

# Steps for Using the Sign Out Routine

Go-live October 1<sup>st</sup>

Requested and approved by Dr. Woolery

## Facts:

**Who** can use the sign out routine?

All providers may use the sign-out routine; Physicians and Midlevel Providers.

**When** is the Sign-Out routine used?

Whenever a provider is going off duty and/or turning care over to another provider.

**Why** use the Sign-Out routine?

Documentation that a sign-out and transition of care occurred; including the provider's name and date/time that the transition occurred.

**SCRIBES:** Can the sign-out routine be completed by a *scribe*? In short, **No**.

Scribes do not have access to the sign-out routine and may not sign-out or sign-up for patients. This **MUST be completed by a provider**.

## **How?**

Steps include two providers:

Provider #1 = Off-going provider

Provider #2 = Receiving provider

**\*\*IMPORTANT NOTE: DOCUMENT MUST BE UNSIGNED (IN DRAFT STATUS) BY THE LEAVING PROVIDER IN ORDER FOR THE SIGN-OUT INFORMATION TO POPULATE THE DOCUMENT.**

## Provider #1:

From the tracker, click on the sign-up button to open options. Click on 'Queue for Sign Out'. You may select multiple patients.

The screenshot shows a patient tracker interface with two rows of patient data. The first row is highlighted in green and includes the text 'test,signout', '18 - Station 1', 'Abdominal Pain', 'Draft', and 'Sign Out'. The second row is highlighted in yellow and includes 'test,signout', '19 - Station 1', 'Abdominal Pain', 'Draft', and 'Sign Out'. A context menu is open over the 'Sign Out' button of the second row, listing options: 'Jonathan Woolery', 'Undo Sign Up', 'Add to My List', 'Edit Providers', and 'Queue for Sign Out'. A red arrow points down to the 'Queue for Sign Out' option, and another red arrow points left to the 'Queue for Sign Out' option.

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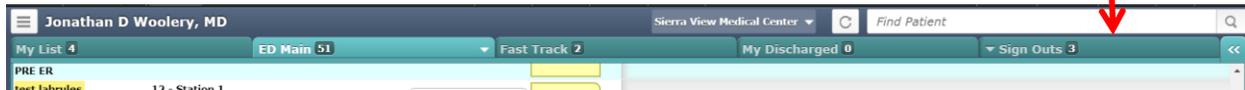
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Patients queued for sign-out will display a blue line around the sign-up button (below)

<b>test,signout</b> 78 F Assigned PRE ER	18 - Station 1 386h 45m	Abdominal Pain Draft <a href="#">Sign Out</a>	Jonathan Woolery	
<b>test,signout</b> 76 F Assigned PRE ER	19 - Station 1 386h 48m	Abdominal Pain Draft <a href="#">Sign Out</a>	Jonathan Woolery	
<b>TESTPRINT,MAIN ED</b> 63 F Ready for Discharge ADM TM	20 - Station 1 5760h 56m	sISigned	Generic Doc - Emerg Med Generic Doc - ED Phys ...	

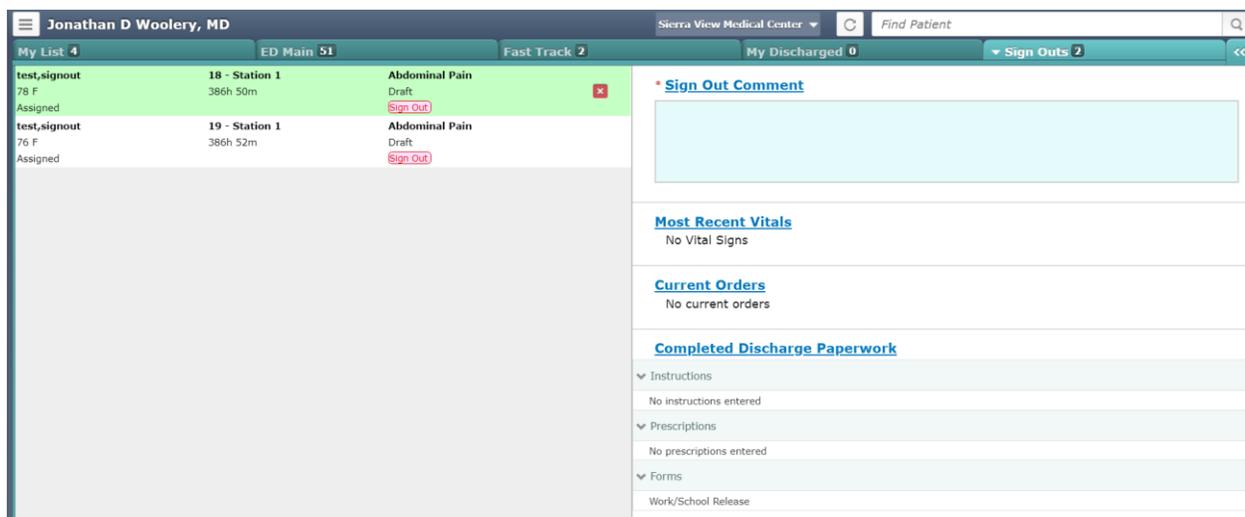
Once patients have been selected for sign-out, maneuver to the 'Sign Outs' tracker.



The 'Sign Outs' tracker will list the patients that have been queued for sign out. The information on the right side of the screen corresponds with the selected patient on the left.

Complete the 'sign out comment' with report for the receiving provider.

Other vital information will populate automatically.



After completing the comment text, save and continue to other patients following the same process.

When all sign outs are complete, simply return to tracker or log out.

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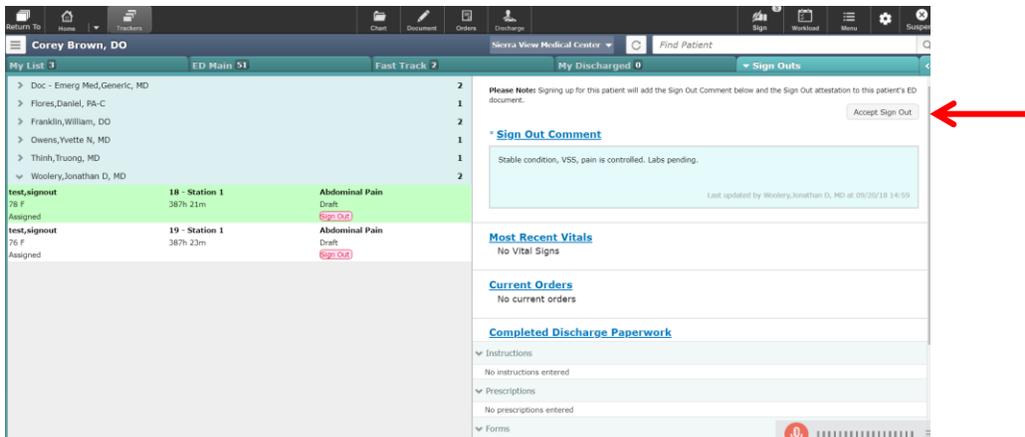
## PROVIDER #2

Maneuver to the 'Sign Outs' tracker.

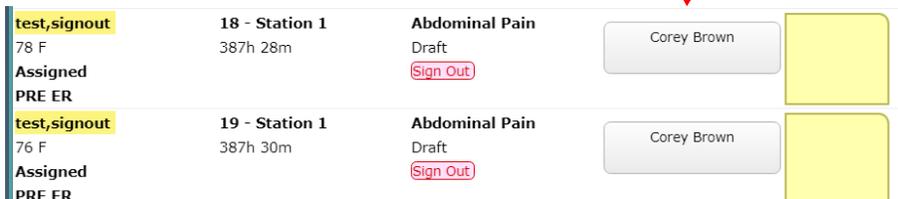


Patients queued for sign out are listed on the left, under the attending ED provider's name. Select a patient to review report from the out-going provider.

Take over care (sign up) by clicking on the 'Accept Sign Out' button. This will remove the patient from the sign out tracker, and move the patient to your 'My List' tracker. Continue this process for each patient you are taking over.



Your name now displays on the sign up button.



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Access the patient document. Note there is a 'sign out' section of the document. An attestation is documented, as well as the sign out comment entered by provider #1.

Fill out the "Post-Handoff Eval:" to make an initial note.

Abdominal Pain ▾  
Author: Generic Doc - Emerg Med, MD

HPI ROS PMH Exam Course PROC MDM CC Time Discharge Plan MD ATTEST Sign Out

← Sign Out ...

▼ Sign Out

Sign Out Attestation  
Patient Sign Out occurred on Sep 20, 2018 at 3:24 pm. Patient's care was discussed, and care was transferred from Jonathan D Woolery, MD to Corey Brown, DO.

Sign Out Comment  
Stable condition, VSS, pain is controlled. Labs pending.

Post Hand-Off Evaluation

Complete document and sign. The document will change to 'Signed' status and will populate Provider #1's sign queue awaiting signature.

## PROVIDER #1

The document will populate your sign queue after completion by Provider #2. Sign.

**\*\*THIS ROUTINE DOES NOT TAKE PLACE OF VERBAL HAND OFF. NOTE THE ATTESTATION STATING THAT THE PATIENT'S CARE WAS DISCUSSED BY PROVIDER #1 AND PROVIDER #2.**