

HICS 204 - ASSIGNMENT LIST

1. BRANCH
MEDICAL CARE

2. GROUP/UNIT
PATIENT REGISTRATION

3. INCIDENT NAME

4. OPERATIONAL PERIOD
DATE: TIME:

5. PERSONNEL

SECTION CHIEF:

BRANCH DIRECTOR:

GROUP/UNIT LEADER:

6. PERSONNEL ASSIGNED THIS PERIOD

Location	Location	Location	Location	Location	Location
Members	Members	Members	Members	Members	Members

7. KEY OBJECTIVES

- Establish Patient Registration process at the Calaveras High Alternate Care Site.
- Work with Medical Care Branch Director to ensure Staffing and Equipment/Supply needs are identified.

8. SPECIAL INFORMATION / CONSIDERATION

- Patient identifiers for registration, patient tracking, billing (reimbursement)
- Labels, card stamp?
- Transfers from MTSJ vs clinic, private MD, etc.
- ID bracelet
- Computer, Fax/copier, card stamp, etc.
- Integration into support services (lab, xray, etc.)

9. PREPARED BY (BRANCH DIRECTOR)

10. APPROVED BY (PLANNING SECTION CHIEF)

11. DATE

12. TIME

13. FACILITY NAME