HC Standard – Bed Availability Data Entry

Always confirm receipt of the HAN Message!

1. Access Web Link for HC Standard 3.7.11 Client: https://hc.ndhealth.gov
2. Enter user name and password (If you are locked out please email hcstandard@nd.gov for assistance)
3. Under Workspace – Click on your facility name
4. In the "Matrices" Box Click on **FACILITY BED AVAILABILITY**
5. Click on Data View icon for ease of entering data – icon turns green when selected

(hover mouse over icon for definition)

   a. In the Data Form View – click on the blue 'clock' button(s) to mark as current

   this will update data entry point, date & time

6. Complete the bed tables as requested in alert
7. Click on the red '**SAVE**' Button

8. Done! Log out of HC Standard

PLEASE NOTE

- The **Response Goal** is for data to be entered within 60 minutes of notification
- Please assure that your facility has enough staff trained & designated to successfully ***enter data within the 60 minute time frame – 24/7/365***

NORTH DAKOTA
DEPARTMENT of HEALTH

For help please contact:
Email hcstandard@nd.gov