

CRCOG EMTrack

Roles and Responsibilities

Administrative

Regional Administrator

- Be the head advocate for Patient Tracking in the region.
- Ensure that all agencies are educated on the goal and purpose of implementing EMTrack.
- Establish training for all agencies on EMTrack.
- Act as the liaison between the region and EMS systems.
- Delete/Archive patient records as needed.
- Keep current all administrative users of the system as defined by policy.
- Create and manage incidents in EMTrack.
- Be the regional expert on running reports and extracting data from EMTrack.
- Maintain the application for the region as things change:
 - Change of provider facilities
 - Change of mobile providers
 - Change of data element names
 - Update of handheld device profiles
- Manage and troubleshoot hardware for the region or assign designee.
- Create and maintain a group of Regional Super Users.

Regional Super User

- Create and manage incidents in EMTrack.
- Act as the liaison between assigned communities and Regional Administrator.
- Be responsible for providing training/train the trainer programs to assigned agencies.
- Responsible for the deployment of regional patient tracking equipment caches and assuring appropriate use by end user.
- Assist communities, when requested, at emergencies and pre-planned events to ensure the success of the system.
- Be an expert on running reports and extracting data from EMTrack.
- Manage and troubleshoot regional hardware.

Approved: March 3, 2011 by EPT Steering Committee

Revised:

End User

Regional CMED

- Create and Manage Incidents in EMTTrack.
- Notify ESF-8 Duty Officer of Patient Tracking Activation/Incident.
- Be an expert on running reports and extracting data from EMTrack
- Proxy scan for EMS units as needed.

EMS Service Administrator

- Edit patient record.
- Search for patients.
- View the Incident Summary Tab.
- Understand how to use assigned hardware.
- Know who to contact when additional training is needed.
- Know who to contact when technical support is needed.

EMS Providers

- Add patients.
- Edit patient record.
- Transport patients.
- Proxy scans for arrival at destination.
- Release patients.
- Understand how to use assigned hardware.

ED Normal (phase 1)

- View Incident Summary Tab.
- Search for patients.