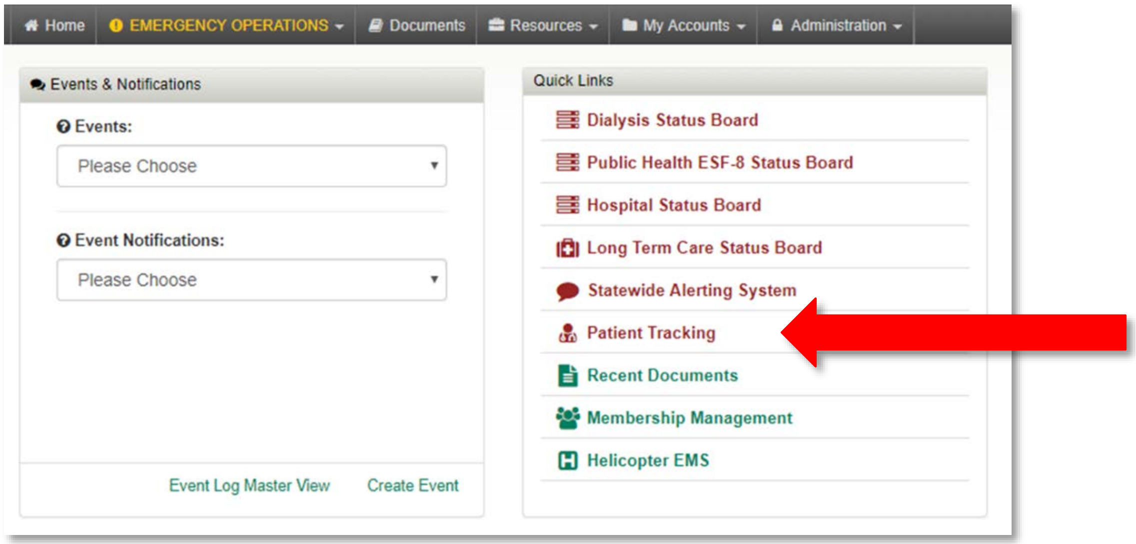
Virginia Healthcare Emergency Management Program

How to use the Patient Tracking Module in VHASS

1. Go to the VHASS website: [http://vhass.org/.](http://vhass.org/) Login using your username and password.

2. Select "Patient Tracking".



3. Acknowledge the HIPAA disclaimer by selecting "Confirm"

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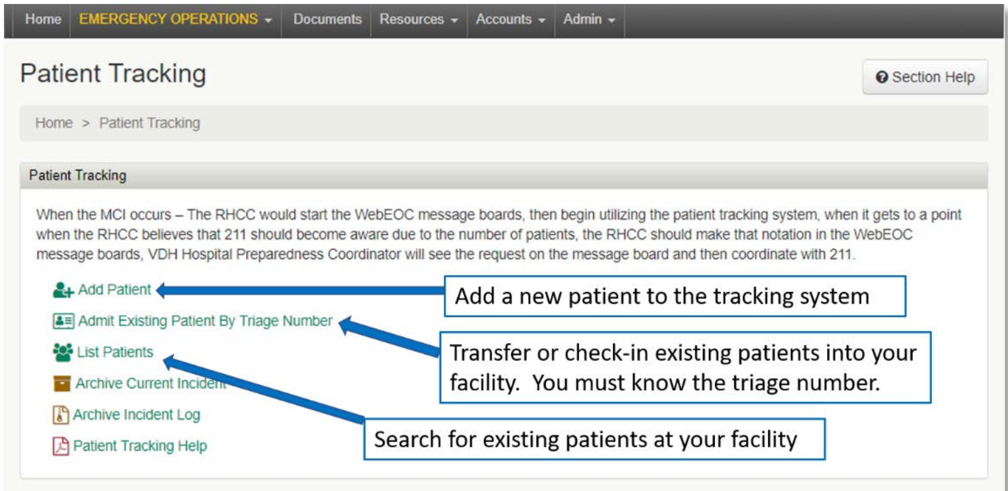
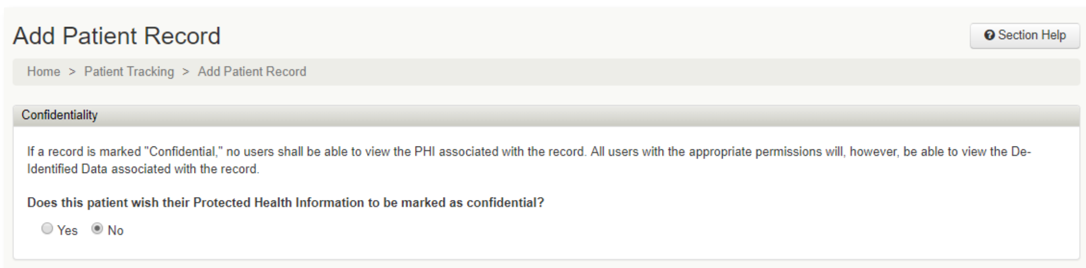
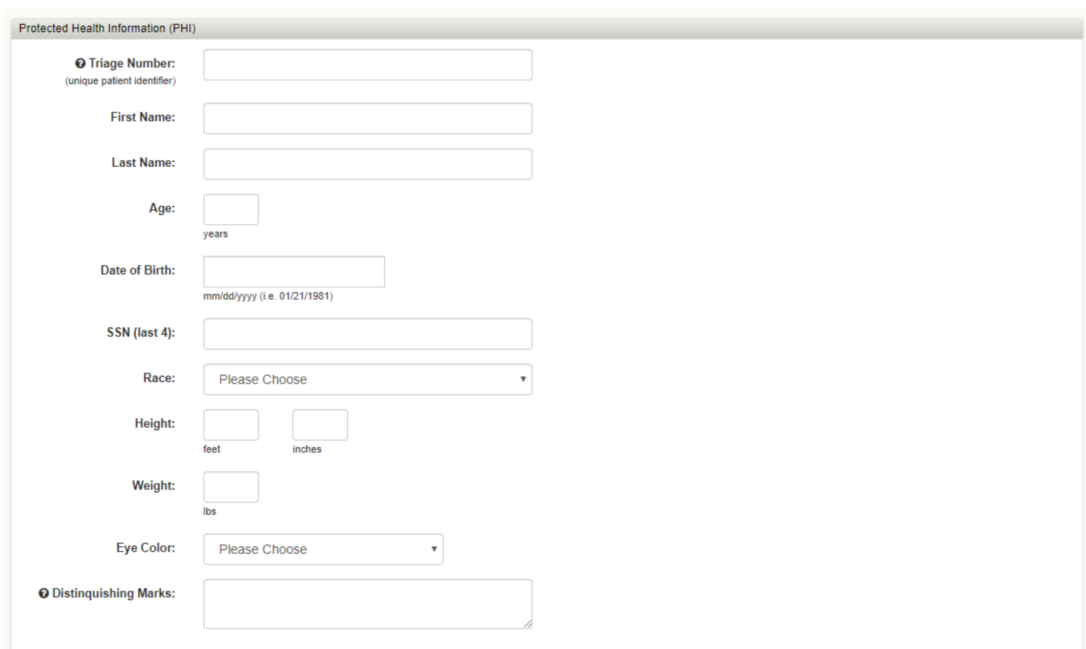
4. Select the patient tracking option



5. Add Patient – Select Confidentiality



6. Protected Health Information (PHI) – This information is utilized by 2-1-1 and the patient locater services. List the <u>most specific and accurate</u> information possible.



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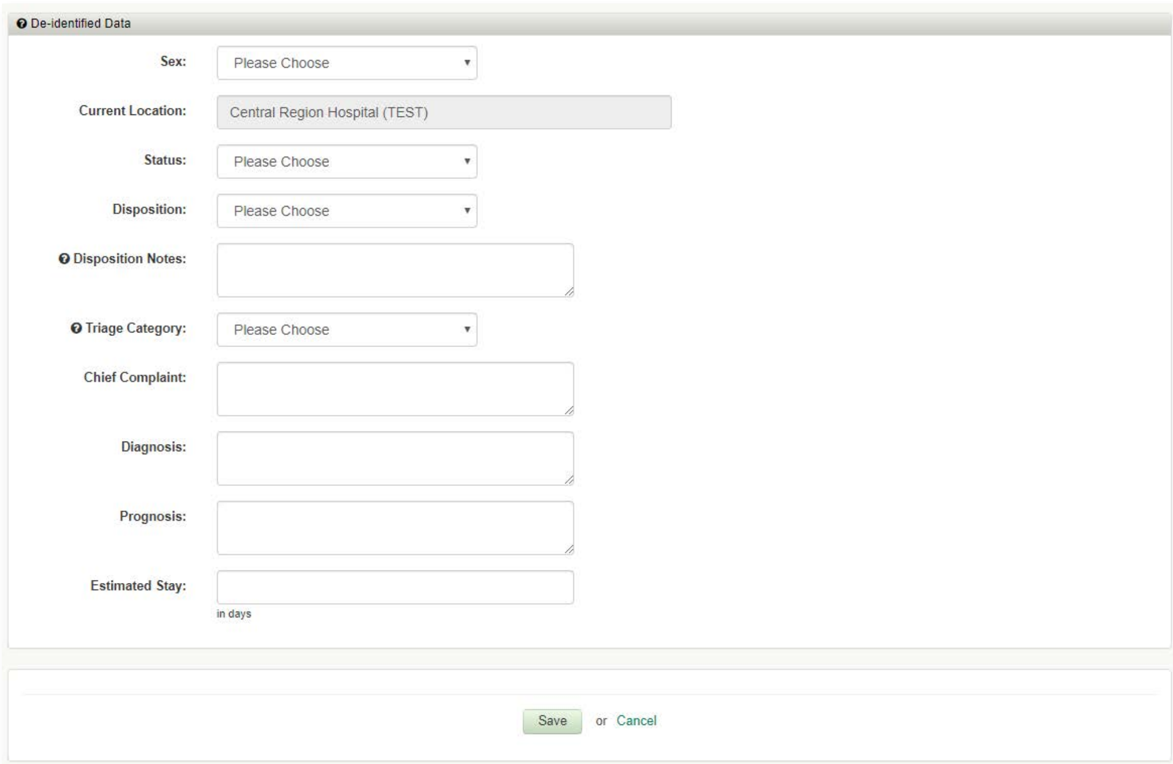
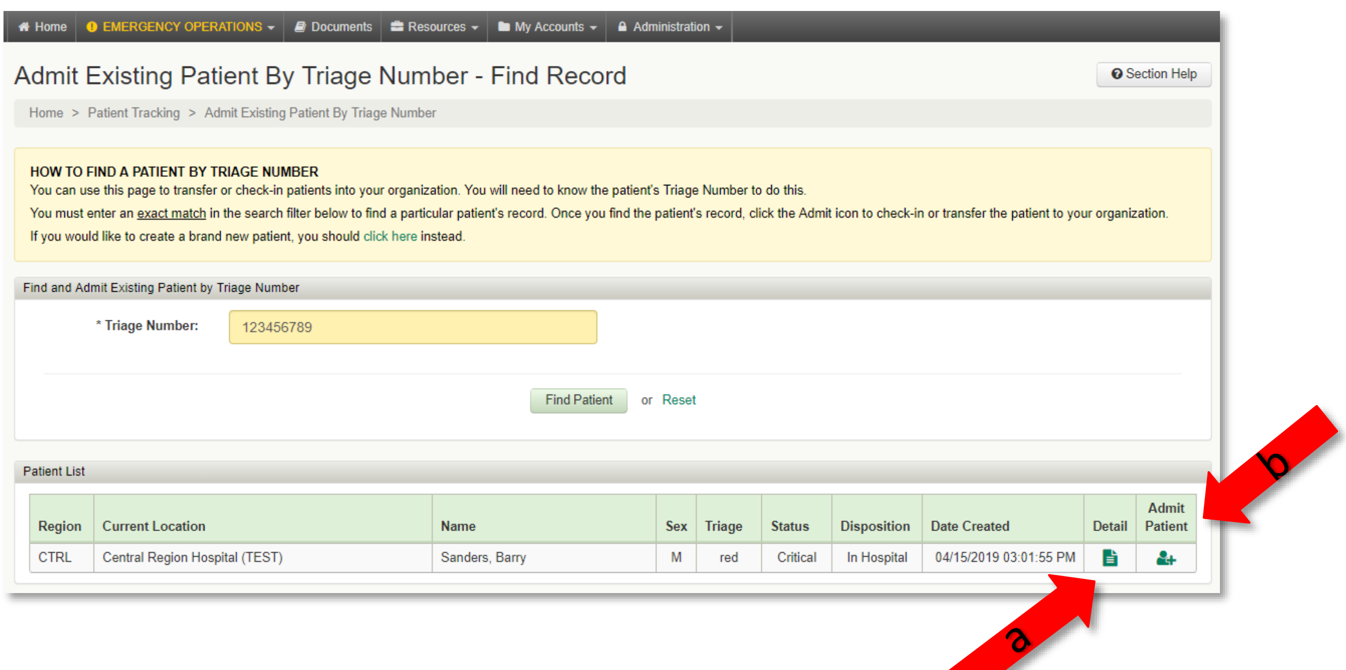
7. De-identified data can be viewed outside of your hospital. The disposition tab is most critical and links to 2-1-1 patient location services. Click "Save",



8. Admit Existing Patient by Triage Number – Enter triage number and select "Find Patient."
   a) To view patient information, select the icon under "Details".
   b) To admit the patient, select the icon under "Admit Patient"



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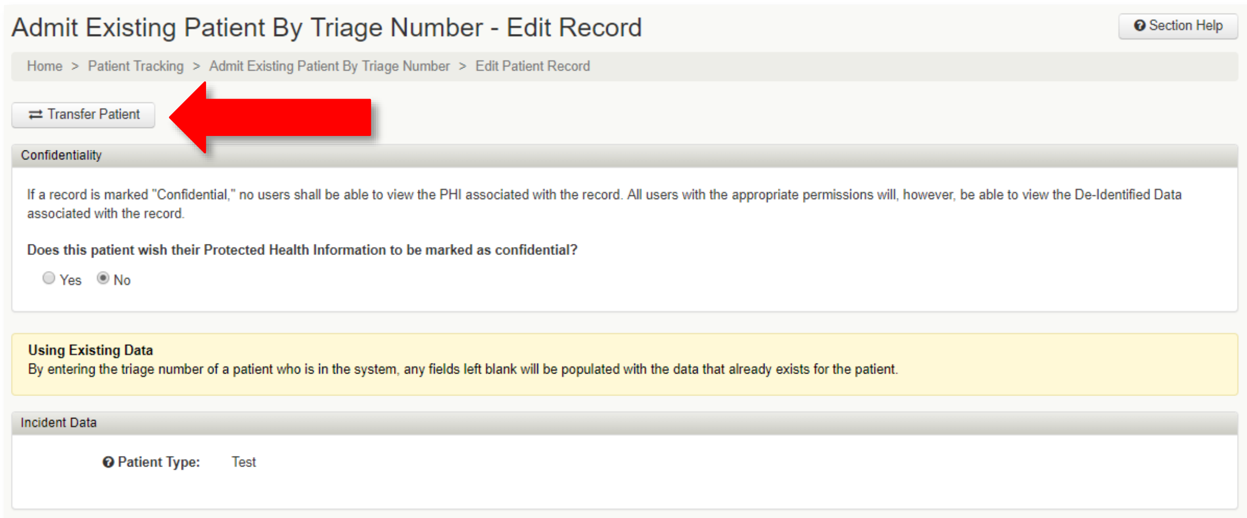
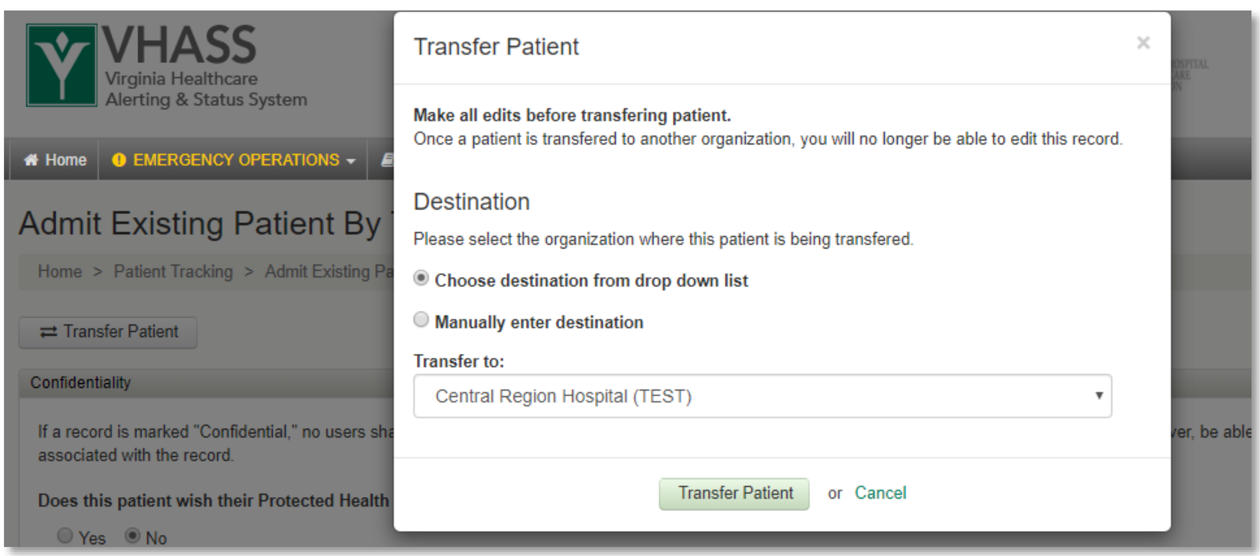
9. Transferring the patient – To transfer the patient to the receiving facility, select "Transfer Patient"



10. Select the receiving facility and click "Transfer Patient". The patient will be removed from your organizations list and added to the receiving organization.



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