e-FINDS *Evacuation of Facilities In Disaster Systems*

Getting Started

The **e-FINDS** Data Reporter and **e-FINDS** Administrator role have access to the patient tracking application. From the **My Account** link, on the menu bar (top right) of the Health Commerce System (HCS), click See what roles I hold to verify that you are in one of the e-FINDS roles. If you are not in an e-FINDS role, please contact your facility's HCS Coordinator. Locate your coordinators from **My Account** > Look up my coordinators. Click Update or verify my contact information to access and update your business and emergency contact information to receive communications.

Open e-FINDS

1. Log on to the HCS (https://commerce.health.state.ny.us). If you cannot remember your user id or password, please call Commerce Accounts Management Unit at 1-866-529-1890.

2. Click **e-FINDS** in the **My Applications** panel (left side). If you do not see e-FINDS, then you are not in an e-FINDS role (see Getting Started).

3. Select your current location from the dropdown list.

4. Click **Submit,** and proceed to one of the following actions.

Always VERIFY your location, if affiliated with more than one!

Evacuating Facility: Registers Multiple Patient/Resident

e-FINDS Administrator Role Only

1. Click **Register Patient/Resident** > **Multi Patient/Resident Input.**

2. Verify Evacuation Operation and Current Location.

3. Select Intended Destination.

4. Enter the number of barcodes to be assigned.

5. Click **Generate Fillable Spreadsheet.**

5. Enter known information, such as first name, last name, date of birth (mm/dd/yyyy), and gender.

6. Click **Save all Patient/Resident.**

7. Verify message: Successfully saved {correct # being evacuated} Patient/Resident and click **barcode** to view or update the patient or resident information.

Evacuating Facility: Register Patient/Resident with Scanner

Evacuating facilities may not have time to complete the registration process, so multiple time saving options are available

1. Scan a barcode OR click **Register Patient/Resident** > **With Scanner.**

2. Confirm message: Barcode is located. You can register a new Patient/Resident with it.

3. **If time allows**, enter first name, last name, date of birth (mm/dd/yyyy), gender, etc.

4. Verify the Evacuation Operation OR select another operation from the list.

5. Verify the patient/resident current location is correct.

6. Select the Intended Destination Organization type, if necessary.

7. Select the Intended Destination.

8. Enter the Bulk Group; such as bus no. or transportation description.

9. Click **Register**. If the required fields are not complete, you will receive an error message. Click **Override** to bypass the error.

10. Confirm message: Patient/Resident info is updated.

Evacuating Facility: Updates Multiple Patient/Resident

e-FINDS Administrator Role Only

1. Click **Update Patient/Resident** > **Multi Patient/Resident Update.**

2. Verify your location.

3. Select the Action Type: **Releasing Patient/Resident From this Location,** OR **Change Operation for Patient/Resident at this Location.**

4. Select the Intended Destination.

5. Enter the Bulk Group, for example transport via bus.

6. Click **Load All Patient/Resident.**

7. Select All OR select Update for each patient/resident.

8. Click **Release Selected Patient/Residents OR Change Operation for Selected Patient/Resident.**

9. Verify Successfully updated {#} Patient/Resident.

Evacuating Facility: Generates Barcoded PDF Log OR Uploadable Barcode Spreadsheet

e-FINDS Administrator Role Only

1. Click **Manage Barcodes** > **Generate Barcodes Spreadsheet.**
2. Select or verify the current location.
3. Enter Start and End barcode numbers, e.g., 4—13 for ten patient/residents to be relocated.
4. Select the PDF if you want a scannable barcode log OR select EXCEL for the upload patient/resident option.
5. Click **Generate.**
6. Print the PDF OR save the Excel spreadsheet to your computer.

Note: PDF files cannot be uploaded, but could be sent with transport. The Excel file can be updated with patient/resident information and uploaded to e-FINDS. See upload instructions below.

Evacuating Facility: Uploads Multi Patient/Resident File

1. Click **Register Patient/Resident** > **Patient/Resident Upload File.**
2. Verify the Evacuation Operation and current Location.
3. Click **Browse**.
4. Locate the Excel file with **saved** patient/resident information.
   Hint: search for nys_e-FINDS file name with facility id, date and time.
5. Click **Open** to add file.
6. Click **Upload**.
7. Verify the patient/resident information is updated, and edit information as needed.
8. Click **Save All Patients/Residents.**

Note: If the Excel file has no patient or resident information, then the file cannot be uploaded.

Shelter-in-Place (SIP)

If an evacuating facility determines that a patient or resident would be safer if **not** moved to another location, then the patient or resident will shelter in place. If the patient or resident is already registered in e-FINDS, then click Shelter-In-Place to change the Intended Destination to the current location.

Quick Search

1. Click **Home** on the e-FINDS menu bar.
2. Scan a barcode, enter a barcode number, OR enter first or last name in Quick Search (located top right).
   If necessary click **Quick Search**.
3. Locate the correct patient/resident record.
4. Click the Barcode (Serial ID) link.
5. Verify: Patient/Resident is found. You can update the information.
6. View, Add, or change the necessary information.
7. Click **Update Patient/Resident.**

If a person has never been to your facility, you will NOT be able to search for them.

Receiving Facility: Updates Patient/Resident with Scanner

1. Click **Update Patient/Resident** > **With Scanner**
2. Scan a barcode and click **Submit,** if necessary.
3. Confirm message: Barcode is located. You can register new Patient/Resident with it OR Patient/Resident is found. You can update the information.
4. Enter or confirm information, including Evacuation Operation and the current patient/resident location.
5. Click **Register**, **Update,** or **Override**.
6. Confirm message: Patient/Resident info is updated.

Receiving Facility: Updates Patient/Resident without Scanner

1. Click **Update Patient/Resident** > **Multi Patient/Resident Update.**
2. Verify your location.
3. Select **Checking in Patients/Residents into this location.**
4. Verify the patient or resident is correct.
5. Click **Select All** OR **Update** for each patient or resident being received.
6. Click **Check in Selected Patient/Resident.**
7. Confirm Message: Successfully updated {correct #} of Patient/Resident.