

# PAS Inpatient - Allocating a patient to a bed in PAS

If a patient has not been allocated a bed upon admission, this process can be completed by selecting the patient from the Display patient on Ward (H I W D) option from your menu.

Select the **Display patient on Ward** ( H I W D) menu, type the ward code and press **Ay** to Accept.

The Patients on Ward screen will display the patients in alphabetical order.

HWD2	PATIENTS ON WARD		CACHÉ TESTCL				
	TRPOL - TR POLGOOTH WARD		>>>>				
No Surname	Forenames	Unit Number	Adm.on	Spec	Con	S.o.I.	Exp.out
1 KISHOK	DIETER	<u>CR_C032218</u>	04MAY11	07	SLAAL		06JUL11
2 LANGLEY	BETTY	<u>CR_C008702</u>	30MAR11	17	KUMSI		01JUL11
3 LANSMERE	RICHARD	<u>CR_C003023</u>	14APR11	01	BLAR		07JUL11
4 LAORTE	HENRI	<u>CR_C015612</u>	27MAY09	16	BRADJ		15JUL11
5 LAPWORTH	HENRY	<u>CR_C013174</u>	27MAY09	16	PARSW		01JUL11
6 LAQUE	ALBERT	<u>CR_C019719</u>	27MAY09	16	PARSW		15JUL11
7 RUCAS	SIMON	<u>CR_C031846</u>	23FEB11	01	BARJN		04JUL11
enter detail number/Page Up/Page Down/Next Ward/BeD Manage n/eXit/Other [ ]							

If the ward display has a + at the bottom of the screen this indicates that there are more patients to be displayed. Type **P D** and press the return key to Page Down and **P U** and press the return key to Page Up. Alternatively press and hold the Ctrl key and Press the F3 key to Page down or press and hold the Ctrl key and press the F2 key to Page up.

To allocate a patient to a bed enter the screen prompt **B D M** (Bed Management) **plus the line number** that corresponds to the patient you wish to allocate a bed to e.g. **B D M 2**, then press Return or Enter.

HIABS	ALLOCATE A PATIENT TO A BED SPACE	CACHÉ TESTCL
Current: CR C008702	LANGLEY, BETTY	29-NOV-1922 F
Current Ward: TRPOL - TR POLGOOTH WARD	Bay:	Bed:
Move to Bay/Room [ ]	Bed [ ]	
Accept/Change/eXit [ ]		

In the **Move to Bay/Room** field enter the bay to which you are allocating the patient. Or press the F1 key to view a list of bays available.

**Bed**, – enter the bed number to which you are allocating the patient. Or press the F1 key to view a list of available beds in the selected Bay.

If you select a Side Room (**S R**) you will be prompted to enter a codes and free text reason for its selection.

Once the details are entered type **Ay** and press the return key to Accept. You will be returned to the Patients on Ward screen.

## To view the beds allocated to patients from the Patients on Ward screen

From the Patients on Ward screen type **O** for Other and press the return key, then type **NS** and press the return key for Next Screen.

HIWD2	PATIENTS ON WARD	CACHÉ TESTCL
	TRPOL - TR POLGOOTH WARD	<<<<
No Surname	Forenames	Unit Number
1 KISHOK	DIETER	CR C032218
2 LANGLEY	BETTY	CR C008702
3 LANSMERE	RICHARD	CR C003023
4 LAORTE	HENRI	CR C015612
5 LAPWORTH	HENRY	CR C013174
6 LAQUE	ALBERT	CR C019719
7 RUCAS	SIMON	CR C031846
		Adm.on Spec Con
		Bay/Room Bed
		04MAY11 07 SLAAL
		30MAR11 17 KUMSI
		14APR11 01 BLAR
		27MAY11 16 BRADJ B
		27MAY11 16 PARSW
		27MAY11 16 PARSW
		23FEB11 01 BARJN
Next Screen/Previous Screen/Other [ ]		

The Bay and Beds will be displayed to the right of the screen.

To sort into bay/bed order press **N S** and press the return key. To return to alphabetical order press **P S**.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=259>