Patient Tracking Help Document

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Last Revised: 09/02/2009

Definition of Terms

What is Protected Health Information?

Protected Health Information is patient data which can be used to uniquely identify a patient. The use of this data is governed by Federal HIPPA regulations.

What is De-Identified Data?

De-Identified Data is patient data which cannot be used to uniquely identify a patient. This data is not governed by Federal HIPPA regulations.

For Provider Organizations

What is a provider organization?

A provider organization is an organization that will use the patient tracking system to input and view patient records for their organization as well as view patient's De-Identified Data for other organizations.

What organization types are considered Provider Organizations?

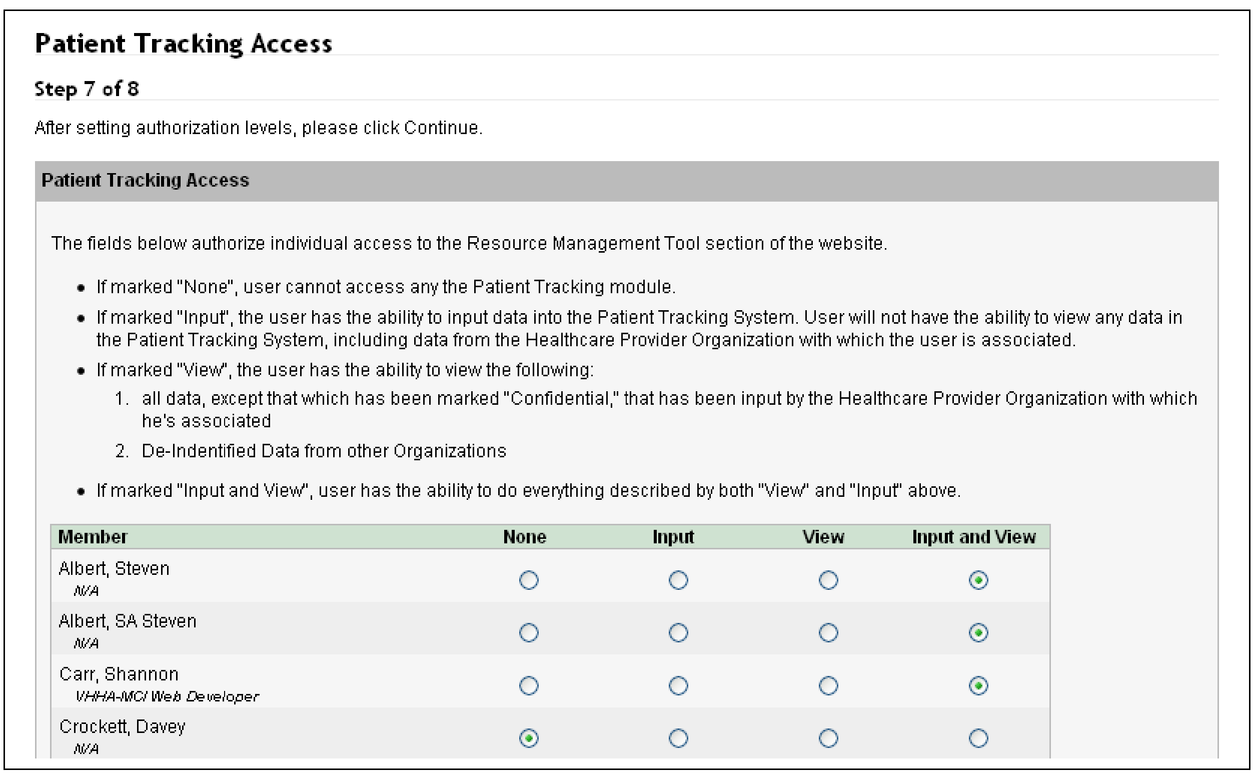
Hospitals, Long Term Care, Alternate Treatment Facilities

What are the Patient Tracking permission levels?

Input – a user with this permission will only have the ability to input patient data
View – a user with this permission will only have the ability to view patient data
Input and View – a user with this permission will be able to input patient data and view patient data.

How do I assign my organization's members Patient Tracking privileges?

Click on *My Accounts >> Organization Contact Information >> Edit Contact Information*. The 7th screen will be the Patient Tracking Access page, where you can assign permissions as seen in the screenshot below.



Patient Tracking Access

Step 7 of 8

After setting authorization levels, please click Continue.

Patient Tracking Access

The fields below authorize individual access to the Resource Management Tool section of the website.

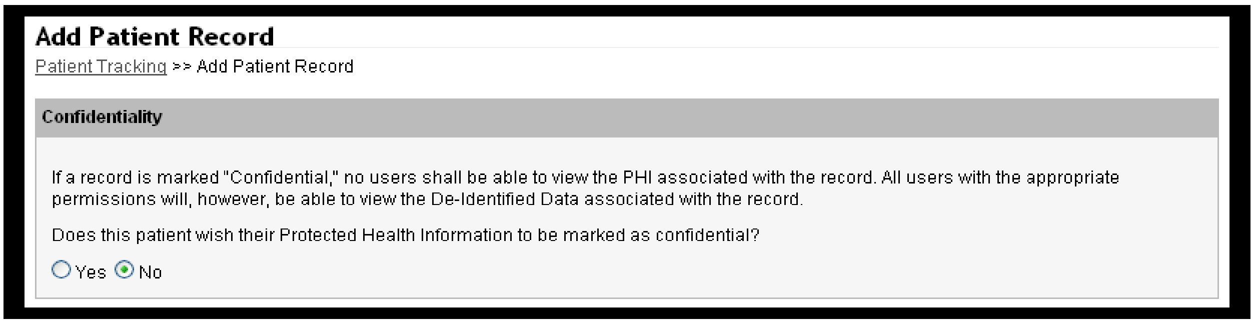
- If marked "None", user cannot access any the Patient Tracking module.
- If marked "Input", the user has the ability to input data into the Patient Tracking System. User will not have the ability to view any data in the Patient Tracking System, including data from the Healthcare Provider Organization with which the user is associated.
- If marked "View", the user has the ability to view the following:
  1. all data, except that which has been marked "Confidential," that has been input by the Healthcare Provider Organization with which he's associated
  2. De-Indentified Data from other Organizations
- If marked "Input and View", user has the ability to do everything described by both "View" and "Input" above.

Member	None	Input	View	Input and View
Albert, Steven *N/A*	○	○	○	◉
Albert, SA Steven *N/A*	○	○	○	◉
Carr, Shannon *VHHA-MCI Web Developer*	○	○	○	◉
Crockett, Davey *N/A*	◉	○	○	○

How do I add a patient to the Patient Tracking system?

Once assigned the Input permission, a user can go to *Member Content >> Emergency Operations* and click on *Add Patient* under the *Patient Tracking* heading to input new patient data.

The first section will allow the user to mark the record as confidential if requested by the patient. Once marked confidential, nobody will be able to see that patient's Protected Health Information.



If a user has Input and View permissions, they can click on the Load Existing Data button above the confidentiality section to load an existing patient record. The Disaster ID is needed in order to perform this action.

The user may then complete the form fields in the Protected Health Information and the De-Identified Data sections. The user should fill in as many fields as possible, but no fields are required.

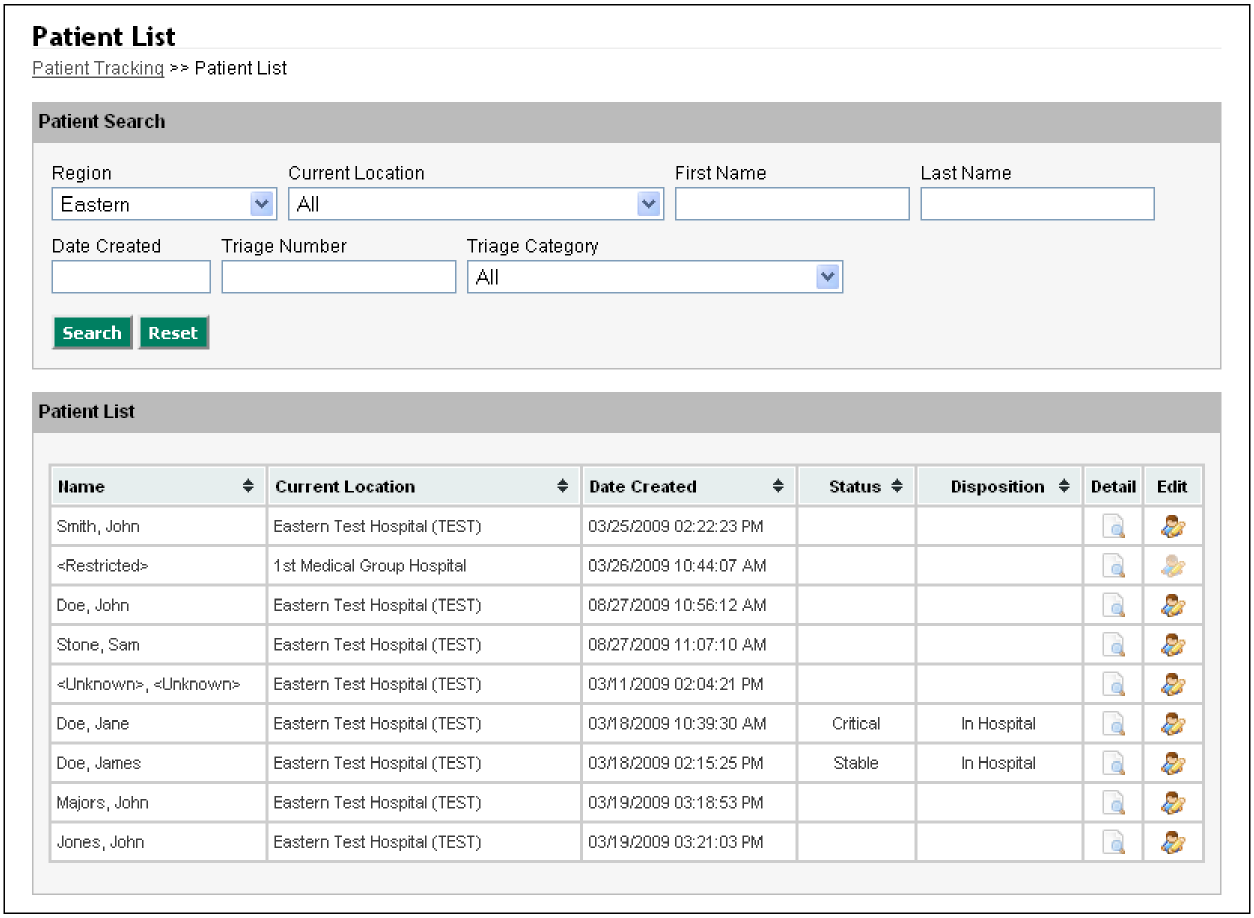
After clicking the Confirm button, the user will be able to verify the patient information. To make changes, click the Edit button. To submit patient data, click the Save button. Following a successful save, the user will be returned the patient input form.

How do I view existing patients?

If a user has the View permission, they will be able to view all existing patient records. They will be able to view Protected Health Information and De-Identified Data for their patients in their organization, but only De-Identified Data for patients in other organizations.

To view patients, a user can go to *Member Content >> Emergency Operations* and click on *List Patients* under the *Patient Tracking* heading.

The user may then search for a patient using the Patient Search filter at the top of the page, and can click on the detail button and/or the edit button in the right most columns for any patients in the list.



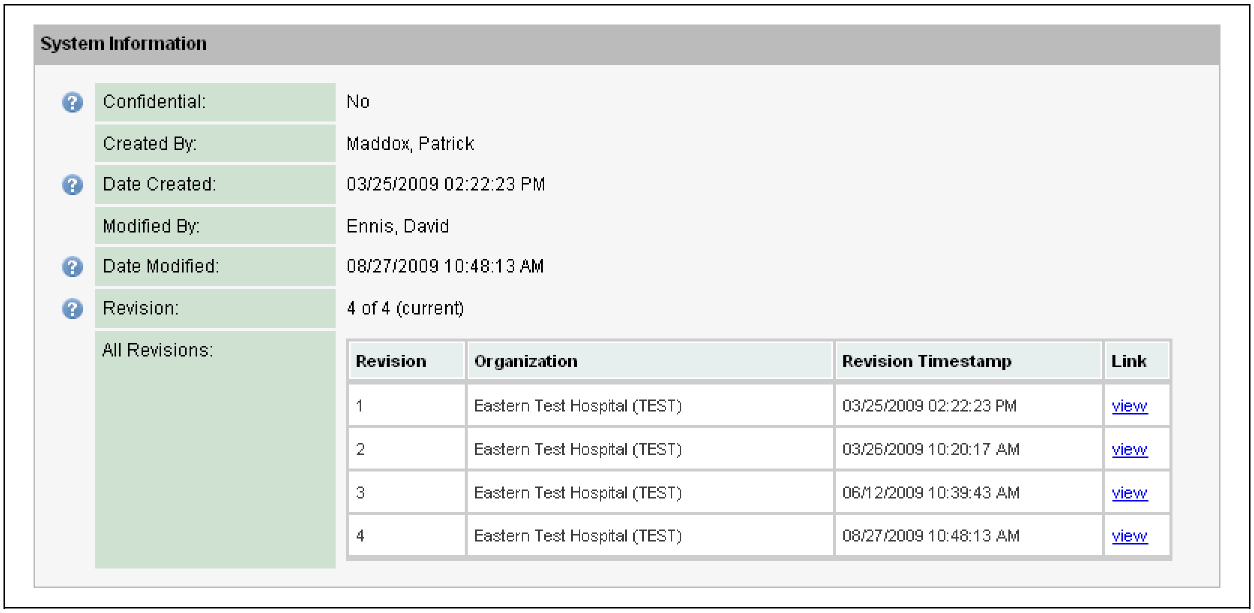
How do I edit an existing patient?

To edit a record for an existing patient, a user can either click on the edit button for that patient's record in the patient list, or if they know the patient's Disaster ID, they can click on the *Add Patient* link from the *Emergency Operations* page, and then click the *Load Existing Data* button at the top of the form.

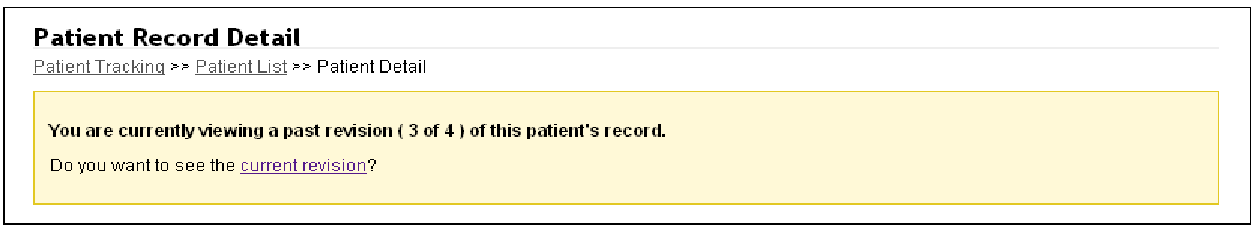
How do I view previous revisions of a patient's data?

All of a patient's previous revisions are kept in the Patient Tracking database. To view a particular patient's revision history, the user should go to the *Patient List* and click on the *Detail* button in that patient's row.

Once on the detail page, a user can scroll down to the bottom and look for the Revision chart under System Information. Clicking on the view link next to any revision listed in the chart will allow the user to see a previous revision of that patient record.



If a user is viewing a previous revision of a patient record, there will be a yellow notice at the top of the detail page to inform them as such.



For Non-Provider Organizations

What is a non-provider organization?

A non-provider organization is an organization that will use the patient tracking system to input and view patient records for their organization.

What organization types are considered Provider Organizations?

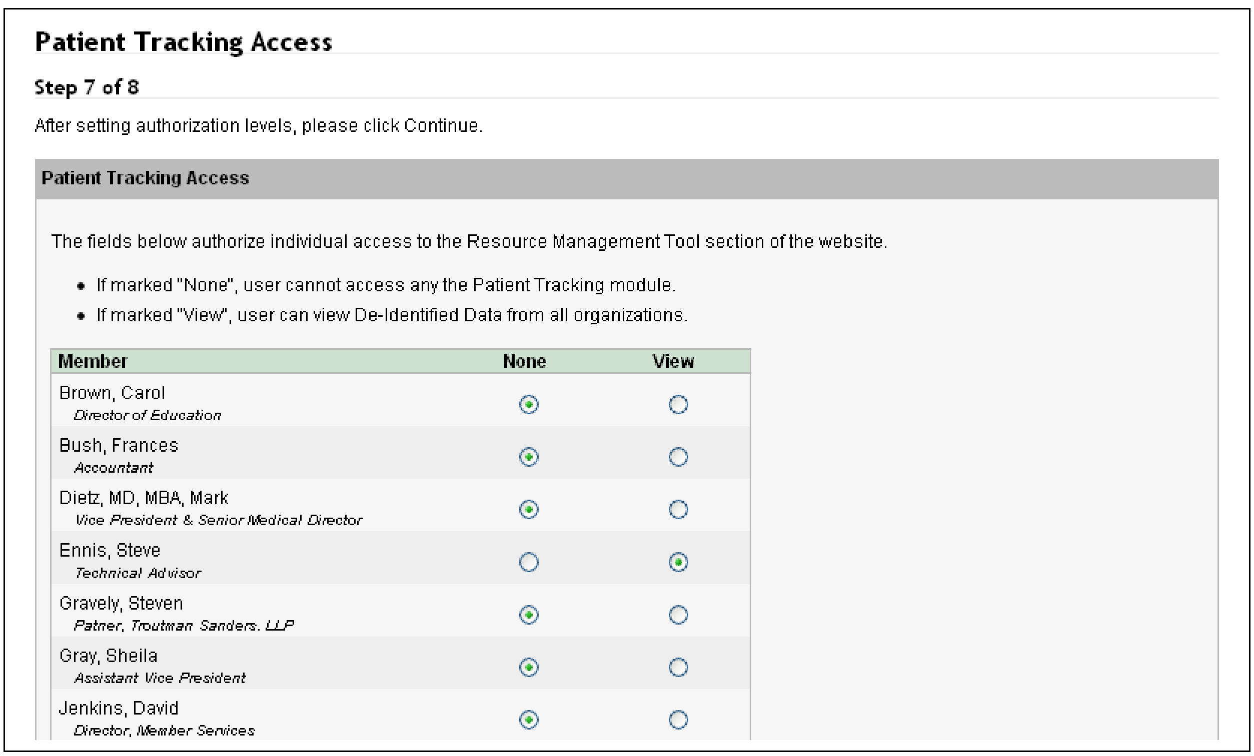
Public Health Agencies, RHCCs, Support Agencies, NDMS Federal Coordinating Centers, Family Assistance Centers

What are the Patient Tracking permission levels?

View – a user with this permission will only have the ability to view patient data

How do I assign my organization's members Patient Tracking privileges?

Click on *My Accounts >> Organization Contact Information >> Edit Contact Information*. The 7th screen will be the Patient Tracking Access page, where you can assign permissions as seen in the screenshot below.



Patient Tracking Access

Step 7 of 8

After setting authorization levels, please click Continue.

Patient Tracking Access

The fields below authorize individual access to the Resource Management Tool section of the website.

- If marked "None", user cannot access any the Patient Tracking module.
- If marked "View", user can view De-Identified Data from all organizations.

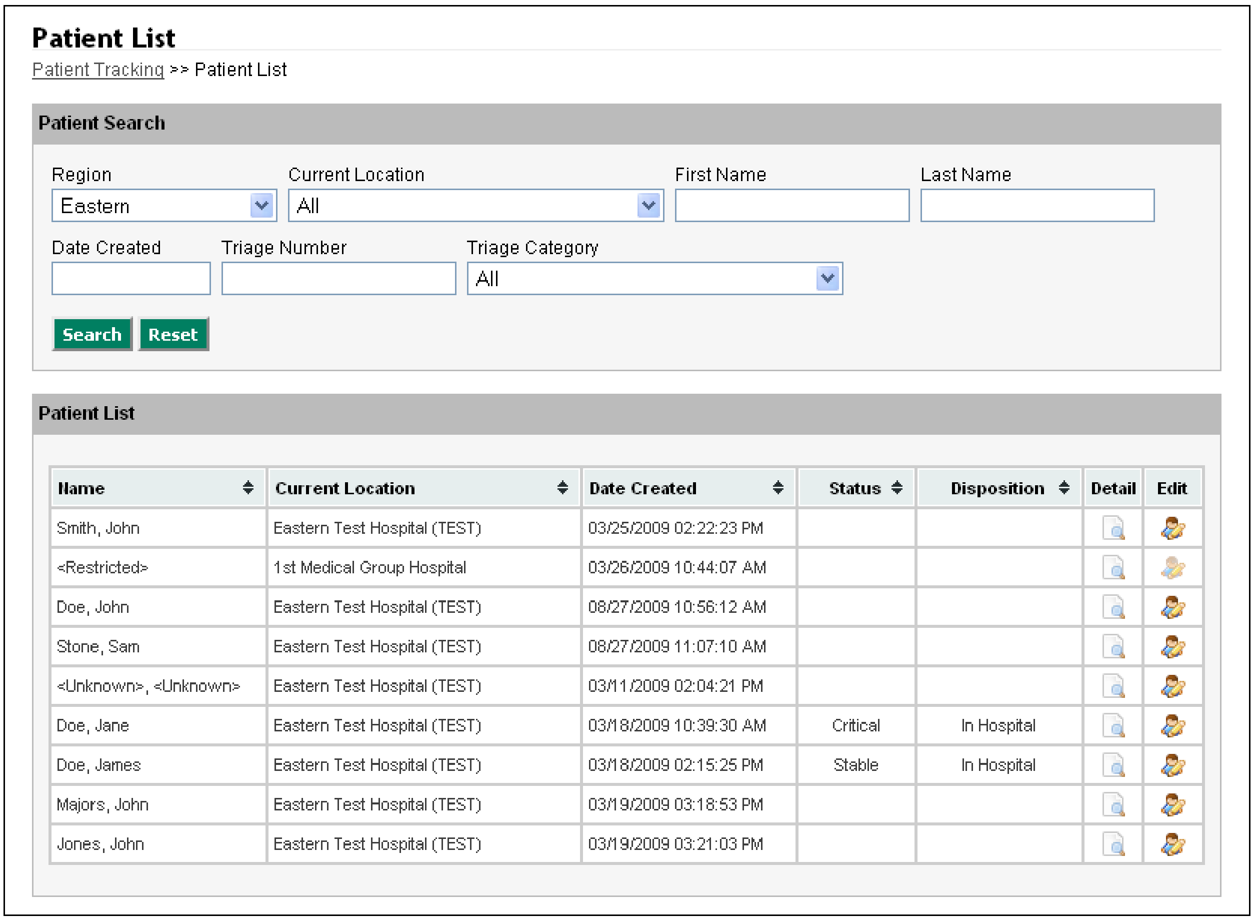
Member	None	View
Brown, Carol *Director of Education*	◉	○
Bush, Frances *Accountant*	◉	○
Dietz, MD, MBA, Mark *Vice President & Senior Medical Director*	◉	○
Ennis, Steve *Technical Advisor*	○	◉
Gravely, Steven *Patner, Troutman Sanders, LLP*	◉	○
Gray, Sheila *Assistant Vice President*	◉	○
Jenkins, David *Director, Member Services*	◉	○

How do I view existing patients?

If a user has the View permission, they will be able to view all existing patient records. They will be able to view De-Identified Data for patients in other organizations.

To view patients, a user can go to *Member Content >> Emergency Operations* and click on *List Patients* under the *Patient Tracking* heading.

The user may then search for a patient using the Patient Search filter at the top of the page, and can click on the detail button for any patients in the list.



Patient List

Patient Tracking >> Patient List

Patient Search

Region: Eastern | Current Location: All | First Name | Last Name

Date Created | Triage Number | Triage Category: All

Search | Reset

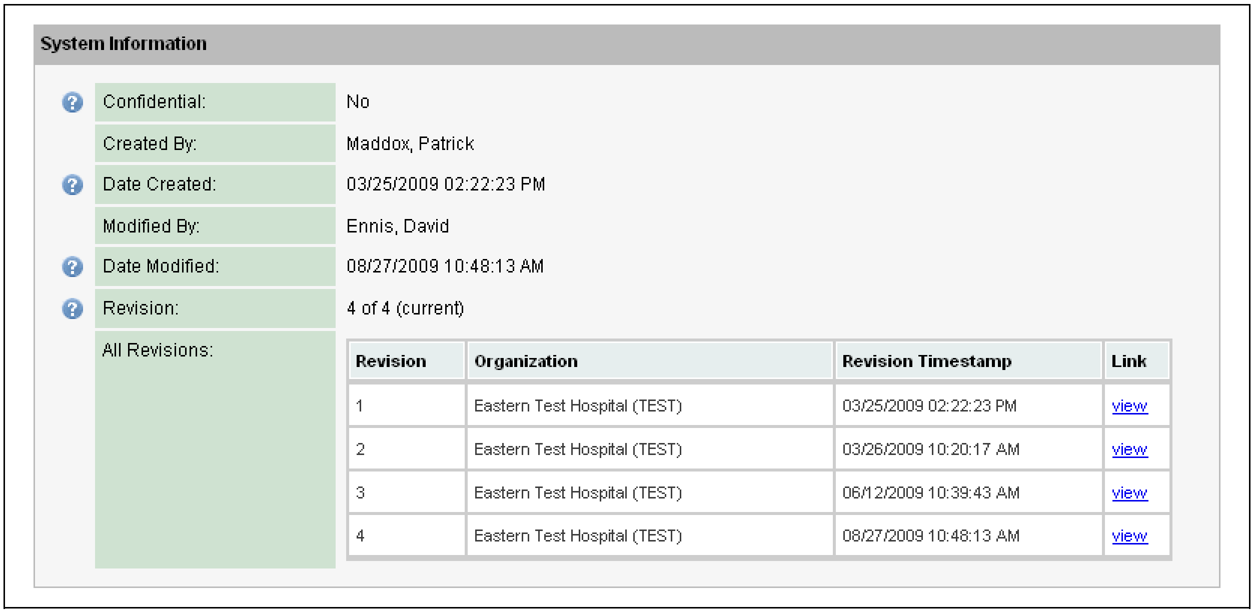
Patient List

Name	Current Location	Date Created	Status	Disposition	Detail	Edit
Smith, John	Eastern Test Hospital (TEST)	03/25/2009 02:22:23 PM				
<Restricted>	1st Medical Group Hospital	03/26/2009 10:44:07 AM				
Doe, John	Eastern Test Hospital (TEST)	08/27/2009 10:56:12 AM				
Stone, Sam	Eastern Test Hospital (TEST)	08/27/2009 11:07:10 AM				
<Unknown>, <Unknown>	Eastern Test Hospital (TEST)	03/11/2009 02:04:21 PM				
Doe, Jane	Eastern Test Hospital (TEST)	03/18/2009 10:39:30 AM	Critical	In Hospital		
Doe, James	Eastern Test Hospital (TEST)	03/18/2009 02:15:25 PM	Stable	In Hospital		
Majors, John	Eastern Test Hospital (TEST)	03/19/2009 03:18:53 PM				
Jones, John	Eastern Test Hospital (TEST)	03/19/2009 03:21:03 PM				

How do I view previous revisions of a patient's data?

All of a patient's previous revisions are kept in the Patient Tracking database. To view a particular patient's revision history, the user should go to the *Patient List* and click on the *Detail* button in that patient's row.

Once on the detail page, a user can scroll down to the bottom and look for the Revision chart under System Information. Clicking on the view link next to any revision listed in the chart will allow the user to see a previous revision of that patient record.


System Information

Confidential:	No
Created By:	Maddox, Patrick
Date Created:	03/25/2009 02:22:23 PM
Modified By:	Ennis, David
Date Modified:	08/27/2009 10:48:13 AM
Revision:	4 of 4 (current)
All Revisions:	

Revision	Organization	Revision Timestamp	Link
1	Eastern Test Hospital (TEST)	03/25/2009 02:22:23 PM	view
2	Eastern Test Hospital (TEST)	03/26/2009 10:20:17 AM	view
3	Eastern Test Hospital (TEST)	06/12/2009 10:39:43 AM	view
4	Eastern Test Hospital (TEST)	08/27/2009 10:48:13 AM	view

If a user is viewing a previous revision of a patient record, there will be a yellow notice at the top of the detail page to inform them as such.