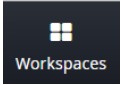
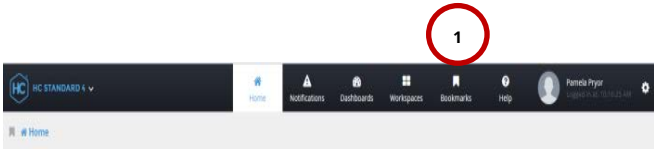

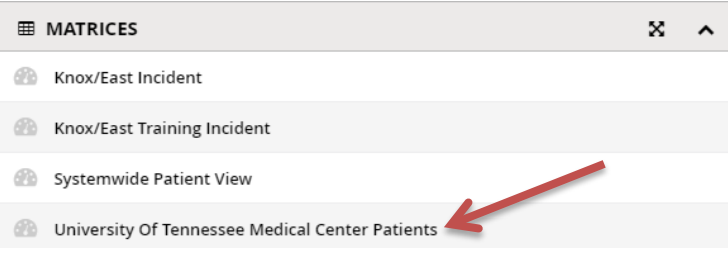
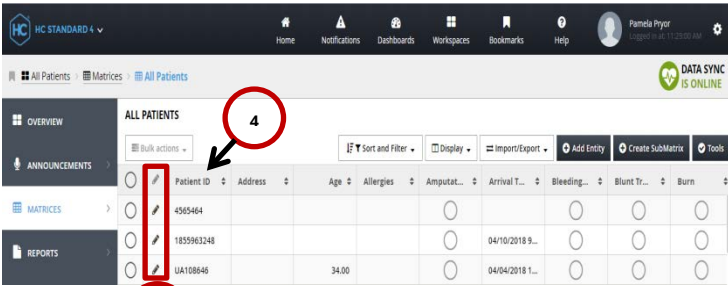




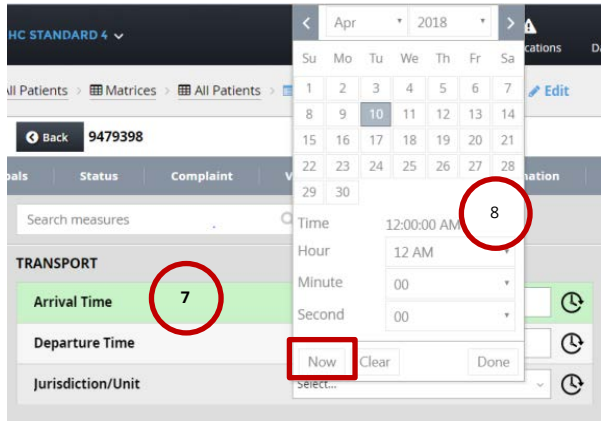
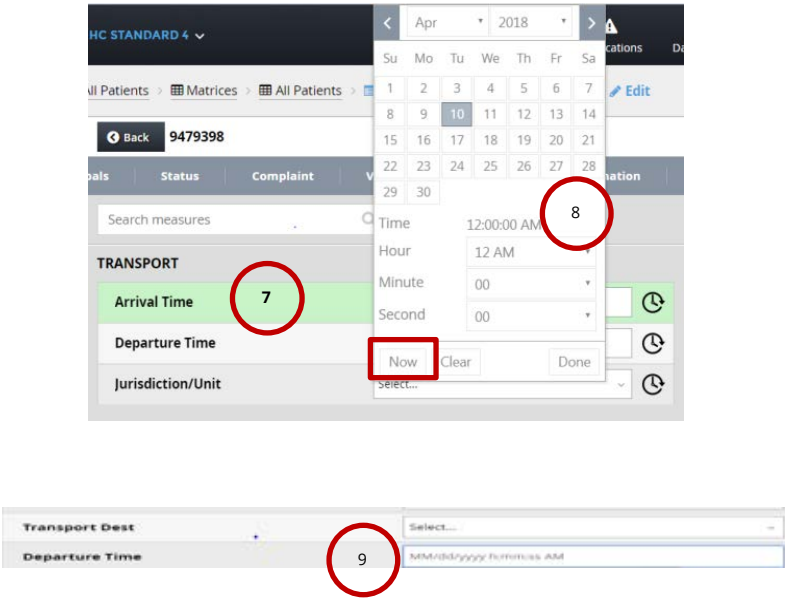
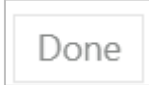
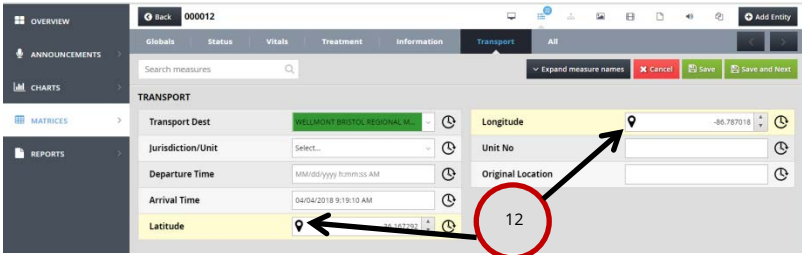
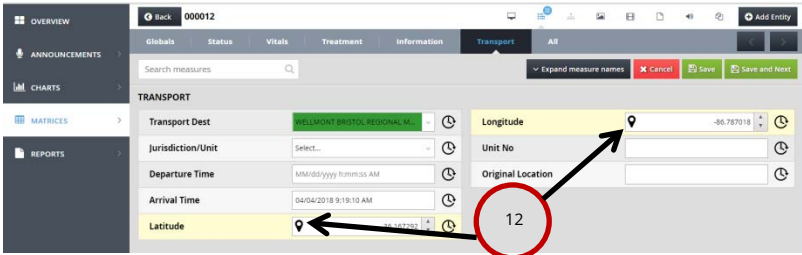
HC Standard Patient Tracking: Receive a Patient

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
<p>Step 1. Click on the Workspaces navigational tab.</p> 	
<p>Step 2. Click on your facility from the dropdown menu.</p>	
<p>Step 3. 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.</p>	
<p>Step 4. Locate the <i>Patient ID</i> of the patient you are receiving from the column in the <i>Patient Data Results</i> grid.</p>	
<p>Step 5. Click on the Pencil icon to the left of the desired Patient ID.</p>	
<p>Step 6. Click on the <i>Transport</i> tab.</p> <p>Note: Verify the <i>Transport Dest</i> field displays your facility.</p>	

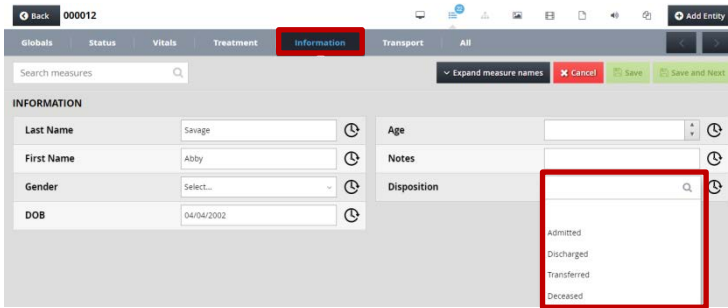
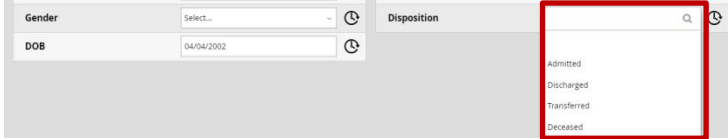

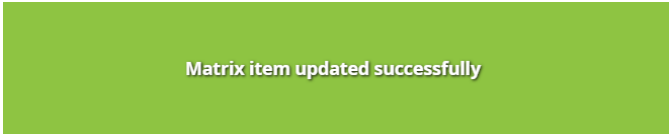
HC Standard Patient Tracking: Receive a Patient

How To...continued

Steps	Screen
<p>Step 7. Click into the <i>Arrival Time</i> field.</p>	
<p>Step 8. Click on the desired date from the calendar AND select the time from the respective dropdown menus OR click on the NOW button to select the current date and time.</p> <p>Note: If you need to clear a field, click the Clear button.</p> <p>Step 9. Click into the <i>Departure Time</i> field AND click the Clear button to clear the field, if there is a date and time present.</p>	
<p>Step 10. Click the Done button for both <i>Transport Dest</i> and <i>Arrival Time</i>.</p>	
<p>Step 11. Click the <i>Map drop pin</i> icon to auto-populate the Longitude field.</p>	
<p>Step 12. Click the <i>Map drop pin</i> icon in the Latitude field.</p> <p>Note: Click on the <i>Map drop pin</i> icons to insert Longitude AND Latitude coordinates on a visual map representation for patient mapping.</p>	

HC Standard Patient Tracking: Receive a Patient

How To... continued

Steps	Screen
<p>Step 13. Click on the <i>Information</i> Tab.</p>	
<p>Step 14. Select the disposition from the <i>Disposition</i> dropdown.</p>	
<p>Step 15. Click either the Save or Save and Next button. A popup message "Matrix item updated successfully" in green will briefly display at the bottom of screen.</p> <p>Note: Clicking on the Save button will return you to the <i>Patient Data Grid</i>, and clicking on the Save and Next button will remain on the <i>Transport</i> screen to enter another patient.</p>	 

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 **red** at the bottom of the screen if the record is incomplete; you will **NOT** be able to save the record and move forward until you resolve the error.
- Help is at your fingertips: Call [HC Technical Support](#) at 866-242-4035 **OR** submit a TEMARR Customer Service Request Ticket [here](#).