



Patient Flow Portal Bed Board User Guide



Version 4.3

July 2015

Revision History

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Commonly Used Terms

Acronym	Description
AMO	Admitting Medical Officer
DON	Director of Nursing
DWA	Direct Ward Admission
EDD	Estimated Date of Discharge
IHT	Inter Hospital Transfer
IWT	Inter Ward Transfer
LHD	Local Health District
LOS	Length of Stay
PAS	Patient Administration System
PFP	Patient Flow Portal
W4W	Waiting for What

1.0 OVERVIEW OF THE BED BOARD

1.1 Overview

The Bed Board within the Patient Flow Portal (PFP) has three modules that provide the following functions:

- Real time patient information – messages updated immediately.
- View beds and occupancy across a LHD, hospital or ward.
- Facilitate inter ward transfers, direct ward admissions and inter-hospital transfers across an LHD and between LHD's.
- Ability to record patient's delays via the 'Waiting for What' functionality.
- Quick and easy to use filters for:
 - Estimated Date of Discharge (EDD) monitoring.
 - Length of Stay (LOS) review.
 - Admission Risks.
 - Financial Status including patients in single rooms.
 - Identifying patients with delay reasons via "Waiting for What"
 - AMO, Specialty, Ward Type, Ward Group or ED Accessible Wards.
- Clinical specialty lists for hospital specialty profiles.
- Snapshot statistics for:
 - Clinician defined EDD.
 - Average length of stay.
 - Bed days to date.
 - Occupancy.
 - ED accessible bed Occupancy
- Access Reports for Transfers, Waiting for What Delay Reasons and Occupancy.

Benefits:

The benefits the Bed Board provides include:

- Access to real time information for a LHD, hospital, ward or patient. All patient information which populates the Bed Board is received from the Patient Administration System (PAS) in real time and therefore there is no delay in the retrieval of information.
- Ability to access granular (patient level) and rolled up (LHD level) views.
- Flexible filters and viewing options.
- Simplified requesting, monitoring and tracking of Inter Hospital Transfers, Inter Ward Transfers and Direct Ward Admissions.
- Access to real time Key Performance Indicators (KPIs) related to patient flow.
- Access to view bed availability via a visual display of capacity.
- Options to view EDDs and LOS across a LHD or facility.
- Ability to view and modify the status of a bed.
- Visible flow measures that can inform local demand and escalation plans.
- Information to predict potential capacity issues in advance based on known constraints.

1.2 Bed Board Modules

Bed Board has three modules which are described in this document:

1. Bed Board
2. Transfers
3. Bed Management

1.3 Definitions

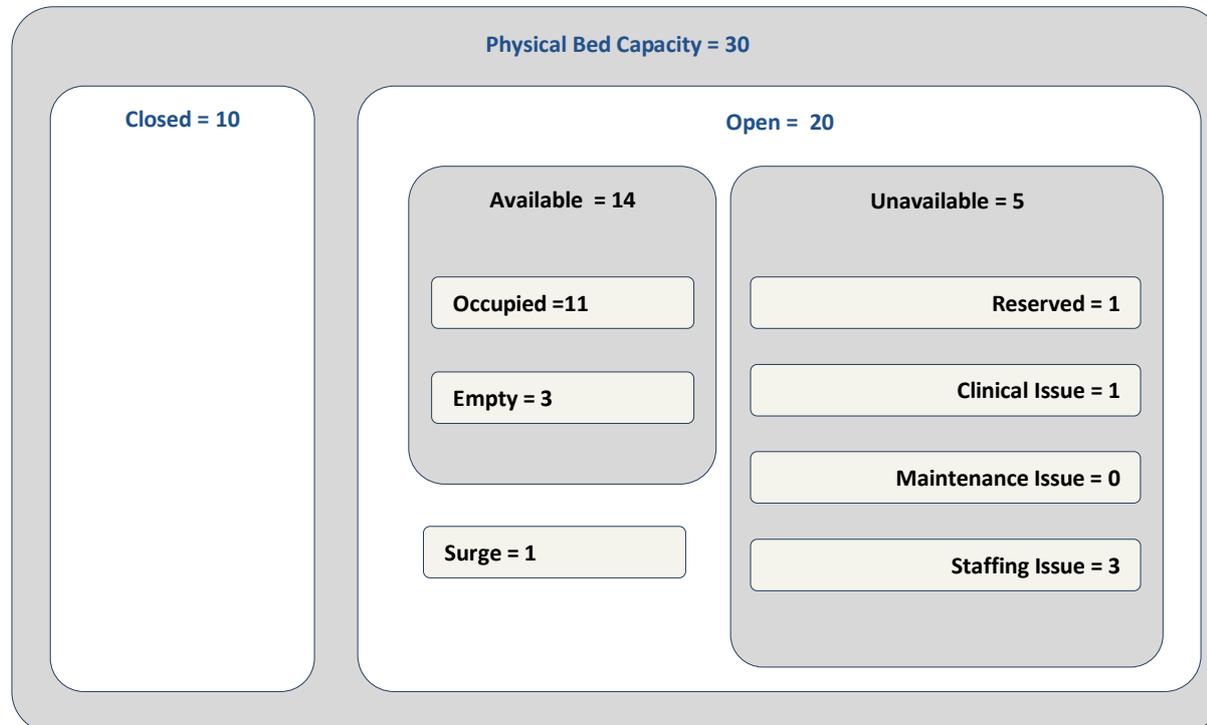
1.3.1 Bed Availability

The definitions used for determining the status of a bed within the Bed Board are identified in Table 1.

Table 1: Bed Board: Bed Status Definitions

Bed Status	Definition
Physical Bed Capacity	The total number of physical beds within a facility - this includes all open and closed beds.
Open	Beds that have been opened and can be used by Patient Flow Managers - this includes available, surge and unavailable beds.
Available	Beds that are available for a patient to be admitted into – these can be occupied or empty: <ul style="list-style-type: none"> <i>Occupied: Open beds that have a patient currently in them.</i> <i>Empty: Open beds that do not have a patient currently in them.</i>
Surge	Beds that can be made operational if required for short periods of time to manage capacity and demand issues or for specific initiatives e.g. winter funding, surgical wait list management.
Unavailable	Open beds that are temporarily not available. They could be reserved or unavailable due to clinical, staffing or maintenance issues. <ul style="list-style-type: none"> <i>Reserved: Open beds that are pre-allocated for specific patients and are time limited.</i> <i>Clinical issue: Open beds that are temporarily unavailable due to clinical issues.</i> <i>Staffing issue: Open beds that are temporarily unavailable due to staffing issues.</i> <i>Maintenance issue: Open beds that are temporarily unavailable due to maintenance issues.</i>
Closed	Physically available beds that are closed.

Figure 1: Conceptual Overview of Bed Capacity



1.3.2 Changing a Bed Status

Before the status of a bed can be changed the following points should be considered:

- Opening beds beyond funded capacity (number of open beds) requires approval from the facility General Manager/ After Hour's delegate as per local delegation.
- When changing the status of a bed, a bed status hierarchy applies (shown in the available field options) e.g. making a bed unavailable will require the user to change the status to unavailable and then select a 'reason' from a list.
- Beds can only be reserved if they are Open and Available i.e. are empty and not occupied by a patient.
- Requests for reserving beds must go to the Patient Flow Administrator. If approved then the bed can be reserved and the user will be prompted to enter an expiry date/time for the reserve action. This time can be up to 4 days in the future from the current date.

2.0 LOGGING INTO PFP

2.1 Accessing the Patient Flow Portal for the first time – Request Access

Before a user can start using PFP they must request access. To complete this user should go to:

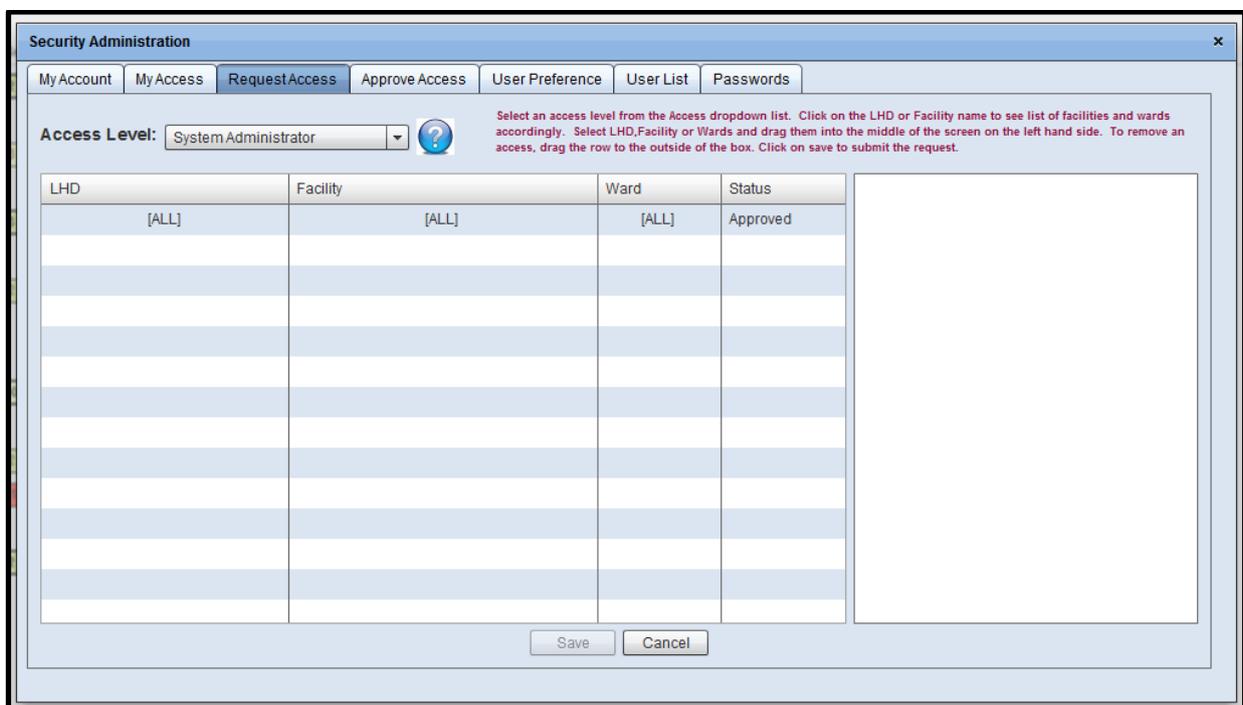
<http://pfp.healthtech.nswhealth.net/pfp/>

The log in user name and password will be the user's network logon Active Directory (or Novell) details. Remember if this password changes, it will change for the Patient Flow Portal also.

1. Request access to the facility/facilities they need to view the Bed Board Data for.
2. Obtain approval from a relevant PFP user to access those facilities.

The first time a user logs onto the PFP the following window will be displayed:

Figure 2 – Security Administration, Request Access window



Security Administration

My Account My Access Request Access Approve Access User Preference User List Passwords

Access Level: System Administrator

Select an access level from the Access dropdown list. Click on the LHD or Facility name to see list of facilities and wards accordingly. Select LHD, Facility or Wards and drag them into the middle of the screen on the left hand side. To remove an access, drag the row to the outside of the box. Click on save to submit the request.

LHD	Facility	Ward	Status
[ALL]	[ALL]	[ALL]	Approved

Save Cancel

From this window the user must select the Access Level that they require using the drop down list at the side of the field entitled "Access Level". The access levels available and examples of the types of roles for the different Access Levels are detailed in the table below. The user must ensure they select the correct level of access or else the request will not be approved.

Access Level Example of user	EPJB	EPJB Admin	Bed Management	Bed Management Admin	Waiting for What	Inter Hospital Transfer	Direct Admissions & Inter Ward Transfer	Predictive Tool	Hospital Dashboard	Reporting	Ability to Approve / Deactivate Access
<u>Ward User</u> Nurses Allied Health staff Ward Clerk	Ability to view / update patient information	Nil Access	View only Ward Schedule all wards	Nil Access	Ability to enter for all Wards	Ability to enter for approved ward/s only	Ability to enter for approved ward/s only	Nil Access	View only for approved Hospital/s	Download reports	Nil
<u>Clinical Manager</u> Nurse Unit Manager Nurse in Charge Nurse Manager	Ability to view / update patient information	Update Bed Setup only	View only Ward Schedule all wards	Nil Access	Ability to enter for all Wards	Ability to enter for approved ward/s only	Ability to enter for approved ward/s only	View only	View only for approved Hospital/s	Download reports	<ul style="list-style-type: none"> Clinical Manager Ward User
<u>Patient Flow Manager</u> Bed Manager After Hours Nurse Manager	Ability to view / update patient information	Update Bed Setup only	View only Ward Schedule all wards	Nil Access	Ability to enter for all Wards for approved Hospital/s	Ability to enter for all Wards for approved Hospital/s	Ability to enter for all Wards for approved Hospital/s	Access and modify for approved Hospital/s	View only for approved Hospital/s	Download reports	<ul style="list-style-type: none"> Connecting Care User Patient Flow Manager Clinical Manager Ward User
<u>Patient Flow Administrator</u> Patient Flow Manager	Ability to view / update patient information	Nil restrictions	Access and modify Ward Schedules and Ward Profiles for approved Hospital/s	Access and modify for approved Hospital/s	Ability to enter for all Wards for approved Hospital/s	Ability to enter for all Wards for approved Hospital/s	Ability to enter for all Wards for approved Hospital/s	Access and modify for approved Hospital/s	View only for approved Hospital/s	Download & Schedule reports	<ul style="list-style-type: none"> Connecting Care User Patient Flow Manager Clinical Manager Ward User
<u>Facility Manager</u> General Manager DON, DCS, DDON, Group / Service Manager	Ability to view / update patient information	Nil Access	View only Ward Schedule all wards for approved Hospital/s	Nil Access	Ability to enter for all Wards for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	Download reports	<ul style="list-style-type: none"> Facility Manager Connecting Care User Patient Flow Manager Clinical Manager Ward User

Access Level Example of user	EPJB	EPJB Admin	Bed Management	Bed Management Admin	Waiting for What	Inter Hospital Transfer	Direct Admissions & Inter Ward Transfer	Predictive Tool	Hospital Dashboard	Reporting	Ability to Approve / Deactivate Access
<u>LHD User</u> LHD Patient Flow / Access Manager LHD Executive	Ability to view / update patient information	Nil Access	View only Ward Schedule all wards for approved Hospital/s	Nil Access	Ability to enter for all Wards for approved Hospital/s	Ability to enter for all Wards for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	Download & Schedule reports	<ul style="list-style-type: none"> • Connecting Care User • LHD User • Facility Manager • Patient Flow Manager • Clinical Manager • Ward User • Ambulance User
<u>Connecting Care User</u>	Nil Access	Nil Access	View only Ward Schedule all wards for approved Hospital/s	Nil Access	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	Download reports	<ul style="list-style-type: none"> • Connecting Care User
<u>MOH User</u> Director Senior Managers Project Officers	Nil Access	Nil Access	View only Ward Schedule all wards for approved Hospital/s	Nil Access	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	View only for approved Hospital/s	Download & Schedule reports	Nil
<u>Ambulance User</u> Ambulance Liaison Officers	Nil Access	Nil Access	Nil Access	Nil Access	Nil Access	Nil Access	Nil Access	Predictions – Summary tab	Nil Access	Nil Access	Nil
<u>System Administrator</u> MoH PFP Support Team & Project Officers	Ability to view / update patient information	Nil restrictions	Nil restrictions	Nil restrictions	Nil restrictions	Nil restrictions	Nil restrictions	Nil restrictions	View only for all Hospitals	Download & Schedule reports	Can approve all users
	No ability to access		View only access			Limited ability to access		Unrestricted access			

Once a level of access has been selected from the drop down list the user must select the LHD's or Facilities that they require access to. Depending on the access level selected a user can request access to:

- Multiple LHD's (and all the facilities within the LHD's).
- Single LHD (and all the facilities within that LHD).
- Multiple facilities.
- Single facility.
- Single or multiple wards within a Facility.

To request access to all the facilities within an LHD, the user must highlight the LHD in the list on the right hand side of the window, then drag and drop the LHD into the list in the middle of the window. Each facility will then be displayed in the list.

To request access to specific facilities the user must first highlight and then double click the LHD that the facility is in, which in turn will display a list of all the facilities within that LHD. The users can then drag and drop the individual facilities into the list. If single or multiple wards are required the user can then drag and drop and the ward/wards into the list.

Note: Ctrl click allows the user to select multiple LHD's or multiple facilities at the same time and Ctrl Shift allows the user to select a block of adjacent facilities.

Once the user has selected all the facilities they require access to, clicking on the "Save" button will display a message advising that the approval requests have been submitted. The request will now appear on the "Approve Access" list of the relevant approver and once the request has been approved the user will be able to login and access the PFP for the approved facilities.

2.2 Accessing Bed Board

1. Go to <http://pfp.healthtech.nswhealth.net/> and the login page will be displayed:

Figure 3: Patient Flow Portal Login Page

PatientFlowPortal (Test environment)

By logging into the Patient Flow Portal, you acknowledge that you will abide by the principles set out in the NSW Health [Privacy Manual 2005 PD2005_593](#) and the [Electronic Information Security Policy 2008 PD2008_052](#).

Patient Flow Portal Hospital Dashboard Electronic Patient Journey Board

Patient Flow Portal user login

Log-in Name: *

Password: *

Organisation: *

Submit

Please use your network login to access the Patient Flow Portal.
If you are unable to login please contact the Statewide Service Desk on 1300 285 533.

2. Login page allows the user to logon to the full version of the Patient Flow Portal, the Dashboard or the module Electronic Patient Journey Board for a selected hospital / ward.
3. To access Bed Board the user needs to logon to the “Patient Flow Portal” – the blue login section on the login page.
4. Enter your Network Log-in Name and Password.
5. Select the Organisation from the drop down list.
6. Click the Submit button.

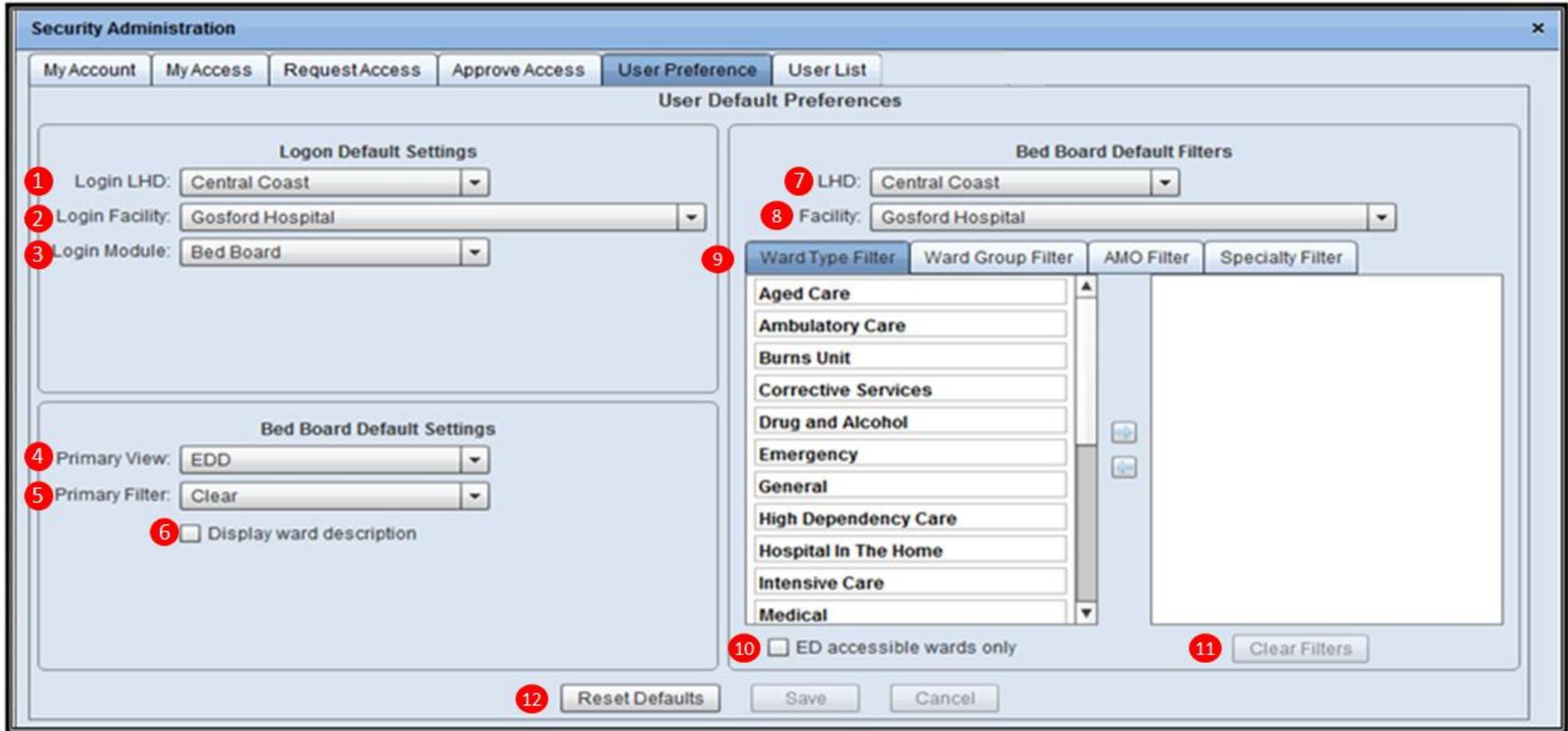
By logging onto the Patient Flow Portal the user is acknowledging that they are abiding by the principles as set out in the NSW Health Privacy Manual 2005 (PD2005_593) and the Electronic Information Security Policy 2008 (PD2008_052). *NOTE: If the above page does not display or a message appears advising you need to install Adobe Flash Player 11 then please contact the State-wide Service Desk on 1300 28 55 33.*

2.4 Setting up User Preferences

All users with the exception of Ambulance Users are able to set up their own user preferences which apply when they log on to the PFP or switch between facilities. The preferences are defined by:

1. Clicking on the user login name at the top of the window which opens the Security Administration window.
2. Clicking on the User Preference tab as illustrated in Figure 5.

Figure 5: Setting up User Preferences



Note: Numbers correspond to Functions listed in Table 2.

Table 2: User Preferences

Purpose	Allows the user to set up their own default user preferences for logging on to PFP, the primary view on the Bed Board and default filters on the Bed Board for each facility they have access to.
Screen Layout	<p>The screen is broken down into three sections, each section associated with a different user preference default setting:</p> <ul style="list-style-type: none"> • Logon LHD, Facility and Logon Module – Only users with approved access to > 1 LHD and / or facility will be able to default their Login LHD and / or Facility. • Bed Board primary view and associated primary filter – This filter applies when viewing any facility the user has approved access to. • Bed Board Ward Type, Ward Group, AMO and Specialty filters which are unique to each facility the user has approved access to. <p>To set up the User Preferences the user selects the required settings from the drop down lists and filters defined in the Function list below and clicks on the “Save” button. For the preferences to take effect, the user must log out and log back into PFP.</p>
Functions	<p>Refer to Figure 5: Setting up User Preferences</p> <ol style="list-style-type: none"> 1. Login LHD: Allows the user to select the default LHD when logging onto the PFP. LHD's displayed depends on the user's access rights. 2. Login Facility: Allows the user to select the default facility when logging onto PFP. <ul style="list-style-type: none"> • Facilities displayed are based on the user's access rights and the default Login LHD selected. I.e. it is not possible for a user to have a Login Facility which is not located in the Login LHD. • “All” is an option which allows the user to display patients in All facilities they have access to for the selected LHD by default when they first logon to the PFP. 3. Login Module: Allows the user to select the default login module when logging onto the PFP. Options available are dependent on the user's access level but may include one or more of the following: <ul style="list-style-type: none"> • Bed Board • Dashboard • EPJB • Predictive Tool • Reporting <p><i>Note: If user selects “All” as the Login Facility they will only be able to access the Bed Board module on login.</i></p> <p><i>Note: If user selects “All” as the Login Facility they will only be able to access the Bed Board tab on login.</i></p> 4. Bed Board Primary View: Allows the user to select 1 of the following Primary Views as their default whenever they view the Bed Board for any facility: <ul style="list-style-type: none"> • LOS • LOS > • EDD • Gender • Age • Waiting for What • Financial Status • Admission Risk 5. Bed Board Primary View Filter: Allows the user to select the Primary View filter as their default whenever they go to the Bed Board for any facility they have access to. The filters change based on the Primary View selected. 6. Display Ward Description: Allows the user to select if the Ward Description or the Ward Code displays by default on the Patient Mode, Bed Mode and Patient List view of the Bed Board. Ticking the checkbox will display the Ward Description by default. 7. Bed Board Default Filter LHD: Allows the user to select the LHD to set up default filters for. LHD's

displayed depends on the user's access rights.

8. **Bed Board Default Filter Facility:** Allows the user to select the facility to set up default filters for.
 - Facilities displayed based on the user's access rights and the Bed Board Default LHD selected.
 - "All" is an option and allows the user to set up default filters when viewing "All" facilities in the given LHD.
9. **Bed Board Default Filter:** Allows the user to set up different filters for each facility the user has access to and the filters will be applied when the user selects to view the Bed Board for the given facility. When using the Bed Board, the default filters can be removed at any time by clicking on the "Clear all Filters" icon on Patient Mode and Bed Mode. The filters will be re-applied whenever the user switches back to the given facility. To add one of the following filters in the table below, the user must highlight the value to filter by in the list on the left (multiple selections can be made by using the 'Ctrl' key or using the 'Shift' key to select a block of values) and then either drag and drop the value into the list on the right or click on the right arrow button.

Filter	Display
Ward Type Filter	<ul style="list-style-type: none"> • Displays the list of Ward Types and Sub Ward Types available for the user to default by when viewing the selected facility. • Options available are based on the state-wide defined Ward Type – Sub Ward Type list. • If Ward Group filters have been selected then Ward Type Filter tab will be disabled (Ward Type filters and Ward Group filters cannot be applied at the same time).
Ward Group Filter	<ul style="list-style-type: none"> • Displays the list of Ward Groups available for the user to default filter by when viewing the selected facility. • Options displayed will be specific to the facility selected. • Ward Group filter tab will be disabled if "All" is selected as the facility. • If Ward Group filters have been selected then Ward Type Filter tab will be disabled (Ward Type filters and Ward Group filters cannot be applied at the same time).
AMO Filter	<ul style="list-style-type: none"> • Displays the list of AMO's to filter by when viewing the selected facility. • AMO's displayed will be specific to the facility selected depending on whether the AMO has ever admitted a patient into the selected facility. • If "All" is selected a consolidated list of ALL AMO's across ALL facilities the user has access to for the given LHD will display i.e. if an AMO works across multiple facilities they will display in the list multiple times.
Specialty Filter	<ul style="list-style-type: none"> • Displays the list of Specialties available for the user to filter by when viewing the selected facility. • Specialities displayed will be specific to the facility selected. • If "All" is selected a consolidated list of ALL Specialities across ALL facilities the user has access to for the given LHD will display.

10. **Bed Board ED Accessible Filter:** Allows the user to filter only ED Accessible wards by default for the selected facility when viewing wards in Patient Mode, Patient List View and Bed Mode.
11. **Clear Filters:** Allows the user to clear any filters they have setup as a Bed Board default.
12. **Reset Defaults:** Resets to PFP default settings, which will result in the following:
 - Login LHD and Facility will be defaulted to the first LHD and Facility the user has approved access to based on the name in alphabetical order. E.g. If user has access to Far West LHD, Central Coast LHD, Gosford Hospital and Wyong Hospital and they Reset Defaults the Login LHD and Facility will be Central Coast and Gosford Hospital respectively.
 - Login Module will be defaulted to Bed Board.
 - Primary View will be defaulted to EDD and Clear.
 - Display Ward Description will not be selected.
 - Ward Type, Ward Group, AMO or Specialty filters will be cleared for all facilities.

3.0 BED BOARD

The Bed Board module is the default view as detailed in Figure 4 with three key screens:

- Patient Mode
- Patient List View
- Bed Mode

3.1 Patient Mode

The default view when the user clicks on the Bed Board tab is the Patient Mode view – see Figure 6. This view

Figure 6: Bed Board Patient Mode View



The screenshot shows the 'Bed Board' interface for 'Hunter New England' hospital. It features a top navigation bar with 'Bed Board', 'Transfers', and 'Bed Management' tabs. Below this are 'Patient Mode' and 'Bed Mode' buttons. The main area displays a 'Patient Profile' for 'Armidale and New England Hospital' with various filters and a table of ward occupancy data. The table lists wards such as CC-J201, DS-J201, DSUITE-J20..., DWW-J201, and ED-J201, along with their respective occupancy numbers in colored boxes (red for negative, green for positive, yellow for zero).

Note: Numbers correspond to Functions listed in Table 3.

Table 3: Bed Board: Patient Mode View Overview

Purpose	<p>Allows the user to view bed occupancy information, including information regarding the patients occupying a bed, for a given LHD, hospital and ward. This is dependent on the organisation selected when logging on and approved level of access the user has.</p>														
Screen Layout	<ul style="list-style-type: none"> LHD/facility that the user is currently logged onto is displayed on the drop down list located underneath the PFP logo on the top left of the window details. Heading will display as “LHD Profile” or “Hospital Profile” depending on whether the user is viewing the Patient Mode for a LHD or a specific hospital. This provides the user with a summary of the following indicators: <table border="1" data-bbox="379 593 1423 1034"> <thead> <tr> <th data-bbox="379 593 619 633">Indicator</th> <th data-bbox="619 593 1423 633">Definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="379 633 619 707">ED accessible beds occupancy*</td> <td data-bbox="619 633 1423 707">This is the % occupancy of ED accessible beds in the hospital/LHD.</td> </tr> <tr> <td data-bbox="379 707 619 748">Occupancy</td> <td data-bbox="619 707 1423 748">This is the total % occupancy of the hospital/LHD.</td> </tr> <tr> <td data-bbox="379 748 619 848">Number of patients</td> <td data-bbox="619 748 1423 848">Number of patients currently admitted to the hospital/LHD (excludes patients in beds and wards flagged as Inactive and in beds flagged as “On Leave”, “Well Baby” and “Boarder”).</td> </tr> <tr> <td data-bbox="379 848 619 889">Bed days to date</td> <td data-bbox="619 848 1423 889">Total numbers of day’s patients have been occupying beds.</td> </tr> <tr> <td data-bbox="379 889 619 929">Average LOS</td> <td data-bbox="619 889 1423 929">Average LOS of patients (excludes patients whose LOS = 0 days)</td> </tr> <tr> <td data-bbox="379 929 619 1034">Clinician Defined EDD*</td> <td data-bbox="619 929 1423 1034">The % of patients who’s EDD that has been manually updated in the PAS. This excludes patients in wards flagged as “Day Only” and “Designated ED” and patients in any ward with LOS < 24 hours.</td> </tr> </tbody> </table> <p><i>Note *: Refer to the PFP Administrator Guide for information on how to flag a ward as ED accessible, Day Only and Designated ED.</i></p> <ul style="list-style-type: none"> Next to the “LHD/Hospital Profile” summary is the “Filtered Profile” which displays a summary of the patients displayed on the screen when a filter has been applied, a filter being either: <ul style="list-style-type: none"> Primary view - EDD, LOS, LOS >, Gender, Age, Waiting for What or Admission Risk. AMO Speciality Ward Group Ward Type ED accessible wards OR a combination of one or many of the above. The first two columns on the main window, display the name of the Hospital and the ward. <div data-bbox="443 1579 882 1630" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> Gosford Hospita ... APCGOS </div> The coloured tile to the right of the ward represents a patient who is currently admitted to that ward. <div data-bbox="432 1697 1086 1753" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> Gosford Hospita ... CCU -1 0 </div> 	Indicator	Definition	ED accessible beds occupancy*	This is the % occupancy of ED accessible beds in the hospital/LHD.	Occupancy	This is the total % occupancy of the hospital/LHD.	Number of patients	Number of patients currently admitted to the hospital/LHD (excludes patients in beds and wards flagged as Inactive and in beds flagged as “On Leave”, “Well Baby” and “Boarder”).	Bed days to date	Total numbers of day’s patients have been occupying beds.	Average LOS	Average LOS of patients (excludes patients whose LOS = 0 days)	Clinician Defined EDD*	The % of patients who’s EDD that has been manually updated in the PAS. This excludes patients in wards flagged as “Day Only” and “Designated ED” and patients in any ward with LOS < 24 hours.
Indicator	Definition														
ED accessible beds occupancy*	This is the % occupancy of ED accessible beds in the hospital/LHD.														
Occupancy	This is the total % occupancy of the hospital/LHD.														
Number of patients	Number of patients currently admitted to the hospital/LHD (excludes patients in beds and wards flagged as Inactive and in beds flagged as “On Leave”, “Well Baby” and “Boarder”).														
Bed days to date	Total numbers of day’s patients have been occupying beds.														
Average LOS	Average LOS of patients (excludes patients whose LOS = 0 days)														
Clinician Defined EDD*	The % of patients who’s EDD that has been manually updated in the PAS. This excludes patients in wards flagged as “Day Only” and “Designated ED” and patients in any ward with LOS < 24 hours.														
Functions	<p>Refer to Figure 6: Bed Board Patient Mode View</p> <ol style="list-style-type: none"> LHD and/or Facility from the drop down lists can be changed depending on a user’s access rights, by selecting another LHD and / or Facility and clicking on “Select Hospital”. Access the Bed Board, Transfers or Bed Management functions. Access Patient Mode or Bed Mode views within Bed Board. Primary view filters for patients, which include: EDD, LOS, LOS >, Gender, Age, Waiting for What and 														

- Admission Risk. The coloured radio buttons update based on the primary view selected.
5. Filter patients using AMO Filter for Doctors and Specialty.
 6. Filter patients using Ward Filter for Ward Types, Ward Groups and ED Accessible Wards.
 7. Hide wards with no patients.
 8. Display the PFP defined Ward Description instead of the PAS defined Ward Code on the ward tiles.
 9. Display a LOS / Potential Discharges Graph.
 10. View patient information and access Waiting for What functionality.
 11. General functions such as Refresh and Clear All Filters – Refer to Section 3.4.
 12. View LHD / Hospital Profile or Filtered Profile information. The Filtered Profile information is updated when an AMO, Ward or Primary View filter is applied.
 13. Access the Bed Management Admin module, which is accessible to Patient Flow Administrators only.
 14. Patient Search button, which allows users to find any patient in the facility.
 15. A Facility or LHD Patient List View can be accessed by clicking on the Facility name in the blue tiles on the right hand side of the screen.
 16. A Ward Patient List View can be accessed by clicking on the Ward Code in the light blue tiles next to the patient tiles.

3.1.1 Viewing a Patient

Each bed that is occupied by a patient within a given ward is displayed as a coloured 'tile' on the main screen of the Patient Mode:



The colour of the tile and value displayed on it is dependent on the primary view filter selected. Placing the cursor over a patient tile will display a hover over window detailing information about the patient who is occupying that bed in the given ward as displayed in Figure 7 – this information includes:

- Patient name.
- Admitting Medical Officer (AMO).
- Bed number.
- Room number.
- EDD, LOS, LOS >, Gender, Age, Waiting for What, Financial Status, Admission Risk - Depending on which primary view has been selected. For example in Figure 7 the EDD primary view has been selected.

Figure 7: Bed Board Patient Mode, Patient Hover Over



Single clicking on a patient's bed tile will display more detailed demographic information for the selected patient at the top of the screen as illustrated in Figure 8. The additional information includes the:

- Patient ID.
- Admission Date.
- Date of Birth.
- Age.
- Financial Status.
- Address.
- Language.
- Medical Officer.
- Specialty.

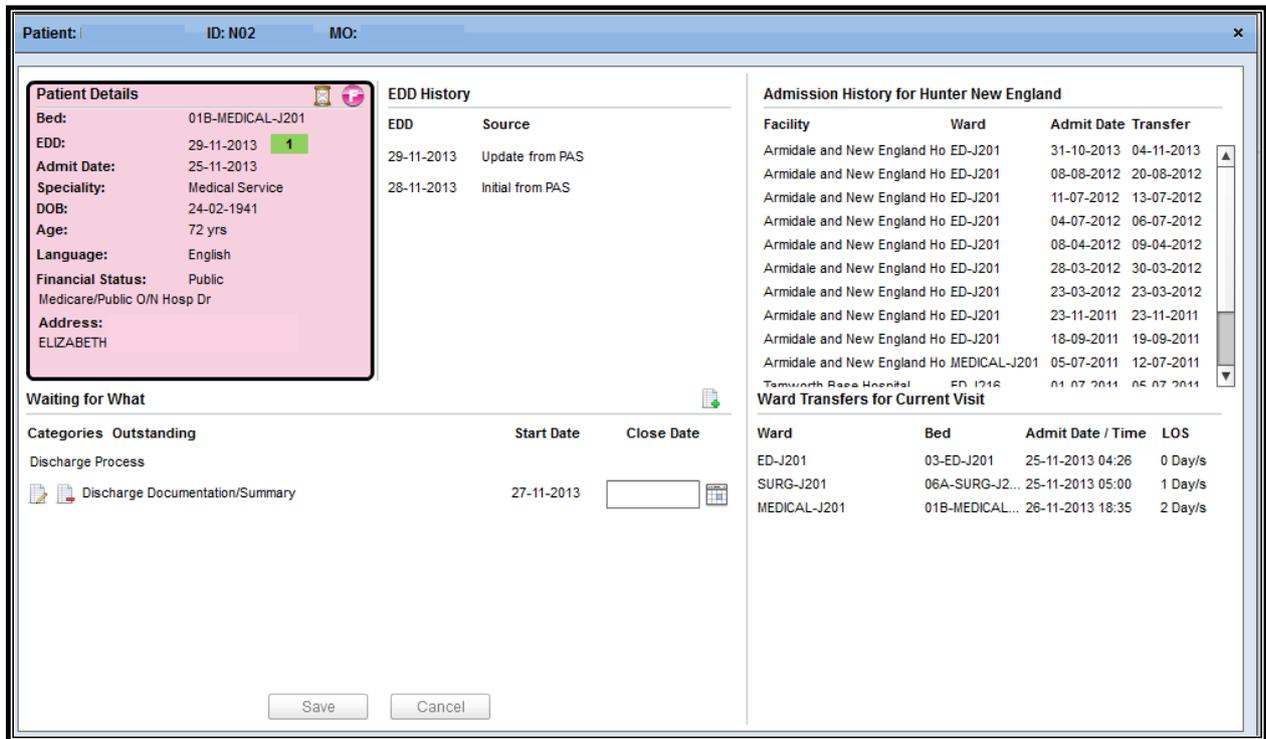
Figure 8: Bed Board Patient Mode, Detailed Demographic View



Double clicking on a bed tile will display the patient's detailed profile as displayed in Figure 9, which is a read only view and details the patient's:

- Demographics and information about the current visit.
- EDD History.
- Admission History – within the LHD.
- Ward Transfers for Current Visit.
- Summary of Waiting for What reasons.

Figure 9: Patient Mode, Detailed Patient Profile, WFW Summary Window



Clicking on the 'X' at the top right of this patient profile window will return the user to the main Patient Mode window detailed in Figure 6. For further information about the purpose, screen layout and functions of the Detailed Patient Profile window refer to Table 5.

3.1.2 Add a “Waiting for What (WFW)” Reason

Figure 10: Patient Mode, Select a WFW Reason

Select a Waiting for What Reason: ✕

Consults			
Aged Care	Cardiology	Dietician	Endocrine
Gastroenterology/Endoscopy	Haematology	Mental Health/Drug & Alcohol	Neurology
Nursing	Occupational Therapist	Oncology	Orthopaedics
Pain	Palliative Care	Physiotherapist	Rehabilitation
Renal/Nephrology	Respiratory	Social Work	Speech Therapist
Vascular	Other Allied Health	Other Medicine	Other Surgery

Diagnostics/Treatment			
AMO / Team Review	Angiography	Bone Scan	Cardiac Echo/TOE/TTE/Mibi
Cardiac Stress Test	Coronary Angiography/Intervention/PPM	CT	Doppler
Endoscopy - ERCP/Gast/Col/Bronch	Imaging/X-Ray	MRI	Operating Theatre
Pathology	PICC	Ultrasound	Other

Discharge Process			
AMO Discharge Review	Discharge Documentation/Summary	Discharge Equipment	Discharge Medications/Script
Discharge Plan	Family/Carer Conference	Home Visit	Other

Out of Hospital Referral			
ACAT Assessment	Accommodation	ACCRA waiting Approval	Appointment of a Public Guardian
CAPACs/HITH	Community Health	Community Support Service	ComPacks
Family/Carer looking for a Private Facility	Home Modifications	Palliative Care Services	Rehabilitation Bed or Service
Residential Aged Care Service	Respite	Transitional Aged Care	Other

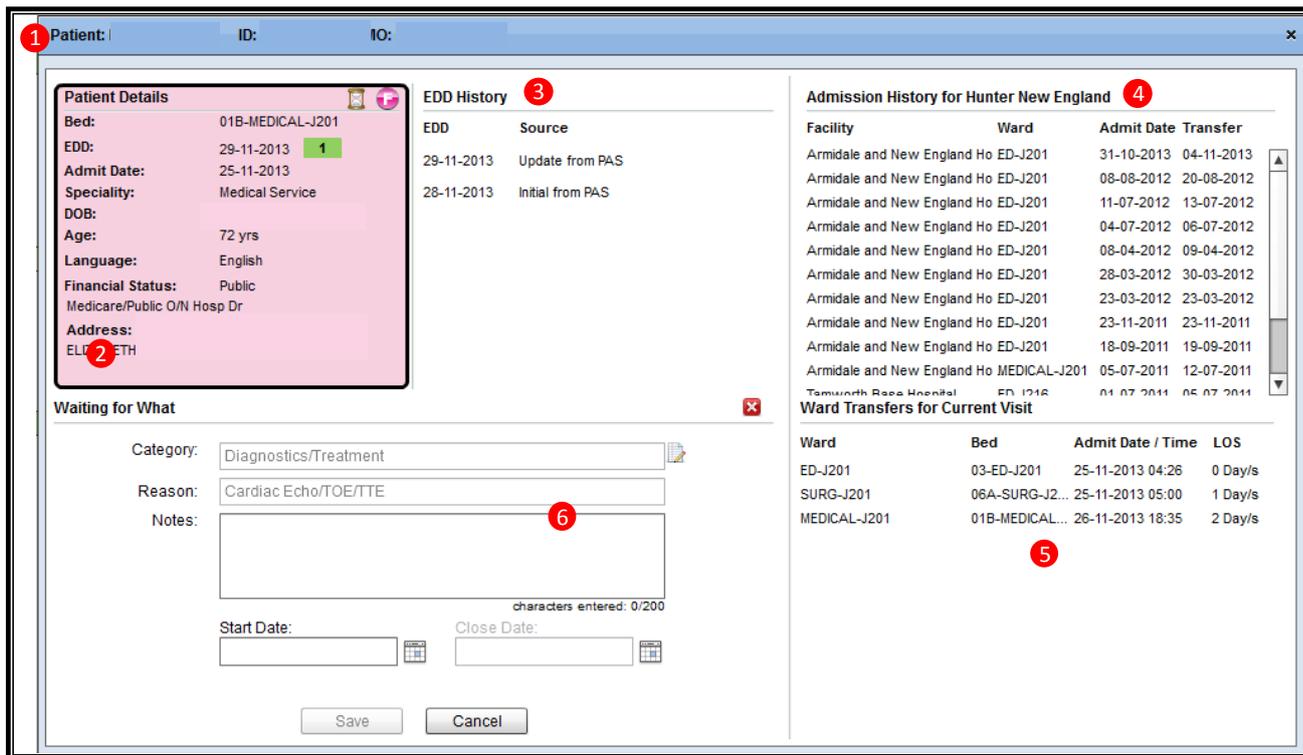
Transfer/Transport			
Aero-Medical Transfer	IHT- NSW Ambulance Transport	IHT- Waiting for Accepting Facility	IHT- Waiting for Bed @ Accepting Facility
IWT/Ward Bed	IWT/Ward Bed from Critical Care	NEPT	Transport Home Relative/Carer
Other			

Table 4: Select a Waiting for What Reason Overview

Purpose	<p>The Waiting for What (WFW) functionality allows the user to add details about delay reasons, which could be potentially extending the patient’s length of stay in hospital or delaying them from being discharged.</p> <p>A WFW reason can be added to a patient’s PFP admission record from the Detailed Patient Profile window by clicking on the icon  Refer to figure 7.</p> <p>This will open the Select a Waiting for What Reason window, displayed in Figure 10.</p>
Screen Layout	<p>Displays all the WFW reasons available for selection grouped by categories:</p> <ul style="list-style-type: none"> Consults Diagnostics / Treatment Discharge Process Out of Hospital Referral Transfer / Transport
Functions	<p>Selecting a WFW reason, which will result in the “Edit Waiting for What” window being displayed – Refer to Figure 11.</p>

3.1.3 Edit a “Waiting for What (WFW)” Reason

Figure 11: Patient Mode, Edit WFW Reason



Note: Numbers refer to the Screen Layout section in Table 5.

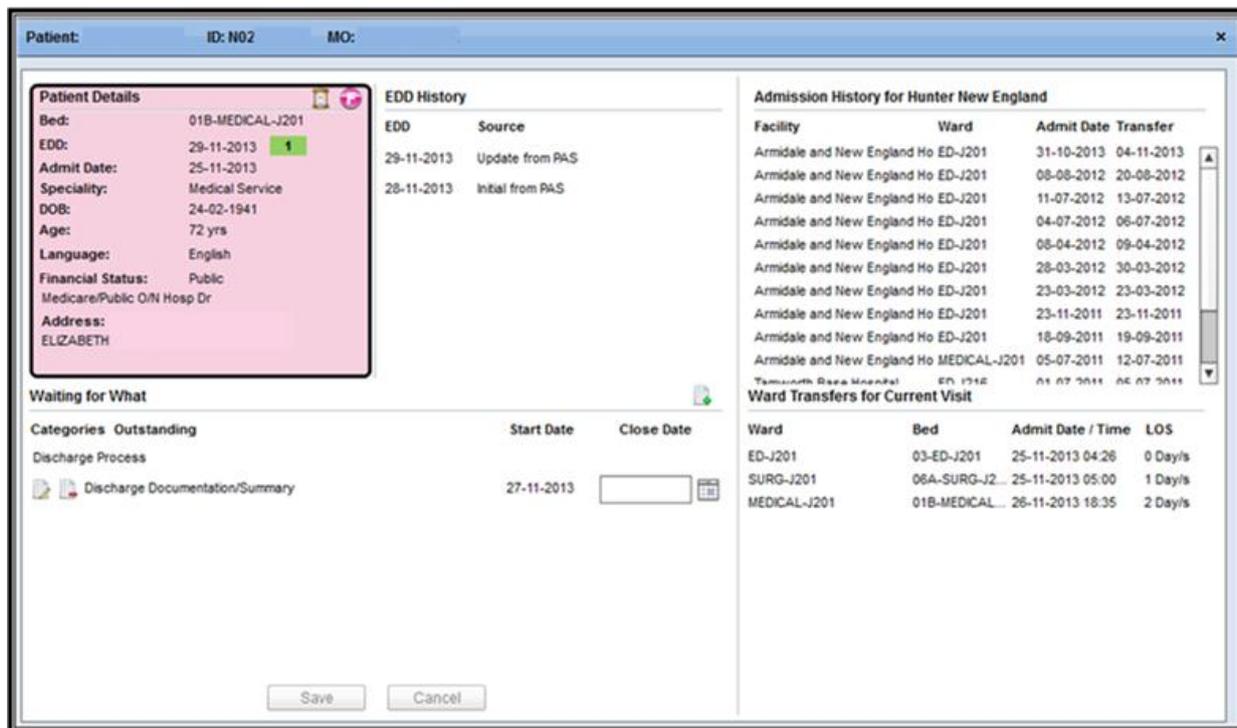
Table 5: Edit a Waiting for What Reason Overview

<p>Purpose</p>	<p>The Edit WFW functionality allows the user to modify details about delay reasons, which could be potentially extending the patient’s length of stay in hospital or delaying them from being discharged.</p> <p>A WFW reason can be edited by clicking on the icon  from the Detailed Patient Profile window.</p>
<p>Screen Layout</p>	<ol style="list-style-type: none"> Header displays the Patient name, ID and Medical Officer. Patient Details box displays non editable information for Bed, EDD, Admit Date, Specialty, DOB, Age, Language and Address. This box is highlighted in pink for females and blue for males. A dark border indicates that the EDD was auto-generated. EDD History displays in top left hand quadrant of the screen next to the Patient Details box. Admission History for the LHD displays in the top right hand quadrant of the screen. This information is non editable and updates with admission history for the patient at all facilities within the LHD. Ward Transfers for Current Visit displays in bottom right hand quadrant of the screen. This details the ward transfers the patient has had within the specific facility for their current admission. Waiting for What displays in bottom left hand quadrant of the screen for viewing and editing WFW reasons. When a user is not editing a WFW reason, all WFW reasons are displayed in the WFW quadrant on the screen – See Figure 12.
<p>Functions</p>	<p>User can:</p> <ul style="list-style-type: none"> Add free text notes to the selected “Waiting for What” reason. Enter a “Start Date” either today or a date in past, but not before the admission date. This is a mandatory field.

- Add a “Close Date” which cannot be before the “Start Date”.
- Save the WFW reason by clicking on the “Save” button.
- Cancel changes by clicking on the “Cancel” button/

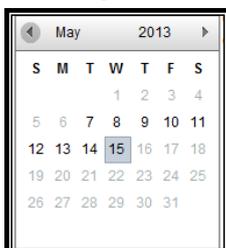
After clicking Save, the Detailed Patient Profile will display and the WFW reason will be detailed in the WFW Summary Section of the Detailed Patient Profile window – See Figure 12.

Figure 12: Patient Mode, Detailed Patient Profile, WFW Summary Window



A WFW reason can also be closed from the Detailed Patient Summary window as displayed in Figure 12 by:

- Clicking in the “Close Date” calendar icon. 
- Selecting a date



- Clicking on the “Save” button.

Once a Close Date has been entered for a WFW reason, the reason will still display in the list on the WFW Summary window, but will be greyed out and non-editable.

Figure 13: Patient Mode, Detailed Patient Profile, WFW Summary window, Closed WFW Reason

Waiting for What 			
Categories	Outstanding	Start Date	Close Date
Diagnostics/Treatment			
  MRI		12-05-2013	14-05-2013 

3.1.4 Delete a “Waiting for What (WFW)” Reason

If an Open WFW reason has been entered in error it can be deleted from the WFW summary window by

clicking on the delete icon  at the side of the reason.

A message will appear confirming the deletion of the WFW reason asking the user to select:

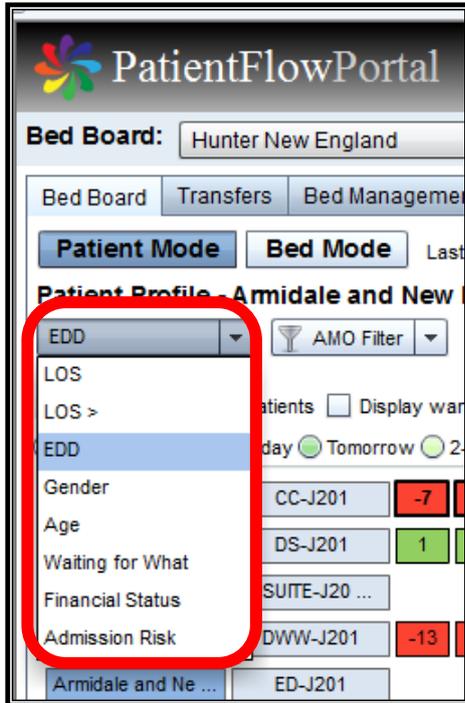
- “Yes” - Remove the reason from the patient’s list.
- “No” - Leave the reason on the patient’s list.

Once a WFW reason has been closed it cannot be deleted from the patient’s profile.

3.1.5 Primary Views

Users are able to select what patient information to display on the tiles on the Patient Mode view by selecting a Primary View from the drop down list at the top left of the screen.

Figure 14: Bed Board: Patient Mode, Primary View drop down list



The Primary View selected will determine the:

- Colour of the patient tiles and the information detailed on the tile.
- Radio buttons underneath the Display Views/Filters which will correspond to the colour coding on the patient tiles.

Clicking on a coloured radio button further filters the patients according to the text against the radio button. To clear this filter click on the radio button entitled 'Clear'. The primary views that can be selected are detailed in Table 6.

Table 6: Bed Board Patient Mode Primary Views

Primary Views	Function
LOS	<ul style="list-style-type: none"> • Displays the LOS for the given patient in the hospital. • The second filter using the coloured radio buttons allows the user to filter beds by LOS between a given number of days: <ul style="list-style-type: none"> ○ 0 – 4 days ○ 5 – 9 days ○ 10 – 14 days ○ 15 – 19 days ○ 20 – 49 days ○ 50 – 99 days ○ 99+ days

Primary Views	Function
<p>LOS ></p>	<ul style="list-style-type: none"> • Displays the LOS for the given patient in the hospital. • The second filter using the coloured radio buttons allows the user to filter beds by LOS greater than a given number of days: <ul style="list-style-type: none"> ○ > 4 days ○ > 9 days ○ > 14 days ○ > 28 days ○ > 49 days ○ > 99 days <p>By regularly reviewing the LOS of patients staff can:</p> <ul style="list-style-type: none"> • Identify patients who are staying longer than the average LOS. • Identify delays in care and ensure they are effectively managed. This is useful in capacity planning and coordinating care to avoid unnecessary delays in discharging patients. <p>By knowing the average LOS by speciality, standardised practices can be put in place across wards, to improve patient outcomes. Reviewing the LOS during daily bed meetings may assist in care coordination for patients who have exceeded the average LOS.</p>
<p>EDD</p>	<ul style="list-style-type: none"> • Displays the number of days until the patient's EDD • The number will be negative if a patient's EDD has expired i.e. it is a date in the past. • The second filter using the coloured radio buttons allows the user to filter by EDDs: <ul style="list-style-type: none"> ○ Expired (i.e. date in the past) ○ Today ○ Tomorrow ○ 2-3 days ○ 4-5 days ○ > 5 days ○ Auto Generated - If a patient is admitted and does not have a Clinician Defined EDD, PFP will automatically generate their EDD by calculating the median length of stay for the patient's AMO for the given ward using the last 13 weeks of data for discharged patients. If the AMO has never had an admission to the given ward then PFP will calculate the median length of stay for the patient's speciality for the given facility using the last 13 weeks of data for discharged patients. If an EDD has been system generated then the tile will have a bold highlight around it. The user can filter on these patients by clicking on the radio button entitled "Auto generated". <p>EDD's predict the likely date that a patient will be discharged from hospital back into the community and should be reviewed frequently (in bed management daily meetings) and used as a planning tool to coordinate a patient's care. This information can assist with demand and capacity planning.</p>
<p>Gender</p>	<ul style="list-style-type: none"> • Displays the gender of the patient: either female or male. • The second filter using the coloured radio buttons allows the user to filter on beds occupied by just Male or Female patients: <ul style="list-style-type: none"> ○ Female = pink colour ○ Male = blue colour
<p>Age</p>	<ul style="list-style-type: none"> • Displays the age of the patient. • The second filter using the coloured buttons allows the user to filter the display based on age ranges: <ul style="list-style-type: none"> ○ 0 – 17 ○ 18 – 35 ○ 36 – 64 ○ 65 – 74

Primary Views	Function
	<ul style="list-style-type: none"> ○ 75 – 84 ○ 85+ ○ < 16 ○ > 75
<p>Waiting for What</p>	<ul style="list-style-type: none"> • Displays a reference to the Category of the Waiting for What (WFW) reason a patient has entered against them. • The second filter using the coloured buttons allows the user to filter by the different “Waiting for What” Categories: <ul style="list-style-type: none"> ○ C = Consults ○ D = Diagnostics/Treatment ○ DP = Discharge Process ○ OHR = Out of Hospital Referral ○ T = Transfer/Transport ○ M = Multiple Waiting for What reasons ○ N = No Waiting for What Reasons
<p>Financial Status</p>	<ul style="list-style-type: none"> • Displays the patient’s Financial Status which is based on their financial class code which is sent by the Patient Administration System to PFP. • The second filter using the coloured buttons allows the user to filter by the different “Financial Status”: <ul style="list-style-type: none"> ○ Pub = Public. ○ Cha = Chargeable. ○ DVA = DVA. ○ Com = Compensable. ○ I = Ineligible. ○ DC = Deferred. ○ O = Other. ○ Single Room = selecting this radio button will display only patients in beds flagged as being in a Single room*. The patient’s Financial Status will still display on the tile. <p><i>Note *: Refer to the PFP Administrator Guide for information on how to flag a bed as being in a Single room</i></p>
<p>Admission Risk</p>	<ul style="list-style-type: none"> • Only displays patients who have been previously admitted to a facility within the LHD and have met specific criteria related to these previous admission(s) and their current admission. This applies to all Admission Risks with exception of > 5 Ward Moves, ATSI and Remoteness. • The second filter using the coloured buttons allows the user to filter by a specific admission risk with the criteria for each risk defined as: <p><u>Risk:1 Multiple admissions:</u></p> <p>The patient is > 15 years of age AND This is the patient’s THIRD or more planned or unplanned admission in the last 12 months AND At least two of the previous admissions were UNPLANNED i.e. first ward they were admitted under was Emergency</p> <p><i>Note: If a patient meets the criteria for Risk #2 (Multiple admissions - specific specialty) then they will not be flagged as meeting this criteria.</i></p> <p><u>Risk 2: Multiple admissions – specific specialty:</u></p> <p>The patient is > 15 years of age AND This is the patient’s THIRD or more, planned or unplanned, admission in the last 12 months</p>

Primary Views	Function																																			
	<p>AND</p> <p>Any specialty recorded against the patient whilst admitted under this third or more admission is one of Endocrinology or Cardiology or Respiratory</p> <p>AND</p> <p>At least two of the previous admissions were UNPLANNED i.e. first ward they were admitted under was Emergency</p> <p>AND</p> <p>Any specialty recorded against the patient of at least two of their previous admissions was one of Endocrinology or Cardiology or Respiratory</p> <p><u>Risk 3: Multiple Admissions - Same specialty:</u></p> <p>The patient has a current, unplanned or planned, admission that has any specialty that is equal to any specialty recorded against any other planned or unplanned admission in the last 12 months.</p> <p><u>Risk 4: 28 day re-admit + ED:</u></p> <p>The patient has a current admission that is unplanned i.e. they have been admitted via ED, within 28 days of their last unplanned or planned admission, regardless of specialty.</p> <p><u>Risk 5: 28 day re-admit:</u></p> <p>The patient has a current admission that is planned i.e. they have not been admitted via ED, within 28 days of their last unplanned or planned admission, regardless of specialty.</p> <p><u>Risk 6:> 5 ward moves:</u></p> <p>The patient has been moved to more than 5 wards during their current admission, this includes the ED ward.</p> <p><u>Risk 7: ATSI:</u></p> <p>Patient's current ATSI status is equal to Aboriginal and/or Torres Strait Islanders status.</p> <p><u>Risk 8: Remoteness:</u></p> <p>Patients whose current postcode is identified as being "Remote" or "Very Remote":</p> <table data-bbox="391 1160 1197 1355"> <tbody> <tr> <td>2551</td> <td>2873</td> <td>2825</td> <td>2824</td> <td>2877</td> <td>2839</td> <td>2898</td> </tr> <tr> <td>2396</td> <td>2648</td> <td>2715</td> <td>2387</td> <td>2832</td> <td>2878</td> <td></td> </tr> <tr> <td>2672</td> <td>2405</td> <td>2829</td> <td>2406</td> <td>2831</td> <td>2835</td> <td></td> </tr> <tr> <td>2388</td> <td>2356</td> <td>2711</td> <td>2834</td> <td>2879</td> <td>2836</td> <td></td> </tr> <tr> <td>2400</td> <td>2386</td> <td>2675</td> <td>2833</td> <td>2880</td> <td>2840</td> <td></td> </tr> </tbody> </table> <p><u>> 1 risk:</u></p> <p>Patients who have met more than one admission risk</p> <p><i>Note: An "unplanned" admission is an admission that was via the Emergency Department or into the Emergency Department.</i></p> <p><u>Exclusion criteria:</u></p> <p>For all of the above selection criteria if the patient is in a ward assigned to one of the following ward type / sub ward types they will not display with an admission risk: Medical / Dialysis <u>OR</u> Paediatric / Dialysis <u>OR</u> Ambulatory Care / No Subtype.</p>	2551	2873	2825	2824	2877	2839	2898	2396	2648	2715	2387	2832	2878		2672	2405	2829	2406	2831	2835		2388	2356	2711	2834	2879	2836		2400	2386	2675	2833	2880	2840	
2551	2873	2825	2824	2877	2839	2898																														
2396	2648	2715	2387	2832	2878																															
2672	2405	2829	2406	2831	2835																															
2388	2356	2711	2834	2879	2836																															
2400	2386	2675	2833	2880	2840																															

3.1.6 Identifying “Well Babies”, “Leave” patients and “Boarders”

Beds can be flagged by Patient Flow Administrators in the PFP Bed Management Admin module as:

- Well Baby.
- On Leave.
- Boarder.

Figure 15: Bed Board: Patient Mode, “Well Baby”, “Leave” and “Boarder” beds

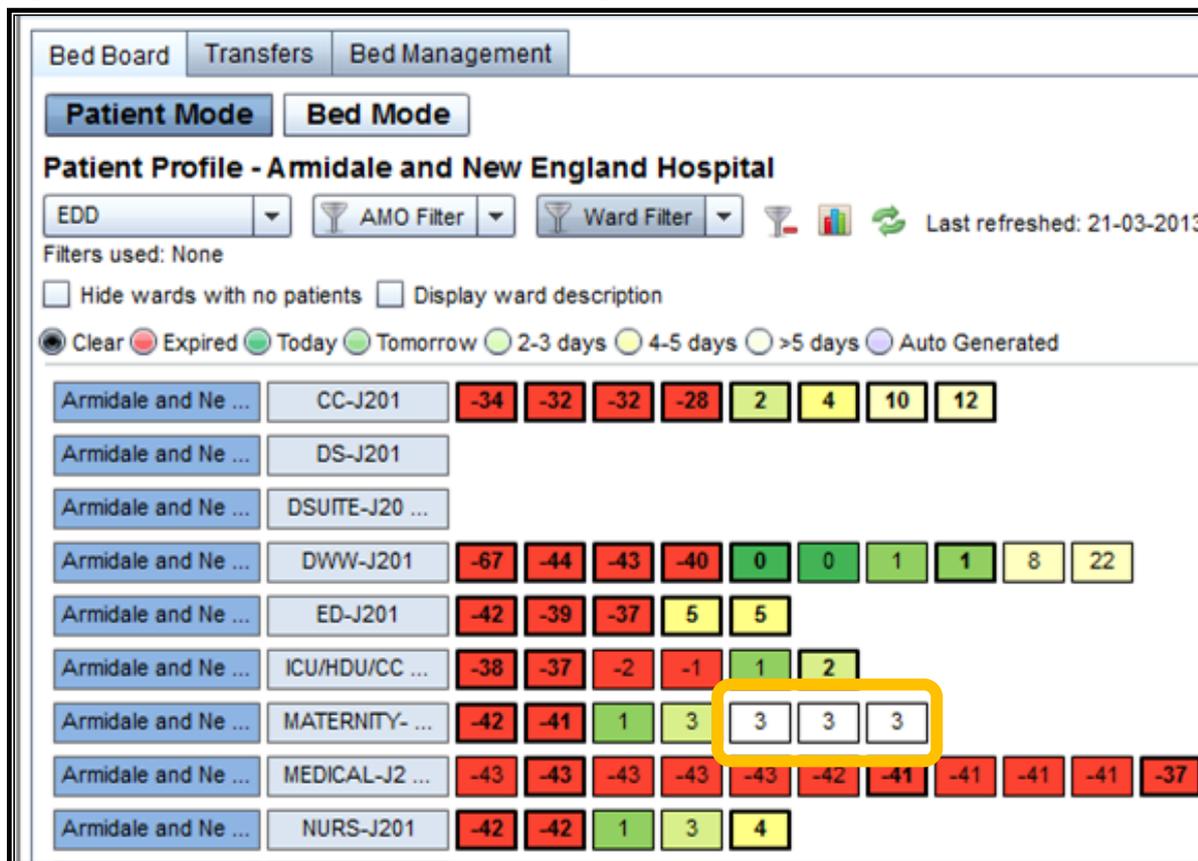


Table 7: Identifying “Well Babies”, “Leave” patients and “Boarders” Overview

<p>Purpose</p>	<p>Identifying beds for Well Babies, Leave patients and Boarders will:</p> <ul style="list-style-type: none"> • Exclude the patients in these bed types from all counts and occupancy calculations in the LHD / Hospital Profile and Filtered Profile data. • Exclude the patients in these bed types from occupying a bed tile on the Bed Mode view. • Display patients in these bed types on the Patient List View identified by the # symbol which will appear at the side of the bed number.
<p>Screen Layout</p>	<ul style="list-style-type: none"> • Once a bed has been flagged as Well Baby, On Leave or Boarder, if a patient is admitted into, or transferred to, one of these beds they will be displayed on the Patient Mode view with a white tile and black text. – Refer to Figure 15. • The patient tile will display at the end of the row of patients, so they can easily be distinguished from actual admitted patients. <i>Note: Differentiating between bed types i.e. “Well Baby”, “On Leave” or “Boarder” from the Patient Mode view is not possible. However the ward that the bed is associated with should be an indication as to what type of bed it is.</i> • Text on the bed tile will be as per the Primary View selected i.e. EDD, LOS etc.
<p>Functions</p>	<p>When a secondary filter is applied using the coloured radio buttons or the AMO / Specialty filters, the patients in these bed types <u>do not</u> display on Patient Mode.</p>

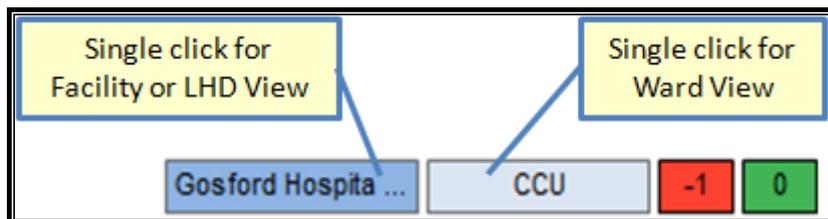
3.2 Patient List view

PFP Bed Board has three Patient List Views:

1. Ward View – Lists all patients currently admitted to a ward.
2. Facility View – Lists all patients currently admitted to a facility.
3. LHD View – List all patients currently admitted to all facilities within a LHD.

To access the Facility or LHD Patient List View, dependent upon the level of access the user has approval for, the user needs to single click on the Hospital tile from the Patient Mode as illustrated in Figure 16. To access the Ward List View, a user needs to single click on the Ward tile from the Patient Mode.

Figure 16: Bed Board Access Patient List View



Whether the Facility or LHD view opens is dependent on whether the user is viewing Patient Mode for a single facility or ALL facilities in that LHD.

Figure 17: Bed Board Ward Patient List View

Bed Board: Central Coast **1** Gosford Hospital **12** Select Hospital Data Feed

2 Bed Board Transfers Bed Management **11**

3 Patient Mode Bed Mode Last refreshed: 28-11-2013 16:24 **7** Ward Profile: **8** Filtered Profile: **8** Hospital Profile:

3 Patient Profile - Gosford Hospital **6**

EDD **4** AMO Filter **5** Ward Filter **6**

Filters used: None

Hide wards with no patients Display ward description

Clear Expired Today Tomorrow 2-3 days 4-5 days >5 days Auto Generated

9 Click to Customise Columns **10** Reset Columns **13** Patient listing for ward: Gosford Hospital, Coronary Care Unit **14**

Bed	Gender	MO Specialty	Admission Reason	Admission Date/Time	EDD	WLOS	HLOS	Age
001	M	Cardiology	Respiratory - shortness of breath/APO/AORTIC STENOSIS AF	24-11-2013--07:30	29-11-2013	4	4	69 yrs
003	M	Surgery	Unwell/10/7 POST PR BLEED MTRANSFUSION PROTOCOL & (R) HEMECOLECTOMY (EMERGENCY)	22-11-2013--12:58	27-11-2013	2	6	80 yrs
005	F	Cardiology	Vomiting/NSTEMI	23-11-2013--14:10	02-12-2013	5	5	77 yrs
006	F	Cardiology	Hyperglycaemia/ANTERIOR MI-BIPAP -LBBB	25-11-2013--13:34	03-12-2013	3	3	83 yrs

Note: Numbers correspond to Functions listed in Table 8

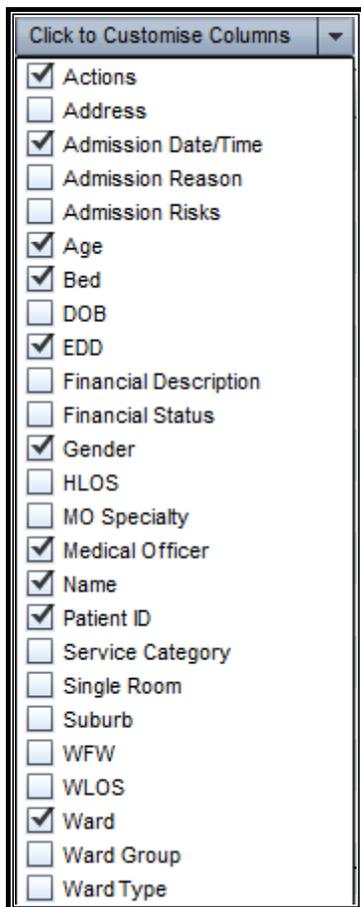
Table 8: Bed Board Patient List View

Purpose	<p>The Patient List View allows users to view detailed information about the patients in their Ward, Facility or LHD depending on their level of access. This information can also be printed to a PDF or CSV file for users to take to meetings.</p>																										
Screen Layout	<ul style="list-style-type: none"> LHD/facility that the user is currently logged onto is displayed on the drop down list located underneath the PFP logo on the top left of the window details. Heading will display as “LHD Profile” or “Hospital Profile” depending on whether the user is viewing the Patient Mode for a LHD or a specific hospital. This provides the user with a summary of the following indicators: <table border="1" data-bbox="379 577 1425 965"> <thead> <tr> <th>Indicator</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>ED accessible beds occupancy*</td> <td>This is the % occupancy of ED accessible beds in the hospital/LHD.</td> </tr> <tr> <td>Occupancy</td> <td>This is the total % occupancy of the hospital/LHD.</td> </tr> <tr> <td>Number of patients</td> <td>Number of patients currently admitted to the hospital/LHD.</td> </tr> <tr> <td>Bed days to date</td> <td>Total numbers of day’s patients have been occupying beds.</td> </tr> <tr> <td>Average LOS</td> <td>Average LOS of patients (excludes patients whose LOS = 0 days)</td> </tr> <tr> <td>Clinician Defined EDD*</td> <td>The % of patients who’s EDD that has been manually updated in the PAS. This excludes patients in wards flagged as “Day Only” and “Designated ED” and patients in any ward with LOS < 24 hours.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <i>Note *: Refer to the PFP Administrator Guide for information on how to flag a ward as ED accessible, Day Only and Designated ED.</i> Next to the “LHD/Hospital Profile” summary is the “Filtered Profile” which displays a summary of the patients displayed on the screen when a filter has been applied, a filter being either: <ul style="list-style-type: none"> Primary view - EDD, LOS, LOS >, Gender, Age, Waiting for What, Financial Status or Admission Risk. AMO Speciality Ward Group Ward Type ED accessible wards OR a combination of one or many of the above. If the Ward List View is being viewed a Ward Profile will also display, identifying the number of patients in red and number of beds in black by bed status, as displayed below. <i>Note: The Ward Profile does not display if the user is viewing a Facility or LHD View.</i> <p>Ward Profile:</p> <table data-bbox="432 1664 738 1883"> <tr> <td>Capacity:</td> <td>15 / 38</td> </tr> <tr> <td>Open:</td> <td>15 / 30</td> </tr> <tr> <td>Available:</td> <td>15 / 22</td> </tr> <tr> <td>Unavailable:</td> <td>0 / 0</td> </tr> <tr> <td>Surge:</td> <td>0 / 8</td> </tr> <tr> <td>Closed:</td> <td>0 / 8</td> </tr> </table> If the primary view selected is “EDD”, then the value in the EDD column will display as per the applicable colour for EDD on the Patient Mode. This only applies for the EDD primary view, if any other primary view is selected the EDD cells will be the default blue colour. 	Indicator	Definition	ED accessible beds occupancy*	This is the % occupancy of ED accessible beds in the hospital/LHD.	Occupancy	This is the total % occupancy of the hospital/LHD.	Number of patients	Number of patients currently admitted to the hospital/LHD.	Bed days to date	Total numbers of day’s patients have been occupying beds.	Average LOS	Average LOS of patients (excludes patients whose LOS = 0 days)	Clinician Defined EDD*	The % of patients who’s EDD that has been manually updated in the PAS. This excludes patients in wards flagged as “Day Only” and “Designated ED” and patients in any ward with LOS < 24 hours.	Capacity:	15 / 38	Open:	15 / 30	Available:	15 / 22	Unavailable:	0 / 0	Surge:	0 / 8	Closed:	0 / 8
Indicator	Definition																										
ED accessible beds occupancy*	This is the % occupancy of ED accessible beds in the hospital/LHD.																										
Occupancy	This is the total % occupancy of the hospital/LHD.																										
Number of patients	Number of patients currently admitted to the hospital/LHD.																										
Bed days to date	Total numbers of day’s patients have been occupying beds.																										
Average LOS	Average LOS of patients (excludes patients whose LOS = 0 days)																										
Clinician Defined EDD*	The % of patients who’s EDD that has been manually updated in the PAS. This excludes patients in wards flagged as “Day Only” and “Designated ED” and patients in any ward with LOS < 24 hours.																										
Capacity:	15 / 38																										
Open:	15 / 30																										
Available:	15 / 22																										
Unavailable:	0 / 0																										
Surge:	0 / 8																										
Closed:	0 / 8																										

	<ul style="list-style-type: none"> • Secondary filter radio buttons will update based on primary view selected from Patient Mode. <i>Note: primary view is not editable on the Patient List View so the user is required to return to Patient Mode to change the primary view.</i> • Patients are listed in tabular format with columns that can be customised by the user. The default sort is alphabetical by Ward and then Bed Number, however the data can be custom sorted by clicking on any of the column headers to sort in ascending order by the given column type i.e. numeric fields e.g. Age, will sort from lowest (youngest) to highest (oldest) or for text fields, the sort will be alphabetically. Clicking on the column again will reverse sort the column. Refer to Section 3.2.1 for details about the columns that can be applied to Ward, Facility and LHD Views respectively.
<p>Functions</p>	<p>Refer to Figure 17: Bed Board Ward Patient List View</p> <ol style="list-style-type: none"> 1. LHD and/or Facility from the drop down lists can be changed depending on a user's access rights, by selecting another LHD and / or Facility and clicking on "Select Hospital". 2. Access the Bed Board, Transfers or Bed Management functions. 3. Access Patient Mode or Bed Mode views within Bed Board. 4. Filter patients using AMO Filter for Doctors and Specialty. 5. Filter patients using Ward Filter for Ward Types, Ward Groups and ED Accessible Wards. This only applies to Facility and LHD Patient List View. 6. General functions such as Refresh and Clear All Filters – Refer to Section 3.4.1.4. 7. View Ward Profile information. This only applies to Ward Patient List View. 8. View LHD / Hospital Profile or Filtered Profile information. The Filtered Profile information is updated when an AMO, Ward or Primary View filter is applied. 9. Customise columns to be displayed on the Patient List View. When a user exits the Patient List View, the columns selected, order of columns and width of columns are saved. Thus the layout of the Patient List View as created by the user will still be retained for next time the user logs on. 10. Reset columns to the default system generated view. 11. Access the Bed Management Admin module for Patient Flow Administrators only. 12. Patient Search button 13. Print the Patient List View in PDF or CSV format. 14. Exit the Patient List View and return to the Patient Mode by clicking on .

3.2.1 Customising columns

Additional columns can be added to the Patient List view by ticking the relevant checkbox(s) from the drop down list displayed when clicking on the arrow at the side of the button entitled “Click to Customise Columns” as displayed below:



The columns that are available for each Patient List View are listed in Table 9.

Table 9: Bed Board Patient List View Columns

Column	Ward	Facility	LHD	Notes
Actions	X	X	X	Allows user to initiate an Inter Hospital or Inter Ward Transfer for the patient.
Address	X	X	X	Displays the patient's address. Will only display if the user has access to the ward the patient is admitted to.
Admission Date/Time	X	X	X	<p>Patients who have exceeded the defined KPI's for LOS in the Emergency ward/department will have their Admission date/time highlighted in the relevant colour on the Patient List View – Refer to Figure 18.</p> <ul style="list-style-type: none"> • If hospital LOS < 3 hours then Admission Date/time will be displayed in black. • If hospital LOS > = 3hours and < 4 hours then the Admission Date/time will be displayed in orange. • If hospital LOS >= 4 hours then the Admission Date/time will be displayed in red. <p><i>Note: The Emergency ward must be flagged as</i></p>

Column	Ward	Facility	LHD	Notes
				<i>"Designated ED" in the Bed Management Admin module to ensure that the following colouring displays specific patients, refer to the PFP Administrator Guide for further information.</i>
Admission Reason	X	X	X	Data only displays for selected facilities that send admission reasons via the HL7 messaging interface. As of December 2013 this includes all LHD's using Cerner and the following LHD's using iPM: South Eastern Sydney, Illawarra Shoalhaven, Western NSW and Far West. The iPM LHD's send the "Presenting Problem from Referral" data which only provides admission reason for those patients admitted from the waiting list.
Admission Risks	X	X	X	Displays the admission risks the patient meets.
Age	X	X	X	
Bed	X	X	X	Bed patient is occupying.
DOB	X	X	X	Date of birth.
EDD	X	X	X	Displays with colour background if user has selected primary view = EDD. Colours are based on EDD colour on the Patient Mode.
Facility			X	
Financial Description	X	X	X	The Financial Description displayed is based on the financial class code sent by the PAS to PFP. E.g. Medicare D/O Hospital Doctor.
Financial Status	X	X	X	The Financial Status can be one of the following: <ol style="list-style-type: none"> Public. Chargeable - patients with private health insurance or other cover that NSW Health can recover the cost of the service from. DVA – patients with Department of Veteran Affairs cover. Compensable – patients with a compensable status such as MAA or Workers Compensation. Ineligible – patients who are ineligible for Medicare cover. Deferred – patients with a deferred financial classification. Other – patients who are a Boarder, admitted with an outpatient financial class or admitted with a financial class code that has not been sent to PFP previously.
Gender	X	X	X	
HLOS	X	X	X	Length of stay of the patient's current admission.
MO Specialty	X	X	X	
Medical Officer	X	X	X	
Name	X	X	X	

Column	Ward	Facility	LHD	Notes
Patient ID	X	X	X	Displays the patient's UID, however if no UID has been sent to PFP the MRN will display.
Service Category	X	X	X	As of December 2013, PFP only receives the patients Service Category from Sydney, South Western Sydney, Northern NSW and Mid North Coast LHD's.
Single Room	X	X	X	Displays whether the patient is occupying a bed in a Single Room. <i>Note: Patient Flow Administrators can change the setup of Single Rooms in their facility via the Bed Profile tab in the Bed Management Admin module. Refer to the PFP Administrator Guide for further information regarding this setup.</i>
Suburb	X	X	X	Displays for all patients regardless of whether the user has or has not got approved access to the ward they are viewing.
WFW	X	X	X	Displays the WFW Category with codes: <ul style="list-style-type: none"> • C = Consults • D = Diagnostics/Treatment • DP = Discharge Process • OHR = Out of Hospital Referral • T = Transfer / Transport
WLOS	X	X	X	Length of stay of the patient in the current ward.
Ward		X	X	
Ward Group	X	X	X	
Ward Type	X	X	X	

Figure 18: Bed Board Patient List View, Highlighting Emergency Patients

Bed	Patient ID	Gender	MO Specialty	Admission Reason	Admission Date/Time
01-EMERGE	0210124	F	Acute Surgery		04-04-2013--19:38
01-EMERGE	0257769	M	Cardiology		15-05-2013--17:03
02-EMERGE	2684208	M	Vascular		16-05-2013--11:34
03-EMERGE	0382718	F	Orthopaedics		16-05-2013--10:19
04-EMERGE	0680754	F	Medical Service		16-05-2013--00:39

3.2.2 Printing the Patient List view

The Patient List View can be printed as a PDF or CSV file for the given LHD, Facility or Ward by clicking on the PDF or CSV buttons, located just above the far right column.  

Figure 19: Bed Board Ward Patient List View (PDF Document)

WARD LIST							<table border="1"> <tr> <td colspan="2">Ward Profile:</td> <td colspan="2">Patients / Beds</td> </tr> <tr> <td>Capacity:</td> <td>19 / 22</td> <td>Open:</td> <td>19 / 22</td> <td>Available:</td> <td>19 / 22</td> </tr> <tr> <td>Unavailable:</td> <td>0 / 0</td> <td>Surge:</td> <td>0 / 0</td> <td>Closed:</td> <td>0 / 0</td> </tr> </table>		Ward Profile:		Patients / Beds		Capacity:	19 / 22	Open:	19 / 22	Available:	19 / 22	Unavailable:	0 / 0	Surge:	0 / 0	Closed:	0 / 0
Ward Profile:		Patients / Beds																						
Capacity:	19 / 22	Open:	19 / 22	Available:	19 / 22																			
Unavailable:	0 / 0	Surge:	0 / 0	Closed:	0 / 0																			
Armidale and New England Hospital - SURG-J201							As At 22/03/2013 15:18																	
Bed	Patient ID	Gender	Name	Medical Officer	Admission Date/Time	EDD	Age																	
01-SURG-J201		M			22-03-2013-10:50	27-03-2013	70 yrs																	
02A-SURG-J201		F			14-03-2013-21:51	21-03-2013	79 yrs																	
02B-SURG-J201		F			22-03-2013-07:00	23-03-2013	53 yrs																	
04A-SURG-J201		F			19-03-2013-07:00	24-03-2013	63 yrs																	
04A-SURG-J201		M			03-02-2013-21:12	07-02-2013	42 yrs																	
05A-SURG-J201		M			20-03-2013-06:30	27-03-2013	63 yrs																	
05B-SURG-J201		M			20-03-2013-06:30	24-03-2013	67 yrs																	
06A-SURG-J201		M			15-01-2013-10:30	15-01-2013	82 yrs																	
06B-SURG-J201		M			01-02-2013-15:09	05-02-2013	62 yrs																	
06B-SURG-J201		F			06-03-2013-19:00	25-03-2013	92 yrs																	
07A-SURG-J201		M			14-03-2013-19:18	19-03-2013	70 yrs																	
07B-SURG-J201		M			20-03-2013-18:05	25-03-2013	68 yrs																	
09-SURG-J201		F			16-01-2013-14:03	31-01-2013	50 yrs																	
09-SURG-J201		M			21-03-2013-19:49	23-03-2013	40 yrs																	

Patient Flow Portal - Page 1



For the PDF print out:

- EDD cells will always display in the relevant colour regardless of the primary view selected when the PDF was printed – Refer to Figure 19.
- Extra blank rows will display depending on the number of available beds in the ward. This only applies to the Ward List View.

If the PDF or CSV file for a ward is printed the Ward Profile section will also print displaying number of patients in each bed (i.e. Open, Available, Surge, Unavailable and Closed).

3.2.3 Request Inter Hospital Transfers from Patient List View

Inter Hospital Transfers (IHT) can be initiated from the Facility or Ward Patient List Views via the Actions column by clicking on “IHT” as displayed in Figure 20.

Figure 20: Bed Board Patient List View Actions Column

Admission Date/Tir	EDD	WLOS	HLOS	Age	Actions
10-05-2013--18:05	22-05-2013	4	6	84 yrs	IHT WT
03-05-2013--13:33	22-05-2013	13	13	77 yrs	IHT WT
09-01-2013--18:50	30-05-2013	127	127	76 yrs	IHT WT
14-05-2013--11:37	07-06-2013	2	2	91 yrs	IHT WT
08-05-2013--14:15	29-05-2013	8	8	88 yrs	IHT WT

When IHT is clicked, the IHT Patient Transfer Request window will display – Refer to Figure 21. The patient’s details will be automatically defaulted and the user will be required to complete the fields that have not been auto completed by PFP.

Fields with an * at the side of them are mandatory and must be completed before the transfer request can be submitted. Table 10 provides an overview of the data elements displayed on IHT Patient Transfer Request window and whether the fields are auto populated or require manual updates by the user.

Figure 21: Bed Board: IHT Request initiated from Patient List View

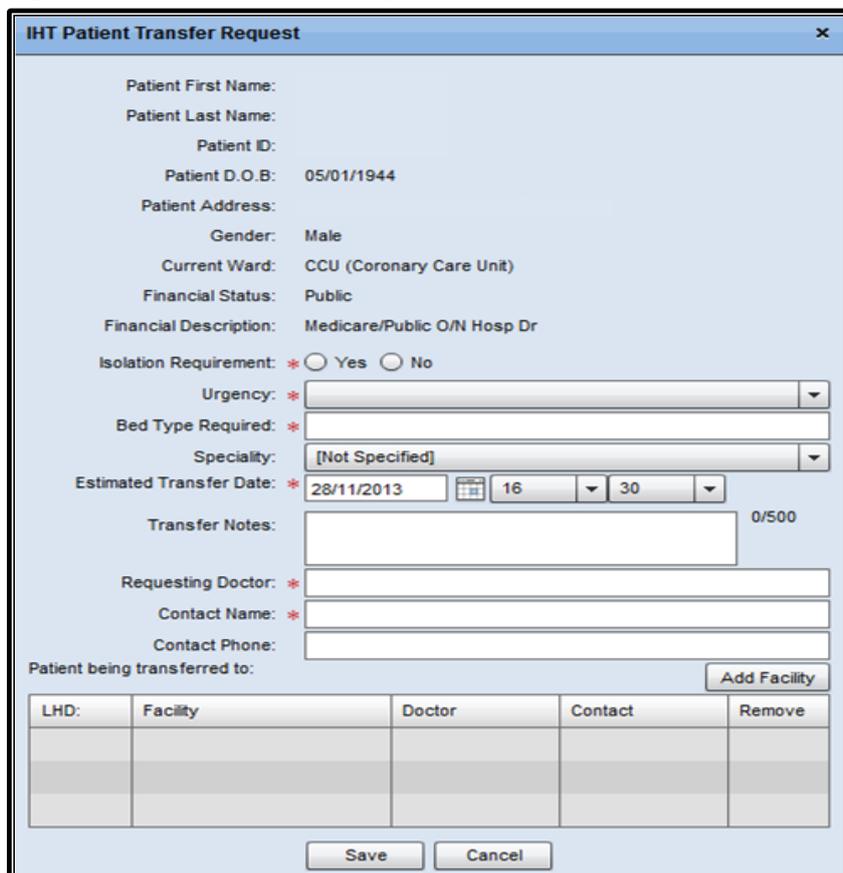


Table 10: Bed Board IHT Request initiated from Patient List View Data Elements

Field	Auto or Manual Update	Comment
Patient First Name	Auto	Patient first name.
Patient Last Name	Auto	Patient last name.
Patient ID	Auto	Patient’s ID (UID or MRN if UID is not sent to PFP from the PAS).
Patient D.O.B	Auto	Patient’s date of birth displayed as DD/MM/YYYY.
Patient Address	Auto	Patient’s Address and Suburb. The address will only display if the user has access to the ward the patient is currently admitted to.
Gender	Auto	Patient’s gender.
Current Ward	Auto	Current ward patient is in, which is automatically updated each time a patient is transferred.
Financial Status	Auto	Patient’s Financial Status.

Field	Auto or Manual Update	Comment
Financial Description	Auto	Detailed description in regards to the patient's financial status. For example a patient with Financial Status = Public may have a Financial Description = Medicare D/O Hospital Doctor.
Isolation Requirement	Manual	Indicates if the patient needs to be isolated.
Urgency	Manual	Urgency of the transfer options: <ul style="list-style-type: none"> • Life threatening • Urgent specialist care < 24hrs • Inpatient specialist care 24-72hrs • Return Transfer of Care Post Specialist Care • Inpatient specialist care 24-72hrs (Future) • Return Transfer of Care Post Specialist Care (Future)
Bed Type Required	Manual	The type of bed the patient needs when transferred e.g. Monitored
Speciality	Manual	The speciality the patient is to be admitted to the new hospital under – selected from a pre-defined list
Estimated Transfer Date	Manual	The date the patient is due to be transferred. Disabled and defaults to the "Now" date and time if the Urgency is one of the following: <ul style="list-style-type: none"> • Life threatening • Urgent specialist care < 24hrs • Inpatient specialist care 24-72hrs • Return Transfer of Care Post Specialist Care Enabled, blank and is mandatory if Urgency is one of the following: <ul style="list-style-type: none"> • Inpatient specialist care 24-72hrs (Future) • Return Transfer of Care Post Specialist Care (Future)
Transfer Notes	Manual	Free text notes regarding the transfer of the patient
Requesting Doctor	Manual	Name of the Doctor requesting for the patient to be transferred
Contact Name	Manual	Name of the person to be contacted in relation to the transfer
Contact Phone	Manual	Contact number of the person to be contacted
Patient being transferred to[^]	Manual	Facility where the patient is being requested to be transferred to. Multiple facilities can be entered to request for the patient to be transferred to. Once one of the facilities has confirmed they will accept the patient the transfers to the other facilities are closed.

Note [^]: To add the facility (or multiple facilities) the patient is being requested to be transferred to the user must click on the 'Add Facility' button which will open a new window.

Once all mandatory information has been entered, clicking on the 'Save' button will submit the transfer request and return the user to the Patient List View. By clicking on the 'Cancel' button, the transfer request will be cancelled and the user will be returned to the Patient List View. If the IHT has been saved it will appear on the Transfers module under the:

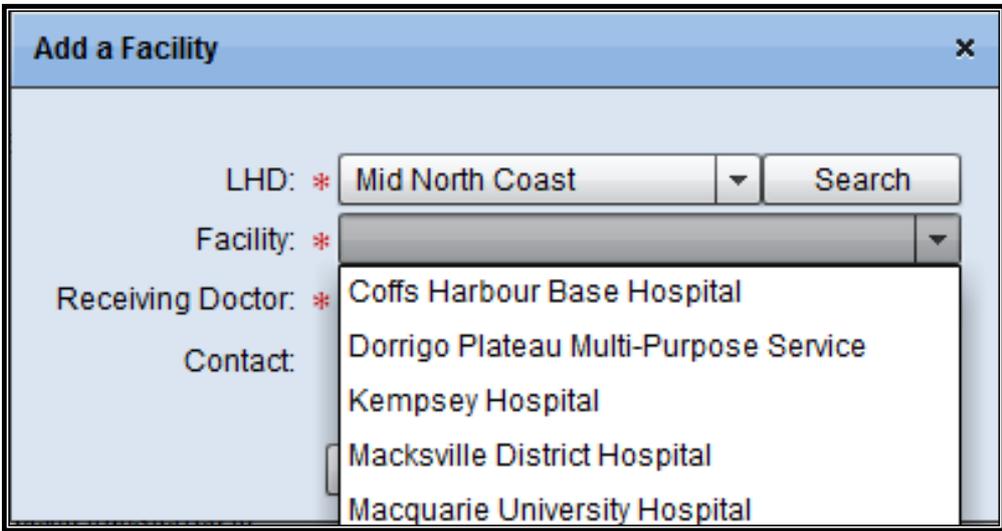
- Outgoing IHTs tab for the facility initiating the transfer.
- Incoming IHTs tab for the selected facility.

3.2.3.1 Add Facility and Receiving Doctor to an IHT Request

The user can select the facility the patient is to be transferred to from a:

- Drop down list (Refer to Figure 22) OR
- Search function if the facility is not in the drop down list. For example the patient needs to be transferred to a Private facility or a non-PFP – Refer to Figure 23.

Figure 22: Bed Board IHT, Select facility from drop down list



Add a Facility

LHD: * Mid North Coast Search

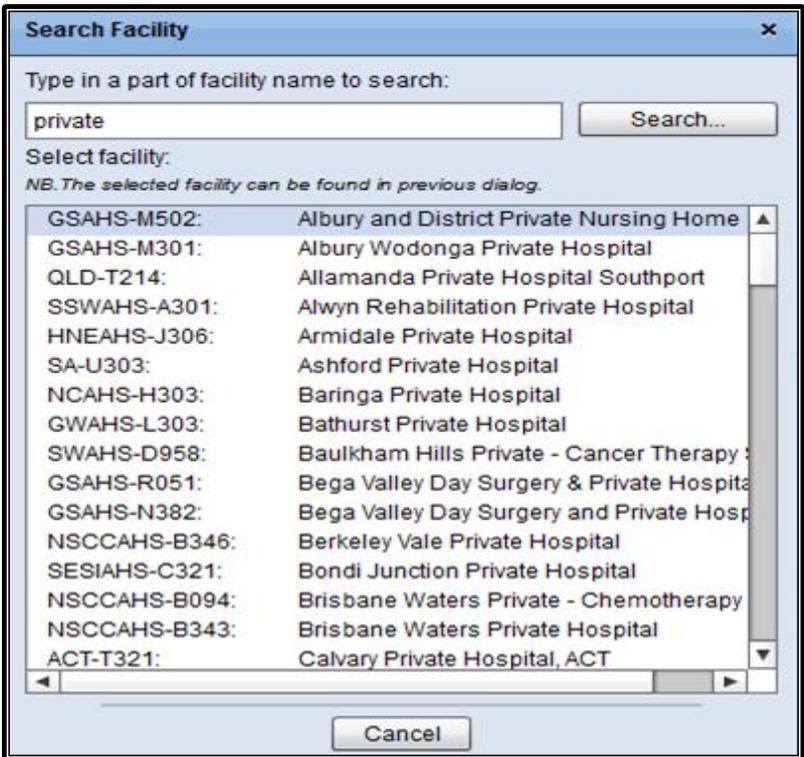
Facility: *

Receiving Doctor: *

Contact:

- Coffs Harbour Base Hospital
- Dorrigo Plateau Multi-Purpose Service
- Kempsey Hospital
- Macksville District Hospital
- Macquarie University Hospital

Figure 23: Bed Board IHT, Search for a facility



Search Facility

Type in a part of facility name to search:

private Search...

Select facility:

NB. The selected facility can be found in previous dialog.

GSAHS-M502:	Albury and District Private Nursing Home
GSAHS-M301:	Albury Wodonga Private Hospital
QLD-T214:	Allamanda Private Hospital Southport
SSWAHS-A301:	Alwyn Rehabilitation Private Hospital
HNEAHS-J306:	Armidale Private Hospital
SA-U303:	Ashford Private Hospital
NCAHS-H303:	Baringa Private Hospital
GWAHS-L303:	Bathurst Private Hospital
SWAHS-D958:	Baulkham Hills Private - Cancer Therapy
GSAHS-R051:	Bega Valley Day Surgery & Private Hospital
GSAHS-N382:	Bega Valley Day Surgery and Private Hospital
NSCCAHS-B346:	Berkeley Vale Private Hospital
SESAHS-C321:	Bondi Junction Private Hospital
NSCCAHS-B094:	Brisbane Waters Private - Chemotherapy
NSCCAHS-B343:	Brisbane Waters Private Hospital
ACT-T321:	Calvary Private Hospital, ACT

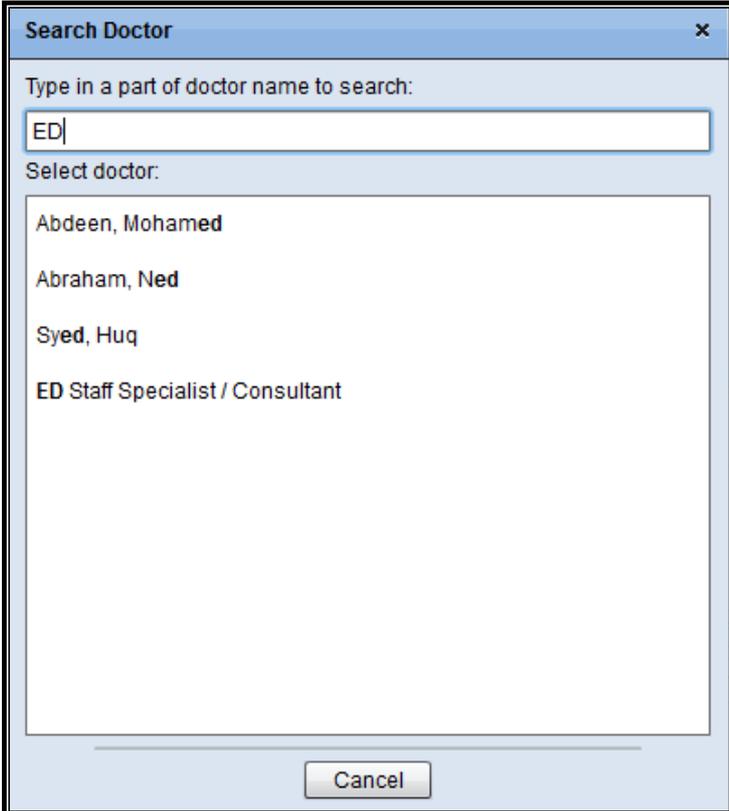
Cancel

From the search window the user can enter a keyword to search for the facility they want to transfer the patient to e.g. if the user types in the letters “ash”, then the system will return all facilities that include the letters “ash” in their name e.g. **Ashford Private Hospital**, BUPA at **Ashbury**, Goodwin Village – **Monash**. Highlighting and single clicking on a facility in the list will close the Search Facility window and return the user to the “Add a Facility” window where information on the receiving doctor can be added.

The user can select the Receiving Doctor who will be accepting care for the patient at the incoming facility the patient is being transferred to, either through:

- Search function for those facilities which are active on PFP and have patients admitted. The Search function allows user to select an AMO who has admitted a patient to the hospital in the last 6 months. “ED Staff Specialist / Consultant” may be used only if the patient requires urgent transfer to the Emergency Department.
- Free text a Receiving Doctor for those facilities that are not active on PFP. For example private hospitals.

Figure 24: Bed Board IHT, Select Receiving Doctor Search



Search Doctor [x]

Type in a part of doctor name to search:

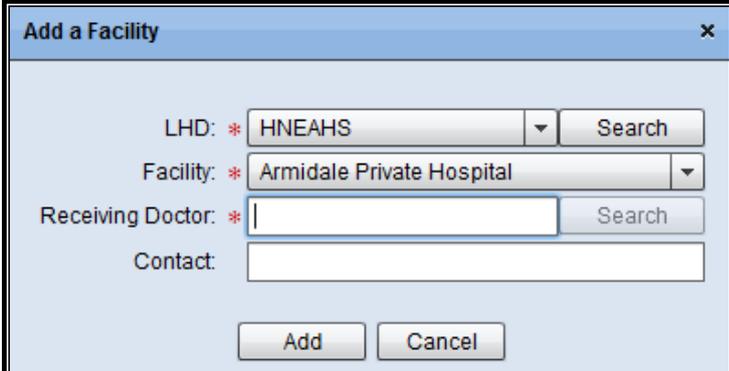
ED

Select doctor:

- Abdeen, Mohamed
- Abraham, Ned
- Syed, Huq
- ED Staff Specialist / Consultant

Cancel

Figure 25: Bed Board IHT, Select Receiving Doctor free text



Add a Facility [x]

LHD: * HNEAHS [v] Search

Facility: * Armidale Private Hospital [v]

Receiving Doctor: * [] Search

Contact: []

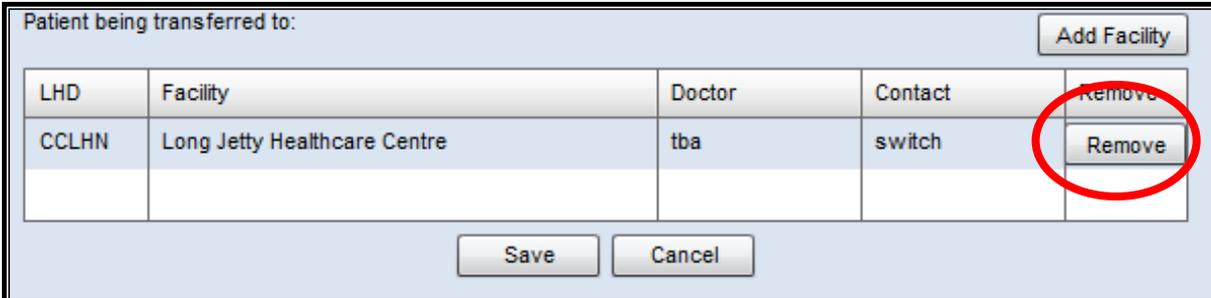
Add Cancel

Once a Facility and Receiving Doctor have been selected, the user needs to click “Add” to be returned to the IHT Request window where the facility (or facilities) the patient is being requested to be transferred to will be displayed.

3.2.3.2 Remove Facility from IHT Request

The user can remove a selected facility for the patient to be transferred to by clicking on the “Remove” button – Refer to Figure 26.

Figure 26: Bed Board: Inter Hospital Transfer, Removing a Facility



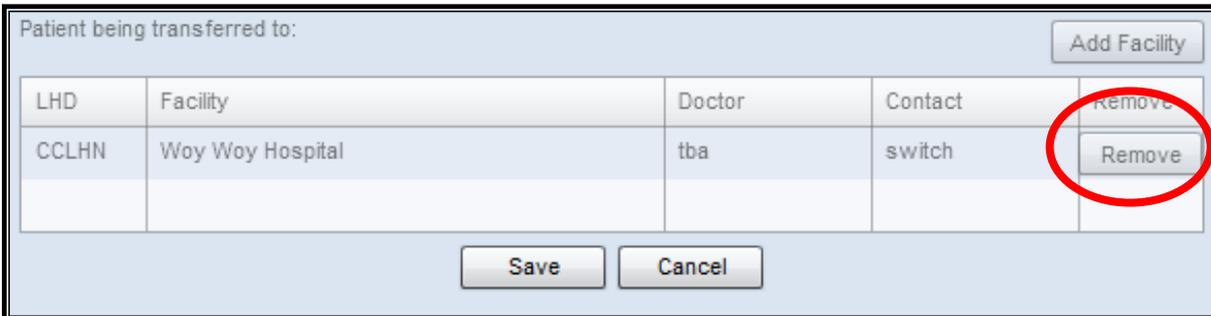
Patient being transferred to: Add Facility

LHD	Facility	Doctor	Contact	Remove
CCLHN	Long Jetty Healthcare Centre	tba	switch	Remove

Save Cancel

Once an IHT Request has been accepted by the Incoming Facility (i.e. Transfer has status = Confirmed), the facility can no longer be removed as displayed in Figure 27.

Figure 27: Bed Board: Inter Hospital Transfer, Removing a Facility Not Possible



Patient being transferred to: Add Facility

LHD	Facility	Doctor	Contact	Remove
CCLHN	Woy Woy Hospital	tba	switch	Remove

Save Cancel

3.2.4 Request Inter Ward Transfer

Inter Ward Transfers (IWT) can be initiated from the Facility or Ward Patient List Views via the Actions column by clicking on “IWT” as displayed in Figure 28.

Figure 28: Bed Board Patient List View Actions Column

Admission Date/Tir	EDD	WLOS	HLOS	Age	Actions
10-05-2013--18:05	22-05-2013	4	6	84 yrs	IHT IWT
03-05-2013--13:33	22-05-2013	13	13	77 yrs	IHT IWT
09-01-2013--18:50	30-05-2013	127	127	76 yrs	IHT IWT
14-05-2013--11:37	07-06-2013	2	2	91 yrs	IHT IWT
08-05-2013--14:15	29-05-2013	8	8	88 yrs	IHT IWT

When IWT is clicked, the IWT Patient Transfer Request window will display – Refer to Figure 29. The patient’s details will be automatically defaulted and the user will be required to complete the fields that have not been auto completed by PFP.

Fields with an * at the side of them are mandatory and must be completed before the transfer request can be submitted. Table 11 provides an overview of the data elements displayed on IWT Patient Transfer Request window and whether the fields are auto populated or require manual updates by the user.

Figure 29: Bed Board IWT from Patient List View

IWT Patient Transfer Request [Close]

Patient First Name: _____

Patient Last Name: _____

Patient ID: _____

Gender: Female

Patient D.O.B: 09/10/1948

Current Ward: ANU (G3 ANU)

Financial Status: Public

Financial Description: Medicare/Public O/N Hosp Dr

Isolation Requirement: * Yes No

Urgency: * _____

Bed Type Required: * _____

Speciality: [Not Specified]

Estimated Transfer Date: 02/12/2013 [Calendar] 09 [Dropdown] 20 [Dropdown]

Transfer Notes: _____ 0/500

Requesting Doctor: * _____

Contact Name: * _____

Contact Phone: _____

To Ward: * _____

Receiving Doctor: _____

Contact: _____

[Save] [Cancel]

Table 11: Bed Board IWT Request initiated from Patient List View Data Elements

Field	Auto or Manual Update	Description
Patient First Name	Auto	Patient first name
Patient Last Name	Auto	Patient last name
Patient ID	Auto	Patient's ID (UID or MRN if UID is not sent to PFP from the PAS)
Gender	Auto	Patient's gender
Patient D.O.B	Auto	Patient's date of birth displayed as DD/MM/YYYY
Current Ward	Auto	Ward the patient is currently admitted to
Financial Status	Auto	Patient's Financial Status.
Financial Description	Auto	Detailed description in regards to the patient's financial status. For example a patient with Financial Status = Public may have a Financial Description = Medicare D/O Hospital Doctor.
Isolation Requirement	Manual	Indicates if the patient needs to be isolated.
Urgency	Manual	Urgency of the transfer options: <ul style="list-style-type: none"> • Life threatening • Urgent specialist care < 24hrs • Inpatient specialist care 24-72hrs
Bed Type Required	Manual	The type of bed the patient needs when transferred e.g. Monitored
Speciality	Manual	The speciality the patient is to be admitted to the new hospital under – selected from a pre-defined drop down list
Estimated Transfer Date	Manual	The date the patient is ready to be transferred
Transfer Notes	Manual	Free text notes regarding the transfer of the patient
Requesting Doctor	Manual	Name of the Doctor requesting for the patient to be transferred
Contact Name	Manual	Name of the person to be contacted in relation to the transfer
Contact Phone	Manual	Contact number of the person to be contacted
To Ward	Manual	Ward the patient is being requested to be transferred to – selected from a drop down list
Receiving Doctor	Manual	Name of the Doctor who has accepted the patient
Contact	Manual	Name of the person to be contacted in relation to the ward transfer

Once all the mandatory information to request the ward transfer for the patient has been entered, clicking on the 'Save' button will submit the transfer request and return the user to the Patient List View. Clicking on the 'Cancel' button will allow the user to cancel the transfer request and return the user to the Patient List view. If the IWT request is saved it will appear on the Transfers module under the Ward Transfers tab for the selected facility.

3.3 Bed Mode

To open the Bed Mode the user must click on the tab entitled 'Bed Mode'.

Figure 30: Bed Board Bed Mode, Patients & Beds View

Bed Board: Central Coast 1 Gosford Hospital 11 12 Select Hospital Data Feed

2 Bed Board Transfers Bed Management

3 Patient Mode **Bed Mode** Last refreshed: 02-12-2013 09:45

Bed Profile - Gosford Hospital 6

4 Patients & Beds 5 Ward Filter 13 14

Filters used: None

Hide wards with no beds Display ward description

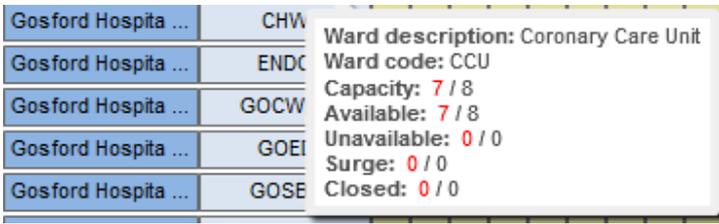
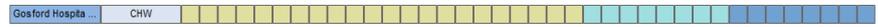
Clear Open Available Surge Unavailable Closed Over Capacity

Ward/Unit Status 7	Bed Status 8	Ward Filtered Profile 9	Bed Profile 10
Used Available	Available	Physical Capacity N/A	Physical Capacity 483 / 588
Used Surge/Unavailable	Surge	Open N/A	Open 467 / 557
Used Closed/Over Capacity	Unavailable	Available N/A	Available 467 / 557
	Closed	Unavailable N/A	Unavailable 0 / 0
	Over Capacity	Surge N/A	Surge 0 / 0
		Closed N/A	Closed 12 / 31

Ward/Unit	Bed Status
Gosford Hospita ... CCU	Used Available
Gosford Hospita ... CHW	Used Available
Gosford Hospita ... ENDO	Used Available
Gosford Hospita ... GOCWPR	Used Available
Gosford Hospita ... GOED	Used Available
Gosford Hospita ... GOSBS	Used Available
Gosford Hospita ... GOSMH	Used Available
Gosford Hospita ... GOSOT	Used Available
Gosford Hospita ... GRU	Used Available
Gosford Hosoiita ... GSAC	Used Closed/Over Capacity

Note: Numbers correspond to Functions listed in Table 12.

Table 12: Bed Board Bed Mode

Purpose	<p>The Bed Mode allows the user to view information about the status / availability of beds in a ward for the selected LHD or hospital.</p>																		
Screen Layout	<ul style="list-style-type: none"> Hovering over the Ward will display Ward Profile information. The information displayed in red is the number of patients and black is the number of beds.  <ul style="list-style-type: none"> Clicking on a Ward tile will take the user to the Schedule View for that ward. The first two columns on the main window display the name of the Hospital and the ward. The colour of the tiles on the bed mode indicates the status of the bed.  <ul style="list-style-type: none"> The coloured lines overlaying the bed tiles provide an indication of the current occupancy of the beds. 																		
Functions	<p>Refer to Figure 30: Bed Board Bed Mode, Patients & Beds View</p> <ol style="list-style-type: none"> LHD and/or Facility from the drop down lists can be changed depending on a user's access rights, by selecting another LHD and / or Facility and clicking on "Select Hospital". Access the Bed Board, Transfers or Bed Management functions. Access Patient Mode or Bed Mode views within Bed Board. Filter beds using the primary view filter to view patients and beds, beds or vacant beds – Refer to Section 3.3.1 for further information. Filter beds using Ward Filter for Ward Types, Ward Groups and ED Accessible Wards. General functions such as Refresh and Clear All Filters – Refer to Section 0. View Ward / Unit Status: <table border="1" data-bbox="379 1368 1423 1809"> <thead> <tr> <th>Ward Status</th> <th>Bed Colour</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Used Available</td> <td></td> <td>This indicates there are X number of beds occupied in the ward and that patients are only occupying available beds and the ward is not over capacity.</td> </tr> <tr> <td>Used Surge</td> <td></td> <td>This indicates there are X number of beds occupied in the ward and whilst some of the beds that are occupied have a status of 'Surge' the ward is still not classified as over capacity.</td> </tr> <tr> <td>Used Closed/Over Capacity</td> <td></td> <td>This indicates there are X number of beds occupied in the ward and the ward has now exceeded its capacity of available beds (includes patients in Surge beds but excludes patients in closed beds).</td> </tr> </tbody> </table> Bed Status: <table border="1" data-bbox="379 1865 1423 1973"> <thead> <tr> <th>Bed Status</th> <th>Bed Colour</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Available beds</td> <td></td> <td>Physical beds which are either empty or occupied.</td> </tr> </tbody> </table> 	Ward Status	Bed Colour	Description	Used Available		This indicates there are X number of beds occupied in the ward and that patients are only occupying available beds and the ward is not over capacity.	Used Surge		This indicates there are X number of beds occupied in the ward and whilst some of the beds that are occupied have a status of 'Surge' the ward is still not classified as over capacity.	Used Closed/Over Capacity		This indicates there are X number of beds occupied in the ward and the ward has now exceeded its capacity of available beds (includes patients in Surge beds but excludes patients in closed beds).	Bed Status	Bed Colour	Description	Available beds		Physical beds which are either empty or occupied.
Ward Status	Bed Colour	Description																	
Used Available		This indicates there are X number of beds occupied in the ward and that patients are only occupying available beds and the ward is not over capacity.																	
Used Surge		This indicates there are X number of beds occupied in the ward and whilst some of the beds that are occupied have a status of 'Surge' the ward is still not classified as over capacity.																	
Used Closed/Over Capacity		This indicates there are X number of beds occupied in the ward and the ward has now exceeded its capacity of available beds (includes patients in Surge beds but excludes patients in closed beds).																	
Bed Status	Bed Colour	Description																	
Available beds		Physical beds which are either empty or occupied.																	

Unavailable beds		Physical beds which are temporarily not available due to: clinical, staffing or maintenance issues.
Surge beds		Physical beds that can be operational if required for short periods of time to manage capacity and demand issues i.e. flex beds. <i>Note: If the bed is classed as 'Surge', this is only as defined by the hospital and is not classed as such by the Ministry of Health.</i>
Closed beds		Physically available beds which are unfunded and closed.
Over Capacity beds		Beds which are over the defined physical capacity of the hospital.

9. Ward Filtered Profile displays bed information in terms of number of patients in **red** and number of beds in black based on bed status: Physical Capacity; Open; Available; Unavailable; Surge and Closed. The filters that impact the Ward Filtered Profile are:

- Ward Group
- Ward Type
- ED Accessible Ward

10. Bed Profile displays the total hospital bed information in terms of number of patients in **red** and number of beds in black based on bed status: Physical Capacity; Open; Available; Unavailable; Surge and Closed.

11. Access the Bed Management Admin module for Patient Flow Administrators only.

12. Patient Search button.

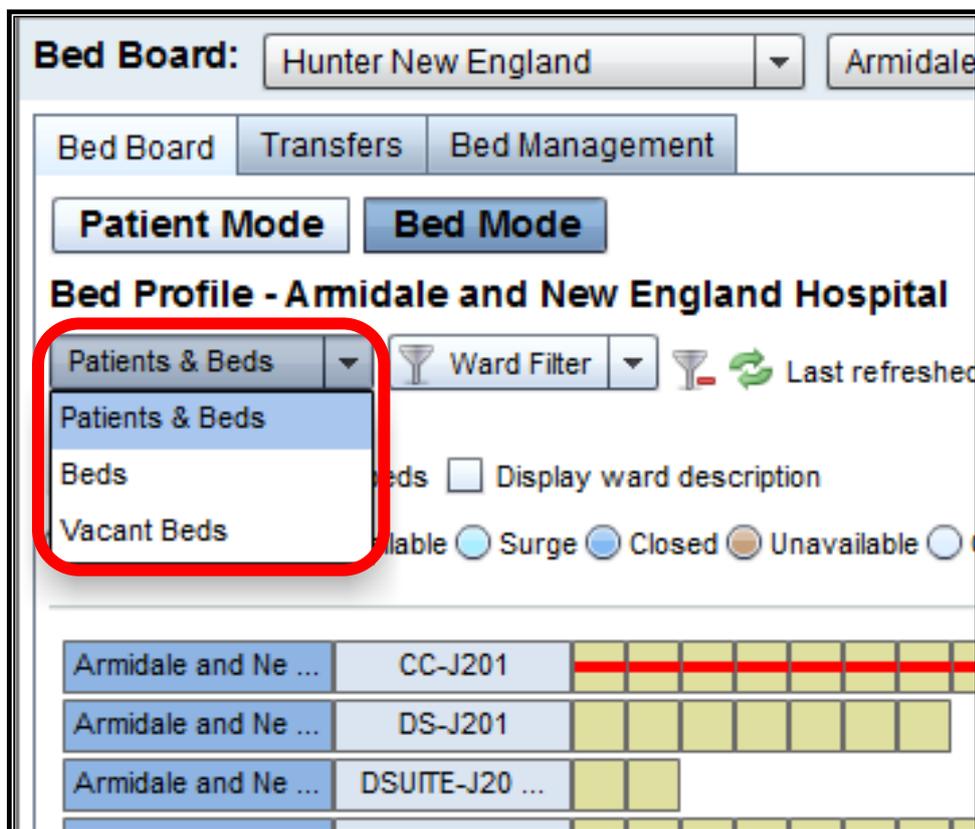
13. Hide wards with no beds.

14. Display the PFP defined Ward Description instead of the PAS defined Ward Code on the ward tiles.

3.3.1 Primary Views

Users are able to select what bed information they want displayed on the Bed Mode view by selecting a primary view from the drop down list at the top left of the screen:

Figure 31: Bed Board Bed Mode, Primary View drop down list



The coloured radio buttons will change according to the primary view selected and correspond to the colour coding on the bed tiles. Clicking on a coloured button will filter the beds displayed accordingly. The following table details the primary views that are available in Bed Mode.

Table 13: Bed Board Bed Mode Primary Views

Primary View	Description
Patients & Beds	<p>Provides an overview of the status of every bed in a given ward and the current occupancy. It does not provide any information about the actual patients who are occupying the beds. The second filter using the coloured radio buttons allows the user to filter by the different Bed Status:</p> <ul style="list-style-type: none"> • Open • Available • Surge • Closed • Unavailable • Over Capacity

Primary View	Description
Beds	<p>Provides an overview of the status of every bed in each ward, regardless of whether it is currently occupied or not by a patient. The second filter using the coloured radio buttons allows the user to filter by the different Bed Status:</p> <ul style="list-style-type: none"> • Available • Surge • Unavailable
Vacant Beds view	<p>Provides an overview of the beds that are <u>not</u> currently occupied by a patient in each ward. The second filter using the coloured radio buttons allows the user to filter by the different Bed Status:</p> <ul style="list-style-type: none"> • Available • Surge • Unavailable

Note: If a bed is classed as 'Surge', this is only as defined by the hospital and is not classed as such by the Ministry of Health when bed utilisation is being reported.

3.4 Other Bed Board Functions

3.4.1 Filters

Users are able to filter the data displayed on the Patient Mode, Patient List view and Bed Mode by selecting a secondary filter as identified in the table below.

Table 14: Bed Board Filters

Filter	Module		
	Patient Mode	Patient List View	Bed Mode
Ward Type	X	X	X
Ward Group	X	X	X
ED accessible wards	X	X	X
Doctor	X	X	
Specialty	X	X	

3.4.1.1 Adding a Filter

To add a filter the user clicks on the relevant filter button:

- **AMO Filter** for Doctor or Specialty.
- **Ward Filter** for Ward Type, Ward Group or ED Accessible Wards.

Figure 32 – Bed Board: Patient Mode, AMO Filter window

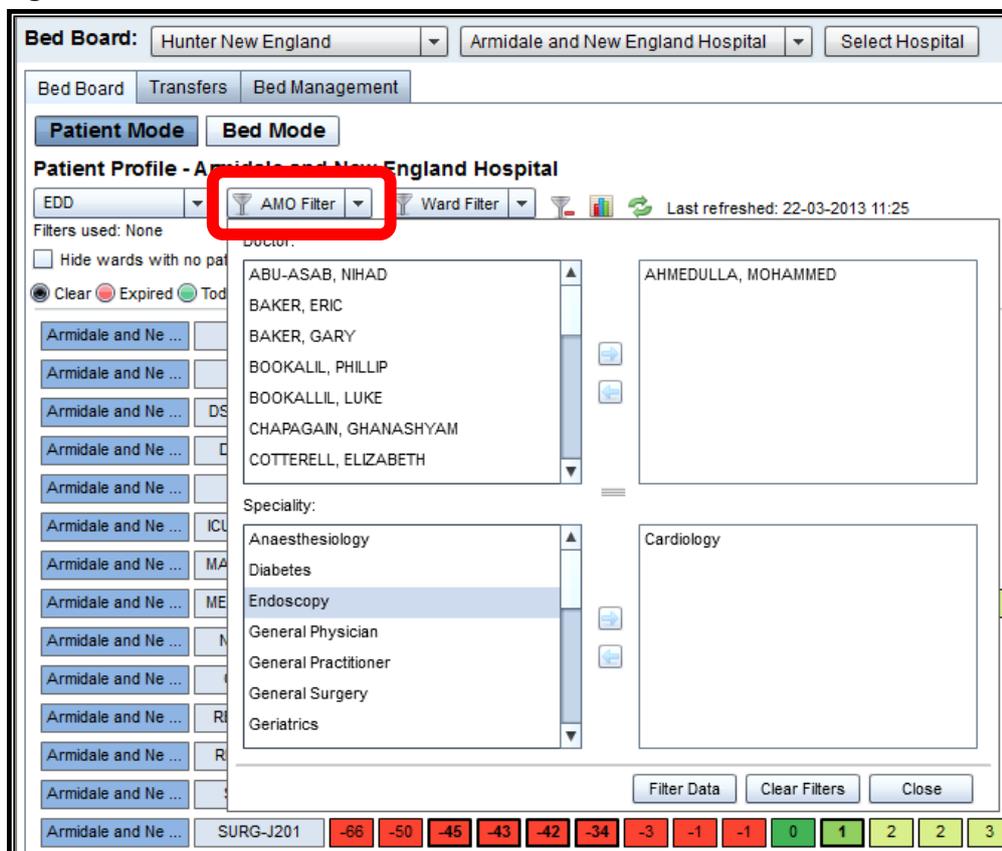


Figure 33: Bed Board Patient Mode, Ward Filter window

The screenshot shows the 'Bed Board' interface for 'Hunter New England' at 'Armidale and New England Hospital'. The 'Ward Filter' dialog box is open, showing a list of ward types on the left and a list of ward groups on the right. The 'Ward Filter' button is highlighted with a red rectangle. The dialog box also includes a 'Filter Data' button, a 'Clear Filters' button, and a 'Close' button.

Ward Name	Code	Count
Armidale and Ne ...	CC-J201	-35
Armidale and Ne ...	DS-J201	1
Armidale and Ne ...	DSUITE-J20 ...	
Armidale and Ne ...	DWW-J201	-68
Armidale and Ne ...	ED-J201	-43
Armidale and Ne ...	ICU/HDU/CC ...	-39
Armidale and Ne ...	MATERNITY- ...	-43
Armidale and Ne ...	MEDICAL-J2 ...	-44
Armidale and Ne ...	NURS-J201	-43
Armidale and Ne ...	ODU-J201	
Armidale and Ne ...	REHAB-J201	-44
Armidale and Ne ...	RENAL-J201	2
Armidale and Ne ...	SCN-J201	6
Armidale and Ne ...	SURG-J201	-66

From the filter windows the user can select which values they want to filter by:

- Highlighting the value to filter by in the list on the left (multiple selections can be made by using the 'Ctrl' key or using the 'Shift' key to select a block of values).
- Either dragging and dropping the value into the list on the right or clicking on the right arrow button.
- Once all the values have been selected click on the Filter Data button.

Once the Filter Data button has been click the following occurs:

1. Filter window will close, the data will refresh and only patients who meet the criteria selected will display on the Patient Mode, Patient List view or Bed Mode.
2. Text of the "AMO Filter" or "Ward Filter" button will display in red to indicate a filter has been applied.
3. Values selected will display next to the label entitled "Filters used".
4. "Filtered Profile" section on the Patient Mode and Patient List view will update accordingly to reflect the filtered view OR "Ward Filtered Profile" section on the Bed Mode will update accordingly to reflect the filtered view.

3.4.1.2 Doctor and Specialty Filters

When using the AMO Filter button patients can be filtered by:

- Doctor OR Speciality.
- Doctor AND Speciality.
- Doctor, Speciality and Ward Filters.

3.4.1.3 Ward Filters

The Ward Filter allows patients to be filtered by:

- Ward Type OR Ward Group.
- Ward Type AND ED Accessible Wards*.
- Ward Group AND ED Accessible Wards*.
- Ward Filter in addition to Doctor and/or Specialty filters.

The definition of each of these filters is defined in the table below.

Table 15: Bed Board Ward Filter Definitions

Filter	Function
Ward Type	<ul style="list-style-type: none"> • State-defined Ward Type. • Applies to a facility and all facilities within a LHD. I.e. user can view wards of the same type either within a single facility or across multiple facilities/LHD. • User can filter by the primary Ward Type or by one or many Sub ward types associated to the primary Ward Type. • Adding the primary Ward Type will automatically add all the associated Sub ward types. Alternatively user can select to filter by one or many Sub Ward Types.
Ward Group	<ul style="list-style-type: none"> • Specific to a facility. • Do not apply across an LHD. • Allow users to filter by Wards that are assigned to a defined group within a given facility e.g. Mental Health wards. • Filtering by Ward Group (i.e. click on Ward Group radio button) will disabled the Ward Type list.
ED accessible wards only	<ul style="list-style-type: none"> • User to filter and display only wards that have been flagged as ED accessible. • Users can filter on “ED accessible wards only” or can filter by Ward Type or Ward Group AND ED accessible wards. • To apply the “ED accessible wards only” filter the user must tick the checkbox entitled “ED accessible wards only” at the bottom of the ‘Ward Filter’ window and then click on the “Filter data” button.

** Refer to the PFP Administrator Guide for information on how to allocate a Ward Type and Ward Group to a ward and how to flag a ward as “ED accessible”.*

3.4.1.4 Clearing Filters

The user can:

- Clear ALL filters that have been applied by clicking on the  icon located next to the 'Ward Filter' button. Clicking on this icon will remove ALL filters applied i.e. Ward Filters, AMO filters and Primary view filters.
- Clear AMO/Specialty filters or Ward filters by opening the relevant "AMO Filter" or "Ward Filter" window and clicking on the "Clear Filters" button at the bottom of the window.

Figure 34: Bed Board Clear Filter Button for AMO Filter



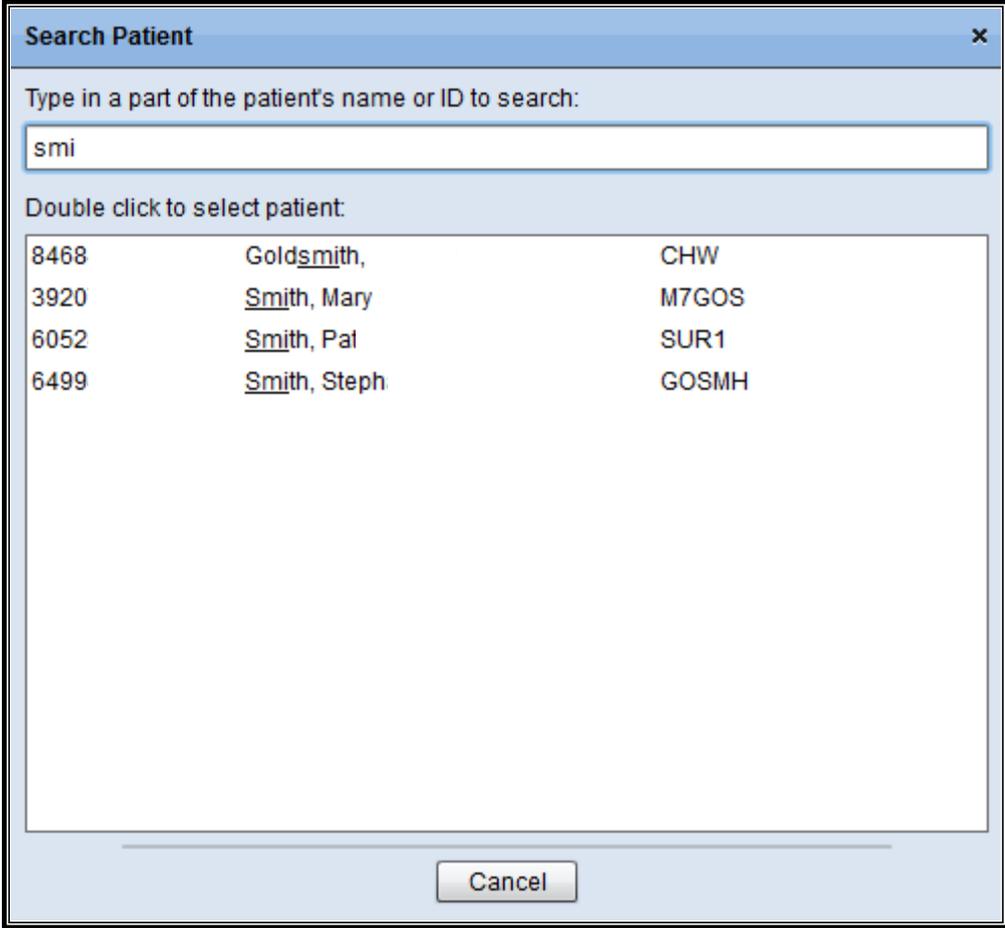
When the filters are cleared the following occurs:

1. Filters are removed and data refreshed.
2. Text of the relevant filter button will display in black to indicate that filters are no longer applied.

3.4.2 Searching for a Patient

A user can search for a patient on any screen in the Bed Board module by clicking on the “Patient Search” button  located in the top right corner of all screens. Clicking on the button opens the Search Patient window as illustrated in Figure 35.

Figure 35: Search Patient



Type in a part of the patient's name or ID to search:

smi

Double click to select patient:

8468	Goldsmith,	CHW
3920	Smith, Mary	M7GOS
6052	Smith, Pat	SUR1
6499	Smith, Steph	GOSMH

Cancel

A list of ALL patients currently admitted in the facility displays, including the patient’s ID (MRN or UID depending on the LHD) and ward they are currently admitted to. To find a specific patient the user needs to start typing the first few letters of the patient’s surname, first name or ID (MRN or UID depending on the LHD) in the field at the top of the window. As the user enters the information the list of patients displayed will start to filter based on a full or partial match. When the patient has been found in the Search Patient window, double clicking on the patient will open the Detailed Patient Profile for the selected patient as detailed in Figure 9.

Clicking on the X in the top corner of the Detailed Patient Profile will close the window and return the user to the Bed Board window they were on before they clicked on the Search Patient button.

Clicking the “Cancel” button on the “Search Patient” window will close the window and return the user to the Bed Board window they were on before they clicked on the Search Patient button.

3.4.3 Graphing LOS and Potential Discharges

When using Patient Mode, the user can display a graphical representation of number of patients grouped by:

- LOS – This is the default graph.
- Potential discharges based on EDD = Expired (i.e. date in the past), today, tomorrow or in 2-3 days' time.

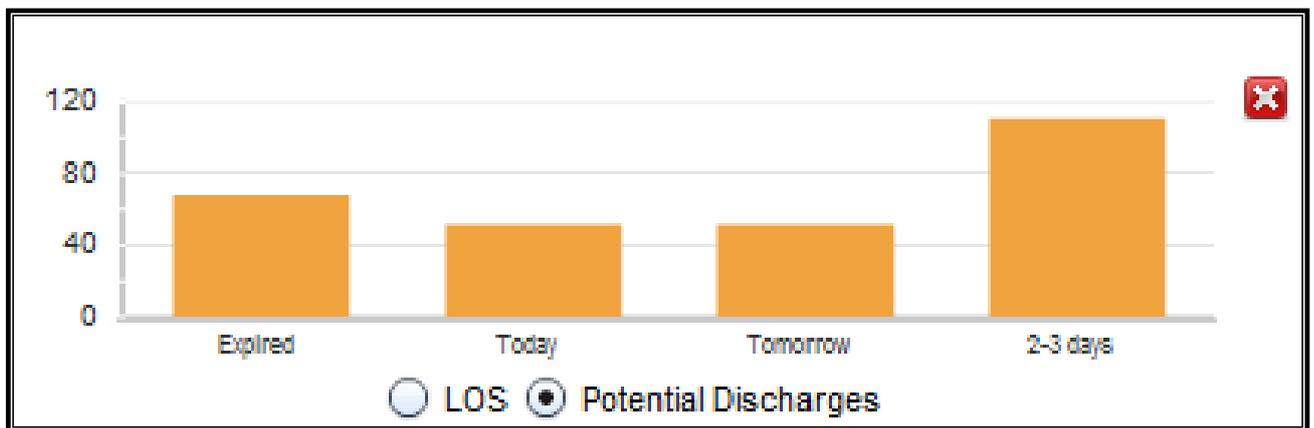
By clicking on the graph icon  located to the side of the 'Filter' button a graph will be displayed at the top of the window. The graph updates when any of the following filters are applied:

- Primary view.
- AMO filter – Doctor and / or Specialty.
- Ward filter – Ward Type, Ward Group or ED Accessible Wards.

Figure 36: Bed Board Patient Mode, Graph View



Figure 37: Bed Board Patient Mode, Potential Discharges Graph



To close the graphing view, the user can either click on the:

-  located at the top right above the graph OR the
- Graph icon 

3.4.4 General Functions

General functions the user can perform across Patient Mode, Patient List View and Bed Mode are listed in the table below:

Table 16: Bed Board General Functions

Function	Description	Applies To
Hide wards with no patients	Hides all wards that have no patients admitted to them.	Patient Mode
Hide wards with no beds	Hides all wards that have no beds.	Bed Mode
Display the Ward Description	Displays the PFP defined ward description as opposed to the PAS defined ward code on the ward tiles. If this is checked, the wards are sorted in alphabetical order based on the PFP defined ward description. Hovering over the ward tile will display a pop up text box detailing both the ward code and the ward description.	Patient Mode Bed Mode
Refresh	Refreshes data on the screen.	Patient Mode Patient List View Bed Mode
Data Feed Indicator	<ul style="list-style-type: none"> The Data Feed Indicator is displayed at the top of the PFP window next to the "Select Hospital" button.  <ul style="list-style-type: none"> This button indicates the status of the data feed from the selected facility's PAS. If the indicator displays in green this indicates messages are being received in real time. By hovering over the button the following message is displayed: <i>"Messages are being sent and received in real time"</i>. If the indicator displays in red this indicates messages are not being received in real time. By hovering over the button one of the following messages displays: <p><i>"Delays are currently being experienced with PFP being updated with messages from your PAS". Please contact State-wide Service Desk on 1300 285 533"</i></p> <p>OR</p> <p><i>"Delays are currently being experienced with PFP being updated with messages from your PAS". This problem is in the process of being resolved by Health Share"</i></p> <p>If the first message displays then the user should contact the State-wide Service desk as Health Share NSW and / or the impacted LHD PAS Team are not aware of the problem.</p> <p>If the second message displays then the user does not need to do anything as Health Share NSW and /or the impacted LHD PAS Team are aware of the problem.</p> <p>While the Date Feed Indicator is red then the PFP will not be up to date with patient admissions, discharges and ward transfers.</p> If the indicator displays in orange this indicates the problem has been resolved and messages are now being received in real time. However, messages that were sent while the Data Feed Indicator was red have been queued up and are now starting to update PFP. Whilst the messages are being processed in chronological order until they are up to date, hovering over the button will display the following message: <i>"Messages are being sent and received in real time; however there is historical data that is in the process of being loaded to update PFP"</i> Once the messages are up to date the indicator will turn to green, indicating that the PFP is receiving messages in real time from the impacted PAS. 	All modules of the PFP

4.0 TRANSFERS

4.1 Overview

Once a transfer has been requested it will display within the Transfers module, which allows the user to:

- Track the status of transfers between facilities (Inter Hospital Transfer).
- Track the status of transfers within a given facility (Inter Ward Transfer).
- Record and track the status of Direct Ward Admissions.

The Transfers module can be accessed by clicking on the Transfer tab to view:

- Outgoing IHTs.
- Incoming IHTs.
- Ward Transfers.
- Direct Ward Admissions.

4.2 Transfer Urgency Categories

Patient transfers initiated through PFP are required to have an Urgency Category. These Urgency Categories determine when a transfer request has exceeded its recommended timeframe to occur. Once this recommended timeframe has been exceeded the status of the transfer request will display in **red** on the Outgoing IHT, Incoming IHT or Ward Transfers tab respectively. Table 17 identifies the:

- Urgency Categories selectable for an IHT or IWT.
- Each Urgency Category recommended transfer timeframe.
- Each Urgency Category definition as per the NSW Health Policy PD2011_031, Inter-facility Transfer process for Adults Requiring Specialist Care.

Table 17: Urgency Category Overview

Urgency	Applies To		Recommended Transfer Timeframe	Definition
	IHT	IWT		
Life threatening	X	X	Within 4 hours based on the Transfer Request date / time.	Critically ill/injured patients at risk of critical deterioration if not transferred. This is for patients who are both time urgent critically ill, non-time urgent critically ill and patients at risk of critical deterioration.
Urgent specialist care < 24hrs	X	X	Within 24 hours based on the Transfer Request date / time.	Patients who require specialist intervention to prevent or manage further deterioration within a short time frame (immediate to within 24 hours).
Inpatient specialist care 24-72hrs	X	X	Within 72 hours based on the Transfer Request date / time.	Patients who require specialist investigations or management of care not available at originating site (requires transfer within 24 to 72hrs).
Return Transfer of Care Post Specialist Care	X		Within 1 business day based on the Transfer Request date / time.	Patients who must be transferred with the understanding that when the specialty services are no longer required, care of the patient will be transferred back to the originating hospital.
Inpatient specialist care 24-72hrs (Future)	X		Within 72 hours based on the Estimated Request date / time.	As per Inpatient specialist care 24-72hrs.
Return Transfer of Care Post Specialist Care (Future)	X		Within 1 business day based on the Estimated Request date / time.	As per Return Transfer of Care Post Specialist Care.

Note: For Urgency Categories = Return Transfer of Care Post Specialist Care and Return Transfer of Care Post Specialist Care (Future), if the transfer request was initiated on a Saturday, Sunday or a Public Holiday the duration in which the recommended timeframe will commence is 8AM the next business day.

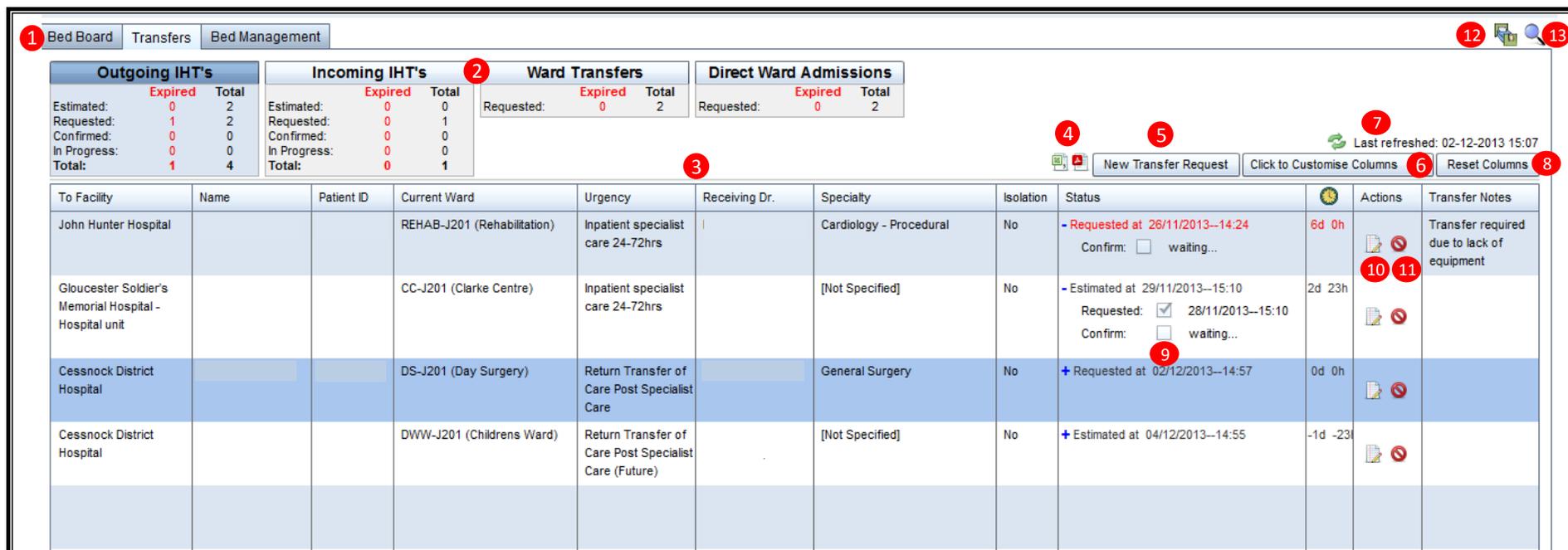
4.3 Outgoing Inter Hospital Transfers (IHT's)

The default view when the user clicks on the Transfers tab is the Outgoing IHT tab, which details patients who are waiting to be transferred to another facility from the facility the user is currently logged onto. At the top of the window there are four Summary tables for Outgoing IHT's, Incoming IHT's, Ward Transfers and Direct Ward Admissions, which displays the:

- Total number of open transfers or direct ward admissions by their current status (i.e. Estimated, Requested, Confirmed or In Progress for IHT's and Requested for Ward Transfers and Direct Ward Admissions).
- Number of open transfers that have expired by status (i.e. number of transfers that have exceeded the recommended timeframe for the patient transfer or direct ward admission to be completed).

These summary tables display at the top of the Transfers module regardless of which tab is selected.

Figure 38: Transfers Outgoing IHT's



The screenshot displays the 'Transfers' module with the 'Outgoing IHT's' tab selected. At the top, there are four summary tables:

Outgoing IHT's			Incoming IHT's			Ward Transfers			Direct Ward Admissions		
Estimated:	Expired	Total	Estimated:	Expired	Total	Requested:	Expired	Total	Requested:	Expired	Total
0	2	2	0	0	0	0	0	2	0	0	2
1	2	2	0	0	1	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
Total:	1	4	Total:	0	1						

Below the summary tables is a main table with the following columns: To Facility, Name, Patient ID, Current Ward, Urgency, Receiving Dr., Specialty, Isolation, Status, Transfer Time, Actions, and Transfer Notes. The table contains four rows of transfer data. Red numbered callouts (1-13) are placed over the interface to indicate specific UI elements: 1 (Bed Board tab), 2 (Summary tables), 3 (Main table), 4 (New Transfer Request button), 5 (Click to Customise Columns button), 6 (Reset Columns button), 7 (Last refreshed timestamp), 8 (Reset Columns button), 9 (Status field), 10 (Actions icon), 11 (Transfer Notes icon), 12 (User profile icon), and 13 (Help icon).

Note: Numbers correspond to Functions listed in Table 18.

Table 18: Outgoing IHT's Overview

<p>Purpose</p>	<p>The Outgoing IHT's tab displays the patients that are to be transferred from the selected facility to other facilities. This information can also be printed to a PDF or CSV file for users to take to meetings.</p>
<p>Screen Layout</p>	<p>The header is similar to the Bed Board Patient Mode and Patient List View whereby the user can:</p> <ul style="list-style-type: none"> • Select LHD and Facility depending on their access level. • Select to access Bed Board, Transfers or Bed Management modules. • Access the Search Patient window and Bed Management Admin module the latter for Patient Flow Administrators only. • Patients are listed in tabular format with columns that can be customised by the user. The default sort order is: <ul style="list-style-type: none"> 1st Sort: Urgency in following order: <ul style="list-style-type: none"> ○ Life Threatening ○ Urgent Specialist Care < 24 hours ○ Inpatient Specialist Care 24 – 72 hours ○ Return Transfer of Care Post Specialist Care ○ Inpatient Specialist Care 24 – 72 hours (Future) ○ Return Transfer of Care Post Specialist Care (Future) 2nd Sort: Status in following order: <ul style="list-style-type: none"> ○ Requested ○ Confirmed ○ In Progress <p>The data can be custom sorted by clicking on any of the column headers to sort in ascending order by the given column type i.e. numeric fields e.g. Age, will sort from lowest (youngest) to highest (oldest) or for text fields, the sort will be alphabetically. Clicking on the column again will reverse sort the column. Refer to Section 3.2.1 for details about the columns that can be displayed on the Outgoing IHT's tab.</p>
<p>Functions</p>	<p>Refer to Figure 38: Transfers Outgoing IHT's</p> <ol style="list-style-type: none"> 1. Access the Bed Board, Transfers or Bed Management functions. 2. Access Outgoing IHT's, Incoming IHT's, Ward Transfers and Direct Ward Admissions tabs within the Transfers module. Displays a summary of Open transfers for each view. 3. Tabular display of patient transfers with default columns: To Facility, Name, Patient ID, Current Ward, Urgency, Receiving Dr, Specialty, Isolation, Status, Open Transfer Time (Clock), Actions and Transfer Notes. 4. Print the IHT's in PDF or CSV format. 5. New Transfer Requests can be initiated from the Outgoing IHT tab by clicking on the New Transfer Request button. These transfer requests open the IHT Patient Transfer Request window similar to the one that can be accessed from the Patient List View. When requesting a transfer from the Outgoing IHT's tab, the patient information is not auto populated. <i>Note: All IHT's should be initiated from the Patient List View. However, there are some instances where this is not possible due to the patient not appearing on the Patient Summary e.g. for out of Emergency patients where there is no clerical staff on duty. If this applies to your facility please contact MoH Patient Flow Portal Principal Policy Analysts for further advice regarding how to process transfers using the "New Transfer Request" button on the Outgoing IHT's tab.</i> 6. Customise columns to be displayed on the Outgoing IHT's tab. When a user exits the Outgoing IHT's tab, the columns selected, order of columns and width of columns are saved. 7. Last refreshed displays the date/time the Outgoing IHT's tab was last refreshed. The screen automatically refreshes every 5 mins but the user can manually update the window by clicking on the refresh icon. 8. Reset columns to the default system generated view. 9. Checkboxes that allow the user to update the status to Confirmed, In Progress and Completed.

10. Click on  to edit an IHT request.
11. Click on  to cancel an IHT request.
12. Access the Bed Management Admin module for Patient Flow Administrators only.
13. Patient Search button.

4.3.1 Customising columns

Additional columns can be added to the Outgoing IHT's tab by ticking the relevant checkbox(s) from the drop down list displayed when clicking on the arrow at the side of the button entitled "Click to Customise Columns" as illustrated in Figure 39. These columns are detailed in Table 19.

Figure 39: Outgoing IHT, Click to Customise Columns

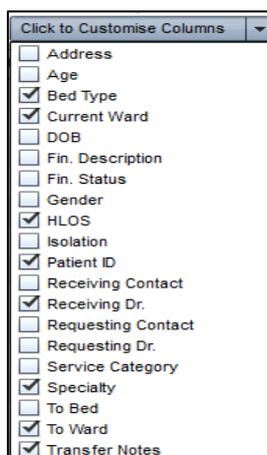


Table 19: Outgoing IHT's Columns

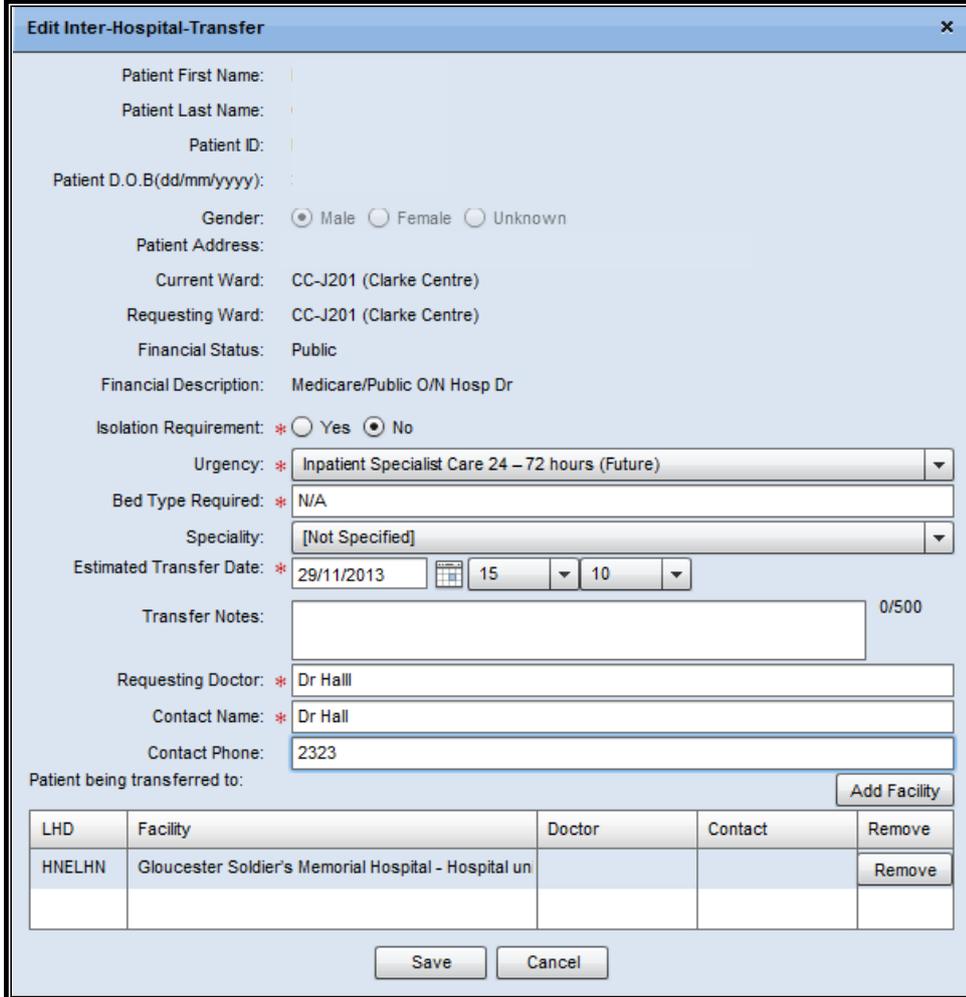
Column	Notes
Actions	Displays two icons to allow the user to Edit an Outgoing IHT and Cancel an IHT. This is a mandatory column that cannot be removed from the Outgoing IHT's tab.
Address	Displays the patient's address, which only display if the user has approved access to the ward the patient is admitted to.
Age	Displays the patient's age.
Bed Type	Displays the type of bed required for the patient.
Current Ward	Displays the ward the patient is currently admitted to.
DOB	Displays the patient's Date of Birth.
Financial Description	Displays the patient's detailed financial status based on the financial class code sent by the PAS to PFP. E.g. Medicare D/O Hospital Doctor.
Financial Status	Displays the patient's Financial Status based on the financial class code sent by the PAS. E.g. Public, Chargeable, DVA, Compensable, Ineligible, Deferred or Other.
Gender	Displays the patient's gender.
HLOS	Displays the patient's length of stay for their current admission.
Isolation	Displays whether the patient requires isolation.

Column	Notes
Name	Displays the patient's name. This is a mandatory column that cannot be removed from the Outgoing IHT's tab.
Open Transfer Time (Clock)	Displays how long the transfer has been open. This is a mandatory column that cannot be removed from the Outgoing IHT's tab.
Patient ID	Displays the patient's UID or MRN depending on the LHD.
Receiving Contact	Displays contact details of the person who has accepted the patient at the receiving facility.
Receiving Dr.	Displays the name of the person who has accepted the patient at the receiving facility.
Requesting Contact	Displays contact details of the person who has requested the transfer at the sending facility.
Requesting Dr.	Displays the name of the person who has requested the transfer at the sending facility.
Service Category	Displays the Service Category of the patient.
Specialty	Displays the specialty the patient is being transferred under.
Status	Displays the current status of the transfer with the following colour formatting: <ul style="list-style-type: none"> • Red – If the transfer has expired (i.e. not been completed in the recommended timeframe). • Black – If the transfer has not expired but needs to be actioned. • Green – If the transfer is not scheduled to occur yet (i.e. Transfers initiated with a future urgency category and estimated transfer date/time that is in the future from the now date/time). This is a mandatory column that cannot be removed from the Outgoing IHT's tab.
To Facility	Facility the patient is being requested to be transferred to. If the patient has been requested to be transferred to more than one facility, all the facilities will display until the patient is accepted at one of them. This is a mandatory column that cannot be removed from the Outgoing IHT's tab.
Transfer Notes	Displays any free text notes entered for the IHT.
Urgency	Displays the Urgency of the transfer. This is a mandatory column that cannot be removed from the Outgoing IHT's tab.

4.3.2 Edit Outgoing IHT Request

The Transfer request can be edited by clicking on the Edit icon  in the Actions column on the Outgoing IHT's window – Refer to Figure 38.

Figure 40: Transfers Edit IHT Request



Edit Inter-Hospital-Transfer

Patient First Name: |
 Patient Last Name: |
 Patient ID: |
 Patient D.O.B.(dd/mm/yyyy): |
 Gender: Male Female Unknown
 Patient Address:
 Current Ward: CC-J201 (Clarke Centre)
 Requesting Ward: CC-J201 (Clarke Centre)
 Financial Status: Public
 Financial Description: Medicare/Public O/N Hosp Dr
 Isolation Requirement: * Yes No
 Urgency: * Inpatient Specialist Care 24 – 72 hours (Future) [v]
 Bed Type Required: * N/A
 Speciality: [Not Specified] [v]
 Estimated Transfer Date: * 29/11/2013 [calendar] 15 [v] 10 [v]
 Transfer Notes: [text area] 0/500
 Requesting Doctor: * Dr Hall
 Contact Name: * Dr Hall
 Contact Phone: 2323
 Patient being transferred to: [Add Facility]

LHD	Facility	Doctor	Contact	Remove
HNELHN	Gloucester Soldier's Memorial Hospital - Hospital un			Remove

[Save] [Cancel]

From this window the user can update any of the transfer information including adding a request for a transfer to another or different facility by clicking on the “Add Facility” button (only applicable if the transfer still has a status of “Requested”). Clicking on the “Save” button will save the changes and close the Edit window.

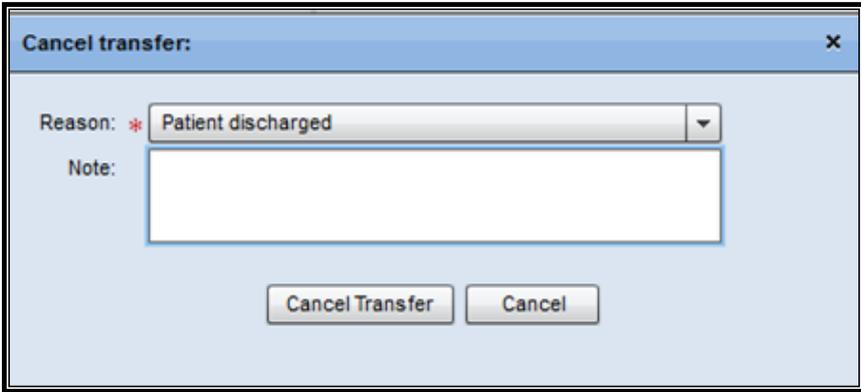
Note: Once a transfer has been “Confirmed” the facility table becomes non-editable and the user must cancel the transfer if it is no longer required or if the transfer is to a different facility. For further information about adding a Facility and Receiving Doctor refer to Section 3.2.3.1 within this document.

4.3.3 Cancelling Outgoing IHT Request

A transfer can only be cancelled by the requesting facility i.e. from the Outgoing IHT's window by clicking on the cancel icon  in the Actions column - Refer to Figure 38. The user must select a reason from the drop down list as to why the transfer is being cancelled and some additional free text which is optional. Reasons include:

- Patient deceased
- Patient discharged
- Patient transferred to another facility
- Treatment provided / completed at admitting facility
- Request for transfer not appropriate
- Cancelled by receiving hospital
- Other

Figure 41: Cancel IHT Window



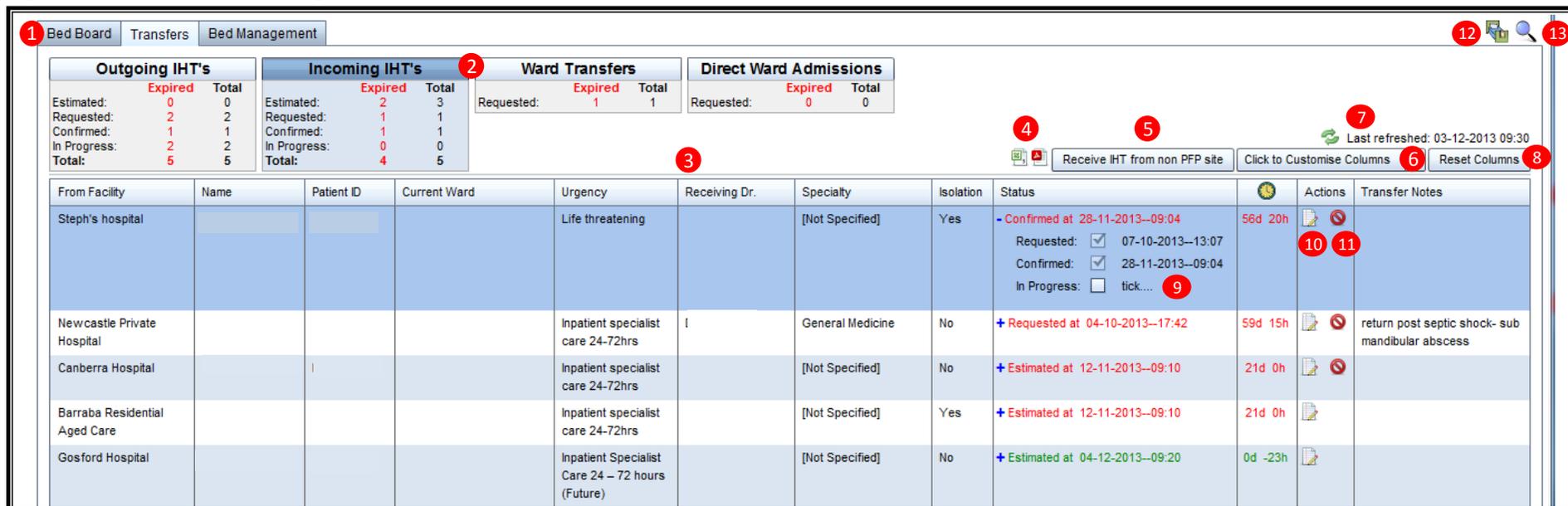
The screenshot shows a dialog box titled "Cancel transfer:". Inside the dialog, there is a "Reason:" label followed by a dropdown menu currently displaying "Patient discharged". Below this is a "Note:" label followed by a large, empty text input field. At the bottom of the dialog, there are two buttons: "Cancel Transfer" and "Cancel".

Once the user has entered a reason for the cancellation and optional notes, clicking on the 'Cancel Transfer' button will cancel the transfer and the patient will be removed from the transfer lists at both the requesting and receiving facilities. By clicking on the 'Cancel' button, the user will exit from this window without cancelling the transfer. If the user selects "Cancelled by receiving hospital" as the Reason for Cancellation the "Notes" free text field is mandatory and must be completed before the transfer can be cancelled.

4.4 Incoming Inter Hospital Transfers (IHT's)

The 'Incoming IHT's' tab allows the user to view outstanding requests from other facilities for patient transfers into their facility.

Figure 42: Transfers, Incoming IHT



The screenshot displays the 'Incoming IHT's' tab. At the top, there are navigation tabs: 'Bed Board', 'Transfers', and 'Bed Management'. Below these are summary tables for 'Incoming IHT's', 'Ward Transfers', and 'Direct Ward Admissions'. The 'Incoming IHT's' table shows: Estimated: 2, Expired: 1, Total: 3; Requested: 1, Confirmed: 1, In Progress: 0, Total: 4. The 'Ward Transfers' table shows: Requested: 1, Expired: 1, Total: 1. The 'Direct Ward Admissions' table shows: Requested: 0, Expired: 0, Total: 0. A main table below lists transfer requests with columns: From Facility, Name, Patient ID, Current Ward, Urgency, Receiving Dr., Specialty, Isolation, Status, and Transfer Notes. The first row shows a request from 'Steph's hospital' with 'Life threatening' urgency, 'Confirmed at 28-11-2013--09:04' status, and '56d 20h' remaining. The second row shows a request from 'Newcastle Private Hospital' with 'Inpatient specialist care 24-72hrs' urgency, 'Requested at 04-10-2013--17:42' status, and '59d 15h' remaining. The third row shows a request from 'Canberra Hospital' with 'Inpatient specialist care 24-72hrs' urgency, 'Estimated at 12-11-2013--09:10' status, and '21d 0h' remaining. The fourth row shows a request from 'Barraba Residential Aged Care' with 'Inpatient specialist care 24-72hrs' urgency, 'Estimated at 12-11-2013--09:10' status, and '21d 0h' remaining. The fifth row shows a request from 'Gosford Hospital' with 'Inpatient Specialist Care 24 - 72 hours (Future)' urgency, 'Estimated at 04-12-2013--09:20' status, and '0d -23h' remaining. The interface includes various buttons and icons, such as 'Receive IHT from non PFP site', 'Click to Customise Columns', and 'Reset Columns'. A 'Last refreshed: 03-12-2013 09:30' timestamp is also visible.

The information displayed and functionality on the Incoming IHT's tab, including the default sort and updating of a transfer is the same as the Outgoing IHT's tab – Refer to Table 18, with the following exceptions:

- First default column is the name of the facility requesting the transfer.
- Transfer request cannot be cancelled by the receiving facility unless it was initiated from the “Receive IHT from non PFP site” button.
- Transfer request can only be edited to add Transfer Notes, the To Ward and bed at the receiving facility. This information can then be viewed by the requesting facility via the Outgoing IHT tab.
- Transfer requests can be initiated from facilities that are not active on PFP

4.4.1 Customising columns

For information about customising columns for the Incoming IHT's tab refer to the Outgoing IHT's tab Section 4.3.1. All columns that can be customised are the same with the exception of the columns identified in Table 20.

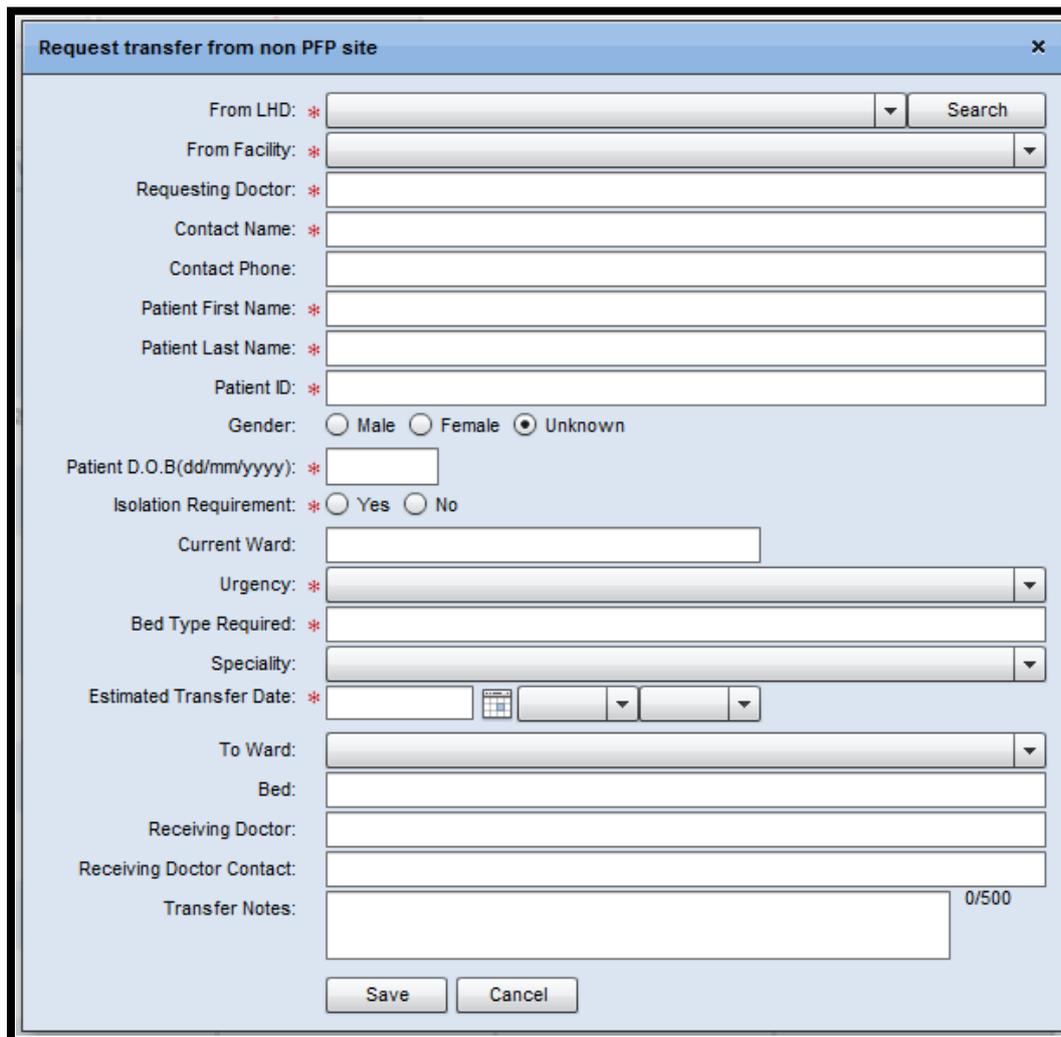
Table 20: Incoming IHT's Columns

Column	Notes
From Facility	Facility the patient is being requested to be transferred from. This column cannot be removed from the Incoming IHT's tab.
To Ward	Ward the receiving facility is admitting the patient into.

4.4.2 Receive IHT from non-PFP sites

All IHT's should be initiated from the Patient List View by the requesting facility. However, there are some instances where a facility does not use the PFP or does not have access to PFP e.g. Private Hospitals. By clicking on the button "Receive IHT from non PFP Site", the user can record a transfer from a facility that does not use or have access to PFP.

Figure 43: Transfers, Receive Inter Hospital Transfer (IHT) from Non PFP Site



Request transfer from non PFP site

From LHD: * [dropdown] Search

From Facility: * [dropdown]

Requesting Doctor: * [text]

Contact Name: * [text]

Contact Phone: [text]

Patient First Name: * [text]

Patient Last Name: * [text]

Patient ID: * [text]

Gender: Male Female Unknown

Patient D.O.B(dd/mm/yyyy): * [text]

Isolation Requirement: * Yes No

Current Ward: [text]

Urgency: * [dropdown]

Bed Type Required: * [text]

Speciality: [dropdown]

Estimated Transfer Date: * [date picker]

To Ward: [dropdown]

Bed: [text]

Receiving Doctor: [text]

Receiving Doctor Contact: [text]

Transfer Notes: [text area] 0/500

Save Cancel

The user must complete the mandatory fields that have an * before an incoming transfer request can be submitted. Once all mandatory information to complete the transfer request has been entered, clicking on 'Save' will submit the transfer request, return the user to the Incoming IHT's tab. The IHT request from a non-PFP site will now display on the Incoming IHT's tab. Table 21 provides details about the data elements on the Receive IHT from Non PFP Site window.

Table 21: Receive IHT from Non PFP Site Data Elements

Field	Mandatory	Description
From LHD	Yes	LHD the facility is in that the patient is being transferred from.
From Facility	Yes	Facility the patient is being transferred from. <i>Note: To enter an incoming transfer from a facility that is not in the drop down list, the user can click on the Search button at the side of the LHD field to open the "Search Facility" window.</i>
Requesting Doctor	Yes	Name of the Doctor requesting for the patient to be transferred.
Contact Name	Yes	Name of the person to be contacted in relation to the transfer.
Contact Phone	No	Contact number of the person to be contacted.
Patient First Name	Yes	Patient's First name.
Patient Last Name	Yes	Patient's Surname.
Patient ID	Yes	Patient's UID or MRN.
Gender	No	Patient's gender.
Patient D.O.B	Yes	Patient's Date of Birth.
Isolation	Yes	Does the patient need to be isolated.
Current Ward	No	Ward the patient is currently admitted to (free text field which does not get automatically updated as the patient is transferred between wards).
Urgency	Yes	Urgency of the transfer: <ul style="list-style-type: none"> Life Threatening Urgent Specialist Care < 24 hours Inpatient Specialist Care 24 – 72 hours Return Transfer of Care Post Specialist Care Inpatient Specialist Care 24 – 72 hours (Future) Return Transfer of Care Post Specialist Care (Future)
Bed Type Required	Yes	Type of bed the patient needs when transferred e.g. Monitored.
Speciality	No	Speciality the patient is to be admitted under as selected from a pre-defined list.
Estimated Transfer Date	Yes	The date the patient is due to be transferred. Disabled and defaults to the "Now" date and time if Urgency is one of: <ul style="list-style-type: none"> Life threatening Urgent specialist care < 24hrs Inpatient specialist care 24-72hrs Return Transfer of Care Post Specialist Care Enabled, blank and mandatory if Urgency is one of: <ul style="list-style-type: none"> Inpatient specialist care 24-72hrs (Future) Return Transfer of Care Post Specialist Care (Future)

Field	Mandatory	Description
To Ward	No	Ward the patient is to be admitted to when received from the sending facility.
Bed	No	Bed the patient will be admitted into.
Receiving Doctor	No	Name of the Doctor accepting the patient.
Receiving Doctor Contact	No	Contact number of the Doctor accepting the patient.
Transfer Notes	No	Free text notes regarding the transfer of the patient.

4.5 Ward Transfers

Figure 44: Transfers, Ward Transfers

1 Bed Board Transfers Bed Management
11 12

Outgoing IHT's

	Expired	Total
Estimated:	1	2
Requested:	0	1
Confirmed:	0	0
In Progress:	0	1
Total:	1	4

Incoming IHT's

	Expired	Total
Estimated:	0	0
Requested:	0	1
Confirmed:	0	0
In Progress:	0	0
Total:	0	1

Ward Transfers

	Expired	Total
Requested:	0	3

Direct Ward Admissions

	Expired	Total
Requested:	0	2

4 6 Last refreshed: 03-12-2013 10:34
5 Click to Customise Columns 7 Reset Columns

Current Ward	To Ward	Name	Patient ID	Urgency	Specialty	Isolation	Bed Type	Status		Actions	Transfer Notes
CC-J201 (Clarke Cen	ICU/HDU/CCU-J201 (ICU		N0067420	Life threatening	Cardiothoracic Surgery	No	Monitored	+ Requested at 03/12/2013--10:31	0d 0h		Needs transferring asap
MEDICAL-J201 (Mec	CC-J201 (Clarke Centre		N0287436	Urgent specialist care < 24hrs	Gastroenterology	Yes	Single room	- Requested at 03/12/2013--10:34 Complete <input type="checkbox"/> tick here	0d 0h		MRSA
DS-J201 (Day Surg)	MEDICAL-J201 (Medica		N0330703	Inpatient specialist care 24-72hrs	[Not Specified]	No	N/A	+ Requested at 03/12/2013--10:32	0d 0h		

Note: Numbers correspond to Functions listed in Table 22.

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Table 22: Ward Transfers Overview

<p>Purpose</p>	<p>The Ward Transfers tab, allows the user to view all inter ward transfer requests within their facility, as requested from the Patient List View. i.e. Ward Transfers cannot be requested from the Ward Transfers tab.</p>
<p>Screen Layout</p>	<p>The header is similar to the Bed Board Patient Mode and Patient List View where by the user can:</p> <ul style="list-style-type: none"> • Select LHD and Facility depending on their access level. • Select to access Bed Board, Transfers or Bed Management modules. • Access the Search Patient window and Bed Management Admin module the latter for Patient Flow Administrators only. • Patients are listed in tabular format with columns that can be customised by the user. The default sort order is: <ul style="list-style-type: none"> 1st Sort: Urgency in following order: <ul style="list-style-type: none"> ○ Life Threatening ○ Urgent Specialist Care < 24 hours ○ Inpatient Specialist Care 24 – 72 hours 2nd Sort: Status of Requested in reverse chronological order. <p>The data can be custom sorted by clicking on any of the column headers to sort in ascending order by the given column type i.e. numeric fields e.g. Age, will sort from lowest (youngest) to highest (oldest) or for text fields, the sort will be alphabetically. Clicking on the column again will reverse sort the column.</p>
<p>Functions</p>	<p>Refer to Figure 44: Transfers, Ward Transfers</p> <ol style="list-style-type: none"> 1. Access the Bed Board, Transfers or Bed Management functions. 2. Access Outgoing IHT's, Incoming IHT's, Ward Transfers and Direct Ward Admissions tabs within the Transfers module. Displays a summary of Open transfers for each view. 3. Tabular display of patient transfers with default columns: Current Ward, To Ward, Name, Patient ID, Urgency, Specialty, Isolation, Bed Type, Status, Open Transfer Time (Clock), Actions and Transfer Notes. 4. Print the Ward Transfer in PDF or CSV format. 5. Customise columns to be displayed on the Ward Transfers tab. When a user exits the Ward Transfer tab, the columns selected, order of columns and width of columns are saved. 6. Last refreshed displays the date/time the Ward Transfers tab was last refreshed. The screen automatically refreshes every 5 mins but the user can manually update the window by clicking on the refresh icon. 7. Reset columns to the default system generated view. 8. Checkboxes that allow the user to update the status to Completed. 9. Click on  to edit an IWT request. 10. Click on  to cancel an IWT request. 11. Access the Bed Management Admin module for Patient Flow Administrators only. 12. Patient Search button.

4.5.1 Customising columns

Additional columns can be added to the Ward Transfers tab by ticking the relevant checkbox(s) from the drop down list displayed when clicking on the arrow at the side of the button entitled “Click to Customise Columns”. The columns that are available for Ward Transfers tab are listed in Table 23.

Table 23: Ward Transfers Columns

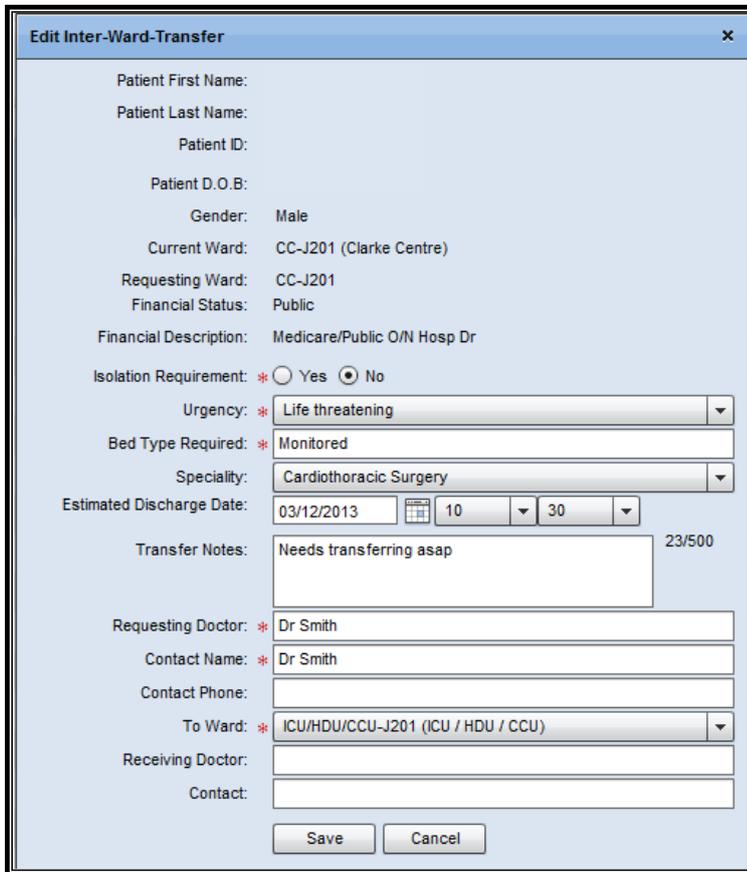
Column	Notes
Actions	Displays two icons to allow the user to Edit an Outgoing IHT and Cancel an IHT. This is a mandatory column that cannot be removed from the Ward Transfers tab.
Address	Displays the patient's address, which will only display if the user has access to the ward the patient is admitted to.
Age	Displays the patient's age.
Bed Type	Displays the type of bed required for the patient.
Current Ward	Displays the ward the patient is currently admitted to. This is a mandatory column that cannot be removed from the Ward Transfers tab.
DOB	Displays the patient's Date of Birth.
Financial Description	Displays the patient's detailed financial status based on the financial class code sent by the PAS to PFP. E.g. Medicare D/O Hospital Doctor.
Financial Status	Displays the patient's Financial Status based on the financial class code sent by the PAS. E.g. Public, Chargeable, DVA, Compensable, Ineligible, Deferred or Other.
Gender	Displays the patient's gender.
HLOS	Displays the patient's length of stay for their current admission.
Isolation	Displays whether the patient requires isolation.
Name	Displays the patient's name. This is a mandatory column that cannot be removed from the Ward Transfers tab.
Open Transfer Time (Clock)	Displays how long the transfer has been open. This is a mandatory column that cannot be removed from the Ward Transfers tab.
Patient ID	Displays the patient's UID or MRN depending on the LHD.
Receiving Contact	Displays contact details of the person who has accepted the patient at the receiving ward.
Receiving Dr.	Displays the name of the person who has accepted the patient at the receiving ward.
Requesting Contact	Displays contact details of the person who has requested the transfer at the sending ward.
Requesting Dr.	Displays the name of the person who has requested the transfer at the sending ward.
Service Category	Displays the Service Category of the patient.
Specialty	Displays the specialty the patient is being transferred under.
Status	Displays the current status of the transfer, which displays in red if the Transfer has exceeded the duration for the given urgency. When the To Ward = From Ward the IWT status is set to Completed and the transfer no longer appears on the Ward Transfers tab. This is a mandatory column that cannot be removed from the Ward Transfers tab.

Column	Notes
To Ward	Ward the patient is requested to be transferred to.
Transfer Notes	Displays any free text notes entered for the IWT.
Urgency	<p>Displays the Urgency of the transfer.</p> <p>This is a mandatory column that cannot be removed from the Ward Transfers tab.</p>
WLOS	Displays the patient's length of stay in their current ward.

4.5.2 Edit IWT Request

The Ward Transfer request can be edited by clicking on the Edit icon  in the Actions column on the Ward Transfer's tab – Refer to Figure 44.

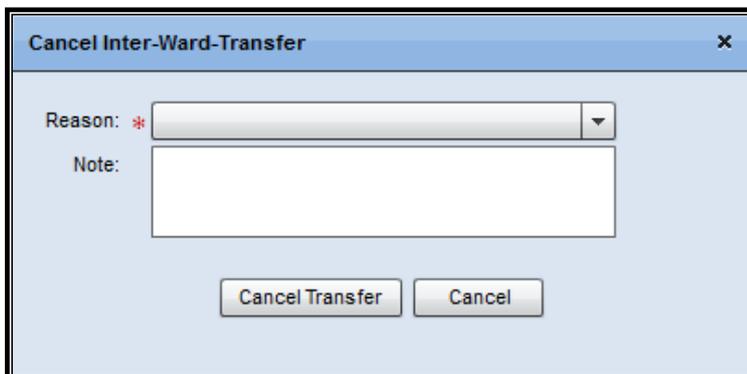
Figure 45: Ward Transfers, Edit IWT Request



4.5.3 Cancelling an IWT

An IWT can be cancelled by clicking on the  icon in the Actions column on the Ward transfers tab – Refer to Figure 44. The user must enter a reason from the drop down list as to why the transfer is being cancelled and optional additional free text.

Figure 46: Transfers Cancel IWT



Once the user has completed the 'Cancel Transfer' window, clicking on the 'Cancel Transfer' button will cancel the transfer and the patient will be removed from the Ward Transfers tab. By clicking on the 'Cancel' button, the user will exit from the window without cancelling the ward transfer.

4.6 Direct Ward Admissions

Figure 47: Transfers, Direct Ward Admissions

1 Bed Board | Transfers | Bed Management
12 13

Outgoing IHT's

	Expired	Total
Estimated:	1	2
Requested:	0	1
Confirmed:	0	0
In Progress:	0	1
Total:	1	4

Incoming IHT's

	Expired	Total
Estimated:	0	0
Requested:	0	1
Confirmed:	0	0
In Progress:	0	0
Total:	0	1

Ward Transfers

	Expired	Total
Requested:	0	3

Direct Ward Admissions

	Expired	Total
Requested:	0	3

4
5
7 Last refreshed: 03-12-2013 11:58
6
8

From Location	To Ward	Name	Receive By & Phone	Specialty	Isolation	Clinical Notes	Bed Type	Est. Admit Date	Est. LOS	Status		Actions
Home	CC-J201 (Clarke Centr	John Black		Cardiology - Medical	No	Fast Track	N/A	02-12-2013		- Requested at 02/12/2013--15:01 Requested: <input checked="" type="checkbox"/> 02/12/2013--15:01 Complete <input type="checkbox"/> tick here	0d 20h	
Hotel	ED-J201 (Emergency I	Polly Porter		[Not Specified]	No		Unknown	02-12-2013		+ Requested at 02/12/2013--15:02	0d 20h	
Clinic	MEDICAL-J201 (Medic	Dave Brown		[Not Specified]	No		N/A	03-12-2013	2	+ Requested at 03/12/2013--11:58	0d 0h	

Note: Numbers correspond to Functions listed in Table 24

Table 24: Direct Ward Admissions Overview

<p>Purpose</p>	<p>Direct Ward Admissions (DWA) tab allows the user to enter and track the progress of direct admissions into specific wards within a facility.</p>
<p>Screen Layout</p>	<ul style="list-style-type: none"> • The header is similar to the Bed Board Patient Mode and Patient List View where by the user can: <ul style="list-style-type: none"> • Select LHD and Facility depending on their access level. • Select to access Bed Board, Transfers or Bed Management modules. • Access the Search Patient window and Bed Management Admin module the latter for Patient Flow Administrators only. • Patients are listed in tabular format with columns that can be customised by the user. The default sort order is by the date/time the DWA was requested. <p>The data can be custom sorted by clicking on any of the column headers to sort in ascending order by the given column type i.e. numeric fields e.g. Age, will sort from lowest (youngest) to highest (oldest) or for text fields, the sort will be alphabetically. Clicking on the column again will reverse sort the column.</p>
<p>Functions</p>	<p>Refer to Figure 47: Transfers, Direct Ward Admissions</p> <ol style="list-style-type: none"> 1. Access the Bed Board, Transfers or Bed Management functions. 2. Access Outgoing IHT's, Incoming IHT's, Ward Transfers and Direct Ward Admissions tabs within the Transfers module. Displays a summary of Open transfers for each view. 3. Tabular display of direct ward admissions with default columns: From Location, To Ward, Name, Receive by & Phone, Specialty, Isolation, Clinical Notes, Bed Type, Est Admit Date, Est LOS, Status, Open Transfer Time (Clock) and Actions. 4. Print the direct ward admissions in PDF or CSV format. 5. New Request – Direct Ward Admissions can only be initiated from the Direct Ward Admissions tab by clicking on the New Request button. When clicking on this button the Request Direct Ward Admission window displays. 6. Customise columns to be displayed on the Direct Ward Admissions tab. When a user exits the Direct Ward Admissions tab, the columns selected, order of columns and width of columns are saved. 7. Last refreshed displays the date/time the Direct Ward Admissions tab was last refreshed. The screen automatically refreshes every 5 mins but the user can manually update the window by clicking on the refresh icon. 8. Reset columns to the default system generated view. 9. Checkboxes that allow the user to update the status to Completed. 10. Click on  to edit a DWA request. 11. Click on  to cancel a DWA request. 12. Access the Bed Management Admin module for Patient Flow Administrators only. 13. Patient Search button.

4.6.1 Customising columns

Columns can be customised on the Direct Ward Admissions tab by ticking the relevant checkbox(s) from the drop down list displayed when clicking on the arrow at the side of the button entitled “Click to Customise Columns”. The columns that are available for the Direct Ward Admissions tab are listed in Table 25.

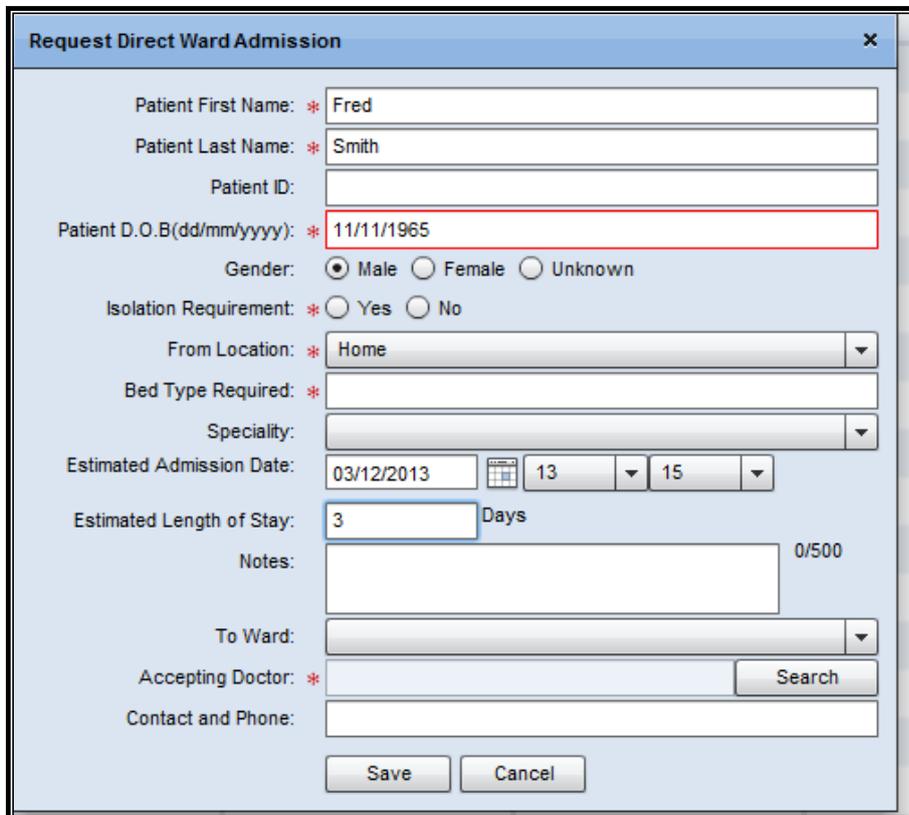
Table 25: Direct Ward Admissions Columns

Column	Notes
Actions	Displays two icons to allow the user to Edit an Outgoing IHT and Cancel an IHT. This is a mandatory column that cannot be removed from the Direct Ward Admissions tab.
Bed Type	Displays the type of bed required for the patient.
Clinical Notes	Displays any free text notes entered for the DWA.
DOB	Displays the patient’s Date of Birth.
Est. Admit Date	Displays the date the patient is estimated to be admitted.
Est. LOS	Displays the patient’s estimated length of stay once admitted.
From Location	Location the patient is being admitted from.
Gender	Displays the patient’s gender.
Isolation	Displays whether the patient requires isolation.
Name	Displays the patient’s name. This is a mandatory column that cannot be removed from the Direct Ward Admissions tab.
Open Transfer Time (Clock)	Displays how long the transfer has been open. This is a mandatory column that cannot be removed from the Direct Ward Admissions tab.
Patient ID	Displays the patient’s ID as entered manually by the user.
Receiving By & Phone	Displays the name and contact details of the person who has accepted the patient.
Specialty	Displays the specialty the patient is to be admitted under.
Status	Displays the current status of the direct ward admissions, which will be in red if it has exceeded 24 hours before the patient has been admitted. This is a mandatory column that cannot be removed from the Direct Ward Admissions tab.
To Ward	Ward the patient is to be admitted into to.

4.6.2 Request New or Edit Direct Ward Admissions

To request a Direct Ward Admission, the user must click on the button entitled “New Request” located at the top right of the Direct Ward Admissions tab.

Figure 48: Transfers, Direct Admissions, New Direct Ward Admission



The user must complete the mandatory fields that have an * before a direct ward admission can be submitted. Once the mandatory information has been entered, clicking on ‘Save’ will submit the request, return the user to the Direct Ward Admissions tab and display the request on the Direct Ward Admissions tab. By clicking on ‘Cancel’, the direct ward admission request is cancelled and the user is returned to the Direct Ward Admissions tab.

To edit a direct ward admission, the user needs to click on the  icon in the Actions column on the Direct Ward Admissions tab. This will open the same window as the request New Direct Ward Admission window with all the fields pre-populated based on the initial request.

4.6.3 Cancel Direct Ward Admissions

A Direct Ward Admission can be cancelled by clicking on the Cancel icon  in the Actions column on the Direct Ward Admissions tab. The user must enter a free text reason as to why the admission is being cancelled.

Figure 49: Ward Transfer, Cancel Direct Ward Admission



Cancel Direct-Ward-Admission

Reason: *

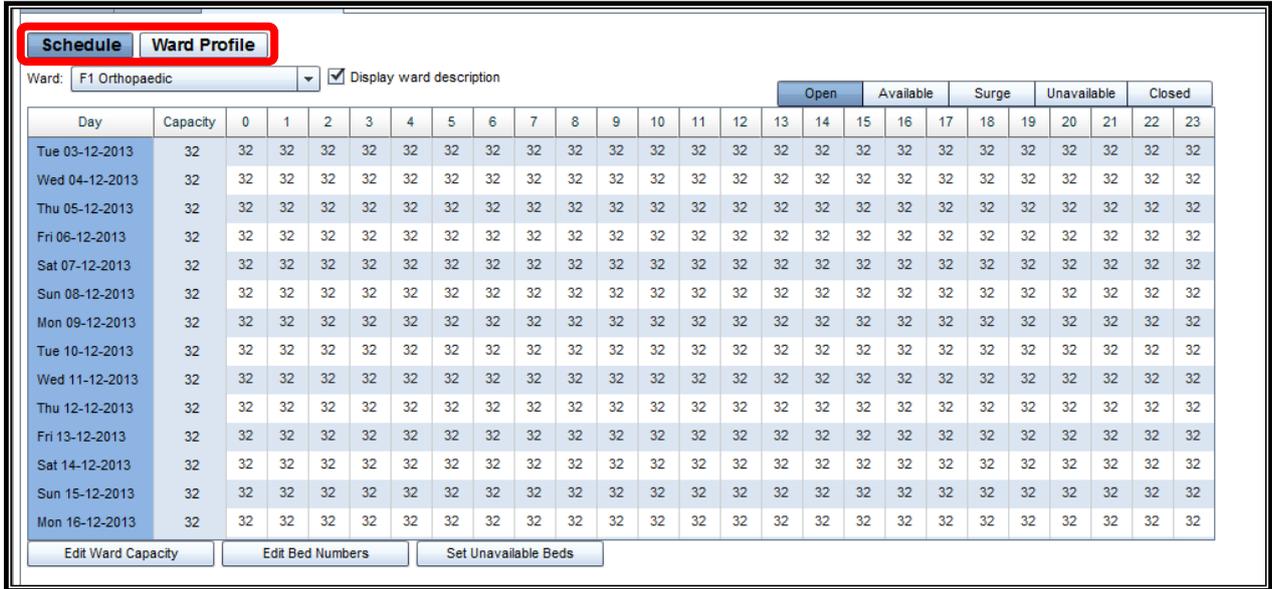
Cancel Admission Cancel

Once the user has completed the 'Cancel Direct Ward Admission' window, clicking on the 'Cancel Admission' button will cancel the request and the patient will be removed from the Direct Ward Admission tab. By clicking on the 'Cancel' button, the user will exit out of this window without cancelling the direct ward admission.

5.0 BED MANAGEMENT MODULE

Clicking on the Bed Management tab will open the default Bed Management window, which has two views: Schedule or Ward Profile. Only Patient Flow Administrators can toggle between the Schedule and Ward Profile tabs by clicking on the relevant button underneath the module tabs. All other users only have access to the Schedule tab.

Figure 50: Bed Management: Schedule View



Ward: F1 Orthopaedic		<input checked="" type="checkbox"/> Display ward description																							
		Open					Available					Surge					Unavailable					Closed			
Day	Capacity	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Tue 03-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Wed 04-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Thu 05-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Fri 06-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Sat 07-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Sun 08-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Mon 09-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Tue 10-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Wed 11-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Thu 12-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Fri 13-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Sat 14-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Sun 15-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32
Mon 16-12-2013	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32

The Bed Management module allows any user with access rights as a Patient Flow Administrator to:

- Create profiles (templates) for bed availability in the future.
- Change bed availability on an ad hoc/as-needed basis.

Note: The Bed Board User Guide provides a simple overview of the Bed Management functionality. For further information about how to use the Bed Management functionality refer to the Patient Flow Portal Bed Board Administrator Guide.

5.1 Ward Profile Window

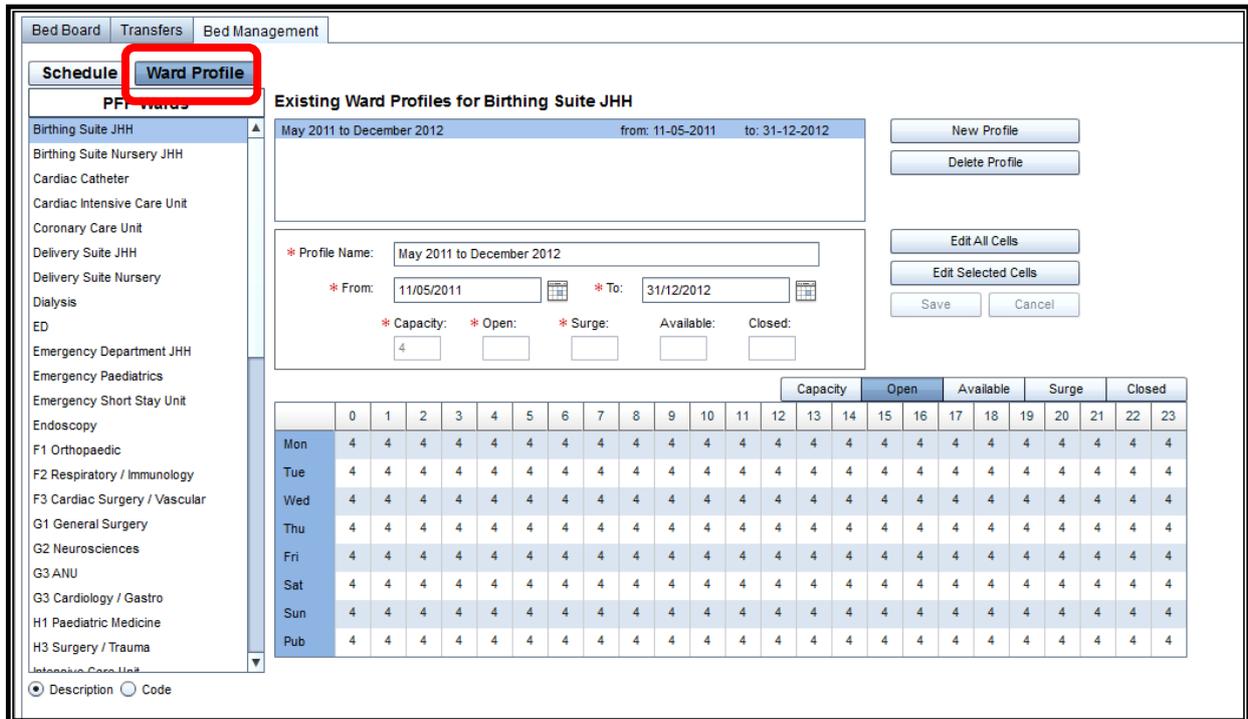
Only users with an access level of Patient Flow Administrator can access the Ward Profile window to create a ward profile/template for their hospital in regards to:

- Capacity
- Open beds
- Available beds
- Surge beds
- Closed beds

The Ward Profile can be defined for an extended period e.g. next year. Any changes required to the bed numbers for the next two weeks cannot be implemented through the Ward Profile window. The Patient Flow Administrator will be required to make these changes to the 14 day bed availability via the Schedule window.

Note: Patient Flow Administrators should refer to the PFP Administrator Guide for further details on creating Ward Profiles.

Figure 51: Bed Management Ward Profile Window



The screenshot shows the 'Ward Profile' window for 'Birthing Suite JHH'. The 'Ward Profile' tab is highlighted. The main area displays 'Existing Ward Profiles for Birthing Suite JHH' with a profile for 'May 2011 to December 2012' from '11-05-2011' to '31-12-2012'. Below this is a form for editing the profile, including fields for Profile Name, From, To, Capacity, Open, Surge, Available, and Closed. At the bottom is a grid showing bed availability for each day of the week from 0 to 23.

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Mon	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Tue	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Wed	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Thu	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Fri	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Sat	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Sun	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Pub	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4

5.2 Schedule Window

The Schedule functionality is accessible:

- With administrator functions for the Patient Flow Administrator i.e. ability to update the availability of beds in a ward for the next 14 days based on the rules for updating ward profiles defined in Section 1.3.2.
- As a read only module for all other users.
- For all users to view the different status of beds in a selected ward on an hour by hour basis by clicking on the relevant button at the top right of the matrix.

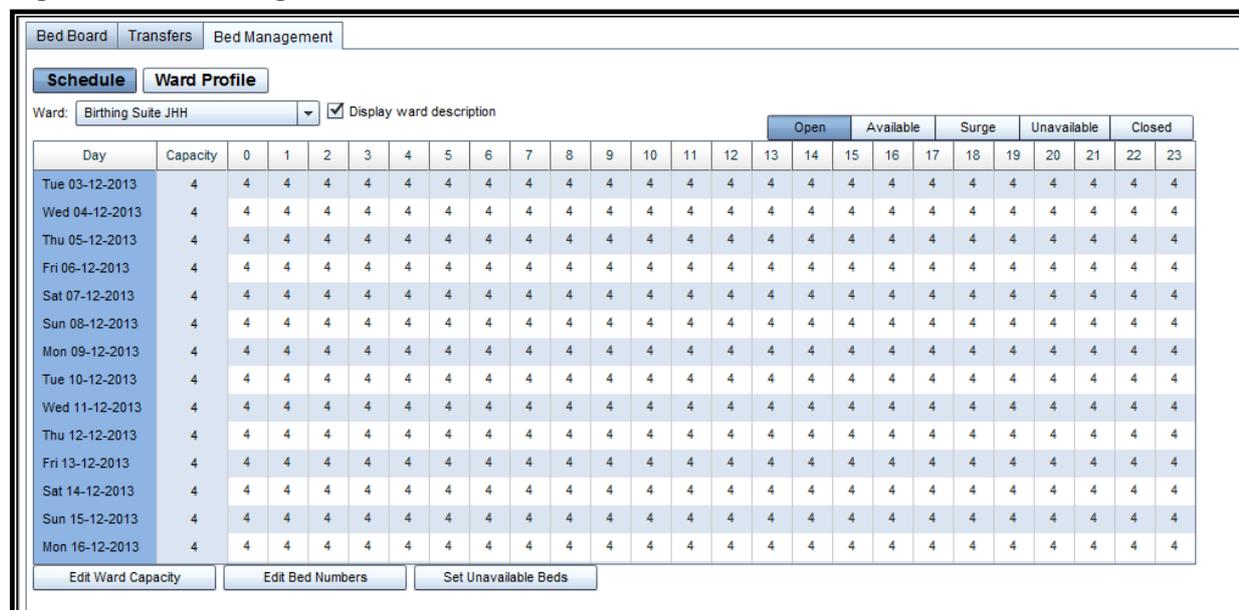
The Schedule assists with:

- Capacity and demand planning by monitoring the occupancy of a ward.
- Monitoring bed utilisation.
- Factoring in bed availability into demand escalation plans by knowing tipping points.

A ward Schedule can be modified by the Patient Flow Administrator by:

1. Clicking on the button entitled Schedule.
2. Selecting the ward the user wants to modify the bed availability for from the drop down list at the side of the field entitled 'Ward'. This will display a matrix detailing the bed availability on an hour by hour basis for each day in the next two weeks, commencing with today. The default view is the number of beds that are currently 'Open' but the user can change the view to display the different status of beds by clicking on the relevant button at the top left of the matrix.
3. From any these views the user can update the status of the beds within the selected ward, for one or more selected hours by clicking on the button entitled Edit Bed Numbers – Refer to Figure 52.
4. Beds can also be made temporarily unavailable by clicking on the button entitled “Set Unavailable Beds”. The value displayed in the hour(s) cell when there are unavailable beds displays in **red**, regardless of the bed status being viewed. By hovering over these specific cells, the user will notified about the number of unavailable beds.

Figure 52: Bed Management Schedule Window



Schedule			Ward Profile																							
Ward: Birthing Suite JHH			<input checked="" type="checkbox"/> Display ward description																							
Day	Capacity	Open Available Surge Unavailable Closed																								
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Tue 03-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Wed 04-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Thu 05-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Fri 06-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Sat 07-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Sun 08-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Mon 09-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Tue 10-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Wed 11-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Thu 12-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Fri 13-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Sat 14-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Sun 15-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Mon 16-12-2013	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	