

How to Utilize the Contact Tracing Report



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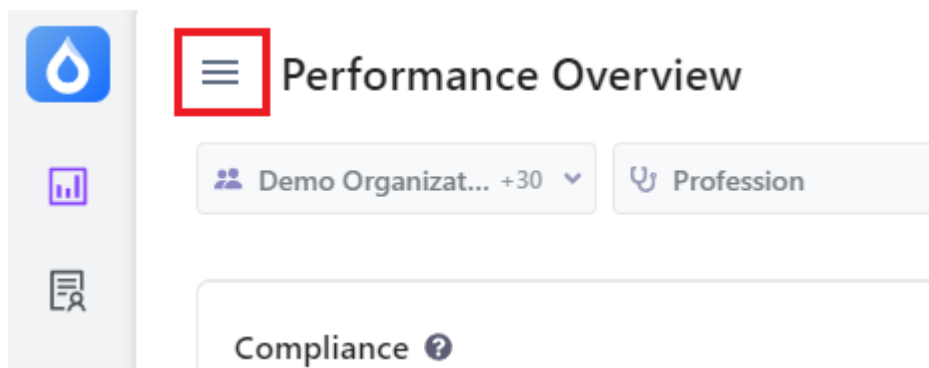
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The Contact Tracing Report allows facility administrators and Infection Preventionists to monitor staff's time with patients and other staff members. With this data, you can ensure that staff and patients are safe and the spread of hospital-acquired infections (HAIs) are prevented.

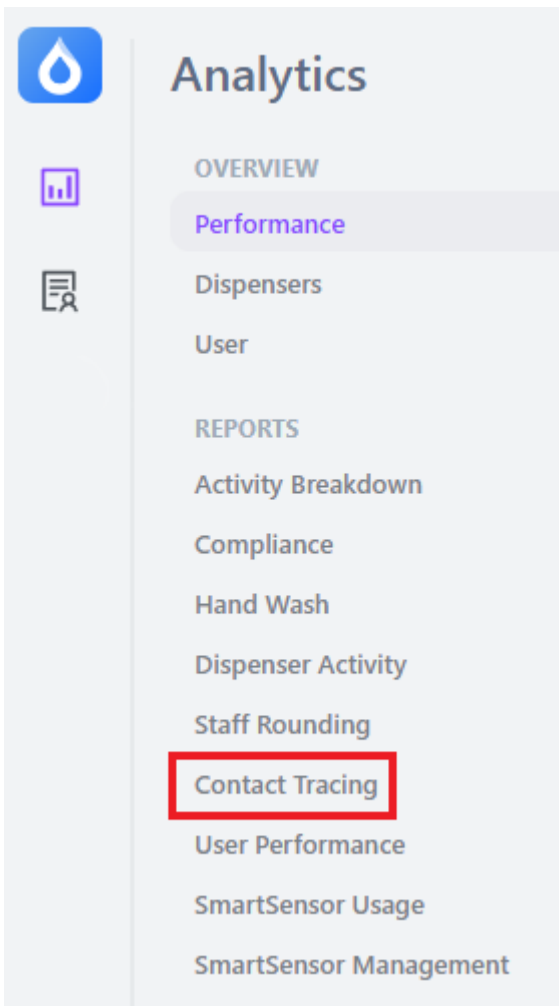
Follow these steps to access and fully utilize the Contact Tracing Report:

Accessing the Contact Tracing Report

Once you have logged in to your Vitalacy account, use the three lines to access the 'Reports' menu as seen in the image below:



With the 'Reports' menu open, you will see the 'Contact Tracing' option toward the bottom:



Navigating the Contact Tracing Report

Now that you are on the Contact Tracing Report, you can begin getting yourself familiar with its features. As a facility administrator or manager, you will be met with this page once you have navigated to the report:

☰ Contact Tracing Report *Beta*
Demo Organizat... -30

02/29/2024

Name	Profession	Average Time With Patients	Total Time With Patients	Unique Bed Visits	Total Bed Visits		
Renee Lubowitz	Registered Nurse	7 minutes, 30 seconds	1 hour, 30 minutes	2	12	details	...
Ron Grady	Registered Nurse	6 minutes, 57 seconds	1 hour, 30 minutes	2	13	details	...
Isaias Schimmel	Nurse Extern	8 minutes, 18 seconds	2 hours, 30 minutes	2	18	details	...
Breana Simonis	Quality & Safety	4 minutes, 43 seconds	1 hour, 1 minute	2	13	details	...
Devyn Goyette	Quality & Safety	8 minutes, 35 seconds	1 hour, 52 minutes	2	13	details	...
Verdie Gottlieb	Registered Nurse	7 minutes, 47 seconds	15 minutes, 34 seconds	2	2	details	...
Antonietta Bins	CNA	3 minutes, 16 seconds	6 minutes, 32 seconds	2	2	details	...
Norval Murray	CNA	3 minutes, 27 seconds	3 minutes, 27 seconds	1	1	details	...
Joelle Schultz	CNA	4 minutes, 44 seconds	9 minutes, 27 seconds	2	2	details	...
Shanon Wintheiser	CNA	1 minute, 23 seconds	1 minute, 23 seconds	1	1	details	...
Alene Nitzsche	CNA	4 minutes, 7 seconds	8 minutes, 14 seconds	2	2	details	...
Michael Jaskolski	Licensed Practical Nurse	4 minutes, 24 seconds	4 minutes, 24 seconds	1	1	details	...
Daniaal Bins	Registered Nurse	1 minute, 21 seconds	1 minute, 21 seconds	1	1	details	...
Augustine Mills	CNA	2 minutes, 12 seconds	2 minutes, 12 seconds	1	1	details	...


Filtering:

From here, you will be able to filter all of your unit or department's data using the headers shown in the image below:


Profession	Average Time With Patient	Total Time With Patients	Unique Bed Visits ▾	Total Bed Visits
Phlebotomist	1 minute, 45 seconds	9 hours, 41 minutes	161	331
Phlebotomist	2 minutes, 28 seconds	10 hours, 19 minutes	123	251
Phlebotomist	10 minutes, 21 seconds	1 day, 6 hours	108	172
EVS	1 minute, 11 seconds	5 hours, 48 minutes	66	295
Phlebotomist	2 minutes, 44 seconds	4 hours, 22 minutes	65	96
Gen Food Ser Worker	1 minute, 12 seconds	5 hours, 44 minutes	63	286
Housekeeping	1 minute, 59 seconds	6 hours	60	182
Patient Transporter	5 minutes, 11 seconds	8 hours, 29 minutes	59	98
EVS Housekeeper	1 minute, 26 seconds	5 hours, 13 minutes	56	219

Pro Tip: Clicking on each header will show either the top or the bottom of each category; one click for the lowest number, two clicks for the highest.

Organization:

If you're a facility administrator or manager who oversees multiple departments, you will have access to those department's data sets. You can use the 'Organization' () dropdown in the top left of the report page. Be sure to select all appropriate units or departments that you wish to see.

☰ Contact Tracing Report *Beta*

 Demo Organizat... +30 ▾

Searching for Staff:

If you have a specific staff member and want to see their data, you can use the 'Search' option in the top left of the report page.

☰ Contact Tracing Report *Beta*

👤 Demo Organizat... +30 ▾

Date:

Selecting the date range option on the top right of the report will allow you to see the data from that date. Keep in mind that when selecting the date, the report will only show you the trailing data from 24 hours and the data on the selected date. Below is an example of the date selection dropdown:


< February 2024 March 2024 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

today yesterday **Apply**


Contact Tracing Details

Once you have found the staff member that you're looking for, you can select the 'details' option to the right of their data as seen in the image below. This option will give you a more detailed list of who they came into contact with, for how long, and where.

Unique Bed Visits	Total Bed Visits		
2	12		details ...
2	13		details ...
2	18		details ...
2	13		details ...
2	13		details ...
2	13		details ...

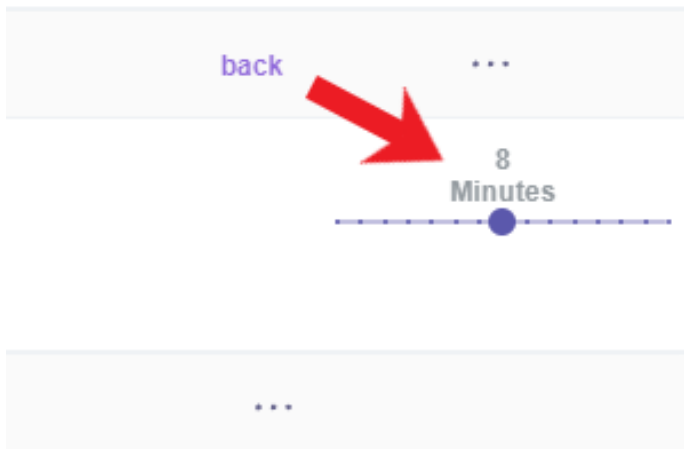
Once you have selected the 'details' option on the staff member of your choice, you will be taken to their contact tracing data. This page will show you every other staff member and location that they came in contact with during the selected date.

(The image below shows 'No data' because the exposure time has not been adjusted yet.)

Name	Profession	Average Time With Patients	Total Time With Patients	Unique Bed Visits	Total Bed Visits		
 Renee Lubowitz	Registered Nurse	7 minutes, 30 seconds	1 hour, 30 minutes	2	12	back	...
Care Provider to Care Provider							15 Minutes
Name	Total Exposure Period						

No data

Be sure to adjust the exposure time based on your facility guidelines. Data will begin to populate based on the exposure time you've selected.



Care Provider to Care Provider:

Once you have selected the exposure time, you will begin to see the other staff members that your selected staff member has come in contact with.

Care Provider to Care Provider 1 Minutes

Name	Total Exposure Period		
Breana Simonis	1 minute, 48 seconds	details	...
Alysa Kuhlman	1 minute, 10 seconds	details	...
Lisa Connelly	1 minute, 12 seconds	details	...
Jefferey Hane	1 minute, 16 seconds	details	...
Royce Dietrich	1 minute, 10 seconds	details	...
Xander Reynolds	1 minute, 21 seconds	details	...
akak jgjf	2 minutes, 36 seconds	details	...
test mattbolton	1 minute, 44 seconds	details	...

If you would like to see the staff rounding or contact tracing for a particular staff member that has come in contact with the initial selected care provider, you can select the three dots to the far right of their name.

Export:

If you would like to print or save your data, you can use the 'Export' option at the bottom of your report:

A	akak jxf	2 minutes, 36 seconds
TM	test mattbolton	1 minute, 44 seconds

[Previous](#)

[Next](#)

showing 1 to 8 of 8 entries

[Export](#) 

Contact Support

For continued help and support, please contact us at help@vitalacy.com 😊