

## Wisconsin Psychiatric Bed Locator – General Authorized User

WHA Information Center (WHAIC) developed the Wisconsin Psychiatric Bed Locator which is a voluntary, web-based system. The system enables a person providing services for a hospital emergency department or a person who is responsible for county approval of emergency detentions to see information about psychiatric bed availability to accelerate the transition of care from the ER to a psychiatric bed. Please contact [whainfocenter@wha.org](mailto:whainfocenter@wha.org) for log-in information.

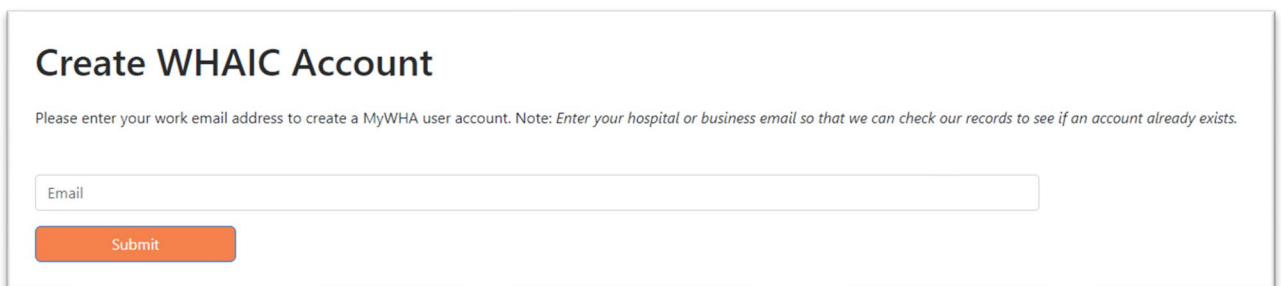
### Requesting User Access to the Wisconsin Psychiatric Bed Locator Tool

- 1) To register, click “register” button on the [Psychiatric Bed Locator](#) on the WHAIC Website.
- 2) To register, click the Psychiatric Bed Locator Login button and click “Register” below the “Login” button:



The screenshot shows the MyWHA Psych Bed Locator interface. At the top is the MyWHA logo, which includes a stylized blue wave above the letters 'WHA' and a white star on the 'A'. Below the logo, the text 'Psych Bed Locator' is displayed. Underneath, a note states: 'If you registered using a Microsoft account (hotmail, outlook.com, or business active directory account) you will log in with that username and password.' There are two orange buttons: 'Login' and 'Register'.

- 3) Enter your email address to determine if you already have an account on the WHAIC Portal.



The screenshot shows the 'Create WHAIC Account' form. The title 'Create WHAIC Account' is at the top. Below it is a note: 'Please enter your work email address to create a MyWHA user account. Note: Enter your hospital or business email so that we can check our records to see if an account already exists.' There is a text input field labeled 'Email' and an orange 'Submit' button below it.

- 4) If you do not have an existing account, please complete the registration form. After clicking “register,” you will receive a registration confirmation message online. You will receive an email to verify your email account.

## User Information

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Job Title*	Email*
<input type="text"/>	<input type="text" value="bcompetente@aah.org"/>
Business Phone*	Mobile Phone
<input type="text"/>	<input type="text"/>
Organization*	
<input type="text" value="Advocate Health"/>	

- 5) After you verify your account, you can click the “login” button on the login page to access the Psychiatric Bed Locator.

## Using the Wisconsin Psychiatric Bed Locator Tool

- 1) After logging into the Psychiatric Bed Locator, you will be prompted with the Psychiatric Bed Locator Usage Acknowledgement Attestation. You will only be able to enter the tool after attesting that you are able to access the tool.

### Psychiatric Bed Locator Usage Acknowledgement Attestation

Only authorized users may access the Psychiatric Bed Locator.

*I attest that I am a person providing services for a hospital emergency department or a person who is responsible for county approval of emergency detentions under s.51.15(2)(c), Wisconsin Statutes.*

- 2) Select the service you are looking for (Inpatient-Adult, Inpatient-Geriatric, Inpatient-Adolescent, Inpatient-Child, Adult Crisis Stabilization Facility, Youth Crisis Stabilization Facility, or Peer Run Respite Facility).
- 3) Select either City, County or ZIP code

After your selections are made, a facility listing is generated. All facilities that provide the selected service are sorted by distance of your selection, along with the number of available psychiatric beds, additional comments, and primary admissions contact information, and the last time the bed availability was updated. For more information, please click the “+” sign.

The information contained in the registry is voluntary. Prior to transporting a patient to any psychiatric facility call ahead for admission criteria. A bed potentially available for an admission means a bed that is setup-and-staffed, but is unoccupied or not currently reserved at the time of update. Although a bed may be listed as potentially available, the bed may not be appropriate for all admissions as determined by the unit. Beds Potentially Available for an Admission are not guaranteed beds. In all cases, users of the Bed Locator Tool must call the unit to discuss a potential admission.

WHAIC will send reminders to the administration contacts to update bed availability, if it has not been updated after 24 hours. If you should find something that is out of date, needs correcting or have suggestions to make this service work better for you, please email us at [whainfocenter@wha.org](mailto:whainfocenter@wha.org).