



Patient Tracking on the App – Logging In

1. Select HC Patient Tracking application on your mobile device
2. Log in with user name and password
 - a. Device will automatically sync
3. Select the menu from device
4. *On the ICS Screen --*
 - a. Tap change Divison/Position
 - b. Select Incident from drop down list
 - c. Select your location from the **Division** drop down menu
 - d. You may enter the Floor/Number/Unit if desired
5. Press Done

Patient Movement- Sending Facility

6. *On the Patient Tracking Screen --*
7. Select **Individual** or Group
8. *On the Patient ID Screen --*
9. Press green Scan button
 - a. Scan patient id
 - b. Patient ID number appears and page name appear at top of page
10. Select *MORE* from top tabs
11. *Select Information*
 - a. Enter patient/resident information
12. Select *MORE* from top tab
 - a. Ensure patient’s Home Facility is indicated
 - b. Change patient status to ‘active’
 - c. Enter Transport Vehicle ID Number
13. Select *MORE* from top tab
14. Touch *Transport*
 - a. Select Destination from drop down list

15. Enter Departure Time, click on ‘Now’
16. From device menu select “Save & New”
17. Repeat steps 6-15
18. When complete select “Save & Quit” from your devices menu

KEY DATA FIELD	LOCATION
Incident/Division	IC Screen
Patient ID	Patient Tracking Screen
First & Last Name	Information
Age, Weight & Gender	Information Screen
Home Facility	Other
Mobility Adjuncts	Other
Patient Movement Status	Other
Transport Vehicle ID	Other
Departure Time	Transport
Arrival Time	Transport
Destination	Transport

Bolded fields are key data elements and are required minimum inputs

Patient Movement – Receiving Facility

1. Follow Steps 1-5 for accessing Patient Tracking
2. Scan Patient ID
3. Select *MORE* from top tab
4. Tap ‘Other’
 - a. Change Patient Movement status to ‘Complete’
5. Tap on *MORE* from top tab
 - a. Select *Transport*
 - b. Change arrival time to ‘Now’
6. Complete for all patients
7. Tap on device menu
8. Select ‘Save & Quit’



Using the Group Scan Feature

1. Perform steps 1-6
2. Select 'Group'
3. Scan multiple patient id tags
4. For example select the 'MORE' tab
 - a. Select *Transport*
 - b. Drop down Destination
 - c. Departure Time
5. Select 'Other' from menu tab
6. Enter Transport Vehicle ID #
7. From device menu select desired function, i.e. 'Save & New'
8. This group is on one transport vehicle heading to a single destination
9. You may rescan an individual and change or input additional information

Using the Photo Feature

1. Function is available in 'Individual' Scan Feature only
2. Select 'MORE' from the tab at top of screen
3. Select 'Information'
4. From the device menu select 'MORE'
5. Chose 'Photos' or 'Video'
6. After snapping photo, select ok to save, retake or cancel
7. If choose 'Video' then select the record button and stop when completed
8. Photos and Videos are uploaded with patient record to web

Using the Audio Feature

1. Function is available in the 'Individual' Scan Feature only
2. Using the device menu – select 'Audio'
3. Select "Record" Press "Stop" when complete
4. Audio will upload with patient record to web

Using the Patient Summary Feature

1. Function is available in 'Individual' Scan Feature only
2. Select 'MORE' from the tab at top of screen
3. Select 'Information'
4. Choose 'Patient Summary'
 - a. Able to view photos taken, audio, and access whether or not all viable information has been input

Contact Numbers and Web Links

<i>Name</i>	<i>Numbers</i>
HPP Rep Doris Weiss	701-328-9752 701-400-1779
HPP Rep Marie Ricketts	701-328-5250 701-220-7606
Ed Tech Ryan Dreher	888-813-5344 701-204-2097
Ed Tech Steve Denn	701-328-2297 701-220-7451

HPP Web site: <http://ndhealth.gov/EPR/HP/>

HC Standard: <https://hc.ndhealth.gov/hcs/>

<i>User Name</i>	<i>Password</i>

Notes:
