Oregon Capacity System

Divert Input Tool Instructions

- Link to the Oregon Capacity System: https://oregon.hospitalcapacity.com/
- Use the Divert Input Tool to manually set the divert status for different divert categories at the hospital level.
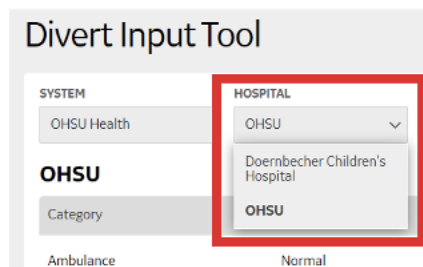
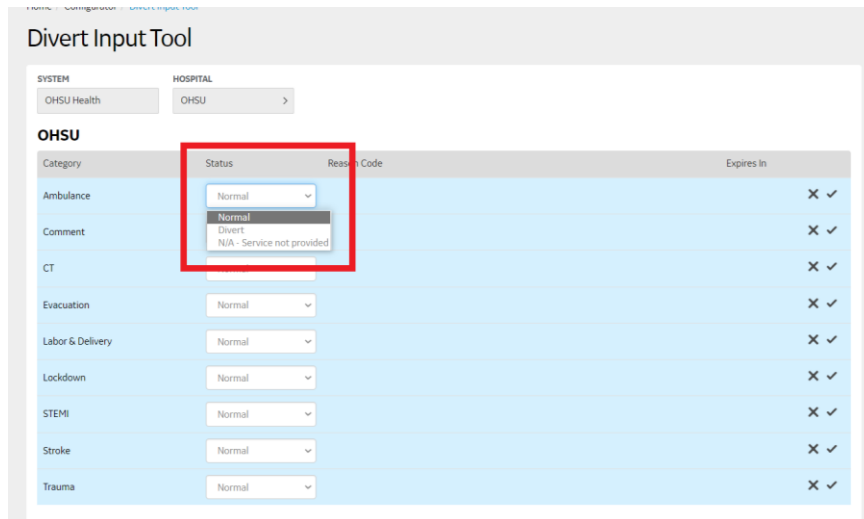|	
Step One	Select **Divert Input Tool** from the homepage.
Step Two	Filter to relevant facility by using the **hospital** drop-down menu.
Step Three	There are 9 Divert categories. Select the category by positioning on the row of the category to modify (will turn blue) and clicking on the blue pencil on the right side.
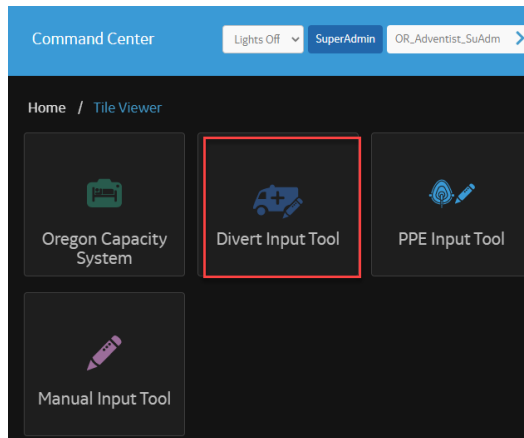
Step Four

Once you have selected a category, you will enable the status column. Select either Normal or Divert (NOT N/A) from the dropdown. N/A – Is only to be used for Services not provided which does **NOT** apply for TAD.
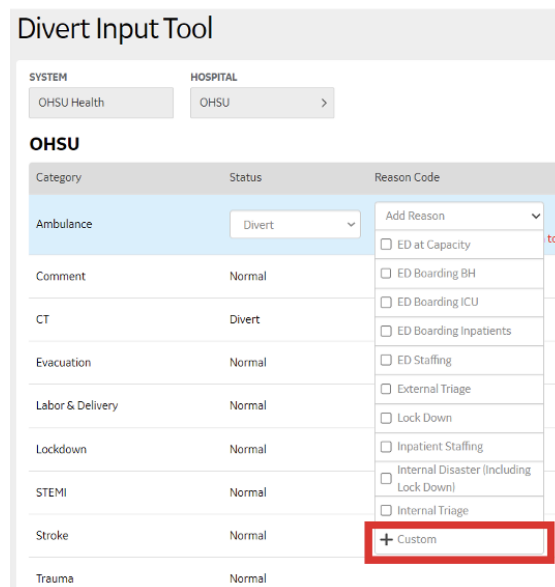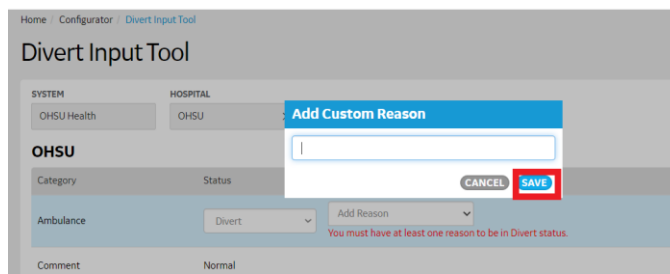

Step Five

For Divert, you will need to enter a Reason Code. Select all reason codes applicable by checking in the appropriate box. If you need to create a custom reason, select the Custom checkbox, enter the Custom Reason at the Prompt, and click save.

Step Six   To save the divert reason code, click on the checkmark on the right-hand side.

Category	Status	Reason Code			Expires In	
Ambulance	Divert ⌄	Add Reason ⌄	ED at Capacity ⊗	Custom Reason ✎ ⊗	N/A	✕ ✓
Comment	Normal					
CT	Divert	Equipment Downtime			N/A	
Evacuation	Normal					
Labor & Delivery	Normal					
Lockdown	Normal					

Questions?

- OCS Support Resources https://support.hospitalcapacity.com/support/home
- Please reach out to Helene.anderson@apprisehealthinsights.com for any additional help