

Vermont Hospital Hub User Guide

Hospital Hub URL: <https://www.sirenems.com/hub/>

Supported browsers: IE, Firefox, Google Chrome. Google Chrome is recommended.

***Notes:**

- Hospital Hub is only used for patient care in the emergency department.
- Hospitals can only view the patients that were transported to their facility and where the hospital is listed as the designation.

Enter your username and password

- If you don't remember your username and password, contact your **hospital's hub administrator**. If you are the administrator and can't log in, email AHS.VDHSiren@vermont.gov. Mention Hospital Hub in the subject line.

Help and User Guides

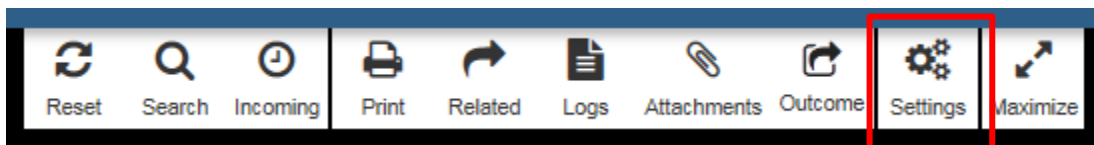
Additional help and guides are available when you log in. At the top of the screen, click on the More dropdown list and click on Help. This will open a new tab called Help University where information will be located in the contents section on the left side of the page.

Recommendation

If you want to bypass the home screen with the widgets every time you log in and just go straight to the list view, do the following:

1. Click on your username in the upper right corner of the page
2. Click on the Options/Notifications tab
3. Click Edit Options
4. Click on the dropdown box called Default Landing Page
5. Select Hospital Hub
6. Click Save

Setting Up and Navigation Through the Hospital Hub Page



You'll notice at the top of the list of records are different function icons. We'll go through each one, starting with **Settings**.

SETTINGS

There are two ways to view records:

1. **Static View** – used for searching for specific records (*the top box in the picture below*)
2. **Incoming View** – list of records displayed based on a specific time frame (*the bottom box in the picture below*)
**This is the recommended view that hospitals should use*
 - a. Information refreshes every 60 seconds
 - b. Newest record will be at the top of the list

Search Display Columns Options

Show Last In Day(s)

Set the number of previous days to show, no search filters are set. Maximum is 30 days for this setting.

Columns Available Selected

- Age
- Age Units
- Has Attachments
- Attachments
- Base Hospital Contacted
- Cause Of Injury
- Chief Complaint
- Is Base Hospital
- Name
- Gender

- Response Number
- Incident Number
- PCR Number
- Date Entered
- Service
- DOB
- Arrival Date

up down

If no column is selected, a default view with 'Response Number, Incident Number, PCR Number, Date Entered, Service, DOB, Arrival Date' will be used.

**Note: The tile view uses the first 6 columns.*

(Static View)

The highlighted columns that are listed in the Selected box are the fields that will display on your Hospital Hub view list

Incoming Patients Columns Options

Show Last In Hour(s)

Refresh Time (Seconds)

Minimum refresh time is 60 seconds.

Show Alerts Yes No

Audible Alert

Columns Available Selected

- Age
- Age Units
- Has Attachments
- Attachments
- Base Hospital Contacted
- Cause Of Injury
- Chief Complaint
- Is Base Hospital
- Name
- Gender

- Response Number
- Incident Number
- PCR Number
- Date Entered
- Service
- DOB
- Arrival Date

up down

If no column is selected, a default view with 'Response Number, Incident Number, PCR Number, Date Entered, Service, DOB, Arrival Date' will be used.

**Note: The tile view uses the first 6 columns.*

(Incoming View)

The columns in the Available box are fields that you can select to appear on your Hospital Hub view list

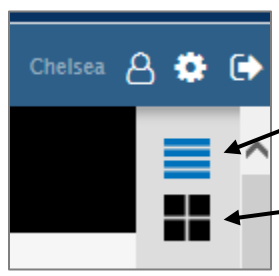
You can move fields back and forth by using the side arrows. You can change the order of which fields appear first by highlighting a column and clicking the up/down arrows

***Recommendations**

- o Note that the default value for "Show Last in Hours(s)" is 99. That means that all records for the last 99 hours will appear in the list view. **We recommend changing this to 24 - 48 hours.**
- o It is also recommended that the columns that you want displayed on the screen should be the same for both the static view and the incoming view to avoid confusion.

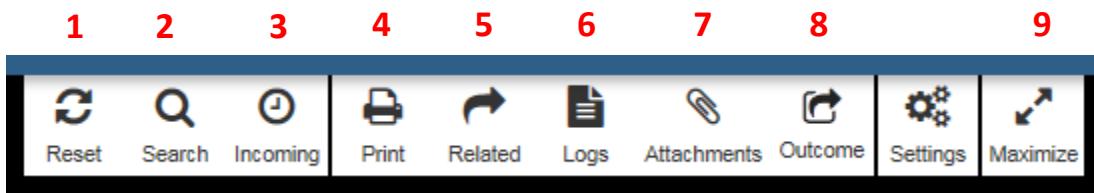
List versus Grid View

- o On the right side of the screen you'll see these two view icons: List View and Grid View. Either one is fine to use.



List View

Grid View: displays records left to right, top to bottom



1. **RESET** - The reset button changes the view between Static View and Incoming View.

2. **SEARCH** – Used to search available records. A new box will appear with multiple fields that can be used to find records.

3. **INCOMING** – Shows newest records on the top. Most hospitals will use the Incoming View. If you want to switch to the Static View, click on the “Reset” button. To switch back to Incoming View, click on the “Incoming” button.

4. **PRINT** – The printer icon with a number next to it indicates how many times the record has been printed.

- To print a single record, click on the print icon listed next to the record. A new page will appear. You can print or save a PDF form to the patient’s medical record.
- To print multiple records at a time, hold down the Ctrl key and select multiple records. Click on the print button and all of the records will appear in the new tab.

5. **RELATED** – Highlighting a record and then clicking on the “Related” button will show any other SIREN reports attached to that patient. This can be useful for patients that may have had a SIREN report created by a first response agency, but the first response agency did not transport the patient to the hospital.

6. **LOGS** – Shows activity of when and how often a record has been created, posted, and updated. You can only select one record at a time.

7. **ATTACHMENT** – Will display any attachments affiliated with the record. You can only view one record at a time.

8. **OUTCOME** – The hospital can enter in patient outcome information which will update the EMS SIREN record so the EMS agency can also see the patient’s outcome.

9. **MAXIMIZE** – Can view the screen larger to show more records. You can click it again to bring the screen back to the original size.