

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
PATIENT TRACKING LEADER

Position Assigned To: _____
You Report To: _____ (Nursing Chief)

MISSION: Responsible to see that all patients admitted/treated or discharged to home/other Medical facilities or deceased are tracked as to their current location.

Immediate

- ___ Receive Job Description from Nursing Chief.
- ___ Read Job Description and put on position tag.
- ___ Obtain briefing from Nursing Chief.
- ___ Track and document patient's location
 - Admitted / treated
 - Discharged to home
 - Discharged / transferred to other facility
 - Morgue
- ___ Obtain as needed staff from Labor Pool to help document current and accurate patient information.
- ___ Use the Emergency Preparedness Tracking forms for patient tracking (attached):
 - Patient Tracking Log – New Admits
 - Patient Discharge to Home
 - Patient Transferred to Other Facility
 - Patient morgue
- ___ As updated information is received send copies of Tracking Form to Information Services, Liaison Officer and Patient Information Desk.
- ___ Document all actions/decisions with a copy to Professional Services Chief.
- ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide staff rest periods and relief.
- ___ Direct non-utilized staff to Labor Pool.