

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
 - o The Handoff tab will show-up on your right screen
 - o 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
 - o Select: Patient name, age, MRN, room, Handoff Summary, and Handoff To Do-On Call
 - o Ensure you give the cross-cover the senior name and number on call

The screenshot displays the Epic EMR interface. On the left, a 'My Lists' sidebar shows 'Bariatric' selected with 2 patients. The main table, titled 'Bariatric 2 Patients', lists two patients with columns for Unit/Room, Patient Name/Age/Sex, MRN, Registered Nurse, Attending, Service, Handoff Summary, To Do, Handoff To Do-On Call, and Code Status Text. The first patient (7W-7361-A) is highlighted in blue and has a 'Surgery - Cardiac' service. The second patient (8E-8129-A) has a 'Medicine - General Internal' service. On the right, the 'Handoff' panel is open for patient A/7361, showing the 'X Service' dropdown, 'Patient Summary' (containing a 40M patient's history), 'To Do' (with a POC task), and 'To Do - On Call' (with example tasks like 'Post-op check (POC) @ ~9PM').

Unit/Room	Patient Name/Age/Sex	MRN	Registered Nurse	Attending	Service	Handoff Summary	To Do	Handoff To Do-On Call	Code Status Text
7W-7361-A	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Surgery - Cardiac	40M h/o rheumatic fever s/p Ross procedure in 2001 now s/p AVR c/b.	[] POC		FULL
8E-8129-A	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Medicine - General Internal				FULL