PathWays Pointers

"Bed Vacancy Naming Convention"

Whenever you send a Discharge Notice and create a New Vacancy, you must name the bed vacancy. This is the accepted standard naming convention (**important for report building**).

Bed Vacancy "Month ### - Level of Care - Room Type - Gender": *	FEB 032 - NH2 - SemiPrivate - All

🔍 **Search Again**   **Send the Discharge Notice**

Month [space] ###[space] dash [space] Level of care [space] dash [space] Room type [space] dash [space] Gender: **"MONTH ### - Level of Care – Room Type – Gender"**

There are **FIVE** elements to naming a bed vacancy:

1. **Month**[space]
   - First 3 letters of the current month
2. **Vacancy Number**
   - This 3 digit number is the sequential number of available vacancies within your facility for the month. Each month this starts over, beginning with 001, 002, 003 and so forth.
3. **Level of Care**
   - NH1 (Nursing Home 1)
   - NH2 (Nursing Home 2)
   - RCF (Residential Care Facility)
4. **Room Type**
   - Private
   - Semi Private (*can be 1 or 2 words, however **no dash** between*)
   - Pediatric
   - Bariatric
5. **Gender**
   - Male
   - Female
   - Other
   - All (If a room can accommodate any gender – please use ALL)

It is important to *precede and follow* each dash with a [space] in Room Name.

➡️ For example, a Nursing Home Bed for a Male in a Semi Private room in March, would be: "MAR 001 – NH2 – SemiPrivate – Male"