**Floor Signout**

\*\*\*Written signout needs to be updated everyday… even if no changes need to time stamp so HO knows information is up to date\*\*\*

->Go to patient list and click “signoff notes” below patient list (NOT “sign out rpt” above patient list)

->Import dot phrase “FLOORSIGNOUT” template for every patient (don’t use your own please!)

->After signout in EPIC complete, call HO to give BRIEF verbal signout (JCAHO requirement for HO to be able to ask questions)

-> Any “to dos” need to be verbally signed out

“FLOORSIGNOUT” Dot Phrase

CODE STATUS: @ADVDIRST@ @ADVDIR@

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Do (must be verbally signed out):

[ ]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If/Then:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication to Primary Team:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pertinent Patient Info:

**IMCU Signout**

*\*\*\*VERBAL Signout to ICU senior resident everyday on every patient\*\*\**

->Go to patient list and click “signoff notes” below patient list (NOT “sign out rpt” above patient list)

->Import dot phrase “ICUSIGNOUT” template for every patient (don’t use your own please!)

->Verbally discuss each problem with ICU senior resident

“ICUSIGNOUT” Dot Phrase

CODE STATUS: @ADVDIRST@ @ADVDIR@

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions for Primary Team:

?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Do:

[ ]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Problems by system:

[Neuro]:

[CV]:

[Pulm]:

[GI]:

[FEN/Renal]:

[Heme/ID]:

[Endo]:

[PPx]:

[Dispo]: