

FORMAL MESSAGE HANDLING

AN EXPLANATION

HEALTH COMM

HEALTH COMM RADIOGRAM

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

Signature: _____

Title: _____

Institution: _____

Frequency: _____

Operator: _____

Routing: _____

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	1005W	MAY 28																									
A: PREAMBLE	TO: BLOOD BANK OF HAWAII 2043 DILLINGHAM BLVD. HONOLULU HI 96819 PHONE: (808) 845-9966																														
B: ADDRESS	<table border="1"> <tr> <td>NEED</td> <td>10</td> <td>UNITS</td> <td>B</td> <td>NEGATIVE</td> </tr> <tr> <td>WHOLE</td> <td>BLOOD</td> <td>BY</td> <td>1100</td> <td>HOURS</td> </tr> <tr> <td>TODAY</td> <td>X</td> <td>HELIPAD</td> <td>OPEN</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						NEED	10	UNITS	B	NEGATIVE	WHOLE	BLOOD	BY	1100	HOURS	TODAY	X	HELIPAD	OPEN											
NEED	10	UNITS	B	NEGATIVE																											
WHOLE	BLOOD	BY	1100	HOURS																											
TODAY	X	HELIPAD	OPEN																												
C: TEXT																															
D: SIGNATURE	Signature: DARRYL ING Title: SENIOR VICE PRESIDENT Institution: KUAKINI HOSPITAL Frequency: 446.025 Operator: ERIC NAGAMINE, WH6CXX Routing:																														

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 BLOCK 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.

A. PREAMBLE

HEALTH COMM RADIOGRAM						
Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date
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NUMBER	PRECEDENCE	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME	DATE
The message number is the station of origin's serial number; start each year with 1 and count up.	This is a code letter that tells how critical a message is and how fast it must be handled: <ul style="list-style-type: none"> • EMERGENCY: Life and Death. Handle at top speed. This code is ALWAYS spelled out and RARELY used. • PRIORITY: Urgent. Handle only emergency messages faster. Code P. • WELFARE: Health of a person inquiry by address; handle after E and P. Code W. • ROUTINE: Day-to-day urgency. Handle ASAP. Code R. Most messages are routine. 	This is the station originating the message.	This is a count of the actual number of words, number or character groups and separators (Xs) in the text of the message.	This is the actual place from which the message started. This is 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.	This is the time that the message was written. Not necessary in routine messages but found in Emergency and Priority messages. Note : here in Hawaii we use WHISKEY .	This is the date the message was written; must be consistent with UTC, if UTC is used.

Send the preamble this way on phone:

THIS IS KH6KMC / FOLLOWS MESSAGE NUMBER ONE-ZERO-ONE, / PRIORITY / KILO HOTEL SIX KILO MIKE CHARLIE / FOURTEEN / KUAKINI HOSPITAL (if going out of State, use City and State) / TEN HUNDRED FIVE WHISKEY / MAY TWENTY EIGHTH.

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 or origin, check place of origin or date, it is NOT a formal message.

* This is not used in our messages.

B. ADDRESS

HEALTH COMM RADIOGRAM						
Number	Precedence	Station of Origin	Check	Place of Origin	Time	Date
101	P	KH6KMC	14	KUAKINI HOSPITAL	1005W	MAY 28
TO: BLOOD BANK OF HAWAII						
2043 DILLINGHAM BLVD.						
HONOLULU HI 96819						
PHONE: (808) 845-9966						

Send the Address in the following way (pick it up from the date):

BLOOD BANK OF HAWAII / FIGURES TWO ZERO FOUR THREE DILLINGHAM; I SPELL D-I-L-L-I-N-G-H-A-M BOULEVARD / HONOLULU HAWAII / FIGURES NINE SIX EIGHT ONE NINE /

PHONE FIGURES EIGHT ZERO EIGHT / EIGHT FOUR FIVE NINE NINE SIX SIX. / BREAK AND TEXT /

(At each /, unkey your mic and listen in case the receiving station needs a fill).

USE ICAO PHONETICS SPARINGLY—THEY CAN ACTUALLY BE HARDER TO COPY UNDER SOME CONDITIONS THAN THE LETTER NAME ALONE. ALSO, AVOID INANITIES IN THE READING LIKE MRS—A MARRIED LADY, ETC. IF THE NAME IS SPELLED COMMONLY, e.g., SMITH vs. SMYTH, THEN TELL THE OPERATOR “COMMON SPELLING” AFTER YOU SAY THE NAME. USE THE PAUSES FOR FILLS (AND TO GIVE THE RECEIVING OPERATOR TIME TO WRITE).

THE TEXT

THE TEXT IS WHAT THE SENDER OF THE MESSAGE WANTS TO TELL THE ADDRESSEE. GOOD AMATEUR RADIO TEXTS SOUND LIKE TELEGRAPH MESSAGES; THEY 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!

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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		

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

C. TEXT

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.

THE MESSAGE IS READ:

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

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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 Frequency: 446.025						
Title: SENIOR VICE PRESIDENT Operator: ERIC NAGAMINE, WH6CXX						
Institution: KUAKINI HOSPITAL Routing: _____						

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Note:

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: (1) area code, (2) prefix, (3) suffix and counted as THREE text counts.

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

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

TERMINOLOGY

THIS IS KH6KMC, FOLLOWS, MESSAGE NUMBER . . .

BREAK AND TEXT or BREAK AND SIGNED

END OF MESSAGE / NO MORE (or # MORE)

FIGURES – NUMBERS (i. e. 245)

MIXED GROUP / LETTERS AND NUMBERS (i.e. 38th)

INITIAL GROUP (i.e. OK)

XRAY

QUERY

I SPELL

BREAK

ALL AFTER

WORD BEFORE . . .

WORD AFTER . . .

ALL AFTER . . .

PHONE NUMBERS / BREAK INTO 3 PARTS; COUNT AS THREE WORDS.