

## NURSING SERVICES GUIDELINE GENERAL

**Guideline:** Patient bed assignment

**Policy Number Superseded:** 3364-110-01-10

**Responsibility:** House Supervisor, Bed  
Placement Coordinator, and  
at times, the Lead  
Nurse/Charge Nurse

**Purpose of Guidelines:** To ensure proper  
patient placement for appropriate level of  
care.



**Effective Date:**  
7/1/2026

**Initial Effective  
Date:** 7/1/2026

**Procedure:**

- (A) Room and bed assignments are based on individual patient care needs. Unit assignments are based on the Physician's order for level of care. Assignments are coordinated by the Admitting Department, HS, attending physician, and unit LN/CNs. Unit and room assignments should be focused on directing patients to appropriate specialized nursing units. Bed assignments are based on the assessment of:
- (1) complexity of nursing care needs (isolation, mentation, immunosuppression, etc.)
  - (2) diagnosis
  - (3) age
  - (4) gender
  - (5) patient condition
  - (6) patient care needs
  - (7) availability of beds
- (B) Each patient care area has specific criteria to assist in assigning patients to a particular unit and matching the patient to specialized nursing skills as appropriate. General guidelines are as follows. Medical ICU beds are on the third floor. Surgical ICU beds are on the second floor. Step down units are HVCU

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(3ABCD), primarily for medicine, pulmonary, and cardiac diagnoses. 5ABCD for primarily trauma, surgery, and stroke step-down. Transplants are to go to 4AB. General medical/surgical and oncological patients to 4CD. Orthopedics and other general medical/surgical patients assigned to 6AB. Admissions to Kobacker Inpatient unit and the Senior Behavioral Health unit are not addressed by this policy as they hold separate licensing status. Admissions to the Detox unit on 6CD require preauthorization.

- (C) Since bed assignments and reassignments are made as needed due to changes in patient condition, the Admitting Department has general guidelines to assist with placements.
- (D) Admitting is made aware of clean available beds through the bed tracking system.

Approved by:

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*Chief Nursing Officer*

Initial effective date: 7/1/2026

Review/revision date: NEW

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Next review date: 7/1/2029