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| **Emergency Department Job Action Sheet**  **For Patients During Quarterly Triage Day (QTD)** | |
|  | During the hours of 8PM to Midnight and 8AM to Noon, monitor the MCI Radio Talk Group |
|  | 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** |
|  | **Each ED nurse must completely** **fill out at least one GREEN 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 |
|  | On the **opposite** side of the **GREEN** Treatment Tag, indicate:   * Treatments * Brief notes (similar to what you would do in an actual MCI) |
|  | Use the Triage Ribbon to attach the **GREEN** Treatment Tag |
|  | **Scan EVERY GREEN Treatment Tag into OHTrac**   * **All tags go into OHTrac whether applied by EMS or ED** * **If EMS entered patient in OHTrac, the ED should update that patient, indicating arrival** * **Patients in OHTrac are being used to track hospital participation** |