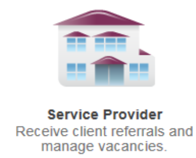
How do I fill a bed vacancy (LTCH View)?

Before filling a bed vacancy in RM&R, ensure that a vacancy has been created and is available. Please follow the **'How do I create a bed vacancy'** guide for more information.

Step 1

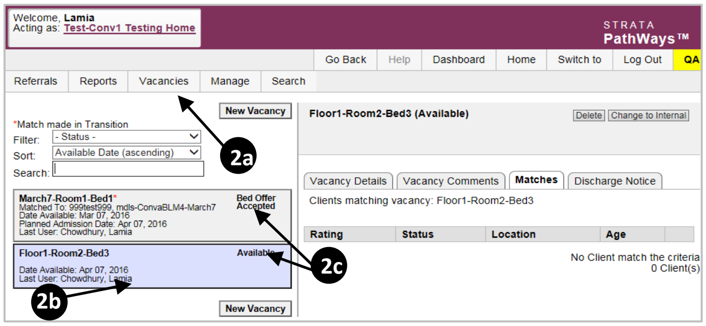
To access the referral queue, follow the **'How do I access the referral queue'** guide.



Step 2

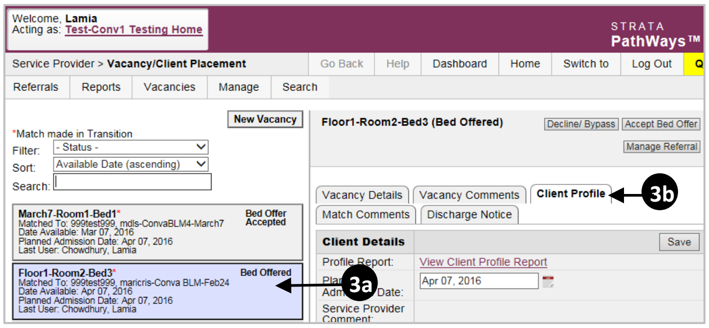
(2s) Click the **Vacancies** tab.
(2b) A list of vacancies will be displayed**.**
(2c) Vacancies can be in one of the following statuses:

- **Available:** Vacancy is available to be matched to a client
- **Pending – Match Found: LHIN** Placement Office (PO) has found a potential matching client for the vacancy
- **Bed Offered:** LHIN PO has offered vacant bed to client
- **Bed Offer Accepted:** LHIN PO has confirmed that the client has accepted the



Step 3

At any point after the client has been matched to a vacancy, (i.e. when the vacancy is in either **Pending – Match Found**, **Bed Offered**, or **Bed Offer Accepted** status), you can review the client's referral application by clicking on the vacancy tile **(3a)** followed by clicking the **Client Profile (3b)** tab.



Step 4

To admit a client to your facility after they have accepted a bed offer, click on the vacancy tile (which should be in **Bed Offer Accepted** status) **(4a)**. Enter the **Admission Date (4b)** and click the **Send Admission Notice (4c)** button.