
HAvBED Quick Reference Guide



HAvBED - Individual Hospital User Quick Reference Guide

Getting to the HAvBED Web Site

The HAvBED web site is accessed at: <https://havbed.hhs.gov>. Access to this system is limited to those hospital individuals who have an authorized account. An account may be requested from the HAvBED administrator by clicking on the "Account Request Form" on the home page. The system administrator will provide a username and password for you after approval of your request for a HAvBED account.

Logging In

- 1) Logging into HAvBED via Standard High-Speed Internet Connection (i.e. hospital or office network)

At the HAvBED Home page, all users are required to login with their username and password. Enter this information on this login page and click "Log In" to proceed.

Note: Passwords are case sensitive; usernames are not.

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It is recommended that you use the navigation tabs within the window and avoid using the browser's back button.

Welcome to HAvBED

Hospital Available Beds for Emergencies and Disasters

Please Log In

User Name:

Password:

I am connecting via dialup

Check this box if you are using a dialup (slow) connection. If you have user permission to (only) enter bed counts for a single facility, you will be directed to a page which allows you to view and enter bed counts for the facility assigned to you in a more efficient (faster) fashion. If you have any additional permissions, you cannot use this faster option and you will be redirected automatically to the main HAvBED site. If you need to perform a function other than entering bed counts (such as changing your password), do not check this box.

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- 2) Logging into HAvBED via Dial-up Connection

If you are connecting to HAvBED over a dialup connection and have permissions only to update bed counts for a single facility, select the "I am connecting via dialup" checkbox. This option provides a significant performance improvement in viewing and updating of bed counts for the facility that you are authorized to view and update. If you have the ability to view/update bed counts for more than a single facility, you will not be directed to these optimized pages. Instead, you will be directed to the HAvBED Home page as if you were on a standard Internet connection.

Changing Your Password and Profile

All users can maintain their own password and account information through the "My Profile" option.

1. Select the "My Profile" option from the top menu toolbar or Home page option.
2. Click the appropriate link in the "Options" box for the desired action.
 - a. To change a password, select "Change Password".
 - b. To change your address, phone number, etc., click "Edit My Profile".

To change your password:

1. Verify your current password
2. Enter your new password twice. (Note: Passwords must be at least seven characters long and contain at least one character that is not a letter or a number (#, !, *. are three examples). Also, Passwords are case sensitive. *Example Password: XYZ123!*)
3. Click "Update Password". When your new password is successfully saved, you will be returned to the My Profile page.

Note: a warning will be displayed if the password fields do not match when resetting the password. Be sure the password is entered correctly in both fields. Also, passwords must be at least 7 characters long and contain at least 1 non-alphanumeric character.

To update your profile (phone number, etc.):

1. Click the "Edit My Profile" link.
2. Select the tab that contains the information you want to update. You are NOT able to update your HAvBED permissions. If you desire to change to your permissions, you must contact the System Administrator using the Help menu at the top and then selecting "Contact Us".
3. Once you have completed your updates, click "Save Changes" in the Options box at the top right and you will be taken back to the My Profile page.

Getting HAvBED System Help

Users can get more information about and assistance for HAvBED in the Help menu toolbar at the top of the page.

Three items are available in the Help menu:

1. Contact Us – Provides information for users to contact System Administrators with questions, issues, feedback, comments, etc.
2. Explain This Page – Provides a context-sensitive explanation of the current page that you are viewing. This information will open in a new window to avoid navigation away from what you are working on in HAvBED.
3. HAvBED Glossary - Defines terms that are used throughout all pages of the HAvBED site, including bed count definitions, emergency department status, bed categories and resources.

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Viewing Bed Availability and Medical Resource Information

- 1) Click the "View / Edit Bed Availability" link on the Home page or select "View / Edit Bed Availability" from the menu toolbar provided at the top of each page.

Note: If you have permission to view only one hospital you will be taken directly to the View|Edit Bed Availability screen for that hospital.

- 2) If you have permission to view/edit more than one hospital, select a facility for which bed availability is to be viewed by using the + indicators in the geography list on the left side of the page. By clicking on the + symbol you can expand the list to drill-down to facilities. Facility types are identified by the icon adjacent to the facility name.

Note: Standard users of the system will be able to facilities with an "active" status. Only System Administrators will be able to see facilities that have an inactive or decommissioned status.

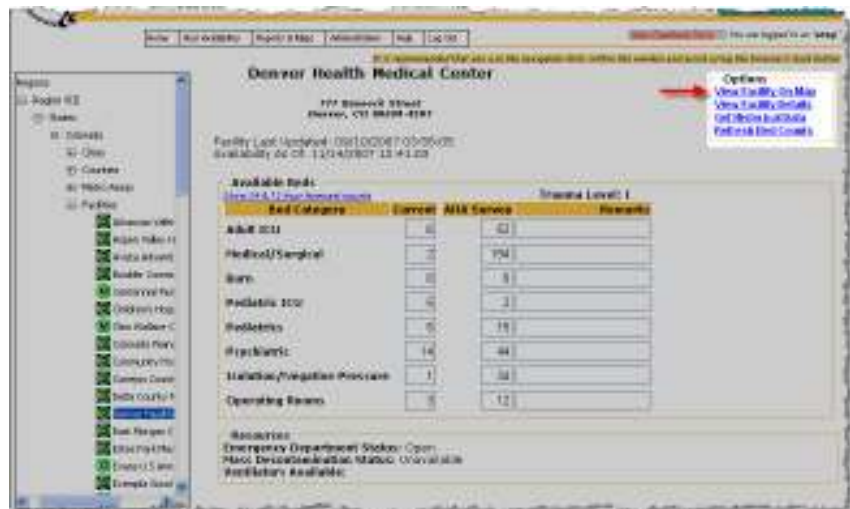
After selecting the facility, the bed availability for the facility displays. The View Bed Availability/Medical Resources screen displays the facility name and address.

Updating Bed Availability and Medical Resource Information

To update bed availability data and Medical Resource information:

- 1) Click "Edit Availability" in the Options Menu at the upper right hand side of the page. This Options Menu lists all functions that are available to you for this particular facility based on the permissions that the System Administrator has assigned to you.

After you click the "Edit Availability" option the page displays in Edit mode.



- 2) Editing Bed Counts

Use your mouse or the Tab key to go to the bed count space to be updated. Enter the number of beds available, and continue to update other counts as necessary. Using the Tab key will tab through the actual bed counts, the AHA Survey bed counts (not updatable except by the Facility Details Editor or Administrator roles) and then Remarks. Following remarks, pressing the tab key will move down the list of medical resource fields.

If you enter a bed count that is larger than the AHA survey value for that bed category, a warning box will appear asking for confirmation that you indeed want to enter a number of available beds that is larger than the survey value. You can click "Yes, They Are Correct" to confirm and save your counts or click "No" to not save and modify the counts you entered.

Users can enter current counts for each of these bed categories as well as forecast the number of beds that are projected to be available in the immediate future. For more information on projecting 24 and 72 hour bed counts refer to Section 4.2.1 of the User Guide.

- **24hr Beds Available** - This value represents an estimate as to how many vacant (staffed, unoccupied) beds for each bed category could be made available to accept patients within 24 hours, over and above those listed as currently available.
- **72hr Beds Available** - This value represents an estimate as to how many vacant (staffed, unoccupied) beds for each bed category could be made available to accept patients within 72 hours, over and above those listed as currently available.

Because these 24 and 72 hour counts are usually not the primary bed count data of interest, the View/Edit Bed Availability page has these values hidden by default with the option to reveal them by clicking on "Show 24 & 72 Hour Forecast Counts" Note: The Summary Report page shows all bed counts, including 24 and 72 Hour forecasts.

- 3) Editing Medical Resources

Using the mouse or the tab key select the Medical Resource field you want to update. The list of available Medical Resource Fields are described below.

1. **Emergency Department Status/Facility Status** - Provides information about whether or not the facility or facility's Emergency Department is accepting new patients. Only Hospitals will have Emergency Department Status. All other facilities will have a Facility Status.
2. **Mass Decontamination Status** - Provides information about the facility's Mass Decontamination status.
3. **Ventilators Available** - Provides the number of ventilators available at the facility.

- 4) Click "Save Changes" in the Options Menu at the upper right hand side of the page. The updated information will be saved.

For information on updating the AHA Survey Bed Counts, refer to section 5.2.2 of the User Guide.