

FORMAL MESSAGE HANDLING

An Explanation

Health Comm

HEALTH COMM

RADIOGRAM

Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date

TO: _____

PHONE: _____

Signature: _____
Title: _____
Routing: _____

Frequency: _____
Operator: _____

THIS IS A FORMAL MESSAGE

FORMAL MEANS THAT THE MESSAGE FOLLOWS A PRE-ESTABLISHED FORM OR CONVENTION. A FORMAL MESSAGE CONTAINS ALL THE NECESSARY "RECORD KEEPING" ELEMENTS THAT ARE REQUIRED TO KEEP A HISTORY OF THE MESSAGE AS IT IS SENT THROUGH THE NTS. ALL FORMAL MESSAGES CONSIST OF FOUR PARTS: (A) PREAMBLE, (B) ADDRESS, (C) TEXT, (D) SIGNATURE.

HEALTH COMM RADIOGRAM																															
Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date																									
101	P	KH6KMC	14	KUAKINI HOSPITAL	1000W	6 MAY																									
1. PREAMBLE																															
2. ADDRESS	TO: <u>BLOOD BANK OF HAWAII</u> <u>2043 DILLINGHAM BLVD</u> <u>HONOLULU HI 96819</u> PHONE <u>808/845-9966</u>																														
3. TEXT	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">NEED</td> <td style="text-align: center; border-bottom: 1px solid black;">10</td> <td style="text-align: center; border-bottom: 1px solid black;">UNITS</td> <td style="text-align: center; border-bottom: 1px solid black;">B</td> <td style="text-align: center; border-bottom: 1px solid black;">NEGATIVE</td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">WHOLE</td> <td style="text-align: center; border-bottom: 1px solid black;">BLOOD</td> <td style="text-align: center; border-bottom: 1px solid black;">BY</td> <td style="text-align: center; border-bottom: 1px solid black;">1100</td> <td style="text-align: center; border-bottom: 1px solid black;">HOURS</td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">TODAY</td> <td style="text-align: center; border-bottom: 1px solid black;">X</td> <td style="text-align: center; border-bottom: 1px solid black;">HELIPAD</td> <td style="text-align: center; border-bottom: 1px solid black;">OPEN</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>						NEED	10	UNITS	B	NEGATIVE	WHOLE	BLOOD	BY	1100	HOURS	TODAY	X	HELIPAD	OPEN											
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EACH OF THE ELEMENTS OF THE FORMAL MESSAGE HAS CERTAIN FORMAT REQUIREMENTS WHICH MUST BE MET IN ORDER TO AVOID CONFUSION ON THE AIR AS THE MESSAGE IS SENT, AND ALSO TO ASSURE THAT A SENDER-TO-RECEIVER TRACE CAN ALWAYS BE DONE ON THE MESSAGE.

LET US TAKE APART THE MESSAGE PIECE BY PIECE TO LEARN HOW TO WRITE AND SEND A FORMAL MESSAGE.

THE PREAMBLE

THIS PART OF THE MESSAGE IS THE RECORD-KEEPING PART. IT IS READ ON THE AIR FIRST, FROM LEFT TO RIGHT AND ALWAYS IN THIS ORDER. ONLY THE HANDLING INSTRUCTION (HX) AND TIME OF FILE BLOCKS ARE OPTIONAL, AND MAY, IF NOT NEEDED, BE ELIMINATED BY THE ORIGINATING STATION ONLY. THIS IS HOW THE ORIGINATING STATION WRITES OUT THE PREAMBLE FOR A FORMAL MESSAGE.

PREAMBLE

HEALTH COMM RADIOGRAM						
Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date
101	P	KH6KMC	14	KUAKINI HOSPITAL	1000W	6 MAY

NUMBER. The message number is the station of origin's serial number; start each year with 1 and count up.

STATION OF ORIGIN. This is the station originating message

CHECK. This is a count of the actual number of words, number, or character groups and separators (Xs) in the in the text of the message.

DATE. This is the date the message was written; must be consistent with UTC, if UTC is used.

PRECEDENCE. This is a code letter that tells how critical a message is and how fast it must be handled:

- **Emergency.** Life and death. Handle at top speed. (This code is ALWAYS spelled out). Rare.
- **Priority.** Urgent, handle only emergency messages faster. Code P.
- **Welfare.** Health of a person inquiry by addresses; handle after E and P. Code W
- **Routine.** Day-to-day urgency. Handle ASAP. Code R. Most messages routine

PLACE OF ORIGIN. This is the actual place where the message started from, not necessarily the location of the station of origin. For example, if you send a message for a person in a town that is not your own, use the person's own town. Otherwise, use your own location.

TIME OF FILE. This is the time that the message was written and not necessary in routine messages but found in Emergency and Priority messages. **Note:** here in Hawaii we use WHISKEY.

SENDING THE PREAMBLE

HEALTH COMM RADIOGRAM						
Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date
101	P	KH6KMC	14	KUAKINI HOSPITAL	1000W	MAY 6

SEND THE PREAMBLE THIS WAY ON PHONE...

THIS IS KH6KMC; FOLLOWS MESSAGE NUMBER ONE-ZERO-ONE, ROUTINE, KILO HOTEL SIX KILO MARY CHARLIE, FOURTEEN, KUAKINI HOSPITAL (*IF GOING OUT OF STATE, USE CITY AND STATE*), TEN HUNDRED WHISKEY (*LOCAL TIME; IF GOING OUT OF STATE, USE ZULU OR UTC TIME*), MAY SIXTH.

REMEMBER TO LET UP ON YOUR MIKE BUTTON EVERY FEW SYLLABLES OR SO TO ALLOW THE RECEIVING STATION TO "BREAK" YOU IF NEEDED. SPEAK CLEARLY AND DISTINCTLY.

REMEMBER, IF THE MESSAGE DOES NOT HAVE A NUMBER, A PRECEDENCE, STATION OF ORIGIN, CHECK, PLACE OF ORIGIN OR DATE, IT IS NOT A FORMAL MESSAGE!

THE TEXT

THE TEXT IS WHAT THE SENDER OF THE MESSAGE WANTS TO TELL THE ADDRESSEE. GOOD AMATEUR RADIO TEXTS SOUND LIKE TELEGRAPH MESSAGES, ARE CLEAR AND SUCCINCT AND WRITTEN IN SUCH A WAY THAT THEIR MEANING CANNOT BE MISCONSTRUED OR INTERPRETED IN MORE THAN ONE WAY. GOOD AMATEUR MESSAGE WRITING TAKES PRACTICE!

Precede numbers by saying FIGURES then saying the numbers; e.g., ZERO, ONE, etc.

Separators are Xs, read as "initial X-ray" when sending messages for relay. They are never read as X-Ray to the person to whom the message is delivered; just pause slightly when reading.

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Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date
101	P	KH6KMC	14	KUAKINI HOSPITAL	1000W	6 MAY
<p>TO: <u>BLOOD BANK OF HAWAII</u></p> <p style="margin-left: 20px;"><u>2043 DILLINGHAM BLVD</u></p> <p style="margin-left: 20px;"><u>HONOLULU HI 96819</u></p> <p>PHONE <u>808/845-9966</u></p>						
<u>NEED</u>	<u>10</u>	<u>UNITS</u>	<u>B</u>	<u>NEGATIVE</u>		
<u>WHOLE</u>	<u>BLOOD</u>	<u>BY</u>	<u>1100</u>	<u>HOURS</u>		
<u>TODAY</u>	<u>X</u>	<u>HELIPAD</u>	<u>OPEN</u>			
<p>Signature: <u>DARRYL ING</u> Frequency: _____</p> <p>Title: <u>Senior Vice President</u> Operator: _____</p> <p>Routing: _____</p>						

Health Comm / Message H

THE MESSAGE IS READ

NEED / FIGURES ONE ZERO / UNITS / INITIAL B / NEGATIVE / WHOLE / BLOOD / BY / FIGURES ONE ONE ZERO ZERO / HOURS / TODAY / X-RAY (PAUSE)

HELIPAD / OPEN / BREAK AND SIGNED.

THE CHECK

THE CHECK IS A COUNT OF THE NUMBER OF WORDS OR LETTER / FIGURE / MIXED GROUPS IN THE TEXT OF THE MESSAGE, NOT THE PREAMBLE, ADDRESS OR SIGNATURE. EVERYTHING BETWEEN THE BREAKS. NOTICE THAT THE MESSAGE IS ALREADY SET UP FOR 25 SPACES.

HEALTH COMM RADIOGRAM						
Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date
101	R	KH6KMC	14	KUAKINI HOSPITAL	1000W	6 MAY
TO: BLOOD BANK OF HAWAII 2043 DILLINGHAM BLVD HONOLULU HI 96819 PHONE 808/845-9966						
NEED	10	UNITS	B	NEGATIVE		
WHOLE	BLOOD	BY	1100	HOURS		
TODAY	X	HELIPAD	OPEN			
Signature: DARRYL ING Title: Senior Vice President Frequency: _____ Operator: _____						

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Each word, initial group (e.g., OK), mixed group (e.g. 442nd), figure group (e.g. 9689), City, State, Name, etc. is ONE count

Phone numbers are broken up into three parts: area code, prefix, suffix and counted as THREE text counts.

Separators get a count of ONE (e.g., X-RAY).

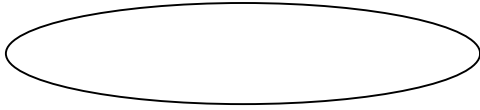
Hyphenated words are split and each part is counted separately (e.g., well-being would be WELL / BEING and counted as 2).

SIGNATURE

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Health Comm / Message H

4. SIGNATURE



THE NAME OF THE AUTHORIZED SENDER IS GIVEN HERE; REMEMBER, THE AMATEUR RADIO OPERATOR IS RESPONSIBLE FOR PASSING THE MESSAGE, NOT CREATING IT.

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H E A L T H C O M M R A D I O G R A M

Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date

TO: _____

PHONE: _____

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35

Signature: _____

Frequency: _____

Title: _____

Operator: _____

Routing: _____
