

MedComm Secondary Data Collection Form

If time or need permits, request the following information from the donating Healthcare Facility.

Healthcare Facility Name: _____

Facility Telephone #: _____ Facility Fax #: _____

Person Completing Form: _____ Person Authorizing Assistance: _____

Date: _____ Time: _____

Number of Open/Available Beds/Time		Total Available to Donate/Time	
General Medical (Adult)		Respirators/Ventilators (Adult/Pediatric)	
General Surgical (Adult)		IV Infusion Pumps	
General Medical (Pediatric)		Dialysis Machines	
General Surgical (Pediatric)		HAZMAT Decon Equipment	
Obstetrics		HAZMAT PPE	
Cardiac ICU		MRI	
NICU		CT Scanner	
PICU		Hyperbaric Chamber	
Burn		External Pacemakers	
Psychiatric		Designated Medications (specify)	
Trauma		Bedside Monitoring Devices	
OR Suites		Monitors/Defibrillators	
Skilled Nursing & Sub-Acute Care		Pulse OX/ETCO2	
		Transport Equipment (stretcher, wheelchairs)	

During an actual disaster or disaster drill, hospitals should complete the above form with the most current information available and have this information ready for dissemination to the EOC, requesting hospitals, and the HMA MedComm. Hospital bed definitions that can provide uniform terminology for organizations tracking the availability of beds in the aftermath of a public health emergency or bioterrorist event have been released by the Agency for Healthcare Research and Quality (AHRQ).

- **Licensed Beds:** The maximum number of beds for which a hospital holds a license to operate. Many hospitals do not operate all of the beds for which they are licensed.
- **Physically Available Beds:** Beds that are licensed, physically set up, and available for use. These are beds regularly maintained in the hospital for the use of patients, which furnish accommodations with supporting services (such as food, laundry, and housekeeping). These beds may or may not be staffed but are physically available.
- **Staffed Beds:** Beds that are licensed and physically available for which staff is on hand to attend to the patient who occupies the bed. Staffed beds include those that are occupied and those that are vacant.
- **Unstaffed Beds:** Beds that are licensed and physically available and have no current staff on hand to attend to a patient who would occupy the bed.
- **Occupied Beds:** Beds that are licensed, physically available, staffed, and occupied by a patient.
- **Vacant/Available Beds:** Beds that are vacant and to which patients can be transported immediately. These must include supporting space, equipment, medical material, ancillary and support services, and staff to operate under normal circumstances. These beds are licensed, physically available, and have staff on hand to attend to the patient who occupies the bed.

Beds also can be categorized according to the type of patient they serve:

- **Adult Intensive Care (ICU):** Can support critically ill/injured patients, including ventilator support.
- **Medical/Surgical:** Also thought of as "Ward" beds.
- **Burn or Burn ICU:** Either approved by the American Burn Association or self-designated. (These beds should not be included in other ICU bed counts.)
- **Pediatric ICU:** The same as adult ICU, but for patients 17 years and younger
- **Pediatrics:** Ward medical/surgical beds for patients 17 and younger
- **Psychiatric:** Ward beds on a closed/locked psychiatric unit or ward beds where a patient will be attended by a sitter.
- **Negative Pressure/Isolation:** Beds provided with negative airflow, providing respiratory isolation. Note: This value may represent available beds included in the counts of other types.
- **Operating Rooms:** An operating room that is equipped and staffed and could be made available for patient care in a short period.

For purposes of estimating institutional surge capability in dealing with patient disposition during a large mass casualty incident, the following bed availability estimates also may be reported:

- **24-hour Beds Available:** An informed estimate of how many staffed, vacant beds for each category above could be made available above the current number within 24 hours. This would include created institutional surge beds as well as beds made available by discharging/transferring patients.
- **72-hour Beds Available:** An informed estimate of how many staffed, vacant beds for each category above could be made available above the current number within 72 hours. This would include created institutional surge beds as well as beds made available by discharging/transferring patients.

Use of these standardized definitions and estimates of future bed availability will provide greater consistency among hospitals in reporting bed availability information.

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Healthcare Facility Name: _____

Facility Telephone #: _____ Facility Fax #: _____

Person Completing Form: _____ Person Authorizing Assistance: _____

Date: _____ Time: _____

Physician	Number of Personnel Currently Available to Loan/Donate to Partner Hospital*/ Time
Anesthesiology	
Emergency Medicine	
General Surgeon	
General Medicine	
OB-GYN	
Pediatrician	
Trauma Surgeon	
Other as indicated	
Registered Nurses	
Emergency	
Critical Care	
Operating Room	
Pediatrics	
Other as indicated	
Other Personnel	
Laboratory Personnel	
Maintenance Workers	
Mental Health Workers	
Nurse Anesthetists	
Nurse Practitioners	
Other Persons In Training	
Physician Assistants	
Radiology Personnel	
Residents	
Respiratory Therapists	
Plant Engineers	
Security Personnel	
Social Workers	
Others as indicated	

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