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| **EMS Job Aid**  **for Patients During Quarterly Triage Day (QTD)** |

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|  | Assess and treat the patient |
|  | Select a SALT Triage Category based on actual patient condition Attach the appropriate color Triage Ribbon |
|  | Use the Triage Ribbon to attach the **GREEN** ~~Triage~~ Treatment Tag  **Completely** fill out the Tag  Put in name, gender, allergies, age, anatomical location of injuries or illness  Put type of injury/illness in the “Injury Key”  Add vital signs and triage category on the bottom of the Treatment Tag |
| On the opposite side of the Treatment Tag, indicate EMS treatments, and brief notes (similar to what you would do in an actual MCI) |
|  | Put your Department and Unit # (e.g., Wash. Twp. FD Medic 17) at the top of the Notes section |
| Attach Tag to patient using the Triage Ribbon |
|  | Add patient into OHTrac |
|  | Enter patient into OHTrac by scanning the Treatment Tag bar code  Enter patient initials (NOT names for this exercise); Gender; Triage Level (Red, Yellow, etc.); and indicate GSW or other short “Diagnosis” for all penetrating trauma only. |
|  | If run is during the hours of 8PM to Midnight or 8AM to noon, make a brief MCI-style report over the MCI Talk Group |
|  | Check the status of hospitals on the MCI Surgenet webpage |
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| **Emergency Department Job Action Sheet**  **for Patients During Quarterly Triage Day (QTD)** |

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|  | Assess and treat the patient |
|  | Select a SALT Triage Category based on actual patient condition Attach the appropriate color Triage Ribbon to EVERY ED Patient |
|  | Use the Triage Ribbon to attach the **GREEN** ~~Triage~~ Treatment Tag  **Each ED nurse must completely** fill out at least one Treatment Tag  Put in name, gender, allergies, age, anatomical location of injuries or illness  Put type of injury/illness in the “Injury Key”  Add vital signs and triage category on the bottom of the Treatment Tag |
| On the opposite side of the Treatment Tag, indicate treatments, and brief notes (similar to what you would do in an actual MCI) |
|  | Attach Tag to patient using the Triage Ribbon |
|  | Enter every ED patient into OHTrac  Enter patient into OHTrac by scanning the Treatment Tag bar code  Enter patient initials (NOT names for this exercise); Gender; Triage Level (Red, Yellow, etc.)  Enter a one or two word “Diagnosis” for all penetrating trauma only.  If patient already entered in OHTrac by EMS, make sure patient initials (NOT name) are entered  “Arrive” the patient at your hospital in OHTrac |
|  | If run is during the hours of 8PM to Midnight or 8AM to noon, monitor the MCI Radio Talk Group |
|  | **Update MCI Surgenet webpage *at least* once every 8 hours** |
|  | **Update patients in OHTrac  to reflect when they are discharged or transferred** |
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