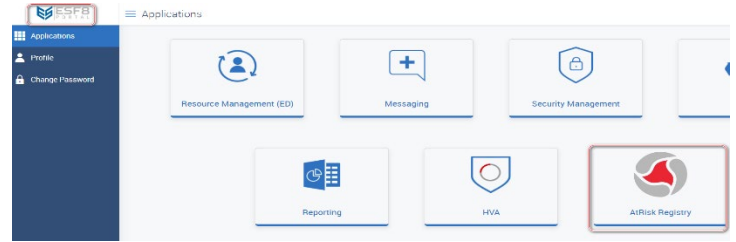


AtRisk Registry MCI Patient Tracking System

Just-In-Time Training



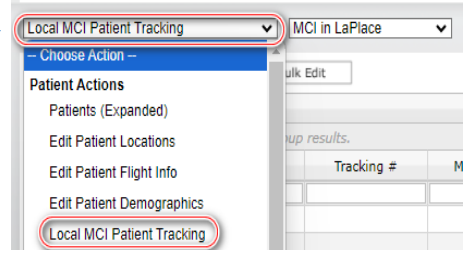
Step 1: Login to AtRisk Registry:
<https://dashboard.esf8portal.net/>



Step 2: Verify Event in top right of screen once logged in

Username: lharmon (DRC)
 Region: Region 5
 Organization: Ochsner America
Event: MCI in LaPlace

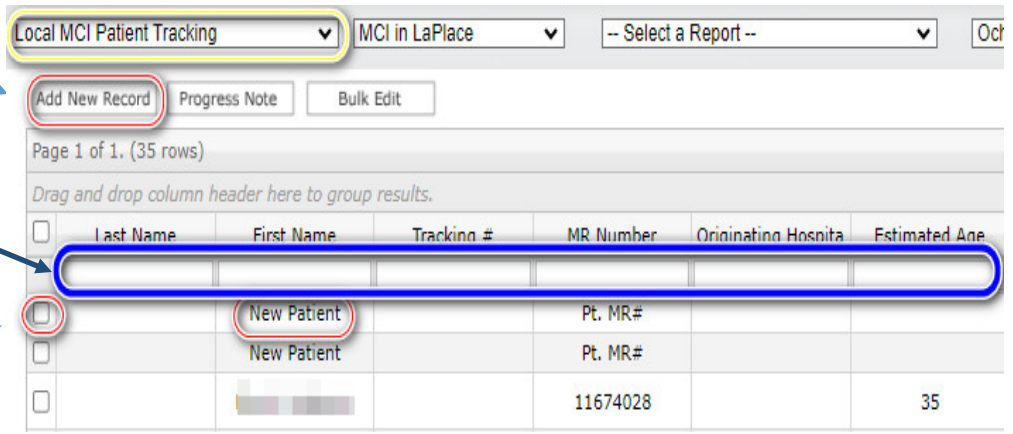
Step 3: Select "Local Patient MCI Tracking" from Dropdown



Step 4: Click "Add New Record" button

NOTE: The first row is a "Search and Filter" Row!

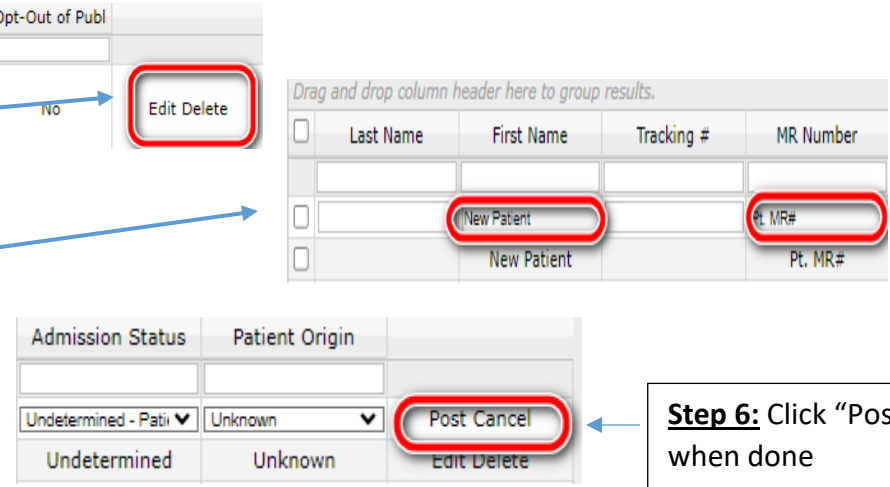
Step 5: Locate Row that has "New Patient" in First Name



Step 6: Select "Edit" on far right of screen OR double-click to add patient information

- First Name
- Last Name
- DOB (MM/DD/YYYY)
- Tracking # (Triage Tag #)
- Medical Records # (This is a REQUIRED field- You will not be able to save without it.)
- Identifiers (hair color, eye color, clothing, etc)
- Admission Status
- Patient Origin

Some of this info may be unknown.



Step 6: Click "Post" when done

For More Comprehensive Training Visit: <https://lha-foundation.org/LHAFoundation/LHAFoundation/EP/EPPlanningResources.aspx?hkey=abcd6e52-8cba-4a5c-838c-0c6bea0c9c58>