

RECEIVING FACILITY CAPACITY WORKSHEET

1. PLACE INITIALS, OR A CHECK MARK, FOR EACH PERSON/BED AVAILABLE FOR MEDICAL TREATMENT BEGINNING WITH "IMMEDIATE TEAM" COLUMNS. WORK LEFT TO RIGHT.
2. SURGEONS NAMES MUST BE PROVIDED (for MCI Trauma). SURGEONS MUST BE IMMEDIATELY AVAILABLE TO REPORT TO THE RECEIVING FACILITY.
3. PLACE TOTAL NUMBER OF COMPLETE IMMEDIATE TEAMS IN "COMPLETE TEAMS" COLUMN AND "TOTAL PATIENTS" COLUMN.
4. TRANSFER CHECK MARKS TO "DELAYED TEAM" COLUMNS FROM INCOMPLETE "IMMEDIATE TEAMS" OR ADDITIONAL STAFF.
5. MULTIPLY COMPLETE "DELAYED TEAMS" BY 2, AND PLACE TOTAL IN "TOTAL PATIENTS" COLUMN.
6. TRANSFER CHECK MARKS TO "MINOR TEAM" COLUMNS FROM INCOMPLETE "DELAYED TEAMS" OR ADDITIONAL STAFF.
7. MULTIPLY COMPLETE "MINOR TEAMS" BY 10, AND PLACE TOTAL IN "TOTAL PATIENTS" COLUMN.

<i>TEAMS</i>			Complete Teams	Total Patients
<i>IMMEDIATES</i>			<i>(1 PATIENT PER TEAM)</i>	
ED PHYSICIAN _____ *SURGEON _____ NAME _____	ED PHYSICIAN _____ *SURGEON _____ NAME _____	ED PHYSICIAN _____ *SURGEON _____ NAME _____		
MICN/RN _____ ICU/ED LVN _____ Resp Tech _____ 1 Ed Bed _____	MICN/RN _____ ICU/ED LVN _____ Resp Tech _____ 1 Ed Bed _____	MICN/RN _____ ICU/ED LVN _____ Resp Tech _____ 1 Ed Bed _____		
<i>DELAYED</i>			<i>(2 PATIENTS PER TEAM)</i>	
PHYSICIAN _____ MICN/RN _____ ICU/ED LVN _____ 2 Ed Beds _____	PHYSICIAN _____ MICN/RN _____ ICU/ED LVN _____ 2 Ed Beds _____	PHYSICIAN _____ MICN/RN _____ ICU/ED LVN _____ 2 Ed Beds _____		
<i>MINOR</i>			<i>(10 PATIENTS PER TEAM)</i>	
MICN/RN _____	MICN/RN _____	MICN/RN _____		

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