

Medical Communications Coordinator

Supervised By: Initially CERT Trainer, then Patient Transportation Group Supervisor

Subordinates: Ground Ambulance Coordinator

Function: Maintain communications with the hospital alert system and/or other medical facilities to assure proper patient transportation and destination. Provide information through Patient Transportation Group Supervisor and Ground Ambulance Coordinator.

Duties:

1. Check-in and obtain briefing from Supervisor.
2. Establish communications with hospital alert system.
3. Determine and maintain current status of hospital/medical facility availability and capability.
4. Receive basic patient information and injury status from Treatment Teams and Treatment Unit Leader.
5. Communicate hospital availability to Treatment Unit Leader.
6. Coordinate patient destination for patients leaving the treatment area.
7. Communicate patient transportation needs to Ground Ambulance Coordinator based upon requests from Treatment Unit Leader.
8. Maintain appropriate records.