

# FirstNet – Adding a Bed Request

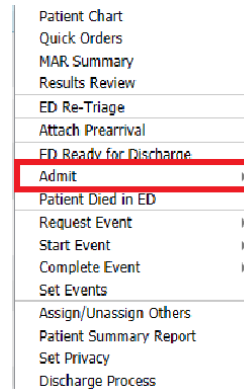


## This Quick Reference Guide will explain how to:

Complete a bed request from the Emergency Department to an inpatient unit or SSU/BAU/HUB.

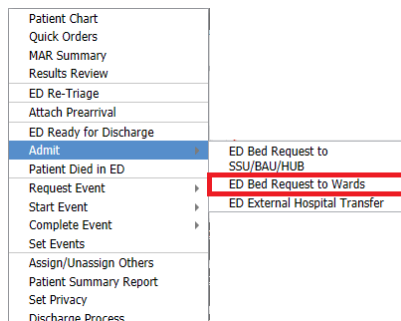
**Important – Ensure the patient has a diagnosis before placing a bed request**

1. From **LaunchPoint**, right click on the patient encounter
2. From the context menu, select **Admit**

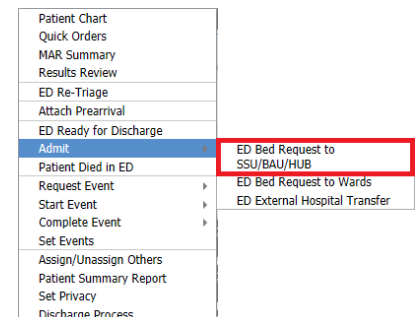


3. For inpatient unit, select  
“ED Bed Request to  
Wards”

### For Western Health Inpatient Unit



### For SSU/BAU/HUB



- For SSU/BAU/HUB, select  
“ED Bed Request to  
SSU/BAU/HUB”

4. Complete the bed request order by selecting the “**Medical Service**” the patient is being admitted under, and the “**Bed Type**” required.

**Details for ED Bed Request to Wards**

Details | Order Comments

+ | | | |

\*Requested Start Date/Time: 17/07/2023 0007 AEST

Name of Medical Service/MO Contacted: [Text Field]

\*Medical Service: [Dropdown Menu]

Special Instructions: [Text Area]

\*Bed Type: [Dropdown Menu]

Bed Type II: [Dropdown Menu]



### Important – Bed Type

**Bed Type** refers to special requirements the inpatient space needs to meet in order to treat the patient safely and according to their clinical needs. This may include:

- Infectious Precautions
- Telemetry
- High Falls Risk

Patients without any special requirements can simply have their 'Bed Type' set as **'Standard'**

5. Once **ALL** fields are completed, select **'Sign'** on the bottom right-hand side of the order.

Details for **ED Bed Request to Wards**

Details | Order Comments

\*Requested Start Date/Time: 07/08/2023 1353 AEST

\*Medical Service: Cardiology

Name of Medical Service/MO Contacted: TEST25, HTS

Special Instructions:

\*Bed Type: Standard

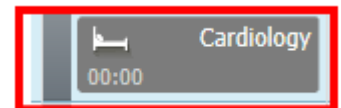
Bed Type II:

0 Missing Required Details | Dx Table | Orders For Cosignature

Sign | Cancel

6. Input your username and password to complete the order

7. The status column will updated on **LaunchPoint** to indicate a bed request was placed. This will indicate the decision to admit time.



8. The bed request will display on the relevant bed management tracking board. This will alert the bed manager or SSU/BAU/HUB i/C to a new bed request being placed.

| Activities | Bed Type  | Bed Type II | Bed Request Special | Assigned Ward | Ward ETA |
|------------|-----------|-------------|---------------------|---------------|----------|
|            | Standard* |             | Cardiology*         |               |          |



### If the Bed Specialty Changes...

- Please cancel the old order prior to submitting a new order
- **A new Bed Request Order Must be placed with details outlining the new receiving specialty unit**
- This will alert the Clerk and Bed Manager with the change in treating team.