



**PROCEDURE:** Permanent Bed Map Changes

**Program Area:** Across Care Areas

**Section:** General

**Reference Number:** CLI.4110.PR.003

**Approved by:** Regional Lead - Acute Care and Chief Nursing Officer

**Date:** Issued 2024/Apr/09  
Revised

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**PURPOSE:**

- Southern Health-Santé Sud (SH-SS) is responsible for the planning and coordination of health care services within SH-SS. One aspect of this coordination is the development and maintenance of a current bed map to promote an adequate bed base and to trend bed changes over time.
- When permanent changes occur, the bed mapping and bed census type in the electronic patient record (EPR) are updated.

**DEFINITIONS:**

**Bed Census Type** - Categories to define the types of beds within a facility; Licensed, Overflow, Flex, or Non-Census within the bed mapping of EPR.

**Licensed Bed** - Funded and available as part of normal operational capacity. A site's total number of Licensed beds does not change without a funding letter.

**Overflow Bed** - Not funded, and additional staff are required to operate (note: SH-SS has no overflow designated beds).

**Flex Bed** - Not funded, and no additional staff are required to operate (note: SH-SS has extra bassinets configured in EPR for multiple births).

**Non-Census** - Virtual location (ie. Swing Bed or Pending Discharge Location) OR a Non-Inpatient location that may have Inpatients (i.e. Emergency Department). A space that is not included in the total number of Inpatient beds for a facility, but if an inpatient is in the space, the patient will be counted in the Inpatient Census.

**Bassinet** - An infant care station located in a hospital nursery, labour and delivery unit, or postpartum.

**Contingency Bed** - Not funded, and additional staff are required to operate. Not physically available and need additional resources to open (Ad-Hoc beds in EPR).

**Ad-Hoc Bed** - A space that can be converted into a patient space should the need arise (ie. office space). Ad-Hoc beds are turned on or off by the site using EPR.

**Permanent Bed Closures** - The removal of a bed from use and service permanently.

## **IMPORTANT POINTS TO CONSIDER:**

- The Chief Executive Officer, Regional Lead – Acute Care & Chief Nursing Officer and Regional Lead – Corporate Service & Chief Finance Officer are the designated bed map approvers.
- SH-SS Manager Health Information Services (HIS) is the designated EPR Authorized Bed Map Requestor(s) who will contact Health Informatics & Data Integrity (HIDI) with permanent changes to the bed map within EPR.
- Formal approval by Manitoba (MB) Health is required prior to requesting any changes be made in the EPR.

## **PROCEDURES**

- 1) Clinical Manager submit request(s) to appropriate Senior Leader member using SBAR Briefing Note Template (ORG.1010.FORM.006) format for permanent changes.
- 2) The Chief Executive Officer, Regional Lead – Acute Care & Chief Nursing Officer and Regional Lead – Corporate Service & Chief Finance Officer review and approves/denies. If approved, a SBAR Briefing Note is submitted to MB Health for approval.
- 3) Once MB Health approval is confirmed (via written e-mail/letter or funding letter), Site Lead/Manager contacts the SH-SS HIS Manager/EPR Authorized Bed Map Requestor to initiate the completion of the Permanent Bed Map Change form <https://home.sharedhealthmb.ca/files/form-permanent-bed-map-change.xlsx> as per Shared Health Standard Operating Procedure regarding Permanent Bed Changes <https://home.sharedhealthmb.ca/files/sop-permanent-bed-map-changes.pdf>
- 4) The SH-SS HIS Manager/EPR Authorized Bed Map Requestor submits the completed Permanent Bed Change form to the service desk to request bed changes in EPR.

## **SUPPORTING DOCUMENTS**

Shared Health Standard Operating Procedure (SOP) re: Permanent Bed Map Changes  
<https://home.sharedhealthmb.ca/files/form-permanent-bed-map-change.xlsx>

[ORG.1010.FORM.006](#) SBAR Briefing Note Template

## **REFERENCES:**

<https://home.sharedhealthmb.ca/files/sop-permanent-bed-map-changes.pdf>