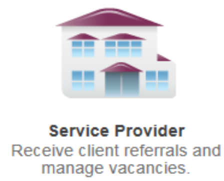
How do I create a bed vacancy?

What is a bed vacancy

A bed vacancy in created in RM&R when a bed in a Long-Term Care Home is available to be matched to a waitlisted patient

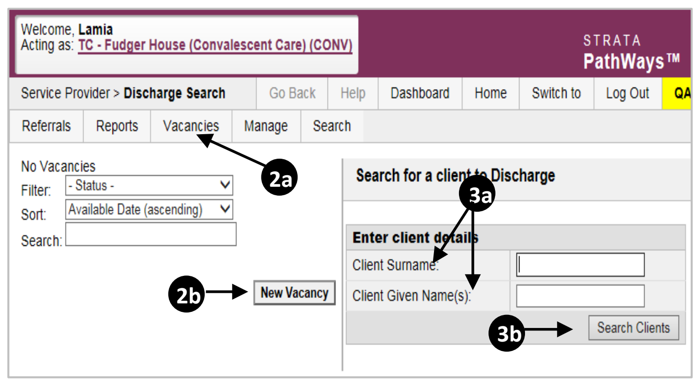
Step 1

To access the **Referral Queue,** please view **'How do I access the referral queue'** guide.



Step 2

Click the **Vacancies (2a)** tab, and then click the **New Vacancy (2b)** button.



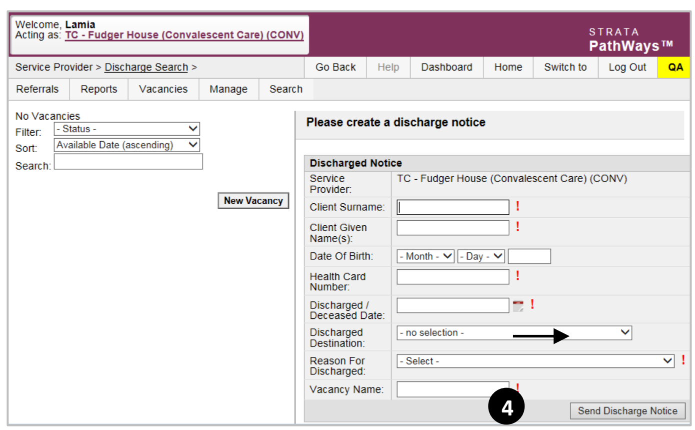
Step 3

To create a bed vacancy, you must first discharge a client from an occupied bed:
Search for the client to be discharged by typing **Client Surname** and **Client Given Name(s) (3a)** and click the **Search Clients (3b)** button

Step 4

Within the resulting discharge notice page, enter all mandatory client details (indicated by a red exclamation point), including client's name, health card number, date and reason for discharge, and the name of the bed vacancy (The name of the vacancy should follow the order *Floor # – Room # – Bed #).*

Click the **Send Discharge Notice (4)** button.



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Step 5

(5a) A banner message will appear once the discharge notice has been successfully sent.

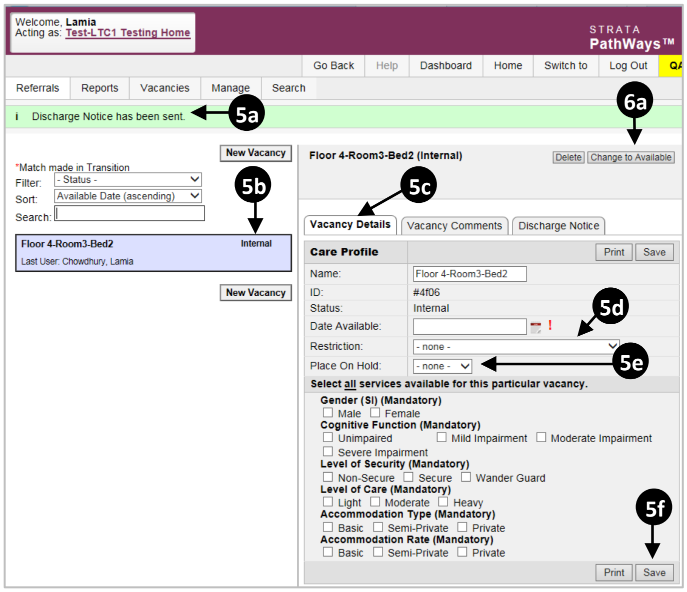
(5b) The bed vacancy now appears in the vacancies tab on the left hand side of the screen with an **Internal** status.

(5c) Enter all the pertinent details of the vacant bed in the the **Vacancy Details** tab. ***Note:*** that it is mandatory to enter all vacancy details.

(5d) If the bed vacancy can provide special accommodation (for example, dialysis, or an ethnic/cultural group), indicate so in the **Restriction** drop-down menu.

(5e) If you need to place the bed vacancy on hold due to Outbreak, select *Outbreak* from the **Place on Hold** drop-down.

(5f) Click **Save** when you have finished entering all vacancy details.



Step 6

Once the bed is ready for the LHIN Placement Office to fill the bed vacancy, click the **Change to Available (6a)** button.

The bed vacancy will appear on the left hand side panel with an **Available (6b)** status.