



# **Hospital Quarterly Self Reporting**

Step by Step Guide to Using the Hospital Quarterly  
Self Reporting Application

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# Introduction

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In 2023, **E2SSB 5236**, referred to as the Hospital Staffing Bill, was enacted by the Washington State Legislature. This law was enacted to address hospital and healthcare industry concerns, and focused on breaks, mandatory overtime, and hospital staffing plans.

This guide will help users navigate the Hospital Quarterly Self Reporting application from signing up to submitting quarterly reports. These reports and policy information can be amended at any time.

*Note: All documentation uploaded and entered is subject to public disclosure at any time.*

# Portal Access

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## SIGN UP FOR MY L&I

1. Visit [secure.lni.wa.gov](https://secure.lni.wa.gov) to sign up or sign in
2. **Existing My L&I users\*: Log in** and click “+Get more access” under **My Profile**, then skip to the steps titled **Hospital Quarterly Self Reporting**.  
**New users: Sign up** for an account, enter your personal information, then click continue.

The screenshot shows the 'My L&I Sign up' page. At the top, there is a dark green header with the Washington State Department of Labor & Industries logo on the left, 'My L&I' in the center, and 'powered by SecureAccess WASHINGTON' on the right. Below the header, the page is titled 'My L&I Sign up'. On the right side, there is a yellow button that says 'Already have a profile? log in'. The main form area is titled 'Enter your personal information' and contains several input fields: 'First name', 'Last name', 'Email address' (highlighted in yellow), 'Retype email', and 'Phone number'. Below these fields is a section titled 'Create a User ID and password' with a 'User ID' input field. Two callout boxes are present: one on the left pointing to the 'Email address' field with the text 'If you get a warning this email is already in use, you can continue', and one on the right pointing to the 'log in' button with the text 'You can check here to see if you already have an account on the log on page'.

3. You will receive an email from “My L&I” to **activate your profile**. Follow the link to complete your setup. If you don’t see an activation email, check your spam or junk mail folders.
4. Log in to My L&I using your newly created User ID and password. Then proceed to the next section below.

# HOSPITAL QUARTERLY SELF REPORTING APPLICATION

Once access to My L&I is completed, follow these steps to sign up for the Hospital Quarterly Self Reporting Application.

## 1. Select *Other*

**Complete set up**

First, choose a role that applies to you.

- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical or Vocational provider
- Billing provider
- Independent Medical Examination (IME) Provider
- Employer or representative
- Third party administrator
- Third party accountant/bookkeeper
- Retro program administrator
- Health Services Coordinators and COHE Directors
- Surgical Best Practices Coordinator
- Best Practice Activity Coach
- Other

Cancel **Continue**

## 2. Select *Report hospital meal and rest breaks*

**Complete set up**

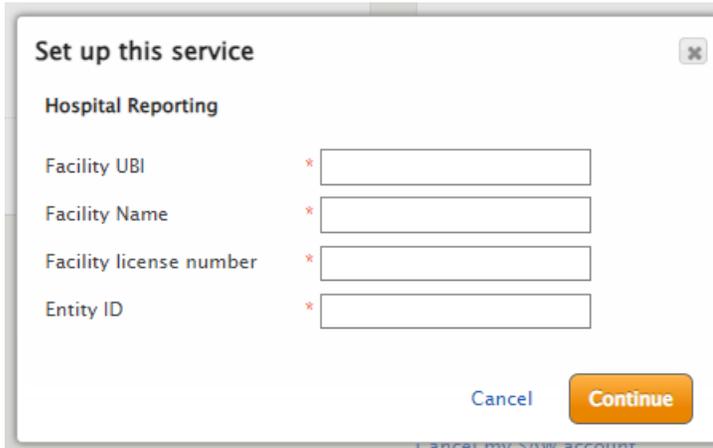
Choose your task:

- Public Works for Awarding Agencies
- Electronic Permits & Inspections (EPIS)
- Manage and pay outstanding elevator invoices
- Manage apprentices and preparatory
- Update and renew insurance policies for Construction and Electrical Telecommunication Contractors
- Take the Medical Examiners' handbook certification test
- Clean Energy Provider Certification
- Report Isolated Workers
- Access L&I's OMD Clinical Training Catalog (CME and CE)
- High Hazard Facilities – Petroleum Refinery and Petrochemical Manufacturing Safety Training Sponsor Portal
- Report hospital meal and rest breaks

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### 3. Enter the following:

- Facility UBI
- Facility Name
- Facility License Number
- Entity ID
  - This number is specific to L&I. If you do not know your Entity ID, please contact L&I at [healthcarelaborstandards@lni.wa.gov](mailto:healthcarelaborstandards@lni.wa.gov)



The screenshot shows a window titled "Set up this service" with a close button in the top right corner. Below the title is the section "Hospital Reporting". There are four input fields, each with a red asterisk to its left, indicating they are required:

- Facility UBI
- Facility Name
- Facility license number
- Entity ID

At the bottom of the window, there are two buttons: "Cancel" and "Continue".

*Note: You can add multiple license numbers to the application by repeating these steps for each license.*

## MANAGING USERS

There are 2 roles:

- Administrator
  - Has ability to approve and remove users
  - Ability to request users to sign up for hospital access
  - Has ability to view and submit reports
- Reporter
  - Has ability to view and submit reports

To add or edit users select:

1. **Manage access**
2. **Set up another user**
  - Complete fields for additional user's information
3. **Edit Access** to update access for a specific user.

# My Profile

Overlake Hospital Medical Center  
Hostpital Meal and Rest Reporter  
Facility License Number:  
Administrator 1 [Manage access](#) [Edit Name](#)

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FORKS COMMUNITY HOSPITAL  
Hostpital Meal and Rest Reporter  
Facility License Number:  
Administrator [Manage access](#) [Edit Name](#)

[My tasks](#)

+ Get more access

## Manage access to Overlake Hospital Medical Center

Your access [Edit access](#)

- ✓ **Administrator** started: 09/23/2024  
Responsible for managing online access to secure data. When users request changes to their access, the Administrator(s) are notified to respond to the request. There must be at least one Administrator at all times.
  - As an Administrator, you are responsible for ensuring that only those authorized by your organization have access.
  - You are responsible for removing access in a timely manner whenever appropriate.
- ✓ **Hospital Meal and Rest Reporter** started: 09/23/2024  
Report Hospital Meal and Rest

Others with access [+ Set up another user](#) 2

- [-] **Steve Harvey** (Access pending Steve's review) [Delete](#)
  - ✓ **Hospital Meal and Rest Reporter**  
Report Hospital Meal and Rest
- [-] **cindy Test** [Edit access](#) 3
  - ✓ **Administrator** started: 09/23/2024  
Responsible for managing online access to secure data. When users request changes to their access, the Administrator(s) are notified to respond to the request. There must be at least one Administrator at all times.
    - As an Administrator, you are responsible for ensuring that only those authorized by your organization have access.
    - You are responsible for removing access in a timely manner whenever appropriate.

phone: 123-456-7890  
email: user@email.com

**Hostpital Meal and Rest Reporter**  
FacilityLicenseNumber:  
HAC.FS.00000131  
Active since: 09/23/2024

To approve a user who has requested access select **New request pending your review**

**Swedish Edmonds**  
Facility License Number:  
[Manage access](#)

 **New request pending your review**

# Accessing the Hospital Quarterly Self Reporting Application

Once the application has been added to your profile,

1. Select **My tasks**
2. Select **Hospital Reporting**
3. Select the hospital you'd like to report for

The screenshot shows a user profile interface. On the left, under 'My Profile', there are two hospital entries: 'Overlake Hospital Medical Center' and 'FORKS COMMUNITY HOSPITAL'. Each entry includes 'Hospital Meal and Rest Reporter', 'Facility License Number', and 'Administrator' fields. A red callout '1' points to a 'Manage access' button for the Overlake entry, and another red callout '1' points to a 'My tasks' button at the bottom of the profile section. On the right, under 'My Profile', there are two columns of hospital information. A red callout '2' points to a 'Hospital Reporting' button in the 'Hospital Reporting' section, which has a red box around it. A '+ Get more access' link is visible at the bottom left of the profile area.

## Hospital Meal & Rest Break Reporting

Select a facility: \*

- Forks Community Hospital
- Overlake Hospital Medical Center

**SELECT**



# Home

The home page has quick links to latest reports, alerts for reports that are due and ability to finish or discard drafts quarterly report.

If you have linked multiple licenses to the same account, select **Change Facility** to switch licenses.

To create a new report, select **New Report**

The Home page also contains additional information on reporting guidance and support via links in **About This Program**

## Hospital Meal & Rest Break Reporting

Facility: [CHANGE FACILITY](#)

[HOME](#) [ALL REPORTS](#)

### Latest Reports

**2024, QUARTER 2**  
Last Report: [April 1, 2024 - June 30, 2024](#)

**2023, QUARTER 4**  
Report Due: October 1, 2023 - December 31, 2023

[DRAFT](#) [Finish Draft](#)  
[Delete Draft](#)

[NEW REPORT](#)

### About This Program

Hospitals in Washington are required to provide their employees with meal and rest periods, consistent with [RCW 49.12.480](#). For hospitals, unless an exception in the law applies, meal and rest breaks for employees who are involved in direct patient care activities or clinical services must be uninterrupted. Hospitals must also record when these employees miss a meal or rest period and submit quarterly reports to the Department of Labor & Industries regarding their compliance with meal and rest break requirements. The first quarterly meal and rest break report is due on **October 30, 2024**, covering the reporting period of July 1, 2024 to September 30, 2024.

For reporting requirements and guidance, please see the [Hospital Meal and Rest Break Quarterly Report Guidance Document](#).

Technical assistance is available for hospitals with compliance challenges. For further information, please visit our [Healthcare Labor Standards web page](#) or email us at [HealthcareLaborStandards@lni.wa.gov](mailto:HealthcareLaborStandards@lni.wa.gov).

# All Reports

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Use the All Reports tab to submit, save, finish draft, or discard draft reports.

## SUBMIT REPORTS

To file a new quarterly report, select



To change reporting period: select [\(Change\)](#) and select the correct reporting period.

As numerical characters are entered into questions 2-5, the compliance rate will auto calculate.

If you wish to complete the report later, select **Save Draft**.

- If Save Draft is selected, then Finish Report will be displayed on the Home and All Reports tab.

## Hospital Meal & Rest Break Reporting

Reporting period: April 1, 2024 - June 30, 2024 [\(Change\)](#)

1. Total number of covered employees in the quarter\*

2. Number of meal periods required to be given to covered employees in the quarter\*

3. Number of required meal periods that were missed in the quarter\*

4. Number of rest periods required to be given to covered employees in the quarter\*

5. Number of required rest periods that were missed in the quarter\*

**Compliance Rate:**

### Attestation

I attest that the data contained on this form is accurate, valid, and has not been inappropriately manipulated or modified.\*

To the best of my knowledge, employees reporting their meal and rest break information during the period covered under this report were free from coercion that would cause inaccurate recording.\*

**SUBMIT**

**SAVE DRAFT**

[Cancel](#)

## FINISH DRAFT

Draft reports will remain in the report portal until submitted or discarded.

To return to a draft quarterly report, select  **Finish Draft**

The draft report will open allowing you to edit or update your quarterly report.

When the report has been completed, select 

The submitted report will now be available in the Reports tab.

# Hospital Meal & Rest Break Reporting

Facility:

 **CHANGE FACILITY**

 **HOME**

 **ALL REPORTS**

## Reports

**2024, QUARTER 2**

[April 1, 2024 - June 30, 2024](#)

**2023, QUARTER 4**

**Report Due:** October 1, 2023 - December 31, 2023

 **DRAFT**

 **Finish Draft**

 **Delete Draft**

## VIEW REPORTS

All reports will be available in the Reports tab to the right of Home tab.

Selecting any of the hyperlinked reports will open the previously submitted report.

# Hospital Meal & Rest Break Reporting

Facility:

 CHANGE FACILITY

 HOME

 ALL REPORTS

## Reports

### 2024, QUARTER 2

[April 1, 2024 - June 30, 2024](#)

### 2024, QUARTER 1

[January 1, 2024 - March 31, 2024](#)

## AMENDING REPORTS

If a submitted report requires an amendment to the data provided select the report to be amended from the Reports tab.

At the bottom of the report, select

**AMEND REPORT**

Correct any inaccurate data fields and review for completion

When ready to submit the amended report, select

**UPDATE REPORT**

The report will now populate as completed in the Reports tab.

2024, Quarter 2

**Reporting Period:** April 1, 2024 - June 30, 2024

|  |     |
|--|-----|
| 1. Total number of covered employees in the quarter *                                | 956 |
| 2. Number of meal periods required to be given to covered employees in the quarter * | 23  |
| 3. Number of required meal periods that were missed in the quarter *                 | 23  |
| 4. Number of rest periods required to be given to covered employees in the quarter * | 956 |
| 5. Number of required rest periods that were missed in the quarter *                 | 42  |

**COMPLIANCE RATE: 93.4%**

**Attestation:**

I attest that the data contained on this form is accurate, valid, and has not been inappropriately manipulated or modified. \*

To the best of my knowledge, employees reporting their meal and rest break information during the period covered under this report were free from coercion that would cause inaccurate recording. \*

**UPDATE REPORT**

**BACK**