

Quick Reference Guide

Updating Bed status from Clinical Notes



The bed status should progress automatically if the normal flow of requesting - reserving is followed. This flow is only when you have to manually do the process for whatever reason.

1

From the UEC Dashboard, double click on the patient's name. (If unsure how to get UEC Dashboard, please find separate QRG).

2

From the Clinical Notes section, use the drop-down arrow **No profile selected ▼** to go to ED Bed Request.

3

Click on **Bed Request** and select from the options.

4

Click on **Patient List** from the top to go back to the ED Dashboard.
The plan column should be updated to reflect your bed status:
Requested = amber
Reserved = amber
Ready = green
No Bed / Cancelled request = no colour