

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE – JACKSONVILLE
Resident Manual**

PATIENT PLACEMENT –ASSIGNING PATIENTS TO INPATIENT BEDS

The role of Patient Placement is to assign patient care beds in a timely and efficient manner in order to expedite patient admissions.

Admissions from the Emergency Department:

1. Patient Placement Staff will be notified of a bed request need via NaviCare
2. Patient Placement Staff will be informed of the type of bed required and any special nursing needs.
3. Patient Placement Staff will assign the patient care bed, and arrangements will be made for admission to the appropriate unit.*

Transfers from other Facilities:

1. Patient Placement Staff will be contacted by the transferring facility with a patient transfer request.
2. Patient Placement Staff will ensure transfer acceptance by an Attending Physician of the appropriate service.
3. If the transferring facility contacts the Attending Physician directly, the Attending Physician will notify Patient Placement Staff of acceptance.
4. Patient Placement Staff will be contacted to obtain a bed assignment for the patient.
5. Patient Placement Staff will be informed of the type of bed required and any special nursing needs.
6. Patient Placement Staff will assign the patient care bed, and arrangements will be made for admission to the appropriate unit.*

Direct Admissions:

1. The Admitting Physician will notify Patient Placement Staff that the patient is to be directly admitted to the medical center.
2. Patient Placement Staff will initiate a bed request via NaviCare based on the type of bed required and any special nursing needs.
3. Patient Placement Staff will assign the patient care bed, notify the Attending Physician and arrangements will be made for admission to the appropriate unit.*

*Note: The attending physician is NOT responsible for locating an available bed.