

Registration Gains & Losses (G&L) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Determine responsible person that will set up the hospital's G&L sheet. This will include: A. Ward Definition Entry/Edit B. Add/Edit Beds C. Edit Bed Control Movement D. Types E. Treating Specialty Set-up F. G&L Parameter Enter/Edit			
2. Determine naming convention for wards and room/beds. This should be a multidisciplinary action and coordinated with clinical ADPACS. Nursing, Dietetics, Pharmacy, etc all utilize the Ward and Room/Bed files. The abbreviation field is utilized by the Lab. New Medical Center will have a hospital, a NHCU and a Domiciliary.			
3. Define Wards/Rooms/Beds and treating specialties as soon as possible as this impacts on the clinical packages. Only wards that will be active as of the new Medical Centers opening date will be setup. Names, service specialty, authorized beds; etc will need to be known to the user at the time of setup.			
4. Treating Specialty Setup A. The treating specialties provided by your medical center will need to be determined and set up as selectable treating specialties via this option. This is the first step in setting up your G&L sheet as each ward requires a treating specialty assignment			
5. Ward Definition Enter/Edit - All wards for the			

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<p>medical center will be setup utilizing this option. The following information must be available at the point of setting up the wards. A. See following example:</p>			
<p>NAME: JO'S TEST// PRINT WARD ON WRISTBAND: DIVISION: ALBANY// INSTITUTION: ALBANY// ABBREVIATION: JT BEDSECTION: MEDICINE// SPECIALTY: MEDICAL ICU// SERVICE: MEDICINE// PRIMARY LOCATION: RAI/MDS WARD: Select AUTHORIZED BEDS DATE: 10/1/2001 (your date) AUTHORIZED BEDS DATE: OCT 1,2001// (your date) NUMBER OF AUTHORIZED BEDS: 20// SERIOUSLY ILL: Select SYNONYM: G&L ORDER: 42// (G&L Order – Do NOT give a G&L order until you are close to the target opening date)</p>			
<p>6. Add/Edit beds – Option will be utilized to add/edit beds and assign the beds to the newly created ward.</p>			
<p>7. G&L orders - The BSR and TSR should be setup no later than the day prior to the target opening date of the new hospital. A. G&L orders will need to be addressed and the basic “view” of your G&L sheet will need to be</p>			

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<p>determined prior to performing this function. This field indicates the G&L Order that this Ward will print and subsequently, the Totals on the Bed Status Report, (e.g. Ward with a G&L Order of 1.5 would be placed after a Ward with a G&L Order of 1.49 or earlier and would be before a Ward with a G&L Order of 1.51 or greater). This G&L Order placement has a direct impact on the way the totals calculate on the Bed Status Report. Another important issue to address is the sub-total and total fields.</p> <p>B. The Treating Specialty Setup option will be utilized to enter the patients remaining, etc as of the night prior to the patient's admissions. Entries will be zero</p>			
<p>8. RAI/MDS - This field provides a parameter to determine whether HL7 messages should be generated and sent for patients in this ward to the RAI/MDS COTS system.</p>			
<p>9. On the target date, enter/edit the Station Number (Time Sensitive) #389.9 file via fileman and enter the EFFECTIVE DATE of the opening of the new Medical Center</p>			
<p>10. G&L Initialization</p> <p>A. This option is used to initialize your Gains and Losses Sheet and Bed Census for your medical center. Prior to using this options Wards must be defined using the WARD DEFINITION option and ADT parameters must be defined using the ADTPARAMETERS option. The date to be initialized (usually the first day of a fiscal year)</p>			

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<p>is defined when entering your ADT Parameters. To initialize you G&L and Bed Census data for each ward location must be entered as of midnight the day previous to the initialization date, i.e., if the initialization date is "October 1,1990" the data entered for each ward must be as of midnight "September 30,1990".</p>			
<p>11. EDIT BED CONTROL MOVEMENT TYPES A. It is IMPERATIVE that this option be reviewed and setup appropriately in order for patient movements to be correct. This is especially important for all ASIH movements from and to the NHCU and Dom between the medical centers.</p>			
<p>B. EXAMPLE NAME: TO ASIH FROM NHCU/DOM TRANSACTION TYPE: TRANSFER// MOVEMENT TYPE: TO ASIH (VAH)// ACTIVE: ACTIVE// ASK SPECIALTY AT MOVEMENT?: NO// PRINT NAME: TO ASIH FR NHCU/DOM// Select CAN ONLY FOLLOW MOVEMENT(S): Observation Admission // ? Answer with CAN ONLY FOLLOW MOVEMENT(S) Do you want the entire 16-Entry CAN ONLY FOLLOW MOVEMENT(S) List? Y (Yes) Choose from: A/C DIRECT</p>			

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FROM AUTHORIZED ABSENCE FROM AUTHORIZED ABSENCE <96 HRS FROM UNAUTHORIZED ABSENCE Etc			
12. G&L Parameter Edit - Option will be used to determine the data viewable on the G&L itself. G&L and TSR initialization dates are set here			