




## *HC Standard: Reporting Bed Availability*

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1. Access the web link for HC Standard at <https://hc.ndhealth.gov>
2. Enter the facility username and password
3. Hold the cursor over 'Workspaces' along the top of the screen – Scroll to find facility name or type in facility name to narrow the search
4. Under 'Matrices' click on 'Facility Bed Availability – “Your Facility Name” ’
5. Click on the pencil icon  on the left to edit your data
6. Complete the bed tables as requested in the alert
  - a. If the data has not changed click on the clock icon  to automatically update the date and time for that particular data point
7. Click 'Save' in the upper right hand corner
8. Once the data has been saved, click on the  symbol in the upper right hand corner and select 'Logout'

*The response goal is for data to be entered within 60 minutes of notification.*

*Please assure that your facility has a sufficient number of staff trained and designated to successfully enter data within the 60 minute time frame – 24/7/365.*

*For assistance please email: [hcstandard@nd.gov](mailto:hcstandard@nd.gov) or call 701.328.2270.*