

EMTrack 2.7

Quick Start Guide

Log In to EMTrack

Make sure your computer meets the required technical specifications. Then, to log in to EMTrack:

1. Open an Internet browser.
2. Enter the following address: **https://emtrack.emsystem.com**.

The EMTrack *User Login* page opens.



Note: Your **user name** and **password** must be entered exactly as provided or set up.

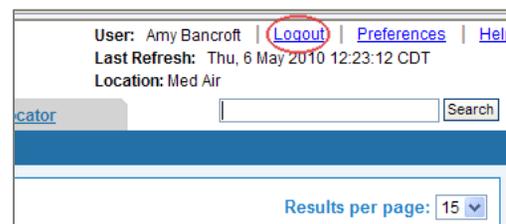
3. Enter your **user name**.
4. Enter your **password**.
5. Click **Log In**.

If you are returned to the login screen, the **user name** and **password** were entered incorrectly or were not recognized. Verify the correct information and re-enter. If you continue to have problems, click the **login problems** link.

After logging in you will be taken to the *Patient Detail List* for your organization.

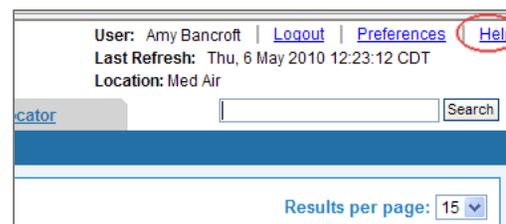
Log Out

To log out of the application, click the **Logout** link in the upper right corner of the page.



Get Help

To access a variety of user manuals and guides, click the **Help** link in the top right corner of the page.

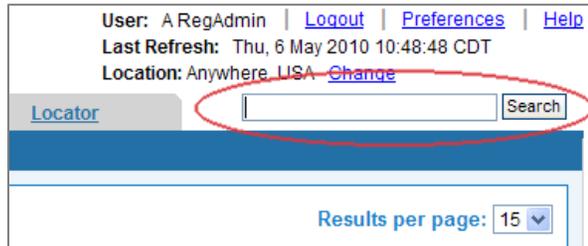


Perform a Quick Search

Use the quick search feature if you know the patient's name or triage tag number. Enter all or part of the name or enter the triage tag number exactly as it appears on the tag.

To perform a quick search:

1. Enter the patient's name or triage tag number into the box in the upper right corner of the page.



2. Click **Search**.

The **Locator** tab opens, showing the results of your search. From here you can **Edit** a patient's record, refine your search, or conduct a new search.

Patient Tab and Detail List

The **Patient** tab is made up of several key areas. When viewing the *Patient Detail List*, you also have access to the **Add New Patient** feature and sub-tabs, as well as summary views.

When you edit a patient's record, you have access to a number of sub-tabs, such as **Relatives**, **Property**, and **Images**.

The *Patient Detail List* provides access to the following features:

- To enter a new patient record, click **Add New Patient**.
- **Edit** a patient's record, **Move/Transport** patients, and perform other operations (**Select One** field).
- To print the current view of the list, click the **Print** link.

Add New Patient

To add a patient:

1. Click the **Patient** tab.

The *Patient Detail List* opens.

2. Click **Add New Patient**.

The page opens, showing a number of sub-tabs.

3. Select the appropriate sub-tab for adding the patient or evacuee.
4. Enter the information for the patient.

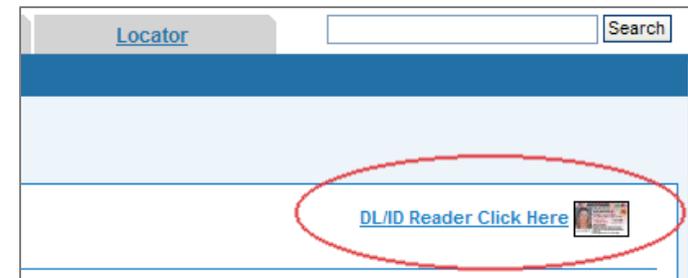
Note: See also "Upload Driver License Data," below.

5. Click **Save** or **Save and Add** (if you want to add another patient).

Upload Driver License Data

If you have the proper equipment, you can scan a patient's Driver License (or state-issued ID) as follows:

1. In the *Patient Detail List*, click the patient's **Edit** link.
2. Click **DL/ID Reader Click Here**.



3. Scan the license/ID.

Transport Patients

To indicate a patient is being transported:

1. In the *Patient Detail List*, select the patient record(s).

2. Click **Move/Transport**.



3. Select or enter the **Destination, Description, Provider, ETA** (estimated time of arrival), and **Unit**.

The screenshot shows the 'Update Patient' form. It has the following fields:

- * Destination: Select One... (dropdown menu)
- Description: (text input field)
- * Provider: Select One... (dropdown menu)
- ETA (mins): (dropdown menu)
- * Unit: (text input field)

4. Click **Done**.

Acknowledge, Receive, or Discharge Patients

When a new patient is assigned to your facility, the patient appears in the *Patient Detail List*. If you are a hospital user, a notification appears at the top of the page, as shown below:



1. To acknowledge or receive a patient, click the patient's **Update** button.

Update options include: Acknowledge, Receive, Discharge

The screenshot shows the 'Update Patient' form with the 'Receive Patient' tab selected. The form has the following options:

- Acknowledged without message
- Patient assigned to room (text input field)
- Report to triage
- Other (text input field)

 There are 'Save' and 'Cancel' buttons at the bottom right.

2. Click **Save**.

Note: You must receive a patient before you can discharge the patient.

You can receive more than one patient at a time by doing the following.

1. Select the patients from your *Patient Detail List*.
2. Click **Select One**.
3. Click **Update Patient(s)**.

Receive Patients at an Incident Site

EMS users and Regional Administrators can receive patients at an **Incident Site**.

1. When a patient arrives at an **Incident Site**, in the *Patient Detail List* click **Update** for the patient.

Results per page: 15

5 of 424 [Print]

<<< 1 2 3 4 5 6 7 >>>

Status	Last Updated	Update
Acknowledged: Patient assigned t	13 Nov 2008 16:45 by Jo Durr	Update
Enroute: To Banner Good Samarit	4 Feb 2009 08:41 by Saltech	Update
Enroute: To Banner Good Samarit	4 Feb 2009 08:42 by Saltech	Update
Enroute: To Banner Good Samarit	4 Feb 2009 08:27 by Saltech	Update
Enroute: To Banner Good Samarit	4 Feb 2009 08:22 by Saltech	Update
Enroute: To Banner Good Samarit	4 Feb 2009 08:23 by Saltech	Update

- In the task page that opens, click the **Receive Patient** tab.
- Select the appropriate location in the **Receive to Location** field.

Patient Incidents

Patient ID #	Age	Gender	Co
000111999	29 yrs		

Discharge Patient Receive Patient

* Receive To Location: Scene - Transport

- Test Incident Type
- Test site
- Mass Casualty Incident
- Off Scene
- Transport
- Triage
- Demo Default Incident
- Scene - Transport
- Scene - Treatment
- Scene - Triage

- Click **Save**.

Edit Patient Information

- In the *Patient Detail List*, click the patient's **Edit** link.

Patient Incidents Reports

Add New Patient | Detail | Summary View

Showing Patients: Currently at or En Route for Anywhere, USA [Change](#)

Move/Transport Select One...

	Patient ID #	Complaint	ETA
<input type="checkbox"/>	200805131539350	Green	-- (0 min)
<input type="checkbox"/>	AJYK2108	Red	-- (0 min)
<input type="checkbox"/>	AJYK2112	Green	-- (0 min)

- Select the appropriate sub-tab in the patient record.

Patient Incidents Reports Property Locator

Patient ID #	Complaint	ETA	Location	Status
AJYK2081	Other/Uninjured	-- (0 min)	Banner Good Samaritan	Enroute: To Banner Good S

Demographics Relatives Property Images Complaint/History Assessment Treatment

Contact Information

First Name: Scrubbed Middle Name: Last Name: Scrubbed

Street Address: City: State:

Incidents Tab

To view or create incidents, select the **Incidents** tab.

Patient Incidents Reports Property

Add New Patient | Detail | Summary View

Showing Patients: Currently at or En Route for Anywhere, USA [Change](#)

Move/Transport Select One...

	Patient ID #	Complaint	ETA	Location
<input type="checkbox"/>	200805131539350	Green	-- (0 min)	ACC 1
<input type="checkbox"/>	AJYK2108	Red	-- (0 min)	Banner Good Samaritan

The *Incident Summary* page shows a summary of the active incidents. The information in this page refreshes every two minutes.