

TRACK for Medical Facilities



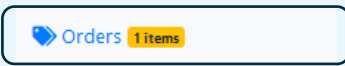
Notes for Using Track-Kit at your Medical Facility

- Most tasks can be done by scanning a barcode. Track-Kit will show you where the kit is in the workflow.
- Your primary responsibilities in Track-Kit are to receive and collect kits.
- Other tasks you may need to perform include resetting a survivor password, collecting kits on behalf of other facilities, generating reports and performing administrative duties.

Receiving and Collecting Kits

Receiving a Shipment

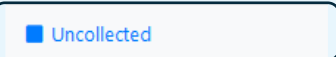
Go to the **Orders** worklist and click on the **Receive** button.



Follow the system prompts to add kits to your medical facility's inventory.

Order Number	Shipping Date	Courier	Tracking Number	Shipment Status	Start Barcode	End Barcode	Barcode Count	
3	2/9/2022	Crosstown Courier	987456	Shipped	MN00151	MN00200	50	Receive

Collecting a Kit



- Scan the kit barcode to open **Kit Details**.
- Enter mandatory fields (marked with a red asterisk *).
- You cannot save your work without entering these fields.

Is this an Unrestricted Kit?

Answer **Yes** if the survivor consents to forensic testing. Track-Kit sends a notification to the designated law enforcement agency to pick up the kit and deliver it to a lab for testing..

Answer **No** if the survivor does not consent to forensic testing. All restricted kits will go to the Bureau of Criminal Apprehension for storage. **You must indicate if law enforcement pickup is required.** Track-Kit will send a notification to law enforcement to pick up the kit unless you say it is not needed.

Toxicology Samples

Indicate if blood or urine samples are collected. When you answer **Yes**, you will be prompted to enter the blood or urine kit number, if applicable.

Reset Survivor Password

You can help survivors reset their passwords by clicking on this button and following the prompts.

Kit Details

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

General Details

Barcode MN00131
Kit Type Sexual Assault Kit
Status In Medical Facility
Tracking Completion Date

Medical Facility Details

MF Kit Status In Inventory
Collector * Donna Anderson
Collection Date * 3/9/2022
Is this an Unrestricted Kit? * Yes No
Law Enforcement Agency Select...
LEA Reporting County Select...
Blood Sample? * Yes No
Urine Sample? * Yes No
Other Items Yes No
Are you mailing kit to lab? N/A Yes No
Enter a tracking number if applicable

[Print](#) [Reset Survivor Password](#) [Save](#) [Cancel](#)

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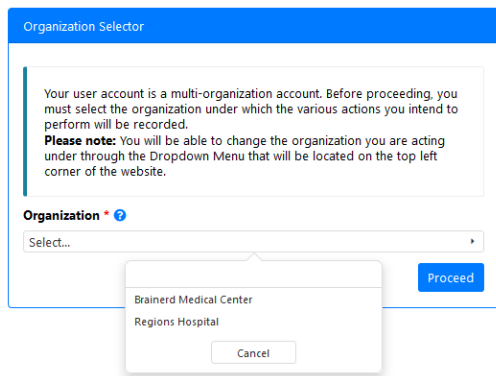
The kit types tracked by your system have different barcode formats:

- MN##### - Sexual assault kits, or SAKs, these barcodes are affixed at the distributor.
- LMN##### - SAKs that were in inventory before the launch of Track-Kit in your state.
- OS##### - SAKs collected by an out-of-state organization. These kits are sent from the out-of-state organization to law enforcement.

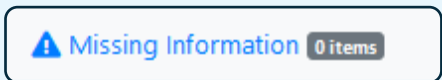
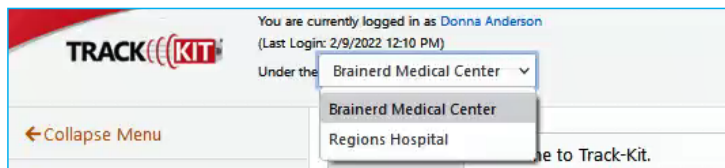


Roaming Collector

Nurses who perform collections at more than one facility select the location where they are collecting upon sign-in. Once on the home page, click the drop-down list at top left corner to change locations.

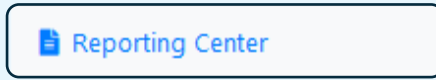


★ The kits and the related information are different for each facility.



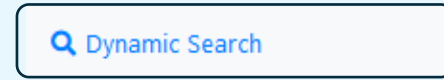
Required fields missing

Track-Kit does not block the workflow of the kit if the Collector and the Collection date fields are incomplete. However, the kit appears in **Missing Information** worklist until you enter the missing data.



Generate reports

Configure pre-defined reports to your preferences and save for future reports.



Advanced search features

Apply filters to conduct a multi-layered search and save your query for future searches

Administration Center

If you have administration privileges on your account, you can manage the Administration Center for your site. It is possible that not all administrative features are enabled for your account.

Administration Center										
Organization	Dashboard	Associated Agencies	Track-Kit Users	Track-Kit Roles	Collectors	Notification Recipients	Notification Types	Bulletin Board Messages	Portal Site Settings	Automatic Orders

Edit Organization and Survivor Contact information	View and interact with summary Dashboard charts	Link commonly selected law enforcement agencies to your facility	Add as many Track-Kit Users and Collectors to your site as required. Track-Kit Users are account holders and can log into the system. Collectors represent the SANEs at the medical facility. Not all Collectors are Track-Kit Users.	Edit Notification Types (pre-written email messages). Add and edit Notification Recipients.	Post Bulletin Board Messages	Edit Portal Site Settings	Configure automatic kit orders			
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