QUICKSTART

A series of helpful guides provided by the Information Technology Department
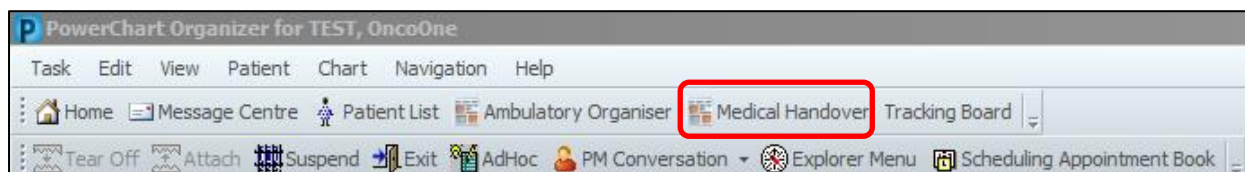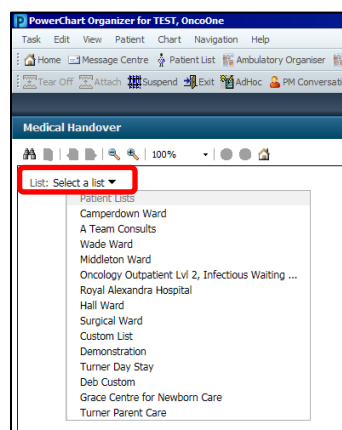
Medical Handover

Opening the Medical Handover

- Select the **Medical Handover** icon from the top menu.

Opening a Patient List

- The Medical Handover list will mirror your Patient lists.
- Highlight a list from the drop down menu **"Select a list"**.
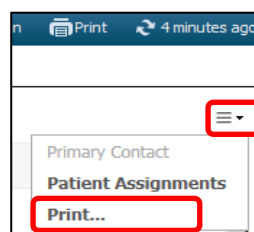- The patients for this ward are now listed.

Overview

- The ward list displays location, patient name, illness severity, primary contact and diagnosis e.g. hover over the primary contact and diagnosis to view additional details
- All headings can be **filtered** by clicking on the column name.
- Clicking the patient name opens the **patient chart.**
- To add Handover information click the **arrow** to the right of the patient name.

- **Print** Options.
- Simplified or Detailed options available.

I-Pass

I-Pass provides details for handover and each section needs be <u>saved</u> as information is entered.

- **Illness Severity:** click on the word to change the severity.
- **Patient Summary:** click to add free text.
- **Actions** (Tasks): click to add free text or tick if Completed.
- **Situational Awareness & Planning:** click to add free text.
- **Synthesis by Receiver:** summary of what was heard, questions, and key actions that were handed over.
- **LOS / Expected LOS:** prepopulated from chart
- **Active Diagnosis:** prepopulated from chart
- **Procedures:** prepopulated from chart

> **NOTE: I-Pass** can also be accessed directly through the **Oncology View .**

Clinical Data

Pathology Results
- Prepopulates from Results from the patient chart
- Change the time frame from **Last 24 hours** to **Last 48 hours**

Medications
- To view the list of recent medications select between Scheduled, Continuous and PRN/Unscheduled
- Expand and contract each option by clicking the arrows