



## **DISASTER MANAGEMENT MANUAL**

### **Definition / terms used in this manual**

**Internal Disaster:**

A condition where need for extra hospital personnel to care for patients and possible evacuation of them due to an accident within the facility such as fire, explosion, power failure, bomb threat, structural collapse, radiation.

**External Disaster:**

A Disaster which occurs outside the hospital, when there is a disproportionate amount of hospital staff to care for the incoming Emergency Room patients or victims.

**Code yellow standby alert:**

A period where preparation for a possibility of the code yellow alert.  
Usually precede the alert. All services should decide personnel pool to sign in to the control room.

**Code yellow:**

Impending disaster. Initiation of Disaster response plan should be executed.

**Code yellow stand down alert:**

Disaster is finished. To discontinue the disaster response plan, all casualties have been treated. Disaster treatment area can be dismantled.

**Control room:**

A room located in the A&E service where action cards are placed. Internal coordination and internal Communication related to disaster takes place.

**Command centre:**

A centre where coordination of all activities related to disaster and external communication takes place.  
Press release area.

**Action cards:**

A card, which is printed with a specific task and responsibility for specific a team and will be given to the team member, upon reporting duty to the control center

**Triage tag:**

A colour coded tag which is tagged to the patients based on their clinical condition and functions to aid in the communication and to ensure correct patient directed to the correct zone.

|            |                           |
|------------|---------------------------|
| <b>MD</b>  | : Medical Director        |
| <b>DMD</b> | : Deputy Medical Director |
| <b>CEO</b> | : Chief Executive Officer |

# Sample Medical Office Disaster Manual

**Y Pai**



## **Sample Medical Office Disaster Manual:**

Disaster Medical Assistance Team Organization Guide ,1986      *Insurance Handbook for the Medical Office - E-Book*  
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Insurance Handbook for the Medical Office Marilyn Fordney,2013-01-01 A complete guide to insurance billing and coding Insurance Handbook for the Medical Office 13th Edition covers all the plans that are most commonly encountered in clinics and physicians offices Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers lists of key abbreviations and numerous practice exercises This edition provides the latest on hot topics such as ICD 10 healthcare reform the new CMS 1500 form and electronic claims Trusted for more than 30 years this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting Emphasis on the business of running a medical office highlights the importance of the medical

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**Practice Management Reference Guide - First Edition** AAPC,2020-03-16 Effectively manage the business side of medicine Profit margin collections cash flow compliance human resources health information efficient business processes the broad responsibilities and complex requirements of practice management are endless Drop one ball in the daily juggle and the fallout can be costly There s never enough time which makes it tough to stay on top of regulations and best practices That s where AAPC s Practice Management Reference Guide becomes vital to your organization providing you with one stop access to the latest and best in practice management From office operations to financial oversight the Practice Management Reference Guide lays out essential guidance to help you optimize efficiency security and profitability Benefit from actionable steps to streamline accounts receivable Discover how to bring in new patients and keep the ones you have happy Leverage real world strategies to command payer relations recruitment training employee evaluations HIPAA MACRA Medicare CDI EHR everything you need to ensure bountiful operations in 2020 and beyond With the Practice Management Reference Guide you ll gain working knowledge covering the spectrum of practice management issues including Negotiating favorable payer contracts Preventing an appeals backlog Remaining audit ready Correctly applying incident to billing rules to maximize reimbursement Using assessment tools to evaluate your risk Preparing a risk plan and know what questions to ask Knowing how and why you should implement policies and protocols Complying with state and federal patient privacy rules *AF Manual* United States. Department of the Air Force,1970

**Study Guide for Jones & Bartlett Learning's Clinical Medical Assisting** Judy Kronenberger,2020-04-20 Master your course with the practice and hands on activities that will help you get ready for the medical office In this new edition of Clinical Medical Assisting the exercises and activities align with the American

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*Physician Assistant: a Guide to Clinical Practice* Ruth Ballweg, Darwin Brown, Daniel Vetrosky, 2013-01-01 Here s the only book dedicated to giving you the complete information that you need to become an effective Physician Assistant and maintain those high standards in practice This up to date edition covers all aspects of the physician assistant profession the PA curriculum and the PA s role in practice all in an easy to use textbook format that features convenient tables and clear illustrations as well as case studies and clinical application questions You ll find this book invaluable throughout your course of study when entering the job market and as an excellent reference in clinical practice And with this Expert Consult title you ll be able to search the entire contents of the book online from anywhere Covers all the core competencies that you need to master for year one or for recertification so you can excel Gives you the information you need on all of the rotations and practice areas that are open to you to help you make the right decisions Offers practical Pros and Cons box for each rotation and area of practice to aid in day to day decision making Utilizes a fresh new two color format for better visual guidance Focuses on clinical information with case studies included at the end of each chapter Includes a new chapter on evidence based medicine to prepare you for daily practice Provides Expert Consult access so you can search the entire contents of the book online Includes a new chapter on Physician Assistants in international medicine to keep you on the cutting edge Your purchase entitles you to access the website until the next edition is published or until the current edition is no longer offered for sale by Elsevier whichever occurs first If the next edition is published less than one year after your purchase you will be entitled to online access for one year from your date of purchase Elsevier reserves the right to offer a suitable replacement product such as a downloadable or CD ROM based electronic version should access to the website be discontinued

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**Infection Control Manual for Hospitals** Gail Bennett, Gloria Morrell, 2006 In the face of tougher federal regulations ever changing JCAHO standards bioterrorist threats evolving pandemics large scale disasters emerging infectious diseases and multidrug resistant organisms your hospital's IC efforts are more critical than ever before Meet these complex new challenges head on with the newly revised and updated edition of Infection Control Manual for Hospitals **Occupational Outlook Handbook, 1994-1995** DIANE Publishing Company, 1994-05 A nationally recognized best selling reference work An easy to use comprehensive encyclopedia of today's occupations working conditions employment training other qualifications job outlook earnings related occupations sources of additional information Revised every 2 years

Emergency Department Leadership and Management Stephanie Kayden, Philip D. Anderson, Robert Freitas, Elke Platz, 2015 Written for a global audience by an international team the book provides practical case based emergency

department leadership skills      *Ciottone's Disaster Medicine* Gregory R. Ciottone, Paul D Biddinger, Robert G. Darling, Saleh Fares, Mark E Keim, Michael S Molloy, Selim Suner, 2015-11-05 The most comprehensive resource of its kind Ciottone's *Disaster Medicine* 2nd Edition thoroughly covers isolated domestic events as well as global disasters and humanitarian crises Dr Gregory Ciottone and more than 200 worldwide authorities share their knowledge and expertise on the preparation assessment and management of both natural and man made disasters including terrorist attacks and the threat of biological warfare Part 1 offers an A to Z resource for every aspect of disaster medicine and management while Part 2 features an exhaustive compilation of every conceivable disaster event organized to facilitate quick reference in a real time setting Quickly grasp key concepts including identification of risks organizational preparedness equipment planning disaster education and training and more advanced concepts such as disaster risk reduction tactical EMS hazard vulnerability analysis impact of disaster on children and more Understand the chemical and biologic weapons known to exist today as well as how to best manage possible future events and scenarios for which there is no precedent Be prepared for man made disasters with new sections that include Topics Unique to Terrorist Events and High Threat Disaster Response and Operational Medicine covering tactical and military medicine Get a concise overview of lessons learned by the responders to recent disasters such as the earthquake in Haiti Hurricane Sandy the 2014 Ebola outbreak and active shooter events like Sandy Hook CT and Aurora CO Learn about the latest technologies such as the use of social media in disaster response and mobile disaster applications Ensure that everyone on your team is up to date with timely topics thanks to new chapters on disaster nursing crisis leadership medical simulation in disaster preparedness disaster and climate change and the role of non governmental agencies NGOs in disaster response a critical topic for those responding to humanitarian needs overseas Expert Consult eBook version included with purchase This enhanced eBook experience allows you to search all of the text figures and references from the book on a variety of devices      *Journal of the American Medical Association* ,1905

*Family Foundation Handbook (2009)* Jerry J. McCoy, Kathryn W. Miree, 2008-09 The Family Foundation Handbook provides comprehensive coverage of the legal tax and business aspects of forming and operating a family foundation From grantmaking to investment management accounting procedures to tax filings and funding the foundation to protecting it from liability this handbook provides coverage of all the issues a family foundation faces This valuable resource provides forms checklists questionnaires training forms and other items to help provide the professional assistance every foundation needs      Today's Medical Assistant Kathy Bonewit-West, Sue A. Hunt, Edith Applegate, 2012-10-04 Bringing together the clinical know how of Kathy Bonewit West the administrative expertise of Sue Hunt and the anatomy and physiology knowledge of Edith Applegate this unique hands on text guides you through the medical knowledge and skills you need to succeed in today's fast paced medical office The latest standards and competencies for the medical assistant have been incorporated into this new edition along with expanded coverage on important topics such as nutrition the electronic medical

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