Cross-Cover Handoff Sign Out

Set up patient list to include "Handoff Summary" and "Handoff To Do-Call" in the columns
- Right click the list under "My Lists" (left side of screen) → "Properties" → Search "Handoff" and add "Handoff Summary" and "Handoff To Do-Call" (can also add "To Do", but you'll have to add all 3 until you get to the correct one then delete the other 2)

To Edit Handoff Summary
- Click on a patient under your list (this will highlight the patient row in blue)
- Click on "Write Handoff" above your patient list
  - The Handoff tab will show-up on your right screen
  - Make sure that you are under "X Service" within the Handoff tab (must be under "Surgery – Thoracic" to see Thoracic Surgery details)
- Add the patient one liner under "Patient Summary" and important details to follow-up overnight under the "To Do – On Call" tab (see the picture below for an example)

To Print
- Click "Print" → "Current List"
- Must select information from all columns visible that you want printed otherwise the all column information will print
  - Select: Patient name, age, MRN, room, Handoff Summary, and Handoff To Do-On Call
  - Ensure you give the cross-cover the senior name and number on call