



# Patient Placement

Version 4.4

# **HC Standard® Patient Placement**

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## **Revision History:**

Rev. 1, August 2017 - Version 4.4 - HC Standard® Patient Placement  
Rev. 2, May 2018 - Version 4.4 - HC Standard® Patient Placement

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# Chapter 1 - Getting Started with HC Standard® Patient Placement

## About HC Standard® Patient Placement

HC Standard® Patient Placement was developed to assist healthcare facilities determine where patients can be sent during a large scale evacuation, such as a hurricane evacuation. Evacuating facilities can broadcast requests statewide into a central database where receiving facilities can place offers of acceptance for specific patients. State agencies can assist in the placement of patients and in the assignment of transport units through HC Standard® Patient Placement.

The screenshot shows the HC Standard Patient Placement application interface. At the top, there's a logo with 'HC' and the title 'Patient Placement'. Below that, it says 'APPLING HOSPITAL'. There are buttons for 'Assigned' (with a dropdown arrow), 'Clear Filters', 'Bulk actions' (with a dropdown arrow), 'Upload CSV File', 'Grid Actions', 'Save', 'Cancel', and 'Display' (with a dropdown arrow). The main area is a grid table with columns: #, Assign Patient, Patient ID, Room Number, Receiving Facility, Facility Can Receive, Facility Can Receive 2, Facility Can Receive 3, Facility Unit Type, Originating Facility, and Version. The grid contains several rows of data, some highlighted in green. For example, one row shows 'vir22005' assigned to 'BAYVIEW NURSING HOME' from 'WESLEY WOODS'. Another row shows 'VLR220001' assigned to 'BAYVIEW NURSING HOME' from 'REHAB OF TWIGGS COUNTY'. The bottom right corner of the grid shows '1 to 50 of 10'.

#	Assign Patient	Patient ID	Room Number	Receiving Facility	Facility Can Receive	Facility Can Receive 2	Facility Can Receive 3	Facility Unit Type	Originating Facility	Version
				WESLEY WOODS	REHAB OF TWIGGS COUNTY	HEALTH AND REHAB				
■	vir22005	220005		BAYVIEW NURSING HOME	BAYVIEW NURSING HOME			Special Care Nursery	APPLING HOSPITAL	
■	VLR220001	220001		BAYVIEW NURSING HOME	BAYVIEW NURSING HOME			Medical	APPLING HOSPITAL	
■	vir21003	210035		COLISEUM MEDICAL CENTERS	AU MEDICAL CENTER	COLISEUM MEDICAL CENTERS	AMARA HEALTHCARE & REHAB	Medical	APPLING HOSPITAL	
■	vir21002	210026			AU MEDICAL CENTER	AZALEA HEALTH AND REHABILITATION	AMARA HEALTHCARE & REHAB	Medical	APPLING HOSPITAL	
□	vir21001	21001			AU MEDICAL CENTER	A.G. RHODES HOME, INC, THE	AMARA HEALTHCARE & REHAB	Medical	APPLING HOSPITAL	
□	VLRtest020	020			A.G. RHODES HOME, INC, THE	APPLING HOSPITAL		Medical	APPLING HOSPITAL	

## 1 - 1: Logging in to HC Standard® Patient Placement

To launch HC Standard®, open any web browser and enter the organization's access **URL** into the navigation bar.

- HC Standard® URL: \_\_\_\_\_

Each organization is provided a unique access URL. If the access URL is unknown, please contact GER Technical Support by calling **1.866.242.4035** or by emailing **support@ger911.com**.

On the HC Standard® login dialog, as shown in FIGURE 1-1:

1. Type the valid **Username** and **Password**, provided by an Admin.
2. Click or tap the **Sign In** button.

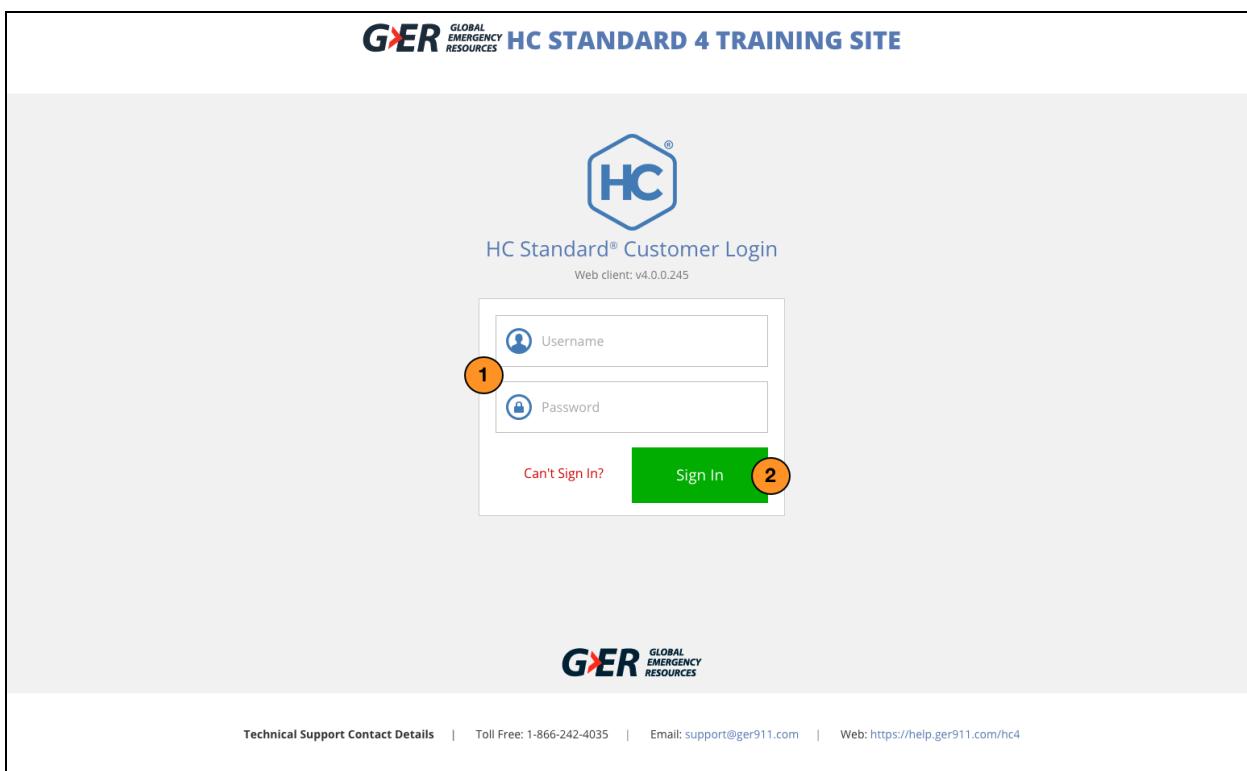


FIGURE 1-1: Login Dialog

To access the application launcher, as shown in FIGURE 1-2:

1. Click or tap the **HC logo**.
2. Click or tap **Patient Placement**. Applications listed here will vary for each organization.

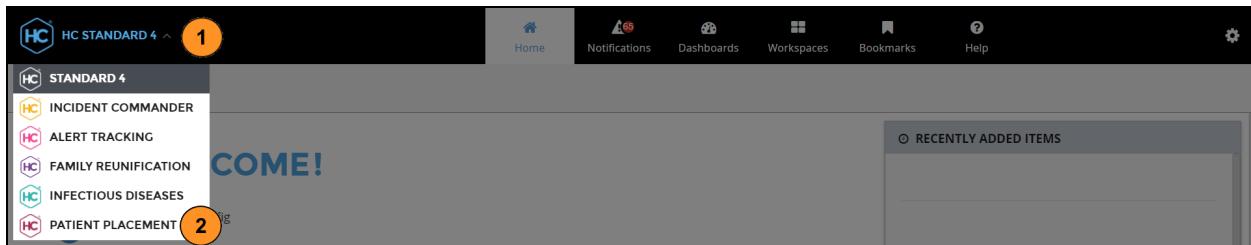


FIGURE 1-2: Application Launcher

## 1 - 2: Home

Each participating agency in HC Standard® Patient Placement will have a unique **Home** screen assigned to them. The Home screen will show only options that are available to them, as shown in FIGURE 1-3.



FIGURE 1-3: Patient Placement Home Screen

# Chapter 2 - Evacuating Facility Users

Access the desired role from the Home screen, as shown in FIGURE 2-1:

1. **Click or tap the Acute Care Facility or Long Term Care Facility organization type.**
2. **Select the Organization.**
3. **Click or tap the Proceed with Training/Exercise button to use HC Standard® Patient Placement in training mode or click or tap the Proceed with Real World Event button to use HC Standard® Patient Placement in live mode.**



FIGURE 2-1: Select Role

Continue accessing the desired role by entering the required information, as shown in FIGURE 2-2:

1. **Enter the Contact Name.**
2. **Enter a Contact Phone Number.**
3. **Click or tap the Evacuating Facility button.**

Full Name:  Contact Name 1

Phone Number (format: (999) 999-9999 x99999):  Contact Phone Number 2

Please indicate if you are evacuating patients or can possibly receive patients

3 Evacuating Facility      Potential Receiving Facility

FIGURE 2-2: Enter Contact Information

The Evacuating Facilities - Dashboard will display, as shown in FIGURE 2-3. The dashboard contains navigation options and summary chart data.

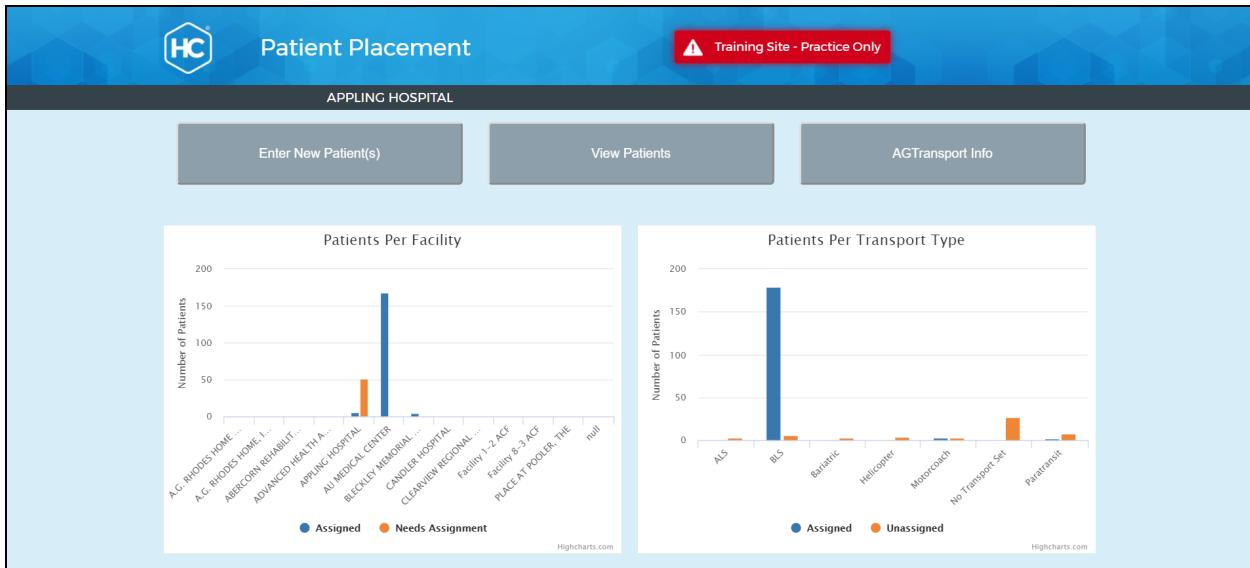


FIGURE 2-3: Evacuating Facilities - Dashboard

## 2 - 1: Enter New Patients

Evacuating Facility users may enter new patients into HC Standard® Patient Placement. To enter new patients, as shown in FIGURE 2-4:

1. Click or tap the **Enter New Patients** button.



FIGURE 2-4: Enter New Patients

The Enter New Patient(s) screen will display, as shown in FIGURE 2-5:

1. Enter a unique **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 times. This ID will also be used for the Patient Tracking System. When a patient is evacuated, this ID needs to stay with the patient during the entire event.
2. Enter **information** as necessary.
3. Click or tap **Save** to save the record and return to the dashboard.
4. Click or tap **Save and Next** to save the record and start entering a new one.
5. Alternatively, use the **Upload CSV File** button to create multiple patients at once, see "Upload CSV File" on page 27.
6. Click or tap **Cancel** to abandon the new patient record without saving it.

Patient ID *	<input type="text" value="1"/>	Room Number	<input type="text"/>	Save	Save and Next	+ Upload CSV File	Cancel
Age Range	<input type="text" value="Select an Option"/>	Transport Type	<input type="text" value="Select an Option"/>				
Gender	<input type="text" value="Select an Option"/>	Transport Assigned	<input type="text" value="Select an Option"/>				
Facility Unit Type	<input type="text" value="Select an Option"/>	State Assistance Requested	<input type="text" value="Select an Option"/>				
Ready To Transport	<input type="text" value="Select an Option"/>	Ventilator	<input type="text" value="Select an Option"/>				
Isolation Precaution	<input type="checkbox"/>	Comments	<input type="text"/>				
Weight LBS	<input type="text"/>	Originating Contact Name	<input type="text" value="adam"/>				
Originating Phone Number	<input type="text" value="(555) 555-5555"/>	Patient Status	<input type="text" value="Needs Assignment"/>				

FIGURE 2-5: Enter New Patients

## 2 - 2: View Patients

Evacuating Facility users may view all of their facility's patients and assign patients to other facilities from the View Patients screen. To enter View Patients, as shown in FIGURE 2-6:

1. Click or tap the **View Patients** button.



FIGURE 2-6: View Patients Button

The page will display and contains the following options, as shown in FIGURE 2-7:

1. **Quick Filters** - used to quickly change the display of patients, see "Using Quick Filters" on page 25.
2. **Bulk Actions** - used to quickly delete multiple records at the same time, see "Deleting a Record" on page 24.
3. **Upload CSV File** - used to quickly upload data into Patient Placement, see "Upload CSV File" on page 27.
4. **Grid Actions** - used to download data from Patient Placement, see "Grid Actions" on page 27.
5. **Save and Cancel** - used to save or cancel data entry, see "Editing a Record" on page 24.
6. **Display** - used to adjust the columns seen in the display, see "Using Display" on page 25.
7. **Column Sorting and Filtering** - used to sort and/or filter the patient display, see "Sorting and Filtering Records" on page 26. Users may also organize column order by *clicking and dragging* the **column headers** into the desired location in the grid.
8. **Edit Row Checkbox** - used to edit a patient record, see "Editing a Record" on page 24.

#	Assign Patient	Patient ID	Room Number	Receiving Facility	Facility Can Receive	Facility Can Receive 2	Facility Can Receive 3	Facility Unit Type	Originating Facility	V
<input type="checkbox"/>	1289	500		APPLING HOSPITAL	APPLING HOSPITAL			OB	APPLING HOSPITAL	
<input type="checkbox"/>	129087			APPLING HOSPITAL	APPLING HOSPITAL				APPLING HOSPITAL	
<input checked="" type="checkbox"/>	1292	1234		APPLING HOSPITAL	APPLING HOSPITAL	APPLING HOSPITAL	CRISP REGIONAL HOSPITAL	ICU	APPLING HOSPITAL	
<input type="checkbox"/>	1293	903	ABERCORN REHABILITATION CENTER	ABERCORN REHABILITATION CENTER				OB	APPLING HOSPITAL	

FIGURE 2-7: View Patients

## 2 - 2.1 Assigning Patients to a Facility

Patients that have received facility offers may be assigned to a facility. Facilities may assign, re-assign, or unassign patients as needed. To assign a patient to a facility, as shown in FIGURE 2-8:

1. Click or tap the **Assign Patient** icon.
2. Click or tap a **Facility** button to assign the patient to that facility.

FIGURE 2-8: Assign Patients

Un-assign patients by following the same steps above and selecting the **Unassign** button.

## 2 - 2.2 Viewing Facility Contact Information

Users may view contact information for Receiving Facilities, as shown in FIGURE 2-9:

1. Click or tap the **Facility** name under Facilities Can Receive columns.

FIGURE 2-9: Receiving Facility Contact Information

## 2 - 3: Transport Information

Evacuating Facility users may view all of their facility's patients and assign transport from the Transport Info screen. To enter Transport Info, as shown in FIGURE 2-10:

1. Click or tap the **Transport Info** button.



FIGURE 2-10: Transport Info Button

The page will display and contains the following options, as shown in FIGURE 2-11:

1. **Quick Filters** - used to quickly change the display of patients, see "Using Quick Filters" on page 25.
2. **Bulk Actions** - used to quickly delete multiple records at the same time, see "Deleting a Record" on page 24.
3. **Upload CSV File** - used to quickly upload data into Patient Placement, see "Upload CSV File" on page 27.
4. **Grid Actions** - used to download data from Patient Placement, see "Grid Actions" on page 27.
5. **Save and Cancel** - used to save or cancel data entry, see "Editing a Record" on page 24.
6. **Display** - used to adjust the columns seen in the display, see "Using Display" on page 25.
7. **Column Sorting and Filtering** - used to sort and/or filter the patient display, see "Sorting and Filtering Records" on page 26. Users may also organize column order by *clicking and dragging* the **column headers** into the desired location in the grid.
8. **Edit Row Checkbox** - used to edit a patient record, see "Editing a Record" on page 24.

#	Patient ID	Room Number	Receiving Facility	Transport Type	Transport Assigned	EMS Agency Assigned	Ready To Transport	State Assistance Requested	Resource Request Number	Age Range	Originating Contact Name
<input type="checkbox"/>	mdg006	120					Yes			<15	
<input checked="" type="checkbox"/>	8	120					Yes			<15	
<input type="checkbox"/>	mdg007	13					Yes			<15	

FIGURE 2-11: Transport Information

# Chapter 3 - Receiving Facility Users

Access the desired role from the Home screen, as shown in FIGURE 3-1:

1. **Click or tap the Acute Care Facility or Long Term Care Facility organization type.**
2. **Select the Organization.**
3. **Click or tap the Proceed with Training/Exercise button to use HC Standard® Patient Placement in training mode or click or tap the Proceed with Real World Event button to use HC Standard® Patient Placement in live mode.**



FIGURE 3-1: Home Screen

Continue accessing the desired role, as shown in FIGURE 3-2:

1. **Enter the Contact Name.**
2. **Enter a Contact Phone Number.**
3. **Click or tap the Potential Receiving Facility button.**

The image shows the 'Enter Contact Information' interface. It features two input fields: 'Full Name' (with a person icon) and 'Phone Number (format: (999) 999-9999, x99999)' (with a phone icon). Each field has a numbered orange circle (1, 2, or 3) overlaid. Below the fields is a message: 'Please indicate if you are evacuating patients or can possibly receive patients'. Underneath are two options: 'Evacuating Facility' (with an emergency scene icon) and 'Potential Receiving Facility' (with a medical staff icon). Each option has a numbered orange circle (3, 3, or 3) overlaid.

FIGURE 3-2: Enter Contact Information

The Receiving Facilities - Dashboard will display, as shown in FIGURE 3-3. The dashboard contains navigation options and summary chart data.

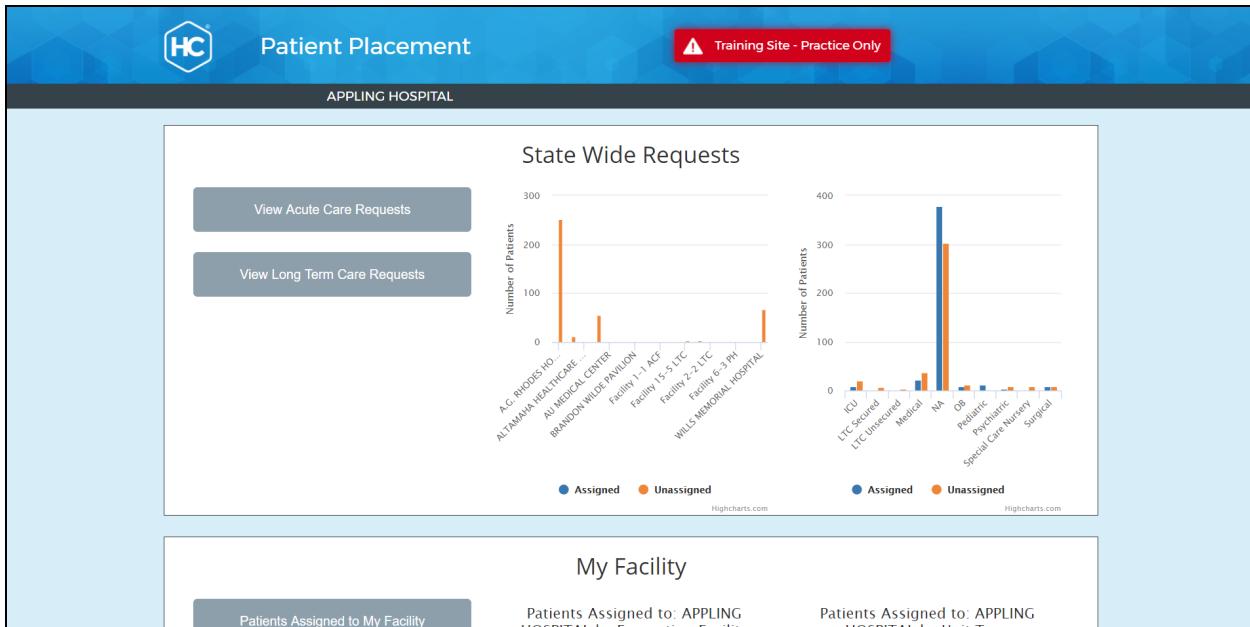


FIGURE 3-3: Receiving Facility Dashboard

### 3 - 1: State Wide Requests

Receiving Facilities are able to place offers to accept patients from evacuating facilities. Patients entered into HC Standard® Patient Placement from evacuating facilities will be displayed under the State Wide Requests. To view and accept patients, as shown in FIGURE 3-4:

1. Click or tap either the **View Acute Care Requests** or **View Long Term Care Requests** button.

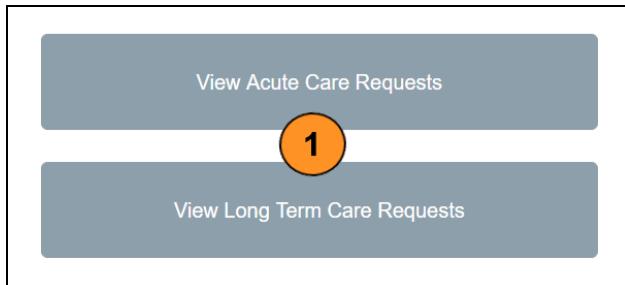


FIGURE 3-4: State Wide Requests Buttons

The page will display and contains the following options, as shown in FIGURE 3-6:

1. **Quick Filters** - used to quickly change the display of patients, see "Using Quick Filters" on page 25.
2. **Display** - used to adjust the columns seen in the display, see "Using Display" on page 25.
3. **Column Sorting and Filtering** - used to sort and/or filter the patient display, see "Sorting and Filtering Records" on page 26. Users may also organize column order by *clicking and dragging* the **column headers** into the desired location in the grid.

A screenshot of a patient list grid titled 'State Wide Requests'. The grid has columns for 'Offer to Accept', 'Patient ID #', 'Originating Facility', 'Facility Unit Type', 'Ventilator', 'Isolation Precaution', 'Resident Type', 'Age Range', 'Gender', and 'Comments'. There are three rows of data. Row 1 has a checked checkbox in the 'Offer to Accept' column and a checkmark icon in the 'Patient ID #' column. Row 2 has a checked checkbox in the 'Offer to Accept' column and a checkmark icon in the 'Patient ID #' column. Row 3 has a checked checkbox in the 'Offer to Accept' column and a checkmark icon in the 'Patient ID #' column. A 'Clear Filters' button is at the top left, and a 'Display' button is at the top right. Orange circles with numbers '1', '2', and '3' are overlaid on the 'Display' button, the 'Patient ID #' column header, and the 'Patient ID #' column header respectively.

Offer to Accept	Patient ID #	Originating Facility	Facility Unit Type	Ventilator	Isolation Precaution	Resident Type	Age Range	Gender	Comments
✓	mdg real 87 1-1	ABC 1235			<input type="checkbox"/>				
✓	test	real facility	Surgical		<input type="checkbox"/>				
	vir000010	CHILDREN'S HEALTHCARE OF ATLANTA AT SCOTTISH RITE APPLING HOSPITAL			<input type="checkbox"/>	>65			
	vir21001		Medical		<input checked="" type="checkbox"/>	Newborn	Female		Comments

FIGURE 3-5: State Wide Requests

### 3 - 1.1 Offering to Accept Patients

A receiving facility that has the capacity to receive patients may make an offer to accept a patient, as shown in FIGURE 3-6:

1. Click or tap the **check mark** next to the desired patient.
2. Click or tap the **Confirm** button to place an offer.
3. To rescind an offer, click or tap the **Rescind** button.

The screenshot shows a software interface for managing patient offers. At the top, there are filters for 'Facility Type', 'Special Issues', and a 'Clear Filters' button, followed by a 'Display' button. Below the filters is a table with columns: Offer to Accept, Patient ID, Originating Facility, Facility Unit Type, Ventilator, Isolation Precaution, Resident Type, Age Range, Gender, and Comments. In the first row of the table, there is a checkmark icon (circled 1) and a 'Rescind' button (circled 3). A modal window titled 'Contact Info' is open over the table, containing fields for 'Brad Simpson' and '(555) 555-5555'. At the bottom of the modal are 'Undo' and 'Confirm' buttons, with 'Confirm' being circled 2.

FIGURE 3-6: Accept Patients



**Note:** When a patient receives three offers, no additional offers may be made to the patient.

## 3 - 2: My Facility

Receiving Facility users can view all patients assigned to their facility or patients that received an offer to accept to their facility. Receiving Facility users may also rescind offers to accept if patients have not yet received an assignment. View these patients, as shown in FIGURE 3-7:

1. Click or tap either **Patients Assigned to My Facility** or **Unassigned Patients I Indicated to Accept** buttons.

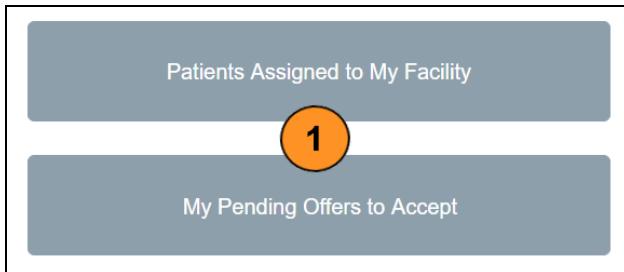


FIGURE 3-7: My Facility Buttons

The page will display and contains the following options, as shown in FIGURE 3-8:

1. **Quick Filters** - used to quickly change the display of patients, see "Using Quick Filters" on page 25.
2. **Display** - used to adjust the columns seen in the display, see "Using Display" on page 25.
3. **Column Sorting and Filtering** - used to sort and/or filter the patient display, see "Sorting and Filtering Records" on page 26. Users may also organize column order by *clicking and dragging* the **column headers** into the desired location in the grid.

Offer to Accept	Patient ID	Originating Facility	Facility Unit Type	Ventilator	Isolation Precaution	Resident Type	Age Range	Gender	Comments
✓	VLRtest020	APPLING HOSPITAL	Medical		<input checked="" type="checkbox"/>		<15	Male	comments
✓	allfieldtest	ABC 1235	Medical		<input checked="" type="checkbox"/>		<15	Male	comments
✓	123456789999877555...	ABC 1235			<input type="checkbox"/>	Newborn			
✓	test	real facility	Surgical		<input type="checkbox"/>				

FIGURE 3-8: My Facility Patients

### 3 - 2.1 Rescinding Offers to Accept

Receiving Facility users may rescind offers to accept from the **Unassigned Patients I Indicated to Accept** view, as shown in FIGURE 3-9:

1. Click or tap the **check mark** next to the desired patient.
2. Click or tap the **Confirm** button to rescind an offer.

The screenshot shows a software interface for managing patient offers. At the top, there are three buttons: 'Assigned to Me ▾', 'Special Issues ▾', and 'Clear Filters'. On the right side, there is a 'Display ▾' button. Below these are several filter dropdowns: 'Offer to Accept', 'Patient ID', 'Originating Facility', 'Facility Unit Type', 'Ventilator', 'Isolation Precaution', 'Resident Type', 'Age Range', 'Gender', and 'Comments'. A large table below these filters contains patient data. In the first row of the table, the 'Offer to Accept' column has a checkmark icon with a circled '1' over it. To the right of the table is a modal window titled 'Contact Info' containing fields for 'Name' (Brad Simpson) and 'Phone' ((555) 555-5555), along with 'Undo' and 'Confirm' buttons. The 'Confirm' button is highlighted with a circled '2'.

FIGURE 3-9: Rescind an Offer

# Chapter 4 - EMS Users

Access the desired role from the Home screen, as shown in FIGURE 4-1:

1. Click or tap the **EMS** organization type.
2. Select the **Organization**.
3. Click or tap the **Proceed with Training/Exercise** button to use HC Standard® Patient Placement in training mode or click or tap the **Proceed with Real World Event** button to use HC Standard® Patient Placement in live mode.



FIGURE 4-1: Home Screen

The State EMS/Transport Dashboard will display, as shown in FIGURE 4-2. The dashboard contains navigation options and summary chart data.



FIGURE 4-2: EMS - Dashboard

## 4 - 1: View Patients

EMS users may view all patients and update patient transport information from the View Patients screen. To enter View Patients, as shown in FIGURE 4-3:

1. Click or tap the **View Patients** button.



FIGURE 4-3: View Patients Button

The page will display and contains the following options, as shown in FIGURE 4-4:

1. **Quick Filters** - used to quickly change the display of patients, see "Using Quick Filters" on page 25.
2. **Bulk Actions** - used to quickly delete multiple records at the same time, see "Deleting a Record" on page 24.
3. **Upload CSV File** - used to quickly upload data into Patient Placement, see "Upload CSV File" on page 27.
4. **Grid Actions** - used to download data from Patient Placement, see "Grid Actions" on page 27.
5. **Save and Cancel** - used to save or cancel data entry, see "Editing a Record" on page 24.
6. **Display** - used to adjust the columns seen in the display, see "Using Display" on page 25.
7. **Column Sorting and Filtering** - used to sort and/or filter the patient display, see "Sorting and Filtering Records" on page 26. Users may also organize column order by *clicking and dragging* the **column headers** into the desired location in the grid.
8. **Edit Row Checkbox** - used to edit a patient record, see "Editing a Record" on page 24.

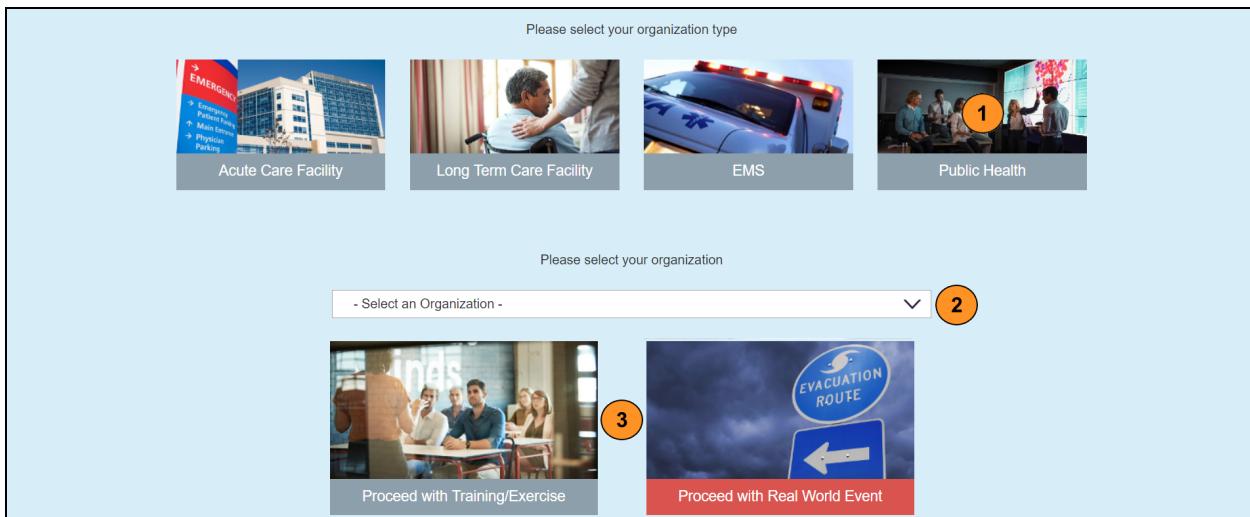
#	Assign Patient	Patient ID	Date/Time of Request	ETA to Originating Facility	State Assistance Requested	Ready To Transport	Transport Type	EMS Agency Assigned	Originating Facility	Originating Contact Name
<input type="checkbox"/>		777	02/07/2018 10:43:17 AM		Yes	Motorcoach		APPLING HOSPITAL	S	
<input type="checkbox"/>		817CF	08/22/2017 4:30:44 AM					APPLING HOSPITAL	Kevin	
<input checked="" type="checkbox"/>		9011	01/31/2018 1:12:54 PM		Yes			WILLS MEMORIAL HOSPITAL	vlr	
<input type="checkbox"/>		9013	01/31/2018 1:12:54 PM	02/08/2018 1:47:58 AM	Yes			WILLS MEMORIAL HOSPITAL	vlr	
<input type="checkbox"/>		9014	02/08/2018 1:55:42 AM		Yes	Motorcoach		APPLING HOSPITAL	S	
<input type="checkbox"/>		9015	02/08/2018 1:55:47 AM		Yes			WILLS MEMORIAL HOSPITAL	vlr	
<input type="checkbox"/>		9017	02/12/2018 9:12:37 PM		Yes			WILLS MEMORIAL HOSPITAL	vlr	

FIGURE 4-4: View Patients

# **Chapter 5 - Public Health Users**

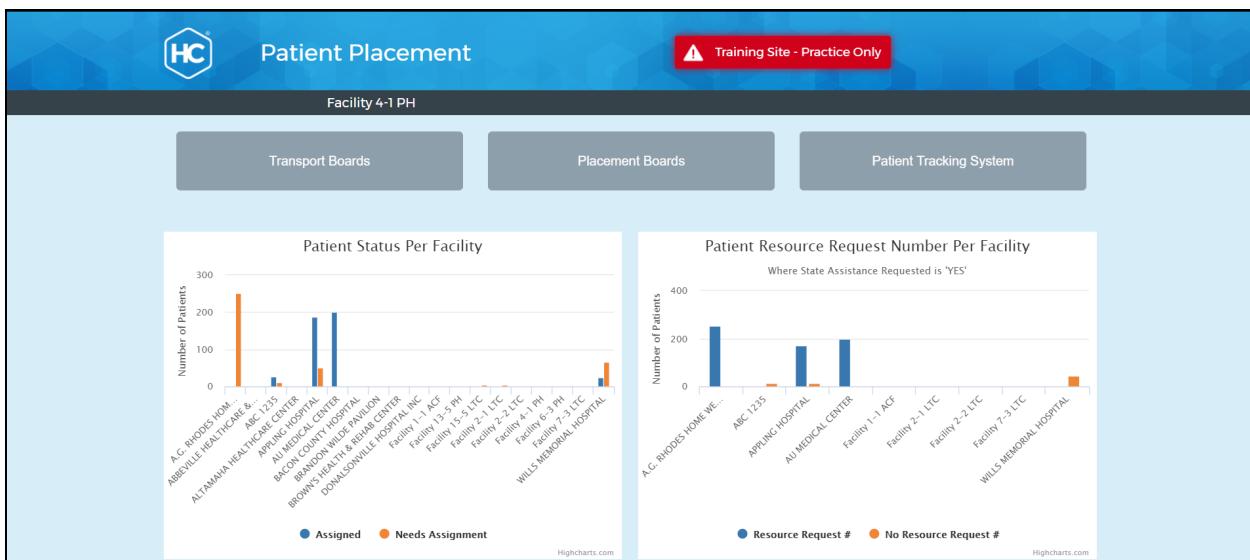
Access the desired role from the Home screen, as shown in FIGURE 5-1:

1. Click or tap the **Public Health** organization type.
  2. Select the **Organization**.
  3. Click or tap the **Proceed with Training/Exercise** button to use HC Standard® Patient Placement in training mode or click or tap the **Proceed with Real World Event** button to use HC Standard® Patient Placement in live mode.



**FIGURE 5-1: Home**

The Public Health Dashboard will display, as shown in FIGURE 5-2. The dashboard contains navigation options and summary chart data. The **Patient Tracking System** button will log the user into HC Standard to view patient tracking data collected from HC Patient Tracking™.



**FIGURE 5-2:** Public Health Dashboard

## 5 - 1: Transport Boards

Public Health users may view state-wide patient transport information under the **Transport Boards** area. Access the transport boards, as shown in FIGURE 5-3:

1. Click or tap the **Transport Boards** button.



FIGURE 5-3: Transport Boards Button

The State EMS/Transport Dashboard will open. Continue to access the patient transport view, as shown in FIGURE 5-4:

1. Click or tap the **View Patients** button.



FIGURE 5-4: View Patients Button

The page will display and contains the following options, as shown in FIGURE 5-5:

1. **Quick Filters** - used to quickly change the display of patients, see "Using Quick Filters" on page 25.
2. **Bulk Actions** - used to quickly delete multiple records at the same time, see "Deleting a Record" on page 24.
3. **Upload CSV File** - used to quickly upload data into Patient Placement, see "Upload CSV File" on page 27.
4. **Grid Actions** - used to download data from Patient Placement, see "Grid Actions" on page 27.
5. **Save and Cancel** - used to save or cancel data entry, see "Editing a Record" on page 24.
6. **Display** - used to adjust the columns seen in the display, see "Using Display" on page 25.
7. **Column Sorting and Filtering** - used to sort and/or filter the patient display, see "Sorting and Filtering Records" on page 26. Users may also organize column order by *clicking and dragging* the **column headers** into the desired location in the grid.
8. **Edit Row Checkbox** - used to edit a patient record, see "Editing a Record" on page 24.

The table displays patient transport records with the following columns:

#	Assign Patient	Patient ID	Date/Time of Request	ETA to Originating Facility	State Assistance Requested	Ready To Transport	Transport Type	EMS Agency Assigned	Originating Facility	Originating Contact Name
		777	02/07/2018 10:43:17 AM		Yes	Motorcoach		APPLING HOSPITAL	S	
		817CF	08/22/2017 4:30:44 AM					APPLING HOSPITAL	Kevin	
		9011	01/31/2018 1:12:54 PM		Yes			WILLS MEMORIAL HOSPITAL	vir	
		9013	01/31/2018 1:12:54 PM	02/08/2018 1:47:58 AM	Yes			WILLS MEMORIAL HOSPITAL	vir	
		9014	02/08/2018 1:55:42 AM		Yes	Motorcoach		APPLING HOSPITAL	S	
		9015	02/08/2018 1:55:47 AM		Yes			WILLS MEMORIAL HOSPITAL	vir	
		9017	02/12/2018 9:12:37 PM		Yes			WILLS MEMORIAL HOSPITAL	vir	

FIGURE 5-5: View Patients

## 5 - 2: Placement Boards - View Patients

Public Health users may view state-wide patient placement information under the **Placement Boards** area. Access the transport boards, as shown in FIGURE 5-6:

1. Click or tap the **Placement Boards** button.



FIGURE 5-6: Placement Boards Button

The Placement Dashboard will appear, as shown in FIGURE 5-7. The dashboard contains navigation options and summary chart data.



FIGURE 5-7: Placement Dashboard

## 5 - 2.1 View Patients

Public Health users may view all state wide patients and assign patients to facilities from the View Patients screen. To enter View Patients, as shown in FIGURE 5-8:

1. Click or tap the **View Patients** button.



FIGURE 5-8: View Patients Button

The page will display and contains the following options, as shown in FIGURE 5-9:

1. **Quick Filters** - used to quickly change the display of patients, see "Using Quick Filters" on page 25.
2. **Bulk Actions** - used to quickly delete multiple records at the same time, see "Deleting a Record" on page 24.
3. **Upload CSV File** - used to quickly upload data into Patient Placement, see "Upload CSV File" on page 27.
4. **Grid Actions** - used to download data from Patient Placement, see "Grid Actions" on page 27.
5. **Save and Cancel** - used to save or cancel data entry, see "Editing a Record" on page 24.
6. **Display** - used to adjust the columns seen in the display, see "Using Display" on page 25.
7. **Column Sorting and Filtering** - used to sort and/or filter the patient display, see "Sorting and Filtering Records" on page 26. Users may also organize column order by clicking and dragging the **column headers** into the desired location in the grid.
8. **Edit Row Checkbox** - used to edit a patient record, see "Editing a Record" on page 24.

A screenshot of a patient placement grid. The top navigation bar includes: 'Assigned' dropdown, 'Clear Filters' button (circled 1), 'Bulk actions' dropdown (circled 2), 'Upload CSV File' button (circled 3), 'Grid Actions' button (circled 4), 'Save' button (circled 5), 'Cancel' button (circled 6), and 'Display' dropdown. The grid itself has columns: #, Assign Patient, Patient ID↑, Room Number, Receiving Facility, Facility Can Receive, Facility Can Receive 2, Facility Can Receive 3, Facility Unit Type, Originating Facility, and Ver. The first four rows of the grid are highlighted with green boxes and circled numbers 7 through 10. Row 7 shows patient 1289 assigned to APPLING HOSPITAL. Row 8 shows patient 1292 assigned to APPLING HOSPITAL, with a circled 8 over the edit checkbox. Row 9 shows patient 1293 assigned to ABERCORN REHABILITATION CENTER. Row 10 shows patient 129087 assigned to APPLING HOSPITAL.

FIGURE 5-9: View Patients

## 5 - 2.2 Assigning Patients to a Facility

Patients that have received facility offers may be assigned to a facility. Facilities may assign, re-assign, and unassign patients as needed. To assign a patient to a facility, as shown in FIGURE 5-10:

1. Click or tap the **Assign Patient** icon.
2. Click or tap a **Facility** button to assign the patient to that facility.

#	Assign Patient	Patient ID↑	Room Number	Receiving Facility	Facility Can Receive	Facility Can Receive 2	Facility Can Receive 3	Facility Unit Type	Originating Facility	Ver
<input type="checkbox"/>		11111111111111		APPLING HOSPITAL	APPLING HOSPITAL			OB	APPLING HOSPITAL	
<input type="checkbox"/>		231232132	434343		APPLING HOSPITAL	AU MEDICAL CENTER	BACON COUNTY HOSPITAL	LTC Secured	APPLING HOSPITAL	

FIGURE 5-10: Assign Patients

Un-assign patients by following the same steps above and selecting the **Unassign** button.

## 5 - 3: Placement Boards - Add Patients

Public Health users may enter new patients into HC Standard® Patient Placement. To enter new patients, as shown in FIGURE 5-11:

1. Click or tap the **Enter New Patients** button.



FIGURE 5-11: Add Patients Button

The Enter New Patient(s) screen will display, as shown in FIGURE 5-12:

1. Enter a unique **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 times. This ID will also be used for the Patient Tracking System. When a patient is evacuated, this ID needs to stay with the patient during the entire event.
2. Enter **information** as necessary.
3. Click or tap **Save** to save the record and return to the dashboard.
4. Click or tap **Save and Next** to save the record and start entering a new one.
5. Alternatively, use the **Upload CSV File** button to create multiple patients at once, see "Upload CSV File" on page 27.
6. Click or tap **Cancel** to abandon the new patient record without saving it.

FIGURE 5-12: Add Patients

# Chapter 6 - Common Actions

The following items are common actions performed by the various users in HC Standard® Patient Placement.

## 6 - 1: Editing a Record

Certain actions in HC Standard® Patient Placement will require users to edit patient records. To edit a patient record, as shown in FIGURE 6-1:

1. Click or tap the **check box** to the left of the desired Patient ID.
2. Enter information as necessary in the white cells. Cells that are not white are not editable.
3. Click or tap **Save** to save the changes.
4. Click or tap **Cancel** to cancel changes.

#	Assign Patient	Patient ID	Room Number	Receiving Facility	Facility Can Receive	Facility Can Receive 2	Facility Can Receive 3	Facility Unit Type	Originating Facility
<input checked="" type="checkbox"/> 1		mdg009	1111	Select				Medical	APPLING HOSPITAL
<input type="checkbox"/>		mdg008	120					Medical	APPLING HOSPITAL
<input type="checkbox"/>		mdg007	13					Psychiatric	APPLING HOSPITAL

FIGURE 6-1: Edit Patient Record

## 6 - 2: Deleting a Record

Users with permission may delete records from HC Standard® Patient Placement. To delete a record, as shown in FIGURE 6-2:

1. Click or tap the **check box** next to the desired record.
2. Click or tap the **Bulk Actions** button.
3. Click or tap the **Delete Patients** button and confirm the prompt.

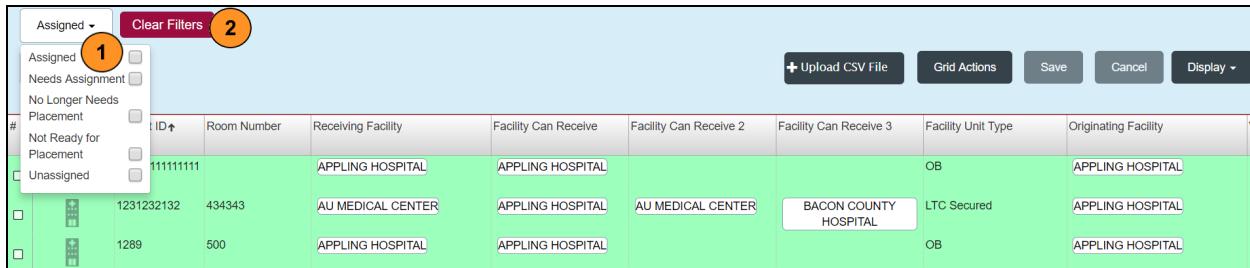
#	Assign Patient	Patient ID	Date/Time of Request	ETA to Originating Facility	State Assistance Requested	Ready To Transport	Transport Type	EMS Agency Assigned	Originating Facility	Originating Contact Name	Or
<input checked="" type="checkbox"/> 1		test22	01/30/2018 3:09:03 PM	Select	Select	Select	Select	Select	A.G. RHODES HOME	aaa WESLEY WOODS	

FIGURE 6-2: Deleting a Record

## 6 - 3: Using Quick Filters

Quick filters are the drop-downs at the top of a record view page. These easy access items allow a user to quickly look for certain records according to a particular criteria. To use quick filters, as shown in FIGURE 6-3:

1. Click or tap a drop-down menu to select a choice to filter. Some lists will allow multiple items to be selected.
2. Click or tap the **Clear Filters** button to clear filters added by the user and return to the initial record view.



Assigned									Clear Filters
#	ID↑	Room Number	Receiving Facility	Facility Can Receive	Facility Can Receive 2	Facility Can Receive 3	Facility Unit Type	Originating Facility	
Assigned	111111111	APPLING HOSPITAL	APPLING HOSPITAL				OB	APPLING HOSPITAL	
Needs Assignment	1231232132	434343	AU MEDICAL CENTER	APPLING HOSPITAL	AU MEDICAL CENTER	BACON COUNTY HOSPITAL	LTC Secured	APPLING HOSPITAL	
No Longer Needs Placement	1289	500	APPLING HOSPITAL	APPLING HOSPITAL			OB	APPLING HOSPITAL	
Not Ready for Placement									
Unassigned									

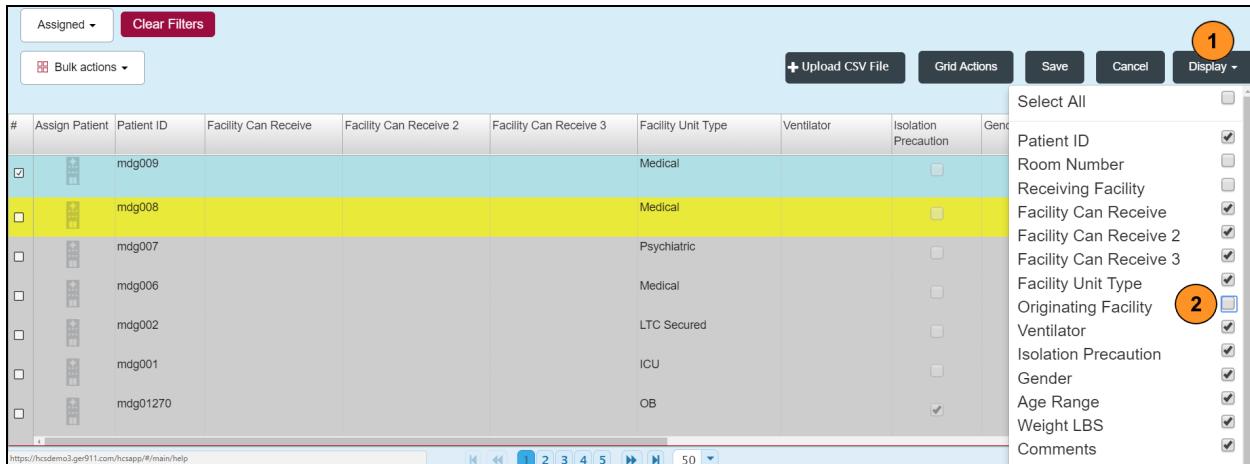
FIGURE 6-3: Quick Filters

## 6 - 4: Using Display

The **Display** button is used to change what columns display.

To display only a subset of measures or change measure order, as shown in FIGURE 6-4:

1. Click or tap the **Display** button.
2. Click or tap the **square** to the left of each measure to be shown or temporarily hidden from display. A **checked square** indicates that the measure will be displayed. The absence of a checkmark indicates that the measure will be hidden from display.



Assigned	Patient ID	Facility Can Receive	Facility Can Receive 2	Facility Can Receive 3	Facility Unit Type	Ventilator	Isolation Precaution	Gender
<input checked="" type="checkbox"/>	mdg009				Medical		<input type="checkbox"/>	
<input type="checkbox"/>	mdg008				Medical		<input type="checkbox"/>	
<input type="checkbox"/>	mdg007				Psychiatric		<input type="checkbox"/>	
<input type="checkbox"/>	mdg006				Medical		<input type="checkbox"/>	
<input type="checkbox"/>	mdg002				LTC Secured		<input type="checkbox"/>	
<input type="checkbox"/>	mdg001				ICU		<input type="checkbox"/>	
<input type="checkbox"/>	mdg01270				OB		<input checked="" type="checkbox"/>	

1
  
 Select All
   
 Patient ID
   
 Room Number
   
 Receiving Facility
   
 Facility Can Receive
   
 Facility Can Receive 2
   
 Facility Can Receive 3
   
 Facility Unit Type
   
 Originating Facility
   
 Ventilator
   
 Isolation Precaution
   
 Gender
   
 Age Range
   
 Weight LBS
   
 Comments
 2

FIGURE 6-4: Display

## 6 - 5: Sorting and Filtering Records

### 6 - 5.1 Sorting Records

**Sorting** allows data to be viewed in a more comprehensible view. For example, a hospital receiving patients may want to group the incoming patients based on triage status.

Displays may be *sorted* by any column in the table. 6 - 5 shows an ascending sort applied to the Room Number column. To toggle between sorting in ascending and descending order, as shown in FIGURE 6-5:

1. Click or tap the column header. A small **arrow** pointing up or down, on the right side of each column, indicates the selected order.

#	Assign Patient	Patient ID	Facility Can Receive	Facility Can Receive 2	Facility Can Receive 3	Facility Unit Type	Ventilator	Isolation Precaution	Gender	Age Range	Weight LBS
<input type="checkbox"/>		Aa-0102				Medical		<input checked="" type="checkbox"/>	Male	<15	88
<input type="checkbox"/>		Ab-0101				Psychiatric		<input checked="" type="checkbox"/>	Male	<15	90
<input type="checkbox"/>		Appling-70001	AU MEDICAL CENTER	BLECKLEY MEMORIAL HOSPITAL			Yes	<input checked="" type="checkbox"/>	Male	15-65	180

FIGURE 6-5: Sort

### 6 - 5.2 Filtering Records

**Filtering** allows data to be sliced and broken down to desired parameters. For example, a hospital receiving patients may want to only see female patients under the age of 35.

To filter a column, as shown in :

1. Click or tap the **hamburger menu** icon on a column header.
2. Click or tap the **filter** icon.
3. Enter **filter parameters**, as desired.

#	Facility Can Receive 3	Facility Unit Type	Originating Facility	Ventilator	Isolation Precaution	Gender	Comments	State Assistance Requested
<input type="checkbox"/>			APPLING HOSPITAL		<input type="checkbox"/>	Male		
<input type="checkbox"/>			APPLING HOSPITAL		<input type="checkbox"/>	Female		
<input type="checkbox"/>			APPLING HOSPITAL		<input type="checkbox"/>	Male		
<input type="checkbox"/>		Surgical	APPLING HOSPITAL	No	<input type="checkbox"/>	Male		Yes
<input type="checkbox"/>		ICU	APPLING HOSPITAL	Yes	<input type="checkbox"/>	Male		Yes
<input type="checkbox"/>		ICU	APPLING HOSPITAL		<input type="checkbox"/>	Male	<15	Yes

FIGURE 6-6: Filter Options

## 6 - 6: Upload CSV File

Users may quickly upload multiple patient records using a CSV file. Once the file has been prepared it may be uploaded:

1. Click or tap the **Upload CSV File** button.  
Select the **CSV file** for upload.  
Click or tap the **Open** button.



FIGURE 6-7: Upload CSV File Button

## 6 - 7: Grid Actions

The **Grid Actions** button is used to export data out of HC Patient Placement™.

To export data, as shown in FIGURE 6-8:

1. Click or tap the **Grid Actions** button.
2. Click or tap the desired **export format**.



FIGURE 6-8: Display

The export file will download in the format selected.