

## **In this Winlink Thursday Exercise for June 16, 2022, you will:**

- Use Winlink Express to create and send a Hospital Data Reporting Form. This form is to track and share crucial hospital capabilities with other facilities in and around an affected disaster area.
- Use the Health and Human Services website to look up hospital data.

## **Some reminders, especially for New Arrivals to ETO:**

- Read and Follow the Instructions **PRECISELY**. Details are sometimes missed in the reading, and some of our assignments can be tricky!
- Make Sure you Address the Correct Clearinghouse for Your Geographic Location (especially if you're temporarily in a different region)
  - Our Tactical Addresses are all formatted as "ETO-nn", where nn is *always* either a 2-digit number ("01", "03", ..., "10"), "CAN" for Canadian participants, or "DX" for all others.
  - Make sure you type a ZERO, not the letter "O", in the 2-digit number.
  - If you don't know your Clearinghouse's Tactical Address, Use this web page to look it up: [https://emcomm-training.org/More\\_Info.html#Maps](https://emcomm-training.org/More_Info.html#Maps)
- For our exercises, we recommend that you always check the "Request message receipt" box in your message before you Post it to your OutBox.
- Another suggestion from our Gurus: put your own "normal" Email Address in the CC box, so that you receive a copy in your non-Winlink Email, as another confirmation that your Winlink message was sent out correctly.
- IMPORTANT! Always restart Winlink Express to ensure that you have the current version and the latest Template update. The Winlink Development Team (WDT) is constantly updating the Templates.
- ETO exercises are designed to be completed using the Winlink Express client, in a Windows environment. If you choose to use any other Winlink Client Program, your mileage may vary, and your response may not be mapped or graded as Correct.
- Avoid common errors as outlined on our website: [https://emcomm-training.org/Winlink\\_Thursdays.html](https://emcomm-training.org/Winlink_Thursdays.html)

**Continue to the next page for the instructions.**

## Exercise Instructions:

### Part 1: Look up local hospital capacity data

**Note:** (See page 3 for screenshot of website)

1. Click on this link to open the webpage which allows you to look up sample data for **any** Hospital in your local area: <https://protect-public.hhs.gov>. Canadian or DX stations may substitute locally available data (hospital website or contact the public information office), or in the alternative pick a US hospital.
2. Click on the **"Hospital Utilization"** tab at the top of the webpage to access the hospital data.
3. In the **"Hospital Utilization by Facility"** section under **"Search For Hospitals"** click on the search field and click on **"Use current location"**. You can also enter an address or hospital name.
4. Record the values for the following fields: Inpatient Beds Occupied, Inpatient Beds Total, ICU Beds Occupied, ICU Beds Total. **Note:** If the ICU bed information isn't available for the hospital you selected, record the "No Data Available" message and skip the calculations for Critical Care Beds Available.
5. **Calculate values for the report;**
  - a. Medical/Surgery Beds Available = Inpatient Beds Total - Inpatient Beds Occupied
  - b. Critical Care Beds Available = ICU Beds Total - ICU Beds Occupied

### Part 2: Complete the following Hospital Bed Report with the data you find on the website.

**Note:** (See page 4 for screenshot of report)

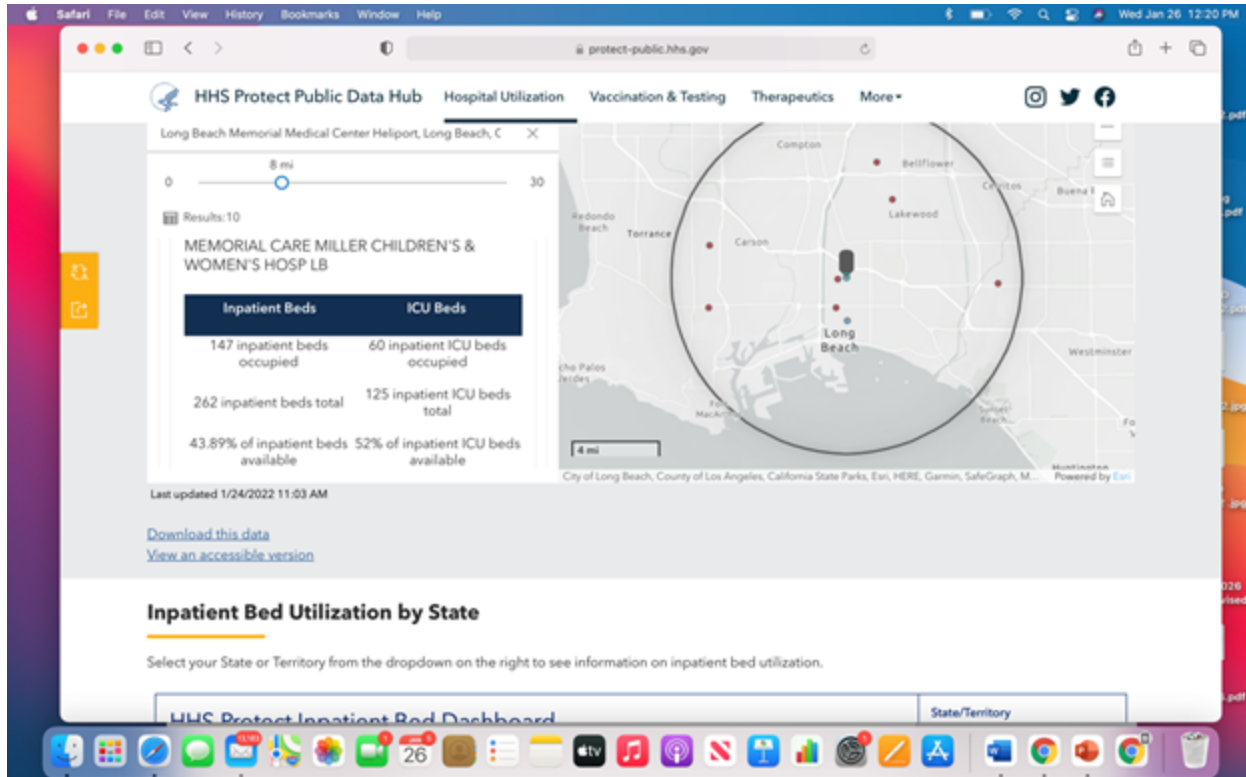
1. Open the Winlink Express application.
2. Under "Message" open the menu to "New Message".
3. In the new message window, open the "Hospital Bed Report" using the following menu choices: **"Select Template" > "Standard Templates" > "Mapping-GIS Forms" > "Hospital Bed Report"** or **"Select Template" > "Standard Templates" > "General Medical" > "Hospital Bed Report"**

**Note:** The template will open in your web browser.

4. Click on the setup button on the top left corner of the page. Enter **"ETO Winlink Thursday"** in the agency name popup window.
5. Enter the "Name of the Reporting Facility". Use the name of the hospital that you selected in Part 1.
6. Enter your Lat/Long Position Data for your location.
  - a. For Lat/Long: Decimal Value, Minus Signs For both Southern Lats and Western Longs.
7. Enter your name as the "Contact Person".
8. Enter 555-555-5555 as the "Contact Phone Number"
9. Enter your "Email Address" (use [your\\_call@winlink.org](mailto:your_call@winlink.org)).

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10. In the Bed Availability Section:
  - a. For “Medical / Surgery” enter the number of “Medical / Surgery Beds Available” from Part 1
  - b. For “Critical Care” enter the number of “Critical Care Beds Available” from Part 1. Note If no ICU bed information was available, enter “No Data Available” and leave the number field blank.
11. NOTE: You are only filling in 2 of the “Available Beds” data rows. Leave the other rows blank.
12. In the “Additional Comments” section enter “This is an exercise”



In the example above we see Memorial Care Miller Children’s & Women’s Hospital Long Beach. There are 147 inpatient beds occupied and 60 inpatient ICU beds occupied, with 262 inpatient beds total and 125 inpatient ICU beds total. This calculates to 43.89% of inpatient beds available and 52% of ICU beds available.

NOTE: If commencing with a blank form *for the first time* the grayed-out Setup box reads "Load Hospital Bed Report". The example probably reflects the fact the author opened it a second time to copy the form.

The written instruction is to use a callsign @ Winlink for the Contact Email Address but the example has a commercial SMTP address.

Continued on next page...

### HOSPITAL BED REPORT ETO Winlink Thursday

Setup [Click to add your agency or group](#)
Load ETO Winlink Thursday Bed data
[Form Info](#)

Report Date/Time:

Name of Reporting Facility:

Latitude  Longitude  MGRS  Grid 

*LAT/LON and MGRS default to the center of the grid square listed in Express Settings, unless a GPS is used or Lat/LON or MGRS are entered manually.  
 For accurate mapping you must enter the latitude and longitude.*

Contact Person:

Contact Phone Number:

Contact Email Address:

Type	Available	Notes
Emergency Beds	<input type="text"/>	<input type="text"/>
Pediatrics	<input type="text"/>	<input type="text"/>
Medical / Surgery	<input type="text" value="115"/>	<input type="text"/>
Psychiatry	<input type="text"/>	<input type="text"/>
Burn	<input type="text"/>	<input type="text"/>
Critical Care	<input type="text" value="65"/>	<input type="text"/>
<input type="text" value="Other Type"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Other Type"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL:</b>	<input type="text" value="180"/>	

*DEFINITION: Physical Available Beds = Staffed + Un-staffed Beds*

Additional Comments:

Save ETO Winlink Thursday Bed data
Submit
Reset Form
Version 9.7

In the example above we see:

- Agency/Organization name set per instructions
- Contact phone per instructions
- Contact email per instructions
- Calculation of bed availability per instructions
- Additional Comments of "This is an exercise"