

Acknowledge a Patient

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There are two ways to acknowledge a patient, through the patient record or through the transport.

To acknowledge a patient through the patient record

1. Find the patient record:
 - In a client list gadget.
 - By clicking the view icon in the client list gadget to open the patient list.
 - By clicking an area in a client summary gadget to open the patient list.
 - By using the Filters tab.
2. In the gadget, patient list, or search results, click the view icon for the patient. The *Detailed Patient Information* window opens.
3. Click **More**, point to **Actions**, and select **Acknowledge**.
4. If appropriate, enter a **Comment**.
5. Click **Acknowledge**.
6. Click **Done**. The *Detailed Patient Information* window closes.

To acknowledge a patient through the transport

1. On the **Transports** tab, locate the patient and on the right, click **Details**. The *Incoming Patient Details* page opens.
2. Review the patient details and, as appropriate, click **Acknowledge**.
3. If appropriate, in the *Message EMS Unit* section, enter your message and click **Send** to share it with the EMS unit transporting the patient.