

FirstNet – Allocating a bed to SSU/BAU/HUB



This Quick Reference Guide will explain how to:

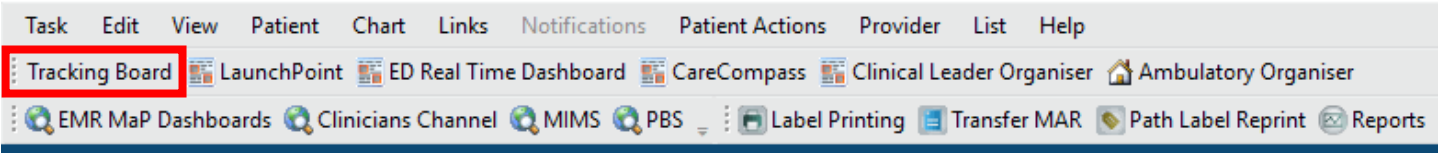
Allocate a bed to a patient being admitted into SSU, BAU or The Hub. This includes completing the bed assigned form on Tracking Board



Important – Complete the SSU/BAU/HUB Bed Request Task BEFORE the iPM admission is completed by the Clerical staff member.

1. Log into **FirstNet** and navigate to the **Tracking Board**

FirstNet Organizer for Cernertest, Nursing P2 5

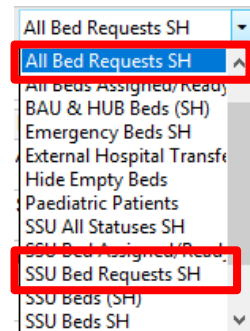


2. Select the relevant site (SH/FH/WTN/BM) '**ED Bed Management**' Tracking Board



3. To display a list of patients with a pending bed request select the relevant site '**All Bed Requests**' filter.

For SSU Specifically you can select the '**SSU Bed Requests**' filter.




Important – Bacchus Marsh Urgent Care SSU bed requests will be placed with an ED Bed Request to Wards. See QRG “FirstNet – Access Management - Bed Management Tracking Board” on the [Digital Health QRG Page](#)

4. The tracking board columns provides more patient information.

Hovering over or clicking into icons displays more information.

Bed Type and Specialty displays. **Double click** on the **clipboard** icon in the activities column.

ED Rea	Ward Re	Arrival Time	Bed	LOS	Name	URN	Age	Sex	SSU Specialty	Info	Alerts	Activities	Bed Type	Bed Type II	Bed Request	Special	Assigned	Ward	Ward ETA	
		22/06/2023 08:46	HA_04	6.31	BIRD, BERTIE SIR	2001361	33 years	Male	S SSU*											

5. The activities window opens and the ‘ED Bed Request to SSU/BAU/HUB’ displays. Select the bed request and click ‘Document’.

6. In the SSU/BAU/HUB Assigned window opens. The time and date automatically populates to the time now. This will indicate the time that the bed is ready for the new patient. **Update the Date and Time if required.**

7. Click green tick on top left-hand corner to sign off the form. The form will close.
8. The patient will now show with a bed allocated to the relevant **specialty** (SSU/BAU/HUB) and **Ward ETA** will display with the bed assigned time. That patient will no longer have the **activities** clipboard icon showing the Bed Request to SSU/BAU/HUB task.

SSU Specialty	Info	Alert	Activities	Bed Type	Bed Type II	Bed Request Specia	Assigned Ward	Ward ETA
S SSU*				Standard*				21/08/2023 13:13*



Important – The ED Clerical staff member will now complete the ED to SSU/BAU/HUB or Ward admission in iPM and FirstNet.