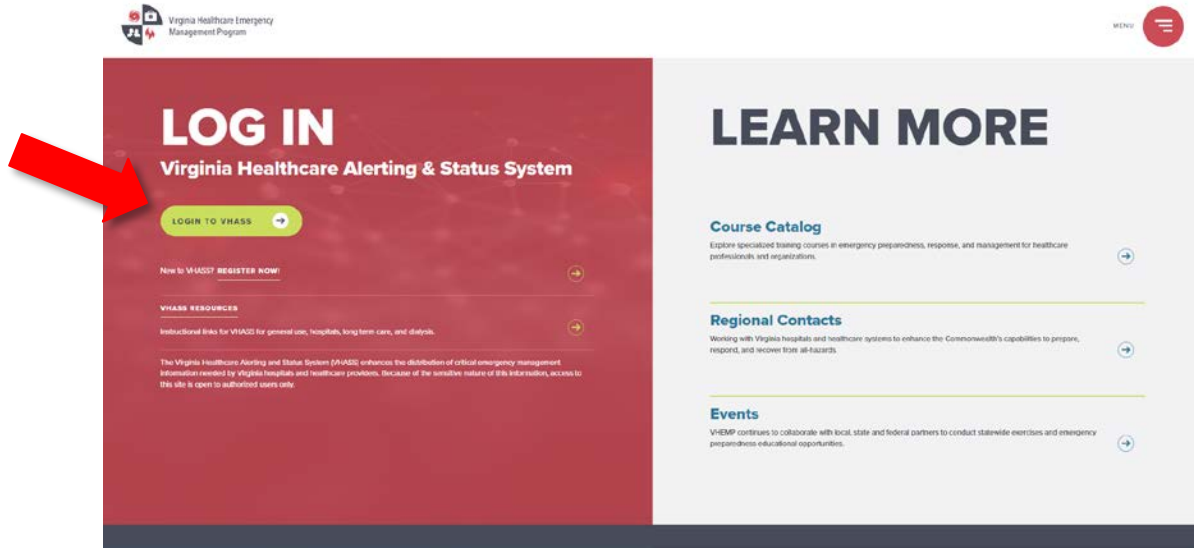
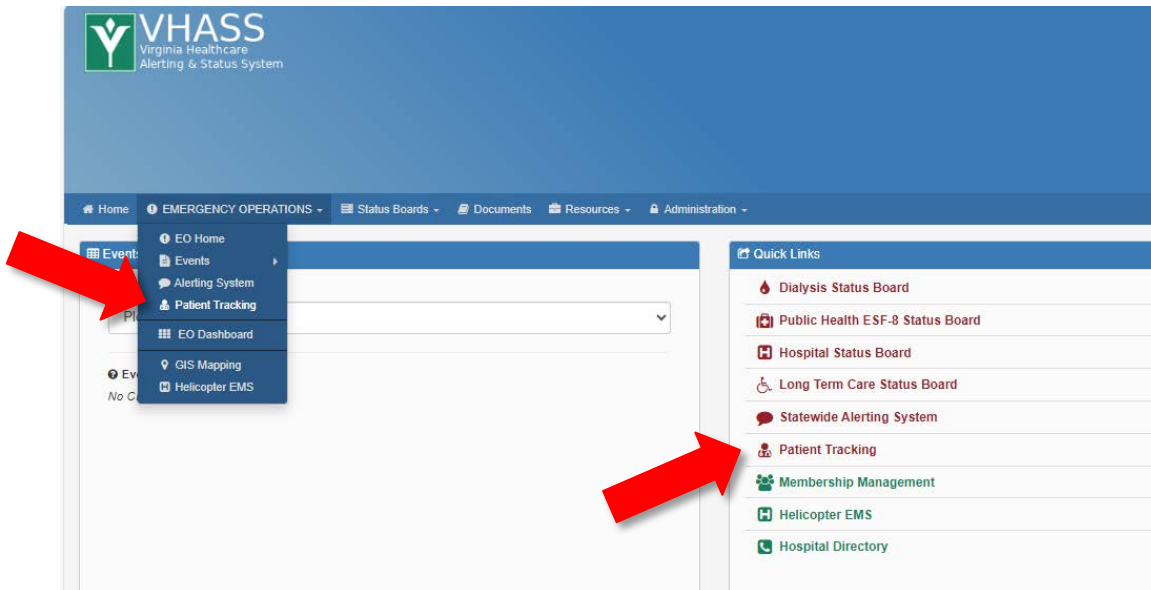




1. Go to the VHASS website: <http://vhass.org/>. Login using your username and password.



2. Select "Patient Tracking".





- Review the Protected Health Information Acknowledgement and click “Confirm”.

Protected Health Information Acknowledgement

This system contains Protected Health Information (PHI). You may only disclose this PHI in compliance with HIPAA and the VHASS Patient Tracking System Policies. Users of this system are required to review and comply with the current versions of the [Terms of Use for the Patient Tracking System](#), [Statement of Protection of Privacy and Security](#), and [VHASS Patient Tracking System Policies and Procedures](#) which may be updated at anytime without notice.

By clicking the Confirm button below, you acknowledge and agree with this statement.

Confirm



- If you are participating in an exercise or conducting training using the Patient Tracking System – please use the toggle switch to enter “Test Mode”. In this mode, all data shown or entered will be test data.



- Select the tab you would like to access.

Home Emergency Operations Status Boards Resources Administration

Patient Tracking

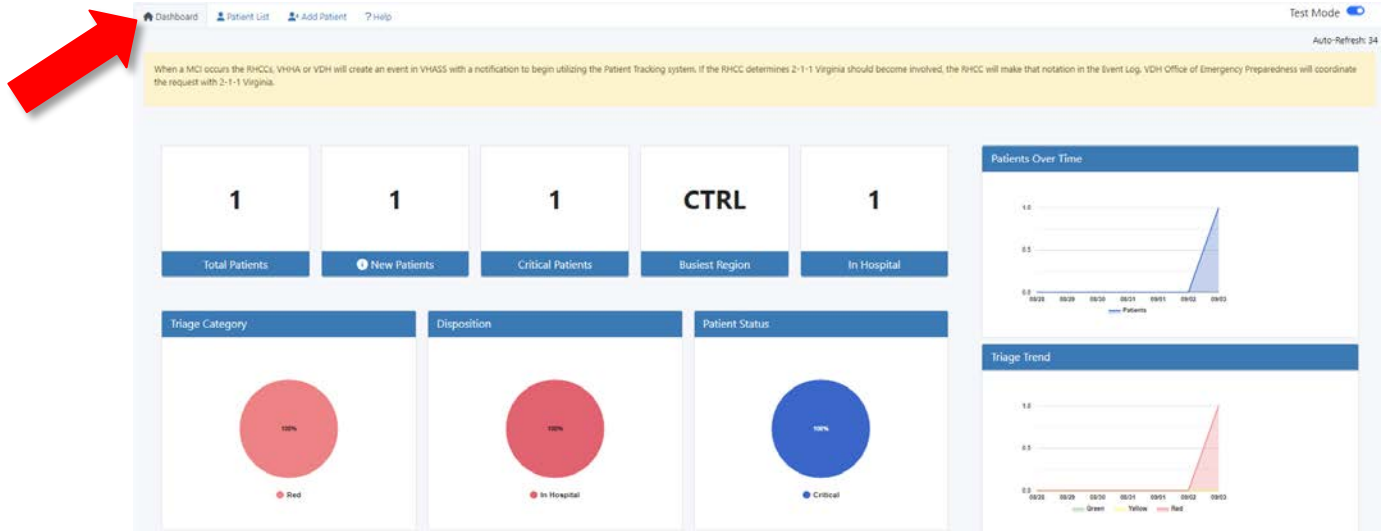
Home > Patient Tracking

Dashboard Patient List Add Patient Help

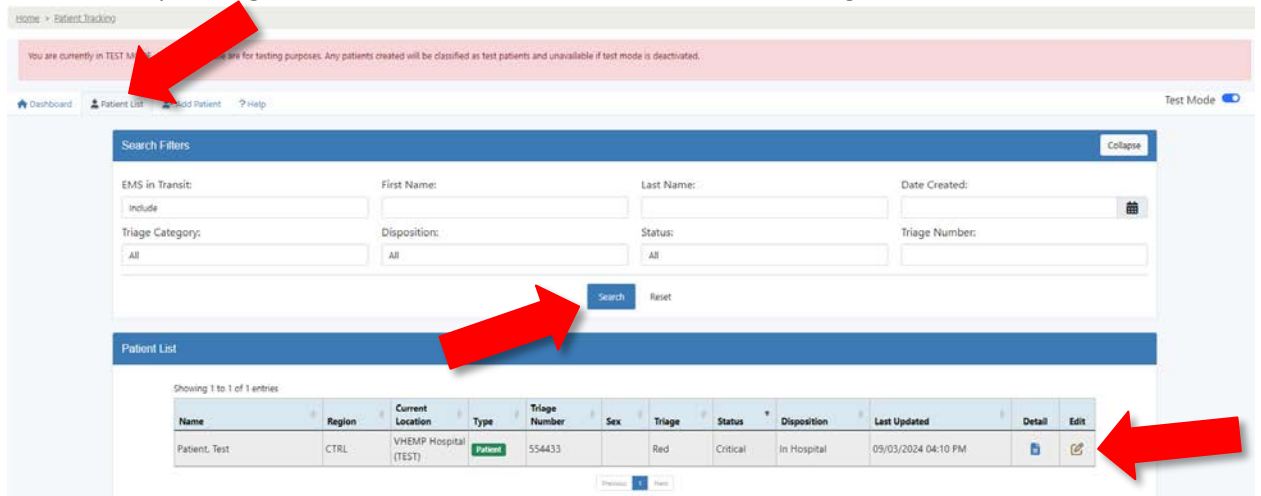




6. "Dashboard" is an aggregate view of patient or resident data where the "Current Location" is listed as your Organization. Please note this is a view only screen.



7. "Patient List" shows each patient or resident data where the "Current Location" is listed as your Organization. The "Search Filters" can be used to narrow the list as needed. The "Detail" and "Edit" buttons in each patient row can be used to view or make updates to the patient record while still at your Organization, as well as Transfer them to another Organization.





8. "Add Patient" is made up of three data entry pages. It is helpful to enter as much information as possible about each patient, however the only required fields are found on page 1 (i.e. confidential?) and page 3 (i.e. Status, Disposition, Triage Category). 2-1-1 Disaster Patient Locator Services uses data from page 2.

Patient Tracking

Home > Patient Tracking

Dashboard Patient List **Add Patient** Help

New Patient | CSV Import

Incident Data

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

Next

9. "Help" is where related documents (e.g. Patient Tracking Policies & Procedures) can be found as well as a variety of Job Aids and FAQs.

Home Emergency Operations Status Boards Resources Administration

Patient Tracking

Home > Patient Tracking

Dashboard Patient List Add Patient **Help**

Patient Tracking Documentation

- [Terms of Use for the Patient Tracking System](#)
- [Statement of Protection of Privacy and Security](#)
- [VHASS Patient Tracking System Policies and Procedures](#)
- [VHASS Patient Tracking System Job Aid](#)

Frequently Asked Questions

- What are the Patient Tracking permission levels?
- How do I assign my organization's members Patient Tracking privileges?
- How do I add a Patient to the Patient Tracking system?
- How do I view existing Patients?
- How do I edit an existing Patient?