

LAC+USC MEDICAL CENTER POLICY

Subject: ROOM AND BED ACCOMMODATION	Original Issue Date: 1/1/97	Policy # 137
	Supersedes: 12/13/16	Effective Date: 9/15/21
Departments Consulted: Bed Control Information Services Patient Financial Services Nursing Services and Education	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer

PURPOSE

To establish the official master list of the Medical Center bed accommodations and process for adjustment of the master list.

POLICY

The LAC+USC Medical Center will establish and maintain, in the automated information system, a master list of bed accommodations. Bed accommodations will conform to requirements of the California Code of Regulations. Changes require a formal administrative process by authorized individuals.

DEFINITIONS

Bed Capacity

Licensed Bed: Beds meeting technical licensing requirements of the California Department of Health Services. (Excludes newborn bassinets.)

Active Beds: * Beds currently available for inpatient use. (Including newborn bassinets).

Budgeted Beds: Number of licensed beds for which there are budgeted funds. (Includes newborn bassinets).

*For OSHPD reporting purposes, active beds exclude newborn bassinets.

Bed Accommodation Type

Private
Semi-Private 2 or more beds
Jail
No Charge
Burn ICU
Outpatient in a Bed
CCU (Coronary Care Unit)
ICU (Intensive Care Unit)
Progressive Care Unit
NICU (Neonatal Intensive Care Unit)
Nursery
Observation

Subject: ROOM AND BED ACCOMMODATION	Effective Date: 9/15/21	Policy # 137
--	----------------------------	------------------------

Bed Status Type (Active beds includes assigned, available, dirty and out of service)

Assigned Bed in use.

Available: Bed that is clean and ready for use.

Dirty: Bed that is dirty and will be available for use when clean.

Out of Service: Bed that can be converted to active status within 24 hours.

Administrative Hold (ADM) due to lack of resources (e.g., staffing), lack of demand, or change in program priority.

Clinical Hold (CLN) due to medical need (e.g., MRSA)

Maintenance Hold (MNT) due to physical plant need (e.g., painting).

PROCEDURE

Adjustment To Analysis of Client Accommodations

Bed Capacity

Licensed Beds: Requires initiation by Chief Executive Officer and approval by California Department of Health Services (CDHS) **or** may be initiated by CDHS.

Active/Out of Service: Requires approval of Chief Operations Officer. (See Bed Status below.)

Accommodation Type

Requires approval of Chief Operations Officer and may require notification and/or approval of CDHS if accommodation type is also tied to licensure requirements (e.g., ICU).

Bed Status

Active: Beds remain active unless changed to Out of Service status as described below.

Out of Service

Long-term: Requires written request (Room and Bed Change Request) of service chief and service nursing director. The request must be approved by the Chief Nursing Officer, the Chief Medical Officer, and the Chief Operations Officer. The Chief Operations Officer is responsible for notifying the Chief Executive Officer and Senior Executive Council (SEC) and sending copies of the approved request to the SEC.

Subject: ROOM AND BED ACCOMMODATION	Effective Date: 9/15/21	Policy # 137
--	----------------------------	------------------------

Short term

Clinical: Request may be made by telephone request to Bed Control. Epidemiology, nursing management, attending staff, and administration will collaborate in determining necessity for placing beds on clinical hold. Clinical hold status must be reviewed every 24 hours and Admissions Office notified whether to continue or terminate inactive status.

Maintenance: Request may be made by telephone request to Bed Control. Plant Management, environmental services, nursing management, attending staff, and administration will collaborate in determining the necessity for placing beds on maintenance hold. Status must be reviewed every 24 hours and Admissions Office notified whether to continue or terminate inactive status.

RESPONSIBILITY

Bed Control
Nursing Administration
Attending Staff
Administrators
Information Services

PROCEDURE DOCUMENTATION

Attending Staff Manual
Nursing Services and Education Policy Manual
Bed Control Operations Manual
Information Services Policy and Procedure Manual
Patient Financial Services Policy and Procedure Manual

REFERENCE

California Code of Regulations, Title 22

REVISION DATES

January 6, 1999; April 16, 2002; May 3, 2005; October 8, 2008; December 13, 2016; September 15, 2021