

I. Login to WebEOC

- a. Enter your **NCTTRAC TSA-E Username** and **Password** and select the current active Incident.

WebEOC 7.4 Login

Position: TSA-E Operations

Incident: Generic Incident (email emoc@ncttrac.org)

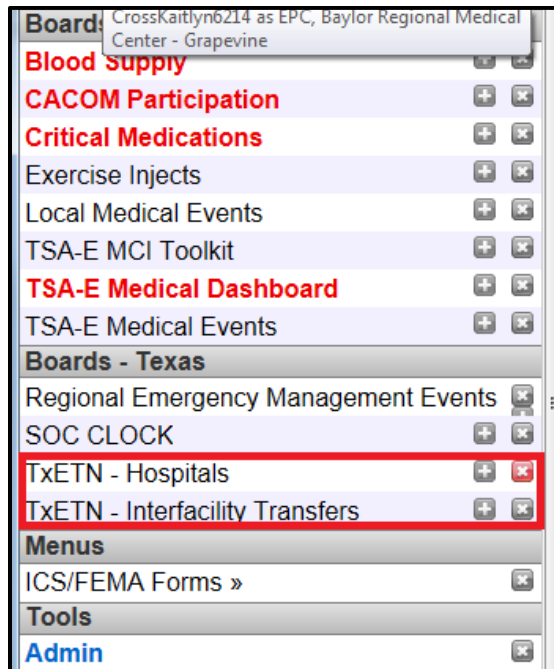
OK Cancel

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Regional Communications Center Hotline: **888-799-8722**
In case of an emergency, TSA-E Medical Operations Center: **817-607-7020**
NCTTRAC Support: **817-607-7055** or support@ncttrac.org

II. Accessing the TxETN Board in WebEOC

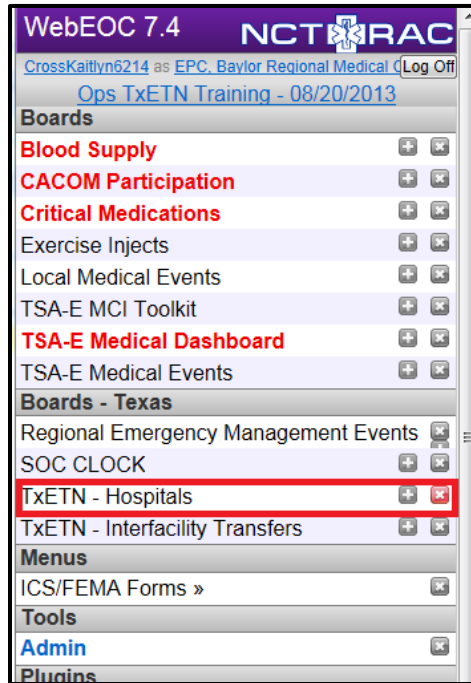
- a. There are two TxETN boards on the **Boards – Texas** section of the WebEOC Dashboard:



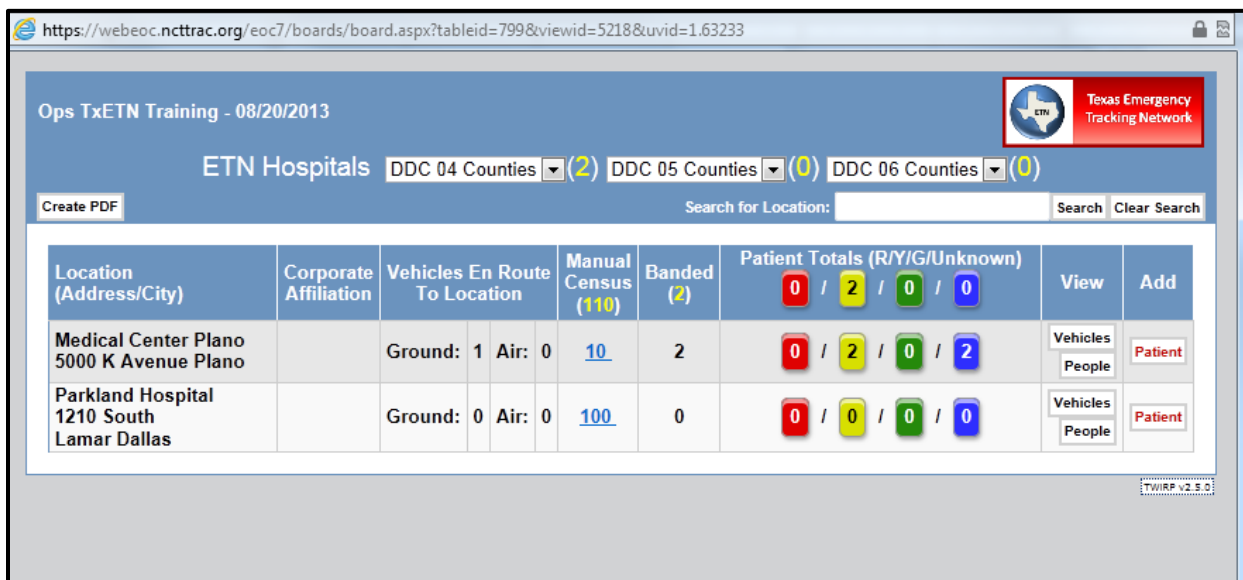
III. Adding, Transferring, and Moving a Patient

1. To Add a Patient

- a. Click on the **TxETN-Hospitals** board (below)



- b. The **TxETN-Hospitals** board will display the current inputted facilities.



- c. Locate the facility you wish to add a patient to.

Ops TxETN Training - 08/20/2013

ETN Hospitals DDC 04 Counties (2) DDC 05 Counties (0) DDC 06 Counties (0)

Create PDF Search for Location: Search Clear Search

Location (Address/City)	Corporate Affiliation	Vehicles En Route To Location		Manual Census (110)	Banded (2)	Patient Totals (R/Y/G/Unknown)				View	Add
		Ground	Air			R	Y	G	Unknown		
Medical Center Plano 5000 K Avenue Plano		Ground: 1	Air: 0	10	2	0	2	0	0	Vehicles People	Patient
Parkland Hospital 1210 South Lamar Dallas		Ground: 0	Air: 0	100	0	0	0	0	0	Vehicles People	Patient

TWIRP v2.3.0

- d. Underneath the **View** column, click **People**.

Ops TxETN Training - 08/20/2013

ETN Hospitals DDC 04 Counties (2) DDC 05 Counties (0) DDC 06 Counties (0)

Create PDF Search for Location: Search Clear Search

Location (Address/City)	Corporate Affiliation	Vehicles En Route To Location		Manual Census (110)	Banded (2)	Patient Totals (R/Y/G/Unknown)				View	Add
		Ground	Air			R	Y	G	Unknown		
Medical Center Plano 5000 K Avenue Plano		Ground: 1	Air: 0	10	2	0	2	0	0	Vehicles People	Patient
Parkland Hospital 1210 South Lamar Dallas		Ground: 0	Air: 0	100	0	0	0	0	0	Vehicles People	Patient

- e. A screen will appear showing all of the patients currently inputted into that hospital at the time. Click the **Add Patient** at the top of the screen.

Patient Transfer Summary Report | Return to Hospital List | **Add Patient**

Update this Hospital's Info

Texas Emergency Tracking Network

Medical Center Plano (Hospital) Ops TxETN Training - 08/20/2013

Address: 5000 K Avenue City: Plano County: Collin Zipcode: 75074 Owner:

Additional Information:

Patient Conditions: Red: 0 + Yellow: 1 + Green: 2 + Unclassified: 0 = Total: 3 Manual Census: 10

Needs Transport?	Wristband #	Lastname, Firstname	Group Leader Wristband #	DOB	Gender	Condition	Last Updated	Actions		
Cancel Request	789321	Harris , Ann Marie	321789	12/26/1975		Green	08/23/2013 10:59:03	Update	Move	View
Transfer Discharge	3	Test , Three	003	03/03/1953	Male	Yellow	08/21/2013 16:23:04	Update	Move	View
Transfer Discharge	09090909	Young , Jack	1223	01/01/1991	Male	Green	08/26/2013 09:50:01	Update	Move	View

- f. The screen below will open up requesting personal and medical information for the patient.

Report As: CrossKaitlyn6214

[Save](#) [Cancel](#)

Select Location: Plano - Medical Center Plano - 5000 K Avenue

Select Vehicle: 989656

Will Patient Need To Be Transferred

Do you know where they need to go? Yes No

Receiving Facility:

People Evacuees Add/Update

Wristband #

Group Leader Wristband #

Last Name

First Name Suffix

Date of Birth (FORMAT: MM/DD/YYYY)

Gender

Address

City

County

Zipcode

Contact Number

DL License #

Additional Travel Info

People Hospital Add/Update

Patient Condition

Ambulatory Status

Diagnosis

Transferring POC

- g. Make sure to select YOUR facility's location in order to input the patient there.

Report As: CrossKaitlyn6214

Save Cancel

Select Location: Plano - Medical Center Plano - 5000 K Avenue

Select Vehicle: 989656

Will Patient Need To Be Transferred

Do you know where they need to go? Yes No

Receiving Facility:

People Evacuees Add/Update

Wristband #

Group Leader Wristband #

Last Name

First Name Suffix

Date of Birth (FORMAT: MM/DD/YYYY)

Gender Select

Address

City

County Select County

Zipcode

Contact Number

DL License #

Additional Travel Info

People Hospital Add/Update

- h. Leave the **Select Vehicle** line and any other transport questions **unselected** as you do not need a vehicle transport at this time.

Report As: CrossKaitlyn6214

Save Cancel

Select Location: Plano - Medical Center Plano - 5000 K Avenue

Select Vehicle: 989656

Will Patient Need To Be Transferred

Do you know where they need to go? Yes No

Receiving Facility:

People Evacuees Add/Update

Wristband #

Group Leader Wristband #

Last Name

First Name Suffix

Date of Birth (FORMAT: MM/DD/YYYY)

Gender Select

Address

City

County Select County

Zipcode

Contact Number

DL License #

Additional Travel Info

People Hospital Add/Update

TxETN Hospital User Quick Reference Guide

- i. Fill in as much patient entry information as appropriate. The items marked by the (*) are recommended.

Report As: CrossKaitlyn6214

Save Cancel

Select Location: Plano - Medical Center Plano - 5000 K Avenue
 Select Vehicle: 989656

Will Patient Need To Be Transferred

Do you know where they need to go? Yes
 No

Receiving Facility:

People Evacuees Add/Update

* Wristband #
 Group Leader Wristband #
 * Last Name
 * First Name Suffix
 Date of Birth (FORMAT: MM/DD/YYYY)
 * Gender

Address
 City
 * County
 Zipcode
 Contact Number
 DL License #
 Additional Travel Info

People Hospital Add/Update

* Patient Condition
 * Ambulatory Status
 Diagnosis

Transferring POC
 Social Security Number

- j. Click **SAVE** at the top left corner to complete the patient entry.

Report As: CrossKaitlyn6214

Save Cancel

Select Location: Plano - Medical Center Plano - 5000 K Avenue
 Select Vehicle: 989656

Will Patient Need To Be Transferred

Do you know where they need to go? Yes
 No

Receiving Facility:

People Evacuees Add/Update

TxETN Hospital User Quick Reference Guide

- k. After clicking save, you will automatically be taken back to the list of patients inputted under that facility. Verify that your patient has been added.

Patient Transfer Summary Report [Return to Hospital List](#) [Add Patient](#)

Texas Emergency Tracking Network

Medical Center Plano (Hospital)
Ops TxETN Training - 08/20/2013

Address: 5000 K Avenue City: Plano County: Collin Zipcode: 75074 Owner:

Additional Information:

Patient Conditions: Red: 0 + Yellow: 1 + Green: 2 + Unclassified: 0 = Total: 3 Manual Census: 10

Needs Transport?	Wristband #	Lastname, Firstname	Group Leader Wristband #	DOB	Gender	Condition	Last Updated	Actions
Cancel Request	789321	Harris , Ann Marie	321789	12/26/1975		Green	08/23/2013 10:59:03	Update Move View
Transfer Discharge	3	Test , Three	003	03/03/1953	Male	Yellow	08/21/2013 16:23:04	Update Move View
Transfer Discharge	09090909	Young , Jack	1223	01/01/1991	Male	Green	08/26/2013 09:50:01	Update Move View

- l. From this screen you can also update or change any patient information by clicking on the **Update** button underneath the **Actions** column.

Patient Transfer Summary Report [Return to Hospital List](#) [Add Patient](#)

Texas Emergency Tracking Network

Medical Center Plano (Hospital)
Ops TxETN Training - 08/20/2013

Address: 5000 K Avenue City: Plano County: Collin Zipcode: 75074 Owner:

Additional Information:

Patient Conditions: Red: 0 + Yellow: 2 + Green: 0 + Unclassified: 0 = Total: 2 Manual Census: 10

Needs Transport?	Wristband #	Lastname, Firstname	Group Leader Wristband #	DOB	Gender	Condition	Last Updated	Actions
Cancel Request	456978	Doe , John	12356	03/15/1989		Yellow	08/22/2013 10:41:14	Update Move View
Transfer Discharge	3	Test , Three	003	03/03/1953	Male	Yellow	08/21/2013 16:23:04	Update Move View

TxETN Hospital User Quick Reference Guide

- m. The following screen will pop up and by clicking on **Update Basic** at the top left corner you can enter in basic information about your patient as you receive it.

Return To List Print PDF Print		Ops TxETN Training - 08/20/2013		People Hospital Add/Update	
Update Basic		Record ID #6071			
Patient Condition	Yellow				
Ambulatory Status	Stretcher				
Diagnosis					
Transferring POC					
Social Security Number					
Receiving Facility POC					
Room Assignment					
Receiving MD					
Special Instructions / Remarks	This is a test				
Will Patient Need To Be Transferred	Yes				
People Evacuees Information Details					
Wristband #	456978	Last Reported Location / Destination			
Group Leader Wristband #	12356				
Last Name	Doe	At Medical Center Plano			
First Name	John				
Date of Birth	03/15/1989				
Gender					
Address					
City	Allen				
County	NO COUNTY SELECTED				
Zipcode	75002				
Contact Number					
DL License #	2356JK				
Vital Signs / Ambulatory Status					

- n. To update medical information, click the **Unlock** button next to **“Click to Unlock HIPAA Secured Patient Information”** down at the bottom of the screen.

Return To List Print PDF Print		Ops TxETN Training - 08/20/2013		People Hospital Add/Update	
Update Basic		Record ID #6061			
Patient Condition	Yellow				
Ambulatory Status	Stretcher				
Diagnosis	Three syndrome				
Transferring POC	Dr. Three				
Social Security Number	333-33-3333				
Receiving Facility POC	Plano MC				
Room Assignment	333				
Receiving MD	Dr. Thirty Three				
Special Instructions / Remarks					
Will Patient Need To Be Transferred					
People Evacuees Information Details					
Wristband #	3	Last Reported Location / Destination			
Group Leader Wristband #	003				
Last Name	Test	At Medical Center Plano			
First Name	Three				
Date of Birth	03/03/1953				
Gender	Male				
Address	333 Third Street				
City	Threeville				
County	Dallas				
Zipcode	76333				
Contact Number	333-333-3333				
DL License #	333333333				
Vital Signs / Ambulatory Status					
Is Weight Over 350 Lbs?		Is Oxygen Dependent?		Is Medical Special Needs?	
Is Bed or Wheelchair Bound?		Is Dialysis Patient?			
Received Placement Services		Received Case Management Services		Language(s) Spoken:	
Unlock	Click to Unlock HIPAA Secured Patient Information				

- o. Click **Save** at the top left corner when you are finished.

Report As: CrossKaitlyn6214

Save Cancel

Select Location: Plano - Medical Center Plano - 5000 K Avenue

Select Vehicle: 989656

People Add/Update - General

Wristband #: 456978

Group Leader Wristband #: 12356

Last Name: Doe

First Name: John Suffix:

Date of Birth: 03/15/1989

Gender: Select

Address:

City: Allen

County: Select County

Zipcode: 75002

Contact Number:

DL License #: 2356JK

People Add/Update - Hospital

Patient Condition: Yellow

2. Patient Transfer Request

- a. To request a patient transfer, click on the **TxETN- Hospitals** board and then click the **People** button underneath the view column.

Ops TxETN Training - 08/20/2013

ETN Hospitals DDC 04 Counties (2) DDC 05 Counties (0) DDC 06 Counties (0)

Create PDF Search for Location: Search Clear Search

Location (Address/City)	Corporate Affiliation	Vehicles En Route To Location		Manual Census (110)	Banded (2)	Patient Totals (R/Y/G/Unknown)				View	Add
		Ground	Air			0	2	0	0		
Medical Center Plano 5000 K Avenue Plano		Ground: 1	Air: 0	10	2	0	2	0	2	Vehicles People	Patient
Parkland Hospital 1210 South Lamar Dallas		Ground: 0	Air: 0	100	0	0	0	0	0	Vehicles People	Patient

- b. From this screen, find your patient's name and click the **Transfer** button to the left, underneath the **Needs Transport** column.

Patient Transfer Summary Report | Return to Hospital List | Add Patient

Update this Hospital's Info

Medical Center Plano (Hospital) Ops TxETN Training - 08/20/2013

Address: 5000 K Avenue City: Plano County: Collin Zipcode: 75074 Owner:

Additional Information:

Patient Conditions: Red: 0 + Yellow: 2 + Green: 0 + Unclassified: 0 = Total: 2 Manual Census: 10

Needs Transport?	Wristband #	Lastname, Firstname	Group Leader Wristband #	DOB	Gender	Condition	Last Updated	Actions
Cancel Request	456978	Doe , John	12356	03/15/1989		Yellow	08/22/2013 11:34:37	Update Move View
Transfer Discharge	3	Test , Three	003	03/03/1953	Male	Yellow	08/21/2013 16:23:04	Update Move View

- c. The following screen will appear requesting a quick updated status and condition. Fill this out and click **SAVE** at the top of the screen.

Update Record 6061

[Save](#) [Spell Check](#) [Cancel](#)

Report As BreinCraig1522

Request Transfer

Wristband # 3
 Last Name Test
 First Name Three

If Medical Emergency DIAL 911

What is transport in reference to?

Patient Condition Yellow

Ambulatory Status Stretcher

- d. After clicking save, you will see **Cancel Request** in the **Need Transport** column to the left of your patient's name. This verifies that your request has been submitted.

Medical Center Plano (Hospital)							Ops TxETN Training - 08/20/2013		
Address: 5000 K Avenue City: Plano County: Collin Zipcode: 75074 Owner:									
Additional Information:									
Patient Conditions: Red: 0 + Yellow: 2 + Green: 0 + Unclassified: 0 = Total: 2							Manual Census: 10		
Needs Transport?	Wristband #	Lastname, Firstname	Group Leader Wristband #	DOB	Gender	Condition	Last Updated	Actions	
Cancel Request	456978	Doe , John	12356	03/15/1989		Yellow	08/22/2013 11:34:37	Update	Move
Cancel Request	3	Test , Three	003	03/03/1953	Male	Yellow	08/21/2013 16:23:04	Update	Move
								View	View

- e. If you know what facility your patient is being transferred to, click on the **TxETN-Interfacility Transfers** board under the **Boards – Texas** section of the WebEOC Dashboard.

Boards - Texas	
Regional Emergency Management Events	✕
SOC CLOCK	+ ✕
TxETN - Hospitals	+ ✕
TxETN - Interfacility Transfers	+ ✕
Menus	
ICS/FEMA Forms »	✕

TxETN Hospital User Quick Reference Guide

- f. The following screen will appear showing all patients that need to be transferred. This will further verify that that your previous transfer request has been submitted.

Ops TxETN Training - 08/20/2013

Interfacility Transfer Requests
 Red:1 Yellow:1 Green:1 Black:0
 All Locations Transfers Only Repopulation Only

Search: Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Assets	Details	Reason for Request	Last Updated
	789321	/				Needs Transporting Agency	Update Needs Receiving Facility	Harris / Ann Marie	Green	No	Details MOT		08/23/2013 10:59:03
	23	/	Parkland Hospital (Dallas)	At Transferring Facility	At Weatherford Regional Medical Center (Weatherford)	Needs Transporting Agency	Update Weatherford Regional Medical Center	Test / Twenty Three	Red	No	Details MOT	Transer	08/26/2013 09:49:28
	3	/	Medical Center Plano (Plano)	At Transferring Facility	At Medical Center Plano (Plano)	Needs Transporting Agency	Update Needs Receiving Facility	Test / Three	Yellow	No	Details MOT		08/21/2013 16:23:04

- g. From here, click the Update button in the Receiving Facility column to input which location the patient needs to be transferred to.

Ops TxETN Training - 08/20/2013

Interfacility Transfer Requests
 Red:1 Yellow:1 Green:1 Black:0
 All Locations Transfers Only Repopulation Only

Search: Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Assets	Details	Reason for Request	Last Updated
	789321	/				Needs Transporting Agency	Update Needs Receiving Facility	Harris / Ann Marie	Green	No	Details MOT		08/23/2013 10:59:03
	23	/	Parkland Hospital (Dallas)	At Transferring Facility	At Weatherford Regional Medical Center (Weatherford)	Needs Transporting Agency	Update Weatherford Regional Medical Center	Test / Twenty Three	Red	No	Details MOT	Transer	08/26/2013 09:49:28
	3	/	Medical Center Plano (Plano)	At Transferring Facility	At Medical Center Plano (Plano)	Needs Transporting Agency	Update Needs Receiving Facility	Test / Three	Yellow	No	Details MOT		08/21/2013 16:23:04

TxETN Hospital User Quick Reference Guide

- h. The following screen will appear. Click the drop down menu and chose the appropriate receiving facility for your patient. Click **Save** when finished.

Report As: BreinCraig1522

Save Cancel

Select Receiving Facility Type: Hospitals

Receiving Facility: **Arlington - Kindred Hospital - Arlington - 1000 N Cooper St**
 Ad-hoc Receiving Facility:

- Arlington - Kindred Hospital - Arlington - 1000 N Cooper St
- Dallas - Parkland Hospital - 1210 South Lamar
- Plano - Medical Center Plano - 5000 K Avenue
- Weatherford - Weatherford Regional Medical Center - 208 North Main Street

Wristband #: _____

Group Leader Wristband #: 003

Last Name: Test

First Name: Three Suffix: _____

Date of Birth: 03/03/1953 (FORMAT: MM/DD/YYYY)

Gender: Male

Address: 333 Third Street

City: Threeville

County: Dallas

Zipcode: 76333

Contact Number: 333-333-3333


DL License #: 333333333

- i. Your patient will now have the updated receiving facility listed on the **TxETN – Interfacility-Transfers** board.

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Assets	Details	Reason for Request	Last Updated
	159951	/				Needs Transporting Agency	Update Needs Receiving Facility	Cross / Kaitlyn	Red	No	Details MOT		08/23/2013 10:57:20
	789321	/				Needs Transporting Agency	Update Needs Receiving Facility	Harris / Ann Marie	Green	No	Details MOT		08/23/2013 10:59:03
	23	/	Parkland Hospital (Dallas)	At Transferring Facility	At Weatherford Regional Medical Center (Weatherford)	Needs Transporting Agency	Update Weatherford Regional Medical Center	Test / Twenty Three	Red	No	Details MOT	Transer	08/26/2013 09:49:28
	3	/	Medical Center Plano (Plano)	At Transferring Facility	At Medical Center Plano (Plano)	Needs Transporting Agency	Update Kindred Hospital - Arlington	Test / Three	Yellow	No	Details MOT		08/26/2013 11:48:40

3. Moving a Patient

- a. In order to move a patient electronically through the system, from facility to facility, click on the **TxETN – Hospital** board and then click on the **People** button underneath the **View** column.

Ops TxETN Training - 08/20/2013 

ETN Hospitals DDC 04 Counties (2) DDC 05 Counties (0) DDC 06 Counties (0)

Create PDF Search for Location: Search Clear Search

Location (Address/City)	Corporate Affiliation	Vehicles En Route To Location		Manual Census (110)	Banded (2)	Patient Totals (R/Y/G/Unknown)				View	Add
		Ground	Air			0	2	0	0		
Medical Center Plano 5000 K Avenue Plano		Ground: 1	Air: 0	10	2	0	2	0	0	<div style="display: flex; justify-content: space-between;"> Vehicles People </div>	<div style="display: flex; justify-content: space-between;"> Patient </div>
Parkland Hospital 1210 South Lamar Dallas		Ground: 0	Air: 0	100	0	0	0	0	0	<div style="display: flex; justify-content: space-between;"> Vehicles People </div>	<div style="display: flex; justify-content: space-between;"> Patient </div>

- p. Locate the patient you wish to move and click the **Move** button underneath the **Actions** column.

Medical Center Plano (Hospital) Ops TxETN Training - 08/20/2013

Address: 5000 K Avenue City: Plano County: Collin Zipcode: 75074 Owner:

Additional Information:

Patient Conditions: Red: 0 + Yellow: 2 + Green: 0 + Unclassified: 0 = Total: 2 Manual Census: 10

Needs Transport?	Wristband #	Lastname, Firstname	Group Leader Wristband #	DOB	Gender	Condition	Last Updated	Actions
Cancel Request	456978	Doe , John	12356	03/15/1989		Yellow	08/22/2013 11:34:37	<div style="display: flex; justify-content: space-between;"> Update Move </div> <div style="text-align: center;">View</div>
Cancel Request	3	Test , Three	003	03/03/1953	Male	Yellow	08/21/2013 16:23:04	<div style="display: flex; justify-content: space-between;"> Update Move </div> <div style="text-align: center;">View</div>

TxETN Hospital User Quick Reference Guide

- q. Select the new location in which the patient needs to be added to from the drop down menu. If the location you need is not listed please contact your board administrator.

Report As: CrossKaitlyn6214

Save Cancel

Select Location: Plano - Medical Center Plano - 5000 K Avenue

Select Vehicle: Dallas - American Airlines Center - 600 Main Street
 Dallas - Embarkation Test - 123 Fake Street
 Dallas - Parkland Hospital - 1210 South Lamar
 Fort Worth - Reception Test - 321 Fake Street
 Frisco - Baylor Medical Center- Frisco - 600 Frisco Street
 Plano - Medical Center Plano - 5000 K Avenue

Wristband #
 Last Name
 First Name
 Date of Birth
 Gender
 Address
 City Allen
 County NO COUNTY SELECTED
 Zipcode 75002
 Contact Number
 DL License # 2356JK
 Special Instructions or Remarks: This is a test

- r. In the **Special Instructions** box, type in your reasoning for the move and then click **SAVE**.

Report As: CrossKaitlyn6214

Save Cancel

Select Location: Plano - Medical Center Plano - 5000 K Avenue

Select Vehicle: Medic One

Wristband # 3
 Last Name Test
 First Name Three
 Date of Birth 03/03/1953
 Gender Male
 Address 333 Third Street
 City Threeville
 County Dallas
 Zipcode 76333
 Contact Number 333-333-3333
 DL License # 333333333

Special Instructions or Remarks: Registered patient under incorrect facility.
 -or-
 Patient transferred to THR Denton