

WDMRT MRC MFMT

PATIENT TRACKING POLICY

I. POLICY

In the event of an influx of multiple casualties with the potential to overwhelm normal operations, the MFMT will implement its disaster patient-tracking process. This tracking system will ensure that all patients may be readily located, or, if transferred, at the alternate care site(s). A patient tracking manager will receive all information about patient movement and be the resource for patient location. Patients who have presented for emergency care during a disaster/emergency will be documented as described in the following procedural steps.

II. PROCEDURE

A. Triage Tag

1. All patients during a Mass Casualty Incident will be identified with a pre-barcode StatBand Triage Tag. The tags are sequentially numbered and uniquely barcoded to distinguish each individual, their belongings, forms, evidence, lab specimens, etc. An additional barcoded tag can be used as Personal Property Tag and will be attached to a bag containing patient valuables.
2. The Triage Tag number will serve as the patient identifier throughout the triage and initial treatment processes. Banding of patients should be on the wrist, or ankle if necessary.
3. If patient's limbs are missing, place the band in an obvious spot where responders will easily see it.
4. Tear off all colored tabs below the determined priority and retain the stubs.
5. Identifying numbers should be left with a Patient Tracking Manager.
6. Upon arrival at the hospital, the pre-barcode StatBand Triage Tags are scanned and victim information is entered using a wireless personal digital assistant (PDA).
7. Each patient's information and status is downloaded into a secured central database accessible over the Internet (WiTrac).

B. Patient Chart

1. Upon triage, Patient Registration will complete appropriate patient forms.
2. The patient documentation will be sent with patient to designated treatment area

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C. Patient Tracking Manager

1. The Patient Tracking Manager is assigned to maintain a current list of the locations of patients at all times within the Mobile Medical Care Facilities patient care system.
2. The Patient Tracking Manager will track patient arrival, location, and disposition on the *Disaster Victim/Patient Tracking Form* (see below). This manager works closely with the following individuals in coordinating and recording admissions, transfers, and discharges:
 - Operations Section Chief
 - Planning Section Chief
 - Admissions Supervisor
 - Public Information Officer
 - Liaison Officer

Hospital Incident Command System Forms to be Used

No.	Name	Responsible for Completion	Purpose
213	<i>Incident Message Form</i>	All Positions	Provide standardized method for recording messages received by phone or radio.
254	<i>Disaster Victim/Patient Tracking Form</i>	Situation Unit Leader or, if designated, Patient Tracking Manager	Account of victims of identified event seeking medical attention. To be completed and routed hourly and at the end of each operational period, upon arrival of the first patient and until the disposition of the last.