

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.

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
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
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
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
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
<input type="checkbox"/> HICS Form 207 – Incident Management Team Chart <input type="checkbox"/> HICS Form 213 – Incident Message Form <input type="checkbox"/> HICS Form 214 – Operational Log <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone –phone numbers and radio assignments <input type="checkbox"/> Local resources