

Unit Verification

The Unit's census needs to be verified after midnight. This process produces the nightly room and board charge.

Process

1. In forms, search Bed Availability Report
2. Click on All for "For Individual Unit or All" and Room/Bed for Sort By Room/Bed or Alpha

3. Click Process
4. A report will pull up that will show all Beds and the patient's name, if applicable.
5. Click Print along bottom row

6. Print to local printer (CA Desk Printer: in17clin)
7. Use report to verify all patients are in appropriate beds
8. Once all patients have been confirmed as present, search Verify Unit Census form
9. Select units you verified
10. Click Yes for Census Verified
11. Enter date that you verified (Previous Day through Current Day)
12. Click Submit.