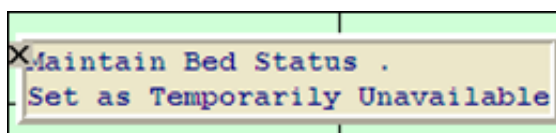# PAS SWiftPlus - Setting a Bed as Temporarily Unavailable

Setting a Bed as Temporarily Unavailable

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.

Current Status	**Temporarily Unavailable : Cleaning Required-CL, Effective 04-Feb-2014 08:50 By MS T. INPATIENT BASIC**
Reason for Closure *	Infection
Reason *	MRSA
Reopening Date	

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	1			
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Wednesday, February 05, 2014

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			
Vacant			

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

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

Maintain Bed Status .
Set as Temporarily Unavailable

- Select the **Vacant** option.

- Click the **Ok** button.