

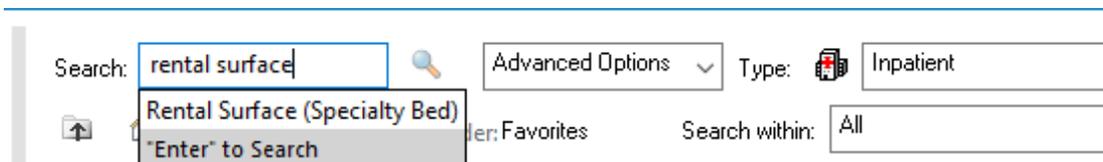
### RENTAL SURFACES - ORDERING/DISCONTINUING/UNIT TO UNIT TRANSFERRING

#### ORDERING RENTAL SURFACES

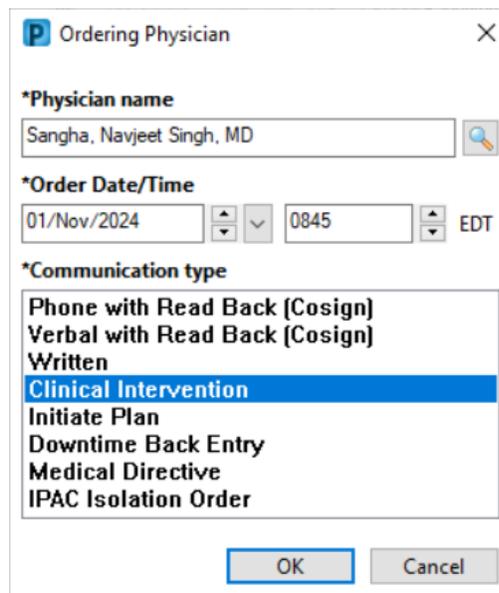
1. Select the Orders tab on the left menu bar.



2. Search for 'Rental Surface (Specialty Bed)' and press enter.



3. Enter the attending MRPs name for the Physician name and select 'Clinical Intervention' for Communication Type.





# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

4. Within the Order window, Select your appropriate Bed Type and Service Option. Select Sign once complete.

<b>*Requested Start Date/Time:</b> 18/Feb/2025 1453 EST	<b>*Type of Bed:</b> <input type="text"/>
<b>*Service Option:</b> <input type="text"/> Bed Use Discontinued Bed Use Required Pt Received with Bed Pt Transferred with Bed Service Call-Additional Surface Cover Service Call-Bed Maintenance	<b>Special Instructions:</b> <input type="text"/>

5. As NH works through HIS conversion, requests for rental surfaces (ARJO) are not being transmitted through the orderable. The Unit Clerks must email a request to respective site Sourcing Clerk when requesting the Rental Surface in Millennium:

FES and NFS – [Darlene.Quiquero@niagarahealth.on.ca](mailto:Darlene.Quiquero@niagarahealth.on.ca)

PCS and WS – [Melissa.Ridley@niagarahealth.on.ca](mailto:Melissa.Ridley@niagarahealth.on.ca)

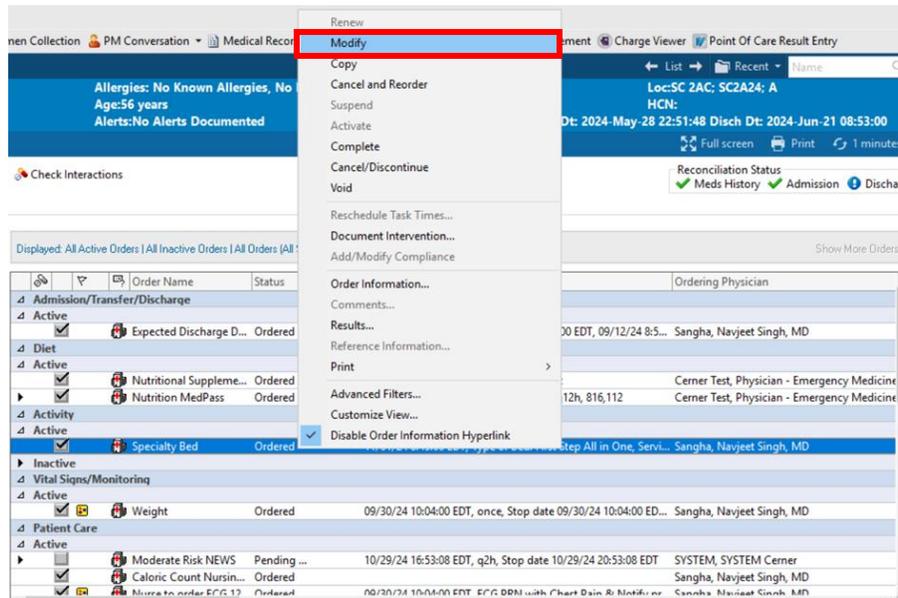
SCS site – [Brenda.Newhouse@niagarahealth.on.ca](mailto:Brenda.Newhouse@niagarahealth.on.ca)

**The following information is required in the email:**

- Identify: *Order, Discontinue, Transfer, Received or Service*
- Pt name: *First Name Last initial*
- PT id #'s ie: *KA004765/24 K0099633e*
- Location: ie. *3A Medical*
- Room: ie. *K3A15-A*
- Description of surface required – *i.e. Therakair Visio*

### DISCONTINUING/UNIT TO UNIT TRANSFERRING RENTAL SURFACES

1. Locate the existing Rental Surface order within the doctor's orders and right click. Select 'Modify'



2. The order window will appear. Within **Service Options**, select the correct option within the drop-down. Include any pertinent information within the Special instructions section that would align with the Service Option. Select **Orders For Signature** and **Sign** once done. If **Discontinuing** a surface, please follow the email steps above.

