



At Risk Registry



Basic Training for Uploading Patients

June 2023

Logging in to the AtRisk Registry- New for 2023 Users must have a login for the ESF8 PORTAL

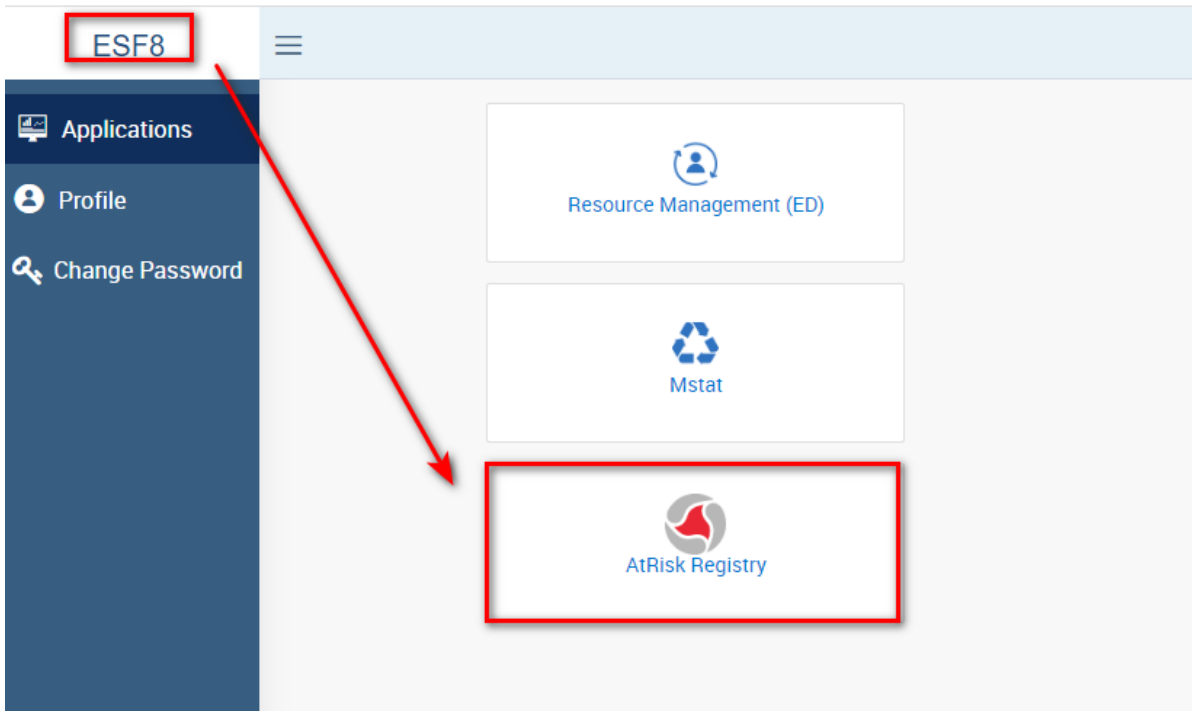


Production Login

Sign in

[Forgot Username?](#)
[Forgot Password?](#)

Once Logged in, choose the AtRISK Registry icon to begin.



Event Verification and Downloading the Latest Template

- ❖ Always check the Event Name and for the latest template in the registry.

WATCHPOINT
AtRisk Registry

View Patients Expanded

Patients (Expanded) Region 5 Training 2023 -- Select a Report --

Add New Record Progress Note Bulk Edit

Page 1 of 1. (37 rows)
Drag and drop column header here to group results.

<input type="checkbox"/>	Originating Hos	Orig. Hosp. Pho	Location	Last Name	First Name				Gender
<input type="checkbox"/>	Beauregard	(337) 462-	At Originating Hospital	Anice	Stacy				Fema
<input type="checkbox"/>			At Originating Hospital	Band	Margaret				Unkno
<input type="checkbox"/>			At Originating Hospital	Burnheart	Nancy	B000253750	Inpatient 222		Unkno
<input type="checkbox"/>			At Originating Hospital	Elter	Cynthia	AL006418669	3132 Med/surg		Fema
<input type="checkbox"/>			At Originating Hospital	Flowers	Rodney	B000218401	Inpatient 237		Male
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	3374917730	At Originating Hospital	Gary	Delores	AL006419321	5112 Med/Surg		Fema
<input type="checkbox"/>	Cornerstone Hospital of Southwest Louisiana	3373106000	At Originating Hospital	Jones	Cyrus	Pt. MR# cor01	302		Unkno

Click on dropdown to select **Patients (Expanded)** for the most information.

Click on dropdown to select **Event Name** provided by the Designated Regional Coordinator.

WATCHPOINT
AtRisk Registry

Patients

-- Choose Action --

2023 MIEP Exercise -- Select a Report --

Download Patient Template

First Name
Kim
Dawn
Kimberly
kim
Jovan
Rosanna
Keith
Kim
Jovan
Jovan
Rosanna
Hector
Hector15
Hector1
Bredrickson

Download to a folder you can find on your desktop!



WATCHPOINT
AtRisk Registry

Download Patient Template

Download Patient Template ▾

2023 MIEP Exercise ▾

-- Select a Report -- ▾

Please click on the link below to download a template XLS file. The file contains fields needed to import data into our database. Open the Excel, and add rows as needed. When finished, please save the file on your computer, and upload it by selecting the appropriate action from the "Chose Action --" menu, above

Download

The template will download at
bottom of the screen:



Priority Fields:

Align with **Attachment A** of the user guide.

Several fields are self explanatory and can be cut and pasted using the EPIC download file, if that process is automated for your facility:

- Last Name
- First Name
- Medical Record Number
- Gender
- History – includes information such as dialysis and medical equipment dependencies
- Room number – unit type + room #
- Weight (defaults to lbs.)
- DOB
- Diagnosis – including vent, cardiac monitor or other electric devices
- Disposition – this will default to “Shelter in Place” and can be managed individually or in bulk after initial upload

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
last_name	first_name	mr_num	gender	history	weight	weight_unit	dob	ventilator_c	cardiac_mon	other_elect	respiratory	emergency_	emergency_	emergency_	diagnosis	disposition
text	text	text	('Unknown'	text	number	('lbs','kgs','g	date	('1','0')	('1','0')	text	text	text	text	text	text	('MIEP Evac'

Reminder! Save your completed file in an easily remembered file.
Suggestion, save it to “Desktop”.

Uploading Patient Census

Patients (Expanded) ▼ Region 5 Training 2023 ▼ -- Select a Report --

Edit NICU Patient Status

- Form 1 Audit Review
- Edit Patient Reception
- JPATS Consolidated Patient Tracking

EMS Actions

- EMS Patient Movement

Hospital Actions

- Add/Edit/Delete Hospitals
- Hospital Status

Event Actions

- Add/Edit/Delete Events

Download / Upload

- Download Patient Template
- Upload Patients**
- Upload JPATS Tracking
- Import From Event
- Upload Manifest
- Download JPATS Tracking File
- Download WPARR Regional Report

Admin Actions

	Location	Last Name	First Name	Orig. Hospital ID	Room #	
	Originating Hospital			B000296975	Inpatient 235	F
	Originating Hospital			B000210406	Inpatient 226	U
	Originating Hospital			B000253750	Inpatient 222	U
	Originating Hospital			AL006418669	3132 Med/surg	F
	Originating Hospital			B000218401	Inpatient 237	
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	3374917730	At Originating Hospital	AL006419321	5112 Med/Surg	F
<input type="checkbox"/>	Cornerstone Hospital of Southwest Louisiana	3373106000	At Originating Hospital	Pt. MR# cor01	302	U

Page 1 of 1. (37 rows)

Use dropdown to select your action. You will need to scroll down to select "Upload Patients".

WATCHPOINT
AtRisk Registry

Upload Patients

Upload Patients ▼ Region 5 Training 2023 ▼ -- Select a Report --

Please click on the "Browse" button and locate the file on your computer. Then click on the "Submit"

Upload data:

No file chosen

☐ Replace Current Patients

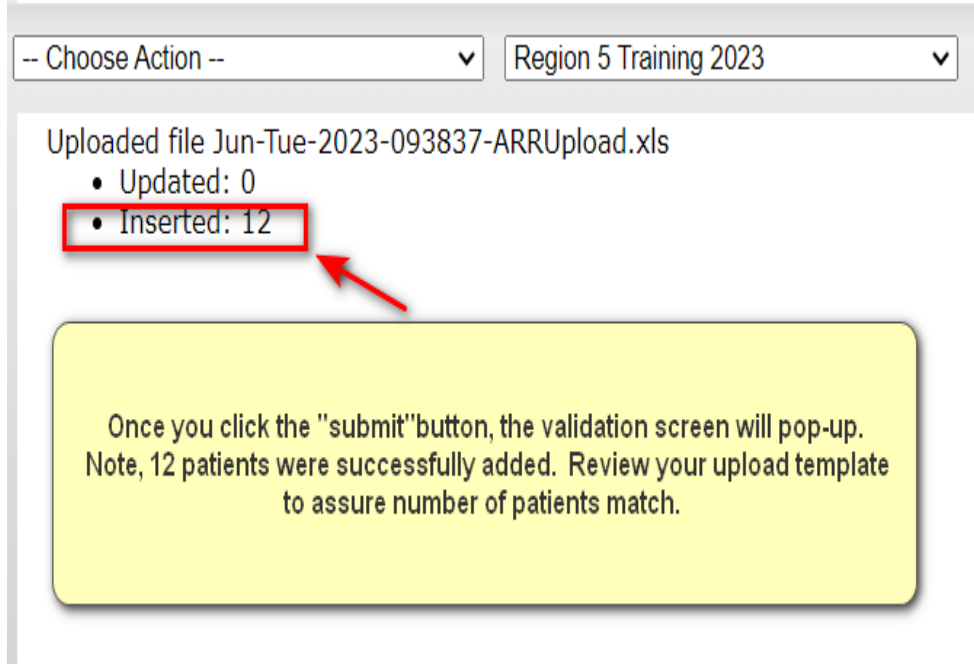
☒ Update Current Patients

Choose file from location you chose.

To enter new file choose "Update Current Patients"

Validating Upload

Initial Upload:



-- Choose Action --

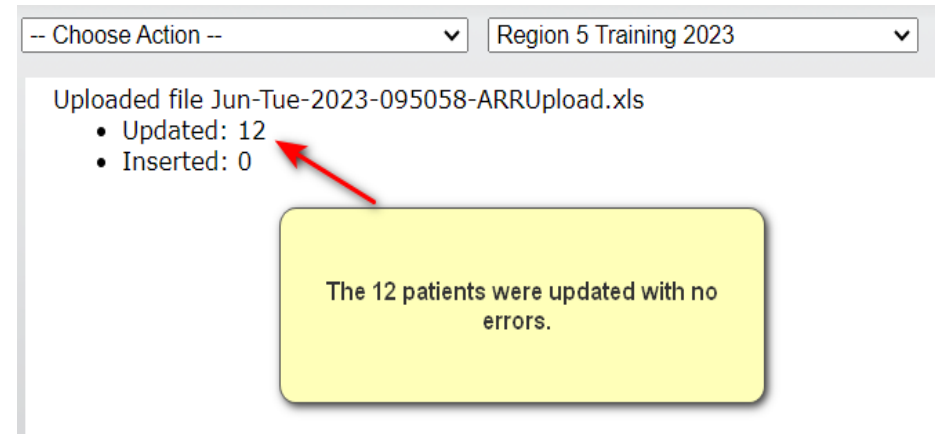
Region 5 Training 2023

Uploaded file Jun-Tue-2023-093837-ARRUpload.xls

- Updated: 0
- Inserted: 12

Once you click the "submit" button, the validation screen will pop-up. Note, 12 patients were successfully added. Review your upload template to assure number of patients match.

Changes made to initial patients, uploaded patient template again “Update Current Patients” selected:



-- Choose Action --

Region 5 Training 2023

Uploaded file Jun-Tue-2023-095058-ARRUpload.xls

- Updated: 12
- Inserted: 0

The 12 patients were updated with no errors.

NOTE:

- “Update Current Patients” will update data in fields in previously uploaded patients.
- “Replace Current Patients” will replace the ENTIRE file.

Editing Individual Patient Information / Searching and Filtering

Patients (Expanded) ▼ Region 5 Training 2023 ▼ -- Select a Report --

Add New Record *Previous Note*

Choose "Add New Record" to add Patient. It will show up below search and filter line.

Page 1 of 1. (37 rows)

Drag and drop. **This is a search and filter line ONLY. To add a new patient select "Add New Record".**

<input type="checkbox"/>	Orig. Hosp.	Orig. Hosp. Pho	Location	Last Name	First Name	Orig. Hospital ID	Room #
<input type="checkbox"/>	Beauregard Health System	(337) 462-7106	At Originating Hospital			B000296975	Inpatient 235
<input type="checkbox"/>	Beauregard Health System	(337) 462-7106	At Originating Hospital			B000210406	Inpatient 226
<input type="checkbox"/>	Beauregard Health System	(337) 462-7106	At Originating H ▼			B000253750	Inpatient 222
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	3374917730	At Originating Hospital			006418669	3132 Med/surg
<input type="checkbox"/>	Beauregard Health System	(337) 462-7106	At Originating Hospital			8401	Inpatient 237
<input type="checkbox"/>						9321	5112 Med/Surg
<input type="checkbox"/>	Cornerstone Hospital of Southwest Louisiana	3373106000	At Originating Hospital			MR# cor01	302

Double click in a field and it will open editing boxes. Go to end of row to "post" and save changes.

Example: Field has been double-clicked and can now be edited. Type in new room number, then, tab down to post change

Discharge To	Repatriation Tra	Repatriation Tra	Actual Discharg	
Home	No			Edit Delete
Home ▼	No ▼	None ▼		Post Cancel

You must always scroll to the end of the row to post changes!

In-State Movement Specifications

Applies to:

- Movement within systems
- Transfers according to hospital plans
- State and DRC Assisted placement

In-State Patient Movement

Edit Patient Locations

Region 5 Training 2023

-- Select a Report --

-- Choose Organization --

Add New Record

Progress Note

Bulk Edit

Page 1 of 1 (37 rows)

to group results.

Select "Edit Patient Locations" view when sending or receiving patients.

Disposition:
Sending hospital will need to edit this on patients. This field is key in decision making! See definitions. Reminder, do not delete discharged patients. Following a facility evacuation, the "Disposition" field facilitates tracking of all patients.

	Location	Last Name	First Name	Orig. Hospital ID	Gender	Tail Number	Disposition
	Originating Hospital			B000296975	Female		Shelter In Place
<input type="checkbox"/>	Beauregard Health System	At Originating Hospital		B000210406	Unknown		Shelter In Place
<input type="checkbox"/>	Beauregard Health System	At Originating Hospital		B000253750	Unknown		Shelter In Place
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	At Originating Hospital		AL006418669	Female		Shelter In Place
<input type="checkbox"/>	Beauregard Health System	At Originating Hospital		B000218401			Shelter In Place
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	At Originating Hospital		AL006419321	Female		Shelter In Place
<input type="checkbox"/>	Cornerstone Hospital of Southwest Louisiana	At Originating Hospital		Pt. MR# cor01	Unknown		Shelter In Place
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	At Originating Hospital		AL0064117556	Male		Shelter In Place
<input type="checkbox"/>	Beauregard Health System	At Originating Hospital		B000111130	Female		Shelter In Place
<input type="checkbox"/>	Oakdale Community	At Originating Hospital		ochmr1	Female		Shelter In Place

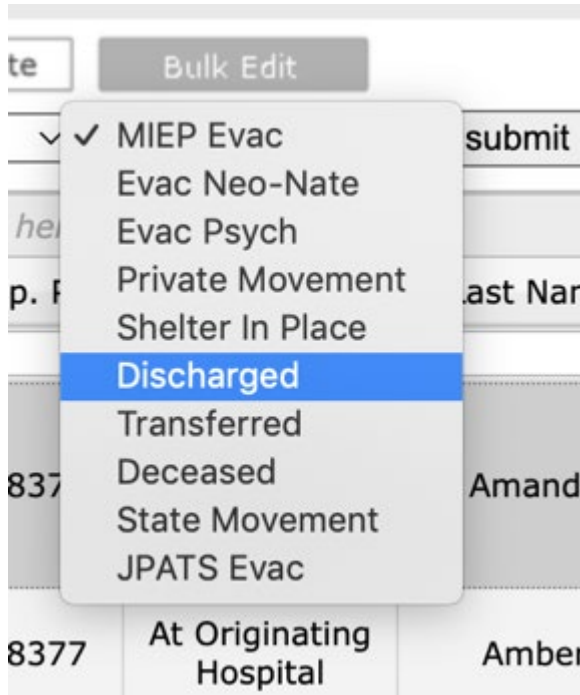
Originating hospital should NEVER be changed. When patient is moved. "Dest.Hospital" will be changed.

Shelter in Place is the default Disposition for all patients.

Disposition:
MIEP Evac
Evac Neo-Nate
Evac Psych
Private Movement
Shelter In Place
Discharged
Transferred
Deceased
State Movement
JPATS Evac

Disposition Definitions:

Aligns with **Attachment C** of the User Guide



Evac Neonate – Private contracts with Women’s or other NICU centers

Evac Psych – Admitted psychiatric patients needing in-state placement using state/DRC assistance.

Private Movement – You are going outside your system with the patient-NO ASSISTANCE FROM STATE

Discharged – Most of these will be your ED folks, and others as applicable

Transferred – Patient moved within your system – NO ASSISTANCE FROM STATE

State Movement – ESF8 is facilitating movement. DRC is locating destination and EMS-DRC is coordination transportation.

In-State Patient Movement –State/DRC assisted Movement

Assumption: The hospital plan has failed, State/DRC locates beds and arranges transportation.

Sending Hospital or DRC will make change to “Dest. Hospital”. Once the change is posted, the receiving hospital can view patient information.

Dest. Hospital #

Dest. Hospital

-1 Acadian A

-1 Acadian A

Acadian Ambulance R4 ▼ Acadian Ambulance R4 **Post** Cancel

Shreveport FCC

****EDO - Mandeville ED**

**EDO - Mandeville ED - St. Tammany Health System Offsite ED

**EDO - Ochsner Medical Complex - Iberville

**EDO - Ochsner Medical Complex – River Parishes

**EDO - OLOL Livingston

**EDO - Our Lady of the Lake North Emergency Room

**EDO Baton Rouge General - Ascension

Abbeville General Hospital

Acadia Extended Care Hospital

Acadia St. Landry Hospital

Acadian Ambulance R4

Acadian Medical Center

Acadiana Addiction Treatment Center

Acadiana Rehabilitation

Accord Rehabilitation Hospital

Alexandria Emergency Hospital

Allegiance Health Center of Monroe

Allegiance Health Center of Ruston

Allen Parish Hospital

"Dest. Hospital #" is editable. Select it. A drop-down of facilities will be available. Once selected, facility will show in "Dest.Hospital". "Post" change

“Location” is updated by receiving hospital.

Edit Patient Locations Region 5 Training 2023 -- Select a Report --

Add New Record Progress Note Bulk Edit

Page 1 of 1. (37 rows)

Drag and drop column header here to group results.

<input type="checkbox"/>	Originating Hospital Name	Location	Last Name	First Name	Orig. Hospital ID
<input type="checkbox"/>	Beauregard Health System	At Originating Hospital			B000296975
<input type="checkbox"/>	Beauregard Health System	At Originating Hospital			B000210406
<input type="checkbox"/>	Beauregard Health System	At Originating Hospital	Burn		B000253750
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	Departed for AMP			AL006418669
<input type="checkbox"/>	Beauregard Health System	At AMP			B000218401
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	On Plane			AL006419321
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	Returned to Hospital			Pt. MR# cor01
<input type="checkbox"/>	Cornerstone Hospital of Southwest Louisiana	Whereabouts Unknown			AL0064117556
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	Ready for Pickup			B000111130
<input type="checkbox"/>	Beauregard Health System	State EMS Requested			
<input type="checkbox"/>		State EMS Assigned			
<input type="checkbox"/>		State EMS Arrived			
<input type="checkbox"/>		State EMS Departed			
<input type="checkbox"/>		State EMS at Final Destination			

Receiving hospital updates "Location". This will be the only status used for in-state patient movement.

In-State Patient Movement –Bulk Editing

A “bulk edit” feature exists so that hospitals can easily edit groups of patients based on specific criteria. This feature should replace the need for hospitals to continuously upload a revised patient template.

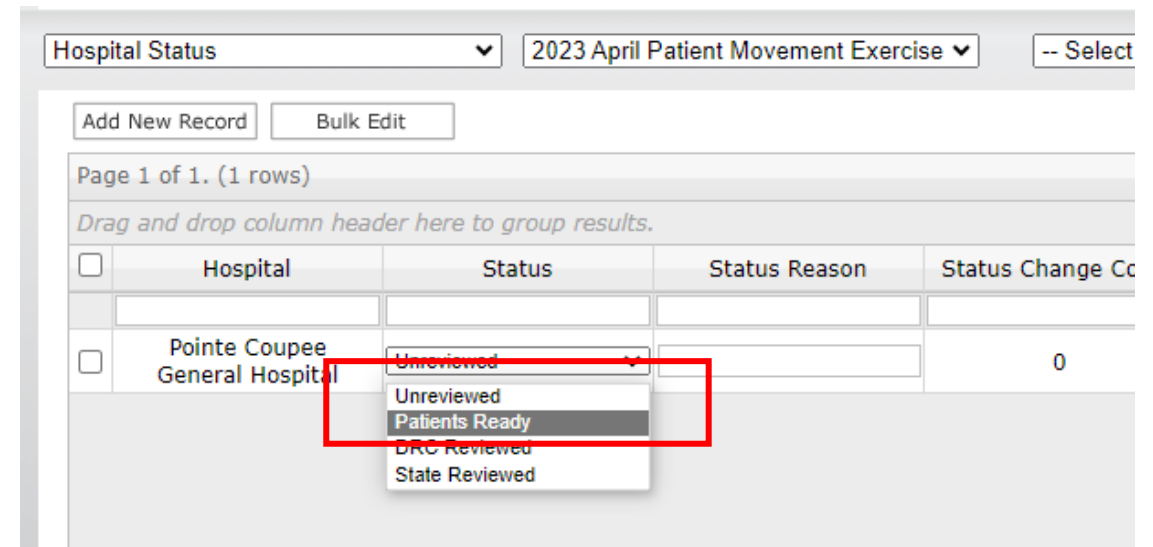
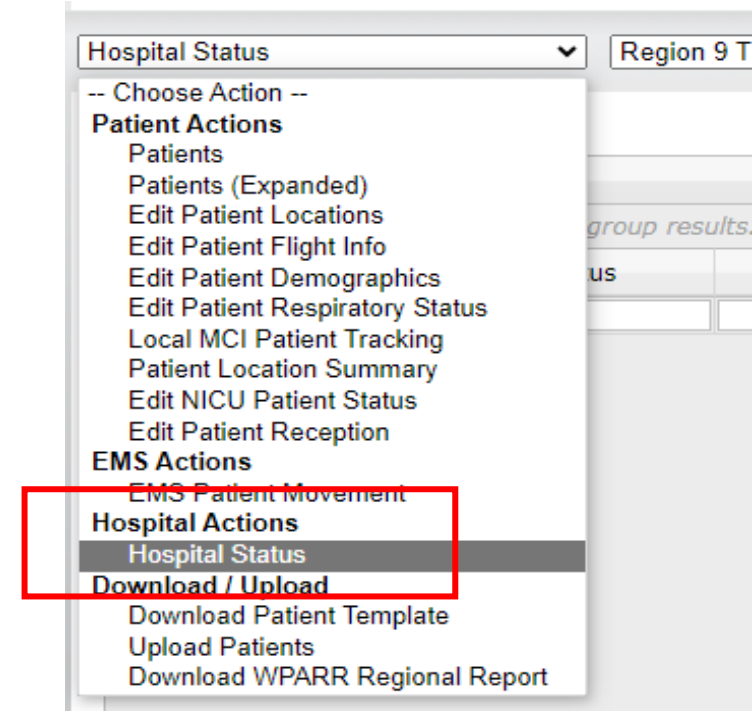
The screenshot shows the 'AtRisk Registry' interface. At the top, there are three dropdown menus: 'Edit Patient Locations' (annotated with a red '1'), 'Region 2 DoomsDay 2022', and '-- Select a Report --'. Below these are three buttons: 'Add New Record', 'Progress Note', and 'Bulk Edit'. The 'Bulk Edit' button is highlighted with a red box and a red '4'. Below the buttons is a table with columns 'Dest. Hospital #' (annotated with a red '2') and 'Originating Hospital Nar'. The 'Dest. Hospital #' column has a dropdown menu showing a list of hospitals, with 'Shreveport FCC' selected (annotated with a red '3'). A 'submit' button is located to the right of the dropdown menu. The table lists several hospitals, including 'Baton Rouge General Mid City' and 'Acadian Medical Center'.

1. Select the screen to bulk edit
2. Select the bulk editable field from the drop-down list for the corresponding screen
3. Make you selection or input manual entry
4. Click **submit**

Confirming Patient Lists are Complete

Hospitals have two options for indicating uploads of patients are complete:

- Use the the **Hospital Actions** screen
 - using the *Hospital Status* view, select “Patients Ready”
- **Notify the DRC** uploads are complete, meaning admissions have ceased and discharges and transfers are finalized in preparation for sheltering-in-place.



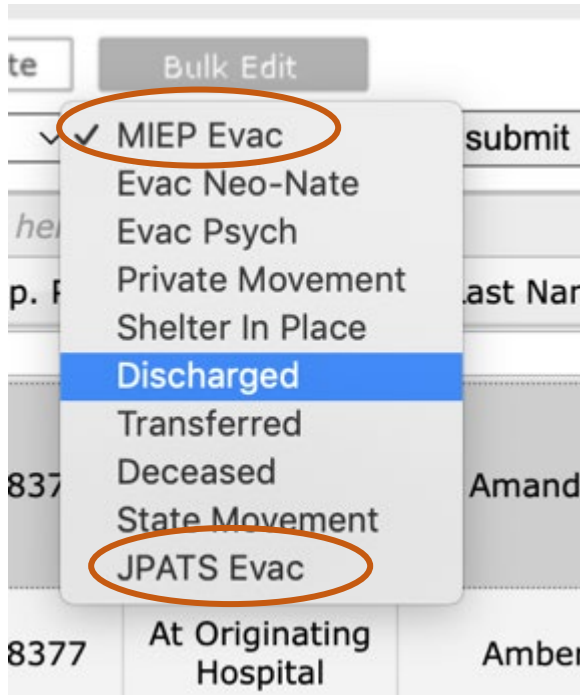
Federal/Out of State Movement Specifications

Applies to: Execution of the State-Federal ESF-8 Medical Institution Evacuation Plan (MIEP)

- Movement through National Disaster Medical System (NDMS)
- Using Department of Defense (DoD) assets
- Using Federal air EMS contract assets

Disposition Definitions:

Aligns with **Attachment C** of the User Guide



MIEP Evac – non-critical patients needing evacuation using federal resources, most likely Department of Defense aircraft and teams.

- Excludes NICU and Psychiatric patients
- patient clinical information should be cross walked against Attachment B to assist flight surgeon with identifying contraindications
- Any contraindications may prompt a critical designation and movement by JPATS

JPATS Evac – critical patients being moved by federal EMS contract aircraft and crew.

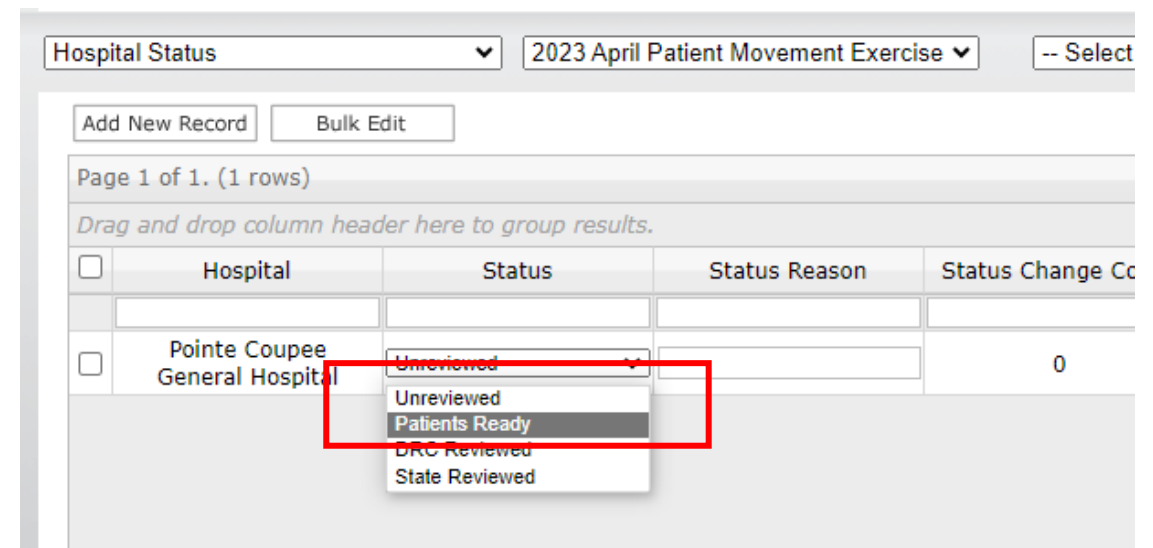
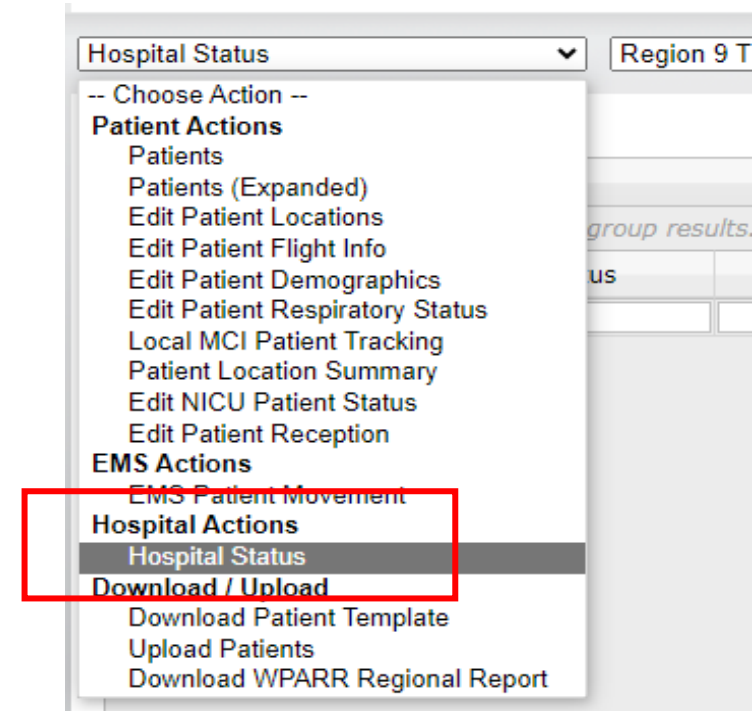
- Hospital primary responsibility to assign JPATS Evac
- DRC and State review may prompt patients move from MIEP Evac to JPATS Evac
- Federal patient movement cell may determine a patient should be moved to JPATS evac status

Confirming Patient Lists are Complete

Hospitals will signal they have completed the uploads and patient validation and manifesting for federal movement can begin when conducting this step.

Use the the **Hospital Actions** screen

→ using the *Hospital Status* view, select “Patients Ready”



Federal Movement (MIEP & JPATS) Flight Assignments

- Hospitals can use the “Edit Patient Flight Info” screen to see flight details after the patient lists have been reviewed by the federal movement team and manifests are set.

The following key information may be provided and updated on this view:

- Flight departure airport
- Flight time
- Tail Number
- Arrival Airport

WATCHPOINT
AtRisk Registry

Edit Patient Flight Info

2023 April Patient Movement Exercise -- Select a Report -- -- Choose Organization

Bulk Edit

group results.

Flight Date	Departure Time	Arrival Time	Arrival Airport	Originating Hospital	Last Name	First Name
				Pointe Coupee General Hospital		New Patient
				Pointe Coupee General Hospital		New Patient
			KCHS	Acadian Medical Center	A Test	Patient
				Acadian Medical Center	A Test	Patient 2

Best Practices!

Adding files as attachments

Including a Face sheet, History and Physical (H&P), Medication Administration Record (MAR) or other document may be useful for the placement of the patient and assist the receiving facility with assuming the transfer of the patient. This can be included as an additional step in the process and functions similar to attaching a document to an email.

1. Select the patient to upload a document
2. Scroll to the bottom and find “Choose File” button.
3. Upload the file from the PC and select “Save”.

Saved files will be visible as uploads and accessed by users of sending and receiving hospitals.

<input type="checkbox"/>	flower	daisy
<input type="checkbox"/>	leia	princess
<input checked="" type="checkbox"/>	mouse	baby boy
<input type="checkbox"/>	mouse	minnie
<input type="checkbox"/>	pie	peach
<input type="checkbox"/>	rolls	thunder
<input type="checkbox"/>	shortcake	strawberry
<input type="checkbox"/>	sky	gray
<input type="checkbox"/>	sky	blue
<input type="checkbox"/>	treat	trickor

Page 1 of 1. (16 rows)

Drag and drop column header here to group results.

note	User	Entered On

No file chosen

Best Practices – Correct input of Room # information!

Please work with your IT and/or patient tracking coordinator(s) to include the following information in the “Room #” Field:

Patients (Expanded) Region 5 Training 2023 -- Select a Report -- -- Choose Organization

Add New Record Progress Note Bulk Edit

Page 1 of 1. (37 rows)

Drag and drop column header here to group results.

<input type="checkbox"/>	Originating Hos	Orig. Hosp. Pho	Location	Last Name	First Name	Orig. Hospital ID	Room #	Gender	Weight
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital					AL006418669	3132 Med/surg	Female	200
<input type="checkbox"/>						B000218401	Inpatient 237	Male	0
<input type="checkbox"/>						AL006419321	5112 Med/Surg	Female	260
<input type="checkbox"/>	H South Louisiana					Pt. MR# cor01	302	Unknown	0
<input type="checkbox"/>	CHRISTUS Oschner St. Patrick Hospital	3374917730	At Originating Hospital			AL0064117556	2404 ICU	Male	167
<input type="checkbox"/>	Beauregard Health System	(337) 462- 7106	At Originating Hospital			B000111130	Inpatient 236	Female	0

Including Unit Type with Room # will facilitate patient movement!

Best Practices – Good clinical details!

Please work with your IT to include the following information in the “History”/ “Diagnosis” Fields:

History	Contingency Me	Emergency Con	CCATT	Diagnosis	Disposition
Diabetes	MM-SS - Medical/Surger		No	Femur Fracture	Shelter In Place
	MM-SS - Medical		No	COPD, Sepsis	Shelter In Place
Dialysis	MM-SS - Medical		No	Sepsis	Shelter In Place
	MM-SS - Medical		No	Resp Failure	Shelter In Place
Drug Abuse / SI	MM-SS - Medical/Surger		No	Drug Overdose	Shelter In Place
	MM-SS - Medical/Surger		No	Symptomatic AME	Shelter In Place

"History" should include any indication the patient needs dialysis.

Diagnosis should include if a patient has an infection disease. (Provider should use ID precautions, i.e. COVID+)