DEPARTMENT OF HEALTH
OFFICE OF RURAL HEALTH AND PRIMARY CARE

Trauma Hospital Portal Instructions for Hospital Users

The Trauma Hospital Portal is an online tool that hospitals use to submit forms, such as applications for trauma hospital designation, and look up designation and contact information. Each hospital will determine which members of its staff shall have access to the Portal, though access should be limited to a few people since all users are able to modify the application.

A user can only view the forms and applications for which they have been granted access. If a user has program responsibilities for more than one hospital, they may access all of those forms and applications using the same account.

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Accounts

A new account can be created by the new user, or a new account can be created by an existing user on the new user's behalf. MDH staff often create accounts on behalf of new users. Trauma program managers may also create accounts on behalf of other users in their hospital.

If a user account has been created by someone other than that user, the user need only establish a password to gain access to the portal. However, they are not required to establish a password or access the portal.

In addition to applying for designation, the Trauma Hospital Portal is used to maintain role and contact information of your hospital's trauma program leaders. Therefore, the hospital administrator, trauma medical director, co-medical director, trauma program manager/coordinator, and lead registrar should all have an account in the portal. They do not require a password unless they intend to access to the portal. But the account serves as the mechanism by which their role and contact information is maintained.

The following information is needed to establish an account:

- First Name
- Last Name
- Hospital Affiliation(s)
- Role (e.g., TPM, CEO, etc.)
- Email
- Work Phone

Create an Account

To create a new account for yourself or someone else:

1. Navigate to the Portal: https://traumaapplication.mn.gov/.
2. Select *Create Account*.

3. Complete the form and select *Save*.

If the email address is already in use, an account already exists. In that case, there is no need to create another account. Use the *Forgot Password?* link on the main login page to establish a password and complete account setup. If you are creating the account for another user who requires access, instruct them to do the same. You can check to see if that person has been associated with your hospital. See *View Hospital Information*.

Usernames are automatically generated following this convention: First letter of the first name followed by the entire last name. For example, *Jenny Smith* is *jsmith*. Usernames are not case sensitive.

MDH staff will associate the account holder with the hospital identified on the form, at which time the account holder will be notified by email that the hospital's portal is accessible. This can take a day or two.

Log-in to an Existing Account

1. Navigate to the portal: https://traumaapplication.mn.gov/.
2. Enter your username and password.

Usernames are automatically generated following this convention: First letter of the first name followed by the entire last name. For example, *Jenny Smith* is *jsmith*. Usernames are not case sensitive.

3. Select *Login*.

If you have an account but no password, select the *Forgot Password?* link beneath the login fields to establish your password.

Select the *Forgot Username* or *Forgot Password?* links beneath the login fields to retrieve a forgotten username or password.

4. From the login landing page, you can update your email address and phone number. Contact MDH staff to change your name.

Reset a Password or Un-suspend an account

An account password expires after 90 days. An account is suspended when more than three invalid password attempts are made.

1. Un-suspend an account or reset a password by selecting the *Forgot Password?* link beneath the login fields.
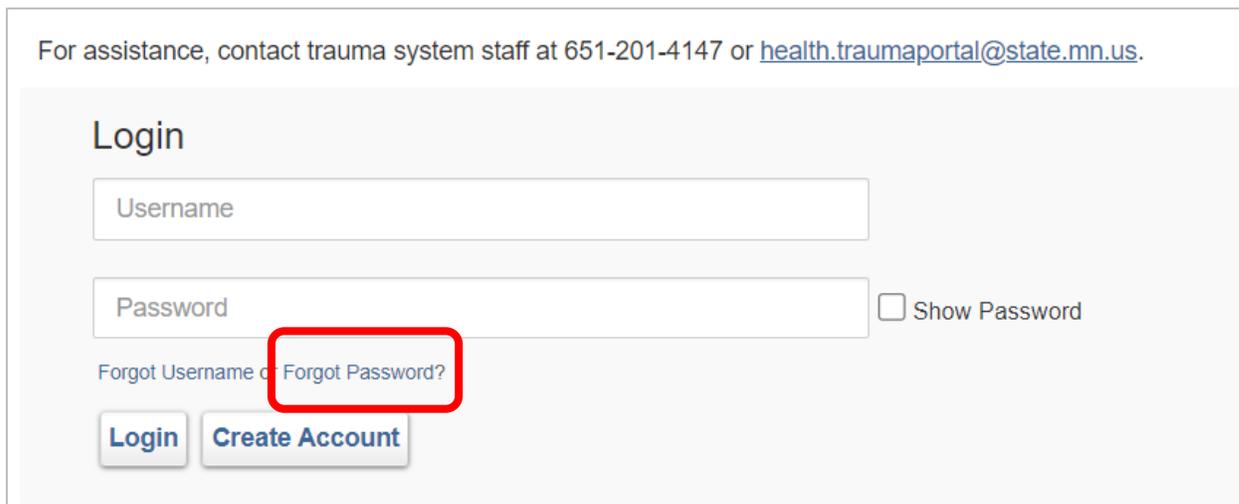
2. Complete the required fields and select *Reset Password*.

3. An email will be sent with instructions for resetting your password.
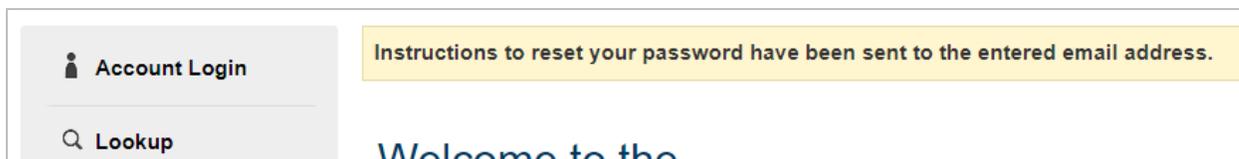
If you prefer to retain your password for a suspended account, contact MDH trauma system staff to have your account un-suspended without changing your password.

Manage Applications

1. To begin a new application for designation, resume working on an existing application, or update leaders and contact information, navigate to *Applications*.

2. If you have access to more than one hospital's application, select the desired hospital from the dropdown list.

Apply or Re-Apply for Trauma Hospital Designation

1. To apply or re-apply for designation as a Level 3 or Level 4 Trauma Hospital, select the *Apply Now* button associated with the desired application.

2. To resume work on an existing application, select *Continue* from the left navigation menu.

3. Select *Continue* to resume working on the desired application.

Designation Application Form

1. Tabs separate sections of the designation application.

Required questions are identified with a red asterisk *. Address all required questions in each section before submitting the application from the final tab. You may complete the questions in any order.

2. Select *Save and Continue* at the bottom of each page to save changes before navigating away from a tab.
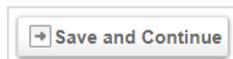
You may complete the questions in any order. However, you will have to select *Save and Continue* at the bottom of the page to activate a tab. Once a tab is active, you can navigate by clicking between the tabs.

Information **will not be saved** when clicking between tabs.

3. To upload documents, select *Choose File*…

…and navigate to the file location on your computer. Select the file and click *Open*.
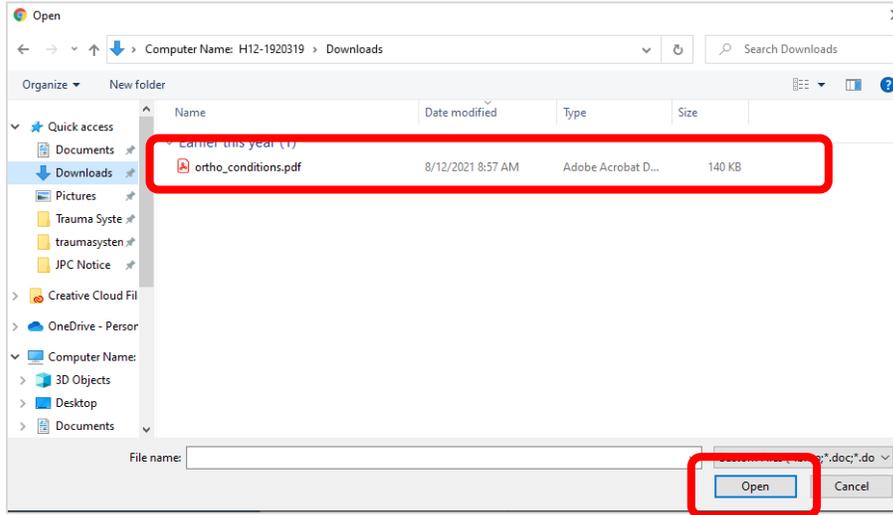
The file name appears.
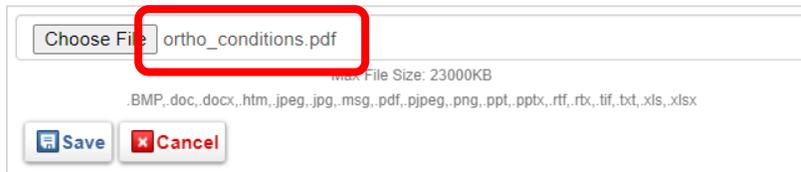
Select *Save*.

Documents can be uploaded in any format.

An uploaded document can be overwritten by uploading a new document in its place.

4. Some file upload fields allow multiple documents to be uploaded. These fields are identified by an *Add Another* button. After uploading and saving the first document, select *Add Another* and upload the next document.

Select *Upload File*. Locate the next document on your computer and upload it.

Type a description of the document in the *Name* field.

Select *Done* to add the document to the list.

When uploading multiple documents, a list of the documents appears above the field.

To remove a document from the list, select the edit icon and select *Remove*.

5. The last section on each tab provides an opportunity to upload additional supporting documents that you would like to include to supplement your application. Upload as many as you like or skip the section entirely.

6. The final tab will display a *Submit* button instead of a *Save and Continue* button.
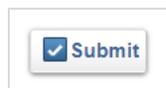
7. Selecting *Submit* will identify any required questions that have yet to be addressed. Click on the incomplete questions to link to that tab.

Level 4 Trauma Hospital Designation Application

Validation Failed! Please supply all required information.
TMD job description
Trauma training courses

‹ | Leadership | Trauma Team Activation | EMS | Clinical Resources | Staff Training | Performance Improvement | **Trauma Registry** | › ⌄

Software
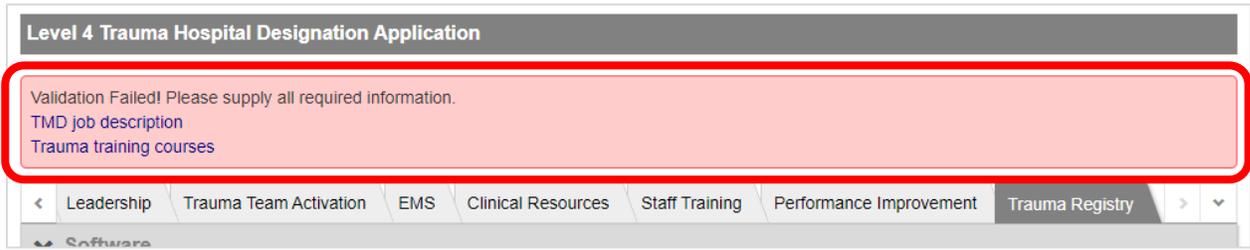
You will receive email confirmation upon successful submission. Once submitted, the application will no longer be accessible to you until MDH staff have reviewed it. Contact staff if you require access to your application during this time.

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Complete Additional Application Forms

After submitting a designation application, additional forms will become available during the ensuing designation process. These forms are used to submit such things as copies of training certificates and cases for review ahead of the site visit.

1. To locate these additional forms, navigate to the *Applications* tab and select *Review*.
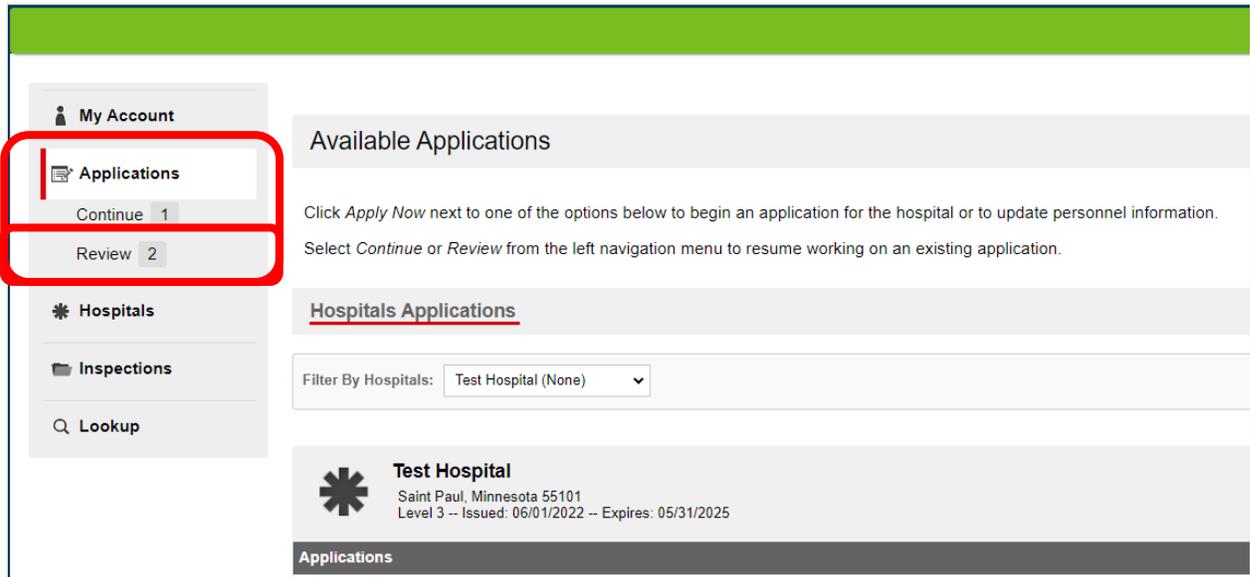
2. Additional forms can be selected below the application.
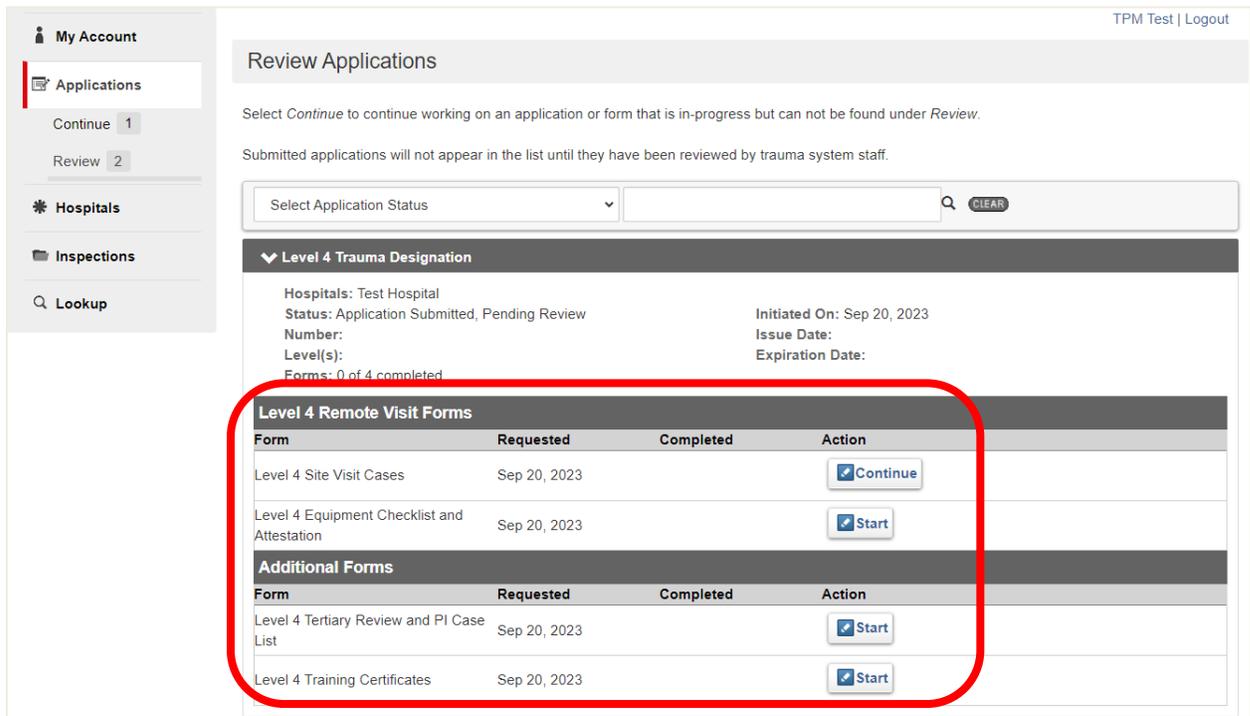
Update Leaders, Contact Information

Use the *Update Trauma Hospital Personnel* form to add, edit, and delete the names and contact information of the hospital administrator, trauma medical director, co-medical director, trauma program manager, lead registrar, and any other hospital leader you feel is important to list.

Before any leader can be listed, they must first have an account on the Portal. See *Create an Account* for instructions on creating accounts. Another user can create an account for the leader; they needn't complete setup of their account by establishing a password unless they intend to access the information in the Portal. Establishing an account simply serves as the mechanism by which their role and contact information is maintained.

1. To update trauma hospital leaders and contact information, select the *Apply Now* button next to the *Update Trauma Hospital Personnel* form from the *Applications* section main menu.

2. A list of the current hospital leaders of record will display.

Add a New Leader

1. To add a new leader, select *Add Another*.

2. In the *Name* field, begin typing the first and/or last name of the person you would like to add. A list of possible matches will display. Select the desired name and assign the person to a position. Then select *Done*.

    The person you would like to add must first have an account on the Portal before adding them as a leader. See *Create an Account*.

⊕ Name	Position
☑ John Test (none)	Co-Medical Director/Advisor
☑ CEO Test (none)	Hospital Administrator
☑ Sally Test (none)	Hospital Administrator
☑ TMD Test (none)	Trauma Medical Director
☑ TPM Test (none)	Trauma Program Manager/Coordinator
☑ Registrar Test (none)	Trauma Registrar
☑ ❗	

    ➕ Add Another

    *Name

    Find

    Position

    ☐ Co-Medical Director/Advisor

    ☐ Hospital Administrator

    ☐ Nursing Administrator

    ☐ Trauma Medical Director

    ☐ Trauma Program Manager/Coordinator

    ☐ Trauma Registrar

    ☑ Done **✖ Remove**

Remove a Leader

1. To remove an existing hospital leader, select the edit icon ✏ next to the person you wish to remove, then select *Remove*.

Edit an Existing Leader or Position

1. To edit an existing hospital leader, select the edit icon next to the person you wish to edit. Edit the name and/or checkboxes, then select *Done*.

Name	Position
John Test (none)	Co-Medical Director/Advisor
Sally Test	Hospital Administrator
MD Test (none)	Trauma Medical Director
PM Test (none)	Trauma Program Manager/Coordinator
Registrar Test (none)	Trauma Registrar

+ Add Another

*Name

Sally Test

Position

☐ Co-Medical Director/Advisor

☑ Hospital Administrator

☐ Nursing Administrator

☐ Trauma Medical Director

☐ Trauma Program Manager/Coordinator

☐ Trauma Registrar

✔ Done **✖ Remove**

Upload a Document Securely

Use the *Secure Document Upload* feature to securely transfer any document—including those containing sensitive or private health information—to MDH trauma system staff.

Documents can be uploaded in any format.

An uploaded document can be overwritten by uploading a new document in its place.

1. To upload a document, select the *Apply Now* button next to the *Secure Document Upload* form from the *Applications* section main menu.

2. Select Upload File.

3. Select *Choose File*…

…and navigate to the file location on your computer. Select the file and click *Open*.

The file name appears.

Select *Save*.

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4. Type a description of the document in the *Name* field and select *Done*.

*Upload a copy of each job description (RN and LPN) for the emergency department nurses that indicates the expecation for trauma training.

⊕ Upload File   LPN Job Description.txt

*Name

Emergency Department LPN Job Description

Document Type

Select Document Type

✔ Done   ✖ Remove

5. To upload additional documents, select *Add Another* and upload the next document.

*Upload a copy of each job description (RN and LPN) for the emergency department nurses that indicates the expecation for trauma training.

⊕ Upload File   RN Job Description.txt

*Name

Document Type

Select Document Type

✖ Remove

✚ Add Another

When uploading multiple documents, a list of the documents appears above the field.

⊕ **Emergency Department Nurse Job Description**
☑ Emergency Department RN Job Description: RN Job Description.txt
☑ Emergency Department LPN Job Description: LPN Job Description.txt
✚ Add Another

6. To remove a document from the list, select the edit icon and select *Remove*.

7. When finished, select *Submit*.
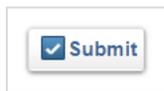
Request a TraumaMan Mannequin Reservation

Only users with specific permissions will see the TraumaMan Mannequin Reservation Request form.

1. After logging in, navigate to Applications.
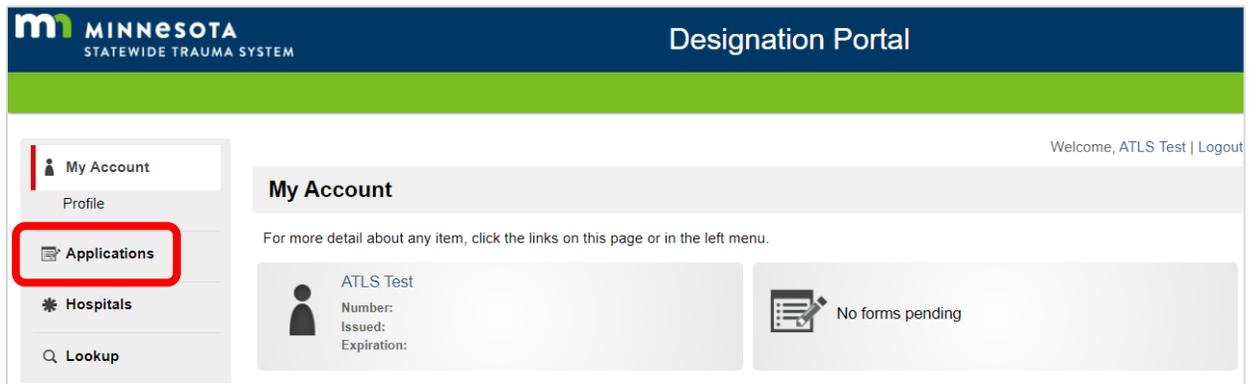
2. Select Apply Now next to the *TraumaMan Mannequin Reservation Request* application.

3. Enter the request details, shipping information (if applicable), and select *Submit*.
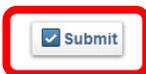
4. To continue an incomplete reservation request or view the status of a submitted request, select *Continue* under *Applications*.

View Hospital Information

1. To view information about your hospital(s), navigate to *Hospitals*.

2. The hospital(s) to which you have been assigned access are listed. The role(s) to which have you have been assigned are indicated by the color-coded icon 🧑.

Select the hospital to view demographic information about the hospital.

Navigate to *Staff* to view information about the account holders who have access to the hospital's portal.

View Clinician Roster

The current roster of physicians, surgeons, advance practice providers, and nurses that are uploaded while completing an application for designation can be viewed at any time. There is no need to update this roster between designation applications.

1. To view the current Clinician Roster, navigate to Clinicians.

2. The current list is displayed. Navigate to another page or change the number of results displayed from the menu at the bottom of the page.

Lookup Hospitals

Designation and demographic information about any hospital can be viewed without an account. You need not be logged into the system to look-up another hospital.

1. To view information about a hospital, navigate to *Lookup*.
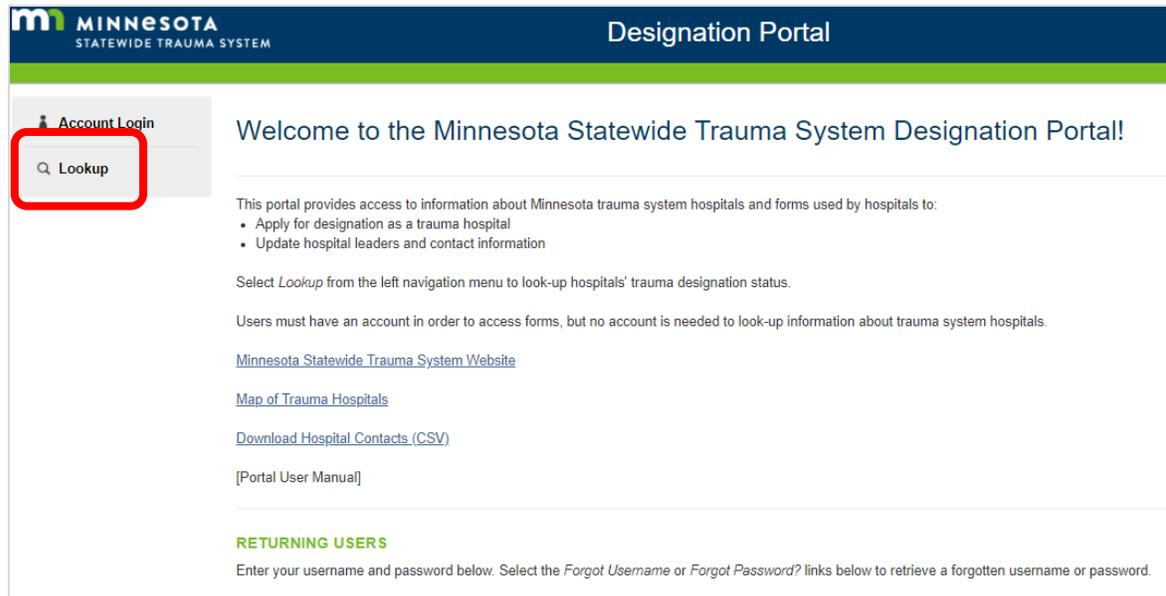
2. Enter filter criteria and click *Search*.
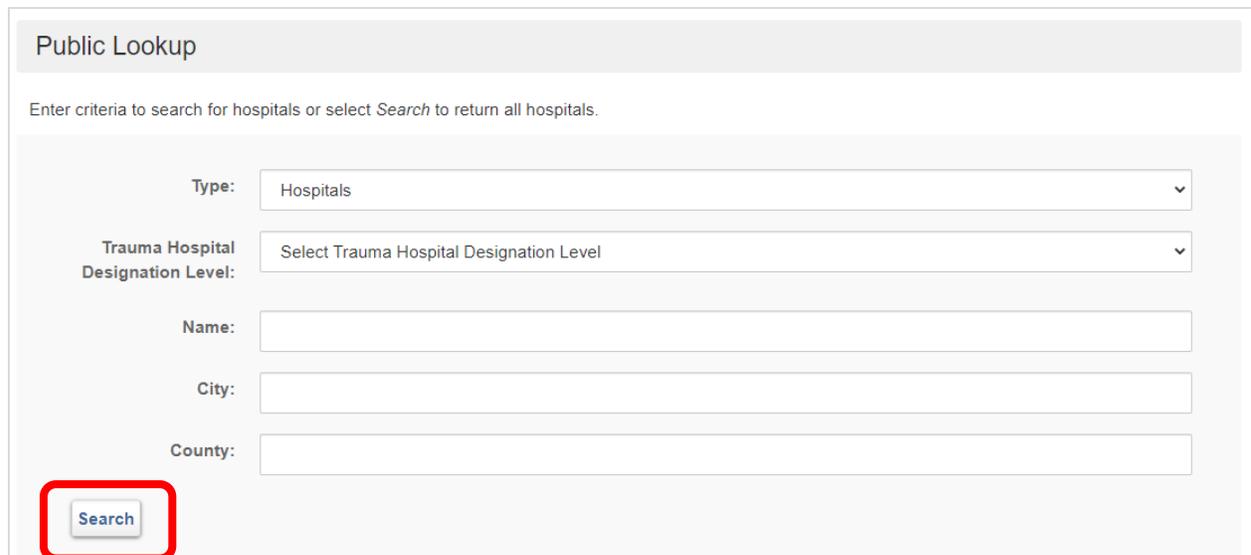
3. A list of hospitals is returned. Navigate to another page or change the number of results displayed from the menu at the bottom of the page.

Hospitals Lookup

Enter criteria to search for hospitals or select *Search* to return all hospitals.

Trauma Hospital Designation Level:	Select Trauma Hospital Designation Level
Name:	
City:	
County:	

[Search] [Clear]

Search Results

Name	Trauma Hospital Designation Level	City
▶ Abbott Northwestern Hospital	Level 3	Minneapolis
▶ Abbott Northwestern WestHealth	Undesignated	Plymouth
▶ Albany Area Hospital	None	Albany
▶ Alomere Health	Level 3	Alexandria
▶ Altru Health System	None	Grand Forks
▶ Appleton Area Health Services	Undesignated	Appleton
▶ Avera Marshall Regional Medical Center	Level 3	Marshall
▶ Avera McKennan Hospital	None	Sioux Falls
▶ Avera Tyler	Level 4	Tyler
▶ Bigfork Valley Hospital	Level 4	Bigfork

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4. Select a hospital for more information.

Agencies Lookup Detail

Hospitals: Test Hospital

Address: None
City: Saint Paul
County: Ramsey

Trauma Hospital Designation Level: Level 4
Status: Designated
Designation Expiration: 10/19/2024

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To obtain the information in this document in a different format, contact the Statewide Trauma System at 651-201-4147.

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