

At Risk Registry Patient Tracking System for Local Mass Casualty Incidents (MCIs)

A User Expectations Guide

Purpose

The Local MCI Patient Tracking screen of the *At-Risk Registry* should be used by hospitals to assist state and regional ESF-8, health and medical response partners with identification and tracking of victims involved in mass casualty incidents (MCI).

MCI Definition

Depending upon the locality of the event, a mass casualty incident (MCI) may be defined as one or a combination of these characteristics.

- 1) An event in which EMS and Hospital response capability and capacity are overwhelmed by the severity of casualties.
- 2) An event in which a medical response elicits resources from more than one EMS provider and multiple hospital systems are involved to meet the demands of the casualties.

Examples of MCIs include but are not limited to the following listed events:

- School Shootings
- Major Traffic accidents
- Explosions
- Casualties from severe weather events
- Large chemical releases
- Violent outbreaks during mass gatherings
- Structural Collapses
- Other no notice events

Situation and Assumptions

Upon notification of an incident involving multiple casualties, an event may be set up and the request to hospitals in impacted areas may be made to begin uploading patients to the Local MCI Patient Tracking screen for the corresponding Region MCI event.

- Louisiana Emergency Response Network (LERN) and the Designated Regional Coordinators (DRCs) will be responsible for notification to hospitals in the impacted region through the ESF8 Portal messaging.
- As patients are transported from the scene to area hospitals, facilities receiving victims will begin entering patients into the *At-Risk Registry* upon arrival – outlined in the steps below.
- Tier 1 hospitals may receive patients directly from the scene by way of EMS as well as patients self-presenting post incident by POV; the goal is to track all patients involved in the incident.
- Some patients may be transferred once stabilized to an appropriate facility to provide further care (i.e. burn patients, pediatric patients); these patients should be tracked and may need to be de-duplicated by hospitals and DRCs if they are entered twice.

At-Risk Registry, Local MCI Patient Tracking Functions & Steps

See corresponding attachments for visuals.

- A. [Adding Patients for tracking](#)
 - a. Patients received directly from the scene of an MCI – by EMS, ground or air transport, or POV, etc.
 - b. Patients transferred to another facility from initial receiving facility
- B. [Updating Patients](#)
- C. [Public facing website for community](#)

At Risk Registry



Adding and Tracking Patients – visuals in Attachment A

Note: Unlike the functionality of the system used for patient tracking by entire healthcare facilities during a shelter-in place or evacuation event in which the option to upload patients in bulk is most beneficial, during MCI events the system is intended for uploading patients on an individual basis.

- 1) Login into At-Risk Registry through the ESF8 Portal.
- 2) Verify Event - Upon notification that a MCI event is underway, the ESF8 Network or Louisiana Emergency Response Network (LERN) will create an event in the At Risk Registry. The system is set to default to the most current event upon logging in.
 - a. Patients may be received by a hospital under one of two scenarios:
 - i. Directly from the scene of an event
 - ii. Transferred from a facility that received patient(s) from the scene
- 3) Use the **Local MCI Patient Tracking** screen to add patients.
 - a. The **Local MCI Patient Tracking** screen displays specific patient information fields to complete.
- 4) Once a screen is selected, Click “Add New Record” to insert a patient.
- 5) Select “Edit” on the far right of the screen OR double click a box to add patient information. See NOTE below.
- 6) Click “Post” on the far right of screen Tracking information and location

Tracking # numbers are assigned by **EMS** or **Originating Hospital** through a pre-identified internal MCI numbering system or standard medical record numbering.

The **Originating Hospital** field should automatically populate based on the facility associated with the user adding information.

Destination Hospital field is selected by the Originating Hospital. Hospitals should work with their DRC in conjunction with LERN to determine beds needed outside a particular region.

NOTE: In some instances, patients may not be initially identified (i.e. if unconscious or without identification). Hospitals receiving unidentified patients should use their internal naming system to identify and track patients.

Updating Patients from the **Local MCI Patient Tracking** screen – visuals in Attachment B

Originating Hospitals will complete as much information as possible upon admitting the patient

- a. Patient identifiable information – gender, estimated age, race, hair color, eye color, etc
- b. Triage and admit status information
- c. Add additional information to the Progress notes section at the bottom of the screen; i.e. parent/guardian names, any communication with family or guardians
- d. Determine if a transfer is necessary, set the Destination Hospital

Destination Hospital may make minor changes to the identifiable patient information columns.

- e. Update Status field upon receiving the patient
- f. Update Triage Category (if necessary)
- g. Add additional information to the Progress notes section at the bottom of the screen; i.e. parent/guardian names, any communication with family or guardians

At Risk Registry



Designated Regional Coordinators (DRCs), State ESF-8 network staff, LERN, and Parish OHSEP personnel will be able to monitor and update information in this section. This section enables all users to track communication and provide updates to families and reunification centers if needed.

[Public Facing Website for Community Notification and Reunification](#)

During large scale events in which hospitals become overwhelmed with calls from concerned citizens, a public-facing site may be turned on. The public site allows family/friends access to search for persons based on first and last name. If the person is saved in the At Risk Registry, the name of the hospital they are admitted to will be provided to the end-user. Information and web address details will be communicated to the ESF8 Network as well as local emergency response agencies as soon as the search site is activated.

In the event this site is published for public use during an event, Hospitals are encouraged to follow internal protocol for protecting the identity of patients.

Attachments:

Attachment A – Adding & Tracking Patients with Patient Information

Attachment B – Updating Patients while adding a Progress Note

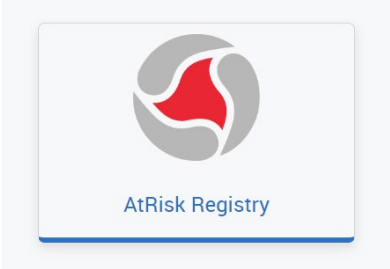
Attachment C – Public Facing Website

At-Risk Registry – Local MCI Patient Tracking & Steps

ATTACHMENT A – Adding & Tracking Patients

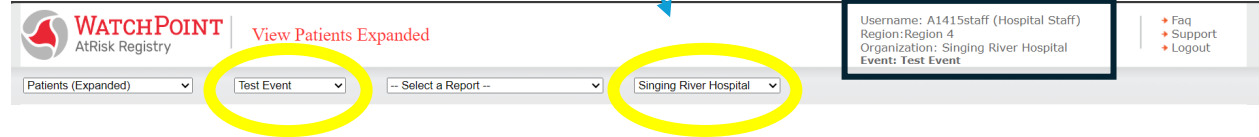
Step 1: Login into the At-Risk Registry through the ESF8 Portal.

<https://dashboard.esf8portal.net/>

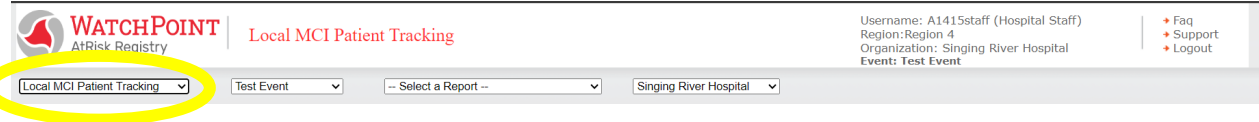


Step 2: Verify Event and Organization/Hospital

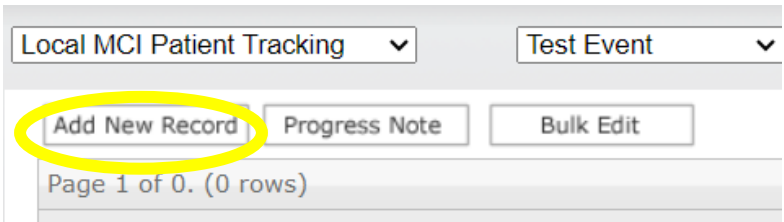
NOTE: This should reflect your selection.



Step 3: Select Local MCI Patient Tracking screen

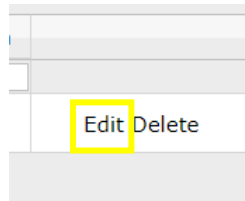


Step 4: Click “Add New Record” button



Step 5: Select “Edit” on the far right of the screen OR double click a box to add patient information**

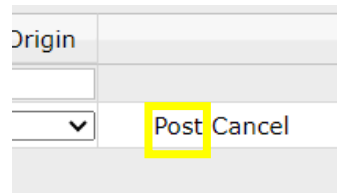
- Last Name
- First Name
- MR Number
- Estimated Age
- Race
- Gender
- Hair Color
- Eye Color
- Admission Status
- Patient Origin



<input type="checkbox"/>	Last Name	First Name	Tracking #	MR Number	Originating Hos	Estimated Age
<input type="checkbox"/>		New Patient		Pt. MR#	Singing River Ho	

Race	Gender	Hair Color	Eye Color	Other Identifier:	History	Admission Statu	Patient Origin
Unknown	Unknown	Other	Other			Undetermined - I	Unknown

Step 6: Click “Post” on the far right of screen



At-Risk Registry – Local MCI Patient Tracking & Steps

****Patient Information Explained**

Column Name	Data Selection	Field Explanation
Last Name	Open text	(if unknown, use internal naming system)
First Name	Open text	(if unknown, use internal naming system)
Tracking #	Open text	May be assigned to patients on scene of incident or assigned at the hospital. Hospitals that receive patients' POV may consider indicating that here.
MR Number	Open text	Originating Hospital's medical record number
Originating Hospital	Auto populated based on facility user	Name of hospital first receiving patient (Note: this will populate automatically if the receiving hospital is the first to enter the patient data)
Estimated Age	Drop down of Age ranges	If DOB is unknown, facility selects an estimated range
Destination Hospital	Drop down, facility names	Originating hospital and LERN will coordinate to transfer patient to another facility
Race	Drop down	Physical identifying features of patient
Gender	Drop down	
Hair Color	Drop down	
Eye Color	Drop down	
Other Identifiers	Open text	Tattoos, articles of clothing, piercings, jewelry, birthmarks, etc
History	Open text	Known medical history of patient
Admission Status	Drop down	<u>Undetermined</u> – Patient awaiting physician assessment <u>Good</u> – Vital signs are stable and within normal limits. Patient is conscious and comfortable. Indicators are excellent. <u>Fair</u> – Vital signs are stable and within normal limits. Patient is conscious but may be uncomfortable. Indicators are favorable. <u>Serious</u> – Cital signs may be unstable and not within normal limits. Patient is acutely ill. Indicators are questionable. <u>Critical</u> – Vital signs are unstable and not within normal limits. Patient may be unconscious. Indicators are unfavorable. <u>Treated and Released</u> – Received treatment but not admitted <u>Deceased</u>
Patient Origin	Drop down	Indicate how the patient arrived to the hospital

ATTACHMENT B – Updating Patients while adding a Progress Note

Step 1: Click “Progress Note”

Local MCI Patient Tracking | Test Event | -- Select a Report -- | Singing River Hospital

Add New Record | **Progress Note** | Bulk Edit

Page 1 of 1. (1 rows)

Drag and drop column header here to group results.

Last Name	First Name	Tracking #	MR Number	Originating Hos	Estimated Age	Dest Hospital	Height	Race	Gender	Hair Color	Eye Color	Other Identifier	History	Admission Statu	Patient Origin	
<input checked="" type="checkbox"/>	Doe	Jane		PT MR#2929	Singing River H	0	Our Lady of Lov		Caucasian	Female	Red	Brown		Serious - Vital s	EMS	Post Cancel

note | User | Entered On

Patient is being transported to Lordes Bunn Center

Choose File | No file chosen | **Save** | Submit Note

We didn't find any file data for the patient

Local MCI Patient Tracking | Test Event | -- Select a Report -- | Singing River Hospital

Add New Record | Progress Note | Bulk Edit

Page 1 of 1. (1 rows)

Drag and drop column header here to group results.

Last Name	First Name	Tracking #	MR Number	Originating Hos	Estimated Age	Dest Hospital	Height	Race	Gender	Hair Color	Eye Color	Other Identifier	History	Admission Statu	Patient Origin	
<input checked="" type="checkbox"/>	Doe	Jane		PT MR#2929	Singing River Hospital	0		Unknown	Unknown	Other	Other			Undetermined	Unknown	Edit Delete

note | User | Entered On

Patient is being transported | A1415staff (staff A1415) | 2024-07-30 15:37:13

Choose File | No file chosen | Save | Submit Note

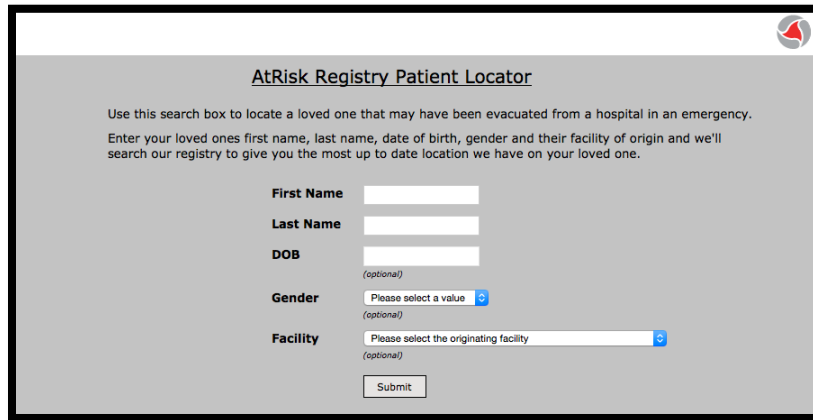
We didn't find any file data for the patient

Progress Note History for review will show below.

At-Risk Registry – Local MCI Patient Tracking & Steps

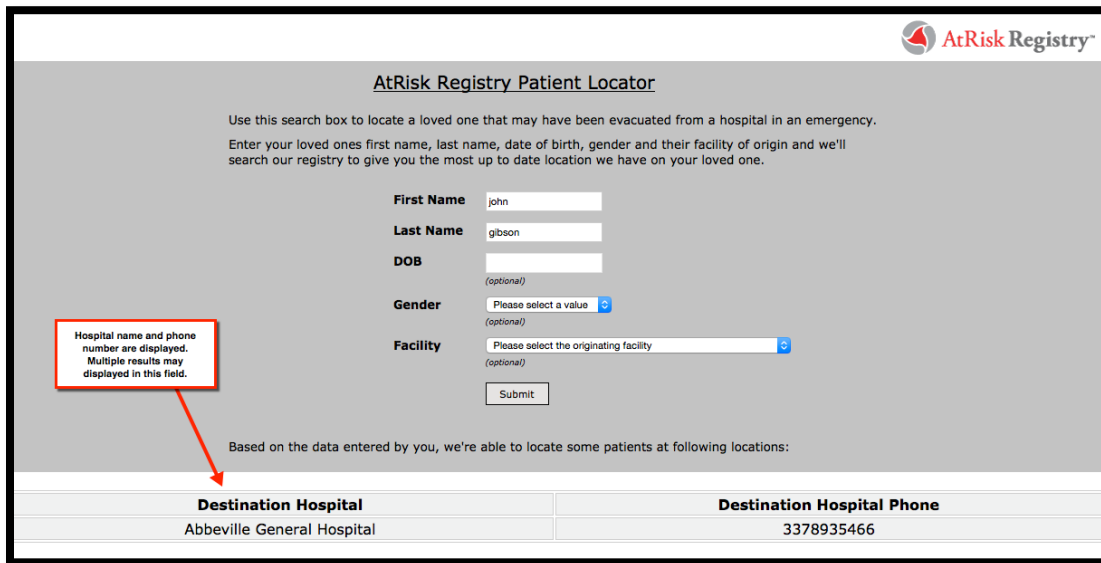
Attachment C – Public Facing Website

The Public-facing Search screen is as follows:



The screenshot shows the 'AtRisk Registry Patient Locator' search form. It includes a title, a brief instruction, and several input fields: First Name, Last Name, DOB (optional), Gender (dropdown), and Facility (dropdown). A 'Submit' button is located at the bottom.

Note that only the first and last name are required. The following screen shows an example result:



The screenshot shows the 'AtRisk Registry Patient Locator' search form with the following data entered: First Name: john, Last Name: gibson. A red box highlights the text: "Hospital name and phone number are displayed. Multiple results may be displayed in this field." Below the form, the text reads: "Based on the data entered by you, we're able to locate some patients at following locations:"

Destination Hospital	Destination Hospital Phone
Abbeville General Hospital	3378935466

The following screen is displayed if no results are found in the database for the information given:

At-Risk Registry – Local MCI Patient Tracking & Steps

