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| **Emergency Department Job Aid** **For Patients During Quarterly Triage Day (QTD)** |
|  | **During the hours of 8PM to Midnight and 8AM to Noon, *activate your ED’s MCI Radio*.*** **Have the MCI Radio monitored continuously during those hours**
	+ **All EDs must actively LISTEN to MCI Radio**
	+ **(There are NO alert tones on MCI Talk groups)**
* **Expect brief, MCI-style Radio Calls**
* **Assure that each ED has personnel who can enter patients into Juvare EMTrack and update ED Triage Categories in Juvare EMResource**
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|  | **MCI Talk Group is used by ALL EDs – you must *LISTEN CAREFULLY* for your ED to be called** |
|  | Log on to Juvare EMTrack and find the Incident for this QTD – **EVERY Treatment Tag must be scanned into EMTrack** |
|  | **Update the Juvare EMResources Triage Categories for your ED at least every 8 hours** |
|  | Assess and treat the patient  |
|  | **Attach appropriate color Triage Ribbon to EVERY ED Patient** * Select a SALT Triage Category based on actual patient condition
 |
|  | **Each ED nurse must completely** **fill out at least one GREEN** ~~Triage~~ **Treatment Tag during their shift:*** 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
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|  | On the **opposite** side of the **GREEN** ~~Triage~~ **Treatment Tag**, indicate: * Treatments
* **Brief notes (similar to what you would do in an actual MCI)**
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|  | **Use the Triage Ribbon to attach the GREEN** ~~Triage~~ **Treatment Tag** |
|  | ***Scan EVERY* GREEN** ~~Triage~~ **Treatment Tag into Juvare EMTrack*** **All tags go into Juvare EMTrack whether applied by EMS or ED**
* **If EMS entered patient in Juvare EMTrack, the ED should update that patient, indicating arrival**
* **Patients in Juvare EMTrack are used to track hospital participation**
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