WATrac CHEAT SHEET

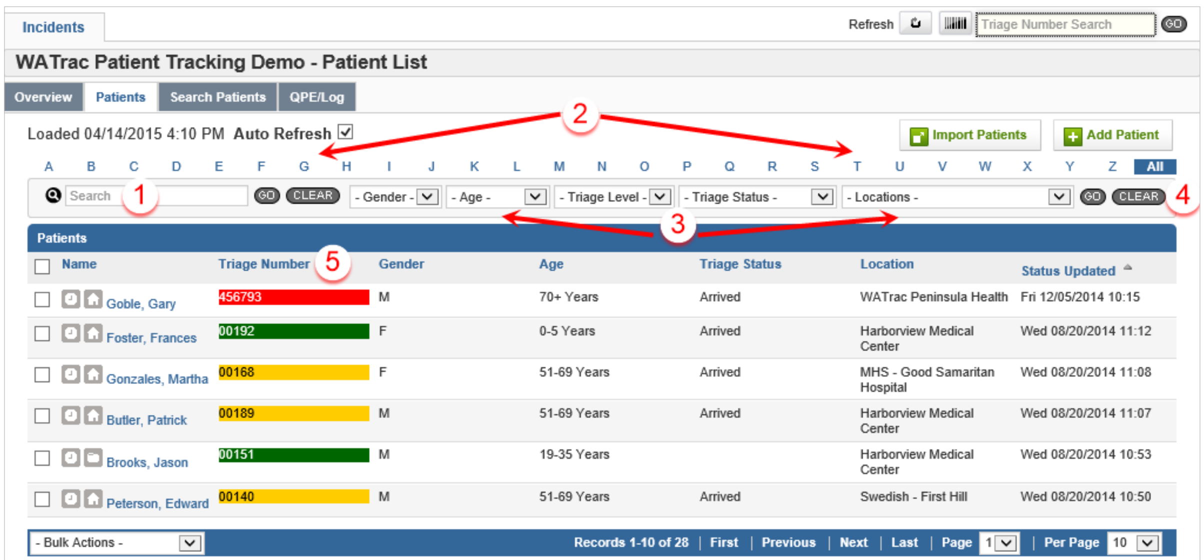
NORTHWEST HEALTHCARE RESPONSE NETWORK

## The Patients List

A patient's triage status, triage number, name, gender, age, current location and the date and time of the last status update are shown on the Patient List.

Depending on your permission group, you may have access to additional functions:

- Import Patients, to add patients using a template.
- Add Patient, to create a new patient record using a form.
- Bulk Actions, for triaging groups of patients together.




Search for a patient using one of the following methods. Refer to the screenshot above.

1. Type a few letters of the first or last name in the search box and click **Go**.
2. From the alphabet at the top, select the first letter of the last name to filter the list.
3. Select from drop-down boxes to filter by Gender, Age, Triage Level, Triage Status , or Location.
4. Click **Clear** to remove the filters.
5. Click a column header to sort the data in ascending /descending order.

Open a patient's record by clicking on the name.

## Adding a Patient to an Incident

The following sections describe the four ways to add a patient to an incident:

- Patient tab with "add patient" button
- Import template
- Barcode scanner
- Quick Patient Entry tab

## Add Patient Button

From the **Patients** tab, click Add Patient

1. Enter available patient information— the recommended minimum data is:
   - **Unique identifier** /Triage # *(required)*
   - Triage status/color
   - Name (if available)
   - Age (approximate)
   - Gender
   - Date & time
   - Current location/destination
2. Check the **Show Additional Information** box to open an expanded form containing additional information fields.
3. **Add Patient** adds the record and returns to the Patient List, or use **Add and New** to add the current record and open a blank form to enter another patient.
4. Select Cancel to return to the Patient List without saving the information.

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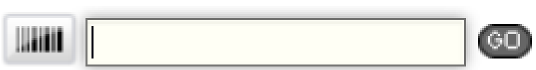
## Import Patients Template

1. On the Patients tab, click **Import Patients**
2. Click the hyperlink located in #1 to download the import template.
3. Fill out the template  using one row per patient— Do not use commas and do not change the order of the columns or column names.
4. For the Triage Number use the Unique Identifier.
5. For Triage Level use "Red," "Green," "Yellow," or "Black;" or "Immediate," "Delayed," "Minor," or "Morgue".
6. For the Date of Birth use the format mm/dd/yyyy.
7. Please use "Male", "Female", "M", "F", or "N/A" for the Gender field.
8. When finished, save the file to a location that you can easily find.
   - The file must be saved in the .csv format to be uploaded.
   - Prompt: *Do you want to keep using that format?* select **Yes**.  This step saves your additions.
   - Prompt:  *Want to save your changes to 'filename.csv'?* select **Don't Save**.  This refers to any formatting changes you made.
9. In WATrac, click the *Browse* button to locate the saved file.
10. Click **Import Patients** to add the new patient records to the Incident.

## Barcode Scanner

In the upper right corner of each Incident tab there is a field for entering barcoded unique identifiers.

1. Click in text field to activate cursor on the scan box & enter the unique identifiers.




2. Click on the barcode icon to search for the number.
3. If the number has been entered, you will be taken to that patient record.

## QPE - Quick Patient Entry

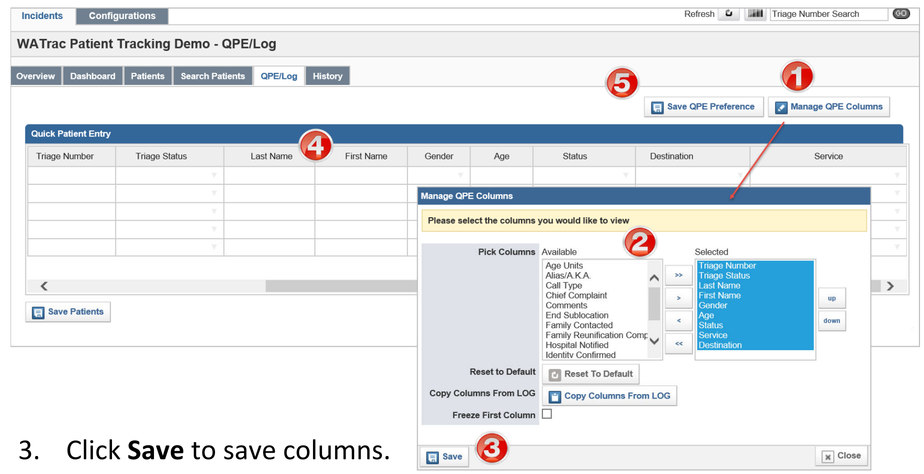
The **QPE** tab is a quick patient entry form allowing entry of information for several patients at one time.

Click the **QPE/Log** tab— At the top of the page is the Patient Entry form & the Patient Log for editing is at the bottom.

### Manage Columns

Customize QPE columns to meet your agencies requirements for data entry:

1. Click **Manage QPE Columns** to open the popup slush box.
2. To add a column, highlight name on left, select the right arrow to move the column to the right side. Reverse the process to remove columns.




3. Click **Save** to save columns.
4. Click column headers and drag them to change the column order.
5. Click **Save QPE Preferences**.

### Using the QPE Form

1. Double click in a field and begin entering data.
2. Tab to the next field. Begin entering information; if available a dropdown will become visible. Or, double click to open a dropdown.
3. Click **Save Patients** to add all records.