**PATIENT TRACKING MANAGER**

**Mission:** Monitor and document the location of patients at all times within the hospital’s patient care system, and track the destination of all patients departing the facility.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** **Planning Chief** Signature: TMTS Command Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Planning Section Chief/MST. Obtain packet containing Patient Tracking Unit Leader Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Appoint and brief Patient Tracking team members on current situation; outline team action plan and designate time for next briefing (HICS Form 204). |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Implement a system, using the Disaster/Victim Tracking Form (HICS Form 254) to track and display patient arrivals, discharges, transfers, locations and dispositions. |  |  |
| Obtain current in-patient census from Admitting personnel and/or other sources.  |  |  |
| Initiate the Hospital Casualty/Fatality Report (HICS Form 259), in conjunction with the Medical Operations Section Chief/Chief Nurse. |  |  |
| Determine patient/victim tracking mechanism utilized by field providers and establish method to ensure integrated and continuity with TMTS patient tracking system. |  |  |
| If evacuation of the facility is required or is in progress, Initiate the Master Patient Evacuation tracking Sheet (HICS Form 255). |  |  |
| Receive assigned radio and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Meet regularly with Public Information Officer, Liaison Officer and Patient Registration Unit Leader to update and exchange patient tracking information (within HIPAA and local guidelines) and census data. |  |  |
| Continue to track and display patient location and time of arrival for all patients; regularly report status to the Planning Chief/MST |  |  |
| Develop and submit an action plan to the Planning Chief when requested. |  |  |
| Advise the Planning Chief immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Patient Tracking team’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest.  |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs for the Patient Tracking staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Compile and finalize the Disaster/Victim Patient Tracking Form (HICS Form 254) and submit copies to the copies to the Planning Chief. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST. |  |  |
| Upon deactivation of your position, brief the Planning Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| HICS Form 207 – Incident Management Team ChartHICS Form 213 – Incident Message FormHICS Form 214 – Operational LogTMTS organization chartTMTS telephone directoryRadio/satellite phone –phone numbers and radio assignmentsLocal resources |