

HC Standard® Patient Tracking for Android

Version 4.2

2015-10005



HC Standard® Patient Tracking for Android

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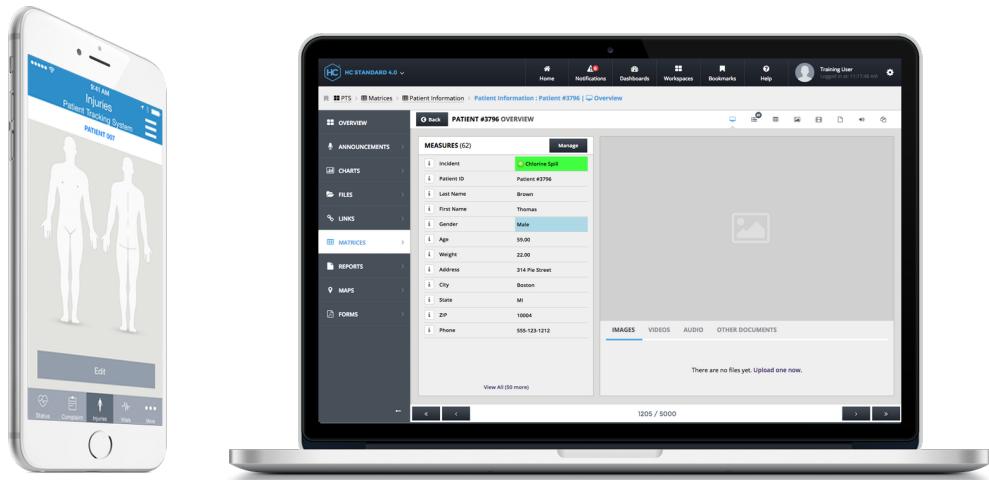
Revision history:

Rev. 1, July 2015 - Version 4.2 - HC Standard® Patient Tracking for Android

Table of Contents

Chapter 1 - PTS Overview	1
Chapter 2 - Using PTS	2
2 - 1: Launch HC Mobile™	2
2 - 2: Login to HC Mobile™	2
2 - 3: Patient Tracking Main Screen	4
2 - 4: Patient Tracking Menu	5
2 - 5: Account Settings	6
2 - 6: Incident Command System (ICS)	7
Chapter 3 - Working with Patients	8
3 - 1: Entering Patient Information	8
3 - 2: Patient Tracking Panels	10
3 - 3: Additional Actions (While in a patient record)	16
3 - 4: Capture Photo and Video	16
3 - 5: Capturing Audio Notes	17
3 - 6: Recalling a Previously Entered Patient Record	17
Chapter 4 - Working with Groups	18
4 - 1: Group Triage Options	19
Chapter 5 - Settings	20

Chapter 1 - PTS Overview



Global Emergency Resources' Patient Tracking System™ (PTS) is a module of HC Mobile. It is an integrated mobile solution to electronic Patient Triage and Patient Tracking. It allows near real-time data transmission from emergency locations and seamlessly integrates with HC Standard® allowing timely and informed health care decisions. Further, the sharing of critical emergency data greatly improves response times and quality of care.

Key benefits of PTS include:

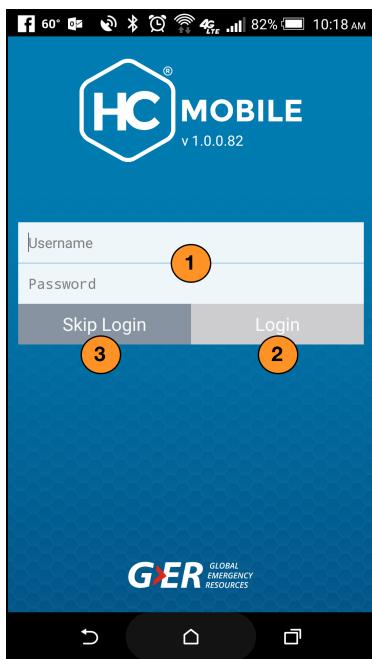
- Near real-time transmission of emergency site data to a command center or hospital ER.
- Barcode identification and scanning of patient at the emergency site.
- Tracking of patient vital health and injury information.
- Emergency site and patient injury photographic capability.
- GPS and Date/Time stamping of data entry events.
- Audio and video recording capability.
- HIPAA and HITECH compliant.
- Data is encrypted on the device while at rest and in transit.

Chapter 2 - Using PTS

2 - 1: Launch HC Mobile™

- Tap the **HC Mobile** icon to launch Patient Tracking.

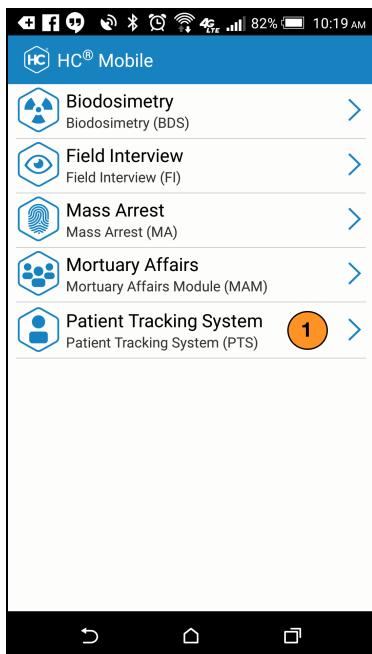
2 - 2: Login to HC Mobile™



Log in to begin adding patient records, as shown in FIGURE 2-1.

1. Enter **Username** and **Password** as provided by an HC Standard® Administrator.
2. Tap the **Login** button.
OR
3. If username and password are inaccessible, the user can tap the **Skip Login** button to enter the HC Mobile™ application. Patients can be entered into HC Mobile™ under the Patient Tracking System application (PTS) at this point; however, no data will be synced to the server until proper user credentials are entered.

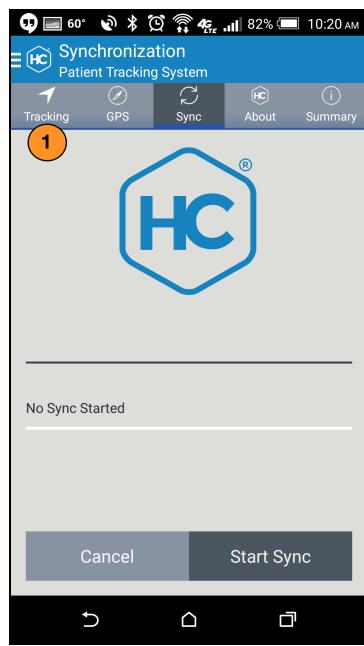
FIGURE 2-1: Login Screen



The modules available to the user will display on the user's device, as shown in Chapter 2.

1. From the application launcher, select **Patient Tracking System**.

If it is the first time launching the Patient Tracking System (PTS) application and there is a data connection after logging in, the Synchronization screen will appear, as shown in FIGURE 2-2. Once the synchronization process is complete it will display the main screen. If a user wishes to return to the main screen sooner:



1. Tap the **Tracking** icon in the navigation tray to continue.

If there is no data connection or the PTS application is still open from a previous log in, the user will be directed to the Patient Tracking Main Screen.

FIGURE 2-2: Sync Screen

2 - 3: Patient Tracking Main Screen

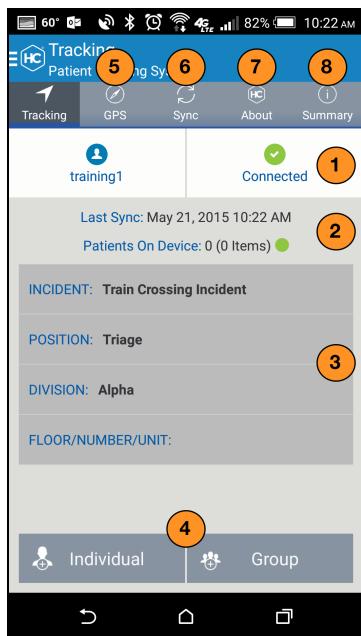


FIGURE 2-3: Main Screen

The Patient Tracking Main Screen, as shown in FIGURE 2-3.

1. **Connection Status** - Shows current connection status to the server.
2. **Sync Status** - Shows last date and time the device synchronized. Patients on device shows how many records are currently on the user's device. A green icon means there are no records and a yellow icon indicates there are still records to be synchronized.
3. **Current ICS Information** - Shows current ICS settings.
4. **Triage Buttons** - Starts patient entry mode.
5. **GPS** - Shows current GPS data.
6. **Sync** - Controls data synchronization.
7. **About** - Displays HC Patient Tracking™ version information.
8. **Summary** - Presents memory, battery and GPS status.

If an INCIDENT has not been set, then upon the triage of the first patient, the user will be prompted to enter the appropriate ICS information. Entering ICS information will only be necessary the first time using the device for a specific Incident. Once this information has been entered, the user will be able to triage multiple patients and will not need to go through this step. For more information, see "Incident Command System (ICS)" on page 7.



Note: The device may occasionally lose its connection with the server. If this occurs, patient records will remain on the device's internal memory but will not be uploaded to the database. The device should Auto Synchronize with the database once the connection is re-established.

2 - 4: Patient Tracking Menu

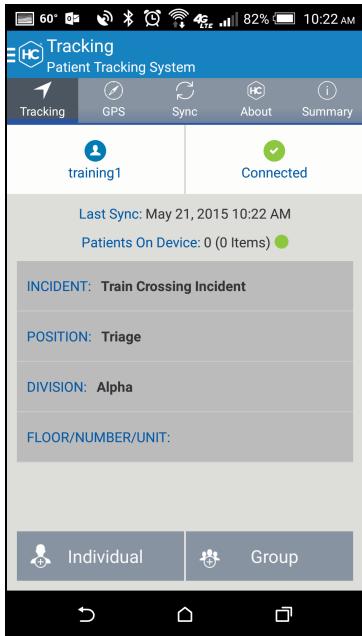
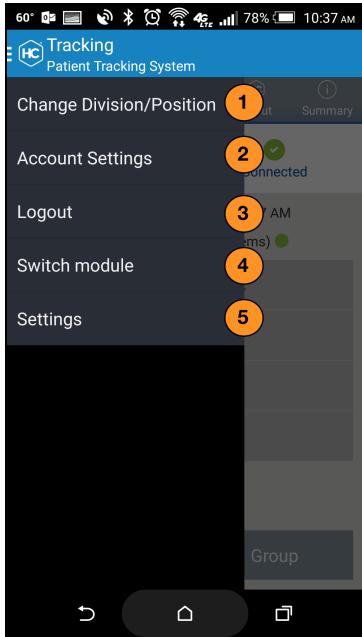


FIGURE 2-4: Menu

To access the menu, as shown in FIGURE 2-4:

1. Tap the **Menu** button to access the menu.



Menu Items include, as shown in FIGURE 2-5:

1. **Change Division/Position** – Update position, incident, division, and floor/number/unit information. Tap this to go to the Incident Command System (ICS) Panel.
2. **Account Settings** - Access settings for the user account.
3. **Logout** - Log out of the HC Standard® account.
4. **Switch Module** - Switch to another HC Mobile™ application.
5. **Settings** - View or change specific aspects of the PTS application.

FIGURE 2-5: Menu Items

2 - 5: Account Settings

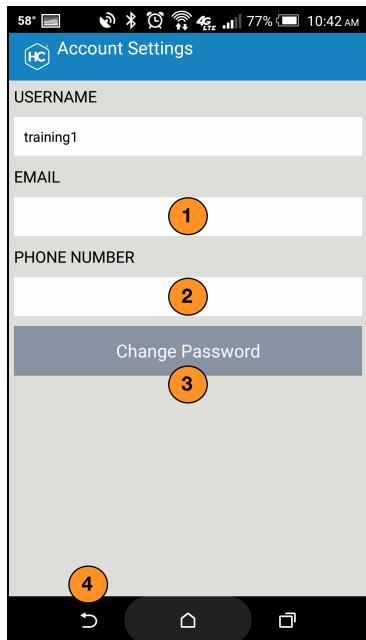


FIGURE 2-6: Account Settings

Users are able to access account settings from the **Menu**, as shown in FIGURE 2-6.

1. *Enter or change the **EMAIL** address for the account.*
2. *Enter or change the **PHONE NUMBER** associated with the account.*
3. *Click or tap **Change Password** to change the password for the account.*
4. *Click or tap the <Back button on the device.*

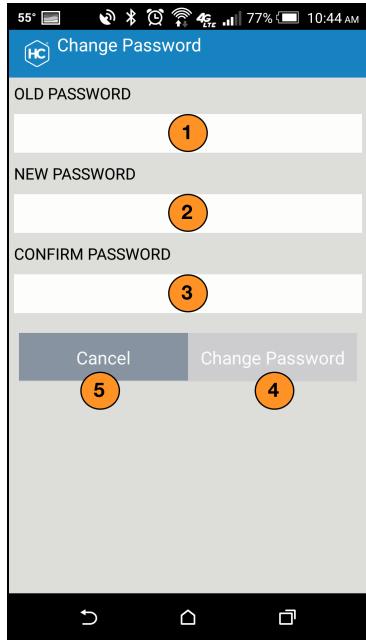


FIGURE 2-7: Change Password

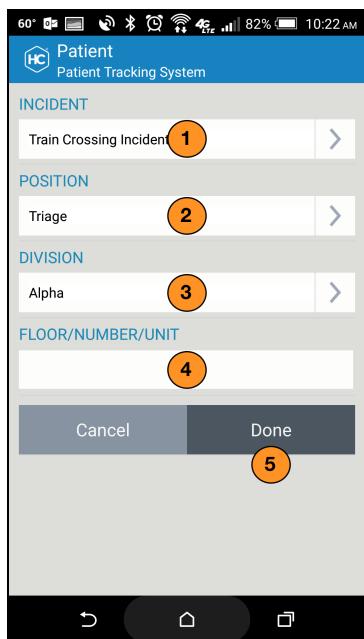
To change the password, as shown in FIGURE 2-7:

1. *Enter the **OLD PASSWORD**.*
2. *Enter the **NEW PASSWORD**.*
3. *Enter the new password again under **CONFIRM PASSWORD**.*
4. *Click or tap **Change Password** to save changes.*
5. *Click or tap **Cancel** to abandon changes.*

2 - 6: Incident Command System (ICS)

The ICS Page, as shown in FIGURE 2-8, is where the user selects key elements describing the event and position. This only needs to be done once during an incident since the information applies to all patients. Setting the correct ICS information is a critical step of the HC Patient Tracking™ log in process. Each selection made here impacts every patient record scanned and saved. Selecting the wrong incident or not selecting an incident may cause records to be missing from the incident commander's incident specific HC Standard® screens.

Items are all selected from drop-down lists which the HC Standard® System Administrator in HC Standard®. This is done so that at a later date all of the responses to an incident will have the same name/title and can be sorted and cataloged. The number of incidents synchronized and displayed in this list can be altered from the application settings.



1. **INCIDENT** - Every patient scanned will have this incident associated with the record.
2. **POSITION** - Each position affects the panel order in HC Patient Tracking™. For example, selecting Transport will move the transport panel closer to the beginning of every patient record on the device.
3. **DIVISION** - Division is used to help identify where the patient was scanned. Typically this field is used for different locations during a planned event.
4. **FLOOR/NUMBER/UNIT** - This field is used in conjunction with the Division field.
5. Tap **Done** once the user has made the appropriate selection(s).

FIGURE 2-8: ICS Screen

Chapter 3 - Working with Patients

3 - 1: Entering Patient Information

Once the profile has been set, submitting patient records is simple.

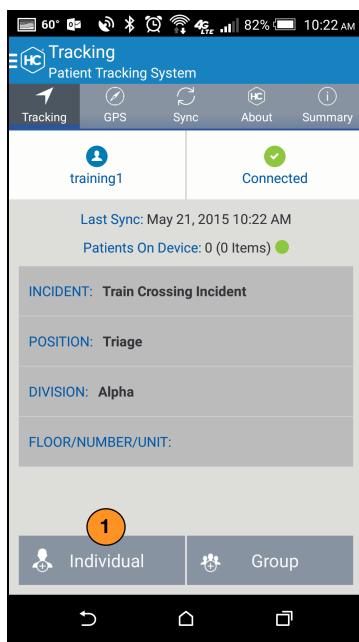


FIGURE 3-1: Triage Patients

Scanning a barcode or triage tag will start an individual patient record or retrieve existing patient information that has already been entered into the system for that patient with that specific tag or barcode. A barcode on a triage tag is a unique ID.

1. Tap the **Individual** button on the Main Screen, as shown in FIGURE 3-1.

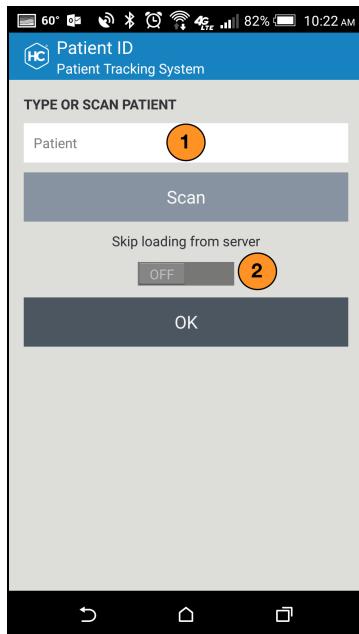


FIGURE 3-2: Patient ID

The next step requires the user to enter a Patient ID, as shown in FIGURE 3-2:

1. Enter a **Patient ID**. The Patient ID is a unique string assigned to a patient. All information on the patient is stored under this ID and is available for recall and updating at later dates.
2. *Toggling Skip loading from Server to on (red)* is useful when data connectivity is unavailable. This will cause PTS to automatically assume the patient ID is new and display a clean record every time the ID is scanned. This saves time because PTS will not search the server for an existing record. Continue to update the record as needed and once data connectivity is restored, the HC Standard® server will merge all the entries into one record with all information and timestamps.

There are three ways to enter the Patient ID Number:



FIGURE 3-3: Camera Scan Window

1. **Scan a triage tag for the patient** – Attach a Triage Tag to the patient. From the Patient ID screen, *tap* the **Scan** button. Proper technique is to *align* the window with the vertical center of the barcode, and hold the camera steady, as shown in FIGURE 3-3. If the barcode is not read right away, slightly vary the distance between the camera and barcode. **Light**. The device will automatically focus on the barcode and will start the patient record when it registers the ID.
2. **Driver's License** - **Scan** a driver's license **3D barcode** to generate a unique patient ID and automatically fill-in the patient's demographic information as it appears on the license. For some states, an older issued license may not properly scan.
3. **Manual input** – If a triage tag is not available, it is possible to input an ID Number manually using the onscreen keyboard. Make sure the Patient ID is unique so that the data from one patient is not mixed with another.



Note: The Patient ID is the only required field when starting a patient record. Make sure that each new patient is given a unique Patient ID.

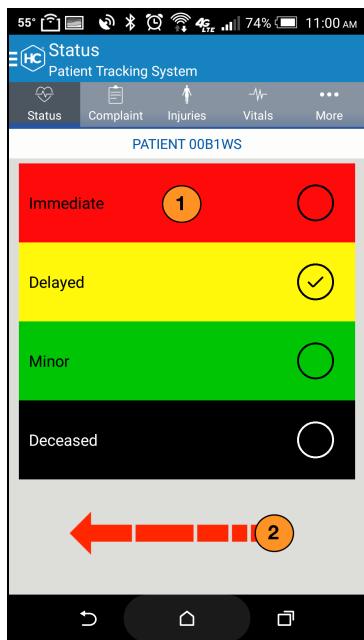
3 - 2: Patient Tracking Panels

Once a Patient ID is entered, begin entering patient information by *tapping* on the screen and *manually entering* data with the onscreen keyboard. None of the panels have any required fields.

Swipe between **panels** from right-to-left to advance to the next panel.

To move directly to a specific panel *tap* an item's **icon** along the navigation tray, and *select* the desired panel.

Tap the **Menu** button for **Save**, **Print** and **Other** actions.



Select Patient Status, as shown in FIGURE 3-4:

1. Tap **Immediate**, **Delayed**, **Minor** or **Deceased** to indicate patient status.
2. Swipe to continue.

FIGURE 3-4: Triage Panel

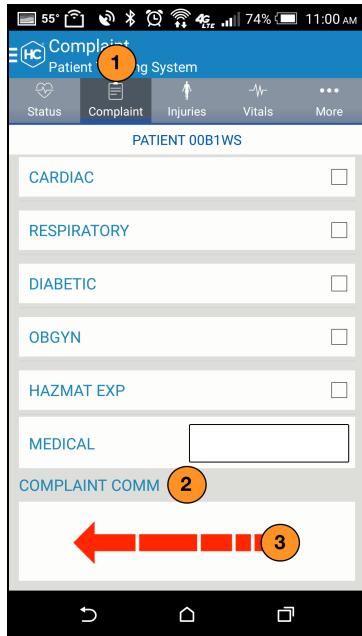


FIGURE 3-5: Complaints Panel

Select Complaint, as shown in FIGURE 3-5:

1. Tap the **Complaints** that apply. A checked circle indicates which complaints have been selected.
2. Type information into the **Medical** and **Complaint Comment** boxes.
3. Swipe to continue.

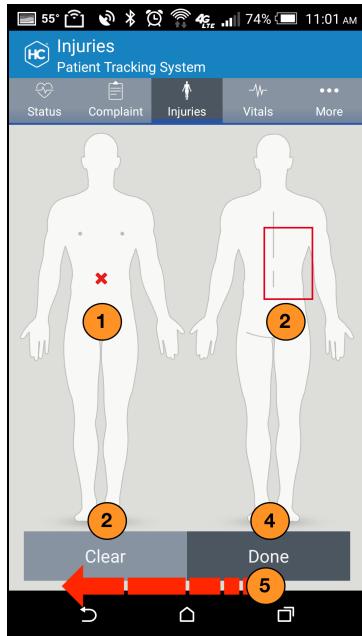


FIGURE 3-6: Select Injuries Panel

Select Injury Location, as shown in FIGURE 3-6:

Tap the **Edit** button and then:

1. Tap on a spot to place an X.
2. Tap and Drag diagonally to draw a box around larger area injuries.
3. To correct a mistake, tap **Clear** to clear the screen and start over.
4. Tap **Done** when finished.
5. Swipe to continue.

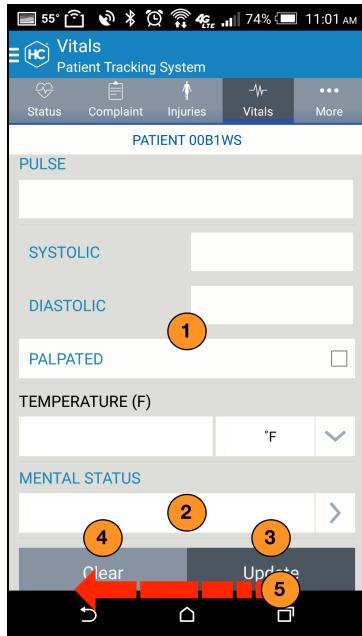


FIGURE 3-7: Vitals Panel

Record Vital Signs, as shown in FIGURE 3-7:

1. Enter the patient's **respirations**, **pulse**, **blood pressure** and **temperature** using the numbers on the keypad.
2. Select the patient's mental status.
3. Tap **Update** to quickly save current patient information.
4. Tap **Clear** to quickly enter new Vitals for the patient.
5. Swipe to continue.

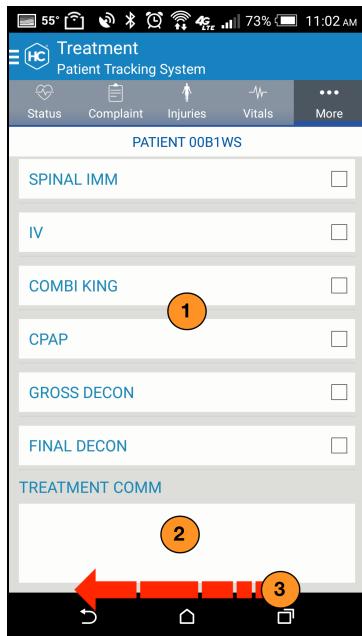


FIGURE 3-8: Treatment Panel

Select Patient Treatment, as shown in FIGURE 3-8:

1. Tap the applicable treatment options. A checked circle indicates which complaints have been selected.
2. Type information into the **Treatment Comment** box.
3. Swipe to continue.

PATIENT 00B1WS

Scan (2)

GENDER (1)

AGE

WEIGHT

FIRST NAME

LAST NAME (3)

FIGURE 3-9: Patient Information Panel

Enter Patient Information, as shown in FIGURE 3-9:

1. Manually enter patient information.
- OR
2. Tap the **Scan** button to populate patient's demographic data from the patient's driver's license. Scan the **3D barcode** on the driver's license. The demographic information will be pulled from the patient's driver's license and automatically entered into the Patient Information panel.
3. Swipe to continue.

PATIENT 00B1WS

MEDICATIONS (1)

MEDICAL PROBLEMS (2)

None

ALLERGIES

None

LAST ORAL INTAKE (3)

FIGURE 3-10: Medications Panel

Enter Medical History, as shown in FIGURE 3-10:

1. Enter the patient's medical history.
2. Tap **None** above a text box to quickly indicate that the patient was asked and has no medical concerns of that type. Leaving a field blank indicates that the information is unknown.
3. Swipe to continue.

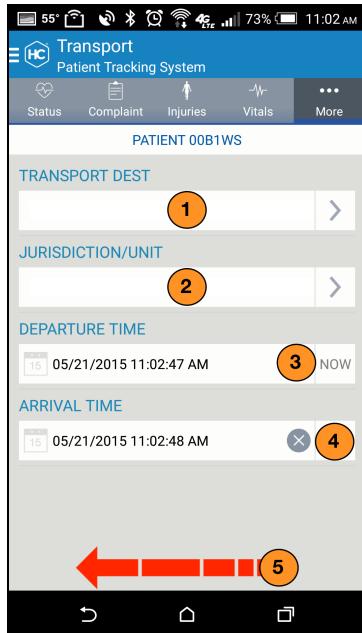


FIGURE 3-11: Transport Panel

Select Transport Options, as shown in FIGURE 3-11:

Transportation destinations, jurisdictions, and unit numbers are pre-designated fields set up by the HC Standard® Administrator.

1. Select a **Transport Destination** by *tapping* the arrow to select from the list.
2. Select a **Jurisdiction / Unit** by *tapping* the arrow to select from the list.

To perform a quick search, *enter* text in the search bar at the top of any **Transport Destination, Jurisdiction/ Unit** selection screen.

3. Current Departure and Arrival Times can be entered by *tapping* the **Now** button. A specific date and time can be selected by *tapping* the box.
4. Tap the **x** to the right of the Departure/Arrival Time boxes to clear and enter a different time.
5. *Swipe* to continue.



FIGURE 3-12: Other Panel

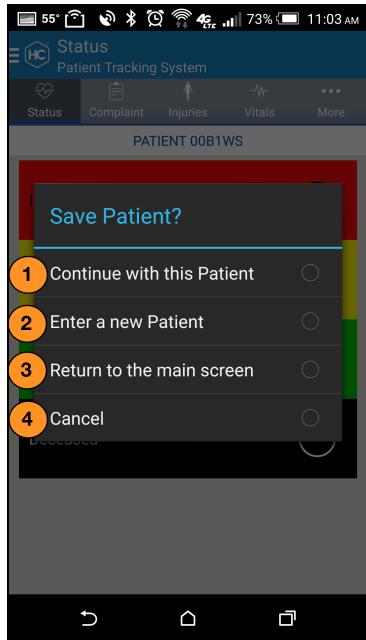
Using the Other Panel, as shown in FIGURE 3-12:

The HC Standard® Administrator has the ability to customize the **Other** panel. Here the user can update all pertinent information. This is the final screen in the patient record.

1. *Swipe* to automatically save the patient record.



Note: The input fields on this panel may vary as the HC Standard® Administrator adds or removes information.



Using the Save Patient? Prompt, as shown in FIGURE 3-13:

The user will be asked to save the patient record after *swiping* from the **Transport** or **Other** screen.

The patient record will *automatically* be saved and the user decides what action to take next:

1. **Continue with this patient** - Saves and keeps current record open.
2. **Enter a new patient** - Saves the current patient and navigates to the Patient ID panel.
3. **Return to the main screen** - Saves the current patient and returns to the Main Screen.
4. **Cancel** - Does not save the record at this time and keeps the record open.

FIGURE 3-13: Next Steps Panel



Note: It is not necessary to complete *every* panel for a patient record in order to save a patient's information.

3 - 3: Additional Actions (While in a patient record)



FIGURE 3-14: Patient Record Menu

The **Menu** button allows users to perform the following additional functions within a patient record, as shown in FIGURE 3-14:

1. **Scan** – Save the current patient record and immediately use the camera to scan another barcode.
2. **Save** – Captures a snapshot of the patient and continue working with the patient record.
3. **Save + New** – Save the current record and start a new one.
4. **Save + Quit** – Save and exit the current record, and return to the Patient Tracking main screen.
5. **Close Patient** – Discard the current record and return to the Patient Tracking main screen.
6. **Print** – Print the current patient record to a connected Bluetooth Printer.
7. **Summary** – View the current patient's main details.
8. **Audio** – Displays any audio files associated with the record.
9. **Photos** – Displays any photos associated with the record.
- **Videos** – Displays any videos associated with the record.

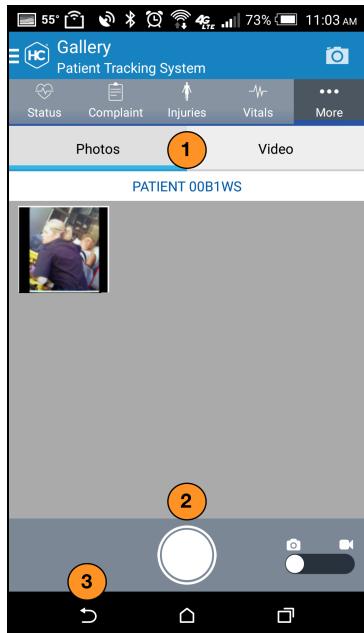


FIGURE 3-15: Camera Panel

3 - 4: Capture Photo and Video

This feature is only available in the *Individual* triage mode and not in *Group* Triage. To capture photos or videos, as shown in FIGURE 3-15:

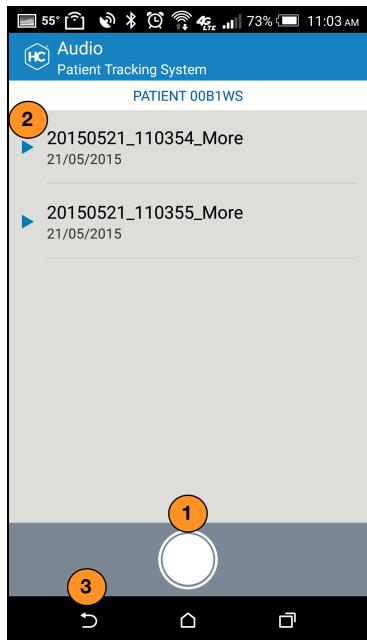
1. Tap the **Photo** tab to enter photo mode or tap the **Video** tab to enter video mode.
2. Tap the **white** button to take a picture or start and stop a recording.
3. Tap the back button on the device to go back to the previous screen.

Videos can be up to 60 seconds in length and can be saved for review. Video does take a large amount of space on the device and requires more time to sync. Multiple video clips per patient are allowed.

To delete a photo or video, *tap and hold* on a video or picture and then *tap* the trash icon that appears in the upper right.

3 - 5: Capturing Audio Notes

On any page in the PTS Application, audio can be added to supplement the text information. If the user is on a specific section of the application and does not have time to type into the device, the user may capture audio notes that will be associated with that specific page or panel in PTS.



To create a recording, as shown in FIGURE 3-16:

1. Tap on the **RECORD** button and begin speaking into the unit. Tap on the **RECORD** button a second time to stop recording.

If the user wishes to play back the notes recorded:

2. Tap the **play** button for the recording.

When complete with audio recordings:

3. Tap the back button on the device to go back to the previous screen.

Delete a recording by *tapping and holding* on the item to delete, then tapping **Delete** and confirming the action.

FIGURE 3-16: Audio Notes Panel

3 - 6: Recalling a Previously Entered Patient Record

Go to the Main Patient Tracking screen:

- Tap **Individual** and manually type the patient or barcode number; or simply scan the barcode of a previously entered patient record.

If the Patient ID was found on the HC Standard® server, the patient record will appear and updated information can be entered.

Chapter 4 - Working with Groups

Triaging a group of patients is simple with HC Standard® Patient Tracking.

Group triage is used when all patients being entered into the device have common information. Below are a few examples of scenarios where group triage would be most effective:

- All patients are being transported to the same hospital.
- All patients sustained the same injury.
- All patients have the same symptoms.

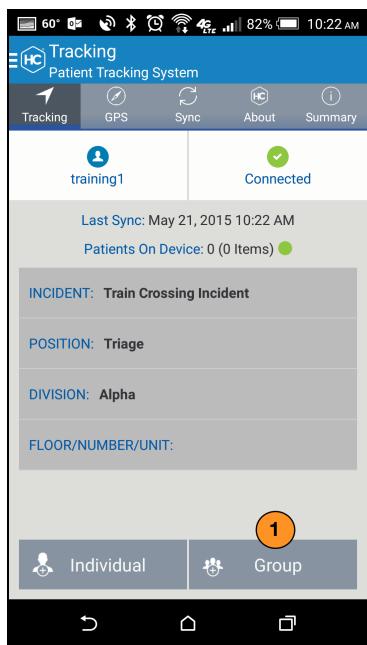


FIGURE 4-1: Triage Patients

1. Tap on the **Group** button on the Main Screen, as shown in FIGURE 4-1.

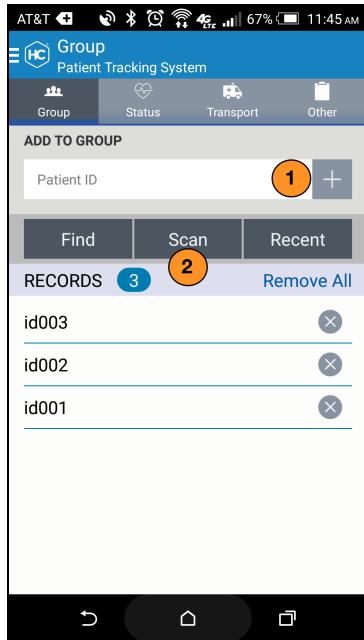
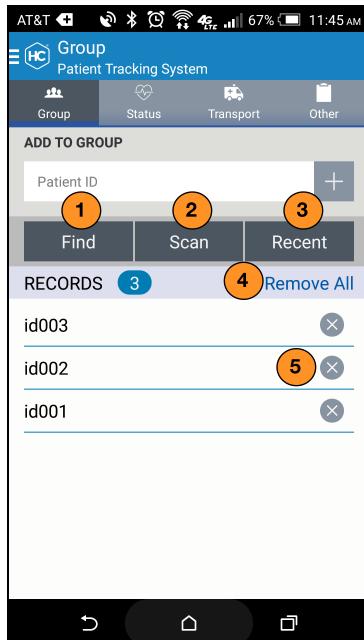


FIGURE 4-2: Group Triage ID List

Once all the patients are entered into the list, *swipe* or *tap* the tab to enter information for the group. This is performed in the same manner as an **Individual** patient.

When the user is done entering information for the group of patients, *tap* the **Menu** button and **Save**.

4 - 1: Group Triage Options

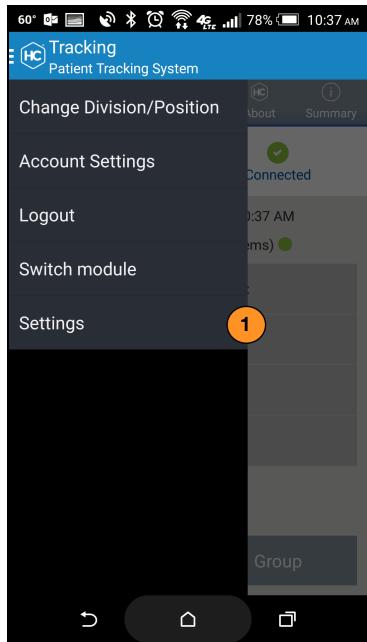


Group Triage options include, as shown in FIGURE 4-3:

1. **Find** – Allows the user to search for an ID that was entered into the list.
2. **Scan** - Allows the user to scan a Patient ID.
3. **Recent** – Allows the user to retrieve a recent group list entered on the device.
4. **Remove All** – Removes all Patient IDs only from the list/group.
5. **Remove** – Tap the X next to the patient ID.

FIGURE 4-3: Group Triage Options

Chapter 5 - Settings



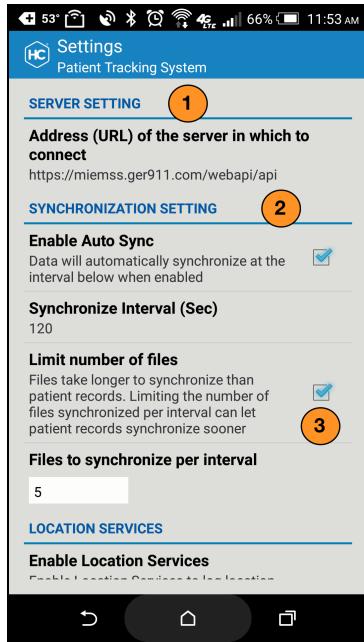
Adjust application settings to make the application work according to the user's preferences.

Access HC Mobile settings, as shown in Chapter 5:

1. Tap the **Settings** button in the **More** panel from the main screen.

FIGURE 5-1: Settings

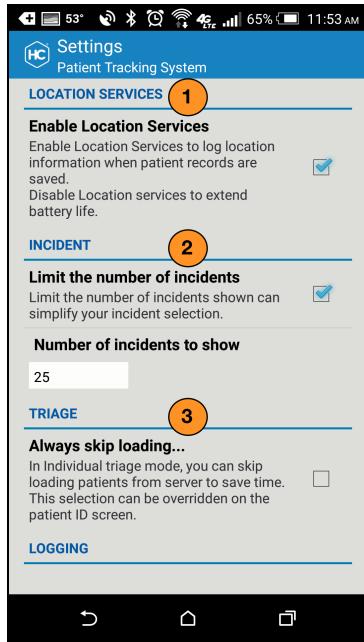
Each setting is explained in the following sections:



As shown in FIGURE 5-2:

1. **Server Settings** shows the HC Standard® URL, which is for information only.
2. **Synchronization Settings** allow a user control the way their device communicates with the server. A higher synchronization interval will increase the delay that HC Patient Tracking™ automatically synchronizes in the background. A shorter interval will shorten the automatic synchronization but will have a higher impact on device battery.
3. **File Sync Settings** allow user to limit the number of files that synchronize during each synchronization.

FIGURE 5-2: Synchronization and File Settings



As shown in FIGURE 5-3:

1. **Location Services** control allows a user to turn GPS on and off. It is recommended to leave this option enabled. Leaving this setting enabled allows HC Standard® users to view patients scanned on a map.
2. **Incidents** allows a user to limit the number of incidents that appear on the ICS panel.
3. **Triage** setting can prevent the application from loading data associated with existing patients. This saves time and reduces data usage on a device. However, if a patient has already been entered into HC Standard®, the user will not see previously entered data.

FIGURE 5-3: Location Services and Incidents Settings



Note: If a user is in HC Patient Tracking™ and does not see an incident, increase the number of incidents shown.

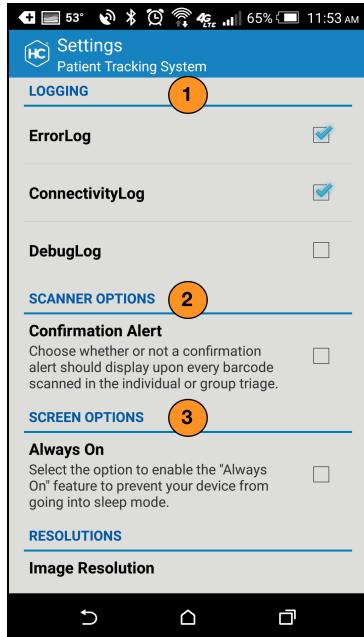


FIGURE 5-4: Log Settings

As shown in FIGURE 5-4:

1. **Log** settings are used for application troubleshooting. Users should not change any of the log settings, unless directed to do so.
2. **Scanner Options** allow a user to toggle a requirement to confirm barcode readings.
3. **Screen Options** include **Always On** which prevents the iDevice from going to sleep while running patient tracking.

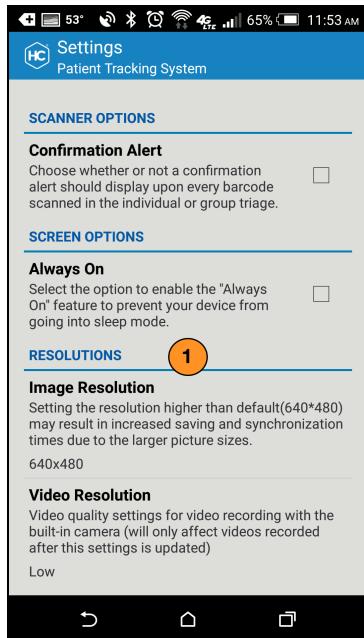


FIGURE 5-5: Scanner and Image Settings

As shown in FIGURE 5-5:

1. **Resolutions** allows a user to make the tradeoff between higher quality photographs or videos and quicker data synchronization.