



Division of Public and Behavioral Health Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Bed Assignments	date	1 of 2

1.0 Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

2.0 Procedure

- 1) On the Search Forms field type Bed Assignment.
 - a. Smart search lists all the results that match the search criteria.

Name	Menu Path
Bed Assignment	Avatar PM / Client Management / IP/Residential Management
Delete Bed Assignment	Avatar PM / System Maintenance / Client Maintenance

bed assign

Browse Forms

- Avatar PM ▶
- Avatar CWS ▶

- 2) Select Bed Assignment from the list of results.
 - a. Select Client window pops up.
 - b. Type in client's ID or last name.
 - a. Smart search lists all the results that match the search criteria.
 - b. Patient must have an inpatient admission.
 - c. Select client.
 - a. Bed Assignment form opens and all fields default to the episode's admission data.

<p>Date Of Bed Assignment</p> <p>07/24/2015 <input type="text"/> <input type="button" value="T"/> <input type="button" value="Y"/></p> <p>Time Of Bed Assignment</p> <p>09:02 AM <input type="button" value="Current"/></p> <p>Unit</p> <p>Quest House <input type="text"/></p> <p>Room Bed</p> <p>Room D <input type="text"/> 7 <input type="text"/></p>	<p>Licensed/Unlicensed</p> <p>Licensed <input type="text"/></p> <p>Room And Board Billing Code</p> <p>(101) Room + Board <input type="text"/></p> <p>Admission Charge Code</p> <p><input type="text"/></p> <p>Daily Charge Code</p> <p><input type="text"/></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- d. Type in the Date of Bed Assignment.
 - a. Data entered automatically formats to the date format MM/DD/YYYY.
- e. Type in the Time of Bed Assignment fields, or choose the "current" button for current time.
 - a. Time format HH:MM.
- f. Select a value from the drop-down menu in the Unit field.
 - a. Drop-down menu lists facility's units.
- g. Select a value from the drop-down menu in the Room field.
 - a. Drop-down menu lists client's room(s) in the previously selected unit.



Division of Public and Behavioral Health Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Bed Assignments	date	2 of 2

- h. Select a value from the drop-down menu in the Bed field.
 - a. Drop-down menu lists client's bed(s) in the previously select room.
- i. Select a Room And Board Billing Code from the drop-down menu.
 - a. Drop-down menu lists client's board and room service codes.
- j. If applicable, select an Admission Charge Code from the drop-down menu.
 - a. Drop-down menu lists client's board and room service codes. (if needed)
- k. If applicable, select a Daily Charge Code from the drop-down menu.
 - a. Drop-down menu lists client's board and room service codes. (if needed)
- l. Click the Submit button.
 - a. Data files and form closes.