

# HarmoniMD™ Training Tip

## Patient Bed and Department Assignments

Staff affected: Any clinicians assigning or changing patient beds.

### Background

Understanding the rules regulating Bed and Department assignments in HarmoniMD and following proper procedures in assigning/changing Beds are critical to insure proper reporting and billing.

The Bed charge is registered at midnight every night. Therefore, if the Bed is not assigned prior to midnight there will be no charge that day for a Bed.

Additionally, each Bed is associated to one specific Department. When a Bed is assigned, the Department automatically changes to the Department associated to that Bed. There are certain rare instances where you will want to assign a Bed to a patient but change the Department. For example, if there is an overflow in ICU and an ICU patient needs to be put in a Med/Surg bed, if you don't manually change the Department, the charge will be for a Med/Surg bed, instead of for an ICU bed. This will result in inaccurate records and lost revenue for the hospital. So please pay attention to this.

### How to Assign a Bed

In HarmoniMD, Beds are assigned by first selecting the Visits tab (RED rectangle) of the Patient Chart, then selecting Room Assignments (GREEN square).

The screenshot shows the HarmoniMD interface for patient Rezentos, Precilla Margarita. The 'Visits' tab is highlighted in red. The 'Room Assignments' window is highlighted in green. The window contains the following fields:

- Patient Visit: 11/03/2017 11:30
- Ward: Select...
- Room: Select...
- Transferred From: Med/Surg-102-A
- Assigned: 12/04/2017 14:57
- Checked Out: [Empty]

Buttons: Save, Cancel

Visit ID	Admit Department	Ward	Room	Status	Last Update	Transferred From	Assigned
1533	ADMITTING - Outpatient						
1320	ADMITTING - Outpatient						
717	ED - Outpatient						
561	ADMITTING - Outpatient						

The Room/Bed Assignment Window in HarmoniMD

Or, in HarmoniMobile, select the Rooms option from the Main Menu to open the Room Transfer window:

Date Assigned	Ward	Room and Bed	Checked out
No Records Available Yet			

The Room/Bed Assignment window in HarmoniMobile (Accessed via Rooms in the Main Menu)

The ward is first selected from the drop-down list, then a Room/Bed.

**IMPORTANT:** The Assigned (when selecting the first bed) or Transfer Time (when transferring a patient from one bed to another) is set automatically. If assigning the bed after the fact, make sure to predate the date and time. If an accurate date and time are not recorded, this can affect billing. For example, if a nurse does not have time to record that the patient was assigned a bed at 10pm and does not enter this until 2am, there will be no charge for that night unless the date/time is predated. Also, a discharge cannot take place prior to a bed assignment, so the bed assignment date/time is important to workflow.

Once the bed is selected, the Department the Bed is associated with automatically appears in the Patient Banner (RED rectangle):

Rezentes, Precilla Margarita  
01/04/1985 32 year(s), 10 month(s) Female  
Current Visit: 11/03/2017 11:30 AM Med/Surg-102-A  
Current Facility: SWMC Training

MRN: 3402439 Visit ID: 1533  
System Time: 11/06/2017 08:59:59 AM  
Expected Discharge: [ ]  
Current Department: MED/SURG (IP)

Current Department Display in the Patient Banner in HarmoniMD

REZENTES, PRECILLA MARGARITA  
Jan 4 1985 Female - 32 Yrs.  
Med/Surg: 102-A (Private)

3402439  
MED/SURG Inpatient  
Admitted: Nov 3 2017

Current Department Display in the Patient Banner in HarmoniMobile

How to Manually Change the Department

NOTE: Changing the Department must currently be done in HarmoniMD. This feature is not yet available in HarmoniMobile.

Once the Bed is assigned, if you need to change the Department, select it from the Current Department drop-down list in the Patient Banner in HarmoniMD:

**Rezendes, Precilla Margarita** MRN: 3402439 Visit ID: 1533  
 01/04/1985 32 year(s), 11 month(s) Female System Time: 12/04/2017 02:56:29 PM  
 Current Visit: 11/03/2017 11:30 AM Med/Surg-102-A Expected Discharge:  
 Current Facility: SWMC Training Current Department: MED/SURG (IP)

Visit ID	Admit Department	Admission Date	Admit Type	Admit Source	Admitting User	Reason for Visit	Visit	Condition	Disposition	Discharge Date	Audit
1533	ADMITTING - Outpatient	11/03/2017 11:30	7-OUTSIDE REFERRAL	A previously unscheduled walk-in visit	Kimberly Diaz	A25.9 Rat-bite fever, un					
1320	ADMITTING - Outpatient	04/25/2017 06:33	INPATIENT (EMERGENCY)	Clinic referral	Julie Earnest	A25.1 Streptococcosis		FAIR	04-INTERMEDIATE CARE FACILITY	11/03/2017 11:37	
717	ED - Outpatient	05/11/2016 09:45	EMERGENCY ROOM	A previously unscheduled walk-in visit	Andrew Patrick	C81.31 Lymphocyte des lymph nodes of head, f		GOOD	62-INPATIENT REHAB FACILITY	04/24/2017 11:51	
561	ADMITTING - Outpatient	01/13/2016 13:04	EMERGENCY ROOM	A previously unscheduled walk-in visit	Name Sample	G50.1 Atypical facial pa		CRITICAL	50-HCSPICE CARE-HOME	05/11/2016 09:45	

Claim Date	Status	Claim #	Payer	Order Type	Order Description	Contact	Anticipated Amnt	Notes
No records to display.								

Patient Visit	Ward	Room	Status	Last Update	Transferred From	Assigned	Checked Out
Patient Visit: 1533 - 11/03/2017 11:30							
11/03/2017 11:30	Med/Surg	102-A	Active			11/06/2017 08:58	
11/03/2017 11:30	Med/Surg	102-A	Completed	11/06/2017 08:55		11/06/2017 08:58	11/06/2017 08:58
Patient Visit: 1320 - 04/25/2017 06:33							
Patient Visit: 717 - 05/11/2016 09:45							
Patient Visit: 561 - 01/13/2016 13:04							

Please report any issues to your IT Department as soon as they are recognized as it is much easier to resolve them when the information is current.

Thank you, *The HarmoniMD™ Team*

