

# Locations and Roles

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Locations and user roles are key elements in navigating EMTrack.

## Locations

In EMTrack, "location" refers to your region or division, as well as the provider facilities and mobile providers within your region.

When administrators create user accounts in EMTrack, they always provide access to at least one location. However, you may have access to more locations, and if so, you can easily move between locations to view location-specific patient and incident information. For more information, go to [Change Your Current Location](#).

Note the following about locations:

Type	Description
Default	<p>Your location, whether it is a region, division, or provider, is the one you see to the right of your name in the header when you first log in to EMTrack.</p> <p>Through your Profile, in the General Information section, you can change your Default Location. Your administrator can also change your Default Location.</p> <p>Note: For more information, go to <a href="#">Update Your General Information</a>.</p>
Incident Site	<p>The term "location" can also refer to an incident site, which is a specific location at the scene of an incident. For example, a patient can be at the triage or transport site of a particular incident.</p>
Sublocation	<p>Your facility or agency can also make use of sublocations, which help you and your users better track the exact location of a client. Your organization can add sublocations to any division or incident.</p> <p>For example, at a large event, you can assign a client to a particular part of the first aid or triage tent. Upon being transported to a facility, you can assign the client to a specific sublocation of your facility, such as the ED or ICU.</p>

## Roles

Your role defines your level of access to EMTrack features, clients, and PHI.

A person:

- Must be assigned a role for each location to which they have access,
- Can have only one role per location, and
- Can be assigned a different role at each location.

If you change locations, your role changes automatically. In general, administrator roles have access to more EMTrack features and information than standard user roles.

Role	Description
Regional Admin	Administrator for the region.
ED-Admin	Administrator at the Emergency Department (or another department) of a provider facility.
ED-Normal	Standard user in the Emergency Department (or another department) at a provider facility.
EMS Admin	Administrator at an EMS agency or mobile provider.
Field EMS	Standard user at an EMS agency or mobile provider.
Field EMS with Incident Create	Standard user at an EMS agency or mobile provider who also has incident creation rights.

Public Health Admin	Administrator at a Public Health agency.
Public Health User	User at a Public Health agency.
Family Reunification Admin	Administrator in charge of family reunification efforts.
Family Reunification	Standard user working on family reunification efforts.
Deactivated	Administrator's or user's account has been deactivated.