



### **HT8: HOW TO CHECK BED AVAILABILITY AT OTHER PROVIDERS**

The 'Bed Availability' tab is one of three tabs on the Admissions module and is used to view the availability of beds at other programs in real time.

1. From the Front Desk menu, select Admissions, then select the Bed Availability tab.
2. Bed availability for all bed-based programs will display for your community. To view bed availability in other communities, select the applicable community from the dropdown box.
3. Select the Information button in the Action column to view the service provider's contact information and the demographics it serves. Use this information to call ahead, confirm availability, and/or request a reservation on behalf of a client you are referring.