

# **Instructions for Using Electronically Distributed Emergency Management System Diversion Reports for the Kansas City Metropolitan Area**

Each month, seven Microsoft Excel spreadsheet files containing the emergency management system diversion reports will be e-mailed to you. Please open the files in Excel to view or print. You also may choose to save the files to your personal computer or network for future review and analysis. A copy of all files will be maintained by the Hospital Industry Data Institute.

These Excel files have been formatted to print on a Hewlett Packard LaserJet printer. If you experience difficulty printing the files or have questions, please contact Missy Backues at 573/893-3700, ext. 1318 or [mbackues@mail.mhanet.com](mailto:mbackues@mail.mhanet.com). A description of the files follows.

## 1. Hours on Diversion

a one-page summary report in a rolling six-month format listing the total hours on diversion for each hospital, as well as percent of hours on diversion for the hospital and area

## 2. Trauma Hours on Diversion

a one-page summary report in a rolling six-month format listing total trauma hours on diversion for the trauma centers in the Kansas City area, similar to the “Hours on Diversion” report

## 3. Aggregate Bar Charts

This spreadsheet contains four bar charts with aggregate information. Each bar chart is on a different chart tab within the workbook. **Tip:** If you would like to print all four bar charts, hold the control key down and select all four tabs before printing. The fifth tab in the workbook contains the data needed for the bar charts. The following bar charts are within the workbook.

- a. Hours on Diversion by Time of Day — All Hospitals
- b. Number of Diversions by Length of Diversion — All Hospitals
- c. Hours on Diversion by Day of the Month — All Hospitals
- d. Hours on Diversion by Hospital — All Hospitals

## 4. Catchement Area Matrices

This file contains matrices for all the catchement areas. It shows a count of hospitals in each catchement area on diversion by hour and day of the month.

The reports are arranged within a single worksheet, so you must scroll down to find a particular area. The print area for this file is selected to print all the reports. You can print

single reports by changing the print area. Or, you may select the range of the file that you want to print and choose the “Selection” radio button in the print dialog box.

#### 5. Hour of the Day Matrices — Hospital-Specific Report

This file contains matrices that show diversion by hour and day of the month for each hospital.

The reports are arranged alphabetically within a single worksheet, so you must scroll down to find a particular hospital matrix. If your hospital did not report any diversions during the month, a matrix is not generated. The print area for this file is selected to print all the reports. You can print single reports by changing the print area. Or, you may select the range of the file that you want to print and choose the “Selection” radio button in the print dialog box.

#### 6. Number of Times Bar Charts — Hospital-Specific Report

This file contains bar charts showing the number of times during the hour of the day that your hospital was on diversion during the report month.

The charts are arranged alphabetically within a single worksheet, so you must scroll down to find a particular hospital chart. If your hospital did not report any diversions during the month, a chart is not generated. You can print single charts by changing the print area. Or, you may select the chart that you want to print and choose the “Selected Chart” radio button in the print dialog box.

#### 7. Hours by Day of the Month Bar Charts — Hospital-Specific Report

This file contains bar charts showing the hours on diversion by day of the month for each hospital.

The charts are arranged alphabetically within a single worksheet, so you must scroll down to find a particular hospital chart. If your hospital did not report any diversions during the month, a chart is not generated. You can print single charts by changing the print area. Or, you may select the chart that you want to print and choose the “Selected Chart” radio button in the print dialog box.