Oregon Capacity System

Manual Input Tool Instructions

- Link to the Oregon Capacity System: https://oregon.hospitalcapacity.com/
- Use the Manual Input Tool to enter the required hospital data **every weekday by 0900** which is not currently automated. Select the Manual Input Tool on the Home Page/Tile Viewer.
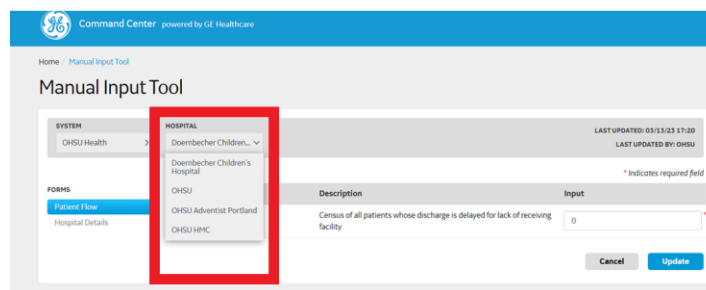
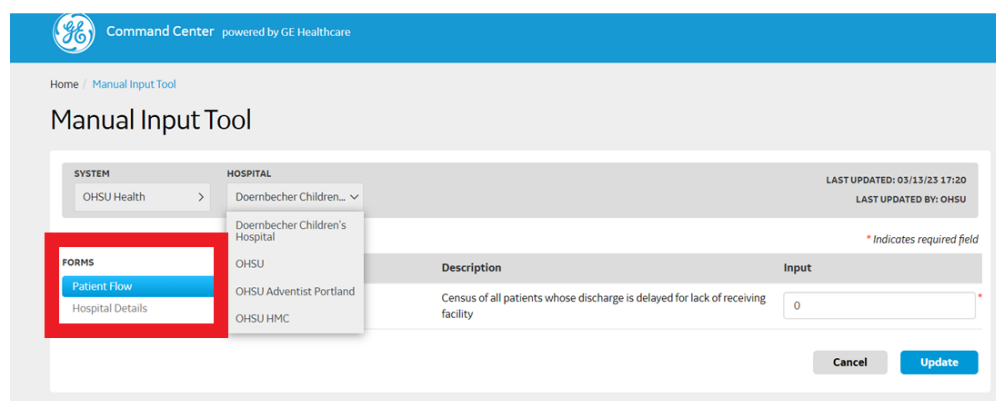|	
Step One	Select **Manual Input Tool** from the homepage.
Step Two	Filter to your hospital using the drop-down menus.
Step Three	From the **FORMS** select Patient Flow and enter the number of patients in the input text box, **every weekday by 0900**. If zero then enter a zero rather than leaving a blank,
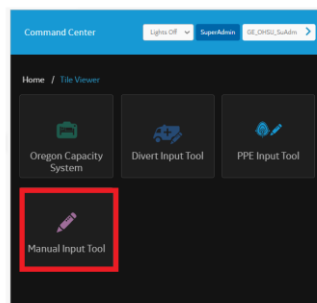
FORMS	Field Name	Description	Input
Patient Flow			* Indicates required field
Hospital Details	Discharge Delays	Census of all patients whose discharge is delayed for lack of receiving facility	0

Cancel   Update

Step Four

Last thing is to click **Update** to record what you have entered.

FORMS	Field Name	Description	Input
Patient Flow			*Indicates required field*
Hospital Details	Patient Discharge Delays	Census of all patients whose discharge is delayed for lack of receiving facility	0

Cancel   Update

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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