HC Standard – Bed Availability Data Entry

Always confirm receipt of the HAN Message!

1. Access Web Link for HC Standard 4.2.2 Client: https://hc.ndhealth.gov

2. Enter user name and password (If you are locked out please email hcstandard@nd.gov for assistance)

3. Under Workspace (in the navigation bar at the top of the window) – Click on your facility name

4. In the "Matrices" Box Click on **FACILITY BED AVAILABILITY**

5. Click on the pencil icon at the left end of the row to edit your data:

   a. On the Edit screen – click the 'clock' icon to mark as current:

   this will update the date and time for the current data point

6. Complete the bed tables as requested in the alert

7. Click the green '**SAVE**' Button:

8. Done! Log out of HC Standard

PLEASE NOTE

- The **Response Goal** is for data to be entered within 60 minutes of notification

- Please assure that your facility has enough staff trained & designated to successfully *enter data within the 60 minute time frame – 24/7/365*

NORTH DAKOTA
DEPARTMENT of HEALTH

For help please contact:
Email hcstandard@nd.gov