

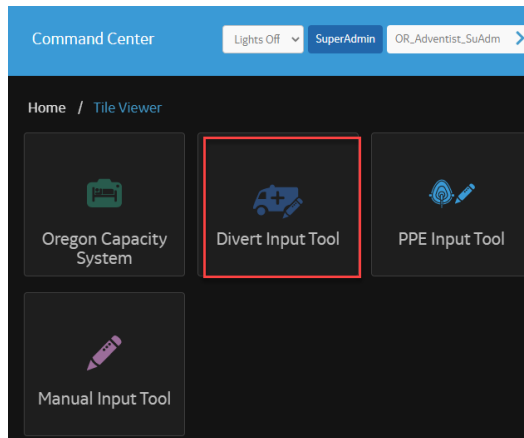
Oregon Capacity System

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.

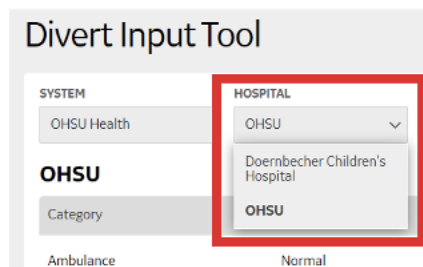
Step One

Select **Divert Input Tool** from the homepage.



Step Two

Filter to relevant facility by using the **hospital** drop-down menu.



Step Three

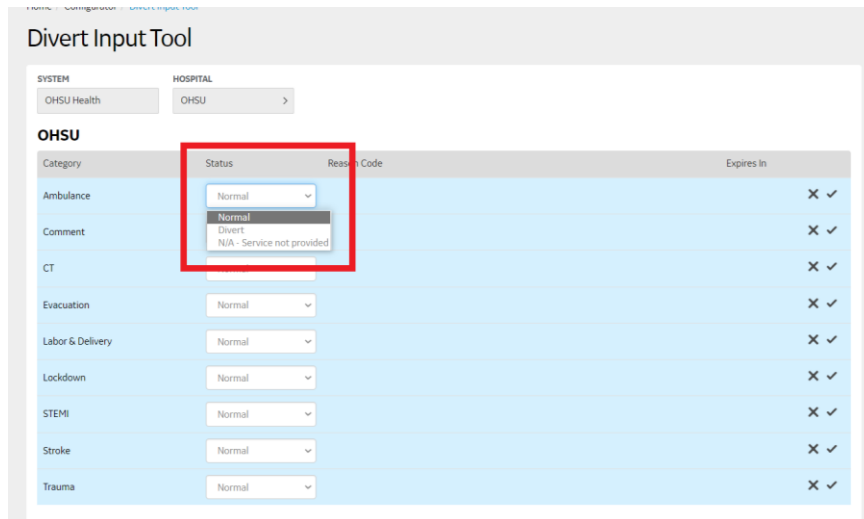
There are 9 Divert categories. Select the category by positioning on the row of the category to modify (will turn blue) and clicking on the blue pencil on the right side.

Category	Status	Reason Code	Expires In
Ambulance	N/A - Service not provided		
Comment	Divert	Custom Reason 1	N/A
CT	Divert	Equipment Downtime	N/A
Evacuation	Normal		
Labor & Delivery	Normal		
Lockdown	Normal		
STEMI	Normal		
Stroke	Normal		
Trauma	Normal		

The 'Ambulance' row is highlighted in blue, and a red box highlights the blue pencil icon in the 'Expires In' column for that row.

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.

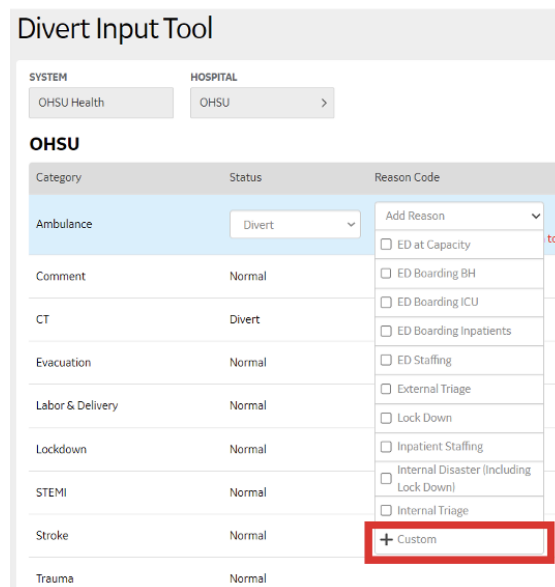


The screenshot shows the "Divert Input Tool" interface. At the top, there are dropdowns for "SYSTEM" (OHSU Health) and "HOSPITAL" (OHSU). Below this, the "OHSU" section contains a table with columns for "Category", "Status", "Reason Code", and "Expires In". The "Ambulance" row is highlighted, and its "Status" dropdown menu is open, showing options: "Normal", "Divert", and "N/A - Service not provided". A red box highlights the "Divert" option.

Category	Status	Reason Code	Expires In
Ambulance	Normal		X ✓
Comment	Divert		X ✓
CT	Normal		X ✓
Evacuation	Normal		X ✓
Labor & Delivery	Normal		X ✓
Lockdown	Normal		X ✓
STEMI	Normal		X ✓
Stroke	Normal		X ✓
Trauma	Normal		X ✓

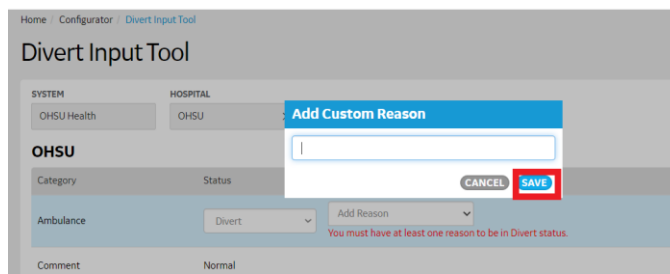
Step Five

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.



The screenshot shows the "Divert Input Tool" interface. The "Ambulance" row is highlighted, and its "Status" is set to "Divert". The "Reason Code" dropdown menu is open, showing a list of reasons with checkboxes: "ED at Capacity", "ED Boarding BH", "ED Boarding ICU", "ED Boarding Inpatients", "ED Staffing", "External Triage", "Lock Down", "Inpatient Staffing", "Internal Disaster (Including Lock Down)", and "Internal Triage". A red box highlights the "+ Custom" option at the bottom of the list.

Category	Status	Reason Code
Ambulance	Divert	Add Reason
Comment	Normal	
CT	Divert	
Evacuation	Normal	
Labor & Delivery	Normal	
Lockdown	Normal	
STEMI	Normal	
Stroke	Normal	+ Custom
Trauma	Normal	



The screenshot shows the "Divert Input Tool" interface. The "Ambulance" row is highlighted, and its "Status" is set to "Divert". The "Reason Code" dropdown menu is open, showing a list of reasons with checkboxes. A red box highlights the "+ Custom" option. Below the table, there is a dialog box titled "Add Custom Reason" with a text input field and "CANCEL" and "SAVE" buttons. The "SAVE" button is highlighted with a red box. A message below the dialog box reads: "You must have at least one reason to be in Divert status."

Category	Status	Reason Code
Ambulance	Divert	Add Reason
Comment	Normal	

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

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