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Bed Transfers

From time-to-time Clients will need to be transferred from one bed to another on a ward or between wards

- Open your ward in **Bed View**

The **Inpatients** screen will display

- Click on the **Client's Bed icon**
- **Hover** on the **Client's name**
- **Hover** on **Transfer**
- Click **Out**

The **Inpatient - Transfer Out** screen will display.

The Clients current **Ward, Bay, Bed, Consultant** and **Specialty** will display in the **Transfer Client from** column on the left.

- Click the **green arrow**  icon on **Ward** row

The **Ward Transfer** screen will display

- **Select Ward to Transfer To:** Select the required Ward
- Click **Go**
- **Select Bay to Transfer To:** Select the required Bay
- Click **Go**
- **Select Bed to Transfer To** Select the required Bed
- Click **Go**

The **Inpatient - Transfer Out** screen will display.

The **Ward, Bay, Bed**, the Patient is transferring to will display in the **Transfer Client to** column on the right.



Change of Consultant

You will only need to complete this section if the consultant has been changed.

- Click the **green arrow**  icon on **Consultant** row

The **Transfer Consultant** screen will display

- Select the **Consultant** from the available **list** and click **Go**

Named Nurse

You will only need to complete this section if you are adding or changing a Named Nurse

- Click the **green arrow**  icon on **Named Nurse** row

The **Transfer Named Nurse** screen will display

To Add a Named Nurse

- **Select Named Nurse to Transfer To:** Select from the available list

To Remove a Named Nurse

- Place tick in **Remove Named Nurse** check box ☒
- Click **Go**

The **Inpatient - Transfer Out** screen will display.

- **Transfer Date:** Date/time of transfer
- **Type Of Stay:** Complete as required
- Click **Save**

The **Inpatients** screen will display in **Bed View**. The Patient will now be transferred into the new bed on the ward.