I. Login to WebEOC

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

II. Accessing the TxETN Board in WebEOC

a. There are two TxETN boards on the Boards – Texas section of the WebEOC Dashboard:
III. Adding, Transfering, and Moving a Patient

1. To Add a Patient
   a. Click on the TxETN-Hospitals board (below)

   ![TxETN-Hospitals Board](image1)

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

   ![TxETN-Hospitals Board](image2)
c. Locate the facility you wish to add a patient to.

![Image of a screenshot showing the ETN Hospitals list with facility details andpatient counts]

**View column:**

<table>
<thead>
<tr>
<th>Location (Address/City)</th>
<th>Corporate Affiliation</th>
<th>Vehicles En Route To Location</th>
<th>Manual Census (110)</th>
<th>Banded (7)</th>
<th>Patient Totals (R/Y/G/Unknown)</th>
<th>View</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Center Plano, 5000 K Avenue Plano</td>
<td>Ground: 1 Air: 0</td>
<td>10</td>
<td>2</td>
<td>0 / 2 / 0 / 2</td>
<td>Patient</td>
<td>People</td>
<td>Patient</td>
</tr>
<tr>
<td>Parkland Hospital, 1210 South Lamar Dallas</td>
<td>Ground: 0 Air: 0</td>
<td>100</td>
<td>0</td>
<td>0 / 0 / 0 / 0</td>
<td>Patient</td>
<td>People</td>
<td>Patient</td>
</tr>
</tbody>
</table>

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

f. The screen below will open up requesting personal and medical information for the patient.
g. Make sure to select YOUR facility’s location in order to input the patient there.

h. Leave the Select Vehicle line and any other transport questions unselected as you do not need a vehicle transport at this time.
i. Fill in as much patient entry information as appropriate. The items marked by the (*) are recommended.

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

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

<table>
<thead>
<tr>
<th>Update Basic</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Condition</td>
<td>Yellow</td>
</tr>
<tr>
<td>Ambulatory Status</td>
<td>Stretcher</td>
</tr>
<tr>
<td>Diagnosis</td>
<td></td>
</tr>
<tr>
<td>Transferring POC</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Receiving Facility POC</td>
<td></td>
</tr>
<tr>
<td>Room Assignment</td>
<td></td>
</tr>
<tr>
<td>Receiving MD</td>
<td></td>
</tr>
<tr>
<td>Special Instructions/Remarks</td>
<td>This is a test</td>
</tr>
<tr>
<td>Will Patient Need to Be Transferred</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**People Evacuees Information Details**

- Wristband #: 456978
- Group Leader Wristband #: 12358
- Last Name: Doe
- First Name: John
- Date of Birth: 03/15/1989
- Gender: Male
- Address: 333 Third Street
- City: Dallas
- County: Dallas
- Zipcode: 75233
- Contact Number: 333-333-3333
- DL License #: 2158/3

**Record ID #: 8511**

**Last Reported Location / Destination**

At Medical Center Plano

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

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.
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](image)

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

![Update Record](image)

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.
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.

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.
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.

g. From here, click the Update button in the Receiving Facility column to input which location the patient needs to be transferred to.
h. The following screen will appear. Click the drop down menu and choose the appropriate receiving facility for your patient. Click Save when finished.

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

   ![TxETN Hospital User Quick Reference Guide](image)

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

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