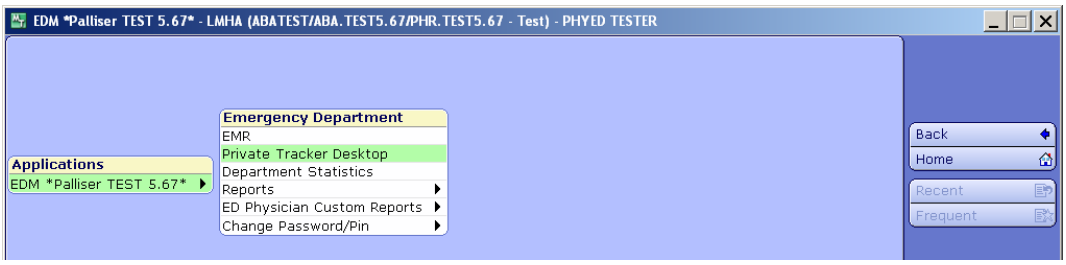
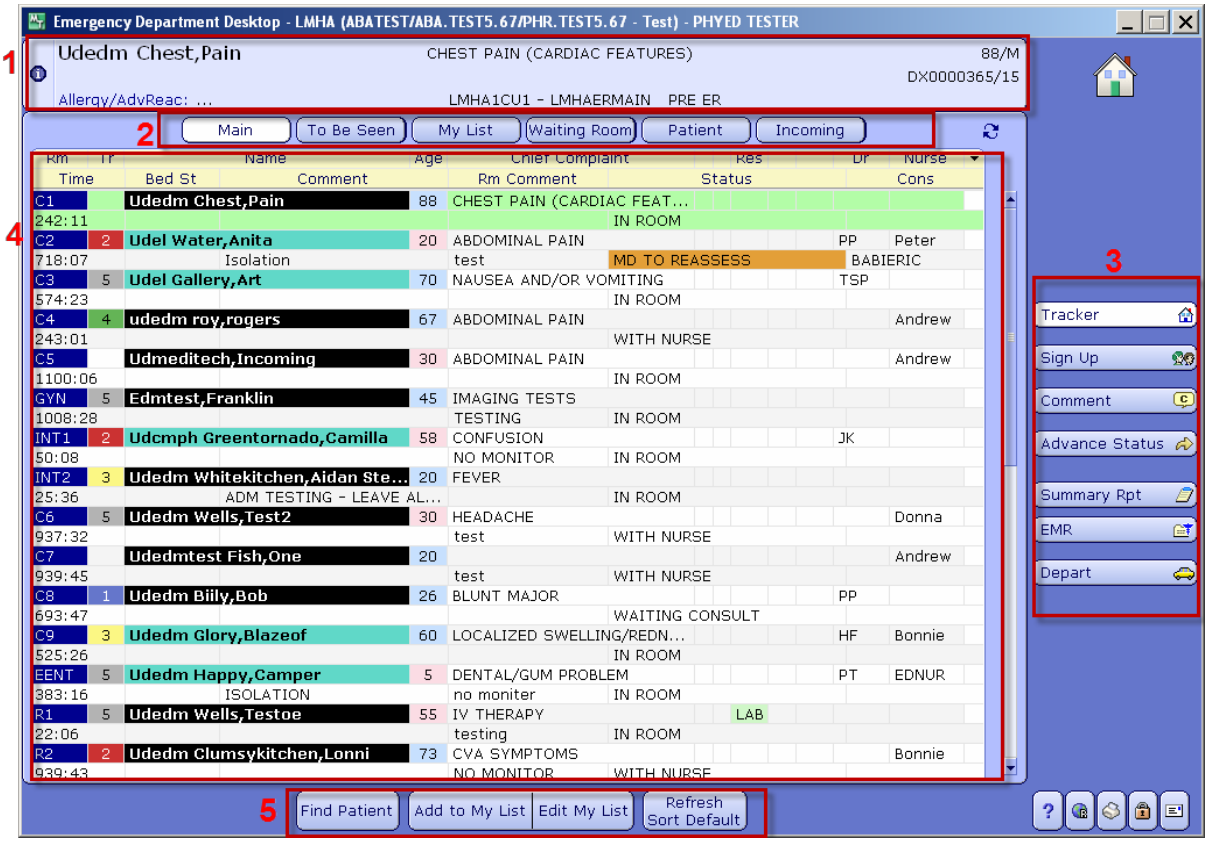
General Navigation

Navigate to the private tracker from the applications menu



You will be brought to the default tracker for your site (may be different from below but functionality is consistent throughout most sites):



1. Patient header – top of screen – basic information on the selected patient. From here you can see their full name, allergies, location and chief complaint

2. List of trackers – just below the patient header. Each button will take you directly to the desired tracker.

3. Right Menu options – allow you to Sign Up, add comments, change the status event, view the EMR, etc.

4. Tracker Heading display – select any heading in the yellow bar at the top to reorganize the list. This allows you to customize the way the tracker is sorted. You can sort alphabetically, by CTAS (Tr), by nurse, etc. To return to the default sort, choose the Refresh Sort Default from the Footer buttons.

5. Footer buttons – allows you to search for patients whether they are in the department or not, add patients to your My List tracker, edit your My List patients and refresh the tracker to its original sort default.

Trackers

Depending on your site, you will have a variety of trackers available to you which have patients arranged to match your patient flow. You will have a tracker that shows all patients in the department, another to show all rooms (empty or occupied), and others that show specific locations (such as the waiting room). There are two different types of trackers to be aware of, however, as they have some unique functionality:

My List

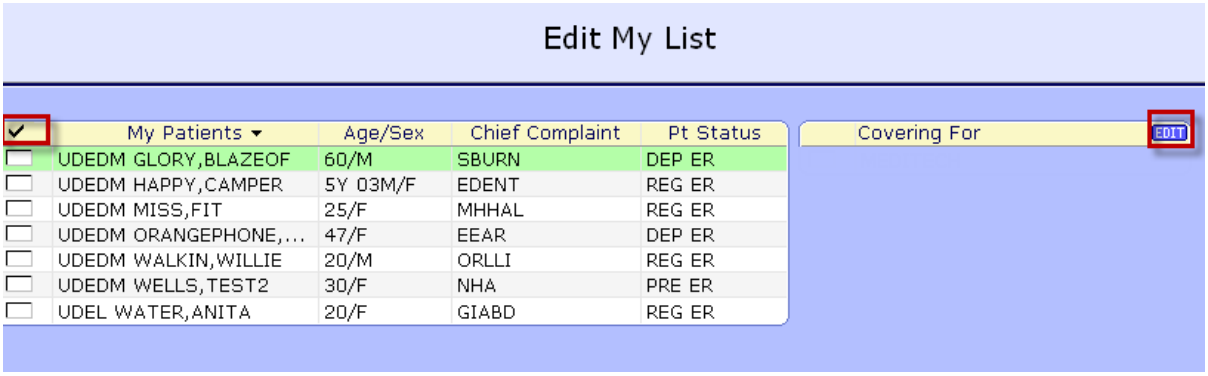
While this tracker looks very similar to your other trackers, it contains only a list of your patients. You can add to this list by signing up for the patient by clicking **Sign Up** from the Right Menu or by selecting a patient and clicking on the **Add to My List** footer button.

NOTE: The patient will remain on your **My List** tracker for a preset number of days (**even if discharged**) or until you remove them by selecting the patient then clicking on the **Remove From My List** button located at the footer of the **My List** tracker.

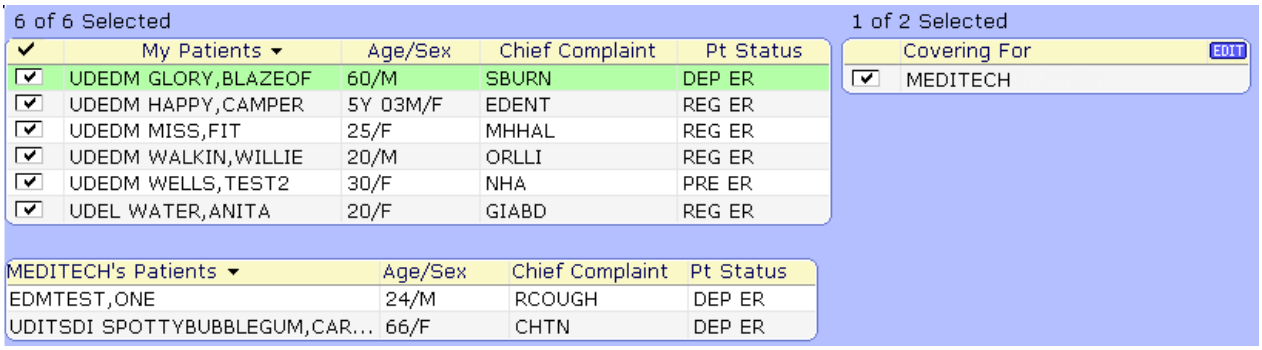
Edit My List

The **Edit My List** footer button allows you to add patients, removing patients (one, many, or all at once) or choose to cover another physician.

To remove patients, check mark the ones you wish to keep and file. Clicking the checkmark in the yellow header will select or deselect all



Selecting the Covering For **Edit** button will provide a pop up of physicians to choose from. Selecting one or more will populate your list with their patients as well. Save to file.



Unselect the Physicians name to remove those patients from your list, save to file

Incoming Tracker

This unique tracker will only show patients that are not yet in your department. When EMS or a physician's office calls and informs the nursing staff that a patient is coming to the Emergency Department, they can add the patient to the trackers and this tracker will show what the Stated Complaint is along with the estimated time of arrival (ETA). No orders can be placed on these patients until they arrive.