

Location Occupancy

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Occupancy shows the current levels of occupancy for a specific location; and any alerts such as an MRO, or details of the bed/room/areas.

See the full [Training Topic - Bed Management](#).

Locations									
PREADMISSION OCCUPANCY ADMISSION CODING UNINVOICED ADMISSIONS INVOICES & CLAIMS									
Dashboard / Locations / Perth									
Occupancy for Perth									
Room	Bed	MRN	Client	Date	Diagnosis	Diet	Current Status	Pending	
		000073	Mr Jonny Test	02/03/2023 at 11:00 AM					Assign
		000003	Beverly MORGAN	15/03/2023 at 04:17 PM					Assign
		000111	Dr Roberto Smith	04/08/2023 at 10:01 AM					Assign
		000061	Miss Rose Test	12/09/2023 at 10:29 AM	Localised Salmonella infections			Discharge	Assign
		cc - Medication Resistant Organism - MRSA							
01	01	Standard Bed, Male					Open		
01	02	Standard Bed, Female					Open		
Consult room	Room 2 bed no. 1	Standard Bed, Female					Open		
Consult room	Room 2 bed no. 2	Standard Bed, Male					Open		

Admitted patients can be allocated a Room or Bed (Configurable set up, see System Administration Guide - [Locations - Rooms and Beds](#))

In addition to tracking bed and room utilisation in the context of admissions, the occupancy report now also details any appointments currently taking place in a given room.

This allows providers and other staff to ensure they have good visibility of where specific patients are or if a particular specialised room (ie with specific equipment) is free.

Areas/Wards/Floors; Rooms & Beds can be customised to suit the correct terminology you used in your organisation (See System Administration Guide > via Translation).

Steps:

1. **Dashboard:**
2. **Locations**
3. Select a **Location**
4. **Occupancy** - The Occupancy Screen will display with current admissions
 - a. Click on **Assign/Unassigned** a room or bed to a Patient.
 - b. Newly admitted patient room will show up as Incoming.
 - c. Move patient from one room/bed to another.
 - d. Once we assign room/bed to patient we can **move** across available rooms/beds or be **unassigned** from room/bed.

