

# **Bed Management Solution (BMS)**

## **Admin Guide**



**Version 4.0**

**June 2024**

**Department of Veterans Affairs**

**Office of Information and Technology (OIT)**

## Revision History

Date	Revision	Description	Author
06/2024	4.2	<p>Updated for BMS patch version 4.2.</p> <p>The following sections were updated:</p> <p><b>Title Page</b> – Version number</p> <p><b>Page Footer</b> – Version number</p> <p>Note: Revision number (example: “4.2”) in this document’s Revision History table will represent the specific patch for a version of BMS.</p>	Booz Allen Hamilton
04/2024	4.1	Created for BMS patch version 4.1.	Booz Allen Hamilton

## Table of Contents

<b>1</b>	<b>Introduction.....</b>	<b>1</b>
1.1	Purpose .....	1
1.2	Intended Audience .....	1
1.3	Documentation Orientation .....	1
1.3.1	Organization of the Manual.....	1
1.3.2	Assumptions .....	1
1.3.3	Coordination.....	1
1.3.4	Disclaimers.....	2
1.3.4.1	Software Disclaimer .....	2
1.3.4.2	Documentation Disclaimer .....	2
1.3.5	Documentation Conventions.....	2
1.3.6	References and Resources.....	3
<b>2</b>	<b>Using the Software .....</b>	<b>4</b>
2.1	Facility Administrator Users.....	4
2.1.1	Bed Board Site Configuration Main Page .....	5
2.1.1.1	Adding a BMS User to the Current Facility Site .....	5
2.1.1.2	Editing BMS User Rights for the Current Facility Site .....	9
2.1.1.3	Deleting a BMS User for the Current Facility Site .....	12
2.1.2	VistA Ward Add/Edit Page .....	14
2.1.2.1	Adding a VistA Ward to the Ward Groups Defined for the Current Facility .....	16
2.1.2.2	Editing a Ward Group .....	18
2.1.2.3	Deleting a Ward Group .....	20
2.1.3	Bed Board BMS Orderable Items Configuration Page .....	22
2.1.3.1	Adding/Deleting an Orderable Item - Mapping.....	23
2.1.4	EMS Bed Notification Page .....	25
2.1.4.1	Adding an EMS Bed Notification.....	26
2.1.4.2	Editing an EMS Bed Notification.....	29
2.1.4.3	Deleting an EMS Bed Notification.....	31
2.1.5	Facility Setting Page.....	32
2.1.5.1	Ward Whiteboard Kiosk URL Settings.....	35
2.1.5.2	EMS Mobile URL Settings.....	36
2.1.6	EMS Portal Access Page .....	37
2.1.6.1	Adding an EMS User .....	37
2.1.6.2	Editing an EMS User .....	39
2.1.6.3	Deleting an EMS User .....	41

2.1.7	Bed Board Site Unavailable Reason Page .....	42
2.1.7.1	Adding an Unavailable Reason.....	44
2.1.7.2	Editing an Unavailable Reason .....	46
2.1.7.3	Deleting an Unavailable Reason .....	47
2.1.8	Bed Board Discharge Appointment Clinic Configuration Page.....	49
2.1.8.1	Adding/Deleting a Discharge Appointment Location .....	51
2.1.9	Events Notifications Page .....	52
2.1.9.1	Adding an Events Notification.....	54
2.1.9.2	Editing an Events Notification .....	55
2.1.9.3	Deleting an Events Notification.....	57
2.1.10	Site Configurable Icons Page .....	59
2.1.10.1	Editing an Icon.....	60
2.1.11	Background Processors Page .....	61
2.1.12	Patient Waiting Areas Page.....	63
2.1.12.1	Adding a Waiting Area .....	65
2.1.12.2	Editing a Waiting Area.....	67
2.1.12.3	Deleting a Waiting Area.....	69
2.1.13	Icon Usage Report .....	71
2.1.14	Bed Management Board Icons Page .....	73
2.1.15	Audit Log Report Page .....	74
2.1.15.1	Site Configurable Icons Report .....	75
2.1.15.2	Facility Patient Pending Bed Placement List Report.....	77
2.1.15.3	VISN Patient Pending Bed Placement List Report.....	78
2.1.15.4	Staff Assignment Report.....	80
2.1.15.5	Bed History Report.....	81
2.1.15.6	PPBP Usage (VISN) Report.....	82
2.1.15.7	PPBP Usage (Facility) Report.....	83
2.1.15.8	Whiteboard Patient Icon Usage Report.....	84
2.1.15.9	Whiteboard Bed Icon Usage Report .....	85
2.1.15.10	Whiteboard Comments Usage Report .....	87
2.1.16	Contingency Settings .....	88
2.1.17	Evacuation On/Off .....	90
2.1.18	Reset SUMMARY Report Out-Of-Service/Do-Not-Display.....	90
2.1.19	Community Care Sites.....	91
2.1.19.1	Adding Community Care Site Favorites.....	93
2.1.19.2	Removing Community Care Site Favorites .....	95



2.1.19.3	Adding Community Care Facilities Manually.....	99
2.1.19.4	Editing and Removing Community Care Facilities Manually.....	101
2.2	Support Users.....	104
2.2.1	Log in to the Administration Section Page.....	105
2.2.2	Maintain Marquee Text Page.....	106
2.2.3	Add/Edit BMS User Page.....	106
2.2.3.1	Adding a User.....	107
2.2.3.2	Editing User Rights.....	110
2.2.3.3	Deleting a User.....	111
2.2.4	Edit BMS Facility Settings Page.....	112
2.2.4.1	Deactivate and Reactivate Sites.....	115
2.2.4.2	Auto-Remove EDIS Patients from PPBP List.....	117
2.2.5	Edit Sister Sites Page.....	119
2.2.5.1	Adding a Sister Sites List.....	119
2.2.5.2	Editing a Sister Sites List.....	120
2.2.6	Add/Edit Icon Page.....	120
2.2.6.1	Modifying the position of an icon in the icon list.....	121
2.2.6.2	Editing the details of an icon in the icon list.....	122
2.2.6.3	Adding an icon to the icon list.....	123
2.2.6.4	Configuring Auto-Icons for use in BMS.....	124
2.2.6.5	Searching an Icon.....	128
2.2.6.6	Generating an Icon Usage Report.....	129
2.2.7	View Audit Log Page – Support.....	131
2.2.7.1	Standard Icons.....	131
2.2.7.2	Site Configurable Icons Report.....	132
2.2.7.3	Facility Patient Pending Bed Placement List Report.....	134
2.2.7.4	VISN Patient Pending Bed Placement List Report.....	135
2.2.7.5	Staff Assignment Report.....	137
2.2.7.6	Bed History Report.....	138
2.2.7.7	PPBP Usage (VISN) Report.....	139
2.2.7.8	PPBP Usage (Facility) Report.....	140
2.2.7.9	Whiteboard Patient Icon Usage Report.....	141
2.2.7.10	Whiteboard Bed Icon Usage Report.....	142
2.2.7.11	Whiteboard Comments Usage Report.....	144
2.2.8	Treating Specialty/NUMA/HAVBED Edit Page.....	145
2.2.8.1	Adding a NUMA Specialty.....	146

2.2.8.2	Adding a HAvBED Specialty .....	147
2.2.8.3	Editing a NUMA/HavBED Specialty .....	148
2.2.8.4	Deleting a NUMA/HavBED Specialty .....	148
2.2.8.5	Mapping a VistA specialty with a NUMA/HavBED Specialty.....	149
2.2.9	National Waiting Area.....	150
2.2.9.1	Adding a National Waiting Area.....	151
2.2.9.2	Editing a National Waiting Area .....	152
2.2.9.3	Deleting a Waiting Area.....	154
2.2.10	National Unavailable Reason.....	155
2.2.10.1	Adding a National Unavailable Reason.....	156
2.2.10.2	Editing a National Unavailable Reason .....	157
2.2.10.3	Deleting a National Unavailable Reason .....	158
2.2.11	Background Processors Page .....	159
2.2.11.1	VistA Sites.....	160
2.2.11.2	Schedulers.....	161
2.2.11.3	Adding a New Scheduler.....	161
2.2.11.4	VistA Integration.....	162
2.2.11.5	Audit.....	165
2.2.11.6	NUMI.....	167
2.2.11.7	Whiteboard Tab .....	168
2.2.11.8	PPMS.....	170
2.2.12	Application Parameters.....	171
2.2.13	User Access Report.....	172
<b>3</b>	<b>Troubleshooting .....</b>	<b>175</b>
3.1	BMS Self-Help Troubleshooting Guide.....	175
<b>4</b>	<b>Appendix A. Acronyms and Abbreviations.....</b>	<b>176</b>
<b>5</b>	<b>Index .....</b>	<b>178</b>

## List of Figures

Figure 1 - Bed Board Site Configuration Page	5
Figure 2 - Selecting Site Options	6
Figure 3 - Selecting BMS User Add/Edit	6
Figure 4 - User Configuration Page	7
Figure 5 - Select User	7
Figure 6 - Customize BMS Facility Site User Rights	8
Figure 7 - Selecting Site Options	10
Figure 8 - Selecting BMS User Add/Edit	10
Figure 9 - BMS User Configuration Page	11
Figure 10 - Select User	11
Figure 11 - Customize BMS Facility Site User Rights	12
Figure 12 - Selecting Site Options	12
Figure 13 - Selecting BMS User Add/Edit	13
Figure 14 - BMS User Configuration Page	13
Figure 15 - Select User	13
Figure 16 - Customize BMS Facility Site User Rights	14
Figure 17 - Add/Edit Ward Page	15
Figure 18 - Selecting Site Options	16
Figure 19 - Selecting VistA Ward Add/Edit Page	17
Figure 20 - Adding/Editing Ward	17
Figure 21 - Selecting Site Options	18
Figure 22 - Selecting VistA Ward Add/Edit Page	19
Figure 23 - Selecting a Ward Group to Edit	19
Figure 24 - Editing a Ward Group	20
Figure 25 - Selecting Site Options	20
Figure 26 - Selecting VistA Ward Add/Edit Page	21
Figure 27 - Deleting a VistA Ward Group	21
Figure 28 - Confirm Deletion of VistA Ward Group	21
Figure 29 - Selecting BMS Orderable Items Add/Delete	22
Figure 30 - Bed Board BMS Orderable Items Configuration Page	22
Figure 31 - Selecting Site Options	23
Figure 32 - Selecting BMS Orderable Items Add/Delete	24
Figure 33 - Adding/Editing BMS Orderable Items	24
Figure 34 - BMS Orderable Items - Add	25
Figure 35 - BMS Orderable Items – Delete	25
Figure 36 - EMS Bed Notification Page	25
Figure 37 - Selecting Site Options	27
Figure 38 - Selecting EMS Notification Add/Edit	27
Figure 39 - EMS Bed Notification – Add Location Name	28
Figure 40 - Notifications Add – Edit Parameters	28

Figure 41 - EMS Bed Notification Added	29
Figure 42 - Selecting Site Options	29
Figure 43 - Selecting EMS Notification Add/Edit	30
Figure 44 - EMS Bed Notification – Select Notification for Edit	30
Figure 45 - Notifications Add – Edit Parameters	30
Figure 46 - Selecting Site Options	31
Figure 47 - Selecting EMS Notification Add/Edit	31
Figure 48 - EMS Bed Notification – Delete notification	32
Figure 49 - EMS Bed Notification – Confirm Notification Deletion	32
Figure 50 - EMS Bed Notification – Notification Deletion	32
Figure 51 - Selecting Facility Settings	33
Figure 52 - Facility Configuration Page – Integrated Facility	33
Figure 53 - Facility Configuration Page – Non-Integrated Facility	34
Figure 54 - EMS Portal Access	37
Figure 55 - Selecting Site Options	38
Figure 56 - Selecting EMS Portal Access	38
Figure 57 - EMS Portal Access	39
Figure 58 - EMS Portal Access Page – Add Users	39
Figure 59 - Selecting Site Options	40
Figure 60 - Selecting EMS Portal Access	40
Figure 61 - Select EMS Staff Account/User to Edit	40
Figure 62 - Edit EMS Staff Account/User	41
Figure 63 - Selecting Site Options	41
Figure 64 - Selecting EMS Portal Access	42
Figure 65 - Selecting EMS Staff Account/User for Deletion	42
Figure 66 - Delete EMS Staff Account/User	42
Figure 67 - Selecting Unavailable Reason Add/Edit	43
Figure 68 - Bed Board Unavailable Reason Page	43
Figure 69 - Selecting Site Options	44
Figure 70 - Selecting Unavailable Reason Add/Edit	45
Figure 71 - Adding an Unavailable Reason	45
Figure 72 - Selecting Site Options	46
Figure 73 - Selecting Unavailable Reason Add/Edit	46
Figure 74 - Selecting an Unavailable Reason for Edit	47
Figure 75 - Editing an Unavailable Reason	47
Figure 76 - Selecting Site Options	48
Figure 77 - Selecting Unavailable Reason Add/Edit	48
Figure 78 - Select an Unavailable Reason for Deletion	49
Figure 79 - Delete an Unavailable Reason	49
Figure 80 - Selecting Discharge Appt Clinics Add/Delete	50
Figure 81 - Discharge Appointment Clinics Add/Edit Page	50
Figure 82 - Selecting Site Options	51
Figure 83 - Selecting Discharge Appointment Clinics Add/Delete	51
Figure 84 - Selecting a Discharge Clinic Location	52

Figure 85 - Selecting Event Notification Add/Edit	52
Figure 86 - Events Notifications Page	53
Figure 87 - Selecting Site Options	54
Figure 88 - Selecting Event Notification Add/Edit	54
Figure 89 - Selecting the Location of the Events	55
Figure 90 - Edit Event Notification Parameters	55
Figure 91 - Selecting Site Options	56
Figure 92 - Selecting Event Notification Add/Edit	56
Figure 93 - Selecting Event Notification for Edit	56
Figure 94 - Modifying Parameters for an Event Notification	57
Figure 95 - Selecting Site Options	57
Figure 96 - Selecting Event Notification Add/Edit	58
Figure 97 - Selecting Event Notification for Deletion	58
Figure 98 - Delete an Event Notification	58
Figure 99 - Selecting Site Configurable Icons	59
Figure 100 - Icon Library – Site Configurable Icons Page	59
Figure 101 - Icon Library – Edit Icon Page	60
Figure 102 - Selecting Background Processors	61
Figure 103 - Facility Background Processors	62
Figure 104 - Facility Background Processors	63
Figure 105 - Selecting Site Options	63
Figure 106 - Selecting Waiting Area Add/Delete	64
Figure 107 - Patient Waiting Areas	64
Figure 108 - Selecting Site Options	65
Figure 109 - Selecting Waiting Area Add/Edit	66
Figure 110 - Adding a Waiting Area	66
Figure 111 - Waiting Area Added to the List	67
Figure 112 - Selecting Site Options	67
Figure 113 - Selecting Waiting Area Add/Delete	68
Figure 114 - Selecting Waiting Area for Edit	68
Figure 115 - Edit Waiting Area Name	68
Figure 116 - Waiting Area Edited	69
Figure 117 - Selecting Site Options	69
Figure 118 - Selecting Waiting Area Add/Delete	70
Figure 119 - Select a Waiting Area for Deletion	70
Figure 120 - Deleting a Waiting Area	70
Figure 121 - Facility Home Page – Site Options	71
Figure 122 - Selecting Icon Usage Report	71
Figure 123 - Icon Usage Report Parameters	72
Figure 124 - Icon Usage Report	72
Figure 125 - BMS Bed Board Site Configuration BMS Icon Legend Screen	73
Figure 126 - Bed Management Board Icon Legend Page	74
Figure 127 - BMS Bed Board Site Configuration / View Audit Log Screen	75
Figure 128 - Audit Log Report	75

Figure 129 - Site Configurable Icons Report	76
Figure 130 - Facility Patient Pending Bed Placement List Report	77
Figure 131 - VISN Patient Pending Bed Placement List Report	79
Figure 132 - Staff Assignment Report	80
Figure 133 - Bed History Report	81
Figure 134 - PPBP Usage (VISN) Report	82
Figure 135 - PPBP Usage (Facility) Report	83
Figure 136 - Selecting Whiteboard Patient Icon Usage Report	84
Figure 137 - Whiteboard Patient Icon Usage Report	85
Figure 138 - Selecting Whiteboard Bed Icon Usage Report	86
Figure 139 - Whiteboard Bed Icon Usage Report	86
Figure 140 - Whiteboard Comments Usage Report	87
Figure 141 - Facility Home Page Site Options	88
Figure 142 - Bed Board Site Configuration Page Contingency Settings	89
Figure 143 - Contingency Settings Page	89
Figure 144 - Evacuation On/Off	90
Figure 145 - Facility Home Page - Evacuation On	90
Figure 146 - Reset SUMMARY Report Out-Of-Service/Do-Not-Display	91
Figure 147 - Facility Home Page – Beds Back in Service	91
Figure 148 - Cleared Reason and Comments fields for bed back in service	91
Figure 149 - Community Care Sites link	92
Figure 150 - Community Care Sites page	92
Figure 151 - Community Care Sites page search	93
Figure 152 - Community Care Sites Add Link	94
Figure 153 - Community Care Sites favorite addition	94
Figure 154 - PPBPL Community Care Facility Menu new favorite	95
Figure 155 - Community Care Sites Configuration favorite removal	95
Figure 156 - PPBPL Community Care Facility Menu removed favorites	96
Figure 157 - PPBPL Community Care Facility Menu search option	97
Figure 158 - PPBPL Community Care Facility Search	97
Figure 159 - PPBPL Community Care Facility Search results	98
Figure 160 - PPBPL Community Care Facility Search selection	98
Figure 161 - PPBPL Community Care Facility value	99
Figure 162 - Community Care Sites Configuration Add Facility link	99
Figure 163 - Add Edit Community Care Site for VAMC new facility creation	100
Figure 164 - Add Edit Community Care Site Matching Facilities for NPI	100
Figure 165 - Community Care Sites Configuration new facility record	101
Figure 166 - Community Care Sites Configuration Edit option	102
Figure 167 - Add Edit Community Care Site for VAMC facility edit	102
Figure 168 - Community Care Sites Configuration facility record removal	103
Figure 169 - Community Care Sites Configuration Delete for current VAMC button	103
Figure 170 - Community Care Sites Configuration facility record deletion confirmation	104
Figure 171 - Accessing Administration Section Page from National/Regional page	105
Figure 172 - Administration Section Page	105

Figure 173 - Add/ Edit Marquee Text	106
Figure 174 - Administration Section – User Add/Edit Page	106
Figure 175 - Select User to Activate	107
Figure 176 - Customize BMS user rights	108
Figure 177 - Region-specific facilities based on Regional User role and Default Region	110
Figure 178 - Select User	110
Figure 179 - Edit BMS user rights	111
Figure 180 - Find User Name	111
Figure 181 - Select User to Delete	112
Figure 182 - Customize BMS user rights	112
Figure 183 - Edit BMS Site	113
Figure 184 - Administration Section – Facility Edit Screen	115
Figure 185 - Administration Section – Facility Edit Screen	116
Figure 186 - Facility Edit Screen – Active/Live Site	116
Figure 187 - Facility Edit Screen – Admin Access to Inactive Site	117
Figure 188 - VISN Network Bed Board Page	117
Figure 189 - Administration Section – Facility Edit Screen	118
Figure 190 - Administration Section – Facility Edit Screen	118
Figure 191 - Facility Edit Screen – Auto-Remove EDIS patients from Pending Bed Placement List	119
Figure 192 - Edit BMS Sister Sites	119
Figure 193 - Administration Section – Icon Add/Edit	120
Figure 194 - Administration Section – Change Icon Position in the Icon List	122
Figure 195 - Administration Section – Edit Icon	122
Figure 196 - Administration Section – Add Icon	123
Figure 197 - Selecting an Icon Image File	123
Figure 198 - National Administrator Edit Icon Page	125
Figure 199 - Facility Home Page	125
Figure 200 - Facility Site Options Page	126
Figure 201 - BMS Orderable Items Add/Delete Page	126
Figure 202 - Selection of Orderable Item and Item Type	126
Figure 203 - Orderable Item Configuration Addition Confirmation	127
Figure 204 - Facility Site Options Page	127
Figure 205 - Site Configurable Icons Screen, showing Automatic VistA Orderable Item Icons	128
Figure 206 - Administration Section – Icon Search	128
Figure 207 - Site Configurable Icon Search Result	129
Figure 208 - Administration Section – Icon Usage Report	129
Figure 209 - Administration Section – Icon Usage Report	130
Figure 210 - Administration Section – Icon Usage Report Drill-Down Feature	130
Figure 211 - Administration Section – Audit Log Report Types	131
Figure 212 - Standard Icons	132
Figure 213 - Site Configurable Icons Report	133
Figure 214 - Facility Patient Pending Bed Placement List Report	134
Figure 215 - VISN Patient Pending Bed Placement List Report	136

Figure 216 - Staff Assignment Report	137
Figure 217 - Bed History Report	138
Figure 218 - PPBP Usage (VISN) Report	139
Figure 219 - PPBP Usage (Facility) Report	140
Figure 220 - Selecting Whiteboard Patient Icon Usage Report	141
Figure 221 - Whiteboard Patient Icon Usage Report	142
Figure 222 - Selecting Whiteboard Bed Icon Usage Report	143
Figure 223 - Whiteboard Bed Icon Usage Report	143
Figure 224 - Whiteboard Comments Usage Report	144
Figure 225 - Administration Section – Treating Specialty/NUMA/HAvBED Edit	146
Figure 226 - Administration Section – Treating Specialty/NUMA/HAvBED Edit	147
Figure 227 - Administration Section – Treating Specialty/NUMA/HAvBED Edit	148
Figure 228 - Mapping A VistA Specialty with NUMA/HAvBED Specialty	149
Figure 229 - Hiding a NUMA/HAvBED Specialty	150
Figure 230 - National Waiting Areas	150
Figure 231 - Adding a Waiting Area	151
Figure 232 - Waiting Area Added to the List	152
Figure 233 - Selecting National Waiting Area	152
Figure 234 - Selecting Waiting Area for Edit	153
Figure 235 - Edit Waiting Area Name	153
Figure 236 - Waiting Area Edited	154
Figure 237 - Selecting National Waiting Area	154
Figure 238 - Select a National Waiting Area for Deletion	155
Figure 239 - Deleting a National Waiting Area	155
Figure 240 - National Unavailable Reason Page	156
Figure 241 - Adding a National Unavailable Reason	157
Figure 242 - Selecting Unavailable Reason for Edit	158
Figure 243 - Editing an Unavailable Reason	158
Figure 244 - Selecting a National Unavailable Reason for Deletion	159
Figure 245 - Delete a National Unavailable Reason	159
Figure 246 - Background Processors Page	160
Figure 247 - Background Processors Page – Adding a VistA Site	160
Figure 248 - Schedulers page	161
Figure 249 - VistA Integration Tab	162
Figure 250 - VistA Integration Tab – ADT data gathering job for specific VistA	163
Figure 251 - VistA Integration Tab – Run Patient Movement Synchronizer for specific VistA and patient IEN	165
Figure 252 - Audit Page	166
Figure 253 - View Audit Results	166
Figure 254 - NUMI Page	167
Figure 255 - Selecting the VistA Site for Which to Gather NUMI Data	168
Figure 256 - Whiteboard Tab	169
Figure 257 - Selecting the Facility Site Where to Run the Scheduler for the Whiteboard	169
Figure 258 - PPMS page	170



Figure 259 - Application Parameters Link	171
Figure 260 - Application Parameters Page	171
Figure 261 - User Access Report Link	172
Figure 262 - User Access Report	172
Figure 263 - User Access Report Results	173

## List of Tables

Table 1 - Documentation Symbols and Descriptions	2
Table 2 - BMS Facility Site User Parameters	8
Table 3 - Ward Group Parameters	15
Table 4 - Orderable Items Parameters	23
Table 5 - EMS Bed Notification Parameters	26
Table 6 - VA Facility Configuration Parameters	34
Table 7 - Ward Whiteboard URL Configuration Parameters	36
Table 8 - EMS Mobile URL Configuration Parameters	37
Table 9 - Unavailable Reason Parameters	44
Table 10 - Event Notification Parameters	53
Table 11 - Icon Parameters	60
Table 12 - Icon Usage Report Parameters	73
Table 13 - Site Configurable Icons Report Parameters	76
Table 14 - Facility Patient Pending Bed Placement List Report Parameters	78
Table 15 - VISN Patient Pending Bed Placement List Report Parameters	79
Table 16 - Staff Assignment Report Parameters	80
Table 17 - Bed History Report Parameters	81
Table 18 - PPBP Usage (VISN) Report Parameters	82
Table 19 - PPBP Usage (Facility) Report Parameters	84
Table 20 - Whiteboard Patient Icon Usage Report Parameters	85
Table 21 - Whiteboard Bed Icon Usage Report Parameters	87
Table 22 - Whiteboard Comments Usage Report Parameters	88
Table 23 - Community Care Sites Parameters	104
Table 24 - BMS User Parameters	108
Table 25 - BMS Site Parameters	113
Table 26 - BMS Sister Site Parameters	120
Table 27 - Add/Edit Icon Page Parameters	124
Table 28 - Icon Usage Report	130
Table 29 - Site Configurable Icons Report Parameters	133
Table 30 - Facility Patient Pending Bed Placement List Report Parameters	135
Table 31 - VISN Patient Pending Bed Placement List Report Parameters	136
Table 32 - Staff Assignment Report Parameters	137
Table 33 - Bed History Report Parameters	138
Table 34 - PPBP Usage (VISN) Report Parameters	139
Table 35 - PPBP Usage (Facility) Report Parameters	141
Table 36 - Whiteboard Patient Icon Usage Report Parameters	142
Table 37 - Whiteboard Bed Icon Usage Report Parameters	144
Table 38 - Whiteboard Comments Usage Report Parameters	145
Table 39 - Unavailable Reason Parameters	156
Table 40 - Unavailable Reason Types	157
Table 41 - New Scheduler Parameters	161

Table 42 - PPMS Parameters	170
Table 43 - User Access Report Parameters	173
Table 44 - Acronyms/Abbreviations	176

# 1 Introduction

## 1.1 Purpose

This document is designed to provide sufficient information about the Bed Management Solution (BMS) application to site admin and support users so that they can set up new logins and utilize the software.

## 1.2 Intended Audience

This guide provides instructions on how to configure and how to use the Bed Management Solution (BMS) software. Typical audience for this manual will be local ADPAC staff who are asked to configure BMS logins, or support staff who need to configure BMS menus, background processors, etc. For additional technical information, refer to the Bed Management Solution Technical Manual. For general information on BMS, refer to the Bed Management Solution User Guide or the Bed Management Solution Community Care Tracking List Guide.

## 1.3 Documentation Orientation

### 1.3.1 Organization of the Manual

- Introduction – Explains BMS software and how it is used.
- System Summary - Provides a general description of the system written in non-technical terminology and the purpose for which it is intended.
- Getting Started - Provides a general walkthrough of the system from initiation through exit.
- Using the Software - Categorizes information and chapter titles by function and role of the software.
- Troubleshooting - Problems, issues, or items that a user may need assistance with and provide guidance to the extent possible.
- Acronyms and Abbreviations - Provides a list of the acronyms and abbreviations used in this document and the meaning of each.
- Index – A directory of the User Guide

### 1.3.2 Assumptions

This guide was written with the following assumed experience/skills of the audience:

- User has basic knowledge of the operating system (such as the use of commands, menu options, and navigation tools).
- User has been provided the appropriate active roles, required for BMS.
- User has validated access to BMS.
- User has completed any prerequisite training.

### 1.3.3 Coordination

- The Bed Management Solutions business team will have two calls per month with end users and one call per month with the VISN teams to discuss upcoming changes and new functionality.
- OIT SPM HSP VFO HDSO BMS – T3 Sustainment Team, OIT EP MO HPS BMS Tier 2– T2 Support Team, BMS OERHM Project Lead and the BMS Cloud Migration Project Manager will be notified of all upcoming enhancements and release dates.

### 1.3.4 Disclaimers

#### 1.3.4.1 Software Disclaimer

This software was developed at the Department of Veterans Affairs (VA) by employees of the Federal Government in the course of their official duties. Pursuant to title 17 Section 105 of the United States Code this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely if any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.

#### 1.3.4.2 Documentation Disclaimer




The appearance of external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

### 1.3.5 Documentation Conventions

This manual uses several methods to highlight different aspects of the material.

Various symbols are used throughout the documentation to alert the reader to special information. The following table gives a description of each of these symbols:

**Table 1 - Documentation Symbols and Descriptions**

Symbol	Description
	The notepad icon emphasizes noteworthy information.
	The warning icon indicates items of critical importance.
	The information icon refers the reader to additional documentation.

- **Bold type** indicates application elements (views, panes, links, buttons, and text boxes, for example) and key names.
- Italicized text indicates special emphasis.

### **1.3.6 References and Resources**

There is no COTS Product documentation required.

## 2 Using the Software

BMS users described in this user setup and admin guide can be grouped in the following types:

- Administrator Users
- Support Users

The following sections present the BMS pages that can be accessed by an Admin User or Support User, with a step-by-step description of each action.



For information on Site User, EMS User/Supervisor User, VISN User, Regional User, National User and Guest User functionality, see the Bed Management Solution User Guide.



For information on Community Care User, Community Care Transfer User and Community Care Admin functionality, see the BMS Community Care Tracking List guide.

### 2.1 Facility Administrator Users

Administrator users can customize the generic BMS settings according to the needs of a specific facility. This is done from the **Bed Board Site Configuration (Site Options)** page of the BMS facility site.

Administrator users can access the following pages:

- Vistal Ward Add/Edit page
- BMS Orderable Items Configuration page
- EMS Bed Notification Add/Edit page
- Facility Settings
- EMS Portal Access page
- Discharge Appointment Clinic Add/Edit page
- Events Notification Add/Edit page
- Site Configurable Icons page
- BMS User Add/Edit page
- Background Processors page
- Waiting Area Add/Delete page
- Icon Usage Report
- BMS Icon Legend page
- View Audit Log page
- Contingency Settings Page

- Community Care Sites
- Unavailable Reason Add/Edit (\*must be a support user to see this option)

## 2.1.1 Bed Board Site Configuration Main Page

The configuration of the VA facility site—including the ability to configure BMS logins—is done using the options available in the page **Bed Board Site Configuration** that can be accessed by clicking the **Site Options** button on the facility home page.

The **Bed Board Site Configuration** page is displayed as in the following image.

**Figure 1 - Bed Board Site Configuration Page**

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit	Discharge Appt Clinics Add/Delete	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Event Notification Add/Edit	Icon Usage Report
EMS Notification Add/Edit	Site Configurable Icons	BMS Icon Legend
Facility Setting	BMS User Add/Edit	View Audit Log
EMS Portal Access	Background Processes	Contingency Settings
Community Care Sites		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display:  for   RESET: NONE

Evacuation: ON  OFF

WORKSTATION		
DATE/TIME	Tue Sep 26 2023	8:38:12 PM
FACILITY		
DATE/TIME	Tue Sep 26 2023	8:38 PM
VISN	16	
REGION	2	

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

The **Bed Board Site Configuration** page allows the administrator user to configure several parameters for the site. Click the corresponding link to access the desired page.

The **Evacuation ON/OFF** option can be used in case of emergency and allows the administrator user to organize the evacuation process. For details, see the section [Evacuation On/Off](#).

In the lower part of the page the system provides information about the date and time of the workstation, the date and time of the facility site as well as the VISN, and the region where the current facility resides.

For details on the options available see the sections below.

### 2.1.1.1 Adding a BMS User to the Current Facility Site

To add a BMS user to the current facility site, follow the instructions below. From the facility home page, click the **Site Options** button.



Figure 2 - Selecting Site Options

The screenshot shows the Bed Management System interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a workstation status bar with the time 1:33:16 PM and facility name. Below this, a 'Ward Census' section displays a gauge for 85% facility occupancy and a list of ward counts: 100% for 1B CLC, 20% for 2A NEURO/REHAB, 20% for 2C CLC, 20% for 3B MED, and 20% for 3C MED. A 'Ward Whiteboard' menu is open, with 'Site Options' highlighted. To the right, a 'New Events' section shows 0% CPU usage. Below the menu, a 'Patients Pending Bed Placement: Current' section includes filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30-Days'. A table lists patient data with columns for 'Actions', 'Entered', 'Bed Needed By', 'Patient', 'Standard Score', 'Emergency Score', 'SVC', 'Comments', 'SX', 'Presenting Problem', 'Type Of Bed / Ward Request', 'Waiting Area', 'Ward Time (3:00)', 'BMS Time (1:00)', and 'CLC'. The table contains several rows of patient information, including names like 'FORTY PATIENT A1111' and various medical conditions.

The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 3 - Selecting BMS User Add/Edit

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page title is 'Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. It features a grid of configuration links: 'Visit Ward Add/Edit', 'Discharge Appt. Clinics Add/Delete', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Event Notification Add/Edit', 'Icon Usage Report', 'EMS Notification Add/Edit', 'Site Configurable Icons', 'BMS Icon Legend', 'Facility Setting', 'BMS User Add/Edit' (highlighted in yellow), 'View Audit Log', 'EMS Portal Access', 'Background Processors', and 'Contingency Settings'. Below the grid, there's a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display:' section with a dropdown menu set to 'Unavailable/Out Of Service' and a 'Submit' button. At the bottom, there's an 'Evacuation:' section with radio buttons for 'ON' (selected) and 'OFF', and another 'Submit' button. A 'WORKSTATION' section displays the current date and time: 'Tue Sep 26 2023 8:38:12 PM'. Below that, a 'FACILITY' section shows 'Tue Sep 26 2023 8:38 PM'. Further down, 'VISH' is listed as 16 and 'REGION' as 2. At the very bottom, there are links for 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

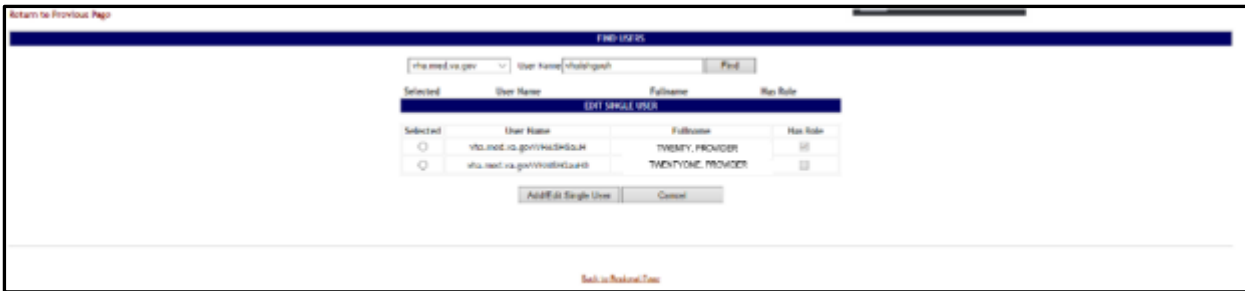
Select the **BMS User Add/Edit** link to display the page in the following image:

**Figure 4 - User Configuration Page**



Click the button **Select Existing NT User Name** (the user must have an account in VA's Active Directory) click this button to display the following screen:

**Figure 5 - Select User**





From the **Domain** field select the domain to which the user currently belongs. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.




From the list in the central part of the screen select the user to whom you want to grant access to the current BMS facility site then press the **Add/Edit Single User** button. The following screen is displayed:

**Figure 6 - Customize BMS Facility Site User Rights**


The following parameters can be set for a user of a facility site:

**Table 2 - BMS Facility Site User Parameters**

Column	Description
NT User Name	NT user who will be given access rights to the facility site.
Admin User?	If the new user will have access to the Administration section page.
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	If the user will have access to the current facility site.
EMS User?	If the new user is part of EMS group.
EMS Dispatcher?	If the new user is an EMS dispatcher.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Community Care User?	If the new user will have access to the Community Care Tracking List page.  The Admin User role will always inherit the Community Care User role's permissions.
Community Care Transfer User?	If the new user will have access to both the Community Care Tracking List page and the Add to PPBPL function on the CCTL. In addition, this role allows edit access to the Transfer Out Reason and Transfer Out Type fields within a Community Care Tracking List record.  The Admin User role will always inherit the Community Care Transfer User role's permissions. In addition, the Community Care Transfer User role includes the Community Care User role permissions by default.

Column	Description
Community Care Admin?	<p>If the new user will have site favorite configuration access on the Community Care Sites page.</p> <p> The Admin User role will always inherit the Community Care Admin role's permissions.</p> <p> Note: To add, edit or delete Community Care facilities from the Community Care Sites page, an Admin User role is required.</p>
Default Region	This field displays the name of the current region (where the current VISN belongs to).
Default VISN	This field displays the current VISN (to which the current facility site belongs).
DefaultSite	The default site which is displayed when the new user logs into the system.
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.
WRITE Access	<p>If the selected user has WRITE rights on the sites in the selected Region/VISN.</p> <p> The WRITE Access role does not apply to adding, editing or removing Community Care Tracking List records.</p>
Whiteboard Only Access	If the selected user has Whiteboard access only.

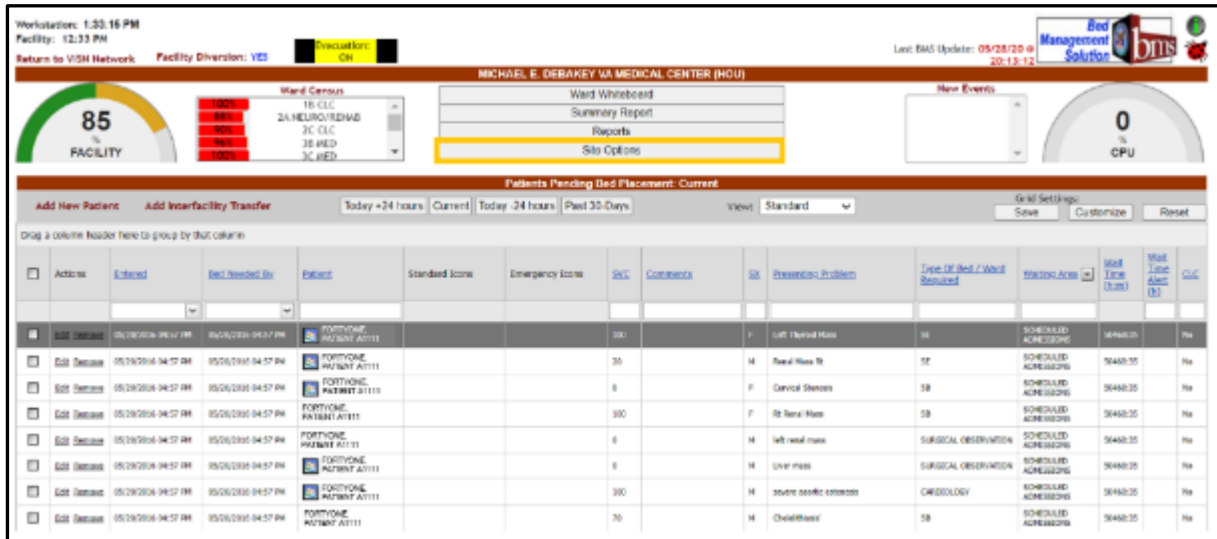
After setting the desired parameters for the selected user, click the **Submit** button to enter the data into the system.

 For additional configurations available to Support Users, see the [Add/Edit BMS User Page](#) section located within this guide.

**2.1.1.2 Editing BMS User Rights for the Current Facility Site**

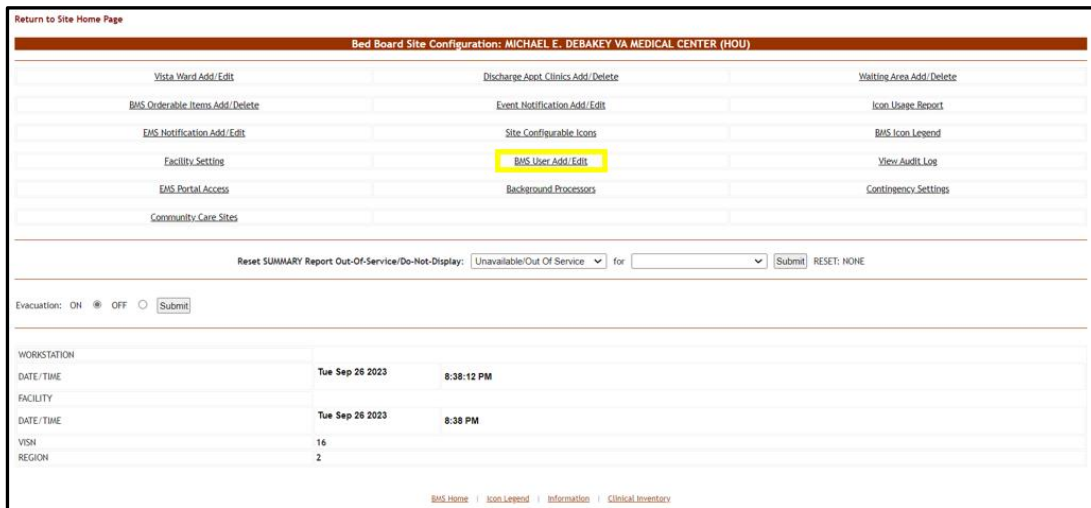
To edit the rights of a BMS user for the current facility site, follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 7 - Selecting Site Options



The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 8 - Selecting BMS User Add/Edit



Select the **BMS User Add/Edit** link to display the page in the following image:

**Figure 9 - BMS User Configuration Page**

Return to Admin Page

User Configuration - VA BOSTON HEALTHCARE SYSTEM, BROCKTON CAMPUS (BRK)

Select Existing NT User Name

PARAMETER OPTIONS

Submit

BMS Home | Icon Legend | Information

Click the button **Select Existing NT User Name** to display the following screen:

**Figure 10 - Select User**

Select user

va.gov User Name: test Find

CENT SINGLE USER

Selected	User Name	Fullname	Has Role
<input type="radio"/>	va.gov\test-PCU-499	Test-PCU-499	<input type="checkbox"/>
<input checked="" type="radio"/>	va.gov\TEST GROUP	TEST GROUP	<input type="checkbox"/>
<input checked="" type="radio"/>	va.gov\TESTGROUP087113	TESTGROUP087113	<input type="checkbox"/>
<input type="radio"/>	va.gov\TESTGROUP123456	TESTGROUP123456	<input type="checkbox"/>
<input type="radio"/>	va.gov\test	test	<input type="checkbox"/>
<input type="radio"/>	va.gov\TEST_USER_PICKER	TEST_USER_PICKER	<input type="checkbox"/>

Back to Single User Cancel

From the Domain field select the domain to which the user currently belongs. Enter part of the name of the user in the User Name field then press the **Find** button to locate the user.

From the list in the central part of the screen select the user whose rights for the current facility site you want to edit then press the **Select** button. The following screen is displayed:

**Figure 11 - Customize BMS Facility Site User Rights**

Return to Admin Page

User Configuration - CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM (CTX)

User Access Report

[Select Existing NT User Name]

PARAMETER	OPTIONS
NT User Name	v08.med.va.gov
Admin User?	Yes
Audit Log User?	Yes
Site User?	Yes
EMS User?	No
EMS Dispatcher?	No
EMS Supervisor User?	No
Community Care User?	No
Community Care Transfer User?	No
Community Care Admin?	No
Default Region:	2
Default VSN:	17
Default Site:	CTX - CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM
READ Access?	Yes
WRITE Access?	Yes
Whiteboard Only Access?	No

[Submit] [Cancel]

[BMS Home](#) | 
 [Icon Legend](#) | 
 [Information](#) | 
 [Clinical Inventory](#)

Modify the existing selections then click the **Submit** button to enter the new data into the system.

**2.1.1.3 Deleting a BMS User for the Current Facility Site**

To delete a BMS user (cancel his/her rights) for the current facility site, follow the instructions below. From the facility home page, click the **Site Options** button.

**Figure 12 - Selecting Site Options**

Workstation: 1:33:15 PM  
 Facility: 12:33 PM  
 Return to VSN Network: Facility Division: YES  
 MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)  
 Last BMS Update: 05/28/20 10:41:07  
 Bed Management Solution bms

Ward Census: 85% FACILITY

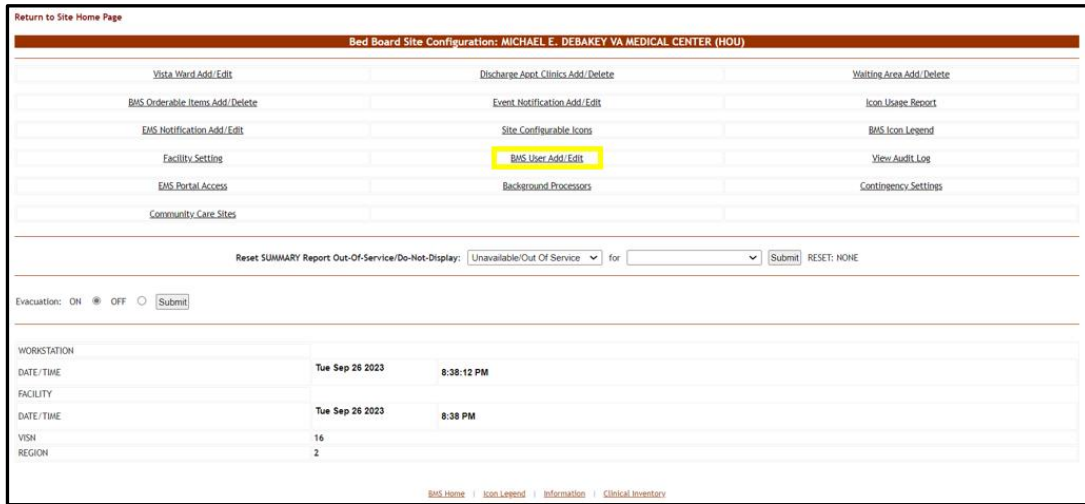
Ward Whiteboard: Ward Whiteboard, Summary Report, Reports, **Site Options**

Patients Pending Bed Placement - Current

Actions	Entered	Bed Needed By	Patient	Standard Issue	Emergency Issue	QVC	Comments	SK	Presenting Problem	Type of Bed / Ward Requested	Waiting Area	Wait Time (hrs)	Bed Type (L, B, S)	CLC
UAB Details	05/28/20 04:37 PM	05/29/20 04:37 PM	PORTYING PATIENT A1111			100		P	Left Throat Mass	30	SCHEDULED ADMISSION	05/28/20	No	
UAB Details	05/28/20 04:37 PM	05/29/20 04:37 PM	PORTYING PATIENT A1111			20		R	Renal Mass Rt	30	SCHEDULED ADMISSION	05/28/20	No	
UAB Details	05/28/20 04:37 PM	05/29/20 04:37 PM	PORTYING PATIENT A1111			0		P	Cervical Stenosis	50	SCHEDULED ADMISSION	05/28/20	No	
UAB Details	05/28/20 04:37 PM	05/29/20 04:37 PM	PORTYING PATIENT A1111			100		P	Rt Renal Mass	30	SCHEDULED ADMISSION	05/28/20	No	
UAB Details	05/28/20 04:37 PM	05/29/20 04:37 PM	PORTYING PATIENT A1111			0		R	Left Hand Mass	SURGICAL OBSERVATION	SCHEDULED ADMISSION	05/28/20	No	
UAB Details	05/28/20 04:37 PM	05/29/20 04:37 PM	PORTYING PATIENT A1111			0		R	Left Hand Mass	SURGICAL OBSERVATION	SCHEDULED ADMISSION	05/28/20	No	
UAB Details	05/28/20 04:37 PM	05/29/20 04:37 PM	PORTYING PATIENT A1111			100		R	Waters sports accident	ORTHODOGY	SCHEDULED ADMISSION	05/28/20	No	
UAB Details	05/28/20 04:37 PM	05/29/20 04:37 PM	PORTYING PATIENT A1111			20		R	Cholelithiasis	30	SCHEDULED ADMISSION	05/28/20	No	

The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 13 - Selecting BMS User Add/Edit**



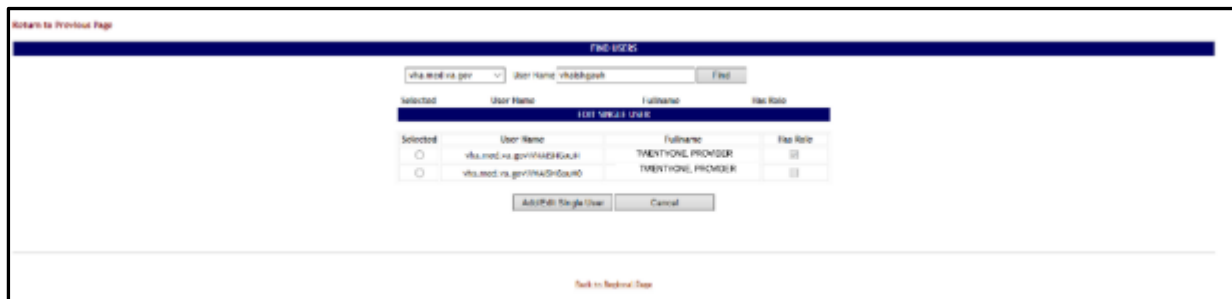
Select the **BMS User Add/Edit** link to display the page in the following image:

**Figure 14 - BMS User Configuration Page**



Click the button **Select Existing NT User Name** to display the following screen:

**Figure 15 - Select User**



From the Domain field select the domain to which the user currently belongs. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.



From the list in the central part of the screen select the user whose rights for the current facility site you want to edit then press the **Select** button. The following screen is displayed:

**Figure 16 - Customize BMS Facility Site User Rights**

PARAMETER	OPTIONS
NT User Name	v08.med.va.gov
Admin User?	No
Audit Log User?	No
Site User?	No
EMS User?	No
EMS Dispatcher?	No
EMS Supervisor User?	No
Community Care User?	No
Community Care Transfer User?	No
Community Care Admin?	No
Default Region:	2
Default VISH:	17
Default Site:	CTX - CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM
READ Access?	No
WRITE Access?	No
Whiteboard Only Access?	No

Select "No" for all the available options the press the **Submit** button to enter the data into the system.

### 2.1.2 VistA Ward Add/Edit Page

From the Bed Board Site Configuration page, click the **VistA Ward Add/Edit** link to display the Bed Board Ward Configuration (Facility name) page as in the following image.



Column	Description
Display Specialty	Display(s) in which the ward appears.
Combined Ward	The combined ward wherein a ward can become a member.

The **Edit** and **Delete** links to the left of each ward group in the Current VistA Wards area allow the user either to modify the details of a ward group or to delete the ward group.

**Combined Wards**, if any, will be displayed in a table below the **Current Wards**.

The link **Return to the Admin Main Page** in the upper left corner of the page allows the user to go back to the **Bed Board Site Configuration** page on the large screen displays.

### 2.1.2.1 Adding a VistA Ward to the Ward Groups Defined for the Current Facility

To add a VistA ward to the ward groups defined for the current facility follow the instructions below. From the facility home page, click the **Site Options** button.

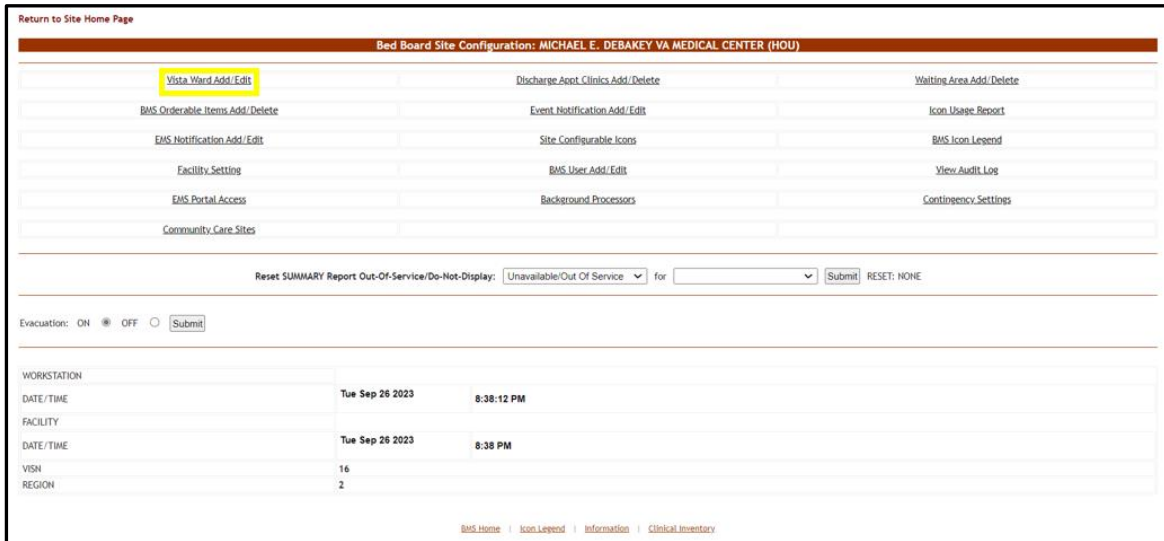
Figure 18 - Selecting Site Options

The screenshot displays the 'Bed Board Site Configuration' interface for Michael E. DeBakey VA Medical Center. At the top, there's a status bar with 'Workstation: 1:33:15 PM', 'Facility: 12:33 PM', and 'Return to VISH Network'. A 'Ward Census' section shows a list of wards: 1B CLC, 2A NEURO/REHAB, 2C CLC, 2B MED, and 2C MED. The 'Ward Whiteboard' menu is open, with 'Site Options' selected. Below this, there's a 'Patients Pending Bed Placement: Current' section with a table of patient data.

Actions	Patient	Standard Icons	Emergency Icons	C/C	Comments	P	Precondition Problems	Type of Bed / Ward Required	Waitlist Area	Wait Time (Hours)	Wait Time (Days)
<input type="checkbox"/>	EMERGENCY PATIENT A1111			200		F	Left thyroid Mass	2A	SCHEDULED ADESSING	50488.25	NA
<input type="checkbox"/>	EMERGENCY PATIENT A1111			20		M	Renal Mass Rt	2E	SCHEDULED ADESSING	50488.25	NA
<input type="checkbox"/>	EMERGENCY PATIENT A1111			0		F	Cervical Masses	2B	SCHEDULED ADESSING	50488.25	NA
<input type="checkbox"/>	EMERGENCY PATIENT A1111			200		F	Rt Renal Mass	2B	SCHEDULED ADESSING	50488.25	NA
<input type="checkbox"/>	EMERGENCY PATIENT A1111			0		M	left renal mass	SURGICAL OBSERVATION	SCHEDULED ADESSING	50488.25	NA
<input type="checkbox"/>	EMERGENCY PATIENT A1111			0		M	LUAR MASS	SURGICAL OBSERVATION	SCHEDULED ADESSING	50488.25	NA
<input type="checkbox"/>	EMERGENCY PATIENT A1111			200		M	severe aortic stenosis	CARDIOLOGY	SCHEDULED ADESSING	50488.25	NA
<input type="checkbox"/>	EMERGENCY PATIENT A1111			70		M	CHOLELITH	2B	SCHEDULED ADESSING	50488.25	NA

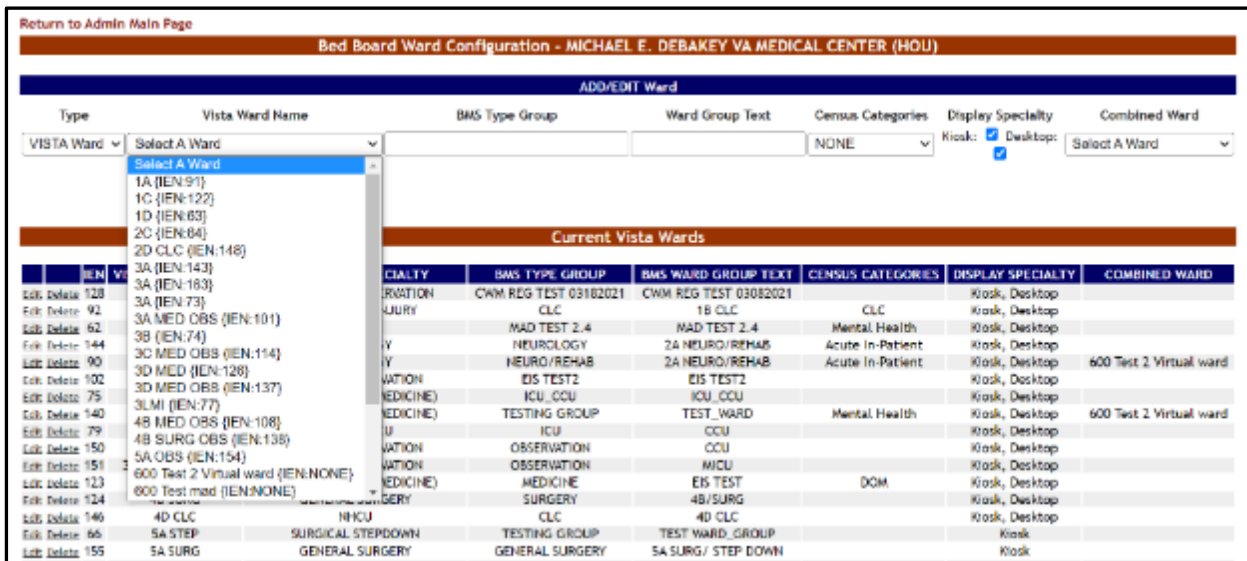
The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 19 - Selecting VistA Ward Add/Edit Page**



Click the **VistA Ward Add/Edit** link to display the corresponding page as in the image below:

**Figure 20 - Adding/Editing Ward**



- In the ADD Ward area at the top of the screen, choose a **Type** of VistA or Combined Ward.
- Click the arrow button of the **Vista Ward Name** field to display the list of VistA wards and select the one you want to add to the ward groups defined for the current facility.
- In the **BMS Type Group** field enter the name of one of the ward groups defined for the current facility or the name of a new ward group.

- In the **Ward Group Text** field enter a customized ward group name. Select **Census Category** as appropriate, as well as **Display Specialty**. The Ward can also become a member of a **Combined Ward** if desired.

Clicking the **Save** button will enter the data into the system. The new ward group will be displayed in the Current VistA Wards list in the lower part of the screen. Users can also utilize the **Alt + B** keyboard shortcut to perform the same functions as the **Save** button.

### 2.1.2.2 Editing a Ward Group

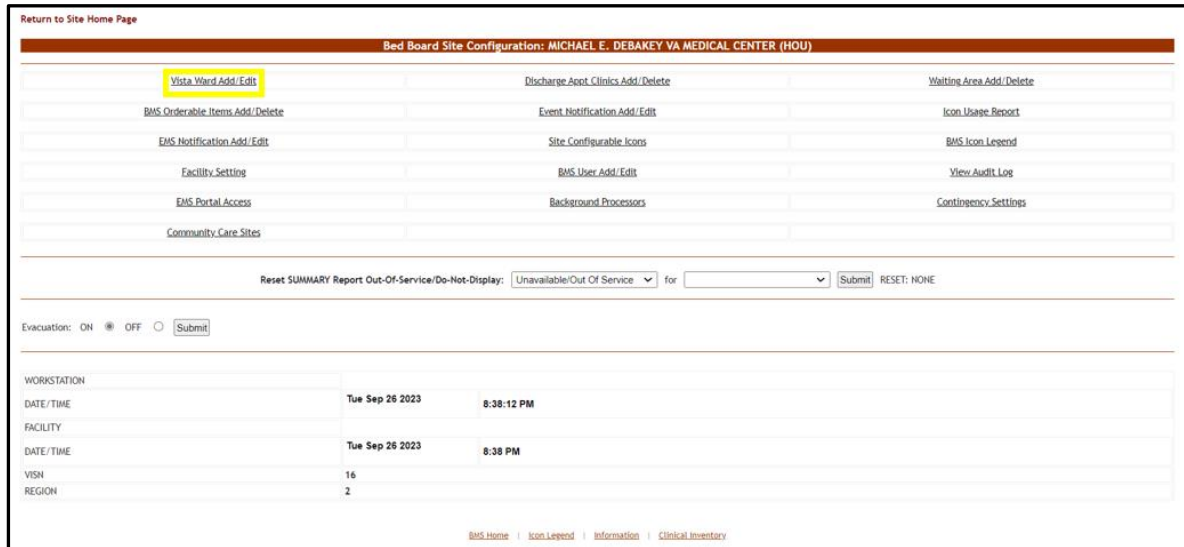
To edit one of the ward groups defined for the current facility follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 21 - Selecting Site Options

Actions	Entered	Bed Needed By	Patient	Standard Icons	Emergency Icons	SVC	Comments	SA	Procedures/Issues	Time of Bed List Request	Ward Area	Visit Date (List)	Bed Type (List)	CLC
<input type="checkbox"/>	05/29/2008 04:57 PM	05/29/2008 04:57 PM	TAMMYDOL PATIENT #1111			100		F	Left Bedded Room	08	SCHEDULED ADMISSIONS	05/29/08	NO	
<input type="checkbox"/>	05/29/2008 04:57 PM	05/29/2008 04:57 PM	TAMMYDOL PATIENT #1111			20		M	Renal Room B1	08	SCHEDULED ADMISSIONS	05/29/08	NO	
<input type="checkbox"/>	05/29/2008 04:57 PM	05/29/2008 04:57 PM	TAMMYDOL PATIENT #1111			6		F	General Medicine	08	SCHEDULED ADMISSIONS	05/29/08	NO	
<input type="checkbox"/>	05/29/2008 04:57 PM	05/29/2008 04:57 PM	TAMMYDOL PATIENT #1111			200		F	IC Renal Room	08	SCHEDULED ADMISSIONS	05/29/08	NO	
<input type="checkbox"/>	05/29/2008 04:57 PM	05/29/2008 04:57 PM	TAMMYDOL PATIENT #1111			6		M	Left Bedded Room	SURGICAL OBSERVATION	SCHEDULED ADMISSIONS	05/29/08	NO	
<input type="checkbox"/>	05/29/2008 04:57 PM	05/29/2008 04:57 PM	TAMMYDOL PATIENT #1111			6		M	Liver Room	SURGICAL OBSERVATION	SCHEDULED ADMISSIONS	05/29/08	NO	
<input type="checkbox"/>	05/29/2008 04:57 PM	05/29/2008 04:57 PM	TAMMYDOL PATIENT #1111			100		M	General Medicine	CHIEF OF STAFF	SCHEDULED ADMISSIONS	05/29/08	NO	
<input type="checkbox"/>	05/29/2008 04:57 PM	05/29/2008 04:57 PM	TAMMYDOL PATIENT #1111			70		M	Childhood	08	SCHEDULED ADMISSIONS	05/29/08	NO	

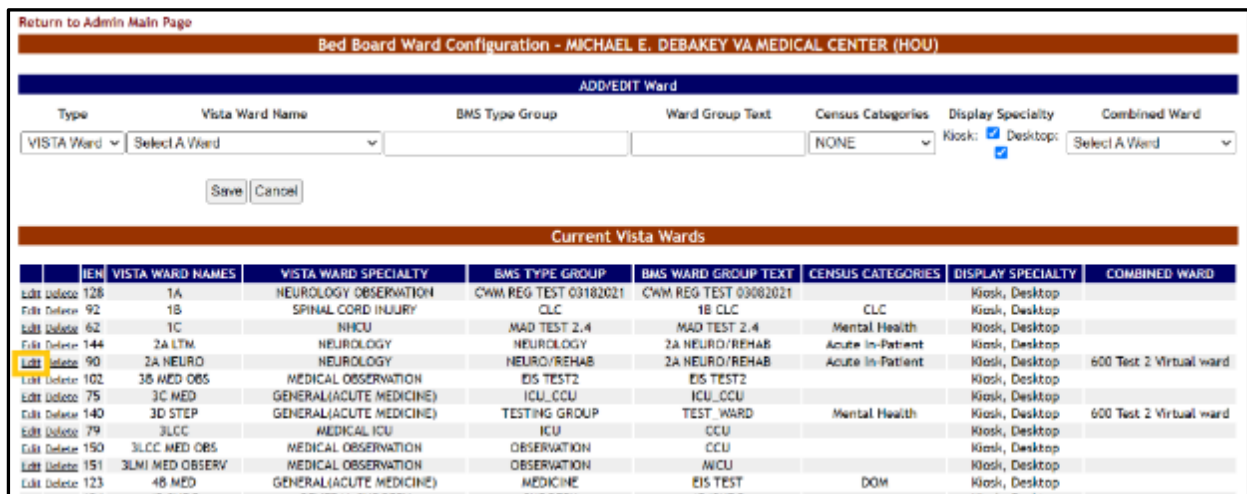
The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 22 - Selecting VistA Ward Add/Edit Page**



Click the **VistA Ward Add/Edit** link to display the corresponding page as in the image below:

**Figure 23 - Selecting a Ward Group to Edit**



Click the **Edit** link to the left of an existing ward group. The ward group details will be displayed in the fields in the EDIT Ward area as in the following image:

Figure 24 - Editing a Ward Group

Return to Admin Main Page

**Bed Board Ward Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

ADD/EDIT Ward

Type	Vista Ward Name	BMS Type Group	Ward Group Text	Census Categories	Display Specialty	Combined Ward
VISTA Ward	2A NEURO	NEURO/REHAB	2A NEURO/REHAB	Acute In-Patient	Kiosk: <input checked="" type="checkbox"/> Desktop: <input checked="" type="checkbox"/>	600 Test 2 Virtual ward

Save Cancel

**Current Vista Wards**

IDEN	VISTA WARD NAMES	VISTA WARD SPECIALTY	BMS TYPE GROUP	BMS WARD GROUP TEXT	CENSUS CATEGORIES	DISPLAY SPECIALTY	COMBINED WARD
128	1A	NEUROLOGY OBSERVATION	CWM REG TEST 03182021	CWM REG TEST 03082021		Kiosk, Desktop	
92	1B	SPINAL CORD INJURY	CLC	1B CLC	CLC	Kiosk, Desktop	

Make the desired changes then press the **Save** button to enter the data into the system. The modified ward group will be displayed in the Current VistA Wards list.

### 2.1.2.3 Deleting a Ward Group

To delete a ward group, follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 25 - Selecting Site Options

Workstation: 1:32:56 PM  
 Facility: 12:33 PM  
 Return to VISH Network Facility Division: YES

Last BMS Update: 05/28/20 at 20:17:17

**MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

Ward Census: 85% FACILITY

Ward Census: 05 CLC, 2A NEURO/REHAB, 2C CLC, 3D JED, 3C JED

Ward Whiteboard: Ward Whiteboard, Summary Report, Reports, Site Options

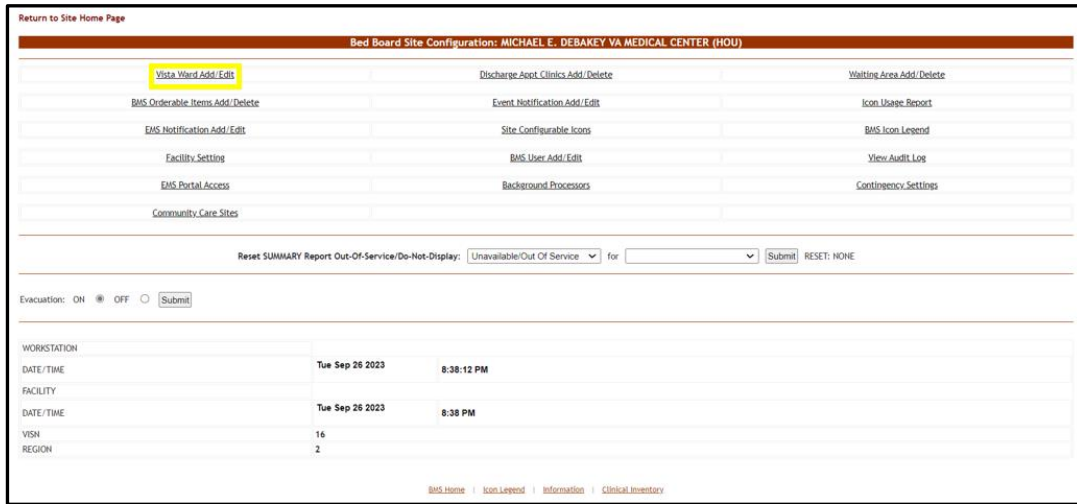
Patients Pending Bed Placement: Current

Actions	Entered	Bed Needed By	Patient	Standard Score	Emergency Score	SVIC	Comments	SK	Presenting Problem	Type of Bed / Bed / Special	Waiting Area	Wait Time (h:m)	Wait Time (h:m)	CLC
Edit Release	05/28/20 04:57 PM	05/28/20 04:57 PM	508 NEUROLOGY PATIENT A111			00		F	Left Theater Room	IC	SCHEDULED ADMISSIONS	0448:31		No
Edit Release	05/28/20 04:57 PM	05/28/20 04:57 PM	74247 NEUROLOGY PATIENT A111			20		R	Head Pain R/L	08	SCHEDULED ADMISSIONS	0448:31		No
Edit Release	05/28/20 04:57 PM	05/28/20 04:57 PM	70342 NEUROLOGY PATIENT A111			0		F	Cervical Stenosis	05	SCHEDULED ADMISSIONS	0448:31		No
Edit Release	05/28/20 04:57 PM	05/28/20 04:57 PM	74247 NEUROLOGY PATIENT A111			00		F	R/L Head Pain	08	SCHEDULED ADMISSIONS	0448:31		No
Edit Release	05/28/20 04:57 PM	05/28/20 04:57 PM	74247 NEUROLOGY PATIENT A111			00		R	L/R Head Pain	08	SCHEDULED ADMISSIONS	0448:31		No
Edit Release	05/28/20 04:57 PM	05/28/20 04:57 PM	74247 NEUROLOGY PATIENT A111			0		R	Lower back	08	SCHEDULED ADMISSIONS	0448:31		No
Edit Release	05/28/20 04:57 PM	05/28/20 04:57 PM	70342 NEUROLOGY PATIENT A111			00		R	Acute stroke release	08	SCHEDULED ADMISSIONS	0448:31		No
Edit Release	05/28/20 04:57 PM	05/28/20 04:57 PM	74247 NEUROLOGY PATIENT A111			20		R	Over/look	08	SCHEDULED ADMISSIONS	0448:31		No

The **Bed Board Site Configuration** page is displayed as in the image below:



**Figure 26 - Selecting VistA Ward Add/Edit Page**



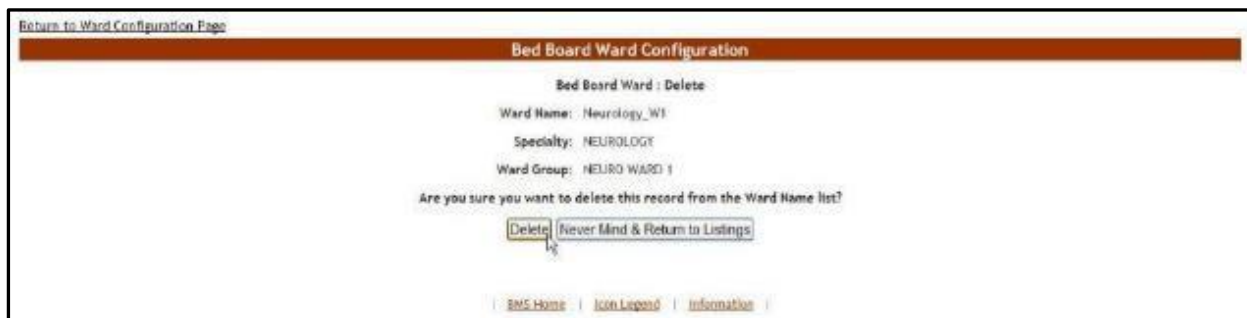
Click the **Vista Ward Add/Edit** link to display the corresponding page as in the image below:

**Figure 27 - Deleting a VistA Ward Group**



Click the **Delete** link to the left of the ward group you want to delete. A confirmation screen is displayed as in the following image:

**Figure 28 - Confirm Deletion of VistA Ward Group**



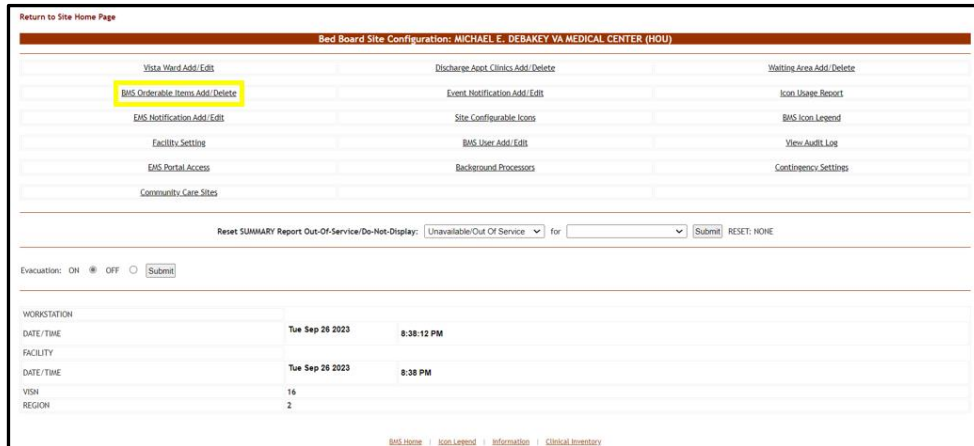


Click the **Delete** button to delete the ward group defined.

### 2.1.3 Bed Board BMS Orderable Items Configuration Page

The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 29 - Selecting BMS Orderable Items Add/Delete



From the **Bed Board Site Configuration** page, click the **BMS Orderable Items Add/Delete** link to display the following page:

Figure 30 - Bed Board BMS Orderable Items Configuration Page



The **Bed Board BMS Orderable Items Configuration** page allows the user to map the orderable items coming from VistA with orderable items adapted to the needs of their facility/organization.

The drop-down fields in the upper part of the screen allow administrator users to select the orderable items for mapping. However, only three types of orderable items are mapped: admission, discharges and transfers.

The lower part of the screen displays the list of orderable items already mapped. The **Delete** links associated to each entry allow the administrator user to remove an entry from the list.

For each entry in the list, the following data is available:

**Table 4 - Orderable Items Parameters**

Column	Description
(Orderable item code)	The code of the VistA orderable item.
Orderable Item	The name of the orderable item retrieved from VistA.
Type	The name of the orderable item for the needs of the current facility.

The link **Return to the Admin Main Page** in the upper left corner of the page allows the administrator user to go back to the **Bed Board Site Configuration** page.

### 2.1.3.1 Adding/Deleting an Orderable Item - Mapping

To add a new orderable item mapping to the system, follow the instructions below.

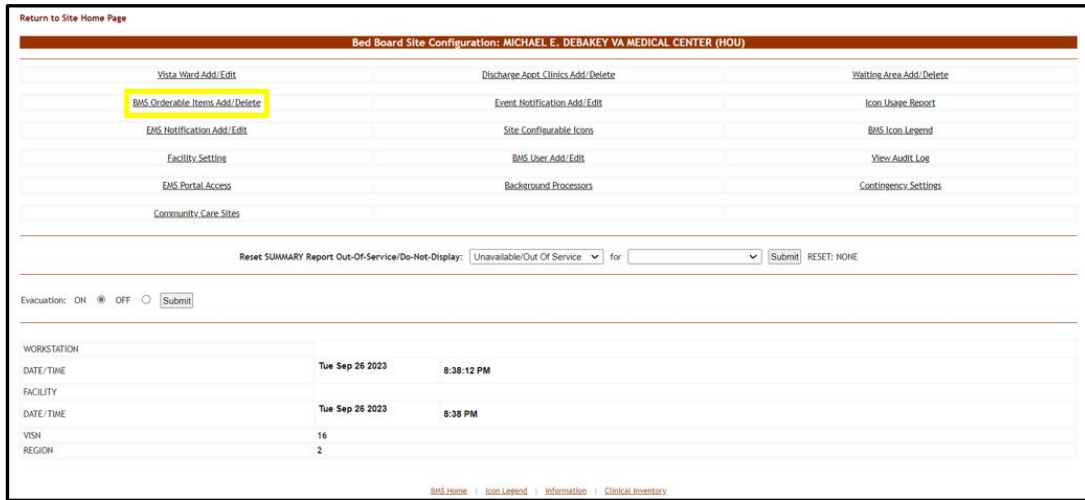
From the facility home page, click the **Site Options** button.

**Figure 31 - Selecting Site Options**

The screenshot displays the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there is a navigation pane with options: Ward Whiteboard, Summary Report, Reports, and Site Options (highlighted in yellow). The main area shows a 'Patients Pending Bed Placement: Current' section with a table of patient data. The table includes columns for Actions, Bed, Bed Needed By, Patient, Standard Score, Emergency Score, SIC, Comments, SS, Presenting Problem, Type of Bed / Ward Request, Walk-in Area, Wait Time (min), VAC (Last Avail (h)), and CLC. The table lists several patients with their respective scores and clinical details.

The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 32 - Selecting BMS Orderable Items Add/Delete**



Click the **BMS Orderable Items Add/Delete** link to display the following page:

**Figure 33 - Adding/Editing BMS Orderable Items**

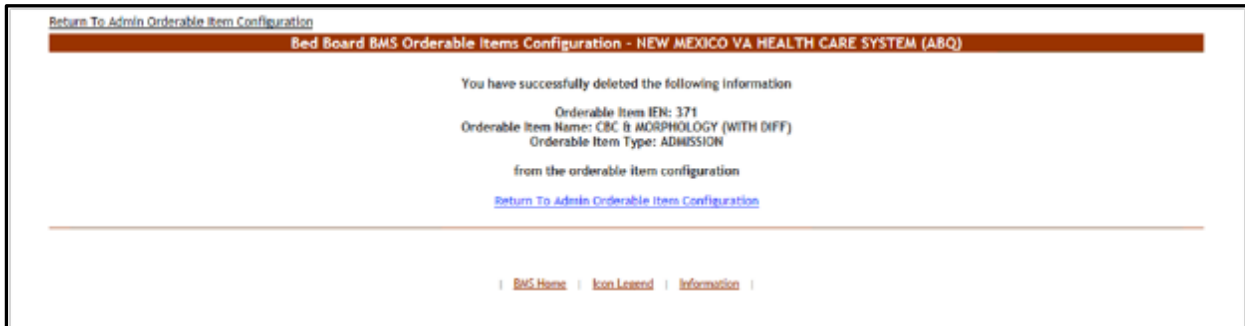


Use the arrow button of the field **CPRS BMS Orderable Item** to display a list of orderable items existing in VistA and select the one you want to add/map (=rename for use in the current facility. Different facilities may use different names for Orderable Items). From the field **Orderable Item Type** select the orderable item type you want to use for your facility then click the **Add** button. The newly added (mapped) orderable item will be displayed in the list. You can use the **Delete** link to remove an entry (mapping) from the system.

**Figure 34 - BMS Orderable Items - Add**



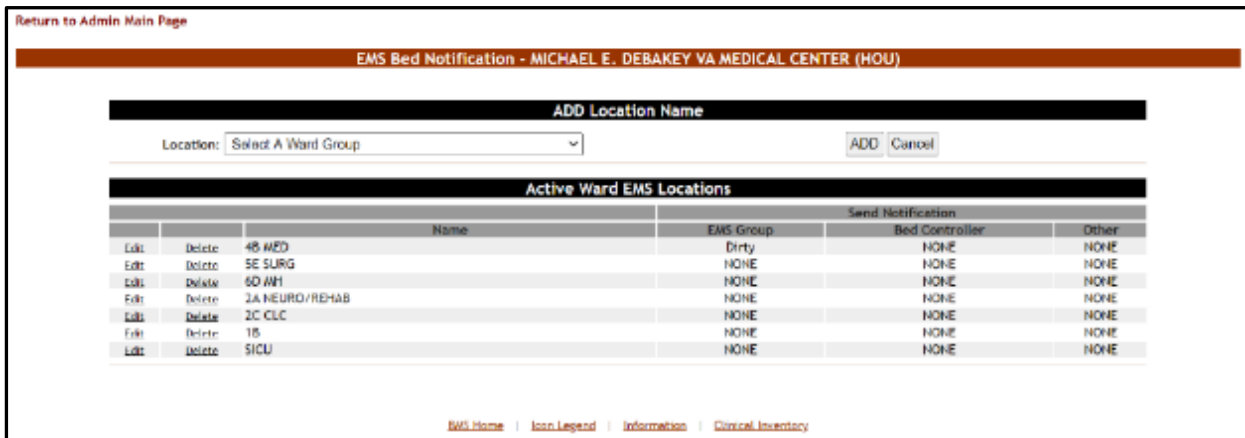
**Figure 35 - BMS Orderable Items – Delete**



## 2.1.4 EMS Bed Notification Page

From the **Bed Board Site Configuration** page, click the **EMS Notification Add/Edit** link to display the following page:

**Figure 36 - EMS Bed Notification Page**



The options available in this page allow the administrator user to manage the EMS notifications.



**Note:** Notifications can also be sent by printer, pager and cell phones as well as email.

In the **ADD Location Name** area, the options allow the administrator user to add a new EMS Bed notification in the system.

The list in the lower part of the screen presents the locations for which EMS notifications have already been defined in the system.

For each entry in the list, the following data is available:

**Table 5 - EMS Bed Notification Parameters**

<b>Column</b>	<b>Description</b>
Name	The name of the BMS Ward Group which the EMS notification has been set up.
Send Notification/EMS Group	The event that triggers the notification for the EMS group.
Send Notification/Bed Controller	The event that triggers the notification for the bed controller.
Send Notification/Other	The event that triggers the notification for other personnel.

The links **Edit** and **Delete** to the left of each entry allow the administrator user to modify the details of a notification or to delete it.

The link **Return to the Admin Main Page** in the upper left corner of the page allows the administrator user to go back to the **Site Options** page.

#### **2.1.4.1 Adding an EMS Bed Notification**

To add an EMS bed notification, follow the instructions below.

From the facility home page, click the **Site Options** button:

Figure 37 - Selecting Site Options

The screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a header with the workstation name, facility name, and a 'Return to VISH Network' button. A navigation pane on the left contains several menu items: 'Ward Canvas', 'Ward Whiteboard', 'Summary Report', 'Reports', and 'Site Options' (which is highlighted in yellow). To the right of the navigation pane, there are several widgets: a 'New Events' button, a '0 % CPU' gauge, and a 'Patients Pending Bed Placement - Current' section. Below this, there's a table with columns for 'Actions', 'Entered', 'Bed Needed By', 'Patients', 'Standard Icons', 'Emergency Icons', 'PCC', 'Comments', 'SI', 'Presenting Problem', 'Type of Bed / Ward Required', 'Waiting Area', 'Wait Time (min)', 'Wait Line (ft)', and 'CLC'. The table contains several rows of patient data.

The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 38 - Selecting EMS Notification Add/Edit

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a header with the title and a 'Return to Site Home Page' link. Below the header, there's a grid of configuration options: 'Vista Ward Add/Edit', 'Discharge Appt. Clinics Add/Delete', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Event Notification Add/Edit', 'Icon Usage Report', 'EMS Notification Add/Edit' (highlighted in yellow), 'Site Configurable Icons', 'BMS Icon Legend', 'Facility Settings', 'BMS User Add/Edit', 'View Audit Log', 'EMS Portal Access', 'Background Processors', and 'Contingency Settings', 'Community Care Sites'. At the bottom, there's a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' section with a dropdown menu set to 'Unavailable/Out Of Service' and a 'Submit' button. Below that, there's an 'Evacuation' section with 'ON' selected and a 'Submit' button. At the very bottom, there's a 'WORKSTATION' section with fields for 'DATE/TIME', 'FACILITY', 'VISH', and 'REGION', and a 'BMS Home | Icon Legend | Information | Clinical Inventory' footer.

Click the **EMS Notification Add/Edit** link to display the corresponding page as in the image below:

**Figure 39 - EMS Bed Notification – Add Location Name**

The screenshot shows the 'ADD Location Name' form. On the left, there is a dropdown menu labeled 'Location: Select A Ward Group'. Below it is a list of ward groups, each with a 'Delete' button and a number. The list includes: 1C, 1D CLC, 2A NEURO/REHAB, 2C CLC, 2D CLC, 3A MED, 3B MED, 3C MED, 3D MED/STEP DOWN, 3L MH, 4B MED, 4B/SURG, 4D CLC, 5A SURG/STEP DOWN, 5B SURG, 5B SURGG, 5E SURG, 6D MH, 6F MH\_T, BMS05\_01, BMS05\_01\_2, CCLU, GROUP2, MICU, RRTP, SICU, TEST, TEST WARD GROUP TEXT, and TEST1. On the right, there is a table titled 'Current Locations' with columns for 'EMS Group', 'Send Notification Bed Controller', and 'Other'. The table contains several rows of data, including 'NONE', 'Dirty/Clean', and 'Dirty'. There are 'ADD' and 'Cancel' buttons at the top right of the form.

Click the arrow button of the **Select a Ward Group** field to display a list of locations defined in the system then click the **Add** button to enter the details of the notification.

The following page is displayed:

**Figure 40 - Notifications Add – Edit Parameters**

The screenshot shows the 'EDIT Parameters' form. At the top, it says 'Return to Notification Admin Page' and 'Notifications Add - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. Below that is the 'EDIT Parameters' section. It includes a 'Location' field with a dropdown menu, and three text input fields: 'EMS', 'Bed Controller', and 'Other'. Each field has a character count. To the right of these fields is a table titled 'Notification Event' with columns for 'Dirty' and 'Cleaned'. Each column has a dropdown menu with 'Yes', 'No', and 'Yes' options. At the bottom of the form are 'Save' and 'Cancel' buttons.

The name of the selected location is displayed in the page header. In the EDIT Parameters area, enter the email addresses, text pagers, text-compatible cell phones and/or printer where you want to send the current notification: EMS email, Bed Controller email, and Other. From the Notification Event area, select the events that trigger the current notification. Usually a bed clean request will trigger a notification to be sent to the bed controller.

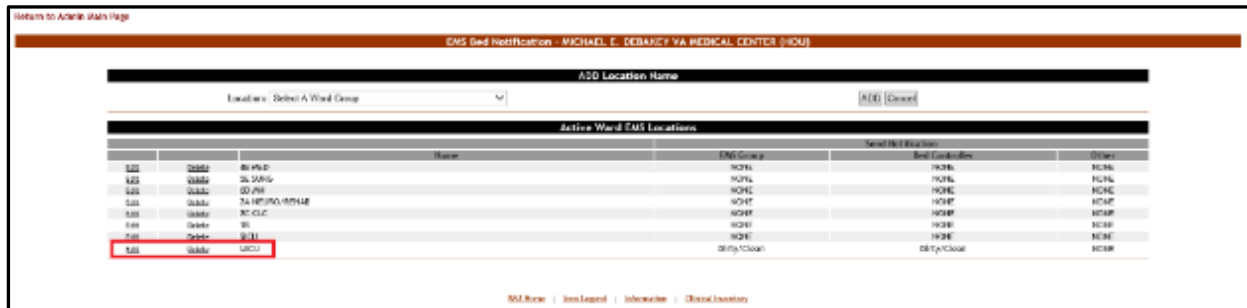


Note: There is a 150-character limit. (FORMAT: name@address,name@address)

When you have selected the desired parameters for the current notification click the **Submit** button to enter the data into the system. A confirmation message is displayed

and then you return to the main **EMS Bed Notification** page where the new notification is displayed in the list.

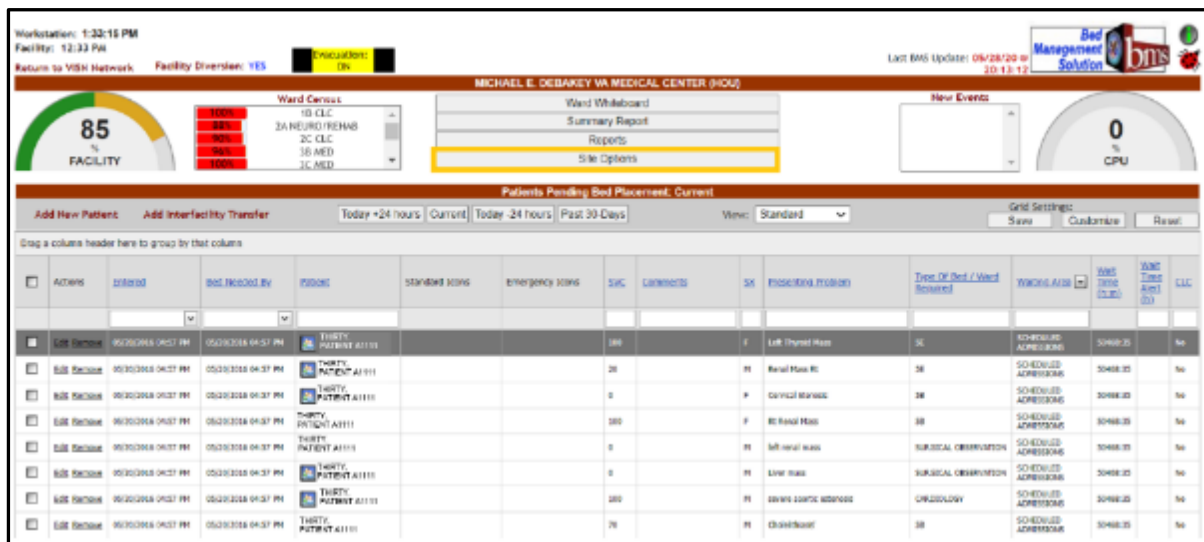
**Figure 41 - EMS Bed Notification Added**



### 2.1.4.2 Editing an EMS Bed Notification

To edit an existing EMS bed notification, follow the instructions below. From the facility home page, click the **Site Options** button.

**Figure 42 - Selecting Site Options**



The **Bed Board Site Configuration** page is displayed as in the image below:



**Figure 43 - Selecting EMS Notification Add/Edit**

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit      Discharge Appt. Clinics Add/Delete      Waiting Area Add/Delete

BMS Orderable Items Add/Delete      Event Notification Add/Edit      Icon Usage Report

**EMS Notification Add/Edit**      Site Configurable Icons      BMS Icon Legend

Facility Setting      BMS User Add/Edit      View Audit Log

EMS Portal Access      Background Processors      Contingency Settings

Community Care Sites

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: Unavailable/Out of Service for [ ] Submit RESET: NONE

Evacuation: ON  OFF  Submit

WORKSTATION

DATE/TIME Tue Sep 26 2023 8:38:12 PM

FACILITY

DATE/TIME Tue Sep 26 2023 8:38 PM

VISN 16

REGION 2

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

Click the **EMS Notification Add/Edit** link to display the corresponding page as in the image below:

**Figure 44 - EMS Bed Notification – Select Notification for Edit**

Return to Active Main Page

EMS Bed Notifications - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

ADD Location Name

Locations: Select A Ward Group [ ] Add Cancel

Active Ward EMS Locations

Name	EMS Group	Bed Controller	Other
ABC1	ABC1	ABC1	ABC1
ABC2	ABC2	ABC2	ABC2
ABC3	ABC3	ABC3	ABC3
ABC4	ABC4	ABC4	ABC4
ABC5	ABC5	ABC5	ABC5
ABC6	ABC6	ABC6	ABC6
ABC7	ABC7	ABC7	ABC7
ABC8	ABC8	ABC8	ABC8
ABC9	ABC9	ABC9	ABC9
ABC10	ABC10	ABC10	ABC10
ABC11	ABC11	ABC11	ABC11

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

Click the **Edit** link to the left of an EMS Bed notification. The **EMS Bed Notification Edit** page is displayed as in the image below:

**Figure 45 - Notifications Add – Edit Parameters**

Return to Notification Admin Page

Notifications Add - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

EDIT Parameters

Location: ABC1

EMS: [ ] Yes [ ] No

Bed Controller: [ ] Yes [ ] No

Other: [ ] Yes [ ] No

Save Cancel

	Notification Status	
	Notify	Cancel
EMS	Yes [ ]	Yes [ ]
Bed Controller	Yes [ ]	Yes [ ]
Other	No [ ]	No [ ]

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)



Note: There is a 150-character limit. (FORMAT: name@address,name@address)

Make the desired changes then click the **Submit** button to enter the data into the system.

### 2.1.4.3 Deleting an EMS Bed Notification

To delete an EMS bed notification, follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 46 - Selecting Site Options

The screenshot shows the BMS interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a header with the facility name and a 'Site Options' button highlighted in yellow. Below the header, there are several sections: a 'Ward Census' section with a list of ward types (1B CLC, 2A NEURO/REHAB, 3C CLC, 3B BED, 3C BED) and a 'Ward Whiteboard' section with buttons for 'Summary Report', 'Reports', and 'Site Options' (highlighted). There are also 'New Events' and '0 % CPU' indicators. Below these, there's a 'Patients Pending Bed Placement: Current' section with a table of patient data. The table has columns for Actions, Entered, Bed Reserved By, Patient, Standard Icons, Emergency Icons, SVC, Comments, SS, Preventions Problem, Type Of Bed / Ward Reserved, Waiting Area, Next Time Bed (H:M), Next Time Bed (D), and CLC.

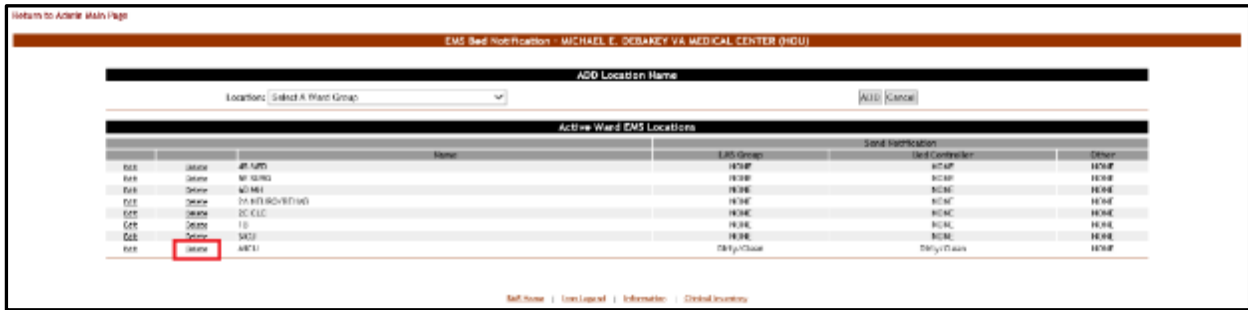
The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 47 - Selecting EMS Notification Add/Edit

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a grid of configuration links. The 'EMS Notification Add/Edit' link is highlighted in yellow. Other links include 'Vista Ward Add/Edit', 'Discharge Adept Clinics Add/Delete', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Event Notification Add/Edit', 'Icon Usage Report', 'Facility Setting', 'BMS User Add/Edit', 'View Audit Log', 'EMS Portal Access', 'Background Processor', and 'Contingency Settings'. At the bottom, there's a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' section with a dropdown menu set to 'Unavailable/Out of Service' and a 'Submit' button. Below that, there's an 'Evacuation: ON' radio button and a 'Submit' button. At the very bottom, there's a 'WORKSTATION' section with a table showing 'Tue Sep 26 2023' at '8:38:12 PM' and '8:38 PM'.

Click the **EMS Notification Add/Edit** link to display the corresponding page as in the image below:

**Figure 48 - EMS Bed Notification – Delete notification**



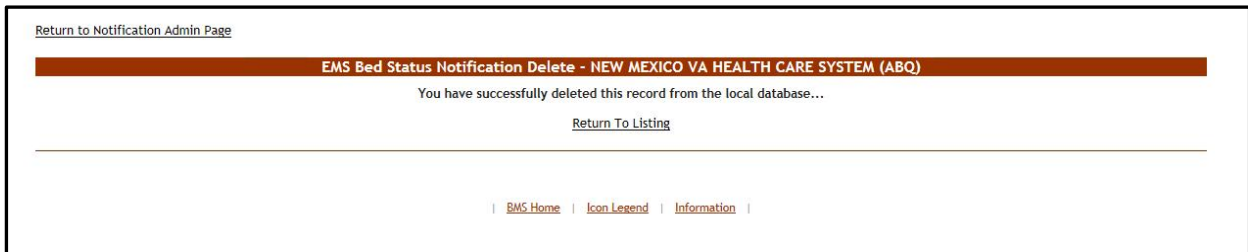
Click the **Delete** link to the left of an EMS Bed notification. A confirmation screen is displayed as in the following image:

**Figure 49 - EMS Bed Notification – Confirm Notification Deletion**



Click the **Delete Record** button to delete the notification. A message is displayed in the following image:

**Figure 50 - EMS Bed Notification – Notification Deletion**



## 2.1.5 Facility Setting Page

The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 51 - Selecting Facility Settings**

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add/Edit      Discharge Appt.Clinics Add/Delete      Waiting Area Add/Delete

BMS Orderable Items Add/Delete      Event Notification Add/Edit      Icon Usage Report

EMS Notification Add/Edit      Site Configurable Icons      BMS Icon Legend

**Facility Settings**      BMS User Add/Edit      View Audit Log

EMS Portal Access      Background Processors      Contingency Settings

Community Care Sites

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: Unavailable/Out Of Service for [ ] Submit RESET: NONE

Evacuation: ON  OFF  Submit

WORKSTATION		
DATE/TIME	Tue Sep 26 2023	8:38:12 PM
FACILITY		
DATE/TIME	Tue Sep 26 2023	8:38 PM
VSN	16	
REGION	2	

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

From the **Bed Board Site Configuration** page, click the **Facility Setting** link to display the following page:

**Figure 52 - Facility Configuration Page – Integrated Facility**

Facility Configuration - MARION, ILLINOIS VAMC (MIRN)

PARAMETER	OPTIONS
BMS Server Time Zone	CENTRAL STANDARD TIME
Facility Site Time Zone	CST
Auto-Reserve Patients Pending Bed Placement List?	Y/N
Auto-Reserve Eds Patients from Pending Bed Placement List?	Y/N
Auto Placement of Transfers onto RRP List?	Y/N
Integrated Facility?	Y/N
Alloward Access - Integrated Sites (all users can see these sites also)	<input type="checkbox"/> JOHN A. PUGHING VA MEDICAL CENTER
Medical Center ID (s)	<input type="checkbox"/> ST. LOUIS VA MEDICAL CENTER - JOHN COCHRAN DIVISION
Ward Prefix	<input type="checkbox"/> MARION MEDICAL CENTER (D)
Ward Suffix	
ADT Prefix	
ADT Suffix	
Facility Name	MARION ILLINOIS VAMC
Facility Address 1	2401 W MAIN STREET
Facility Address 2	MARION, IL 62958
Facility Point of Contact	
Facility POC Email	
Facility POC Telephone	
Local Time Adjust	
EMS Default User Name	
EMS Password	
EMS Password Confirms	
Whiteboard Kiosk Default User Name	vaadmin@va.gov
Whiteboard Kiosk Password	
Whiteboard Kiosk Password Confirms	

Submit Cancel

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

**Figure 53 - Facility Configuration Page – Non-Integrated Facility**

The following parameters can be configured:

**Table 6 - VA Facility Configuration Parameters**

Column	Description
BMS Server Time Zone	The time zone of the BMS server where the current facility is connected.
Facility Site Time Zone	The time zone of the facility site.
Auto-Removal Patient Pending Bed Placement List?	If patients are automatically removed from the local facility Patients Pending Bed Placement List when they are assigned a Room/Bed.
Auto-Removal Edis Patients from Pending Bed Placement List?	If Emergency Department Integration Software (EDIS) patients are automatically removed from the local facility Pending Bed Placement List when they are assigned a Room/Bed.
Auto Placement of Transfers onto PPBP List?	If patients are automatically placed on the local facility Patients Pending Bed Placement List when they are transferred.
Integrated Facility?	If the current facility is integrated with others (sister sites).
Allowed Access – Integrated Sites: (All users can see these sites also).	This field will only become visible after you have selected a sister sites list from the Integrated Site List field, pressed the <b>Submit</b> button and returned to the Facility Configuration page. A list of sites integrated with the current site is displayed; select the sites where the users of the current facility will have access.
Medical Center ID #	The ID number of the medical center associated to the current facility.
Ward Prefix	A prefix used for all the wards defined for the current facility.
Ward Suffix	A suffix used for all the wards defined for the current facility.
ADT Prefix	This is the unique identifier that is the leading part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed. For example, “BO-” for Boston.

Column	Description
ADT Suffix	This is the unique identifier that is the trailing part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed. For example, "BO-" for Boston.
Facility Name	The full name of the current facility.
Facility Address 1	The main address of the facility.
Facility Address 2	If applicable, any secondary address of the facility.
Facility Point-of-Contact:	The facility point of contact, which can be the triage room, the front desk or others.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Local Time Adjust:	The difference between the local time and the server time.
EMS Default User Name:	The BMS Service Account ID needed to load the EMS Mobile Page for Mobile Devices.
EMS Password:	The BMS Service Account ID password needed to load the EMS Mobile Page for Mobile Devices.
EMS Password confirm:	The confirmation of the password.
Whiteboard Kiosk Default User Name:	The BMS Service Account ID, along with the fully qualified domain name in front of the BMS Service Account ID, needed to load the Whiteboard URL in Kiosk Mode. (Example: v16.med.va.gov\VHAHOUxxx)
Whiteboard Kiosk Password:	The BMS Service Account ID password needed to load the Whiteboard URL in Kiosk Mode.
Whiteboard Kiosk Password confirm:	The confirmation of the password.

### 2.1.5.1 Ward Whiteboard Kiosk URL Settings

The Ward Whiteboard URL is needed in order to display the information in the Ward Whiteboard page on the screens available on the wall(s) at the hospitals.


In order to run the following URL, a Whiteboard Kiosk Default User and password need to be defined in the **Site Options** -> **Facility Settings** page. The user should be setup as a Service Account and needs to be granted the EMS USER role level of access. See the BMS Technical Manual for additional information.

Below is an example of the URL that should be added to the browser:

[https://\[BMS Web URL\]/WardWhiteboardUrl?facilityCode=BRK&wardName=ALL&splitScreen=No&displayPTCode=LastName&genderColorCode=Blue/Pink&displayFooterCensus=Yes&displayStaffAttending=Staff%20and%20Attending&scrollRate=20](https://[BMS Web URL]/WardWhiteboardUrl?facilityCode=BRK&wardName=ALL&splitScreen=No&displayPTCode=LastName&genderColorCode=Blue/Pink&displayFooterCensus=Yes&displayStaffAttending=Staff%20and%20Attending&scrollRate=20)

Description and available values of the page parameters:

**Table 7 - Ward Whiteboard URL Configuration Parameters**

Parameter	Short Description	Options
facilityCode	Code of facility (e.g., BROCKTON = BRK).	Enter the 3 character facility ID.
wardName	Name of BMS Ward Name. To see all the wards the value that needs to be configured is ALL.	These are the BMS WARDS as defined in the Facility, Site Options, VistA Ward Add/Edit. The Ward name value should match the "BMS WARD GROUP TEXT". A single ward can be entered or the value "ALL" to display all the wards at the facility.
splitScreen	To split the page in two tables enters the value "Yes".	Yes No
displayPTCode	How should be displayed the patient under the column "Patient" (full name or 1st+Last 4).  <b>Note: LastName is required for Kiosk mode due to Privacy regulations.</b>	FirstAndLast4 LastName
genderColorCode	To change the background color for the row according with patient's gender.	Blue/Pink None
displayFooterCensus	To view the footer census.	Yes No
displayStaffAttending	What column is displayed in the table? (Staff column, Attending column or both).	Staff and Attending Staff Attending
scrollRate	The timer interval will affect the scrolling speed. This parameter can be absent. (If specified then it represents seconds).	Null or an integer value.

### 2.1.5.2 EMS Mobile URL Settings

The EMS Mobile URL is needed in order to display the information in the EMS Mobile page on portable devices used by EMS Staff.

In order to run the following URL, an EMS Default User and password need to be defined in the **Site Options > Facility Settings** page. The user should be setup as a Service Account and needs to be assigned to the EMS USER role. See the BMS Technical Manual for additional information. This can be the same account that is used for the BMS Kiosk Default User.

Below is an example of the URL that should be added to the browser:

[https://\[BMS Web URL\]/EMSMobileLogon?code=BRK](https://[BMS Web URL]/EMSMobileLogon?code=BRK)

Description and available values of the page parameters:

**Table 8 - EMS Mobile URL Configuration Parameters**

Parameter	Short Description	Options
Code	Code of facility (e.g., BROCKTON = BRK).	Enter the 3 character facility ID.

## 2.1.6 EMS Portal Access Page

From the **Bed Board Site Configuration** page, click the **EMS Portal Access** link to display the following page.

**Figure 54 - EMS Portal Access**



This page allows the administrator user to add, edit or delete EMS user accounts and their associated PINs. These EMS user accounts can then be used to access the EMS Staff Page for Mobile Devices.



For details see the section “EMS Staff Page for Mobile Devices” within the Bed Management Solution (BMS) User Guide. The EMS users added from this page will be available when a bed clean operation has to be assigned.



**Note:** It is recommended that each facility define at least one default EMS Staff User. This verifies that beds can always be assigned to a cleaner.

### 2.1.6.1 Adding an EMS User

To add an EMS user for the EMS Staff Page for Mobile Devices, follow the instructions below.

From the facility home page, click the **Site Options** button.



Figure 55 - Selecting Site Options

The screenshot shows the Bed Management Solution interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there's a workstation and facility status bar. Below that, a 'Ward Census' section shows 85% facility occupancy and a list of ward counts. A 'New Events' section shows 0% CPU usage. The main navigation pane on the right has 'Site Options' highlighted in yellow. Below the navigation pane, there's a 'Patients Pending Bed Placement: Current' section with filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30-Days'. A table below this section lists patient details including name, date of birth, gender, and room number.

The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 56 - Selecting EMS Portal Access

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a header with the title and a navigation menu. The 'EMS Portal Access' link is highlighted in yellow. Below the navigation menu, there are several sections for configuration, including 'Vista Ward Add/Edit', 'Discharge Appt. Clinics Add/Delete', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Event Notification Add/Edit', 'Icon Usage Report', 'EMS Notification Add/Edit', 'Site Configurable Icons', 'BMS Icon Legend', 'Facility Setting', 'BMS User Add/Edit', 'View Audit Log', 'Background Processors', and 'Contingency Settings'. At the bottom, there's a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' section with a dropdown menu and a 'Submit' button. The page also shows the current workstation, date, time, facility, VSN, and region.

Click the **EMS Portal Access** link to display the corresponding page as in the image below:

**Figure 57 - EMS Portal Access**

Return to Admin Main Page

EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

[Add EMS User](#) [Cancel](#)

Use	PIN
EMR Delete	1234
EMR Delete	12345

[BMS Home](#) | [User Logout](#) | [Information](#) | [Clinical Inventory](#)

Click the **Add EMS User** button to display the following page:

**Figure 58 - EMS Portal Access Page – Add Users**

Return to Listing

EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

VA Account:

Non VA Account:

PIN:

[Submit](#) [Never Mind And Return To Listing](#)

[BMS Home](#) | [User Logout](#) | [Information](#) | [Clinical Inventory](#)

The **VA Account** field will display a list of all the EMS users who already have an account and for whom the current facility is the default facility. Select a name from the list and then enter a PIN number in the PIN field. The selected EMS user will be able to access the EMS Staff Page for Mobile Devices with their current user name and the PIN set in this page.

The second **Non-VA Account** field allows the administrator user to create an account for EMS users who do not have an account, and to assign a PIN code for this account. The EMS user will then be able to access the EMS Staff Page for Mobile Devices using this account, view information and make changes in that page.

### 2.1.6.2 Editing an EMS User

To edit the details of an EMS user for the EMS Staff Page for Mobile Devices follow the instructions below.

From the facility home page, click the **Site Options** button.

Figure 59 - Selecting Site Options

The screenshot shows the 'MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' interface. At the top, there's a header with 'Workstation: 1:33:15 PM', 'Facility: 12:33 PM', and 'Last BMS Update: 05/28/20 20:13:12'. A 'Ward Census' section shows '85% FACILITY' and a list of ward counts. A 'New Events' section shows '0 CPU'. The main navigation pane on the left includes 'Ward Whiteboard', 'Summary Report', 'Reports', and 'Site Options' (highlighted in yellow). Below this is a 'Patients Pending Bed Placement: Current' section with filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30-Days'. A table below lists patient details with columns for 'Actions', 'Status', 'Bed', 'Patient', 'Standard Joins', 'Emergency Joins', 'SVC', 'Comments', 'SS', 'Prescription Rules', 'Type of Bed / Ward Requir', 'Waiting Area', 'Yield Time (min)', 'SVC Time (min)', and 'CLC'.

The **Bed Board Site Configuration** page is displayed as in the image below.

Figure 60 - Selecting EMS Portal Access

The screenshot shows the 'Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. The navigation menu includes: 'Vista Ward Add/Edit', 'Discharge Appt. Clinics Add/Delete', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Event Notification Add/Edit', 'Icon Usage Report', 'EMS Notification Add/Edit', 'Site Configurable Icons', 'BMS Icon Legend', 'Facility Setting', 'BMS User Add/Edit', 'View Audit Log', 'EMS Portal Access' (highlighted in yellow), 'Background Processors', 'Contingency Settings', and 'Community Care Sites'. Below the menu is a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' section with a dropdown menu set to 'Unavailable/Out Of Service' and a 'Submit' button. At the bottom, there's an 'Evacuation: ON' status and a 'Submit' button. A 'WORKSTATION' section shows 'DATE/TIME: Tue Sep 26 2023 8:38:12 PM', 'FACILITY: Tue Sep 26 2023 8:38 PM', 'VISH: 16', and 'REGION: 2'. A footer contains 'BMS Home | Icon Legend | Information | Clinical Inventory'.

Click the **EMS Portal Access** link to display the corresponding page as in the image below:

Figure 61 - Select EMS Staff Account/User to Edit

The screenshot shows the 'EMS Portal Access - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. At the top, there's a 'Return to Admin Main Page' link and an 'Add EMS User' button. Below this is a table with columns for 'User', 'ID', and 'Last Update'. The table contains two rows: one for '151 CLERK' with ID '1234' and last update '12/15', and another for 'dva.04.give.vac.vac@va.gov' with ID '12345' and last update '12/15'. A footer contains 'BMS Home | Icon Legend | Information | Clinical Inventory'.

Click the **Edit** link to the left of the EMS user name in the list. The **EMS Portal Edit** page is displayed.

**Figure 62 - Edit EMS Staff Account/User**

Change the PIN assigned to the EMS user, then press the **Submit** button to enter the data into the system.

### 2.1.6.3 Deleting an EMS User

To delete an EMS user for the EMS Staff Page for Mobile Devices follow the instructions below.

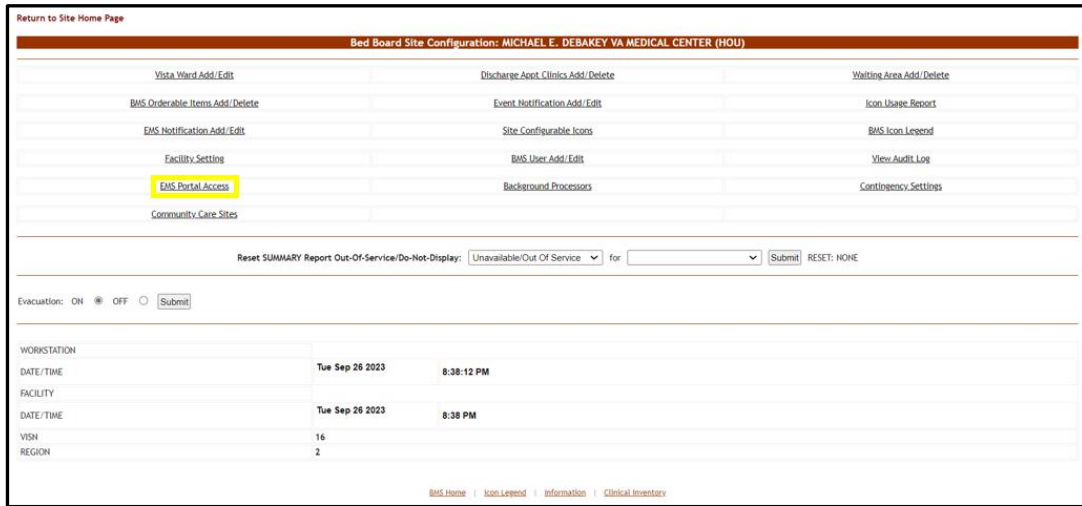
From the facility home page, click the **Site Options** button.

**Figure 63 - Selecting Site Options**

Actions	Entered	Bed Needed By	Patient	Standard Score	Emergency Score	SVC	Comments	SX	Presenting Problem	Type of Bed / Room	Waiting Area	Wait Time (hrs)	CLC
<input type="checkbox"/>	05/02/2024 04:57 PM	05/02/2024 04:57 PM	THIRTYTHREE PATIENT A1111			100			Left Throat Mass	IP	SCHEDULED ADM 05/02/24	0448:35	Yes
<input type="checkbox"/>	05/02/2024 04:57 PM	05/02/2024 04:57 PM	THIRTYTHREE PATIENT A1111			29		H	Renal Mass Ix	IC	SCHEDULED ADM 05/02/24	0448:35	Yes
<input type="checkbox"/>	05/02/2024 04:57 PM	05/02/2024 04:57 PM	THIRTYTHREE PATIENT A1111			0		F	Cervical Swallow	3B	SCHEDULED ADM 05/02/24	0448:35	Yes
<input type="checkbox"/>	05/02/2024 04:57 PM	05/02/2024 04:57 PM	THIRTYTHREE PATIENT A1111			100		F	RE Renal Mass	80	SCHEDULED ADM 05/02/24	0448:35	Yes
<input type="checkbox"/>	05/02/2024 04:57 PM	05/02/2024 04:57 PM	THIRTYTHREE PATIENT A1111			0		H	left renal mass	SURGICAL OBSERVATION	SCHEDULED ADM 05/02/24	0448:35	Yes
<input type="checkbox"/>	05/02/2024 04:57 PM	05/02/2024 04:57 PM	THIRTYTHREE PATIENT A1111			0		H	Liver mass	SURGICAL OBSERVATION	SCHEDULED ADM 05/02/24	0448:35	Yes
<input type="checkbox"/>	05/02/2024 04:57 PM	05/02/2024 04:57 PM	THIRTYTHREE PATIENT A1111			100		H	severe aortic stenosis	CARDIOLOGY	SCHEDULED ADM 05/02/24	0448:35	Yes
<input type="checkbox"/>	05/02/2024 04:57 PM	05/02/2024 04:57 PM	THIRTYTHREE PATIENT A1111			79		H	cholelithiasis	50	SCHEDULED ADM 05/02/24	0448:35	Yes

The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 64 - Selecting EMS Portal Access**



Click the **EMS Portal Access** link to display the corresponding page as in the image below:

**Figure 65 - Selecting EMS Staff Account/User for Deletion**



Click the **Delete** link to the left of an EMS user in the list: a confirmation screen is displayed as in the following image.

**Figure 66 - Delete EMS Staff Account/User**



Click the **Delete Record** button to delete the EMS User from the list.

## 2.1.7 Bed Board Site Unavailable Reason Page

The **Bed Board Site Unavailable Reason** page is displayed using the link below:



Note: This option is only available for users with the Support User role.

**Figure 67 - Selecting Unavailable Reason Add/Edit**

From the **Bed Board Site Configuration** page, click the **Unavailable Reason Add/Edit** link to display the following page:

**Figure 68 - Bed Board Unavailable Reason Page**

The page presents the list of default *unavailable* reasons defined in the system.

The options in this page allow the administrator user to add a new *unavailable* reason for the beds in the current facility.

For each entry in the list, the following data is available:

**Table 9 - Unavailable Reason Parameters**

Column	Description
Unavailable Reason	The reason why a bed is made unavailable.
Type	The type of reason.

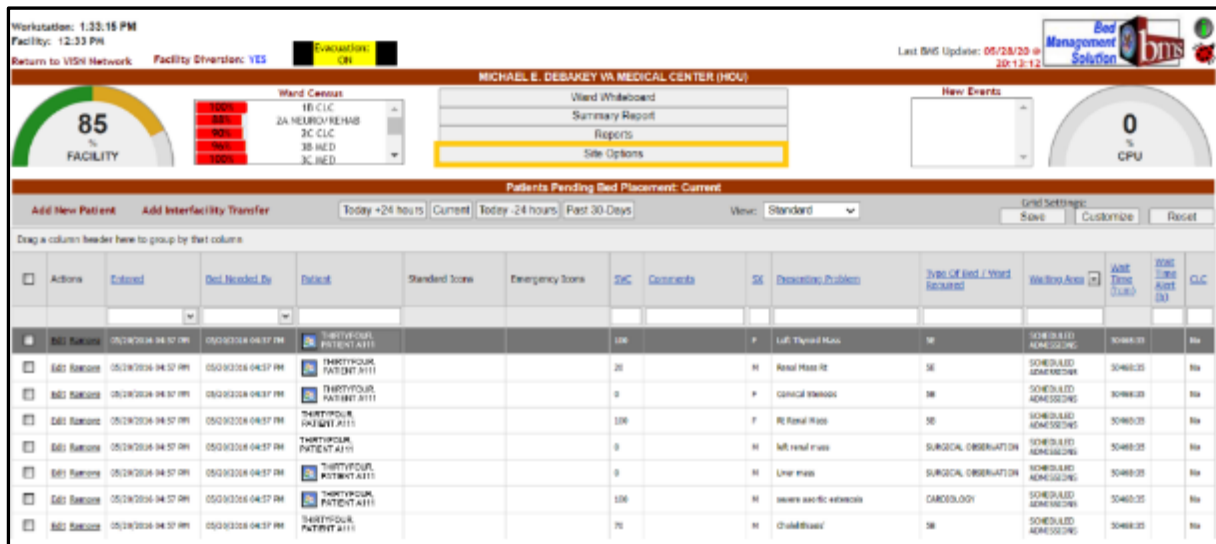
The links **Edit** and **Delete** allow the administrator user to modify the details of a reason or delete it from the system.

The link **Return to the Admin Main Page** in the upper left corner of the page allows the administrator user to go back to the **Site Options** page.

### 2.1.7.1 Adding an Unavailable Reason

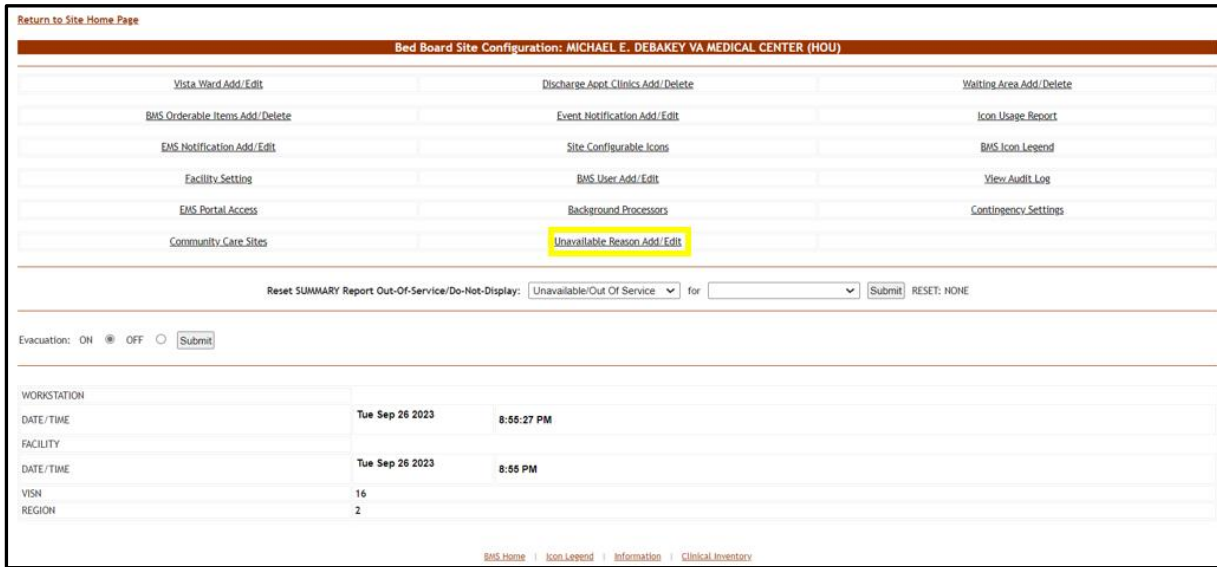
To add an *unavailable* reason, follow the instructions below. From the home page, click the **Site Options** button.

**Figure 69 - Selecting Site Options**



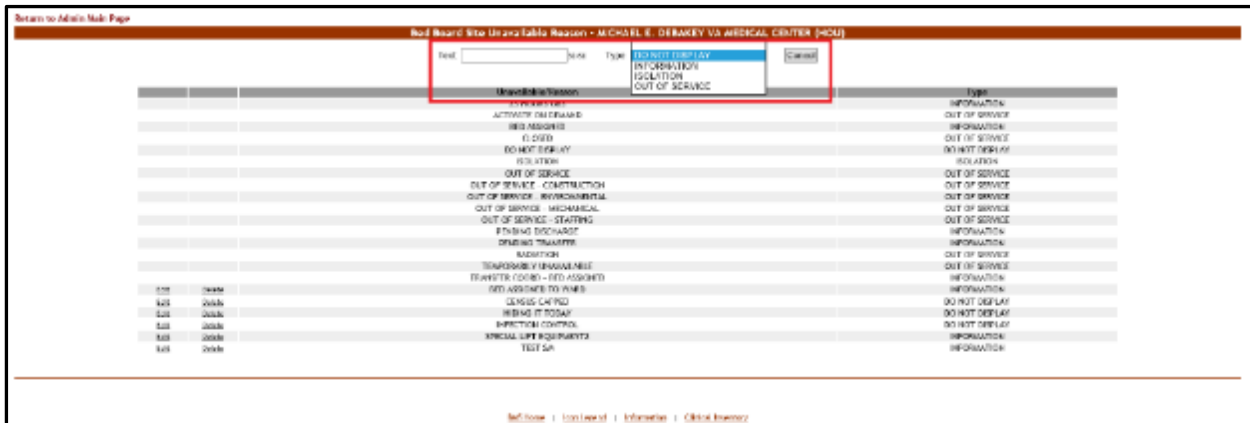
The **Bed Board Site Configuration** page is displayed as in the image below.

**Figure 70 - Selecting Unavailable Reason Add/Edit**



Select the **Unavailable Reason Add/Edit** link to display the page in the following image.

**Figure 71 - Adding an Unavailable Reason**



In the **Text** field enter the explanation, the reason for the bed unavailability, then from the **Type** field select the type of reason, and click the **Add** button.

In the **Type** field, four types of 'unavailable' reasons can be selected:

- Information (no icon appears on the whiteboard)
- Isolation (isolation icon appears on the whiteboard)
- Do Not Display (bed does not appear on the whiteboard)
- Out of Service (bed is colored RED on the whiteboard)

The newly defined reason will be added to list of existing reasons.



You can use the **Edit** link to modify either the text or the type of the reason. Use the **Delete** link to remove the link from the list.

### 2.1.7.2 Editing an Unavailable Reason

To edit an unavailable reason, follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 72 - Selecting Site Options

The screenshot shows the facility home page for Michael E. DeBakey VA Medical Center (HOU). The top navigation bar includes 'Return to VISH Network', 'Facility Division: YES', and 'MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. A 'New Events' dropdown menu is open, with 'Site Options' highlighted. Other menu items include 'Ward Whiteboard', 'Summary Report', 'Reports', and 'Site Options'. A 'Ward Census' dropdown menu is also visible, showing options like '16 CLC', '2A NEURO/REHAB', '2C CLC', '3B MED', and '3C MED'. A 'Patients Pending Bed Placement: Current' section is also present.

The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 73 - Selecting Unavailable Reason Add/Edit

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page title is 'Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. The main content area contains a grid of links for various site configuration options. The 'Unavailable Reason Add/Edit' link is highlighted with a yellow box. Other links include 'Vista Ward Add/Edit', 'Discharge Appt Clinics Add/Delete', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Event Notification Add/Edit', 'Icon Usage Report', 'EMS Notification Add/Edit', 'Site Configurable Icons', 'BMS Icon Legend', 'Facility Settings', 'BMS User Add/Edit', 'View Audit Log', 'EMS Portal Access', 'Background Processors', 'Contingency Settings', and 'Community Care Sites'. Below the grid, there is a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display:' section with a dropdown menu set to 'Unavailable/Out Of Service' and a 'Submit' button. At the bottom, there is an 'Evacuation:' section with radio buttons for 'ON' (selected) and 'OFF', and a 'Submit' button. The page footer includes 'BMS Home | Icon Legend | Information | Clinical Inventory'.

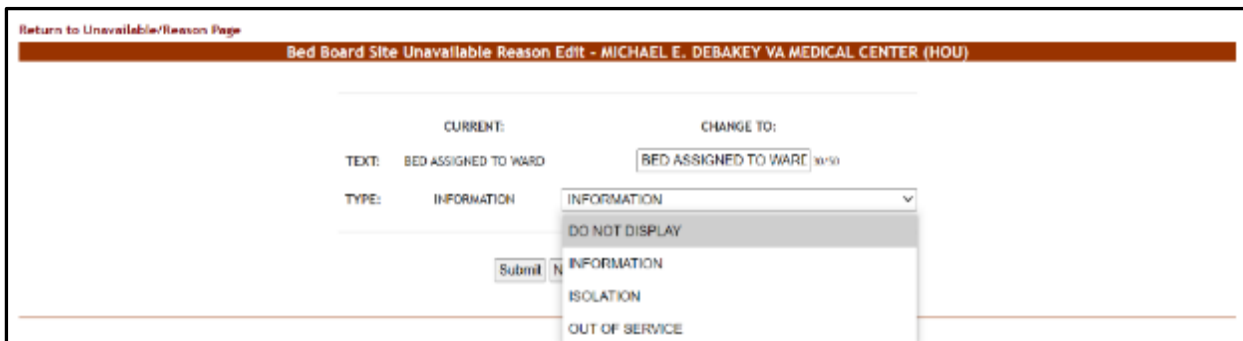
Select the **Unavailable Reason Add/Edit** link to display the page in the following image:

**Figure 74 - Selecting an Unavailable Reason for Edit**



Click the **Edit** link associated to the unavailable reason that you want to modify. The following page is displayed:

**Figure 75 - Editing an Unavailable Reason**



Operate the desired changes in the **Text** and/or **Type** fields then press the **Submit** button to enter the data into the system.

### 2.1.7.3 Deleting an Unavailable Reason

To delete an unavailable reason, follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 76 - Selecting Site Options

The screenshot shows the Bed Management Solution interface for Michael E. DeBakey VA Medical Center (HOU). At the top, there is a status bar with 'Workstation: 1:33:16 PM', 'Facility: 12:33 PM', and 'Last BMS Update: 09/26/2023 3:43:13'. A 'Ward Census' table is visible, listing various wards and their statuses. The 'Site Options' menu item is highlighted in the navigation pane. Below the navigation pane, there is a 'Patients Pending Bed Placement: Current' section with filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30-Days'. A table of pending patients is displayed with columns for 'Actions', 'Entered', 'Bed Needed By', 'Patient', 'Standard Icons', 'Emergency Icons', 'ZVC', 'Connecta', 'SS', 'Presenting Problem', 'Type Of Bed / Ward Requested', 'Waiting Area', 'Bed Time (H:M)', 'BMS Time AEst (A)', and 'CLC'. The table contains several rows of patient data, including names like 'THIRYVAL PATIENT ADT11' and 'THIRYVAL PATIENT ADT11', and various medical conditions and bed types.

The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 77 - Selecting Unavailable Reason Add/Edit

The screenshot shows the 'Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. The page has a grid of configuration links. The 'Unavailable Reason Add/Edit' link is highlighted with a yellow box. Below the grid, there is a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display:' section with a dropdown menu set to 'Unavailable/Out Of Service' and a 'Submit' button. At the bottom, there is an 'Evacuation: ON' section with radio buttons for 'ON' and 'OFF', and a 'Submit' button. A 'WORKSTATION' section shows 'DATE/TIME: Tue Sep 26 2023 8:55:27 PM' and 'FACILITY: Tue Sep 26 2023 8:55 PM'. At the very bottom, there are links for 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

Select the **Unavailable Reason Add/Edit** link to display the page in the following image:

**Figure 78 - Select an Unavailable Reason for Deletion**



Click the **Delete** link associated with the unavailable reason that you want to delete. A confirmation screen is displayed as in the following image:

**Figure 79 - Delete an Unavailable Reason**

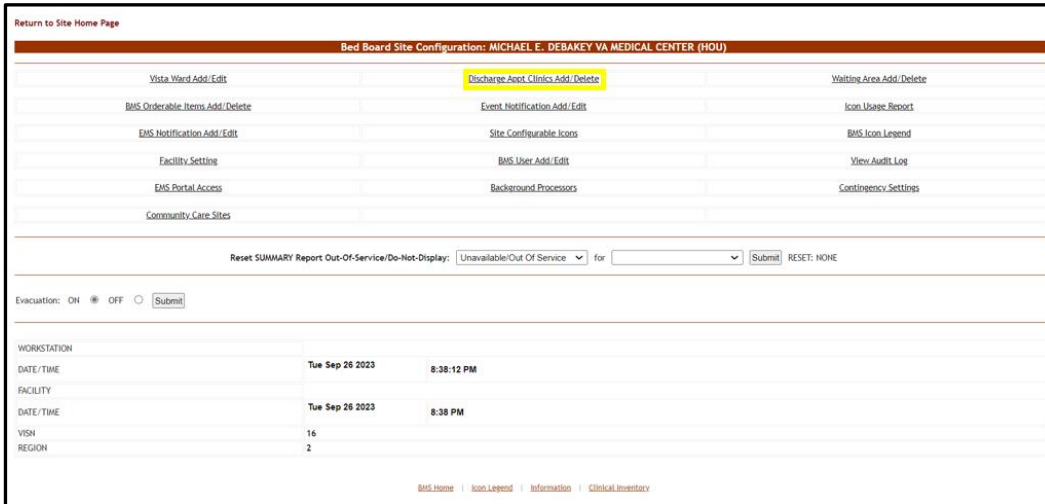


Click the **Delete Record** button to delete the unavailable reason from the list.

## 2.1.8 Bed Board Discharge Appointment Clinic Configuration Page

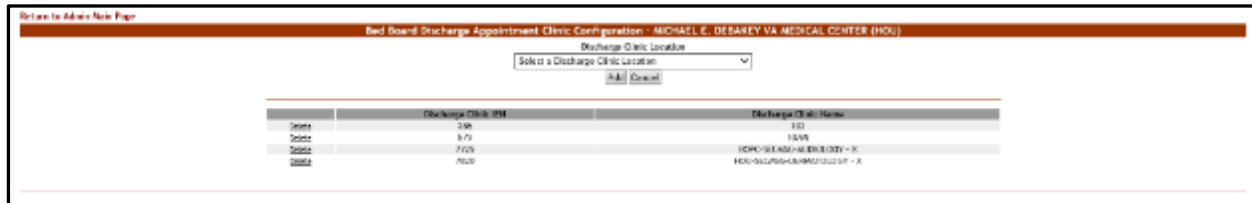
The **Bed Board Discharge Appointment Clinic Configuration** page is displayed using the link below:

**Figure 80 - Selecting Discharge Appt Clinics Add/Delete**



From the Bed Board Site Configuration page, click the **Discharge Appt Clinics Add/Delete** link to display the following page:

**Figure 81 - Discharge Appointment Clinics Add/Edit Page**



The options in this screen allow the administrator user to define the discharge clinics used to assist with patient discharges (if part of the facility's processes). In addition, the defining of Discharge Appointment Clinics will allow the automated assignment of the Anticipated Discharge ("A") icon on the facility's Whiteboard.

The options in the upper part of the screen allow the administrator user to define/add a new discharge appointment clinic in the system.

The list in the lower part of the screen presents the discharge appointment clinics already defined in the system. The **Delete** link to the left of each entry in the list allows the user to delete the clinic from the system.

To go back to the **Bed Board Site Configuration** page, click the link **Return to the Admin Main Page** in the upper left corner of the page.

### 2.1.8.1 Adding/Deleting a Discharge Appointment Location

To add a discharge appointment location, follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 82 - Selecting Site Options

The screenshot shows the Bed Management System interface for Michael E. DeBakey VA Medical Center (HOU). The top navigation pane includes 'Ward Census', 'Ward Whitboard', 'Summary Report', 'Reports', and 'Site Options' (highlighted in yellow). The main content area displays 'Patients Pending Bed Placement: Current' with filters for 'Today +24 hours', 'Current', 'Today -24 hours', and 'Past 30 Days'. A table below lists patient records with columns for Actions, Unload, Bed Needed By, Patient, Standard Icons, Emergency Icons, SIC, Comments, SX, Preexisting Problem, Type of Bed / Ward Required, Waiting Area, Wait Time (Min), and Wait Time (Max).

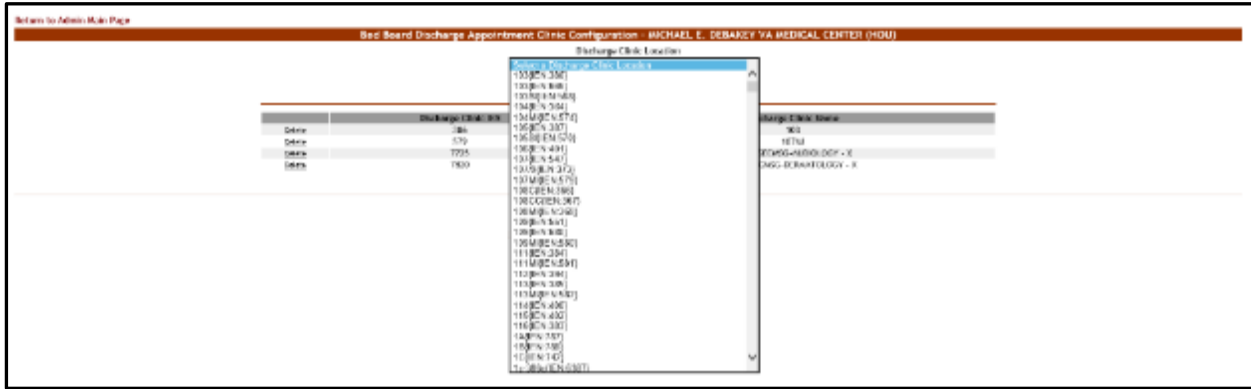
The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 83 - Selecting Discharge Appointment Clinics Add/Delete

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page title is 'Return to Site Home Page'. The main content area contains a grid of configuration links: 'Vista Ward Add/Edit', 'Discharge Appt Clinics Add/Delete' (highlighted in yellow), 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Event Notification Add/Edit', 'Icon Usage Report', 'BMS Notification Add/Edit', 'Site Configurable Icons', 'BMS Icon Legend', 'Facility Setting', 'BMS User Add/Edit', 'View Audit Log', 'BMS Portal Access', 'Background Processors', and 'Contingency Settings', 'Community Care Sites'. Below the grid is a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display:' section with a dropdown menu set to 'Unavailable/Out Of Service' and a 'Submit' button. At the bottom, there is an 'Evacuation:' section with radio buttons for 'ON' (selected) and 'OFF', and a 'Submit' button. A 'WORKSTATION' section displays: DATE/TIME: Tue Sep 26 2023 8:38:12 PM, FACILITY: 16, DATE/TIME: Tue Sep 26 2023 8:38 PM, VISA: 2, REGION: 2. The footer includes links for 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

Select the **Discharge Appt Clinics Add/Delete** link to display the page in the following image:

**Figure 84 - Selecting a Discharge Clinic Location**

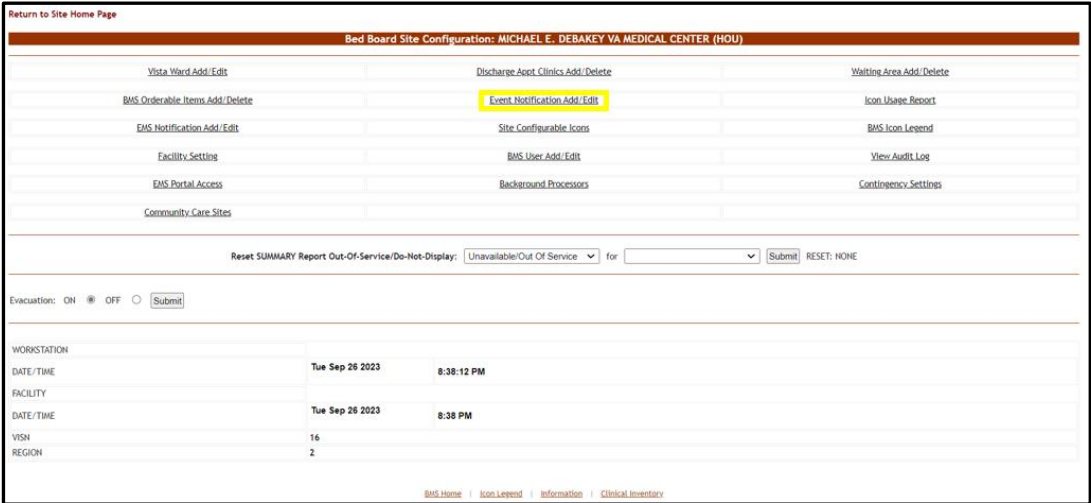


Use the arrow button of the field **Discharge Clinic Location** to display the available locations and select the one you want to add then press the **Add** button. The newly added discharge clinic location will be added to the list. To delete an entry from the list, use the associated **Delete** link.

**2.1.9 Events Notifications Page**

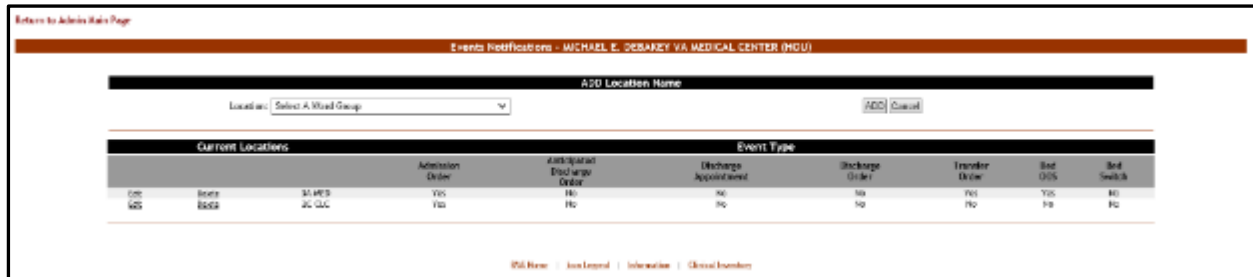
The **Events Notifications** configuration page is displayed using the link below:

**Figure 85 - Selecting Event Notification Add/Edit**



From the **Bed Board Site Configuration** page, click the **Event Notification Add/Edit** page link to display the following page:

**Figure 86 - Events Notifications Page**




The options available in this screen allow the administrator user to manage the event notifications in the system.



Note: Notifications can also be sent by printer, pager and cell phones as well as email.

For each notification in the list, the following data is available:

**Table 10 - Event Notification Parameters**

Column	Description
Current Locations	The location for which the event notification has been defined.
Event Type	The event type, which triggers the notification.
Admission Order	Is there a physician admission order?
Anticipated Discharge Order	Is there an Anticipated Discharge order?
Discharge Appointment	Is there a discharge appointment?
Discharge Order	Is there a physician discharge order?
Transfer Order	Is there a physician transfer order?
Bed Out of Service (OOS)	Is there a bed OOS?
Bed Switch	Is there a bed switch? This occurs when a patient moves from one bed to another within the same ward. (Example: patient movement from Cardio Wing Bed 1 to Cardio Wing Bed 2).  Do not confuse bed switch with “transfer” which occurs when a patient moves to a bed on a different ward.

The link **Edit** to the left of each entry in the list allows the user to modify the details of an event notification. A notification can be deleted using the adjacent **Delete** link.

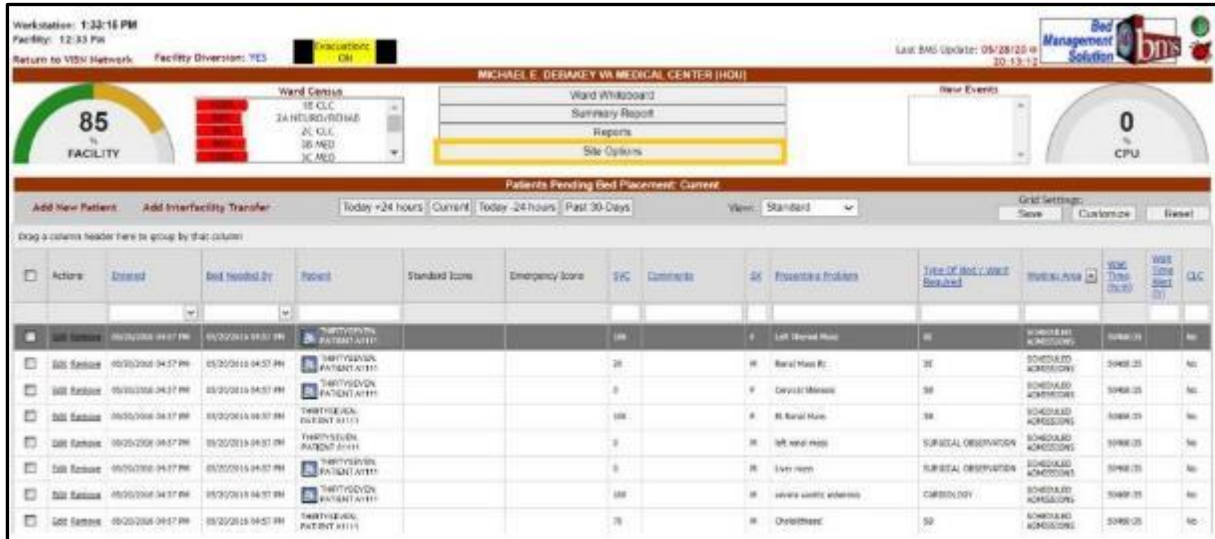
To go back to the Bed Board Site Configuration page, click the link **Return to the Admin Main Page** in the upper left corner of the page.



### 2.1.9.1 Adding an Events Notification

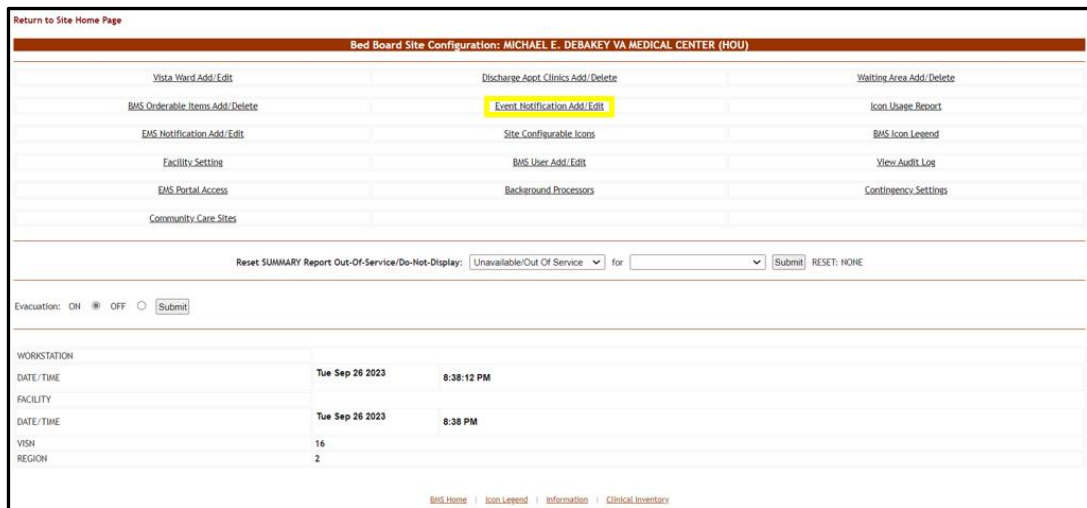
To add an events notification, follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 87 - Selecting Site Options



The **Bed Board Site Configuration** page is displayed as in the image below:

Figure 88 - Selecting Event Notification Add/Edit



Select the **Event Notification Add/Edit** link to display the page as in the following image:

**Figure 89 - Selecting the Location of the Events**



Click the arrow button of the **Location** field to display the list of ward groups defined in the system then click the **ADD** button. The following page is displayed:

**Figure 90 - Edit Event Notification Parameters**



The name of the selected location is displayed in the upper part of the screen and a list of events is presented. In the **Bed Controller/Other** field associated to an event enter the email addresses, text pagers, text-compatible cell phones and/or printer where you want to send the notification. From the drop-down fields in the Notify column, set whether the new notification will actually be sent or not then click the **Submit** button to enter the data into the system.

### 2.1.9.2 Editing an Events Notification

To edit the details of an event notification, follow the steps below.

From the facility home page, click the **Site Options** button.

Figure 91 - Selecting Site Options

The screenshot shows the 'MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' interface. At the top, there's a navigation bar with 'Site Options' highlighted. Below it, a dashboard shows '85% FACILITY' and '0% CPU'. The main section is titled 'Patients Pending Bed Placement: Current' and contains a table with columns: Actions, Channel, Bed Transfer By, Patient, Standard Score, Emergency Score, EIC, Comments, ES, Presentation Problem, Type of Bed / Ward, Bed/Out Area, Wait Time (Min), and QLC. The table lists several patients with their respective scores and presentation problems.

The Bed Board Site Configuration page is displayed as in the image below.

Figure 92 - Selecting Event Notification Add/Edit

This screenshot shows the 'Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. The navigation menu includes links like 'View/Word Add/Edit', 'Discharge Appt. Clinics Add/Delete', and 'Event Notification Add/Edit', which is highlighted in yellow. Other links include 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Icon Usage Report', 'Event Notification Add/Edit', 'Site Configurable Icons', 'BMS Icon Legend', 'Facility Setting', 'BMS User Add/Edit', 'View Audit Log', 'EHS Portal Access', 'Background Processors', and 'Contingency Settings'. At the bottom, there's a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' section and a 'WORKSTATION' summary table.

Select the **Event Notification Add/Edit** link to display the page in the following image:

Figure 93 - Selecting Event Notification for Edit

The screenshot shows the 'Events Notifications - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' page. It features an 'ADD Location Name' section with a 'Location' dropdown and an 'ADD' button. Below is a 'Current Locations' table with columns: Location Name, Add/Spaced/Discharge/Online, Exchange Application, Exchange Date, Transfer Date, Bed OCC, and Bed Avail. The first row, 'CCU', has an 'Edit' link highlighted in a red box.

Click the **Edit** link associated to the event notification you want to modify. The following page is displayed:

**Figure 94 - Modifying Parameters for an Event Notification**

Name	Value	Ready?
Admission Order	bedcontrol@hugobf1.org	Yes
Antiquated Stockage Order	bedcontrol@hugobf1.org	Yes
Stockage Appointment	bedcontrol@hugobf1.org	Yes
Discharge Order	bedcontrol@hugobf1.org	Yes
Transfer Order	bedcontrol@hugobf1.org	Yes
Bed DIB	bedcontrol@hugobf1.org	Yes
Bed Switch	bedcontrol@hugobf1.org	Yes

Modify the desired settings then press the **Submit** button to enter the data into the system. The modified event notification will be displayed in the event notifications list with the new settings.

### 2.1.9.3 Deleting an Events Notification

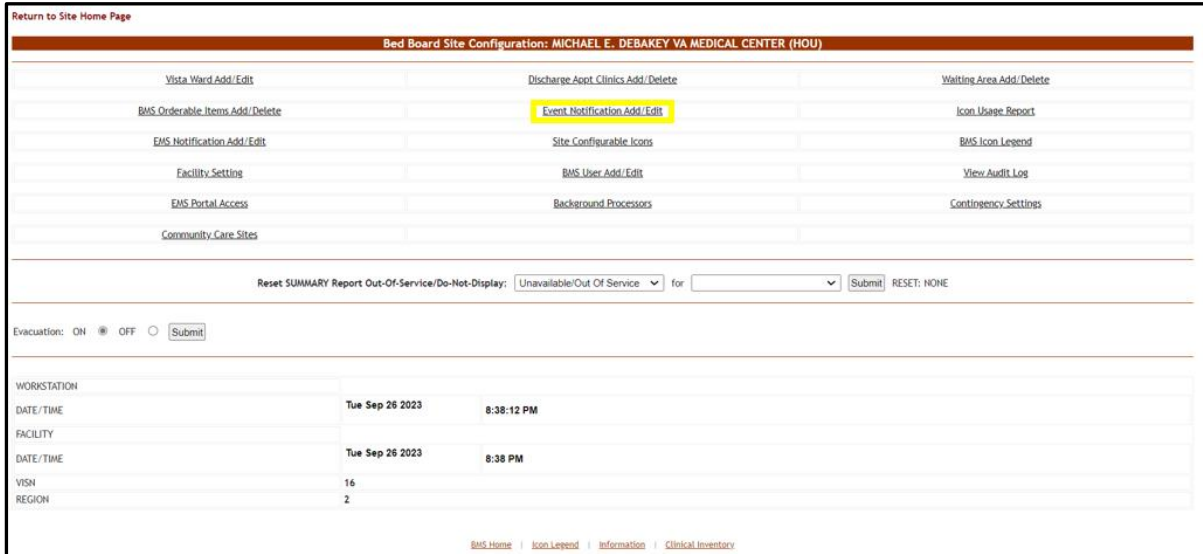
To delete an event notification, follow the steps below. From the facility home page, click the **Site Options** button:

**Figure 95 - Selecting Site Options**

Actions	Colored	Bed Needed By	Patient	Standard Icons	Emergency Icons	IC	Comments	IC	Presenting Problem	Type Of Bed / Ward Requested	Ward Area	Wait Time (hrs)	WIP Time Alert (h)	CLC
<input type="checkbox"/>			THYROIDIC PATIENT AT111						Left Thyroid Mass	SR	SCHEDULED ADMISSIONS	10:00:00		No
<input type="checkbox"/>			THYROIDIC PATIENT AT111						Renal Mass R	SR	SCHEDULED ADMISSIONS	10:00:00		No
<input type="checkbox"/>			THYROIDIC PATIENT AT111						Genital Masses	SR	SCHEDULED ADMISSIONS	10:00:00		No
<input type="checkbox"/>			THYROIDIC PATIENT AT111						Renal Mass	SR	SCHEDULED ADMISSIONS	10:00:00		No
<input type="checkbox"/>			THYROIDIC PATIENT AT111						Left Thyroid Mass	SURGICAL OBSERVATION	SCHEDULED ADMISSIONS	10:00:00		No
<input type="checkbox"/>			THYROIDIC PATIENT AT111						Liver Mass	SURGICAL OBSERVATION	SCHEDULED ADMISSIONS	10:00:00		No
<input type="checkbox"/>			THYROIDIC PATIENT AT111						Spinal Cord Stenosis	ORTHOPEDY	SCHEDULED ADMISSIONS	10:00:00		No
<input type="checkbox"/>			THYROIDIC PATIENT AT111						Chondrosarcoma	SR	SCHEDULED ADMISSIONS	10:00:00		No

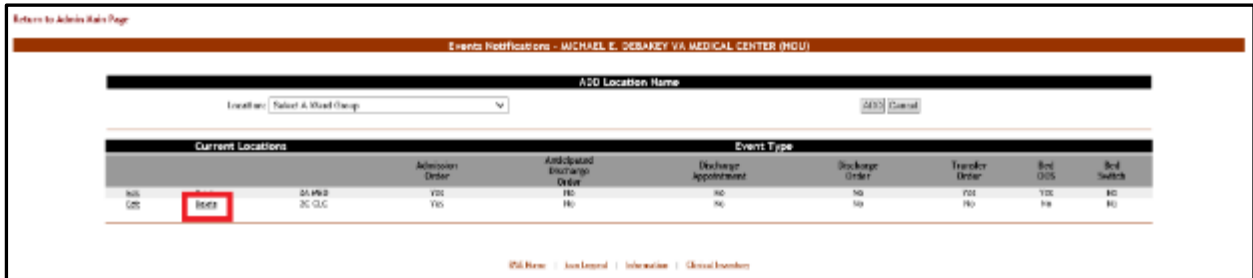
The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 96 - Selecting Event Notification Add/Edit**



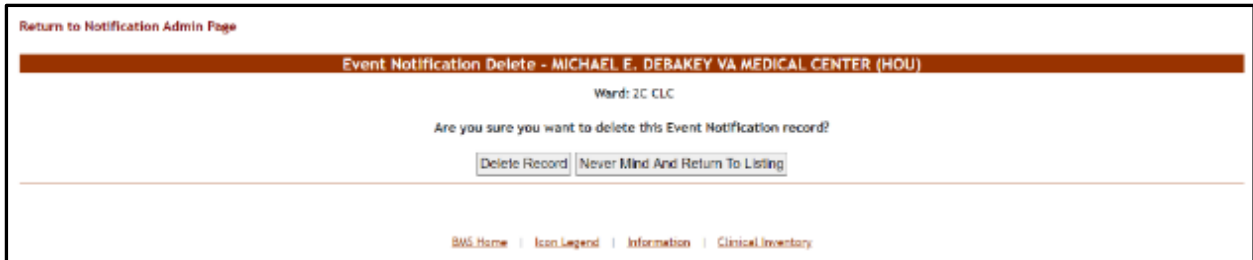
Select the **Event Notification Add/Edit** link to display the page as in the following image:

**Figure 97 - Selecting Event Notification for Deletion**



Click the **Delete** link associated with the events notification that you want to delete. A confirmation screen is displayed as in the following image:

**Figure 98 - Delete an Event Notification**

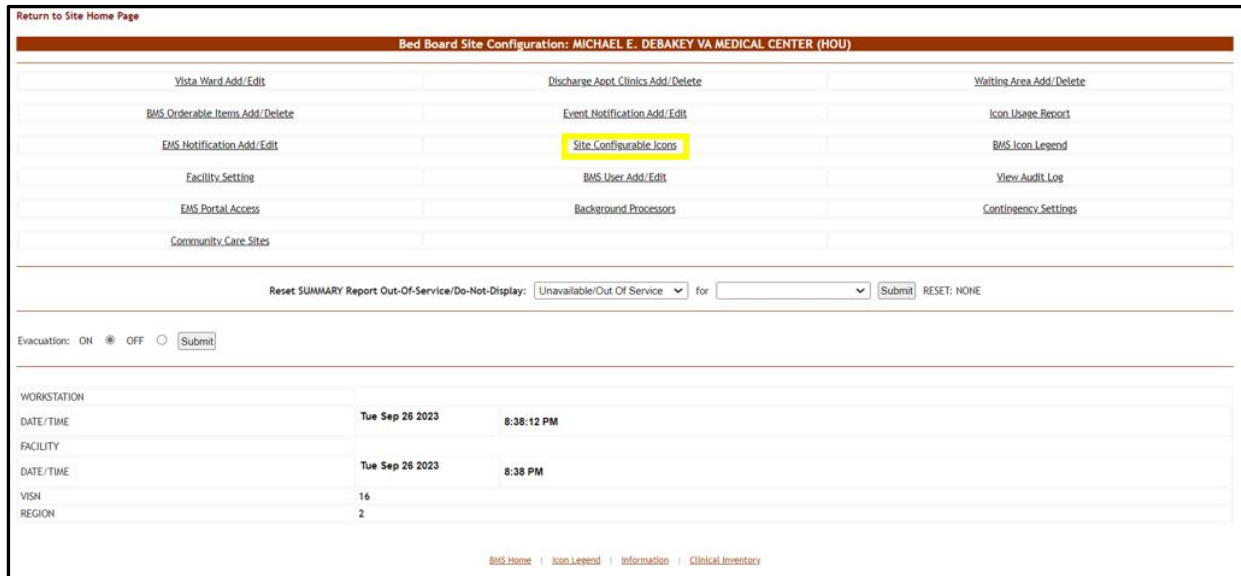


Click the **Delete Record** button to delete the events notification from the list.

## 2.1.10 Site Configurable Icons Page

The **ICON LIBRARY – SITE CONFIGURABLE ICONS** page is displayed using the link below:

**Figure 99 - Selecting Site Configurable Icons**



From the **Bed Board Site Configuration** page, click the **Site Configurable Icons** link to display the following page.



**NOTE:** Users are discouraged from using the words DNR/DNI in the comment of the Ward Whiteboard or using any icon to represent DNR/DNI on the Ward Whiteboard.

**Figure 100 - Icon Library – Site Configurable Icons Page**



A list of site configurable icons is displayed. These icons can only be used on the site of the current facility. Colored icons are active and can be used to convey information on

the Whiteboard; grayed icons are inactive and cannot be used on the Whiteboard. The user can edit the details of an icon.

To go back to the Bed Board Site Configuration page, click the link **Return to the Admin Main Page** in the upper left corner of the page.

### 2.1.10.1 Editing an Icon

In the **Icon Library – Site Configurable Icons** page click the **Edit** link to the left of the icon you want to edit to display the following screen:

**Figure 101 - Icon Library – Edit Icon Page**

The following parameters can be set for an icon:

**Table 11 - Icon Parameters**

Column	Description
Active Yes/No	If the icon is active or not.
Isolation Yes/No	If the icon is associated with an isolation area or not.
Patient/Bed/Room	If the icon is to be attached to a patient or to a bed/room.
Facility Icon Name	Mandatory field, the name of the icon.
Facility Icon Description	Mandatory field, the description of the icon.
Facility Comment	Any relevant additional info about the icon.
Facility Mouse Over Text	Mandatory field, the text to be displayed when the mouse cursor hovers over the icon.



The fields will only be mandatory if the icon is active.

After you have defining the desired parameters for the icon click the **Save** button to enter the data into the system.





**NOTE:** Once an icon has been used to flag a patient or a bed, it cannot be inactivated. In order to be able to make the icon inactive the user will have to remove the icon from Whiteboard where it has been used.

## 2.1.11 Background Processors Page

The **Background Processors** page is displayed using the link below:

**Figure 102 - Selecting Background Processors**

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

<a href="#">Vista Ward Add/Edit</a>	<a href="#">Discharge Appt. Clinics Add/Delete</a>	<a href="#">Waiting Area Add/Delete</a>
<a href="#">BMS Orderable Items Add/Delete</a>	<a href="#">Event Notification Add/Edit</a>	<a href="#">Icon Usage Report</a>
<a href="#">EMS Notification Add/Edit</a>	<a href="#">Site Configurable Icons</a>	<a href="#">BMS Icon Legend</a>
<a href="#">Facility Setting</a>	<a href="#">BMS User Add/Edit</a>	<a href="#">View Audit Log</a>
<a href="#">EMS Portal Access</a>	<a href="#">Background Processors</a>	<a href="#">Contingency Settings</a>
<a href="#">Community Care Sites</a>		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display:  for   RESET: NONE

Evacuation:  ON  OFF

WORKSTATION		
DATE/TIME	Tue Sep 26 2023	8:38:12 PM
FACILITY		
DATE/TIME	Tue Sep 26 2023	8:38 PM
VISN	16	
REGION	2	

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

From the **Bed Board Site Configuration** page, click the **Background Processors** link to display the following page:



**Figure 103 - Facility Background Processors**

Return to Admin Page

Background Processors - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Whiteboard Report

Current Scheduler: Every 5 minutes

Add/Update Scheduler: Select A Scheduler

Save Scheduler

Patients Pending Bed Placement List

Current Scheduler: 5 MIN + 1 EST

Add/Update Scheduler: Select A Scheduler

Save Scheduler

Cancel

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

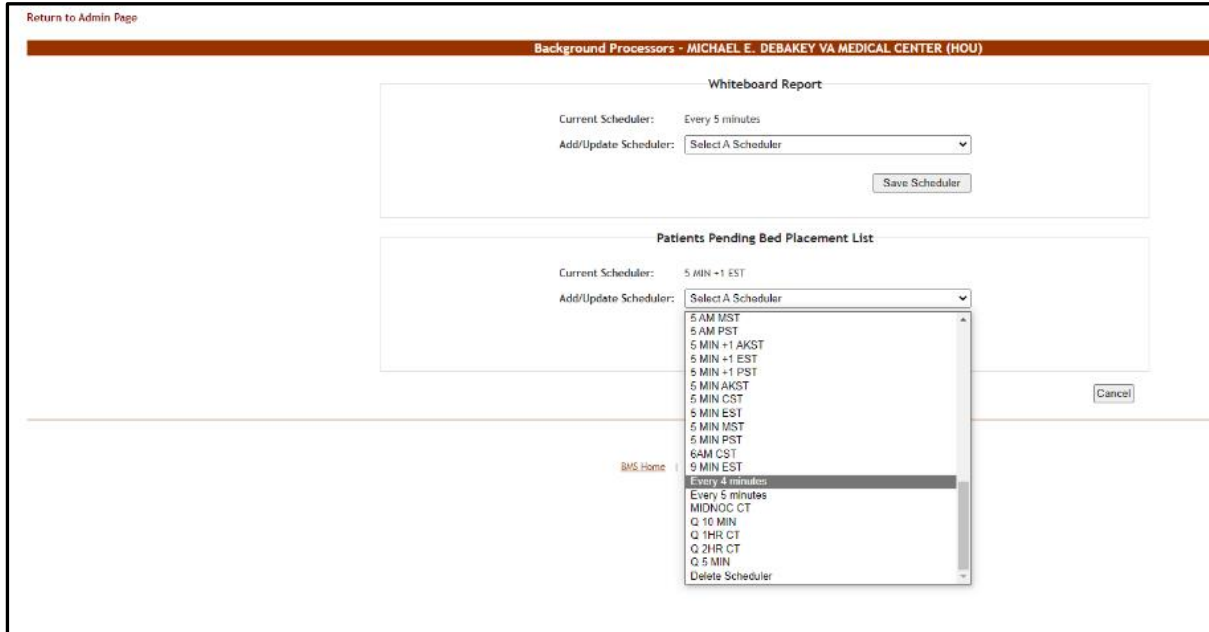
The options available in this screen allow the administrator user to manage the schedulers which collect data for the Whiteboard report and for the Patients Pending Bed Placement list.

In the Whiteboard report area, the Current Scheduler field will display the name of the scheduler that is currently used to collect data for the Whiteboard report. To select another scheduler, use the arrow button for the **Add/Update Scheduler** field to display the available schedulers, select the one you want to use and press the **Save Scheduler** button.

In the Patients Pending Bed Placement list area the **Current Scheduler** field will display the name of the scheduler that is currently used to generate the local Facility Patients Pending Bed Placement List entries for the VistA Scheduled Admissions due for the current day. To select a new scheduler, use the arrow button of the **Add/Update Scheduler** drop down to display the available schedulers. Select the one you want to use and click the **Save Scheduler** button. Under normal circumstances this is only scheduled to run once a day in the morning.

If your facility does not want VistA Scheduled Admissions automatically added to the Facility Patients Pending Bed Placement list, use the arrow button of the **Add/Update Scheduler** drop down and select "Delete Scheduler", and click the **Save Scheduler** button.

**Figure 104 - Facility Background Processors**



## 2.1.12 Patient Waiting Areas Page

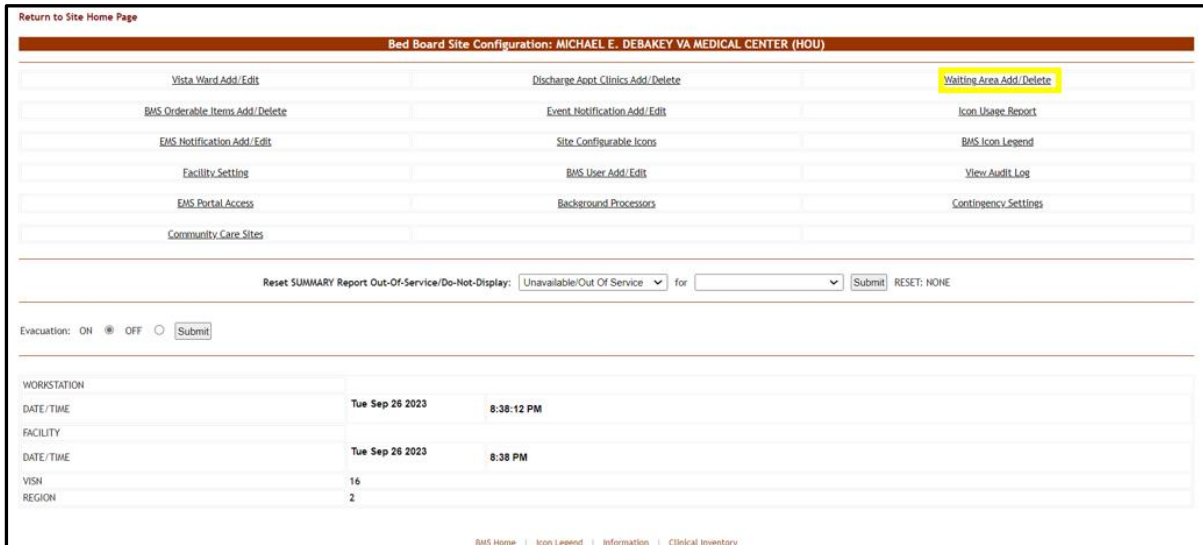
From the facility home page, click the **Site Options** button.

**Figure 105 - Selecting Site Options**

Actions	Enticed	Bed needed by	Patient	Standard Issues	Emergency Issues	Svc	Concepts	SA	Presenting Problem	Type of Bed / Issue / Request	Waiting Area	Wait Time (Sum)	BMS Time (Act Est)	LLC
<input type="checkbox"/>			FOURTYTHREE PATIENT #1111			360		F	Left Throat Mass	56	12481480	10480:22		No
<input type="checkbox"/>			FOURTYTHREE PATIENT #1111			36		M	Renal Mass Rt	51	SCHEDULED	10480:35		No
<input type="checkbox"/>			FOURTYTHREE PATIENT #1111			0		F	Cervical Stenosis	59	SCHEDULED	10480:35		No
<input type="checkbox"/>			FOURTYTHREE PATIENT #1111			360		F	RL Renal Mass	59	SCHEDULED	10480:25		No
<input type="checkbox"/>			FOURTYTHREE PATIENT #1111			0		M	MR renal mass	SURGICAL OBSERVATION	SCHEDULED	10480:35		No
<input type="checkbox"/>			FOURTYTHREE PATIENT #1111			0		M	Liver mass	SURGICAL OBSERVATION	SCHEDULED	10480:35		No
<input type="checkbox"/>			FOURTYTHREE PATIENT #1111			360		M	severe aortic stenosis	ONCOLOGY	SCHEDULED	10480:35		No
<input type="checkbox"/>			FOURTYTHREE PATIENT #1111			36		M	OvalHeart	59	SCHEDULED	10480:35		No

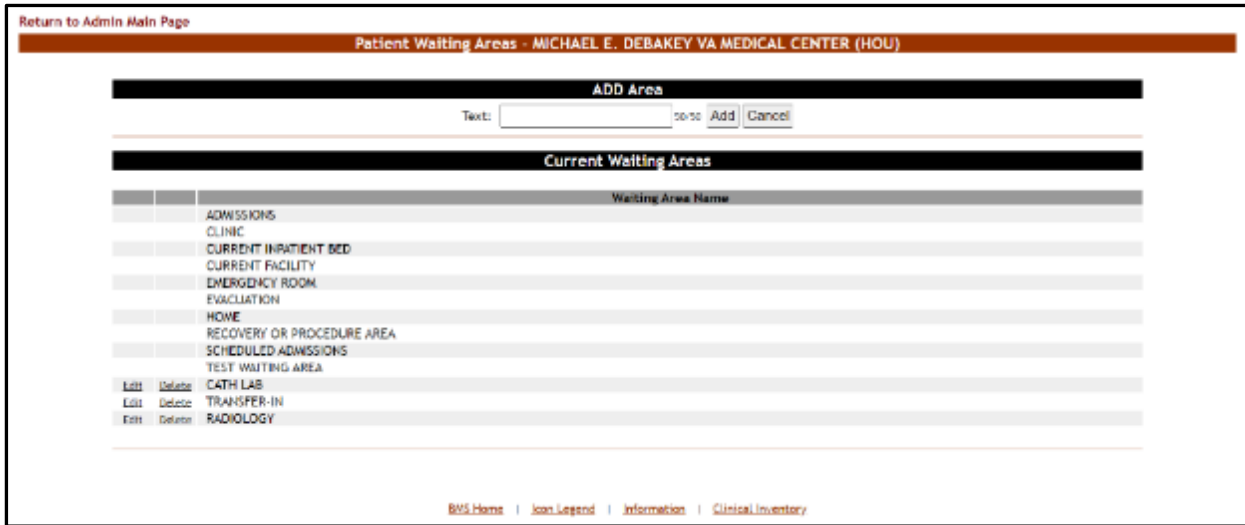
The **Patient Waiting Areas** page is displayed using the link below:

**Figure 106 - Selecting Waiting Area Add/Delete**



Select the **Waiting Area Add/Delete** link to display the Patient Waiting Areas page as in the following image:

**Figure 107 - Patient Waiting Areas**



This is where you will add the locations for patients pending bed placement. You may decide to list only outside facilities. Some sites have chosen to list internal areas like the Emergency Room, Recovery or Procedure Area, and Clinic.

The options in the upper part of the screen allow the administrator user to define/add a new waiting area in the system and to decide whether the patients waiting in the new area will appear in the national list of patients pending bed placement (the National

option top center of the page). Non-editable waiting areas will be pre-defined for national tracking.

The list in the lower part of the screen presents the waiting areas already defined in the system. The links **Edit** and **Delete** to the left of each entry in the list allow the administrator user to modify the name of the selected waiting area or to delete the entry from the system.

To go back to the **Bed Board Site Configuration** page, click the link **Return to the Admin Main Page** in the upper left corner of the page.

### 2.1.12.1 Adding a Waiting Area

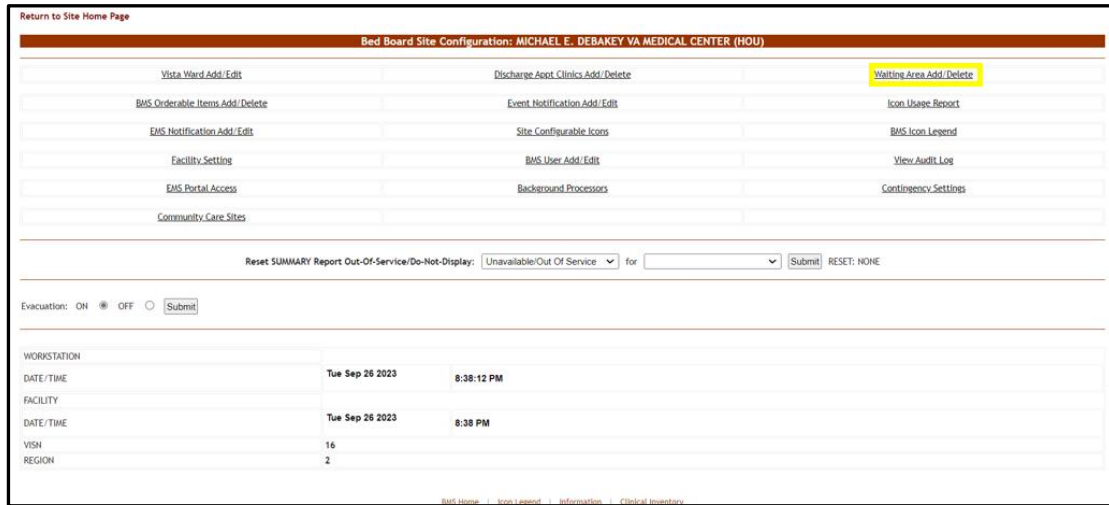
To add a waiting area, follow the instructions below. From the facility home page, click the Site Options button.

**Figure 108 - Selecting Site Options**

The screenshot displays the BMS Bed Board Site Configuration page for Michael E. DeBakey VA Medical Center (HOU). The page includes a top navigation bar with the facility name and a 'Site Options' button highlighted in yellow. Below the navigation bar, there are several widgets: a 'Ward Census' section with a list of wards (1B CLC, 2A NEURO/REHAB, 2C CLC, 3B AED, 3C AED), a 'Ward Whiteboard' section with links for 'Summary Report' and 'Reports', and a 'New Events' section. A large gauge on the left shows '85% FACILITY' and a gauge on the right shows '0% CPU'. Below these widgets is a 'Patients Pending Bed Placement: Current' section with a table of patient data. The table has columns for 'Actions', 'Delayed', 'Bed Needed By', 'Patient', 'Standard Icons', 'Emergency Icons', 'SVC', 'Comments', 'SA', 'Presenting Problem', 'Type Of Bed / Ward Sub-kind', 'Waiting Area', 'Start Time (LUL)', 'End Time (LUL)', and 'CLC'. The table contains several rows of patient data, including names like 'PORTFOLIO PATIENT A1111' and 'PORTFOLIO PATIENT A1112'.

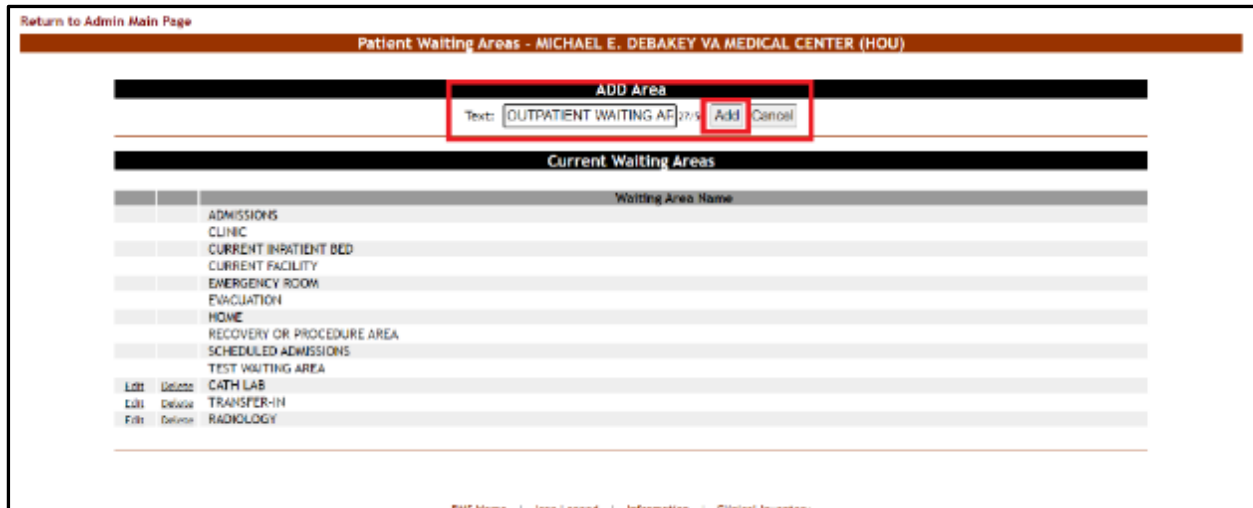
The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 109 - Selecting Waiting Area Add/Edit**



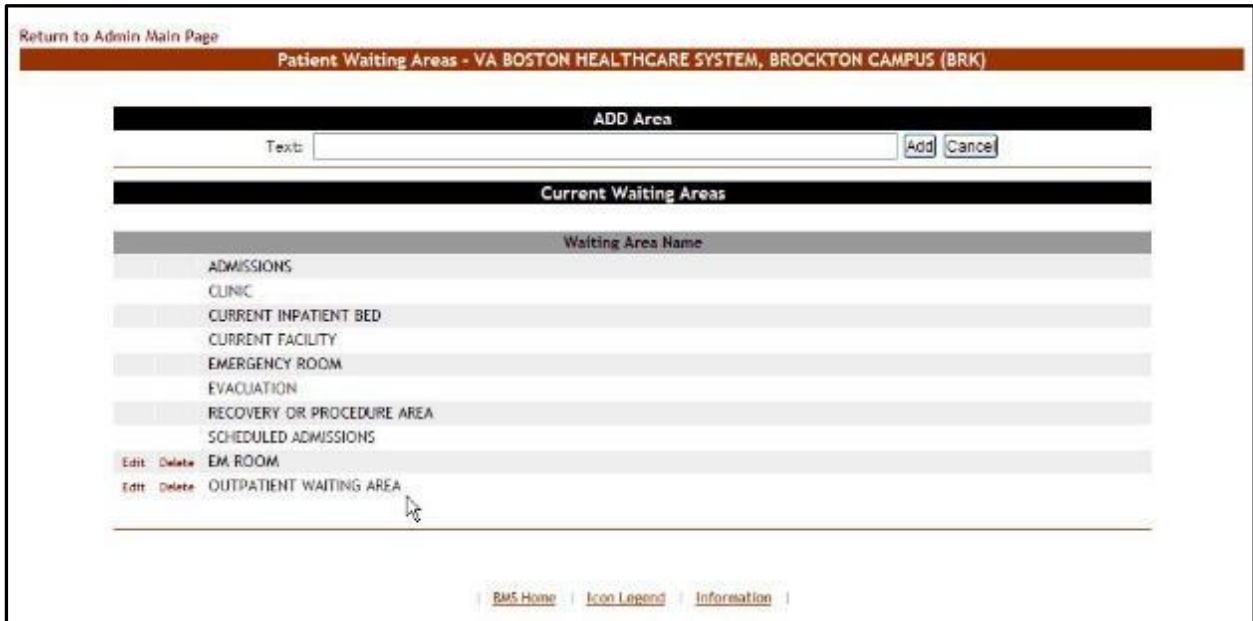
Select the **Waiting Area Add/Edit** link to display the Patient Waiting Areas screen as in the following image:

**Figure 110 - Adding a Waiting Area**



In the **Text** field from the ADD Area enter the name of the new waiting area then press the **Add** button. A confirmation message is displayed, and the newly added waiting area is displayed in the Current Waiting Areas list.

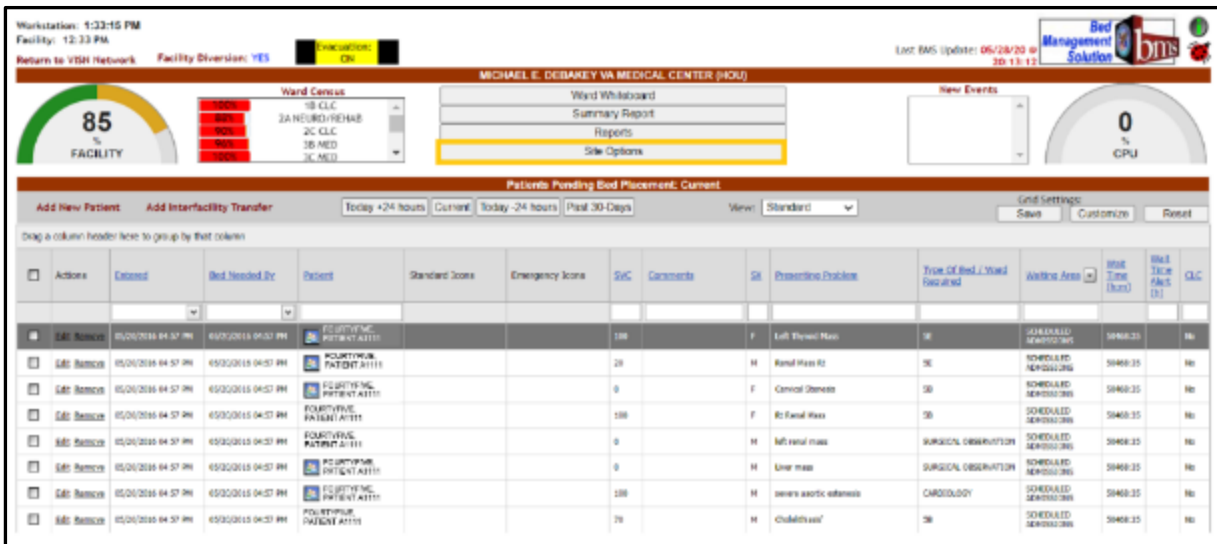
Figure 111 - Waiting Area Added to the List



### 2.1.12.2 Editing a Waiting Area

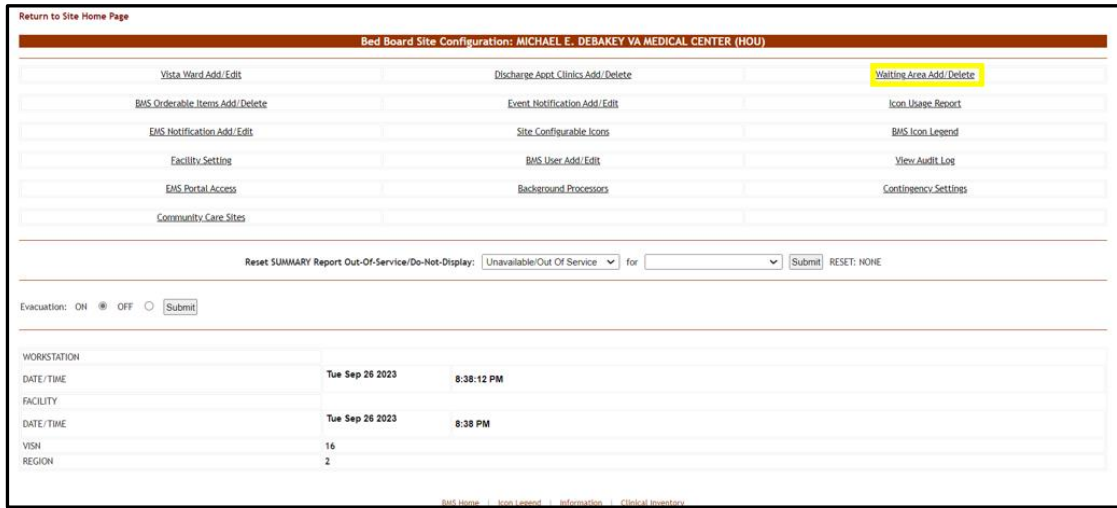
To edit the name of an existing waiting area, follow the instructions below. From the facility home page, click the **Site Options** button.

Figure 112 - Selecting Site Options



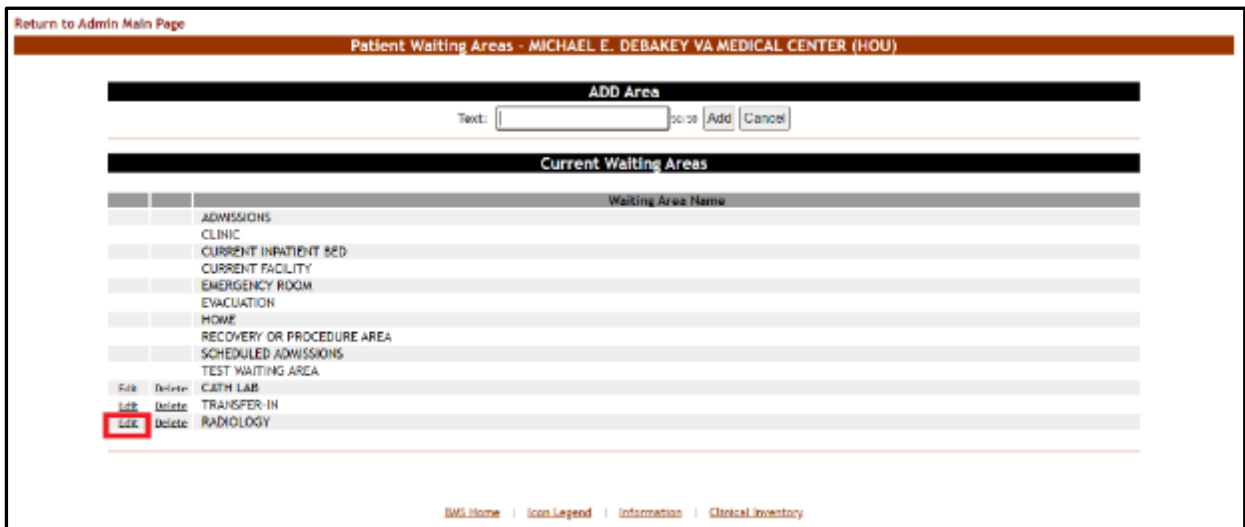
The **Bed Board Site Configuration** page is displayed as in the image below.

**Figure 113 - Selecting Waiting Area Add/Delete**



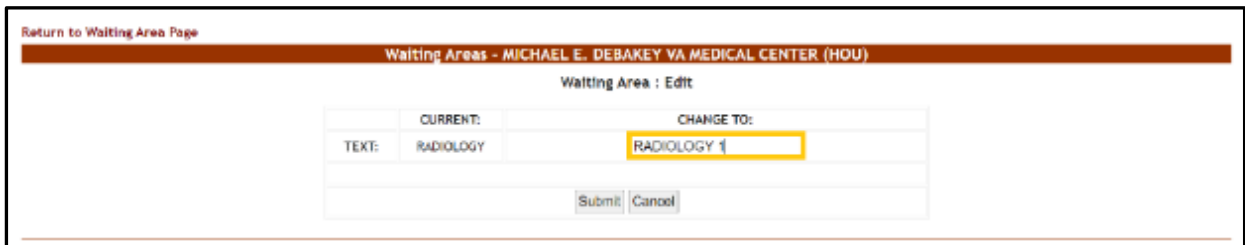
Select the **Waiting Area Add/Delete** link to display the Patient Waiting Areas page as in the following image:

**Figure 114 - Selecting Waiting Area for Edit**



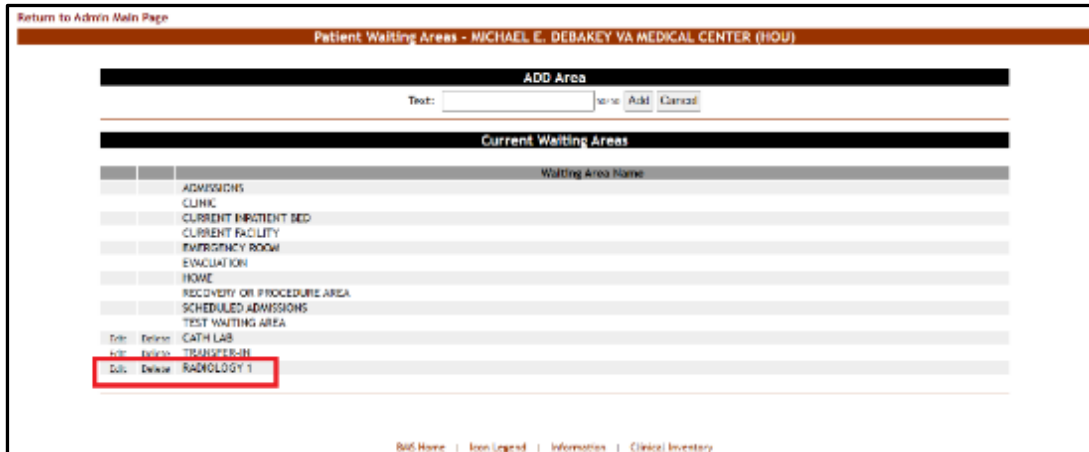
Selecting the **Edit** link will display the **Waiting Areas** edit page as in the following image:

**Figure 115 - Edit Waiting Area Name**



In the **CHANGE TO:** field, enter the new name for the waiting area then press the **Submit** button. A confirmation message will be displayed and the waiting area with the new name will be displayed in the Current Waiting Areas list.

**Figure 116 - Waiting Area Edited**

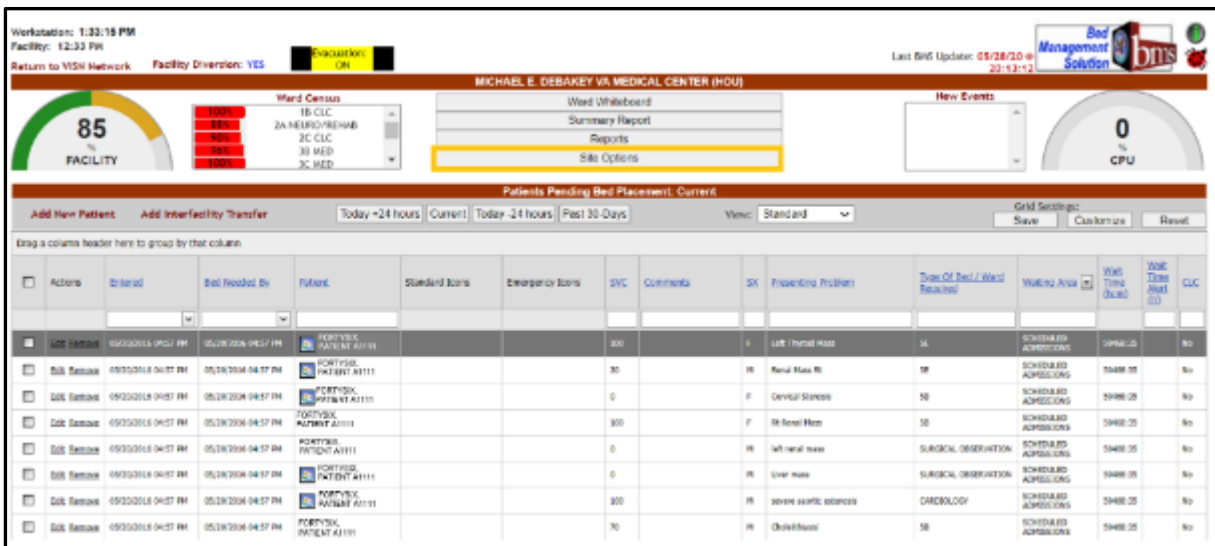


### 2.1.12.3 Deleting a Waiting Area

To delete a waiting area defined for the current facility, follow the instructions below.

From the facility home page, click the **Site Options** button.

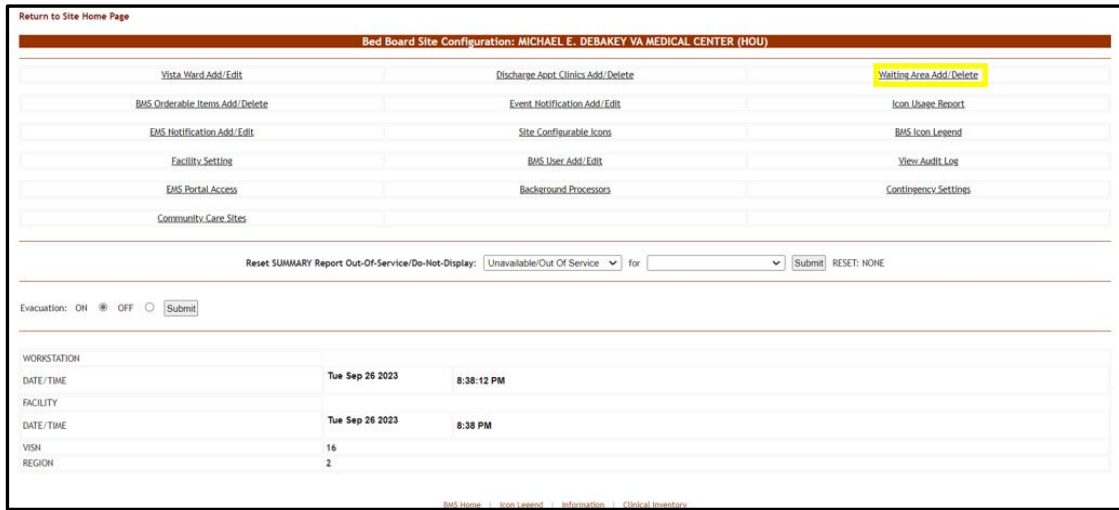
**Figure 117 - Selecting Site Options**



The **Bed Board Site Configuration** page is displayed as in the image below:

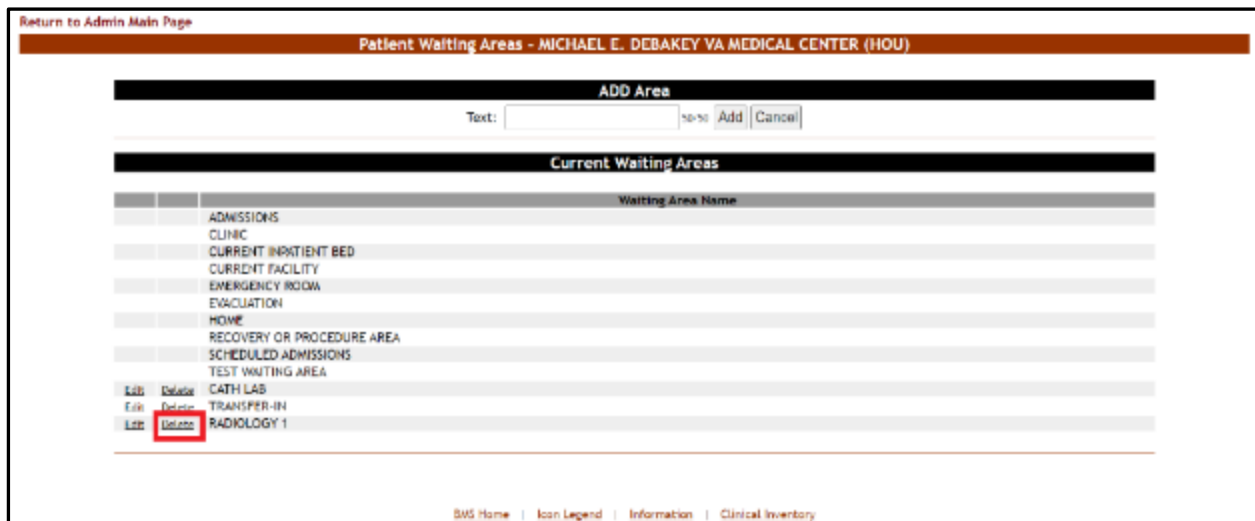


**Figure 118 - Selecting Waiting Area Add/Delete**



Select the **Waiting Area Add/Delete** link to display the page as in the following image:

**Figure 119 - Select a Waiting Area for Deletion**



Click the **Delete** link associated to the waiting area that you want to delete. A confirmation screen is displayed as in the following image:

**Figure 120 - Deleting a Waiting Area**



Click the **Delete Record** button to delete the waiting area from the list.

## 2.1.13 Icon Usage Report

The Icon Usage Report presents information about any and all modifications users have made for Icon Assignments. This report provides a drill down capability of seeing overall icon usage as well as individual bed or patient record assignments.

From the facility home page, click the **Site Options** button.

**Figure 121 - Facility Home Page – Site Options**

The screenshot shows the Facility Home Page for Michael E. DeBakey VA Medical Center (HOU). At the top, there is a navigation bar with 'Return to VSH Network', 'Facility Overview: YES', and 'Evacuation: ON'. The main header includes 'MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)' and 'Last BMS Update: 09/26/2023 11:12'. On the left, a gauge shows '85% FACILITY'. In the center, there is a 'Ward Census' section with a dropdown menu. To the right, there is a 'New Events' section and a '0% CPU' gauge. Below these, there is a 'Patients Pending Bed Placement: Current' section with buttons for 'Add New Patient' and 'Add Interfacility Transfer'. The main content area is a table with columns for 'Action', 'Icon', 'Bed Assigned by', 'Patient', 'Stream Icon', 'Emergency Icon', 'CLC', 'Language', 'SB', 'Insertion Point', 'Type of Bed / New Bed', 'Ward Area', 'VSH Icon (Out)', 'Icon Time (H)', and 'CLC'. The 'Site Options' button in the top right of the main content area is highlighted in yellow.

The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 122 - Selecting Icon Usage Report**

The screenshot shows the 'Bed Board Site Configuration' page for Michael E. DeBakey VA Medical Center (HOU). The page has a header with 'Return to Site Home Page' and 'Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)'. Below the header, there is a grid of configuration options. The 'Icon Usage Report' link is highlighted in yellow. Other links include 'Vista Ward Add/Edit', 'Discharge Appt. Clinics Add/Delete', 'Waiting Area Add/Delete', 'BMS Orderable Items Add/Delete', 'Event Notification Add/Edit', 'BMS Icon Legend', 'EMS Notification Add/Edit', 'Site Configurable Icons', 'BMS User Add/Edit', 'View Audit Log', 'Facility Setting', 'BMS User Add/Edit', 'Background Processors', and 'Contingency Settings'. At the bottom, there is a 'Reset SUMMARY Report Out-Of-Service/Do-Not-Display' section with a dropdown menu set to 'Unavailable/Out Of Service' and a 'Submit' button. Below this, there is an 'Evacuation: ON' section with radio buttons for 'ON' and 'OFF', and a 'Submit' button. At the very bottom, there is a 'WORKSTATION' section with fields for 'DATE/TIME' (Tue Sep 26 2023 8:38:12 PM), 'FACILITY' (Tue Sep 26 2023 8:38 PM), 'VSH' (16), and 'REGION' (2). The footer contains links for 'BMS Home', 'Icon Legend', 'Information', and 'Clinical Inventory'.

Select the **Icon Usage Report** link to display the Icon Usage Report page as in the following image:

**Figure 123 - Icon Usage Report Parameters**

Select the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the Icon Usage Report.

**Figure 124 - Icon Usage Report**

Site Name	Icon Name	Facility Active? (Y/N)	Associated with a Bed record? (Y/N)	Associated with a Patient record? (Y/N)
LEX	Icon Convalescent (Room)	Y	Y(1)	N
	Icon ELR Equipment (Room)	Y	Y(47)	N
	Icon Negative Pressure (Room)	Y	Y(2)	N
	Icon Shared Bathroom (Room)	Y	Y(33)	N
	Icon Specialty Mattress	Y	Y(80)	N
	Icon Telemetry (Room)	Y	Y(23)	N
	Icon Womens Program (Room)	Y	Y(7)	N

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 12 - Icon Usage Report Parameters**

<b>COLUMN</b>	<b>DESCRIPTION</b>
Site Name	The Facility in which the Icon assignment was made.
Icon Image	The Icon's graphical representation.
Icon Name	The Name of the Icon, with a drill-down selection represented as "+/-" indicating collapse/expand.
Facility Active (Y/N)	Indication of whether the facility is active or not.
Associated with a Patient Record (Y/N)?	Indication and (count) of whether the Icon Update is associated with a patient record.
Associated with a Bed Record (Y/N)?	Indication and (count) of whether the Icon Update is associated with a bed record.
<b>Sub Headers</b>	<b>These column headers display in bold when an icon audit record is expanded</b>
Patient/Bed Record	Patient/Bed Record indicator
Ward	Ward name
Bed	Bed Name/number
Patient	Patient First Initial, LastName, "-", and last 4 of SSN

### 2.1.14 Bed Management Board Icons Page

From the **Bed Board Site Configuration** page, click the **BMS Icon Legend** link to display the following page:

**Figure 125 - BMS Bed Board Site Configuration BMS Icon Legend Screen**

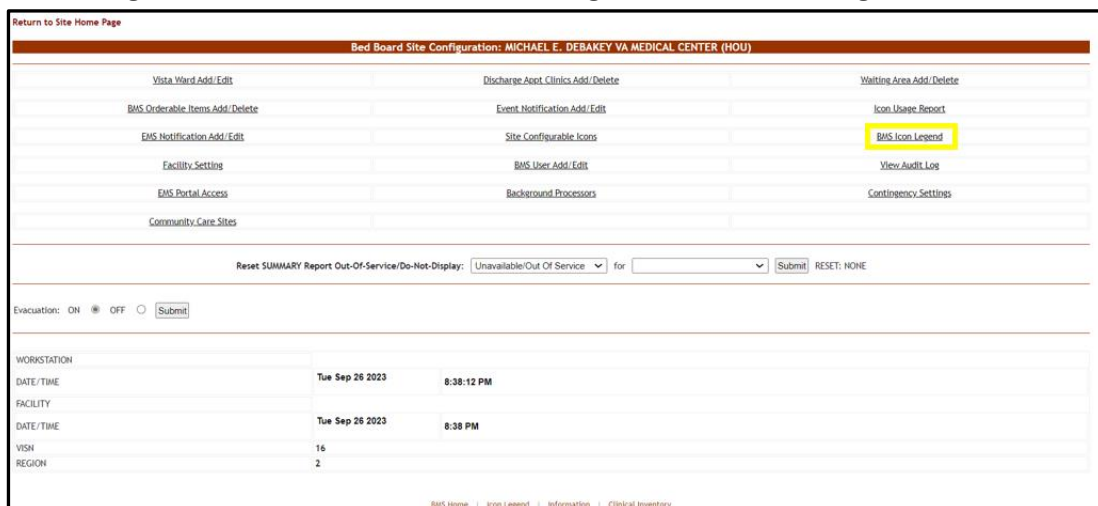


Figure 126 - Bed Management Board Icon Legend Page



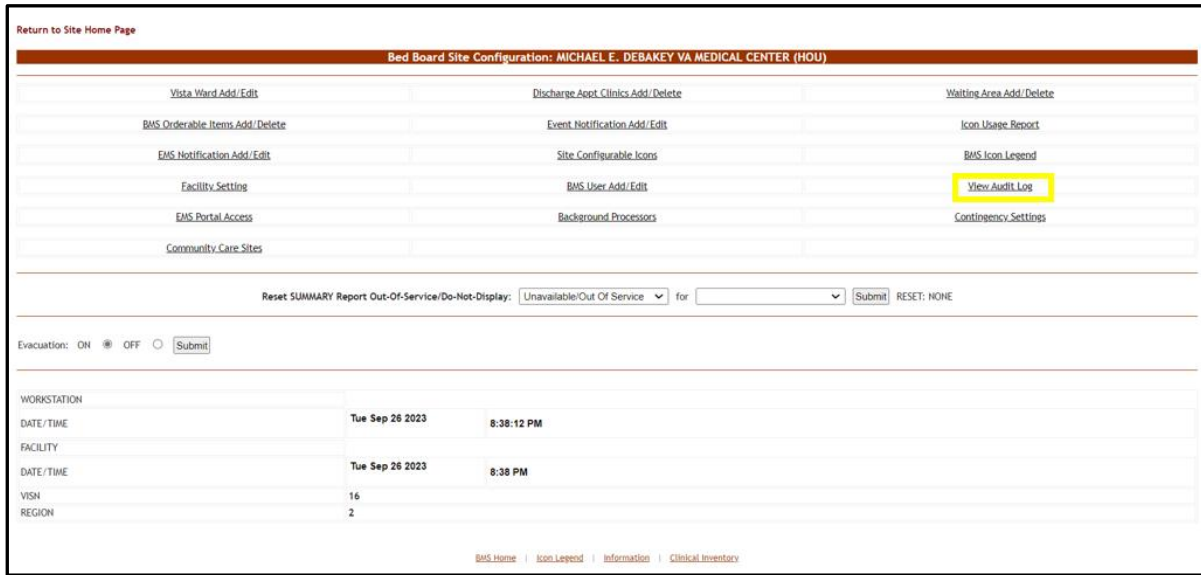
The page presents the icons that can be used throughout the application, their corresponding significance and the application element to which they can be attached (patient, room/bed).

The icons are grouped according to the area of the application where they are likely to be used and the type of information they convey: Application Icons (System and Bed Cleaning Status), Ward Whiteboard Status Icons (Standard and Emergency Management) and Site Configurable Icons.

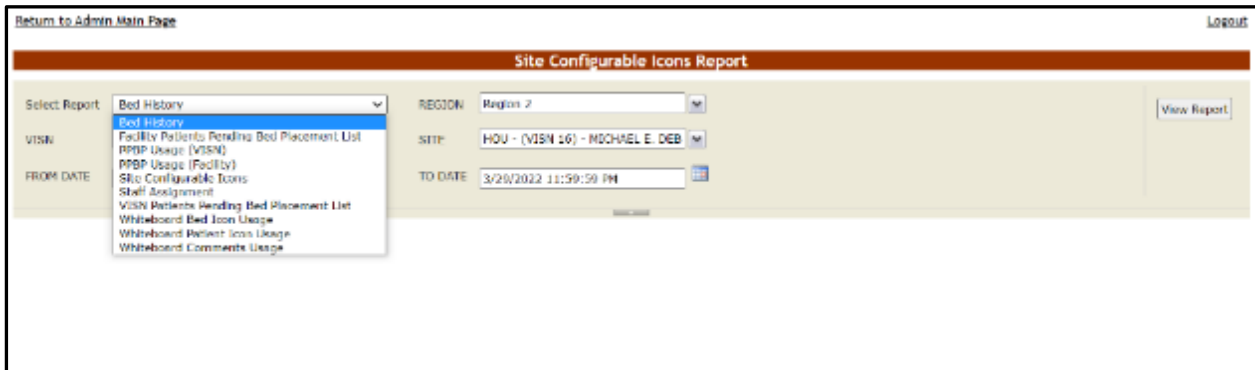
### 2.1.15 Audit Log Report Page

From the Bed Board Site Configuration page, click the **Audit Log Report** link to display the following page.

**Figure 127 - BMS Bed Board Site Configuration / View Audit Log Screen**



**Figure 128 - Audit Log Report**



The Audit Log reports present information about what users have performed what actions in different areas of the application (such as icons, pending bed placements, staff assignment or whiteboard usage). See the following sections for details on each report.

### 2.1.15.1 Site Configurable Icons Report

The Site Configurable Icons Report presents information about the usage of the site configurable icons within the system.

In the **Audit Log Report** page use the **Select Report** field to select the Site Icons report, then select **Date from/Date to** to determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of a Site Configurable Icons Report:

**Figure 129 - Site Configurable Icons Report**

ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR ROOMBED	DESCRIPTION	COMMENT	MOUSE OVER SET	CREATED BY	DATE	EVENT TYPE
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Blue Arrow.png	Blue Arrow Icon	True	True	P	Blue Arrow	Blue Arrow	Blue Arrow	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Blue Caution.png	Blue Caution	True	True	P	Blue Caution	BLUE CAUTION	Blue Caution	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Blue Caution.png	Blue Caution	True	True	P	Blue Caution	BLUE CAUTION	Blue Caution	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Blue Circle.png	Blue Circle	True	True	P	Blue Circle	BLUE CIRCLE	Blue Circle	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Blue X.png	Blue X	True	True	P	Blue X	Blue X	Blue X	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Blue Diamond.png	Blue Diamond	True	True	P	Blue Diamond	BLUE DIAMOND	Blue Diamond	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Blue Heart.png	Blue Heart	True	True	P	Blue Heart	BLUE HEART	Blue Heart	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Green Circle.png	Green Circle	True	True	P	Green Circle	GREEN CIRCLE	Green Circle	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Orange Circle.png	Orange Circle	True	True	P	Orange Circle	ORANGE CIRCLE	Orange Circle	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated
Site Configurable Icon	MICHAEL E. CRAWFORD UN. MEDICAL CENTER	Orange Star.png	Orange Star	True	True	P	Orange Star	ORANGE STAR	Orange Star	framed.vagner@uhakron.edu	4/10/2018 12:00:01 AM	Updated

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 13 - Site Configurable Icons Report Parameters**

Column	Description
Icon Category	The type of icon: can only be Site Configurable Icon.
Facility	The name of the facility for which the icon has been configured and used.
(Icon image)	The icon image.
Image Name	The name of the image entered in the Image Name field in the Edit Icon page.
Icon Name	The name assigned to the icon.
Active	If the icon is active.
Published	If the icon has been published.
Type: Patient or RoomBed	If the icon is used to flag a patient or a room or a bed.
Description	The description of the icon as entered in the Icon Description field in the Edit Icon page.

Column	Description
Comment	Any comment entered in the Comments field in the Edit Icon page.
Mouse Over Text	The text entered in the Mouse Over Text field in the Edit Icon page.
Created By	The name of the user who performed the current operation on the icon.
Date	The date and time when the current operation has been performed on the icon.
Event Type	The type of operation that has been performed on the icon.

### 2.1.15.2 Facility Patient Pending Bed Placement List Report

The Facility Patient Pending Bed Placement List Report presents information about what users have performed what actions on a facility pending bed placement list.

In the **Audit Log Report** page use the **Select Report** field to select the Facility Pending Bed Placement List report, then select **Date from/Date to** determine the time interval for the report, the **Region, VISN** and **Site** and press the **View Report** button. The image below presents an example of a Facility Patient Pending Bed Placement List Report:

**Figure 130 - Facility Patient Pending Bed Placement List Report**

FACILITY	PATIENT	PROBLEM	BED	REQ BED DATE	TYPE OF BED	WAITING AREA	FEE DISPOSITION	CONTRACT FEE	AUTH. FEE	SERV. REC.	REASON	COMMENTS	CREATED BY	DATE	EVENT TYPE
MICHAEL E. DESAKEY VA MEDICAL CENTER	A-3679	GI BLEED			ICU	CLINIC						KATY'S COMMENTS -DAVID TESTING 123 DC	v0l.med.va.gov	6/6/2016 1:31:50 PM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	C-3455	FLU			TELE II	EMERGENCY ROOM						UPDATED COMMENTS # 828	v0l.med.va.gov	6/6/2016 1:36:32 PM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	S-2799	LTKA			SE	SCHEDULED ADMISSIONS							v0l.med.va.gov	6/6/2016 1:29:21 PM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	S-4917	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS							vta.med.va.gov	6/6/2016 1:47:23 PM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	H-9851	CTA			VASCULAR	SCHEDULED ADMISSIONS							v0l.med.va.gov	6/6/2016 11:40:34 AM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	S-8954	L3 DISSECTION TRAUMA			3D MED OBS	SCHEDULED ADMISSIONS							vta.med.va.gov	6/6/2016 2:03:04 PM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	Z-6187	CHF			CARDIOLOGY	SCHEDULED ADMISSIONS							v0l.med.va.gov	6/6/2016 12:09:55 PM	Updated
							Active	No	Yes	GENERAL (ACUTE MEDICINE)	ICU Beds Full	TESTING 123	v0l.med.va.gov	6/6/2016 1:02:42 PM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	Z-4924	RT ISCHIAL PRESSURE SORE			PLASTIC SURGERY	SCHEDULED ADMISSIONS	Active	No	Yes	MEDICAL ICU	ED SURGISON	UPT TEST TW	v0l.med.va.gov	6/6/2016 12:30:38 PM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	D-0887	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS							vta.med.va.gov	6/6/2016 7:52:27 PM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	D-4573	SEPSIS	1D120-A	06/03/2016 06:07:00 AM		EVACUATION							vta.med.va.gov	6/6/2016 11:02:45 AM	Updated
MICHAEL E. DESAKEY VA MEDICAL CENTER	S-4916	BED ASSIGNED			SURGERY	ADMISSIONS	Active	No	Yes	GENERAL SURGERY			v0l.med.va.gov	6/6/2016 9:47:45 AM	Inherited
MICHAEL E. DESAKEY VA MEDICAL CENTER	S-3256	TEST			TEST								vta.med.va.gov	6/6/2016 7:47:35 AM	Inherited
MICHAEL E. DESAKEY VA MEDICAL CENTER	C-1188	UPT			ACUTE	ADMISSIONS							v0l.med.va.gov	6/6/2016 1:36:50 PM	Inherited

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.



The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 14 - Facility Patient Pending Bed Placement List Report Parameters**

<b>COLUMN</b>	<b>DESCRIPTION</b>
Facility	The name of the VA facility.
Patient	The code of the patient.
Problem	The problem for which the patient needed treatment.
Bed	The bed assigned to the patient.
Req Bed Date	The date when the bed was requested for the patient.
Type of Bed Ward	The type of bed/ward requested for the patient.
Waiting Area	The waiting area where the patient has been placed.
Fee Disposition	The fee disposition associated to the patient.
Contract Fee	The contract fee.
Auth. Fee	The authorization to use the fee.
Serv. Rec.	The type of service requested according to the patient's problem.
Reason	The reason for using the fee.
Comments	Any comments entered in the Comments field.
Created by	The user who created the event.
Date	The date and time when the event was created.
Event Type	The type of event.

### **2.1.15.3 VISN Patient Pending Bed Placement List Report**

The VISN Patient Pending Bed Placement List Report presents information about what users have performed what actions on a VISN pending bed placement list.

In the **Audit Log Report** page use the **Select Report** field to select the VISN Patient Pending Bed Placement List report, then select **Date from/Date to** to determine the time interval for the report, the **Region, VISN** and **Site** and press the **View Report** button. The image below presents an example of a VISN Patient Pending Bed Placement List Report.

**Figure 131 - VISN Patient Pending Bed Placement List Report**

FACILITY	VISN	PATIENT	ERA	CONTRACT	DIAGNOSIS	CURRENT LOCATION	LOC. ADM. DATE	COMMENTS	SPECIALTY	REQ. ADM. DATE	CREATED BY	DATE	EVENT TYPE
MICHAEL E DESAKEY VA MEDICAL CENTER	16	A1387	OTHER	No	TEST	TEST	06/19/2016 23:00:00 PM	TEST COMMENTS: TYPE OF NEED FIELD CHARACTER COUNT	ACUTE PSYCHIATRY (+48 DAYS)	06/19/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 7:32:38 AM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	16	O-332	OTHER	No			06/04/2016 23:00:00 PM	LFT TESTING 123	ACUTE PSYCHIATRY (+48 DAYS)	06/04/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 1:14:19 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	16	O-283	OTHER	No	BED ASSIGNED	MIAMI	06/07/2016 23:00:00 PM	MIAMI	ACUTE PSYCHIATRY (+48 DAYS)	06/07/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 2:01:14 PM	Inserted
MICHAEL E DESAKEY VA MEDICAL CENTER	16	O-195	OTHER	No	LFT	SAF PHES	06/08/2016 23:00:00 PM		ACUTE PSYCHIATRY (+48 DAYS)	06/08/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 2:14:11 PM	Inserted
MICHAEL E DESAKEY VA MEDICAL CENTER	16	O-215	OTHER	No	ACUTE	ACUTE	06/08/2016 23:00:00 PM	TEST	ACUTE PSYCHIATRY (+48 DAYS)	06/08/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 2:18:12 PM	Inserted
MICHAEL E DESAKEY VA MEDICAL CENTER	16	T-8889	OTHER	No			06/08/2016 23:00:00 PM		ACUTE PSYCHIATRY (+48 DAYS)	06/08/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 9:45:33 PM	Inserted

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 15 - VISN Patient Pending Bed Placement List Report Parameters**

COLUMN	DESCRIPTION
Facility	The name of the VA facility.
VISN	The VISN where the VA facility is located.
Patient	The code of the patient.
ERA	The period of service that the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient requests admission to the community hospital.
Current location	The name of the community hospital where the patient is currently being treated
Location Adm. Date	The date when the patient has been admitted in the selected location.
Comments	Any comments entered in the Comments field.
Specialty	The treating specialty corresponding to the type of need.
Req. Adm. Date	The date when the patient should be able to be admitted to the VA facility.
Created by	The name of the user who created the event.

COLUMN	DESCRIPTION
Date	The date and time when the event has been created.
Event Type	The type of the event.

### 2.1.15.4 Staff Assignment Report

The Staff Assignment Report presents information about what users have assigned staff personnel to the beds in the wards of a facility.

In the **Audit Log Report** page use the **Select Report** field to select the Staff Assignment report, then select **Date from/Date to** to determine the time interval for the report, the **Region, VISN** and **Site** and press the **View Report** button. The image below presents an example of a Staff Assignment Report.

**Figure 132 - Staff Assignment Report**

FACILITY	VISN	PATIENT	ERG	CORRECTY	DLSSMOIS	CURRENT LOCATION	LOC JEM DATE	COMMENTS	SPECIALTY	REG JEM DATE	CREATED BY	DATE	EVENT TYPE
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	A-3367	OTHER	NO	TEST	TEST	06/19/2018 23:00:00 RM	TEST COMMENTS: TIME OF MEDIC CHARACTER COUNT	ACUTE PSYCHIATRY (H&S DAYS)	06/19/2018 23:00:00 RM	VIS.MED.16.GOV	6/19/2018 7:32:38 AM	UPDTRG
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	C-3322	OTHER	NO			06/20/2018 23:00:00 RM	LFT TESTING '123	ACUTE PSYCHIATRY (H&S DAYS)	06/20/2018 23:00:00 RM	VIS.MED.16.GOV	6/19/2018 11:15:19 AM	UPDTRG
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	C-3383	OTHER	NO	MRD ASSIGNED	MRMR	06/07/2018 23:00:00 RM	MRMR	ACUTE PSYCHIATRY (H&S DAYS)	06/07/2018 23:00:00 RM	VIS.MED.16.GOV	6/19/2018 2:01:13 PM	PRFTRG
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	C-1186	OTHER	NO	LFT	SAY RIVES	06/06/2018 23:00:00 RM	ACUTE	ACUTE PSYCHIATRY (H&S DAYS)	06/06/2018 23:00:00 RM	VIS.MED.16.GOV	6/19/2018 2:11:11 PM	PRFTRG
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	C-2185	OTHER	NO	ACUTE	ACUTE	06/06/2018 23:00:00 RM	TEST	ACUTE PSYCHIATRY (H&S DAYS)	06/06/2018 23:00:00 RM	VIS.MED.16.GOV	6/19/2018 2:16:12 PM	PRFTRG
MICHAEL E. DEBAKEY VA MEDICAL CENTER	16	T-4669	OTHER	NO			06/06/2018 23:00:00 RM		ACUTE PSYCHIATRY (H&S DAYS)	06/06/2018 23:00:00 RM	VIS.MED.16.GOV	6/19/2018 8:45:33 AM	PRFTRG

For each entry the following data is available:

**Table 16 - Staff Assignment Report Parameters**

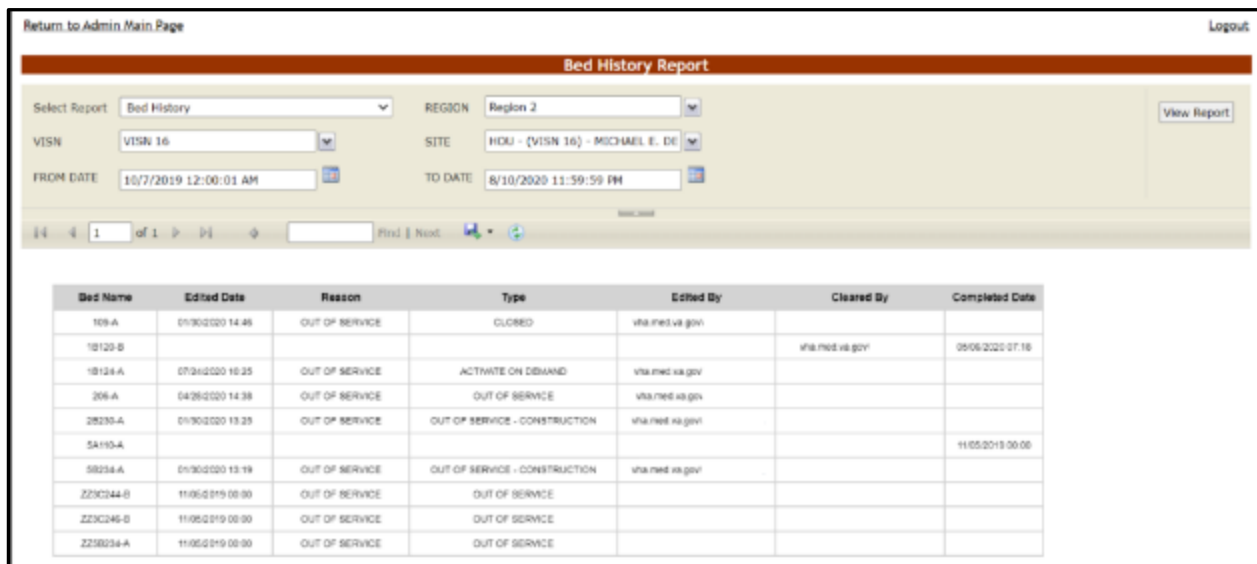
COLUMN	DESCRIPTION
Ward	The ward where the bed is.
Bed	The code of the bed.
Staff	The name of the person assigned to the bed.
Patient	The code of the patient occupying the bed.
Created by	The name of the user who created the event.
Date	The date and time when the event has been created.
Event Type	The type of the event.

### 2.1.15.5 Bed History Report

The Bed History Report presents information about what users have performed what actions on a bed.

In the **Audit Log Report** page use the **Select Report** field to select the Bed History Report, then **Region, VISN, Site**, and then select **From Date/To Date** determine the time interval for the report and press the **View Report** button. The image below presents an example of a Bed History Report.

**Figure 133 - Bed History Report**



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 17 - Bed History Report Parameters**

COLUMN	DESCRIPTION
Bed Name	The bed number.
Edited Date	The date and time the bed was edited.
Reason	The reason the bed is being edited.
Type	The type of edit reason.
Edited By	The name of the user editing the bed.
Cleared By	The name of the user who cleared the edits.

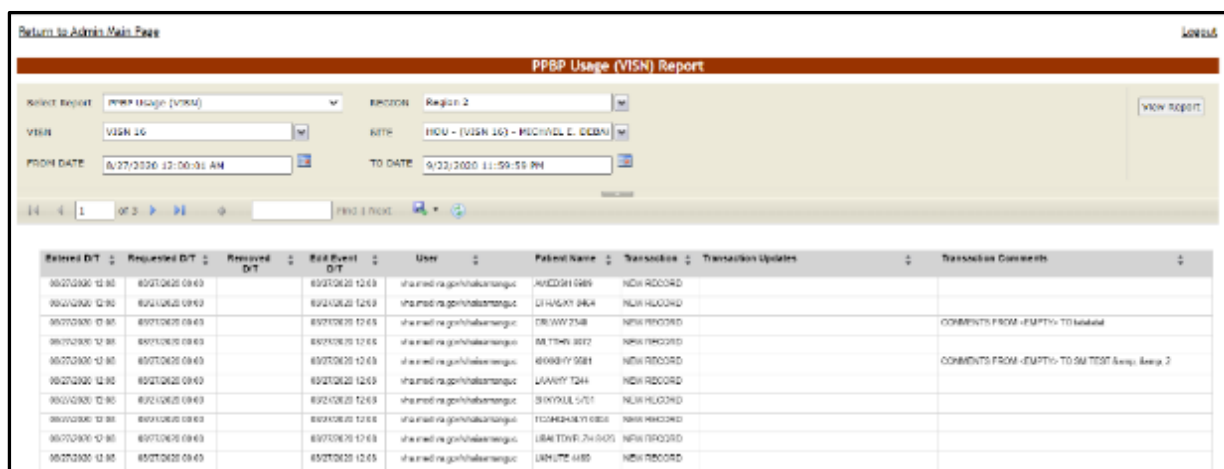
COLUMN	DESCRIPTION
Completed Date	The date the bed was cleared of all edits.

### 2.1.15.6 PPBP Usage (VISN) Report

The PPBP Usage (VISN) Report presents information about any and all modifications users have made from the Patient Pending Bed Placement (PPBP) view.

In the **Audit Log Report** page use the **Select Report** field to select the PPBP Usage (VISN) report, then select **Date from/Date to** to determine the time interval for the report, the **Region, VISN** and **Site** and press the **View Report** button. The image below presents an example of the PPBP Usage (VISN) Report.

**Figure 134 - PPBP Usage (VISN) Report**



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 18 - PPBP Usage (VISN) Report Parameters**

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard.
Requested D/T	The Date/Time the placement on the board was requested.
Removed D/T	The Date/Time the entry was removed.

COLUMN	DESCRIPTION
Edit Event D/T	The Date/Time the event was deleted.
User	The BMS User who made the modification.
Patient Name	The patient's last name and last 4 digits of the SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments
Transaction Comments	Any comments made for the transaction performed by the user.

### 2.1.15.7 PPBP Usage (Facility) Report

The PPBP Usage (Facility) Report presents information about any and all modifications users have made from the Patient Pending Bed Placement (PPBP) view.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Usage report, then select **Date from/Date to** to determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the PPBP Usage (Facility) Report:

**Figure 135 - PPBP Usage (Facility) Report**

Entered D/T	Requested D/T	Removed D/T	Edit Event D/T	User	Patient Name	Transaction	Transaction Updates	Transaction Comments
05/20/2016 10:26	05/20/2016 10:26	09/17/2020 09:21	09/17/2020 09:21	sha.ned@hca.gov	MRY, PATIENT 111	UPDATED	FACILITY FROM <Empty> TO MICHAEL E. DESAINTY VA MEDICAL CENTER PROBLEM FROM <Empty> TO DISCHARGE/INTC JOINT DISCHRG Same: 05/20/16 REMOVED DATE FROM <Empty> TO 06/27/2020 10:21 TYPE OF BED USAGE FROM <Empty> TO 06 REQUESTED ADMISSION DATE FROM <Empty> TO 05/20/2016 10:26 WAIT TIME ALERT DATE FROM <Empty> TO 05/20/2016 10:26 WAITING AREA FROM <Empty> TO CURRENT HENTENT 000	COMMENTS FROM <Empty> TO SM TOL
05/20/2016 10:26	05/20/2016 10:26	09/17/2020 09:08	09/17/2020 09:08	sha.ned@hca.gov	MRY, PATIENT 111	UPDATED	FACILITY FROM <Empty> TO MICHAEL E. DESAINTY VA MEDICAL CENTER PROBLEM FROM <Empty> TO CTR Same: ANEMIC HEMOGLOBIN, FROM SUPPLY TO SUPPLY TO 06 TYPE OF BED USAGE FROM <Empty> TO UNCLARIFIED REQUESTED ADMISSION DATE FROM <Empty> TO 05/20/2016 10:26 WAIT TIME ALERT DATE FROM <Empty> TO 05/20/2016 10:26 WAITING AREA FROM <Empty> TO SCHEDULED 0000000000	COMMENTS FROM <Empty> TO SM TOL

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the Save button. Once exported, the Print button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 19 - PPBP Usage (Facility) Report Parameters**

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard.
Requested D/T	The Date/Time the placement on the board was requested.
Removed D/T	The Date/Time the entry was removed.
Edit Event D/T	The Date/Time the event was deleted.
User	The BMS User who made the modification.
Patient Name	The patient's last name and last 4 digits of the SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments.
Transaction Comments	Any comments made for the transaction performed by the user.

### 2.1.15.8 Whiteboard Patient Icon Usage Report

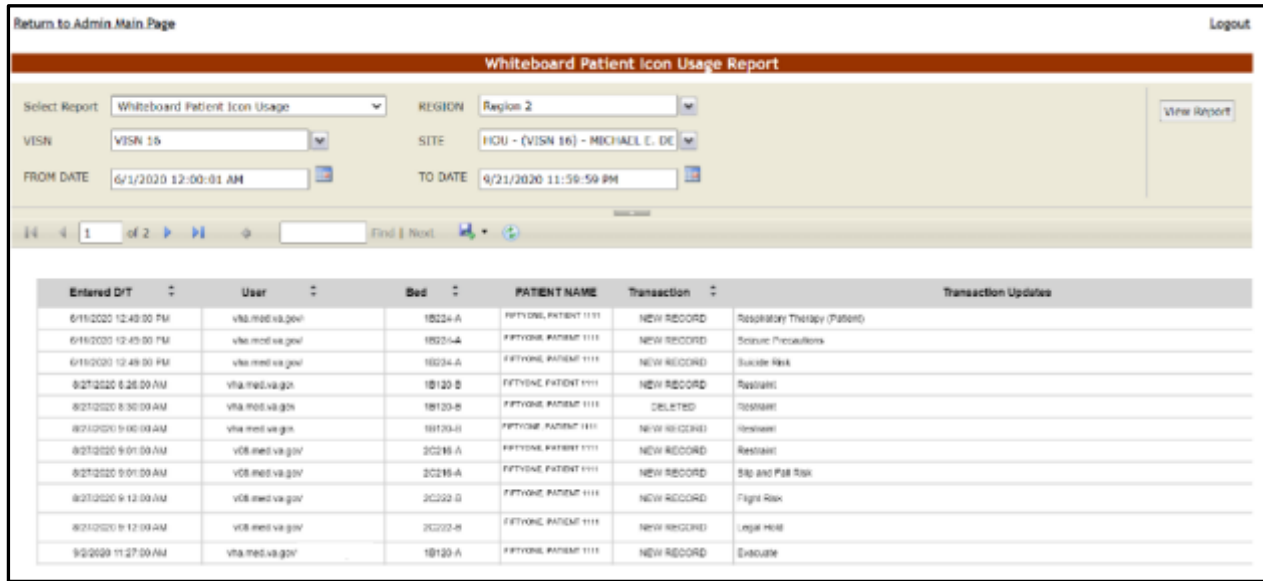
The Whiteboard Patient Icon Usage Report presents information about modifications users have made to patients from the whiteboard.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Patient Icon Usage report, then select the **Region, VISN** and **Site**, then the **From Date/To Date** to determine the time interval for the report and press the **View Report** button.

**Figure 136 - Selecting Whiteboard Patient Icon Usage Report**

The image below presents an example of the Whiteboard Patient Icon Usage Report:

**Figure 137 - Whiteboard Patient Icon Usage Report**



The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 20 - Whiteboard Patient Icon Usage Report Parameters**

COLUMN	DESCRIPTION
Entered D/T	The Date/Time the entry was created.
User	The BMS User who made the entry.
Bed	The bed assigned to the patient.
Patient Name	The last name, first name and last 4 digits of the patient’s SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	Any updates made for the transaction performed by the user.

### 2.1.15.9 Whiteboard Bed Icon Usage Report

The Whiteboard Bed Icon Usage Report presents information about modifications users have made to icons from the whiteboard.



In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Bed Icon Usage report, then select the **Region, VISN** and **Site**, then the **From Date/To Date** to determine the time interval for the report and press the **View Report** button.

**Figure 138 - Selecting Whiteboard Bed Icon Usage Report**

The image below presents an example of the Whiteboard Bed Icon Usage Report:

**Figure 139 - Whiteboard Bed Icon Usage Report**

Entered D/T	User	Bed	Transaction	Transaction Updates
7/1/2020 9:20:00 AM	vha.med.va.gov	18144A	NEW RECORD	LR Equipment (Room)
8/19/2020 12:04:00 PM	vha.med.va.gov	18144B	NEW RECORD	Negative Pressure (Room)
8/19/2020 12:07:00 PM	vha.med.va.gov	18144B	DELETED	Negative Pressure (Room)
8/19/2020 12:00:00 PM	vha.med.va.gov	18144D	NEW RECORD	Shared Bathroom (Room)
8/19/2020 12:06:00 PM	vha.med.va.gov	18226A	NEW RECORD	telemetry (Room)

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 21 - Whiteboard Bed Icon Usage Report Parameters**

COLUMN	DESCRIPTION
Entered D/T	The Date/Time the entry was created.
User	The BMS User who made the entry.
Bed	The bed assigned to the patient.
Transaction	The type of operation performed on the record, such as Update, New Record, or Deleted.
Transaction Updates	Any updates made for the transaction performed by the user.

### 2.1.15.10 Whiteboard Comments Usage Report

The Whiteboard Comments Usage Report presents information about any and all modifications users have made from the whiteboard.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Comments Usage report, then select **Date from/Date to** to determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the Whiteboard Usage Report:

**Figure 140 - Whiteboard Comments Usage Report**

Created D/T	Created By User	Edited D/T	Edited By User	Update Type	Bed	Transaction	Transaction Comments
05/21/2020 14:22	vha.med.va.gov			OLD REASON COMMENT	10120-B	NEW RECORD	COMMENT FROM -EMPTY- TO CDM 240 test 05/21/2020
05/27/2020 14:22	vha.med.va.gov	05/27/2020 17:31	vha.med.va.gov	OLD REASON COMMENT	10120-B	UPDATE	COMMENT FROM CDM 240 test 05/27/2020 TO CDM 254 test 05/27/2020
05/10/2019 20:45	vha.med.va.gov	05/01/2019 18:43	vha.med.va.gov	NEW REASON COMMENT	10120-A	UPDATE	COMMENT FROM 1967 test 11/11/19 TO CDM 241 test 08/07/20
05/08/2020 19:42	vha.med.va.gov	05/08/2020 19:53	vha.med.va.gov	OLD REASON COMMENT	10124-D	UPDATE	COMMENT FROM CDM 204 test 05/08/2020 added L test TO CDM 204 test 05/08/2020 added L test
07/22/2019 20:40	vha.med.va.gov	05/10/2020 10:05	vha.med.va.gov	OLD REASON COMMENT	10120-A	DELETE	COMMENT FROM CDM 254 test 05/22/2020 TO -
05/16/2020 18:24	v08.med.va.gov	05/16/2020 18:24	v08.med.va.gov	NEW REASON COMMENT	10120-A	NEW RECORD	COMMENT FROM -EMPTY- TO -P 10/16/19/20
05/22/2020 17:31	vha.med.va.gov	05/21/2020 18:26	vha.med.va.gov	NEW REASON COMMENT	10120-B	UPDATE	COMMENT FROM CDM 249 test 05/22/2020 TO CDM 251 test 05/21/2020
05/21/2020 14:21	vha.med.va.gov	05/21/2020 14:25	vha.med.va.gov	OLD REASON COMMENT	10120-B	UPDATE	COMMENT FROM CDM 23 test 05/21/2020 TO CDM 109 test 05/21/2020

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 22 - Whiteboard Comments Usage Report Parameters**

COLUMN	DESCRIPTION
Created D/T	The Date/Time the comment was created.
Created by User	The BMS User who created the comment.
Edited D/T	The Date/Time of the modification to the Whiteboard.
Edited by User	The BMS User who made the modification.
Update Type	The type of update made to the Whiteboard, such as Bed Reason Comment, Bed Unavailable, Icon Assignment, or Bed Staff Assignment.
Bed	The bed record affected by the modification.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Comments	Any comments made for the transaction performed by the user.

## 2.1.16 Contingency Settings

The Contingency Settings page allows the user to set up a network storage area to backup an image of the current Ward Whiteboard for BMS contingency planning.

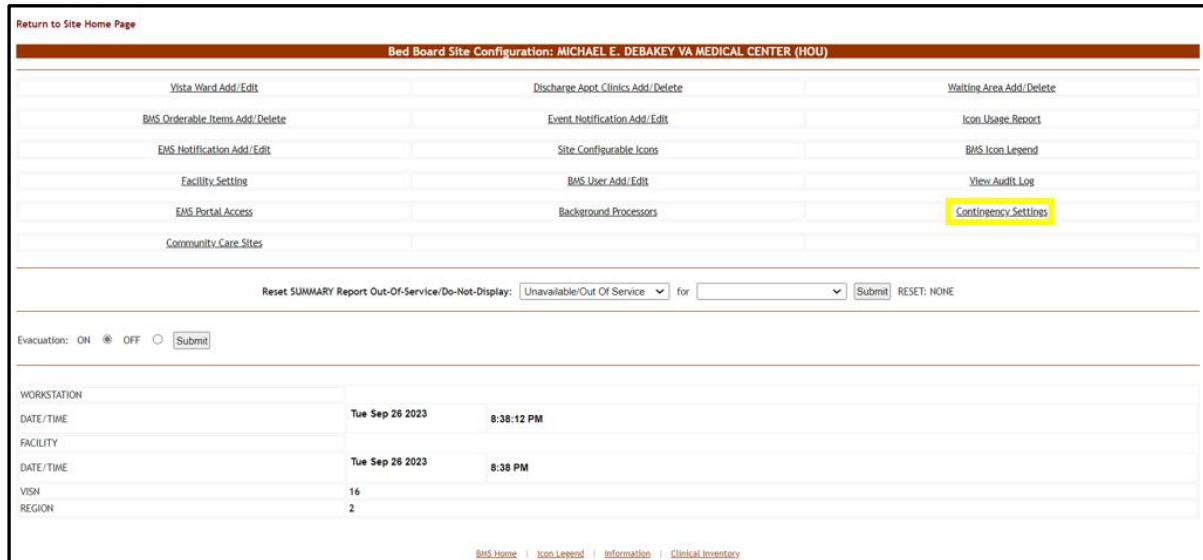
From the facility home page, click the **Site Options** button.

**Figure 141 - Facility Home Page Site Options**

The screenshot displays the Facility Home Page Site Options interface. At the top, it shows the workstation time (1:32:15 PM) and facility name (MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)). A 'Ward Census' table is visible, listing various ward categories and their counts. Below this, the 'Patients Pending Bed Placement' table is shown, detailing patient information, bed status, and placement requirements. The 'Site Options' button is highlighted in the 'Ward Whiteboard' menu.

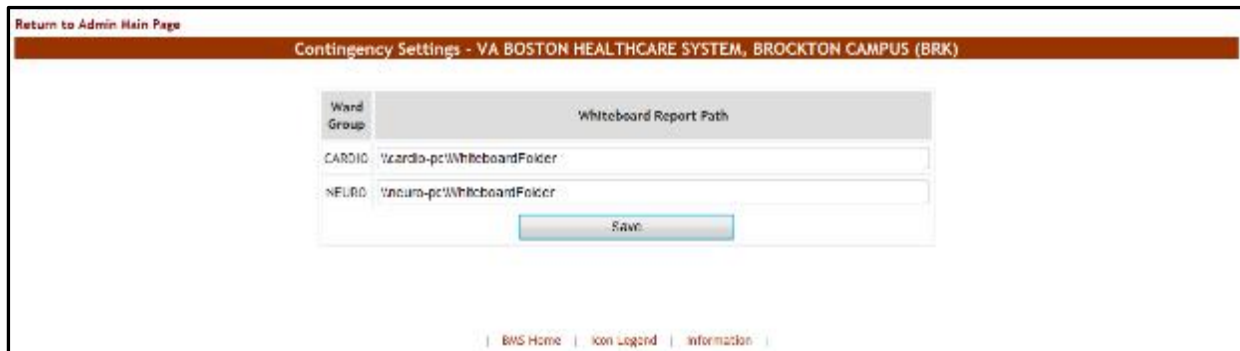
The **Bed Board Site Configuration** page is displayed as in the image below:

**Figure 142 - Bed Board Site Configuration Page Contingency Settings**



Select the **Contingency Settings** link to display the page as in the following image:

**Figure 143 - Contingency Settings Page**



A list of wards defined for the current facility is displayed. Enter the path for the Whiteboard Report then press the **Save** button.



**Note:** If a ward selected for the Whiteboard Contingency Report has any of the following special characters, then these special characters will be replaced with a "\_" in the saved file : ( / \ : \* ? " < > | )

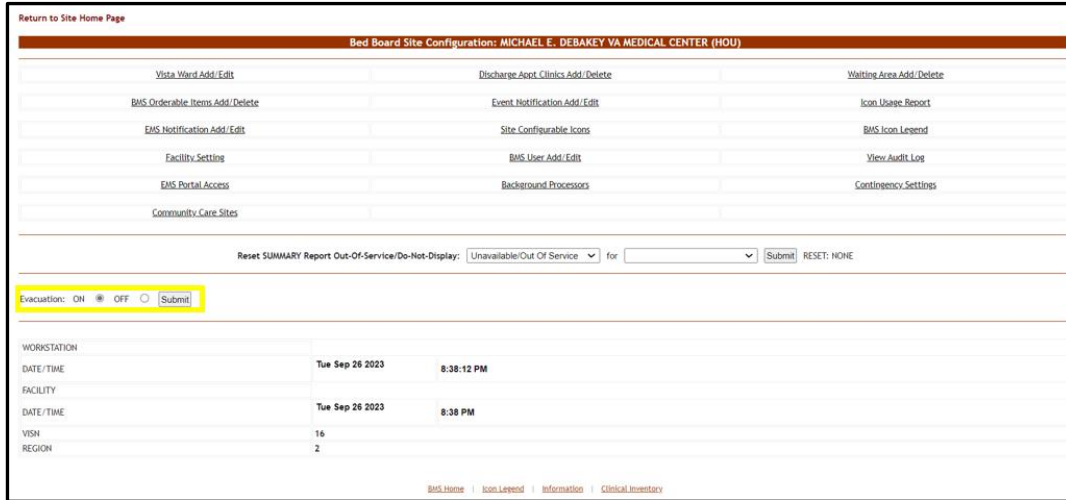


**Note:** The Whiteboard Report Path must be a valid network share with the correct rights/permissions assigned. If you have questions, contact your local facility IS administrator for help. For detailed instructions on setting up a shared network storage area, see the BMS Technical Manual (WHITEBOARD SNAPSHOT CONFIGURATION section).

## 2.1.17 Evacuation On/Off

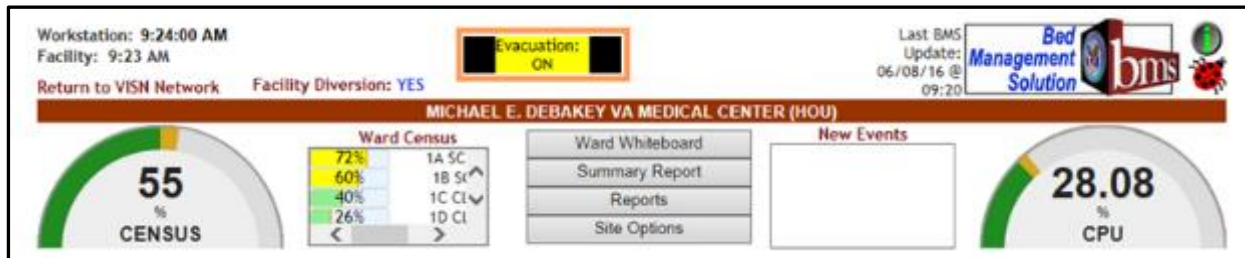
In the **Bed Board Site Configuration** page, the option **Evacuation On/Off** is available as in the following image:

Figure 144 - Evacuation On/Off



In case of emergency the user can set the **Evacuation** option to ON. This will cause the facility home page to be displayed as in the following image:

Figure 145 - Facility Home Page - Evacuation On



All the patients admitted in the current facility and for whom the Evacuation Patient option has been selected will be placed in the Pending Bed Placement List.

## 2.1.18 Reset SUMMARY Report Out-Of-Service/Do-Not-Display

Within the **Bed Board Site Configuration** page, the Reset SUMMARY Report Out-Of-Service/Do-Not-Display option lets the site admin clear the Reason and Comments fields of either Unavailable/Out Of Service or Do Not Display beds.

**Figure 146 - Reset SUMMARY Report Out-Of-Service/Do-Not-Display**

[Return to Site Home Page](#)

**Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

Vista Ward Add/Edit	Discharge Appt. Clinics Add/Delete	Waiting Area Add/Delete
BMS Orderable Items Add/Delete	Event Notification Add/Edit	Icon Usage Report
EMS Notification Add/Edit	Site Configurable Icons	BMS Icon Legend
Facility Setting	BMS User Add/Edit	View Audit Log
EMS Portal Access	Background Processors	Contingency Settings
Community Care Sites	Unavailable Reason Add/Edit	

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: Unavailable/Out Of Service for 4B\_SURG Submit RESET: Done

In the example above, any out of service beds in ward 4B\_SURG have had their Reason and Comments fields cleared, and have been returned to service.

**Figure 147 - Facility Home Page – Beds Back in Service**

Facility Diversion: YES      Evacuation: ON      Community Care Tracking List

**MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

**Ward Census**

75%	2A
0%	NEURO/REHAB
96%	3A OBS+TEST
95%	4B_SURG
	5A SURG/ STEP

Ward Whiteboard

Summary Report

Reports

Site Options

**New Events**

Beds Back in Service (7)



The next ADT job will clear the visual elements from the whiteboard.

**Figure 148 - Cleared Reason and Comments fields for bed back in service**

**WARD Whiteboard**

Ward: 4B\_SURG

Bed: 4B130-B

Reason:

Comments:  100/100 characters left

### 2.1.19 Community Care Sites

The Community Care Sites Configuration page allows the admin user to set up a VAMC-specific list of nearby non-VA facilities commonly used by veterans in the community. This list of “favorite” community facilities is seen by BMS site users when designating a patient on the PPBPL as a Community Care Patient (that is, “Did the transfer request or

completed transfer originate from the community?" value of 'Yes'), or by Community Care Users when working with Community Care Tracking List records.



For more information refer to the BMS Community Care Tracking List Guide.

From the Bed Board Site Configuration page, locate the **Community Care Sites** link:

**Figure 149 - Community Care Sites link**

Return to Site Home Page

Bed Board Site Configuration: MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Vista Ward Add./Edit	Discharge Appt. Clinics Add./Delete	Waiting Area Add./Delete
BMS Orderable Items Add./Delete	Event Notification Add./Edit	Icon Usage Report
EMS Notification Add./Edit	Site Configurable Icons	BMS Icon Legend
Facility Setting	BMS User Add./Edit	View Audit Log
EMS Portal Access	Background Processors	Contingency Settings
<b>Community Care Sites</b>		

Reset SUMMARY Report Out-Of-Service/Do-Not-Display: [Unavailable/Out Of Service] for [ ] [Submit] RESET: NONE

Evacuation: ON  OFF  [Submit]

WORKSTATION		
DATE/TIME	Fri Sep 22 2023	9:28:02 PM
FACILITY		
DATE/TIME	Fri Sep 22 2023	9:28 PM
VISN	16	
REGION	2	

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

Select the **Community Care Sites** link to display the page as in the following image:

**Figure 150 - Community Care Sites page**

Return to Admin Main Page

Community Care Tracking List

Logout

Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)

Community Care Sites

Add Facility: [Type to search] [Clear]

Name	Address	City	State	Postal Code	NPI
<b>Community Care Site Favorites For HOU</b>					
<a href="#">Remove</a>	ABBEVILLE GENERAL HOSPITAL	118 N HOSPITAL DR	ABBEVILLE	LA 70510	1619936580
<a href="#">Remove</a>	AD Hospital East LLC	12950 East Fwy	Houston	TX 77015	1669732178
<a href="#">Remove</a>	ARC Willowbrook LLC	13500 Breton Ridge St	Houston	TX 77070	1598902132
<a href="#">Remove</a>	ATHENS HOSPITAL LLC	2000 S Palestine St	Athens	TX 75751	1194893263
<a href="#">Remove</a>	Austin Oaks Hospital	1407 W Stassney Ln	Austin	TX 78745	1578809505
<a href="#">Remove</a>	BAPTIST BEAUMONT HOSPITAL	3080 College St	Beaumont	TX 77701	1093744187
<a href="#">Remove</a>	Diversicare Paris LLC	2885 Stillhouse Rd	Paris	TX 75462	1235326349
<a href="#">Remove</a>	Eastland Memorial Hospital District	3202 S Willis St	Abilene	TX 79605	1417259490
<a href="#">Remove</a>	Encompass Health Rehabilitation Hospital of Cypress LLC	13031 Wortham Center Dr	Houston	TX 77065	1275813610
<a href="#">Remove</a>	GW Test 5	5 Main Street	Somewhere	TX 77077	1010101
<a href="#">Remove</a>	Heart of Texas Healthcare Systems	2008 Nine Rd	Brady	TX 76825	1558349399
<a href="#">Remove</a>	Houstons Amazing Place Inc	3735 Drexel Dr	Houston	TX 77027	1154610053
<a href="#">Remove</a>	Jason Test2	123 Main2	Houston2	FL 77002	1010101012
<a href="#">Remove</a>	Jen Test	111 Nowhere St	Sherman	TX 75090	11223344
<a href="#">Remove</a>	JSP Manual Test	111	Sherman	TX 75090	12121212
<a href="#">Remove</a>	SUN HOUSTON LLC	7505 Fannin St Ste 430	Houston	TX 77054	1477150688
	TBD				0



### 2.1.19.1 Adding Community Care Site Favorites

To add or update the drop-down list of community facilities users see when adding patients to this facility’s Patient Pending Bed Placement List (PPBPL) or Community Care Tracking List (CCTL), click in the **Type to search** field underneath the **Community Care Sites** header. Then type a **Facility Name, Address, City, State** or **ZIP** code number which brings back search results immediately.



Search results are based on a 300 mile radius of the VAMC’s physical address—note that multiple VAMCs can have access to the same community facility record based on overlapping radii.



Your search term must be at least 2 characters in length. There is also a limit of 200 results per search. National Provider Identifier (NPI) is not searchable.

**Figure 151 - Community Care Sites page search**

Return to Admin Main Page		Community Care Tracking List					Logout
Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)							
Community Care Sites							
Add Facility	<input type="text" value="houston"/>					Clear	
	Name	Address	City	State	Postal Code	NPI	
Add   Edit   Delete	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178	
Add   Edit   Delete	Afton Oaks Nursing and Rehab Center	7514 Kingsley St	Houston	TX	77087	1659369627	
Add   Edit   Delete	Alliance Risk Group LLC dba Alliance Hospital	17506 Red Oak DR	Houston	TX	77090	1962154344	
Add   Edit   Delete	Alsatian Care Enterprises	1501 Houston St	Castroville	TX	78009	1265674352	
Add   Edit   Delete	Amazing Place	3735 Drexel Dr	Houston	TX	77027	1154610053	
Add   Edit   Delete	ARC Willowbrook LLC	13500 Breton Ridge St	Houston	TX	77070	1598902132	
Add   Edit   Delete	ASHFORD GARDENS	7210 Northline Dr	Houston	TX	77076	1326436189	
Add   Edit   Delete	Baysshore Medical Center	4801 E Sam Houston Pkwy S	Pasadena	TX	77505	1154375129	
Add   Edit   Delete	BCM Physicians	6720 Bertner Ave Fl 590	Houston	TX	77030	1184622847	
Add   Edit   Delete	BCM Physicians	6720 Bertner Ave	Houston	TX	77030	1184622847	
Add   Edit   Delete	Behavioral Health Management LLC	5314 Dashwood Dr	Houston	TX	77081	1093021719	
Add   Edit   Delete	Behavioral Hospital of Bellaire	5314 Dashwood Dr	Houston	TX	77081	1093021719	
Add   Edit   Delete	BEN TAUB GENERAL HOSPITAL	1504 Taub Loop	Houston	TX	77030	1205900370	
Add   Edit   Delete	BEN TAUB GENERAL HOSPITAL	5656 Kelley St	Houston	TX	77026	1205900370	
Add   Edit   Delete	Birchwood of Golfcrest	7633 Bellfort St	Houston	TX	77061	1417662784	
Add   Edit   Delete	Birthwood of Golfcrest	7633 Bellfort	Houston	TX	77061	1417662784	
Add   Edit   Delete	Brookdale Galleria	2929 Post Oak Blvd	Houston	TX	77056	1134670458	
Add   Edit   Delete	Brookdale Willowbrook Place	13500 Breton Ridge St	Houston	TX	77070	1598902132	
Community Care Site Favorites For HOU							
	Name	Address	City	State	Postal Code	NPI	
Remove	ABBEVILLE GENERAL HOSPITAL	118 N HOSPITAL DR	ABBEVILLE	LA	70510	1619936580	
Remove	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178	
Remove	ARC Willowbrook LLC	13500 Breton Ridge St	Houston	TX	77070	1598902132	
Remove	ATHENS HOSPITAL LLC	2000 S Palestine St	Athens	TX	75751	1194893263	

When you find the relevant facility from the search results, select the **Add** link:



Figure 152 - Community Care Sites Add Link

Return to Admin Main Page Community Care Tracking List [Logout](#)

**Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

**Community Care Sites**

Add Facility

	Name	Address	City	State	Postal Code	NPI
Add   Edit   Delete	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
Add   Edit   Delete	Afton Oaks Nursing and Rehab Center	7514 Kingsley St	Houston	TX	77087	1659369627
Add   Edit   Delete	Alliance Risk Group LLC dba Alliance Hospital	17506 Red Oak DR	Houston	TX	77090	1962154344
Add   Edit   Delete	Alsatian Care Enterprises	1501 Houston St	Castroville	TX	78009	1265674352
Add   Edit   Delete	Amazing Place	3735 Drexel Dr	Houston	TX	77027	1154610053
Add   Edit   Delete	ARC Willowbrook LLC	13500 Breton Ridge St	Houston	TX	77070	1598902132
Add   Edit   Delete	ASHFORD GARDENS	7210 Northline Dr	Houston	TX	77076	1326436189
Add   Edit   Delete	Bayshore Medical Center	4801 E Sam Houston Pkwy S	Pasadena	TX	77505	1154375129
Add   Edit   Delete	BCM Physicians	6720 Bertner Ave Fl 590	Houston	TX	77030	1184622847
Add   Edit   Delete	BCM Physicians	6720 Bertner Ave	Houston	TX	77030	1184622847
Add   Edit   Delete	Behavioral Health Management LLC	5314 Dashwood Dr	Houston	TX	77081	1093021719
Add   Edit   Delete	Behavioral Hospital of Bellaire	5314 Dashwood Dr	Houston	TX	77081	1093021719
Add   Edit   Delete	BEN TAUB GENERAL HOSPITAL	1504 Taub Loop	Houston	TX	77030	1205900370
Add   Edit   Delete	BEN TAUB GENERAL HOSPITAL	5656 Kelley St	Houston	TX	77026	1205900370
Add   Edit   Delete	Birchwood of Golfcrest	7633 Bellfort St	Houston	TX	77061	1417662784
Add   Edit   Delete	Birchwood of Golfcrest	7633 Bellfort	Houston	TX	77061	1417662784
Add   Edit   Delete	Brookdale Galleria	2929 Post Oak Blvd	Houston	TX	77056	1134670458
Add   Edit   Delete	Brookdale Willowbrook Place	13500 Breton Ridge St	Houston	TX	77070	1598902132

**Community Care Site Favorites For HOU**

	Name	Address	City	State	Postal Code	NPI
Remove	ABBEVILLE GENERAL HOSPITAL	118 N HOSPITAL DR	ABBEVILLE	LA	70510	1619936580
Remove	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178

Figure 153 - Community Care Sites favorite addition

Return to Admin Main Page Community Care Tracking List [Logout](#)

**Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

**Community Care Sites**

Add Facility

	Name	Address	City	State	Postal Code	NPI
Add   Edit   Delete	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
Add   Edit   Delete	Afton Oaks Nursing and Rehab Center	7514 Kingsley St	Houston	TX	77087	1659369627
Add   Edit   Delete	Alliance Risk Group LLC dba Alliance Hospital	17506 Red Oak DR	Houston	TX	77090	1962154344
Add   Edit   Delete	Alsatian Care Enterprises	1501 Houston St	Castroville	TX	78009	1265674352
Add   Edit   Delete	Amazing Place	3735 Drexel Dr	Houston	TX	77027	1154610053
Add   Edit   Delete	ARC Willowbrook LLC	13500 Breton Ridge St	Houston	TX	77070	1598902132
Add   Edit   Delete	ASHFORD GARDENS	7210 Northline Dr	Houston	TX	77076	1326436189
Add   Edit   Delete	BCM Physicians	6720 Bertner Ave Fl 590	Houston	TX	77030	1184622847
Add   Edit   Delete	BCM Physicians	6720 Bertner Ave	Houston	TX	77030	1184622847
Add   Edit   Delete	Behavioral Health Management LLC	5314 Dashwood Dr	Houston	TX	77081	1093021719
Add   Edit   Delete	Behavioral Hospital of Bellaire	5314 Dashwood Dr	Houston	TX	77081	1093021719
Add   Edit   Delete	BEN TAUB GENERAL HOSPITAL	1504 Taub Loop	Houston	TX	77030	1205900370
Add   Edit   Delete	BEN TAUB GENERAL HOSPITAL	5656 Kelley St	Houston	TX	77026	1205900370
Add   Edit   Delete	Birchwood of Golfcrest	7633 Bellfort St	Houston	TX	77061	1417662784
Add   Edit   Delete	Birchwood of Golfcrest	7633 Bellfort	Houston	TX	77061	1417662784
Add   Edit   Delete	Brookdale Galleria	2929 Post Oak Blvd	Houston	TX	77056	1134670458
Add   Edit   Delete	Brookdale Willowbrook Place	13500 Breton Ridge St	Houston	TX	77070	1598902132
Add   Edit   Delete	Cascades at Jacinto	1405 Holland St	Houston	TX	77029	1104408301

**Community Care Site Favorites For HOU**

	Name	Address	City	State	Postal Code	NPI
Remove	Bayshore Medical Center	4801 E Sam Houston Pkwy S	Pasadena	TX	77505	1154375129
Remove	ABBEVILLE GENERAL HOSPITAL	118 N HOSPITAL DR	ABBEVILLE	LA	70510	1619936580
Remove	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
Remove	ARC Willowbrook LLC	13500 Breton Ridge St	Houston	TX	77070	1598902132

BMS users adding or editing patients on the facility Patient Pending Bed Placement List (PPBPL), or on the facility Community Care Tracking List (CCTL), will immediately see this Community Care facility within the Community Care Facility drop-down menu:

**Figure 154 - PPBPL Community Care Facility Menu new favorite**

**Views:**

**In-House:**

**Community Living Center (CLC):**

**Evacuation Patient:**

**DOM/RRTP Patient:**

**Community Care Patient:**

**Did the transfer request or complete:**

**Disposition:**

**Treating Specialty:**

**Accepted:**

**Reasons Using Community Care:**

**Accepting MD:**

**Transfer Coordinator**

**Transfer Coordinator Phone**

**Community Care Comments:**

**Community Care Facility**

ABBEVILLE GENERAL HOSPITAL, ABBEVILLE, LA, 70510  
 AD Hospital East LLC, Houston, TX, 77015  
 ARC Willowbrook LLC, Houston, TX, 77070  
 ATHENS HOSPITAL LLC, Athens, TX, 75751  
 Austin Oaks Hospital, Austin, TX, 78745  
 BAPTIST BEAUMONT HOSPITAL, Beaumont, TX, 77701  
**Bayshore Medical Center, Pasadena, TX, 77505**  
 Diversicare Paris LLC, Paris, TX, 75462  
 Eastland Memorial Hospital District, Abilene, TX, 79605  
 Encompass Health Rehabilitation Hospital of Cypress LLC, Houston, TX, 77065  
 GW Test 5, Somewhere, TX, 77077  
 Heart of Texas Healthcare Systems, Brady, TX, 76825  
 Houstons Amazing Place Inc, Houston, TX, 77027  
 Jason Test2, Houston2, FL, 77002  
 Jen Test, Sherman, TX, 75090  
 JSP Manual Test, Sherman, TX, 75090  
 SUN HOUSTON LLC, Houston, TX, 77054  
 TBD  
 Texas Cypress Creek Hospital, Houston, TX, 77090

/ 150 characters left

### 2.1.19.2 Removing Community Care Site Favorites

To remove one or more Community Care facilities from the 'Community Care Facility' drop-down menu, click the **Remove** link within the **Community Care Site Favorites For VAMC** table.

**Figure 155 - Community Care Sites Configuration favorite removal**

Return to Admin Main Page Community Care Tracking List [Logout](#)

**Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

**Community Care Sites**

Add Facility

Name	Address	City	State	Postal Code	NPI
No results.					
Community Care Site Favorites For HOU					
Name	Address	City	State	Postal Code	NPI
<a href="#">Remove</a> ABBEVILLE GENERAL HOSPITAL	118 N HOSPITAL DR	ABBEVILLE	LA	70510	1619936580
<a href="#">Remove</a> AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
<a href="#">Remove</a> ARC Willowbrook LLC	13500 Breton Ridge St	Houston	TX	77070	1598902132
<a href="#">Remove</a> ATHENS HOSPITAL LLC	2000 S Palestine St	Athens	TX	75751	1194893263
<a href="#">Remove</a> Austin Oaks Hospital	1407 W Stassney Ln	Austin	TX	78745	1578809505
<a href="#">Remove</a> BAPTIST BEAUMONT HOSPITAL	3080 College St	Beaumont	TX	77701	1093744187
<a href="#">Remove</a> Bayshore Medical Center	4801 E Sam Houston Pkwy S	Pasadena	TX	77505	1154375129
<a href="#">Remove</a> Diversicare Paris LLC	2885 Stillhouse Rd	Paris	TX	75462	1235326349
<a href="#">Remove</a> Eastland Memorial Hospital District	3202 S Willis St	Abilene	TX	79605	1417259490
<a href="#">Remove</a> Encompass Health Rehabilitation Hospital of Cypress LLC	13031 Wortham Center Dr	Houston	TX	77065	1275813610
<a href="#">Remove</a> GW Test 5	5 Main Street	Somewhere	TX	77077	1010101
<a href="#">Remove</a> Heart of Texas Healthcare Systems	2008 Nine Rd	Brady	TX	76825	1558349399
<a href="#">Remove</a> Houstons Amazing Place Inc	3735 Drexel Dr	Houston	TX	77027	1154610053
<a href="#">Remove</a> Jason Test2	123 Main2	Houston2	FL	77002	1010101012
<a href="#">Remove</a> Jen Test	111 Nowhere St	Sherman	TX	75090	11223344
<a href="#">Remove</a> JSP Manual Test	111	Sherman	TX	75090	12121212
<a href="#">Remove</a> SUN HOUSTON LLC	7505 Fannin St Ste 430	Houston	TX	77054	1477150688
<a href="#">Remove</a> TBD					0
<a href="#">Remove</a> Texas Cypress Creek Hospital	17750 Cali Dr	Houston	TX	77090	1730187548



Note that 'TBD' will always appear within the Community Care Site Favorites list. This is the default Community Care Facility value when adding someone to the Community Care Tracking List.

As with adding community facilities to a VAMC's favorites list, removing one or more Community facilities from the favorites list is seen immediately by your users.

**Figure 156 - PPBPL Community Care Facility Menu removed favorites**

**Patients Pending Bed Placement: Edit**

Patient Name: PRSZLY, ZDJELHA PDAADLZ  
 Gender: MALE  
 SSN: (Format: XXX-XX-XXXX) xxx-xx-3200  
 Bed Needed By: 05/20/16 H 16 M 57  
 Presenting Problem: Lumbar Stenosis  
 Type of Bed/Ward: Progressive Care Unit  
 Current Waiting Area: SCHEDULED ADMISSIONS  
 Wait Time Alert:  
 Comments:  
 Isolation Required:   
 Views:  
 In-House:   
 Community Living Center (CLC):   
 Evacuation Patient:   
 DOM/RRTP Patient:  
 Community Care Patient:  
 Did the transfer request or complete:  
 Disposition:  
 Treating Specialty:  
 Accepted:  
 Reasons Using Community Care:  
 Accepting MD:  
 Transfer Coordinator  
 Transfer Coordinator Phone  
 Community Care Comments:  
 Community Care Facility

ABBEVILLE GENERAL HOSPITAL, ABBEVILLE, LA, 70510  
 AD Hospital East LLC, Houston, TX, 77015  
 ARC Willowbrook LLC, Houston, TX, 77070  
 ATHENS HOSPITAL LLC, Athens, TX, 75751  
 Austin Oaks Hospital, Austin, TX, 78745  
 BAPTIST BEAUMONT HOSPITAL, Beaumont, TX, 77701  
 Diversicare Paris LLC, Paris, TX, 75462  
 Eastland Memorial Hospital District, Abilene, TX, 79605  
 Encompass Health Rehabilitation Hospital of Cypress LLC, Houston, TX, 77065  
 Heart of Texas Healthcare Systems, Brady, TX, 76825  
 Houstons Amazing Place Inc, Houston, TX, 77027  
 SUN HOUSTON LLC, Houston, TX, 77054  
 TBD  
 Texas Cypress Creek Hospital, Houston, TX, 77090  
 ...

150/150 characters left

Note that within the PPBPL or CCTL **Community Care Facility** field, your users are also able to search the database directly, should the community facility in question not be listed as a "favorite". To search for nearby community care facilities you wish to apply to your PPBPL or CCTL patient record, select the "..." option:

**Figure 157 - PPBPL Community Care Facility Menu search option**

The screenshot shows a web form titled "Community Care Patient:". At the top, there is a question: "Did the transfer request or completed transfer originate from the community?\*" with a "Yes" dropdown. Below this is a section header "Community Care Data". The form contains several fields: "Disposition:" (dropdown), "Treating Specialty:" (dropdown), "Accepted:" (dropdown), "Reasons Using Community Care:" (dropdown), "Accepting MD:" (text input with "150/150 characters left" on the right), "Transfer Coordinator" (text input), "Transfer Coordinator Phone" (text input), "Community Care Comments:" (text input), and "Community Care Facility" (dropdown menu). The "Community Care Facility" dropdown is highlighted with a yellow box, and its menu is open, showing "AD HOSPITAL EAST LLC, Houston, TX, 77016" and "TBD" as options. Below the "Community Care Data" section is a "Bed Controller Data" section with "BMS Ward Assigned:" (text input) and "Assignment Date Time:" (text input with a dropdown arrow). At the bottom right are "Submit" and "Cancel and Return To Listing" buttons. At the bottom center are links: "BMS Home | Icon Legend | Information | Clinical Inventory".

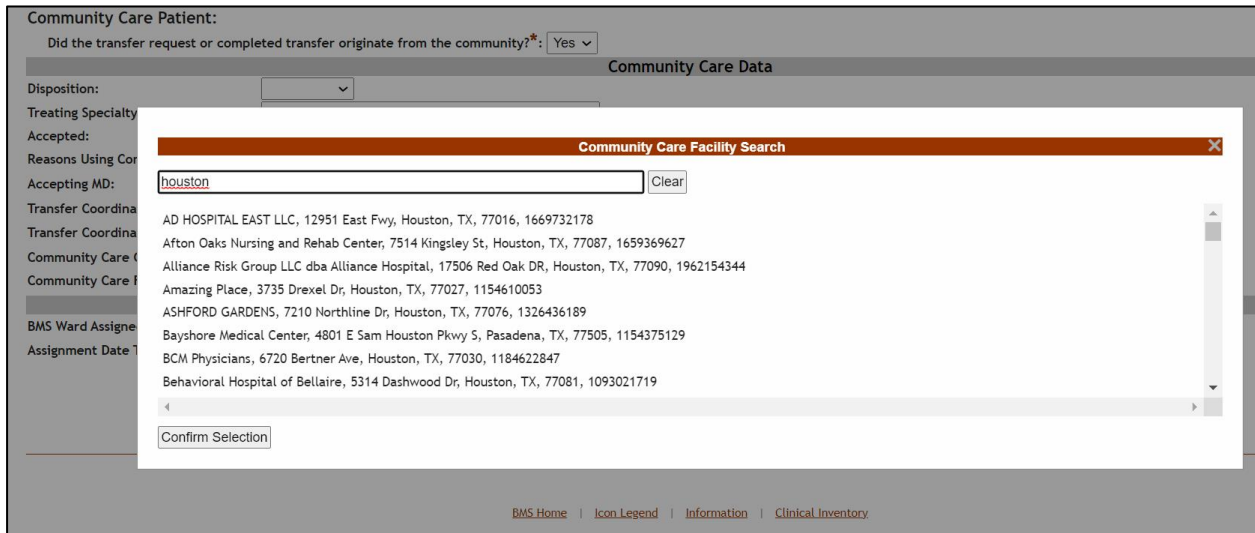
Once the user selects the '...' option, a new Community Care Facility Search window appears:

**Figure 158 - PPBPL Community Care Facility Search**

The screenshot shows the same "Community Care Patient:" form as in Figure 157, but with a "Community Care Facility Search" window overlaid. The search window has a title bar with "Community Care Facility Search" and a close button (X). It contains a search bar, a "Clear" button, and a "Confirm Selection" button. The search window is positioned over the "Community Care Facility" dropdown and the "BMS Ward Assigned:" field. The "Assignment Date Time:" field is visible at the bottom of the search window, showing "H 00" and "M 00" dropdowns. The "Submit" and "Cancel and Return To Listing" buttons are visible at the bottom of the main form, and the "BMS Home | Icon Legend | Information | Clinical Inventory" links are at the bottom of the page.

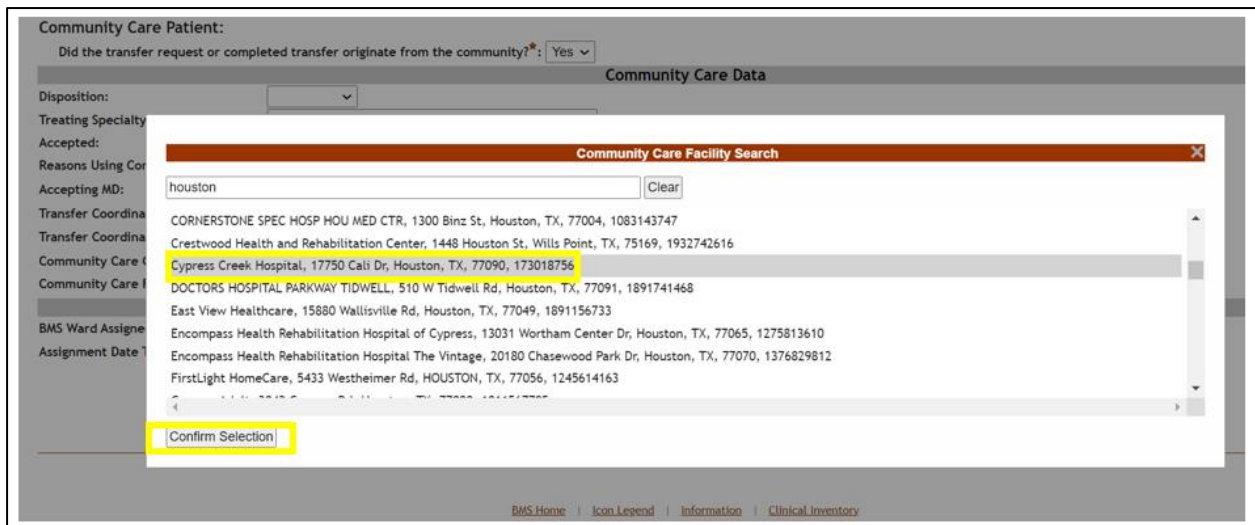
Similar to the Community Care Sites Configuration screen, click in the search bar underneath the **Community Care Facility Search** header. Then type a **Facility Name, Address, City, State** or **ZIP** code number for your search of community facilities within a 300 mile radius of the VAMC. Note that your search term must be at least 2 characters in length. There is also a limit of 200 results per search; National Provider Identifier (NPI) is not searchable.

**Figure 159 - PPBPL Community Care Facility Search results**



Use the scroll bar if necessary to find the facility in question, then select the record and press the **Confirm Selection** button.

**Figure 160 - PPBPL Community Care Facility Search selection**



Once the selection is confirmed, the PPBPL record's Community Care Facility field is populated with the facility in question.



**Figure 161 - PPBPL Community Care Facility value**

Community Care Patient:  
 Did the transfer request or completed transfer originate from the community?\*: Yes ▾

**Community Care Data**

Disposition: ▾  
 Treating Specialty: ▾  
 Accepted: ▾  
 Reasons Using Community Care: ▾  
 Accepting MD:  150/150 characters left  
 Transfer Coordinator:   
 Transfer Coordinator Phone:   
 Community Care Comments:   
 Community Care Facility: **Cypress Creek Hospital** ▾

**Bed Controller Data**

BMS Ward Assigned: AD HOSPITAL EAST LLC, Houston, TX, 77016  
 Assignment Date Time: TBD  
 ... ▾

Submit Cancel and Return To Listing

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

### 2.1.19.3 Adding Community Care Facilities Manually

Within the Community Care Sites Configuration screen, it is also possible for an Admin User role or higher to add new community facility records *manually*, should your site users not be able to find a specific community facility. To do this, you will need to use the **Add Facility** link from the Community Care Sites Configuration screen:

From the **Community Care Sites Configuration** page, select the **Add Facility** link to display the page in the following image:

**Figure 162 - Community Care Sites Configuration Add Facility link**

Return to Admin Main Page Community Care Tracking List [Logout](#)

**Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

**Community Care Sites**

**Add Facility**

	Name	Address	City	State	Postal Code	NPI
Add   Edit   Delete	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
Add   Edit   Delete	Afton Oaks Nursing and Rehab Center	7514 Kingsley St	Houston	TX	77087	1659369627
Add   Edit   Delete	Alliance Risk Group LLC dba Alliance Hospital	17506 Red Oak DR	Houston	TX	77090	1962154344
Add   Edit   Delete	Alsatian Care Enterprises	1501 Houston St	Castroville	TX	78009	1265674352
Add   Edit   Delete	Amazing Place	3735 Drexel Dr	Houston	TX	77027	1154610053
Add   Edit   Delete	ARC Willowbrook LLC	13500 Breton Ridge St	Houston	TX	77070	1598902132
Add   Edit   Delete	ASHFORD GARDENS	7210 Northline Dr	Houston	TX	77076	1326436189
Add   Edit   Delete	Bayshore Medical Center	4801 E Sam Houston Pkwy S	Pasadena	TX	77505	1154375129
Add   Edit   Delete	BCM Physicians	6720 Bertner Ave Fl 590	Houston	TX	77030	1184622847
Add   Edit   Delete	BCM Physicians	6720 Bertner Ave	Houston	TX	77030	1184622847
Add   Edit   Delete	Behavioral Health Management LLC	5314 Dashwood Dr	Houston	TX	77081	1093021719
Add   Edit   Delete	Behavioral Hospital of Bellaire	5314 Dashwood Dr	Houston	TX	77081	1093021719
Add   Edit   Delete	BEN TAUB GENERAL HOSPITAL	1504 Taub Loop	Houston	TX	77030	1205900370
Add   Edit   Delete	BEN TAUB GENERAL HOSPITAL	5656 Kelley St	Houston	TX	77026	1205900370
Add   Edit   Delete	Birchwood of Golfcrest	7633 Bellfort St	Houston	TX	77061	1417662784
Add   Edit   Delete	Birthwood of Golfcrest	7633 Bellfort St	Houston	TX	77061	1417662784
Add   Edit   Delete	Brookdale Galleria	2929 Post Oak Blvd	Houston	TX	77056	1134670458
Add   Edit   Delete	Brookdale Willowbrook Place	13500 Breton Ridge St	Houston	TX	77070	1598902132

**Community Care Site Favorites For HOU**

	Name	Address	City	State	Postal Code	NPI
Remove	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
	TBD					0

Upon selecting the **Add Facility** link an **Add Edit Community Care Site for VAMC** screen will appear. Each of the fields is required prior to saving the new community facility record:

**Figure 163 - Add Edit Community Care Site for VAMC new facility creation**

Facility Name	State	NPI
ton TX 77065	TX	1043389034
ton TX 77019	TX	1508303298
ton TX 77036	TX	1366563751
ton TX 77013	TX	1659858033
ton TX 77054	TX	1023065794
ton TX 77090	TX	1144203662
ton TX 77090	TX	1144203662
ter TX 77598	TX	1609876309
ton TX 77004	TX	1538117452
ton TX 77014	TX	1336873793
ton TX 77082	TX	1366489445
Houston TX 77074	TX	1598764359

If the National Provider Identifier of the facility is unknown, use "0".

If the NPI entered is already in use, when pressing **Save** there will display a list of duplicate NPI results. This Matching Facilities for NPI list reveals any related Community Care facility records which can help prevent duplicate records. Press the **Save Anyway** button to continue creating a Community Care facility with a non-unique NPI.

**Figure 164 - Add Edit Community Care Site Matching Facilities for NPI**

Name	Address	City	State	Postal Code	NPI
ANSON HOSPITAL DISTRICT	101 Avenue J	Anson	TX	79501	1457393571
ANSON GENERAL HOSPITAL	101 Avenue J	Anson	TX	79501	1457393571

Editing an existing CC Facility requires two or more facilities with the same NPI, for matching results to be returned.

Pressing the **Save** (or **Save Anyway**) button will not only add the new community facility record to the database, but also automatically apply the facility record to the “favorites” list:

**Figure 165 - Community Care Sites Configuration new facility record**

Return to Admin Main Page Community Care Tracking List [Logout](#)

**Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

**Community Care Sites**

Add Facility:

	Name	Address	City	State	Postal Code	NPI
Add   Edit   Delete	XYZ Hospital	123 Another Street	Houston	TX	77055	123456789

**Community Care Site Favorites For HOU**

	Name	Address	City	State	Postal Code	NPI
Remove	XYZ Hospital	123 Another Street	Houston	TX	77055	123456789
Remove	ABC Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
	TBD					0



Note that a newly added community facility record is only seen by your VAMC’s site users. If another VAMC needs this same facility record, a VAMC admin user for that VA facility (or a user with a higher-level Support or National role) would need to follow the above steps to create the same community facility for this other VAMC.

#### 2.1.19.4 Editing and Removing Community Care Facilities Manually

Admin users can also edit and delete (literally, “inactivate”) Community Care Facility records from the database, using the **Edit** and **Delete** links respectively. Because a community facility might be needed by another VAMC (delivered Community Care Facilities are often shared between nearby VAMCs), BMS will allow for VAMC-specific deletions of delivered community facility records, as well as the ability to reactivate facilities using a report.



Deleted Community Care facility records can be reactivated using the **Facilities to Reactivate** report, located within the Community Care Tracking List. For more information, refer to the BMS Community Care Tracking List guide.

To edit a community facility record directly, select the **Edit** link.



**Figure 166 - Community Care Sites Configuration Edit option**

Return to Admin Main Page Community Care Tracking List [Logout](#)

---

**Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

---

**Community Care Sites**

Add Facility

	Name	Address	City	State	Postal Code	NPI
Add <b>Edit</b> Delete	XYZ Hospital	123 Another Street	Houston	TX	77055	123456789

---

**Community Care Site Favorites For HOU**

	Name	Address	City	State	Postal Code	NPI
Remove	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
	TBD					0
Remove	XYZ Hospital	123 Another Street	Houston	TX	77055	123456789

Make any necessary changes to Facility Name, Address, City, State, Postal (ZIP) Code or National Provider Identifier (NPI), then press **Save**.

**Figure 167 - Add Edit Community Care Site for VAMC facility edit**

Return to Admin Main Page

---

**Add Edit Community Care Site for VAMC: HOU**

Facility Name:

Address:

City:

State:

Postal Code:

NPI:

Add   Edit   Delete	West Oaks Hospital	6500 Hornwood Dr	Houston
Add   Edit   Delete	West Wharton County Hospital District	15015 Cypress Woods Medical Drive	Houston



If editing a delivered community facility record, the original facility record will get reimported to BMS the next time the PPMS job runs. See the Background Processors section of this guide for more information.

To delete a community facility record, select the **Delete** link:

**Figure 168 - Community Care Sites Configuration facility record removal**

Return to Admin Main Page Community Care Tracking List Logout

**Community Care Sites Configuration - MICHAEL E. DEBAKEY VA MEDICAL CENTER (HOU)**

**Community Care Sites**

Add Facility

Add   Edit   <b>Delete</b>	Name	Address	City	State	Postal Code	NPI
	XYZ Hospital	123 Some Street	Houston	TX	77054	0

**Community Care Site Favorites For HOU**

	Name	Address	City	State	Postal Code	NPI
Remove	AD Hospital East LLC	12950 East Fwy	Houston	TX	77015	1669732178
	TBD					0
Remove	XYZ Hospital	123 Some Street	Houston	TX	77054	0

[BMS Home](#) | [Icon Legend](#) | [Information](#) | [Clinical Inventory](#)

Deleting a facility record will “inactivate” the record so that it isn’t searchable from the Community Care Sites page or the Community Care Facility field; however, specific PPBPL or CCTL records tied to the deleted community care facility will continue to display the deleted facility in question.

When deleting a facility record, you will first see a prompt to delete the record only for your VAMC.

**Figure 169 - Community Care Sites Configuration Delete for current VAMC button**

Return to Admin Main Page Community Care Tracking List Logout

**Delete Community Care Site "XYZ Hospital"**

**Delete for current VAMC**

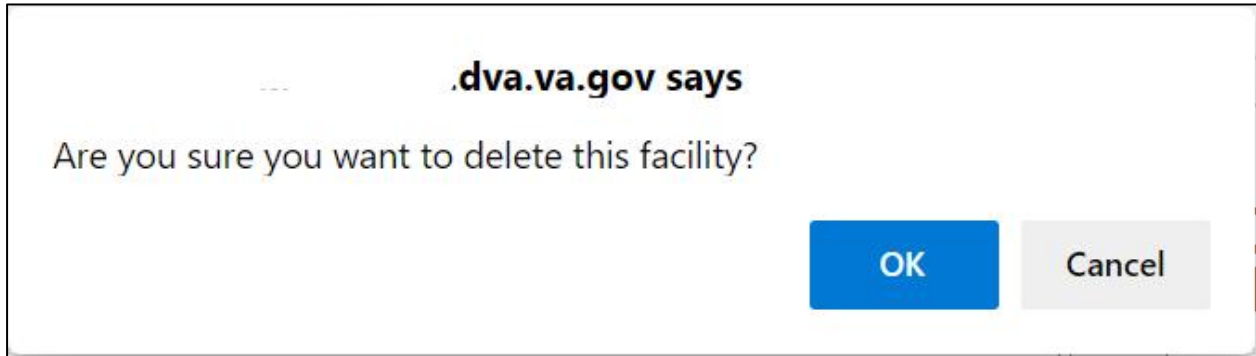
Add Facility

Add   Edit   <b>Delete</b>	Name	Address	City	State	Postal Code	NPI
	XYZ Hospital	123 Some Street	Houston	TX	77054	0

Only logins with the National User or Support User role will be able to use the **Delete for all VAMCs** button.

After choosing the **Delete for current VAMC** button, you will see a confirmation prompt prior to deletion. Press the **OK** button if you are sure you wish to inactivate the community facility record within the database.

**Figure 170 - Community Care Sites Configuration facility record deletion confirmation**



**Table 23 - Community Care Sites Parameters**

<b>COLUMN</b>	<b>DESCRIPTION</b>
Facility Name	The name of the community facility.
Address	The physical address of the community facility.
City	The city where the community facility is located.
State	The state where the community facility is located.
Postal Code	The zip code of the community facility.
NPI	The National Provider Identifier number of the community facility.

## 2.2 Support Users

The support users can access the following pages:

- Administration Section page
- Maintain Marquee Text page
- Add/Edit BMS User page
- Edit BMS Facility Settings page
- Edit Sister Sites page
- Add/Edit Icon page
- View Audit Log page
- Treating Specialty/NUMA/HAvBED Edit page
- National Waiting Area page
- National Unavailable Reason page
- Background Processors page

- User Access Report

## 2.2.1 Log in to the Administration Section Page

After logging in the BMS solution use the links **Return to VISN Network** and **Return to Regional Page** (in the upper left corner of the page) to display the National/Regional page as in the following image:

Figure 171 - Accessing Administration Section Page from National/Regional page



Click the **BMS Admin** link to access the Administration Section as in the following image:

Figure 172 - Administration Section Page



## 2.2.2 Maintain Marquee Text Page

In the main **Administration section** page, click the **Maintain Marquee Text** link to access the page as in the following image:

**Figure 173 - Add/ Edit Marquee Text**

The screenshot shows a web interface for maintaining marquee text. At the top, there's a header with the title 'Bed Management Solution' and a sub-header 'ADMINISTRATION SECTION - MAINTAIN MARQUEE TEXT'. Below this, there are navigation links for 'Return to Admin Menu', 'Active Marquee Text', and 'Edit Marquee Text'. A note states: 'You can enter HTML commands in here for bolding or color. If it is empty, no marquee will be displayed.' There are five text input fields, each with a radio button to its left. The first field is selected. The text in the fields includes: 'Room data check off TR Pain T3', 'PPI Testing', and 'BMO helpdesk can be reached at 505-590-4007'. A 'Submit' button is located at the bottom right of the form area.

BMS Allows you to maintain 5 different marquee messages. The current marquee text in use is selected by clicking the radio button next to the message text box. Enter the text in any of these 5 fields, select the appropriate marquee message, then press the **Submit** button. You can change this text at any time according to the organization needs.

## 2.2.3 Add/Edit BMS User Page

In the main **Administration section** page, click the **Add/Edit BMS User** link to access the page as in the following image:

**Figure 174 - Administration Section – User Add/Edit Page**

The screenshot shows a web interface for adding or editing a BMS user. At the top, there's a header with 'ADMINISTRATION SECTION - USERADD/EDIT' and a 'Logout' link. Below the header, there are navigation links for 'Admin Menu' and 'Select Existing NT User Name'. The main content area is divided into two columns: 'PARAMETER' and 'OPTIONS'. The 'PARAMETER' column lists 'NT User Name', 'Default Region', 'Default VSN', and 'Default Site'. The 'OPTIONS' column shows 'Default', a dropdown menu with '2', a dropdown menu with '18', and a dropdown menu with 'HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER'. There are 'Submit' and 'Cancel' buttons at the bottom. A link 'back to top.html page' is at the bottom center.

In this page the system administrator can add a new user to the list of users who have access to a certain site. Also the administrator can edit the rights granted to an existing user.

### 2.2.3.1 Adding a User

To add a single user or to Bulk Activate users at one of the existing facility sites, in the **Administration Section – User Add/Edit page** click the button **Select Existing NT User Name** (the user must have an account in VA's Active Directory). Click this button to display the following screen:

Figure 175 - Select User to Activate




From the **Local** field select the domain to which the user currently belongs. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.





From the list in the central part of the screen select the user(s) to whom grant access to the BMS system then press the **Select** button. The following screen is displayed:

**Figure 176 - Customize BMS user rights**

The following parameters can be set for a user of the BMS system:

**Table 24 - BMS User Parameters**

COLUMN	DESCRIPTION
NT User Name	NT user who will be given access rights to the BMS system.
Support User?	If the new user will have to perform support tasks.
National User?	If the new user will have access to the national sites.
Regional User?	If the new user will have access to the regional sites.
VISN User?	If the new user will have access to other VISN sites.
Admin User?	If the new user will have access to the Administration section page.
Audit Log User?	If the new user will have access to the Audit Log function.
Site User?	These are the facility level read and write users. This gives the user access to specific sites.
EMS User?	If the new user is part of EMS group.
EMS Dispatcher?	If the new user is an EMS Dispatcher.
EMS Supervisor User?	If the new user has EMS supervisor rights.
Community Care User?	If the new user will have access to the Community Care Tracking List page.  The Admin User role will always inherit the Community Care User role's permissions.

COLUMN	DESCRIPTION
Community Care Transfer User?	<p>If the new user will have access to both the Community Care Tracking List page and the Add to PPBPL function on the CCTL. In addition, this role allows edit access to the Transfer Out Reason and Transfer Out Type fields within a Community Care Tracking List record.</p> <p> The Admin User role will always inherit the Community Care Transfer User role's permissions. In addition, the Community Care Transfer User role includes the Community Care User role permissions by default.</p>
Community Care Admin?	<p>If the new user will have site favorite configuration access on the Community Care Sites page.</p> <p> The Admin User role will always inherit the Community Care Admin role's permissions.</p> <p> Note: To add, edit or delete Community Care facilities from the Community Care Sites page, an Admin User role is required.</p>
Guest User?	If the new user will only have access to the National Bed Availability report.
Default Region?	The default region to be displayed when the new user logs into the system.
Default VISN?	The default VISN to be displayed when the new user logs into the system.
DefaultSite	The default site to be displayed when the new user logs into the system.
READ Access	If the selected user has READ rights on the sites in the selected Region/VISN.
WRITE Access	<p>If the selected user has WRITE rights on the sites in the selected Region/VISN.</p> <p> The WRITE Access role does not apply to adding, editing or removing Community Care Tracking List records.</p>
Whiteboard Only Access	If the user only has access to view the whiteboard.
<i>Display only the facilities with permissions</i>	This option is selected by default. To see all the facilities in the system de-select this checkbox.

The list in the lower part of the screen will be updated according to the selections made in the fields in the upper part of the screen. For example, if in the **National User** field you select the option *No* and from the Regional User field the option *Yes*, then the list will display only the facilities in the region selected from the field Default Region.



**Figure 177 - Region-specific facilities based on Regional User role and Default Region**

PARAMETER	OPTIONS
NT User Name	v08.med.va.gov\VHAMASmithS
Support User?	No
National User?	No
<b>Regional User?</b>	<b>Yes</b>
VISN User?	No
Admin User?	No
Audit Log User?	No
Site User?	No
EMS User?	No
EMS Dispatcher?	No
EMS Supervisor User?	No
Community Care User?	No
Community Care Transfer User?	No
Community Care Admin?	No
Guest User?	No
<b>Default Region:</b>	<b>2</b>
Default VISN:	16
Default Site:	HOU - MICHAEL E. DEBAKEY VA MEDICAL CENTER
READ Access?	Yes
WRITE Access?	No
Whiteboard Only Access?	No

Display only the facilities with permissions

READ Access	WRITE Access	Whiteboard Only Access	Region	VISN	Facility
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	Region 2	VISN 16	BILLOXI (520, BIL)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 2	VISN 12	CHICAGO (537, CHS)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 2	VISN 15	COLUMBIA (589A4, CMO)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 2	VISN 17	DALLAS (549, NTX)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Region 2	VISN 23	DES MOINES (636A6, CIH)

For each facility displayed in the list in the lower part of the screen you can define READ/WRITE/Whiteboard Only Access rights.

After setting the desired parameters for the selected user, click the **Submit** button to enter the data into the system.

### 2.2.3.2 Editing User Rights

To edit the rights granted to a user of a facility site in the **Administration Section – User Add/Edit** page, click the button **Select Existing NT User Name**. Clicking this button will display the following screen:

**Figure 178 - Select User**

FIND USERS			
vha.med.va.gov	User Name	vhaishtestaccount6	Find
Selected	User Name	Fullname	Has Role
Cancel			

From the **Local** field select the domain to which the user currently belongs to. Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

From the list in the central part of the screen select the user whose access rights you want to edit then press the **Select** button. The following screen is displayed:

**Figure 179 - Edit BMS user rights**

Make the appropriate changes then press the **Submit** button to enter the data into the system. See [Adding a User](#) for details.

### 2.2.3.3 Deleting a User

To delete the rights granted to a single user or to bulk deactivate users of a facility site, in the **Administration Section – User Add/Edit** page click the button **Select Existing NT User Name**. Clicking this button displays the following screen:

**Figure 180 - Find User Name**

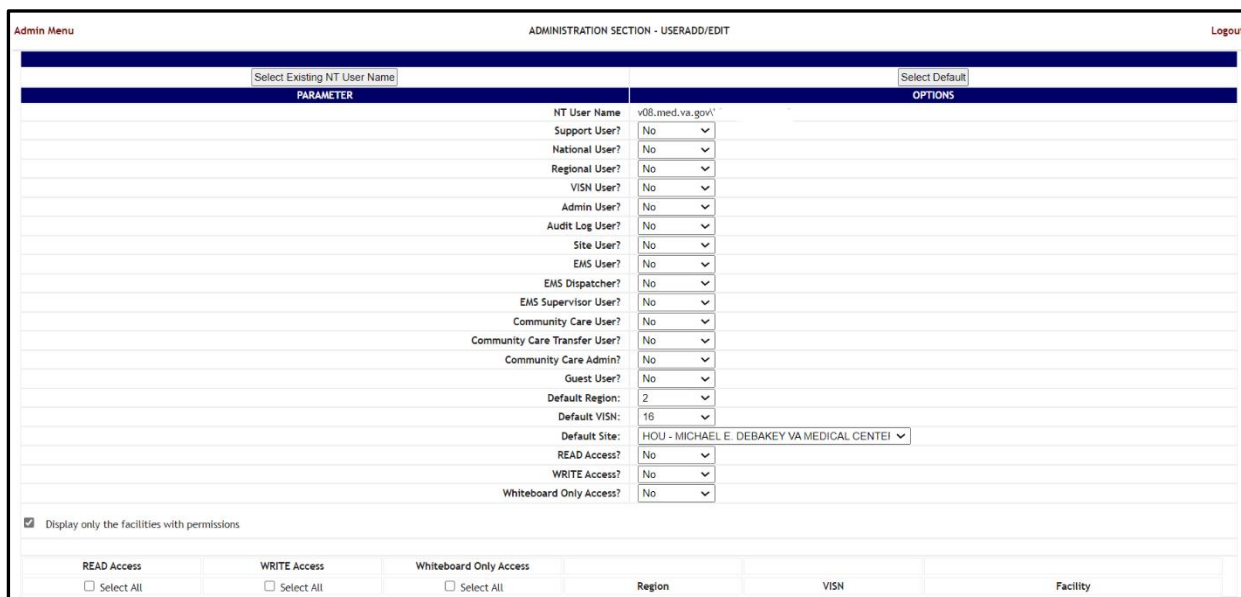
Enter part of the name of the user in the **User Name** field then press the **Find** button to locate the user.

Figure 181 - Select User to Delete



From the list in the central part of the screen select the user whose access rights you want to delete, then press the **Add/Edit Single User** button. The following screen is displayed:

Figure 182 - Customize BMS user rights



Select **No** for all the parameters then press the **Submit** button.

## 2.2.4 Edit BMS Facility Settings Page

In the main **Administration section** page, click the **Edit BMS Facility Settings** link to access the page as in the following image:

**Figure 183 - Edit BMS Site**

In this page the user can edit the settings of a BMS facility site. Select **Facility Name**, then click the arrow button of this field to display a list of existing facilities. The following parameters can be set for a Facility in the BMS system:

**Table 25 - BMS Site Parameters**

Column	Description
Facility Site ID	A unique ID number assigned to each facility.
Full Facility Name	The full name of the facility.
Facility Point-of-Contact:	The facility point of contact, this can be the triage room, or the front desk.
Facility POC email:	The email for the point of contact with the facility.
Facility POC Telephone:	The telephone of the point of contact.
Facility Address 1:	The main address of the facility.
Facility Address 2:	If applicable, any secondary address of the facility.
Facility City/State/ZIP:	The ZIP code, city, and state where the facility is.
User Operations	The users who can access the facility site and the read/write permissions granted to these users.
VISN	The VISN to which the facility belongs.
Region:	The region to which the facility belongs.
BMS Active/Live Site?	If the site is active for use in BMS.
Allow Admin to Access Inactive Site?	If the site is inactive, allows Admin to access site.

<b>Column</b>	<b>Description</b>
Integrated Facility?	If the facility has an integrated VistA instance?
Integrated Site List:	This is the list of integrated sites that are sharing the same VistA instance.
Ward Prefix	The prefix used for the wards in the current integrated facility.
Ward Suffix	The suffix used for the wards in the current integrated facility.
EMS Mail Sender	This is the "FROM" user/group used to send EMS emails via the SMTP server
Site Alias	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as VHAGLAXxxxx or VHAWLAXxxxx.
EMS Default User Name:	The BMS Service Account ID needed to load the EMS Mobile Page for Mobile Devices.
EMS Password:	The BMS Service Account ID password needed to load the EMS Mobile Page for Mobile Devices.
EMS Password confirm:	The confirmation of the password.
Whiteboard Kiosk Default User Name:	The BMS Service Account ID, along with the fully qualified domain name in front of the BMS Service Account ID, needed to load the Whiteboard URL in Kiosk Mode. (Example: v16.med.va.gov\VHAHOUxxx)
Whiteboard Kiosk Password:	The BMS Service Account ID password needed to load the Whiteboard URL in Kiosk Mode.
Whiteboard Kiosk Password confirm:	The confirmation of the password.
BMS Server Time Zone	The time zone of the BMS server.
Facility Site Time Zone	The time zone of the facility.
Auto-Removal Pending Bed Placement List?	If patients in the list Patients at the facility level are automatically removed from the Pending Bed Placement List when they are assigned a Room/Bed.
Auto Placement of Transfers onto PPBP List?	If the patients are automatically placed on Pending Bed Placement List if their transfer status is appropriate.
Medical Center ID#?	The ID # of the medical center.
Allowed Access – Integrated Sites (All users can see these sites also)	The list of integrated sites is displayed; select the sites where the users of the current facility have access.
ADT Prefix:	This is the unique identifier that is the leading part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed. For example, "BO-" for Boston.

Column	Description
ADT Suffix:	This is the unique identifier that is the trailing part of the ADT (Admission/Discharge/Transfer Orderable Item) and is used to filter the list of ADT OIs that will be displayed. For example, “-BO” for Boston.
Event Mail Sender:	This is the “FROM” user/group used to send Event emails via the SMTP server.
Site Alias:	This is the alternate 3-char identifier for a site that may be used instead of its own, i.e. West Las Angeles (WLA) is an Alias for Greater Las Angeles (GLA), both names are the same site, and users could possibly log in as VHAGLAXxxxx or VHAWLAXxxxx.
Local Time Adjust:	The difference between the local time and the server time.

After setting the desired parameters for the selected user, click the **Submit** button to enter the data into the system.

### 2.2.4.1 Deactivate and Reactivate Sites

In the main **Administration section** page, click the **Edit BMS Facility Settings** link to access the page in the following image:

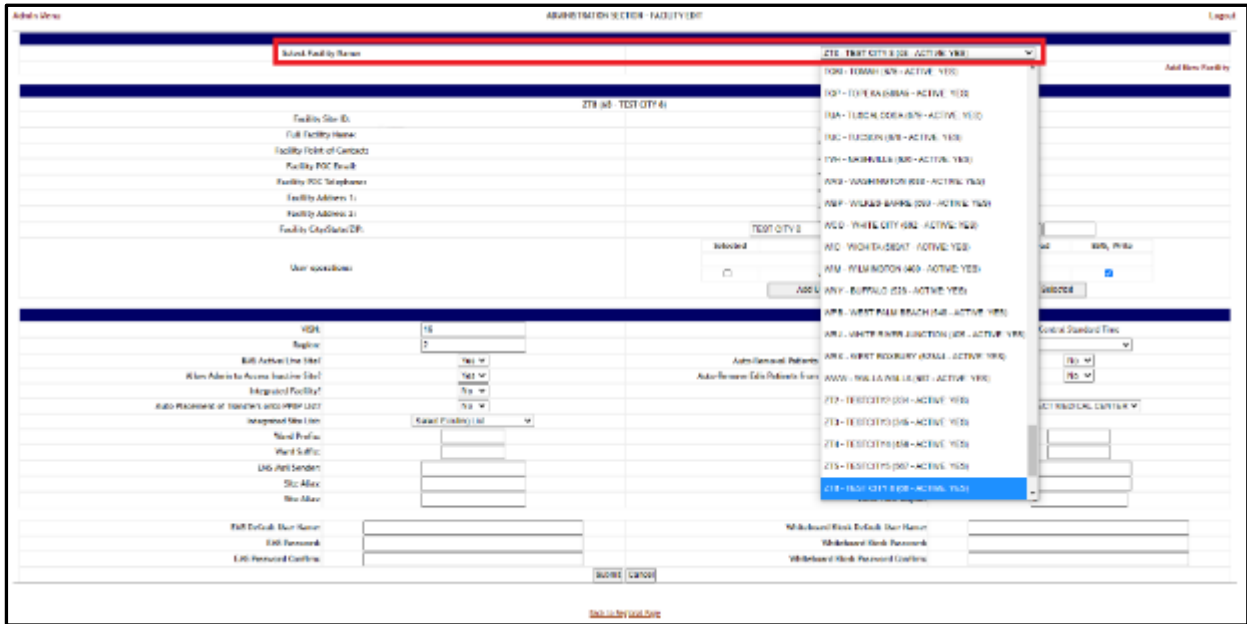
**Figure 184 - Administration Section – Facility Edit Screen**

The screenshot shows the 'Facility Edit Screen' with a search bar at the top. Below the search bar, there are several sections of configuration fields:

- Facility Information:** Fields for Facility Site ID, Facility Name, Facility Primary Contact, Facility POC Email, Facility POC Telephone, Facility Address 1, Facility Address 2, Facility City/State/Zip, and User Operations.
- Facility Selection:** A dropdown menu labeled 'Select Facility Name' with a search icon.
- Facility Settings:** Fields for BMS System Time Zone, Facility Site Time Zone, Auto-Removal Patients Pending Discharge Placement List, and Auto-Removal EOB Patients Pending Discharge Placement List.
- Facility Center:** A dropdown menu for Facility Center.
- Facility Billing:** Fields for BMS Billing, BMS Billing, Point of Bill Transfer, and User Admin.
- Facility Billing:** Fields for BMS Billing, BMS Billing, and BMS Billing.

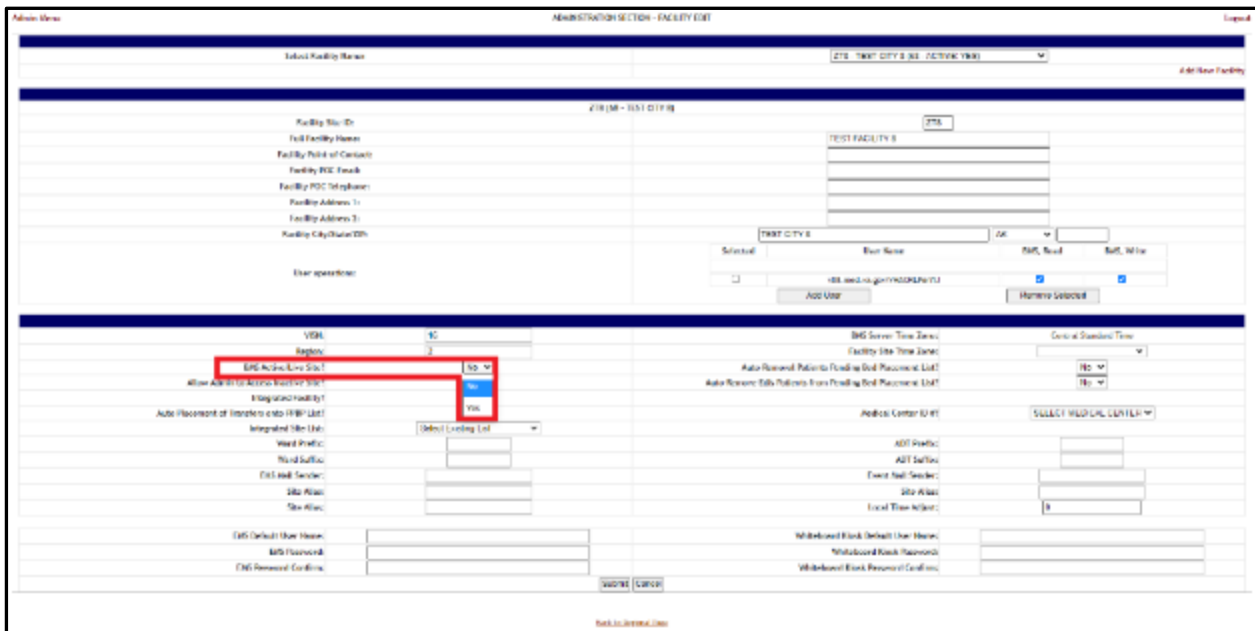
Under the **Select Facility Name** section, choose the Facility you would like to deactivate.

**Figure 185 - Administration Section – Facility Edit Screen**



Select **No** from the **BMS Active/Live Site** field to make the Facility inactive.

**Figure 186 - Facility Edit Screen – Active/Live Site**



Choose **Yes** or **No** from the **Allow Admin to Access Inactive Site** field.

**Figure 187 - Facility Edit Screen – Admin Access to Inactive Site**

Once you have made your changes, press **Submit**. A screen is displayed that the Facility has been updated.

**Figure 188 - VISN Network Bed Board Page**

Facility Name	Status	Bed Board
FAIRFORD Summary Report	INACTIVE	0
HOUSTON Summary Report	INACTIVE	1
JACKSON Summary Report	INACTIVE	0
LITTLE ROCK Summary Report	INACTIVE	0
JACKSON Summary Report	INACTIVE	0
NEW ORLEANS Summary Report	INACTIVE	0
OKLAHOMA CITY Summary Report	INACTIVE	0
PROVIDENCE Summary Report	INACTIVE	0
SHREVEPORT Summary Report	INACTIVE	0

To view that the Facility was inactivated, return to the Regional Page and choose the VISN in which the Facility is located, and you will see that the Facility was inactivated and does not show in the Facility List.

### 2.2.4.2 Auto-Remove EDIS Patients from PPBP List

In the main **Administration** section page, click the **Edit BMS Facility Settings** link to access the page in the following image.



**Figure 189 - Administration Section – Facility Edit Screen**

The screenshot shows the 'Facility Edit Screen' in the Administration Section. The form is divided into several sections. At the top, there is a 'Select Facility Name' dropdown menu. Below this, the form contains fields for:
 

- Facility Site ID
- Full Facility Name
- Facility Point of Contact
- Facility POC Email
- Facility POC Telephone
- Facility Address 1
- Facility Address 2
- Facility City/State/Zip
- User specifications

 There are also several checkboxes and dropdown menus for options like 'BID to Auto-Remove', 'Auto-Remove Patients Pending Bed Placement List', and 'Auto-Remove EDIS Patients from Pending Bed Placement List'. The 'Auto-Remove EDIS Patients from Pending Bed Placement List' checkbox is highlighted in red in the original image.

Under the **Select Facility Name** section, choose the Facility you would like to Auto-Remove EDIS Patients from PPBP list.

**Figure 190 - Administration Section – Facility Edit Screen**

This screenshot shows the same 'Facility Edit Screen' as Figure 189, but with the 'Select Facility Name' dropdown menu open. The dropdown list displays a scrollable list of facilities, each with a name and a status (e.g., 'ACTIVE YES'). The facility 'ZTR - TEST CITY 4' is currently selected. The 'Auto-Remove EDIS Patients from Pending Bed Placement List' checkbox is highlighted in red, indicating it is the field to be modified.

Select **Yes** from the Auto-Remove EDIS Patients from Pending Bed Placement List field to Auto-remove patients.

**Figure 191 - Facility Edit Screen – Auto-Remove EDIS patients from Pending Bed Placement List**

Once you have made your changes, press **Submit**. A screen is displayed that the Facility has been updated.

## 2.2.5 Edit Sister Sites Page

In the main **Administration Section** page, click the **Edit Sister Sites** link to access the page as in the following image:

**Figure 192 - Edit BMS Sister Sites**

In this page the user can define a list of sister sites or can edit one of the existing sister sites lists.

### 2.2.5.1 Adding a Sister Sites List

In the **Administration Section – Sister Site Add/Edit** page, to define a list of sister sites enter a **Record No.** Then in the **BMS Sister Sites?** Field enter the abbreviation of the sites sharing the same VistA instance, separated by comma. Press the **Submit** button to

enter the data into the system. The defined list will be available in the dropdown field **Select Existing Sister Sites**.

The following parameters can be set:

**Table 26 - BMS Sister Site Parameters**

COLUMN	DESCRIPTION
Record No	Unique record number for the particular record.
BMS Sister Sites?	This is the list of sister sites that are sharing the same VistA instance.


After setting the desired parameters, click the **Submit** button to enter the data into the system.

### 2.2.5.2 Editing a Sister Sites List

In the **Administration Section – Sister Site Add/Edit** page, to edit an existing list of sister sites click the arrow button of the field **Select Existing Sister Sites** to display existing sister sites lists. Select the one for which you want to modify parameters. The **BMS Sister Sites?** field will display the list of abbreviations for the sister sites in the list. Add or remove the desired abbreviation(s) then click the **Submit** button.

### 2.2.6 Add/Edit Icon Page

In the main **Administration Section** page, click the **Add/Edit Icon** link to access the page in the following image.

**Note:**  Users are discouraged from using the words DNR/DNI in the comment of the Ward Whiteboard or using any icon to represent DNR/DNI on the Ward Whiteboard.

**Figure 193 - Administration Section – Icon Add/Edit**



Ward Whiteboard Status Icons					
Add Icon	Standard Icons	Add Icon	Emergency Management Icons	Add Icon	Site Configurable Icons
Edit	Restraint	Edit	Evacuate (Patient) (EM)	Edit	Mean Patient
Edit	Flu Risk	Edit	ambulatory patient	Edit	Blue Arrow
Edit	Patient Dpt-Out	Edit	legal hold	Edit	Blue Caution
Edit	Slip and Fall Risk	Edit	Lift Equipment (Patient) (EM)	Edit	Blue Circle
Edit	Flight Risk	Edit	Negative Pressure (Patient) (EM)	Edit	Blue Heart
Edit	Caution Risk	Edit	One to One (Patient) (EM)	Edit	Blue X
Edit	23H Observation	Edit	Oxygen (Patient) (EM)	Edit	Blue Diamond
Edit	PICC	Edit	Stretcher (Patient) (EM)	Edit	Green Circle
Edit	Suicide Risk	Edit	Ventilator (Patient) (EM)	Edit	Orange Circle
Edit	Negative Pressure (Room)	Edit	Wheelchair Bound (Patients) (EM)	Edit	Orange Star
Edit	Shared Bathrooms (Room)			Edit	Red Stop
Edit	Telemetry (Patient)				
Edit	Telemetry (Room)				
Edit	Lift Equipment (Room)				
Edit	Close Observation (Patient)				
Edit	Women's Program (Room)				
Edit	Respiratory Therapy (Patient)				
Edit	Seizure Precautions				
Edit	Test				
Edit	best				

The following icon types are available: Application icons (System icons and Bed Cleaning Status icons) and Ward Whiteboard Status Icons (Standard icons, Emergency Management Icons and Site Configurable icons).

In this page the user can perform the following actions: modify the position of an icon in any of the icon lists available, edit the details of an icon in any of the icons list, add an icon to one of the existing icon lists, search for an icon, or generate a report on the icon usage within a facility site.

### 2.2.6.1 Modifying the position of an icon in the icon list

To modify the position of an icon in the list simply click and drag the icon to its appropriate position.

**Figure 194 - Administration Section – Change Icon Position in the Icon List**

		Add Icon	Emergency Management Icons	Add Icon
		Edit	Evacuate (Patient) (EM)	
		Edit	ambulatory patient	
		Edit	legal hold	
		Edit	Lift Equipment (Patient) (EM)	
		Edit	Negative Pressure (Patient) (EM)	
		Edit	One to One (Patient) (EM)	
		Edit	Ventilator (Patient) (EM)	
		Edit	Oxygen (Patient) (EM)	
		Edit	Wheelchair Bound (Patient) (EM)	
		Edit	Stretcher (Patient) (EM)	
		Edit	Mean Patient	
		Edit	Blue Arrow	
		Edit	Blue Caution	
		Edit	Blue Circle	
		Edit	Blue Heart	
		Edit	Blue X	
		Edit	Blue Diamond	
		Edit	Green Circle	
		Edit	Orange Circle	
		Edit	Orange Star	
		Edit	Red Stop	

### 2.2.6.2 Editing the details of an icon in the icon list


To edit the details of an icon in the list click the **Edit** link to the left of the icon image. The following page is displayed:

**Figure 195 - Administration Section – Edit Icon**

Return to Add/Edit Icon Page ADMINISTRATION SECTION - EDIT ICON

---

Edit Oxygen (Patient) (EM) Icon, Emergency Management Icon - Ward Whiteboard Status Icon



Active?  Yes  No

Published?  Yes  No

Patient  Bed/Room

\*Image Name:

\*Icon Name:

\*Icon Short Description:

Icon Long Description:

Comment:

\*Mouse Over Text:

To select another image for the icon, click the **Browse** button of the **Image Name** field then, locate the file containing the new image and select it. Make the desired changes in the rest of the fields then press the **Save** button to apply the changes. The fields marked with the asterisk sign "\*" are mandatory.

### 2.2.6.3 Adding an icon to the icon list

To add an icon to an icon list, click the **Add Icon** link in the top left corner of an icon list. The following page is displayed:

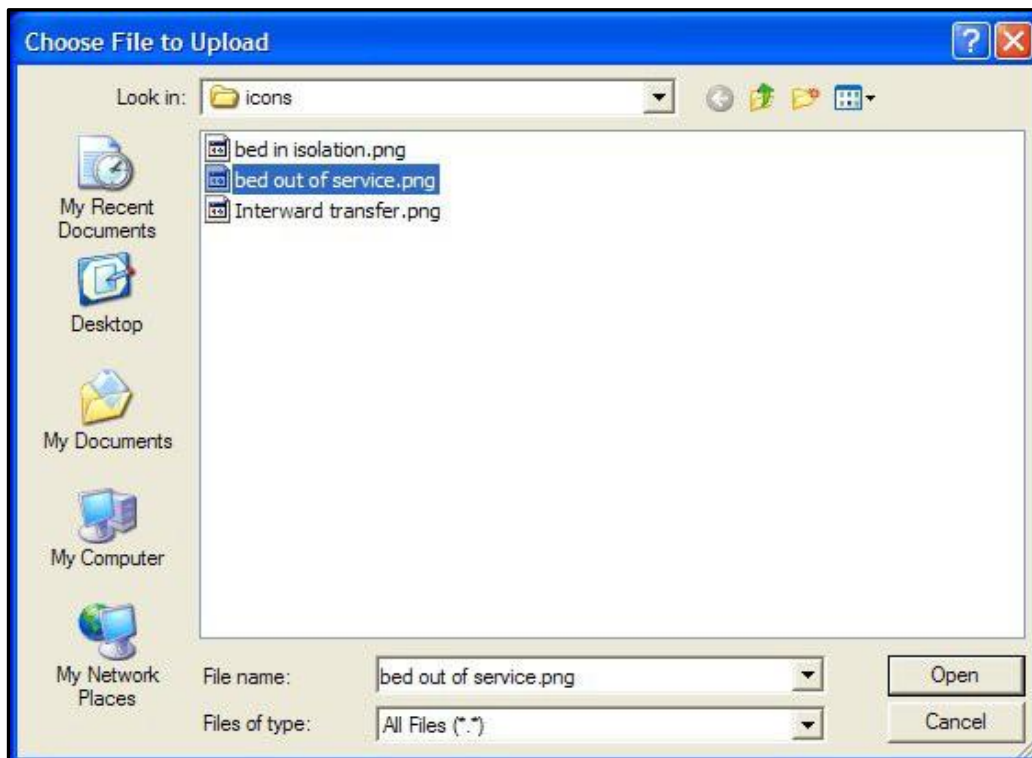
**Figure 196 - Administration Section – Add Icon**



The screenshot shows a web form titled "ADMINISTRATION SECTION - ADD ICON". At the top left, there is a link "Return to Add/Edit Icon Page". Below the title bar, there is a sub-header "Add Icon Standard Icon - Ward Whiteboard Status Icon". The form contains several input fields: "\*Image Name:" with a "Browse" button, "\*Icon Name:", "\*Icon Short Description:", "Icon Long Description:", "Comment:", and "\*Mouse Over Text:". On the left side, there is a preview area with a square icon placeholder and radio buttons for "Active?" (Yes/No), "Published?" (Yes/No), and "Patient/Bed/Room" (Patient/Bed/Room). At the bottom, there are "Save" and "Never Mind. Return to Add/Edit icon page" buttons.

Click the **Browse** button to locate the file containing the icon image and select it.

**Figure 197 - Selecting an Icon Image File**



After selecting the file, a preview of the selected icon image will be displayed to the left of the screen.

**Table 27 - Add/Edit Icon Page Parameters**

<b>COLUMN</b>	<b>DESCRIPTION</b>
Active	If an icon is not active it will appear grayed in the icon list.
Published	If an icon is not published it will not appear in the facility <b>Bed Management Board Icons</b> page or in the <b>Site Configurable Icons</b> page.
Patient	This option indicates whether the icon is used to flag a patient.
Bed/Room	This option indicates whether the icon is used to flag a room/bed.



NOTE: Once an icon has been used to flag a patient or a bed, it cannot be inactivated. In order to be able to make the icon inactive the user will have to remove the icon from Whiteboard where it has been used. Use the **Search** link in the upper right corner of the **Administration Section – Icon Add/Edit** page to locate the facility site where an icon has been used. For details see the section [Searching an icon](#).

Enter the required information in the fields marked with the asterisk sign “\*”. The fields marked with the asterisk sign “\*” are mandatory. (Note: The fields will only be mandatory if the icon is active.)

Press the **Save** button to add the new icon the icon list.

#### **2.2.6.4 Configuring Auto-Icons for use in BMS**

First, a National Administrator must create/assign the icon and make it selectable as an Orderable Icon. The administrator will assign the image name, icon name, descriptions, VistA Orderable Item, and mouse over text, but also make sure to make the Orderable Icon “Activated”.



NOTE: The icon MUST be a “Standard” Icon and the actual Vista Orderable Item must contain the same portion of text as the Orderable Item selection within the Facility Admin. In the example below, we added “Acetaminophen” where the Orderable Item selection listed “Acetaminophen To (01/24/2019)...”. This is what is meant by “pattern matching.”

**Figure 198 - National Administrator Edit Icon Page**

Next, the Site Admin can configure their Auto-Icon by performing the following steps:

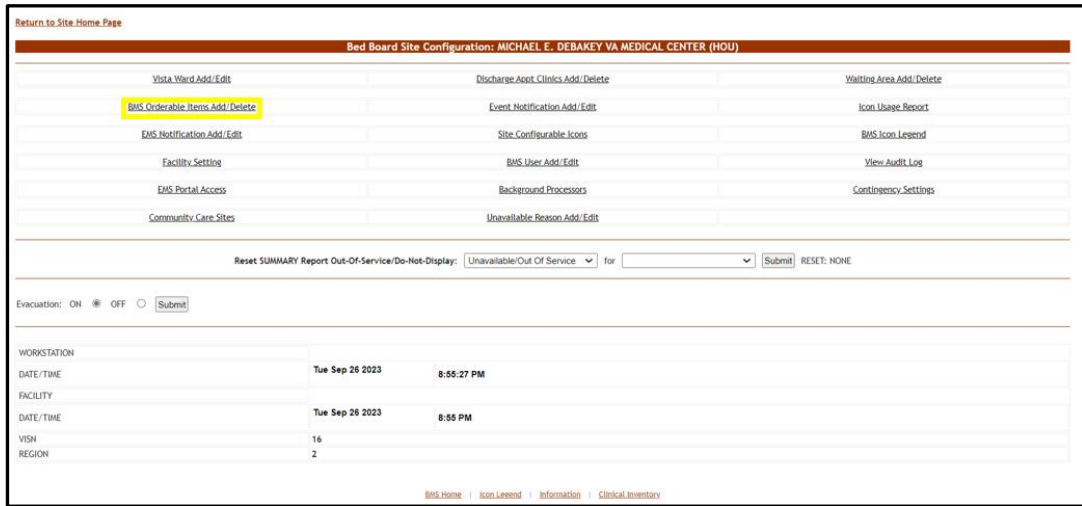
**Figure 199 - Facility Home Page**

Action	External	Bed Number	Status	Number of Beds	Emergency Score	CC	Comments	IC	Power On/Offline	Time of Bed / Bed Reserved	Status/Type	Bed Type	Bed Type	CC
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0
ADD	8500000000000000	8500000000000000	HEARING IMPAIRED	1	0	0		0	Off	00:00:00	HEARING IMPAIRED	HEARING IMPAIRED	HEARING IMPAIRED	0

From the Facility Home Page, click **Site Options**.

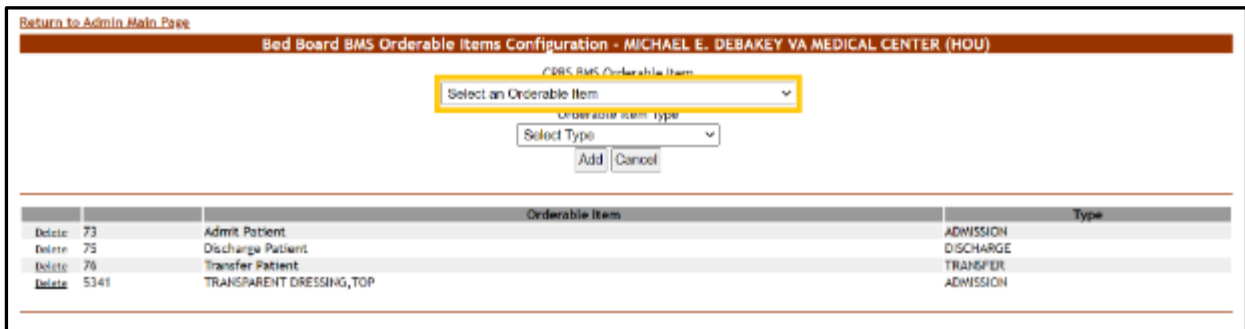


**Figure 200 - Facility Site Options Page**



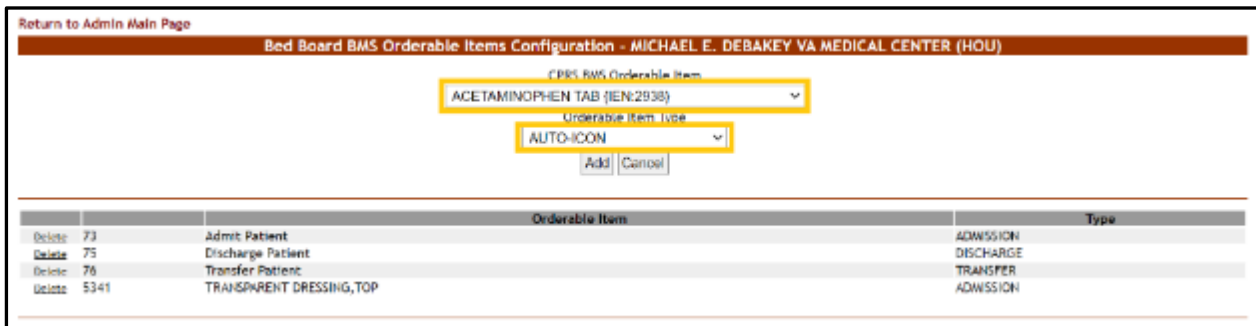
On the Facility/Site Options Page, click **BMS Orderable Items Add/Delete**.

**Figure 201 - BMS Orderable Items Add/Delete Page**



The CPRS BMS Orderable Item list highlighted above is a very large record set. It may take a while to load this list for selection. Please be patient selecting the Orderable item from the list.

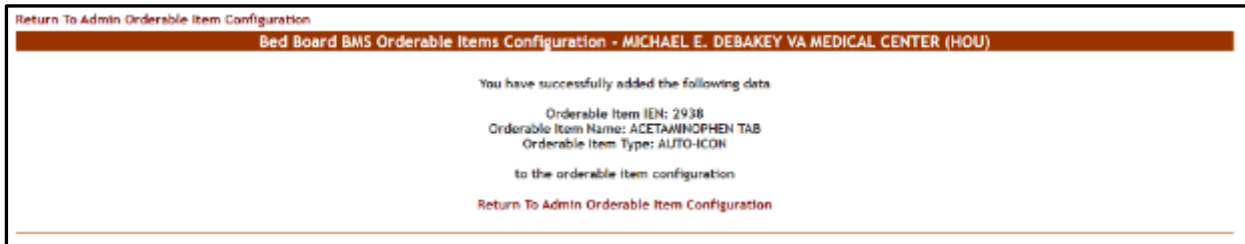
**Figure 202 - Selection of Orderable Item and Item Type**



For this example, we've selected "ACETAMINOPHEN TAB" as the Orderable Item and "AUTO-ICON" as the Orderable Item Type. Next, click **Add**.

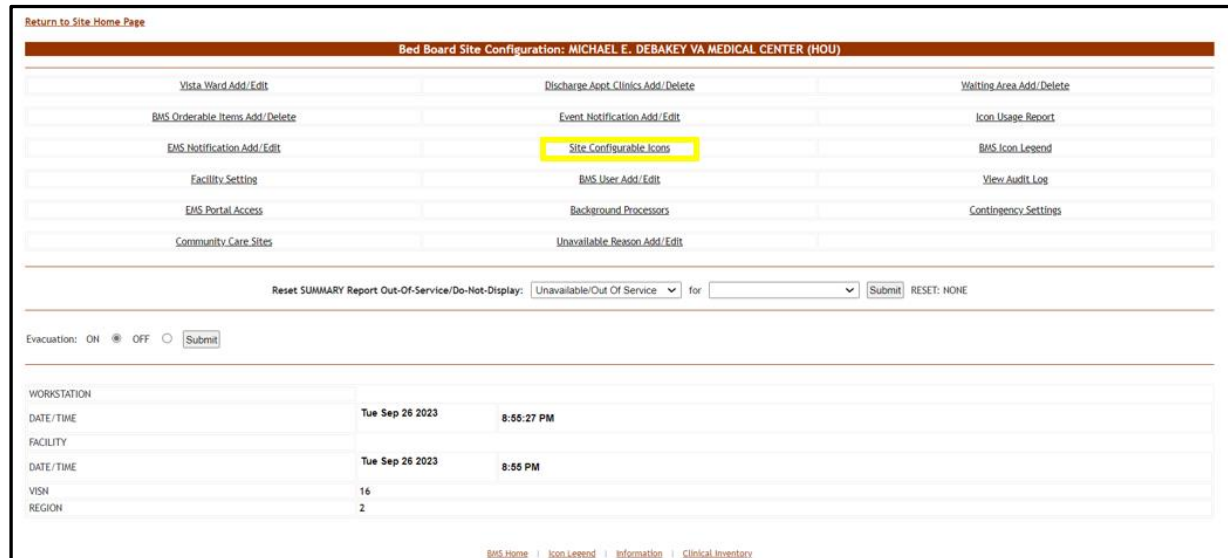
You should see a confirmation that the new Orderable Item configuration has been added, as below:

**Figure 203 - Orderable Item Configuration Addition Confirmation**



The next step is to **Return to the Facility Site Options** page and click on **Site Configurable Icons**.

**Figure 204 - Facility Site Options Page**



The Site Admin should now scroll down to the section and be able to see the new Icon and Orderable item listing. Click the **Active** checkbox, then **Save** the configuration.

**Figure 205 - Site Configurable Icons Screen, showing Automatic VistA Orderable Item Icons**

Automatic VistA Orderable Item Icons				
Icon	Name	Type	VistA Orderable Item (Pattern Match)	Active
	Slip and Fall Risk (Patient)		BMS Fall Risk	<input type="checkbox"/>
	Dialysis Patient		BMS Dialysis	<input type="checkbox"/>
	Dysphagia Precautions		BMS Dysphagia	<input type="checkbox"/>
	Ventilator (Patient) (EM)		BMS Ventilator	<input type="checkbox"/>
	Bisphosphonate (Patient)		BMS Bisphosphonate	<input type="checkbox"/>
	Oxygen (Patient) (EM)		BMS Oxygen	<input type="checkbox"/>
	PICC (Patient)		BMS PICC	<input type="checkbox"/>
	Suicide Risk (Patient)		BMS Suicide Risk	<input type="checkbox"/>
	Telemetry (Patient)		BMS Telemetry	<input type="checkbox"/>
	Respiratory Therapy (Patient)		BMS Respir Treatment	<input type="checkbox"/>
	Seizure Precautions (Patient)		BMS Seizure	<input type="checkbox"/>
	Negative Pressure (Patient) (EM)		BMS Negative Pressure	<input type="checkbox"/>
	One-to-One (Patient) (EM)		BMS Ventilator	<input type="checkbox"/>
	DM Fingersick (Patient)		BMS Fingersick	<input type="checkbox"/>
	ACETAMINOPHEN		ACETAMINOPHEN	<input checked="" type="checkbox"/>

Your Auto-Icon is now configured for use and will begin to appear when that orderable item is retrieved from VistA.

### 2.2.6.5 Searching an Icon

To search an icon, click the **Search** link to the top right corner of the **Administration Section – Add/Edit page**. The following screen is displayed:

**Figure 206 - Administration Section – Icon Search**

ADMINISTRATION SECTION - SEARCH - Site Configurable Icons

---

Site Configurable Icons Search

Site Configurable Icons	
Icon Image	Icon Name
<input type="checkbox"/> Select All	
<input type="checkbox"/>	Icon Patient
<input type="checkbox"/>	Icon Patient
<input type="checkbox"/>	Blue Arrow
<input type="checkbox"/>	Blue Caution
<input type="checkbox"/>	Blue Circle
<input type="checkbox"/>	Blue X
<input type="checkbox"/>	Blue Diamond
<input type="checkbox"/>	Blue Heart
<input type="checkbox"/>	Green Circle
<input type="checkbox"/>	Orange Circle

Select the icon(s) which you want to locate then press the **Search** button to display the page with the search results as in the following image:

**Figure 207 - Site Configurable Icon Search Result**

Facility	Icon Image	Icon Name	Facility Icon Description
BRK		Blue Box	Blue Square
BRK		Blue Diamond	Blue Diamond

The search results will present the code of the facility where the icon is used, the icon name and the description given to the icon on the facility site.

### 2.2.6.6 Generating an Icon Usage Report

To generate an icon usage report, click the **Report** link in the top right corner of the **Administration Section – Add/Edit** page. The following screen is displayed:

**Figure 208 - Administration Section – Icon Usage Report**

By default, Icon Type, Images, and VISNs have all options selected, but can be changed by selecting the drop-down. Use the drop-down for Facility to select which facility or facilities and the date range you want to generate the Icon Usage report for, then press the **View Report** button. The report is displayed as in the following image:

**Figure 209 - Administration Section – Icon Usage Report**

Site Name	Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
HOU	Patient Opt-Out	Y	Y(2)	N
	Patient/Bed Record	Ward	Bed	Patient
	PT Record	1A	10226-B	BLX0PY-0000
	PT Record	1B	10124-B	RLAHN-T748
	Flu Risk	Y	Y(1)	N
	Sit and Fall Risk	Y	Y(1)	N
	Flight Risk	Y	Y(1)	N
	Restraint	Y	Y(1)	N
	Negative Pressure (Room)	Y	N	Y(2)
	Telemetry (Room)	Y	N	Y(2)
N/A	Negative Pressure (Room)	Y	N	Y(1)
	Shared Bathroom (Room)	Y	N	Y(1)
	Telemetry (Room)	Y	N	Y(1)
	LiB Equipment (Room)	Y	N	Y(1)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record		10120-A	
	Women's Program (Room)	Y	N	Y(1)
	Test	Y	N	Y(1)

Also note that this report is a drill-down report, in which the rows can be collapsed/expanded to drill into the individual patient or bed records that have had the icon associated with it within the date range selected.

**Figure 210 - Administration Section – Icon Usage Report Drill-Down Feature**

Site Name	Icon Name	Facility Active? (Y/N)	Associated with a Patient record? (Y/N)	Associated with a Bed record? (Y/N)
HOU	Patient Opt-Out	Y	Y(2)	N
	Patient/Bed Record	Ward	Bed	Patient
	PT Record	1A	10226-B	BLX0PY-0000
	PT Record	1B	10124-B	RLAHN-T748
	Flu Risk	Y	Y(1)	N
	Sit and Fall Risk	Y	Y(1)	N
	Flight Risk	Y	Y(1)	N
	Restraint	Y	Y(1)	N
	Negative Pressure (Room)	Y	N	Y(2)
	Telemetry (Room)	Y	N	Y(2)
N/A	Negative Pressure (Room)	Y	N	Y(1)
	Shared Bathroom (Room)	Y	N	Y(1)
	Telemetry (Room)	Y	N	Y(1)
	LiB Equipment (Room)	Y	N	Y(1)
	Patient/Bed Record	Ward	Bed	Patient
	BED Record		10120-A	
	Women's Program (Room)	Y	N	Y(1)
	Test	Y	N	Y(1)

For each entry the following data is available:

**Table 28 - Icon Usage Report**

Column	Description
Site Name	The Facility site where the icon has been used.
Icon Short Description for Facility	The short description of the icon.
Icon Name	The icon name.
Facility Active? (Y/N)	If the icon is active on the facility site.

Column	Description
Associated with a Patient Record? (Y/N)	If the icon is currently associated with a patient record.
Associated with a bed record? (Y/N)	If the icon is currently associated with a bed record.
<b>Drill-Down Columns</b>	<b>These additional columns are revealed once you “drill-into” the appropriate record.</b>
Patient/Bed Record	Indicator of whether the record is a P(atien)T record or a BED record
Ward	The name of the ward for the PT/BED that the icon is associated to.
Bed	The name of the bed the icon is associated to.
Patient	The name of the patient the icon is associated to.

## 2.2.7 View Audit Log Page – Support

In the **Administration Section** page click the **View Audit Log** link to access the page as in the following image.

**Figure 211 - Administration Section – Audit Log Report Types**

The reports available from the National Admin Audit Log Page follow below:

### 2.2.7.1 Standard Icons

This is a report of the standard icons modified for the specified Region, VISN, Site, and Date Range.

**Figure 212 - Standard Icons**

Standard Icons Report												
Select Report		Standard Icons		REGION		Region 1, Region 2, Region 3, 1				View Report		
VISN		VISN 1, VISN 2, VISN 3, VISN		SITE		ABQ - (VISN 18) - NEW MEXICO						
FROM DATE		6/8/2016 12:00:01 AM		TO DATE		6/10/2016 11:59:59 PM						
<p>1 of 2 Find   Next</p>												
ICON CATEGORY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR BED/ROOM	SHORT DESCRIPTION	LONG DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	EVENT TYPE
Application icons	BedNeedsCleaning.png	Bed Needs Cleaning	True	True		Bed Needs Cleaning icon	Bed Needs Cleaning icon		Bed Needs Cleaning	softinfo@muser	6/9/2016 6:53:58 PM	Updated
Application icons	CleaningBed.png	Cleaning Bed	True	True		Cleaning Bed icon	Cleaning Bed icon		Cleaning Bed	softinfo@muser	6/9/2016 6:53:59 PM	Updated
Application icons	BedCleaned.png	Bed Cleaned	True	True		Bed Cleaned icon	Bed Cleaned icon		Bed Cleaned	softinfo@muser	6/9/2016 6:53:58 PM	Updated
Application icons	EMSNotified.png	EMS Notified	True	True		EMS Notified icon	EMS Notified icon		EMS Notified	softinfo@muser	6/9/2016 6:54:02 PM	Updated
Application icons	BedOutOfService (BedBoard).png	Bed Out Of Service	True	True		Bed Out Of Service	Bed Out Of Service	Hi Ya	Bed Out Of Service	v00.med.va.gov/vhamaashelt	6/9/2016 7:11:01 PM	Updated
Application icons	BedInIsolation.png	Bed In Isolation	True	True		Bed In Isolation	Bed In Isolation		Bed In Isolation	softinfo@muser	6/9/2016 6:53:27 PM	Updated
Application icons	DischargeOrdered.png	Discharge Ordered	True	True		Discharge Ordered	Discharge Ordered		Discharge Ordered	softinfo@muser	6/9/2016 6:53:27 PM	Updated
Application icons	AnticipatedDischarge.png	Anticipated Discharge	True	True		Anticipated Discharge	Anticipated Discharge		Anticipated Discharge	softinfo@muser	6/9/2016 6:53:27 PM	Updated
Application icons	BedHold.png	Bed Hold	True	True		Bed Hold	Bed Hold		Bed Hold	vna.med.va.gov/vhahsbalaki	6/8/2016 8:29:55 PM	Updated
Standard icon	PTOptOut.jpg	Patient Opt-Out	True	True	P	Patient Opt-Out	Patient Opt-Out		Patient Opt-Out	softinfo@muser	6/9/2016 6:54:14 PM	Updated
Site Configurable icon	Blue Box.png	Mean Patient	True	True	R	Mean Patient	Mean Patient		Mean Patient	v13.med.va.gov/vhaachroik	6/9/2016 6:55:14 PM	Updated
Emergency Management icons	Stretcher (Patient) (EM).png	Stretcher (Patient) (EM)	True	True	P	Stretcher (Patient) (EM)	Stretcher (Patient) (EM)		Stretcher (Patient) (EM)	softinfo@muser	6/9/2016 6:55:05 PM	Updated
Standard icon	Flu_Risk2.png	Flu Risk	True	True	P	Flu Risk	Flu Risk		Flu Risk	vna.med.va.gov/vhahsbalaki	6/9/2016 6:54:14 PM	Updated
Site Configurable icon	Blue Arrow.png	Blue Arrow	True	True	R	Blue Arrow	Blue Arrow		Blue Arrow	softinfo@muser	6/9/2016 6:55:14 PM	Updated
Standard icon	fall.png	Slip and Fall Risk	True	True	P	Slip and Fall Risk	Slip and Fall Risk		Slip and Fall Risk	softinfo@muser	6/9/2016 6:54:14 PM	Updated
Emergency Management icons	Wheelchair Bound (Patient) (EM).png	Wheelchair Bound (Patient) (EM)	True	True	P	Wheelchair Bound (Patient) (EM)	Wheelchair Bound (Patient) (EM)		Wheelchair Bound (Patient) (EM)	softinfo@muser	6/10/2016 1:22:02 PM	Updated

### 2.2.7.2 Site Configurable Icons Report

The Site Configurable Icons Report presents information about the usage of the site configurable icons within the system.

In the **Audit Log Report** page use the **Select Report** field to select the Site Icons report, then select **Date from/Date to** to determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of a Site Configurable Icons Report.



**Figure 213 - Site Configurable Icons Report**

ICON CATEGORY	FACILITY	IMAGE NAME	ICON NAME	ACTIVE	PUBLISHED	TYPE: PATIENT OR ROOMBED	DESCRIPTION	COMMENT	MOUSE OVER TEXT	CREATED BY	DATE	EVENT TYPE
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Blue Arrow.png	Blue Arrow Icon	True	True	R	Blue Arrow	Blue Arrow	Blue Arrow	framed.vagner@uhakron.edu	6/16/2016 10:37 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Blue Caution.png	Blue Caution	True	True	R	Blue Caution	Blue Caution	Blue Caution	framed.vagner@uhakron.edu	6/16/2016 9:03 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Blue Caution.png	Blue Caution	True	True	R	Blue Caution	Blue Caution	Blue Caution	framed.vagner@uhakron.edu	6/16/2016 9:12 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Blue Circle.png	Blue Circle	True	True	R	Blue Circle	Blue Circle	Blue Circle	framed.vagner@uhakron.edu	6/16/2016 9:10 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Blue X.png	Blue X	True	True	R	Blue X	Blue X	Blue X	framed.vagner@uhakron.edu	6/16/2016 9:16 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Blue Diamond.png	Blue Diamond	True	True	R	Blue Diamond	Blue Diamond	Blue Diamond	framed.vagner@uhakron.edu	6/16/2016 9:10 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Blue Heart.png	Blue Heart	True	True	R	Blue Heart	Blue Heart	Blue Heart	framed.vagner@uhakron.edu	6/16/2016 9:18 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Green Circle.png	Green Circle	True	True	R	Green Circle	Green Circle	Green Circle	framed.vagner@uhakron.edu	6/16/2016 9:17 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Orange Circle.png	Orange Circle	True	True	R	Orange Circle	Orange Circle	Orange Circle	framed.vagner@uhakron.edu	6/16/2016 9:13 AM	Updated
Site Configurable Icon	MICHAEL E. DEBAUWEN UN. MEDICAL CENTER	Orange Star.png	Orange Star	True	True	R	Orange Star	Orange Star	Orange Star	framed.vagner@uhakron.edu	6/16/2016 9:19 AM	Updated

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 29 - Site Configurable Icons Report Parameters**

Column	Description
Icon Category	The type of icon: can only be Site Configurable Icon.
Facility	The name of the facility for which the icon has been configured and used.
(Icon image)	The icon image.
Image Name	The name of the image entered in the Image Name field in the Edit Icon page.
Icon Name	The name assigned to the icon.
Active	If the icon is active.
Published	If the icon has been published.
Type: Patient or RoomBed	If the icon is used to flag a patient or a room or a bed.
Description	The description of the icon as entered in the Icon Description field in the Edit Icon page.



Column	Description
Comment	Any comment entered in the Comments field in the Edit Icon page.
Mouse Over Text	The text entered in the Mouse Over Text field in the Edit Icon page.
Created By	The name of the user who performed the current operation on the icon.
Date	The date and time when the current operation has been performed on the icon.
Event Type	The type of operation that has been performed on the icon.

### 2.2.7.3 Facility Patient Pending Bed Placement List Report

The Facility Patient Pending Bed Placement List Report presents information about what users have performed what actions on a facility pending bed placement list.

In the **Audit Log Report** page use the **Select Report** field to select the Facility Pending Bed Placement List report, then select **Date from/Date to** to determine the time interval for the report, the **Region, VISN** and **Site** and press the **View Report** button. The image below presents an example of a Facility Patient Pending Bed Placement List Report.

**Figure 214 - Facility Patient Pending Bed Placement List Report**

FACILITY	PATIENT	PROBLEM	BED	REQ BED DATE	TYPE OF BED WARD	WAITING AREA	FEE DISPOSITION	CONTRACT FEE	AUTH. FEE	SERV. REC.	REASON	COMMENTS	CREATED BY	DATE	EVENT TYPE
MICHAEL E DESAKEY VA MEDICAL CENTER	A-3679	GH BLEED			ICU	CLINIC						KATY'S COMMENTS -DAVID, TESTING 123 DC	vds.med.va.gov	6/6/2016 1:23:55 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	D-3488	FLU			TELE II	EMERGENCY ROOM						UPDATED COMMENTS # 928	vds.med.va.gov	6/6/2016 1:36:33 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	B-2789	LTKA			EE	SCHEDULED ADMISSIONS							vds.med.va.gov	6/6/2016 1:39:21 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	E-6917	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS							vds.med.va.gov	6/6/2016 1:47:25 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	H-9831	CTA			VASCULAR	SCHEDULED ADMISSIONS							vds.med.va.gov	6/6/2016 11:40:34 AM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	E-6054	L3 COMPRESSION FRACTURE			3D MED OBS	SCHEDULED ADMISSIONS							vds.med.va.gov	6/6/2016 2:03:04 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	Z-0187	CHF			CARDIOLOGY	SCHEDULED ADMISSIONS							vds.med.va.gov	6/6/2016 12:59:55 PM	Updated
							Active	No	Yes	GENERAL (ACUTE MEDICINE)	ICU Beds Full	TESTING 123	vds.med.va.gov	6/6/2016 1:52:42 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	Z-4024	RT ISCHIAL PRESSURE SORE			PLASTIC SURGERY	SCHEDULED ADMISSIONS	Active	No	Yes	MEDICAL ICU	ICU SEVERE	UPT TEST TW	vds.med.va.gov	6/6/2016 12:20:36 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	D-6887	SEIZURES			NEUROLOGY	SCHEDULED ADMISSIONS							vds.med.va.gov	6/6/2016 7:52:27 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	D-6573	SEPSIS	1C120-A	6/6/2016 06:07:55 AM		EVAQUATION							vds.med.va.gov	6/6/2016 11:42:45 AM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	E-4015	BED ASSIGNED			SURGERY	ADMISSIONS	Active	No	Yes	GENERAL SURGERY			vds.med.va.gov	6/6/2016 07:47:45 AM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	B-3256	TEST			TEST								vds.med.va.gov	6/6/2016 7:47:05 AM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	D-1188	UPT			ACUTE	ADMISSIONS							vds.med.va.gov	6/6/2016 1:36:50 PM	Updated

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 30 - Facility Patient Pending Bed Placement List Report Parameters**

<b>COLUMN</b>	<b>DESCRIPTION</b>
Facility	The name of the VA facility.
Patient	The code of the patient.
Problem	The problem for which the patient needed treatment.
Bed	The bed assigned to the patient.
Req Bed Date	The date when the bed was requested for the patient.
Type of Bed Ward	The type of bed/ward requested for the patient.
Waiting Area	The waiting area where the patient has been placed.
Fee Disposition	The fee disposition associated to the patient.
Contract Fee	The contract fee.
Auth. Fee	The authorization to use the fee.
Serv. Rec.	The type of service requested according to the patient's problem.
Reason	The reason for using the fee.
Comments	Any comments entered in the Comments field.
Created by	The user who created the event.
Date	The date and time when the event was created.
Event Type	The type of event.

#### **2.2.7.4 VISN Patient Pending Bed Placement List Report**

The VISN Patient Pending Bed Placement List Report presents information about what users have performed what actions on a VISN pending bed placement list.

In the **Audit Log Report** page use the **Select Report** field to select the VISN Patient Pending Bed Placement List report, then select **Date from/Date to** to determine the time interval for the report, the **Region, VISN** and **Site** and press the **View Report** button. The image below presents an example of a VISN Patient Pending Bed Placement List Report.

**Figure 215 - VISN Patient Pending Bed Placement List Report**

FACILITY	VISN	PATIENT	ERA	CONTRACT	DIAGNOSIS	CURRENT LOCATION	LOC. ADM. DATE	COMMENTS	SPECIALTY	REQ. ADM. DATE	CREATED BY	DATE	EVENT TYPE
MICHAEL E DESAKEY VA MEDICAL CENTER	16	A1387	OTHER	No	TEST	TEST	06/19/2016 23:00:00 PM	TEST COMMENTS: TYPE OF NEED FIELD CHARACTER COUNT	ACUTE PSYCHIATRY (+48 DAYS)	06/19/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 7:32:38 AM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	16	O-332	OTHER	No			06/04/2016 23:00:00 PM	LFT TESTING 123	ACUTE PSYCHIATRY (+48 DAYS)	06/04/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 1:14:19 PM	Updated
MICHAEL E DESAKEY VA MEDICAL CENTER	16	O-283	OTHER	No	BED ASSIGNED	MIAMI	06/07/2016 23:00:00 PM	MIAMI	ACUTE PSYCHIATRY (+48 DAYS)	06/07/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 2:01:14 PM	Inserted
MICHAEL E DESAKEY VA MEDICAL CENTER	16	O-195	OTHER	No	LFT	SAF PHOS	06/08/2016 23:00:00 PM		ACUTE PSYCHIATRY (+48 DAYS)	06/08/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 2:14:11 PM	Inserted
MICHAEL E DESAKEY VA MEDICAL CENTER	16	O-215	OTHER	No	ACUTE	ACUTE	06/08/2016 23:00:00 PM	TEST	ACUTE PSYCHIATRY (+48 DAYS)	06/08/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 2:18:12 PM	Inserted
MICHAEL E DESAKEY VA MEDICAL CENTER	16	T-8889	OTHER	No			06/08/2016 23:00:00 PM		ACUTE PSYCHIATRY (+48 DAYS)	06/08/2016 23:00:00 PM	v02.med.va.gov	6/9/2016 9:45:33 PM	Inserted

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 31 - VISN Patient Pending Bed Placement List Report Parameters**

COLUMN	DESCRIPTION
Facility	The name of the VA facility.
VISN	The VISN where the VA facility is located.
Patient	The code of the patient.
ERA	The period of service that the patient served.
Contract	Whether or not the VA facility has a contract with the selected community hospital.
Diagnosis	The diagnosis for which the patient requests admission to the community hospital.
Current location	The name of the community hospital where the patient is currently being treated
Location Adm. Date	The date when the patient has been admitted in the selected location.
Comments	Any comments entered in the Comments field.
Specialty	The treating specialty corresponding to the type of need.
Req. Adm. Date	The date when the patient should be able to be admitted to the VA facility.
Created by	The name of the user who created the event.

COLUMN	DESCRIPTION
Date	The date and time when the event has been created.
Event Type	The type of the event.

### 2.2.7.5 Staff Assignment Report

The Staff Assignment Report presents information about what users have assigned staff personnel to the beds in the wards of a facility.

In the **Audit Log Report** page use the **Select Report** field to select the Staff Assignment report, then select **Date from/Date to** to determine the time interval for the report, the **Region, VISN** and **Site** and press the **View Report** button. The image below presents an example of a Staff Assignment Report.

**Figure 216 - Staff Assignment Report**

FACILITY	VISN	PATIENT	ERG	CORRECT	DIAGNOSIS	CURRENT LOCATION	LOC JOIN DATE	COMMENTS	SPECIALTY	REG JOIN DATE	CREATED BY	DATE	EVENT TYPE
MICHAEL E. DEBAVEY VA MEDICAL CENTER	18	A-3387	OTHER	NO	TEST	TEST	08/19/2018 23:00:00 RM	TEST COMMENTS: TIME OF MED. PSL - CHARACTER COUNT	ACUTE PSYCHIATRY (H&S DAYS)	08/19/2018 23:00:00 RM	VIS.MED.18.gov	8/19/2018 7:32:38 AM	UPDADD
MICHAEL E. DEBAVEY VA MEDICAL CENTER	18	C-3322	OTHER	NO			08/08/2018 23:00:00 RM	LFT TESTING '123	ACUTE PSYCHIATRY (H&S DAYS)	08/08/2018 23:00:00 RM	VIS.MED.18.gov	8/9/2018 1:15:19 PM	UPDADD
MICHAEL E. DEBAVEY VA MEDICAL CENTER	18	C-3383	OTHER	NO	MRD ASSIGNED	MRMR	08/07/2018 23:00:00 RM	MRMR	ACUTE PSYCHIATRY (H&S DAYS)	08/07/2018 23:00:00 RM	VIS.MED.18.gov	8/8/2018 10:45:58 AM	UPDADD
MICHAEL E. DEBAVEY VA MEDICAL CENTER	18	C-1188	OTHER	NO	LFT	SAY RIVES	08/08/2018 23:00:00 RM	ACUTE	ACUTE PSYCHIATRY (H&S DAYS)	08/08/2018 23:00:00 RM	VIS.MED.18.gov	8/9/2018 2:01:12 PM	UPDADD
MICHAEL E. DEBAVEY VA MEDICAL CENTER	18	C-2185	OTHER	NO	ACUTE	ACUTE	08/08/2018 23:00:00 RM	TEST	ACUTE PSYCHIATRY (H&S DAYS)	08/08/2018 23:00:00 RM	VIS.MED.18.gov	8/9/2018 10:45:58 AM	UPDADD
MICHAEL E. DEBAVEY VA MEDICAL CENTER	18	T-4999	OTHER	NO			08/08/2018 23:00:00 RM		ACUTE PSYCHIATRY (H&S DAYS)	08/08/2018 23:00:00 RM	VIS.MED.18.gov	8/9/2018 8:45:53 AM	UPDADD

For each entry the following data is available:

**Table 32 - Staff Assignment Report Parameters**

COLUMN	DESCRIPTION
Ward	The ward where the bed is.
Bed	The code of the bed.
Staff	The name of the person assigned to the bed.
Patient	The code of the patient occupying the bed.
Created by	The name of the user who created the event.
Date	The date and time when the event has been created.
Event Type	The type of the event.

## 2.2.7.6 Bed History Report

The Bed History Report presents information about what users have performed what actions on a bed.

In the **Audit Log Report** page use the **Select Report** field to select the Bed History Report, then **Region, VISN, Site**, and then select **From Date/To Date** determine the time interval for the report and press the **View Report** button. The image below presents an example of a Bed History Report:

**Figure 217 - Bed History Report**

Bed Name	Edited Date	Reason	Type	Edited By	Cleared By	Completed Date
109-A	01/30/2020 14:45	OUT OF SERVICE	CLOSED	via.med.va.gov		
10120-B					via.med.va.gov	05/06/2020 07:16
10126-A	07/24/2020 10:25	OUT OF SERVICE	ACTIVATE ON DEMAND	via.med.va.gov		
206-A	04/26/2020 14:38	OUT OF SERVICE	OUT OF SERVICE	via.med.va.gov		
28230-A	01/30/2020 13:25	OUT OF SERVICE	OUT OF SERVICE - CONSTRUCTION	via.med.va.gov		
5A110-A						11/05/2019 00:00
58234-A	01/30/2020 13:19	OUT OF SERVICE	OUT OF SERVICE - CONSTRUCTION	via.med.va.gov		
Z23C244-B	11/05/2019 00:00	OUT OF SERVICE	OUT OF SERVICE			
Z23C245-B	11/05/2019 00:00	OUT OF SERVICE	OUT OF SERVICE			
Z23B234-A	11/05/2019 00:00	OUT OF SERVICE	OUT OF SERVICE			

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 33 - Bed History Report Parameters**

COLUMN	DESCRIPTION
Bed Name	The bed number.
Edited Date	The date and time the bed was edited.
Reason	The reason the bed is being edited.
Type	The type of edit reason.
Edited By	The name of the user editing the bed.
Cleared By	The name of the user who cleared the edits.

COLUMN	DESCRIPTION
Completed Date	The date the bed was cleared of all edits.

### 2.2.7.7 PPBP Usage (VISN) Report

The PPBP Usage (VISN) Report presents information about any and all modifications users have made from the Patient Pending Bed Placement (PPBP) view.

In the **Audit Log Report** page use the **Select Report** field to select the PPBP Usage (VISN) report, then select **Date from/Date to** to determine the time interval for the report, the **Region, VISN** and **Site** and press the **View Report** button. The image below presents an example of the PPBP Usage (VISN) Report:

**Figure 218 - PPBP Usage (VISN) Report**

Entered D/T	Requested D/T	Removed D/T	Full Event D/T	User	Patient Name	Transaction	Transaction Updates	Transaction Comments
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	ANDERSON 0469	NRW RECORD		
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	DI HASKY 0464	NRW RECORD		
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	DE WY 2148	NRW RECORD		COMMENTS FROM -EUP110- TO bedid
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	BL TMS 3072	NRW RECORD		
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	6088-17 5581	NRW RECORD		COMMENTS FROM -EUP110- TO SM TEST (req. 2
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	LAWRY 1244	NRW RECORD		
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	SKYRUL 5151	NRW RECORD		
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	TOMERHEIT 0850	NRW RECORD		
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	LEAH THOR 24 020	NRW RECORD		
8/27/2020 12:30	8/27/2020 09:49		8/27/2020 12:49	shamed.vagner@halsanet.org	LANUTE 4485	NRW RECORD		

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 34 - PPBP Usage (VISN) Report Parameters**

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard.
Requested D/T	The Date/Time the placement on the board was requested.
Removed D/T	The Date/Time the entry was removed.

COLUMN	DESCRIPTION
Edit Event D/T	The Date/Time the event was deleted.
User	The BMS User who made the modification.
Patient Name	The patient's last name and last 4 digits of the SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments.
Transaction Comments	Any comments made for the transaction performed by the user.

### 2.2.7.8 PPBP Usage (Facility) Report

The PPBP Usage (Facility) Report presents information about any and all modifications users have made from the Patient Pending Bed Placement (PPBP) view.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Usage report, then select **Date from/Date to** to determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the PPBP Usage (Facility) Report:

**Figure 219 - PPBP Usage (Facility) Report**

Entered D/T	Requested D/T	Removed D/T	Edit Event D/T	User	Patient Name	Transaction	Transaction Updates	Transaction Comments
05/20/2016 10:26	05/20/2016 10:26	06/17/2020 09:21	06/17/2020 09:21	sha.ned@va.gov	MRY, PATRIC 111	UPDATED	FACILITY FROM <Empty> TO MICHAEL E. DESAINT VA MEDICAL CENTER PROBLEM FROM <Empty> TO DISCHARGE/INT JONT DISPAB FROM 0000W REMOVED DATE FROM <Empty> TO 06/27/2020 10:21 TYPE OF BED WARD FROM <Empty> TO 06 REQUESTED ADMISSION DATE FROM <Empty> TO 05/00/2016 10:26 WAIT TIME ALERT DATE FROM <Empty> TO 00/00/2019 10:22 WAITING AREA FROM <Empty> TO CURRENT HENTENT 000	COMMENTS FROM <Empty> TO SM TD
05/20/2016 10:26	05/20/2016 10:26	06/17/2020 09:26	06/17/2020 09:26	sha.ned@va.gov	MRY, PATRIC 111	UPDATED	FACILITY FROM <Empty> TO MICHAEL E. DESAINT VA MEDICAL CENTER PROBLEM FROM <Empty> TO CTR, S&S&S ANEMIC HEALTHCARE, FROM SUPPLY TO SUPPLY TO 06 TYPE OF BED WARD FROM <Empty> TO UNCLARIFIED REQUESTED ADMISSION DATE FROM <Empty> TO 05/00/2016 10:26 WAIT TIME ALERT DATE FROM <Empty> TO 06/20/2019 10:24 WAITING AREA FROM <Empty> TO SCHEDULED ADMISSION	COMMENTS FROM <Empty> TO SM TD

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the Save button. Once exported, the Print button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 35 - PPBP Usage (Facility) Report Parameters**

COLUMN	DESCRIPTION
Entered D/T	The Date/Time of the modification to the Whiteboard.
Requested D/T	The Date/Time the placement on the board was requested.
Removed D/T	The Date/Time the entry was removed.
Edit Event D/T	The Date/Time the event was deleted.
User	The BMS User who made the modification.
Patient Name	The patient's last name and last 4 digits of the SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	The updates made to the Whiteboard, not including comments.
Transaction Comments	Any comments made for the transaction performed by the user.

### 2.2.7.9 Whiteboard Patient Icon Usage Report

The Whiteboard Patient Icon Usage Report presents information about modifications users have made to Patients from the Whiteboard.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Patient Icon Usage report, then select the **Region, VISN** and **Site**, then the **From Date/To Date** to determine the time interval for the report and press the **View Report** button.

**Figure 220 - Selecting Whiteboard Patient Icon Usage Report**

The image below presents an example of the Whiteboard Patient Icon Usage Report:



**Figure 221 - Whiteboard Patient Icon Usage Report**

Entered D/T	User	Bed	PATIENT NAME	Transaction	Transaction Updates
6/1/2020 12:49:00 PM	vls.med.va.gov	1B234-A	FIFTYONE PATIENT 1111	NEW RECORD	Respiratory Therapy (Patient)
6/1/2020 12:49:00 PM	vls.med.va.gov	1B234-A	FIFTYONE PATIENT 1111	NEW RECORD	Seizure Precautions
6/1/2020 12:49:00 PM	vls.med.va.gov	1B234-A	FIFTYONE PATIENT 1111	NEW RECORD	Suicide Risk
8/27/2020 8:26:00 AM	vls.med.va.gov	1B120-B	FIFTYONE PATIENT 1111	NEW RECORD	Restraint
8/27/2020 8:30:00 AM	vls.med.va.gov	1B120-B	FIFTYONE PATIENT 1111	DELETED	Restraint
8/27/2020 9:00:00 AM	vls.med.va.gov	1B120-B	FIFTYONE PATIENT 1111	NEW RECORD	Restraint
8/27/2020 9:01:00 AM	vls.med.va.gov	2C216-A	FIFTYONE PATIENT 1111	NEW RECORD	Restraint
8/27/2020 9:01:00 AM	vls.med.va.gov	2C216-A	FIFTYONE PATIENT 1111	NEW RECORD	Slip and Fall Risk
8/27/2020 9:12:00 AM	vls.med.va.gov	2C222-D	FIFTYONE PATIENT 1111	NEW RECORD	Flight Risk
8/27/2020 9:12:00 AM	vls.med.va.gov	2C222-B	FIFTYONE PATIENT 1111	NEW RECORD	Legal Hold
9/2/2020 11:27:00 AM	vls.med.va.gov	1B120-A	FIFTYONE PATIENT 1111	NEW RECORD	Exacerbate

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 36 - Whiteboard Patient Icon Usage Report Parameters**

COLUMN	DESCRIPTION
Entered D/T	The Date/Time the entry was created.
User	The BMS User who made the entry.
Bed	The bed assigned to the patient.
Patient Name	The last name, first name and last 4 digits of the patient’s SSN.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Updates	Any updates made for the transaction performed by the user.

### 2.2.7.10 Whiteboard Bed Icon Usage Report

The Whiteboard Bed Icon Usage Report presents information about modifications users have made to Icons from the Whiteboard.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Bed Icon Usage report, then select the **Region, VISN** and **Site**, then the **From Date/To Date** to determine the time interval for the report and press the **View Report** button.

**Figure 222 - Selecting Whiteboard Bed Icon Usage Report**

The image below presents an example of the Whiteboard Bed Icon Usage Report:

**Figure 223 - Whiteboard Bed Icon Usage Report**

Entered D/T	User	Bed	Transaction	Transaction Updates
7/1/2020 9:20:00 AM	vha.med.va.gov	18144A	NEW RECORD	LR Equipment (Room)
8/19/2020 12:04:00 PM	vha.med.va.gov	18144B	NEW RECORD	Negative Pressure (Room)
8/19/2020 12:07:00 PM	vha.med.va.gov	18144B	DELETED	Negative Pressure (Room)
8/19/2020 12:00:00 PM	vha.med.va.gov	18144D	NEW RECORD	Shared Bathroom (Room)
8/19/2020 12:06:00 PM	vha.med.va.gov	18226A	NEW RECORD	telemetry (Room)

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 37 - Whiteboard Bed Icon Usage Report Parameters**

COLUMN	DESCRIPTION
Entered D/T	The Date/Time the entry was created.
User	The BMS User who made the entry.
Bed	The bed assigned to the patient.
Transaction	The type of operation performed on the record, such as Update, New Record, or Deleted.
Transaction Updates	Any updates made for the transaction performed by the user.

### 2.2.7.11 Whiteboard Comments Usage Report

The Whiteboard Comments Usage Report presents information about any and all modifications users have made from the Whiteboard.

In the **Audit Log Report** page use the **Select Report** field to select the Whiteboard Comments Usage report, then select **Date from/Date to** to determine the time interval for the report, the **Region**, **VISN** and **Site** and press the **View Report** button. The image below presents an example of the Whiteboard Usage Report:

**Figure 224 - Whiteboard Comments Usage Report**

Created D/T	Created By User	Edited D/T	Edited By User	Update Type	Bed	Transaction	Transaction Comments
8/27/2020 14:22	vha.med.va.gov			SDO REASON COMMENT	18120-B	NEW RECORD	COMMENT FROM -EMPTY- TO CDM 240 test 8/27/2020
8/27/2020 14:22	vha.med.va.gov	09/02/2020 17:31	vha.med.va.gov	SDO REASON COMMENT	18120-B	UPDATE	COMMENT FROM CDM 240 test 8/27/2020 TO CDM 254 test 8/27/2020
8/10/2019 20:45	vha.med.va.gov	08/01/2019 18:43	vha.med.va.gov	SDO REASON COMMENT	18120-A	UPDATE	COMMENT FROM 1967 test 8/10/2019 TO CDM 241 test 08/01/2019
8/10/2019 19:42	vha.med.va.gov	09/02/2020 19:53	vha.med.va.gov	SDO REASON COMMENT	18124-D	UPDATE	COMMENT FROM CDM 204 test 8/10/2019 added L test TO CDM 244 test 09/02/2020 added L test
8/10/2019 20:40	vha.med.va.gov	09/10/2020 10:55	vha.med.va.gov	SDO REASON COMMENT	18120-A	DELETE	COMMENT FROM CDM 254 test 8/10/2019 TO -
8/18/2020 14:24	vha.med.va.gov	09/16/2020 14:24	vha.med.va.gov	SDO REASON COMMENT	18120-A	NEW RECORD	COMMENT FROM -EMPTY- TO -P 8/18/2020
8/10/2019 17:31	vha.med.va.gov	08/17/2019 18:26	vha.med.va.gov	SDO REASON COMMENT	18120-B	UPDATE	COMMENT FROM CDM 244 test 8/10/2019 TO CDM 23 test 8/17/2019
8/27/2020 14:21	vha.med.va.gov	09/21/2020 14:25	vha.med.va.gov	SDO REASON COMMENT	18120-B	UPDATE	COMMENT FROM CDM 23 test 8/27/2020 TO CDM 109 test 09/21/2020

The title of the report is displayed in the upper part of the page. Navigation and display tools are available in the toolbar displayed across the screen. Place the mouse cursor over a button to display the corresponding tooltip.

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 38 - Whiteboard Comments Usage Report Parameters**

<b>COLUMN</b>	<b>DESCRIPTION</b>
Created D/T	The Date/Time the comment was created.
Created by User	The BMS User who created the comment.
Edited D/T	The Date/Time of the modification to the Whiteboard.
Edited by User	The BMS User who made the modification.
Update Type	The type of update made to the Whiteboard, such as Bed Reason Comment, Bed Unavailable, Icon Assignment, or Bed Staff Assignment.
Bed	The bed record affected by the modification.
Transaction	The type of operation performed on the record, such as Update, New Record, or Delete.
Transaction Comments	Any comments made for the transaction performed by the user.

### **2.2.8 Treating Specialty/NUMA/HAvBED Edit Page**

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to access the page as in the following image.

**Figure 225 - Administration Section – Treating Specialty/NUMA/HAvBED Edit**

The screenshot shows a web application interface for managing treating specialties. It is titled "ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit".

**NUMA Categories**

NUMA:  Save Cancel

NUMA		
Edit	Delete	Acute - Critical Care
Edit	Delete	Acute - Medical
Edit	Delete	Acute - Mental Health Acute
Edit	Delete	Acute - Mixed Med-Surg
Edit	Delete	Acute - SCI Acute & Rehab
Edit	Delete	Acute - Step Down
Edit	Delete	Acute - Surgical
Edit	Delete	Blind Rehab
Edit	Delete	Community Living Center (CLC)
Edit	Delete	Domiliary (eg WH RR7P)
Edit	Delete	Mental Health / Chronic
Edit	Delete	Rehab/TBI/Polytrauma

**HAvBED Categories**

HAvBED:  Save Cancel

HAvBED		
Edit	Delete	Adult ICU
Edit	Delete	Airborne Infection Isolation
Edit	Delete	Burn
Edit	Delete	HAvBED Category 1

In this page the user can add, edit and delete Nursing Unit Mapping Application (NUMA) and Hospital Available Beds for Emergencies & Disasters (HAvBED) treating specialties. Also, the user can map the defined VistA specialties with the NUMA and HAvBED treating specialties.

### 2.2.8.1 Adding a NUMA Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image:

**Figure 226 - Administration Section – Treating Specialty/NUMA/HAvBED Edit**

The screenshot displays the 'ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit' interface. At the top, there are links for 'Admin Menu' and 'Logout'. The main section is titled 'NUMA Categories' and features a text input field for 'NUMA:' with 'Save' and 'Cancel' buttons. Below this is a table of existing NUMA specialties:

NUMA		
Edit	Delete	Acute - Critical Care
Edit	Delete	Acute - Medical
Edit	Delete	Acute - Mental Health Acute
Edit	Delete	Acute - Mixed Med-Surg
Edit	Delete	Acute - SCI Acute & Rehab
Edit	Delete	Acute - Step Down
Edit	Delete	Acute - Surgical
Edit	Delete	Blind Rehab
Edit	Delete	Community Living Center (CLC)
Edit	Delete	Dormitory (ing NH RRTF)
Edit	Delete	Mental Health / Chronic
Edit	Delete	Rehab/TBI/Polytrauma

Below the NUMA table is the 'HAvBED Categories' section, which includes a text input field for 'HAvBED:' with 'Save' and 'Cancel' buttons. Below this is a table of existing HAvBED specialties:

HAvBED		
Edit	Delete	Adult ICU
Edit	Delete	Airborne Infection Isolation
Edit	Delete	Burn
Edit	Delete	HAvBED Category 1

A list of NUMA specialties already defined is available.

To add a NUMA specialty, enter the name of the new NUMA specialty in the NUMA field then press the **Save** button. The newly added specialty will be displayed in the NUMA list.

### **2.2.8.2 Adding a HAvBED Specialty**

In the **Administration Section** page click the **Treating Specialty/NUMA/HAvBED Edit** link to display the page in the following image:

**Figure 227 - Administration Section – Treating Specialty/NUMA/HAvBED Edit**

The screenshot displays the 'ADMINISTRATION SECTION - Treating Specialty/NUMA/HAvBED Edit' interface. It is divided into two main sections: 'NUMA Categories' and 'HAvBED Categories'.

**NUMA Categories:** This section features a search field labeled 'NUMA' with 'Save' and 'Cancel' buttons. Below it is a table with 12 rows, each representing a NUMA specialty. Each row includes 'Edit' and 'Delete' links and the specialty name.

NUMA		
Edit	Delete	ACUTE - CRITICAL CARE
Edit	Delete	ACUTE - MEDICAL
Edit	Delete	ACUTE - MENTAL HEALTH/ANESTH
Edit	Delete	ACUTE - MIXED MED/SURG
Edit	Delete	ACUTE - SCI/ACUTE G BELIEB
Edit	Delete	ACUTE - STEP DOWN
Edit	Delete	ACUTE - SURGICAL
Edit	Delete	EMERGENCY
Edit	Delete	COMMUNITY LIVING CENTER (CLC)
Edit	Delete	DERMATOLOGY (MG/PH/RTTY)
Edit	Delete	MENTAL HEALTH / CHRONIC
Edit	Delete	SEBATA/TSDU/POLYTRAUMA

**HAvBED Categories:** This section features a search field labeled 'HAvBED' (highlighted with a red box) with 'Save' and 'Cancel' buttons. Below it is a table with 2 rows, each representing an HAvBED specialty. Each row includes 'Edit' and 'Delete' links and the specialty name.

HAvBED		
Edit	Delete	AD-PT ICD
Edit	Delete	AIRBORNE INFECTION ISOLATION

A list of HAvBED specialties already defined is available. To add a HAvBED specialty enter the name of the new HAvBED specialty in the HAvBED field then press the **Save** button. The newly added specialty will be displayed in the HAvBED list.

### 2.2.8.3 Editing a NUMA/HavBED Specialty

To edit an existing NUMA specialty, in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the NUMA specialty you want to edit. Its name will be displayed in the **NUMA** field at the top of the list. Make the desired changes then press the **Save** button. The NUMA Categories list will display the modified NUMA specialty.

To edit an existing a HAvBED specialty, in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Edit** link associated to the HAvBED specialty you want to edit. Its name will be displayed in the a **HAvBED** field at the top of the list. Make the desired changes then press the **Save** button. The HAvBED Categories list will display the modified a HAvBED specialty.

### 2.2.8.4 Deleting a NUMA/HavBED Specialty

To delete an existing NUMA specialty, in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Delete** link associated to the NUMA specialty you want to delete. The NUMA Categories list will be updated to reflect the change.

To delete an existing HAvBED specialty, in the **Administration Section - Treating specialty/NUMA/HAvBED Edit** page click the **Delete** link associated to the HAvBED

specialty you want to delete. The HAVBED Categories list will be updated to reflect the change.

### 2.2.8.5 Mapping a VistA specialty with a NUMA/HavBED Specialty

In the **Administration Section** page click the **Treating Specialty/NUMA/HAxBED Edit** link to display the page in the following image. (Use the scroll bar to display the VistA Specialty Crosswalk section.)

**Figure 228 - Mapping A VistA Specialty with NUMA/HAxBED Specialty**



A list of VistA specialties is displayed with existing NUMA and/or HAVBED specialties mappings. To associate a VistA Specialty with a NUMA/HAxBED specialty, click the **Edit** link to the left of the VistA specialty to which you want to associate NUMA/HAxBED specialties.

The name of the selected VistA specialty will be displayed in the **VistA Specialty** field. From the **NUMA** and **HAxBED** fields select the desired specialties then press the **Save** button. The association defined will be displayed in the VistA Specialty Crosswalk list.

Also note that the VistA Specialty Crosswalk provides the ability to hide specialties by selecting the appropriate "Hidden" checkboxes as in the screenshot below:



**Figure 229 - Hiding a NUMA/HAvBED Specialty**

	Vista Specialty	NUMA	HAvBED	Hidden
Edit	ACUTE PSYCHIATRY (<=45 DAYS)	Acute - Mental Health Acute	Psychiatric	<input checked="" type="checkbox"/>
Edit	ALCOHOL DEPENDENCE TRMT UNIT	Domiciliary (eg MH BRTF)	HAvBED Category I	<input type="checkbox"/>
Edit	ALLERGY			<input type="checkbox"/>
Edit	ANESTHESIOLOGY			<input type="checkbox"/>
Edit	BLIND REHAB			<input type="checkbox"/>
Edit	BLIND REHAB OBSERVATION			<input type="checkbox"/>
Edit	CARDIAC INTENSIVE CARE UNIT			<input type="checkbox"/>
Edit	CARDIAC SURGERY	Acute - Surgical	Operating Rooms	<input checked="" type="checkbox"/>
Edit	CARDIAC-STEP DOWN UNIT			<input type="checkbox"/>

## 2.2.9 National Waiting Area

To access the National Waiting Area page, in the Administration Section page click the **National Waiting Area** link.

The **National Waiting Area Add/Edit** page is displayed as in the following image:

**Figure 230 - National Waiting Areas**

Admin Menu      ADMINISTRATION SECTION - National Waiting Areas Parameters Edit      Logout

**National Waiting Area**

Text:       Add      Cancel

		Waiting Area
Edit	Delete	ADMISSIONS
Edit	Delete	CLINIC
Edit	Delete	CURRENT INPATIENT BED
Edit	Delete	CURRENT FACILITY
Edit	Delete	EMERGENCY ROOM
Edit	Delete	EVACUATION
Edit	Delete	RECOVERY OR PROCEDURE AREA
Edit	Delete	SCHEDULED ADMISSIONS

[Back to Regional Page](#)

This is where you will add the locations for patients pending bed placement. These entries will appear on all sites and cannot be edited or deleted.

The options in the upper part of the screen allow the support user to define/add a new national waiting area in the system.

The list in the lower part of the screen presents the national waiting areas already defined in the system.

The links **Edit** and **Delete** to the left of each entry in the list allow the support user to modify the name of the selected waiting area or to delete the entry from the system.

To go back to the **Administration Section** page, click the link **Admin Menu** in the upper left corner of the page.

### 2.2.9.1 Adding a National Waiting Area

To add a national waiting area, follow the instructions below. From the Administration Section page, click the **National Waiting Area** link. The **National Waiting Area** page is displayed as in the image below:

**Figure 231 - Adding a Waiting Area**

The screenshot shows a web interface for editing national waiting areas. At the top, there are links for 'Admin Menu' and 'Logout', and the page title is 'ADMINISTRATION SECTION - National Waiting Areas Parameters Edit'. A text input field labeled 'Text:' contains the word 'OUTPATIENT'. To the right of this field are two buttons: 'Add' and 'Cancel'. Below the input field is a table with the following data:

		Waiting Area
Edit	Delete	ADMISSIONS
Edit	Delete	CLINIC
Edit	Delete	CURRENT INPATIENT BED
Edit	Delete	CURRENT FACILITY
Edit	Delete	EMERGENCY ROOM
Edit	Delete	EVACUATION
Edit	Delete	RECOVERY OR PROCEDURE AREA
Edit	Delete	SCHEDULED ADMISSIONS

At the bottom of the page, there is a link labeled 'Back to Regional Page'.

In the Text field from the ADD Area enter the name of the new waiting area, then press the **Add** button. A confirmation message is displayed and the newly added waiting area is displayed in the Waiting Area list.

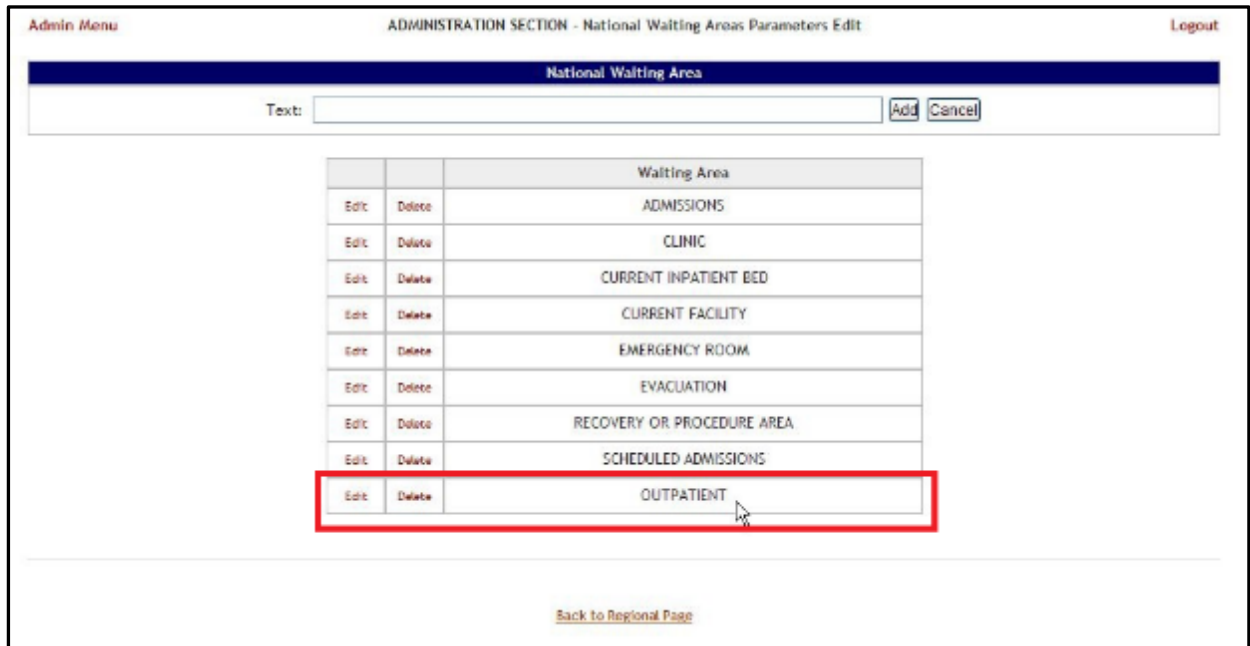
**Figure 232 - Waiting Area Added to the List**



### 2.2.9.2 Editing a National Waiting Area

To edit the name of an existing national waiting area, follow the instructions below. From the **Administration Section** page, click the **National Waiting Area** link.

**Figure 233 - Selecting National Waiting Area**



The **National Waiting Area** page is displayed as in the image below:

**Figure 234 - Selecting Waiting Area for Edit**

		Waiting Area
<a href="#">Edit</a>	<a href="#">Delete</a>	ADMISSIONS
<a href="#">Edit</a>	<a href="#">Delete</a>	CLINIC
<a href="#">Edit</a>	<a href="#">Delete</a>	CURRENT FACILITY
<a href="#">Edit</a>	<a href="#">Delete</a>	CURRENT INPATIENT BED
<a href="#">Edit</a>	<a href="#">Delete</a>	EMERGENCY ROOM
<a href="#">Edit</a>	<a href="#">Delete</a>	EVACUATION
<a href="#">Edit</a>	<a href="#">Delete</a>	HOME
<a href="#">Edit</a>	<a href="#">Delete</a>	OUTPATIENT
<a href="#">Edit</a>	<a href="#">Delete</a>	RECOVERY OR PROCEDURE AREA
<a href="#">Edit</a>	<a href="#">Delete</a>	SCHEDULED ADMISSIONS

Selecting the **Edit** link will display the page as in the following image:

**Figure 235 - Edit Waiting Area Name**

CURRENT:                      CHANGE TO:

TEXT: OUTPATIENT      OUTPATIENT ONE

[Submit](#) [Cancel](#)

In the **CHANGE TO:** field, enter the new name for the national waiting area then press the **Submit** button. A confirmation message will be displayed and the national waiting area with the new name will be displayed in the Waiting Area list.

**Figure 236 - Waiting Area Edited**



### 2.2.9.3 Deleting a Waiting Area

To delete a national waiting area defined for the current facility, follow the instructions below. From the **Administration Section** page, click the **National Waiting Area** link.

**Figure 237 - Selecting National Waiting Area**



The **National Waiting Area** page is displayed as in the image below:

**Figure 238 - Select a National Waiting Area for Deletion**



Click the **Delete** link associated to the waiting area that you want to delete. A confirmation screen is displayed as in the following image:

**Figure 239 - Deleting a National Waiting Area**



Click the **Delete Record** button to delete the national waiting area from the list.

## 2.2.10 National Unavailable Reason

To access the National Unavailable Reason page, in the Administration Section page click the **National Unavailable Reason** link.

The **National Unavailable Reason** page is displayed as in the following image:

**Figure 240 - National Unavailable Reason Page**



The options in this page allow the support user to add a new national unavailable reason.

The list in the lower part of the screen presents the national unavailable reasons already defined in the system.

For each entry in the list, the following data is available:

**Table 39 - Unavailable Reason Parameters**

COLUMN	DESCRIPTION
Unavailable Reason	The reason why a bed is made unavailable.
Type	The type of reason.

The links **Edit** and **Delete** allow the support user to modify the details of a reason or delete it from the system.

The link **Admin Menu** in the upper left corner of the page allows the support user to go back to the Administration Section page.

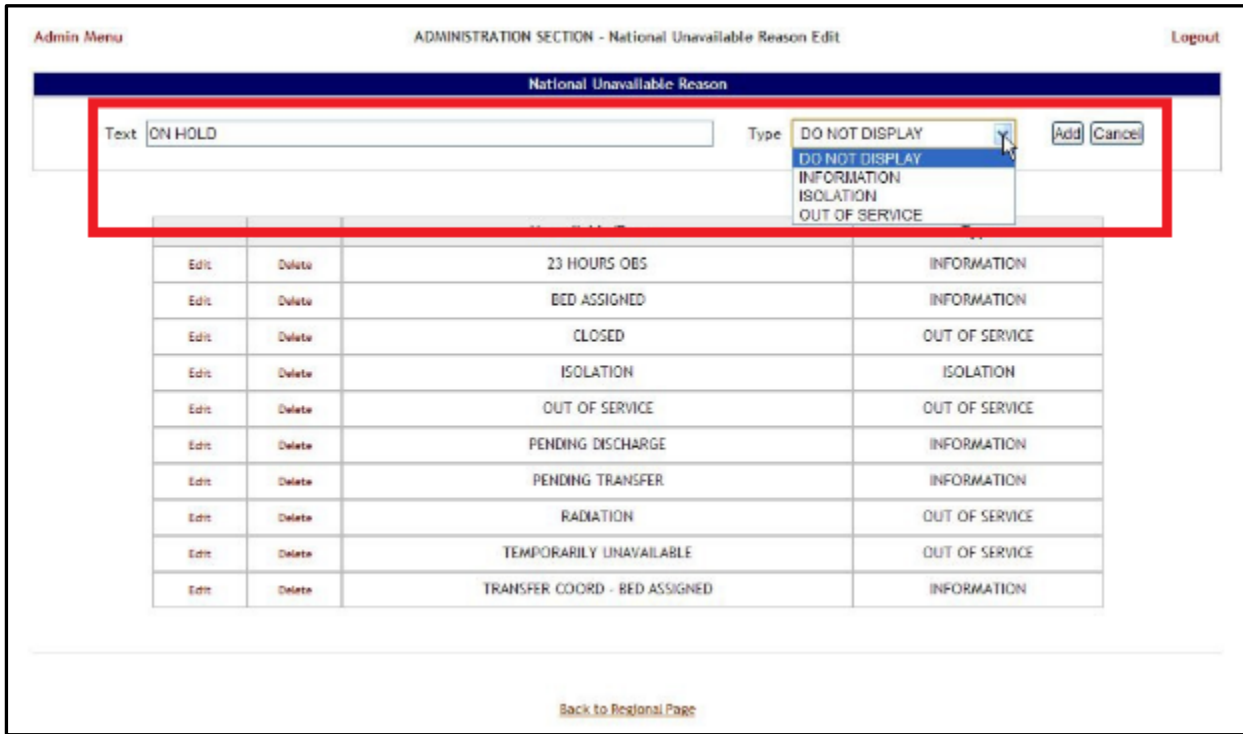
### 2.2.10.1 Adding a National Unavailable Reason

To add a national unavailable reason, follow the instructions below.

From the Administration Section page, click the **National Unavailable Reason** link.

The **National Unavailable Reason** page is displayed as in the following image:

**Figure 241 - Adding a National Unavailable Reason**



In the **Text** field enter the explanation and the reason for the bed unavailability. Then from the **Type** field select the type of reason, and click the **Add** button.

In the **Type** field, four types of 'unavailable' reasons can be selected:

**Table 40 - Unavailable Reason Types**

COLUMN	DESCRIPTION
Information	No icon appears on the whiteboard.
Isolation	Isolation icon appears on the whiteboard.
Do Not Display	Bed does not appear on the whiteboard.
Out of Service	Bed is colored RED on the whiteboard.

The newly defined reason will be added to list of existing reasons.

You can use the **Edit** link to modify either the text or the type of the reason. Use the **Delete** link to remove the link from the list.

### 2.2.10.2 Editing a National Unavailable Reason

To edit a national unavailable reason, follow the instructions below.



From the Administration Section page, click the **National Unavailable Reason** link. The **National Unavailable Reason** page is displayed as in the following image:

**Figure 242 - Selecting Unavailable Reason for Edit**

The screenshot shows the 'National Unavailable Reason Edit' page. At the top, there is a header with 'Admin Menu', 'ADMINISTRATION SECTION - National Unavailable Reason Edit', and 'Logout'. Below the header is a blue bar with the text 'National Unavailable Reason'. Underneath, there is a form with a 'Text' input field, a 'Type' dropdown menu set to 'DO NOT DISPLAY', and 'Add' and 'Cancel' buttons. The main content is a table with columns for 'Unavailable/Reason' and 'Type'. The table contains the following rows:

		Unavailable/Reason	Type
Edit	Delete	23 HOURS OBS	INFORMATION
Edit	Delete	BED ASSIGNED	INFORMATION
Edit	Delete	CLOSED	OUT OF SERVICE
Edit	Delete	ISOLATION	ISOLATION
Edit	Delete	OUT OF SERVICE	OUT OF SERVICE
Edit	Delete	PENDING DISCHARGE	INFORMATION
Edit	Delete	PENDING TRANSFER	INFORMATION
Edit	Delete	RADIATION	OUT OF SERVICE
Edit	Delete	TEMPORARILY UNAVAILABLE	OUT OF SERVICE
Edit	Delete	TRANSFER COORD - BED ASSIGNED	INFORMATION
Edit	Delete	PENDING APPROVAL	INFORMATION

The 'PENDING APPROVAL' row is highlighted with a red box. Below the table is a 'Back to Regional Page' link.

Click the **Edit** link associated to the national unavailable reason that you want to modify. The following page is displayed:

**Figure 243 - Editing an Unavailable Reason**

The screenshot shows the 'National Unavailable Reason - Edit' page. At the top, there is a header with 'Admin Menu', 'ADMINISTRATION SECTION - National Unavailable Reason Edit', and 'Logout'. Below the header is a blue bar with the text 'National Unavailable Reason - Edit'. Underneath, there is a form with 'CURRENT:' and 'CHANGE TO:' labels. The 'TEXT:' field is set to 'PENDING APPROVAL' and the 'CHANGE TO:' field is set to 'PENDING APPROVAL FROM MANAGEMENT'. The 'TYPE:' field is set to 'INFORMATION'. Below the form are 'Submit' and 'Never Mind And Return To Listing' buttons. The 'Submit' button is highlighted with a red box.

Enter the desired changes in the Text and/or Type fields then press the **Submit** button.

### 2.2.10.3 Deleting a National Unavailable Reason

To delete a national unavailable reason, follow the instructions below.

From the Administration Section page, click the **National Unavailable Reason** link. The **National Unavailable Reason** page is displayed as in the following image:

**Figure 244 - Selecting a National Unavailable Reason for Deletion**



Click the **Delete** link associated to the national unavailable reason that you want to delete. A confirmation screen is displayed as in the following image:

**Figure 245 - Delete a National Unavailable Reason**



Click the **Delete Record** button to delete the national unavailable reason from the list.

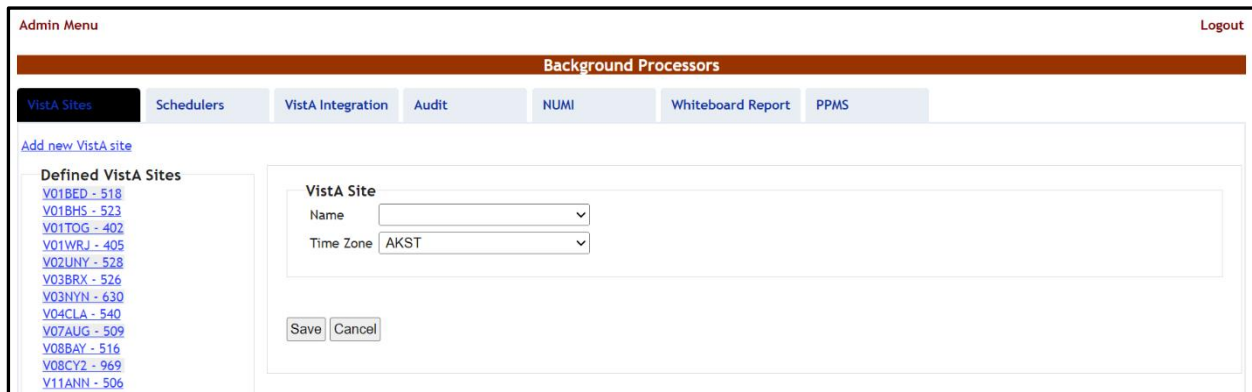
## 2.2.11 Background Processors Page

This section is used to determine which are the VA facility sites sharing the same Vista instance, to set up the Schedulers, to determine the Categories which will be affected by

the Schedulers' action (VistA Integration), to set up the scope of the Audit action, to schedule NUMI and Whiteboard report processes, and to configure the Provider Profile Management System (PPMS) job for keeping Community Care Facilities up to date.

The **Background Processors** page is displayed as in the following image:

**Figure 246 - Background Processors Page**



Seven tabs are available in the Background Processors page: **VistA Sites**, **Schedulers**, **VistA Integration**, **Audit**, **NUMI**, **Whiteboard Report** and **PPMS**. The following sections contain the detailed description of the options available in each tab.

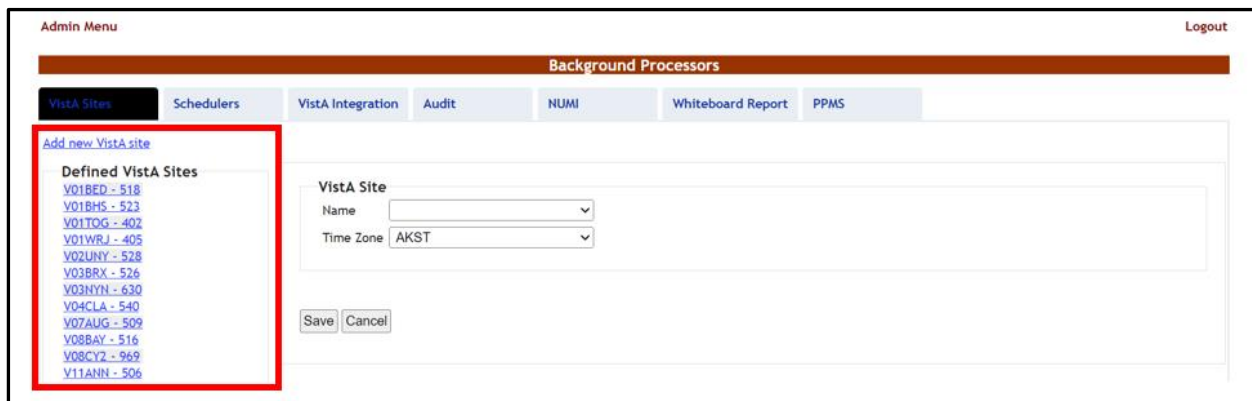
### 2.2.11.1 VistA Sites

The **VistA Sites** page allows the user to view the list of VA facility sites sharing the same VistA instance, and to add a new VA facility to a VistA instance.

To add a VA facility site to a VistA instance, follow the steps presented below.

From the **Background Processors** page select **VistA Sites** to display the page shown in the following figure:

**Figure 247 - Background Processors Page – Adding a VistA Site**



A list of VA facility sites is displayed in the column to the left of the page.

Click the **Add new VistA site** link then from the VistA Site area, use the **Name** field to select the site you want to add to the current VistA instance then select the **Time Zone**. Press **Save** to enter new data into the system.

The newly added site will be added in the sites list to the left of the screen.

### 2.2.11.2 Schedulers

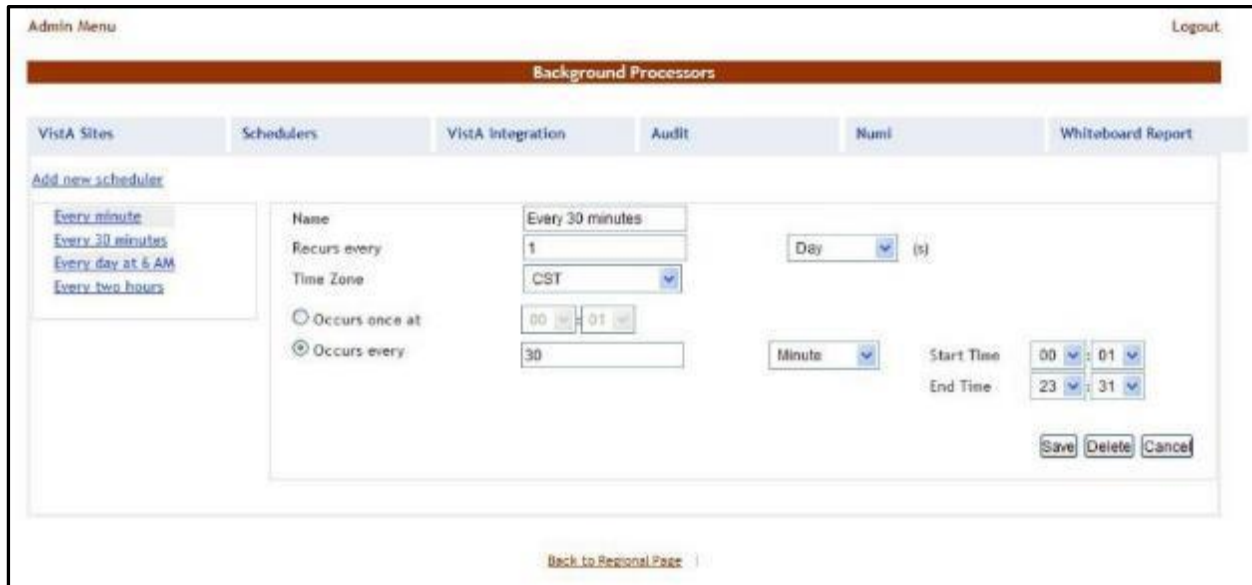
The **Schedulers** page displays a list of defined schedulers and allows the support user to add new ones.



**NOTE:** In this page you can only define the schedulers. To actually run the defined schedulers you have to use the **VistA Integration** tab. See the [VistA Integration](#) section for details.

The **Schedulers** page is displayed as in the following image:

**Figure 248 - Schedulers page**



### 2.2.11.3 Adding a New Scheduler

To add a new scheduler, follow the steps presented below.

From the **Background Processors** page select the **Schedulers** tab. In the **Schedulers** tab fill in the following data:

**Table 41 - New Scheduler Parameters**

COLUMN	DESCRIPTION
Name	The name of the scheduler.
Recurs every	The frequency.

COLUMN	DESCRIPTION
Occurs once at/Occurs every	The frequency values.

After you have set the desired frequency for the new scheduler do not forget to press the **Save** button to enter the data into the system.

#### 2.2.11.4 VistA Integration

The **VistA Integration** tab is used to run (automatically or manually) the defined schedulers and to select which data categories will be affected by a scheduler's action.

The **VistA Integration** tab is displayed as in the following image:

**Figure 249 - VistA Integration Tab**

From the field in the upper part of the page, first select the VistA site where the scheduler(s) will run. To setup a scheduler for any of these jobs, click one data category from the column on the left (its name will appear in the **Data** field) and then select a schedule in the Schedulers fields in the Details area and click the **Save** button. This will cause the selected scheduler to run at the time set for it in the Schedulers tab and to retrieve the data from VistA for the selected category.

**Figure 250 - VistA Integration Tab – ADT data gathering job for specific VistA**

The screenshot shows the 'Background Processors' configuration page. At the top, there are tabs for 'Vista Sites', 'Schedulers', 'Vista Integration' (selected), 'Audit', 'NUMI', 'Whiteboard Report', and 'PPMS'. Below the tabs, the 'Current Scheduler' is 'V20SPO - 668'. Under 'Data Types', there are three options: 'ADT' (selected, 5 MIN +1 PST), 'Patients Pending Bed Placement List' (10 MIN PST), and 'Vocabularies' (12 AM PST). The 'Orderable Item' option is also present. The 'Details' section shows 'Data' set to 'ADT' and 'Scheduler' set to '5 MIN +1 PST'. At the bottom right, there are 'Save', 'Cancel', and 'Remove' buttons.

Here is a brief description of the VistA data gathering jobs:

- **ADT:** the job will query from VistA ADT data (Orders, Movements, Scheduled Admissions, Patient Appointments) dated since the last run. Typically, this job should be scheduled to run at least every 5 minutes. The movements are processed into BMS and are reconciled back the number of days governed by a configuration setting in BMS. Currently this configuration setting is set to reconcile back 60 days.
- **Patient Pending Bed Placement List:** the job will look into the Scheduled Admission VistA file and extracts all the entries that have the “reservation date” field due for the current day. For these items the job adds associated entries into the facility patients pending bed placement list. Typically, if a facility chooses to run this job it would be scheduled once a day in the early morning.

#### **Vocabularies:**

- **Orderable Items:** the job will look into the Orderable Items VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.
- **Specialty:** the job will look into the Specialty VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.
- **Treating Specialty:** the job will look into the Treating Specialty VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.
- **Facility Movement Type:** the job will look into the Facility Movement Type VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.

#### **Entities:**

- **Hospital Location:** the job will look into the Hospital Location VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Also, for the items that are Wards, the Ward list in BMS is updated accordingly. Typically, this job should be scheduled to run once a day at Midnight.
- **Patient:** the job will look into the Patient file and gets all the patients that have been added since the last run (they are filtered by the “date entered into file” field). Typically, this job should be scheduled to run at least every 5 minutes.
- **Room Bed:** the job will look into the Room Bed VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated, also Beds Set Out of Service or Returned into Service. Typically, this job should be scheduled to run at least every 15 minutes.
- **Ward Location:** the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run at least every 15 minutes.
- **Medical Center Division:** the job will look into the Ward Location VistA file and gets into BMS all the modifications discovered in VistA (items newly added and items updated). Typically, this job should be scheduled to run once a day at Midnight.

To Execute/Run any of the data jobs, select any of the data categories using the checkboxes, set the Start time/End time, and click the **Run** button. This will cause the selected scheduler to run using the selected method and retrieve the data from VistA for the selected data categories.



**This functionality is available for National Support Users Only.**



**NOTE:** To run a patient movement sync for a specific patient for missing or changed movements in VistA (in the **Patient to Synchronize** field after entering the **Start Time** and **End Time and the patient IEN**) click on the **Run Patient Movement Synchronizer** button.



**Figure 251 - VistA Integration Tab – Run Patient Movement Synchronizer for specific VistA and patient IEN**

V21MAC - 612

**Details**

Data Patient

Scheduler Every 3 Hours +50 CST

Save Cancel Remove

**Run Job**

Start Time 09/25/22 H 00 M 01

End Time 09/27/22 H 23 M 59

Patient to Synchronize 7608856 Note: This is only used for patient movement synchronization.

Run Patient Movement Synchronizer

Run

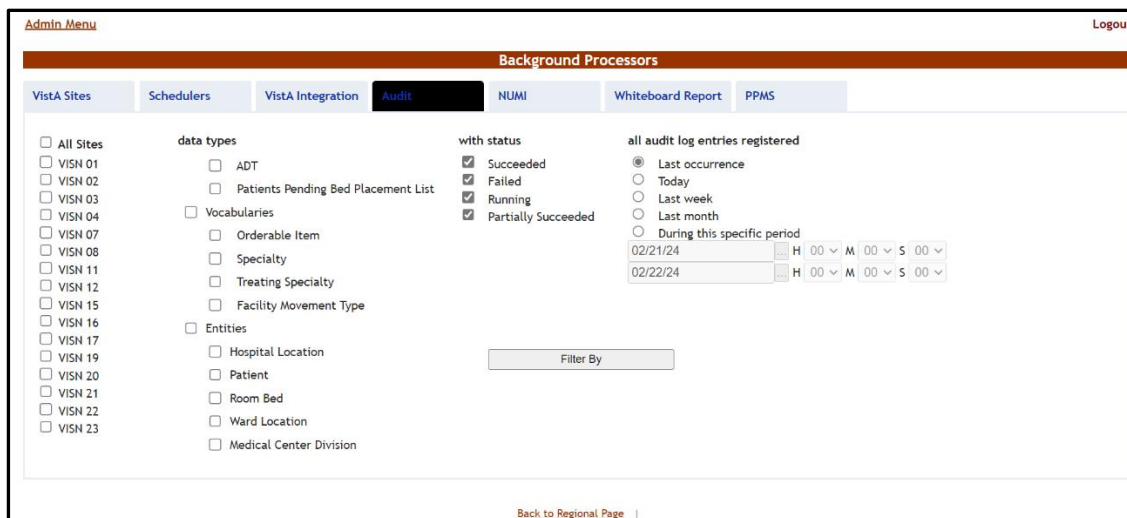
Fetch operation started successfully at: 2/27/2024 5:15:34 PM for VistA Site: V21MAC - 612, Data Types: Patient, Start Time: 9/25/2022 12:01:00 AM, End Time: 9/27/2022 11:59:00 PM. Go to the

### 2.2.11.5 Audit

The Audit tab displays the results of the operations performed in the VistA Integration tab. The **Audit** tab is displayed as in the following image:



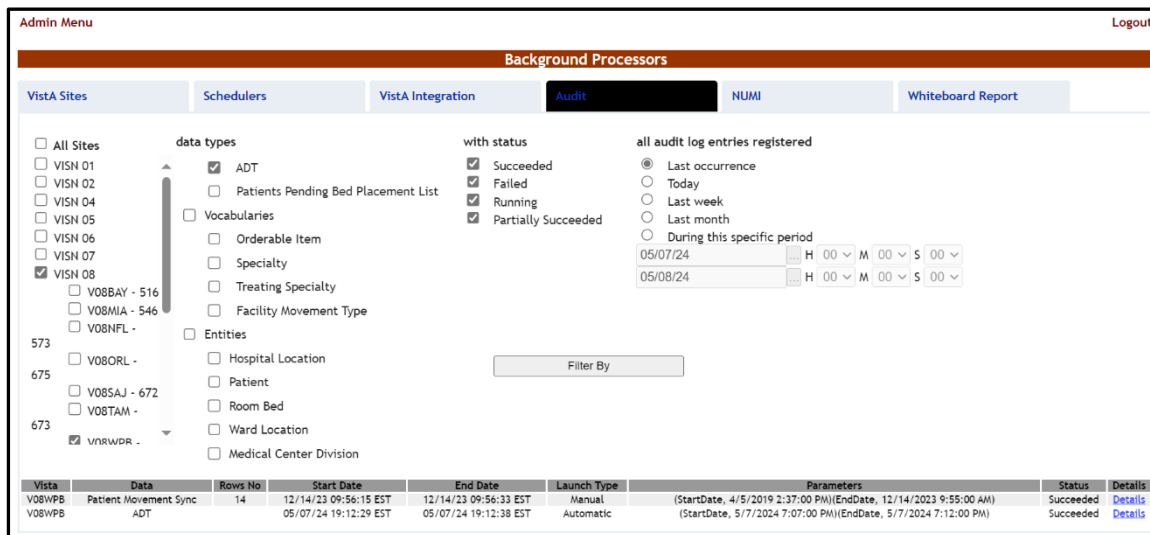
**Figure 252 - Audit Page**




The options to the left of the page allow the user to determine the filter criteria for the generated audit reports. The options to the right of the screen allow the user to select the type of operation to be captured by the audit report as well as the time interval for the audit.

After you have selected the desired criteria click the **Filter By** button to display the page as in the following image:

**Figure 253 - View Audit Results**



 To see audit logging of manual "Patient Movement Synchronizer" jobs, selecting the ADT Data Types checkbox.

A list of operations is displayed, for each entry the following data is available:

**Table 76 - VistA Audit**

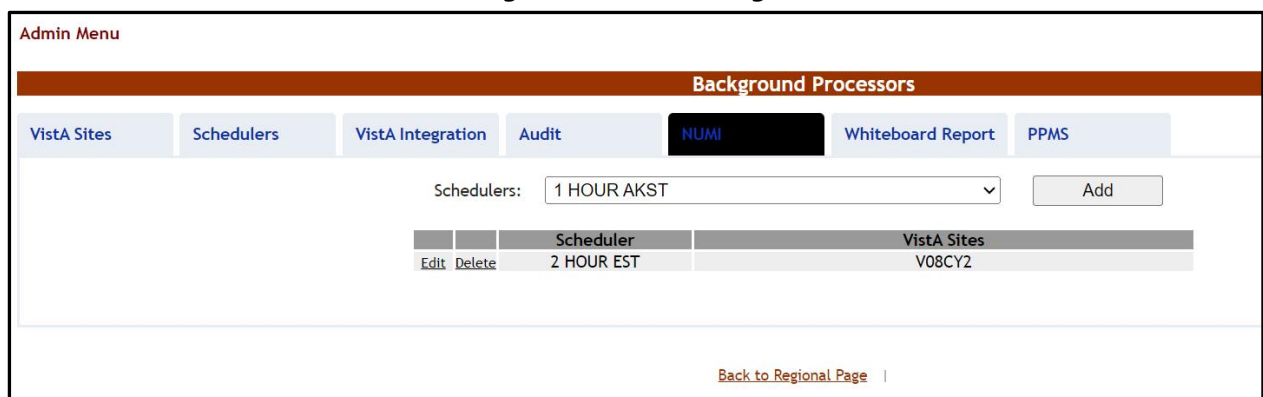
Column	Description
VistA	The VistA site where the audit action has been performed.
Data	The type of data retrieved by the VistA integration operation.
Rows No	The number of operations of the selected type captured by the audit action.
Start Date	The start date of the retrieval operation.
End Date	The end date of the retrieval operation.
Launch Type	The way the audit action has been launched.
Parameters	The start date and time and the end date and time of the audit operation.
Status	The status of the VistA integration action.
Details	Clicking this link will display the number of entries in the report.

### 2.2.11.6 NUMI

The **NUMI** tab is used to select the scheduler that will connect to the NUMI server and will retrieve data for a certain VistA site.

The **NUMI** tab is displayed as in the following image.

**Figure 254 - NUMI Page**

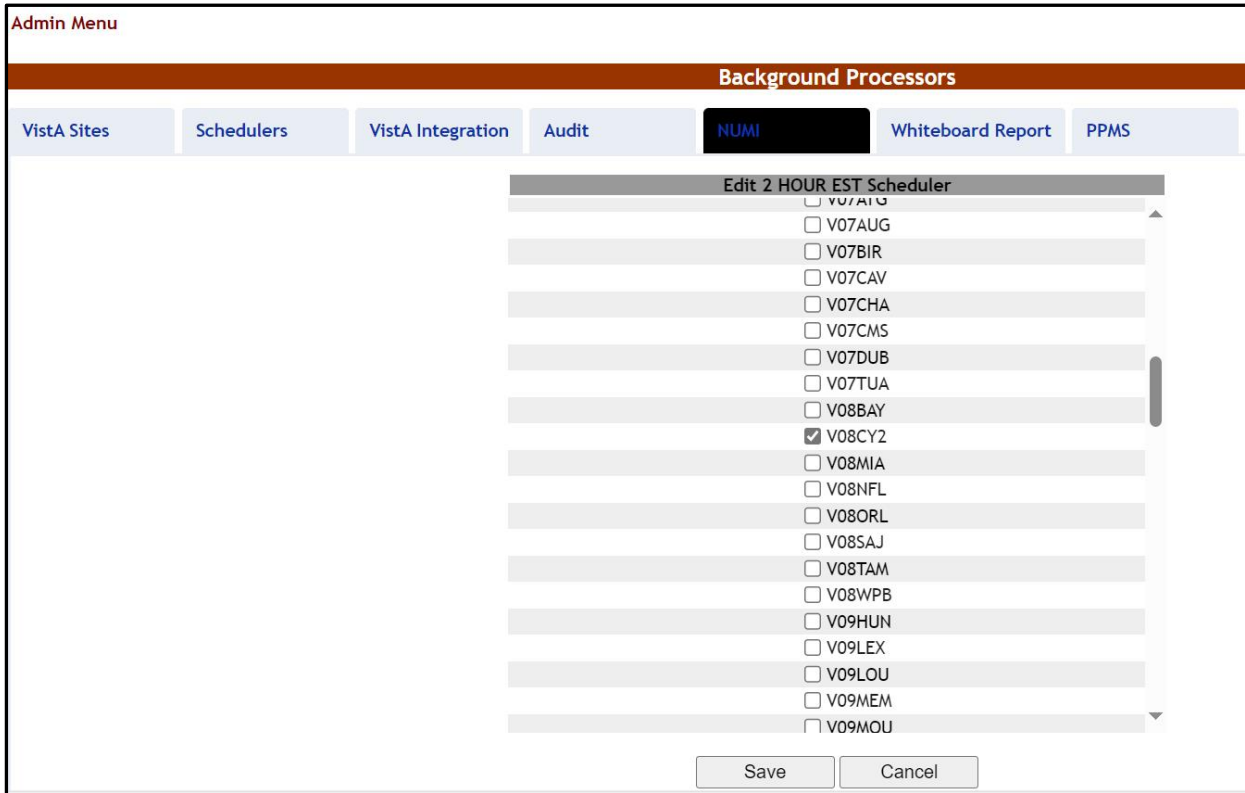


From the **Schedulers** field select the scheduler created to retrieve the NUMI data then click the **Add** button, as displayed in the image above.



**Note:** It is not recommended that any VistA Site Schedule the NUMI Background process to run more frequently than every 2 hours. Doing so may reduce overall system performance.

Figure 255 - Selecting the VistA Site for Which to Gather NUMI Data



Select the VistA site for which the selected scheduler will retrieve NUMI data then press the **Save** button. Use the **Edit** link to select a different site for which the scheduler should retrieve NUMI data.

### 2.2.11.7 Whiteboard Tab

The **Whiteboard Tab** is used to select the scheduler that will gather data for the Whiteboard report.

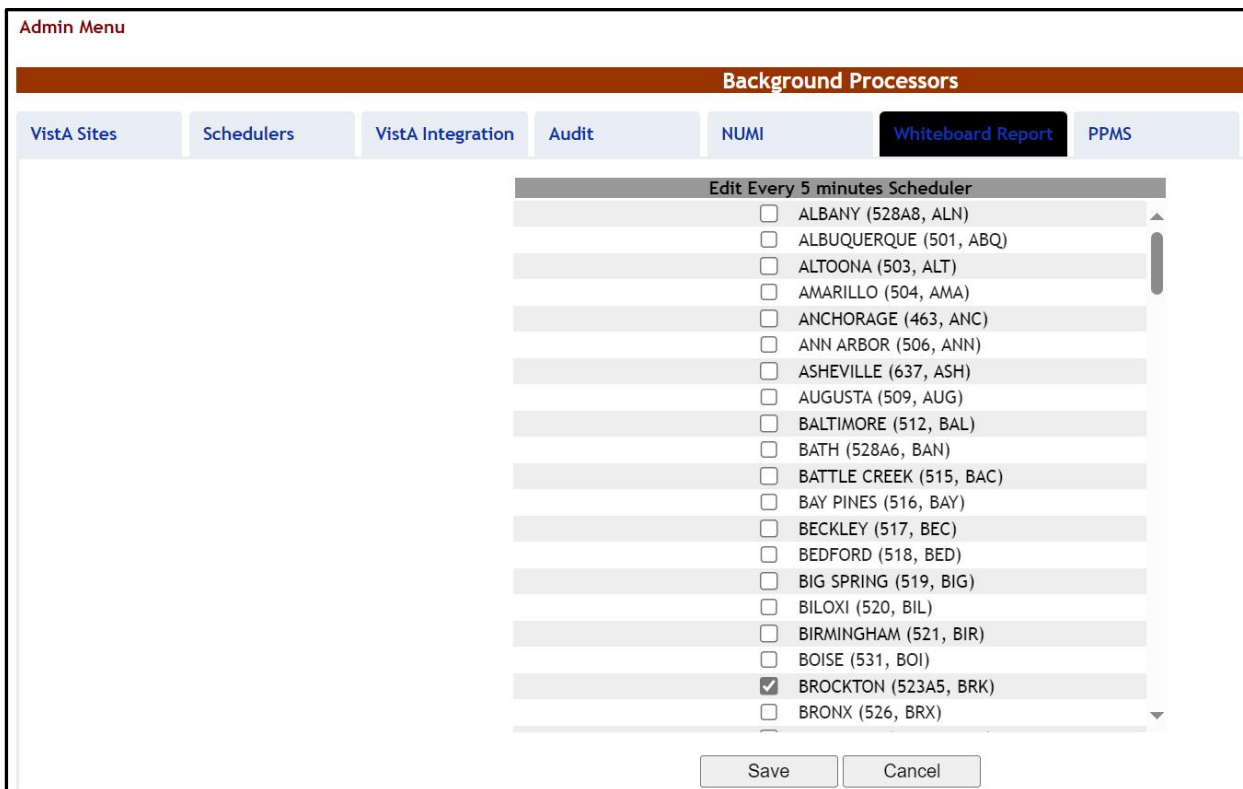
The **Whiteboard Tab** is displayed as in the following image:

**Figure 256 - Whiteboard Tab**



From the **Schedulers** field select one of the schedulers defined then press the **Add** button to display the following image.

**Figure 257 - Selecting the Facility Site Where to Run the Scheduler for the Whiteboard**



The name of the selected scheduler is displayed in the upper part of the screen. Also, a list of VistA sites is displayed. Select the site(s) where you want the scheduler to run then press the **Save** button.

## 2.2.11.8 PPMS

The **PPMS** tab is for scheduling an extract of in-network Community Care Facilities from an external Provider Profile Management System. These facility records are visible from the Community Care Facility field located in a Patients Pending Bed Placement or Community Care Tracking List record, and can be reviewed via [Community Care Sites](#).

The PPMS job can be scheduled to run as frequently as monthly (or on-demand), but is recommended to run on a quarterly basis.

The **PPMS** tab is displayed as in the following image:

**Figure 258 - PPMS page**

If necessary, make changes to the Recurs every, Start Time and Time Zone fields, then press the **Save** button. If an ad-hoc run of the PPMS job is necessary, select the Run Today checkbox, then press the **Save** button.



The Run Today option kicks off the PPMS job within 5 minutes.



Pressing the **Clear Schedule** button will remove the Next Run Date and Job Status information.

**Table 42 - PPMS Parameters**

Column	Description
Recurs every	Frequency of PPMS job run by number of months.
Start Time	Hour and minute when the next PPMS job is schedule to run.
Time Zone	The time zone of the Start Time.

Column	Description
Run Today	A checkbox for running the PPMS job one hour after pressing the Save button.
Next Run Date	The date and time when the PPMS job is scheduled to run.
Last Run Date	The date and time when the PPMS job last ran.
Job Status	The status of the previous PPMS job. Possible values are Not Yet Run, Running, Successful and Failed.

## 2.2.12 Application Parameters

To access the Application Parameters page, in the Administration Section page click the **Application Parameters** link.

**Figure 259 - Application Parameters Link**



The **Application Parameters** page is displayed as in the following image:

**Figure 260 - Application Parameters Page**



This page allows the creation and editing of the Clinical Inventory Link and the VHA BMS Nation Patient Placement Alert. Make appropriate changes and press the **Submit** button.

## 2.2.13 User Access Report

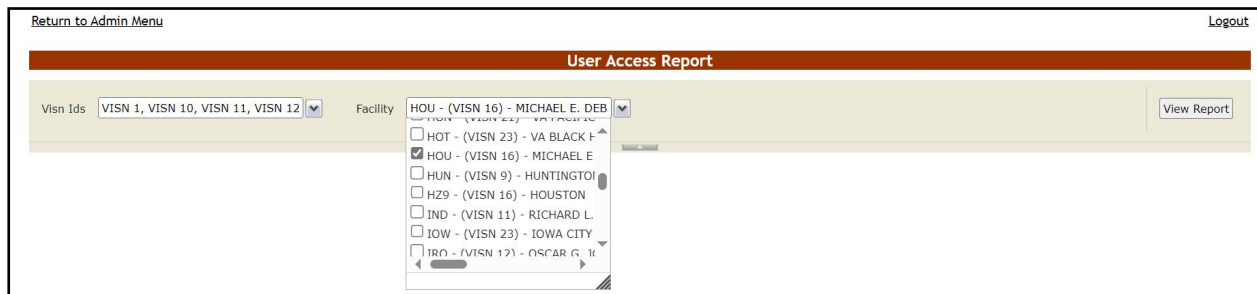
In the **Administration Section** page click the **User Access Report** link to display BMS logins permissions information.

**Figure 261 - User Access Report Link**



Within the **User Access Report** page, use the **Visn Ids** and **Facility** fields to narrow your search of qualifying BMS logins. Then press the **View Report** button.

**Figure 262 - User Access Report**



The image below presents an example of User Access Report results.

**Figure 263 - User Access Report Results**

The screenshot shows a web interface for a 'User Access Report'. At the top left is a 'Return to Admin Menu' link and at the top right is a 'Logout' link. Below these is a header bar with the title 'User Access Report'. Underneath, there are two dropdown menus: 'Visn Ids' (set to 'VISN 1, VISN 10, VISN 11, VISN 12') and 'Facility' (set to 'HOU - (VISN 16) - MICHAEL E. DEB'). A 'View Report' button is on the right. Below the filters is a pagination bar showing '1 of 2' records. The main content is a table titled 'User Access Report' with the following columns:

User Name	Access		REGION NAME	VISN NAME	FACILITY NAME	Type of User								
	Read	Write				Support	National	Regional	VISN	Admin	Audit Log	Site	EMS	EMSSuper
	YES	YES	Region 2	VISN 16	MICHAEL E. DEBAKEY VA MEDICAL CENTER	YES	NO	NO	NO	NO	NO	NO	NO	NO
	YES	NO	Region 2	VISN 16	MICHAEL E. DEBAKEY VA MEDICAL CENTER	NO	NO	NO	NO	NO	NO	YES	NO	NO
	YES	YES	Region 2	VISN 16	MICHAEL E. DEBAKEY VA MEDICAL CENTER	YES	NO	NO	NO	YES	YES	NO	NO	NO

The report can be exported to a series of formats available when clicking the **Save** button. Once exported, the **Print** button allows the site user to send the generated report to a printer.

For each entry the following data is available:

**Table 43 - User Access Report Parameters**

COLUMN	DESCRIPTION
User Name	Windows user who will be given access rights to the BMS system.
Read	Whether or not the BMS login has Read access assigned.
Write	Whether or not the BMS login has Write access assigned.
REGION NAME	The VA Region associated with the BMS login.
VISN NAME	The VISN associated with the BMS login.
FACILITY NAME	The VA Facility associated with the BMS login.
Support	Whether or not the BMS login is assigned the Support User role.
National	Whether or not the BMS login is assigned the National User role.
Regional	Whether or not the BMS login is assigned the Regional User role.
VISN	Whether or not the BMS login is assigned the VISN User role.
Admin	Whether or not the BMS login is assigned the Admin User role.
Audit Log	Whether or not the BMS login is assigned the Audit Log User role.
Site	Whether or not the BMS login is assigned the Site User role.



EMS	Whether or not the BMS login is assigned the EMS User role.
EMSSupervisor	Whether or not the BMS login is assigned the EMS Supervisor User role.
EMS Dispatcher	Whether or not the BMS login is assigned the EMS Dispatcher role.
EMS Portal	Whether or not the BMS login only has access to the EMS portal.
Whiteboard Only Access	Whether or not the BMS login only has access to view the whiteboard.



For more information on user roles and configuring BMS logins, refer to the section *Add/Edit BMS User Page* located within this guide.

## 3 Troubleshooting

The BMS project team is working to develop a frequently asked questions (FAQs) section for this Admin Guide, which will contain user-related troubleshooting tips, known issues, and anomalies. This section will be made available as those items are realized and documented.

### 3.1 BMS Self-Help Troubleshooting Guide

The BMS Self-Help Troubleshooting Guide is an online resource for BMS application users. This system provides troubleshooting assistance to help end users determine if they are able to resolve their issues independently or if they need to enter a ticket to reach the BMS Sustainment Team or another group. Content will be added and updated as needed to suit the needs of BMS application users at all levels. To use, select an issue category and choose a listed issue to see potential solutions. If a YourIT helpdesk request is required, wording for the specific issue is listed.

[BMS Self-Help Troubleshooting Guide](#)

[User Guide for BMS Self-Help Troubleshooting Guide](#)

## 4 Appendix A. Acronyms and Abbreviations

In addition to the acronyms defined below, more definitions can be found on the OI&T Master Glossary.

**Table 44 - Acronyms/Abbreviations**

<b>TERM</b>	<b>DEFINITION</b>
ADT	Admission, Discharge, and Transfer
BMS	Bed Management Solution
BN	Business Need
BRD	Business Requirements Document
CCTL	Community Care Tracking List
CFM	Comprehensive Flow Management
CH/CL	Community Hospital / Current Location
CHF	Congestive Heart Failure
CLC	Community Living Center
COW	Computer on Wheels
CPRS	Computerized Patient Record System
D/C	Discharge
DM	Diabetes Mellitus
DOB	Date of Birth
DOM	Domiciliary
DRG	Diagnostic Related Group
DUSH	Deputy Under Secretary for Health
ED	Emergency Department
EMS	Environmental Management Service
EMSHG	Emergency Management Strategic Healthcare Group
ERR	Enterprise Requirements Repository
FAQs	Frequently Asked Questions
FIPS	Federal Information Processing Standard
GUI	Graphical User Interface
HAvBED	Hospital Available Beds for Emergencies & Disasters
HVAC	House Veterans Affairs Committee

<b>TERM</b>	<b>DEFINITION</b>
ICU	Intensive Care Unit
IEN	Internal Entry Number. The primary keys for VistA files.
IT	Information Technology
LOS	Length of Stay
MDWS	Medical Domain Web Service
M (MUMPS)	Massachusetts General Hospital Utility Multi-Programming System
NIST	National Institute of Standards and Technology
NUMA	Nursing Unit Mapping Application
NUMI	National Utilization Management Integration
ODBC	Open Database Connectivity
OED	Office of Enterprise Development
OOS	Out of Service
OI&T	Office of Information and Technology
PICC	Peripherally Inserted Central Catheter
PPMS	Provider Profile Management System
PT	Patient
SSN	Social Security Number
Service Era or ERA	The period of service that the patient served.
STAT	Indicates an emergent or extremely urgent situation
TAG	Flow Improvement Technical Advisory Group
UM	Utilization Management
VA	Department of Veterans Affairs
VAMC	VA Medical Center
VHA	Veterans Health Administration
VDIF	Veterans Data Integration and Federation
VIA	VistA Integration Adapter
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture

## 5 Index

Add/Edit BMS User Page.....	106	Evacuation On/Off .....	90, 91
Add/Edit Icon Page.....	120	Events Notifications Page .....	52
Audit Log Report Page.....	74	Icon Usage Report .....	71
Background Processors Page .....	61	Log in to the Administration Section Page .....	105
Bed Board BMS Orderable Items		Maintain Marquee Text Page .....	106
Configuration Page.....	22	National Unavailable Reason.....	155
Bed Board Discharge Appointment Clinic		National Waiting Area.....	150
Configuration Page.....	49	Site Configurable Icons Page.....	59
Bed Board Site Unavailable Reason Page..	42	Treating Specialty/NUMA/HAvBED Edit Page .....	145
Bed Management Board Icons Page .....	73	View Audit Log Page – Support.....	131
Contingency Settings.....	88	VistA Ward Add/Edit Page.....	14
Edit BMS Facility Settings Page.....	112		
Edit Sister Sites Page.....	119		
EMS Portal Access Page.....	37		