

FirstNet – Adding a Bed Request

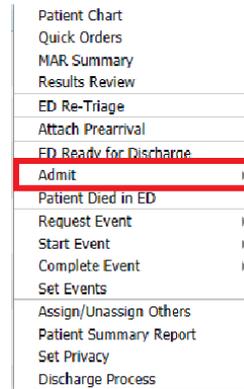


This Quick Reference Guide will explain how to:

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

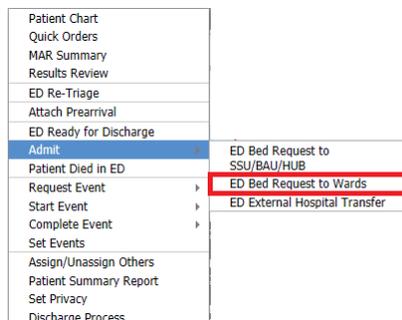
1. From **LaunchPoint**, right click on the patient encounter
2. From the context menu, select **Admit**



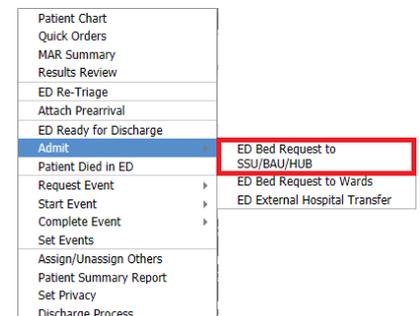
3. For inpatient unit, select
“ED Bed Request to
Wards”

For Western Health Inpatient Unit

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



For 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:

*Medical Service:

*Bed Type:

Bed Type II:

Special Instructions:



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

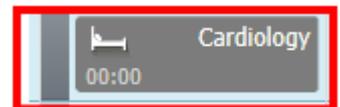
Bed Type II:

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...

- **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.