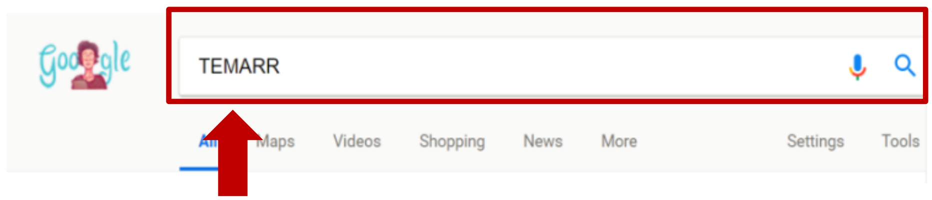
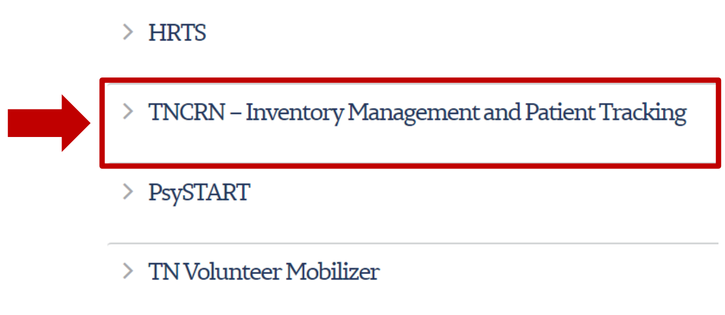
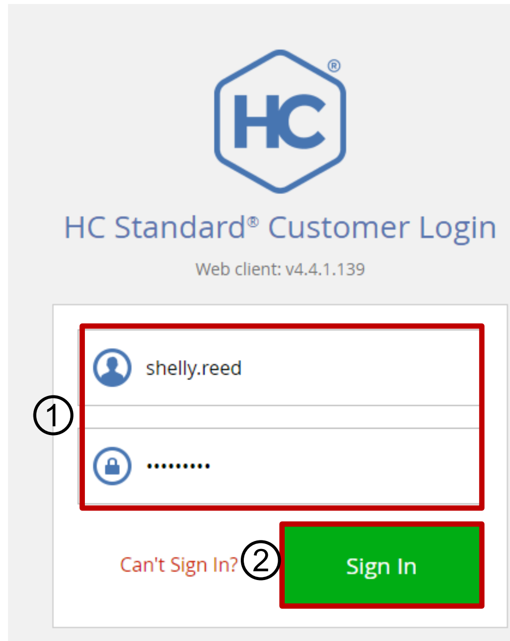
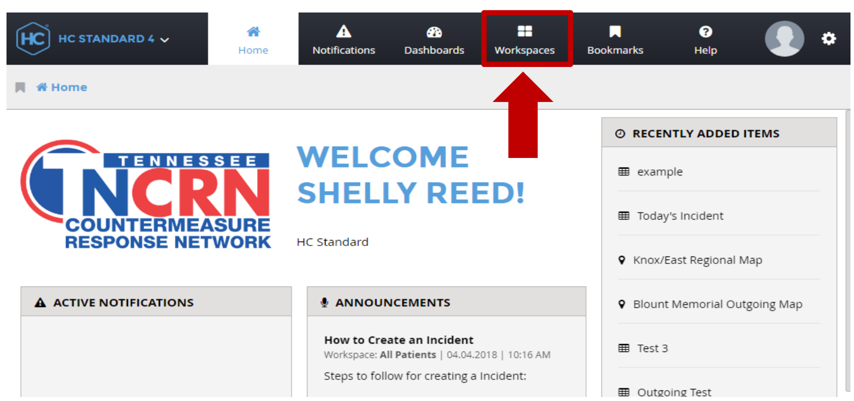
HCS Patient Tracking: Register a Patient
Job Aid

This Job Aid will walk you through step-by-step instructions on how to successfully register a patient in the HCS Patient Tracking system.

Note: Because this is a training document, your view may be slightly different than what is shown in the screenshots.

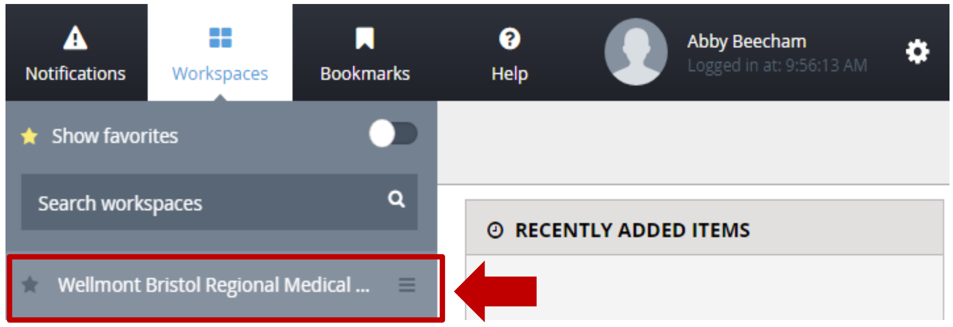
How to...	
Steps	**Screen**
STEP 1: Open a **web browser** (e.g. Google Chrome, Internet Explorer, etc.), and enter TEMARR into the *search field.* *Result: TEMARR –TN.gov should be first link listed in the results. Click on it, and you will be taken to the TEMARR home page. Alternatively, you may click [here.]*	
STEP 2: Scroll down **the page** and click on the **TNCRN - Inventory Management and Patient Tracking link.** *Result: This section expands downward and reveals links to both the Inventory Management and HCS Patient Tracking systems.*	
STEP 3: Click on the **HCS Patient Tracking link.** *Result: The login screen for the HCS Patient Tracking system appears.*	

STEP 4: 1. Log into the HCS Patient Tracking system by typing your **Username** and **Password** into the respective *Username and Password fields*. 2. Click on the **Sign In** button.  *Result: The home page for the HCS Patient Tracking system displays with a welcome message and your name.* **HELP:** *If you need help with your Username or Password, contact your facility admin or visit the TEMARR Customer Service Portal here.*	
STEP 5: Click on **Workspaces** at the top of the page. *Result: A Search workspaces field appears, as well as a list of the workspaces assigned to you.*	

STEP 6:

Enter in the **name of your facility** in the *Search workspaces field* to search it out and then click on the name, or simply click on the name if it is already listed.

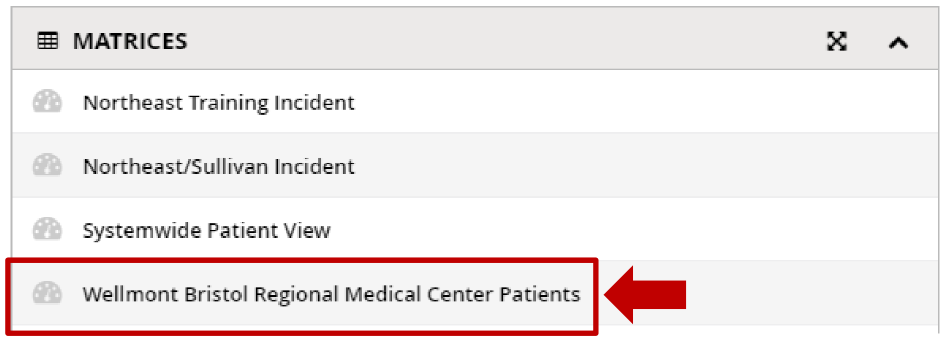
Result: The Workspace page for your facility appears.



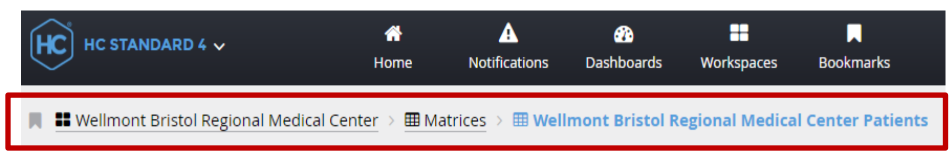
STEP 7:

Locate and click on **[YOUR FACILITY'S NAME] Patients** within the MATRICES section.

Result: The Patient Data Results grid for your facility appears, listing all of your registered patients.

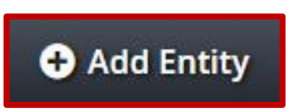


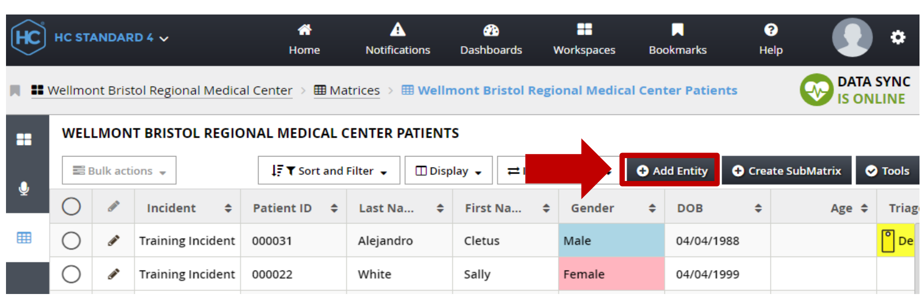
TIP: *If you ever forget where you are in the system, look to the "breadcrumbs" directly underneath the navigation bar to tell you exactly where you started and where you currently are!*



STEP 8:

To register a new patient, click on the **Add Entity** button at the top of the Patient Data Results grid.





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STEP 9:

Click on the *Incident field dropdown menu* and then click on either:

- **[YOUR REGION] Incident**, if you are experiencing an emergency (unplanned event)
- **[YOUR REGION] Training**, if you are doing a training exercise, or
- **Statewide Incident,** if your incident impacts beyond your region.

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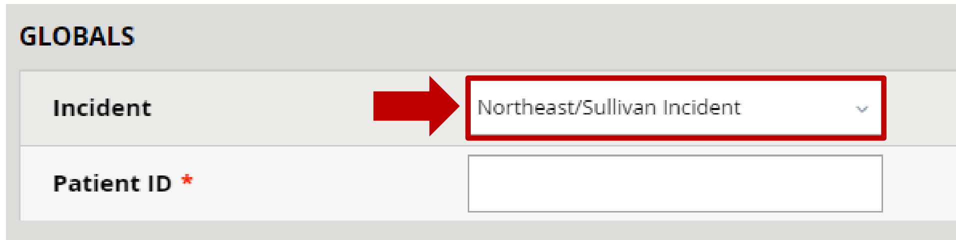

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STEP 10:

Enter in the **Patient ID** into the *Patient ID field.*

NOTE: Enter in the Medical Record ID into the *Medical Record ID* field, if required by your facility.

TIP: *The **red asterisk** (*) indicates that this is a required field, and **MUST** be filled out in order to register this patient.*

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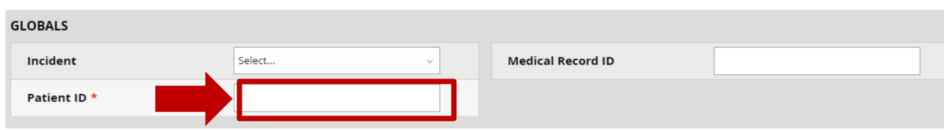

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STEP 11:

Click on the **Status** tab.

Result: The triage status list is displayed.

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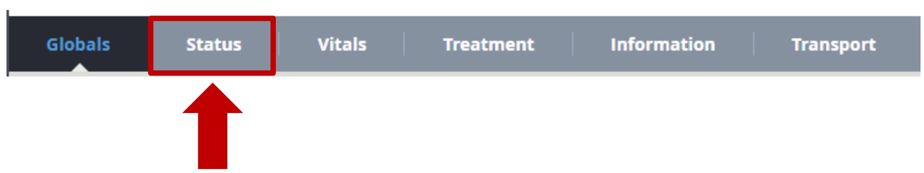

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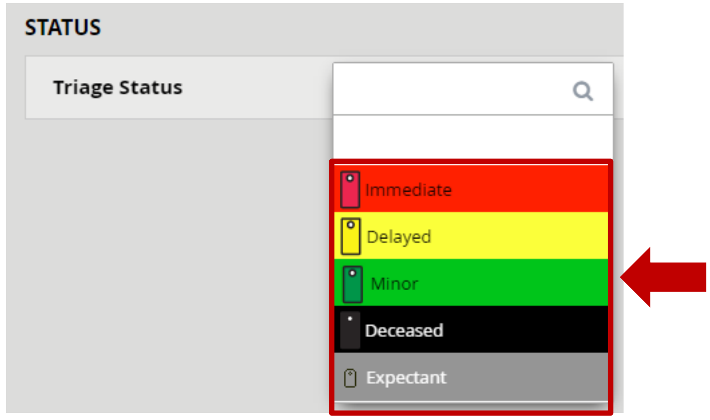
<td>Click on the appropriate triage status from the dropdown menu.</td>
<td>
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<td rowspan="2">STEP 12:
Click on the Information tab.

Result: The patient information fields are displayed.

Fill out the fields of Last Name, First Name, Gender, DOB, Age, and Notes.
TIP: These are all optional fields. Fill out any information in the fields as your facility requires, or as time allows.</td>
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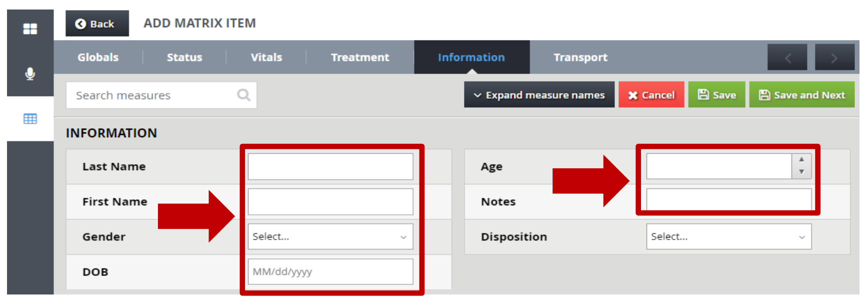
<td>
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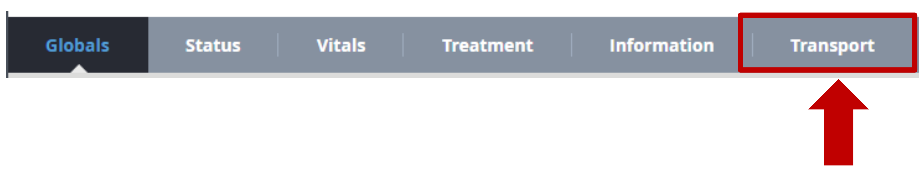
<td rowspan="2">STEP 13:
Click on the Transport tab.

Result: The transport fields are displayed.

Fill out the fields of:
Transport Dest
Arrival time
Original Location
Fill out any remaining fields as your facility requires, or as time allows.</td>
<td>
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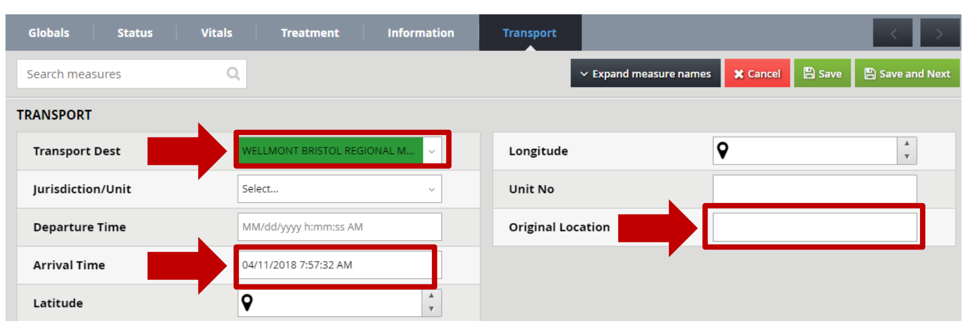
<td>
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STEP 14:

Click on either:

- **Save** to be redirected back to the matrix where you originally started OR

Result: The matrix of all registered patients being tracked by your facility. From here, you may register a new patient by repeating steps 8-14.

- **Save and Next** to save this patient's registration and to register the next patient into the system.

Result: All of the fields clear out on the screen in order to enter in the information of the next patient.