
	Quality Management Systems Procedure	
	Title: Policy on Internal Adjustments of Beds in case of non-availability of beds	
	Document Number- 06/QA/TVVP/2017	
	Issue Number- 01	
	Effective Date- 01. Dec.2017	
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Policy:

This policy is to provide the principles and practices underpinning the TVVP Hospital's approach wherein there is a shortage of beds.

Description of the Process:

- All the admissions during 08:00am to 02:00pm are routed through admission counter located at the main entrance of the hospital.
- All admissions after 02:00 pm are routed through the emergency department.
- All efforts shall be made to accommodate to patient admission as far as possible, in case of non-availability of beds inside the in-patients wards, patients are placed in the casualty ward till the beds are available as per the entitlement.
- The doctors shall try to discharge the recovered patients in time to manage the beds for new admissions.
- If there is no vacant bed in particular ward, patients who do not require active treatment or medical interventions are shifted to in other ward, ward corridors in case of non-contagious diseases.
- In case of absolute non-availability of beds, the hospital will take the initiative to transfer the patients to the nearest TVVP Hospital or Teaching Hospital by its own ambulance accompanied by a paramedic or a nurse depending upon the need.