

## HC Standard Patient Tracking: Receive a Patient

Follow existing procedures to access *TEMARR Systems Links*. After logging into *HCS Patient Tracking*, follow the steps outlined below to identify and process patients received at your facility. The procedures outlined within this document are specific to your role; therefore, not all fields and actions buttons seen apply to your task, and are **NOT** discussed.

How To		
Steps	Screen	
Step 1. Click on the Workspaces navigational tab.	Image: Construction of the state o	
<b>Step 2.</b> Click on your facility from the dropdown menu.	<ul> <li>★ Show favorites</li> <li>↓ Search workspaces</li> <li>♀</li> <li>↓ University Of Tennessee Medical C ≡</li> </ul>	
<b>Step 3.</b> Click on your facility's patients or click the HCCs Incident. By clicking your facility's patients, you will see those that are set to arrive at your facility.	Image: Matrices       X         Image: Matrices       X         Image: Matrix Matri	
<ul> <li>Step 4.</li> <li>Locate the <i>Patient ID</i> of the patient you are receiving from the column in the <i>Patient Data Results</i> grid.</li> <li>Step 5.</li> <li>Click on the Pencil  icon to the left of the desired Patient ID.</li> </ul>	Image: Status All All Patients       Image: Status All Patients	
<b>Step 6.</b> Click on the <i>Transport</i> tab. <b>Note:</b> Verify the <i>Transport Dest</i> field displays your facility.	O Back 9479398 Ciobals Status Complaint Vitals Treatment Information Medical History Transport	



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How Tocontinued		
Steps	Screen	
<b>Step 7.</b> Click into the <i>Arrival Time</i> field.	HC STANDARD 4 ~	
<ul> <li>Step 8.</li> <li>Click on the desired date from the calendar</li> <li>AND select the time from the respective</li> <li>dropdown menus OR click on the NOW button</li> <li>to select the current date and time.</li> <li>Note: If you need to clear a field, click the</li> <li>Clear button.</li> </ul>	all Patients > III All Patients > II       1       2       3       4       5       6       7       Fedit         Image: Complaint V       2       23       24       25       26       27       28       ration         Search measures       Time       12:00:00 All       8       12:00:00 All       8       12:00:00 All       8       12:00:00 All       8       12:00:00 All       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       10:00:00       1	
<b>Step 9.</b> Click into the <i>Departure Time</i> field <b>AND</b> click the <b>Clear</b> button to clear the field, if there is a date and time present.	Transport Dest	
<b>Step 10.</b> Click the <b>Done</b> button for both <i>Transport Dest</i> and <i>Arrival Time</i> .	Done	
<ul> <li>Step 11.</li> <li>Click the <i>Map drop pin</i> icon to auto-populate the Longitude field.</li> <li>Step 12.</li> <li>Click the <i>Map drop pin icon</i> in the Latitude field.</li> <li>Note: Click on the <i>Map drop pin</i> icons to insert Longitude AND Latitude coordinates on a visual map representation for patient mapping.</li> </ul>	Image: Country	



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How To continued		
Steps	Screen	
<b>Step 13.</b> Click on the <i>Information</i> Tab.	O Ausk       000012       Image: Construction       Transport       All       Image: Construction         Search messures       Image: Construction       Transport       All       Image: Construction         Search messures       Image: Construction       Image: Construction       Image: Construction       Image: Construction         INFORMATION       Last Name       Strage       Image: Construction       Image: Construction	
<b>Step 14.</b> Select the disposition from the <i>Disposition</i> dropdown.	First Name     Abby     Image: Constraint of the sector of the se	
<ul> <li>Step 15.</li> <li>Click either the Save or Save and Next button.</li> <li>A popup message "Matrix item updated successfully" in green will briefly display at the bottom of screen.</li> <li>Note: Clicking on the Save button will return you to the Patient Data Grid, and clicking on the Save and Next button will remain on the Transport screen to enter another patient.</li> </ul>	Save Save and Next	
DID YOU KNOW?	Breadcrumbs at the top of screen provide you with a path of your previous navigation up to the present screen. Regional Admins are available to help you. An error message will display in bold <b>red</b> at the bottom of the screen if the record is incomplete; you will <b>NOT</b> be able to save the record and move forward until you resolve the error. Help is at your fingertips: Call <u>HC Technical Support</u> at 866- 242-4035 <b>OR</b> submit a TEMARR Customer Service Request Ticket <u>here</u> .	