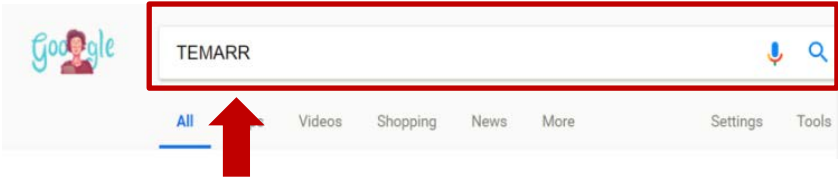




HCS Patient Tracking: Bulk Edit Patients Job Aid

This Job Aid will walk you through step-by-step instructions on how to successfully bulk edit patients in the HCS Patient Tracking system. Bulk editing allows you to take action on more than one patient at once, saving you valuable time.

NOTE: Because this is a training document, your view may be slightly different than what is shown in the screenshots.

How to...	
Steps	Screen
<p>STEP 1: Open a web browser (e.g. Google Chrome, Internet Explorer, etc.), and in the search box, enter TEMARR. <i>Result: TEMARR –TN.gov should be first link listed in the results. Click on it, and you will be taken to the TEMARR home page. Alternatively, you may click here.</i></p>	
<p>STEP 2: Scroll down the page and click on the TNCRN - Inventory Management and Patient Tracking link. <i>Result: This section expands downward and reveals links to both the Inventory Management and HCS Patient Tracking systems.</i></p>	
<p>STEP 3: Click on the HCS Patient Tracking link. <i>Result: The login screen for the HCS Patient Tracking system displays.</i></p>	

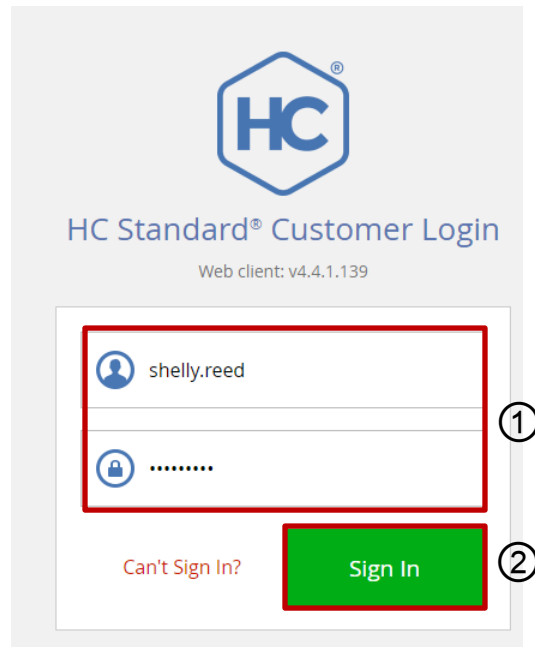
STEP 4:

1. Log into the HCS Patient Tracking system by typing your **Username** and **Password** into the respective *Username and Password fields*.
2. Click on the **Sign In** button.



Result: The home page for the HCS Patient Tracking system displays with a welcome message and your name.

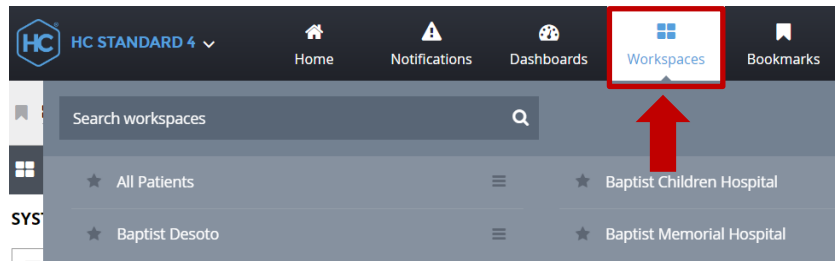
HELP: *If you need help with your Username or Password, contact your facility admin or RHC, or visit the TEMARR Customer Service Portal [here](#).*



STEP 5:

Click on **Workspaces** at the top of the page.

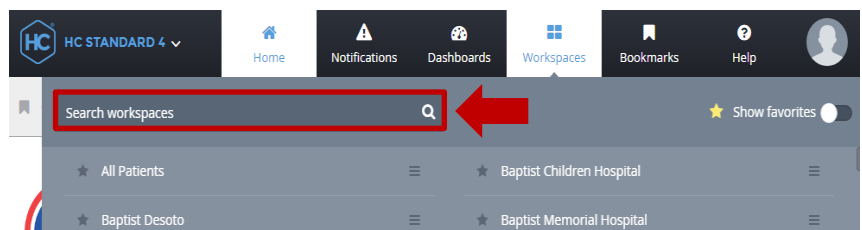
Result: A Search workspaces field displays, as well as a list of the workspaces assigned to you.



STEP 6:

Enter in **the name of your facility** in the *Search workspaces field* to search it out and then click on the name, or simply click on the name if it is already listed.

Result: The Workspace page for your facility displays.

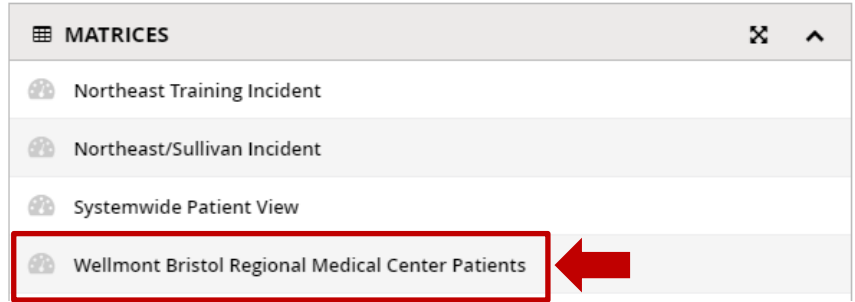


STEP 7:

Within the MATRICES section:

- Click on **[YOUR FACILITY'S NAME] Patients** to search for a patient regionally, **OR**
- Click on **Systemwide Patient View** to search for a patient within the entire system.

Result: The Patient Data Results grid for your facility displays, listing all of your registered patients.



TIP: Bulk editing allows you to update measures for multiple patients at one time, including Triage Status, Notes, Transport Dest and Departure Time (if transferring patients to another facility), and Disposition (if you need to discharge multiple patients).

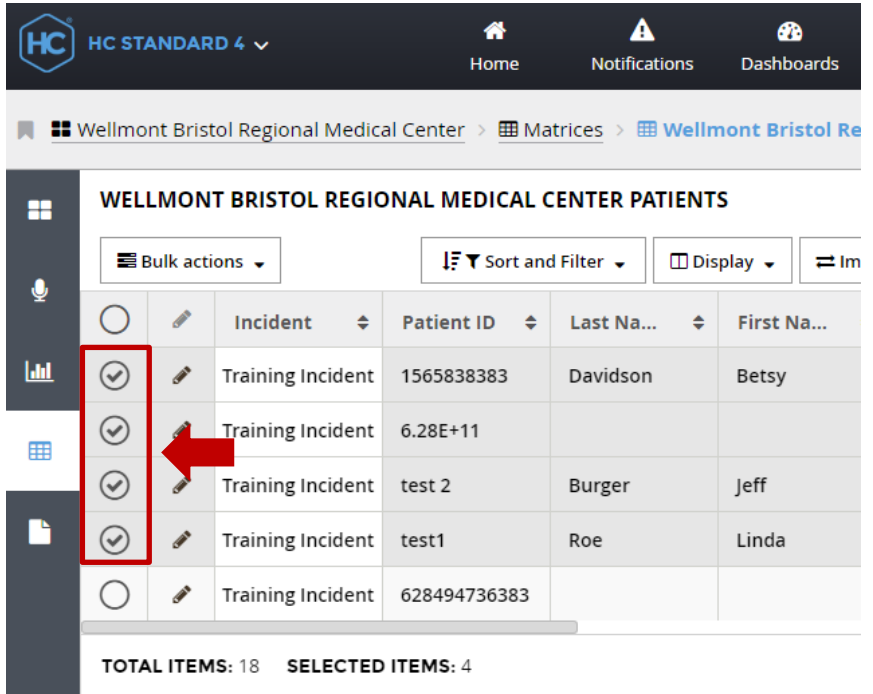
STEP 8:

Click on the **radio button** next to each patient you would like to apply an action to.

Result: The Bulk actions button enables, allowing you to click on it to take action.

TIP: As you select patients, a total number of selected items will appear at the bottom of the screen.

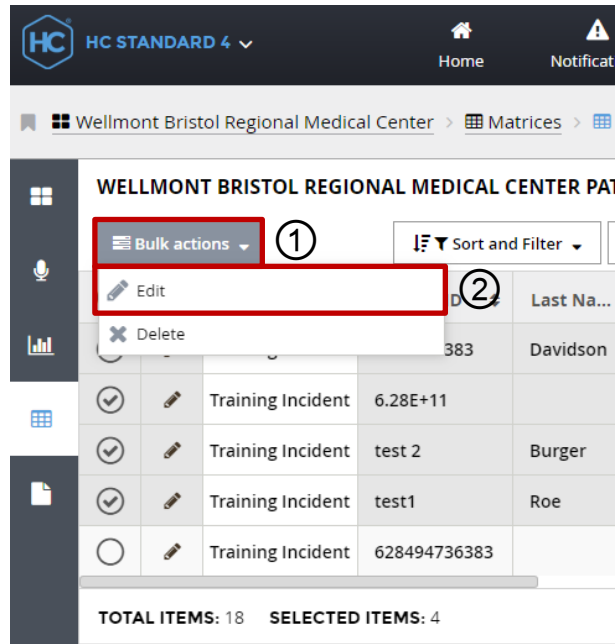
TOTAL ITEMS: 18 SELECTED ITEMS: 4



STEP 9:

1. Click on the **Bulk actions** button.
2. Click on the **Edit** option.

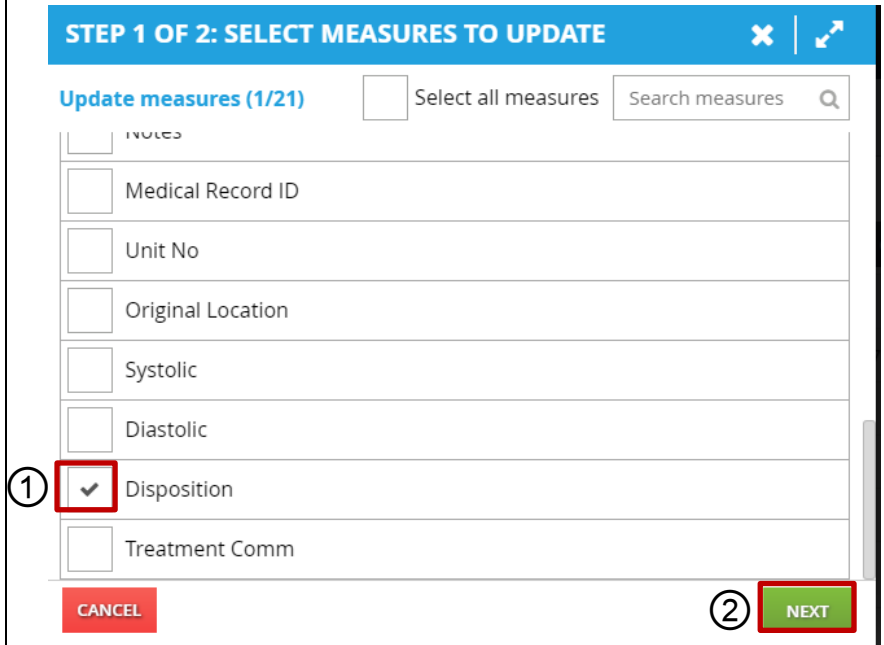
Result: The STEP 1 OF 2: SELECT MEASURES TO UPDATE popup window displays.



STEP 10:

1. Click in the **box(es)** to the left to select the measure(s) you would like to update for each patient (e.g. Disposition).
2. Click on the **Next** button.

Result: The STEP 2 OF 2: UPDATE MEASURES VALUES popup window displays.



STEP 11:

1. Select the **Value** option you want to update all the patients to (e.g. Discharged).
2. Click the **Submit** button.

*Result: A screen displays with the following message: All measures have been successfully updated. Click the **OK** button.*

TIP: Depending on the measure(s) you selected on the previous screen, the relevant options will appear for that particular measure.

After the screen automatically refreshes, you will see your changes applied to the patients you selected.

Incident	Patient ID	Last Na...	First Na...	Gender	Dispositi...
Training Incident	1565838383	Davidson	Betsy	Female	Discharged
Training Incident	6.28E+11				Discharged
Training Incident	test 2	Burger	Jeff	Male	Discharged
Training Incident	test1	Roe	Linda	Female	Discharged
Training Incident	628494736383				

TOTAL ITEMS: 18 SELECTED ITEMS: 4