PAS SWiftPlus - Move Beds

SwiftplusSWiftPlus Move Beds

This option can be used to move a patient to another bed within the same ward.

- **Left click** on the patient and select Move Beds.

- Confirm the identity of the patient. A list of all available beds will be displayed with the most appropriate appearing at the top.

- Click on the bed to which you wish to move the patient.
- If you select an inappropriate bed e.g. the stay type is different or differing gender, the system will display a warning. If it is acceptable to proceed click **OK**; if not click **Cancel**

The patient will be displayed in the new bed location and if your ward displays the Bed Status column, the vacated bed status will change to '**Awaiting Cleaning**'.

- If you are swapping patients from one bed to another e.g. moving one patient from a side room into an occupied bed and moving that patient into the side room the **Move Beds** option can be used for this process.
- Follow the process above selecting the occupied bed. A warning will appear stating the bed

is occupied and asking '**Do you wish to swap beds?**' Click on **Yes** to proceed.

- If you have selected a side room you will have to select a reason for the side room use. Click **OK** when this has been entered to complete the move.