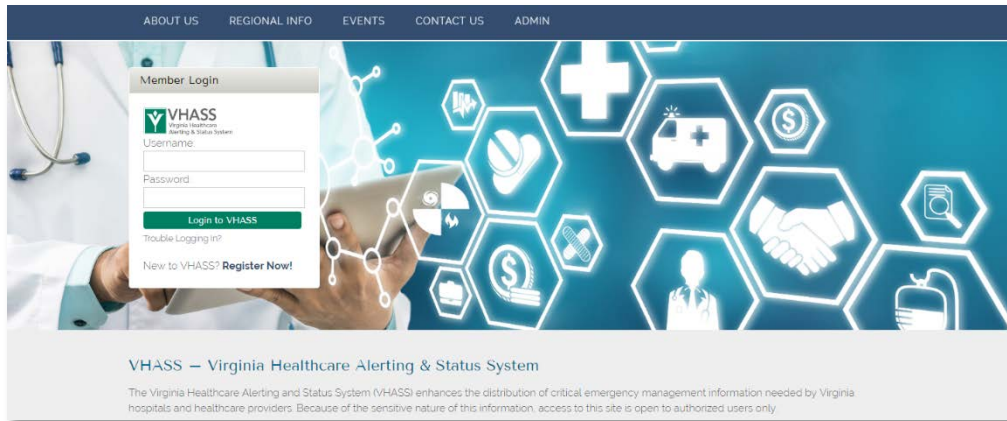
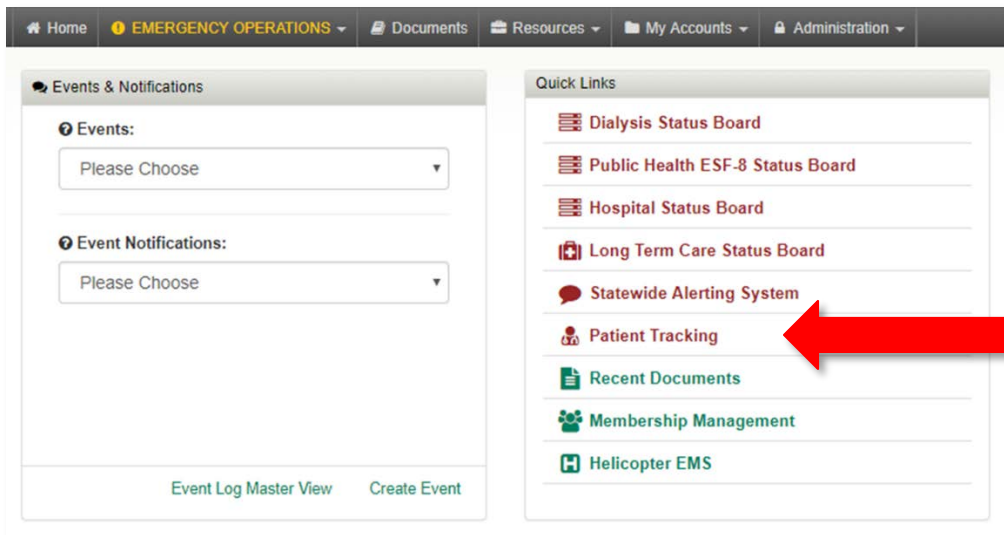




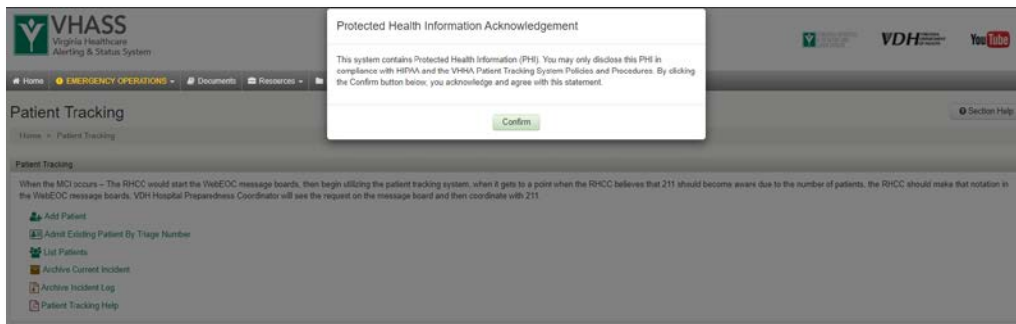
1. Go to the VHASS website: <http://vhass.org/>. Login using your username and password.



2. Select “Patient Tracking”.



3. Acknowledge the HIPAA disclaimer by selecting “Confirm”





## 4. Select the patient tracking option

The screenshot shows the 'Patient Tracking' section of the VHASS interface. It includes a navigation bar with 'Home', 'EMERGENCY OPERATIONS', 'Documents', 'Resources', 'Accounts', and 'Admin'. Below the navigation is a breadcrumb trail 'Home > Patient Tracking' and a 'Section Help' button. The main content area has a title 'Patient Tracking' and a paragraph explaining the process: 'When the MCI occurs – The RHCC would start the WebEOC message boards, then begin utilizing the patient tracking system, when it gets to a point when the RHCC believes that 211 should become aware due to the number of patients, the RHCC should make that notation in the WebEOC message boards, VDH Hospital Preparedness Coordinator will see the request on the message board and then coordinate with 211.' Below the text are several menu items: 'Add Patient', 'Admit Existing Patient By Triage Number', 'List Patients', 'Archive Current Incident', 'Archive Incident Log', and 'Patient Tracking Help'. Three blue callout boxes with arrows point to these items: 'Add a new patient to the tracking system' points to 'Add Patient', 'Transfer or check-in existing patients into your facility. You must know the triage number.' points to 'Admit Existing Patient By Triage Number', and 'Search for existing patients at your facility' points to 'List Patients'.

## 5. Add Patient – Select Confidentiality

The screenshot shows the 'Add Patient Record' form. It has a navigation bar with 'Home > Patient Tracking > Add Patient Record' and a 'Section Help' button. The main section is titled 'Confidentiality' and contains the following text: 'If a record is marked "Confidential," no users shall be able to view the PHI associated with the record. All users with the appropriate permissions will, however, be able to view the De-Identified Data associated with the record.' Below this text is the question: 'Does this patient wish their Protected Health Information to be marked as confidential?' with two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected.

## 6. Protected Health Information (PHI) – This information is utilized by 2-1-1 and the patient locator services. List the most specific and accurate information possible.

The screenshot shows the 'Protected Health Information (PHI)' form. It contains the following fields: 'Triage Number' (radio button selected, unique patient identifier), 'First Name', 'Last Name', 'Age' (years), 'Date of Birth' (mm/dd/yyyy), 'SSN (last 4)', 'Race' (Please Choose dropdown), 'Height' (feet and inches), 'Weight' (lbs), 'Eye Color' (Please Choose dropdown), and 'Distinguishing Marks'.



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”,

**De-identified Data**

Sex:

Current Location:

Status:

Disposition:

Disposition Notes:

Triage Category:

Chief Complaint:

Diagnosis:

Prognosis:

Estimated Stay:   
in days

or

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”

Home > EMERGENCY OPERATIONS > Documents > Resources > My Accounts > Administration

## Admit Existing Patient By Triage Number - Find Record

Section Help

Home > Patient Tracking > Admit Existing Patient By Triage Number

**HOW TO FIND A PATIENT BY TRIAGE NUMBER**

You can use this page to transfer or check-in patients into your organization. You will need to know the patient's Triage Number to do this.

You must enter an exact match in the search filter below to find a particular patient's record. Once you find the patient's record, click the Admit icon to check-in or transfer the patient to your organization.

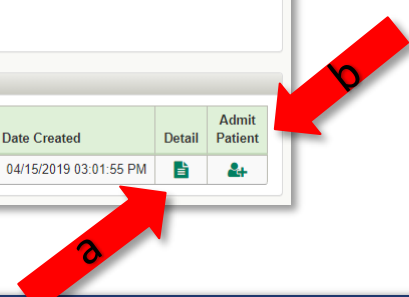
If you would like to create a brand new patient, you should [click here](#) instead.

Find and Admit Existing Patient by Triage Number

\* Triage Number:

or

Region	Current Location	Name	Sex	Triage	Status	Disposition	Date Created	Detail	Admit Patient
CTRL	Central Region Hospital (TEST)	Sanders, Barry	M	red	Critical	In Hospital	04/15/2019 03:01:55 PM		





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

The screenshot shows the 'Admit Existing Patient By Triage Number - Edit Record' page. At the top, there is a breadcrumb trail: Home > Patient Tracking > Admit Existing Patient By Triage Number > Edit Patient Record. A 'Section Help' button is in the top right. Below the breadcrumb is a 'Transfer Patient' button, which is highlighted with a red arrow. The page contains several sections: 'Confidentiality' with a text block and radio buttons for 'Yes' and 'No'; 'Using Existing Data' with a yellow background and explanatory text; and 'Incident Data' with a 'Patient Type' dropdown set to 'Test'.

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

The screenshot shows a 'Transfer Patient' dialog box overlaid on the main page. The dialog has a title bar with a close button. The main text reads: 'Make all edits before transferring patient. Once a patient is transferred to another organization, you will no longer be able to edit this record.' Below this is the 'Destination' section, which says 'Please select the organization where this patient is being transferred.' There are two radio button options: 'Choose destination from drop down list' (which is selected) and 'Manually enter destination'. Under 'Transfer to:', there is a dropdown menu showing 'Central Region Hospital (TEST)'. At the bottom of the dialog are two buttons: 'Transfer Patient' and 'Cancel'.