

# CHECKLIST FOR LOCATING A PATIENT

Use the following checklist as a guide to determine where to contact to obtain patient location information. Create a contact list based on the categories provided.

<p>Internal Call Center Hot Line: County Call Center Hot Line: 2-1-1</p>	<p>Activated: Y / N Activated: Y / N Activated: Y / N</p>
<p><b>Access ReddiNet.</b> Information regarding patients received as part of an MCI should be logged in ReddiNet. This enables providers to determine the location of patients. In the event that a patient is unidentified, ReddiNet contains fields that allow for the input of other descriptive data regarding the patient (e.g., male in mid thirties, scar on left arm, etc). The patient's photograph should NOT be uploaded into ReddiNet. See the appendices for additional ReddiNet information.</p>	<p><b>ReddiNet Web Address:</b> <a href="http://www.reddinet.net">www.reddinet.net</a></p> <p><b>ReddiNet User Name:</b></p> <p><b>ReddiNet Password:</b></p>
<p><b>Call patient care area.</b> In instances where patients are still being received as part of disaster management efforts, patient names may not be entered in ReddiNet by the time FIC staff attempt to retrieve them. As such, it may be prudent to assign a staff member to call or send a runner to the patient care area to determine whether the patient has been received.</p>	<p><b>Emergency Department Telephone Number:</b></p> <p><b>Other Patient Care Area Telephone Number:</b> <b>Location:</b></p>
<p><b>Contact other facilities.</b> Other healthcare facilities may have received the patient. If another healthcare facility has received the patient, family members can be advised that the patient is at another facility. The name of the facility can be provided. Per HIPAA, information concerning the medical disposition of the patient cannot be shared.</p>	<p><b>Hospital Closest to Incident</b> <b>Name:</b> <b>Telephone Number:</b> <b>Address:</b></p> <p><b>Clinic Closest to Incident</b> <b>Name:</b> <b>Telephone Number:</b> <b>Address:</b></p>
<p><b>Contact the FAC.</b> The City/County FAC may have additional information regarding the status of the patient.</p>	<p><b>FAC Telephone Number:</b> <b>FAC Address:</b></p>

<p><b>Contact the EMS Agency.</b> The EMS Agency is a valuable resource for acquiring additional information.</p>	<p><b>MAC Telephone Number:</b> 866-940-4401</p>
<p><b>Community Partner:</b> <b>Service:</b></p>	<p><b>Telephone Number:</b> <b>E-mail:</b> <b>Physical Address:</b></p>
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