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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 EVERY ED Patient must have an appropriate color Triage Ribbon,  applied by the ED unless applied by EMS |
|  | Use the Triage Ribbon to attach the **GREEN** Treatment Tag  **Each ED nurse must completely** fill out at least one Treatment Tag per QTD  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 |
|  | **During the hours of 8PM to Midnight or 8AM to noon, monitor the MCI Radio Talk Group** |
|  | **Update Surgenet *MCI webpage* *at least* once every 8 hours**   * **NOTE: MCI page is different from Bed Status page!** |
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