

# **HC Standard® Decedent Tracking for iOS**

Version 4.4



# **HC Standard® Decedent Tracking for Windows 8iOSWindows Mobile**

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## **To Contact GER**

Global Emergency Resources, LLC  
1030 Stevens Creek Road  
Augusta, Georgia 30907-3204  
Tel: 866.242.4035  
[support@ger911.com](mailto:support@ger911.com)  
[ger911.com](http://ger911.com)

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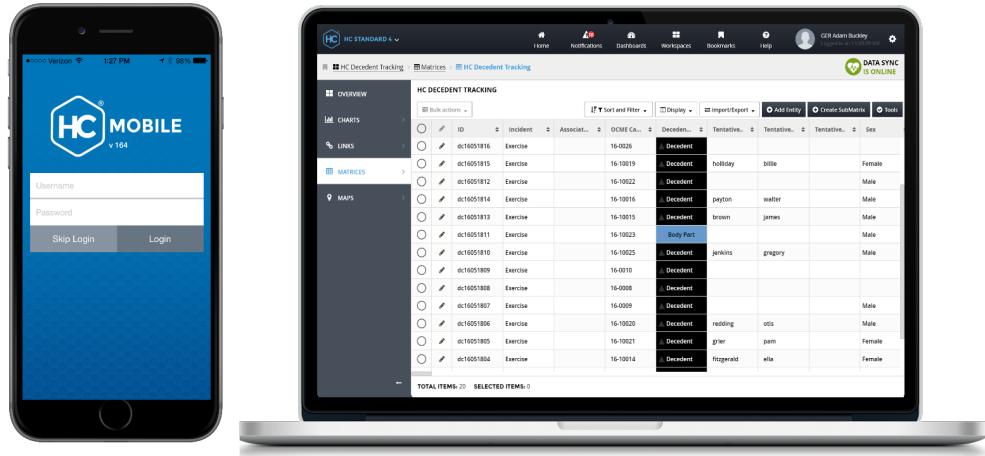
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# Chapter 1 - Decedent Tracking Overview



Global Emergency Resources' Decedent Tracking™ is a module of HC Mobile. It is an integrated mobile solution for tracking decedents or body parts during any scenario. Additionally, transport technicians can track mileage and vehicle logs. Once a decedent or body part arrives at the morgue, it can be tracked from receiving through final disposition. It allows near real-time data transmission and seamlessly integrates with HC Standard®.

Decedent Tracking contains three modules:

1. Field Operations - used to collect field data for decedents or body parts.
2. Mortuary Operations - used to handle Intake and Morgue locations for decedents or body parts.
3. Transport Operations - used by transport technicians to log vehicle usage.

**Key benefits of Decedent Tracking include:**

- Near real-time transmission of decedents or body part incident scene status to a mortuary command post.
- Tracking of decedent or body part movement within the morgue.
- GPS and Date/Time stamping of data entry events.
- HIPAA and HITECH compliant.
- Data is encrypted on the device while at rest and in transit.

# Chapter 2 - Using HC Mobile™

## 2 - 1: Launch HC Mobile™

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

## 2 - 2: Login to HC Mobile™

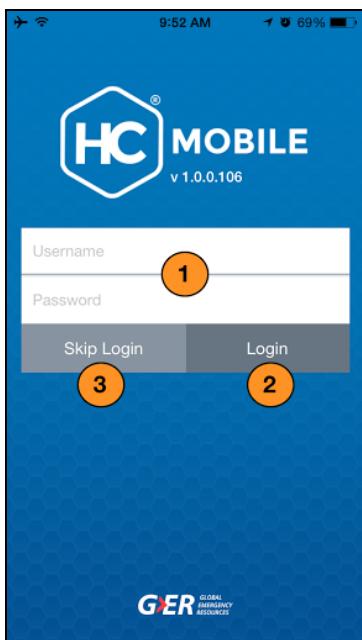


FIGURE 2-1: Login Screen

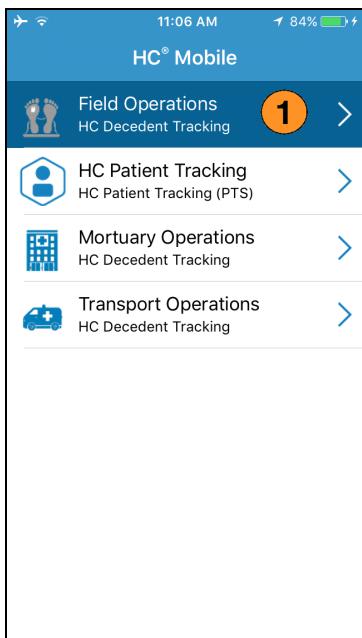


FIGURE 2-2: HC Mobile™ Module

Launcher

Log in, 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. Data can be entered in to HC Mobile™ under any Decedent Tracking module at this point; however, no data will synchronize to the server until proper user credentials are entered.

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

1. From the application launcher, select a **module**.

If this is the first time launching the desired module and there is a data connection after logging in, the Synchronization screen will appear, as shown in FIGURE 2-3. Once the synchronization process is complete it will display the main screen. If a user wishes to return to the main screen sooner:



FIGURE 2-3: Sync Screen

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

If there is no data connection or the selected module is still open from a previous log in, the user will be directed to the module's Main Screen.

## 2 - 3: Account Settings

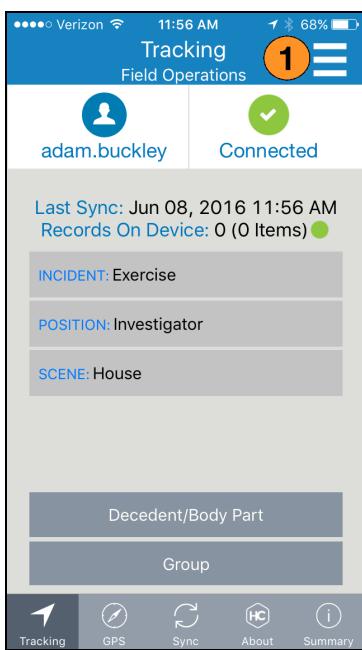


FIGURE 2-4: Menu

Users are able to access account settings from the **Menu**. To access the menu, as shown in FIGURE 2-4:

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

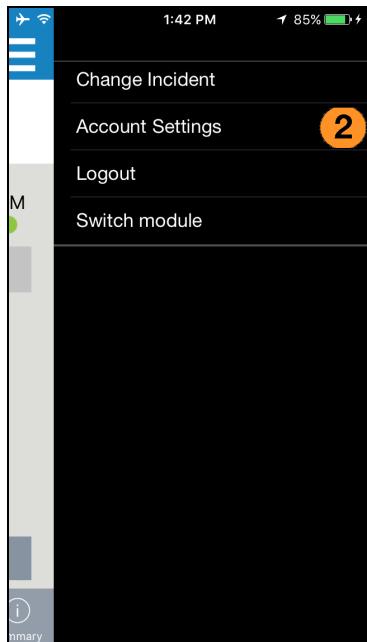
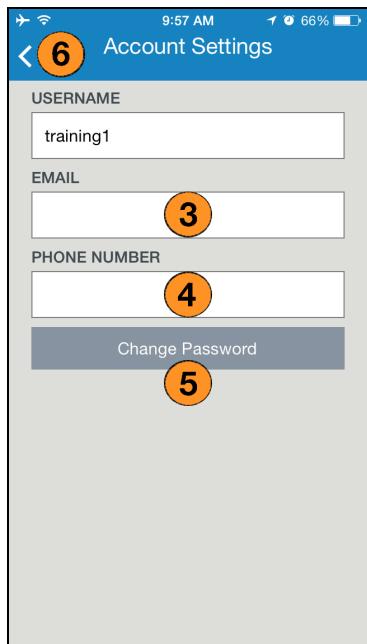


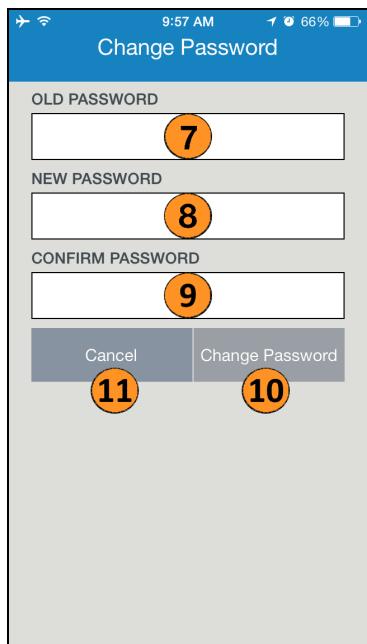
FIGURE 2-5: Menu Items



Update information, as shown in FIGURE 2-6.

3. Enter or change the **EMAIL** address for the account.
4. Enter or change the **PHONE NUMBER** associated with the account.
5. Click or tap **Change Password** to change the password for the account.
6. Click or tap the <Back button to go back to the previous page.

FIGURE 2-6: Account Settings



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

7. Enter the **OLD PASSWORD**.
8. Enter the **NEW PASSWORD**.
9. Enter the new password again under **CONFIRM PASSWORD**.
10. Click or tap **Change Password** to save changes.
11. Click or tap **Cancel** to abandon changes.

FIGURE 2-7: Account Settings

# Chapter 3 - Field Operations Module

Field Operations is the first stage where a decedent or body part record is generated. Sample fields collected about a decedent or body part include demographic information, physical description, recovery data, items found, and transport information.

## 3 - 1: Field Operations Main Screen

The Field Operations Main Screen, as shown in FIGURE 3-1

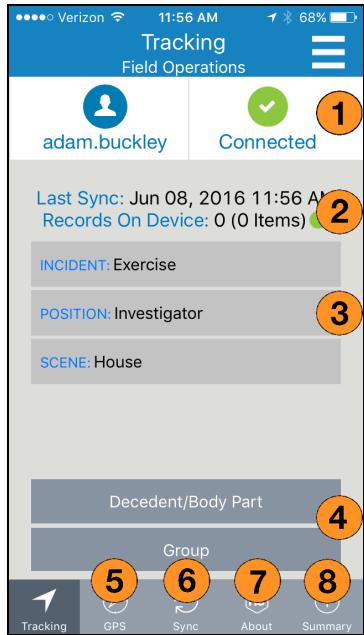


FIGURE 3-1: Main Screen

1. **Connection Status** - Shows current connection status to the server.
2. **Sync Status** - Shows last date and time the device synchronized. Records 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 Incident Information** - Shows current Disaster settings.
4. **Buttons** - Starts desired entry mode.
5. **GPS** - Shows current GPS data .
6. **Sync** - Controls data synchronization.
7. **About** - Displays HC Decedent Tracking™ version information.
8. **Summary** - Presents memory, battery and GPS status.

If incident information has not been set, then upon entry of either Decedent/Body Part or Group, the user will be prompted to enter the appropriate incident information. Entering incident information will only be necessary the first time using the device for a specific session. Once this information has been entered, the user will be able to enter data and will not need to go through this step again. For more information, see "Incident/Scene/Position " on page 8.



**Note:** The device may occasionally lose its connection with the server. If this occurs, 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.

### 3 - 2: Field Operations Menu

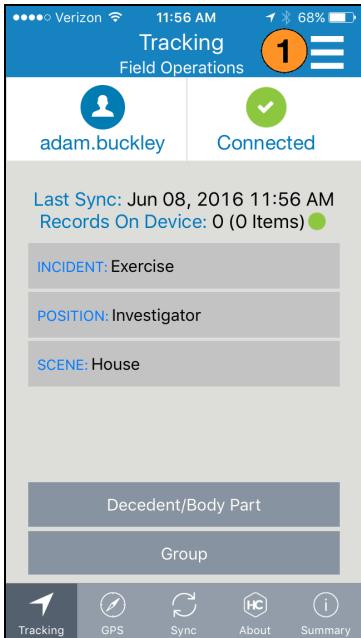
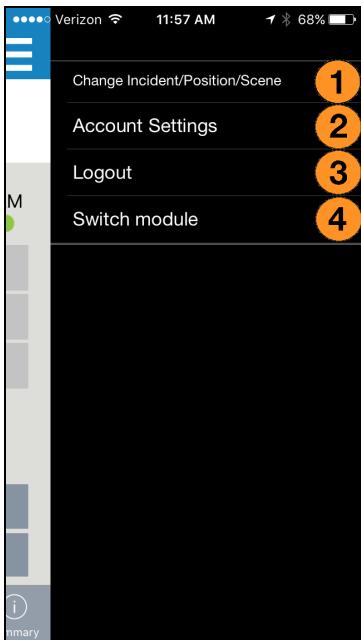


FIGURE 3-2: Menu

To access the menu, as shown in FIGURE 3-2:

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



Menu Items include, as shown in FIGURE 3-3:

1. **Change Incident/Position/Scene** – Update incident information.  
*Tap this to go to the Incident/Position/Scene 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.

FIGURE 3-3: Menu Items

### 3 - 3: Incident/Scene/Position

The Incident/Scene/Position Panel, as shown in FIGURE 3-4, is where the user selects key elements that are tied to every record generated in the session. Setting the correct Incident/Scene/Position is a critical step of the HC Decedent Tracking™ log in process. Each selection made here impacts every record scanned and saved. Selecting the wrong disaster incident or not selecting an incident may cause records to be miscategorized from an overall view.

Items are all selected from drop-down lists which the HC Standard® System Administrator has created in HC Standard®.



1. **INCIDENT** - Every record scanned will have this incident associated with the record.
2. **POSITION** - Each position may affect the panel order in HC Decedent Tracking™. For example, selecting Transport will move the transport panel closer to the beginning of every record on the device.
3. **Scene** - Scene is a descriptive selection for the incident and tied to every record scanned in the current session.
4. *Tap Done* once the user has made the appropriate selection(s).

FIGURE 3-4: Incident/Position/Scene

Panel



**Note:** If a user realizes a mistake was made when choosing the incident and the user entered and synched records, notify a system administrator so that any records previously entered may be corrected.

### 3 - 4: Working with Decedents and Body Parts

#### 3 - 4.1 Entering Decedent/Body Part Information

The **Decedent/Body Part** button takes a user through a series of panels to collect information about the decedent or body part.

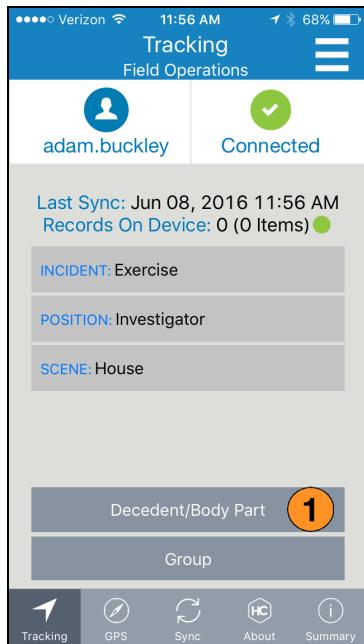


FIGURE 3-5: Decedent/Body Part Entry

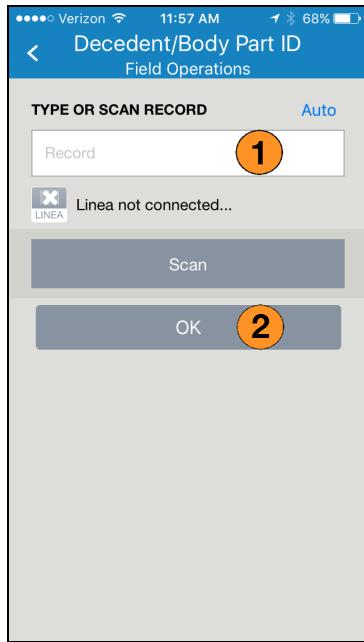


FIGURE 3-6: Decedent/Body Part ID

1. Tap the **Decedent/Body Part** button on the Main Screen, as shown in FIGURE 3-5.

The next step requires the user to enter a record, as shown in FIGURE 3-6:

1. Enter a **Record** ID. The Record ID is a unique string assigned to a decedent or body part. All information on the decedent or body part is stored under this ID and is available for recall and updating at later dates.
2. Tap **OK**.

There are three ways to enter the Record ID Number:



FIGURE 3-7: Camera Scan Window

1. **Scan a barcode** – Attach a barcode to the decedent or body part. From the Decedent/Body Part ID screen, *tap* the **Scan** button. Proper technique is to *align* the red line in the window with the vertical center of the barcode, and hold the camera steady, as shown in FIGURE 3-7. If the barcode is not read right away, slightly vary the distance between the camera and barcode. If the device has a camera flash, turn it on in low-light conditions by *tapping* **Light**. The **Front** control switches between the rear- and front-facing cameras. The device will automatically focus on the barcode and will start the record when it registers the ID.
2. **Driver's License** - *Scan* a driver's license **3D barcode** to create a record using the driver's license number and automatically fill-in the decedent'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 barcode is not available, it is possible to input a Record ID Number manually using the onscreen keyboard. Make sure the Record ID is unique so that the data from one decedent or body part is not mixed with another.

### 3 - 4.2 Decedent/Body Part Panels

Once a Record ID is entered, begin updating decedent or body part information by *tapping* on the screen and *manually entering* data with the onscreen keyboard. None of the panels have any required fields.

Certain panels contain many fields which may require a user to *scroll* **up** and **down** to see all fields.

*Tap* the **Menu** button in the top right corner of any panel to **Save**, **Print** and **Other** actions.

*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.

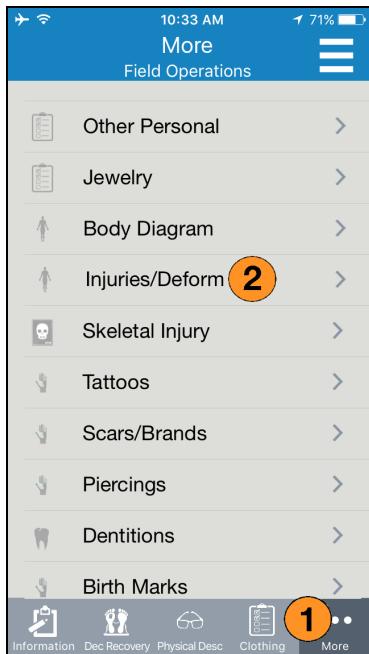


FIGURE 3-8: More Panel

Use the **More** panel to select a panel not shown along the bottom row, as shown in FIGURE 3-8:

1. Tap **More** button.
2. Tap desired **panel**.

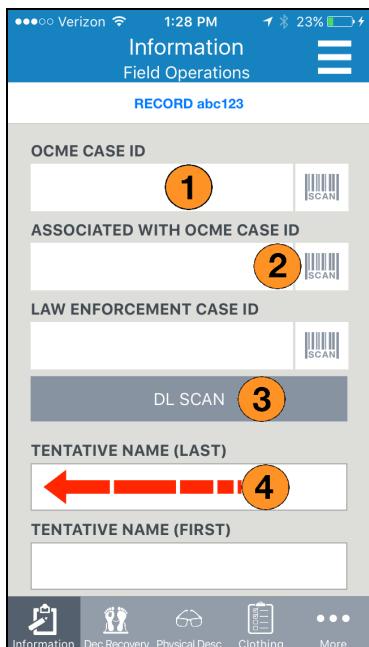


FIGURE 3-9: Information Panel

The Information panel contains fields corresponding to known Case IDs, Identification of the decedent and status, Next of Kin status, and Jurisdiction status. Case IDs include:

**OCME Case ID** - the number generated by VertiQ for the case and should be noted in this record when available.

**Associated with OCME Case ID** - used when the record is affiliated with another known OCME Case ID.

**Law Enforcement Case ID** - generated by another party, such as the police department, and may need to be noted in this record.

Update these fields as shown in FIGURE 3-9:

1. Tap any field to bring up the onscreen keyboard or drop down to update.
2. Tap **Scan** at the end of a field to scan a barcode containing the information needed.
3. Tap the **Scan** button to populate the decedent's demographic data from the decedent's driver's license. Scan the **3D barcode** on the driver's license. The demographic information will automatically be entered into the respective fields.
4. Swipe to continue.

The screenshot shows the Decedent Recovery Panel. At the top, it displays 'Dec Recovery' and 'Field Operations' with a record identifier 'abc123'. Below this, there are three main sections: 'HOSPITAL CASE', 'OTHER HOSPITAL CASE', and 'OTHER TRANSPORT CASE'. The 'OTHER TRANSPORT CASE' section contains a field labeled '1' (circled in orange) for 'HOSPITAL MEDICAL RECORDS NUMBER'. Below this is a field labeled '2' (circled in orange) for 'DATE/TIME PRONOUNCED', which includes a date picker and a 'NOW' button. At the bottom of the panel are tabs for 'Information', 'Dec Recovery', 'Physical Desc', 'Clothing', and 'More'.

FIGURE 3-10: Decedent Recovery Panel

The screenshot shows the Physical Description Panel. At the top, it displays 'Physical Desc' and 'Field Operations' with a record identifier 'abc123'. Below this, there are several fields: 'DECEDENT/BODY PART', 'OBSERVED GENDER', 'OBSERVED RACE/ETHNICITY' (circled in orange), 'SKIN COLOR', 'ADULT/CHILD/INFANT' (circled in orange), and 'OBSERVED HEIGHT'. The 'ADULT/CHILD/INFANT' field includes a date picker and a 'NOW' button. At the bottom of the panel are tabs for 'Information', 'Dec Recovery', 'Physical Desc', 'Clothing', and 'More'.

FIGURE 3-11: Physical Description Panel

The Decedent Recovery Panel is used to enter decedent or body part recovery information. This panel contains fields for Hospital Case, Pronounced information, Recovery Location, and Body Recovery Crew information. Case Information includes:

**Hospital Case** - contains all DC area hospitals is used to identify if this is a hospital pickup.

**Other Hospital Case** - a free form field to note the name of a hospital if it is not in the **Hospital Case** list.

**Other Transport Case** - a free form form field used to enter a non-hospital facility name, such as a funeral home.

Update this panel, as shown in FIGURE 3-10:

1. Enter information as needed.
2. Swipe to continue.

Observed information is entered on the Physical Description Panel, as shown in FIGURE 3-11:

1. Enter information as needed.
2. Swipe to continue.

The screenshot shows the 'Clothing' panel within the 'Field Operations' app. At the top, it displays 'Verizon' signal strength, the time '1:56 PM', battery level '49%', and a menu icon. Below this, the title 'Clothing' and 'Field Operations' are shown, followed by 'RECORD abc123'. The main content area contains three sections: 'PANTS/SHORTS' (with list field 1, notes field 2, and a red arrow 3 pointing right), 'SHOES' (with list field 1, notes field 2, and a red arrow 3 pointing right), and 'SKIRT' (with list field 1, notes field 2, and a red arrow 3 pointing right). At the bottom, there is a navigation bar with icons for 'Information', 'Dec Recovery', 'Physical Desc', 'Clothing' (which is highlighted in blue), and 'More'.

FIGURE 3-12: Clothing Panel

If any clothing is found on the decedent or body part, enter the items using the Clothing Panel, as shown in FIGURE 3-12:

1. Tap the item's **list** field and **select the color** of the item.
2. Enter any additional information about the item, such as brand or style.
3. **Swipe** to continue.

The screenshot shows the 'Other Personal' panel within the 'Field Operations' app. At the top, it displays 'Verizon' signal strength, the time '2:23 PM', battery level '74%', and a menu icon. Below this, the title 'Other Personal' and 'Field Operations' are shown, followed by 'RECORD abc123'. The main content area contains two sets of fields: 'ITEM 1' (with list field 1, notes field 2, and a red arrow 3 pointing right) and 'ITEM 2' (with list field 1, notes field 2, and a red arrow 3 pointing right). Between the two sets is another red arrow 4 pointing right. At the bottom, there is a navigation bar with icons for 'Information', 'Dec Recovery', 'Physical Desc', 'Clothing' (which is highlighted in blue), and 'More'.

FIGURE 3-13: Other Personal Panel

Any items accompanying the decedent or body part may be considered a personal item and be entered using the Other Personal Panel as shown in FIGURE 3-13:

1. Tap the item type **list** field and **select the type** of item.
2. Enter **brand** or model information.
3. Enter any additional **information** about the item.

Repeat this process to add any additional items in the remaining fields.

1. **Swipe** to continue.

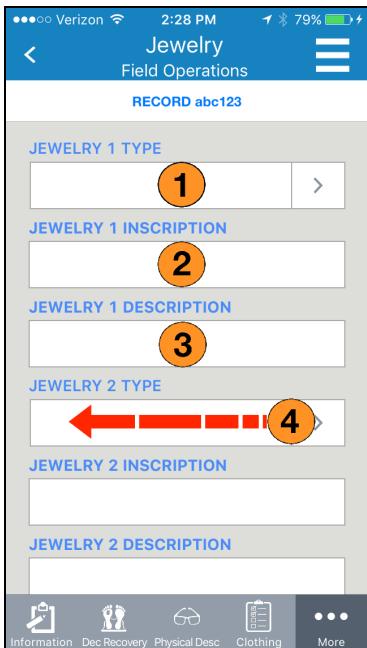


FIGURE 3-14: Jewelry Panel

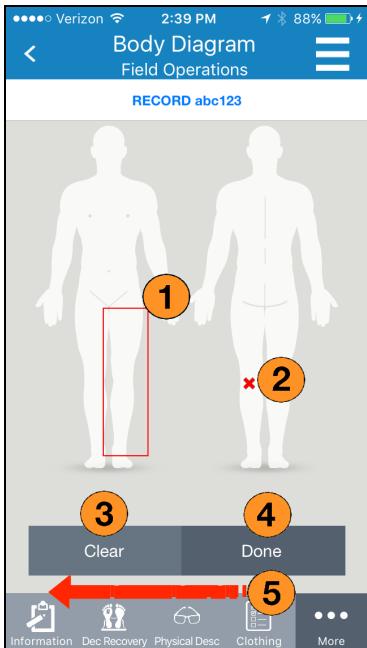


FIGURE 3-15: Body Diagram Panel

Any jewelry items found on the decedent or body part may be entered using the Jewelry Panel as shown in FIGURE 3-14:

1. Tap the Jewelry type list field and select the type of item.
2. Enter an inscription, if any.
3. Enter a description of the item.

Repeat this process to add any additional jewelry items in the remaining fields.

1. Swipe to continue.

Mark up the body diagram to indicate important areas of interest, as shown in FIGURE 3-15:

Tap the **Edit** button and then:

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

The screenshot shows the 'Injuries/Deformities' panel. At the top, there's a header with the title and a back arrow. Below the header is a section titled 'RECORD abc123'. The main area contains a list of injury types: ABRASIONS, AMPUTATION, BLAST INJURY, CRUSH INJURY, BLUNT FORCE TRAUMA, BURNS, CONTUSIONS, and ECCHYMOSIS. Each item has a circular selection button to its right. Number 1 is circled around the 'AMPUTATION' button, which is checked. Number 2 is circled around a red horizontal bar with arrows at both ends, positioned above the 'CONTUSIONS' and 'ECCHYMOSIS' fields. Number 3 is circled around the 'DE' field, with a red arrow pointing left towards the 'BURNS' field. At the bottom of the screen is a navigation bar with icons for 'Information', 'Dec Recovery', 'Physical Desc', 'Clothing', and 'More'.

FIGURE 3-16: Injuries/Deformities

The screenshot shows the 'Skeletal Injury' panel. At the top, there's a header with the title and a back arrow. Below the header is a section titled 'RECORD abc123'. The main area contains a list of skeletal injury identifiers: NONE, BROKEN BONES, SKELETAL INJURY, ABDOMINAL, BREAST SURGERY/AUGMENT..., KNEE OR SHOULDER SURGERY, CRANIOTOMY, and AMPUTATION. Each item has a circular selection button to its right. Number 1 is circled around the 'NONE' button, which is checked. Number 2 is circled around the 'BROKEN BONES' button, which is checked. Number 3 is circled around the 'SKELETAL INJURY' section, which is checked. Number 4 is circled around the 'ABDOMINAL' button, which is checked. Number 5 is circled around the 'CRANIOTOMY' button, which is checked. At the bottom of the screen is a navigation bar with icons for 'Information', 'Dec Recovery', 'Physical Desc', 'Clothing', and 'More'.

FIGURE 3-17: Skeletal Injury

Any injuries or deformities may be entered on the Injuries/Deformities Panel. This panel contains many different injury or deformity fields as well as a comments section for any additional notes. Information is entered on this panel as shown in FIGURE 3-16:

1. Tap the applicable **injury** options. A checked circle indicates which injuries or deformities have been selected.
2. Tap any **list** fields and select the appropriate item.
3. Swipe to continue.

Any skeletal injuries may be entered on the Skeletal Injury Panel. This panel contains many different injury fields for selection. Information is entered on this panel as shown in FIGURE 3-17:

1. Tap **None** to indicate no skeletal injury identifiers found.
2. Tap any **list** fields and select the appropriate item.
3. Enter **text** into any text field.
4. Tap the applicable **skeletal injury** options. A checked circle indicates which skeletal injuries have been selected.
5. Swipe to continue.

The Tattoos panel displays a list of body areas for selecting tattoo locations. The 'NONE' option is selected. Other options include FACE, NECK, CHEST/STOMACH, BACK/BUTTOCK, ARMS, and HANDS. A red arrow points left from the BACK/BUTTOCK section to the ARMS section. Navigation icons at the bottom include Information, Dec Recovery, Physical Desc, Clothing, and More.

FIGURE 3-18: Tattoos Panel

The Scars/Brands panel displays a list of body areas for selecting scar or brand locations. The 'NONE' option is selected. Other options include FACE, NECK, CHEST/STOMACH, BACK, and ARMS. A red arrow points left from the BACK section to the ARMS section. Navigation icons at the bottom include Information, Dec Recovery, Physical Desc, Clothing, and More.

FIGURE 3-19: Scars/Brands Panel

Tattoos found on the decedent or body part may be entered on the Tattoos Panel. This panel contains area of the body fields to select the type of tattoo (if any) as well as a notes section for any additional comments. Information is entered on this panel as shown in FIGURE 3-18:

1. Tap **None** to indicate no tattoos found.
2. Tap any **list** fields and select the appropriate item.
3. Swipe to continue.

Scars or brands found on the decedent or body part may be entered on the Scars/Brands Panel. This panel contains area of the body fields to select the type of scar or brand (if any) as well as a notes section for any additional comments. Information is entered on this panel as shown in FIGURE 3-19:

1. Tap **None** to indicate no scars or brands found.
2. Tap any **list** fields and select the appropriate item.
3. Swipe to continue.

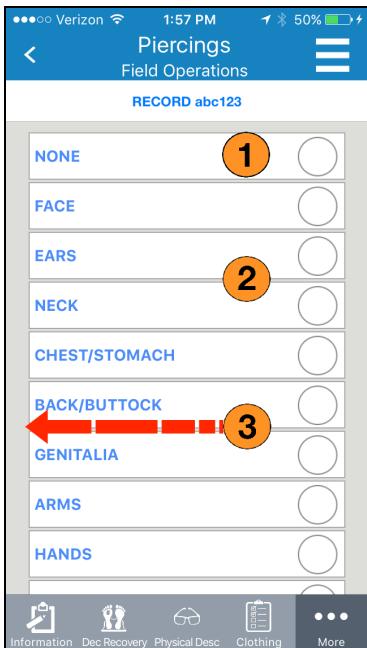


FIGURE 3-20: Piercings Panel

Any piercings found on the decedent or body part may be entered on the Piercings Panel. This panel contains area of the body selections to identify if a piercing exists as well as a notes section for any additional comments. Information is entered on this panel as shown in FIGURE 3-20:

1. Tap **None** to indicate no piercings found.
2. Tap the applicable **selections**. A checked circle indicates which parts of the body have been selected.
3. Swipe to continue.

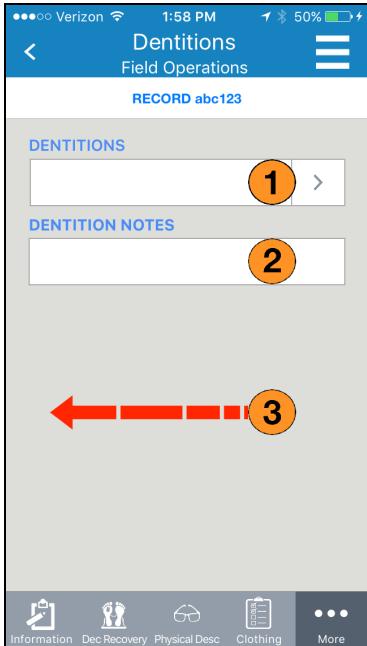


FIGURE 3-21: Dentitions Panel

Dentitions may be indicated on the Dentitions Panel. Information is entered on this panel as shown in FIGURE 3-21:

1. Tap the **Dentitions** list and select an **item**.
2. Enter additional comments under **Dentition Notes**.
3. Swipe to continue.

**BIRTH MARK NOTES:**

- Information
- Dec Recovery
- Physical Desc
- Clothing
- More

FIGURE 3-22: Birth Marks Panel

**IMPLANTED MEDICAL DEVICE NOTES:**

- Information
- Dec Recovery
- Physical Desc
- Clothing
- More

FIGURE 3-23: Medical History/Anomalies

Panel

Birth Marks may be indicated on the Birth Marks Panel. This panel contains area of the body selections to identify if a birth mark exists as well as a notes section for any additional comments. Information is entered on this panel as shown in FIGURE 3-22:

1. Tap **None** to indicate no birth marks found.
2. Tap the applicable **selections**. A checked circle indicates which parts of the body contain a birth mark.
3. Swipe to continue.

The Medical History/Anomalies Panel is used to enter decedent medical history information. This panel contains fields for different types of medical conditions, Implant and Amputation fields, and Radiograph and Medical Records fields. Information is entered on this panel as shown in FIGURE 3-23:

1. Select and enter relevant **information**.
2. Swipe to continue.

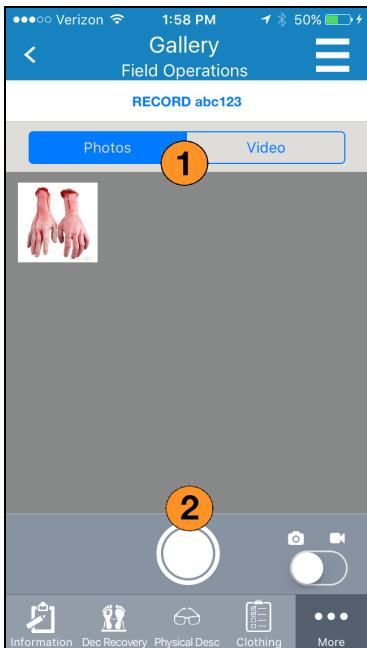


FIGURE 3-24: Gallery Panel

Photos and videos may be taken and added to the record. To capture photos or videos, as shown in FIGURE 3-24:

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.

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 record are allowed.

To delete a photo or video, as shown in FIGURE 3-25:

1. Tap and hold on a video or picture and then tap **Yes** on the prompt that appears.

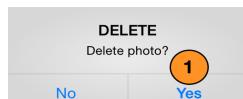


FIGURE 3-25: Delete Confirmation

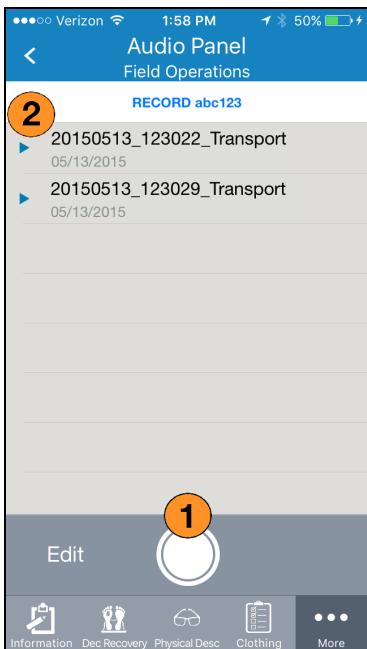


FIGURE 3-26: Audio Panel

Audio notes are another media type file that can be added to a record. To create a recording, as shown in FIGURE 3-26:

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:

Delete a recording by *swiping* to the left over a recording title *tapping* the red circle.

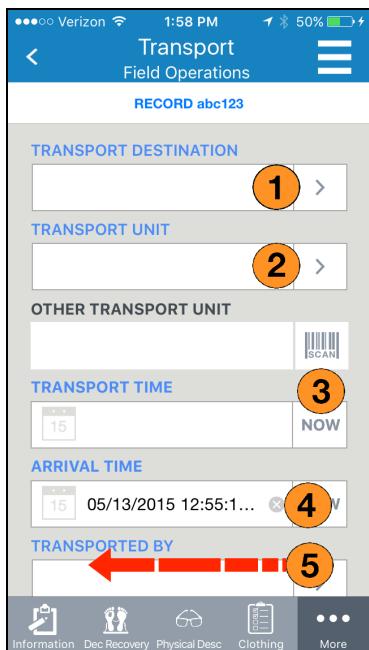


FIGURE 3-27: Transport Panel

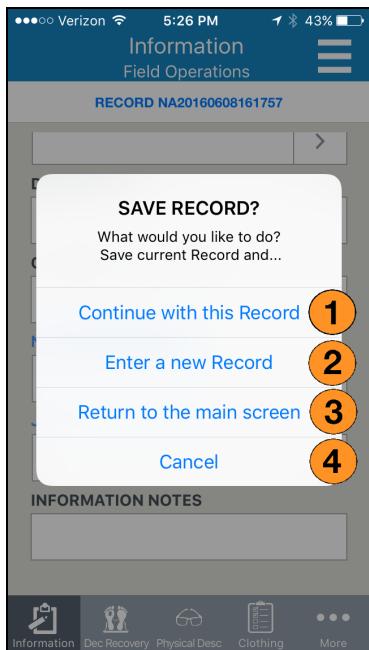


FIGURE 3-28: Next Steps Panel

Transport information for the decedent or body part is entered on the Transport Panel. Transport options include Destination, Transport Unit, Arrival and Departure Time, and the employee transporting the decedent or body part, as shown in FIGURE 3-27:

1. Select a **Transport Destination** by *tapping* the arrow to select from the list.
2. Select a **Transport 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**, **Transport Unit**, or **Transported By** selection screen.

3. Current Transport 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 Transport/Arrival Time boxes to clear and enter a different time.
5. *Swipe* to continue.

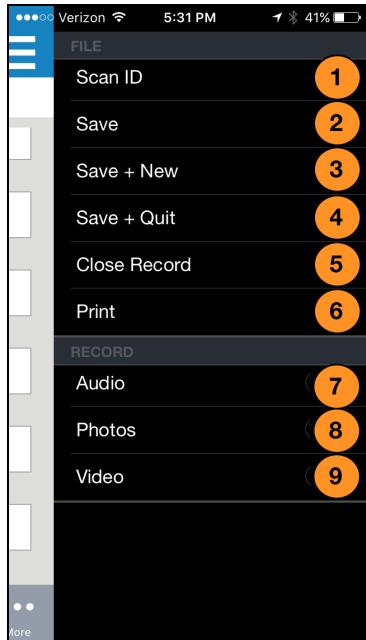
Using the Save Record? Prompt, as shown in FIGURE 3-28:

The user will be asked to save the record after *swiping* from the last panel.

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

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

### 3 - 4.3 Additional Actions (While in a Record)



The **Menu** button allows users to perform the following additional functions within a record, as shown in FIGURE 3-29:

1. **Scan** – Save the current record and immediately use the camera to scan another barcode.
2. **Save** – Captures a snapshot of the record and allows the user to continue working with the current 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 main screen
5. **Close Record** – Discard the current record and return to the main screen.
6. **Print** – Print the current record to a connected Bluetooth Printer.
7. **Audio** – Displays any audio files associated with the record.
8. **Photos** – Displays any photos associated with the record.
9. **Videos** – Displays any videos associated with the record.

FIGURE 3-29: Record Menu

## 3 - 5: Working with Groups of Decedents or Body Parts

Tracking a group of decedents or body parts for transport is simple with HC Standard® Decedent Tracking.

Group is used when all decedents or body parts being entered into the device are transported on the same vehicle or to the same destination.

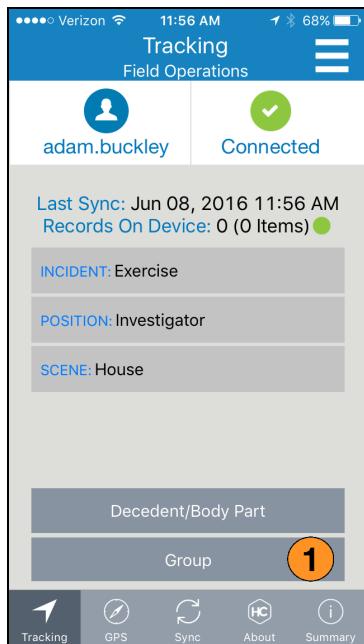


FIGURE 3-30: Group Button

1. Tap on the **Group** button on the Main Screen, as shown in FIGURE 3-30.

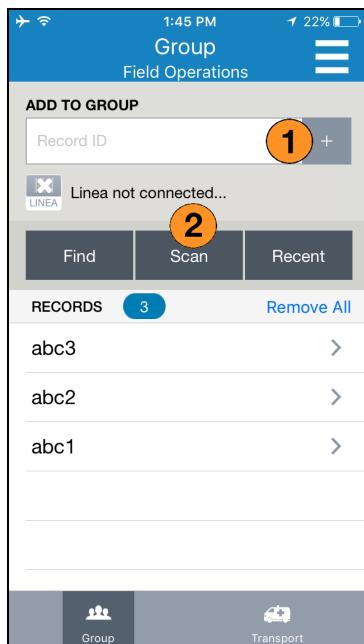


FIGURE 3-31: Group Record ID List

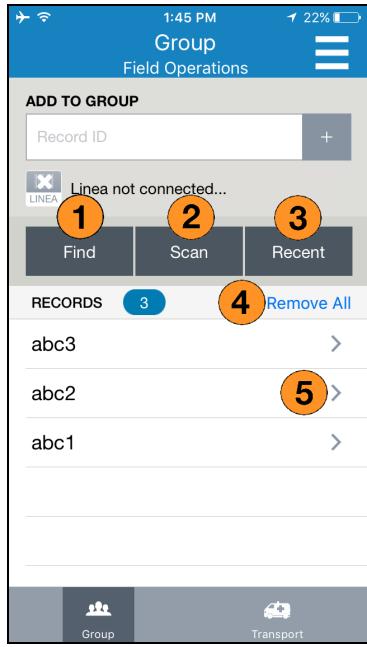
Build the Decedent/Body Part list, as shown in FIGURE 3-31:

1. Manually type the Decedent/Body Part ID and tap the + button to add the ID to the Group List.  
**OR**
2. Scan each Record ID in succession to add each Record to the Records List.

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

When the user is done entering information for the group of decedents or body parts, *tap* the **Menu** icon and **Save**.

### 3 - 6: Group Options



Group options include, as shown in FIGURE 3-32:

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

FIGURE 3-32: Group Options

# Chapter 4 - Mortuary Operations Module

Mortuary Operations is the next stage where a decedent or body part is tracked from intake to throughout the Morgue. Sample fields collected about a decedent or body part include receiving fields and current location or status in the morgue.

## 4 - 1: Mortuary Operations Main Screen

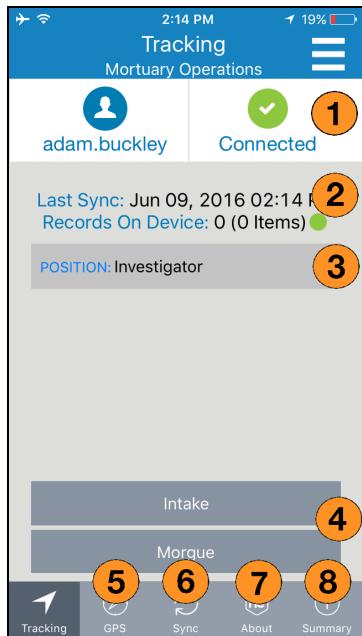


FIGURE 4-1: Main Screen

The Mortuary Operations Main Screen, as shown in FIGURE 4-1

1. **Connection Status** - Shows current connection status to the server.
2. **Sync Status** - Shows last date and time the device synchronized. Records 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 Position Information** - Shows current Position settings.
4. **Buttons** - Starts desired entry mode.
5. **GPS** - Shows current GPS data .
6. **Sync** - Controls data synchronization.
7. **About** - Displays HC Decedent Tracking™ version information.
8. **Summary** - Presents memory, battery and GPS status.

If position information has not been set, then upon entry of either Intake or Morgue, the user will be prompted to enter the appropriate position information. Entering position information will only be necessary the first time using the device for a specific session. Once this information has been entered, the user will be able to enter data and will not need to go through this step again. For more information, see "Position " on page 26.



**Note:** The device may occasionally lose its connection with the server. If this occurs, 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.

## 4 - 2: Mortuary Operations Menu

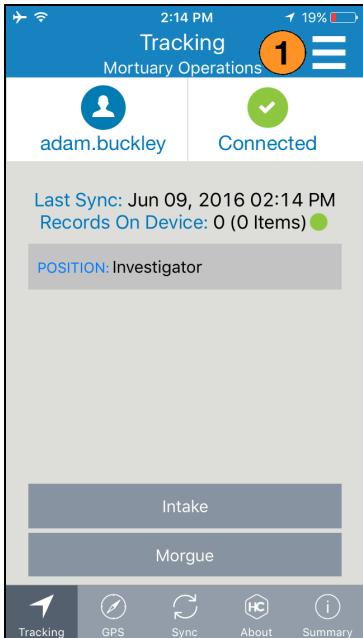
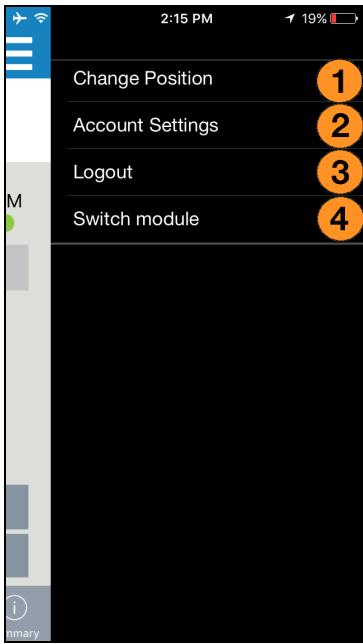


FIGURE 4-2: Menu

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

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



Menu Items include, as shown in FIGURE 4-3:

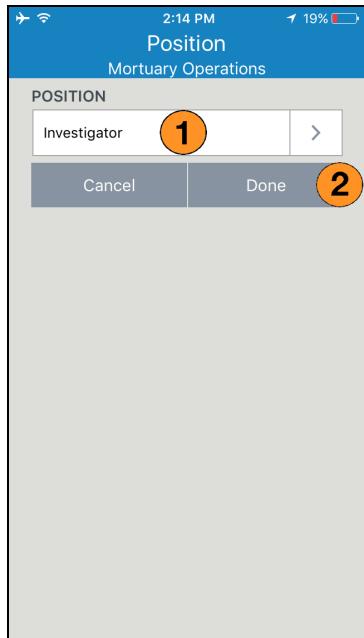
1. **Change Position** – Update position information. Tap this to go to the Position Panel.
2. **Account Settings** - Access settings for the user account.
3. **Logout** - Log out of the HC Standard® account.
4. **Switch Module** - Switch to another HC Mobile™ application.

FIGURE 4-3: Menu Items

## 4 - 3: Position

The Position Panel, as shown in FIGURE 4-4, is where the user selects their position. Some positions will re-order certain panels for an easier workflow.

Items are all selected from drop-down lists which the HC Standard® System Administrator has created in HC Standard®.



1. **POSITION** - Each position may affect the panel order in HC Decedent Tracking™. For example, selecting Check Out will move the Check Out panel closer to the beginning of every record on the device.
2. Tap **Done** once the user has made the appropriate selection(s).

FIGURE 4-4: Position Panel

## 4 - 4: Working with Intake Operations

### 4 - 4.1 Entering Decedent/Body Part Intake Information

The **Intake** button takes a user through a series of panels to collect intake information about the decedent or body part. Witness and receiving personnel are also logged under the Intake process.

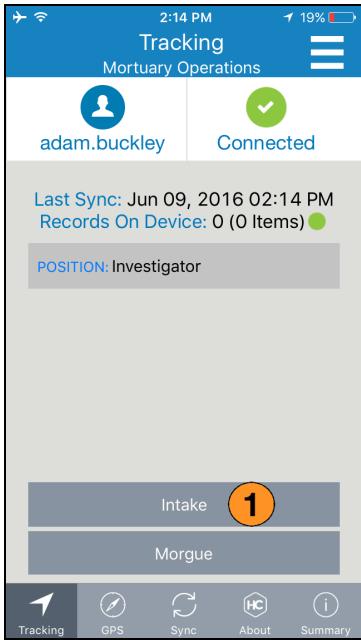


FIGURE 4-5: Intake Button

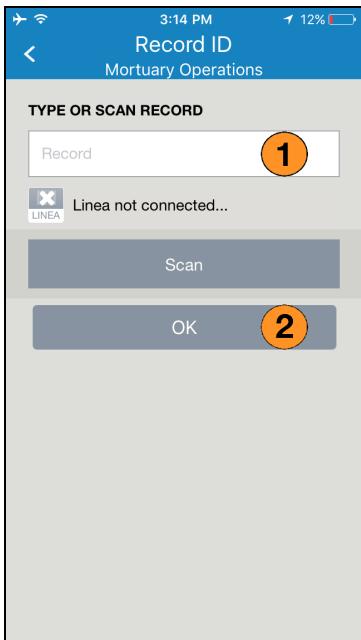


FIGURE 4-6: Record ID

1. Tap the **Intake** button on the Main Screen, as shown in FIGURE 4-5.

The next step requires the user to enter a record, as shown in FIGURE 4-6:

1. Enter a **Record ID**. The Record ID is a unique string assigned to a decedent or body part. All information on the decedent or body part is stored under this ID and is available for recall and updating at later dates.
2. Tap **OK**.

There are two ways to enter the Record ID Number:



FIGURE 4-7: Camera Scan Window

1. **Scan a barcode** – Attach a barcode to the decedent or body part. From the Record ID screen, *tap* the **Scan** button. Proper technique is to *align* the red line in the window with the vertical center of the barcode, and hold the camera steady, as shown in FIGURE 4-7. If the barcode is not read right away, slightly vary the distance between the camera and barcode. If the device has a camera flash, turn it on in low-light conditions by *tapping* **Light**. The **Front** control switches between the rear- and front-facing cameras. The device will automatically focus on the barcode and will start the record when it registers the ID.
2. **Manual input** – If a barcode is not available, it is possible to input a Record ID Number manually using the onscreen keyboard. Make sure the Record ID is unique so that the data from one decedent or body part is not mixed with another.

## 4 - 4.2 Intake Panels

---

Once a Record ID is entered, the record will download from the server and display the Information panel. If the device is disconnected from the internet, a blank record will open.

*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.

Certain panels contain many fields which may require a user to *scroll up* and *down* to see all fields.

*Tap* the **Menu** button in the top right corner of any panel to **Save**, **Print** and **Other** actions.

The Information panel contains fields corresponding to known Case IDs, Identification of the decedent and status, Next of Kin status, and Jurisdiction status. Case IDs include:

**OCME Case ID** - the number generated by VertiQ for the case and should be noted in this record when available.

**Associated with OCME Case ID** - used when the record is affiliated with another known OCME Case ID.

**Law Enforcement Case ID** - generated by another party, such as the police department, and may need to be noted in this record.

Update fields, as shown in FIGURE 4-8:

1. Tap any field to bring up the onscreen keyboard or drop down to update.
2. Tap **Scan** at the end of a field to scan a barcode containing the information needed.
3. Tap the **Scan** button to populate the decedent's demographic data from the decedent's driver's license. Scan the **3D barcode** on the driver's license. The demographic information will automatically be entered into the respective fields.
4. Swipe to continue.

FIGURE 4-8: Information Panel

FIGURE 4-9: Decedent Receiving Panel

The Receiving panel is used to enter decedent or body part intake information. This panel contains fields for Receiving Height and Weight, Witness, and Location information as shown in FIGURE 4-9:

1. Enter information as needed.
2. Swipe to continue.

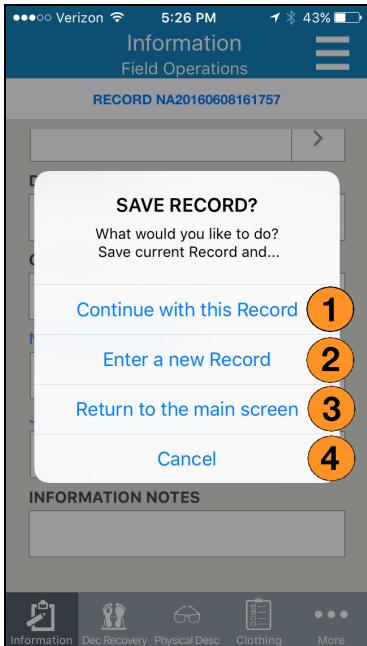


FIGURE 4-10: Next Steps Panel

Using the Save Record? Prompt, as shown in FIGURE 4-10:

The user will be asked to save the record after *swiping* from the last panel.

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

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

#### 4 - 4.3 Additional Actions (While in a Record)

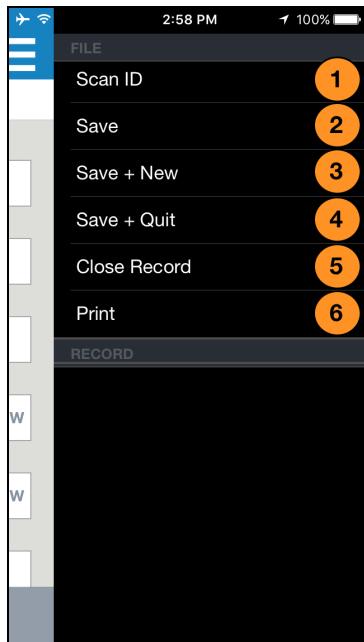


FIGURE 4-11: Record Menu

The **Menu** button allows users to perform the following additional functions within a record, as shown in FIGURE 4-11:

1. **Scan** – Save the current record and immediately use the camera to scan another barcode.
2. **Save** - Captures a snapshot of the record and allows the user to continue working with the current 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 main screen
5. **Close Record**– Discard the current record and return to the main screen.
6. **Print** – Print the current record to a connected Bluetooth Printer.

## 4 - 5: Working with Morgue Operations

### 4 - 5.1 Entering Decedent/Body Part Morgue Information

The **Morgue** button takes a user through a series of panels to collect current location information about the decedent or body part. Repeating this process multiple times will build a chain-of-custody record for the decedent or body part. Depending on the position selected, the user will see either the Check In or the Check Out panel or both.

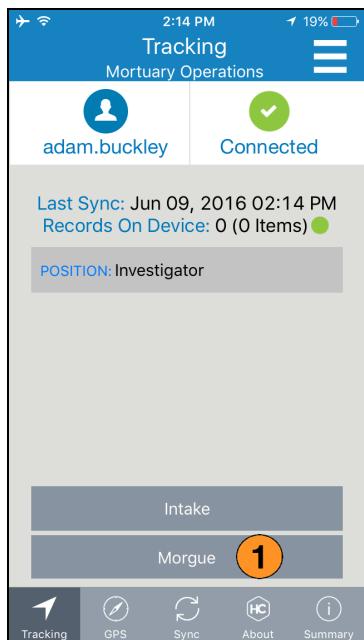


FIGURE 4-12: Intake Button

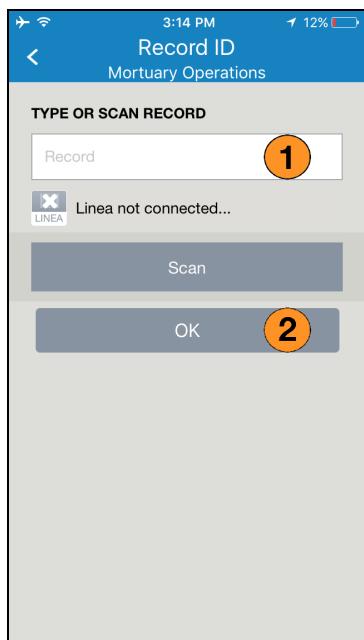


FIGURE 4-13: Record ID

1. Tap the **Morgue** button on the Main Screen, as shown in FIGURE 4-12.

The next step requires the user to enter a record, as shown in FIGURE 4-13:

1. Enter a **Record ID**. The Record ID is a unique string assigned to a decedent or body part. All information on the decedent or body part is stored under this ID and is available for recall and updating at later dates.
2. Tap **OK**.

There are two ways to enter the Record ID Number:



FIGURE 4-14: Camera Scan Window

1. **Scan a barcode** – Attach a barcode to the decedent or body part. From the Decedent/Body Part ID screen, *tap* the **Scan** button. Proper technique is to *align* the red line in the window with the vertical center of the barcode, and hold the camera steady, as shown in FIGURE 4-14. If the barcode is not read right away, slightly vary the distance between the camera and barcode. If the device has a camera flash, turn it on in low-light conditions by *tapping Light*. The **Front** control switches between the rear- and front-facing cameras. The device will automatically focus on the barcode and will start the record when it registers the ID.
2. **Manual input** – If a barcode is not available, it is possible to input a Record ID Number manually using the onscreen keyboard. Make sure the Record ID is unique so that the data from one decedent or body part is not mixed with another.

## 4 - 5.2 Morgue Panels

---

Once a Record ID is entered, the record will download from the server and display the Information panel. If the device is disconnected from the internet, a blank record will open.

*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.

Certain panels contain many fields which may require a user to *scroll up* and *down* to see all fields.

*Tap* the **Menu** button in the top right corner of any panel to **Save**, **Print** and **Other** actions.

This read-only Information panel contains fields corresponding to known Case IDs and Identification of the decedent. Case IDs and Cases include:

The screenshot shows the 'Information' screen with the following fields and controls:

- OCME Case ID:** Ass. w/ OCME C...
- Hospital Case:** Other Hosp Case (highlighted with orange circle 1)
- Other Hospital Case:** (highlighted with red arrow pointing to the left)
- Med Records #:**
- Dec/Body Part:**
- Adult/Child/Infant:**

At the bottom are three buttons: **Information**, **Check In**, and **Check Out**.

FIGURE 4-15: Information Panel

**OCME Case ID** - the number generated by VertiQ for the case and should be noted in this record when available.

**Associated with OCME Case ID** - used when the record is affiliated with another known OCME Case ID.

**Law Enforcement Case ID** - generated by another party, such as the police department, and may need to be noted in this record.

**Hospital Case** - contains all DC area hospitals is used to identify if this is a hospital pickup.

**Other Hospital Case** - a free form field to note the name of a hospital if it is not in the **Hospital Case** list.

**Other Transport Case** - a free form form field used to enter a non-hospital facility name, such as a funeral home.

Review this panel as shown in FIGURE 4-15:

1. Swipe to continue.

The screenshot shows the 'Check In' screen with the following fields and controls:

- CURRENT LOCATION:** Exam (highlighted with orange circle 1)
- RACK:** 23 (highlighted with orange circle 2)
- ENTRY DATE/TIME:** 06/09/2016 2:15:5... (highlighted with orange circle 3)
- DROP OFF EMPLOYEE:** (highlighted with orange circle 4)
- RECEIVING EMPLOYEE:** (highlighted with orange circle 5)
- WITNESS:** (highlighted with orange circle 6)

At the bottom are three buttons: **Information**, **Check In**, and **Check Out**.

FIGURE 4-16: Check In Panel

The Check In panel is used to capture arrival data about a decedent or body part, as shown in FIGURE 4-16:

1. Enter the **Current Location**.
  2. Enter or Scan the **rack** number, if applicable.
  3. **Entry Date/Time** can be entered by tapping the **Now** button. A specific date and time can be selected by tapping the box.
  4. Tap and select a **Drop Off Employee**
  5. Tap and select a **Receiving Employee**
  6. Tap and select a **Witness**.
- Tap the **Clear** button at the bottom of the screen to quickly clear existing data for entering new data.
7. Swipe to continue.

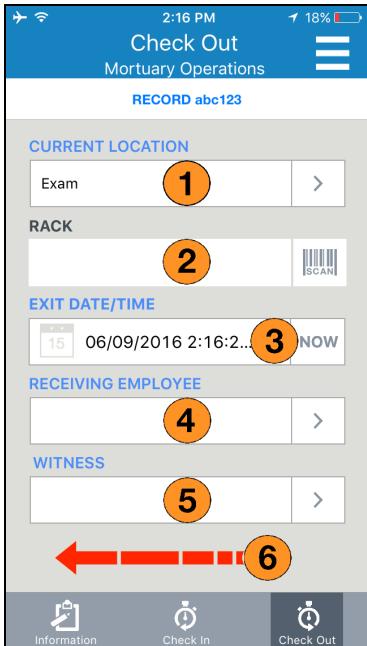


FIGURE 4-17: Check Out Panel

The Check Out panel is used to capture departure data about a decedent or body part. If the ID went through the Check In process, then certain fields below will be pre-populated with data, as shown in FIGURE 4-17:

1. Enter the **Current Location**.
2. Enter or Scan the **Rack** number, if applicable.
3. **Exit Date/Time** can be entered by *tapping* the **Now** button. A specific date and time can be selected by *tapping* the box.
4. Tap and select a **Receiving Employee**
5. Tap and select a **Witness**.
6. *Swipe* to continue.

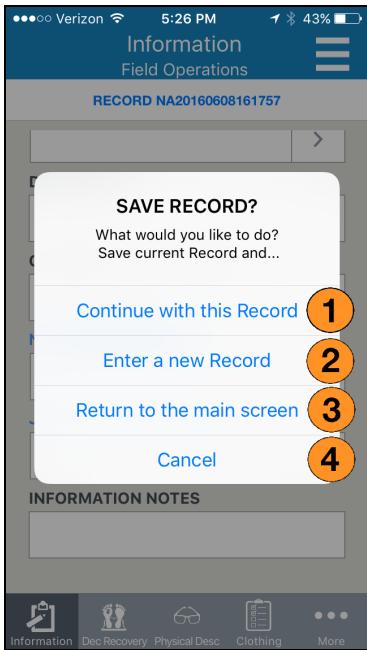


FIGURE 4-18: Next Steps Panel

Using the Save Record? Prompt, as shown in FIGURE 4-18:

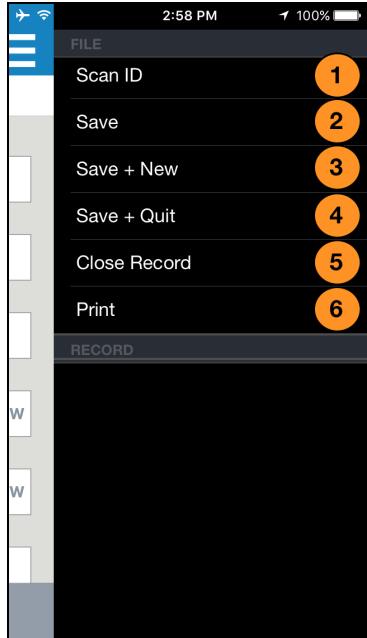
The user will be asked to save the record after *swiping* from the last panel.

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

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

#### 4 - 5.3 Additional Actions (While in a Record)

---



The **Menu** button allows users to perform the following additional functions within a record, as shown in FIGURE 4-19:

1. **Scan** – Save the current record and immediately use the camera to scan another barcode.
2. **Save** – Captures a snapshot of the record and allows the user to continue working with the current 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 main screen
5. **Close Record** – Discard the current record and return to the main screen.
6. **Print** – Print the current record to a connected Bluetooth Printer.

FIGURE 4-19: Record Menu

# Chapter 5 - Transport Operations Module

Transport Operations is used for transport technicians to log vehicle mileage and operation. Sample fields collected include mileage and arrival and departure times.

## 5 - 1: Transport Operations Main Screen

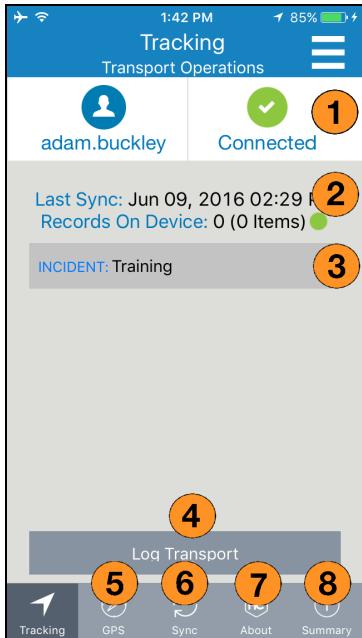


FIGURE 5-1: Main Screen

The Transport Operations Main Screen, as shown in FIGURE 5-1

1. **Connection Status** - Shows current connection status to the server.
2. **Sync Status** - Shows last date and time the device synchronized. Records 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 Incident Information** - Shows current Incident settings.
4. **Buttons** - Starts desired entry mode.
5. **GPS** - Shows current GPS data .
6. **Sync** - Controls data synchronization.
7. **About** - Displays HC Decedent Tracking™ version information.
8. **Summary** - Presents memory, battery and GPS status.

If incident information has not been set, then upon entry of Log Transport, the user will be prompted to enter the appropriate incident information. Once this information has been entered, the user will be able to enter data and will not need to go through this step again. For more information, see "Incident" on page 38.



**Note:** The device may occasionally lose its connection with the server. If this occurs, 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.

## 5 - 2: Transport Operations Menu

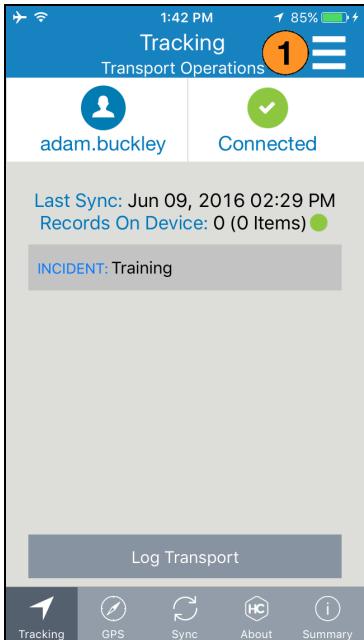
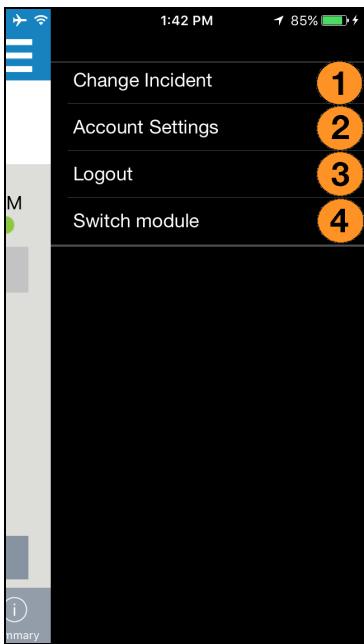


FIGURE 5-2: Menu

To access the menu, as shown in FIGURE 5-2:

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



Menu Items include, as shown in FIGURE 5-3:

1. **Change Incident** – Update position information. Tap this to go to the Incident 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.

FIGURE 5-3: Menu Items

## 5 - 3: Incident

The Incident Panel, as shown in FIGURE 5-4, is where the user selects their incident.

Items are all selected from drop-down lists which the HC Standard® System Administrator has created in HC Standard®.

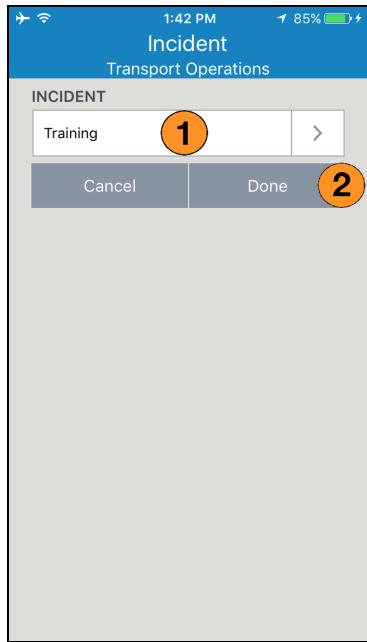


FIGURE 5-4: Incident Panel

1. **Incident** - Setting an incident for daily operations or a particular event will be used to help track vehicle use.
2. **Tap Done** once the user has made the appropriate selection(s).

## 5 - 4: Working with Transport Operations

### 5 - 4.1 Entering Transport Log Information

The **Log Transport** button takes a user through a series of fields to collect vehicle mileage and transport times.

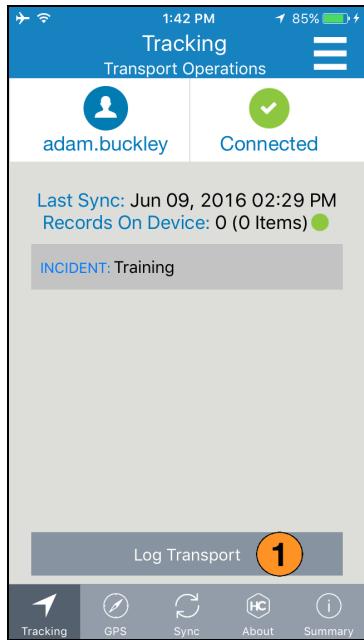


FIGURE 5-5: Intake Button

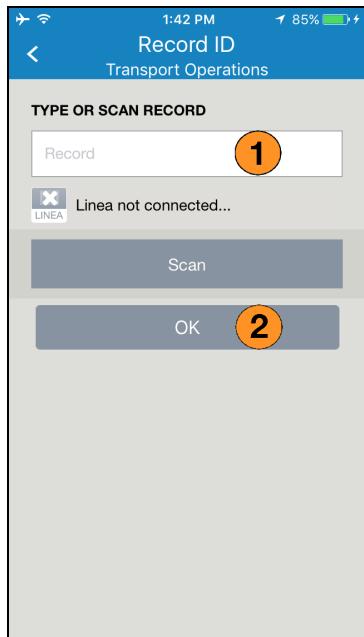


FIGURE 5-6: Record ID

1. Tap the **Log Transport** button on the Main Screen, as shown in FIGURE 5-5.

The next step requires the user to enter a Record ID, as shown in FIGURE 5-6:

1. Type or Scan a **Record ID**. The Record ID is a unique string assigned to a vehicle log entry. All information is stored under this ID and is available for recall and updating at later times.
2. Tap **OK**.

There are two ways to enter the Record ID Number:



FIGURE 5-7: Camera Scan Window

1. **Scan a barcode** – From the Record ID screen, *tap* the **Scan** button. Proper technique is to *align* the red line in the window with the vertical center of the barcode, and hold the camera steady, as shown in FIGURE 5-7. If the barcode is not read right away, slightly vary the distance between the camera and barcode. If the device has a camera flash, turn it on in low-light conditions by *tapping* **Light**. The **Front** control switches between the rear- and front-facing cameras. The device will automatically focus on the barcode and will start the record when it registers the ID.
2. **Manual input** – If a barcode is not available, it is possible to input a Record ID Number manually using the onscreen keyboard. Make sure the Record ID is unique so that the data from one decedent or body part is not mixed with another.

## 5 - 4.2 Log Transport Panels

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Once a Record ID is entered, the record will download from the server and display the Information panel. If the device is disconnected from the internet, a blank record will open.

*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.

Certain panels contain many fields which may require a user to *scroll up* and *down* to see all fields.

*Tap* the **Menu** button in the top right corner of any panel to **Save**, **Print** and **Other** actions.

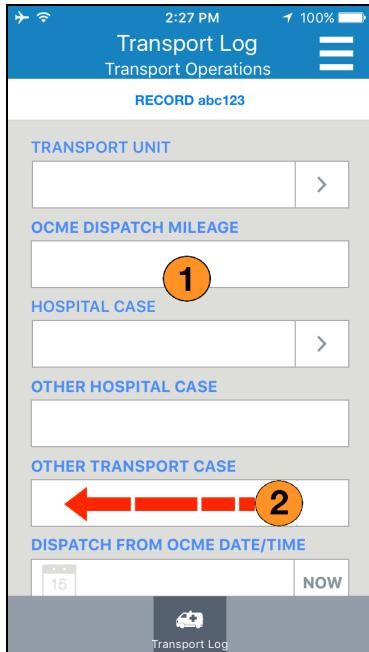


FIGURE 5-8: Transport Log Panel

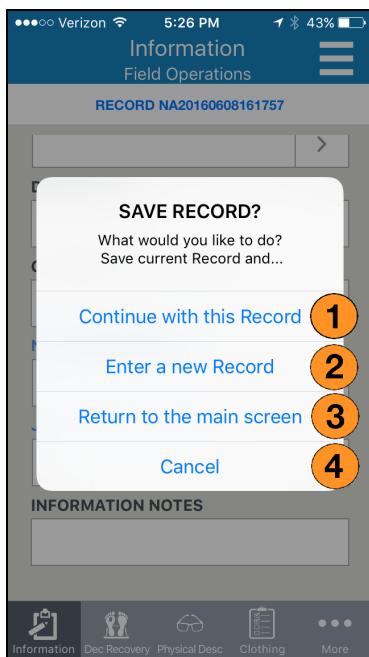


FIGURE 5-9: Next Steps Panel

The Transport Log panel contains fields for Transport Unit, Mileage, Hospital Case or Other Transport Case, and transport date and times. Case information includes:

**Hospital Case** - contains all DC area hospitals is used to identify if this is a hospital pickup.

**Other Hospital Case** - a free form field to note the name of a hospital if it is not in the **Hospital Case** list.

**Other Transport Case** - a free form field used to enter a non-hospital facility name, such as a funeral home.

Update fields, as shown in FIGURE 5-8:

1. **Enter information** as needed. As information is entered, it is recommended to save often, see "Additional Actions (While in a Record" on the next page.
2. **Swipe** to continue.

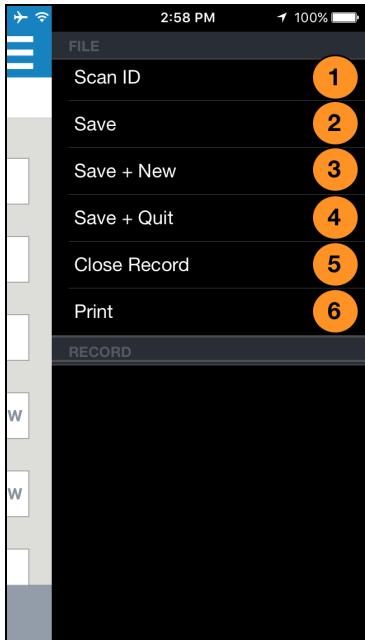
Using the Save Record? Prompt, as shown in FIGURE 5-9:

The user will be asked to save the record after *swiping* from the last panel.

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

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

### 5 - 4.3 Additional Actions (While in a Record)



The **Menu** button allows users to perform the following additional functions within a record, as shown in FIGURE 5-10:

1. **Scan** – Save the current record and immediately use the camera to scan another barcode.
2. **Save** – Captures a snapshot of the record and allows the user to continue working with the current 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 main screen
5. **Close Record** – Discard the current record and return to the main screen.
6. **Print** – Print the current record to a connected Bluetooth Printer.

FIGURE 5-10: Record Menu

# Chapter 6 - Settings

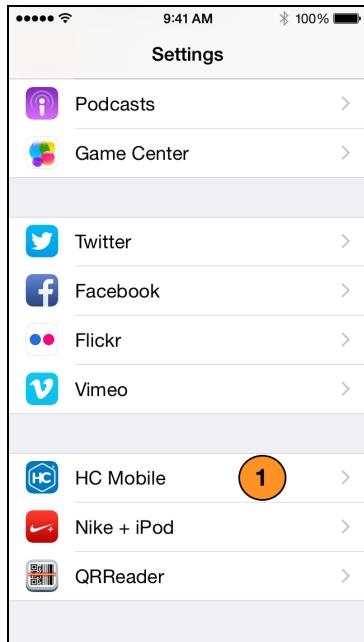


FIGURE 6-1: Settings

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

Access HC Mobile settings from the iOS Settings application, as shown in FIGURE 6-1:

1. Scroll down to find **HC Mobile**.

Each setting is explained in the following sections:



FIGURE 6-2: Synchronization Settings

As shown in FIGURE 6-2:

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 Mobile™ automatically synchronizes in the background. A shorter interval will shorten the automatic synchronization but will have a higher impact on device battery.



FIGURE 6-3: File Sync Settings

As shown in FIGURE 6-3:

1. **File Sync Settings** allow user to limit the number of files that synchronize during each synchronization.

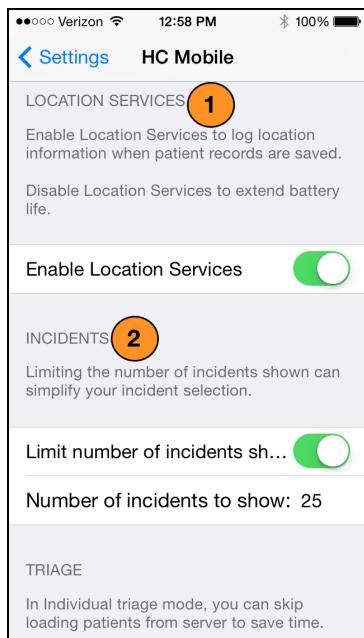


FIGURE 6-4: Location Services and

Incidents Settings

As shown in FIGURE 6-4:

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 records scanned on a map.
2. **Incidents** allows a user to limit the number of incidents that appear on the Incident panel.



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

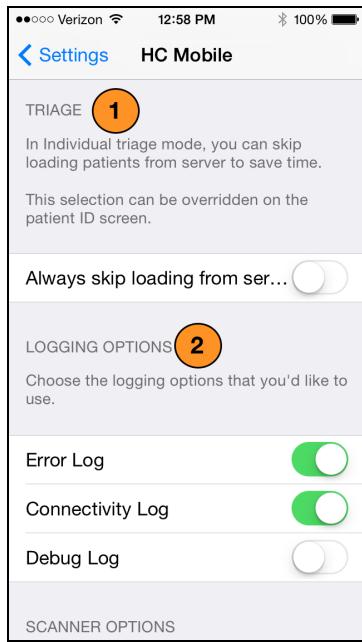


FIGURE 6-5: Triage and Log Settings

As shown in FIGURE 6-5:

1. **Triage** setting can prevent the application from loading data associated with existing records. 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.
2. **Logging Options** are used for application troubleshooting. Users should not change any of the log settings, unless directed to do so.

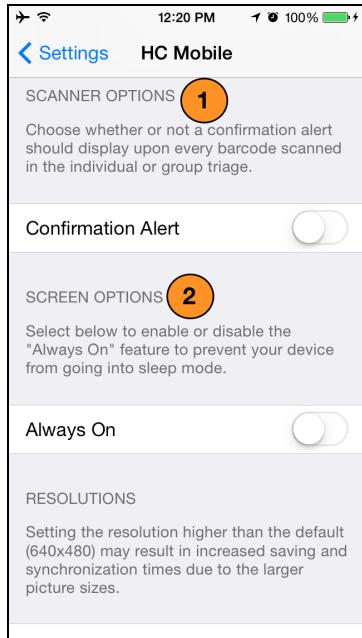


FIGURE 6-6: Scanner and Image Settings

As shown in FIGURE 6-6:

1. **Scanner Options** allow a user to toggle a requirement to confirm barcode readings.
2. **Screen Options** include **Always On** which prevents the iDevice from going to sleep while running HC Mobile™.



As shown in FIGURE 6-7:

1. **Resolutions** allows a user to make the tradeoff between higher quality photographs or videos and quicker data synchronization.
2. **LINEAPRO Settings** are used with a supported LINEAPRO barcode scanner. Users who are only using the camera to scan barcodes should leave this setting disabled.

FIGURE 6-7: Resolution Settings