



NCTTRAC Patient Tracking Toolkit: Hospital-to-Hospital Patient Transfers Go-By

To access the NCTTRAC Patient Tracking Toolkit, you need a WebEOC account. To access the NCTTRAC WebEOC server, go to webeoc.ncttrac.org. Once you've logged into WebEOC, find the board labeled "NCTTRAC Patient Tracking Toolkit".

Patient Tracking Toolkit		
Board	Description	Instructions (Coming Soon)
MCI Bed Counts	Shows hospital Red/Yellow/Green bed availability as reported in EMResource.	
EMS Transport Log	Entered by EMS, shows units and patients enroute to hospitals.	MCI Toolkit Overview (Coming Soon)
Hospital Patient Log	Hospitals can verify arrival of EMS patients, enter walk-ins, enter demographic patient information and select patients to transfer.	Hospital Quick Guide (Coming Soon)
Patient Transfer Log	Use to transfer patients from one facility to another.	EMS Quick Guide (Coming Soon)
MCI Patient Locator	The MCI Patient Locator shows the location of patients with hospital contact information while showing no medical information.	

From the dashboard, select "Patient Transfer Log". This will show you all patients who have been designated as needing transfers, as well as their transfer status – "Pending", "In Transit", or "Transferred".

Status	Triage Tag / Hospital Record #	Transferring Facility	Transfer Status	Transport Agency	Unit Name/#	Patient Last Name	Receiving Facility	Patient Condition	Transfer Started	Transfer Completed	Details
In Transit	TX005 / HR005	OTHER FACILITY	Pending			PatientFive		Red			Update View
	TX002 / HR002	OTHER FACILITY	Transferred	CAREFLITE-AIR	Careflite 1	PatientTwo	PARKLAND MEMORIAL HOSPITAL	Red	01/24/2018 09:01:34	01/24/2018 09:01:39	View
Transferred	TX004 / HR004	OTHER FACILITY	In Transit	DALLAS FD	DFR1	PatientFour	BAYLOR UNIVERSITY MC	Yellow	01/24/2018 09:01:31		Update View

To add a patient to the "Patient Transfer Log", navigate back to the "Hospital Patient Log" using the Toolkit Links at the top of the screen. From there, find the patient who needs to be transferred and click on the "Transfer" button in the leftmost column. This will add the patient to the "Patient Transfer Log".

Verify/Transfer	Triage Tag / Hospital Record #	Hospital	Last Name	First Name	Sex	DOB Year	Patient Condition	Patient Disposition	Update Patient Details
Transfer	TX006 / HR006	OTHER FACILITY	PatientSix	TestSix	Male	1988	Yellow	Assessed - Admitted	Update View
Transfer	TX005 / HR005	OTHER FACILITY	PatientFive	TestFive	Male	1955	Red	Assessed - Admitted	Update View

Status	Triage Tag / Hospital Record #	Transferring Facility	Transfer Status	Transport Agency	Unit Name/#	Patient Last Name	Receiving Facility	Patient Condition	Transfer Started	Transfer Completed	Details
In Transit Transferred	TX005 / HR005	OTHER FACILITY	Pending			PatientFive		Red			Update View

Next, you need to fill in the transfer information – specifically, the **“Transport Agency”** and the **“Receiving Facility”**. Click on the **“Update”** button in the rightmost column.

Fill out the available fields. Be sure that the **“Transferring Facility”** field is still accurate – you may have to fill this out manually. Once you have selected the **“Receiving Facility”** and the **“Transport Agency”**, click the **“Save”** button on the top left. If you have a receiving facility lined up but not a transport agency (or vice versa), you can fill out the information you know and come back later to update the system once you have a receiving facility/transport agency assigned to the patient.

Save
Cancel

Patient Tracker Update Form

Triage Tag #	TX005		
Hospital Record #	HR005		
Transferring Facility	Select Region ▼	Select Type ▼	Select Facility ▼
Receiving Facility	Select Region ▼	Select Type ▼	Select Facility ▼
Patient Condition	Red ▼	Red=Critical Yellow=Ur	
Last Name	PatientFive		
First Name	TestFive		
Gender	Male ▼		
DOB (MM/DD/YYYY)	05 / 05 / 1955		
Transport Agency	TSA-C ▼		
Transport Unit #			
Name of House Supervisor / Admissions Contact	House Supervisor		
House Supervisor / Admissions Phone Number	555-555-5555		
Remarks			

Status	Triage Tag / Hospital Record #	Transferring Facility	Transfer Status	Transport Agency	Unit Name/#	Patient Last Name	Receiving Facility	Patient Condition	Transfer Started	Transfer Completed	Details
In Transit Transferred	TX005 / HR005	OTHER FACILITY	Pending	CAREFLITE-AIR	CF101	PatientFive	PARKLAND MEMORIAL HOSPITAL	Red			Update View

Once you’ve filled out the **Transport Agency** and **Receiving Facility**, you need to update the system when the patient leaves the transferring facility and then again when the patient arrives at the receiving facility. **When the patient leaves the transferring facility, click the “In Transit” button in the leftmost column. When the patient arrives at the receiving facility, click the “Transferred” button in the leftmost column.** Once the **“Transferred”** button has been clicked, the patient will appear as a new patient in the **“Hospital Patient Log”**, where the receiving facility can verify their arrival and update their disposition accordingly.



Frequently Asked Questions

We have received a transfer patient from another facility, but there are two records of the same patient in the Hospital Patient Log. Is something wrong?

Nothing is wrong. Once a patient has been “Transferred” in the Patient Tracking Toolkit, it creates a new patient record at the receiving facility. That way, the patient information from their time at the initial facility is not lost. If you see two records of the same patient, the record on top is the most recent/accurate record.

Why should we use this patient tracking system if we already have EPCRs?

The NCTTRAC Patient Tracking Toolkit is the only regional system that all EMS agencies and hospitals can access. During the chaos of an MCI, normal record-keeping procedures can get overlooked. Using this system allows everyone who played a part in the MCI to track where any of their patients went, with timestamps associated with arrivals and departures.