

Hospital Inpatient and Ward Bed Tracker for Overnight Patients

FYDO allows you to seamlessly book Inpatient admissions and procedures whilst also tracking your overnight patients and their bed movements.

When booking a patient to stay overnight at the hospital, ensure the correct **Patient Category** is selected at the time of booking. This will be **Inpatient**. You will also need to select the **estimated number of nights the patient will stay** and enter this information in the **Discharge** field.

Back to Appointments / Edit Appointment

WEASLEY, Ronald

MRN: 107, File No: 19/01/2001 (25), Sex: Male, Mobile: , Medicare: , Veterans: , Allergies: , Alert: Needs interpreter, Notes: , Document Alert: .

Booking Details

Location: Ailes Private Hospital, Theatre/List: Theatre 1, Roster: 06:00, Dr/Surgeon: DUCK, Dr Donald, Surgical Assistant: , Other Surgical Assistant: , Anaesthetist: BELL, Dr Tinker, Anaesthetic (Primary): General, Anaesthetic: , Adm # : 29, Appointment Date: 28/04/2026, Time: 06:00 AM, Appointment Type: Standard, Procedure Notes: Hip replacement, Other Notes: B / U / A , Checklist: OEC Received, OEC Checked, Pre-Admission Contacted, IFC Created, IFC Signed, HC21 Signed, Admission Form Received, Patient Category: Inpatient, Start at Day: 1, Discharge: 3, 01/05/2026, Accom Type: Accom - Advanced Surgical, Room Type: Private, Provisional DRG: , Program Status: , Start: , Select Episode: , Bed Notes: Patient will transfer from Recovery to Ruby Ward, Cancelled: , Confirmed: , Arrived Time: , Booking Code 1: , Booking Code 2: , Food Instructions: , Fasting Food: , Fasting Fluids: , Planned Time in Theatre: , Admission Time: , Procedure Time: , Program: , Flags: New Patient, Interm Billing, Medical Only, MFR consent

Fund Details

Total: 2,650.00, Cancel, Save

Health Fund: NIB - NIB/GU Health, Membership No.: 123456789, UPI: , Excess: 0.00, Co-pay: 0.00, UH: 0.00, Insurance Status: , Full Fee: , Claim Details

Items

Code	Description	Band	Session
49318	Hip, total replacement arthroplasty of, including minor bone grafting (Anaes.)	8	1

Other Services

Code	Description	Qty	Date of Srv	Send Invoice To
		0		

Referring Details

Previous Referrals: , Referring Doctor: , Referral To: , Referral Date: , Period: , First Consult: , Site Referral (global): , Open Access: .

Once the patient has been booked in, you can access their **Inpatient** screen by right clicking on the appointment and selecting **Inpatient**.

Appointments: 1 Patients | 30 of 360 minutes, Tuesday, 28 Apr 2026, Individual

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF	OOP
06:00	WEASLEY, Ronald	107	Hip replacement	DUCK, Donald		B			NB	

Right-click context menu options: Make an Appointment, Create from Waitlist, Edit Appointment, Copy / Cut / Paste / Delete, Episodes, Documents, Clinical, Chart Tracking, OEC, IFC, Send SMS, Confirmed, Arrived, Admit, Excess / Deposit, Theatre, Discharge, Coding, Create Invoice, Rehab Screen, Check List, Inpatient (selected), Certificate, Clinical Indicators, Add Newborn, Print Chart Label, Print Wristband, Quick Form, HC21, Create Letter.

On the Inpatient screen, you can book a theatre procedure and assign the patient a bed.

To book a theatre procedure in:

1. Click the Inpatient tab
2. This is the procedure schedule where you can see the procedures that are booked in
3. Select the date the procedure will be performed

4. Enter the time the patient is expected in theatre
5. Select the appropriate theatre/ list
6. Select the surgeon/ doctor
7. Select the correct theatre roster
8. Enter the procedure notes if different to the notes added when the admission was booked
9. If required, select the booking code
10. Click **Save**

Once the procedure has been booked into theatre, the patient will appear on the **Appointment** screen with an **X** as the status, which means the patient is an inpatient and this isn't their primary admission booking.

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF	OOP
06:00				DUCK, Donald						
06:30				DUCK, Donald						
07:00				DUCK, Donald						
07:30	WEASLEY, Ronald	107	Hip replacement	DUCK, Donald		X				NIB
08:00				DUCK, Donald						
08:30				DUCK, Donald						
09:00				DUCK, Donald						
09:30				DUCK, Donald						
10:00				DUCK, Donald						
10:30				DUCK, Donald						
11:00				DUCK, Donald						
11:30				DUCK, Donald						

To allocate the patient a bed, navigate to the **Inpatient** screen.

1. Click the **Bed History** tab
2. Enter the date the patient is expected to arrive in the ward
3. Enter the time the patient is arriving to their bed
4. Enter the ward the patient will be admitting to
5. Enter the bed the patient will be staying in
6. The status will show the patient as **Booked**, prior to admission, and **Admitted** once they have been admitted
7. You can add **Bed Notes** here if required as this is a free text field
8. Click **Save**

Bed Tracker

Now we will look at navigating the **Bed Tracker** screen.

On this screen, the wards will be listed individually. There is also a colour-coded **Key** at the top of the screen to easily determine a patients bed status.

Bed Tracker

Key: ■ Booked ■ Admitted ■ Statistical Admitted ■ Discharged ■ Statistical Discharge ■ Estimated Discharge ■ Leave ■ Bed Change From ■ Bed Change To ■ Unavailable

Emerald Ward

Bed	Patient Name	Info	LOS	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 1	Saturday 2	Sunday 3
Bed 1	WEASLEY, Ronald	i	3/3							
Bed 2										
Bed 3										
Bed 4										
Bed ...										

Ruby Ward

Bed	Patient Name	Info	LOS	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 1	Saturday 2	Sunday 3
Bed A	WEASLEY, Ronald	i	3/3							
Bed B										
Bed C										
Bed D										
Bed ...										
Bed ...										

1. To access the **Bed Tracker**, click the icon on the left-hand side of the screen
2. The patients name will display in the bed allocated
3. The bed is light blue, which as per the **Key**, the patient has been **Booked** in this bed for the day
4. The patients bed status is **Bed Change From** on this date as they have been booked in the **Bed History** tab to change to another ward today
5. The patients bed status is on the new ward, and shows as **Bed Change To** as per the **Key**
6. The patient is showing as **Estimated Discharge** on this day from the number of days entered into the **Booking** screen when the appointment was made

If you hover over the information symbol on the patient's bed, this will show the admission information for this patient also, and the **Length of Stay**.

Ruby Ward

Bed	Patient Name	Info	LOS	Monday 27
Bed A	WEASLEY, Ronald	i	3/3	
Bed B				
Bed C				
Bed D				

Admission Date: 28/04/2026
Discharge Date : 01/05/2026
MRN: 107
Doctor: Dr. Donald Duck
Fund: NIB
DOB: 19/01/2001 Sex: Male

The Bed Tracker is able to be viewed in **Day**, **Week** or **Month** mode by changing the dropdown menu on the calendar.

</

The Bed Tracker also has a filter function. You can filter the screen to All Wards or choose a specific ward to view, as well as the number of days you wish to view.

Print Handover Patient Forms

Ward: All Wards

Days: 7 Days

Clear Apply Filter

You can also print a **Clinical Handover** report from this screen.

Print Handover Patient Forms

When selecting **Print Handover**, you can:

1. Choose the **Template** you wish to print
2. Choose the **Order** you wish to print the report
3. Select the **Doctors** you wish the print, you can choose one or all which is useful for doctors who wish to only see their patients on the ward
4. You can choose all or a specific **Ward** to print
5. You can choose a **Religion** if required which is useful for religious visits to patients on the ward
6. Select **Exclude Empty Beds** if you only wish to view occupied beds
7. **Print Handover**

Print Handover ✕

1 Template: Clinical Handover Report

2 Order: Ward, Bed

3 Doctors: All Doctors

4 Ward: All Wards

5 Religion: All Religions

6 Option: ☐ Exclude empty beds

7

Cancel Export Print Handover



Clinical Handover Sheet
13/10/2026 at 15:26

Ward Room	Patient Details	Doctor	PROCEDURE / Notes	Allergies
Emerald Ward Bed 1	WEASLEY, Ronald DOB: 19/01/2001 (25) MRN: 107	DUCK, Donald	Hip replacement Patient Status: Booking	Allergies:

Your handover report template can be customised to suit your facility and the information you wish to see. If you need assistance with this, please reach out to our FYDO Hospital Support Team.