

# PAS SWiftPlus - Setting a Bed as Temporarily Unavailable

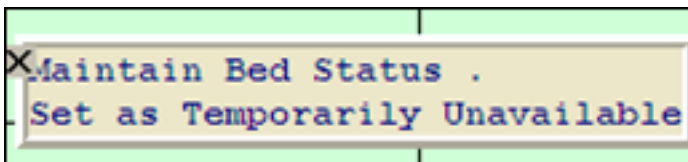
## Setting a Bed as Temporarily Unavailable

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When a patient is transferred out of your ward but will be returning within a few hours, for example they are being transferred to theatres, renal or endoscopy unit you are permitted to set the bed as temporarily unavailable.


**It is not possible to unreserve a bed space, though a reservation can be overwritten.**

- **Left click** in the space you require to set as unavailable and select the **Set as Temporarily Unavailable** option.



The next screen will display the Bay and Bed you have selected – ensure this is the correct one before proceeding.

- Click on the drop down arrow and select the correct **Reason for Closure\***. Then click in the **Reason\*** field and type in the reason, for example "patient in theatre".
- The **Reopening Date** can be enter when applicable, for example if the bed was undergoing maintenance and you knew the date it would be available again.
- Click on the **calendar icon**, select a date.

<b>Current Status</b>	Temporarily Unavailable : Cleaning Required-CL, Effective 04-Feb-2014 08:50 By MS T. INPATIENT BASIC
<b>Reason for Closure *</b>	Infection
<b>Reason *</b>	MRSA
<b>Reopening Date</b>	<input type="text"/> 

February, 2014

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	Wednesday, February 05, 2014		
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Today: February 4, 2014

- Click the **OK** button.

If your ward has a Bed Status column **Temporarily Unavailable** will show in this. If not when you hover over the row the information will be displayed.

Temporarily Unavailable			
Occupied	Temporarily Unavailable : Other Reason, Patient in theatre, By: LEAVERCH, Updated: 19-Nov-2013 08:22		
Vacant			

When the patient returns to your ward simply reallocate to the bed.

**Maintain Bed Status .**  
**Set as Temporarily Unavailable**

- Select the **Vacant** option.

<b>Current Status</b>	<b>Temporarily Unavailable : Cleaning Required-CL, Effective 04-Feb-2014 08:50 By MS T. INPATIENT BASIC</b>
<b>New Status</b>	Vacant <input type="button" value="v"/>

Awaiting Cleaning  
Vacant

- Click the **Ok** button.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=192>