



Patient Intake Manager Job Action Sheet

Your job is to advise the **Casualty Care Unit Leader** how many patients you can accept and to document **Immediate** and **Delayed** patients you place in the **Hospital Admissions Area**.

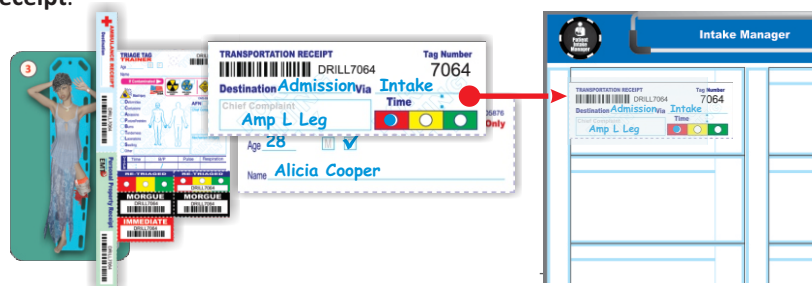
Bed Availability

- 1 Spin the bed availability dial. When requested, advise the **Casualty Care Unit Leader** how many patients you can take.
- 2 After beds are used (patients placed in **Hospital Admissions**), **Invert the 2-MINUTE timer**. When the timer expires, spin the dial again to obtain a new bed count. If the dial lands on '0', invert the timer again and repeat the process.

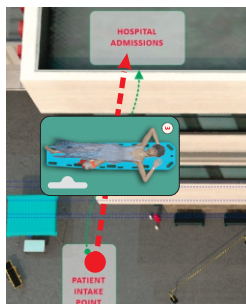


Receiving Patients

- 1 When a patient is delivered to you, remove, complete and retain the triage tag's **Transportation Receipt**.



- 2 Place the patient in the **Hospital Admissions** area and the triage tag in the blue **Admission's Medical Records** envelope.



- 3 Once the patient is in the **Hospital Admissions** area, place the **Porter** in the **Porter Staging** area.

