## 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.