

Locations - Add Rooms and Beds

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Overview

A location can have Rooms and Beds associated with it. A room can then be assigned to a patient, or a Bed assigned to the room (and the patient assigned to the bed).

Rooms and beds can also be considered as service location under physical location, and one location can have as many service locations as possible. So one location can have multiple rooms and beds to be assigned.

Note

1. It is important that you plan out your Rooms and Beds to ensure your chosen naming convention will work. Especially need to considered Levels, Rooms, Wards and any unique names.
2. These are invoices where the service location is an 'Outpatient' or 'Rooms' type and the service provider is a hospital. In this scenario all items are available to be billed.

Create Rooms and Beds

1. Add Area/Ward/Floors to location

Careright has introduced a feature for larger hospitals, allowing rooms to be grouped into logical areas for better organization. Follow the steps below to configure this;

1. Click **Administration**
2. Select **Locations** from menu.
3. Click on **Location Name hyperlink** for relevant location.
 - a. The Location details will display.
4. Scroll down to the **Area/Ward/Floors** section of the screen.
5. Select the **New** button.

Ward details	
Field	Description
Code	enter a Code for the room (Tip – make sure you add enough digits for the number of rooms e.g. 001 if you need to go beyond 100 rooms – this ensures they display in the correct order).

Description	Enter a description for the room.
Active	Tick the active button.
Create Ward	Click on create ward button.

6. Once you click the "Create Ward" button, the system will display a message confirming that a ward has been successfully created for the specified location.

[Dashboard](#) / [Administration](#) / [Locations](#) / [Qld](#)

Area/Ward/Floor was successfully created.

Area/Ward/Floor Details

Code	Children ward
Description	Children ward
Active	Yes

2. Add Rooms to a Location

Once you create a ward or floor for a room, the system will redirect you to a page where you can add rooms to the newly created ward.

Area/Ward/Floor Details

Code	Children ward
Description	Children ward
Active	Yes

Rooms

Code	Description	Sex	Calendar	Current Status	New

Under the room section

1. Click new button.
2. Room Details screen will display.

Room details

Field	Description
Code	enter a Code for the room (Tip – make sure you add enough digits for the number of rooms e.g. 001 if you need to go beyond 100 rooms – this ensures they display in the correct order).
Description	Enter a description for the room.

Sex	<p>Select a gender rule for the room. Room gender may override the gender of beds in that room, or depend on the gender of the beds.</p> <ul style="list-style-type: none"> • Male – only males can be allocated to this room. • Female – only females can be allocated to this room female. • Inter sex • Unknown
Primary External Identifier	
Available on Calendar	(check box) - set this value to True if you wish the Room to display on the Calendar.

1. Complete the fields above
2. Select the **Create Room** button to save, or select **Create Open** so the details will be added and the Location will be live /active in CareRight.

3. Add Beds to Rooms

Once you have created rooms, you can add beds to each room or create the beds individually and assign them to a room. To create beds within a room:

1. Click **Administration**
2. Select **Locations** from menu.
3. Click on **Location Name hyperlink** for relevant location.
4. Locate the **ward** and select the **Show** button.
 - a. The Room details will display.
5. Locate the **Rooms** and select the **Show** button.
6. Scroll down to **Beds** section and select the **New** button.
 - a. The Add New Bed screen will display.

Cot Details	
Field	Description
Code	Enter a code for the bed - make sure you add enough digits for the number of beds e.g. 001 if you need to go beyond 100 beds - this ensures they display in the correct order
Description	Enter a description for the bed
Bed Type	Bed types can be set up in generic code, see generic table
Sex	Gender rule for the bed
Other equipment	Enter the details of any equipment use in bed if any.
Note	This field allows you to enter any additional note.

Is ICU?	Tick yes if it is ICU.
Is Special Care Nursery?	Tick yes if it is Special Care Nursery?

7. Complete the fields above

8. Select the **Create Room** button to save, or select **Create Open** so the details will be added and the Location will be live /active in CareRight.

4. Add Room/Bed Equipment

Rooms and beds now incorporate a more detailed equipment model, with customizable equipment lists configured via a [generic table](#). This enhancement allows patient care needs to be effectively matched with available equipment. Additionally, equipment can be integrated with inventory management or asset tracking systems, such as [SnipeIT](#) or [similar](#); . This integration facilitates tracking maintenance history, ordering new consumables, and more.

Equipment						
Code	Description	Quantity	Primary External Identifier	Asset Url	New	
Falls Prevention & Alarms	Falls Prevention & Alarms	1		https://assets.hospital/local-item/13	Show	Destroy

CSV Import

CareRight provides the ability to upload a bulk CSV of all beds or rooms in your hospital.

First, specify and import your rooms.

[rooms_data.csv](#) 

Next, specify and import your beds.

[beds_data.csv](#) 