

Health Records Department

HEALTH RECORDS MANAGER/DEPUTY

FUNCTION/ROLE: To:

- Manage all incoming calls in relation to the Major Emergency
- Manage all internal calls in relation to patient activity within the hospital.

ACTIVATION PROCEDURE:

- You will be informed by the Switchboard – Alert level 1.

Health Records and Admissions Staff will deal with all telephone queries from the general public in relation to the casualties and will also undertake internal communications by receiving details of admissions from the Admissions Officer and the Emergency Department.

The following designated phone numbers will be used in the event of a Major Emergency

- 021 4922420 - Incoming calls in relation to the ME
- 021 4922538 - Incoming calls in relation to the ME
- 021 4922871 - Internal Calls in relation to patient activity in the hospital
- 021 4922486 - Internal Calls in relation to patient activity in the hospital
- 021 4922865 - Spare Phone Line
- 021 4920257 - Spare Phone Line

All press enquiries will be dealt with by the Communications Officer, or other designated person.

1. Coordinate all patient data ensuring up to date reports from the Emergency Department.
2. Supervise/liaise with Security regarding Volunteers.
3. Alert Senior Managers in Supporting Hospitals:

ACTION CARD 34

Supporting: The listed hospitals nominated to support the designated hospitals in dealing with casualties from a major accident. Each hospital will make 10 beds available:

St. Mary's Orthopaedic Hospital	Tel: 021 4303264	Fax: 021 4303527
Mercy University Hospital	Tel: 021 4271971	Fax: 021 4276341
South Infirmarary/Victoria Hospital	Tel: 021 4926100	Fax: 021 4310153
Military Hill Hospital, Cork	Tel: 021 4514000	Fax: 021 4502666
Cork University Maternity Hospital	Tel: 021 4920500	Fax: 021 4920746
Bons Secours Hospital Cork	Tel: 021 4542807	Fax: 021 4801668
Kerry General Hospital	Tel: 066 7126222	Fax: 066 7126241

4. Alert VHI SwiftCare Clinic, City Gate, Mahon, Cork. 01 6477758

VHI SwiftCare Clinic have agreed to take patients (20-30) with Minor injuries that will be in the waiting room of the emergency department at CUH when a major emergency occurs.

Please note that the Clinic Opening hours are from 8 am – 10 pm Monday to Sunday. Also even though the number above is a Dublin number you will be connected straight through to the Cork Clinic.