### Welcome to the self-study Introductory Course of: Control Facility Interaction

A project sponsored by Mountain-Valley EMS Agency.

# Course Objectives

Upon completion of this course, the student will be able to:

- 1. List several functions of the Control Facility.
- 2. List the 5 Operational Area Control facilities
- 3. List information needed by the Control Facility for distributing patients.
- 4. Describe the sequence of communications between the Control Facility and the field Medical Communications Coordinator.
- 5. Describe several principles unique to communicating with the Control Facility.
- 6. Describe the major principles of Control Facility interaction.

### Control Facility Interaction

- California's system for patient distribution requires each Operational Area (OA) to have a Control Facility designated by the local EMS Agency, which serves as the single point of contact for patient movement during an MCI
- The Control Facility may be a hospital, dispatch center, local warning center or other entity that has the staffing and capabilities to complete the assigned tasks on a 24-hour/seven day a week basis

### Control Facility

- The Control Facility also serves as the single point of contact for receiving patients into the OA from incidents occurring outside the OA
- The Control facility may be located outside the OA it serves and a single Control Facility may serve multiple counties

### **MVEMSA** Control Facilities

- Alpine County: Barton Memorial, So. Lake Tahoe
- Amador County: Sutter Amador Hospital
- Calaveras County: Mark Twain Medical Center
- Mariposa County: John C. Fremont Hospital
- Stanislaus County: Valley Regional Emergency Communications Center (VRECC)





# Purpose of the Control Facility

- Direct patient distribution during an MCI
- Provide a single point of contact for the field Medical Communications Coordinator
- Support other counties involved in patient distribution (Control Facility to Control Facility)

### Responsibilities of the Control Facility

- Assess and report local emergency department and hospital capabilities
- Coordinate distribution of victims from local MCIs within the Operational Area
- Coordinate distribution of victims from local MCIs to out-of-OA receiving facilities through the Regional Control Facility
- Coordinate reception and distribution of victims evacuated to the OA from external incidents

### Activation

- The Control Facility may be activated by a variety of sources, including:
  - enroute ambulance or EMS dispatch center for local MCIs
  - neighboring Control Facilities for incidents exceeding the capacity of neighboring counties
  - the MHOAC



### Activation

- Pre-Hospital pre-alerts DCF of a potential MCI to include:
- Location of incident
- Source of event
- Possible number of patients

DCF then creates electronic MCI Alert to Hospitals

1<sup>st</sup> unit on scene will confirm if MCI declared with location

# Sample Field to Control Facility Communications

- <u>Initial Notification</u>:
  - "We are on scene on Hwy 50 at Sunrise with a multivehicle collision with approximately 12 victims. I've got 2 ground ambulances on-scene, 2 more enroute, and 2 air ambulances ordered. We're calling this the Sunrise Incident. I'll be Sunrise Medical and I'll re-contact you when triage is complete."
  - "Copy Sunrise Medical, we'll collect hospital statuses and stand-by for your patient information. \_\_\_\_\_ Control Clear."

When notified that an MCI has occurred, the Control Facility:

- <u>Assigns staff</u> to gather information from the event and provide information to receiving facilities
- <u>Creates an MCI Event</u> in EMSystem to alert receiving facilities and assess Emergency Department capacities

- Locate the MCI on Facility maps, and Identify the Receiving Facilities within 30 minutes travel time, for receiving potential Immediate victims
- Maintain Communications with the field Medical Communications Coordinator

CALIFORNIA OFFICE OF EMERGENCY SERVICES REGION IV MEDICAL/HEALTH MUTUAL AID SYSTEM



- Upon activation, the Control Facility should receive the following information:
  - Location of the incident
  - Name of the Incident
  - Level/Type of Incident
  - Approximate Number of patients
  - Type of transport resources available: ground/air ambulances, bus
  - Estimated time Triage expected to be completed

Levels of Medical Incidents

- *LEVEL I Incident* Requires response resources from the Operational Area (OA) only
- *LEVEL II Incident* Requires response resources from or distribution of casualties to other OAs within the mutual aid region of the impacted OA
- *LEVEL III Incident* Requires State or Federal response resources or distribution of patients beyond the mutual aid region

### Initial Control Facility Response Incidents Types

- <u>MCI Trauma</u>: Physical injuries and/or burns (e.g. traffic collisions, earthquakes, plane crashes, explosions, mass shootings, etc.)
- <u>MCI Hazmat</u>: Release of toxic materials, radioactive matter, or radioactive energy from a radiation emission device
- <u>MCI Medical</u>: Non-trauma, non-hazmat incidents, including: biological or clandestine radiological incidents, environmental (extremely hot or cold weather), medical resource depletion, and medical evacuations



• Select "Event Management"

# Creating an MCI Event

 Select "Create"\* for the geographic area of the MCI

🔏 Sacramento	o, CA - Resource - Windows Internet Explorer	
<del>CO</del> -	http://www3.emsystem.com/EMSystem	M 🔒 🛃 🛛
Eile Edit Viev ॡो र	w F <b>u</b> ites <u>T</u> ools <u>H</u> elp	
🚖 🏟 🏉 S	5ac Into, CA - EMResource	🚹 Home 🔻 🔝 Feeds (j)
Actions Ico	o Event Type	Description
Create	Amber Alert	Use this template to announce Amber Alerts to regional users.
Create	DRILL Control Cell	To inject information to hospitals during a drill
Create	BRILL MCI	MCI Drill
Create	DRILL START Triage Announcement	Used to notify providers and hospitals of a START traige drill during a
Create	HAvBed In Patient Bed Poll	Use this template when querying for inpatient bed status.
Create	Inpatient Bed Summary	Use to query for bed availability in the following categories: ICU, M/S, Tele, NICU, Neuro
Create	Isolation Bed Summary	Use to query for available inpatient Isolation Beds
Create	Mariposa MCI	Use to query Mariposa County area hospitals for MCI capacity.
Create	Merced MCI	Use to query Merced hospitals for MCI capacity.

# Creating an MCI Event

• Enter the Title for the MCI, beginning with the Control Facility's initials, followed by the Incident Name supplied by field personnel (e.g. UCD: HWY 50/Sunrise MCI)

Setup Other Regions	Event	Preferences	Repo	ort Form	Regional Info	IM	
Create Event							
		** indicates	the infor	mation is required.			
Title f	for this Sac	ramento County I	NCI: **	UCD: HWY 50	)/Sunrise		
	Infor	mation for this ev	ent: **	Hwy 50/Sunris	e MCI: Trauma	<u>^</u>	
				Appx. 14 victir	ns		
				Appx. 14 victir	ns		

- Enter Information for this Event, including:
  - Location
  - Type of incident (trauma, medical, hazmat)
  - Approximate number of victims

# Creating an MCI Event

 Select Receiving Facilities to include in MCI Notification and Assessment, and "Save" the event

<u>San Joaquin</u>	All San Joaquins							
Dameron	Dameron							
🗌 Doctors Ho	ospital of Manteca							
📒 Kaiser Mar	iteca							
🗌 Lodi Memo	rial							
📒 📒 San Joaqu	in General							
🗌 St. Joseph	is Med Center							
🗌 Sutter Tracy Community								
Save Cance								

- If Receiving Facilities are being utilized for another Event, make contact with other Control Facilities as needed.
- If more facilities are needed than those listed in EMSystem (outside the region), contact the MHOAC

### UCD: Hwy 50/Sunrise (click here) Status as of: 09/19/2006 12:54:50 [ Click here to configure custom view ]

San Joaquin	Facility Status	Comment	Last Update
Dameron	Open		09/19/2006 08:03
Doctors Hospital of Manteca	Open		09/18/2006 08:06
Kaiser Manteca	Open		09/19/2006 08:05
Lodi Memorial	Open		09/15/2006 08:07
San Joaquin General	Open		09/19/2006 08:02
St. Josephs Med Center	Open	Holding 6 tele 1 MS ED full	09/19/2006 10:30
Sutter Tracy Community	Open		09/19/2006 08:07
Amador	Facility Status	Comment	Last Update

Return to the "View" screen on EMSystem, and click the Event name on the colored bar to monitor the Receiving Facility capacity reports.

Address 🕘 https://www1.emsystem.com/EMSystem

#### 📾 UCD - 180 and 1 5, by ucdavis Mc @12-Oct-2006 15:32

4 medics enroute									
Zone 1 (Sacramento)	1. Immediate	2. Delayed	3. Minor	4. Decon Facility	5. Surgeon Availability	Facility Status	Comment	Last Update	By User
Kaiser South	0	0	2	Yes	No	Diversion		12-Oct-2006 15:37	Kaiser South
Methodist Hospital	0	0	5	Yes	No	Open		12-Oct-2006 15:35	Methodist Hospital
Sutter General	0	2	10	Yes	No	Open		12-Oct-2006 15:40	Sutter General
Summary	0	2	17	N/A	N/A	N/A	N/A	N/A	N/A
Zone 2 (Sacramento)	1. Immediate	2. Delayed	3. Minor	4. Decon Facility	5. Surgeon Availability	Facility Status	Comment	Last Update	By User
Mercy General	1	0	0	Yes	Yes	Open		12-Oct-2006 15:34	Mercy General
Sutter Memorial	0	0	0	No	Yes	Diversion		12-Oct-2006 15:37	Sutter Memoria
UCDMC (Level I Trauma Center)	1	2	5	Yes	Yes	Open		12-Oct-2006 15:34	UCDAVIS MC
Summary	2	2	5	N/A	N/A	N/A	N/A	N/A	N/A
Zone 3 (Sacramento)	1. Immediate	2. Delayed	3. Minor	4. Decon Facility	5. Surgeon Availability	Facility Status	Comment	Last Update	By User
Kaiser North	0	0	0	Yes	No	Open		12-Oct-2006 15:35	Kaiser North
Mercy Folsom	0	1	2	No	No	Open		12-Oct-2006 15:36	Mercy Hospita of Folsom
Mercy San Juan (Level II Trauma Center)	1	2	4	Yes	Yes	Open		12-Oct-2006 15:34	Mercy San Juan
Summary	1	3	6	N/A	N/A	N/A	N/A	N/A	N/A
Status Type Summary				Total					
1. Immediate				3					
2. Delayed				7					
3. Minor				28					
Status as of 12 Oct 2006 15:40:36									
🔊 Click To See Status Definition							2	🔒 🥋 Inter	rnet

Facility capacities are totaled at the bottom of the screen.

-14

💌 🔁 Go

 Each receiving facility notified by the Control Facility of an MCI completes a Receiving Facility Capacity Worksheet and reports their status (Target timeframe: immediately or within 5 minutes)

Capabilities should be based on available patient teams and beds

- Immediate Patient Team (1 patient per team)
  - ED Physician
  - Surgeon (If an MCI Trauma)
  - 2 Nurses
- Delayed Patient Team (2 patients per team)
  - ED Physician
  - 2 Nurses
- Minor Patients can often be directed to ED Waiting Room for re-triage or possible alternative treatment areas

- Always determine capacity for the highest level of care using the following guide for forming teams
- If staff/resources are available to receive 2 Immediate Patients, report "2 Immediates," even if there are only Delayed patients on scene
- Remember that patient conditions may change, and the Control Facility understands that an Immediate Team can treat Delayed and Minor patients

### Calculate ED capacity to receive patients:

Teams	Physicians	Caregivers (at least one RN)	RT
Immediate Team (per 1 Immediate)	1 (plus Surgeon, if Trauma)	2	1
Delayed Team (per 2 Delayed)	1	1	
Minor Team (per 10 Minor)		1	

1. Place check mark for each person/bed available, beginning with Immediate Teams

TEAMS			Complete Teams	Total Patients
IMMEDIATES			(1 PATIEN	IT PER TEAM)
ED PHYSICIAN *SURGEON NAME Smith	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech	1	
ICU/ED LVN Image: Constraint of the sector	1 Ed Bed	1 Ed Bed		

2. SURGEONS NAMES MUST BE PROVIDED (for MCI Trauma)\*

3. Place total number under "COMPLETE TEAMS"

\*Reporting Surgeon's names prevents multiple facilities using the same surgeon on Immediate Teams.

 TRANSFER CHECK MARKS TO "DELAYED TEAM" COLUMNS FROM INCOMPLETE "IMMEDIATE TEAMS" OR ADDITIONAL STAFF

TEAMS			Complete Teams	Total Patients
IMMEDIATES			(1 PATIEN	T PER TEAM)
ED PHYSICIAN	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed		
DELAYED		(	2 PATIENTS	SPER TEAM)
PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	2	

 MULTIPLY COMPLETE "DELAYED TEAMS" BY 2, AND PLACE TOTAL IN "TOTAL PATIENTS" COLUMN

TEAMO

- TRANSFER CHECK MARKS TO "MINOR TEAM" COLUMNS FROM INCOMPLETE "DELAYED TEAMS" OR ADDITIONAL STAFF
- MULTIPLY COMPLETE "MINOR TEAMS" BY 10, AND PLACE TOTAL IN "TOTAL PATIENTS" COLUMN

TEAMS	Teams Patients			
IMMEDIATES			(1 PATIEN	T PER TEAM)
ED PHYSICIAN *SURGEON NAME  MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed		
DELAYED		(	2 PATIENTS	PER TEAM)
PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds		
MINOR		(1	0 PATIENTS	SPER TEAM)
MICN/RN	MICN/RN	MICN/RN	10	

Complete Total

• Enter the Facility Capacity in EMSystem for: Immediates, Delayed, and Minor (see diagram below) within 5 minutes of the request

📾 Drill: DRILL: test by Doug Buchanan @19-Sep-2006 12:54										
Please disregard. This is only a test.										
Stanislaus 1. Immediate 2. Delayed 3. Minor 4. Decon 5. Surgeon Facility Availability Status Comment Last Update By User									By User	
<sup>0∞</sup> _Stanislaus Level II TC Destination	0	0	0	No Status	No Status	Open		18-Sep-2006 08:34	Stanislaus Control	
Summary	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	
Status Type Summary				Total						
1. Immediate				0						
2. Delayed					0					
3. Minor 0										
Status as of 19 Sep 2006 12:55:25										

• Notify Charge Nurse of the Event

 Verify Surgeon availability for Immediate trauma patients to prevent multiple facilities from claiming the same surgeon for Immediate Teams

• Relay incoming patient information to Receiving Facility Teams as necessary

- Return to the "View" screen on EMSystem, and click the link entitled "click here" next to the Event name on the colored bar to monitor the Receiving Facility capacity reports
- This form can be printed to allow the Control Facility to track and update receiving facility capacities as victims are assigned to various receiving facilities

📾 UCD - 180 and 1 5,	by UCDAVIS MC @12-Oct-2	006 15:32			
4 medics enroute					
Zone 1 (Sacramento)	1. Immediate	2. Delayed	3. Minor	4. Decon Facility	5. Surgeon Availability
Kaiser South	0	0	5	Yes	No
Methodist Hospital	NO	2	0	Yes	Yes
Sutter General	0	n	106	Yes	No
Summary	1	× 3	15	N/A	N/A

# **MCI** Communications

- The field Medical Communications Coordinator\* communicates with the Control Facility
- The Medical Communications Coordinator\* should be identified by [Incident Name] + medical (e.g. "I-80/I-5 Medical")

![](_page_32_Picture_3.jpeg)

\*The Medical Communications Coordinator may also be filling the Medical Group Supervisor role or Patient Transport Unit Leader role until adequate resources are available on scene.

# **MCI** Communications

- Control Facilities are referred to by County Name + Control (e.g. Stanislaus Control)
- Patient reports are not transmitted directly to receiving facilities by transporting units
- While the MCI is in progress, all EMS radio traffic should be routed through the Control Facility, even for non-MCI patients
- While the MCI is in progress, all system patients are distributed to facilities through the Control facility

## **Patient Destinations**

- Additional Information needed by the Control Facility
  - Total number of patients by triage category\*
    - Immediate
    - Delayed
    - Minor
  - Number and category of patients ready for transport
  - Number and type of transport units available

\*also report if pediatric or pregnancy are factors.

### Patient Destinations

• When notified by the field MCC that patient triage is complete, the Control Facility documents patient information on the Patient Destination Worksheet

<b>+</b>					-		_		
		Age/ Sex	Tag Number	Major Injury	Destination	Mode/Unit	Departure Time	ETA	Facility Notified
	Ι					A G			
	D								
	М								
	Ι					A G			
	D						Ť		
# Sample Field to Control Facility Communications

#### **Triage Completed**

- "Control, we've got 3 Immediates, 3 Delayed, and 6 Minors, I need destination availability."
- "Copy Sunrise Medical, we copy 3 Immediates, 3 Delayed, and 6 Minors."
- "Hospital availability is as follows:
   DMC can take 2 immediates, 4 delayeds and 10 minors. MMC can take ..., KMOD..."
- "Sunrise Medical copies, Medic 22 leaving scene now to DMC with 1 immediate, Medic 17 is leaving scene in 2 minutes enroute to MMC..."

#### **Patient Destinations**

- Confirm total number of transport resources available, and begin Patient Destination Worksheet
- Document Patient
   Information on the Patient
   Destination Worksheet
- Assign Patient Destinations using the Patient Destination Guidelines based on info provided by MCC or MGS on scene of incident

			Patier	nt Destination	ı Work	she	et		
Tot	tal Tran	sport Units A	Available:	Air:1	_ G	rou	nd: <u>3</u>	_	
Tot	ta <b>l P</b> atie	nts:	Total I	Deceased:	Т	otal	Refused:		
Im	mediate	:							
Del	layed:								
Mi	nor:								
6	Age/ Sex	Tag Number	Major Injury	Destination	Mode/U	Jnit	Departure Time	ETA	Facility Notified
L D M	43F			DMC	A	G			
L D M	Þ			ММС	A (	G	)		
H D M	P				A	G	)		
M					А	G			
I D M					А	G			
I D M					А	G			
I D M					А	G			
I D M					А	G			

Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Patient Destinations

 When patients are ready for transport, the on-scene Medical Communications
 Coordinator contacts the Control Facility to advise of patient destination and mode of transport along with Unit ID

#### Patient Destinations

- The MCC determines destimations and modes of transport for all patients in the MCI
- Control Facility must be advised when each unit departs scene and their ETA to the receiving facility
- When contacted by the field with patient destinations, the Control Facility does not assign destinations, but provides bed availability by triage category and location

#### **Immediate Patients**

- Send to Immediate Teams at facilities within 30 minutes transport time, whenever possible
- Send Immediate Trauma Patients to nearest Trauma Centers (following local EMS protocols)
- Send Immediate Pediatric Patients to Pediatric Centers (following local EMS protocols)
- See "Austere Guidelines" below, for instances when more Immediate patients exist than Immediate Teams within a 30-minute transport time

#### **Delayed Patients**

- Send to Delayed or Immediate Teams within 60 minutes transport time from the incident
- See "Austere Guidelines" when more Delayed patients exist than Delayed or Immediate Teams within a 60minute transport time

#### Minor Patients

- Transport of minor patients can be delayed.
- Minor patients should be sent to Minor or Delayed Teams within 30 minutes transport time
- If there are a large number of minor patients to distribute, local receiving facilities should consider opening a temporary minor treatment area at their facility to triage and treat these patients. Transporting minor patient by bus is permitted
- See "Austere Guidelines" when more Minor patients exist than Minor, Delayed, or Immediate Teams within 30-minute transport time

#### Austere Care

- If there are more patients within any triage category than available teams to accept those patients, consider:
  - Requesting local receiving facilities to increase patient capacity
  - Sending more patients to local teams than standard guidelines
  - Sending patients beyond the standard transport time radius

# Notifying Receiving Facilities

 The Control Facility notifies the Receiving Facility of incoming patient by clicking on the "Forms" menu option on EMSystem, then selecting "Activate Form."



# Notifying Receiving Facilities

- Select "Fill Form" for MCI Patient Dispersal, Select the facility, then click "Activate Form."
- Complete applicable portions of the form, and then click "Submit Form."

#### cplorer

=MESSAGE&nextStep=UPDATE\_MESSAGE&filledQuestionaireID=635357

#### MCI Patient Dispersal information for each patient transfered during an MCI eve

\*\* indicates the information is required. Age: Gender: ¥ Category\*\* : ~ Injury/CC\*\* : ETA (minutes): Transporting Unit: Triage Tag #\*\* : Comment: Submit Form

# Notifying Receiving Facilities

 MCI Patient notification is received with an accompanying audio alert of "Incoming Message." Facilities receiving this pop-up screen message may Print the Form and assign the incoming patient to the appropriate team

Ø	https://www4	.emsystem.	com - My Fo	orm - Microsoft Internet Ex 🔳 🗖	
		F Delete Che	Form Man cked Form	agement Refresh Screen	
	Form Patient Dispersal Form	From DCF	<b>Time</b> Sept 08 06, 01:28	Brief Message 26  male Immediate Chest Injuries ETA 15  Unit 101  Tag# 123456	

#### Updating the MCI Incident / Event

• The Control Facility updates MCI information any time new information is received from the field, e.g., total patient count by triage category, patient destinations, etc.

Setup	View	Other Regions	Event	rences	Rep	ort	Form	Regional Info	IM			
Create Ev	ent											
				** indicate	fo	rmation	is required.					
		Title	for this Sacram	nento County	MCI: ***							
			for the outerain	ionico ocunity		10	· · · · · · · · · · · · · · · · · · ·	C				
			Information for this quarte **					12 patient MVC				
			mormat	lion for this ev	ent:	Scen	e Clear 21	30:				
						I Hea	ld, I multi-	system- UCD,				
						I Cł	nest- SR,	1D/1M- Kaiser, 4	M- Sutter			

#### Scene Cleared

• Once all patients have been disbursed, the Control Facility shall provide a final Summary of the Event to participating Receiving Facilities

Create	Sacramento	County MCI	
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\*\* indicates the information is required.

Title for this Sacramento County MCI: **	UCD: Hwy 50/Sunrise	
Information for this event: **	12 patient MVC Scene Clear 2130: I Head, I multi-system- UCD, I Chest- SR, 1D/1M- Kaiser, 4M- Sutter	×

# Ending an MCI Event

• After providing the Summary of Event (approximately 5 minutes) the Control Facility shall End the event



• Select "Event Management"

# Ending an MCI Event

- Select "End" the MCI Event
- Complete and file all MCI paperwork

### Ending an MCI Event

• Click "End" to end your event.

									EMTrack EMCredential
Setup	1	View Other Regions	Event	Preferences	Report	Form	Regional Info	IM	User Links
Event Li	ist								help
	CD:	Hwy 50/Sunrise							
Actions	Icon	Event T		Descriptio	on				
Create	A	Amb Sert		Use this t	emplate to anr	ounce Ambe	er Alerts to regional u	sers.	
Create	$\bowtie$	Control Cell		To inject i	nformation to h	ospitals duri	ing a drill		
Create	~	RILL MCI		MCI Drill					
Create		Sacramento County MCI		Use to que	ery Acme Coun	ty hospitals fo	or MCI capacity.		s, e.g. 1200 - 1600.
Edit   End	)	Sacramento MCI: Hwy 50/S	Sunrise						
Create		HAvBed In Patient Bed Poll		Use this t	emplate when	querying for	inpatient bed status.		
Create		Inpatient Bed Summary		Use to qu Tele, NIC	ery for bed ava U, Neuro	ilability in the	following categories	s: ICU, M/S,	OB/GYN, Peds, PICU, Burns, Psych,
Create		Isolation Bed Summary		Use to qu	ery for availabl	e inpatient Is	olation Beds		

#### • Complete and file all MCI paperwork

#### **MHOAC** Role in Patient Evacuation

The MHOAC is notified by the Control Facility\* for:

- Incidents requiring destinations outside of the local system.
- Incidents involving hospital evacuation
- Incidents requiring implementation of altered levels of care in the field, hospitals, or system-wide
- Inability of the Control Facility to conduct patient distribution activities among local receiving facilities
- Other criteria established by the EMS Agency or MHOAC
- \* A MHOAC may also be activated by the RDMHC/S for receiving patients from an event outside the region

#### Summary

- MCI Alert Control Facility Activated -Control Facility creates MCI Event
- MCC Reports Triage Complete

   Control Facility documents triage/injury for each
   patient
- MCC Reports Patients Ready for Transport -Control Facility provides patient destinations
- MCC Reports Departure Time/Transport Unit/ETA

   Control Facility notifies receiving facilities of patients

- You are the radio nurse on duty at Acme County ER. Your responsibilities not only include monitoring the EMS radio, but also managing the Control Facility responsibilities
- You will now walk-thru the sequence of events in an MCI

- You have just been notified by Medic 007 on scene of a semi vs. tour bus collision on Interstate 5 at 12<sup>th</sup> St with at least a dozen injured. Triage is being conducted.
- Create an MCI Event

									MTrack EMCredential
Set	up View	Other Regions	Event	Preferences	Report	Form	Regional Info	IM	User Links
Regio	on Default								refresh
📑 D	orill: SCDCF- S	TART Triage I	Drill Announ	cement					
+ Zor	ne 1 (Sacramento)		Facility Status		Commer	ıt			Last Update
E Zo	ne 2 (Sacramento)	F	acility Status		Comment				Last Update
Me	ercy General	(	Open		EMS Apprecia	tion BBQ tod	ay 11am-6pm		15 May 10:04
Su	itter Memorial	(	Open		Auto-opened				15 May 11:33
UC	CDMC (Level I Traur	ma Center)	Diversion		D. Holding IC	U Patients			15 May 22:34 (00:34↓)
• Zor	ne 3 (Sacramento)		Facility Status		Commer	ıt			Last Update
+ Zor	ne 4 (Placer/Nev.)		Facility		Commer	t			Last Update
+ Zor	ne 5 (El Dorado)		Facility Status		Commer	it			Last Update
+ Zor	ne 6 (Yolo)		Facility		Commer	t			Last Update
+ Zor	ne 7 (Yuba/Sutter)		Facility		Commer	t			Last Update
- Sa	in Joaquin		Facility Status		Commen	t			Last Update
Da	ameron Hospital		Advisory		CT Down				15 May 21:13
Do	octors Hospital of M	lanteca	Open		no ortho	available			15 May 22:27
Ka	aiser Hospital Mant	eca	Open						15 May 08:02
one								😜 Internet	🔍 100% 🔻



#### Create an Acme County MCI.

										EMTrack	EMCredential
Setup		View (	Other Regions	Event	Preferences	Report	Form	Regional Info	IM		User Links
Event Lis	st										help
블 Drill:	Drill: SCDCF- START Triage Drill Announcement										
Actions		Event Type			Descriptio	on					
Create	A	Acme Cou	nty MCI		Use to que	ry Acme Count	y hospitals for	MCI capacity.			
Create	$\bowtie$	DRILL Cont	trol Cell		To inject i	nformation to h	nospitals duri	ng a drill			
Create	<b>;;</b> ;	DRILL MCI			MCI Drill						
Create	_	DRILL STAF	RT Triage Annound	ement	Used to n	otify providers	and hospitals	of a START traige o	Irill during a se	t period of hours, e	.g. 1200 - 1600
Edit   End		Drill: SCDCF	- START Triage Dr	ill Announcen	nent						
Create		HAvBed In F	Patient Bed Poll		Use this to	emplate when	querying for i	npatient bed status.			
Create		Inpatient Be	ed Summary		Use to qu Tele, NICI	ery for bed ava J, Neuro	ilability in the	following categories	: ICU, M/S, OB/	GYN, Peds, PICU,	Burns, Psych,
Create		Isolation Be	ed Summary		Use to qu	ery for availabl	e inpatient Is	plation Beds			
Create	<b>B</b>	Mariposa M	CI		Use to qu	ery Mariposa (	County area h	ospitals for MCI cap	acity.		
Create	<b>R</b>	Merced MCI			Use to qu	ery Merced ho	spitals for MC	I capacity.			
Create	<b>B</b>	Mountain Co	ounty North MCI		Use to qu	ery Mountain C	County North h	iospitals (Placer, Ne	vada, El Dorad	lo) for MCI capacity.	
Create	R	Mountain Co	ounty South MCI		Use to qu	ery Mountain C	County South I	nospitals (Tuolumne	e, Amador, Cala	averas, Alpine) for N	ICI capacity.
Create		NDMS Bed	Poll		Use to qu	ery for NDMS of	catgory capaci	ty.			
Create		Regional An	nnouncment		This is us	ed for general	announceme	ents to the region.			
Create	~	Regional M	CI		Used by th	ne Regional D	CF or RDMH	to query ALL region	n hospitals for I	MCI capacity.	
one									ini 😜 In	ternet	3,100%

• Now, remember to name the incident, beginning with your facility initials- and provide initial information.

										Emercacina
Set	up Vi	ew	Other Regions	Event	Preferences	Report	Form	Regional Info	IM	User Links
Creat	e Event									help
	-	CE OT		ill Annour						
	nii: SCD	GE- 91	ART Triage Dr		icement	_	_			
				T:+I	** indicates	the informatio	on is required			
				1 IU	e for units Acme ivi		JMC: 15/12"			
				Info	rmation for this ev	vent: ** Se	mi vs Bus, a	at least 12 injure	d-	
						Tr	age being c	conducted.		
									×.	
					Unen	nding?: 🗌 C	heck if event	has no end date (I	notifications will	not be sent and event bar will
						not b	e displayed).			
					Events	start: ** May	► 15 ►,	2008 🞽 at 23	✓ : 25	
					Event	End: ** May	· <mark>· ·</mark> 16 · · ,	2008 📉 at 23	🗙 : 25 💌	
			Attached file	(only .html,	, .txt, .pdf files all	owed):			B	rowse
					Pi	rivate? 🗌 C	heck if users	should only see d	ata for their res	ources.
						Drill? 🗌 C	heck if this ev	vent is only a drill.		
					End q	uietly? 🔲 (	heck if this e	event should end q	uietly,	
						witho	ut email, pag	er, and web page	notifications.	
					Event Ac	ddress:			~	
Done								8	) 🛛 😜 In	ternet 🔍 100% 🔻

- Okay.
- Now, select all Acme hospitals to receive the MCI Alert.



- Okay.
- Now, save the Event.



• Now, click on the Acme MCI Event to view facility status reports.

										Emiliask	Einstedentin
Se	tup	View	Other Regions	Event	Preferences	Report	Form	Regional Info	IM		User Links
Regi	ion Def	fault									refresh
	ACIV										
+ Zo	one 1 (Sa	acramento)		Facility Status		Comme	nt				Last Update
<b>–</b> Z	one 2 (S	acramento)		Facility Status		Comment				La	st Update
M	lercy Ge	neral		Open		EMS Apprecia	ation BBQ too	lay 11am-6pm		15	May 10:04
S	utter Me	emorial		Open		Auto-opened				15	May 11:33
U	CDMC (L	Level I Traur	na Center)	Diversion		D. Holding IC	U Patients			15	May 22:34 (00:341)
			,								,
+ Zo	one 3 (Sa	acramento)		Facility Status		Comme	nt				Last Update
+ Zo	one 4 (Pla	acer/Nev.)		Facility		Comme	nt				Last Update
+ Zo	one 5 (El	Dorado)		Facility Status		Comme	nt				Last Update
- 70		lo)		Facility		Commo	- <b>1</b>				
+ 20	ne o (ro	ло)		Facility		Comme	n				Last opdate
🛨 Zo	one 7 (Yu	ıba/Sutter)		Facility		Comme	nt				Last Update
<b>-</b> S	an Joaq	uin		Facility Status		Commer	ıt				Last Update
D	ameron	Hospital		Advisory		CT Dowr	ı				15 May 21:13
D	octors H	lospital of N	lanteca	Open		no ortho	available				15 May 22:27
к	aiser Ho	spital Mant	eca	Open							15 May 08:02
)one									😜 Ir	nternet	🔍 100% 📼

• Most facilities have reported.

Done

 Oops, you notice that your own facility status has not yet been reported. Grab your clipboard.

								~	Entrack	Emstedentia
Setup	View	Other Regions	Event	Preferences	Report Form	Regional Info	IM			User Links
Region D	efault									refresh
	ME MCI	: ACMC 15/12	<sup>th</sup> MCI							
Semi vs E	Bus, at leas	st 12 injured-								
Triage be	ing condu	cted.								
Acme	County			Immediate	e   Delayed	Minor	Decon	\$	Surgeon	Available
Acme (	County	Medical Center	er				N/A		N/A	
Doctor	s Medic	al Center		0	2	10	Yes		No	
Kaiser	Medica	I Center		1	2	10	Yes		Yes	
Sutter	North N	ledical Center	r	2	4	10	Yes		Yes	
St. Jos	eph's N	ledical Center	r	1	2	10	Yes		Yes	
Summa	ary			4	10	40	N/A		N/A	

- First. Let's determine how many Immediates we can accept.
- Your on-duty staff includes: 3 ED physicians, 5 RNs, and 2 LVNs. We have available beds, RT, and 2 surgeons.

TEAMS			Complete Teams	Total Patients
IMMEDIATES			(1 PATIEN	T PER TEAM)
ED PHYSICIAN *SURGEON NAME	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Page Tage		
MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed	Resp Tech      1 Ed Bed	1 Ed Bed		
DELAYED		(	2 PATIENTS	SPER TEAM)
PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds		
MINOR		(1	10 PATIENTS	S PER TEAM)
MICN/RN	MICN/RN	MICN/RN		

- We can make two complete Immediate Teams.
- Now, let's move the remaining staff down to form Delayed Teams.

TEAMS			Complete Teams	Total Patients			
IMMEDIATES	(1 PATIEN	(1 PATIENT PER TEAM)					
ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed	ED PHYSICIAN *SURGEON NAME MICN/RN ICU/ED LVN Resp Tech 1 Ed Bed	2	2			
DELAYED			(2 PATIENTS	SPER TEAM)			
PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds	PHYSICIAN MICN/RN ICU/ED LVN 2 Ed Beds					
MINOR (10 PATIENTS PER TEAM)							
MICN/RN	MICN/RN	MICN/RN					

- We can make one Delayed Team with the extra physician and nurses.
- Now, let's move the remaining staff down to form Minor Teams.



- We can make two Minor Teams with the extra nurses.
- So, our total capacity is for 2 Immediates, 2 Delayed, and 20 Minors.



- I-5/12<sup>th</sup> Street Medical has just contacted you with triage information on all patients.
- Grab your clipboard.

		•	-							5MTmak EMCradaptia
_										Emiliack
	Setup	View	Other Regions	Event	Preferences	Report	Form	Regional Info	IM	User Links
Re	egion De	efault								refresh
			ACIVIC 15/							
٠	Zone 1 (S	acramento)		Facility Status		Commen	t			Last Update
	Zone 2 (S	Sacramento)	F	acility Status		Comment				Last Update
	Mercy G	eneral	0	)pen		EMS Apprecia	tion BBQ tod	ay 11am-6pm		15 May 10:04
	Sutter M	lemorial	(	)pen		Auto-opened				15 May 11:33
	UCDMC (	(Level I Traun	na Center)	iversion		D. Holding ICI	J Patients			15 May 22:34 (00:34↓)
	7 0.40			5 W AL						
+	Zone 3 (S	acramento)		Facility Status		Commen	t			Last Update
٠	Zone 4 (P	lacer/Nev.)		Facility		Commen	t			Last Update
+	Zone 5 (E	l Dorado)		Facility Status		Commen	t			Last Update
	7000 6 (V	(olo)		Facility		Common	ŧ.			Last Undate
	20110 0 (1)	010)		raciiity		Commen				Last opuare
٠	Zone 7 (Y	'uba/Sutter)		Facility		Commen	t			Last Update
	San Joa	quin		Facility Status		Commen	t			Last Update
	Dameror	n Hospital		Advisory		CT Down				15 May 21:13
	Doctors	Hospital of M	anteca	Open		no ortho a	available			15 May 22:27
	Kaiser H	lospital Mante	eca	Open						15 May 08:02

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Document each patient's triage category, age/sex, tag number, and major injury.

	Age/ Sex	Tag Number	Major Injury	Destination	Mode	e/Unit	Departure Time	ETA	Facili Notifi
I					А	G			
D M									
I					А	G			
I					А	G			
D M									
I					А	G			
D M									
I					А	G			
D M									
I					А	G			
D M									
I					А	G			
M									
I					А	G			
M									
I = 1	Immed	iate, D = De	layed, M = M	inor	A = Ai	r, G =	Ground		
Cor	npleted	l by:					_		
Dat	۵.	Time							

- Now that we know the facility capacities and patient triage information, we're ready to provide destinations.
- MCC will advise you of destination



- You've been notified by the I-5/12<sup>th</sup> Medical that the Immediate is ready for transport, and advised you that the patient will go to Sutter by Air, a 15 minute ETA.
- Let's notify Sutter of their incoming patient.

The MCI Patient Dispersal Form is located under User Links.

	Setup	View	Other Regions	Event	Preferences	Report	Form	Regional Info	IM	User Links			
Re	Region Default refresh												
	ACME MCI: ACMC I5/12 <sup>th</sup> MCI												
÷	Zone 1 (	Sacramento)		Facility Status		Commen	t			Last Update			
	Zone 2 (	(Sacramento)	)	Facility Status		Comment	_			Last Update			
	Mercy 6	General		Open		EMS Appreciat	tion BBQ tod	ay 11am-6pm		15 May 10:04			
	Sutter Memorial Open Auto						o-opened 15 l						
	UCDMC	(Level I Traur	ma Center)	Diversion		D. Holding ICU	J Patients			15 May 22:34 (00:34↓)			
٠	Zone 3 (	Sacramento)		Facility Status		Commen	t			Last Update			
٠	Zone 4 (I	Placer/Nev.)		Facility		Commen	t			Last Update			
÷	Zone 5 (I	El Dorado)		Facility Status		Commen	t			Last Update			
÷	Zone 6 (	Yolo)		Facility		Commen	t			Last Update			
÷	Zone 7 (	Yuba/Sutter)		Facility		Commen	t			Last Update			
	San Joa	iquin		Facility Status		Comment				Last Update			
	Damero	on Hospital		Advisory		CT Down				15 May 21:13			
	Doctors	6 Hospital of N	lanteca	Open		no ortho a	vailable			15 May 22:27			
	Kaiser I	Hospital Mant	еса	Open						15 May 08:02			
one									😜 Internet	🔍 100% 🔻			
#### Select the MCI Patient Dispersal Form.

										EMTrack	EMCredential	Л
	Setup	View	Other Regions	s Event	Preferences	Report	Form	Regional Info	IM		<u>User Links</u>	
Re	gion De	efault								MHMAS		
	AC	ME MCI:	ACMC 15	12 <sup>th</sup> MCI					Address of the	MCI Patient Disp	ersal Form	
٠	Zone 1 (S	Sacramento)		Facility Status		Commen	t			Message to Sele	ected	
	Zone 2 (	Sacramento)		Facility Status		Comment			Select	Users/Hospitals		1
	Mercy G	ieneral		Open		EMS Apprecia	tion BBQ toda	ay 11am-6pm			16 May 08:02	
	Sutter N	lemorial		Open		Auto-opened					16 May 08:20	1
	UCDMC	(Level I Traum	a Center)	Diversion		D. Holding ICl	J Patients				Last Update	i
٠	Zone 3 (S	Sacramento)		Facility Status		Commen	t				Last Update	i
٠	Zone 4 (F	Placer/Nev.)		Facility		Commen	t				Last Update	
٠	Zone 5 (E	l Dorado)		Facility Status		Commen	t				Last Update	i
٠	Zone 6 (Y	(olo)		Facility		Commen	t				Last Update	
٠	Zone 7 (Y	(uba/Sutter)		Facility		Commen	t				Last Update	
	San Joa	quin		Facility Status		Commen	t				16 May 08:05	
	Damero	n Hospital		Advisory		CT Down					15 May 22:27	
	Doctors	Hospital of Ma	anteca	Open		no ortho a	available				16 May 08:03	
	Kaiser H	lospital Mante	са	Open							16 May 08:02	
Done									😜 Ir	nternet	🔍 100% 🕚	•

Complete all the appropriate fields and then click "Submit Form" to notify Sutter Medical Center of their incoming patient.

Setup Region I	MCI Patient Dispersal	1ks efresh	
	the declaration of each patient transfered during an MCI event.		
	** Indicates the Information is required.		L
+ 7one 1	Age:	Indate	
	Gender 🖌 🔽	spaaro	
Mercy	Category 🔨 🔽		
Sutter	Injury/CC** :		
UCDM		)0:34 <b>↓</b> )	
Zone 3		Jpdate	
• Zone 4	ETA (minutes):	Jpdate	
<ul> <li>Zone 5</li> </ul>	Transporting Unit:	Jpdate	
E Zone 6	Triage Tag #** :	Jpdate	
+ Zone 7	Comment:	Jpdate	
- San J		pdate	
Dame		21:13	
Docto		(22:27	
Kaise		08:02	~
Done	Submit Form	DO% -	

You continue to update your facility statuses as you receive destinations from the field for the rest of the patients, followed by sending patient reports to each facility.

								EMITTACK	Emcredential			
Setup	View	Other Regions	Event	Preferences	Report Fo	rm Regional In	fo IM		User Links			
Region De	efault								refresh			
	ME MCI	: ACMC 15/12	<sup>th</sup> MCI									
Semi vs Bus, at least 12 injured-												
Triage being conducted.												
Acme C	County			Immediate	e   Delaye	d   Minor	Decon	Surgeon	Available			
Acme C	County	Medical Cent	er				<u>N/A</u>	N/A				
Doctors	s Medic	al Center		0				No				
Kaiser	Medica	I Center		1. Immediate	2. Delayed	3. Minor		J. Julycon				
Sutter I	North M	ledical Cente	r 🗧				Vos	Availability				
St. Jos	eph's M	ledical Cente	r	0	0	5	103	NO				
				NO	2	0	Yes	Yes				
Summa	ary			0	R	106	Yes	No				
•				1	A 3	15	N/A	N/A				
• Ione						<b>&gt;</b>		😜 Internet				

- After distributing the last of the patients, you're ready to provide a final update to your Event.
- Click on Event to provide your update.

										EMTrack EMCredential
	Setup	View	Other Regions	s Event	Preferences	Report	Form	Regional Info	IM	User Links
Re	gion De	fault								refresh
	ACI	ME MCI:	ACMC 15	12 <sup>th</sup> MCI						
٠	Zone 1 (S	acramento)		Facility Status		Comment	i			Last Update
	Zone 2 (S	Sacramento)		Facility Status		Comment				Last Update
	Mercy G	eneral		Open		EMS Appreciat	ion BBQ tod	ay 11am-6pm		15 May 10:04
	Sutter M	emorial		Open		Auto-opened				15 May 11:33
	UCDMC (	Level I Traum	a Center)	Diversion		D. Holding ICU	Patients			15 May 22:34 (00:34↓)
÷	Zone 3 (S	acramento)		Facility Status		Comment	i			Last Update
٠	Zone 4 (P	lacer/Nev.)		Facility		Comment	l			Last Update
٠	Zone 5 (E	l Dorado)		Facility Status		Comment				Last Update
٠	Zone 6 (Y	olo)		Facility		Comment	i			Last Update
٠	Zone 7 (Y	uba/Sutter)		Facility		Comment				Last Update
	San Joa	quin		Facility Status		Comment				Last Update
	Dameror	n Hospital		Advisory		CT Down				15 May 21:13
	Doctors	Hospital of Ma	anteca	Open		no ortho a	vailable			15 May 22:27
	Kaiser H	ospital Mante	ca	Open						15 May 08:02
one									😜 Inte	rnet 🔍 100%

#### Next, click the Event Management.

									Limitack
Setup	View	Other Regions	Event	Preferences	Report	Form	Regional Info	IM	User Links
Events Me	nu								help
		: ACMC 15/12	2 <sup>th</sup> MCI						
Menu Option		De De	escription						
Event Manage	ment 🧹	Us	se templates to	create events as th	ney occur.				
Copyright © 19	98-2008 EM	System, LLC			EMRes	ource ® Versi	on 3.2 Build 2822		Terms & Conditions

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EMTrack EMCrodonti

• Select Edit to enter your final update, including all patient destinations.

									EMTrack	EMCredentia
Setup	١	View Other Regions	Event	Preferences	Report	Form	Regional Info	IM	- u	lser Links
Event Lis	it									help
	ME	MCI: ACMC 15/	2 <sup>th</sup> MCI							
Actions lo	con	Event Type		Descripti	on					
Create	A	Amber Alert		Use this	template to an	nounce Ambe	er Alerts to regional u	isers.		
Create	$\bowtie$	DRILL Control Cell		To inject	information to	hospitals dur	ing a drill			
Create	<b>;</b>	DRILL MCI		MCI Drill						
Create		Acme County MCI		Use to que	ery Acme Coun	ty hospitals fo	r MCI capacity.		s, e.g.	1200 - 1600
Edit   End	_	ACME MCI: ACMC I5/12th	МСІ							
Create		HAvBed In Patient Bed Poll		Use this	template when	querying for	inpatient bed status.			
Create		Inpatient Bed Summary		Use to qu Tele, NIC	iery for bed ava U, Neuro	ailability in the	following categories	s: ICU, M/S, OB/GY	/N, Peds, PICU, Bu	urns, Psych,
Create		Isolation Bed Summary		Use to qu	iery for availab	le inpatient Is	olation Beds			
Create	(in)	Mariposa MCI		Use to qu	iery Mariposa (	County area h	ospitals for MCI cap	acity.		
Create	Ē,	Merced MCI		Use to qu	iery Merced ho	spitals for MC	OI capacity.			
Create	ŝ	Mountain County North MCI Use to query Mountain County North hospitals (Placer, Nevada, El Dorado) for MCI capacity.								
Create	<b></b>	Mountain County South MCI Use to query Mountain County South hospitals (Tuolumne, Amador, Calaveras, Alpine) for MCI capacity.								
Create		NDMS Bed Poll Use to query for NDMS catgory capacity.								
Create		Regional Announcment This is used for general announcements to the region.								
Create	~	Regional MCI		Used by t	the Regional D	CF or RDMH	C to query ALL region	n hospitals for MC	I capacity.	
one								😜 Interi	net	🕄 100%

- Enter your final updates.
- We'll come back in about 5 minutes to End the Event.

Setup View Other Regions Event Pr	eferences Report	Form	Regional Info	IM	User Links								
Create Event					help								
ACME MCI: ACMC I5/12 <sup>th</sup> MCI													
Title for	** indicates the informat this Acme MCI:** A	tion is required. CMC: I5/12 <sup>th</sup>	MCI										
Informatio	Information for this event: ** Semi vs Bus, at least 12 injured-												
	Т	riage being co	onducted.	~									
	Unending?: 🔲	Check if event h	as no end date (	(notifications w	vill not be sent and event bar will								
	not	be displayed).											
	Event start: ** Ma	y 📉 15 📉,	2008 📉 at 23	Y : 25 Y									
		y 🚩 16 🚩,	2008 🞽 at 23	<u>*</u> : 25 <b>*</b>									
Attached file (only .html, .txt,	.pdf files allowed):				Browse								
	Private?	Check if users s	should only see o	data for their re	esources.								
		Check if this eve	ent is only a drill.										
	End quietly?	Check if this ev	ent should end o	quietly, notifications									
	Event Address:	our email, page	i, and web page										
Done			8	₽     €	Internet 🔍 100% 🔻								

- Congratulations!
- I-5/12<sup>th</sup> Medical has notified you that the Scene is Clear.
- You have completed the Patient Distribution Scenario.

Congratulations – You have completed the course content

- Click START to begin the test
- REMEMBER to download your CE Certificate (print or save to your device)
- REMEMBER all 4 module certificates are required for certification, re-certification, authorization and continuous accreditation