FirstNet – Adding a Bed Request

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

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

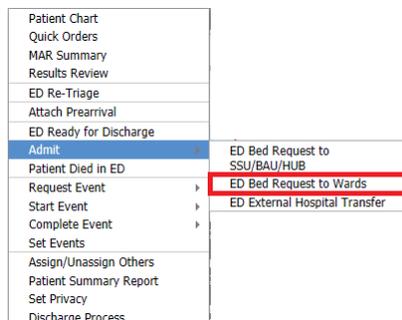**! Important – Ensure the patient has a diagnosis before placing a bed request**

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1. From **LaunchPoint,** right click on the patient encounter

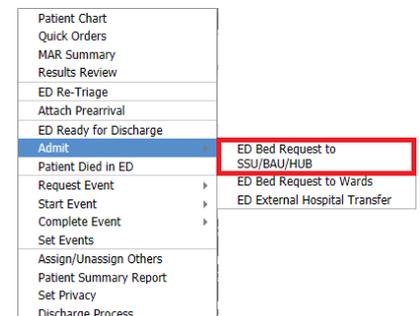2. From the context menu, select **Admit**
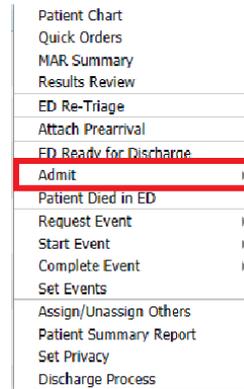
3. For inpatient unit, select "**ED Bed Request to Wards**"

   For SSU/BAU/HUB, select "**ED Bed Request to SSU/BAU/HUB**"

   For Western Health Inpatient Unit   **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.

⚠ **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'**

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

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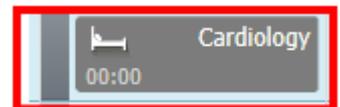
8. The bed request will display on the relevant bed management tracking board. This will alert the bed manager or SSU/BAU/HUB i/C to a new bed request being placed.

⚠ **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.