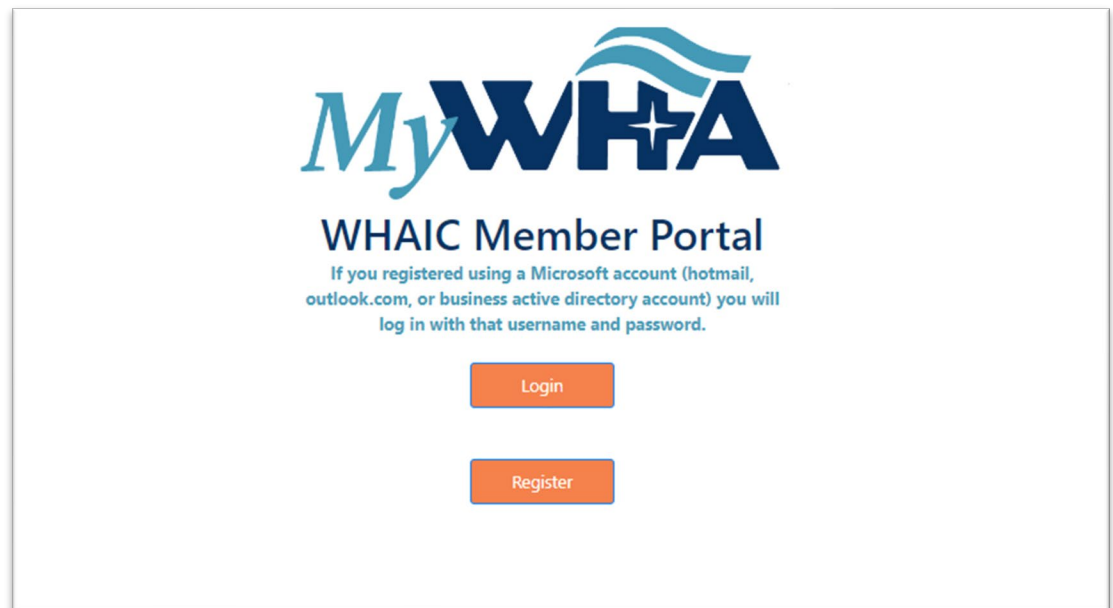


Wisconsin Psychiatric Bed Locator – General Authorized User

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 <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 WHAIC Member Portal interface. At the top is the 'MyWHA' logo, which includes a stylized blue wave above the text 'MyWHA'. Below the logo is the heading 'WHAIC Member Portal'. A line of text reads: 'If you registered using a Microsoft account (hotmail, outlook.com, or business active directory account) you will log in with that username and password.' Below this text are two orange buttons: 'Login' and 'Register'.

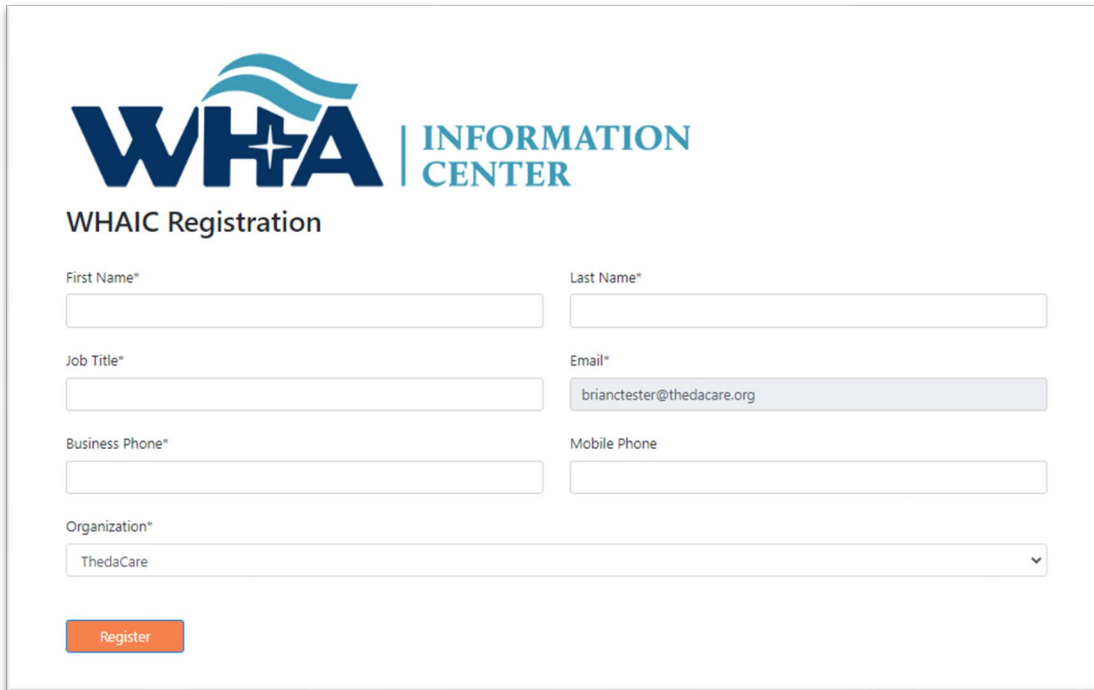
- 3) Enter your email address to determine if you already have an account on the WHAIC Portal.



Create a WHA Information Center account

Please enter your email address to create a WHA user account. Note: *If you are a WHA hospital member or corporate member, enter your hospital or business email so that we can check our records to see if an account already exists.*

- 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.



The image shows a registration form for the Wisconsin Hospital Association Information Center (WHAIC). At the top left is the WHA logo, which consists of the letters 'WHA' in a bold, blue font with a stylized blue wave above the 'A'. To the right of the logo is the text 'INFORMATION CENTER' in a smaller, blue, sans-serif font. Below the logo and text is the title 'WHAIC Registration'. The form contains several input fields: 'First Name*' and 'Last Name*' are at the top, followed by 'Job Title*' and 'Email*'. The 'Email*' field contains the text 'briancster@thedacare.org'. Below these are 'Business Phone*' and 'Mobile Phone'. At the bottom is an 'Organization*' dropdown menu with 'ThedaCare' selected. A red 'Register' button is located at the bottom left of the form.

WHAIC Registration

First Name*

Last Name*

Job Title*

Email*

Business Phone*

Mobile Phone

Organization*

- 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.