

INCIDENT COMMAND SYSTEM

MULTI-CASUALTY

POSITION MANUAL

MEDICAL COMMUNICATIONS  
COORDINATOR

ICS-MC-222-7

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## CHAPTER 1 - CHECKLIST

1.1 CHECKLIST USE The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

1.2 MEDICAL COMMUNICATIONS COORDINATOR CHECKLIST

- a. Check-in and obtain briefing from Patient Transportation Group Supervisor.
- b. Establish communications with hospital alert system.
- c. Determine and maintain current status of hospital/medical facility availability and capability.
- d. Receive basic patient information and injury status from Treatment Dispatch Manager.
- e. Communicate hospital availability to Treatment Dispatch Manager.
- f. Coordinate patient off-incident destination with hospital alert system.
- g. Communicate patient transportation needs to Ambulance Coordinators based upon requests from Treatment Dispatch Manager.
- h. Maintain appropriate records.

## CHAPTER 2 - ORGANIZATION AND PROCEDURES

2.1 ORGANIZATION The Medical Communications Coordinator is assigned to a Patient Transportation Group Supervisor of the Multi-Casualty Branch in the Operations Section. The Medical Communications Coordinator is responsible for establishing and maintaining communications with the hospital alert systems and communicating patient disposition through that system.

2.2 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Medical Communications Coordinator are stated below. Following some of the responsibilities are procedures for implementing the activity.

- a. Check-in and obtain briefing from Patient Transportation Group Supervisor.
  1. Request and receive briefing which includes.
    - (a) Incident Briefing Form (ICS 201) or that information verbally.
    - (b) Initial instructions concerning work activities.
  2. Obtain Incident Action Plan when available.
- b. Establish communications with hospital alert system.
  1. Determine availability of existing intra-hospital alert systems.
  2. Ensure required documentation of standard medical protocol orders and receipt thereof.
  3. Maintain constant communication with hospital alert system.
- c. Determine and maintain current status of hospital/medical facility availability and capability.
  1. Locations (distance, access, etc.)
  2. Helipad availability
  3. Patient capacity by priority
  4. Patient handling capability by type
  5. Special treatment facilities

- d. Receive basic patient information and injury status from Treatment Dispatch Manager.
  - 1. Total patient number by priority (immediate, delayed, minor)
  - 2. Any special treatment needs.
  - 3. Determine patient status (ambulatory, non-ambulatory)
- e. Communicate hospital availability to Treatment Dispatch Manager.
- f. Coordinate patient off-incident destination with hospital alert system.
  - 1. Communicate pertinent patient transportation information to hospital/medical facility.
  - 2. Verify personnel and ground transportation is available at receiving hospital to move patient from helipad to hospital.
- g. Communicate patient transportation needs to Ambulance Coordinators based upon requests from Treatment Dispatch Manager.
  - 1. Location of patient(s)
  - 2. Destination of patient(s)
  - 3. Type of transportation required
  - 4. After completing assignment, transport unit returned or released.
  - 5. Special patient needs during transportation mode.
  - 6. Identify transport communications frequency with hospital.
- h. Maintain appropriate records.
  - 1. Submit required or requested records and reports through your supervisor to Documentation Unit.
    - a. Hospital Resource Availability ICS-MC-308
    - b. Communications log
    - c. Specific agency forms