

ACCESSING PATIENT TRACKING

1. From the Windows Icon drop down menu, select ‘PATIENT TRACKING’
2. Upon launch: HC Standard screen with an ambulance will appear.
3. HC Patient Tracking Login: enter appropriate username and password
4. Status screen should then appear
 - a. If an orange triangle appears on screen, this indicates records to be uploaded.
 - b. If device is connected wirelessly, it will automatically sync with server.
5. Click ‘Menu’ lower right hand side
6. Click on **Change Division/Position:**
 - a. Incident: change to
 - i. Appropriate Event
 - b. Position: Not Required
 - c. **Division:** Select **your** facility from drop down list

10. Click on ‘Transport’
 - a. Enter Destination from drop down menu
 - b. Enter Departure time
11. Click on ‘Save & New’
12. Scan next patient
13. When all patients for vehicle are loaded, Click on ‘Save & Quit’
14. For next vehicle, follow steps 7-13

PATIENT MOVEMENT-SENDING FACILITY

Entering Patient Data

7. Click ‘OK’ lower left corner of screen
 - a. Click on: Triage Patients: SCAN OR KEY IN PATIENT ID
 - b. Assume they are **NOT** pre-registered
 - c. Enter Patient Data:
 - i. Click on ‘Go To’
 - ii. Click on : Information
8. Click on ‘Go To’
9. Click on ‘Other’
 - a. Change Patient status to ‘active’
 - b. Enter Vehicle ID #
 - c. **Make sure patients’ Home Facility is indicated**

Key Data Fields	Location
Incident / Division	PT Login Screen-Menu
Patient ID	Triage Patients
First & Last Name	‘Go To’ Information
Age, Weight & Gender	Information
Home Facility	‘Go To’ Other
Mobility Adjuncts	Other
Vehicle ID	Other
Patient Movement Status	Other
Departure Time	‘Go To’ Transport
Arrival Time	Transport
Transportation Destination	Transport
DURING IMMEDIATE LIFE SAFETY - THE RED BOLDED FIELDS ARE REQUIRED MINIMUM	

PATIENT MOVEMENT-RECEIVING FACILITY

1. Follow steps 1-6 of Accessing Patient Tracking
2. Click ‘OK’ lower left corner of screen
3. Click: Triage Patients:
 - a. Scan or key in Patient ID
4. Click on ‘Go To’
 - a. Select ‘Other’
 - b. Change Patient Movement Status to ‘Complete’
5. Click on ‘Go To’
 - a. Select ‘Transport’
 - b. Change arrival time to ‘Now’
6. Complete for all patients

7. Save & Quit

NOTES & HINTS

1. Do **not** need to be logged in or be connected to wireless internet to triage patients
2. Must be logged in and connected to server to upload patient information
3. Upon completion of entering information into Patient Tracking - User **MUST** exit program:
 - a. Click on Menu-lower right corner of screen
 - b. Click on Exit
4. Press miniature icon on lower middle screen to activate onscreen keyboard
5. If you lose the miniature icon for the onscreen keyboard, tap the blue button on the lower left face of the tracking device two times
6. To take a **photo** of your patient or an incident:
 - a. Click on 'Go To'
 - b. Select 'Camera' **This disables the infrared scanner*
 - c. Point top of device at patient
 - d. Use stylus and press the red dot in the box 'Photo' (hold still)
 - e. Click on 'Go To' or Menu to exit camera mode
7. To **Record** a **voice message** to upload with your patient record: After scanning your patient
 - a. Click on Menu
 - b. Select Audio
 - c. Use: Rec, Stop & Play
 - d. Click 'Done' in lower right corner
8. Division is **ALWAYS** your **current location**

9. Patient information may be entered directly to web application via computer with internet connection

- a. <https://hc.ndhealth.gov/>

GROUP SCAN FEATURE

10. Click on group scan
11. Scan patient id number from tags
12. Go to 'Other' tab
 - a. Change patient movement status to 'active'
 - b. Enter transport vehicle number
13. Click on 'Transport' tab
 - a. Select destination from drop down menu
 - b. Departure time – select 'now'
14. Save & new or quit if complete

