

① Accessing the MCI Patient Log Board

- Login to WebEOC.
- Click on the **TSA-E MCI Toolkit** board link in the Control Panel.
- Click on the **View** button next to **MCI Patient Log** board.

② Navigating in the MCI Patient Log Board

- Click on the **New Patient** button to create a new patient. (Follow step 4)
- Click on the **Create PDF** button to create a pdf file of the **MCI Patient Log** board.
- Click on the **Return To Dashboard** button to go to **MCI Toolkit** (Dashboard).
- Click on the **MCI ED Capacities** button to go to **MCI ED Capacities** board.
- Click on the **MCI Transport Log** button to go to **MCI Transport Log** board.
- Click on the **MCI Patient Transfer** button to go to **MCI Patient Transfer** board.
- Click on the **MCI Patient Locator** button to go to **MCI Patient Locator** board.

③ Filtering by Facility, Not Verified, Verified, Transferred patients

- Select the Facility in the **Facility** pull down menu. (Note: by default all of the facilities in the region are displayed)
- Click on the **Not Verified** button to show all patients that have not been verified. (Note: by default all patients are displayed)
- Click on the **Verified** button to show all patients that have been verified. (Note: by default all patients are displayed)
- Click on the **Transferred** button to show all patients that have been transferred. (Note: by default all patients are displayed)

④ Creating a New patient in the MCI Patient Log Board

- Click on the **New** button to create a new patient(s). (See step 2)
- Enter the required information.
- Click **Save Changes** or **Cancel Changes** button.

⑤ Verifying/ Transferring / Editing / Displaying details for a patient in the MCI Patient Log Board

- Click on the **Verify** button to verify patient(s) in your facility.
- Click on the **Transfer** button to transfer patient to another facility.
- Click on the **Edit** button to edit details for a patient.
- Click on the **Details** button to view the details for a patient.

