

EMTrack™ Quick Reference Guide

Patient Disposition

Overview

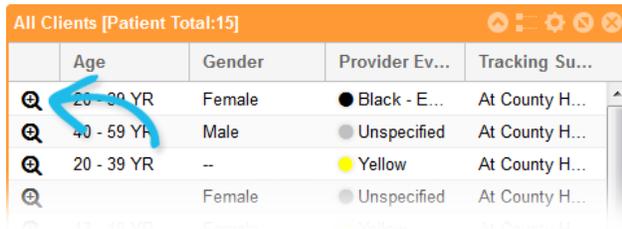
In EMTrack, you can change a patient’s disposition or status to indicate when they are being transported, received, or discharged.

Access Records

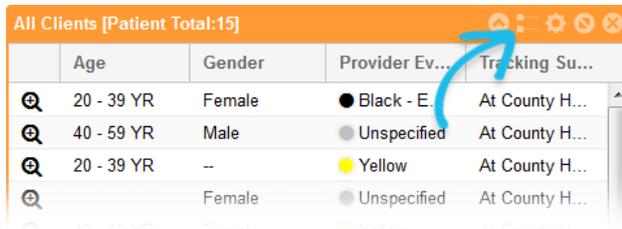
Disposition can be changed for a single patient or multiple patients at the same time. In EMTrack, there are several ways to access patient records, in order to change their disposition, and these ways are summarized below.

To Access Records from a Dashboard

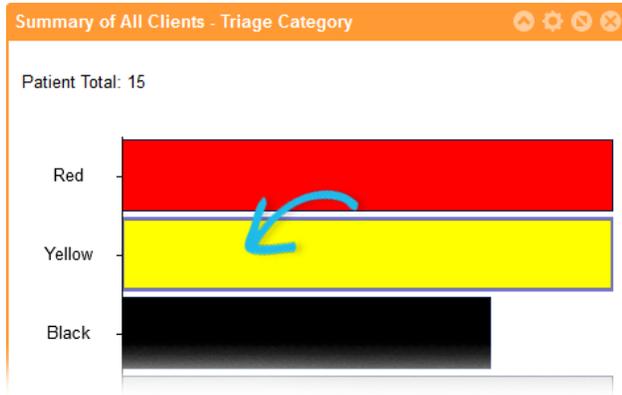
To access a single record from a client list gadget, locate the record in the gadget and click its view icon. The *Detailed Patient Information* window opens.



To access a list of patient records from a client list gadget, click the **View Patients icon** in the gadget’s title bar. The list opens. From here, you can select the check box for each patient you want to manage.

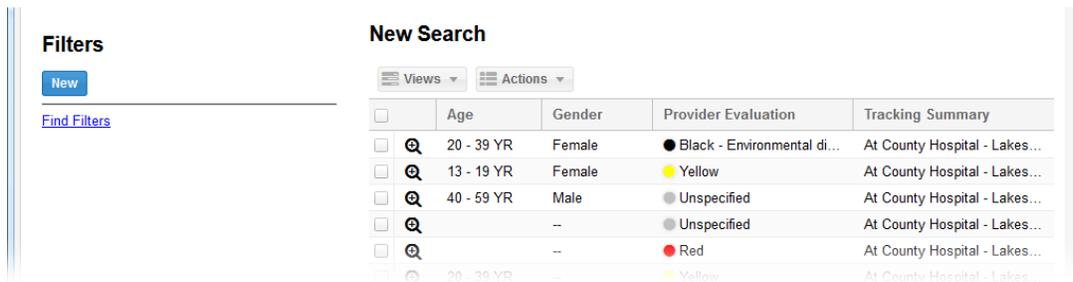


To access a list of patient records from a client summary gadget, click the appropriate area of the chart, graph, or table. For example, to view all clients in the yellow triage category, click the yellow bar in the chart. The list opens. For each patient you want to manage, simply select their associated check box.



To Access Records from Search Results

To search for one or more records, use the **Filters** tab. Specify your search criteria and click **Search**. From the search results, select the check box for each patient you want to manage.

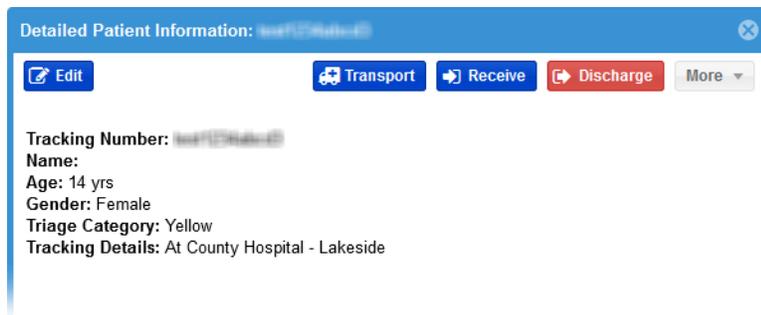


	Age	Gender	Provider Evaluation	Tracking Summary
<input type="checkbox"/>	20 - 39 YR	Female	● Black - Environmental di...	At County Hospital - Lakes...
<input type="checkbox"/>	13 - 19 YR	Female	● Yellow	At County Hospital - Lakes...
<input type="checkbox"/>	40 - 59 YR	Male	● Unspecified	At County Hospital - Lakes...
<input type="checkbox"/>	--	--	● Unspecified	At County Hospital - Lakes...
<input type="checkbox"/>	--	--	● Red	At County Hospital - Lakes...

Alternatively, you can view a single patient's record by clicking its view icon  in the first column. You may also be permitted to use the **Locate** tab to search for a patient.

Disposition Actions

When you view a single patient's detailed information, the disposition- related options are available at the top of the window.

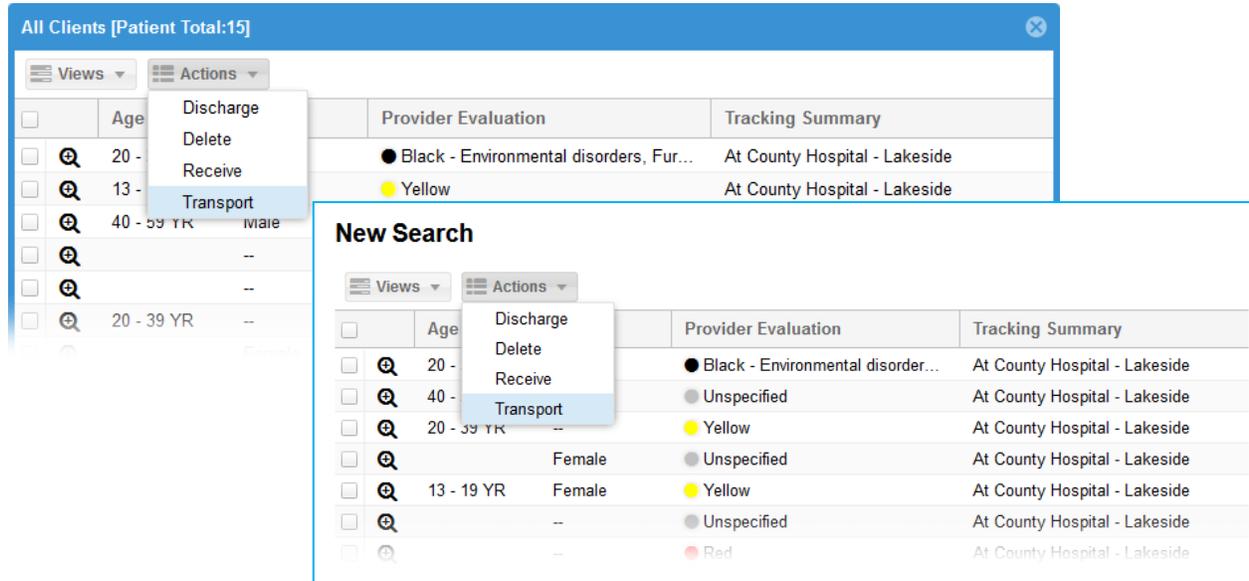


Detailed Patient Information: 1000123456789

[Edit](#) [Transport](#) [Receive](#) [Discharge](#) [More](#)

Tracking Number: 1000123456789
 Name: 1000123456789
 Age: 14 yrs
 Gender: Female
 Triage Category: Yellow
 Tracking Details: At County Hospital - Lakeside

When you view a list of patients or the results of a search, the disposition- related options are available from the **Actions** menu.



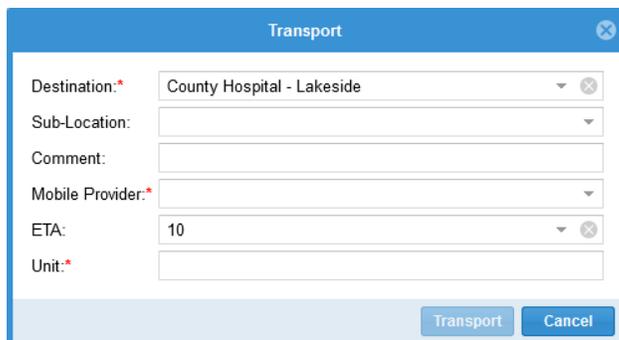
Transporting

When transporting patients, you are required to specify the destination, mobile provider, and mobile provider unit.

You can transport multiple patients at one time as long as you can indicate the same destination, sub-location, mobile provider, mobile provider unit, and estimated time of arrival.

To Transport Patients

1. Access the patient record or the list of patients, as described in the Access Records procedure.
2. If transporting a single patient, in the *Detailed Patient Information* window, click **Transport**.
3. If transporting multiple patients, in the patient list:
 - a. Select the check box for each patient.
 - b. Click **Actions**, and then **Transport**.
4. In the *Transport* window, for the **Destination** field, select the appropriate destination.



The 'Transport' dialog box is shown with the following fields and values:

- Destination: County Hospital - Lakeside
- Sub-Location: (empty)
- Comment: (empty)
- Mobile Provider: (empty)
- ETA: 10
- Unit: (empty)

Buttons at the bottom: Transport, Cancel

5. For **Sub-Location**, select the sub-location, if appropriate.
6. For **Comment**, enter notes or comments, if appropriate.
7. For **Mobile Provider**, select the mobile provider.
8. For **ETA**, select or specify the estimated time of arrival, if appropriate.
9. For **Unit**, specify the mobile provider unit.
10. Click **Transport**.

Receiving

When receiving patients, you are required to specify the location.

You can receive multiple patients at one time as long as you receive them to the same location and, when appropriate, sub-location.

To Receive Patients

1. Access the patient record or the list of patients, as described in the Access Records procedure.
2. If receiving a single patient, in the *Detailed Patient Information* window, click **Receive**.
3. If receiving multiple patients, in the patient list:
4. Select the check box for each patient.
5. Click **Actions**, and then **Receive**.
6. In the *Receive* window, for the **Location** field, select the appropriate location.



7. For **Sub-Location**, select the sub- location, if appropriate.
8. For **Comment**, enter notes or comments, if appropriate.
9. Click **Receive**.

Discharging

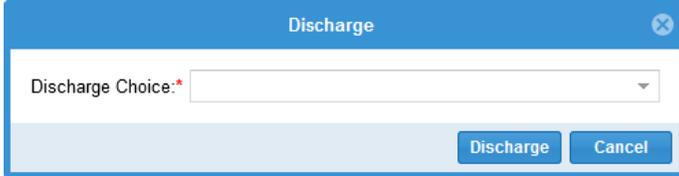
When discharging patients, you are required to specify the patient's or patients' disposition.

You can discharge multiple patients at one time as long as you can indicate the same disposition (**Discharge Choice**) for each.

To Discharge Patients

1. Access the patient record or the list of patients, as described in Access Records.

2. If discharging a single patient, in the *Detailed Patient Information* window, click
3. Discharge.
4. If discharging multiple patients, in the patient list:
5. Select the check box for each patient.
6. Click **Actions**, and then **Discharge**.
7. In the *Discharge* window, for the **Discharge Choice** field, select the appropriate disposition.

A screenshot of a software window titled "Discharge". The window has a blue header bar with the title and a close button. Below the header is a form with a label "Discharge Choice:" followed by a dropdown menu. At the bottom of the window are two buttons: "Discharge" and "Cancel".

8. Click **Discharge**.

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