

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: PATIENT PLACEMENT AND BED ASSIGNMENT

Policy No.: A130

Supersedes: June 6, 2013

Review Date: June 12, 2023

Origin Date: October 15, 1995

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PURPOSE:

To establish a policy and procedure for the correct placement of patients and appropriate bed utilization.

POLICY:

Bed Control (BC) is the department that assigns patient placement within the hospital. Patient placement and bed assignment are based on an assessment of level of care requested and hospital bed availability. Bed Control provides appropriate management and use of all hospital beds.

GUIDELINES:

Rancho Los Amigos National Rehabilitation Center supports the following philosophy regarding the assignment of patients to beds:

1. BC ensures patients are correctly assigned to a unit, based on, but not limited to: service, diagnosis, acuity, isolation precautions, gender, level of care, etc. Eventual bed assignment within the unit is the responsibility of the assigned nursing unit and must be communicated to BC.
2. The department uses an electronic bed board to monitor all bed assignments.
3. Beds are assigned to a medical service, rehab or medicine.
4. When a bed is unavailable on the primary or alternate unit, BC will maintain a wait list using an electronic bed board and assign the patient to a bed once it becomes available.
5. All unit-to-unit transfers shall be coordinated through BC. Patient transfers from one bed to another bed within a unit are coordinated by unit nursing staff and BC must be notified of the change.
6. Nursing Resource Office staff assume BC duties after hours.

Revised: 5/03, 6/06, 3/10, 6/13, 6/23

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Approved By: