



1. Go to the VHASS website: <http://vhass.org/>. Login using your username and password.

The screenshot shows the VHASS website's login page. On the left is a 'Member Login' box with fields for 'Username:' and 'Password:', a 'Login to VHASS' button, and links for 'Trouble Logging In?' and 'New to VHASS? Register Now!'. The main area features the VHASS logo and title, followed by a brief description of the system's purpose. The top navigation bar includes links for 'About Us', 'Regional Contacts', 'Resources', 'VHEMP Events', 'State Contacts', and 'VHEMP Admins'.

2. Select "Patient Tracking".

The screenshot displays the VHASS dashboard. The top navigation bar includes 'Home', 'EMERGENCY OPERATIONS', 'Documents', 'Resources', 'My Accounts', and 'Administration'. The 'Events & Notifications' section on the left has dropdown menus for 'Events' and 'Event Notifications'. The 'Quick Links' section on the right lists various tools, with 'Patient Tracking' highlighted by a red arrow. Other links include 'Dialysis Status Board', 'Public Health ESF-8 Status Board', 'Hospital Status Board', 'Long Term Care Status Board', 'Statewide Alerting System', 'Recent Documents', 'Membership Management', and 'Helicopter EMS'.

3. Acknowledge the HIPAA disclaimer by selecting "Confirm"

The screenshot shows the 'Patient Tracking' module page. A 'Protected Health Information Acknowledgement' pop-up window is centered on the screen, containing a disclaimer about PHI and a 'Confirm' button, which is pointed to by a red arrow. The background page shows the 'Patient Tracking' header and a list of actions: 'Add Patient', 'Admit Existing Patient By Triage Number', 'List Patients', 'Archive Current Incident', 'Archive Incident Log', and 'Patient Tracking Help'.



## 4. Select the patient tracking option

The screenshot shows the 'Patient Tracking' module interface. At the top, there is a navigation bar with 'Home', 'EMERGENCY OPERATIONS', 'Documents', 'Resources', 'Accounts', and 'Admin'. Below this is a breadcrumb trail: 'Home > Patient Tracking'. The main heading is 'Patient Tracking' with a 'Section Help' button. A paragraph explains the process: 'When the MCI occurs – The RHCC would start the WebEOC message boards, then begin utilizing the patient tracking system, when it gets to a point when the RHCC believes that 211 should become aware due to the number of patients, the RHCC should make that notation in the WebEOC message boards, VDH Hospital Preparedness Coordinator will see the request on the message board and then coordinate with 211.' Below the text is a list of options: 'Add Patient', 'Admit Existing Patient By Triage Number', 'List Patients', 'Archive Current Incident', 'Archive Incident Log', and 'Patient Tracking Help'. Three blue callout boxes with arrows point to these options: 'Add a new patient to the tracking system' points to 'Add Patient'; 'Transfer or check-in existing patients into your facility. You must know the triage number.' points to 'Admit Existing Patient By Triage Number'; and 'Search for existing patients at your facility' points to 'List Patients'.

## 5. Add Patient – Select Confidentiality

The screenshot shows the 'Add Patient Record' form. At the top, there is a navigation bar with 'Home', 'Patient Tracking', and 'Add Patient Record'. Below this is a breadcrumb trail: 'Home > Patient Tracking > Add Patient Record'. The main heading is 'Add Patient Record' with a 'Section Help' button. The 'Confidentiality' section contains the following text: 'If a record is marked "Confidential," no users shall be able to view the PHI associated with the record. All users with the appropriate permissions will, however, be able to view the De-Identified Data associated with the record.' Below this is a question: 'Does this patient wish their Protected Health Information to be marked as confidential?'. There are two radio buttons: 'Yes' and 'No', with 'No' being selected.

## 6. Protected Health Information (PHI) – This information is utilized by 2-1-1 and the patient locator services. List the most specific and accurate information possible.

The screenshot shows the 'Protected Health Information (PHI)' form. It contains the following fields: 'Triage Number' (text input, unique patient identifier), 'First Name' (text input), 'Last Name' (text input), 'Age' (text input, years), 'Date of Birth' (text input, mm/dd/yyyy (i.e. 01/21/1981)), 'SSN (last 4)' (text input), 'Race' (dropdown menu, Please Choose), 'Height' (two text inputs, feet and inches), 'Weight' (text input, lbs), 'Eye Color' (dropdown menu, Please Choose), and 'Distinguishing Marks' (text input).



7. De-identified data can be viewed outside of your hospital. The disposition tab is most critical and links to 2-1-1 patient location services. Click “Save”,

De-identified Data

Sex: Please Choose

Current Location: Central Region Hospital (TEST)

Status: Please Choose

Disposition: Please Choose

Disposition Notes:

Triage Category: Please Choose

Chief Complaint:

Diagnosis:

Prognosis:

Estimated Stay:

in days

Save or Cancel

8. Admit Existing Patient by Triage Number – Enter triage number and select “Find Patient.”
- To view patient information, select the icon under “Details”.
  - To admit the patient, select the icon under “Admit Patient”

Home > Patient Tracking > Admit Existing Patient By Triage Number

Section Help

**HOW TO FIND A PATIENT BY TRIAGE NUMBER**  
You can use this page to transfer or check-in patients into your organization. You will need to know the patient's Triage Number to do this.  
You must enter an exact match in the search filter below to find a particular patient's record. Once you find the patient's record, click the Admit icon to check-in or transfer the patient to your organization.  
If you would like to create a brand new patient, you should [click here](#) instead.

Find and Admit Existing Patient by Triage Number

\* Triage Number: 123456789

Find Patient or Reset

Patient List

Region	Current Location	Name	Sex	Triage	Status	Disposition	Date Created	Detail	Admit Patient
CTRL	Central Region Hospital (TEST)	Sanders, Barry	M	red	Critical	In Hospital	04/15/2019 03:01:55 PM		



9. Transferring the patient – To transfer the patient to the receiving facility, select “Transfer Patient”

Admit Existing Patient By Triage Number - Edit Record Section Help

Home > Patient Tracking > Admit Existing Patient By Triage Number > Edit Patient Record

**Transfer Patient**

**Confidentiality**

If a record is marked "Confidential," no users shall be able to view the PHI associated with the record. All users with the appropriate permissions will, however, be able to view the De-identified Data associated with the record.

Does this patient wish their Protected Health Information to be marked as confidential?

☐ Yes ☒ No

**Using Existing Data**

By entering the triage number of a patient who is in the system, any fields left blank will be populated with the data that already exists for the patient.

**Incident Data**

☒ Patient Type: Test

10. Select the receiving facility and click “Transfer Patient”. The patient will be removed from your organizations list and added to the receiving organization.

**VHASS**  
Virginia Healthcare  
Alerting & Status System

Home **EMERGENCY OPERATIONS**

Admit Existing Patient By Triage Number

Home > Patient Tracking > Admit Existing Patient By Triage Number

**Transfer Patient**

**Confidentiality**

If a record is marked "Confidential," no users shall be able to view the PHI associated with the record.

Does this patient wish their Protected Health Information to be marked as confidential?

☐ Yes ☒ No

**Transfer Patient**

Make all edits before transferring patient.  
Once a patient is transferred to another organization, you will no longer be able to edit this record.

**Destination**

Please select the organization where this patient is being transferred.

☒ Choose destination from drop down list

☐ Manually enter destination

**Transfer to:**

Central Region Hospital (TEST)

**Transfer Patient** or **Cancel**