

# ***Hospital Preparedness Planning Group***

## ***Meeting Minutes***

October 26, 2007

Melanie Tucker called the meeting of the Hospital Preparedness Planning Group to order at 8:45am on 10/12/07.

### **I. Sign In**

**II. Introductions:** Joining the group was presenter Meghan Staszak, an application specialist with EM System.

**III. TSA-O EMTrack Patient Tracking System Training:** Meghan gave an overview of the concepts behind the system, as well as the hardware to be used and the desktop and web-based software tying it all together.

- Regional Command kits will contain laptops, cells, routers, satellite phones and the MC70 handheld scanners to enter data into the EMTrack system; like a smart phone, it can be used as a cell phone, PC with WiFi, scanner, and digital camera. Onboard software will alert the user if data is not being uploaded to the server.
- The goal is to minimize manual data entry into the EMTrack application. All data is editable after it is entered, excepting the unique ID number of the patient.
- Users are given certain access rights, and restricted roles. Only an administrator (such as the CATRAC Executive Director) can create “incidents” to choose from in the system.
- EMTrack can be user for looking up patients, running reports, even tracking physical property belonging to patients. The ASP application (i.e. the web-based interface) is preferred, and the locally-installed desktop application is mainly for use when the internet is unavailable.

Meghan presented various data entry screens, as well as demonstrated the use of the Cherry keyboard’s “swipe card” functionality using someone’s driver’s license to collect personal data. All the hospitals in the region will be provided with at least one of these keyboards, which are plug-and-play, needing no special software to work when connected to the computer. The EMTrack desktop software will also be provided for each hospital with instruction for installation for their respective IT departments. Meeting participants were provided with test accounts and passwords to take with them to try out the web interface at their own facility.

**IV. Minutes from 10/12/07:** The minutes were reviewed and accepted as written.

**V. FY08 Preparedness Update:** The CATRAC Executive Board will be hiring Melanie Tucker’s successor. Some of the grant tasks will go to committees. Melanie will not be participating in any further meetings while she closes out remaining contract

paperwork. The 11/9/07 HPG meeting is still scheduled to go on unless the group is otherwise notified. Further HPG meetings will take place in Suite 207, as we will no longer have use of Classroom A.

#### **VI. Regional Operations Issues:**

- Dave Rhinehart announced that there would be a drill in Taylor on the following Thursday.
- Globalstar Satellite phones purchased with HRSA funds should be brought to CATRAC for a 1-to-1 trade for Iridium Satellite phones. Do not try to call Globalstar to get credit for fees; CATRAC will handle getting the credit.