Bed Swaps

Contents

Overview

Sometimes you are swapping two patients for example, the patient in Bay 1 bed 1 needs to swap beds with the patient in Bay 1 bed 7

Performing a Bed Swap

- Open your ward in **Bed View**

The **Inpatients** screen will display

- Click on the first **Patient's Bed icon**

- **Hover** on **Patient's name**

- **Hover** on **Transfer**

- Click **Bed Swap**

The **Bed Swap** screen will display.

The **First Client** details will display at the top of the screen, this is the Ward, Bay and Client (patient name) details for the first patient

You will need to select your second patient in the **Second Client** section below

- **Ward**: Select your ward

- **Bay**: Select the bay containing the patient you are swapping beds with

- **Client**: Select the patient you are swapping beds with

The Specialty, Named Nurse and Type Of Stay can be updated if required whilst you are swapping beds by clicking on the relevant green arrow icon.

- Click **Swap Beds** (bottom of screen)

The **Inpatients** screen will display, and you will see that your patients have swapped beds

record)

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