Go-live October 1st 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 my 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

**<u>IMPORTANT NOTE:</u> DOCUMENT MUST BE <u>UNSIGNED</u> (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.

			V
<mark>test,signout</mark> 78 F Assigned	18 - Station 1 386h 43m	Abdominal Pain Draft (Sign Out)	Jonathan Woolery
PRE ER			Undo Sign Up
<mark>test,signout</mark> 76 F	19 - Station 1 386h 45m	Abdominal Pain Draft	Add to My List
Assigned		Sign Out	Edit Providers
PRE ER	· · · ·		Queue for Sign Out

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

<mark>test,signout</mark> 78 F Assigned PRE ER	18 - Station 1 386h 45m	Abdominal Pain Draft Sign Out)	Jonathan Woolery
t <mark>est,signout</mark> 76 F Assigned PRE ER	19 - Station 1 386h 48m	Abdominal Pain Draft (Sign Out)	Jonathan Woolery
TESTPRINT, MAIN ED 63 F Ready for Discharge	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.

📃 Jonathan D Woolery, MD		Sierra View Medical Center 👻 🕑	Find Patient	Q
My List 4 ED Main 51	▼ Fast Track 2	My Discharged 0	▼ Sign Outs 3	~
PRE ER				^
test,labrules 12 - Station 1				

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.

<u>Complete the 'sign out comment'</u> with report for the receiving provider.

Other vital information will populate automatically.

Jonathan D Woolery, MD				Sierra View Medical Center 👻 🔀 Find P	atient	Q
My List 4	ED Main 51		Fast Track 2	My Discharged 0	▼ Sign Outs 2	«
test,signout 78 F Assigned	18 - Station 1 386h 50m	Abdominal Pain Draft Sign Out	۵	* <u>Sign Out Comment</u>		
test,signout 76 F Assigned	19 - Station 1 386h 52m	Abdominal Pain Draft Sign Out				
				Most Recent Vitals No Vital Signs		
				Current Orders No current orders		
				Completed Discharge Paperwork		
				✓ Instructions		
				No instructions entered		
				✓ Prescriptions		
				No prescriptions entered		
				✓ Forms		
				Work/School Release		

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

Manauver to the 'Sign Outs' tracker.

Return To	Home		Chart	Document	Orders	L Discharge				الله Sign	Workload	:■ Menu	٠	× Suspend
Core	y Brown, DO					Sierra Vie	w Medical Center 🔻	С	Find Patient					Q
My List 3		▼ ED Main 51	Fast	Track 2			My Discharg	jed 🚺		- More	Lists			~~
test,scribe	11 - Station 1		Sign Up	1						Urgent Care				
43 F In Room	721h 37m	Signed	Generic Doc - ED Phys		Or	der 7	DS 21h 37m		l,	Sign Outs				

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 '<u>Accept Sign Out'</u> 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.

Return To Home - Trackers		Chart Document	Cerders	2. Discharge	لاً الله الله الله الله الله الله الله ا
E Corey Brown, DO				Sierra View Medical Center 👻 🔀 Find P	atient Q
My List 3	ED Main 51	Fast Track 2		My Discharged 0	🕶 Sign Outs 🔷
 Doc - Emerg Med,Generic, MD Flores,Daniel, PA-C Franklin,William, DO 			2 1 2	Please Note: Signing up for this patient will add the Sign document.	Dut Comment below and the Sign Out attestation to this patient's ED Accept Sign Out
 Owens, Yvette N, MD Thinh, Truong, MD Woolery, Jonathan D, MD 			1 1 2	Stable condition, VSS, pain is controlled. Labs pendi	ng.
test, signout 78 F Assigned	18 - Station 1 387h 21m	Abdominal Pain Draft Sign Out			Last updated by Woolery,Jonathan D, MD at 09/20/18 14:59
test,signout 76 F Assigned	19 - Station 1 387h 23m	Abdominal Pain Draft Sign Out		Most Recent Vitals No Vital Signs	
				Current Orders No current orders	
				Completed Discharge Paperwork	
			`	Instructions No instructions entered	
				Prescriptions	
				No prescriptions entered	
			`	# Forms	()

Your name no	ow displays on the	e sign up button.	Ļ
<mark>test,signout</mark> 78 F Assigned PRE ER	18 - Station 1 387h 28m	Abdominal Pain Draft Sign Out	Corey Brown
<mark>test,signout</mark> 76 F Assigned PRE ER	19 - Station 1 387h 30m	Abdominal Pain Draft Sign Out	Corey Brown

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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.

Ab	domii r: Generi	nal F	Pain 👻	Med, MD						\frown
HPI	ROS I	PMH	Exam	Course	PROC	MDM	CC Time	Discharge Plan	MD ATTES	Sign Out
← •	Sign Oı	ıt •	••							
♥ Si	gn Out									
Sign Out At Patient Sign	testation Out occure	ed on Sej	p 20, 2018 a	at 3:24 pm. Pat	ient's care w	as discusse	d, and care was t	ransferred from Jonathan D	Woolery, MD to Cor	ey Brown, DO.
Sign Out Co Stable cond	omment lition, VSS,	pain is co	ontrolled. La	bs pending.						
Post Hand-O	Off Evaluatio	on						Last	updated by Woolery, Jonati	han D, MD at 09/20/18 14:59

Complete document and sign. The document will change to 'Isigned' 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.