

Patient Loading Coordinator

Reports to: Treatment Unit Leader

Assignment Location: Treatment Area or between Immediate, Delayed and Minor Treatment Areas

Talk Group: _____

Radio call sign: Patient Loading Coordinator

Skills needed: EMTs and paramedics with experience in BLS and ALS as appropriate.

Mission: Coordinates movement of patients between Treatment Area to Transport Area with Patient Transportation Unit Leader (or Group Supervisor if established).

Immediate Actions:

- Don vest and PPE.
- Establish communications with the Immediate, Delayed, and Minor Treatment Managers.
- Establish communications with the Patient Transportation Unit Leader.

On-Going Actions:

- Verify that patients are prioritized for transportation.
- Verify that patients are “packaged” and ready for transport.
- Advise Medical Communications Coordinator of patient readiness and priority for transport.
- Coordinate transportation of patients with Medical Communications Coordinator.
- Assure that appropriate patient tracking information is recorded.
- Report patient tracking information to Medical Group Supervisor.
- Coordinate ambulance loading with the Treatment Managers and ambulance personnel.
- Maintain Unit/Activity Log (ICS Form 214).