



Mini Manual

Site and Bed Managers

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4. View Pending Admissions by facility or Ward
5. View Home Leave
6. View Requests for Admission To Be Scheduled
7. View Cold Trauma Waiting List
8. Run Patient Locator

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

Email: ruh-tr.ITServiceDesk@nhs.net



Find A Bed

1 Find A Bed



Open PM Office **PMOffice**

- Step 1.** In the top tool bar -click on find a bed icon 
Location search window opens Navigation Bar defaults to Locations
 - Step 2.** Select RUH
 - Step 3.** Left click on All Wards
 - Step 4.** Left click on copy
 - Step 5.** Navigation Bar defaults to RUH All Wards
 - Step 6.** Click Next
 - Step 7.** Select Unspecified
 - Step 8.** Click Search to see all available beds
 - Step 9.** Click Next button to continue with using additional filters option of Gender. Bed Status and Alerts
- Result:** Any available empty beds will show on this list

Using Additional filters **Bed Status** bar

Follow steps 1-7 above, select Bed Status Bar

Tick the radio button to activate Bed Status drop down list

Select **Available Deep Clean as appropriate** from list

Click **Next** button

Or **Search** button

View Pending Discharges

2 View Pending Discharges



Open PM Office **PMOffice**

- Step 1.** Select Worklist 
 - Step 2.** Double left click Pending Discharges by Facility
 - Step 3.** Select RUH
 - Step 4.** Click OK
- Result:** Pending Discharges from the entire Hospital displayed

3 View TCI List



- Step 1.** Log into PM Office **PMOffice**
 - Step 2.** Select Work List
 - Step 3.** Double Left click on TCI by date (in patient waiting List by pre .reg)
 - Step 4.** Select RUH and select the From and To Dates you require
 - Step 5.** Click OK
- Result:** You can now view the TCI list

View Pending Admissions

4 View Pending Admission by Facility or by Ward



Open PM Office **PMOffice**

- Step 1.** Go to work list
- Step 2.** Double Left click on Pending Admission by Facility
- Step 3.** Select RUH
- Step 4.** Select OK
- Result:** You will now be able to view this list

5 View Home Leave



Open PM Office **PMOffice**

- Step 1.** Select WorkList Tab 
- Step 2.** Double Left click on Home Leave
- Step 3.** Select RUH
- Step 4.** Click OK
- Result:** You will now be able to view all patients on Home Leave

Tip: Scroll along to see the ward of origin

View Requests for Admission

6 View Requests for Admission - To Be Scheduled

- Step 1.** Open Appointment Book
- Step 2.** Go to the Request Queue icon 
- Step 3.** Set Request List Enquiry list **To Be scheduled**
- Step 4.** Request List Queue to **Request for Admission**
- Step 5.** Click Find
- Result:** List of all the patients added to the waiting list for a non-procedure admission

7 View Cold Trauma Waiting List



- Step 1.** Open Appointment Book
- Step 2.** Go To The Request List Enquiry icon 
- Step 3.** Set the enquiry to To Be Scheduled
- Step 4.** Set Request List Queues to Cold Trauma
- Step 5.** Select Find
- Result:** You will now be able to view the list of all Cold Trauma patients waiting at home

Run Patient Locator

8 Run Patient Locator



Open **PM Office** **PMOffice**

- Step 1.** Click the Run Patient Locator icon  in the top tool bar.
- Step 2.** The **Patient Mgmt. Patient Locator** window opens
- Step 3.** Patient into the Name field and press Enter
- Step 4.** Details of all patients that match the name entered are displayed
- Result:** The patient has been located

Bed Management Business Rules

1. Bed Managers will reinforce real time bed management by ensuring that Millennium reflects the real time situation accurately.
2. Bed Managers will place a request for admission and add Patient to waitlist on the day they receive notification of a patient awaiting repatriation.
3. Pending admissions worklist to be managed by the Site managers, if the patient has not arrived after 48hr the Site manager will remove the pending admission.
4. Bed managers will check Millennium for up to date actual and potential discharge information before contacting the ward.