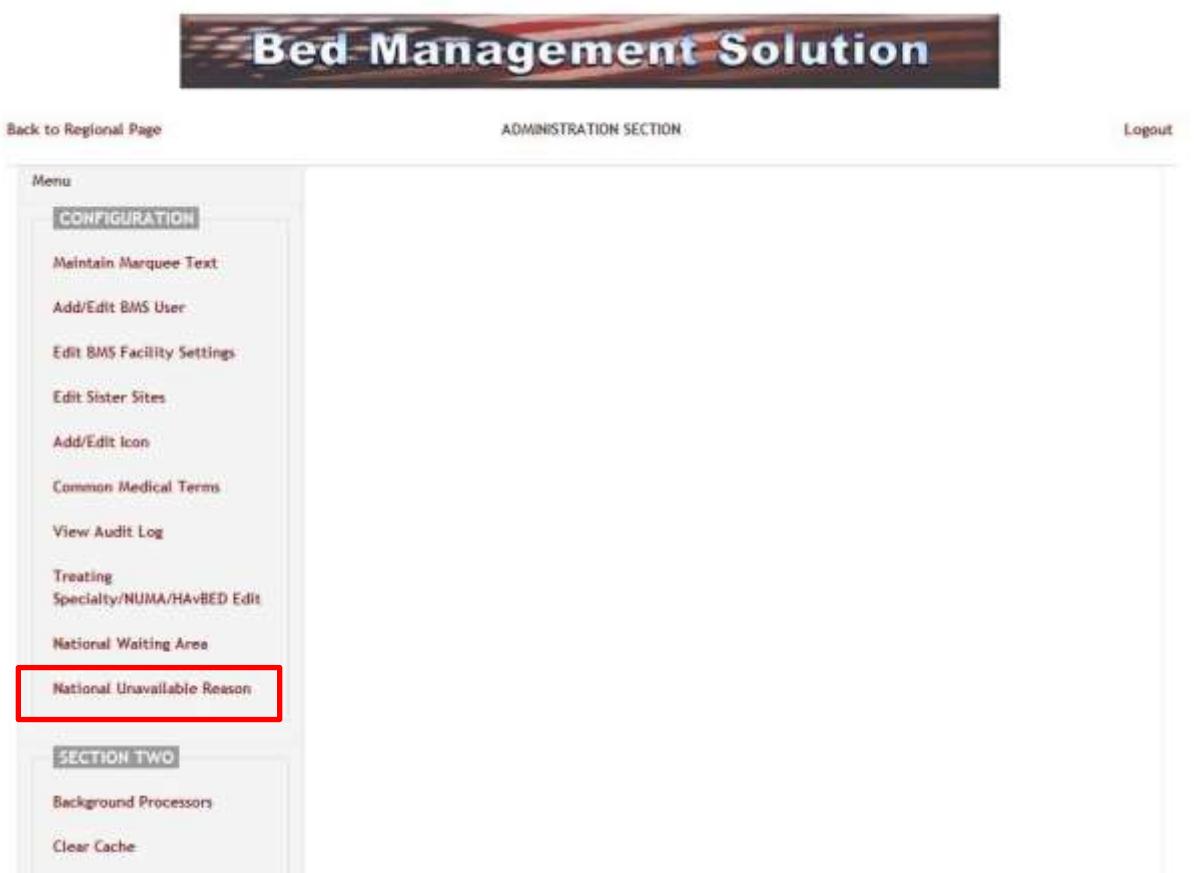
**Figure 304 – Editing an Unavailable Reason**

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"/>
		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION
Edit	<input type="button" value="Delete"/>	PENDING APPROVAL	INFORMATION

[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.

The screenshot shows the 'Background Processors' page with the 'VistA Sites' tab selected. The page has a header with 'Admin Menu' and 'Logout'. Below the header is a navigation bar with tabs: 'VistA Sites', 'Schedulers', 'VistA Integration', 'Audit', 'NUMI', and 'Whiteboard Report'. The 'VistA Sites' tab is highlighted. On the left, there is a sidebar with a link 'Add new VistA site' and two options: 'V01BHS - 523' and 'V01BOS - 523'. The main content area contains a form for configuring a 'VistA Site'. It includes fields for 'Name' (set to 'V01BOS - 523') and 'Time Zone' (set to 'AKST'). A 'Connections' section contains an 'ODBC' connection string and user credentials ('User: admin, Password: \*\*\*\*'). Buttons for 'Test Connection', 'Save', and 'Cancel' are present. At the bottom of the page is a link '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.

The screenshot shows the 'Background Processors' page with the 'VistA Site' tab selected. On the left, a sidebar lists 'Defined VistA Sites' with their names and IDs. The main area contains fields for adding a new site, including 'Name' and 'Time Zone' for the 'VistA Site', and connection parameters for 'ODBC' and 'MDWS'. The 'MDWS' section includes a dropdown for 'Endpoint' and a 'Test Connection' button. At the bottom are 'Save' and 'Cancel' buttons.

**Figure 309 – Background Processors Page – Adding a VistA Site**

A list of VA facility sites is displayed in the column to the left of the page.

Click the **Add new VistA site** link then, from the VistA Site area use the **Name** field to select the site you want to add to the current VistA instance then select the **Time Zone**.

In the Connections area you can choose between two connection methods: ODBC and MDWS.

NOTE: At this time BMS does not use ODBC to connect to Vista. Enter “x” in the **Connection Sting**, **User**, and **Password** fields.

**Table 59 – New VistA Site Parameters**

Column	Description
Connection String	The connection string for the ODBC method.
User	The username for the connection.
Password	The password associated to the user account.
MDWS Endpoint	The specific instance of MDWS that the individual site will bind too.

After you have filled in the required data use the **Test Connection** buttons to verify the connection and press the **Save** button to enter the data into the system.

The newly added site will be added in the sites list to the left of the screen.

#### 4.9.12.2 Schedulers

The **Schedulers** page displays a list of defined schedulers and allows the support user to add new ones.

NOTE: in this page you can only define the schedulers, to actually run the defined schedulers you have to use them in the **VistA Integration** tab, see the [VistA Integration](#) section for details.

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

The screenshot shows the 'Schedulers' tab selected on the 'Background Processors' page. A sidebar on the left lists pre-defined schedules: 'Every minute', 'Every 30 minutes', 'Every day at 6 AM', and 'Every two hours'. The main form is for adding a new scheduler, with fields for Name ('Every 30 minutes'), Recur every ('1'), Time Zone ('CST'), and Frequency ('Occurs every'). The frequency is set to '30' minutes. The 'Start Time' is 00:01 and the 'End Time' is 23:31. Buttons for Save, Delete, and Cancel are at the bottom right. Below the form is a link to 'Back to Regional Page'.

**Figure 310 – Schedulers page**

#### 4.9.12.3 Adding a new scheduler

To add a new scheduler follow the steps presented below.

From the **Background Processors** page select the **Schedulers** tab.

In the **Schedulers** tab fill in the following data:

**Table 60 – New Scheduler Parameters**

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

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

#### 4.9.12.4 VistA Integration

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

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

**Background Processors**

VistA Sites	Schedulers	VistA Integration	Audit	Numi	Whiteboard Report
			V17NTX - 549		
				<b>Details</b> Data: Orderable Item Method: MDWS Scheduler: Every 1 hour <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Remove"/>	
<input type="checkbox"/> <a href="#">ADT</a> <input type="checkbox"/> <a href="#">Patients Pending Bed Placement List</a> <input type="checkbox"/> Vocabularies <input type="checkbox"/> <a href="#">Orderable Item</a> <input type="checkbox"/> <a href="#">Specialty</a> <input type="checkbox"/> <a href="#">Treating Specialty</a> <input type="checkbox"/> <a href="#">Facility Movement Type</a> <input type="checkbox"/> Entities <input type="checkbox"/> <a href="#">Hospital Location</a> <input type="checkbox"/> <a href="#">Patient</a> <input type="checkbox"/> <a href="#">Room Bed</a> <input type="checkbox"/> <a href="#">Ward Location</a> <input type="checkbox"/> <a href="#">Medical Center Division</a>	Current Method: MDWS <input type="checkbox"/> MDWS Every 5 mins 6 AM CST	Current Scheduler: Every 1 hour Every 12 hours Every 8 hours Every 4 hours Midnight		<b>Run Job</b> Method: MDWS Start Time: 11/13/12 00:00 End Time: 11/13/12 00:00 <input type="button" value="Run"/>	

[Back to Regional Page](#)**Figure 311 – VistA Integration Tab**

From the field in the upper part of the page, select the VistA site where the scheduler(s) will run.

- **To setup a scheduler for any of these jobs, click one data category from the column on the left (its name will appear in the Data field) and then select a method and scheduler from the Method and Schedulers fields in the Details area and click the Save button.** This will cause the selected scheduler to run at the time set for it in the Schedulers tab and to retrieve the data from VistA for the selected category.
- **To Execute/Run any of the data jobs, select any of the data categories using the check-boxes, select a connection method from the Run Job area, set the Start time/End time, and click the Run button.** This will cause the selected scheduler to run using the selected method and retrieve the data from VistA for the selected data categories.

Here is a brief description of the VistA data gathering jobs:

**ADT:** the job will query from VistA ADT data (Orders, Movements, Scheduled Admissions, Patient Appointments) dated since the last run. Typically this job should be scheduled to run at least every 5 minutes. The movements are processed into BMS and are reconciled back the number of days governed by a configuration setting in BMS. Currently this configuration setting is set to reconcile back 60 days.

**Patient Pending Bed Placement List:** the job will look into the Scheduled Admission VistA file and extracts all the entries that have the “reservation date” field due for the current day. For these items the job adds associated entries into the facility patients pending bed placement list. Typically if a facility chooses to run this job it would be scheduled once a day in the early morning.

### **Vocabularies:**

**Orderable Items:** the job will look into the Orderable Items VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

**Specialty:** the job will look into the Specialty VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

**Treating Specialty:** the job will look into the Treating Specialty VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

**Facility Movement Type:** the job will look into the Facility Movement Type VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

### **Entities:**

**Hospital Location:** the job will look into the Hospital Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Also for the items that are Wards, the Ward list in BMS is updated accordingly. Typically this job should be scheduled to run once a day at Midnight.

**Patient:** the job will look into the Patient file and gets all the patients that have been added since the last run (they are filtered by the “date entered into file” field). Typically this job should be scheduled to run at least every 5 minutes.

**Room Bed:** the job will look into the Room Bed VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated, also Beds Set Out of Service or Returned into Service. Typically this job should be scheduled to run at least every 15 minutes.

**Ward Location:** the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run at least every 15 minutes.

**Medical Center Division:** the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in Vista (items newly added and items updated). Typically this job should be scheduled to run once a day at Midnight.

#### **4.9.12.5 Audit**

The **Audit** tab displays the results of the operations performed in the **VistA Integration** tab. The **Audit** tab is displayed as in the following image.

**Background Processors**

VistA Sites	Schedulers	VistA Integration	Audit	None	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 <input type="button" value="From"/> 00:00:00 <input type="button" value="To"/> 1:00 <input type="button" value="From"/> 00:00:00 <input type="button" value="To"/> 09/20/12 <input type="button" value="From"/> 00:00:00 <input type="button" value="To"/> 1:00 <input type="button" value="From"/> 00:00:00	
<input type="button" value="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	None	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 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 <input type="button" value="From"/> 00:00:00 <input type="button" value="To"/> 1:00 <input type="button" value="From"/> 00:00:00 <input type="button" value="To"/> 09/20/12 <input type="button" value="From"/> 00:00:00 <input type="button" value="To"/> 1:00 <input type="button" value="From"/> 00:00:00																															
<input type="button" value="Filter By"/>																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Vista</th> <th>Method</th> <th>Date</th> <th>RowNum</th> <th>Start Date</th> <th>End Date</th> <th>Launch Type</th> <th>Parameters</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>V01BHS</td> <td>MDWS</td> <td>Room Bed</td> <td></td> <td>09/18/12 17:32:13</td> <td></td> <td>Manual</td> <td>(StartDate, 9/19/2012 4:21:00 AM)(EndDate, 9/20/2012 12:00:00 AM)</td> <td>Running</td> <td><a href="#">Details</a></td> </tr> <tr> <td>V01BHS</td> <td>MDWS</td> <td>ADT</td> <td></td> <td>09/18/12 17:12:15</td> <td></td> <td>Automatic</td> <td>(StartDate, null)(EndDate, 9/18/2012 10:12:00 PM)</td> <td>Running</td> <td><a href="#">Details</a></td> </tr> </tbody> </table>	Vista	Method	Date	RowNum	Start Date	End Date	Launch Type	Parameters	Status	Details	V01BHS	MDWS	Room Bed		09/18/12 17:32:13		Manual	(StartDate, 9/19/2012 4:21:00 AM)(EndDate, 9/20/2012 12:00:00 AM)	Running	<a href="#">Details</a>	V01BHS	MDWS	ADT		09/18/12 17:12:15		Automatic	(StartDate, null)(EndDate, 9/18/2012 10:12:00 PM)	Running	<a href="#">Details</a>					
Vista	Method	Date	RowNum	Start Date	End Date	Launch Type	Parameters	Status	Details																										
V01BHS	MDWS	Room Bed		09/18/12 17:32:13		Manual	(StartDate, 9/19/2012 4:21:00 AM)(EndDate, 9/20/2012 12:00:00 AM)	Running	<a href="#">Details</a>																										
V01BHS	MDWS	ADT		09/18/12 17:12:15		Automatic	(StartDate, null)(EndDate, 9/18/2012 10:12:00 PM)	Running	<a href="#">Details</a>																										

[Back to Regional Page](#)

**Figure 313 – View Audit Results**

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

**Table 61 – Patients in Community Hospitals - Active Report**

Column	Description
VistA	The VistA site where the audit action has been performed.
Method	The method used for connecting to the VistA site.
Data	The type of data retrieved by the VistA integration operation.
Rows no	The number of operations of the selected type captured by the audit action.
Start Date	The start date of the retrieval operation.
End Date	The end date of the retrieval operation.
Launch Type	The way the audit action has been launched.
Parameters	The start date and time and the end date and time of the audit operation.
Status	The status of the VistA integration action.
Details	Clicking this link will display the number of entries in the report.

#### 4.9.12.6 NUMI

The **NUMI** tab is used to select the scheduler that will connect to the NUMI server, and will retrieve data for a certain VistA site.

The **NUMI** tab is displayed as in the following image.

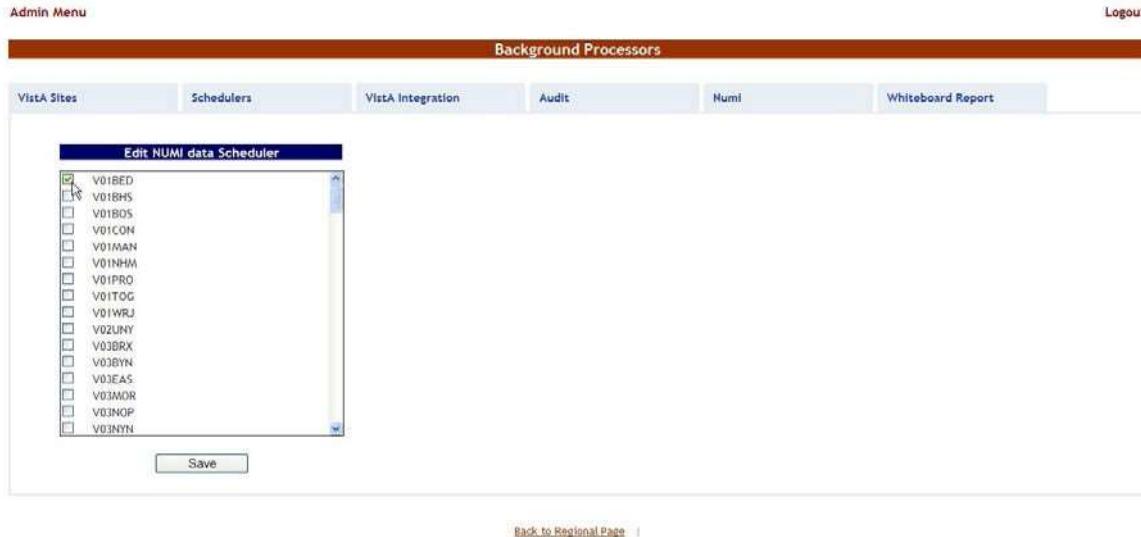


**Figure 314 – NUMI Page**

From the **Schedulers** field select the scheduler created to retrieve the NUMI data then click the **Add** button: following page is displayed.



**Note:** It is not recommended that any VistA Site Schedule the NUMI Background process to run more frequently than every 2 hours. Doing so may reduce overall system performance.



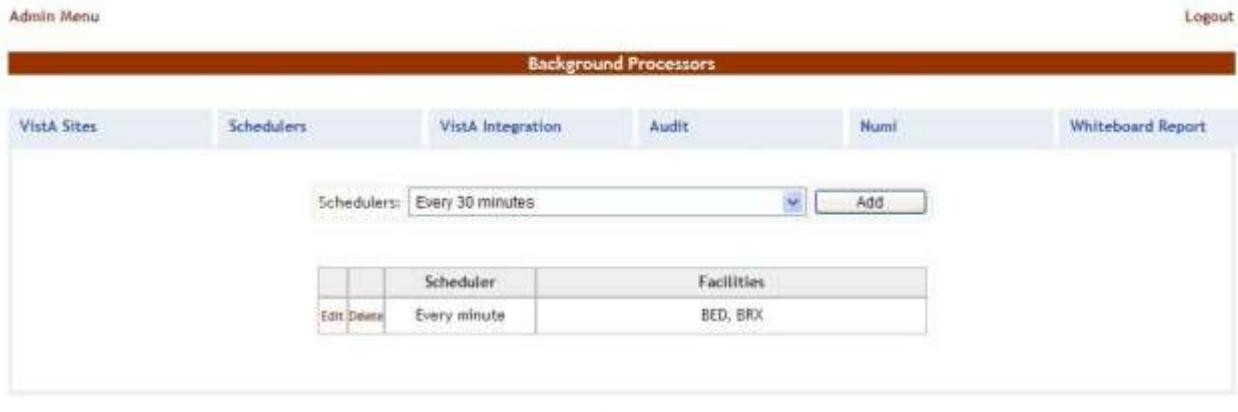
**Figure 315 – Selecting the VistA Site for Which to Gather NUMI Data**

Select the VistA site for which the selected scheduler will retrieve NUMI data then press the **Save** button. Use the **Edit** link to select a different site for which the scheduler should retrieve NUMI data.

#### 4.9.12.7 Whiteboard Report

The **Whiteboard Report** tab is used to select the scheduler that will gather data for the Whiteboard report. For details on the Whiteboard report see the section [Generate the whiteboard report for the selected wards](#).

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



**Figure 316 – Whiteboard Report page**

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



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

The name of the selected scheduler is displayed in the upper part of the screen. Also a list of VistA sites is displayed: select the site(s) where you want the scheduler to run then press the **Save** button.

#### 4.9.13 Clear Cache confirmation Page

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



**Figure 318 – Clear Cache Hyperlink**

A confirmation message is displayed as in the following page.

The screenshot shows a web-based administration interface. At the top, there are links for 'Admin Menu', 'ADMINISTRATION SECTION - CLEAR CACHE', and 'Logout'. Below this is a dark blue header bar with the text 'Clear cache confirmation'. The main content area has a light gray background and displays the message 'The cache has been cleared successfully.' In the bottom left corner, 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](http://vaww.oed.wss.va.gov/process/Library/master_glossary/masterglossary.htm)

**Table 62 – Acronyms/Glossary**

Term	Definition
ADT	Admission, Discharge, and Transfer
BMS	Bed Management Solution
BN	Business Need
BRD	Business Requirements Document
CFM	Comprehensive Flow Management
CH/CL	Community Hospital / Current Location
CHF	Congestive Heart Failure
CLC	Community Living Center
COW	Computer on Wheels
CPRS	Computerized Patient Record System
D/C	Discharge
DM	Diabetes Mellitus
DOB	Date of Birth
DOM	Domiciliary
DRG	Diagnostic Related Group
DUSH	Deputy Under Secretary for Health
ED	Emergency Department
EMS	Environmental Management Service
EMSHG	Emergency Management Strategic Healthcare Group
ERR	Enterprise Requirements Repository
FAQs	Frequently Asked Questions
FIPS	Federal Information Processing Standard
GUI	Graphical User Interface
HavBed	Hospital Available Beds for Emergencies & Disasters
HVAC	House Veterans Affairs Committee
ICU	Intensive Care Unit
IEN	Internal Entry Number. The primary keys for VistA files.
IT	Information Technology
LOS	Length of Stay
MDWS	Medical Domain Web Service
M (MUMPS)	Massachusetts General Hospital Utility Multi-Programming System
NIST	National Institute of Standards and Technology
NUMA	Nursing Unit Mapping Application
NUMI	National Utilization Management Integration

<b>Term</b>	<b>Definition</b>
ODBC	Open Database Connectivity
OED	Office of Enterprise Development
OOS	Out of Service
OI&T	Office of Information and Technology
PICC	Peripherally Inserted Central Catheter
PT	Patient
SSN	Social Security Number
Service Era or ERA	The period of service that the patient served.
STAT	Indicates an emergent or extremely urgent situation
TAG	Flow Improvement Technical Advisory Group
UM	Utilization Management
VA	Department of Veterans Affairs
VAMC	VA Medical Center
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture

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