

PathWays Pointers

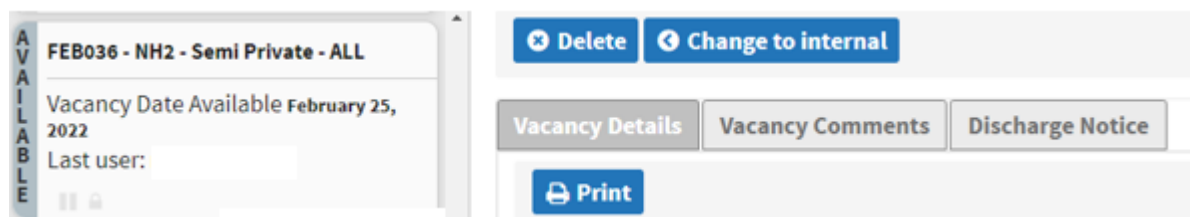
“Undo a Mistaken Entry”

You’ve saved an incorrect entry. When and how can you correct this?

- ➔ It happens. Sometimes things change. It could be an oversight, or internal changes. Either way – it is important to maintain communication with the Placement Coordinator, and update PathWays as soon as possible.
- ➔ Examples may include:
 - Opening up a room availability, and then additional renovations need to be done.
 - Additional cleaning is required if there were contagion concerns.
 - There could have been an internal bed shuffle, and posted available bed has since changed.
 - User error.

Edits can be made to vacancies that are “Available” (grey tiles). If you need to close a vacancy temporarily – please refer to User Guide, or PathWays Pointer ‘Closing a New Vacancy for Pandemic Reasons’ as it is the same process despite the reason.

Clicking on the vacancy tile, will display all the vacancy details/attributes. You can change and Save any of these before a match has been made.



Once a Vacancy has been matched to an individual, room attributes can no longer be changed. You must communicate with the Placement Coordinator. If the match is no longer appropriate, follow the refusal process.

If a **Vacancy name** needs to be amended, select the Vacancy Details tab.



You will see the Bed Vacancy field:

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

Enter a vacancy name that follows the naming convention and click on the SAVE button. If you enter a name that does not follow the naming convention, you will not be able to save your name changes. See User Guide or PathWays Pointer “Bed Vacancy Naming Convention” for details.

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