



Contents

Overview.....	1
Accessing & Viewing Wards	1
Bed View	2
Bed Icons	2
Virtual Beds	2
List View	2
Printing a Ward List	3

Overview

For most Inpatients staff, the Inpatients Ward view is their Home screen and will display automatically when they log into Rio. Staff will usually be able to see all the wards they work on in a drop-down list at the top of the screen.

Wards can be viewed in two different ways, Bed View which displays all the beds on the ward regardless of if they are occupied or not and List View which displays only the occupied beds.

Most staff will access the Bed View which displays the ward as a series of beds containing information about the status of the bed (occupied, empty etc.) and if occupied, information about the Client who is in a bed.

Accessing & Viewing Wards

- To access the **Inpatients** Ward View screen, click the **Rio Home** button (Inpatients staff only).
- Alternatively, Click the **Menu** button
- Locate and click the **Inpatients** menu
- Click **Ward View**

The **Inpatients** screen will display

- Click the **Ward** drop-down
- **Select** your ward from the list



Bed View

- Click **Bed View** icon









Your ward will display and you will see all the beds laid out in the bays as on your actual ward. At the top of the screen are the Bay links which allow you to quickly view beds in the selected bay.

- Scroll down the screen to view all Bays / Beds

Bed Icons

Each of the beds on the ward will display with an icon to indicate the status of the bed

Occupied Bed		Empty Bed	
Closed Bed		Delayed Discharge	
Planned Leave		On Leave	

To the side of the bed will display the Client's details and links to forms and areas of the Client's Clinical Portal (electronic Client record) which allow you to record information for your Client.

Virtual Beds

A Virtual Bed does not actually exist on a Ward; it only exists in RiO. A Virtual Bed provides a Ward with somewhere to temporarily place a Client for example when transferring a Client around the ward or from one ward to another.

List View

- To access the **Inpatients** Ward View screen click the **Rio Home** button (Inpatients staff only).
- Alternatively, Click the **Menu** button
- Locate and click the **Inpatients** menu
- Click **Ward View**

The **Inpatients** screen will display

- Click the **Ward** drop-down
- Select** your ward from the list

- Click **List View** icon



A list of all the Client's currently admitted to your ward will display. The Client's name is a link to their Clinical Portal.



Printing a Ward List

- Open your ward in **List** view
- Click the **Printable Ward List** link (bottom of screen)
- Click the **Print** button (bottom of screen)

The **Print** dialogue box will display

- Select printer as required
- Click **Print**

The ward list will be printed

- Click the **InPatient View** link (bottom of screen)

The **Inpatients** screen will display again