

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*.

MINNESOTA STATEWIDE TRAUMA SYSTEM Designation Portal

Account Login
Lookup

Welcome to the Minnesota Statewide Trauma System Designation Portal!

This portal provides access to information about Minnesota trauma system hospitals and forms used by hospitals to:

- Apply for designation as a trauma hospital
- Update hospital leaders and contact information

Select *Lookup* from the left navigation menu to look-up hospitals' trauma designation status.

Users must have an account in order to access forms, but no account is needed to look-up information about trauma system hospitals.

[Minnesota Statewide Trauma System Website](#)

[Map of Trauma Hospitals](#)

[Download Hospital Contacts \(CSV\)](#)

[Portal User Manual]

RETURNING USERS

Enter your username and password below. Select the *Forgot Username* or *Forgot Password?* links below to retrieve a forgotten username or password.

NEW USERS

Create an account by selecting *Create Account* below. Do not create a new account if you already have an account. Instead, use the *Forgot Username* or *Forgot Password?* links below to retrieve your account information.

For assistance, contact trauma system staff at 651-201-4147 or health.trauma@state.mn.us.

Login

Username

Password

[Forgot Username](#) [Forgot Password?](#)

3. Complete the form and select *Save*.

m MINNESOTA
STATEWIDE TRAUMA SYSTEM

Trauma Hospital Designation Application Portal

Account Login

Lookup

Create Your Account

Complete the required fields below to create an account. Since this information is classified as public data, consider providing only a professional email address and phone numbers rather than personal ones.

Required fields are indicated by a red asterisk *. Other fields are optional.

Account Demographics

*First Name:

*Last Name:

Not Collected: Show

*Hospital Affiliation:

*Role:

Contact Information

*Email:

Work Phone:

Cell Phone:

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](#).

Username are automatically generated following this convention: First letter of the first name followed by the entire last name. For example, *Jenny Smith* is *jsmith*. Username 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.

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

3. Select *Login*.

m MINNESOTA STATEWIDE TRAUMA SYSTEM Designation Portal

Account Login
Lookup

Welcome to the Minnesota Statewide Trauma System Designation Portal!

This portal provides access to information about Minnesota trauma system hospitals and forms used by hospitals to:

- Apply for designation as a trauma hospital
- Update hospital leaders and contact information

Select *Lookup* from the left navigation menu to look-up hospitals' trauma designation status.

Users must have an account in order to access forms, but no account is needed to look-up information about trauma system hospitals.

[Minnesota Statewide Trauma System Website](#)

[Map of Trauma Hospitals](#)

[Download Hospital Contacts \(CSV\)](#)

[Portal User Manual]

RETURNING USERS

Enter your username and password below. Select the *Forgot Username* or *Forgot Password?* links below to retrieve a forgotten username or password.

NEW USERS

Create an account by selecting *Create Account* below. Do not create a new account if you already have an account. Instead, use the *Forgot Username* or *Forgot Password?* links below to retrieve your account information.

For assistance, contact trauma system staff at 651-201-4147 or health.trauma@state.mn.us.

Login

Username

Password

[Forgot Username or Forgot Password?](#)

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.

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

The screenshot shows the 'Designation Portal' for the Minnesota Statewide Trauma System. The user is logged in as 'TPM Test'. The page is titled 'My Profile' and includes a navigation menu on the left with options: My Account (Profile), Applications, Hospitals, and Lookup. The main content area is titled 'My Profile' and contains a 'Demographics' section with 'Account Demographics' and 'Contact Information' sub-sections. The 'Account Demographics' section includes fields for First Name (TPM), Last Name (Test), Suffix, and Not Collected (SSN). The 'Contact Information' section includes fields for Email (health.trauma@state.mn.us), Primary Work Phone (651-201-4147), and Cell Phone. A 'Save' button is at the bottom left, and a '* required' note is at the bottom right.

m1 MINNESOTA STATEWIDE TRAUMA SYSTEM Designation Portal

Welcome, TPM Test | Logout

My Account
Profile
Applications
Hospitals
Lookup

Test, TPM ()

My Profile

Update your information as needed. Click Save at the bottom of the page when finished. Otherwise, navigate using the menu to the left.

Demographics

Account Demographics

* First Name:

* Last Name:

Suffix:

Not Collected: - - Show SSN

Contact Information

* Email:

* Primary Work Phone: - - Preferred

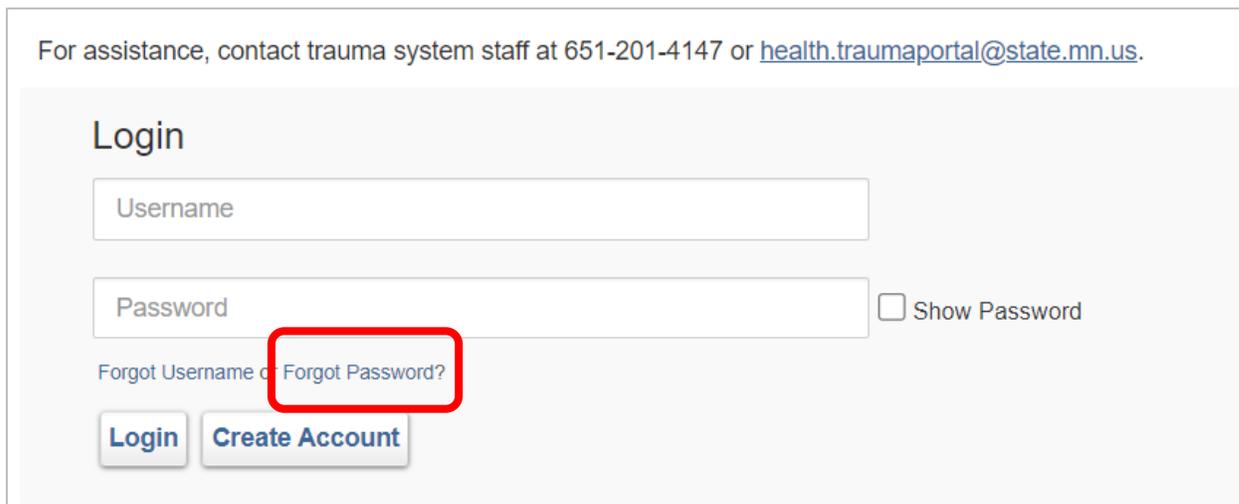
Cell Phone: - - Preferred

* required

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.



For assistance, contact trauma system staff at 651-201-4147 or health.traumaportal@state.mn.us.

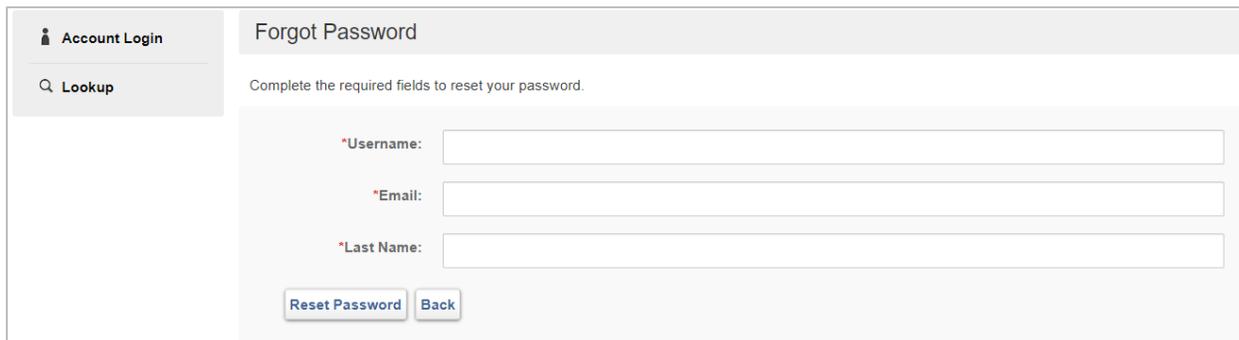
Login

Username

Password Show Password

[Forgot Username](#) [Forgot Password?](#)

2. Complete the required fields and select *Reset Password*.



Account Login

Forgot Password

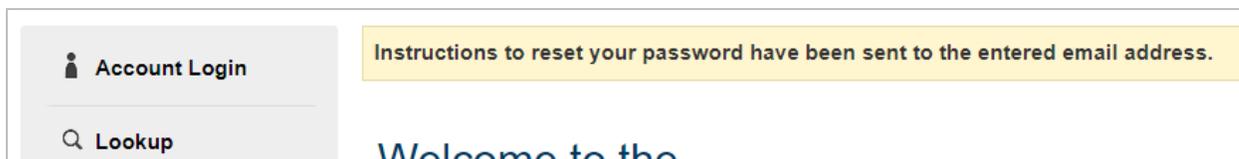
Complete the required fields to reset your password.

*Username:

*Email:

*Last Name:

3. An email will be sent with instructions for resetting your password.



Account Login

Forgot Password

Instructions to reset your password have been sent to the entered email address.

Welcome to the

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*.

Welcome, TPM Test | Logout

My Account
Profile
Applications
Hospitals
Lookup

Test, TPM ()

My Profile

Update your information as needed. Click **Save** at the bottom of the page when finished. Otherwise, navigate using the menu to the left.

Demographics

Account Demographics

* First Name:

* Last Name:

Suffix:

Social Security Number: - - Show SSN

Contact Information

* Email:

* Primary Work Phone: - - Preferred

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

Welcome, TPM Test | Logout

Available Applications

Click **Apply Now** next to one of the options below to begin an application for the hospital or to update personnel information. Select **Continue** from the left navigation menu to resume working on an existing application.

Service Applications

Filter By Service:

Test Hospital

Saint Paul, Minnesota 55101
Level 4 -- Issued: 10/19/2021 -- Expires: 10/19/2024

Applications	Action
Level 3 Trauma Designation Application Select this application to apply or re-apply for designation as a Level 3 Trauma Hospital.	<input type="button" value="Apply Now"/>
Level 4 Trauma Designation Application Select this application to apply or re-apply for designation as a Level 4 Trauma Hospital.	<input type="button" value="Apply Now"/>
Update Trauma Hospital Personnel Use this form to update the hospital and trauma program leaders, their roles and contact information.	<input type="button" value="Apply Now"/>

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.

The screenshot shows the 'Trauma Hospital Designation Application Portal' for the Minnesota Statewide Trauma System. The user is logged in as 'TPM Test'. The left navigation menu includes 'My Account', 'Applications', 'Hospitals', and 'Lookup'. The 'Applications' menu item is highlighted. The main content area is titled 'Available Applications' and includes instructions to click 'Apply Now' to begin an application or 'Continue' to resume an existing one. A 'Service Applications' section has a filter set to 'Test Hospital (None)'. Below this, a 'Test Hospital' card shows details for Saint Paul, Minnesota 55101, Level 4, issued 10/19/2021, and expires 10/19/2024. Three application options are listed: 'Level 3 Trauma Designation Application', 'Level 4 Trauma Designation Application', and 'Update Trauma Hospital Personnel'. Each option has an 'Apply Now' button. A red box highlights the 'Level 3' and 'Level 4' application options.

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

The screenshot shows the 'Continue My Applications' page in the portal. The left navigation menu is the same as in the previous screenshot, but the 'Continue' button next to the 'Applications' menu item is highlighted with a red box. The main content area is titled 'Continue My Applications' and includes instructions to click 'Continue' to resume work on an in-progress application or 'PDF' to view a completed one. A search bar is present. Below, a section for 'Level 4 Trauma Designation Application - (Test Hospital)' shows application details: Status: Application In Progress, Number: (blank), Level(s): (blank), Forms: 0 of 1 completed, Initiated On: Nov 16, 2021, Issue Date: (blank), and Expiration Date: (blank). A table titled 'Forms' lists the application with a 'Continue' button.

Form	Requested	Completed	Action
Level 4 Trauma Hospital Designation Application	Nov 16, 2021		Continue

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

Welcome, TPM Test | Logout

Continue My Applications

Click *Continue* to continue working on an application or form that is in-progress. Select the *PDF* icon to view a previously completed application or form.

Submitted applications will not appear in the list until they have been reviewed by trauma system staff.

Search: [] CLEAR

▼ Level 4 Trauma Designation Application - (Test Hospital)

Status: Application In Progress Initiated On: Nov 16, 2021
 Number: Issue Date:
 Level(s): Expiration Date:
 Forms: 0 of 1 completed

Form	Requested	Completed	Action
Level 4 Trauma Hospital Designation Application	Nov 16, 2021		<input checked="" type="button" value="Continue"/>

Records 1-1 of 1 First Previous Next Last Page 1 Per Page 10

Designation Application Form

1. Tabs separate sections of the designation application.

Welcome, TPM Test | Logout

Level 4 Trauma Hospital Designation Application

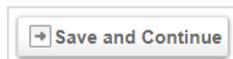
Hospital Profile Organizational Information Leadership Trauma Team Activation EMS Clinical Resources Staff Training F >

Hospital Information

Save each tab by clicking *Save and Continue* at the bottom of each page before moving to the next tab. Required fields are marked with a red asterisk *. After completing all required fields, submit the application using the button on the last tab. Leave and return to the application as much as you like until submitted. Once submitted, the application will be unavailable to you until trauma system

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.

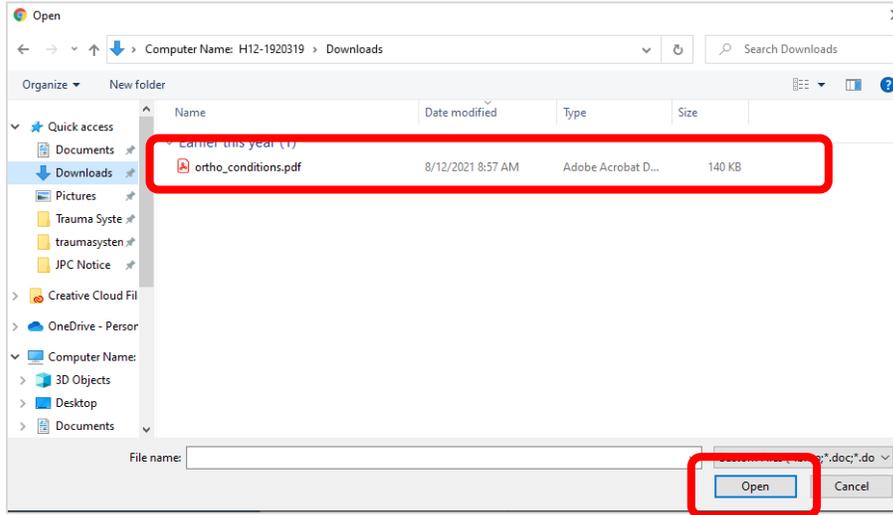
Information **will not be saved** when clicking between tabs.

< Hospital Profile Organizational Information Leadership Trauma Team Activation EMS Clinical Resources Staff Training F >

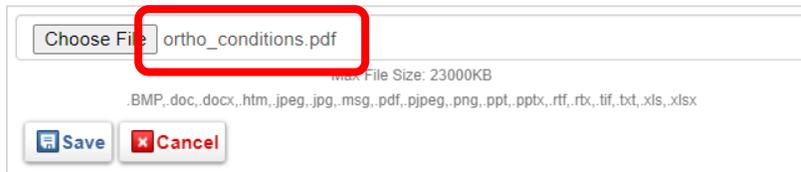
3. To upload documents, select *Choose File...*



...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.

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

RN Job Description.txt

*Name

Document Type
Select Document Type

Select *Upload File*. Locate the next document on your computer and upload it. Type a description of the document in the *Name* field.

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

LPN Job Description.txt

*Name
Emergency Department LPN Job Description

Document Type
Select Document Type

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

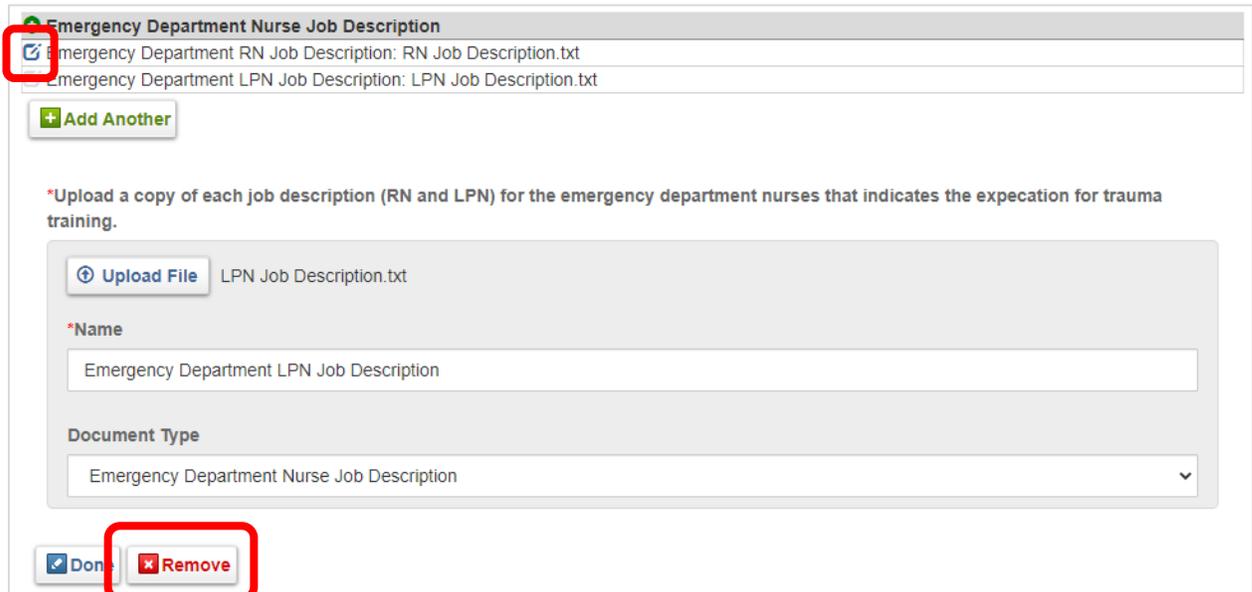
When uploading multiple documents, a list of the documents appears above the field.

Emergency Department Nurse Job Description

Emergency Department RN Job Description: RN Job Description.txt

Emergency Department LPN Job Description: LPN Job Description.txt

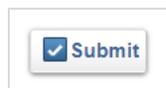
To remove a document from the list, select the edit icon  and select *Remove*.



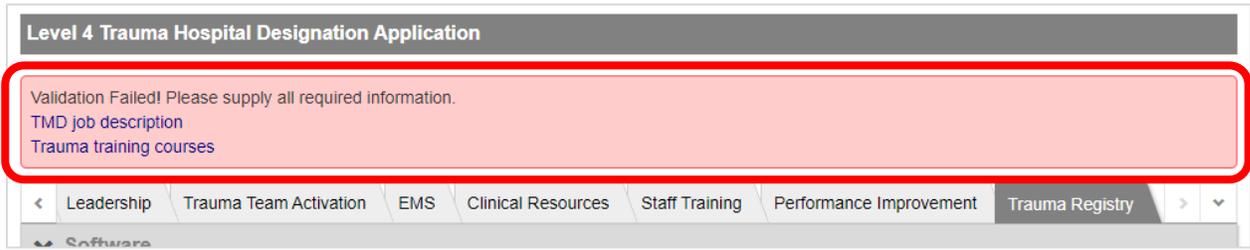
5. The last section on each tab provides an opportunity to upload additional supporting documents that you would like to include to supplement your application. Upload as many as you like or skip the section entirely.



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.

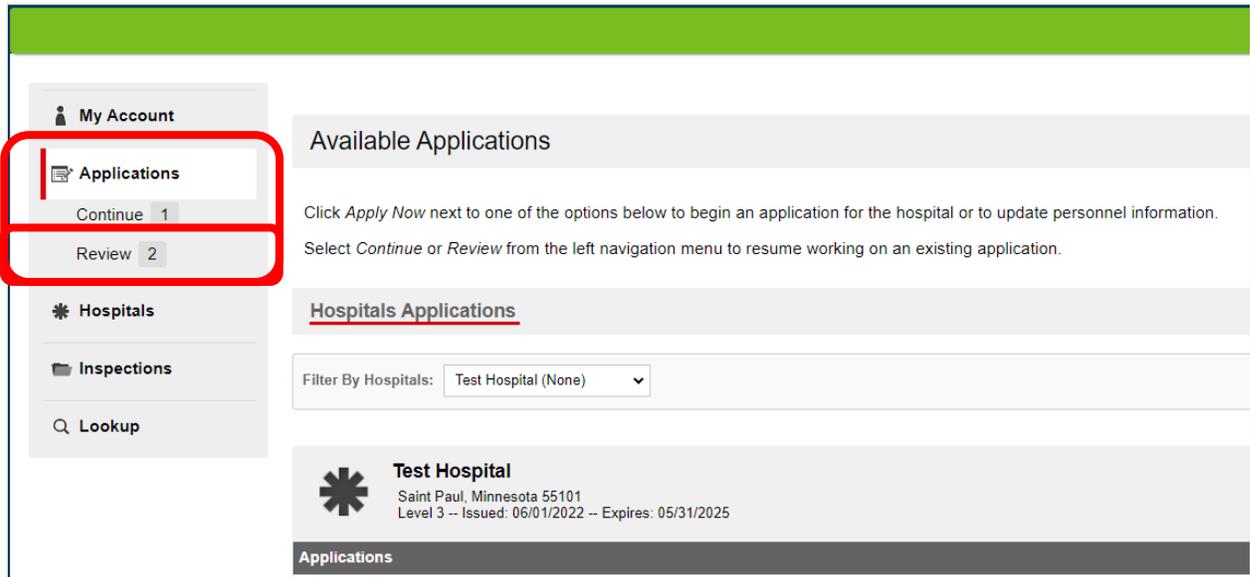


You will receive email confirmation upon successful submission. Once submitted, the application will no longer be accessible to you until MDH staff have reviewed it. Contact staff if you require access to your application during this time.

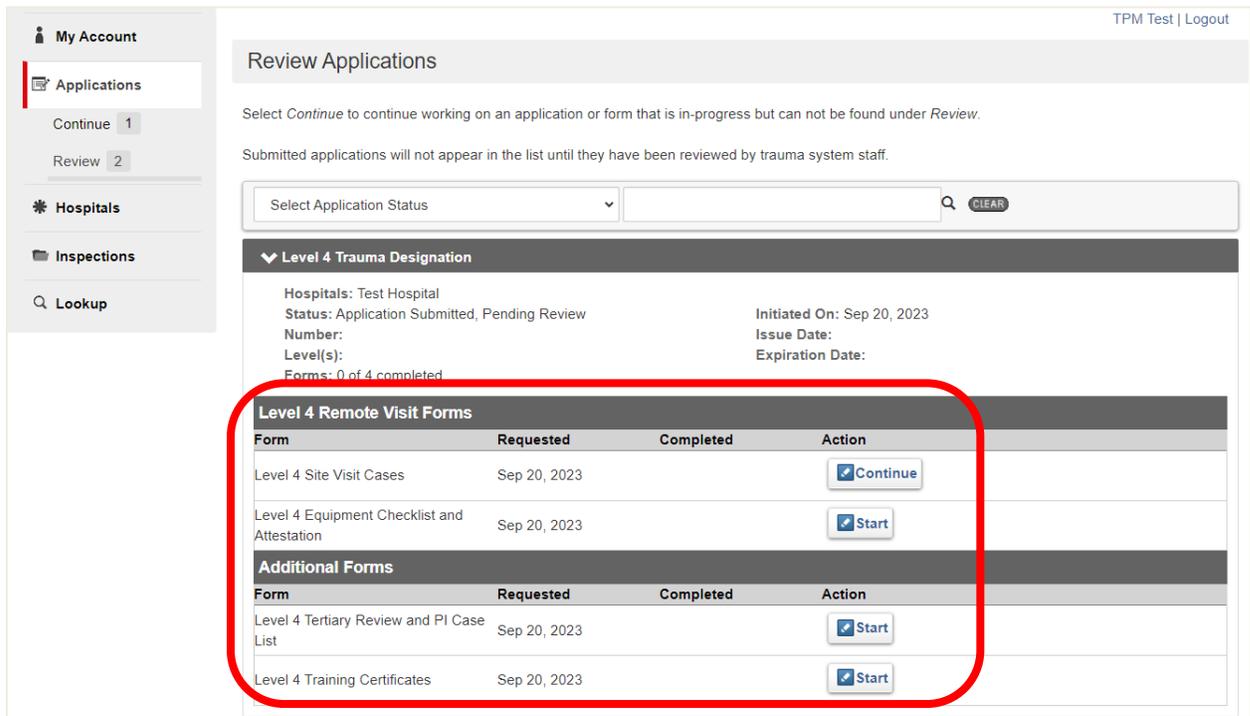
Complete Additional Application Forms

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.

MINNESOTA
STATEWIDE TRAUMA SYSTEM

Trauma Hospital Designation Application Portal

Welcome, TPM Test | Logout

My Account

Applications
Continue

Hospitals

Lookup

Available Applications

Click *Apply Now* next to one of the options below to begin an application for the hospital or to update personnel information. Select *Continue* from the left navigation menu to resume working on an existing application.

Service Applications

Filter By Service: Test Hospital (None) ▼

Test Hospital
Saint Paul, Minnesota 55101
Level 4 -- Issued: 10/19/2021 -- Expires: 10/19/2024

Applications	Action
Level 3 Trauma Designation Application Select this application to apply or re-apply for designation as a Level 3 Trauma Hospital.	Apply Now
Level 4 Trauma Designation Application Select this application to apply or re-apply for designation as a Level 4 Trauma Hospital.	Apply Now
Update Trauma Hospital Personnel Use this form to update the hospital and trauma program leaders, their roles and contact information.	Apply Now

Records 1-3 of 3

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

Trauma Hospital Leadership

Trauma Hospital Leadership

▼ Leaders

The **Hospital Administrator, Trauma Medical Director, Co-Medical Director, Trauma Program Manager/Coordinator** and **Registrar** of record are listed below. Add or edit as necessary.

Select a person to remove that person from a Position or to change that person's Position.
Select **Add Another** to add a new person to a Position. (People must have an account on the *Trauma Hospital Designation Application Portal* before they can be added to a Position.)

Name	Position
<input checked="" type="checkbox"/> John Test (none)	Co-Medical Director/Advisor
<input checked="" type="checkbox"/> Sally Test (none)	Hospital Administrator
<input checked="" type="checkbox"/> TMD Test (none)	Trauma Medical Director
<input checked="" type="checkbox"/> TPM Test (none)	Trauma Program Manager/Coordinator
<input checked="" type="checkbox"/> Registrar Test (none)	Trauma Registrar

Add a New Leader

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

Trauma Hospital Leadership

Trauma Hospital Leadership

▼ Leaders

The **Hospital Administrator, Trauma Medical Director, Co-Medical Director, Trauma Program Manager/Coordinator** and **Registrar** of record are listed below. Add or edit as necessary.

Select a person to remove that person from a Position or to change that person's Position.
Select **Add Another** to add a new person to a Position. (People must have an account on the *Trauma Hospital Designation Application Portal* before they can be added to a Position.)

Name	Position
<input checked="" type="checkbox"/> John Test (none)	Co-Medical Director/Advisor
<input checked="" type="checkbox"/> Sally Test (none)	Hospital Administrator
<input checked="" type="checkbox"/> TMD Test (none)	Trauma Medical Director
<input checked="" type="checkbox"/> TPM Test (none)	Trauma Program Manager/Coordinator
<input checked="" type="checkbox"/> Registrar Test (none)	Trauma Registrar

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
<input checked="" type="checkbox"/> John Test (none)	Co-Medical Director/Advisor
<input checked="" type="checkbox"/> CEO Test (none)	Hospital Administrator
<input checked="" type="checkbox"/> Sally Test (none)	Hospital Administrator
<input checked="" type="checkbox"/> TMD Test (none)	Trauma Medical Director
<input checked="" type="checkbox"/> TPM Test (none)	Trauma Program Manager/Coordinator
<input checked="" type="checkbox"/> Registrar Test (none)	Trauma Registrar



***Name**

Find

Position

Co-Medical Director/Advisor

Hospital Administrator

Nursing Administrator

Trauma Medical Director

Trauma Program Manager/Coordinator

Trauma Registrar

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*.

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



***Name**

Position

Co-Medical Director/Advisor

Hospital Administrator

Nursing Administrator

Trauma Medical Director

Trauma Program Manager/Coordinator

Trauma Registrar

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
<input checked="" type="checkbox"/> John Test (none)	Co-Medical Director/Advisor
<input type="checkbox"/> Sally Test	Hospital Administrator
<input checked="" type="checkbox"/> MD Test (none)	Trauma Medical Director
<input type="checkbox"/> TPM Test (none)	Trauma Program Manager/Coordinator
<input checked="" type="checkbox"/> Registrar Test (none)	Trauma Registrar

[+ Add Another](#)

***Name**

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.

Welcome, NewUser Test | Logout

My Account

- Applications
- Continue
- Hospitals
- Lookup

Available Applications

Click *Apply Now* next to one of the options below to begin an application for the hospital or to update personnel information. Select *Continue* from the left navigation menu to resume working on an existing application.

Service Applications

Test Hospital
Saint Paul, Minnesota 55101
Level 4 -- Issued: 01/01/2022 -- Expires: 01/01/2025

Applications	Action
Level 3 Trauma Designation Select this application to apply or re-apply for designation as a Level 3 Trauma Hospital.	Apply Now
Level 4 Trauma Designation Select this application to apply or re-apply for designation as a Level 4 Trauma Hospital.	Apply Now
Update Trauma Hospital Personnel Use this form to update the hospital and trauma program leaders, their roles and contact information.	Apply Now
Secure Document Upload Use this utility to securely upload a document for trauma system staff.	Apply Now

2. Select Upload File.

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

Upload File LPN Job Description.txt

*Name
Emergency Department LPN Job Description

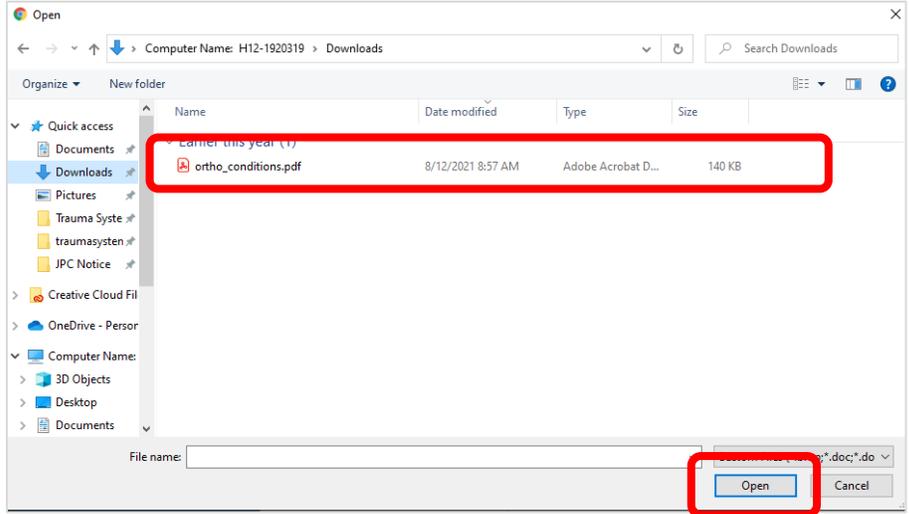
Document Type
Select Document Type

Done Remove

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*.



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 expectation for trauma training.

LPN Job Description.txt

*Name
Emergency Department LPN Job Description

Document Type
Select Document Type

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 expectation for trauma training.

RN Job Description.txt

*Name

Document Type
Select Document Type

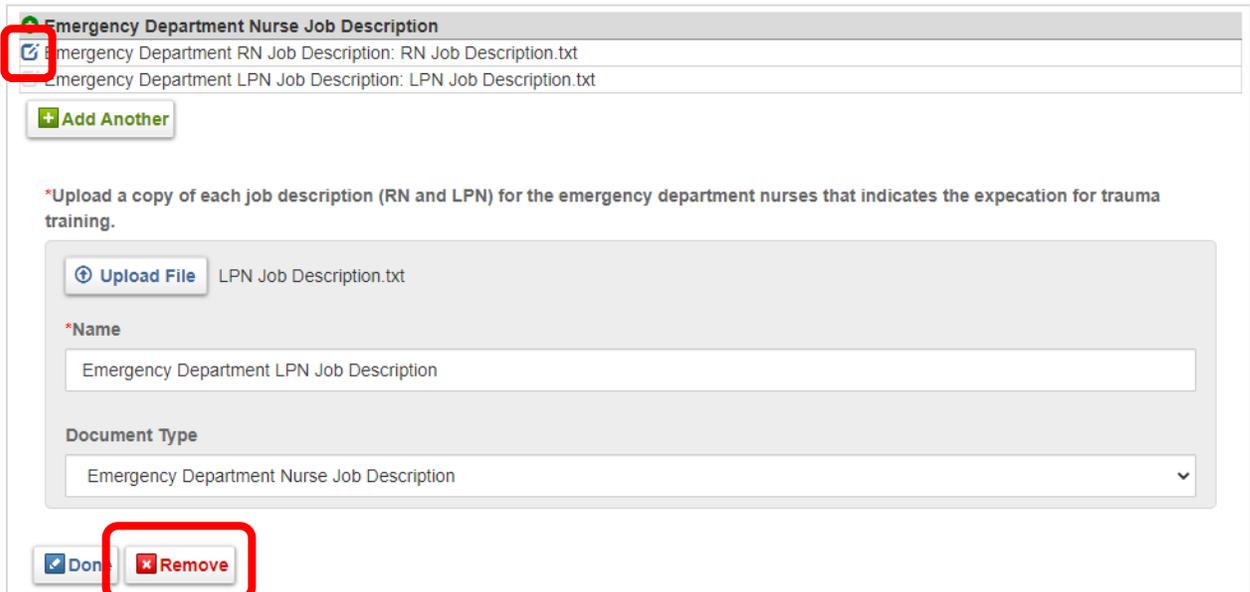
When uploading multiple documents, a list of the documents appears above the field.

Emergency Department Nurse Job Description

Emergency Department RN Job Description: RN Job Description.txt

Emergency Department LPN Job Description: LPN Job Description.txt

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



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](#)

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

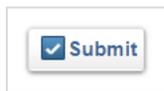
[Upload File](#) LPN Job Description.txt

***Name**
Emergency Department LPN Job Description

Document Type
Emergency Department Nurse Job Description

[Done](#) [Remove](#)

- When finished, select *Submit*.

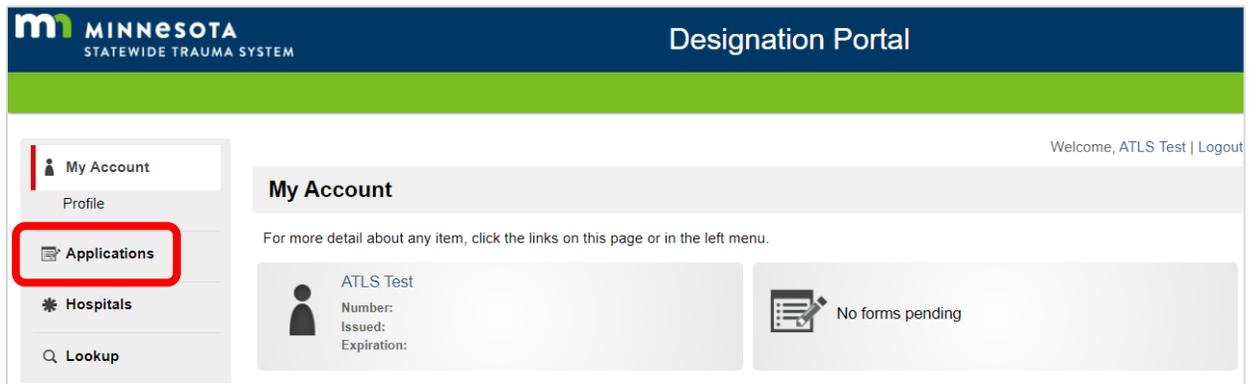


[Submit](#)

Request a TraumaMan Mannequin Reservation

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

- After logging in, navigate to Applications.



m1 MINNESOTA STATEWIDE TRAUMA SYSTEM **Designation Portal**

Welcome, ATLS Test | Logout

My Account

For more detail about any item, click the links on this page or in the left menu.

My Account

- ATLS Test
- Number:
- Issued:
- Expiration:

 No forms pending

My Account (circled in red)

- Profile
- Applications
- Hospitals
- Lookup

2. Select **Apply Now** next to the *TraumaMan Mannequin Reservation Request* application.

Welcome, ATLS Test | Logout

Available Applications

Click *Apply Now* next to one of the options below to begin an application for the hospital or to update personnel information. Select *Continue* from the left navigation menu to resume working on an existing application.

Service Applications

Test Hospital
Saint Paul, Minnesota 55101
Level 4 -- Issued: 01/01/2022 -- Expires: 01/01/2025

Applications	Action
Trauma Mannequin Reservation Request Use this form to request a reservation for a TraumaMan mannequin.	Apply Now
Secure Document Upload Use this utility to securely upload a document for trauma system staff.	Apply Now

3. Enter the request details, shipping information (if applicable), and select *Submit*.

Trauma Mannequin Reservation Request

Trauma Mannequin Reservation Request

▼ Facility

Facility Name: Test Hospital

▼ Course Information

*Course Dates From: mm/dd/yyyy Today

*To: mm/dd/yyyy Today

*This course is: Open to the public
 Closed course

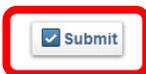
*Number of Mannequins Needed: 2

▼ Shipping

*Shipping Option: Ship
 Pick-up at MDH

▼ Comments

Notes:



4. To continue an incomplete reservation request or view the status of a submitted request, select *Continue* under *Applications*.

Welcome, TPM Test | Logout

Continue My Applications

Click *Continue* to continue working on an application or form that is in-progress. Select the *PDF* icon to view a previously completed application or form.

Submitted applications will not appear in the list until they have been reviewed by trauma system staff.

▼ Trauma Mannequin Reservation Request - (Test Hospital)

Status: Mannequins Shipped/Picked up
Number:
Initiated On: Jul 21, 2022
Issue Date:
Expiration Date: Jul 21, 2022
Forms: 0 of 1 completed

Form	Requested	Completed	Action
Trauma Mannequin Reservation Request	Jul 21, 2022	Jul 21, 2022	View PDF

Records 1-1 of 1 | First | Previous | Next | Last | Page 1 | Per Page 10

View Hospital Information

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

MINNESOTA STATEWIDE TRAUMA SYSTEM Designation Portal

Welcome, TPM Test | Logout

My Account

- Profile
- Applications
- Hospitals**
- Lookup

Test, TPM ()

My Profile

Update your information as needed. Click Save at the bottom of the page when finished. Otherwise, navigate using the menu to the left.

Demographics

Account Demographics

* First Name:

* Last Name:

Suffix:

Not Collected: - - Show SSN

Contact Information

* Email:

* Primary Work Phone: - - Preferred

Cell Phone: - - Preferred

* required

- 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 .

All Service

Select the hospital to view additional information.

Hospitals ▲	Service Permit Level	Address	City	County	Phone
Test Hospital 			Saint Paul	Ramsey	
z-ImageTrend Test 		123 Fake St	Minneapolis	Hennepin	

Records 1-2 of 2 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page

 = Trauma Registrar
  = Nursing Administrator
  = Trauma Medical Director
  = Trauma Program Manager/Coordinator
  = Co-Medical Director/Advisor
 = Hospital Administrator
  = ATLS Coordinator

Select the hospital to view demographic information about the hospital.

All Service

Select the hospital to view additional information.

Hospitals ▲	Service Permit Level	Address	City	County	Phone
Test Hospital			Saint Paul	Ramsey	
z-ImageTrend Test		123 Fake St	Minneapolis	Hennepin	

Records 1-2 of 2 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page ▼

Test Hospital [← Back To Hospitals](#)

Saint Paul, Minnesota 55101
Level 4 -- Issued: 10/19/2021 -- Expires: 10/19/2024

Hospitals Details

[Demographics](#) | [Organization](#) | [Staff](#)

Details

Name: Test Hospital
Active: Yes
Daylight Savings Time Use: Yes
Time Zone: GMT-6:00 Central Time
Address:
City: Saint Paul
County: Ramsey
State: Minnesota
Postal Code: 55101
Country: United States

Certifications

Internal ID:
Level(s): Level 4
Status: Designated
Issue Date: 10/19/2021
Expiration Date: 10/19/2024
State ID:

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

Demographics | Organization | **Staff**

Service Staff ↕

ATLS Coordinator: Test, ATLS
Home Phone: (No home phone number listed for the contact)
Work Phone: (No work phone number listed for the contact)
Cell Phone: (No cell phone number listed for the contact)
Email: (No email address listed for the contact)

Co-Medical Director/Advisor: Test, John
Home Phone: (No home phone number listed for the contact)
Work Phone: (No work phone number listed for the contact)
Cell Phone: (No cell phone number listed for the contact)
Email: (No email address listed for the contact)

Hospital Administrator: Test, Sally
Home Phone: (No home phone number listed for the contact)
Work Phone: (No work phone number listed for the contact)
Cell Phone: (No cell phone number listed for the contact)
Email: lhansen@imagetrend.com

Trauma Medical Director: Test, TMD
Home Phone: 651-201-4147
Work Phone: (No work phone number listed for the contact)
Cell Phone: (No cell phone number listed for the contact)
Email: (No email address listed for the contact)

Trauma Program Manager/Coordinator: Test, TPM
Home Phone: (No home phone number listed for the contact)
Work Phone: 651-201-4147
Cell Phone: (No cell phone number listed for the contact)
Email: health.trauma@state.mn.us

Trauma Registrar: Test, Registrar
Home Phone: (No home phone number listed for the contact)
Work Phone: (No work phone number listed for the contact)
Cell Phone: (No cell phone number listed for the contact)
Email: (No email address listed for the contact)

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.

Welcome, TPM Test | Logout

My Account

Applications

Hospitals

Details

Personnel

Clinicians

Q Lookup

Test Hospital
Saint Paul, Minnesota 55101
Level 4 -- Issued: 10/19/2021 -- Expires: 10/19/2024

[← Back To Hospitals](#)

Hospitals Details

Demographics | Staff

Details ↕

Name: Test Hospital

- 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.

Welcome, TPM Test | Logout

- My Account
- Applications
- Hospitals
- Details
- Personnel
- Clinicians
- Lookup

Clinicians

Test Hospital
 Saint Paul, MN 55101

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

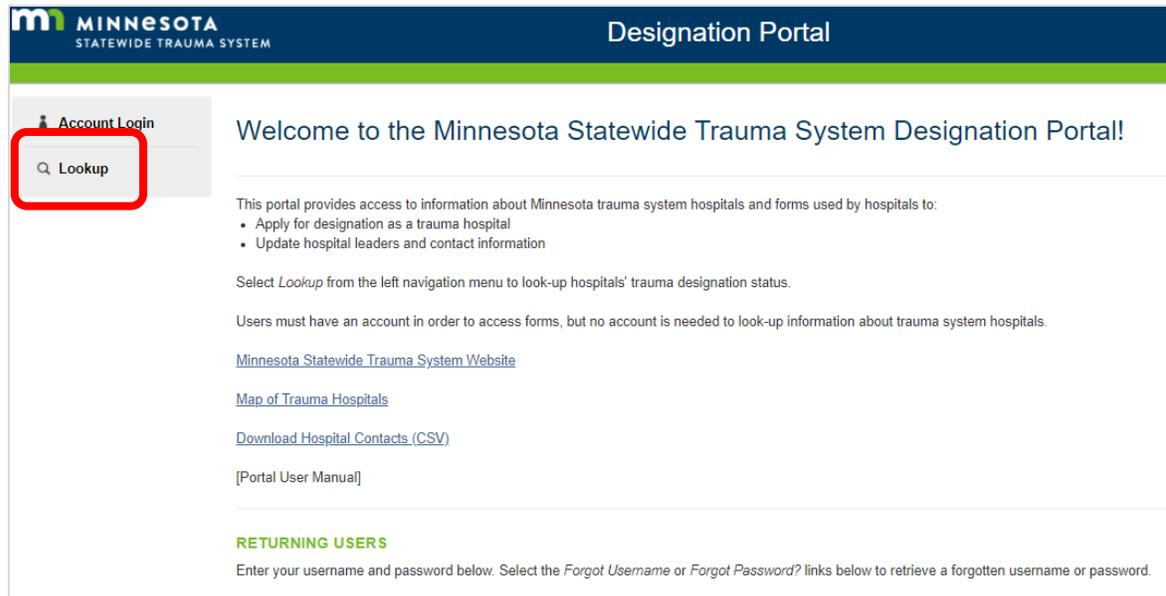
First Name	Last Name	Role	Course	Successful Completion Date	Date of Current Board Certification	Certifying Board	Reg
Thomas	Scott	Physician	CALS	03/01/2021	02/15/2022	American Board of Family Medicine	Reg
Wise	Wise	Physician Assistant	CALS	03/01/2020	12/31/2021	Other	Cas
Wright	Wright	Physician	ATLS	10/10/2017		None	Cas
Wenderson Anderson	Wade	Nurse Practitioner	CALS	07/01/2018	06/24/2023	Other	Reg
Went	Went	Physician Assistant	ATLS	12/07/2022	12/31/2022	Other	
Winkler	Winkler	Physician	ATLS	10/07/2021	12/31/2021	American Board of Internal Medicine	
Winkler	Winkler	Physician	CALS	03/01/2021	02/15/2022	American Board of Family Medicine	Reg
Winkler	Winkler	Physician Assistant	ATLS	06/08/2018	12/31/2021	Other	Reg
Winkler	Winkler	RN	TNCC				
Winkler	Winkler	RN	TNCC	11/10/2009			

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Lookup Hospitals

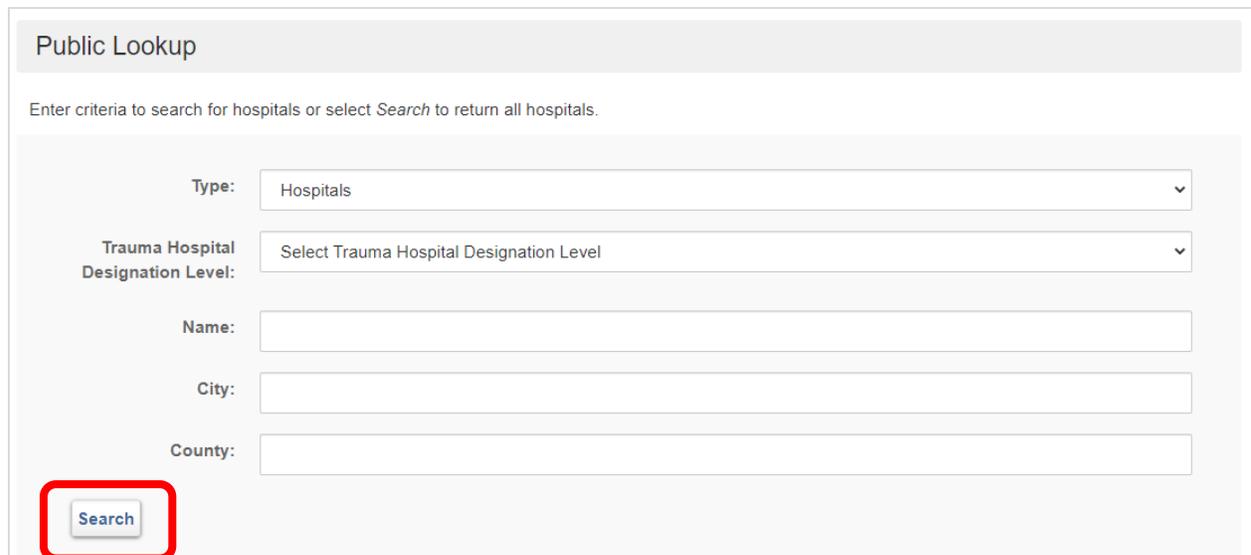
Designation and demographic information about any hospital can be viewed without an account. You need not be logged into the system to look-up another hospital.

1. To view information about a hospital, navigate to *Lookup*.



The screenshot shows the 'Designation Portal' for the Minnesota Statewide Trauma System. The header includes the logo and the text 'MINNESOTA STATEWIDE TRAUMA SYSTEM' and 'Designation Portal'. A navigation menu on the left contains 'Account Login' and 'Lookup', with 'Lookup' highlighted by a red box. The main content area features a welcome message, a list of actions (Apply for designation, Update hospital leaders), and several links: 'Minnesota Statewide Trauma System Website', 'Map of Trauma Hospitals', 'Download Hospital Contacts (CSV)', and '[Portal User Manual]'. A 'RETURNING USERS' section at the bottom prompts for a username and password.

2. Enter filter criteria and click *Search*.



The screenshot shows the 'Public Lookup' search interface. It includes a header 'Public Lookup' and a prompt: 'Enter criteria to search for hospitals or select Search to return all hospitals.' Below this are several input fields: 'Type' (set to 'Hospitals'), 'Trauma Hospital Designation Level' (set to 'Select Trauma Hospital Designation Level'), 'Name', 'City', and 'County'. A 'Search' button is located at the bottom left and is highlighted with a red box.

- 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:

Name:

City:

County:

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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- Select a hospital for more information.

Agencies Lookup Detail

Hospitals: Test Hospital

<p>Address: None</p> <p>City: Saint Paul</p> <p>County: Ramsey</p>	<p>Trauma Hospital Designation Level: Level 4</p> <p>Status: Designated</p> <p>Designation Expiration: 10/19/2024</p>
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To obtain the information in this document in a different format, contact the Statewide Trauma System at 651-201-4147.