McKESSON
Empowering Healthcare

STAR 2000™

STAR PATIENT CARE
Patient Location Tracker Implementation Guide

Release 17.0
October 2011

C17000471

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Publication date

October 2011

Produced in Cork, Ireland

Product and version

STAR 2000 Release 17.0

Publication number

C17000471

Reader comments

Any comments or suggestions regarding this publication are welcomed and should be forwarded to the attention of

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Trademarks

Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions
Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation
This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names
Named keys, such as ENTER, SHIFT, CTRL, and ALT, appear in this document in uppercase (capital) letters. Symbol keys display according to the key name, followed by the symbol on the key in parentheses, such as hyphen (-) and asterisk (*).

Key Chords
Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords display as the names of each key in the chord with a hyphen (-) between each (for example, CTRL-ALT-DEL). You should press the keys in the order indicated.

ENTER
ENTER is a key on a computer keyboard used to complete an entry on the STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries
Letters or words you enter in response to the system display in **boldface** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry
This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts
System prompts display at the bottom of many STAR screens when the system requests an entry or displays a message. Prompts display in this document italicized and indented from the rest of the text. For example:

Enter patient name--

Field Characteristics

STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.
- For X-YY-Z field types, where:
  - X is the maximum number of characters permitted in the field:
    - P for a field length determined by a Parameter
    - T for a field length determined by a Table
    - U for a field having an Undefined length
  - YY is the type of entry technique permitted in the field:
    - A for Letters only
    - N for Numerals only
    - C for Characters (including punctuation)
    - AC for Letters and Punctuation only (no numbers)
    - NC for Numerals and Punctuation only (no letters)
    - AN for Letters and Numerals only (no punctuation)
  - Z is the requirement indicator of the field:
    - R if an entry is required to complete the function

      NOTE: Facilities can designate that certain fields be required. STAR product documentation does not display R for fields designated as required by a facility.
    - O if an entry is optional to complete the function
    - C if an entry is conditionally required or optional
  - For YY-Z field types, where YY is:
    - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.
    - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.
    - DATE for a field subject to the date entry conventions described in the *General Information Volume*.
    - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

    NOTE: For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

Table of Contents

Chapter 3 - TABLES

Chapter 5 - MULTI-FACILITY CONSIDERATIONS

Chapter 6 - PROCEDURAL CONSIDERATIONS

Appendix A - TELEPHONY INFORMATION

Appendix B - PATIENT LOCATION TRACKER TESTING GUIDELINES

Table of Illustrations

Introduction

STAR Patient Location Tracker offers an integrated and comprehensive bed management, patient location tracking, and transport solution, as well as a telephony component. The module has the following benefits:

- helps an enterprise streamline and predict patient transportation needs and bed management and availability
- assists in making bed reservations
- tracks bed utilization across facilities/departments
- assists case managers by monitoring a patient's length of stay
- tracks patient movement within the facility using patient and transport tracking boards

Radio frequency identification (RFID) is add-on software to automate patient tracking and attendant SMART dispatching. Barcoding is available for use with RFID or alone.

Functions include integrated bed utilization, bed modeling, and patient tracking for ancillary departments as well as for admissions and bedded patients. Telephony functionality helps to improve the overall bed turnover process. Bed status updates are expedited via the telephony bed status update and paging features. Improved communication reduces the length of time between notification that a bed is vacant to when the bed is clean and ready.

Real-time ADT transactions as well as bed control transactions update the Bed Tracker and Patient Tracker across the enterprise.

Patient Tracker boards can be built for different locations in the enterprise and display the patient’s current location. You can note that a patient has arrived in a department, that a patient’s treatment is in progress, or that the patient’s treatment is complete in a department. You can also send a patient from the station to a department or from one department to another, and you can automatically generate a transport request when sending a patient. Transport requests, revisions, cancellations, dispatches, and completions update both the Transport Tracker and the Attendant Tracker.

All these functions and more help to improve physician and patient satisfaction as well as overall operational efficiencies. The STAR Patient Location Tracker is an add-on module and is available for STAR Release 9.0 and later.

For information on purchasing this module, contact your McKesson sales representative.

INTEGRATION WITH HORIZON ENTERPRISE VISIBILITY

STAR Patient Location Tracker can be integrated with Horizon Enterprise Visibility™. Horizon Enterprise Visibility is an electronic tracking board that uses color-coded, time-stamped icons to display at-a-glance view of patient status and location against the hospital's floor plan.

You must set the Bidirectional HEV Interface Active field on the HEV Integration Facility Parameters screen to Yes once the integration is complete. When integrated, the following occurs:

- Bed Requests are bi-directional. Bed Requests initiated in Horizon Enterprise Visibility default to the current date with a time of00:00. They use the Bed Request Priority assigned on the Patient Location Tracker Parameters screen. Bed Requests taken inbound from Horizon Enterprise Visibility populate the Bed Request List and function normally once received by STAR. Updates and cancellations to Bed Requests generate bi-directional messages and function normally once received inbound by STAR.

- Specific bed status updates that are not driven by a housekeeping event are bi-directional. These updates are those that occur as a result of the Update Bed Status function as well as other ADT events in STAR.

- Bed Status Updates initiated by housekeeping events generate bi-directional messages between STAR and Horizon Enterprise Visibility. Patient Has Left, Cleaning in Progress and Ready (Clean) statuses are sent from one system to the other whether done in Horizon Enterprise Visibility or in STAR by PC or telephony. STAR. All bed status changes, paging functionality and Bed Board functionality work normally once received by STAR.

- Bed reservations and transport requests are sent from STAR to Horizon Enterprise Visibility. Updates and cancellations are sent from STAR to Horizon Enterprise Visibility.

- Patient location updates from Patient Tracking are bi-directional. Messages are triggered once the patient has "Arrived" at a location.

Chapter 1 - PATIENT LOCATION TRACKER IMPLEMENTATION

INTRODUCTION

This chapter contains information on steps that need to be performed to set up the STAR Patient Location Tracker at your facility.

MCKESSON IMPLEMENTATION STEPS

Before beginning the implementation, verify that the customer has purchased the STAR Patient Location Tracker Module. Then perform the following steps in the order they are listed.

Load STIs M20489 and M21052

1. Load STI M20489, which initiates the necessary Patient Tracker and Bed Tracker conversions to run automatically.

2. Load STI M21052, which initiates the necessary Transport conversions to run automatically.

Set Up Tildes

Perform the following steps to set up the tildes (~) on each CPU:

1. On the Patient Care CPU in ID 2, insert lowercase **l** (for Patient Tracker and Bed Tracker) and lowercase **t** (for Transport) in parameter code ~CI.

2. From the DME, initiate the tildes by entering **D PRM^AFINT**.

3. From the DME, enter **D TBL^AFINT** to set ~CT with the facility-split table types.

Verify Automatic Conversions

When these STIs are loaded, multiple conversions may run if ~CI has been modified to indicate that STAR Patient Location Tracker is being implemented. If ~CI is not set when the STI is moved, the conversions may need to be run manually.

See the Conversion sections of STI M20489 and M21052 for details regarding the conversions.

Add Patients to the Tracking Boards

Once the Active flag in the parameters is set to Yes, the system begins adding patients to the boards, but it does not automatically add everyone. The tracking board criteria is used to determine the board(s) to which a patient is added.

NOTE: Patients who are in a preadmission status (that is, not chargeable) and have both an expected testing date and an expected admission date are first added to the patient tracking boards based on the expected testing date. Once the patient becomes a PAT type, the expected testing date is ignored and the patient is added to the tracking boards based on the expected admission date. Also if the Patient Tracker appointment date is today, the patient is added to the tracking boards.

You can add all patients to the boards in one of two ways:

- Move the software to ID 1 the day before live, and set the Active flag to Yes. Then Midnight Processing gets the boards in sync.
- Move the software to ID 1 the day of live, set the Active flag to Yes, and manually run ^CLPATMNP.

NOTE: You should discuss these options with the hospital. Setting the Active flag to Yes gives users access to all of the STAR Patient Location Tracker features. In addition to the new functions (which may not be an issue if they have not been added to the users' Navigator Views yet), clinical alerts are added to MPI, Admission, and Revise Patient, and access to Bed Request is now available from within Admission, which affects users in Nursing, Admitting, and Medical Records.

Validate STAR Patient Location Tracker Menus

1. Verify that base menu **clmmain** contains the following menu library elements. This menu contains all of the parameters and applications available with STAR Patient Location Tracker and can be placed on the STAR Navigator Department View folder for the hospital employee(s) responsible for maintaining and supporting this module.

CLMPARM	Patient Location Tracker Parameters
CLMPTPARMS	Patient Tracking Parameters
CLMPARMT	Paging Parameters
CLMUSRDEF	User Definitions
CLMBEDID	Bed ID Cross Reference
CLTABLEMAINT	Patient Location Tracking Tables
	Patient Tracker Information
CLMCOLOR	Color Table
CLMBEDVIEWS	Bed Tracking
CLPTTRACKING	Patient Tracking
CLBEDREQUEST	Bed Request

2. Verify that base menu **clmapps** contains the following menu library elements. This menu contains the applications available with STAR Patient Location Tracker and can be placed on users' STAR Navigator Department View folders.

CLMBEDVIEWS	Bed Tracking
CLPTTRACKING	Patient Tracking
CLBEDREQUEST	Bed Request

CLMMYPREFERENCE	My Tracker Preferences
	Patient Tracker Information
CLPTHISTORY	Patient Tracking History
CLTRANSPORTREQT	Patient Transport Requests
CLTRANSPORTREQN	Non-Patient Transport Request
CLTRANSPORTMT	Transport Main Tracker
CLTRANSPORTAT	Transport Attendant Tracker
CLRFTAGLINK	RFID Tag Number Inquiry/Unlink
CLTRANSPORTINQ	Transport Request Inquiry

3. Verify that base menu **clmmaint** contains the following menu library elements. This menu is called from the base Tables menu and contains the character-based parameters for STAR Patient Location Tracker.

CLMPARM	Patient Location Tracker Parameters
CLMPTPARMS	Patient Tracking Parameters
CLMPARMT	Paging Parameters
CLMCOLOR	Color Table
CLMUSER	User Definitions (calls new menu clmusr)
CLMBEDID	Bed ID Cross Reference
CLMENTERPRISE	Enterprise View Category Link
CLTABLEMAINT	Patient Location Tracking Tables
CLTRANSPORTPARM	Transport Parameters
CLTRANSPORTESC	Transport Escalation Parameters
CLTRANSPORTEPS	Transport Escalation Paging Schema
CLTRANSPORTUSER	Transport User Definition
CLRFPARM	RFID Parameters
CLRFTAGTBL	RFID Tag Table
CLMBARCODE	Print Barcode Labels (calls new menu clmbcl)

Verify New Tables

The following new tables are provided:

Table Type	Table Name
CALR	Clinical Alerts
CCL	Color Table

Table Type	Table Name
CLBP	Bed Request Priorities
CLEC	Coverage Type
CLRS	RF Spaces
CLTA	Transport Activity Reasons
CLTB	PLT Paging Info
CLTG	Transport Zone Groups
CLTI	Transport Special Instructions
CLTL	Transport Locations
CLTM	Transport Modes
CLTP	Transport Priorities
CLTR	Transport Resources
CLTZ	Transport Zones
CNPT	Environmental Coverage Areas
CPTB	Patient Tracking Boards
CPTC	Patient Tracking Criteria Link
CPTP	Patient Tracking Priorities
CTPS	Telephony Paging Schema

Verify that the Color table can be accessed from STAR Navigator and that it contains McKesson-provided codes and descriptions. The entries in these tables are to give customers a set of colors for use with the module. Customers can add additional entries to this table.

The standard table values are stored in global ^V.

Verify that the following tables display the STAR Patient Location Tracker screens:

BST	Bed Status Table	uses screen ctvbstl
CLL	Department Locations Table	uses screen ctclll

NOTE: The table type still shows the non-STAR Patient Location Tracker screens. To verify, you need to go to **Tables > Table Maintenance**, and enter a code to bring up the screen.

Define Form Types for Notices

The base STAR Patient Location Tracker software includes the following form types for new notices:

Form Type (Notice Name)	Form Zblock	Spooler Report Name
BDRQ (Bed Request Notice)	clfbrq	BDRQNOT
IPL (Incorrect Patient Selected Notice)	clfiplg	IPLNOT
OBS (Occupied Bed Selected Notice)	clfobsg	OBSNOT
PLN (Patient Left Hospital Notice)	clfplng	PLNNOT
RSTN (Return to Station Notice)	clfrstn	RSTNNOT

Complete the New System Definition Form for the Telephony Server

You must complete a New System Definition form and forward it to the CareBridge team to add the customer's new telephony server to their CareBridge. You can access this form at the following location on TechWeb:

http://techweb/team/carebridge/sysdef.asp

The customer's system administrator may need to provide some of the information for the form.

CUSTOMER IMPLEMENTATION STEPS

Perform the following steps in the order they are listed to implement the STAR Patient Location Tracker.

Verify MSE Release

Verify that your site is using MSE Release 9.0.0.1 or higher. This is required for STAR Patient Location Tracker to function properly.

Check Your Reservation Number Pool

In the Account Number Groups table, verify that the Bed Reservation Number Group has been defined.

Install STAR Navigator

Install STAR Navigator on each PC that is to use the STAR Patient Location Tracker. Be sure that the checkbox for the STAR Patient Location Tracker is checked when STAR Navigator is loaded.

The *STAR Navigator User's Guide* provides the MIS department and end users with information needed to install, use, and support STAR Navigator. Use the guide for instructions for installing and setting up STAR Navigator software, an overview of the most commonly used functions, and troubleshooting information. For information about WEM, refer to the *WEM User's Guide* or WEM Online Help.

Build the STAR Patient Location Tracker Navigator View(s)

You can build Navigator Views in a variety of ways. You can add the base menus to existing STAR Navigator Views.

When assigning menus, also keep in mind the employee’s job responsibilities. The job responsibilities are the biggest guide in deciding what menu options to place on a particular Navigator View.

Additionally, you should review user access to the Update Bed Status function. Individuals who need to be able to trigger a stat page to Housekeeping or Maintenance need to have access to this function.

Since the Bed Tracking function may be creating bed reservations, you may also find it useful to provide access to the Station Census with Reservations through the Census functions.

If you presently have the character-based Transfer Request function located on user menus, this should be replaced with the Bed Request function. When replacing this menu option, be sure that it is does not reside on a menu that is being used outside of a STAR Navigator View folder. Since Bed Request is a GUI function, it must be placed on a menu that is directly associated with a STAR Navigator Patient View. If Bed Request is accessed from an emulation menu, it logs the user off the system.

See "Validate STAR Patient Location Tracker Menus" on page 1-5 for a list of the base menus and menu library elements that have been added for STAR Patient Location Tracker. Keep in mind that if modifications need to be made, custom menus can be built by a STAR Forms/Menus-certified person at the facility.

Set Up PCs to Use STAR Patient Location Tracker

Because of the volume of data that is displayed in Bed Tracking and Patient Tracking, it is strongly recommended that the resolution for the PCs that run these functions be set to 1024 x 768.

To change the resolution, right-click on the **Desktop** and select **Properties**. Select the **Settings** tab and change the screen resolution to **1024 x 768**; then click **OK** to save the setting.

Place Your Telephony Server in a Secure Location

McKesson recommends that you place the STAR Patient Location Tracker's telephony server in a secure physical location and in a secure network environment (utilizing a firewall or intranet).

Define an ALLSTAR Sign-On for the Telephony Server

You need to define an ALLSTAR sign-on for the STAR Patient Location Tracker's telephony server. Make sure it points to only one environment (or ID); for example, it can be defined to access ID 1 (live) or ID 2 (test), not both. The sign-on information (login and password) is used by a McKesson representative when configuring the host server.

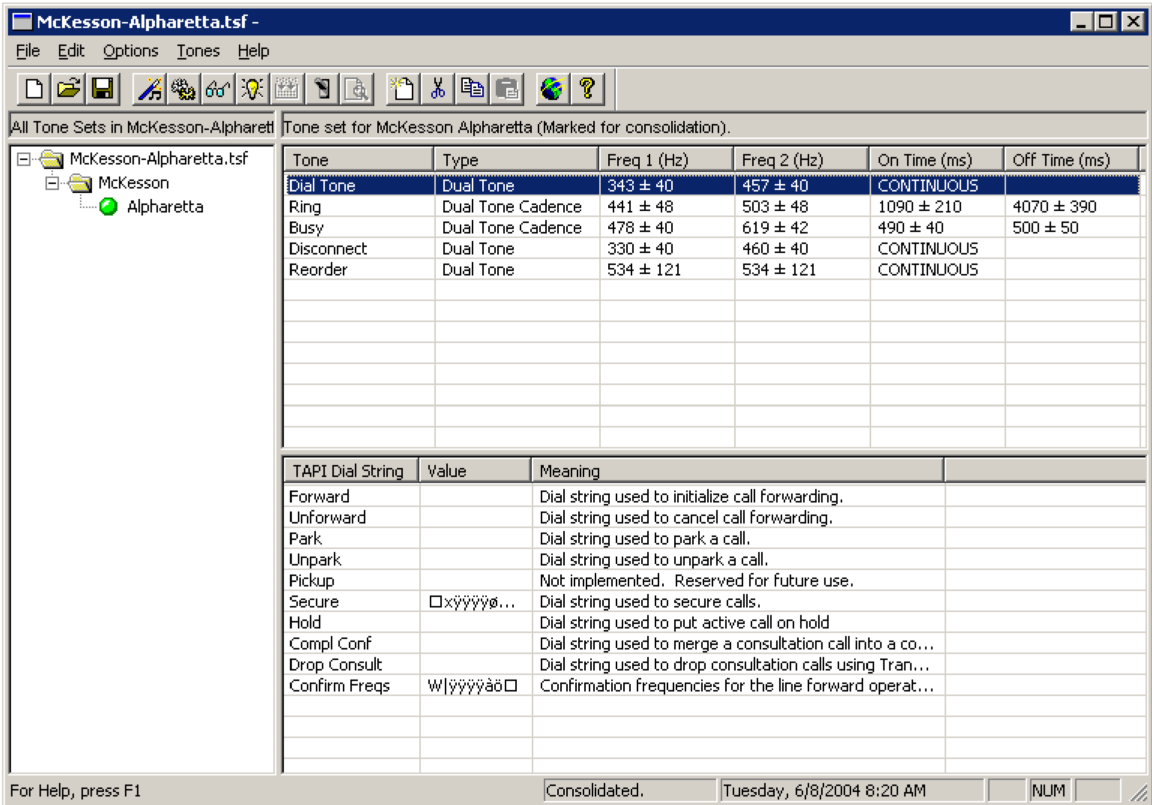
Run PBXpert on the Telephony Server

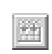
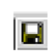
After the telephone lines are connected to the telephony server, run PBXpert before setting up paging; this allows the Dialogic board to learn about your phone system.

NOTE: You need to do this only once.

Select **Programs > Intel Dialogic System Software > PBXpert** on the telephony server. Complete the steps outlined by the wizard.

When the wizard completes, a window similar to the following should display on your screen:



Consolidate, save, and activate this tone set by clicking  , then  , and then  .

Chapter 2 - STAR PATIENT LOCATION TRACKER MAINTENANCE

INTRODUCTION

This chapter contains a listing and explanation of the STAR/HEV Integration Parameter screen and the STAR Patient Location Tracker Maintenance menu options. Each option is presented with its purpose, the screen or screens used in completing it, and a detailed explanation of the screen fields involved.

To access STAR Patient Location Tracker Maintenance, select **Tables** from the initial STAR Patient Care menu. Then select **STAR Patient Location Tracker Maintenance**. The following screen is displayed:

```
          General Hospital STAR Patient Location Tracker Maintenance Processor
                                                  Tue Mar 13, 2007 02:50 pm
STAR Patient Location Tracker Maintenance Input Options

            Option No.  Option
            ----------------------------------------
                1       Patient Location Tracker Parameters
                2       Patient Tracking Parameters
                3       Paging Parameters
                4       Color Table
                5       User Definitions
                6       Bed ID Cross Reference
                7       Enterprise View Category Link
                8       Patient Location Tracking Tables
                9       Transport Parameters
               10       Transport Escalation Parameters
               11       Transport Escalation Paging Schema
               12       Transport User Definition
               13       RFID Parameters
               14       RFID Tag Table
               15       Print Barcode Labels

Enter option number--
```

Each option is described in this chapter, except options 4 and 8, which are described in the following chapter.

STAR/HEV INTEGRATION PARAMETER

The Bidirectional HEV Interface Active field must be set to Yes if Patient Location Tracker is integrated with Horizon Enterprise Visibility.

To access the parameter, select **Tables** from the initial STAR Patient Care menu. Then select **Facility Options & Parameters** and then **HEV Integration Facility Parameters** and a facility, if applicable. The following screen is displayed:

```
          General Hospital HEV Integration Facility Parameters Processor
                                                Thu Sep 16, 2010 12:34 pm
Model Hospital A         Last Edit by: Watson,Amy 09/09/10 1013
                       HEV Integration Facility Parameters

 1 Bidirectional HEV Interface Active
   Yes

Enter field number or '/' starting field number--
```

Field Explanations

1. BIDIRECTIONAL HEV INTERFACE ACTIVE (1-A-O)
Indicate if STAR Patient Location Tracker is integrated with Horizon Enterprise Visibility. Enter **Y** for Yes or **N** for No. The default is No, and blank is No.

PATIENT LOCATION TRACKER PARAMETERS

The Patient Location Tracker Parameters are used to activate the Patient Location Tracker module and to assign colors to be used in the Bed Tracking views. You can indicate if beds that are Not Ready can be assigned. You can set the OP in Bed Threshold time and Bed Request, Bed History, and Bed Tracking Purge times. You can also indicate if transfer requests should automatically generate a Bed Request, determine if the Bed Request List should be color coded by location or priority, and set a default priority and paging schema for Bed Requests that do not have them set.

In a multi-facility environment, these parameters must be set for each facility. These parameters are hospital defined and not controlled by McKesson:

```
           General Hospital Patient Location Tracker Parameters Processor
                                                  Fri Aug 20, 2010 10:58 am
Model Hospital A              Last Edit: Smith,Sharon A on 07/23/10 1232
( 1)Active              : Yes             Bed Request (Cont.)
( 2)Not Ready           : No          (14)Default Paging Schema: 01 Nurse Man
( 3)Toggle RDY to NR    : No
    Bed Tracking
( 4)Male Color          : BLUE
( 5)Female Color        : PINK
( 6)OP Bed Threshold    : 23 hours
( 7)OP Bed Thresh Color : OLIVE CROSSH
    Data Retention
( 8)Bed Request Purge   : 99 days
( 9)Bed History Purge   : 999 days
(10)Bed Tracking Purge  : 999 days
    Bed Request
(11)Transfer Bed Req    : Yes
(12)Colors              : Priority
(13)Bed Request Priority : 2 MEDIUM



Enter field number or '/' starting field number--
```

Field Explanations

1. ACTIVE (1-A-R)

Indicate if the STAR Patient Location Tracker is in use for this facility. Enter **Y** for Yes or **N** for No. Blank assumes No, and the default is No.

2. NOT READY (1-A-O)

Indicate if bed assignment is **not** allowed when a bed's status is Not Ready. Enter **Y** for Yes or **N** for No. Blank assumes No, and the default is No.

If this field is set to Yes, you cannot place a patient in a Not Ready bed. If this field is set to No, you can place a patient in a Not Ready bed.

3. TOGGLE RDY TO NR (1-A-O)

Indicate if beds that are in a Ready status should be changed to a Not Ready status when a Post Bed Ready transaction is received from the Telephony system. Enter **Y** for Yes, or enter **N** or leave the field blank for No.

NOTE: Beds that are in a Not Ready status will continue to change to a Ready status when a Post Bed Ready transaction is received.

BED TRACKING

4. MALE COLOR (TABLE LOOKUP-O)
Select the color to display on Bed Tracking views for male patients.

5. FEMALE COLOR (TABLE LOOKUP-O)
Select the color to display on Bed Tracking views for female patients.

6. OP BED THRESHOLD (2-N-O)
Enter the number of hours to indicate the OP in Bed threshold. If an outpatient has been bedded for this number of hours, an asterisk (*) is displayed after the patient type code in the bed cell on the Bed Detail View in Bed Tracking, and the second line of the bed cell on all Bed Tracking views is displayed in the color identified in the OP in Bed Threshold Color field.

7. OP BED THRESH COLOR (TABLE LOOKUP-O)
Select the color for the second line of the bed cell in the Bed Tracking views when the patient has exceeded the OP in Bed threshold. If no color is defined here, the second line of the bed cell is displayed in the color associated with the bed status.

DATA RETENTION

8. BED REQUEST PURGE (2-N-O)
Enter the number of days (1-99) that Bed Requests that have passed their request date should be kept in the Bed Request List. If thisfield is blank, the Bed Requests are never purged.

9. BED HISTORY PURGE (3-N-R)
Indicate the number of days (1-999) to keep the Bed History available. If zero (0) is entered or the field is left blank, the Bed History is never purged. Bed History is an index of every bed status change for each bed, which is mapped to STAR Vista for reporting.

10. BED TRACKING PURGE (5-N-R)
Enter the number of days (1-99,999) that Bed Tracking History should be retained. If zero (0) is entered or the field is left blank, the Bed Tracking History is never purged. This field is required.

BED REQUEST

11. TRANSFER BED REQ (1-A-R)
Indicate if a Transfer Request should automatically generate a Bed Request and place it on the Bed Request List. Enter **Y** for Yes or **N** for No. The default is No.

12. COLORS (1-A-O)
Specify the method by which the Bed Request List should be color-coded. Enter **P** to color code it by priority or **L** to color code it by location. The colors used for priority are defined in the Bed Request Priorities table, and the colors for location are defined in the Location File > Update Nursing Station Codes and in the Bed Request Locations table.

13. BED REQUEST PRIORITY (TABLE LOOKUP-O)
Indicate a default priority to be used for Bed Requests that do not have a priority assigned. Make a selection from the Bed Request Priorities table.

NOTE: Bed Requests initiated in Horizon Enterprise Visibility are assigned this priority.

14. DEFAULT PAGING SCHEMA (TABLE LOOKUP-O)
Indicate a default paging schema to be used for Bed Requests that do not have a schema assigned. Make a selection from the Bed Req Paging Schema table.

PATIENT TRACKING PARAMETERS

The Patient Tracking Parameters screen is used to define if character-based or GUI applications are used in function branching from the Patient Tracking boards. It is also used to indicate if a tracking notice should print and to specify the path for all icons used in Patient Tracking on all views. You also define the icons for the Admissions and Clinical (or Nursing Unit) Views. Icons for the Department Views are defined on the DEPARTMENT LOCATIONS table.

In a multi-facility environment, these parameters must be set for each facility. These parameters are hospital defined and not controlled by McKesson:

```
                  General Hospital Patient Tracking Parameters Processor
                                                    Tue Mar 14, 2006 10:48 am
Model Hospital A
( 1)Admissions         : Character-based
( 2)Revision           : Character-based
( 3)Discharge          : Character-based
( 4)Tracker ID Notice? : No

( 5)ICON Drive         : C
( 6)ICON Path          : \MCKESSONHBOC\HBOC32\HBOCNAV\HBOCADT
( 7)Admit Pending ICON : ADMIT.ICO
( 8)Admit Pt Wait ICON : ADMITWAIT.ICO
( 9)Admit In Prog ICON : ADMITPROGRESS.ICO
(10)Admit Complete ICON: ADMITCOMPLETE.ICO
(11)Admit Cancel ICON  : ADMITCANCEL.ICO
(12)Unit `Away` ICON   : READY.ICO
(13)Unit `Sent To` ICON: BACKTOROOM.ICO
(14)Unit `On Unit` ICON: PAT.ICO
(15)Unit `Left` ICON   : PTLEFT.ICO
(16)Edit by            : Hamner,Valerie A
(17)Edit date          : 12/14/05 1331


Enter field number or '/' starting field number--
```

Field Explanations

1. ADMISSIONS (1-A-R)

Indicate if character-based or GUI Admissions is used in function branching from the Patient Tracking board. Enter **C** for character-based or **G** for GUI Admissions. The default is G.

2. REVISION (1-A-R)

Indicate if character-based Revise Admission or GUI Admission Revision is used in function branching (the FXN button) on Patient Tracking board. Enter **C** for character-based or **G** for GUI. The default is G. This selection also determines if character-based or GUI View Visit History is displayed.

3. DISCHARGE (1-A-R)

Indicate if character-based or GUI Discharge is used in function branching from the Patient Tracking board. Enter **C** for character-based or **G** for GUI. The default is G.

NOTE: The settings in the Admissions, Revision, and Discharge fields are used if these fields are not defined for a user on User Definitions.

4. TRACKER ID NOTICE? (1-A-R)
Indicate if a tracker ID notice should print at the default printer for the CRT when a *Patient Is Here* transaction is performed. Enter **Y** for Yes or **N** for No. The default is No.

5. ICON DRIVE (1-A-R)
Enter the letter of the drive that contains all icons that are used in Patient Tracking on all views: Admissions, Department, and Clinical (or Nursing Unit). The default is C.

6. ICON PATH (SPECIAL FORMAT-R)
Enter the system path where all icons for the Patient Tracking Views are located. Separate subdirectories with a backslash.

NOTE: The system automatically inserts the first backslash.

7. ADMIT PENDING ICON (30-C-R)
Enter the name of the icon to be used to represent a Pending status on the Patient Tracking Admissions View.

8. ADMIT PT WAIT ICON (30-C-R)
Enter the name of the icon to be used to represent a Patient Waiting status on the Patient Tracking Admissions View.

9. ADMIT IN PROG ICON (30-C-R)
Enter the name of the icon to be used to represent a Patiert in Progress status on the Patient Tracking Admissions View.

10. ADMIT COMPLETE ICON (30-C-R)
Enter the name of the icon to be used to represent a Patient Complete status on the Patient Tracking Admissions View.

11. ADMIT CANCEL ICON (30-C-R)
Enter the name of the icon to be used to represent a Patient Cancelled status on the Patient Tracking Admissions View.

12. UNIT ’AWAY’ ICON (30-C-R)
Enter the name of the icon to be used on Patient Tracking Clinical Views when a bedded patient is away from the unit.

13. UNIT ’SENT TO’ ICON (30-C-R)
Enter the name of the icon to be used on Patient Tracking Clinical Views when a bedded patient is sent from a department back to the station but has not arrived. The default is BackToRoom.ico.

14. UNIT ’ON UNIT’ ICON (30-C-R)
Enter the name of the icon to be used on Patient Tracking Clinical Views when a bedded patient is on the unit.

15. UNIT 'LEFT' ICON (30-C-R)

Enter the name of the icon to be used on Patient Tracking Clinical Views when a patient has left the station with no known destination.

16. EDIT BY (DISPLAY ONLY)

The system displays the name of the person who last updated this data.

17. EDIT DATE (DISPLAY ONLY)

The system displays the date and time that this data was last updated.

PAGING PARAMETERS

Paging Parameters are used to set up the Telephony Paging options for each facility. Many of these parameters are determined by the type of phone system and pagers that the facility is using.

NOTE: Before you define the paging information fields, you should use the hospital's phone system (for example, the switchboard) and manually dial one of the pager numbers. Keep track of each key you must press and any pauses necessary during the paging sequence.

In a multi-facility environment, these parameters must be set for each facility. These parameters are hospital defined and not controlled by McKesson.

```
                  General Hospital Paging Parameters Processor
                                                    Wed Sep 01, 2010 01:00 am
Model Hospital A              Last Edit: Stanley,Sharon A on 07/23/10 1232
    Bed Tracking Parameters                  Telephony Parameters (cont.)
( 1)Repage Color       : BLUE           (17)Contaminated Msg   : 266
( 2)Escalation 1 Color : BRIGHT YELLOW  (18)New Bed Request    : 111
( 3)Escalation 2 Color : RED
( 4)Display Room/Bed   : Bed ID
( 5)Dynamic Pgr Assign : No
    Telephony Parameters
( 6)Method             : E-mail
( 7)Paging Prefix      : 9,
( 8)STAT Message       :
( 9)Message Prefix     :
(10)Message Suffix     :
(11)Page Expiration Min: 20
(12)Tran Page Delay Min: 0 minutes
(13)Bed Identification : Both
(14)Non-employee PHL   : Yes
(15)Cleaning InProg    : Yes
(16)Cancel Message     : 611

Enter message indicating STAT page--
```

BED TRACKING PARAMETERS

NOTE: If the bed is in a stat status, the color defined on the Bed Status table overrides the colors entered below.

1. REPAGE COLOR (TABLE LOOKUP-O)

Select the color for the bedcell in the Bed Tracking Environmental Services View when the Not Ready bed has been re-paged. If no color is identified here, the bed cell is displayed in the color associated with the bed status.

2. ESCALATION 1 COLOR (TABLE LOOKUP-O)

Select the color for the bedcell in the Bed Tracking Environmental Services View when the Escalation 1 pager has been notified. If no color is identified here, the bed cell is displayed in the color associated with the bed status.

3. ESCALATION 2 COLOR (TABLE LOOKUP-O)
Select the color for the bedcell in the Bed Tracking Environmental Services View when the Escalation 2 pager has been notified. If no color is identified here, the bed cell is displayed in the color associated with the bed status.

4. DISPLAY ROOM/BED (1-A-O)
This field indicates what information is displayed on a numeric pager to indicate the room and bed number. Enter **T** to display the bed's telephone extension or **I** to display the bed's ID number.

5. DYNAMIC PGR ASSIGN (1-A-O)
This field indicates if pagers are assigned dynamically for initial Environmental Services maintenance paging and repaging. Enter **Y** for Yes or **N** for No. The default is No.

If this field is set to Yes, the coverage areas and pagers must be linked using the Coverage Area Assignment function in Bed Tracking. Pagers assigned there override any paging schema for initial pages and repages.

TELEPHONY PARAMETERS

6. METHOD (1-A-O)
This field determines if paging is numeric or text messaging. Enter **E** (for e-mail) for text messaging or **T** (for telephony) for numeric paging.

7. PAGING PREFIX (3-N-O)
Enter up to three numbers that must be entered on the phone system to access an outside line. The pause after the prefix is automatically entered by the STAR system.

8. STAT MESSAGE (5-AN-O)
Enter a 5-character alphanumeric code to display on the pager or in the text message to indicate a stat page. If thenumeric paging method has been selected, this code must be numeric.

9. MESSAGE PREFIX (80-C-O)
This field is used for numeric paging. Indicate the keystrokes that must be entered prior to entering a number to be paged. Use a comma to indicate each pause that is needed.

10. MESSAGE SUFFIX (80-C-O)
This field is used for numeric paging. Indicate the keystrokes that must be entered after the number to be paged is entered. Use a comma to indicate each pause that is needed.

11. PAGE EXPIRATION MIN[UTES] (3-N-O)
Enter the number of minutes that a page is considered outdated. The page is not generated after the number of minutes entered here has passed. This field is used primarily when system issues cause paging to be behind the actual bed status changes in STAR.

12. TRAN[SPORT] PAGE DELAY MIN[UTES] (1-N-O)
Enter the number of minutes to delay the initial transport page. Valid entries are 0 to 9. This allows transport attendants to accept the next dispatched job after completing his/her current job via telephony.

13. BED IDENTIFICATION (1-A-O)
Indicate how beds are identified when entering information on the telephony system. Enter one of the following:

- **I** if they are identified by bed ID code
- **X** if they are identified by telephone extension
- **B** if they are identified both ways

NOTE: If this field is set to I or X, users are not asked how bed information will be entered. If it is set to B or is blank, users are asked how bed information will be entered.

14. NON-EMPLOYEE PHL (1-A-O)
Indicate if the *Patient Has Left* transaction can be entered by non-employees. Enter **Y** for Yes or **N** for No. If this field is set to Yes or is blank, non-employees can enter *Patient Has Left* transactions. If set to No, only employees with a valid telephony sign-on can enter *Patient Has Left* transactions.

15. CLEANING IN PROG[RESS] (1-A-O)
Indicate if *Cleaning in Progress* transactions can be entered via telephony. Enter **Y** for Yes or **N** for No. The default is No.

16. CANCEL MESSAGE (5-N-O)
Enter the code to be displayed on a pager to indicate that a transport request has been cancelled.

17. CONTAMINATED MSG (3-AN-O)
Enter the message to be displayed on a pager to indicate that the page involves a contaminated bed.

18. NEW BED REQUEST (3-N-R)
Enter a numeric code of 1-3 digits to be displayed on a pager to indicate the page is for a new Bed Request.

USER DEFINITIONS

When you select User Definitions, the following screen is displayed:

```
                       General Hospital User Definitions Processor
                                                  Tue Mar 14, 2006 01:24 pm
User Definitions Input Options

            Option No.  Option
            ----------------------------------------
                1       User Definitions
                2       User View Definitions
                3       User Preferences
                4       My Tracker Preferences










Enter option number--
```

These options are described below.

User Definitions

The Patient Location Tracker User Definitions screen enables you to define what information and functions each user can access within the Patient Location Tracker module. Complete this information before completing User Preferences.

When you select this option and a facility, if applicable, the system displays the following prompt:

Enter ALLSTAR ID code, (G)roup or last name`-` to list--

You can enter the employee's ALLSTAR ID, the employee's last name (or part followed by a hyphen), **G** to access a user definition group, or a hyphen (-) to display all employees.

NOTE: If an employee is a member of a user definition group, you cannot edit any of his/her user definitions individually. If you try to access this screen for an employee who is a member of a group, the following error is displayed:

Error: Employee XXX belongs to the group XXX!

You must remove the employee from the group to make any individual edits.

After you select an employee or user definition group, the Patient Location Tracker User Definitions screen is displayed:

```
                      General Hospital User Definitions Processor
ADM TEST,ADMISSIONS                                  Mon Sep 27, 2010 05:47 pm
Model Hospital A                       Last Edit: Oliver,Mimi 02/06/10 03:00pm
Bed Tracking                1 Modeling Allowed    2 Process To Do List
                              Yes                   Yes
 3 Public Bed Tracking      4 View Patient Info   5 New Indicator
   No                         Yes                  ->
 6 Move Mode Access
   Entries selected
Patient Tracking            7 Patient Tracking Information Flow
                              PLT PLT PATIENT TRACKER INFORMATION
 8 Tracking Boards
   Entries Defined
 9 Function Branching      10 Admissions      11 Revision      12 Discharge
   ADM,BED,DIS,NUR,REV,THX    GUI                GUI               GUI
Telephony Information      13 Stat Bed Status   14 Sign On
                              No




Allow this user to remove 'New' indicator Y/N [N]--
```

Field Explanations

BED TRACKING

1. MODELING ALLOWED (1-A-O)

Indicate if the user is allowed to perform modeling functions from Bed Tracking. Enter **Y** for Yes or **N** for No. The default is No. When this field is set to No, the Move button on the Bed Tracking views does not display for the user.

2. PROCESS TO DO LIST (1-A-O)

Indicate if the user is allowed to process the modeling transactions. Enter **Y** for Yes or **N** for No. The default is No. When this field is set to No, the Process button on the To Do List window is disabled. If the user is not permitted to process transactions, the To Do List needs to be printed and given to a user that can process transactions to have them input into the system and performed.

3. PUBLIC BED TRACKING (1-A-O)

Indicate if the Bed Tracking views for this user should display the Tracking ID assigned to the account rather than the patient's name in the bed cell. Enter **Y** for Yes or **N** for No. The default is No.

If this field is set to No or is blank, all Bed Tracking views that include the patient's name actually display the patient's name.

NOTE: If this field is set to Yes, the View Patient Info field is set to No and cannot be edited.

4. VIEW PATIENT INFO (1-A-O)
Indicate if the Patient Information tab is displayed when the Patient Information icon is clicked or touched in the Bed Tracking views and in Patient Tracking. Enter **Y** for Yes or **N** for No. If this field is set to No, the Patient Information icon is not available in Patient Tracking, and in Bed Tracking, only the Bed Information tab is displayed when a bed is selected.

5. NEW INDICATOR (1-A-O)
Controls whether or not the user is allowed to remove the New indicator from a Bed Request. When this field is accessed, the following transaction line is displayed:

Allow this user to remove “New” indicator Y/N [No]--

Enter **Y** for Yes or **N** for No. The default value is No, and a null value is processed as No.

6. MOVE MODE ACCESS (TABLE LOOKUP-R)
Choose the functions that this user can access when Bed Tracking is in Move Mode. The system displays a list of the functions, and you can do one of the following:

- Enter one choice, or enter multiple choices. To select more than one choice, you can enter the option numbers one by one or use one of the following methods:
  - Separated by commas: 1,5,7
  - Range: 1-9
  - Combination: 1,5,7-9
- Deselect a choice by entering a hyphen (-) followed by the option number.

Press ENTER after making your selection.

PATIENT TRACKING

7. PATIENT TRACKING INFORMATION FLOW (TABLE LOOKUP-O)
If you are using GUI Admissions, select the GUI form flow to be used when this user updates Patient Tracking information for a patient by selecting Patient Tracking Info Flow via the Function (FXN) button on a patient tracking board. You can enter the flow code directly if you know it, or enter a hyphen (-) and make your selection from the list.

If this field is blank, the default form flow defined for the tracking board on the Patient Tracking Board table is used.

8. TRACKING BOARDS (TABLE LOOKUP-O)
Select up to 10 tracking boards that this employee can access. The system displays a list of the tracking boards defined in the Tracking Board table, and you can do one of the following:

- Enter one choice, or enter multiple choices. To select more than one choice, you can enter the option numbers one by one or use one of the following methods:
  - Separated by commas: 1,5,7
  - Range: 1-9
  - Combination: 1,5,7-9
- Deselect a choice by entering a hyphen (-) followed by the option number.

Press ENTER after making your selection.

9. FUNCTION BRANCHING (TABLE LOOKUP-O)
Choose the functions that this user can access from the FXN (Function) button in Patient Tracking. The system displays a list of the functions, and you can do one of the following:

- Enter one choice, or enter multiple choices. To select more than one choice, you can enter the option numbers one by one or use one of the following methods:
  - Separated by commas: 1,5,7
  - Range: 1-9
  - Combination: 1,5,7-9
- Deselect a choice by entering a hyphen (-) followed by the option number.

Press ENTER after making your selection.

NOTE: Selecting **REV-Revision** also allows you access to Visit History.

Selecting **TRI-Transport Req Inquiry** opens a view-only version of the Transport Request. When using this view-only version, you cannot edit data or update the status. This inquiry function does not lock the transport job, so it does not interfere with dispatching or transport progression.

10. ADMISSIONS (1-A-O)
Indicate if character-based or GUI Admissions is used in function branching from the Patient Tracking board. Enter **C** for character-based or **G** for GUI Admissions.

If this field is blank, the system uses the entry in the Admissions field on the Patient Tracking Parameters screen.

11. REVISION (1-A-O)
Indicate if character-based Revise Admission or GUI Admission Revision is used in function branching from the Patient Tracking board. Enter **C** for character-based or **G**

for GUI. This selection also determines if character-based or GUI View Visit History is displayed.

If this field is blank, the system uses the entry in the Revision field on the Patient Tracking Parameters screen.

12. DISCHARGE (1-A-O)
Indicate if character-based or GUI Discharge is used in function branching from the Patient Tracking board. Enter **C** for character-based or **G** for GUI.

If this field is blank, the system uses the entry in the Discharge field on the Patient Tracking Parameters screen.

TELEPHONY INFORMATION

13. STAT BED STATUS (1-A-O)
Indicate if this user can access a stat paging type of bed status in the Update Bed Status function. Enter **Y** for Yes or **N** for No. The default is No.

14. SIGN ON (4-N-O)
Enter a four-digit number to indicate the user's telephony sign-on. If you enter fewer digits, leading zeroes are added.

User View Definitions

The User View Definitions screen allows you to set which Bed Tracking views that each When you select this option and a facility, if applicable, the system displays the following prompt:

Enter ALLSTAR ID code, (G)roup or last name`-` to list--

You can enter the employee's ALLSTAR ID, the employee's last name (or part followed by a hyphen), **G** to access a user definition group, or a hyphen (-) to display all employees.

NOTE: If an employee is a member of a user definition group, you cannot edit any of his/her user view definitions individually. If you try to access this screen for an employee who is a member of a group, the following error is displayed:

Error: Employee XXX belongs to the group XXX!

You must remove the employee from the group to make any individual edits.

After you select an employee or user definition group, the User View Definitions screen is displayed:

```
                 General Hospital User View Definitions Processor
ADM TEST,ADMISSIONS                                 Wed Mar 28, 2007 07:43 pm
Model Hospital A                      Last Edit: TEST,ADMISSIONS 01/26/07 12:42
 1 Auto Refresh Minutes                    2 Cell Orientation
   99                                        Vertical by Station
 3 Bed Detail View                         4 Auto Scroll
   Yes                                       No
 5 Bed Overview                            6 Auto Scroll
   Yes                                       No
 7 Environmental Services View             8 Auto Scroll
   Yes                                       No
 9 Facility Bed View                      10 Auto Scroll
   Yes                                       No
11 Enterprise View
   Yes







Enter field number or '/' starting field number--
```

Field Explanations

1. AUTO REFRESH MINUTES (2-N-O)

Enter the number of minutes (3-99) to indicate when the Bed Tracking views should automatically refresh for this user. If the user is in Move mode, the auto refresh does not occur.

If the field is blank, the Bed Tracking views do not automatically refresh.

NOTE: McKesson recommends that if you are setting this field for an **employee** who uses the system, that you leave this field blank. This field should only be set when you are defining it for a user that is a **device** that is not used for purposes other than *displaying* Bed Tracking boards. If you set this field for an employee that interacts with the system using this sign on, if they are in an emulation function when Bed Tracking attempts to refresh, an error is displayed.

2. CELL ORIENTATION (1-A-R)

Select the cell orientation for the Bed Tracking views. Enter **N** for normal, **V** for vertical by station, or **H** for horizontal by station. The default is N. The orientation selected applies to all Bed Tracking views except the Enterprise View.

The normal orientation displays all beds in the same station outlined in the same color in a vertical list, and when a new station begins, a second color is used to outline the beds. These two colors alternate throughout the display to indicate station changes.

The vertical by station orientation displays each station in its own column. The auto scroll does not work if an extremely large amount (upper 100s to 1,000s) of beds are selected and not all beds may display. If you need to view a large amount of beds, you may not want to use this view.

The horizontal by station orientation displays the station header cell on the left of the screen, and the beds in each station are laid out horizontally across the screen and wrap around. Each station starts on a new line and multiple lines are used when needed.

3. BED DETAIL VIEW (1-A-O)
Indicate if this user can access the Bed Detail View. Enter **Y** for Yes or **N** for No. The Bed Detail View displays patient demographic information such as name, age, sex, patient type, service, attending physician in the bed cell.

4. AUTO SCROLL (1-A-O)
Indicate if the Bed Detail View should automatically scroll for this user. Enter **Y** for Yes or **N** for No.

NOTE: If the Bed Detail View field is set to No, this field cannot be accessed.

5. BED OVERVIEW (1-A-O)
Indicate if this user can access the Bed Overview. Enter **Y** for Yes or **N** for No. The Bed Overview displays sex, age, status, and room-bed number for each bed, similar to GUI Bed Display.

6. AUTO SCROLL (1-A-O)
Indicate if the Bed Overview should automatically scroll for this user. Enter **Y** for Yes or **N** for No.

NOTE: If the Bed Overview field is set to No, this field cannot be accessed.

7. ENVIRONMENTAL SERVICES VIEW (1-A-O)
Indicate if this user can access the Environmental Services View. Enter **Y** for Yes or **N** for No. The Environmental Services View displays information about the beds that are in a Not Ready - Housekeeping and/or Not Ready - Maintenance status such as the elapsed time since the employee was paged, escalation times, etc.

8. AUTO SCROLL (1-A-O)
Indicate if the Environmental Services View should automatically scroll for this user. Enter **Y** for Yes or **N** for No.

NOTE: If the Environmental Services View field is set to No, this field cannot be accessed.

9. FACILITY BED VIEW (1-A-O)
Indicate if this user can access the Facility Bed View. Enter **Y** for Yes or **N** for No. The Facility Bed View displays a thumbnail for each bed and provides an overall view of the

beds for the facility. Using 1024 x 768 resolution, approximately 400 beds can be displayed on a screen.

10. AUTO SCROLL (1-A-O)
Indicate if the Facility Bed View should automatically scroll for this user. Enter **Y** for Yes or **N** for No.

NOTE: If the Facility Bed View field is set to No, this field cannot be accessed.

11. ENTERPRISE VIEW (1-A-O)
Indicate if this user can access the Enterprise View. Enter **Y** for Yes or **N** for No. The Enterprise View displays high-level occupancy totals for each station for every facility on the same STAR CPU and in the same environment (Live, Test, etc.) in the enterprise.

User Preferences

Once you have completed the STAR Patient Location Tracker User Definitions for an employee, employee preferences can be entered in the User Preferences table. These preferences are then used as defaults when the employee selects the STAR Patient Location Tracker from the menu. The employee can adjust these defaults, if his or her duties rotate, or override the defaults on the screen if another view is desired. You can specify only those defaults that have been defined for the employee on the User Definitions screen.

Once a facility is selected (if applicable), you must select an employee (from employees that are built in the Patient Care Hospital Employee file). After you select an employee, the Patient Location Tracker User Preferences screen is displayed:

```
                     General Hospital User Preferences Processor
ADM TEST,ADMISSIONS                              Fri Nov 14, 2008 04:43 pm
Model Hospital A                     Last Edit: Mathis,Barbara W 05/18/08 04:17P
Patient Tracking    1 Default Patient Tracking Board


Bed Tracking
 2 Default Bed Tracking View          3 Default Environmental Services View


Bed Tracking View Criteria Defaults   4 Clinical Site
                                     ->
 5 Stations / *Groups                 6 Bed Statuses            7 New Indicator

 8 Reserved Beds                      9 Reserved Locations     10 Available Beds

11 Overflow Beds                     12 Housekeeping Beds      13 Maintenance Beds

14 Discharge Intent                  15 Transfer Intent




Enter field number or '/' starting field number --
```

Field Explanations

PATIENT TRACKING

1. DEFAULT PATIENT TRACKING BOARD (TABLE LOOKUP-O)
Select the Patient Tracking Board that should display for this employee when Patient Tracking is launched. When you select this field, a list of the Patient Tracking Boards that are assigned to the user in User Definitions is displayed. Enter the number that corresponds to the Patient Tracking Board that should be used as the default.

BED TRACKING

2. DEFAULT BED TRACKING VIEW (TABLE LOOKUP-O)
Select the Bed Tracking view that should display for this employee when Bed Tracking is launched. When you select this field, a list of the Bed Tracking views that are assigned to the user in User View Definitions is displayed. Enter the number that corresponds to the Bed Tracking view that should be used as the default.

3. DEFAULT ENVIRONMENTAL SERVICES VIEW (1-A-O)
Indicate which beds should display on the Environmental Services View for this user. Enter **H** to display beds with Not Ready - Housekeeping statuses, **M** to display Not Ready - Maintenance statuses, or **B** to display both sets of Not Ready beds.

BED TRACKING VIEW CRITERIA DEFAULTS

NOTE: The Bed Tracking View Criteria Defaults are used to determine which beds are included in the Bed Tracking view when Bed Tracking is initially launched. Users can easily revise the display after Bed Tracking is launched by changing the selections on the Select View Criteria screen in the GUI Bed Tracking application.

4. CLINICAL SITE (TABLE LOOKUP-O)
Indicate which clinical site's stations are displayed when the Bed Tracking application is launched. You can enter the clinical site code if you know it, or enter a hyphen (-) and make your selection from the table.

5. STATIONS / *GROUPS (TABLE LOOKUP-O)
Select the Nurse Stations or Station Groups that the user typically accesses. The Nurse Stations/Groups entered here are displayed for this user when the Bed Tracking application is launched.

If this field is blank, all stations for which the user has access (based on initial menu type and Primary/Secondary Stations defined in the CRT Names table) are displayed. If a station is defined here that the user is not allowed to access, that station does not display in the Bed Tracking views.

When entries are selected, the field displays *Entries defined*.

NOTE: If you are entering preferences for a nursing employee who “floats” and does not always work on the same unit(s), this field should not have entries. The Primary and Secondary Stations entered for the CRT where the employee is signed on are used to determine the stations that are displayed in Bed Tracking, so there is no need to enter Station preferences.

6. BED STATUSES (TABLE LOOKUP-O)

Indicate which bed statuses should be included in the view when Bed Tracking is launched for this user. Enter a hyphen (-) to display the Bed Status table and make your selections. For example, housekeeping users may only need to see beds that have a housekeeping-related status.

NOTE: If this field is blank, all bed statuses are included in the initial display of the Bed Tracking view unless limited by other criteria. For example, if you leave the Bed Statuses field blank and then enter Yes in the Available Beds and Housekeeping Beds fields, the Bed Tracking view is going to include only bed statuses that have the Available field set to Yes in the Bed Status table as well as beds that have the Not Ready-Hskping field set to Yes in the Bed Status table. If you enter OCC in the Bed Status table with Yes in the Available Beds and Housekeeping Beds fields, the Bed Tracking view is also going to display OCC beds in addition to these other beds.

7. NEW INDICATOR (1-A-O)

Indicate whether the user has the appropriate security to remove the **New** indicator from a Bed Request. Enter **Y** to indicate that the user can remove the indicator, or **N** to prevent the user from making changes to the indicator. The default is N.

8. RESERVED BEDS (1-A-O)

Indicate if only beds with the Reserved field set to Yes in the Bed Status table are included when Bed Tracking is launched for this user. Enter **Y** to include only reserved beds or **N** to include all beds. The default is N.

9. RESERVED LOCATIONS (1-A-O)

Select from the list of locations to filter by beds currently reserved on that unit.

NOTE: This field is active only if the Reserved Beds field is set to **Y**.

10. AVAILABLE BEDS (1-A-O)

Indicate if only beds with the Available field set to Yes in the Bed Status table are included when Bed Tracking is launched for this user. Enter **Y** to include only available beds or **N** to include all beds. The default is N.

11. OVERFLOW BEDS (1-A-O)

Indicate if unoccupied beds that are marked in the Location File as Overflow Beds are included when Bed Tracking is launched for this user. Enter **Y** for Yes or **N** for No. The default is N.

NOTE: Overflow beds that are occupied are displayed regardless of this setting.

12. HOUSEKEEPING BEDS (1-A-O)
Indicate if beds that are in a Housekeeping status (the Not Ready-Hskping field is set to Yes in the Bed Status table) are included when Bed Tracking is launched for this user. Enter **Y** to include these beds or **N** to exclude them. The default is N.

13. MAINTENANCE BEDS (1-A-O)
Indicate if beds that are in a Maintenance status (the Not Ready-Maint field is set to Yes in the Bed Status table) are included when Bed Tracking is launched for this user. Enter **Y** to include these beds or **N** to exclude them. The default is N.

14. DISCHARGE INTENT (1-A-O)
Indicate if beds with a Discharge Intent status are displayed when Bed Tracking is launched for the user. Enter **Y** to display these beds or **N** to exclude them. The default is N.

15. TRANSFER INTENT (1-A-O)
Indicate if beds with a Transfer Intent status are displayed when Bed Tracking is launched for the user. Enter **Y** to include these beds or **N** to exclude them. The default is N.

My Tracker Preferences

My Tracker Preferences provides a quick way to view and/or edit the User Preferences screen for the user who is signed on to STAR. When you select My Tracker Preferences, User Preferences for the user signed on to STAR are displayed and can be edited. For an explanation of the fields on the screen, see “User Preferences” on page 2-21.

BED ID CROSS REFERENCE

The Bed ID Cross Reference table allows you to assign a numeric representation to each bed to be entered in response to the Bed Identifier prompt in the Telephony system.

After you select Bed ID Cross Reference, you must then select a facility, if applicable. You are then prompted to enter a Nursing Station code. You can enter the code directly if you know it, or enter a hyphen (-) and make your selection from the table. When you enter or select a Nursing Station, the following prompt is displayed:

Enter the numeric identifier for station TST R&B TEST STN(1/99)--

Enter a number from 1 to 99 to represent this nursing station. (If you enter a single-digit number, a leading zero is added.) Once you have done this, a screen listing the rooms and beds in that station is displayed:

```
                   General Hospital Bed ID Cross Reference Processor
                                                  Fri May 21, 2004 10:33 am
Nursing station: 1E 1 EAST   Numeric representation: 04
Page:01                                                      ##=Current Choices
     Room-Bed ID         Room-Bed ID         Room-Bed ID         Room-Bed ID
( 1) 2101-01[099]   (17) 2109-02        (33) 2121-02[212]   (49) 2144-01
( 2) 2101-02[911]   (18) 2110-01[101]   (34) 2123-01        (50) 2145-02
( 3) 2102-01[021]   (19) 2110-02[102]   (35) 2123-02[232]   (51) 2146-01[461]
( 4) 2102-02        (20) 2111-01        (36) 2125-01[925]   (52) 2147-02[472]
( 5) 2103-01        (21) 2111-02        (37) 2127-01[271]   (53) 2148-01[481]
( 6) 2103-02[032]   (22) 2112-01        (38) 2127-02[927]   (54) 2149-02[492]
( 7) 2104-01[041]   (23) 2112-02[122]   (39) 2128-01        (55) 2150-01[501]
( 8) 2104-02        (24) 2113-01[131]   (40) 2128-02        (56) 2151-01[511]
( 9) 2105-01[051]   (25) 2113-02[132]   (41) 2128-03[583]   (57) 2152-02[522]
(10) 2105-02[052]   (26) 2115-01        (42) 2129-01[291]   (58) 2153-01[531]
(11) 2106-01        (27) 2115-02[152]   (43) 2129-02        (59) 2154-02[542]
(12) 2107-01        (28) 2117-01[171]   (44) 2141-02[842]   (60) 2155-01[551]
(13) 2107-02[072]   (29) 2117-02[172]   (45) 2142-01        (61) 2156-02[562]
(14) 2108-01        (30) 2119-01        (46) 2142-02        (62) 2157-01[571]
(15) 2108-02[082]   (31) 2119-02[192]   (47) 2143-01        (63) 2158-02[582]
(16) 2109-01[091]   (32) 2121-01[866]   (48) 2143-02[432]   (64) 2159-01[591]

Enter choices sep by `,`, or 'N' to update numeric station identifier--
                end select(NL)  next pg(/ or PG DN)  Search(TAB)
```

NOTE: If the room and bed already has an identifier assigned, it is displayed in brackets. (See the screen above.)

At the prompt *Enter choices sep by `,`, or 'N' to update numeric station identifier--*, you have the following options:

- Enter **N** to change the numeric identifier assigned to the nursing station. You can then enter a new two-digit number to be assigned to the nursing station.
- Enter the numbers to the left of the room/bed IDs to which you want to assign numeric identifiers. You can enter one number, a range of numbers, or individual numbers separated by commas (for example, 3, 1-8, or 7,8,15,19,36).

When you have selected the room/beds to which you want to assign identifiers, press ENTER. A screen similar to the following is displayed:

```
             General Hospital Bed ID Cross Reference Processor
                                                  Fri May 21, 2004 10:33 am
Nursing station: 1E 1 EAST   Numeric representation: 04


Current Bed ID Information

Station - Room - Bed 1E - 2102 - 02

No current Bed ID assigned.










Enter the bed id for this bed--
```

The current station, room, and bed information is displayed on the screen. At the prompt *Enter the bed id for this bed*--, you should enter a three-digit number.

The system automatically proceeds to the next bed you selected.

NOTE: If the bed codes in the Location File are numeric, the bed IDs are assigned by a conversion. Updating the bed code updates this table.

ENTERPRISE VIEW CATEGORY LINK

The Enterprise View Category Link is used to build the categories that are displayed on the Enterprise View in Bed Tracking. Up to 10 categories can be defined and are used for all facilities. Each station is displayed on the Enterprise View as a bar graph, and each segment of the bar graph represents a category that is defined below.

When defining each category, you must provide a description for the category and then must select the color that should be used to display the category. Once the categories are defined, they must be linked to each bed status in the Bed Status table. Some sample categories include Available; Available, Reserved; Not Ready; Not Ready, Reserved; Occupied; Occupied, Reserved; and so on.

After you select Enterprise View Category Link, a screen similar to the following is displayed:

```
             General Hospital Enterprise View Category Link Processor
Enterprise View Category Link                    Wed Jun 09, 2004 05:21 pm

Last Edit: Mathis,Beckie W 06/03/04 09:37P

( 1) : Available/OLIVE                 ( 6) : Pending Nursing/RED
( 2) : Available, Reserved/GREEN CROSSH ( 7) : Occupied/SALMON
( 3) : Hkg & Maint/BLUE                ( 8) : Occupied Reserved/SALMON CROSSHA
( 4) : Hkg & Maint, Resv'd/BLUE CROSSHA ( 9) : Not Defined
( 5) : Contam & Hold Priv/YELLOW       (10) : Out of Service/BROWN










Enter field number or '/' starting field number--
```

NOTE: Define the categories in the order that you want them to display on the Enterprise View. Using the example above,the Enterprise View would display Available beds in olive as the first segment of the bar graph, Available Reserved beds in cross-hatched green as the second segment of the bar graph, and so on, with the final segment of the bar graph displaying Out of Service beds in brown.

When you select a field to edit, the following subscreen is displayed at the bottom of the screen:

```
( 1)Bed Status Category :
( 2)Color               :







Enter bed status category description--
```

Field Explanations

1. BED STATUS CATEGORY (19-C-R)

Enter a name for this bed status category. The categories defined on this screen are available for linking to bed statuses on the Bed Status table and are displayed on the Enterprise View in the order they are defined here.

2. COLOR (TABLE LOOKUP-R)

Enter a color to be used for this category on the Enterprise View. You can enter the color code directly if you know it or enter a hyphen (-) and make your selection from the Color table.

TRANSPORT PARAMETERS

Transport Parameters determine if the Transport Module is active at a particular facility. They also allow you to define default priorities and modes for transport requests that are generated automatically and which events should generate automatic requests. You can indicate how far in advance requests can be submitted and when requests should be dispatched, and you can turn automatic dispatching on or off. This screen is also used to indicate how long requests, request history, and attendant history are retained.

You should build the Transport Activity Reasons, Transport Location, Transport Mode, and Transport Priority tables before defining Transport Parameters.

In a multi-facility environment, these parameters must be set for each facility. These parameters are hospital defined and not controlled by McKesson:

```
                   General Hospital Transport Parameters Processor
                                                Fri Apr 08, 2005 04:09 pm
Model Hospital A           Last Edit by: Kotter,Sara J 04/07/05 1904
( 1)Active                 : Yes
( 2)Default Priority       : R ROUTINE
( 3)Default Transport Mode : 1 WHEELCHAIR
( 4)Advance Request        : 99 days
( 5)Dispatch               : 10 minutes
( 6)Auto Dispatch Status   : Disabled
( 7)Off Duty Decline Reason: 925 GOING OFF DUTY
( 8)Historize/Cancel Reason: 888 HISTORIZED/CANCELED
( 9)Main Request Retention : 25 days
(10)Request Hx Retention   : 20 days
(11)Attendant Hx Retention : 20 days
 Automatic Request Generation
(12)Discharge Intent       : No
(13)Discharge IP           : No
(14)Discharge OP Bedded    : No
(15)Discharge OP Non-Bedded: Yes
(16)Discharge Destination  : DISC MAIN ENTRANCE
(17)Bed Assignment         : Yes

Enter field number or '/' starting field number--
```

Field Explanations

1. ACTIVE (1-A-R)

Indicate if the Transport Module is active for the selected facility. Enter **Y** for Yes or **N** for No. The default is No.

2. DEFAULT PRIORITY (TABLE LOOKUP-R)

Select a transport priority to be used for transport requests that are initiated by telephony or that are generated automatically. You can enter the transport priority code if you know it, or enter a hyphen (-) and make your selection from the table.

3. DEFAULT TRANSPORT MODE (TABLE LOOKUP-R)
Select a transport mode to be used for transport requests that are generated automatically. You can enter the transport mode code if you know it, orenter a hyphen (-) and make your selection from the table.

4. ADVANCE REQUEST (2-N-R)
Indicate how many days in advance transport requests can be entered. Valid entries are 0 to 99 days.

5. DISPATCH (2-N-R)
Indicate how many minutes in advance transport requests should be dispatched. Valid entries are 2 to 99 minutes.

6. AUTO DISPATCH STATUS (1-A-R)
This field is used to start or stop the automatic dispatch of transport requests. When you access this field, the following prompt is displayed:

Should automatic dispatch be disabled? (Y/N) [N]-- |

Enter **N**, and automatic dispatching is enabled (turned on).

Enter **Y**, and automatic dispatching is disabled (turned off).

NOTE: Transport requests that are ready to be dispatched while the automatic dispatcher is disabled must be manually dispatched, even after the dispatcher is enabled again.

7. OFF DUTY DECLINE REASON (TABLE LOOKUP-R)
Enter a reason from the Transport Activity Reason table that is used to automatically decline transport requests when an attendant goes off duty (via the PC or telephone). The system checks the status of any open transport requests assigned to an attendant who goes off duty. If the request has been dispatched but not completed, the request is automatically declined by the system, using the reason indicated here.

You can enter the transport activity reason code if you know it, or enter a hyphen (-) and make your selection from the table.

8. HISTORIZE/CANCEL REASON (TABLE LOOKUP-R)
Enter a reason from the Transport Activity Reason table to be used when transport orders are cancelled by the system when an account is historized or when a Cancel Admission is performed for a patient.

You can enter the transport activity reason code if you know it, or enter a hyphen (-) and make your selection from the table.

9. MAIN REQUEST RETENTION (4-N-R)
Indicate how many days completed or cancelled transport requests are retained in the system. Valid entries are 1 to 3600 days.

When the number of days entered in this field is reached, the completed and cancelled transport requests are no longer available online and the data is purged. The data is also no longer available for STAR Vista reporting.

10. REQUEST HX RETENTION (4-N-R)
Indicate how many days the history for completed or cancelled requests is retained in the system. Valid entries are 1 to 3600 days, and the entry in this field must be less than or equal to the entry in the Main Request Retention field.

When the number of days entered in this field is reached, data history for transport requests is purged from the system. The data is no longer available online or for STAR Vista reporting.

11. ATTENDANT HX RETENTION (4-N-R)
Indicate how many days attendant history is retained in the system. Valid entries are 1 to 3600 days.

When the number of days entered in this field is reached, data history for individual transport attendants is purged from the system. The data is no longer available online or for STAR Vista reporting.

AUTOMATIC REQUEST GENERATION

12. DISCHARGE INTENT (1-A-R)
Indicate if a transport request should be generated automatically when an Intent to Discharge is entered for a patient. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: This parameter can be set for each nursing station on the Update Nursing Station Codes screen. The entry made for each station on that screen overrides the entry in this field.

13. DISCHARGE IP (1-A-R)
Indicate if a transport request should be generated automatically when an in-house inpatient is discharged. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: This parameter can be set for each nursing station on the Update Nursing Station Codes screen. The entry made for each station on that screen overrides the entry in this field.

14. DISCHARGE OP BEDDED (1-A-R)
Indicate if a transport request should be generated automatically when an outpatient in a bed is discharged. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: This parameter can be set for each nursing station on the Update Nursing Station Codes screen. The entry made for each station on that screen overrides the entry in this field.

15. DISCHARGE OP NON-BEDDED (1-A-R)

Indicate if a transport request should be generated automatically when a non-bedded outpatient is discharged. Enter **Y** for Yes or **N** for No. The default is No.

16. DISCHARGE DESTINATION (TABLE LOOKUP-R)

Select a transport location to be used as the destination for transport requests that are generated as a by-product of the intent to discharge and discharge processes. You can enter the transport location code if you know it, or enter a hyphen (-) and make your selection from the table.

17. BED ASSIGNMENT (1-A-R)

Indicate if a transport request should be generated automatically during the Admission bed assignment process. Enter **Y** for Yes or **N** for No. The default is No.

The transport origination (the FROM location) is defaulted to the Transport Pickup Location field defined in the CRT Names table for the CRT that assigns the bed. In GUI Admissions, the FROM location can be overridden or selected if a default is not specified.

The transport destination (the TO location) is defaulted to the bed to which the patient is assigned.

If No is entered in this field, transport requests are not generated automatically during bed assignment, but they can still be manually entered by users.

TRANSPORT ESCALATION PARAMETERS

Transport Escalation Parameters control escalation paging and competing request alerts within the Transport Module, and they define outlier parameters for statistical calculations for average trip times.

In a multi-facility environment, these parameters must be set for each facility. These parameters are hospital defined and not controlled by McKesson.

When you select Transport Escalation Parameters (and then a facility, if applicable) from the STAR Patient Location Tracker Maintenance menu, the following screen is displayed:

```
             General Hospital Transport Escalation Parameters Processor
                                                 Wed Jul 06, 2011 05:35 pm
Model Hospital A           Last Edit by: Evans,Raymond K 05/12/11 1331
Alerts and Escalations
( 1)Maximum Pending          : 50 requests
( 2)Response Minutes         : 10 minutes
( 3)Auto Assign - Reprior    : 20 minutes
( 4)Auto Assign - Paging     : 30 minutes
( 5)Manual Assign - Reprior  : 10 minutes
( 6)Manual Assign - Paging   : 15 minutes
( 7)Manual Color             : LIME
( 8)Delays/Declines          : 3
Trip Time Outlier
( 9)Trip Outlier %           : 50%
(10)Trip Outlier Color       : LASER LEMON
Competing Request Alert
(11)Alert Minutes            : 15 minutes
(12)Location Alert           : Alert on From/Current Mismatch
(13)Alert Color              : PINK



Enter field number or '/' starting field number--
```

Field Explanations

ALERTS AND ESCALATIONS

1. MAXIMUM PENDING (4-N-O)

Enter a maximum number (from 1 to 9999) of “ready to dispatch” (pending) requests that when exceeded invokes escalation paging for the facility. The SMART dispatcher continuously counts **all** requests (those waiting to be dispatched via SMART dispatching and those waiting to be dispatched manually) and compares that number to the number entered here. When this parameter is met or exceeded, the dispatcher creates a paging log to Telephony once every 30 minutes. If the dispatcher is halted and then restarted, the dispatcher does not wait the full 30 minutes but pages immediately.

If this field is blank, escalation paging based on a maximum number of requests does not occur. The SMART dispatcher must be running for this type of escalation to occur.

2. RESPONSE MINUTES (4-N-O)
Enter the number of minutes that should elapse before the system generates an escalation page when a dispatched request (either manual or automatic/SMART) has not been acted on by the attendant. Valid entries are 1 to 9999.

The system tracks the number of minutes beginning with the time of dispatch. If the request's status is still "Dispatched" after the number of minutes entered in this field, escalation paging occurs. If the request is accepted, marked in progress, delayed, declined, or deleted or if the dispatch is canceled, escalation paging does not occur.

If this field is left blank, escalation paging based on response time does not occur.

3. AUTO ASSIGN - REPRIOR (4-N-O)
Enter the number of minutes that should elapse before the system changes the priority of a request when it has been unable to match a transport request to an attendant. Valid entries are 1 to 9999. This field applies to only transport jobs waiting to be dispatched via SMART dispatching.

A request is reprioritized when the number of minutes entered here is exceeded and the request's current priority has an Escalation Priority defined in the Transport Priorities table.

If this field is blank, reprioritization based on matching does not occur for automatically dispatched requests. The SMART dispatcher must be running for this type of escalation to occur.

NOTE: The escalation time is based on the elapsed time between the transport request date/time and the current time. If no request date/time was entered, then the date/time the request was added is used. if the current request date/ time is in the past by more than the minutes entered here, the request is reprioritized.

4. AUTO ASSIGN - PAGING (4-N-O)
Enter the number of minutes that should elapse before the system generates an escalation page when it has been unable to match a transport request to an attendant. This field applies only to transport jobs waiting to be dispatched via SMART dispatching. Valid entries are 1 to 9999.

If this field is blank, escalation paging based on matching does not occur for automatically generated requests. The SMART dispatcher must be running for this type of escalation to occur.

5. MANUAL ASSIGN - REPRIOR (4-N-O)
Enter the number of minutes that should elapse before the system changes the priority of a request that is waiting to be assigned an attendant manually. Valid entries are 1 to 9999. This field applies to only transport jobs waiting to be dispatched manually.

A request is reprioritized when the number of minutes entered here is exceeded and the request's current priority has an Escalation Priority defined in the Transport Priorities table.

If this field is blank, escalation reprioritization based on matching does not occur for manually assigned requests. The SMART dispatcher must be running for this type of escalation to occur.

6. MANUAL ASSIGN - PAGING (4-N-O)
Enter the number of minutes that should elapse before the system generates an escalation page when a request is waiting to be assigned an attendant manually. Valid entries are 1 to 9999. This field applies only to transport jobs waiting to be dispatched manually.

If this field is left blank, escalation paging based on matching does not occur for manually assigned requests. The SMART dispatcher must be running for this type of escalation to occur.

7. MANUAL COLOR (TABLE LOOKUP-O)
Enter the color to be used on the Transport Tracking board to indicate a transport job was manually assigned. You can enter the code for the color if you know it, or enter a hyphen (-) to display the Color table and make your selection.

8. DELAYS/DECLINES (2-N-O)
Indicate how many "non-patient-related" delays and declines should generate an escalation page. Valid entries are 1 to 99.

A delay is considered not patient-related when the selected reason has the Patient Related field set to No and the Re-dispatch field set to Yes. A decline is considered not patient-related when the selected reason has the Patient Related field set to No. When the total of "non-patient-related" delays and declines meets or exceeds the number entered here, an escalation page is generated.

TRIP TIME OUTLIER

9. TRIP OUTLIER % (3-N-R)
Enter the percentage above the average trip time that determines an in progress trip is an outlier. You can enter a percentage from 1 to 999. Outlier trips are indicated by a color change on the Transport and Attendant Trackers.

The average trip time is calculated automatically by the system for each FROM/TO location combination. The longer the Transport system runs, the more accurate the average trip times are.

10. TRIP OUTLIER COLOR (TABLE LOOKUP-O)
Enter the color to be used to indicate outlier trips on the Transport and Attendant Trackers. You can enter the code for the color if you know it, or enter a hyphen (-) to display the Color table and make your selection.

COMPETING REQUEST ALERT

11. ALERT MINUTES (3-N-O)
Enter the number of minutes (from 1 to 999) used to determine that a conflict exists when a patient has more than one transport request within that time range.

The alert is indicated on the Transport and Attendant Tracking board by changing the color of the Patient Information icon to the color defined in the Alert Color field. Click the icon to display the Patient Information form, and the conflict is displayed at the bottom.

12 LOCATION ALERT (1-A-O)
Enter **Y** (for Yes) or **N** (for No) to indicate if an alert should be generated when the patient's current location as defined in Patient Tracking and the pickup location (the FROM location) on a transport request do not match.

If this field is set to Yes, the alert is indicated on the Transport and Attendant Tracking board by changing the color of the Patient Information icon to the color defined in the Alert Color field. Click the icon to display the Patient Information form, and the conflict is displayed at the bottom. An alert is also indicated in the telephony system.

13. ALERT COLOR (TABLE LOOKUP-O)
Enter the color to be used to indicate a transport conflict exists. The Patient Information icon on the Transport and Attendant Tracking boards is changed to this color when a transport conflict exists. You can enter the code for the color if you know it, or enter a hyphen (**-**) to display the Color table and make your selection.

TRANSPORT ESCALATION PAGING SCHEMA

The Transport Escalation Paging Schema defines transport escalation pagers by facility, day of the week, and shift. Shifts are defined by start time, and pagers are selected from the PLT Paging Info table. If the facility is set up in Paging Parameters to use e-mail notifications instead of telephony pages, then escalation notifications are sent by e-mail. The "on duty" pager or e-mail address identified here is notified when parameters on the Transport Escalation Parameters are met or exceeded.

For telephony escalation pages, the message sent to the escalation pager includes the transport request number followed by the value in the STAT Message field of Paging Parameters. If the page is for a "Maximum Pending" escalation, the message sent to the pager includes only the value in the STAT Message field.

For e-mail escalation notifications, the e-mail message includes the escalation type followed by the request number, patient's name, bed ID, origination and destination locations, method of transport, and priority. For example:

Transport Decline Escalation - 62610002 MARTIN,GLADYS from 2 WEST to RADIOLOGY STAT

NOTE: If escalation is not desired during a specific shift, enter a start time for the shift but leave the Pager field blank. Define at least one shift for each day.

When you select Transport Escalation Paging Schema and a facility, if applicable, the following screen is displayed:

```
          General Hospital Transport Escalation Paging Schema Processor
                                                       Mon Apr 23, 2007 04:29 pm
Model Hospital A          Last Edit by:
          Shift One                 Shift Two                 Shift Three
Mon  1 Start   2 Pager         3 Start   4 Pager         5 Start   6 Pager
    ->
Tue  7 Start   8 Pager         9 Start  10 Pager        11 Start  12 Pager

Wed 13 Start  14 Pager        15 Start  16 Pager        17 Start  18 Pager

Thu 19 Start  20 Pager        21 Start  22 Pager        23 Start  24 Pager

Fri 25 Start  26 Pager        27 Start  28 Pager        29 Start  30 Pager

Sat 31 Start  32 Pager        33 Start  34 Pager        35 Start  36 Pager

Sun 37 Start  38 Pager        39 Start  40 Pager        41 Start  42 Pager




Enter shift start time--         |
```

Field Explanations

MONDAY

1. SHIFT ONE START (TIME FORMAT-R)
Enter the time Shift One begins on Mondays. This field is required.

2. SHIFT ONE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift One on Mondays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

3. SHIFT TWO START (TIME FORMAT-O)
Enter the time Shift Two begins on Mondays.

4. SHIFT TWO PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Two on Mondays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

5. SHIFT THREE START (TIME FORMAT-O)
Enter the time Shift Three begins on Mondays.

6. SHIFT THREE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Three on Mondays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

TUESDAY

7. SHIFT ONE START (TIME FORMAT-R)
Enter the time Shift One begins on Tuesdays. This field is required.

8. SHIFT ONE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift One on Tuesdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

9. SHIFT TWO START (TIME FORMAT-O)
Enter the time Shift Two begins on Tuesdays.

10. SHIFT TWO PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Two on Tuesdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

11. SHIFT THREE START (TIME FORMAT-O)
Enter the time Shift Three begins on Tuesdays.

12. SHIFT THREE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Three on Tuesdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

WEDNESDAY

13. SHIFT ONE START (TIME FORMAT-R)
Enter the time Shift One begins on Wednesdays. This field is required.

14. SHIFT ONE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift One on Wednesdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

15. SHIFT TWO START (TIME FORMAT-O)
Enter the time Shift Two begins on Wednesdays.

16. SHIFT TWO PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Two on Wednesdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

17. SHIFT THREE START (TIME FORMAT-O)
Enter the time Shift Three begins on Wednesdays.

18. SHIFT THREE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Three on Wednesdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

THURSDAY

19. SHIFT ONE START (TIME FORMAT-R)
Enter the time Shift One begins on Thursdays. This field is required.

20. SHIFT ONE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift One on Thursdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

21. SHIFT TWO START (TIME FORMAT-O)
Enter the time Shift Two begins on Thursdays.

22. SHIFT TWO PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Two on Thursdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

23. SHIFT THREE START (TIME FORMAT-O)
Enter the time Shift Three begins on Thursdays.

24. SHIFT THREE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Three on Thursdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

FRIDAY

25. SHIFT ONE START (TIME FORMAT-R)
Enter the time Shift One begins on Fridays. This field is required.

26. SHIFT ONE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift One on Fridays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

27. SHIFT TWO START (TIME FORMAT-O)
Enter the time Shift Two begins on Fridays.

28. SHIFT TWO PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Two on Fridays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

29. SHIFT THREE START (TIME FORMAT-O)
Enter the time Shift Three begins on Fridays.

30. SHIFT THREE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Three on Fridays. You can enter thepager code if you know it, orenter a hyphen (-) to display the PLT Paging Info table and make your selection.

SATURDAY

31. SHIFT ONE START (TIME FORMAT-R)
Enter the time Shift One begins on Saturdays. This field is required.

32. SHIFT ONE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift One on Saturdays. You can enter thepager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

33. SHIFT TWO START (TIME FORMAT-O)
Enter the time Shift Two begins on Saturdays.

34. SHIFT TWO PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Two on Saturdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

35. SHIFT THREE START (TIME FORMAT-O)
Enter the time Shift Three begins on Saturdays.

36. SHIFT THREE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Three on Saturdays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

SUNDAY

37. SHIFT ONE START (TIME FORMAT-R)
Enter the time Shift One begins on Sundays. This field is required.

38. SHIFT ONE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift One on Sundays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

39. SHIFT TWO START (TIME FORMAT-O)
Enter the time Shift Two begins on Sundays.

40. SHIFT TWO PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Two on Sundays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

41. SHIFT THREE START (TIME FORMAT-O)
Enter the time Shift Three begins on Sundays.

42. SHIFT THREE PAGER (TABLE LOOKUP-O)
Enter the pager that should be used for transport escalation pages during Shift Three on Sundays. You can enter the pager code if you know it, or enter a hyphen (-) to display the PLT Paging Info table and make your selection.

TRANSPORT USER DEFINITION

Transport User Definition defines the roles of each transport attendant. Once a facility is selected (if applicable), you must select an employee (from employees that are built in the Patient Care Hospital Employee file) or a user definition group.

You should build the PLT Paging Info and Transport Zones tables before entering Transport User Definitions.

When you select this option and a facility, if applicable, the system displays the following prompt:

Enter ALLSTAR ID code, (G)roup or last name`-` to list--

You can enter the employee's ALLSTAR ID, the employee's last name (or part followed by a hyphen), **G** to access a user definition group, or a hyphen (-) to display all employees.

NOTE: If an employee is a member of a user definition group, you cannot edit any of his/her transport user definitions individually. If you try to access this screen for an employee who is a member of a group, the following error is displayed:

Error: Employee XXX belongs to the group XXX!

You must remove the employee from the group to make any individual edits.

If you are defining Transport User Definitions for an employee for the first time, the following prompt is displayed:

Add Patient Location Tracker Transport User Definitions? (Y/N) [Y]-- |

Enter **Y** or press ENTER, and the Transport User Definition screen is displayed:

```
                   General Hospital Transport User Definition Processor
22 HAMNER,VALERIE A                                  Tue Mar 14, 2006 03:45 pm
Model Hospital A                      Last Edit: Mathis,Billie W 08/03/05 17:46
 1 Clinical Alerts          2 Attendant Assignment          3 Auto Refresh
   No                         Yes                             30 minutes
 4 Priority Override        5 Supervisor
   Yes                        Yes
 6 Telephony Sign-on   7 Pager                              8 RFID Tag ID
   0120                 52 PHONE VALERIE DESK                 016278e39584

 Attendant Information
 9 Active Attendant        10 Currently On Duty     11 Zone Groups
   Yes                        Yes                      1 ENTIRE FACILITY
12 Availability
   Available
13 Allow Override Start Date/Time    14 Allow Override Complete Date/Time
   Yes                                  Yes




Enter field number or '/' starting field number--
```

Field Explanations

1. CLINICAL ALERTS (1-A-R)

Indicate if this user is allowed to enter clinical alerts for patients via the Transport Request function. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: Clinical alerts added in the Transport Module update the patient's clinical alerts in Bed Tracking. Users cannot edit or delete clinical alerts that already exist for the patient.

2. ATTENDANT ASSIGNMENT (1-A-R)

Indicate if this user can assign attendants to transport requests. Enter **Y** for Yes or **N** for No. The default is No.

3. AUTO REFRESH (2-N-O)

Indicate how often (in minutes) the Attendant and Transport Trackers are automatically refreshed for this user. Valid entries are 3 to 99 minutes. If you leave the field blank, the Trackers are not refreshed automatically. Regardless of the setting of this field, the Trackers can be manually refreshed by the user at any time.

4. PRIORITY OVERRIDE (1-A-R)

Indicate if this user can override the priority on a Transport Request. Enter **Y** for Yes or **N** for No. The default is No.

Enter **Y**, and this user can enter priorities on transport requests, as well as change existing priorities on transport requests.

Enter **N**, and this user can accept only the default priority defined for the transport location or for the facility if the location does not have a default priority defined.

5. SUPERVISOR (1-A-R)

Indicate if this user has access to supervisor functions via telephony. Enter **Y** for Yes or **N** for No. The default is No.

Enter **Y**, and when this user accesses telephony, he or she will hear the prompt that allows them to access supervisor functions.

Enter **N**, and the user does not hear the supervisor prompt.

6. TELEPHONY SIGN-ON (4-N-O)

Enter a 4-digit sign-on code for this user when he or she accesses the Transport Module via the telephony system.

7. PAGER (TABLE LOOKUP-O)

Enter the code for this user's pager as defined in the PLT Paging Info table, or enter a hyphen (-) to display the table and make your selection from the list.

NOTE: This field cannot be edited when the attendant is on duty.

8. RFID TAG ID (TABLE LOOKUP-O)

Select the MAC address associated with the RF tag that is assigned to the transport attendant. You can also perform a table lookup by partial MAC address.

Only MAC addresses with a tag type of **T** are available for selection. MAC addresses that are currently assigned to a patient or transport attendant do not display when a table lookup is performed. If you type the tag's MAC address into this field, it is validated against the table. If the MAC address entered does not exist in the table, is not a "transport attendant" type of tag, or is flagged as Out of Service, the error *No matching entries!* is displayed. If a MAC address entered in this field is already assigned to a patient or transport attendant, an error message is displayed.

NOTE: You can edit this field only if RFID is active (based on the setting of the Active field on RFID Parameters).

ATTENDANT INFORMATION

9. ACTIVE ATTENDANT (1-A-R)

Indicate if this user is an active transport attendant. Enter **Y** for Yes or **N** for No. The default is No.

10. CURRENTLY ON DUTY (DISPLAY ONLY)

This field displays Yes if the attendant is currently on duty or No if not.

11. ZONE GROUPS (TABLE LOOKUP-R)

Indicate the zone groups that this attendant covers. Enter the zone group codes directly if you know them, or enter a hyphen (-) to perform a table lookup.

NOTE: Zone groups can be prioritized. Priority numbers must be unique. If you try to enter more than one zone group with the same priority, an error message is displayed and you cannot accept the screen. if a priority field is left blank, that zone will be placed behind any prioritized zones.

This field cannot be edited when the attendant is on duty.

12. AVAILABILITY (DISPLAY ONLY)

This field displays the availability status of the attendant. If the attendant is unavailable, it also displays the reason and the length of time that the attendant is unavailable.

13. ALLOW OVERRIDE START DATE/TIME (1-A-R)

Indicate if the attendant is allowed to override the start date and/or time of a transport request while marking it *In Progress*. Enter **Y** for Yes or **N** for No. The default is No.

14. ALLOW OVERRIDE COMPLETE DATE/TIME (1-A-R)

Indicate if the attendant is allowed to override the completion date and/or time of a transport request while marking it *Complete*. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: When using telephony to make a change to an attendant's status, confirmation is provided as a spoken message. When the On/Off Duty or Available status is updated, the system audibly repeats the new status. The attendant can choose to update the status or return to the main menu and make another change.

RFID PARAMETERS

RFID Parameters determine if RFID is active for the facility and how it integrates with Patient Tracking. Upon receipt of an RFID tag, the patient's location is tracked throughout the facility, and tracking board milestones can be set to update automatically.

In a multi-facility environment, these parameters must be set for each facility; they are hospital defined and not controlled by McKesson.

When using RFID, each time a patient goes to a department, a Send To must be performed either by the user or via Transport so that the correct icon is displayed on the tracking board. If a Send To is not performed, there is a possibility that incorrect information will display on the departmental board.

When you select RFID Parameters (and a facility if applicable), the following screen is displayed:

```
                       General Hospital RFID Parameters Processor
                                                   Tue Mar 14, 2006 05:12 pm
Model Hospital A
( 1)Active                : Yes
( 2)Auto Patient Here     : Yes
( 3)Auto In Progress      : Yes
( 4)Auto Complete/Cancel  : 2 minutes
( 5)Auto Unlink at Discharge: Yes
( 6)RF History Purge Days : 10 days

( 7)Edit by               : Kotter,Sara J
( 8)Edit date             : 01/27/06 1351









Enter field number or '/' starting field number--
```

Field Explanations

1. ACTIVE (1-A-R)
Indicate if RFID for STAR Patient Location Tracker is in use for this facility. Enter **Y** for Yes or **N** for No. The default is No, and blank assumes No.

2. AUTO PATIENT HERE (1-A-O)
Indicate if a department milestone should automatically change to *Patient Is Here* when a patient with a visit pending for the department arrives in the department. Enter **Y** for Yes or **N** for No. The default is No, and blank assumes No.

If this is blank or set to No, the milestone does not automatically change to *Patient Is Here* for any departments in the facility, regardless of the Department Locations setting.

If this is set to Yes, the system checks the setting of the Auto Patient Is Here field on the Department Locations table to determine if the milestone should update automatically for a department.

3. AUTO IN PROGRESS (1-A-O)

Indicate if a department milestone should automatically change to *Patient Is Here* when a patient with a visit pending for the department arrives in the department. Enter **Y** for Yes or **N** for No. The default is No, and blank assumes No.

If this is blank or set to No, the milestone does not automatically change to In Progress for any departments in the facility, regardless of the Department Locations setting.

If this is set to Yes, the system checks the setting of the Auto In Progress field on the Department Locations table to determine if the milestone should update automatically for a department.

4. AUTO COMPLETE/CANCEL (3-N-O)

Enter from 0 to 999 minutes in this field. Once a patient passes a hospital exit access point (as defined in the RF Spaces table) and the number of minutes entered here elapses, the system completes all milestones for departments in which the patient was seen and cancels all milestones for any departments in which the patient was not seen or not sent to. For bedded patients, the bed status is changed to the Patient Has Left bed status that is linked to the bed's current status. If you enter 0, the milestone changes are performed immediately upon the patient's tag signal beingread at the exit location.

NOTE: If this field is blank, these milestone changes do not occur automatically.

5. AUTO UNLINK AT DISCHARGE (1-A-O)

Indicate if the RF Tag number should automatically unlink from the patient's visit when a final discharge/disposition is manually entered. Enter **Y** for Yes or **N** for No. The default is No, and blank assumes No.

If this is set to No, the system prompts to unlink the tag when the final discharge/ disposition is accepted.

6. RF HISTORY PURGE DAYS (2-N-O)

Enter the number of days to retain RF History after a patient is discharged. If this field is blank, historical transactions are not purged.

7. EDIT BY (DISPLAY ONLY)

The system displays the name of the person who last updated this data.

8. EDIT DATE (DISPLAY ONLY)

The system displays the date and time that this data was last updated.

RFID TAG TABLE

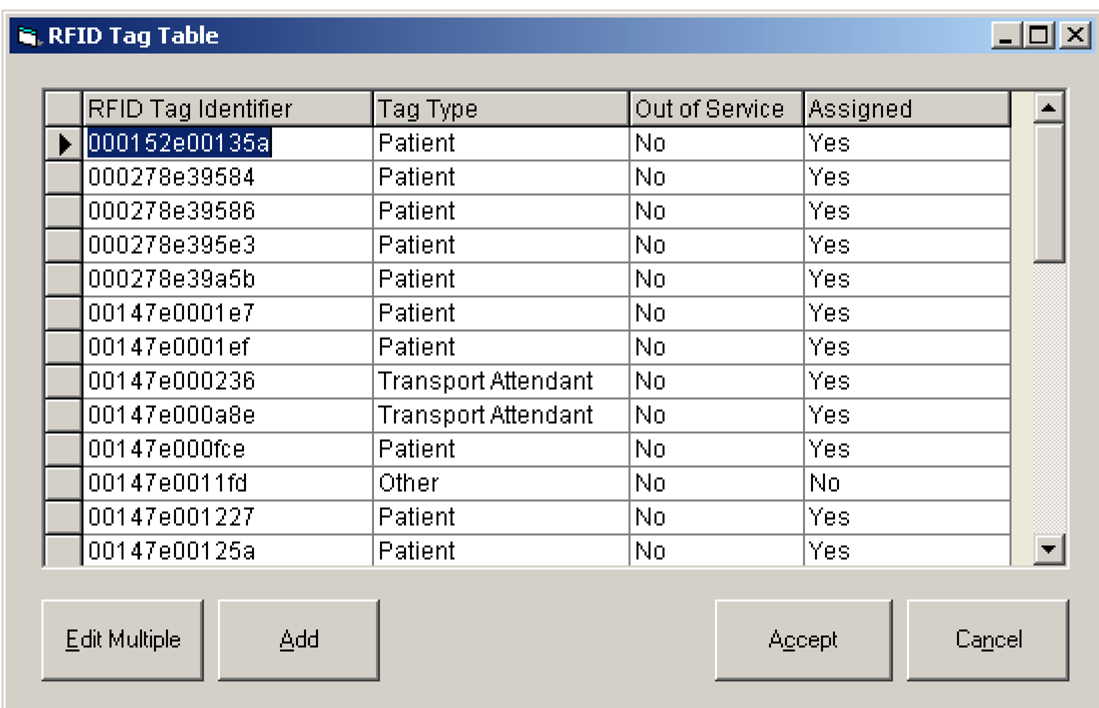
The RFID Tag table stores the MAC addresses for the RF tags used in RFID and allows tags to be defined as patient, transport attendant, or other. You can also indicate if a tag is out of service or in service.

The tags' MAC addresses must be entered into STAR before they can be linked to a patient or transport attendant. These addresses are entered into STAR via a download from the RF software, by scanning the barcode label on the tag directly into the table in STAR, or by manually keying the address into the table. Only additions to the table are processed when downloaded since the entire table is sent in the interface each time an entry is added in the RF software.

NOTE: If a tag is deleted in the RF system, it must be deleted manually in STAR if you want to keep the tables in sync. When deleted in STAR, the address is deleted from the database, not filed as deleted.

Once the tags are downloaded into STAR, they are available to be linked to a patient in Admission, Admission Revision, and Patient Tracker Information and from the *Patient Is Here* and *In Progress* milestone dialog boxes in Patient Tracking.

The RFID Tag table is a GUI application so it must be accessed from STAR Navigator, not a character-based menu. When you select RFID Tag Table on your STAR Navigator menu, the table is displayed as follows:



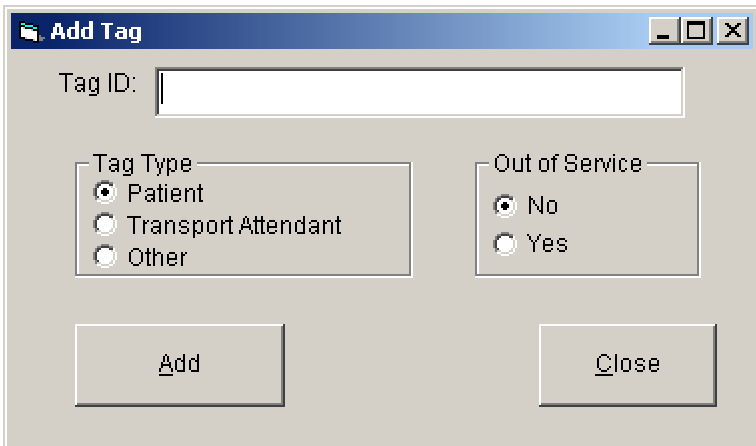
RFID Tag Identifier	Tag Type	Out of Service	Assigned
000152e00135a	Patient	No	Yes
000278e39584	Patient	No	Yes
000278e39586	Patient	No	Yes
000278e395e3	Patient	No	Yes
000278e39a5b	Patient	No	Yes
00147e0001e7	Patient	No	Yes
00147e0001ef	Patient	No	Yes
00147e000236	Transport Attendant	No	Yes
00147e000a8e	Transport Attendant	No	Yes
00147e000fce	Patient	No	Yes
00147e0011fd	Other	No	No
00147e001227	Patient	No	Yes
00147e00125a	Patient	No	Yes

The grid for the RFID Tag table includes the following information:

- RFID tag identifier (MAC address)
- Tag type (patient, transport attendant, or other)
- Yes or No to indicate if the tag is out of service
- Yes or No to indicate if the tag is assigned

Adding a Tag

To add a tag, click the **Add** button. Complete the fields on the Add Tag form that is displayed:



Field Explanations

TAG ID
Enter the MAC address for the tag you are adding. You can scan the barcode label on the tag or manually key in the address.

TAG TYPE
Indicate if the tag type is Patient, Transport Attendant, or Other by selecting the appropriate radio button.

When patient is selected, this tag is displayed only when assigning tags to patients. When transport attendant is selected, this tag is displayed only when assigning tags to transport attendants.

OUT OF SERVICE
Indicate if the tag is out of service by selecting No or Yes. Tags that are out of service are not displayed for selection and cannot be linked to a patient or transport attendant.

When you complete the fields:

- Click **Add** to add the new tag. Then click **Accept** on the RFID Tag table grid.

- Click **Close** to close the form without saving.

Editing a Tag

To edit a tag, do the following:

1. Highlight its row in the grid.
2. Click within the column you want to edit and make your changes. You can change the RFID tag identifier, select a new tag type, or change the out of service status.
3. Click **Accept** on the RFID Tag Table grid.

NOTE: The Assigned column is display only and cannot be edited.

Editing Multiple Tags

If you need to update multiple tags (for example, to mark several tags as out of service), do the following:

1. Select each tag you want to edit by holding the CTRL key on your keyboard and highlighting each one.
2. Click **Edit Multiple**.
3. Select the tag type or Yes or No for out of service.
4. Click **Accept**.
5. Click **Accept** on the RFID Tag Table grid.

Deleting a Tag

To delete a tag, do the following:

1. Highlight its row in the grid and press the DELETE key on your keyboard.
2. Click **Yes** in response to the confirmation prompt that is displayed.
3. Click **Accept** on the RFID Tag Table grid.

PRINT BARCODE LABELS

You can print barcode labels for a patient, as well as labels for Patient Tracking departments, nursing stations, and transport attendants to use when performing transactions on the Patient Tracking boards or the Transport Trackers.

The option to print barcode labels for the patient is probably more useful in the outpatient setting as the visit-specific barcode labels can be printed and given to the patient to take with him/her as he/she moves throughout the hospital. For inpatient tracking, it is probably more beneficial to have a sheet of generic labels in each department and on the nursing units for scanning the departments and milestone activities during the patient's stay.

NOTE: The barcode labels print to the Barcode Label Printer associated with the user's CRT in the CRT Names table. If printing on a ZPL printer, the specified number of labels are printed. If printing on a laser printer, each copy prints an entire sheet of labels. For example, if you choose to print 5 copies of RAD department labels, this prints 5 sheets of this department's labels. When selecting one copy, an entire sheet of labels is printed.

When you select Print Barcode Labels on the STAR Patient Location Tracker Maintenance menu, the following screen is displayed:

```
                     General Hospital Print Barcode Labels Processor
                                                            Mon May 22, 2006 03:34 pm
Print Barcode Labels Input Options

            Option No.  Option
            ----------------------------------------
                1       Print Patient ID Barcode Label

                2       Print PLT Department Barcode Labels
                3       Print PLT Milestone Barcode Labels
                4       Print PLT Yes/No Answers Barcode Labels

                5       Print Transport On/Off Duty Barcode Labels
                6       Print Transport Location Barcode Labels
                7       Print Transport Status Barcode Labels
                8       Print Transport Activity Reasons Barcode Labels




Enter option number--
```

Print Patient ID Barcode Label

When you select this option and a facility (if applicable), the following prompt is displayed for you to select an active patient:

Enter acct #, `-`bed code, first chars of name`-`--

NOTE: If you select this option from STAR Navigator and have already selected a patient, the above prompt is not displayed.

After you select a patient, the following prompt is displayed:

Print (A)ccount Number or (T)racker ID barcode on label [A]-- |

Enter **A** or press ENTER to print an account number barcode label; enter **T** to print a tracker ID barcode label.

The labels are printed at the barcode label printer specified for your CRT, and the message *Printing!* is displayed on your screen.

Print PLT Department Barcode Labels

When you select this option, the following prompt is displayed:

Enter the number of copies to print (1-10)[1]--

Enter from 1 to 10 copies.

After you enter a number of copies, the departments in the Department Location table that use Patient Tracking are displayed. Enter the number(s) corresponding to each department for which you want to print labels, or enter **A** for all.

The labels are printed at the barcode label printer specified for your CRT, and the message *Printing!* is displayed on your screen.

Print PLT Milestone Barcode Labels

When you select this option, the following prompt is displayed:

Enter the number of copies to print (1-10)[1]--

Enter from 1 to 10 copies.

After you enter a number of copies, the milestone labels are printed at the barcode label printer specified for your CRT, and the message *Printing!* is displayed on your screen. The number of copies specified is printed for each milestone.

Print PLT Yes/No Answers Barcode Labels

When you select this option, the following prompt is displayed:

Enter the number of copies to print (1-10)[1]--

Enter from 1 to 10 copies.

After you enter a number of copies, the yes/no labels are printed at the barcode label printer specified for your CRT, and the message *Printing!* is displayed on your screen. The number of copies specified is printed for both a Yes and No label.

Print Transport On/Off Duty Barcode Labels

When you select this option, the following prompt is displayed:

Enter the number of copies to print (1-10)[1]--

Enter from 1 to 10 copies.

After you enter a number of copies, the on duty/off duty labels are printed at the barcode label printer specified for your CRT, and the message *Printing!* is displayed on your screen. The number of copies specified is printed for both an on duty and an off duty label.

Print Transport Location Barcode Labels

When you select this option, the following prompt is displayed:

Enter the number of copies to print (1-10)[1]--

Enter from 1 to 10 copies.

After you enter a number of copies, the transport locations in the Transport Location table are displayed. Enter the number(s) corresponding to each location for which you want to print labels, or enter **A** for all.

The labels are printed at the barcode label printer specified for your CRT, and the message *Printing!* is displayed on your screen.

Print Transport Status Barcode Labels

When you select this option, the following prompt is displayed:

Enter the number of copies to print (1-10)[1]--

Enter from 1 to 10 copies.

After you enter a number of copies, the transport status labels are printed at the barcode label printer specified for your CRT, and the message *Printing!* is displayed on your screen. The number of copies specified is printed for each transport status.

Print Transport Activity Reasons Barcode Labels

When you select this option, the following prompt is displayed:

Enter the number of copies to print (1-10)[1]--

Enter from 1 to 10 copies.

After you enter a number of copies, the transport activity reasons in the Transport Activity Reason table are displayed. Enter the number corresponding to each reason for which you want to print labels, or enter **A** for all.

The labels are printed at the barcode label printer specified for your CRT, and the message *Printing!* is displayed on your screen.

Chapter 3 - TABLES

INTRODUCTION

This chapter contains a listing and explanation of the tables used by STAR Patient Location Tracker (Patient Location Tracker). Each table is presented with its purpose, the screen or screens used in completing it, and a detailed explanation of the screen fields involved.

Once the fields on a screen are completed, you have the option of accepting or editing the screen. If you accept the screen, the transaction is complete.

NOTE: It is recommended that tables be shared among facilities whenever possible.

Table Build Order

PATIENT LOCATION TRACKER

Build the Patient Location Tracker tables in the following order. Some tables must be built first, so that entries in these tables are available in other tables that have dependencies:

1. Color table

   NOTE: The Color table has colors already defined in the base software. You can edit colors and add colors to this table as needed by your facility. The Color table is used by Bed Tracking, as well as the Transport and Attendant Trackers.

2. Patient Location Tracker Parameters
3. Patient Tracking Boards
4. User Definitions
5. User View Definitions
6. User Preferences
7. Bed Statuses

TRANSPORT

Build the Transport tables in the following order. Some tables must be built first, so that entries in these tables are available in other tables that have dependencies:

1. Department Locations (if additional departments are required)
2. Transport Activity Reasons

3. Transport Priorities (define escalation priorities first and then non-escalation priorities)

4. Transport Zones

5. Transport Zone Groups

6. Transport Locations

All other tables referenced in this section need to be built/reviewed but do not have table dependencies.

BED REQ PAGING SCHEMA

This table determines, by shift, what pager(s) or e-mail address(es) will receive an alert when a new Bed Request is generated. The page or e-mail is sent if the New Bed Request field on the Paging Parameters screen has an entry. The three-character message defined in that field is sent to the appropriate pager or e-mail address as defined in this table.

You can define different schemas and assign them to specific locations using the Bed Request Locations table and the Location File > Update Nursing Station Codes.

After the Bed Req Paging Schema table is selected, the system prompts you to enter a Bed Req Paging code. You can enter a code of up to 4 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
           General Hospital Patient Location Tracking Tables Processor
                                                      Wed Sep 15, 2010 02:36 pm
Bed Req Paging Schema
 1 Code  2 Bed Req Paging Schema Desc  3 Edited By             4 Edit Date
   HW      HOSPITAL WIDE                 Evans,Raymond K         06/18/10 1420

Shift 1 Information
 5 Start Time  6 Overlap    7 Bed Request Pager
   07:00am       15           4043389999

Shift 2 Information
 8 Start Time  9 Overlap   10 Bed Request Pager
   03:00pm       15           4043387777

Shift 3 Information
11 Start Time 12 Overlap   13 Bed Request Pager
   11:00pm       15           4043388888




Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The alphanumeric code (up to 4 characters) entered on the previous screen is displayed and cannot be edited.

2. BED REQ PAGING SCHEMA DESC (30-C-R)

Enter the description for this Bed Request paging schema. You can enter up to 30 alphanumeric or special characters.

3. EDITED BY (DISPLAY ONLY)

The system displays the name of the person who last updated this table entry.

4. EDIT DATE (DISPLAY ONLY)
The system displays the date and time that this table entry was last updated.

SHIFT 1 INFORMATION

5. START TIME (TIME FORMAT-O)
Enter the time that the first shift begins.

6. OVERLAP (2-N-O)
Enter the number of minutes (from 1 to 60) that this shift overlaps with the previous shift. When a Bed Request page or e-mail is generated within this many minutes of the start of this shift, the system sends the alert to both the current and previous shifts.

7. BED REQUEST PAGER (TABLE LOOKUP-O)
Enter a code from the PLT Paging Info table. An alert is sent to this pager or e-mail address if a new Bed Request is generated during this shift.

SHIFT 2 INFORMATION

8. START TIME (TIME FORMAT-O)
Enter the time that the second shift begins.

9. OVERLAP (2-N-O)
Enter the number of minutes (from 1 to 60) that this shift overlaps with the previous shift. When a Bed Request page or e-mail is generated within this many minutes of the start of this shift, the system sends the alert to both the current and previous shifts.

10. BED REQUEST PAGER (TABLE LOOKUP-O)
Enter a code from the PLT Paging Info table. An alert is sent to this pager or e-mail address if a new Bed Request is generated during this shift.

SHIFT 3 INFORMATION

11. START TIME (TIME FORMAT-O)
Enter the time that the third shift begins.

12. OVERLAP (2-N-O)
Enter the number of minutes (from 1 to 60) that this shift overlaps with the previous shift. When a Bed Request page or e-mail is generated within this many minutes of the start of this shift, the system sends the alert to both the current and previous shifts.

13. BED REQUEST PAGER (TABLE LOOKUP-O)
Enter a code from the PLT Paging Info table. An alert is sent to this pager or e-mail address if a new Bed Request is generated during this shift.

BED REQUEST LOCATIONS

A selection from the Bed Request Locations table is required on Bed Requests generated from STAR Patient Location Tracker, and the location is displayed on the Bed Request List.

You can also color code the Bed Request List by location by setting the Color field on the Patient Location Tracker Parameters screen to Location; the colors assigned to the locations in this table are displayed on the Bed Request List. You can also assign a bed request paging schema to be used to direct alerts (pages or e-mails) for Bed Requests for this location.

After the Bed Request Locations table is selected, the system prompts you to enter a Bed Request Location code. You can enter a code of up to 4 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
                  General Hospital Table Maintenance Processor
                                                 Wed Sep 08, 2010 03:39 pm
Bed Request Locations
( 1)Code                : 1E
( 2)Description         : 1 EAST
( 3)Color               :
( 4)Bed Req Paging Schema: HOSPITAL WIDE

( 5)Edit By             : Evanovich,Randall K
( 6)Edit Date           : 06/18/10 04:10pm















Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The alphanumeric code (up to 4 characters) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-AN-R)

Enter the description for this bed request location code. You can enter up to 19 characters.

3. COLOR (TABLE LOOKUP-O)
Enter the color that should display for this location on the Bed Request List if the Bed Request List is color-coded by location.

4. BED REQ PAGING SCHEMA (TABLE LOOKUP-O)
Select the paging schema from the Bed Req Paging Schema table that will be used for Bed Requests for this location. If this field has no entry, the Default Paging Schema entered on the Patient Location Tracker Parameters screen is used.

5. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

6. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

BED REQUEST PRIORITIES

A Bed Request Priority can be assigned on the Bed Request form and is displayed on the Bed Request List. You can also color code the Bed Request List by priority by setting the Color field on the Patient Location Tracker Parameters screen to Priority.

After the Bed Request Priorities table is selected, the system prompts you to enter a Bed Request Priority code. You can enter a code of 1-2 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
                General Hospital Patient Location Tracking Tables Processor
                                                  Wed Sep 08, 2010 03:41 pm
Bed Request Priorities
( 1)Code         : H
( 2)Description  : HIGH
( 3)Color        : MAGENTA

( 4)Edit By      : Evanovich,Randall K
( 5)Edit Date    : 05/20/10 05:43pm









Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)
The alphanumeric code (1-2 characters) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (10-C-R)
Enter the description for this bed request priority code. You can enter up to 10 characters.

3. COLOR (TABLE LOOKUP-O)
Enter the color that should display for this priority on the Bed Request List if the Bed Request List is color-coded by priority.

4. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

5. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

BED STATUS

When the Patient Location Tracker has been purchased and turned on by a McKesson employee (~CI), the Bed Status table displays a new screen that contains the Patient Location Tracker fields as shown below. No changes are made to the screen that is displayed when Patient Location Tracker is not implemented.

The bed status is displayed throughout the Bed Tracking module. Existing bed control has been enhanced with this module. New functionality for Housekeeping, Maintenance, Bed Tracking, and Telephony affect the existing Bed Status table. Colorization for Bed Tracking is defined in this table as well.

Evaluation and decisions regarding the Bed Status table should be done with **careful** consideration. Existing bed statuses should be evaluated to ensure that all valid statuses needed to use the new functionality within this module are defined. Existing statuses need to be edited and/or new statuses built.

NOTE: The Color table and Enterprise View Category Link should be completed before updating the Bed Status table.

Patient Location Tracker-Specific Fields

After the Bed Status table is selected, the system prompts you to enter the bed status code of 3 alphabetic or special characters. You can enter the desired code, or press hyphen (-) and ENTER to display a list of codes from which you can select.

```
                    General Hospital Table Maintenance Processor
                                                   Wed Sep 01, 2010 01:49 am
Bed Status
( 1)Code             : OCC            (17)Available        : Not Available
( 2)Description      : OCCUPIED       (18)Vacant           : No
( 3)Admission Chg    : OCC            (19)N/R Hskping      : No
( 4)Reserved Chg     : OCR            (20)N/R Maint        : No
( 5)Ready/Not Rdy    : OCC            (21)Paging           : No
( 6)Transfer Chg     : BBB            (22)Stat Paging      : No
( 7)Trn Intent Chg   : ITT            (23)Patient Left     : No
( 8)Dis Intent Chg   : ITD            (24)Pt Left Status   : PHL

( 9)Out of Svc?      : No             (25)Clean In Prog    :
(10)Contaminated?    : No             (26)CIP Status       :
(11)Hold for Prv?    : No             (27)CIP to Hold Status:
(12)Intent to Dis?   : No             (28)Clean Hold       :
(13)Intent to Trn?   : No             (29)CIP Resume Status :
(14)Reserved?        : No
(15)Edit by          : Willis,Shelley (30)Color            : GRAY
(16)Edit date        : 09/23/09 1622  (31)Enterprise Vw    : Occupied


Enter field number or '/' starting field number--
```

Selected Field Explanations

19. N/R - HSKPING (1-A-O)
The Not Ready Indicator field has been changed to Not Ready - Housekeeping. It is used to indicate that this is a Not Ready status for Housekeeping and is used as search criteria and for inclusion of beds with this status type on the Environmental Services View in Bed Tracking. It is also used to generate paging when the Paging field is set to Yes. Enter **Y** for Yes or **N** for No. Blank assumes No.

20. N/R - MAINT (1-A-O)
This Not Ready Indicator field is used to indicate that this is a Not Ready status for Maintenance and is used as search criteria and for inclusion of beds with this status type on the Environmental Services View in Bed Tracking. It is also used to generate paging when the Paging field is set to Yes. Enter **Y** for Yes or **N** for No. Blank assumes No.

21. PAGING (1-A-O)
Indicate if a page should be generated when the bed changes to this status. Enter **Y** for Yes or **N** for No. Blank assumes No.

22. STAT PAGING (1-A-O)
Indicate if a stat page should be generated when the bed changes to this status. Enter **Y** for Yes or **N** for No. Blank assumes No.

23. PATIENT LEFT (1-A-O)
Indicate if this status is a **Patient Left** status for use in the Discharge Work List (you can pull a list of patients who are in a bed with this status and who have not yet been discharged). Enter **Y** for Yes or **N** for No. Blank assumes No.

24. PT LEFT STATUS (3-AC-O)
Enter the bed status that the bed should become when a Patient Left transaction is processed for a bed with the current status. Only bed statuses that have the Patient Left field set to Yes can be entered in this field.

25. CLEAN IN PROG (1-A-O)
Indicate if this status is a **Cleaning in Progress** status. Enter **Y** for Yes or **N** for No. Blank assumes No.

26. CIP STATUS (3-AC-O)
Enter the bed status that the bed should become when a Cleaning in Progress transaction is processed for a bed with the current status. Only bed statuses that have the Clean in Prog field set to Yes can be entered in this field.

27. CIP TO HOLD STATUS (TABLE LOOKUP-O)
Enter the bed status that the bed should become when a Cleaning on Hold transaction is processed for a bed with the current status. Only bed statuses that have the Clean Hold field set to Yes can be entered in this field.

28. CLEAN HOLD (1-A-O)
Indicate if this status is a Cleaning on Hold status. Enter **Y** for Yes or **N** for No.

29. CIP RESUME STATUS (TABLE LOOKUP-O)
Enter the bed status that the bed should become when cleaning is resumed after being placed on hold. Only bed statuses that have the Clean in Prog field set to Yes can be entered in this field.

30. COLOR (TABLE LOOKUP-O)
Select the color to display on all Bed Tracking views when the bed is in this status. If no color is defined, the Bed Tracking views display the standard background color defined for the PC in Windows.

NOTE: Do not use a cross-hatched color for occupied beds. The Bed Tracking view for occupied beds includes a lot of patient information, and using a cross-hatched color makes this information difficult to read. If you select a cross-hatched color for an occupied bed, the solid color is displayed on the Bed Tracking views.

31. ENTERPRISE VW (TABLE LOOKUP-O)
Select the Enterprise View Category for this bed status. This field determines which segment in the Enterprise View that beds in this status are counted.

CLINICAL ALERTS

Clinical Alerts are used to make the staff aware of important medical information regarding the patient. Some examples are deaf, diabetic, MRSA, immune-compromised, HIV positive, and so on. Alerts for a patient are displayed on the Patient Information tab in Bed Tracking and on the Transport and Attendant Trackers.

Clinical Alerts can be entered for the patient on the Miscellaneous page in Admission, Revise Admission, and Revise MPI and on the Miscellaneous Information form in GUI Admission, Admission Revision, and MPI Review. They can also be entered on the Revise Patient Nursing Demographic page. Transport attendants can enter clinical alerts for a patient when entering a transport request if the Clinical Alerts field on their User Definition screen is set to Yes. The Clinical Alerts field is editable only if the STAR Patient Location Tracker has been purchased and turned on.

NOTE: Since this is patient-level data, this table **must be shared** among facilities.

After the Clinical Alerts table is selected, the system prompts you to enter a Clinical Alerts code. You can enter a code of 1 to 4 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
                    General Hospital Table Maintenance Processor
                                                   Sat Mar 20, 2004 07:35 pm
Clinical Alerts
( 1)Code         : DIA
( 2)Description  : DIABETIC

( 3)Edit by      : Mathis,Betsy W
( 4)Edit date    : 03/04/04 12:42pm















Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The alphanumeric code (1 to 4 characters) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-C-R)
Enter the description for this Clinical Alert code. You can enter up to 19 alphanumeric or special characters.

3. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

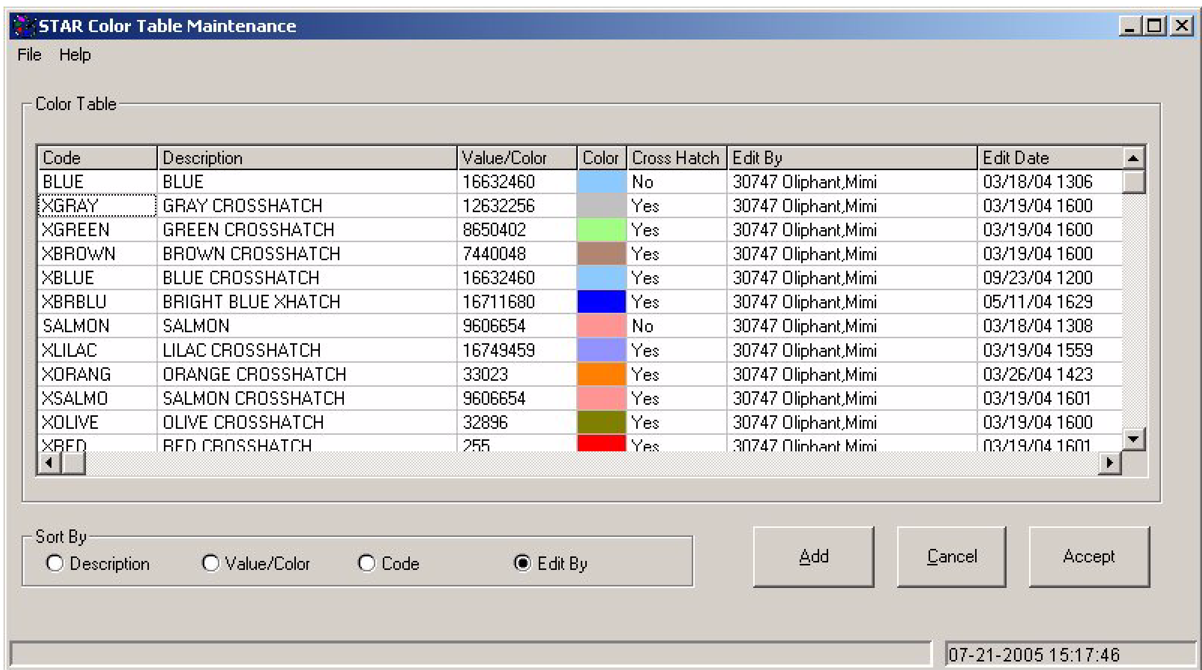
4. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

COLOR TABLE

The Color table is a GUI table that allows colors to be defined for use with the views in Bed Tracking and Patient Tracking. Colors are defined for use in Bed Tracking on the Patient Location Tracker Parameters and the Bed Status table and for use in Patient Tracking on the Patient Tracking Boards table. Colors for the Transport and Attendant Trackers are defined on the Transport Priorities table and the Transport Escalation Priorities screen.

This table is shared among facilities.

When you select Color Table on your STAR Navigator menu, the table is displayed as follows:



NOTE: Basic colors are already defined in this table in the base software. You can edit or delete these colors and add additional colors as needed.

The grid for the Color table includes the following information:

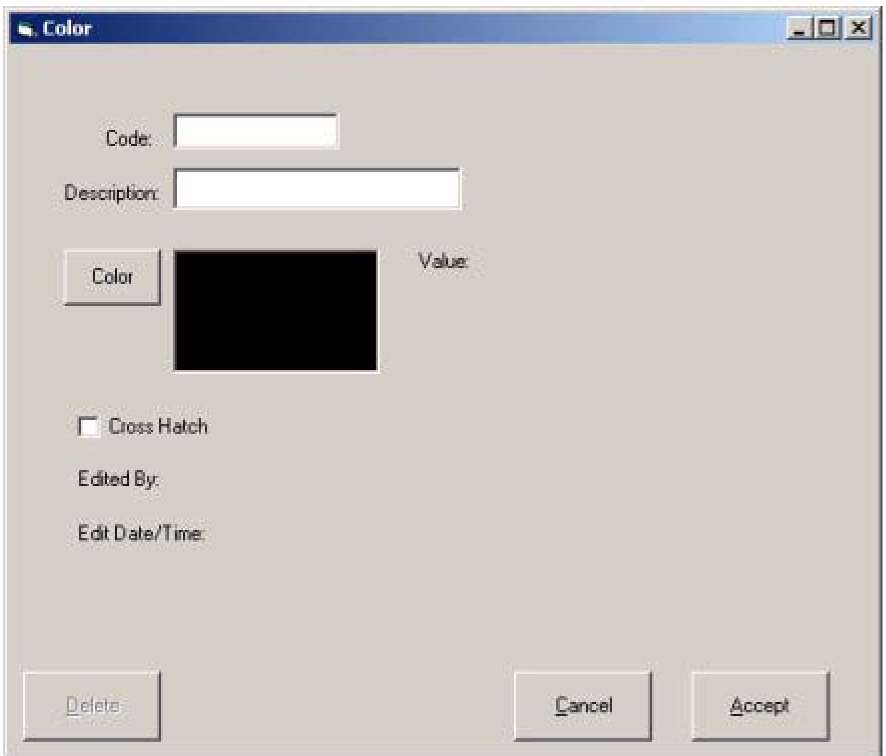
- Code entered for the color
- Description entered for the color
- Numeric value assigned to the color by Microsoft® Windows®
- The sample color (cross-hatching does **not** display on the sample)

- Yes or No if the color should display as cross-hatched
- Code and name of the person who last edited the color
- Date and time the color was last edited

To sort the table by description, value/color, code, or edit by, select the appropriate radio button.

Adding a Color

To add a color, click the **Add** button. Complete the fields on the Color form that is displayed:



Field Explanations

CODE (6-C-R)
Enter a code to describe this color. You can use 6 alphanumeric or special characters.

DESCRIPTION (19-C-R)
Enter a description for this color.

COLOR (COLOR SELECTION-R)
Click the **Color** button to select the color to be used on the tracking boards.

CROSSHATCH (CHECKBOX-O)
Check this box to use the cross-hatched feature for this color. Cross-hatched colors should be used only on unoccupied beds.

NOTE: If you use a cross-hatched color on an occupied bed in Bed Tracking or assign it to a bed status category in the Enterprise View Category Links, the solid color is displayed instead. The Bed Tracking view for occupied beds includes a lot of patient information, and cross-hatching makes this information difficult to read. On the Enterprise View, cross-hatching is used for reserved beds.

When you complete the fields:

- Click **Accept** to add the new color or saveyour changes. Then click **Accept** on the Color table grid.
- Click **Cancel** to cancel.

Editing a Color

To edit a color, double-click its row in the grid. Make your changes, and click **Accept** on the Color form and the Color table grid.

NOTE: Changes are not saved unless you click Accept on the Color table grid.

Deleting a Color

To delete a color, double-click its row in the grid.

Click the **Delete** button.

Select the appropriate radio button to Delete from File or File as Deleted.

NOTE: If you select File as Deleted, the color is displayed in the grid as dimmed with a line through it, and you can later reactivate it. If you select Delete from File, the color is removed from the table.

Click **Accept**, and click **Yes** in response to the confirmation prompt that is displayed.

Click **Accept** again on the Color table grid.

NOTE: Changes are not saved unless you click Accept on the Color table grid.

Reactivating a Filed as Deleted Color

To reactivate a color, double-click its row in the grid.

Click **Activate**.

Click **Yes** in response to the confirmation prompt that is displayed.

Click **Accept** on the Color form and the Color table grid.

NOTE: Changes are not saved unless you click Accept on the Color table grid.

COVERAGE TYPE TABLE

The Coverage Type table allows you to combine environmental coverage areas into groups. You can use the coverage types when you are short staffed due to absences or holidays. Coverage types are assigned on the Environmental Services View of Bed Tracking.

NOTE: You should build the Environmental Coverage Areas table before building this table.

After the Coverage Type table is selected, the system prompts you to enter the coverage type code of up to 12 alphanumeric characters. You can enter a code or press hyphen (-) and ENTER to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
          General Hospital Patient Location Tracking Tables Processor
                                                   Fri Apr 27, 2007 03:49 pm
Coverage Type Table
( 1)Code         : HOLIDAY
( 2)Description  : HOLIDAY COVERAGE
( 3)Coverage Area:  MLW PTA









( 4)Edit by      : TEST,ADMISSIONS
( 5)Edit date    : 03/30/07 20:39





Enter field number or '/' starting field number--
```

1. CODE (DISPLAY ONLY)
The alphanumeric code (up to 12 characters) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (36-C-R)
Enter a description, up to 36 characters, for this coverage type.

3. COVERAGE AREA (TABLE LOOKUP-R)
Select which environmental coverage areas belong to this coverage type. Enter a hyphen (-) and make your selections from the Environmental Coverage Areas table.

4. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

5. EDIT DATE (DISPLAY ONLY)
The system displays the date and time that the table entry was last updated.

CRT NAMES TABLE

The CRT Names table has Patient Location Tracker-related fields for defining a PLT barcode printer, as well as a transport pickup location to indicate the origination point for transport requests initiated at the selected CRT during bed assignment, discharge, or intent to discharge.

You should build the Transport Locations table before defining the transport pickup location.

Select **Table Maintenance > CRT Names** and enter a CRT name of three alphanumeric characters, or enter a hyphen (-) and make your selection from the list.

Barcode Printer Fields

The barcode printer fields are on the third screen of the CRT Names table:

```
                      General Hospital Table Maintenance Processor
                                           Thu Mar 16, 2006 04:38 pm
CRT Names
 1 Auto Print by CRT      2 Edit By                     3 Edit Date
                            Opps,Regina                   01/23/06 09:20
 4 Admission Formtype     5 Auto Print  6 Admission Card Formtype  7 Auto Print
   ADN                      Yes
 8 Preadmit Formtype                    9 Emergency Room Formtype 10 Auto Print
                                          RGF                        Yes
11 Registration Formtype 12 Auto Print 13 Embosser Cardtype       14 Auto Print
   RGF                      Yes           ADC                        No
15 Demand Bill Formtype                16 Misc Formtypes
                                          Entries Defined
17 MSP Formtype         18 MSP Printer         19 Chart Barcode Printer
   MSP                     Bit Bucket
20 MPI Facesheet Printer                  21 Fmt Grp 22 DPI Printer
                                                         Entries Defined
23 PLT Barcode printer     24 PLT Barcode DPI




Enter field number or '/' starting field number--
                       next(/) or previous screen(/P) [/]
```

Selected Field Explanations

23. PLT BARCODE PRINTER (TABLE LOOKUP-O)
Enter the spooler report name where the PLT barcode labels should print for this CRT. When you access this field, the Report Names table is displayed for you to make a selection. The printer entered in this field must support ZPL or PCL barcode formats.

24. PLT BARCODE DPI (3-N-C)
Enter the dots per inch (DPI) for the PLT barcode printer. Options are 200 or 300. The default is 200. This field is applicable only if the printer associated with the report selected in the PLT Barcode Printer field is identified as a Zebra® Z4M or Z4MPlus type of printer that supports the Zebra Programming Language (ZPL®).

Transport-Specific Field

The *Transport Pickup Location* field is displayed only if Transport has been implemented. It is on the fourth screen of CRT Names:

```
                     General Hospital Table Maintenance Processor
                                                      Fri Apr 15, 2005 05:03 pm
CRT Names
 1 Code          2 CRT Name                     3 Restricted Station
   AD1             ADMISSIONS # 1                 Entries Defined
 4 Restricted Pat Type    5 Opt-Out             6 Patient Type Groups
   Entries Defined                                IOS Inpatient Outpatient Series
 7 Privileged Ind      8 Table Maintenance    9 Census Access
   Yes                   Entries Defined        Entries Defined
10 Elective Adm List

11 Contract Classification                   12 Include/Exclude
   Entries Defined                                Exclude
13 ROI Letter Printer         14 ROI Label Printer

15 Transport Pickup Location
   Entries Defined




Enter field number or '/' starting field number--
                       next(/) or previous screen(/P) [/]
```

Selected Field Explanation

15. TRANSPORT PICKUP LOCATION (TABLE LOOKUP-O)
Indicate the transport location where automatic transport requests initiated at this CRT during bed assignment, discharge, or intent to discharge should originate. This location is used when a department location does not exist for the patient. Make your selection from the Transport Location table that is displayed.

DEPARTMENT LOCATIONS

Department location is one of the criteria used to determine placement of patients on the Patient Tracking boards. Evaluate the existing Department Locations table to determine if all departments that use Patient Tracking are defined. You may need to add departments to the table.

Fields on the Department Locations table define the department's patient tracking milestones. Each department location has five milestone icons to represent the patient's progression through the department (pending, patient waiting, patient in progress, milestone complete, and milestone cancelled). You must map an icon to be displayed on Patient Tracking boards to represent each of the five stages.

Two additional fields determine how Patient Tracking milestones for the department are updated based on RF detection.

After the Department Location table is selected, the system prompts you to enter the department location code of up to 4 alphanumeric characters. You can enter the code or press hyphen (-) and ENTER to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
                    General Hospital Table Maintenance Processor
                                                 Tue Mar 14, 2006 12:03 pm
Department Locations
( 1)Code                : LAB
( 2)Description         : LABORATORY
( 3)Cart Station(s)     :
( 4)Patient Tracking?   : Yes
Patient Tracker Milestone ICONs
  (see Patient Tracking facility parameters for path)
( 5)Pending Milestone   : LABPEND.ICO
( 6)Patient Waiting     : LABWAIT.ICO
( 7)Patient In Progress : LABPROGRESS.ICO
( 8)Milestone Complete  : LABCOMPLETE.ICO
( 9)Milestone Cancelled : LABCANCEL.ICO
RFID Parameters
(10)Auto Pt is Here     : No
(11)Auto In Progress    : No

(12)Edit by             : KOTTER,SARA J
(13)Edit date           : 01/11/06 08:25am


Enter field number or '/' starting field number--
```

Patient Location Tracker-Specific Fields

Selected Field Explanations

4. PATIENT TRACKING? (1-A-R)

Enter **Y** for Yes or **N** for No to indicate if Patient Tracking is used for this department.

PATIENT TRACKER MILESTONE ICONS

NOTE: All department, admission, and station icons must be stored in the same path. The path for all icons is defined onthe PATIENT TRACKING PARAMETERS screen.

5. PENDING MILESTONE (30-C-R)
Enter the name of the icon that represents the patient has not yet arrived in the department. The default is *xxxpending.ico*, where xxx is an abbreviation for the department.

Patient and the Patient Pending icons are automatically loaded onto the Pending Patients section of the appropriate tracking boards based on criteria definitions and expected admissions and testing dates.

6. PATIENT WAITING (30-C-R)
Enter the name of the icon that represents the patient has arrived and is waiting; the *Patient Is Here* transaction has been performed in the department. The default is *xxxwait.ico*, where xxx is an abbreviation for the department.

7. PATIENT IN PROGRESS (30-C-R)
Enter the name of the icon that represents the procedure is in progress; the *Patient In Progress* transaction has been performed in the department. The default is *xxxprogress.ico*, where xxx is an abbreviation for the department.

8. MILESTONE COMPLETE (30-C-R)
Enter the name of the icon that represents the patient has completed the visit to this department. The default is *xxxcomplete.ico*, where xxx is an abbreviation for the department. This icon is displayed when the Send Patient transaction is performed, and the patient is sent to the next department.

9. MILESTONE CANCELLED (30-C-R)
Enter the name of the icon that represents the patient's visit to this department has been cancelled. The default is *xxxcancel.ico*, where xxx is an abbreviation for the department.

NOTE: When a patient returns to their bed after visiting one or more departments, all location icons are removed from the departmental tracking boards.

RFID-Specific Fields

RFID PARAMETERS

NOTE: These fields are accessible only if the Patient Tracking? field is set to Yes.

When using RFID, each time a patient goes to a department, a Send To must be performed either by the user or via Transport so that the correct icon is displayed on the tracking board. If a Send To is not performed, there is a possibility that incorrect information will display on the departmental board.

10. AUTO PT IS HERE (1-A-O)
Indicate if the department milestone should automatically change to *Patient Is Here* when a patient with a pending visit arrives in the department. Enter **Y** for Yes or **N** for No. The default is No. If the field is blank or set to No, the milestone does not change automatically regardless of the setting of the RFID Parameters for the facility.

NOTE: When this field is set to Yes, the Auto Patient Is Here field on RFID Parameters must also be set to Yes for the milestones to change automatically.

11. AUTO IN PROGRESS (1-A-O)
Indicate if the department milestone should automatically change from *Patient Is Here* to *In Progress* when a patient moves from the waiting area to a treatment room in the department. The department must have an associated RF space defined with a type of “Treatment Area” for this to occur. Enter **Y** for Yes or **N** for No. The default is No. If the field is blank or set to No, the milestone does not change automatically regardless of the setting of the RFID Parameters for the facility.

NOTE: When this field is set to Yes, the Auto In Progress field on RFID Parameters must also be set to Yes for the milestones to change automatically.

ENVIRONMENTAL COVERAGE AREAS

The Environmental Coverage Areas table allows you to set up, by coverage area, paging schedules and contact information to use when certain events are entered on STAR (Telephony Bed Status Updates, Post Bed Ready transactions, Updates to Bed Status, Transfers, and Discharges). For example, if an incorrect patient is indicated when a Patient Left transaction is entered, you can have the Telephony system transfer the call to a particular extension and/or print a notice.

Environmental coverage areas enhance Environmental Services paging by allowing paging schemas to be assigned to coverage areas instead of only nursing stations. A coverage area can include a single nursing station, multiple stations, only certain beds on particular stations, or a combination.

NOTE: Station-specific events (Patient Left-Incorrect Patient, Bed Update - Occupied Bed Selected, and Patient Left Notification) should remain by nursing station.

This table must be shared among facilities. It was previously known as the Nurse Station Paging table.

Coverage areas can be used if you frequently split up the assignment of beds on a station to different Environmental Services technicians. For example, the third floor of your facility has 5 stations: 3N, 3S, 3E, 3W, and CCU. Typically one Environmental Services technician is assigned to each station. If a technician calls in sick, you might split up the CCU beds across the remaining four technicians. In this scenario, you would build a coverage area for each of the five stations and also coverage areas of 3N Short, 3S Short, 3W Short, and 3E Short; each "Short" area would include its regular station beds plus additional beds from the CCU station.

Pages are generated only if the Bed Status change requires paging and the Bed Status is flagged as a paging status. The following table defines status changes that require paging:

Old Status Category	New Status Category	Action
Ready	Not Ready	Requires Housekeeping notification. If this is a stat category, this status requires a stat page.
Ready	Ready	No notification.
Ready	Needs Maintenance	Requires Maintenance notification. If this is a stat category, this status requires a stat page.
Ready	Out of Service	No notification.
Ready	Not Ready / Needs Maintenance	Requires both Housekeeping and Maintenance notifications. If this is a stat category, this status requires a stat page.

Old Status Category	New Status Category	Action
Not Ready	Not Ready	No new notification; continue previous count-down/escalation.
Not Ready	Ready	Stop Housekeeping notification/escalation.
Not Ready	Needs Maintenance	Requires Maintenance notification to start and existing housekeeping notification/ escalation to stop. If this is a stat category, this status requires a stat page.
Not Ready	Out of Service	Stop all notification/escalation.
Not Ready	Not Ready / Needs Maintenance	Requires Maintenance notification in addition to existing Housekeeping notification/escalation. If this is a stat category, this status requires a stat page.
Ready / Needs Maintenance	Not Ready	Requires Housekeeping notification to start and existing Maintenance notification/ escalation to stop. If this is a stat category, this status requires a stat page.
Ready / Needs Maintenance	Ready	Stop Maintenance notification/escalation.
Ready / Needs Maintenance	Needs Maintenance	No new notification; continue previous count-down/escalation. If this is a stat category, this status requires a stat page.
Ready / Needs Maintenance	Out of Service	Stop all notification/escalation.
Ready / Needs Maintenance	Not Ready / Needs Maintenance	Requires Housekeeping notification in addition to existing Maintenance notification/escalation. If this is a stat category, this status requires a stat page.
Out of Service	Not Ready	Requires Housekeeping notification. If this is a stat category, this status requires a stat page.
Out of Service	Ready	No notification.
Out of Service	Needs Maintenance	Requires Maintenance notification. If this is a stat category, this status requires a stat page.
Out of Service	Out of Service	No notification.
Out of Service	Not Ready / Needs Maintenance	Requires both Housekeeping and Maintenance notifications. If this is a stat category, this status requires a stat page.
Not Ready / Needs Maintenance	Not Ready	Stop Maintenance notification/escalation but continue the Housekeeping notification/ escalation. If this is a stat category, this status requires a stat page.

Old Status Category	New Status Category	Action
Not Ready / Needs Maintenance	Ready	Stop all notification/escalation.
Not Ready / Needs Maintenance	Needs Maintenance	Stop Housekeeping notification/escalation but continue the Maintenance notification/ escalation. If this is a stat category, this status requires a stat page.
Not Ready / Needs Maintenance	Out of Service	Stop all notification/escalation.
Not Ready / Needs Maintenance	Not Ready / Needs Maintenance	No new notification; continue previous count-downs/escalations. If this is a stat category, this status requires a stat page.

After the Environmental Coverage Area table is selected, the system prompts you to enter a coverage area code of up to three alphanumeric characters. You can enter a valid code, or enter a hyphen (-) to display a list of codes that already have coverage information entered. After you enter or select a code, the following screen is displayed:

```
         General Hospital Patient Location Tracking Tables Processor
                                         Sat Apr 21, 2007 04:52 pm
Environmental Coverage Areas
( 1)Area                 : MLW
( 2)Description          : Michelle's station paging
( 3)Included Stations    : Entries Defined

( 4)Include Selected Beds :


Station Specific Events
( 5)Pt Left-Incorrect Pt  : Entries Defined
( 6)Bed Update - Occ Bed  : Entries Defined
( 7)Pt Left Notification  : Entries Defined
Environmental Services Events
( 8)Bed Not Ready - HSKP  : Entries Defined
( 9)Bed Not Ready - Maint : Entries Defined

(10)Edited By             : Walters,Michelle L
(11)Edit Date             : 10/30/06 1535


Enter field number or '/' starting field number--
```

Field Explanations

1. AREA (DISPLAY ONLY)

The system displays the environmental coverage area code as entered at the initial prompt.

2. DESCRIPTION (25-C-R)

Enter a description for this environmental coverage area, up to 25 alphanumeric or special characters.

3. INCLUDED STATIONS (TABLE LOOKUP-R)
When you access this field, all nursing stations are displayed for selection. Select the nursing stations that are included in this coverage area by entering the corresponding numbers. To remove a station, enter its number preceded by a hyphen (-).

4. INCLUDE SELECTED BEDS (TABLE LOOKUP-O)
This field allows you to indicate which beds on the selected stations are included in the coverage area. When you access this field, a list of the selected stations is displayed. Select each station for which you want to limit the beds, and then select the particular beds from the list of beds that is displayed. To remove a bed, enter its number preceded by a hyphen (-).

NOTE: If a station is selected in the Included Stations field but no beds are identified in this field, the system assumes all beds on the station are included in the coverage area. Stations that include all beds are preceded by an asterisk (*).

STATION-SPECIFIC EVENTS

5. PT. LEFT - INCORRECT PT
When you access this field, the following subscreen is displayed:

```
                   General Hospital Table Maintenance Processor
                                                Mon Mar 22, 2004 03:15 pm
Nursing Station Paging Table
( 1)Station                 : MLO
( 2)Description             : MLO STATION PAGING

 Event: Patient Left - Incorrect Patient
 1 Transfer Call  2 Notice
->













Enter extension for call transfer or (N)o transfer? [N]--             |
```

Subscreen Field Explanations

EVENT: PATIENT LEFT - INCORRECT PATIENT

1. TRANSFER CALL (11-N-O OR 1-A-O)
In the Transfer Call field, enter an extension (up to 11 digits) to which to transfer the call when an incorrect patient is entered for the Patient Left event. You can enter **N** to indicate the call should not be transferred. The default is N.

2. NOTICE (1-A-O)
In the Notice field, indicate if an Incorrect Patient Selected Notice (report name IPLNOT) should be generated when an incorrect patient is entered for the Patient Left event. Enter **Y** for Yes or **N** for No. The default is No.

Field Explanations (cont.)

6. BED UPDATE - OCCUPIED BED
When you access this field, the following subscreen is displayed:

```
                      General Hospital Table Maintenance Processor
                                             Mon Mar 22, 2004 03:32 pm
Nursing Station Paging Table
( 1)Station                 : MLO
( 2)Description             : MLO STATION PAGING

 Event: Telephony Update Bed Status - Occupied Bed Selected
 1 Transfer Call  2 Notice
->















Enter extension for call transfer or (N)o transfer? [N]--
```

Subscreen Field Explanations

EVENT: TELEPHONY UPDATE BED STATUS - OCCUPIED BED SELECTED

1. TRANSFER CALL (11-N-O OR 1-A-O)
In the Transfer Call field, enter an extension (up to 11 digits) to which to transfer the call when an occupied bed is entered for the Update Bed Status event. You can enter **N** to indicate the call should not be transferred. The default is N.

2. NOTICE (1-A-O)
In the Notice field, indicate if an Occupied Bed Selected Notice (report name OBSNOT) should be generated when an occupied bed is entered for the Update Bed Status event. Enter **Y** for Yes or **N** for No. The default is No.

Field Explanations (cont.)

7. PATIENT LEFT NOTIFICATION

When you access this field, the following subscreen is displayed:

```
                       General Hospital Table Maintenance Processor
                                                    Wed Jun 09, 2004 09:58 am
Nursing Station Paging Table
( 1)Station                : 2N
( 2)Description            : 2 NORTH

 Event: Patient Left Notification
 1 Page    2 Notice
   Yes       Yes

 Weekly Paging Schedule
 3 Sunday                              4 Monday
   CONI CONNIE'S PAGER                   CONI CONNIE'S PAGER
 5 Tuesday                             6 Wednesday
   CONI CONNIE'S PAGER                   CONI CONNIE'S PAGER
 7 Thursday                            8 Friday
   CONI CONNIE'S PAGER                   CONI CONNIE'S PAGER
 9 Saturday
   CONI CONNIE'S PAGER



Enter group phone number or distribution list phone number--
```

Subscreen Field Explanations

EVENT: PATIENT LEFT NOTIFICATION

NOTE: Do not enter Housekeeping or Maintenance information under this event as no repaging occurs for a Patient Left Notification. Use this event to notify other hospital employees of a Patient Left event.

Housekeeping information should be entered under the Bed Not Ready - Housekeeping event, and Maintenance information should be entered under the Bed Not Ready - Maintenance event.

1. PAGE (1-A-O)

Indicate if resources should be paged, using the schedule indicated below, when a Patient Left transaction is entered. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: If this field is set to No, you cannot access the Weekly Paging Schedule fields.

2. NOTICE (1-A-O)

Indicate if a Patient Left Notice (report name PLNNOT) should print when a Patient Left transaction is entered. Enter **Y** for Yes or **N** for No. The default is No.

WEEKLY PAGING SCHEDULE

3. SUNDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Patient Left transaction is entered for this nursing station on Sunday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the Telephony Paging Schema table.

4. MONDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Patient Left transaction is entered for this nursing station on Monday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

5. TUESDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Patient Left transaction is entered for this nursing station on Tuesday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

6. WEDNESDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Patient Left transaction is entered for this nursing station on Wednesday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

7. THURSDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Patient Left transaction is entered for this nursing station on Thursday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

8. FRIDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Patient Left transaction is entered for this nursing station on Friday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

9. SATURDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Patient Left transaction is entered for this nursing station on Saturday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

Field Explanations (cont.)

ENVIRONMENTAL SERVICES EVENTS

8. BED NOT READY - HSKP
When you access this field, the following screen is displayed:

```
                     General Hospital Table Maintenance Processor
                                                    Wed Jun 09, 2004 09:58 am
Nursing Station Paging Table
( 1)Station                 : 2N
( 2)Description             : 2 NORTH

 Event: Bed Not Ready - Housekeeping
 1 Page    2 Notice
   Yes       Yes

 Weekly Paging Schedule
 3 Sunday                               4 Monday
   SKYT SKYTEL TYPE PAGER                 CONI CONNIE'S PAGER
 5 Tuesday                              6 Wednesday
   CONI CONNIE'S PAGER                    CONI CONNIE'S PAGER
 7 Thursday                             8 Friday
   CONI CONNIE'S PAGER                    CONI CONNIE'S PAGER
 9 Saturday
   SKYT SKYTEL TYPE PAGER



Enter group phone number or distribution list phone number--
```

Subscreen Field Explanations

EVENT: BED NOT READY - HOUSEKEEPING

1. PAGE (1-A-O)
Indicate if resources should be paged, using the schedule indicated below, when a Bed Not Ready - Housekeeping transaction is entered. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: If this field is set toNo, you cannot access the Weekly Paging Schedule fields.

2. NOTICE (1-A-O)
Indicate if a Post Bed Notice (form type PBN) should print when a Bed Not Ready - Housekeeping transaction is entered. Enter **Y** for Yes or **N** for No. The default is No.

WEEKLY PAGING SCHEDULE

3. SUNDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Housekeeping transaction is entered for this nursing station on Sunday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the Telephony Paging Schema table.

4. MONDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Housekeeping transaction is entered for this nursing station on Monday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

5. TUESDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Housekeeping transaction is entered for this nursing station on Tuesday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

6. WEDNESDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Housekeeping transaction is entered for this nursing station on Wednesday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

7. THURSDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Housekeeping transaction is entered for this nursing station on Thursday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

8. FRIDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Housekeeping transaction is entered for this nursing station on Friday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

9. SATURDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Housekeeping transaction is entered for this nursing station on Saturday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

Field Explanations (cont.)

9. BED NOT READY - MAINT

When you access this field, the following subscreen is displayed:

```
                    General Hospital Table Maintenance Processor
                                                 Wed Jun 09, 2004 09:58 am
Nursing Station Paging Table
( 1)Station                 : 2N
( 2)Description             : 2 NORTH

 Event: Bed Not Ready - Maintenance
 1 Page    2 Notice
   No        No

 Weekly Paging Schedule
 5 Sunday                             6 Monday

 7 Tuesday                            8 Wednesday

 9 Thursday                          10 Friday

11 Saturday




Enter group phone number or distribution list phone number--
```

Subscreen Field Explanations

EVENT: BED NOT READY - MAINTENANCE

1. PAGE (1-A-O)

Indicate if resources should be paged, using the schedule indicated below, when a Bed Not Ready - Maintenance transaction is entered. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: If this field is set toNo, you cannot access the Weekly Paging Schedule fields.

2. NOTICE (1-A-O)

Indicate if a Post Bed Notice (form type PBN) should print when a Bed Not Ready - Maintenance transaction is entered. Enter **Y** for Yes or **N** for No. The default is No.

WEEKLY PAGING SCHEDULE

3. SUNDAY (TABLE LOOKUP-O)

Select the telephone paging schema to be used when a Bed Not Ready - Maintenance transaction is entered for this nursing station on Sunday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the Telephony Paging Schema table.

4. MONDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Maintenance transaction is entered for this nursing station on Monday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

5. TUESDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Maintenance transaction is entered for this nursing station on Tuesday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

6. WEDNESDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Maintenance transaction is entered for this nursing station on Wednesday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

7. THURSDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Maintenance transaction is entered for this nursing station on Thursday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

8. FRIDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Maintenance transaction is entered for this nursing station on Friday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

9. SATURDAY (TABLE LOOKUP-O)
Select the telephone paging schema to be used when a Bed Not Ready - Maintenance transaction is entered for this nursing station on Saturday. You can enter the paging schema code directly if you know it, or enter a hyphen (-) and make your selection from the table.

Field Explanations (cont.)

8. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

9. EDIT DATE (DISPLAY ONLY)
The system displays the date and time that the table entry was last updated.

ISOLATION CODES

The Isolation Codes table has been modified to add an *Attendant Assignment* field. This field indicates if attendants need to be assigned manually for patients having this isolation code.

Transport-Specific Field

The field is displayed only if Transport has been implemented. Select **Table Maintenance > Isolation Codes** and enter an isolation code of one letter, or enter a hyphen (-) and make your selection from the list:

```
             General Hospital Patient Location Tracking Tables Processor
                                                  Fri Apr 15, 2005 05:21 pm
Isolation Codes
( 1)Code                 : G
( 2)Description          : AIRBORNE DROPLET
( 3)Cont. Type           : Yes
( 4)Cont. Status         : CONTAMINATED
( 5)Attendant Assignment : Manual

( 6)Edit by              : Mathis,Brenda W
( 7)Edit date            : 12/23/04 11:27A










Enter field number or '/' starting field number--
```

Selected Field Explanation

5. ATTENDANT ASSIGNMENT (1-A-R)

Indicate if patients with this isolation code require manual attendant assignment. Enter **Y** for Yes or **N** for No. The default is No. If you enter Y, attendants must be assigned manually when patients are assigned this isolation code. If you enter N, the system may automatically assign an attendant to patients having this code.

LOCATION FILE

The Location File should be evaluated, and the new fields on the Update Nursing Station Codes screen should be completed. The patient's location is displayed on all Patient Tracking Boards using a Clinical View and is displayed in various places throughout the Bed Tracking system. Data fields from within the Location File are included within the Bed Tracking views as well in search options and other Bed Tracking functions.

The existing Location File should be evaluated for the following where applicable:

- All stations needed for Bed Tracking and Patient Tracking exist.
- Each nursing station has a default printer associated with it.
- All applicable notices are attached to each nursing station.
- Each nursing station for which housekeeping cleans the beds has the Auto Clean field set to No; otherwise, the bed is never set to Not Ready and all pages from Telephony do not occur.
- The Reservation field is set appropriately to allow beds to be reserved for each station.
- Valid bed codes exist for each bed.
- The Pref[erred] Age Range field on each bed has a valid entry.
- The Phone field on each bed has a valid extension entered.
- The Sex Pref[erence] field for each bed has a valid entry.
- The Bed Note field for each bed has a valid entry.
- The Overflow field has a valid entry for each overflow bed.
- The Bed Features field for each bed has valid entries.
- Each bed has valid primary and secondary accommodation codes entered.

NOTE: The following tables should be reviewed and/or completed before updating the Location File: Proximity to Station, Overflow Type, Bed Features, and Accommodations.

Patient Location Tracker-Specific Fields

Select **Location File Maintenance** from the initial STAR Patient Care menu and then select **Update Nursing Station Codes**. Select a facility, if applicable, and then enter a three-character nursing station code, or enter a hyphen (-) and select a code from the list. New fields have been added to the second of Update Nursing Station Codes to define valid forms for the new notices that can be printed for each station.

NOTE: See “Define Form Types for Notices” on page 1-8 for the form types, form Zblocks, and spooler report names provided in the base software for these notices.

```
             General Hospital Update Nursing Station Codes Processor
                                                     Fri Nov 14, 2008 11:19 am
Nursing Station Code
 1 Code      2 Description
   1E          1 EAST
 3 Admission Notice          4 Cancel Admission Notice
   Admission Notice, Fmtd      Cancel Adm Notice, Fmt
 5 Discharge Notice          6 Cancel Discharge Notice
   Discharge Notice, Fmtd      Cancel Dis Notice, Fmt
 7 Intent to Discharge Notice      8 Cancel Intent to Discharge Notice
   Int to Dis Notice,Ft              Can Int to Dis Not,Ft
 9 Request to Transfer Notice     10 Cancel Request to Transfer Notice
   Request To Transfer               Cancel Req to Tx
11 Bed Request Notice        12 Transfer Notice       13 PLT Pt Locked Not
   Bed Request Notice           Transfer Notice, Genrl    SPLT Bed Lock Notice

14 Post Bed Notice           15 Occupied Bed Selected  16 Bed Reservation Notice
   Post Bed Notice              Occ Bed Sel Notice-G      Bed Res. Notice
17 Return to Stn Notice      18 Pt Left Hosp Notice    19 Incorrect Pt Selected
                                Patient Left Notice-G     Incorrect Pt Selected



Enter field number or '/' starting field number--
                       next(/) or previous screen(/P) [/]
```

Selected Field Explanations

11. BED REQUEST NOTICE (TABLE LOOKUP-O)

When you access this field, the system displays a table listing all available Bed Request Notice forms. If the nursing station wants to receive notices of Bed Requests for patients residing on their station, select the desired format. If the station does not want to receive these notices, press ENTER to bypass this field.

13. PLT PT LOCKED NOTICE (TABLE LOOKUP-O)

When you access this field,the system displays a table listing all Patient Locked Notice forms. If the nursing station wants to receive notices of locked patients residingon their station, select the desired format. If the staton does not want to receive these notices, press ENTER to bypass this field.

15. OCCUPIED BED SELECTED (TABLE LOOKUP-O)

When you access this field, the system displays a table listing all available Occupied Bed Selected forms. If the nursing station wants to receive notices when an occupied bed is selected during a Telephony Bed Status update, select the desired format. If the station does not want to receive these notices, press ENTER to bypass this field.

17. RETURN TO STN NOTICE (TABLE LOOKUP-O)

When you access this field, the system displays a table listing all available Return to Station forms. If the nursing station wants to receive a notice when a patient residing on the station returns to his/her bed after leaving it temporarily, select the desired format. If the station does not want to receive these notices, press ENTER to bypass this field.

18. PT LEFT HOSP NOTICE (TABLE LOOKUP-O)

When you access this field, the system displays a table listing all available Patient Left Notice forms. If the nursing station wants to receive Patient Left Notices for patients who have vacated beds on the station, select the desired format. If the station does not want to receive these notices, press ENTER to bypass this field.

19. INCORRECT PT SELECTED (TABLE LOOKUP-O)

When you access this field, the system displays a table listing all available Incorrect Patient Selected forms. If the nursing station wants to receive notices when an incorrect patient is selected during a Patient Left transaction on the Telephony system, select the desired format. If the station does not want to receive these notices, press ENTER to bypass this field.

A new field was added to the third screen to assign a color to the nursing station if the Bed Request List is color-coded by location.

```
              General Hospital Update Nursing Station Codes Processor
                                                 Wed Sep 15, 2010 02:41 am
Nursing Station Code
 1 Code   2 Description       3 24 Hr  4 Day Only  5 Avail    6 Day Hours
   1E       1 EAST              Yes
 7 Mixed  8 Days  9 Days Avail  10 Open    11 Nights 12 Nights Avail 13 Close

14 Auto Adm      15 Auto Clean        16 Reservation Type    17 Station Grps
   No               No                   Soft                   Entries Def
18 CRTs          19 # Beds   20 # Licensed Beds   21 Beds/Nurse Care
   Entries Def      250         249                  10
22 Beds/Phy C23 Listing Time 24 Update Time   25 Main Physician
   170                                           32 ADAIR,FRANKIE Z
26 Station Specialty                  27 Accom Codes         28 Specialties
                                         Entries Defined        Entries Def
29 Emergency Department      30 Med/Sur       31 LOA   32 Bed Request Color
   No                           No               No       BLUE




Enter field number or '/' starting field number--
                       next(/) or previous screen(/P) [/]
```

Selected Field Explanations

32. BED REQUEST COLOR (TABLE LOOKUP-O)
Select the color to be used to represent this nursing station on the Bed Request List if the Bed Request List is color-coded by location. Requests for beds on this nursing station will be displayed in the color selected here.

Transport-Specific Fields

Select **Location File Maintenance** from the initial STAR Patient Care menu and then select **Update Nursing Station Codes**. Select a facility, if applicable, and then enter a three-character nursing station code, or enter a hyphen (-) and select a code from the list. A fourth screen has been added to Update Nursing Station Codes. This screen is displayed only if Transport has been implemented:

```
              General Hospital Update Nursing Station Codes Processor
                                                 Sat Apr 16, 2005 01:34 pm
Nursing Station Code
 1 Code      2 Description
   1E          1 EAST
                          Transport Station Parameters
 3 Transport on Intent to Discharge     4 Transport on IP Discharge
   No                                     Yes
 5 Transport on OP Discharge
   Yes














Enter field number or '/' starting field number--
                       next(/) or previous screen(/P) [/]
```

Field Explanations

1. CODE (DISPLAY ONLY)
The system displays the nursing station code previously entered.

2. DESCRIPTION (DISPLAY ONLY)
The system displays the description for the nursing station code.

3. TRANSPORT ON INTENT TO DISCHARGE (1-A-O)
Indicate if a transport request should be generated automatically when an Intent to Discharge is entered for a patient on this station. Enter **Y** for Yes or **N** for No. The destination for the request defaults to the location entered in the Discharge Destination field on Transport Parameters.

If the intent to discharge is cancelled, the transport request is cancelled automatically.

NOTE: This field overrides the setting of the Discharge Intent field on the Transport Parameters screen.

4. TRANSPORT ON IP DISCHARGE (1-A-O)
Indicate if a transport request should be generated automatically when an inpatient on this station is discharged. Enter **Y** for Yes or **N** for No. The destination for the request defaults to the location entered in the Discharge Destination field on Transport Parameters.

If the discharge is cancelled, the transport request is cancelled automatically.

NOTE: This field overrides the setting of the Discharge IP field on the Transport Parameters screen.

5. TRANSPORT ON OP DISCHARGE (1-A-O)
Indicate if a transport request should be generated automatically when a bedded outpatient on this station is discharged. Enter **Y** for Yes or **N** for No. The destination for the request defaults to the location entered in the Discharge Destination field on Transport Parameters.

If the discharge is cancelled, the transport request is cancelled automatically.

NOTE: This field overrides the setting of the Discharge OP Bedded field on the Transport Parameters screen.

PATIENT TRACKING BOARDS

The Patient Tracking Boards table is used to define fields that control the function and display of the patient tracking boards. You should carefully plan the tracking boards that are to be used in each facility before building this table.

Tracking boards can be linked to users in User Definitions, and a default tracking board can be attached to each user in the User Preferences.

Be sure the Color table is built before building this table.

After the Patient Tracking Boards table is selected, you must select a facility, if applicable. The system then prompts you to enter a Patient Tracking Board code. You can enter a code of up to 6 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
           General Hospital Patient Location Tracking Tables Processor
                                                  Fri May 21, 2004 01:58 pm
Patient Tracking Boards
 1 Code    2 Description                       3 View Type        4 Show All
   CREG      CENTRAL REGISTRATION                Admission
 5 Milestone  6 Average Wait  7 Public   8 Scroll  9 Refresh    10 Departments
   Yes          Yes              No         Yes       99 minutes
11 Primary Sort        12 Secondary Sort      13 Show Completed 14 Removal
   APPOINTMENT TIME       PATIENT NAME           Yes               After 1 day
15 Accept Wait         16 Wait > Accept Color 17 Wait > Ind
   120 minutes            Pale Yellow            ^
18 Overdue Color       19 Overdue Ind         20 Priority Color
   YELLOW                 !                      SALMON CROSSHATCH
21 Appt Close          22 Appt Close Color    23 Close Ind
   10 minutes             LILAC                  *
24 Patient Information Flow           25 Edit By             26 Edit Date
   I/P INPATIENT ADMISSION               Mathis,Beckie W        05/05/04 04:31P




Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The alphanumeric code (up to 6 characters) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (30-C-R)

Enter the description for this patient tracking board. You can enter up to 30 alphanumeric or special characters.

3. VIEW TYPE (1-A-R)

Indicate what type this tracking board is. There is no default, and the field is required. Your choices are as follows:

View Type	Description
A (Admissions)	Displays patients that have been pre-admitted for the current day and patients that have arrived and are waiting to be admitted. Patient milestones are available for display on this view. Function branching is available from the Admissions View.
C (Clinical)	Displays patients specific to a particular nursing location. If the location of the tracking board is a nursing unit, the system lists patients based on the nursing station definitions on the CRT Names table for the user. Users can display all patients on the station or only those who have left the station based on the Show All parameter on this table. Patient milestones are available for display on those tracking boards using the Clinical View. Function branching is available from the Clinical View. **NOTE:** The following fields are not applicable to Clinical Tracking Boards and cannot be accessed if the View Type is Clinical: • Average Wait • Departments • Show Completed • Removal • Accept Wait • Wait > Accept Color • Wait > Ind • Overdue Color • Overdue Ind • Priority Color • Appt Close • Appt Close Color • Close Ind
D (Departmental)	Displays patients specific to a particular department location. Patients appear on the Department View based on patient type, department location or service as defined on the Tracking Board Criteria Link table. Patient milestones are available for display on tracking boards using the Department View. Function branching is available from the Department View.

View Type	Description
P (Patient Waiting)	Displays only those patients who are currently waiting in the department, have a tracking number assigned, and are waiting to be admitted. This Patient Waiting View displays only the coded patient tracking number and does not display the patient name. Function branching is not available for this view.

4. SHOW ALL (1-A-C)
This field can be accessed only if the View Type is Clinical and then it is required. Enter **Y** to show all patients on the nursing station or **N** to display only those who are away from the station. The default is N.

5. MILESTONE (1-A-R)
Indicate if the patient milestone icons should display on this tracking board. Enter **Y** for Yes or **N** for No. The default is Yes, and blank is Yes.

6. AVERAGE WAIT (1-A-R)
Indicate if the average wait time is displayed in the header on this tracking board. Enter **Y** for Yes or **N** for No. The default is Yes, and blank is Yes.

7. PUBLIC (1-A-R)
Indicate if this tracking board is a public board. Enter **Y** for Yes or **N** for No. The default is No. If you enter Yes, the patient names and account numbers are not displayed; instead the patients' tracking IDs are displayed.

NOTE: If Patient Waiting is entered in the View Type, this field is automatically set to Yes and cannot be edited.

8. SCROLL (1-A-R)
Indicate if this tracking board should scroll automatically. Auto-scrolling may be beneficial in public areas. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: McKesson recommends that this field be set to Yes only for tracking boards that do not have any user interaction (for example, the board is displayed in a patient waiting area and no function branching or milestone processing is performed on it).

9. REFRESH (2-N-O)
Enter the number in minutes (from 3 to 99) to indicate how often this board is automatically refreshed. Leave the field blank and the board is not automatically refreshed. Regardless of the setting of this field, the board can be manually refreshed by the user at any time.

NOTE: McKesson recommends that this field be set only for tracking boards that do not have any user interaction (for example, the board is displayed in a patient waiting area and no function branching or milestone processing is performed on it).

10. DEPARTMENTS (TABLE LOOKUP-O)
Select which department's milestones can be processed using this tracking board.

11. PRIMARY SORT (TABLE LOOKUP-O)
Select the field to be used as the primary sort for this tracking board. You can select:

- Appointment time
- Arrival time
- Bed number
- Elapsed time
- Patient name
- Patient type
- Tracker ID
- Tracking priority

If this field is blank, the tracking boarddisplays patients chronologically by arrival time. There is no color change in the default setting. Patients with blank arrival times are displayed at the bottom of the list and are sorted by expected admission or expected testing time.

12. SECONDARY SORT (TABLE LOOKUP-O)
Select a secondary sort for this tracking board. You can select:

- Appointment time
- Arrival time
- Bed number
- Elapsed time
- Patient name
- Patient type
- Tracker ID
- Tracking priority

13. SHOW COMPLETED (1-A-O)
Indicate if patients who have completed their milestones continue to display on this tracking board. Enter **Y** for Yes or **N** for No. The default is Yes.

NOTE: Regardless of how this field is set, the department icons are removed from clinical boards when an inpatient or an outpatient in a bed is returned to his/her room via a *Patient Is Here* or *Complete All Milestones* transaction or via completion of a STAR transport request. The system also removes these patients from departmental tracking boards, even if this field is set to Yes.

14. REMOVAL (1-AN-C)
Indicate how patients who have completed their milestones are removed from this tracking board when the Show Completed field is set to Yes. Enter **1** to automatically remove the patient after 1 day, **2** to remove the patient after 2 days, or **M** to remove them manually. The default is 1.

15. ACCEPT WAIT (3-N-O)
Enter an acceptable wait time for this tracking board, from 1-999 minutes. This value is used to display an alert when this amount of time is exceeded once the *Patient Is Here* transaction is performed for a patient on the tracking board. If the amount of time entered in this field elapses before another transaction is performed for the patient, the color change and indicator defined below are displayed for the patient. There is no default. The field can be left blank.

NOTE: The time indicators and color changes specified below provide the same information regarding patients' appointments; defining the time indicators compensates for users and/or patients who cannot distinguish colors.

16. WAIT > ACCEPT COLOR (TABLE LOOKUP-O)
Select a color to display in the patient's cell on this tracking board when a patient in the *Patient Is Here* status (also known as *Patient Waiting* status) has exceeded the acceptable wait time.

17. WAIT > IND (1-C-O)
Enter a character to display in the patient's cell on this tracking board when a patient in the *Patient Is Here* status (also known as *Patient Waiting* status) has exceeded the acceptable wait time. You cannot use a colon or semi-colon.

18. OVERDUE COLOR (TABLE LOOKUP-O)
Select a color to display in the patient's cell on this tracking board when the patient's appointment time has passed.

19. OVERDUE IND (1-C-O)
Enter a character to display in the patient's cell on this tracking board when the patient's appointment time has passed. You cannot use a colon or semi-colon.

20. PRIORITY COLOR (TABLE LOOKUP-O)
Select a color to display in the patient's cell on this tracking board when the patient has been assigned a priority on the Tracking Form.

NOTE: A color change associated with time overrides the priority color change.

21. APPT CLOSE (3-N-O)
Enter the number of minutes (1-999) to use to indicate the patient's appointment is close. The Appt Close Color and Close Ind are displayed this many minutes before the patient's appointment time.

22. APPT CLOSE COLOR (TABLE LOOKUP-O)
Select a color to display in the patient's cell on this tracking board when the patient is within "X" minutes (the number entered in the Appt Close field) of their scheduled appointment time.

23. CLOSE IND (1-C-O)
Enter a character to display in the patient's cell on this tracking board when the patient is within "X" minutes (the number entered in the Appt Close field) of their scheduled appointment time. You cannot use a colon or semi-colon.

24. PATIENT INFORMATION FLOW (TABLE LOOKUP-O)
If the facility is using GUI Admissions, select the GUI form flow to be used for updating Patient Tracking information for a patient displayed on this tracking board. You can enter the flow code directly if you know it, or enter a hyphen (-) and make your selection from the list.

This form flow is used when Patient Tracking Info Flow is selected for a patient via the Function (FXN) button on the tracking board. The form flow assigned here is overridden by the form flow assigned to the user via User Definitions.

25. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

26. EDIT DATE (DISPLAY ONLY)
The system displays the date and time that the table entry was last updated.

Impact

When the Patient Tracking Board table is accepted, changes are saved and take effect after the next Midnight Processing run.

PATIENT TRACKING CRITERIA LINK

The Patient Tracking Criteria Link table allows you to define criteria, that when met exactly, cause patients to display on the specified tracking board(s). Carefully plan the tracking board criteria that is used for the facility before building this table.

With the exception of tracking boards that use the Clinical View, all tracking boards must have criteria defined.

NOTE: The following tables should be reviewed and/or revised before building this table: Department Location, Hospital Service, Patient Tracking Boards, and Patient Type.

After the Patient Tracking Criteria Link table is selected, you must select a facility (if applicable), and then the system prompts you to enter an Patient Tracking Criteria Link code. You can enter a code of up to 4 alphanumeric characters, or enter a hyphen (**-**) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
                    General Hospital Table Maintenance Processor
                                                  Sun Mar 21, 2004 03:12 pm
Patient Tracking Criteria Link
 1 Code   2 Description
   OUTP     OUTPATIENT BOARD CRITERIA
 3 Patient Types
   DIA,FPC,MHO,NIO,OBO,ONC,OPO,OPT,OPS,PRO,O/P
 4 Services
   CAR,ERS,MIC,MED,NUR,OBS
 5 Department Locations
   CAR,OT,PT,RAD,RT,ST,SGY

 6 Patient Tracking Boards
   OPCLIN-OUTPATIENT CLINIC

                                     7 Edit By               8 Edit Date
                                       Mathis,Barbara          03/12/04 01:46p




Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The system displays the code for the Patient Tracking Criteria Link, as entered at the initial prompt. Each code can be up to four alphanumeric characters.

2. DESCRIPTION (33-C-R)

Enter a description for this Patient Tracking Criteria Link, up to 33 alphanumeric or special characters.

3. PATIENT TYPES (TABLE LOOKUP-O)

Select the patient type(s) that should be included on this board. When you access this field, the following prompt is displayed:

Enter patient type code or first letter(s)`-` of description--

If you are entering a single patient type code, type it at the prompt. To select multiple codes, enter a hyphen (-) and make your selections from the list of patient types that is displayed.

If you are editing this field after patient types have been selected for this criteria, the patient types that were already entered in this field are displayed as follows:

Page:01 Criteria's Patient Types
(1) Dialysis Series Outpatient (4) No Information Outpatient
(2) Family Practice Outpatient (5) OBSTETRICS OUTPATIENT
(3) MENTAL HEALTH OUTPATIENT (6) Oncology Series Outpatient

Enter # to delete or add(A)--
next pg(/ or PG DN) Search(TAB)

- To delete a patient type, enter that type's corresponding number.
- To add more patient types, enter **A**. The original prompt is re-displayed, and you can enter a hyphen (-) and make your selections from the list of patient types that is displayed.

4. SERVICES (TABLE LOOKUP-O)

Select the hospital service(s) that should be included on this board. When you access this field, the following prompt is displayed:

Enter hospital service or first letter(s)`-` of description--

If you are entering a single service, type the service code at the prompt. To select multiple codes, enter a hyphen (-) and make your selections from the list of services that is displayed.

If you are editing this field after services have been selected for this criteria, the services that were already entered in this field are displayed as follows:

Page:01 Hospital Services
(1) CARDIOLOGY (4) ORTHOPEDICS
(2) OBSTETRICS (5) PSYCHIATRIC
(3) ONCOLOGY (6) RENAL

Enter # to delete or add(A)--
next pg(/ or PG DN) Search(TAB)

- To delete a service, enter that service's corresponding number.
- To add more services, enter **A**. The original prompt is re-displayed, and you can enter a hyphen (-) and make your selections from the list of services that is displayed.

5. DEPARTMENT LOCATIONS (TABLE LOOKUP-O)

Select the department location(s) that should be included on this board. When you access this field, the following prompt is displayed:

Enter department location code or first letter(s)`-` of description--

If you are entering a single department location, type the code at the prompt. To select multiple department locations, enter a hyphen (-) and make your selections from the list of services that is displayed.

If you are editing this field after locations have been selected for this criteria, the locations that were already entered in this field are displayed as follows:

Page:01 Department Locations

(1) CARDIOLOGY	*(4) RADIOLOGY*
(2) OCCUPATIONAL THERAPY	*(5) RESPIRATORY THERAPY*
(3) PHYSICAL THERAPY	*(6) SPEECH THERAPY*

Enter # to delete or add(A)--
next pg(/ or PG DN) Search(TAB)

- To delete a location, enter that location's corresponding number.
- To add more locations, enter **A**. The original prompt is re-displayed, and you can enter a hyphen (-) and make your selections from the list of department locations that is displayed.

NOTE: Patients must match one of the entries in **each** of the above criteria (Patient Types, Services, and Department Locations) to be included on the patient tracking board(s) specified below.

6. PATIENT TRACKING BOARDS (TABLE LOOKUP-R)

Select the tracking board(s) on which patients meeting these criteria are displayed. When you access this field, the following prompt is displayed:

Enter tracking board code or first letter(s)`-` of description--

If you are entering a single tracking board, type the code at the prompt. To select multiple tracking boards, enter a hyphen (-) and make your selections from the list of tracking boards that is displayed.

If you are editing this field after tracking boards have been selected for this criteria, the boards that were already entered in this field are displayed as follows:

Page:01 Patient Tracking Boards
(1) TEST BOARD
(2) OUTPATIENT CLINIC

Enter # to delete or add(A)--

- To delete a tracking board, enter that board's corresponding number.
- To add more tracking boards, enter **A**. The original prompt is re-displayed, and you can enter a hyphen (**-**) and make your selections from the list of tracking boards that is displayed.

7. EDIT BY (DISPLAY ONLY)

The system displays the name of the person who last updated this table entry.

8. EDIT DATE (DISPLAY ONLY)

The system displays the date and time that the table entry was last updated.

NOTE: Changes to this table take effect after the next midnight processing run when the tracking boards are reset; therefore, patients currently displayed on a patient tracking board are not affected by a change to the table.

PATIENT TRACKING PRIORITIES

A Patient Tracking Priority can be assigned to a patient on the Tracking Form and is displayed on the Patient Tracking Boards.

NOTE: Patients who have priorities assigned are displayed in a particular color on each Patient Tracking Board. The color that is usedis determined by the entry in the Priority field of the Patient Tracking Board table. All patients who are assigned **any** priority are displayed in the **same** color on the Tracking Board. For this reason, you may not want to build both Low and High priorities as you cannot distinguish these patients by looking at the Patient Tracking Board.

After the Patient Tracking Priorities table is selected, the system prompts you to enter a Patient Tracking Priority code. You can enter a code of up to 3 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
                 General Hospital Table Maintenance Processor
                                                  Sat Mar 20, 2004 08:02 pm
Patient Tracking Priorities
( 1)Code         : H
( 2)Description  : HIGH

( 3)Edit by      : Helms,Valerie A
( 4)Edit date    : 03/11/04 01:37pm













Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)
The alphanumeric code (up to 3 characters) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (10-C-R)
Enter the description for this patient tracking priority code. You can enter up to 10 characters.

3. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

4. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

PATIENT TYPE

The Patient Type table should be evaluated since patient type is one of the criteria that is used to determine the placement of patients on the Patient Tracking boards. Verify that all patient types that may be used to route patients via Patient Tracking are defined in the system.

The patient type also is displayed on some Bed Tracking views.

Patient Location Tracker-Specific Field

A new field has been added to the second screen of the Patient Type table. The *Patient Tracker Info Flow* field defines the character-based screen flow that is used when a patient of the particular patient type is selected on a Patient Tracking board to update tracking information. This character-based screen is displayed when the appropriate patient type is selected and the facility is not live on GUI Admissions. One two-page flow is available in the base system.

Select **Patient Type** from the **Tables** menu and enter a patient type of three alphanumeric characters, or enter a hyphen (-) and make your selection from the list. Scroll to the second screen:

```
                     General Hospital Patient Type Processor
                                              Thu Sep 02, 2004 12:05 pm
Patient Type Code: I/P - Last edited by Sanders,Bob on 01/13/04 03:20pm
Definition
 1 Patient Management            2 O/P Category          3 Therapy Type

 4 Hlth Lodg      5 Psych        6 Mat         7 Neo      8 GUM
   No               No             No            No         No
 9 Discharge Form

10 CPT Days/Discharge   11 CPT Days/Final    12 Patient Tracker Info Flow
   999                     99999                plt PLT Pt Tracker Info










Enter field number or '/' starting field number--
                       next(/) or previous screen(/P) [/]
```

Selected Field Explanation

12. PATIENT TRACKER INFO FLOW (TABLE LOOKUP-O)

Enter the Patient Tracking Information screen flow to be used in the character-based system when the Tracking Information is updated by the user. Only one screen flow is provided in the base system. You can enter the flow code directly, or enter a hyphen

(-) and make your selection from the list of flow codes. If you are using GUI functionality, the Patient Tracker Info Flow is defined on the Patient Tracking Board table or on the User Definitions screen.

PLT PAGING INFO

The PLT Paging Info table defines pager numbers and e-mail addresses that are used for Transport requests. Define all Transport pager numbers in this table. If you use Dynamic Pager Assignment, the information in this table is also used for Environmental Services pages, and you must add all the Environmental Services tech pagers to the table.

NOTE: This table was previously known as the Transport Pager Information table.

After the PLT Paging Info table is selected, the system prompts you to enter a PLT Paging Info code. You can enter a code of up to 10 digits, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
           General Hospital Patient Location Tracking Tables Processor
                                       Fri Apr 20, 2007 03:54 pm
PLT Paging Info
( 1)Beeper Number     : 52
( 2)Description       : PHONE VALERIE DESK
( 3)Phone #/Email Addr: 404-338-9655

( 4)Edit by           : Kotter,Sara J
( 5)Edit date         : 03/15/07 09:24A










Enter field number or '/' starting field number--
```

Field Explanations

1. BEEPER NUMBER (DISPLAY ONLY)
The numeric code (1 to 10 digits) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-C-R)
Enter the description for this pager. You can enter up to 19 characters.

3. PHONE #/EMAIL ADDR (U-C-R)
Enter the phone number or e-mail address associated with this pager.

4. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

5. EDIT DATE (DISPLAY ONLY)

The system displays the date that the table entry was last updated.

RF ZONES

The RF Zones table identifies the location data (RF spaces data) that is stored in the RF vendor's database and allows it to be displayed on STAR. Two fields, zone identifier and zone name, can be downloaded from the RF vendor. The additional fields are hospital-defined on STAR.

NOTE: If an RF zone is deleted in the RF system, you must delete it manually in STAR to keep the tables in sync.

After the RF Zones table is selected, the system prompts you to enter an RF zones code. You can enter a code of up to 32 alphanumeric or special characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
          General Hospital Patient Location Tracking Tables Processor
                                                 Mon Nov 17, 2008 10:43 am
RF Zones
( 1)Zone Identifier  : c2847289sjf
( 2)Zone Name        : 2N NURSE STATION
( 3)Short Description: ON STATION
( 4)Area Type        : STATION
( 5)Facility         : Model Hospital A A
( 6)Location Link    : 2N

( 7)Edit by          : Oliver,Mary
( 8)Edit date        : 03/10/06 16:49









Enter field number or '/' starting field number--
```

Field Explanations

1. ZONE IDENTIFIER (DISPLAY ONLY)

This field displays the code (up to 32 characters) as entered on the previous screen or as downloaded from the RF vendor. This unique identifier defines the location assigned by the RF software and cannot be edited on this screen.

2. ZONE NAME (55-C-R)

This field displays the zone name, which describes the location as defined in the RF vendor's system.

NOTE: If this information is updated automatically by the RF software, McKesson recommends that you do not edit this field because it will be overlaid when a table update is received from the RF vendor.

3. SHORT DESCRIPTION (10-C-O)

Enter a 10-character description of this location to display on the tracking boards in Patient Tracking and Transport. If this field is not defined and the RF zone is mapped to a department or transport location, *Unknown* is displayed on the boards for the RF zone.

4. AREA TYPE (TABLE LOOKUP-R)

Select the appropriate type of location from the McKesson-defined location types. Options are hospital exit, return, station, treatment area, waiting area, and other. This field determines how milestones are updated automatically based on patient movement among locations.

5. FACILITY (TABLE LOOKUP-R)

When you access this field, a list of all facilities is displayed. Select the facility where this RF zone is located.

6. LOCATION LINK (TABLE LOOKUP-O)

Use this field to link this RF zone to a department or transport location. The options available for this field depend on the setting of the Area Type field.

If the Area Type field is set to hospital exit, return, or other, this field cannot be edited.

If the Area Type field is set to station, the nurse stations from the Location File are displayed for selection.

If the Area Type field is set to treatment area or waiting area, the following prompt is displayed:

Select from (D)epartment locations or (T)ransport Locations table [D]--

Enter **D** to select an entry from the Department Locations table, or enter **T** to select an entry from the Transport Locations table.

7. EDIT BY (DISPLAY ONLY)

The system displays the name of the person who last updated this table entry.

8. EDIT DATE (DISPLAY ONLY)

The system displays the date and time that this table entry was last updated.

TELEPHONY PAGING SCHEMA

The Telephony Paging Schema is used to define pager numbers or e-mail addresses and paging timeframes for up to three different shifts. It is used on the ENVIRONMENTAL COVERAGE AREAS to determine what numbers or addresses are paged and when repaging or escalation paging occurs.

NOTE: If a schema is to be attached to a Patient Left Notification on the Nursing Station Paging table, the fields pertaining to repaging and escalation paging should be left blank. Any information entered in these fields is ignored. Only **one** page is generated for Patient Left Notifications. No repaging or escalation paging is performed.

This table must be shared among facilities.

After the Telephony Paging Schema table is selected, the system prompts you to enter a telephony paging schema code. You can enter a code of up to 4 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
                     General Hospital Table Maintenance Processor
                                                  Fri Apr 20, 2007 04:03 pm
Telephony Paging Schema
 1 Code  2 Paging Schema Description   3 Edited By            4 Edit Date
   SUP     Hskping Supervisor Test       Kotter,Barbara         03/20/07 1217
Shift 1 Information
 5 Start Time  6 Overlap  7 Stat Minutes  8 Pager                    9 Repage
   07:00                    3               1515
10 Esc 1 Pager        11 Esc 1 Minutes   12 Esc 2 Pager        13 Esc 2 Minutes
   2323                  3                  7878                  3
Shift 2 Information
14 Start Time 15 Overlap 16 Stat Minutes 17 Pager                   18 Repage
   15:00                    3               1515
19 Esc 1 Pager        20 Esc 1 Minutes   21 Esc 2 Pager        22 Esc 2 Minutes
   2323                  3                  7878                  3
Shift 3 Information
23 Start Time 24 Overlap 25 Stat Minutes 26 Pager                   27 Repage
   23:00                    3               1515
28 Esc 1 Pager        29 Esc 1 Minutes   30 Esc 2 Pager        31 Esc 2 Minutes
   2323                  3                  7878                  3


Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The alphanumeric code (up to 4 characters) entered on the previous screen is displayed and cannot be edited.

2. PAGING SCHEMA DESCRIPTION (30-C-R)

Enter the description for this telephony paging schema. You can enter up to 30 alphanumeric or special characters.

3. EDITED BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

4. EDIT DATE (DISPLAY ONLY)
The system displays the date and time that this table entry was last updated.

SHIFT 1 INFORMATION

NOTE: Leaving any of the Minutes fields (Stat Minutes, Repage Minutes, Esc 1 Minutes, or Esc 2 Minutes) below blank (or entering 0 in them) causes a page or message to be generated immediately, as long as a pager number or e-mail address is entered in the associated Pager field. When paging reaches a point where the associated Pager field is blank, paging stops.

5. START TIME (TIME FORMAT-O)
Enter the time that the first shift begins.

6. OVERLAP (2-N-O)
Enter the number of minutes (from 1 to 60) that this shift overlaps with the previous shift. When a page is done within this many minutes of the start of this shift, the system pages the appropriate pager numbers for both the current and previous shifts based on the type of page (initial, re-page, or escalation).

7. STAT MINUTES (3-N-O)
Enter the number of minutes (from 0 to 999) to be used for a stat request. (Stat requests are sent when a bed is changed to a bed status that has the Stat Paging field set to Yes.) When a stat page is performed for a bed and the bed status does not change within this many minutes, the first escalation page is generated.

For example, if 30 is entered in this field and the bed status does not change in 30 minutes, the number or address entered in the Esc 1 Pager is then paged or e-mailed.

8. PAGER (36-C-O)
Enter the primary pager number or e-mail address for this first shift. This number or address is paged first.

9. REPAGE (3-N-O)
Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged again. When a page is performed for a bed and the bed status does not change within this many minutes, the number or address entered in the field above is paged again.

NOTE: Enter **0** or leave the field bank, and the primary pager is not paged again. The first escalation pager is paged after the Esc 1 Minutes elapse.

10. ESC 1 PAGER (36-C-O)
Enter a pager number or e-mail address to use for first-line escalation.

11. ESC 1 MINUTES (3-N-O)
Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged. These minutes apply after a repage.

For example, say 30 is entered in the Repage Minutes field and 30 is entered in this field. If there is no bed status change in 30 minutes, the pager number in field 7 is paged again. Then if there is no bed status change in 30 more minutes, the pager number entered in the Esc 1 Pager is then paged.

12. ESC 2 PAGER (36-C-O)
Enter a pager number or e-mail address to use for second-line escalation.

13. ESC 2 MINUTES (3-N-O)
Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged. When a page is performed for a bed and the bed status does not change within this many minutes, the number or address entered in the field above is then paged.

SHIFT 2 INFORMATION

NOTE: Leaving any of the Minutes fields (Stat Minutes, Repage Minutes, Esc 1 Minutes, or Esc 2 Minutes) below blank (or entering 0 in them) causes a page to be generated immediately, as long as a pager number or e-mail address is entered in the associated Pager field. When paging reaches a point where the associated Pager field is blank, paging stops.

14. START TIME (TIME FORMAT-O)
Enter the time that the second shift begins.

15. OVERLAP (2-N-O)
Enter the number of minutes (from 1 to 60) that this shift overlaps with the previous shift. When a page is done within this many minutes of the start of this shift, the system pages the appropriate pager numbers for both the current and previous shifts based on the type of page (initial, re-page, or escalation).

16. STAT MINUTES (3-N-O)
Enter the number of minutes (from 0 to 999) to be used for a stat request. When a stat page is performed for a bed and the bed status does not change within this many minutes, the first escalation page is generated.

17. PAGER (36-C-O)
Enter the primary pager number or e-mail address for this second shift. This number or address is paged first.

18. REPAGE (3-N-O)
Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged again. When a page is performed for a bed and the bed status does not change within this many minutes, the number or address entered in the field above is paged again.

NOTE: Enter **0** or leave the field bank, and the primary pager is not paged again. The first escalation pager is paged after the Esc 1 Minutes elapse.

19. ESC 1 PAGER (36-C-O)
Enter a pager number or e-mail address to use for first-line escalation.

20. ESC 1 MINUTES (3-N-O)
Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged. When a page is performed for a bed and the bed status does not change within this many minutes, the number or address entered in the field above is then paged.

21. ESC 2 PAGER (36-C-O)
Enter a pager number or e-mail address to use for second-line escalation.

22. ESC 2 MINUTES (3-N-O)
Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged. When a page is performed for a bed and the bed status does not change within this many minutes, the number or address entered in the field above is then paged.

SHIFT 3 INFORMATION

NOTE: Leaving any of the Minutes fields (Stat Minutes, Repage Minutes, Esc 1 Minutes, or Esc 2 Minutes) below blank (or entering 0 in them) causes a page to be generated immediately, as long as a pager number or e-mail address is entered in the associated Pager field. When paging reaches a point where the associated Pager field is blank, paging stops.

23. START TIME (TIME FORMAT-O)
Enter the time that the third shift begins.

24. OVERLAP (2-N-O)
Enter the number of minutes (from 1 to 60) that this shift overlaps with the previous shift. When a page is done within this many minutes of the start of this shift, the system pages the appropriate pager numbers for both the current and previous shifts based on the type of page (initial, re-page, or escalation).

25. STAT MINUTES (3-N-O)
Enter the number of minutes (from 0 to 999) to be used for a stat request. When a stat page is performed for a bed and the bed status does not change within this many minutes, the first escalation page is generated.

26. PAGER (36-C-O)
Enter the primary pager number or e-mail address for this third shift. This number is paged first.

27. REPAGE (3-N-O)

Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged again. When a page is performed for a bed and the bed status does not change within this many minutes, the number or address entered in the field above is paged again.

NOTE: Enter **0** or leave the field bank, and the primary pager is not paged again. The first escalation pager is paged after the Esc 1 Minutes elapse.

28. ESC 1 PAGER (36-C-O)

Enter a pager number or e-mail address to use for first-line escalation.

29. ESC 1 MINUTES (3-N-O)

Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged. When a page is performed for a bed and the bed status does not change within this many minutes, the number or address entered in the field above is then paged.

30. ESC 2 PAGER (36-C-O)

Enter a pager number or e-mail address to use for second-line escalation.

31. ESC 2 MINUTES (3-N-O)

Enter the number of minutes (from 0 to 999) that should elapse before the pager in the field above is paged. When a page is performed for a bed and the bed status does not change within this many minutes, the number or address entered in the field above is then paged.

TRANSPORT ACTIVITY REASONS

The Transport Activity Reasons table defines the reasons that are used to decline or delay a job, cancel a dispatch, delete a request, or mark an attendant unavailable. Time ranges are linked to each table entry, and when an attendant uses a particular reason code to mark himself unavailable or to delay a request, the length of time he is going to be unavailable must be within the range defined in the table entry. When the time expires, the attendant can be made available automatically based on the Auto Available setting.

NOTE: Telephony uses the maximum of the range and does not allow minutes to be entered.

After the Transport Activity Reason table is selected, the system prompts you to enter a Transport Activity Reason code. You can enter a code of 1 to 3 digits, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
           General Hospital Patient Location Tracking Tables Processor
                                              Tue Sep 14, 2010 12:30 pm
Transport Activity Reasons
( 1)Code                 : 900
( 2)Description          : ANOTHER ATTENDANT
( 3)Phonetic Description :
( 4)Activity Restrictions: Decline,Delay
( 5)Unavailable Minimum  : 10 minutes
( 6)Unavailable Maximum  : 15 minutes
( 7)Auto Available       : Yes
( 8)Multiple Attendants  : Yes
( 9)Request Att Act Rsn  : 295 PARTNER - OFF DUTY

(10)Patient Related      : Yes
(11)Re-dispatch          : Yes

(12)Edit by              : Wyatt,Amy
(13)Edit date            : 09/14/10 12:30pm




Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)
The numeric code (1 to 3 digits) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-C-R)
Enter the description for this Transport Activity Reason code. You can enter up to 19 alphanumeric or special characters.

3. PHONETIC DESCRIPTION (U-C-O)
Enter a phonetic description to be used when the text-to-speech feature of Telephony does not pronounce the description as desired. If a phonetic description is specified, it is used in place of the regular description for text-to-speech only.

4. ACTIVITY RESTRICTIONS (TABLE LOOKUP-O)
Select the activities for which this activity reason can be used. When you access this field, the following is displayed:

Page:01 Activity Types ##=Current Choices
(1) Availability (5) Delete Request
(2) Cancel Dispatch (6) Internal use
(3) Decline
(4) Delay

Enter choices (e.g. 1,7,5-9) or '-'choices to remove--
end select(NL)

Enter the number for each activity where this reason code can be used. To remove a selection, enter a hyphen (-) followed by the number. This activity reason code can be used only for the activities that are selected here.

5. UNAVAILABLE MINIMUM (3-N-O)
Enter the minimum number of minutes that the transport attendant will be unavailable or the request will be delayed when this reason code is used. Valid entries are from 5 to 500 minutes, and the entry must be equal to or less than the entry in the Unavailable Maximum field.

6. UNAVAILABLE MAXIMUM (3-N-O)
Enter the maximum number of minutes that the transport attendant will be unavailable or the request will be delayed when this reason code is used. Valid entries are from 5 to 500 minutes, and the entry must be equal to or greater than the entry in the Unavailable Minimum field. The default is the number of minutes entered in the Unavailable Minimum field.

NOTE: If minutes are not entered for this reason code, the attendant must manually mark himself available.

7. AUTO AVAILABLE (1-A-O)
Indicate if the system should automatically mark the attendant available when the number of minutes linked to this reason code passes. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: This field can be accessed only if there are entries in the Unavailable Minimum and Unavailable Maximum fields.

8. MULTIPLE ATTENDANTS (TABLE LOOKUP-O)
This field is used when two (or more) attendants are assigned to a request and one of the attendants delays or declines the request. Select the reason to be used for the

delay/decline for the attendant(s) still assigned to the job. These attendants have the reason entered here logged to their Attendant History.

9. REQUEST ATT ACT RSN (TABLE LOOKUP-O)
Indicate the reason that the dispatched attendant is requesting an additional attendant to be assigned to this transport job. The job is placed on hold or delay for the attendant assigned to the job, and the dispatcher finds the most appropriate match and dispatches an additional attendant. From that point, the system uses the multiple attendant functionality.

10. PATIENT RELATED (1-A-R)
Indicate if this reason is patient related. Enter **Y** for Yes or **N** for No. The default is No.

11. RE-DISPATCH (1-A-R)
Indicate if the transport job should be re-dispatched when this reason is used. Enter **Y** for Yes or **N** for No. The default is No.

NOTE: If a request is delayed with a patient-related reason and Re-dispatch is set to Yes, the dispatch is cancelled and the request date and time are modified automatically to the specified delay minutes past the current date and time.

If a dispatch is declined for a reason that is not patient-related, the request is automatically dispatched back to the original attendant.

12. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

13. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

TRANSPORT HOURS OF OPERATION

The Transport Hours of Operation table designates when the Transport Department opens and closes each day. The system checks this table when a transport request is entered, and if the date and time on the request are during closed hours, an error message is displayed and the request is not accepted.

The Transport Hours of Operation table is split by facility, and each facility must have at least one entry in the table to define the Transport Department's hours of operation. Procedurally, you may need to close the department in advance of the end of the work day to facilitate working through pending requests and disabling the start of new requests. For example, if the employees leave at 6:00 p.m. one day, you may want to set the close time to 5:30 that day.

After the Transport Hours of Operation table is selected, the system prompts you to enter a facility (if applicable) and then a Transport Hours of Operation code. Enter a 1- or 2-digit numeric code, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
            General Hospital Patient Location Tracking Tables Processor
                                                      Wed Jan 17, 2007 06:16 pm
Transport Hours of Operation
 1 Code       2 Description           3 Edited By            4 Edit Date
   1            24/7 DAILY              TEST,ADMISSIONS        01/08/07 1537

Sunday             5 Open              6 Close
                     00:01               23:59
Monday             7 Open              8 Close
                     00:01               23:59
Tuesday            9 Open             10 Close
                     00:01               23:59
Wednesday         11 Open             12 Close
                     00:01               23:59
Thursday          13 Open             14 Close
                     00:01               23:59
Friday            15 Open             16 Close
                     00:01               23:59
Saturday          17 Open             18 Close
                     00:01               23:59


Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The 1- or 2-digit numeric code entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (12-C-R)

Enter the description for this transport hours of operation code. You can enter up to 12 characters.

3. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

4. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

SUNDAY

5. OPEN (TIME FORMAT-C)
Enter the time that the Transport Department opens on Sunday. Leave this field blank if the department is closed on Sunday.

6. CLOSE (TIME FORMAT-C)
Enter the time that the Transport Department closes on Sunday. Leave this field blank if the department is closed on Sunday.

MONDAY

7. OPEN (TIME FORMAT-C)
Enter the time that the Transport Department opens on Monday. Leave this field blank if the department is closed on Monday.

8. CLOSE (TIME FORMAT-C)
Enter the time that the Transport Department closes on Monday. Leave this field blank if the department is closed on Monday.

TUESDAY

9. OPEN (TIME FORMAT-C)
Enter the time that the Transport Department opens on Tuesday. Leave this field blank if the department is closed on Tuesday.

10. CLOSE (TIME FORMAT-C)
Enter the time that the Transport Department closes on Tuesday. Leave this field blank if the department is closed on Tuesday.

WEDNESDAY

11. OPEN (TIME FORMAT-C)
Enter the time that the Transport Department opens on Wednesday. Leave this field blank if the department is closed on Wednesday.

12. CLOSE (TIME FORMAT-C)
Enter the time that the Transport Department closes on Wednesday. Leave this field blank if the department is closed on Wednesday.

THURSDAY

13. OPEN (TIME FORMAT-C)
Enter the time that the Transport Department opens on Thursday. Leave this field blank if the department is closed on Thursday.

14. CLOSE (TIME FORMAT-C)
Enter the time that the Transport Department closes on Thursday. Leave this field blank if the department is closed on Thursday.

FRIDAY

15. OPEN (TIME FORMAT-C)
Enter the time that the Transport Department opens on Friday. Leave this field blank if the department is closed on Friday.

16. CLOSE (TIME FORMAT-C)
Enter the time that the Transport Department closes on Friday. Leave this field blank if the department is closed on Friday.

SATURDAY

17. OPEN (TIME FORMAT-C)
Enter the time that the Transport Department opens on Saturday. Leave this field blank if the department is closed on Saturday.

18. CLOSE (TIME FORMAT-C)
Enter the time that the Transport Department closes on Saturday. Leave this field blank if the department is closed on Saturday.

TRANSPORT LOCATIONS

The Transport Locations table defines locations that are origination points or destinations for transport jobs.

You should build the Transport Zones and Transport Priorities tables and add any new Department Locations if needed before defining transport locations.

NOTE: If you are linking default priorities to transport locations, both the Transport Locations table and the Transport Priorities table must be split by facility or both must be shared.

If you are linking revenue center codes to transport locations, both the Transport Locations table and the Revenue Center table must be split by facility or both must be shared.

After the Transport Locations table is selected, the system prompts you to enter a Transport Location code. You can enter a code of 1 to 4 characters, or enter a hyphen (-) to display a list of codes fromwhich you can select. After you enter or select a code, the following screen is displayed:

```
            General Hospital Patient Location Tracking Tables Processor
                                                Tue Oct 04, 2005 11:56 am
Transport Locations
( 1)Code                 : 1E
( 2)Description          : 1 EAST
( 3)Phonetic Description : ONE EAST
( 4)Type                 : Station
( 5)Zone                 : 3 ZONE 3
( 6)Dedicated Attendants : No
( 7)Default Priority     : S STAT
( 8)Revenue Center       : 6028 MED SURG 5TH FLOOR
( 9)Telephony Code       : 1001
(10)Printer              : SJK-SARA TEST

(11)Edit by              : Hanes,Valerie
(12)Edit date            : 09/26/05 13:33






Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The code (1 to 4 alphanumeric or special characters) entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-C-R)
Enter the description for this Transport Location code. You can enter up to 19 alphanumeric or special characters.

3. PHONETIC DESCRIPTION (U-C-O)
Enter a phonetic description to be used when the text-to-speech feature of Telephony does not pronounce the description as desired. If a phonetic description is specified, it is used in place of the regular description for text-to-speech only.

4. TYPE (1-A-R)
Indicate the type for this location. Enter **A** for ancillary department, **S** for nursing station, **D** for a location related to discharge, or **O** for other. The default is O.

NOTE: If you enter A, the code must be defined in the Department Location table. If you enter S, the code must be defined as a nursing station code in the Location File.

5. ZONE (TABLE LOOKUP-R)
Enter the zone in which this transport location is located. You can enter the zone code if you know it, or enter a hyphen (-) andmake your selection from the Transport Zones table.

6. DEDICATED ATTENDANTS (1-A-R)
Indicate if this location has a dedicated attendant pool to be used in SMART dispatching. Enter **Y** for Yes or **N** for No. The default is No.

7. DEFAULT PRIORITY (TABLE LOOKUP-O)
Enter the transport priority code to be used as a default for this transport location when new transport requests are entered. You can enter the transport priority code if you know it, or enter a hyphen (-) to perform a table lookup.

When a transport request is initiated, the system looks at the numeric value of the priority for both locations and the higher of the two is used for the request.

NOTE: Users can override the priority for a transport request only if the Priority Override field on their Transport User Definitions field is set to Yes.

8. REVENUE CENTER (TABLE LOOKUP-O)
Enter the Revenue Center code for this transport location. You can enter the revenue center code if you know it, or enter a hyphen (-) to perform a table lookup. This field is used only for STAR Vista reporting.

9. TELEPHONY CODE (4-N-O)
Enter the numeric telephone code for this location to be used with the telephony portion of the Transport module. Valid responses are 0001 - 9999. If you omit the leading zeros, the system adds them for you.

10. PRINTER (TABLE LOOKUP-R)

Enter the printer associated with this location to be used for printing transport requests via Telephony. You can enter valid report names as defined in the Spooler - Report Maintenance table, or enter a hyphen (-) to perform a table lookup.

11. EDIT BY (DISPLAY ONLY)

The system displays the name of the person who last updated this table entry.

12. EDIT DATE (DISPLAY ONLY)

The system displays the date that the table entry was last updated.

TRANSPORT MODES

The Transport Modes tables defines the methods of transportation to be used for transport requests.

After the Transport Modes table is selected, the system prompts you to enter a Transport Mode code. You can enter a 2-digit numeric code, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
            General Hospital Patient Location Tracking Tables Processor
                                                      Tue Oct 04, 2005 12:02 pm
Transport Modes
( 1)Code                 : 01
( 2)Description          : WHEELCHAIR
( 3)Phonetic Description : WHEEL CHAIR
( 4)Attendant Assignment : System
( 5)Multiple Attendants  : No

( 6)Edit by              : Kotter,Sara J
( 7)Edit date            : 09/13/05 07:26









Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)
The 2-character numeric code entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (10-C-R)
Enter the description for this transport mode code. You can enter up to 10 characters.

3. PHONETIC DESCRIPTION (U-C-O)
Enter a phonetic description to be used when the text-to-speech feature of Telephony does not pronounce the description as desired. If a phonetic description is specified, it is used in place of the regular description for text-to-speech only.

4. ATTENDANT ASSIGNMENT (1-A-R)
Indicate if this transport mode requires manual attendant assignment. Enter **Y** for Yes or **N** for No. The default is No. If you enter Y, attendants must be assigned manually when this code is entered for a transport job. If you enter N, the system may automatically assign an attendant when this code is used.

5. MULTIPLE ATTENDANTS (1-A-R)
Indicate if this transport mode requires more than one attendant. Enter **Y** for Yes or **N** for No. The default is No.

6. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

7. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

TRANSPORT PRIORITIES

The Transport Priorities table defines the priorities that are assigned when transport jobs are requested. Each priority has a numeric value that determines its level of importance.

NOTE: If you are linking default priorities to transport locations, both the Transport Priorities table and the Transport Locations table must be split by facility or both must be shared.

After the Transport Priorities table is selected, the system prompts you to enter a Transport Priority code. You can enter a code of 1 or 2 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
           General Hospital Patient Location Tracking Tables Processor
                                                       Tue Jun 27, 2006 01:09 pm
Transport Priorities
( 1)Code               : 99
( 2)Description        : GROUP
( 3)Phonetic Description:
( 4)Numeric Value      : 3rd
( 5)Color              :
( 6)Paging             : No
( 7)Attendant Assignment: Manual
( 8)Escalation Priority :

( 9)Edit by            : Whitaker,Carl J
(10)Edit date          : 01/30/06 17:30








Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The 1- or 2-character alphanumeric code entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (10-C-R)

Enter the description for this transport priority. You can enter up to 10 characters.

3. PHONETIC DESCRIPTION (U-C-O)

Enter a phonetic description to be used when the text-to-speech feature of Telephony does not pronounce the description as desired. If a phonetic description is specified, it is used in place of the regular description for text-to-speech only.

4. NUMERIC VALUE (1-N-R)
Enter a numeric value to define this priority's level of importance. Enter a value from 1 to 9. The lower the number, the higher the priority. The number is used to prioritize transport requests in order of importance for automatic dispatching.

5. COLOR (TABLE LOOKUP-O)
Select the color to display on all Transport views when a request is assigned this priority. You can enter the code for the color if you know it, or enter a hyphen (-) and make your selection from the Color table. If no color is defined, the views display the standard background color defined for the PC in Windows.

6. PAGING (1-A-R)
Indicate if new requests with this priority should initiate paging. Enter **Y** for Yes or **N** for No. The default is No.

7. ATTENDANT ASSIGNMENT (1-A-O)
Indicate if this priority requires manual attendant assignment. Enter **Y** for Yes or **N** for No. The default is No.

8. ESCALATION PRIORITY (TABLE LOOKUP-O)
Select a transport priority from this table. When a request has been attempting to dispatch for the number of minutes defined in either the Auto Assign - Reprior or Manual Assign - Reprior field of Transport Escalation Parameters, the priority on the request changes automatically to the priority specified in this field.

9. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

10. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

TRANSPORT RESOURCES

The Transport Resources table defines resources that might be needed to complete a transport job. Resources can be items (such as IV poles) or people (such as nurses).

After the Transport Resources table is selected, the system prompts you to enter a Transport Resource code. You can enter a code of 1 or 2 alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
            General Hospital Patient Location Tracking Tables Processor
                                                    Tue Oct 04, 2005 12:38 pm
Transport Resources
( 1)Code                 : IV
( 2)Description          : IV POLE
( 3)Phonetic Description :
( 4)Attendant Assignment : System
( 5)Multiple Attendants  : No

( 6)Edit by              : Mathis,Billie W
( 7)Edit date            : 11/02/04 14:18









Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)
The 1- or 2-character alphanumeric code entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-C-R)
Enter the description for this transport resource code. You can enter up to 19 characters.

3. PHONETIC DESCRIPTION (U-C-O)
Enter a phonetic description to be used when the text-to-speech feature of Telephony does not pronounce the description as desired. If a phonetic description is specified, it is used in place of the regular description for text-to-speech only.

4. ATTENDANT ASSIGNMENT (1-A-R)
Indicate if this transport resource requires manual attendant assignment. Enter **Y** for Yes or **N** for No. The default is No. If you enter Y, attendants must be assigned

manually when this code is entered for a transport job. If you enter N, the system may automatically assign an attendant when this code is used.

5. MULTIPLE ATTENDANTS (1-A-R)

Indicate if this transport resource requires more than one attendant. Enter **Y** for Yes or **N** for No. The default is No.

6. EDIT BY (DISPLAY ONLY)

The system displays the name of the person who last updated this table entry.

7. EDIT DATE (DISPLAY ONLY)

The system displays the date that the table entry was last updated.

TRANSPORT SPECIAL INSTRUCTIONS

The Transport Special Instructions table is used to enter special instructions that are frequently used for transport jobs. Some examples are sign language, Spanish speaking, or out of control.

After the Transport Special Instructions table is selected, the system prompts you to enter a transport special instructions code. You can enter a code of one or two alphanumeric characters, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
          General Hospital Patient Location Tracking Tables Processor
                                                 Tue Oct 04, 2005 01:40 pm
Transport Special Instructions
( 1)Code                 : SL
( 2)Description          : SIGN LANGUAGE
( 3)Phonetic Description :
( 4)Attendant Assignment : System

( 5)Edit by              : Mathis,Billie W
( 6)Edit date            : 12/23/04 09:39











Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)
The 1- or 2- character alphanumeric code entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-C-R)
Enter the description for this transport special instructions code. You can enter up to 19 characters.

3. PHONETIC DESCRIPTION (U-C-O)
Enter a phonetic description to be used when the text-to-speech feature of Telephony does not pronounce the description as desired. If a phonetic description is specified, it is used in place of the regular description for text-to-speech only.

4. ATTENDANT ASSIGNMENT (1-A-R)
Indicate if this special instruction requires manual attendant assignment. Enter **Y** for Yes or **N** for No. The default is No. If you enter Y, attendants must be assigned

manually when this code is entered for a transport job. If you enter N, the system may automatically assign an attendant when this code is used.

5. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

6. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

TRANSPORT ZONE GROUPS

The Transport Zone Groups table is used to link nearby zones into zone groups that are used in matching transport requests to attendants.

You should build the Transport Zone table before building this table.

After the Transport Zone Groups table is selected, the system prompts you to enter a transport zone group code. You can enter an alphanumeric code of up to 5 characters, or enter a hyphen (-) todisplay a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
             General Hospital Patient Location Tracking Tables Processor
                                                  Fri Apr 15, 2005 10:51 am
Transport Zone Groups
( 1)Code       : TOWER
( 2)Description: MAIN TOWER
( 3)Zones      : 1 ADMITTING, 3 ZONE 3, 99 MORGUE

( 4)Edit by    : Mathis,Brenda W
( 5)Edit date  : 11/19/04 11:27A










Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)
The 1- to 5-character alphanumeric code entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-C-R)
Enter the description for this transport zone group. You can enter up to 19 characters.

3. ZONES (TABLE LOOKUP-R)
Select the zones that are included in this zone group. You can enter the zone codes if you know them, or enter a hyphen (-) and make your selections from the Transport Zones table.

If you are editing this field after zones have been selected, the zones that were already entered in this field are displayed as follows:

Page:01 Transport Zones
(1) ADMITTING
(2) MORGUE
(3) ZONE 3

Enter # to delete or add(A)--

- To delete a zone, enter that zone's corresponding number, and enter **Y** at the confirmation prompt.
- To add more zones, enter **A**. The original prompt is re-displayed, and you can enter a hyphen (-) and make your selections from the list of zones that is displayed.

4. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

5. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

TRANSPORT ZONES

The Transport Zones table is used to divide the facility or enterprise into zones. Zones are linked to transport requests and to attendants, which are then matched for system-generated attendant assignments so the attendant nearest a job is dispatched.

Transport zones are also used in statistical calculations for average trip times.

After the Transport Zones table is selected, the system prompts you to enter a transport zone code. You can enter a 1- or 2-digit code, or enter a hyphen (-) to display a list of codes from which you can select. After you enter or select a code, the following screen is displayed:

```
          General Hospital Patient Location Tracking Tables Processor
                                               Fri Apr 15, 2005 10:53 am
Transport Zones
( 1)Code                 : 2
( 2)Description          : EMERGENCY DEPT
( 3)Attendant Assignment : System
( 4)Lapsed Matching      : 30 minutes

( 5)Edit by              : Mathis,Brenda W
( 6)Edit date            : 12/23/04 10:25A













Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The 1- or 2-digit numeric code entered on the previous screen is displayed and cannot be edited.

2. DESCRIPTION (19-C-R)

Enter the description for this transport zone. You can enter up to 19 characters.

3. ATTENDANT ASSIGNMENT (1-A-R)

Indicate if this zone requires manual attendant assignment. Enter **Y** for Yes or **N** for No. The default is No. If you enter Y, attendants must be assigned manually when this zone is entered for a transport job. If you enter N, the system may automatically assign an attendant when this zone is used.

4. LAPSED MATCHING (3-N-O)
Enter a number of minutes that when exceeded, the system assumes the attendant has left the zone after completing a job. This is used when SMART dispatching is searching for the attendant nearest an area. Valid entries are 1 to 999 minutes. Leave this field blank if you do not want to use Lapsed Matching for the selected zone.

5. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last updated this table entry.

6. EDIT DATE (DISPLAY ONLY)
The system displays the date that the table entry was last updated.

ADDITIONAL TABLES TO REVIEW

The existing STAR Patient Care tables listed in this section should be carefully reviewed and updated if necessary to allow your facility to fully utilize all the features of STAR Patient Location Tracker.

Table	Use in STAR Patient Location Tracker	Recommendation
Accommodation Code	In Bed Tracking, accommodation codes are • displayed on Bed Tracking views • used in search criteria and other functions within Bed Tracking.	Evaluate the table to verify that all necessary accommodation codes exist in the table.
Condition Code	In Bed Tracking and Patient Tracking, the patient’s condition code is displayed on the Patient Information form.	Evaluate the table to verify that all valid entries are defined.
Discharge Status/ Disposition	Using intent functionality allows for better bed placement planning in Bed Modeling and Bed Tracking.	Evaluate the Require Intent field for the existing discharge status codes, especially if your facility is just starting to implement the Intent to Discharge functionality.
GUI Admission Forms Editor	The Patient Tracking Information form is customizable if the facility is live on GUI Admissions. The Transport From Location field (element name TRN from Location) has been added to the Bed Assignment form in the base software.	Create hospital-specific Patient Tracking Information forms if warranted. Add the Transport From Location to custom Bed Assignment forms if you are using the automatic transport request feature.
GUI Bed Display Parameters	Icons mapped in the GUI Bed Display are displayed as bed condition icons on Bed Tracking views.	Evaluate the existing icons to verify their appropriateness for Bed Tracking.
Hospital Services	In Patient Tracking, hospital service is one of the criteria that is used to determine placement of patients on the tracking boards. In Bed Tracking, an accurate patient ELOS/Expected Discharge Date is essential. Bed status changes and availability as well as forecasting are dependant on an accurate ELOS. Also, the patient's hospital service is displayed on some Bed Tracking views.	Carefully evaluate the existing Hospital Services table to ensure that all appropriate hospital services needed for Patient Tracking Board Criteria are defined. Additional hospital services may need to be created. Carefully evaluate the existing Hospital Services table to verify that the ELOS assigned to each service is valid for use in Bed Tracking.

Table	Use in STAR Patient Location Tracker	Recommendation
Isolation	The patient's isolation code is displayed on the Patient Information form in Bed Tracking and Patient Tracking and on the Patient Transport Request form.	Evaluate the existing Isolation Code table to verify that all valid entries are defined. Evaluate the Contaminated Status field for each isolation code to verify that the appropriate codes trigger a contaminated bed status.
Patient Classification	In Bed Tracking and Patient Tracking, the patient's classification code is displayed on the Patient Information form.	Evaluate the existing table to verify that all valid patient classifications are defined.
PHI Restrictions (Release 10.0 and later)	In Bed Tracking and Patient Tracking, the patient's PHI restrictions are displayed on the Patient Information form.	Evaluate the existing table to verify that all valid PHI restrictions are defined.
Physician Preferences	Physician Preferences are used in several Bed Tracking functions such as Select View Criteria, Transfer Request, and Bed Request.	Evaluate the existing table to verify that all valid entries are defined. New entries may need to be added.
Physician table	Physician codes are displayed on Patient Tracking Boards, and the attending physician is displayed on Bed Tracking views.	Verify that all appropriate physicians exist and display correctly.
Precautions	The precautions assigned to a patient are displayed on the Patient Information form in Bed Tracking and Patient Tracking.	Verify that all valid precaution codes are defined in the table.
Publicity Code	In Bed Tracking and Patient Tracking, the patient's publicity code is displayed on the Patient Information form.	Verify that all valid publicity codes are defined in the table.
Staff Alert	The staff alert assigned to a patient is displayed on the Patient Information form in Bed Tracking and Patient Tracking.	Verify that all valid staff alert codes are defined in the table.
Transfer Reasons	In Bed Tracking, transfers are done as part of Bed Modeling and Bed Tracking. Bed Requests use the Transfer Reason table, and it is used to provide information for appropriate bed placement.	Evaluate the table to ensure that all required reasons are included.

Chapter 4 - RFID AND BARCODING

OVERVIEW

Radio frequency identification (RFID) and barcoding are tie-in functionality to STAR Patient Location Tracker. RFID is add-on software to automate patient tracking and attendant SMART dispatching. Barcoding can be used in conjunction with RFID or alone.

RFID with STAR Patient Location Tracker performs the following functions automatically once a patient receives an RFID tag:

- tracks the patient's location throughout the facility (both inpatient and outpatient)
- tracks transport attendants when on duty
- updates the status and pages Environmental Services to clean the room when RFID detects the patient has left the facility

RFID WITH PATIENT TRACKING

Following is an overview of how RFID is used with Patient Tracking:

- Patient's current RF space displays on all tracking boards.
- Clinical boards display the new *Unit Left* icon when RF detects the patient has left the station but the destination is unknown.
- RF Tracking History displays all of the patient's RF locations for the current visit with a date/time stamp.
- Milestones are automatically updated to *Patient Is Here* or *In Progress* when RF detects the patient is in department waiting area or treatment area.
- Milestones are automatically updated to *Complete* or *Cancel* when RF detects the patient has exited the hospital.
- A new section on the Department/Admitting Tracking boards displays patients that are in the department but are not expected to be seen; this facilitates walk-ins.

RFID WITH TRANSPORT

Following is an overview of how RFID is used with Transport:

- Transport attendant’s current RF space is displayed on the Attendant List.
- Patient’s current RF space is displayed on Transport Tracking boards.
- RF Tracking History displays all of the attendant’s RF locations with a date/time stamp.
- SMART dispatching uses the attendant’s current RF space for determining job assignments.
- The request status is changed to *In Progress* when RF detects that the patient and the dispatched attendant are in the same space.
- The request status is changed from *In Progress* to *Complete* when RF detects that the attendant is in the “To” location.

RFID WITH BED TRACKING

Following is an overview of how RFID is used with Bed Tracking:

- Patient’s current RF space is displayed on Bed Tracking Bed Detail and Bed Overview.
- When RF detects that the patient has exited the hospital, an *Intent to Discharge* bed status is automatically changed to *Patient Has Left*, which pages Environmental Services to clean the room.

BARCODING

Barcoding is a fast, consistent method of entering information into a computer system. Instead of manually entering each character of a response a keystroke at a time, simply pass a wand or scanner over a barcode symbol. The barcode symbol is a visual representation of a sequence of characters consisting of lines and spaces of various widths and varying degrees of darkness. Each unique barcode pattern has a specific response; moving a scanning device across the black and white lines (or bars) causes a distinctive reflection. In turn, this reflection is interpreted by a reader that recreates the original characters for the computer system.

Barcode labels can be printed and scanned for use in Patient Tracking and Transport. They can be used with or without RFID.

Devices

The barcode scanner McKesson recommends is Hand Held Products IT4600.

Printers and Printing Materials

The following printers and printing materials can be used to print barcode labels:

- Thermal Printer: Zebra Z4M Plus using 1" X 3" direct thermal labels.
- Laser Printer: HP LaserJet with Barcode Fonts DIMM accessory to print on standard Avery 5160 (1" X 2 5/8") laser labels.

Symbology

Barcode symbology refers to the format of the data structure. Several different symbologies are in use today. Health Industry Bar Code (HIBC) standards recommend data structures be encoded in Code 39 or Code 128.

Chapter 5 - MULTI-FACILITY CONSIDERATIONS

MULTI-FACILITY CONSIDERATIONS

Tables and Parameters

Most Patient Location Tracker tables can be split or shared in a multi-facility environment. It is recommended that tables be shared when possible to reduce the maintenance effort for the facility.

The Patient Location Tracker Parameters must be defined for each facility that is using the Patient Location Tracker Module.

Facility Access for Users

The same hierarchy used throughout the STAR product determines access to facilities within the Patient Location Tracker application. The system checks the Hospital Employee File and then the CRT Names table to determine which facilities the user can access.

Enterprise View in Bed Tracking

Carefully consider each user’s need to access the Enterprise View in Bed Tracking. The Enterprise View permits access to **all** facilities that are on the same CPU. Although this view provides only high-level statistical occupancy information, you may have employees that should not see the occupancy for other facilities. If so, you should set the Enterprise View field in their User View Definitions to No.

Chapter 6 - PROCEDURAL CONSIDERATIONS

Illustrations

INTRODUCTION

This chapter provides information that your facility should consider when developing its procedures for using and supporting the STAR Patient Location Tracker module.

INTERNAL POLICY FOR SUPPORT

You should establish an internal policy as to how support issues are handled. You should determine to which support analyst in the Information Systems department issues should be logged for this module.

If the support analyst needs to log a call with McKesson, he or she should log the case with STAR Patient Processing support.

BED REQUEST

When a Bed Request is placed, the request is added to the Bed Request List. Procedures should be developed to determine how each Bed Request is to be processed and by whom. In addition, your facility must determine and identify which employees have rights to remove the **New** indicator from the Bed Request List.

How will the bed placement employee be notified of a Bed Request? You may want to page or call for stat requests (for example, transfers in and out of ICU) and have guidelines in place for timeframes in which the bed placement employee shall review the Bed Request List within Bed Tracking and respond back to the requester with the reserved bed.

How will the requesting department/nurse station and Admissions be notified of the approved reserved bed?

The Bed Request List is available only from the BedTracking function so the individual responsible for processing Bed Requests must have permission to model and process the Bed Tracking To Do List.

If you are using character-based Admission, the Bed Request field is simply a Yes or No field. When Yes is entered in this field, a Bed Request is created for the visit. If the field is set to Yes and the user changes it to No, the existing Bed Request is deleted. This can sometimes be confusing for Admissions personnel. If you have problems with Bed Requests being erroneously added or deleted, you may want to go to Site Release Screen Parameters and set this field to Bypass so that Admissions personnel cannot access the field from within character-based Admission.

NOTE: A log record is created every time a Bed Request is created, revised, filled, or canceled. These logs are available for use with STAR Vista reporting and can assist with troubleshooting.

INTENT TO DISCHARGE

If you presently do not place intents to discharge in STAR, you need to develop new procedures for this process. If you presently use this functionality in STAR, you should review your current procedures to determine whether any changes need to be made to make the bed placement process more efficient. Some questions to consider:

- Do you know in advance of the discharge order being written that the patient is a tentative discharge?
- If Yes, when the patient is tentatively scheduled to go home, would you have nursing place an intent to discharge at this point so that bed placement knows of this in advance?

If you answered No to either of these questions, you should give serious thought to process re-engineering in order for the Bed Tracking application to provide the most benefit to your organization.

CHANGE PATIENT TYPE

When changing a patient's patient type from a bedded type to a different bedded type (for example, OPO to I/P), an OP Bed Removal or a Cancel Admission is performed by the system during the Change Patient Type process because of internal system processing requirements. When this occurs, the bed may be set to Not Ready in certain conditions.

If you are using Telephony for paging Environmental Services, this might produce a page. If the patient is remaining in the same bed, the registrar should reserve the bed on the Change Patient Type screen. By reserving the bed, the system does not change the bed status to a Not Ready status and Environmental Services is not paged when the patient is remaining in the bed. If the patient is going to a different bed, the Reserve flag should **not** be set by the registrar so that the bed changes to a Not Ready status and subsequently pages Environmental Services.

PRINT BED REQUEST LIST

The Print Bed Request List option allows you to print a list of all open Bed Requests. The list can be sorted by request date, date the request was entered, station/bed requested, patient's current location, or patient's service. It prints to the default printer for the CRT as defined in the CRT Names table.

When the sort is request date, the requests print by patient name within the request date. When the sort is any other selection, the requests print by request date and then patient name within the selected sort field.

When you select Print Bed Request List, the following screen is displayed:

```
                    General Hospital Print Bed Request List Processor
Model Hospital A                                  Tue Oct 04, 2005 01:51 pm






Sort Options
( 1)Request Date          : Yes
( 2)Date Entered          : No
( 3)Station/Bed Requested : No
( 4)Current Location      : No
( 5)Service               : No








Enter field number or '/' starting field number--
```

Field Explanations

SORT OPTIONS

1. REQUEST DATE (1-A-O)
Enter **Y** or press ENTER to sort the printed Bed Request List by request date. Request date is the default sort for the report.

2. DATE ENTERED (1-A-O)
Enter **Y** or press ENTER to sort the printed Bed Request List by the date the request was entered.

3. STATION/BED REQUESTED (1-A-O)
Enter **Y** or press ENTER to sort the printed Bed Request List by the station and bed requested for the patient.

4. CURRENT LOCATION (1-A-O)

Enter **Y** or press ENTER to sort the printed Bed Request List by the patient's current location.

5. SERVICE (1-A-O)

Enter **Y** or press ENTER to sort the printed Bed Request List by the patient's service.

NOTE: You should enter Y in only one of the above fields.

When you have made your selection, press ENTER and the following prompt is displayed:

Print the Bed Request List, sorted by Request Date? (Y/N) [Y]-- |
List will print on XXX

where XXX is the default printer for your CRT.

Enter **Y** or press ENTER and the Bed Request List is printed to the default printer for your CRT.

Following is a sample of the printed Bed Request List:

Figure 6.1 Bed Request List

```
Mon 10/03/05 15:17            Model Hospital A                  Page 1
Report ADM                    Bed Request List
                            Sorted by Request Date

Request Date     Station/Bed Requested  Patient Name
                 Request Reason         Sex Age   Service  PT   Current Loc
                 Pref Accom ISO Alert   Attending Physician     ELOS-Dis Date
                 Date Entered           Working Diagnosis
                 Comment
===============================================================================
10/03/05 00:00    2N                    MORRIS,JOHNNIE
                  FAMILY REQUEST        M   17M   ER      I/P   0SG 100-1
                  S              No     ADAIR,FRANK             1-10/04/05
                  10/03/05 07:58        WORKING VVV DIAGNOSIS

10/03/05 15:17    1E                    THOMAS,CLARE A
                  NURSING REQUEST       F   55Y   MED     ALL   RAO RO17-02
                  I              No     DOCTOR,ADMITTING
                  10/03/05 15:17


                              End of Report
```

The report includes the request date; the station and bed requested for the patient; the patient's name; the reason selected for the request; the patient's sex, age, service, patient type, current location, preferred accommodation code, isolation alert (Yes or No to indicate if precautions, a staff alert, or clinical alerts have been entered for the patient), attending physician, estimated length of stay and discharge date; the date and time the request was entered; the patient's working diagnosis; and the comment entered on the request.

TELEPHONY

Patient Left

If you plan to implement the Patient Left features of Telephony, procedures should be developed for this process. Whom do you intend to be the primary user of this feature? Will it be the patient or family member, or do you plan to have the hospital personnel that escort the patient from the room perform this task? If the intended user is the patient or family, you may want to produce laminated cards to post in the patient's room or have handouts available to give to the patient or family with instructions for using this feature. Similarly, if it is the hospital escort personnel, you may want to post the instructions in the room as well for easy access to this information and as a reminder to perform this task.

NOTE: Patient Left transactions are logged to Visit History for the patient and can be reviewed there.

Posting the Bed Ready

This feature allows housekeeping to post the bed ready from the telephone in the room once the bed is cleaned. Procedures should be developed so that housekeeping personnel know the steps to perform this task, as well as how to accomplish this from another phone if there is no phone in the room or if they forget to perform this task prior to leaving the room. Guidelines should be developed for acceptable timeframes for cleaning the bed and posting the bed ready if they do not already exist.

Paging Escalations

Procedures should be developed for handling each level of escalation to insure that the appropriate action is taken for each escalated page. Guidelines should be developed for acceptable timeframes for responding to a page if they do not already exist.

PATIENT TRACKING BOARDS

If a facility is implementing Patient Tracking boards, it should be decided who is to perform the tracking functions. An overall evaluation of existing procedures should be performed, and any issues that arise should be addressed.

You also need to determine which users and or locations should have tracking board views that do not display patient-specific information.

Manual patient check-in and patient waiting processes should be evaluated and updated.

If the hospital is not entering the patient's department locations, procedures for this should be developed.

DOWNTIME

Procedures should be developed for handling each of these processes when the system is down. For planned downtimes, it may be useful to have the census and the Bed Request List printed prior to the system being taken down, especially for extended downtime periods.

MANUALLY CLOSING THE TRANSPORT DEPARTMENT

Be aware that if anyone uses the Transport Tracker to close the Transport Department (by selecting the *Manual Close Transport Department* checkbox on the Transport Hours of Operation), the Transport Department will not re-open automatically. Someone must manually re-open the department by deselecting the check box on the Transport Tracker.

Also remember that the system does not allow entry of transport requests that have a request date/time during the department's closed hours.

Appendix A - TELEPHONY INFORMATION

Illustrations

TELEPHONY REQUIREMENTS

Planning for Your Installation

OVERVIEW

This section outlines the prerequisites for the installation of the Patient Location Tracker telephony system. Please review and become familiar with the specifications on the following pages. This information is essential when placing your order with the telephone company or communicating with your internal telecommunications personnel. Please reference the Patient Location Tracker/Account Express Installation and Connectivity Diagram in this appendix.

ELECTRICAL OUTLETS

Patient Location Tracker requires one electrical outlet. If you do not have an electrical outlet near the desired physical location of the system, then you must provide an extension cord or have an outlet installed.

DIAGNOSTIC SERVICE

In order to provide quick and efficient diagnostic service and support, your system needs to be a part of the McKesson VAN for remote access.

TELEPHONE TECHNICIAN

If your telephone technician has any questions, it is recommended that he/she call your McKesson Technical Project Manager.

Telephony Definitions

ACD GROUPS

Automatic Call Distribution (ACD) is a specialized telephone system used for handling many incoming calls. It distributes calls to a group of operators in a logical, predetermined pattern. An ACD can perform any of the following four functions:

1. Recognize and answer an incoming call.
2. Look in its database for instructions on what to do with that call.
3. Based on the instructions, send the call to a recording, or voice response system.
4. Send the call to a representative.

HUNT GROUP

A hunt group is a series of telephone lines organized in such a way that if the first line is busy the next line is hunted and so on until a free line is found. Hunt groups may start with one line and hunt downward, or they may start randomly and hunt in clockwise circles or counter-clockwise circles. On completion of the call, the line becomes available for subsequent calls.

Telephony Specifications

INTERNAL PHONE SYSTEM INTEGRATION

The standard method of connection for Patient Location Tracker is analog connectivity through an existing PBX within your facility.

ANALOG EXTENSIONS

The standard Patient Location Tracker system comes with analog connectivity to the customers' environment. The customer needs to provide the internal telecommunications representatives the following specifics:

- Each IVR port emulates a 2500 Analog Station.
- Loop Current Disconnect, specifically, a break in loop current must be provided by switch. This allows the IVR to detect that a caller has hung up. Without this capability, the system remains off hook until a time-out is reached.
- The IVR requires a ratio of 3 IVR port to 1 DTMF sender/receiver.

SWITCH PROGRAMMING

In order for Patient Location Tracker to operate properly in the customer's telephone environment, the switch should be programmed with the following:

- Ability must exist (in the switch) to Direct In Line the incoming trunk groups to IVR port group(s).
- IVR Ports (analog stations) must be configured (in the switch) as “Hunt” or “ACD” groups. It is important to note that by re-directing incoming trunks, the switch vendor must ensure that any/all PBX trunk statistics are not lost.
- Switch must allow “blind transfer” to ACD Agent Group from each IVR port.
- The call must remain in queue for an agent once it is transferred to an agent group. The call must not be returned to the originating station.

- Automatic “bypass” of IVR must exist. (For example, switch programming must automatically route the call to the agent queue if “ring-no-answer” or “busy” condition exists for the IVR port.)
- Ability must exist to manually “bypass” the IVR (that is, trunk groups would be directed to their original ACD groups).

Figure A.1 Patient Location Tracker/Account Express Installation and Connectivity Diagram

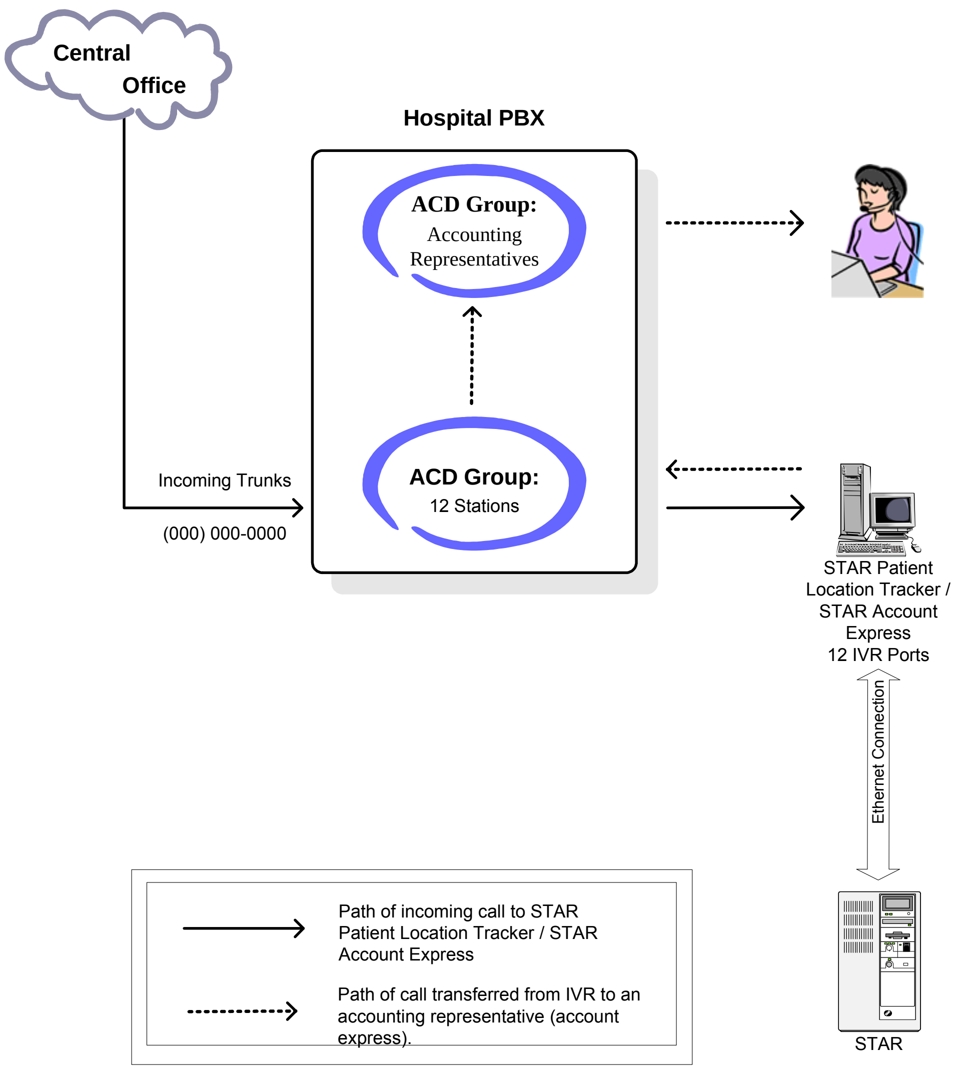


Figure A.2 Telecommunications/Interface Diagram

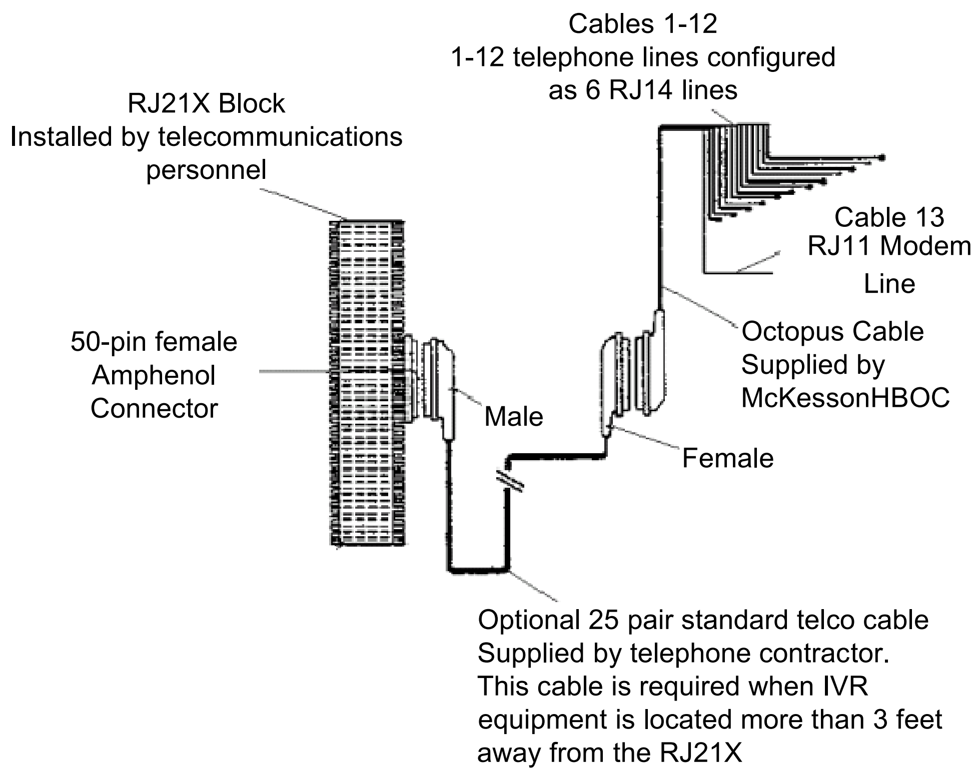


Figure A.3 RJ21X Punch Block Diagram

Listed Directory Number	**RJ21X Circuit #**	**Ring Tip/ Pin**	**Breakout Cable #**	**Line Use Description**
	1	T/26 R1	1	Hunt Group - Line 1
	2	T/27 R2	2	Hunt Group - Line 2
	3	T/28 R3	3	Hunt Group - Line 3
	4	T/29 R4	4	Hunt Group - Line 4
	5	T/30 R5	5	Hunt Group - Line 5
	6	T/31 R6	6	Hunt Group - Line 6
	7	T/32 R7	7	Hunt Group - Line 7
	8	T/33 R8	8	Hunt Group - Line 8
	9	T/34 R9	9	Hunt Group - Line 9
	10	T/35 R10	10	Hunt Group - Line 10

Listed Directory Number	RJ21X Circuit #	Ring Tip/ Pin	Breakout Cable #	Line Use Description
	11	T/36 R11	11	Hunt Group - Line 11
	12	T/37 R12	12	Hunt Group - Line 12
	13	T/38 R13	13	Hunt Group - Line 13
	14	T/39 R14	14	Hunt Group - Line 14
	15	T/40 R15	15	Hunt Group - Line 15
	16	T/41 R16	16	Hunt Group - Line 16
	17	T/42 R17	17	Hunt Group - Line 17
	18	T/43 R18	18	Hunt Group - Line 18
	19	T/44 R19	19	Hunt Group - Line 19
	20	T/45 R20	20	Hunt Group - Line 20
	21	T/46 R21	21	Hunt Group - Line 21
	22	T/47 R22	22	Hunt Group - Line 22
	23	T/48 R23	23	Hunt Group - Line 23
	24	T/49 R24	24	Hunt Group - Line 24
	25	T/50 R25	25	Non-Hunt Modem Line

STARTING THE TELEPHONY APPLICATION

Perform the steps in the order listed below to start the STAR Patient Location Tracker's Telephony application.

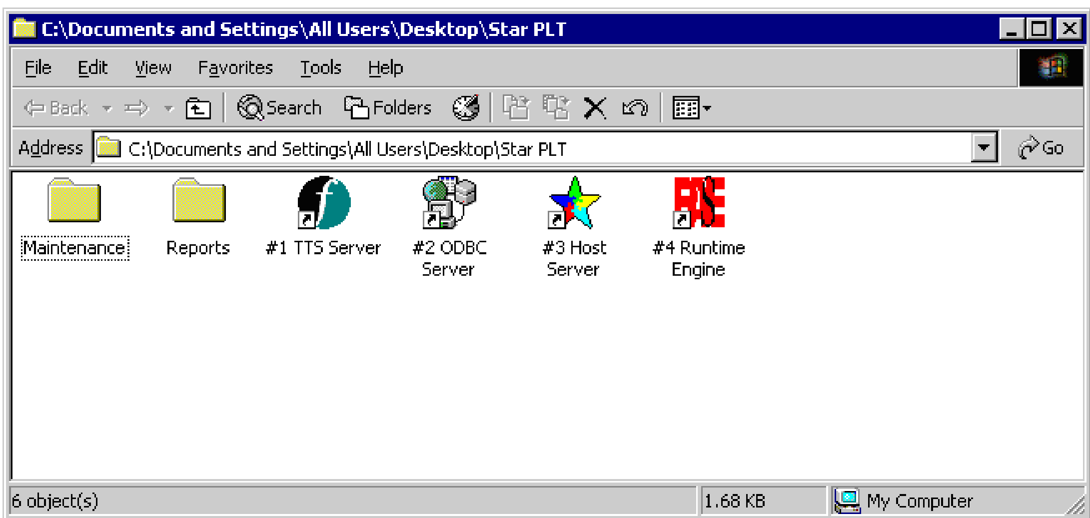
1. Make sure the STAR Patient Processing application is running.

2. On the bottom right-hand corner of the telephony server's screen, look at SQL Server Service icon.

   If you see a green triangle on the icon, continue to step 3.

   If you see a red triangle on the SQL Server Service, double-click it and select the **Play** button. This starts the SQL Server Service. A green triangle should now display on the icon. Continue to step 3.

3. On the server desktop, double-click the STAR Patient Location Tracker folder. This displays a window similar to the following:



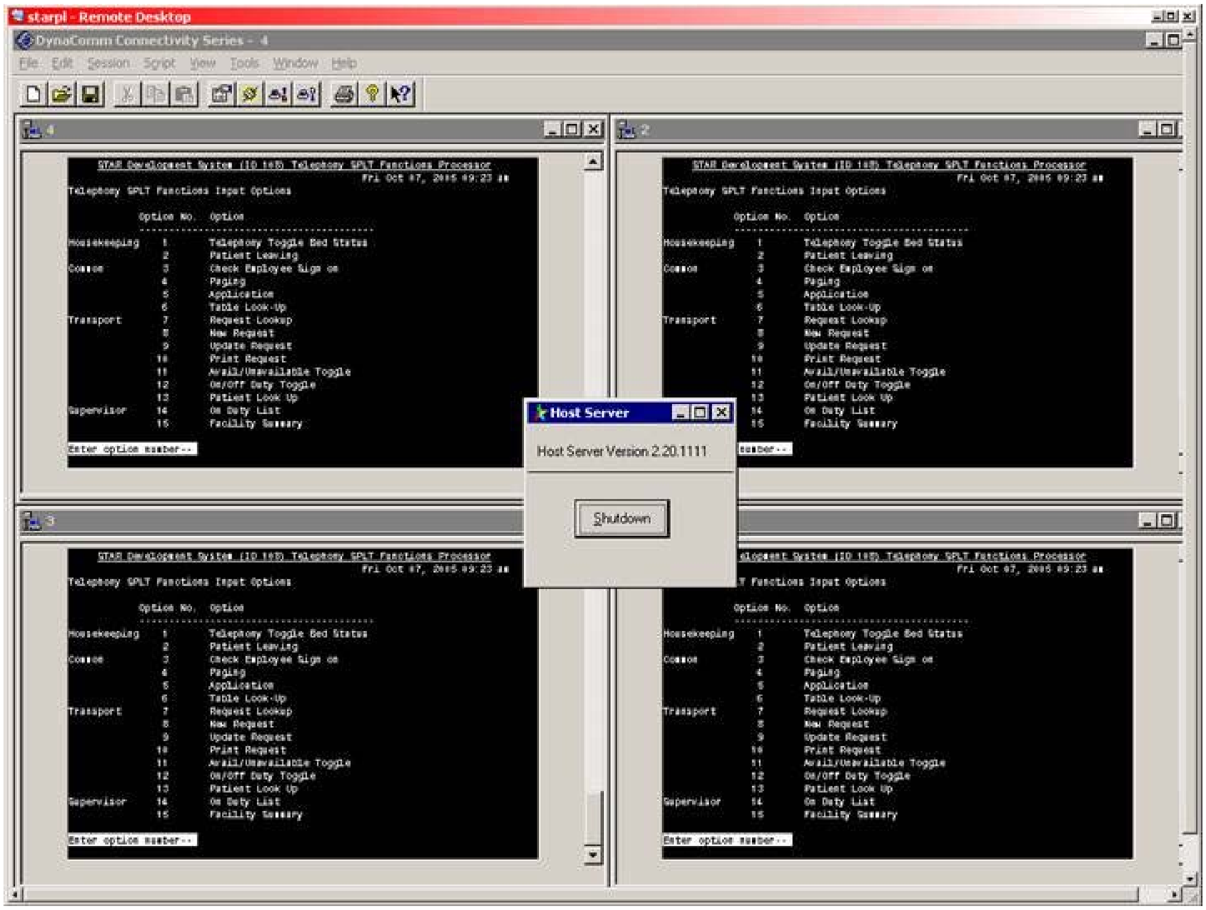
   The icons are numbered 1-4 for the order in which you should use them.

4. Double-click **#1 TTS Server**. Make sure it starts running and displays in the task bar.

5. Double-click **#2 ODBC Server**. Make sure it starts running and displays in the task bar as *EASE ODBC Server Process*.

6. When the EASE® ODBC Server Process stoplight icon in the task bar turns green, double-click **#3 Host Server**. Make sure it starts running and displays in the task bar.

What look like multiple WEM screens are displayed on the server screen, similar to the following:



7. Double-click **#4 Runtime Engine**. The following should display on the server screen:

In the Operations Log, you should see the message *Switching to Scenario: DIRPatient Location Tracker.OBJ* (as displayed above) or *Now accepting calls on all lines*.

If you see *Error Opening Logical Board Number 0…*, you need to stop and restart the Dialogic® board using the software found under **Start > Programs > Intel Dialogic System Software > Configuration Manager - DCM**.

STOPPING THE TELEPHONY APPLICATION

Perform the steps in the order listed below to stop the STAR Patient Location Tracker's Telephony application.

1. Access the telephony server. The telephony server task bar is displayed as follows:

2. Bring **Account Express** to the active window. At the command line, type **Q** and press ENTER.

3. Bring **Host Server** to the active window and click **Shutdown**.

4. Bring **EASE ODBC Server** to the active window. Click **Stop**. Then click **Cancel**.

5. Bring **#1 TTS Server** to the active window and enter **CTRL-C**.

Appendix B - PATIENT LOCATION TRACKER TESTING GUIDELINES

BED TRACKING TESTING GUIDELINES

Perform the following steps to test the Bed Tracking functionality of the STAR Patient Location Tracker Module.

Patient Location Tracker Parameters

1. Test scenarios with the Not Ready parameter set to Yes and then to No.
2. Verify the color defined for the Male Color parameter displays correctly on all views.
3. Verify the color defined for the Female Color parameter displays correctly on all views.
4. Verify the OP in Bed Threshold using multiple testing scenarios. Test the number of hours as well as the color definition.
5. Test the Bed Request Purge parameter.

User Definitions

1. Verify user access with the Modeling Allowed parameter set to No (disallowing access) and then to Yes.
2. Test the Process To Do List parameter to verify user access to processing. Test with the parameter set to No (disallowing processing) and then set to Yes.
3. Set the Public Bed Tracking parameter to Yes, and verify the tracking ID is displayed instead of the patient name on the Bed Tracking views. Set the parameter to No, and verify the patient name is displayed.
4. Set the View Patient Info parameter to Yes, and verify the user is allowed to view patient-specific information. Set the parameter to No, and verify the user cannot view patient-specific information.
5. Test the Stat Bed Status parameter. Set it to Yes, and then set it to No.

User View Definitions

1. Test the Auto Refresh Minutes parameter to verify that it functions correctly on all views the users is allowed to access.
2. Verify user access to the following Bed Tracking views. Test first by setting the parameter to Yes, allowing the user access to the specific view, and then to No, disallowing the user access to the specific view:

- Bed Detail View
- Bed Overview
- Environmental Services View
- Facility Bed View
- Enterprise View

3. Test auto-scrolling for each view.

User Preferences

1. Test User Preferences to verify that the chosen preferences function correctly based on their definition:
    - Default Bed Tracking View
    - Default Environmental Services View
2. Thoroughly test Criteria Defaults using a variety of criteria and combinations. Verify that the information displayed on the bed views matches the Criteria Defaults for the user.

Bed Tracking Tables

1. Verify that the custom colors defined in the Color table display correctly wherever they are used.
2. Assign Clinical Alerts to patients, and verify they are displayed correctly within STAR Patient Location Tracker.
3. Perform function testing to verify parameter definitions on the Bed Status table. Controlled testing scenarios should be established, and results should be carefully monitored. Verify the system functions correctly and bed statuses display as defined. Functions that use bed statuses as search criteria should also be verified.

Functional Testing of Bed Tracking

Bed Tracking Views

1. Test Bed Tracking views thoroughly. Test for appropriate access (see User View Definitions section).
2. Verify the data displayed on each view where appropriate. Refer to page 2-20 for an overview of each view type.

- Data is correct for both current and future dates.
- Nurse stations are displayed/not displayed as defined in the CRT Names table.
- Displayed data is correct based on criteria selection.
- Colors are displayed correctly where colorization has been defined.
- Patient data for bedded patients is accurate and displays correctly.
- Bed data for unoccupied beds displays correctly.
- Bed Condition icons accurately reflect the bed status.

3. Verify that the display can be manually refreshed and that the data is correct.
4. Zoom in; zoom out.
5. Toggle auto scroll on and off.
6. Perform testing for patients with isolation codes, staff alerts, and clinical alerts, and verify that the Patient Alert indicator is displayed.
7. Outpatients in beds should be verified with an LOS within the O/P threshold and an expired O/P threshold to verify that the views indicate this correctly.
8. For unoccupied beds with a reservation, verify that the reservation information for the reserved patient displays.
9. Occupancy totals for views displaying totals should be tested.
10. Verify that all information on the Bed Cell Information form displays correctly and is appropriate for the user based on User Definitions.

MOVE MODE

1. Perform very thorough testing of the Move Mode interactive functionality.
2. Verify that the board goes into interactive move mode when the feature is selected.

ENVIRONMENTAL SERVICES VIEW

1. Verify that only beds that are considered a Not Ready status display on this view.
2. Test scenarios to include Not Ready Housekeeping, Not Ready Maintenance, and both.
3. Verify elapsed times for Not Ready beds on the Environmental Services view:

- Time since bed was not ready
- Escalation times (Telephony)
- Stat page information (Telephony)

BED MODELING

Thoroughly test the Bed Modeling functions. Before beginning, you may want to print the screen showing each of the bed statuses from the Bed Status table, and use this as a guideline when verifying that the bed statuses are reflected correctly. Modeling should provide a very good test of your Bed Status table setup.

1. Verify appropriate access to the modeling function based on user security.
2. Verify appropriate access to the Process button on the To Do List based on user security.
3. Verify that the following transactions are allowed when in Move mode. Test multiple scenarios and multiple combinations of these functions. Refer to the STAR functional documentation for detailed information on the Bed Modeling functionality before testing.
    - Transfer
    - Transfer Request
        - Verify that when a single bed cell is selected that an entry displays in the Bed Request List for the patient in the bed selected.
        - Verify that when two bed cells are selected that a reservation is created for the TO bed with the appropriate reserved bed status and the FROM bed's Bed status is changed to Intent to Transfer.
    - Cancel Intent to Transfer
    - Discharge
    - Intent to Discharge
    - Home Leave (may be performed by selecting a single occupied bed and clicking on the Transfer button)
    - Simultaneous Transfer
    - Reserve Bed (using the Bed Request List)
4. For each of the above functions, verify the following:

- The bed cell display changes to the modeled information.
- The Information form for each modeled bed displays the modeled information.
- The bed statuses for each affected bed are changed to what is expected.
- The bed condition icon reflects the modeled condition (for example, if a Transfer is being modeled, the FROM bed displays the Not Ready icon and the TO bed displays the icon that reflects the bed condition for the patient being transferred into the bed).

5. Perform very thorough testing of the Process To Do List function. System transactions as well as proper patient placement should be verified.
6. Testing should be performed with both bedded patients and non-bedded outpatients and pre-admits.
7. Scenarios should be created to test errors within the modeling function when certain transactions cannot be processed.
8. Thoroughly test the Undo feature.
9. Test the view/print function within modeling prior to processing to do list functions.
10. Bed Reservation data should be verified when a bed is reserved as a by-product of a modeling session. Validate by selecting the reserved bed cell in Bed Tracking as well as reviewing the Station Census with Reservations in STAR Census functions.
11. Touch attributes should be tested if you are using a Touch monitor. Refer to the STAR functional documentation for an explanation of the touch attributes associated with this enhancement.
12. When transactions are processed that produce notices, verify that the appropriate notices were generated based on your hospital's setup.

BED REQUEST

1. Test the Bed Request feature.
2. Test and verify the Bed Request List.
3. Reservation information created should be verified.

SELECT VIEW CRITERIA

1. Thoroughly test using multiple scenarios with a variety of criteria combinations to verify the display of data on each bed view.

2. Test using current and future dates. Verify that the beds appear as if the future transactions have occurred when testing future dates (for example, a bed reserved for a future date displays the reserved patient in the bed cell as if they have been admitted to that bed).

PATIENT TRACKING TESTING GUIDELINES

Perform the following steps to test the Patient Tracking functionality of the STAR Patient Location Tracker Module.

Patient Location Tracker Parameters

Test the function branching definitions for character-base, GUI, or both, depending on what your facility is using.

User Definitions

1. Verify that the correct Patient Tracking Information flow displays for the user.
2. Verify that the user can access only the tracking board(s) that are assigned to him or her, and the user cannot access tracking boards that are not assigned.
3. Verify access to function branching as assigned to the user and that the user cannot access functions that have not been assigned.
4. Verify that if the function branching function type is defined to override the facility-level definition, it invokes the correct function.

User Preferences

Verify that the default tracking board entered on User Preferences displays for the user.

Functional Testing of Patient Tracking

1. Thoroughly test barcode reader capabilities.
2. Verify that patients are appearing on the correct tracking boards, using multiple scenarios with various combinations of patient type, service, and department locations.
3. Color definitions, where defined, should be verified on all views.
4. Custom colors added to the Color table should be verified on all views.
5. Assign clinical alerts to patients, and verify on tracking board views.
6. Assign tracking board priorities to patients and verify them on the tracking board views.
7. Test tracking boards to display milestones and to suppress the display of milestones.

8. The tracking information screen flow should be tested in character-base to verify that it correctly displays when the appropriate patient type is used.

9. Test the Tracking Information form in GUI to verify that the appropriate form displays based on the parameter setting in User Definitions.

10. Verify the view type as defined in the Tracking Board table for each tracking board.

11. Test various combinations for primary and secondary sorts for each tracking board.

12. Test each board to show completed patients as well as to suppress completed patients.

13. Test each board with the Public parameter set to Yes and set to No.

14. Test the Auto Refresh parameter.

15. Test the tracking boards with Auto Scroll turned on and then turned off.

16. Test tracking boards with the average wait time displayed and then with the average wait time suppressed.

17. Test the time indicators defined for each tracking board.

18. Test the display of patients who have exceeded their acceptable wait times and patients who are within acceptable wait times.

19. Data displayed on each tracking board view type should be verified. Refer to page 3-43 for an overview of each view type and what data should display.

20. Test tracking board priorities and the associated color change.

21. Patient milestones, when displayed, should be verified based on the location of the patient and the action that has been performed.

22. Verify that interaction with the tracking board may be done via keyboard, mouse or touch.

23. Verify that patient-specific information is suppressed on public views.

24. Verify tracking history for actions performed.

25. Verify that the Bed Request works correctly from within Patient Tracking.

Testing the Patient Tracking Views

ADMISSIONS VIEW

1. Verify that preadmissions, including those populated via an A14 transaction, have populated the board on the appropriate day.

2. Verify that when the *Patient Is Here* transaction is performed, the patient moves to the Patient Waiting section of the board.

3. Verify that completed patients are removed from the board.

4. Verify that information entered as part of the pre-admission flows to the Patient Tracking Information form.

5. Verify that information entered on the Patient Tracking Information form flows to the admission.

6. Verify that function branching, as defined in User Definitions, is appropriate and that the correct function type (GUI or character-base) is invoked.

7. Verify the printing of the tracking notice.

8. Verify that the tracking number is generated.

DEPARTMENT VIEW

1. Thoroughly test the Department View using the tracking board criteria.

2. Milestones and tracking activity should be verified.

3. Verify that changes to the Patient Tracking Criteria Link table and the Tracking Board table do not update in the system and change the tracking boards until midnight processing runs.

4. Verify that patients are appropriately removed from the tracking boards. Refer to the STAR functional documentation for an explanation of how patients are removed from the tracking boards.

5. Verify function branching.

CLINICAL VIEW

1. Test Clinical View tracking boards, displaying all patients as well as only those patients who have left the unit.

2. Verify the views based on the definition of the CRT Names table for nursing units.

3. Patient Left Unit notices and Patient Has Returned notices should be generated and verified.

4. Verify that the bed icon displays automatically when the Patient Sent To function is performed.

5. Verify function branching.

TELEPHONY TESTING GUIDELINES

Table Setup

BED STATUS TABLE

Set up **OCC**, **PHL**, and **N/R** statuses in the Bed Status table. The examples below show how these bed statuses should be defined. Note that the codes for each bed status may be different at your facility.

The codes in the fields below represent bed statuses. A legend is included after the examples to indicate what these codes represent. You should map your table to the appropriate bed status as it exists in your table. If you do not have bed statuses to represent each of these types of statuses, it is strongly recommended that you add them.

```
Bed Status
( 1)Code             : N/R            (17)Available         : Available
( 2)Description      : NOT READY      (18)Vacant            : Yes
( 3)Admission Chg    : OCC            (19)N/R Hskping       : Yes
( 4)Reserved Chg     : NRR            (20)N/R Maint         : No
( 5)Ready/Not Rdy    : RDY            (21)Paging            : Yes
( 6)Transfer Chg     : N/R            (22)Stat Paging       : No
( 7)Trn Intent Chg   : N/R            (23)Patient Left      : No
( 8)Dis Intent Chg   : N/R            (24)Pt Left Status    :

( 9)Out of Svc?      : No             (25)Clean In Prog     :
(10)Contaminated?    : No             (26)CIP Status        :
(11)Hold for Prv?    : No             (27)CIP to Hold Status:
(12)Intent to Dis?   : No             (28)Clean Hold        :
(13)Intent to Trn?   : No             (29)CIP Resume Status :
(14)Reserved?        : No
(15)Edit by          : Talley,Janet L (30)Color             : LILAC CROSSHATC
(16)Edit date        : 08/24/04 1121  (31)Enterprise Vw     : Not Ready
```

```
Bed Status
( 1)Code             : OCC            (17)Available         : Not Available
( 2)Description      : OCCUPIED       (18)Vacant            : No
( 3)Admission Chg    : OCC            (19)N/R Hskping       : No
( 4)Reserved Chg     : OCR            (20)N/R Maint         : No
( 5)Ready/Not Rdy    : OCC            (21)Paging            : No
( 6)Transfer Chg     : N/R            (22)Stat Paging       : No
( 7)Trn Intent Chg   : ITT            (23)Patient Left      : No
( 8)Dis Intent Chg   : ITD            (24)Pt Left Status    : PHL

( 9)Out of Svc?      : No             (25)Clean In Prog     :
(10)Contaminated?    : No             (26)CIP Status        :
(11)Hold for Prv?    : No             (27)CIP to Hold Status:
(12)Intent to Dis?   : No             (28)Clean Hold        :
(13)Intent to Trn?   : No             (29)CIP Resume Status :
(14)Reserved?        : No
(15)Edit by          : Willis,Shelley (30)Color             : GRAY
(16)Edit date        : 09/23/09 1622  (31)Enterprise Vw     : Occupied
```

```
Bed Status
( 1)Code              : PHL             (17)Available         : Available
( 2)Description       : PT HAS LEFT     (18)Vacant            : Yes
( 3)Admission Chg     : PHL             (19)N/R Hskping       : Yes
( 4)Reserved Chg      : PHR             (20)N/R Maint         : No
( 5)Ready/Not Rdy     : PRD             (21)Paging            : Yes
( 6)Transfer Chg      : N/R             (22)Stat Paging       : No
( 7)Trn Intent Chg    : PHL             (23)Patient Left      : Yes
( 8)Dis Intent Chg    : PHL             (24)Pt Left Status    : PHL

( 9)Out of Svc?       : No              (25)Clean In Prog     :
(10)Contaminated?     : No              (26)CIP Status        :
(11)Hold for Prv?     : No              (27)CIP to Hold Status:
(12)Intent to Dis?    : No              (28)Clean Hold        :
(13)Intent to Trn?    : No              (29)CIP Resume Status :
(14)Reserved?         : No
(15)Edit by           : Oliver,Maddie   (30)Color             : MEDIUM BLUE
(16)Edit date         : 06/04/04 1245   (31)Enterprise Vw     : Not Ready
```

Legend:

N/R	Not Ready
NRR	Not Ready, Reserved
RDY	Ready
OCC	Occupied
OCR	Occupied, Reserved
ITT	Intent To Transfer
ITD	Intent To Discharge
PHL	Patient Has Left
PHR	Patient Left, Reserved
PRD	Patient Left, Ready

USER DEFINITIONS

Enter values in these fields for one or more users:

- Stat Bed Status
- Sign On

BED ID CROSS REFERENCE

Select a station and enter a numeric representation for that station. Verify that Bed IDs exist for the beds in the station. If they do not exist, enter Bed IDs for multiple beds.

TELEPHONY PAGING SCHEMA

Set up two paging schemas that would apply to the station used in the Bed ID Cross Reference table. The schema should include paging information for housekeeping. Enter all the fields on the screen for shift one. Be sure that the time of testing corresponds with the start time of the shift.

NURSING STATION PAGING TABLE

Enter the nurse station used in the Bed ID Cross Reference table. Enter output for each of the following events:

- Pt Left - Incorrect Pt: Notice = Yes
- Bed Update - Occupied Bed: Notice = Yes
- Bed Not Ready - HSKP: Paging = Yes

For each day of the week, use the paging schema with housekeeping paging information defined in the Telephony Paging Schema.

LOCATION FILE

Set up the IPL and OBS notices to print for the nurse station defined in the Bed ID Cross Reference table.

Telephony Transactions

PREPARATION

1. To prepare for this transaction, select one occupied andone unoccupied bed from the station used in the Bed ID Cross Reference table.
2. Verify that the selected beds have Bed IDs entered on the Bed ID table. The beds should be on the same station. The occupied bed should have a bed status of OCC; the unoccupied bed should have a bed status of N/R.
3. Select two more beds on the station used above, one occupied and one unoccupied.
4. Verify these beds have extensions entered on the Location File. The occupied bed should have a bed status of OCC; the unoccupied bed should have a bed status of N/R.

POST BED READY

1. Call the telephone number for the STAR Patient Location Tracker Telephony System. At the ID prompt, enter the sign on defined in the User Definitions table.

2. Follow the prompts and select the Post Bed Ready option.

3. Select the option to enter phone extension. Enter the extension for the occupied bed.

4. Verify the correct room and bed is repeated, and confirm the room and bed.

5. Verify the message *Selected bed not updated* is received. Verify the bed status is not updated and the OBS notice printed for the selected nurse station.

6. Call the telephone number for the STAR Patient Location Tracker Telephony System. At the ID prompt, enter the sign on defined in the User Definitions table.

7. Follow the prompts and select the Post Bed Ready option.

8. Select the option to enter bed ID. Enter the bed ID for the unoccupied bed.

9. Verify the correct room and bed is repeated, and confirm the room and bed.

10. Verify the bed status is updated.

PATIENT LEFT TRANSACTION

1. Call the telephone number for the STAR Patient Location Tracker Telephony System. Do not enter an employee ID. Press the pound sign.

2. Select the option to enter a phone extension. Enter the extension for the occupied bed.

3. Verify the correct room and bed is repeated, and confirm the room and bed number. Select the option to indicate the Patient Left.

4. Verify the message *Patient updated as having left* is received. Verify that paging is generated based on the information set up in the Environmental Coverage Areas table, and verify that the Patient Left transaction is logged to the patient's Visit History.

5. Call the telephone number for the STAR Patient Location Tracker Telephony System. At the ID prompt, enter the sign on entered in User Definitions.

6. Follow the prompts and select the Patient Left option.

7. Select the option to enter a Bed ID, and enter the Bed ID for the occupied bed.

8. At the verification prompt, indicate that the incorrect patient was selected. Reenter the Bed ID, and once again indicate the incorrect patient was selected.

9. Exit the telephony system.

10. Verify the IPL notice is received at the selected nurse station.

RFID TESTING GUIDELINES

Linking and Unlinking Tags

1. Link tags to patients using Admission, Revise Admission, Patient Tracking Send To, Patient Is Here, In Progress milestones, or the Patient Tracker Information form. Verify that only tags identified as Patient tags are displayed for selection.

2. If using RFID with Transport, link tags to several transport attendants in the Transport User Definitions. Verify that only tags identified as Transport Attendant tags appear for selection.

3. Set the Auto Unlink at Discharge parameter to No, and verify that you are prompted to unlink the tag from the patient in the Discharge function (both character-based and GUI discharge and disposition functions).

4. Set the Auto Unlink at Discharge parameter to Yes and verify that the system automatically unlinks the RF Tag number from the patient's visit after performing a final discharge or disposition (from both character-based and GUI discharge and disposition functions).

5. Cancel a discharge and test restoring the link, assigning a new RF Tag number, and assigning no number (both character-based and GUI Cancel Discharge functions).

6. Access the RFID Tag Number Inquiry/Unlink function and verify the following:

   - The correct link information is displayed.
   - Viewing tag information without selecting unlink does not unlink the tag from the patient or transport attendant.
   - Unlink displays the correct link information on the message box.
   - When No is selected, the tag is not unlinked and the data remains on the form.
   - When Yes is selected, the tag is unlinked and the data is cleared from the form.

7. Verify that you can assign an unlinked tag to another patient or transport attendant.

Patient Tracking

1. Set the Active flag to No and verify that the RF interface communications are not being read by STAR.

2. Set the active flag to Yes and verify that the RF interface communications are being read by STAR.

3. Set the parameters for auto updating via Patient Tracking at the facility level, and set them in the Department Location table for the departments for which you are using RFID/Patient Tracking. Verify that Patient Tracking is updated as expected.

4. Enter the new PTLEFT.ICO into the Unit `Left` Icon field on Patient Tracking Parameters. Verify that it displays on the clinical boards when RF detects that the patient has left the station but there is no Sent To department and the patient was not picked up by a transport attendant.

5. Verify that if a Sent To is performed or the transport attendant picks up the patient, the icon changes to that defined in the Unit 'Away' Icon field.

6. Verify that when RF detects that the patient has returned to the station (based on the RF space being defined as a Station type) that the icon defined in the Unit 'On Unit' field is displayed.

7. Give several test patients tags, and once a tag is linked to a patient, perform the following:

   - Walk around and verify that the RF space changes on all boards. Mouse over the location and verify that the space name and transaction date/time are displayed correctly.

   - Walk into a Patient Tracking area where the patient is not expected to be seen (the department location is not assigned to the patient). Verify that the patient appears on the Patient Tracking board for this department in the new third section of the board.

   - Periodically verify the RF Tracking History for accuracy.

8. Set all parameters for auto updating to Yes:

   - Enter Department Locations on a patient or do a Send To from a Patient Tracking board so that patients appear on the department board(s) for today.

   - Move the patient's tag to the department's waiting area. Verify that the patient tracking milestone is updated to *Patient Is Here*.

   - Move the patient's tag to the department's treatment area. Verify that the patient tracking milestone is updated to *In Progress*.

   - Perform these steps for an outpatient and move the tag to an exit or return space. Verify that Complete All Milestones is performed for any departments in which the patient was seen. If using an exit space, wait the appropriate number of minutes (based on the parameter setting) for the milestone update.

Bed Tracking

1. Move patient tags around to different locations, and verify that the correct RF space displays on the Bed Tracking views and the Patient Information form.

2. If using the Patient Has Left feature and you have RF spaces mapped as exit or return spaces, select a bedded patient with a tag assigned and place an Intent to Discharge on the patient.

3. Move the patient’s tag to an exit or return space and verify that the bed status changes to *Patient Has Left* and that Environmental Services was paged to clean the room.

Transport

1. Assign tags to transport attendants.

2. Enter transport requests on several patients, and dispatch these requests to the attendants that are tagged.

3. Verify that the dispatched jobs change to *In Progress* when the attendant’s tag is in the RF space associated with the Pick Up (From) location.

4. Take the tag to the RF space associated with the request’s To location. Verify that the status of the request changes to *Complete* and that the attendant is available to be assigned to another request.

Transport with Patient Tracking

1. Enter requests to transport patients who are linked to tags defined for Patient Tracking departments.

2. Dispatch the order to a transport attendant who is linked to a tag, and move both the patient's and the attendant's tag to the same RF space. Verify that the transport request changes to *In Progress*.

3. Move the patient's and attendant's tags to the To department's waiting area. Verify that the transport request status is *Completed* and the patient tracking milestone is updated to *Patient Is Here*.

4. Perform the above steps on a bedded patient.

5. Enter a transport request to return the patient to his/her station.

6. Move the patient’s and attendant’s tags to the RF space for the patient’s station. Verify that the department is *Completed*, the patient is updated to *Patient Is Here* in the station (the On Unit icon is displayed, and patient is removed from any Away Clinical Boards), and the transport request status is updated to *Completed*.

Appendix C - TROUBLESHOOTING

TROUBLESHOOTING TIPS

Bed Modeling

If you are modeling and have several entries in the To Do List, a combination of modeled and actual bed information may display for the transactions if you begin processing the transactions and stop to look at the view before all transactions have been completed.

If you stop processing during modeling, it is recommended that you refresh to avoid confusion unless you are going to continue processing the remaining transactions immediately. The scenario where this could be the most confusing is as follows: You need to move Patient A to Patient C's bed, Patient C into Patient B's bed, and transfer Patient B out to another bed. To accomplish this, you transfer Patient A to an overflow bed, patient B to the new permanent bed, Patient C to Patient B's bed, and Patient A into Patient C's bed.

The To Do List contains the following transactions:

Transfer Patient A from 1E 301-2 to 1E 309-99
Transfer Patient B from 1E 302-1 to 3N 311-2
Transfer Patient C from 1E 304-1 to 1E 302-1
Transfer Patient A from 1E 309-99 to 1E 304-1

When processing is complete, the Bed Modeling view displays Patient A in 1E 304-1, Patient B in 3N 311-2, and Patient C in 1E 302-1.

If you process only the first two transactions, the view updates so that Patient A is actually in 1E 309-99 and Patient B is actually in 3N 311-2, and the two modeled transactions display Patient C in 1E 302-1 and Patient A in 1E 304-1. If you stop processing and do not refresh the view, it temporarily looks like Patient A is in two beds: 1E 309-99 and 1E 304-1.

Cross-Hatched Colors Are Not Displayed on Bed Tracking Views

Cross-hatched colors are never displayed on bed cells that contain patient information (bed cells for occupied beds). The solid color is displayed instead. Bed cells for occupied beds contain a lot of information, and the cross-hatching makes it difficult to read.

Enterprise View Tab and/or All Toolbar Buttons Are Not Displayed in Bed Tracking

First make sure that the Enterprise View field on your User Definitions is set to Yes. If it is, check the font size being used for your monitor’s display. If it is set to Large Fonts, the Enterprise View tab and some of the toolbar buttons may not be displayed in Bed Tracking.

In Windows 2000, you can check this by selecting **Start > Settings > Control Panel**. Select **Display**. Select the **Settings** tab, and click **Advanced**. On the General tab, set the font size to **Small Fonts** and click **OK**. You may need to restart your computer.

Error Messages

APPLICATION ALREADY STARTED... OR TRANSACTION MANAGER IS BUSY

One of these messages might be displayed if you attempt to process a Bed Tracking or Patient Tracking transaction or refresh a tracking board while you also have an emulation function open.

Solution:
Close the emulation session before processing the Bed Tracking or Patient Tracking transaction or before refreshing the Bed Tracking or Patient Tracking board.

ERROR OPENING LOGICAL BOARD NUMBER 0

Error Opening Logical Board 0 might be displayed in the Operations Log when you start the telephony server.

Solution:
Stop and restart the Dialogic® board using the software found at **Start > Programs > Intel Dialogic System Software Configuration Manager - DCM**.

IP Address for the Telephony Server

If you need to know the IP address for your telephony server, you can find it by accessing the command prompt (also known as the DOS prompt) on the telephony server. At the command prompt, type **ipconfig**. The address next to IP Address is the one you want.

Index

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▪ Reader Comment Form ▪

We value your suggestions for improving our documentation. Please use this form to evaluate the *STAR Patient Care Patient Location Tracker Implementation Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	❑	❑	❑	❑
Accuracy of information	❑	❑	❑	❑
Completeness of information	❑	❑	❑	❑
Clarity of information	❑	❑	❑	❑
Amount of overview information	❑	❑	❑	❑
Explanation of processes	❑	❑	❑	❑

Are there parts of this manual that could be made more helpful to you? Please explain.

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