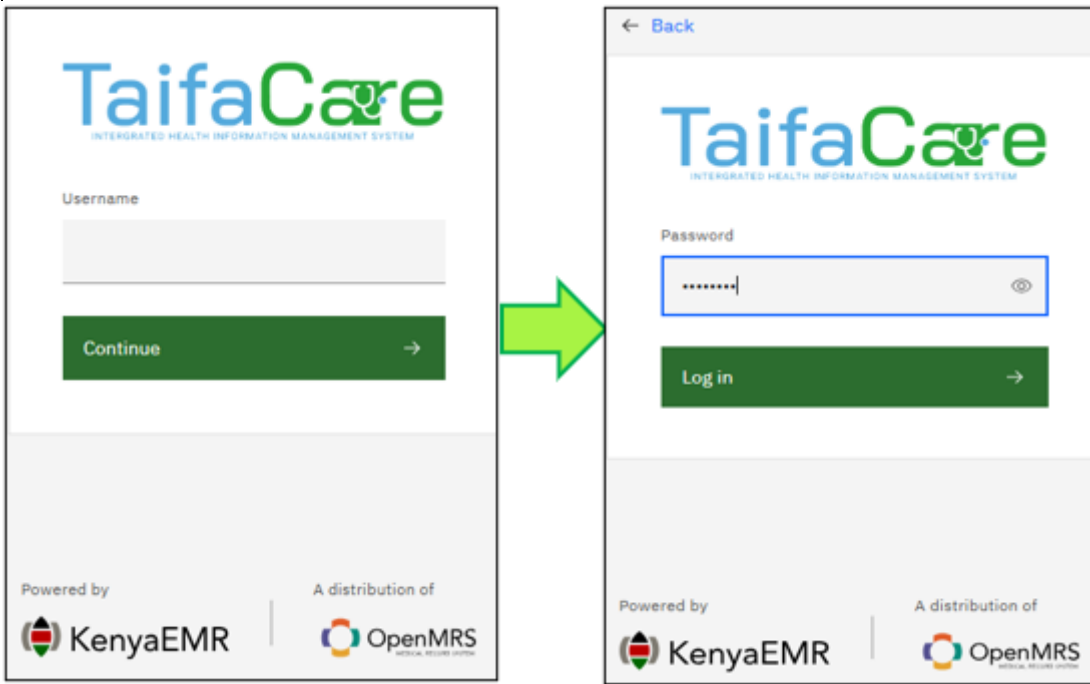


SOP: Inpatient Bed Swap and Ward Transfers Using TaifaCare System

(Last updated: August 2025)

Tasks:	Changing the patient's bed and transferring them to another ward
Objective:	To provide a standardized process for admitting deceased patients to the Mortuary using TaifaCare systems.
Who:	Mortician/Pathologist
Required Materials:	Username, password, computer installed with TaifaCare version 19.2.0 and above
Step	Action
Login to TaifaCare - On successfully accessing the TaifaCare system you should be navigated to the login page, - Authenticate entry by providing username and password on the fields, then click "Login" button.	

Patient Bed Swap

Check for the Inpatient ward set up on how to access a ward.

1. Under **Admitted** tab, locate the patient you would like to do a bed swap, click the three dots (denoted by red arrow) to view the bed swap option.
2. Click on '**Bed Swap**' to open the '**Bed Swap form**', once open choose the bed you would like to move the patient to (Current bed is '**surg1**'). Click save and patient will be moved to the new bed as shown (new bed '**SW-01**').

Locations

Surgical Ward

Date

mm/dd/yyyy

Awaiting Admission

0

Admitted

1

Discharge In

0

Discharged

0

Ward Patients

Awaiting Admission

Admitted

Discharge In

Discharged

Admission Date

ID Number

Name

Gender

Age

Bed Number

Days In Ward

Action

Today, 10:26	ML4PFR	summer Fall Winter	F	31	surg 1	0	⋮
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Interward Transfer

Bed swap

Discharge

Ward Patients

Awaiting Admission

Admitted

Discharge In

Discharged

Admission Date

ID Number

Name

Gender

Age

Bed Number

Days In Ward

Action

Today, 10:26	ML4PFR	summer Fall Winter	F	31	SW-01	0	:
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Bed Swap

surg 1 · summer Fall Winter · ML4PFR · Female

· 31 yrs · Admitted: 3 hours ago

· Time on this ward: 2 hours 50 minutes

Select a bed

☐ No bed
 ☐ surg 1 · Standard · summer Fall Winter
 ☒ **SW-01 · Standard · Empty**

Cancel

Save

Interward Transfer

- Under **Admitted** tab, locate the patient you would like to do a ward transfer, click the three dots (denoted by red arrow) to view the 'Interward Transfer' option.
- Click on 'Interward Transfer' to open the ward transfer form, choose the ward (e.g. **Medical Ward**) you would like to transfer the patient to.
- Once the form is submitted successfully, navigate back the wards module, click to open all wards, locate the ward the patient was transferred to (In our case '**Medical Ward**'), click the highlighted number (In our case '**1**') to open the patient list under **Medical ward**.

Locations

Surgical Ward

Date

mm/dd/yyyy

Awaiting Admission

0

Admitted

1

Discharge In

0

Discharged

0

Ward Patients

Awaiting Admission

Admitted

Discharge In

Discharged

Admission Date

ID Number

Name

Gender

Age

Bed Number

Days In Ward

Action

Today, 10:26

ML4PFR

summer Fall Winter

F

31

SW-01

0

⋮

Interward Trasfer

Bed swap

Discharge

Home

Patient services

Linkage services

Diagnostics

Claims Management

Referrals

Wards

Mortuary

Billing module

Peer Calendar

Locations

Wards

Date

mm/dd/yyyy

Number of Beds

0

Admitted Patients

0

Free Beds

0

Bed Occupancy %

0%

Wards

Ward Name

Number of Beds

Occupied Beds

Free Beds

Bed Occupancy%

Pending out

Action

Medical Ward

5

1

4

80.00

0

Surgical Ward

2

1

1

50.00

1

Trasfer

SW-01

summer Fall Winter

ML4PFR

Female

31 yrs

Admitted: 3 hours ago

Time on this ward: 3 hours 1 minutes

Select a location

Search locations

Medical Ward

Paediatric Ward

Gyn ward

Padiatric ward

Notes

Patient recovering

Cancel

Save

4. The system will open the Medical Ward and automatically open the 'Awaiting Admission' tab, where you will be able to see the patient, you had transferred from the previous ward (In our case, '**Surgical Ward**')
 5. For Inpatient Admission workflow, refer to the '**Inpatient Admission SOP**'



Locations
Medical Ward

Date

Awaiting Admission
1

Admitted
0

Discharge In
1

Discharged
0

Ward Patients

Awaiting Admission
Admitted
Discharge In
Discharged

List Card

Date Queued	ID Number	Name	Gender	Age	Bed Number	Days In Queue	Action
Today, 13:31	ML4PFR	summer Fall Winter	F	31	--	0	⋮ ←

THE END