

HC Standard® Patient Tracking for Windows 8

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HC Standard® Patient Tracking for Windows 8

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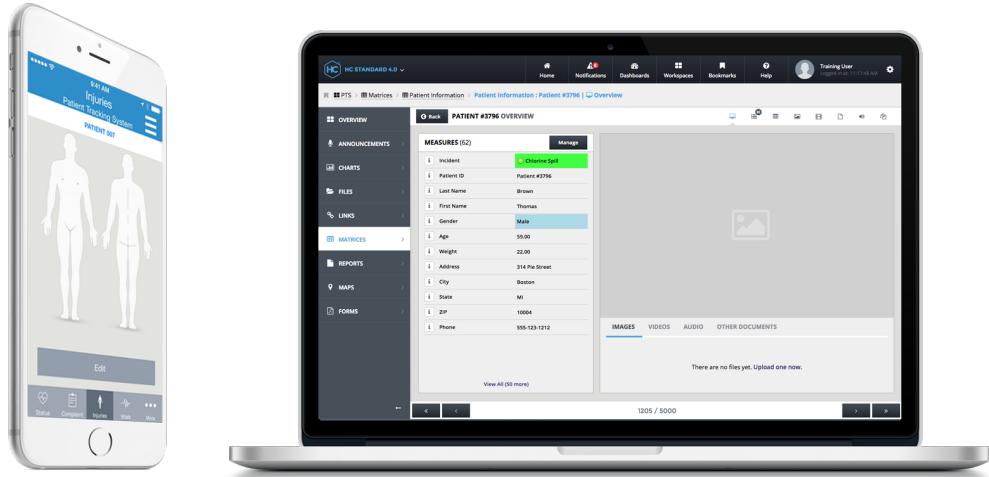
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Chapter 1 - PTS Overview



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

Key benefits of PTS include:

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

Chapter 2 - Using PTS

2 - 1: Launch Patient Tracking

- Tap the **PTS** icon to launch Patient Tracking.

2 - 2: Login to Patient Tracking

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

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

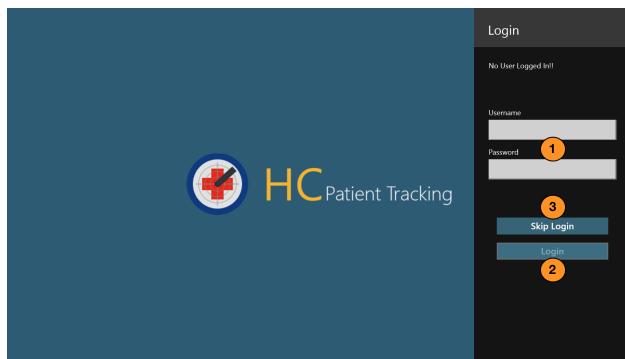


FIGURE 2-1: Login Screen

2 - 3: Patient Tracking Main Screen

After logging in, the Patient Tracking Main Screen will appear, as shown in FIGURE 2-2:

1. **Connection Status** - Shows current connection status to the server.
2. **Sync Status** - Shows last date and time the device synchronized. Patients on device shows how many records are currently on the user's device. A green icon means there are no records and a yellow icon indicates there are still records to be synchronized.
3. **Current ICS Information** - Shows current ICS settings.
4. **Triage Buttons** - Starts patient entry modes.

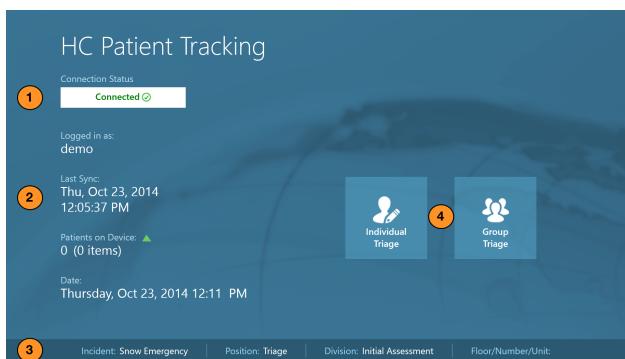


FIGURE 2-2: Patient Tracking Home Screen Overview

If an INCIDENT has not been set, then upon the triage of the first patient, the user will be prompted to enter the appropriate ICS information. Entering ICS information will only be necessary the first time using the device for a specific Incident. Once this information has been entered, the user will be able to triage multiple patients and will not need to go through this step. For more information, see "Incident Command System (ICS)" on page 4.



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

2 - 4: Patient Tracking Menu

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

1. Swipe up from the bottom of the screen to access the **Menu**.
2. **ICS** – Update position, incident, division, and floor/number/unit information. Tap the **ICS** button to go to the ICS Panel.
3. **Sync** - Controls data synchronization.

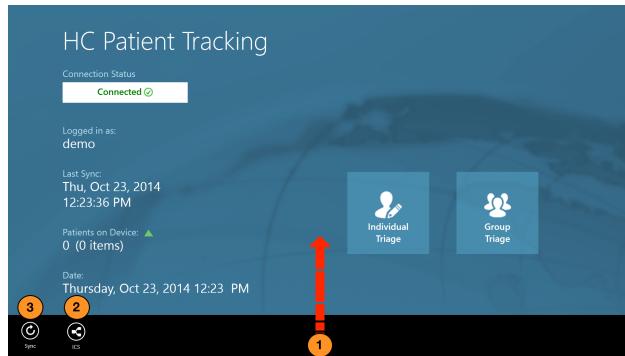


FIGURE 2-3: Menu Items

2 - 5: Incident Command System (ICS)

The ICS Page, as shown in FIGURE 2-4, is where the user selects key elements describing the event and position. This only needs to be done once during an incident as the information will apply to all patients.

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

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

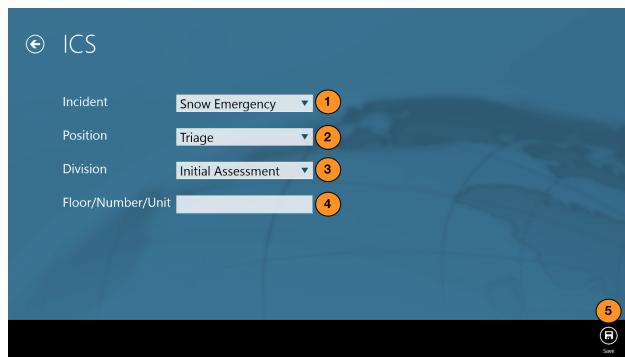


FIGURE 2-4: ICS Screen

Chapter 3 - Working with Patients

3 - 1: Entering Patient Information

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

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

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

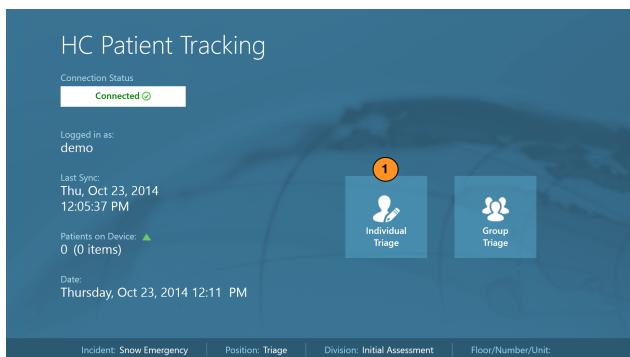


FIGURE 3-1: Individual Triage

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

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

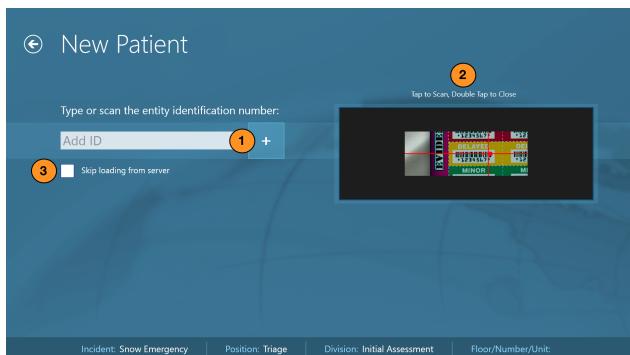


FIGURE 3-2: Patient ID

There are three ways to enter the Patient ID Number:

- Manual input** – If a triage tag is not available, it is possible to input an ID Number manually using the onscreen keyboard. Make sure the Patient ID is unique so that the data from one patient isn't mixed with another. Tap the **+** button when done.
- Scan a triage tag for the patient** – Attach a Triage Tag to the patient. Tap the **Scan Window** to the right. Frame the barcode in the camera window that appears.
- Driver's License** - Scan a driver's license **3D barcode** to generate a unique patient ID and automatically fill-in the patient's demographic information as it appears on the license. For some states, an older issued license may not properly scan.



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

3 - 2: Patient Tracking Panels

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

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

To move directly to a specific panel, *tap* the tab **icon** along the navigation tray, and *select* the desired **panel**.

Swipe from the bottom to access the **Menu** for **Save**, **Print** and **other** actions.

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

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

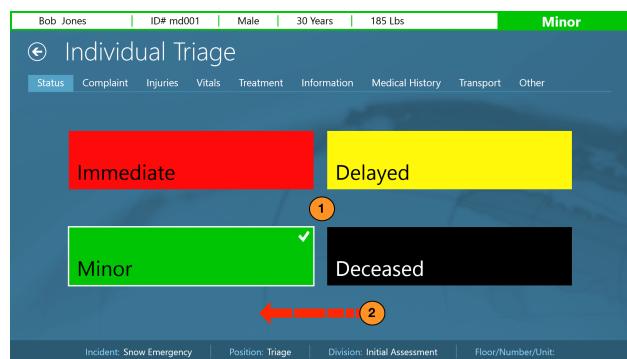


FIGURE 3-3: Triage Status

Select Complaint, as shown in FIGURE 3-4:

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

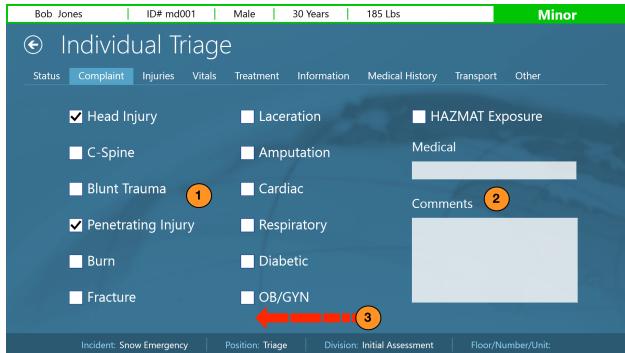


FIGURE 3-4: Complaint Panel

Select Injury Location, as shown in FIGURE 3-5:

Swipe up from the bottom of the screen, tap **EDIT** and then:

1. Tap and drag diagonally to select an area on the diagram.
2. Tap the screen to mark a spot on the diagram.



FIGURE 3-5: Injuries

Swipe up from the bottom of the screen to:

- Clear will clean the screen to start over.
- Done will save the diagram.

Record Vital Signs, as shown in FIGURE 3-6:

1. Enter the patient's **respiration**, **pulse**, **temperature**, and **blood pressure** using the numbers on the keypad.
2. Select the patient's mental status.
3. Tap **Update** to save current patient information.
4. Tap **Clear** to remove all Vitals data from this panel. This is used to quickly enter a new set of vitals for a patient.
5. Swipe to continue.

FIGURE 3-6: Vitals

Select Patient Treatment, as shown in FIGURE 3-7:

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

FIGURE 3-7: Patient Treatment

Enter Patient Information, as shown in FIGURE 3-8:

1. Manually enter patient information.
2. Swipe to continue.

Bob Jones | ID# md001 | Male | 30 Years | 185 Lbs | Minor

Individual Triage

Status Complaint Injuries Vitals Treatment Information Medical History Transport Other

Gender	Male	Address
Age	30 Years	City
Weight	185 Lbs	State <input type="text"/> ZIP <input type="button" value="X"/>
First Name	Bob	Phone
Last Name	Jones	

Incident: Snow Emergency | Position: Triage | Division: Initial Assessment | Floor/Number/Unit:

FIGURE 3-8: Information

Enter Medical History, as shown in FIGURE 3-9:

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

Bob Jones | ID# md001 | Male | 30 Years | 185 Lbs | Minor

Individual Triage

Status Complaint Injuries Vitals Treatment Information Medical History Transport Other

Medications	None	Allergies	None
Medical Problems	None	Last Oral Intake	None

Incident: Snow Emergency | Position: Triage | Division: Initial Assessment | Floor/Number/Unit:

FIGURE 3-9: Medical History

Select Transport Options, as shown in FIGURE 3-10:

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

1. Select a **Destination** by *tapping* the arrow to select from the list.
2. Select a **Jurisdiction** and **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 **TransportDestination**, **Jurisdiction/ Unit** selection screen.

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

The screenshot shows the Transport panel for patient Bob Jones. At the top, patient details are listed: Bob Jones, ID# md001, Male, 30 Years, 185 Lbs, and Minor status. Below this is a navigation bar with tabs: Status, Complaint, Injuries, Vitals, Treatment, Information, Medical History, Transport (selected), and Other. The Transport tab has sub-sections: Destination, Jurisdiction, and Unit.

- Destination:** Set to "Trinity Medical Center". A search icon (magnifying glass) and a clear icon (red 'x') are to the right. An orange circle with the number "1" is over the search icon.
- Jurisdiction:** Set to "Helicopter". A search icon and a clear icon are to the right. An orange circle with the number "2" is over the search icon.
- Unit:** Set to "N401LH". A search icon and a clear icon are to the right. An orange circle with the number "3" is over the search icon.

 To the right of the destination section are "Departure Time" and "Arrival Time" fields, each with a "Now" button (orange circle with "3") and a clear button ("x").

- Departure Time:** Set to "10/23/2014 12:31 PM".
- Arrival Time:** An empty field with a clear button ("x") and an orange circle with the number "4" over it.

 At the bottom of the Transport panel, there is a red double-headed horizontal swipe arrow labeled with the number "5".

- Incident:** Snow Emergency
- Position:** Triage
- Division:** Initial Assessment
- Floor/Number/Unit:** (empty)

FIGURE 3-10: Transport

Using the Other Panel, as shown in FIGURE 3-11:

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

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

The screenshot shows the Other panel for patient Bob Jones. At the top, patient details are listed: Bob Jones, ID# md001, Male, 30 Years, 185 Lbs, and Minor status. Below this is a navigation bar with tabs: Status, Complaint, Injuries, Vitals, Treatment, Information, Medical History, Transport, and Other (selected). The Other tab has sub-sections: A&O, Archive, and Protection.

- A&O:** Fields include "Current Body Protection", "Current Hand Protection", and "Entry Time". Each has a clear button ("x") and a "Now" button (orange circle with "Now"). An orange circle with the number "1" is over the "Entry Time" "Now" button.
- Archive:** Fields include "Current Eye Protection" and "Current Resp Protection", each with a dropdown arrow.
- Protection:** Fields include "Exit Time", which also has a clear button ("x") and a "Now" button (orange circle with "Now").

 At the bottom of the Other panel, there is a red double-headed horizontal swipe arrow labeled with the number "1".

- Incident:** Snow Emergency
- Position:** Triage
- Division:** Initial Assessment
- Floor/Number/Unit:** (empty)

FIGURE 3-11: Other



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

Using the Save Patient? Prompt, as shown in FIGURE 3-12:

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

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

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

What do you want to do after saving?

Continue with this record	1
Create a new record	2
Return to PTS Home	3
Cancel	4

FIGURE 3-12: Next Steps



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

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

Swipe up from the bottom of the screen while in a patient record.

Two menus will appear. One along the top of the screen and one along the bottom, as shown in FIGURE 3-13.

1. **PTS Home** - Closes the current patient and returns to the Patient Tracking Main Screen after confirming to save the patient data.
2. **New Patient** - Takes the user to the Patient ID entry screen after confirming to save the patient data.
3. **Media Gallery** - Shows current media (audio, video, photo) saved for the record.
4. **Media** - Shows current media (audio, video, photo) saved for the record.
5. **Audio** - Access Audio functions. For more information, see "Capturing Audio Notes" on page 13..
6. **Photo** - Access Photo functions. For more information, see "Capture Photo and Video" on page 13..
7. **Video** - Access Video Functions. For more information, see "Capture Photo and Video" on page 1.
8. **Save** - To capture a snapshot of the patient and continue working with the record.
9. **Close Patient** - Discard the current record and return to the Patient Tracking home screen.

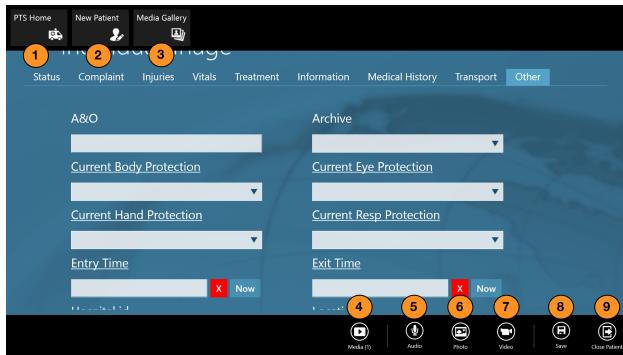


FIGURE 3-13: Patient Record Menu

3 - 4: Capture Photo and Video

This feature is only available in the *Individual* triage mode and not in *Group Triage*. To capture photos or videos, as shown in FIGURE 3-14:

Swipe up from the bottom of the screen and:

1. Tap the **Photo** button to enter photo mode. Tap **Take Photo** to capture a photo.
2. Tap the **Video** button to enter video mode. Tap **Take Video** start a recording. Tap a second time to stop recording.

Confirm to keep the item or tap **Cancel** to retake it.

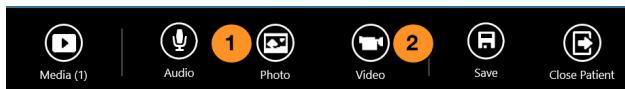


FIGURE 3-14: Photo and Video

Delete an item by *swiping* up from the bottom of the screen and *tap* **Media Gallery**. Select the desired item to preview and then *tap* the **trash** icon.

3 - 5: Capturing Audio Notes

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

To create a recording from any panel, *swipe* up from the bottom of the screen and *tap* the **Audio** button, as shown in FIGURE 3-15:

1. Tap on the **Record** button and begin speaking into the unit.
2. Tap **Stop** to stop recording.

Review recordings by *swiping* up from the bottom of the screen, *tap* **Media Gallery**, and then the audio file.

Delete recordings by *swiping* up from the bottom of the screen, *tap* **Media Gallery**, and then the audio file. *Tap* the **X** icon next to the audio file to delete.

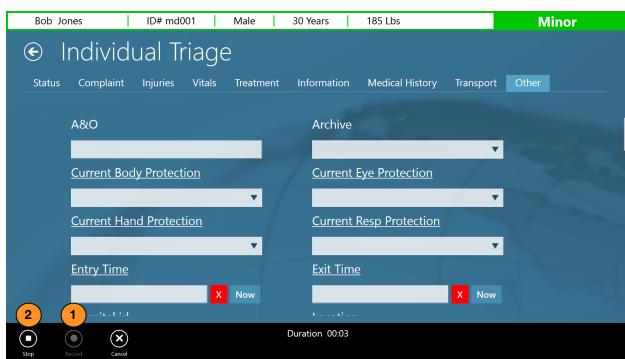


FIGURE 3-15: Audio Notes Menu

3 - 6: Recalling a Previously Entered Patient Record

Go to the Main Patient Tracking screen:

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

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

Chapter 4 - Working with Groups

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

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

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

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



FIGURE 4-1: Group Triage Button

Build the Patient list, as shown in FIGURE 4-2:

1. Scan each Patient ID in succession to add the patient to the Patient List.

OR

2. Manually type the Patient ID and tap the + button to add the ID to the Patient List.

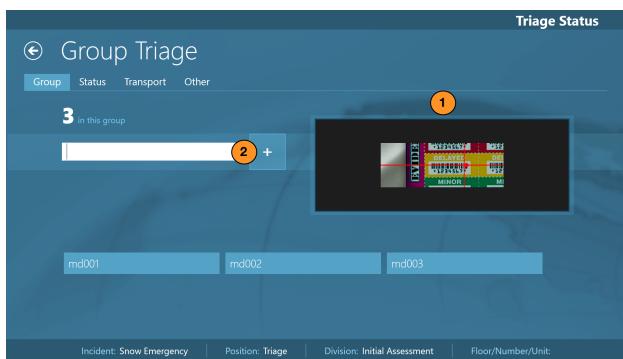


FIGURE 4-2: Group Triage

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

4 - 1: Group Triage Options

Swipe up from the bottom of the screen while in Group Triage to perform additional actions, as shown in FIGURE 4-3:

1. **Remove** – To remove a patient, tap a patient ID and then swipe up from the bottom of the screen and tap Remove.
2. **Remove All** – To remove all patient IDs from the list/group, tap Remove All.
3. **Recent Group** – Allows the user to retrieve a recent group list entered on the device.
4. **Save** - Allows the user to save the current group.
5. **Close Group** - Returns the user to the Patient Tracking Home Screen after confirming whether to save or discard changes.

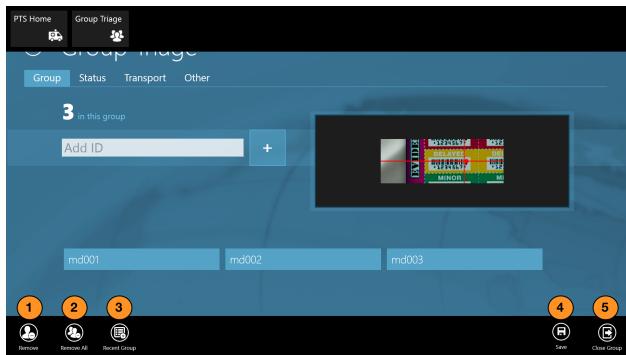


FIGURE 4-3: Group Triage Menu

Chapter 5 - HC Patient Tracking for Windows 8 Settings

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

To open settings, *swipe* in from the right side of the Patient Tracking Main Screen and *tap Settings*.

Settings include, as shown in FIGURE 5-1:

1. **About** displays HC Patient Tracking™ version information, Handheld ID number, and server connection information.
2. **User Login/Logout** allows the user to log in (if skipped login) or log out.
3. **GPS** allows a user to turn GPS on and off. It is recommended to leave this option enabled. Leaving this setting enabled allows HC Standard® users to view patients scanned on a map.
4. **Auto-Synchronization** allows a user control device communication with the server. A higher synchronization interval increases the delay that HC Patient Tracking™ automatically synchronizes in the background. A shorter interval shortens the automatic synchronization but has a greater impact on device battery.
5. **Incidents Settings** allow the user to set the number of incidents available for selection in the application.
6. **Triage Settings** can prevent the application from loading data associated with existing patients. This saves time and reduces data usage on a device. However, if a patient has already been entered into HC Standard®, the user will not see previously entered data.
7. **Theme Settings** allow the user to change the background color of the application.

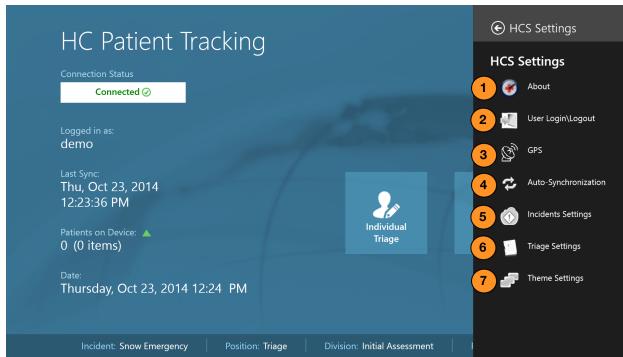


FIGURE 5-1: Settings



Note: If a user is in HC Patient Tracking™ and does not see an incident, increase the number of incidents available for selection under **Incidents Settings**.