

MEDICAL COMMUNICATIONS COORDINATOR POSITION CHECKLIST

The Medical Communications Coordinator reports to the Patient Transportation Unit Leader/Group Supervisor, and maintains communications with the hospital alert system to maintain status of available beds to assure proper patient transportation. The Medical Communications Coordinator assures proper patient transportation and destination.

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Patient Transportation Unit Leader/Group Supervisor.

2. Establish communications with the hospital alert system.

3. Determine and maintain current status of hospital/medical facility availability and capability.

4. Receive basic patient information and condition from the Treatment Dispatch Manager.

5. Coordinate patient destination with the hospital alert system.

6. Communicate patient transportation needs to Ambulance Coordinator(s) based upon requests from Treatment Dispatch Manager.

7. Communicate patient air ambulance transportation needs to the Air Operations Branch Director based upon requests from the treatment area managers or Treatment Dispatch Manager.

8. Maintain/document all activity on Unit/Activity Log (ICS Form 214).

MEDICAL COMMUNICATIONS COORDINATOR POSITION CHECKLIST (CONT)

9. Forward all reports and/or records to Patient Transportation Unit Leader/Group Supervisor.