

REDDINET POLICY

I. PURPOSE

- A. To provide guidance for the use of the ReddiNet Communications system

II. RELATED POLICIES

- A. Ambulance Diversion Policy, #5400
- B. Medical Mutual Aid Policy, #5200
- C. Communications Policy, #7000 et. sec.

III. POLICY

A. Facility information and status

- 1. Each facility using the ReddiNet system shall complete and update daily their facility information and status screens as outlined on the facility information form
- 2. Each facility shall complete and maintain the password request form provided by ReddiNet and is responsible for maintenance of authorized licensed users

B. MCI Operations

- 1. When a MCI is declared the facility that would be least impacted by the event will assume the lead role in coordinating the event, the lead facility will be determined in consultation with the Level III Trauma Center
- 2. The ReddiNet Internet Shortcut Instructions shall serve as the guidance for ReddiNet operations and is attached as Appendix A
- 3. Policy #5200, Medical Mutual Aid and the Emergency Medical Response Plan shall serve as the overall guidance for operations during an MCI

C. Ambulance Diversion

- 1. Policy #5400 shall be used as the guidance for ambulance diversions
- 2. The ReddiNet Internet Shortcut Instructions shall serve as the guidance for ReddiNet operations and is attached as Appendix A

D. Memo

1. Memos may be completed by any facility and must be written in a professional manner.
2. The memo feature is for urgent communications that can be sent to several facilities simultaneously
3. The ReddiNet Internet Shortcut Instructions shall serve as the guidance for ReddiNet operations and is attached as Appendix A

E. Bed Availability

1. Bed Availability is the number of empty staffed beds that are available
2. The facility may choose to have any department in the hospital input the information
3. The ReddiNet Internet Shortcut Instructions shall serve as the guidance for ReddiNet operations and is attached as Appendix A

F. Assessment Polls

1. Assessment polls may be initiated from several different departments in the facility that is licensed to do so.
2. Assessment Polls must be written in a professional manner
3. Assessment Polls That are to be used on an ongoing basis shall be approved by the EMS Program and done in consultation with the participating facilities
4. The ReddiNet Internet Shortcut Instructions shall serve as the guidance for ReddiNet operations and is attached as Appendix A

G. Drills

1. The document "ReddiNet Drilling 101" shall serve as the guidance for ReddiNet drills and is attached as Appendix B
2. Drills shall be coordinated in consultation with all system users

H. Licenses

1. Each facility will be issued up to 5 user licenses
2. Licenses may be used in the ER, Lab, Pharmacy, Infection Control and the HEICS Command Center
3. All licenses will be used in accordance with the contracts provided by HASC and the policies set forth by the EMS Program