Follow the steps below to do a Bed Transfer.

**Step 1**  
From the Toolbar, click on the **PM Conversation** button. Select **Bed Transfer**.

**Step 2**  
1. Be sure the appropriate **Medical Service** is selected.  
2. Select the **Department/Unit**.  
3. Select the **Bed Availability** button.  
4. A window will display with all the beds. Click on the empty bed and select **OK**.  
5. **OR** - If you know which bed to put the patient in you can use the drop-down arrow to select which room.  
6. Select the **Bed**.  
7. Enter the **Transfer Information**.  
8. Select **OK**.