e-FINDS Readiness Checklist

The following document has been developed to be used by facilities using e-FINDS for patient tracking during a single hospital/ facility or multi-facility evacuation event.

☐ **Location and access to eFINDS supplies/equipment.**
- o Make sure that you have at least one e-FINDS Scanner
- o Make sure that the number of wristbands that you have in storage match the number of beds certified
  - ▪ If you need more wristbands or need more barcodes provisioned, email your request to efinds@health.ny.gov
    - • Please include the contact person, mailing address, a phone #, Number of Wristbands

☐ **Locate the staff assigned to e-FINDS Reporting Administrator or e-FINDS Data Reporter Role.**
- o Talk to your HPN Coordinator and verify that your facility has staff assigned to the e-FINDS Roles

☐ **HCS Coordinator links user ID to an eFINDS role:**
1. Click **Coordinator's Update Tool** (left side panel under My Applications)
2. Select your **facility**
3. Click Manage Role Assignments (blue tab)
4. Click the Modify link to the right of the role, such as e-FINDS Data Reporter OR e-FINDS Reporting Admin.

   IMPORTANT: Admin role has higher permissions, so there is no reason to add a user to both roles. (Click role name for role description)

5. Check the box next to the person you want to add to the role*
6. Click the **Add to Role** button.

* If you are trying to assign a person with an existing HCS account user, with another primary organization, proceed to the last option (3 or 4) on the role assignment page. Enter the last name of the person, and click submit. When the results display, select the name of the person with the correct organization and user id. Note: Assigning a role to an "NA" account (John Doe No Account on File, Facility) does not grant permissions to e-FINDS.

- o If you need help regarding Commerce accounts , please contact CAMU at 866-529-1890

☐ **The *eFINDS Quick Reference Cards* (pdf)** were developed by the NYSDOH to describe step-by-step directions for eFINDS procedures

1. Log-in to Commerce
2. Select e-FINDS from "My Application list"
3. Click on the Blue Information Button (Application Profile)
4. Click on the e-FINDS document folder

Application Assistance

Tutorial

- Go to the e-FINDS document folder (Documents > Hospital > Preparedness > E-FINDS) to find:
  - o Training Schedule
  - o Quick Reference Card
  - o Recorded Training Session