

ED OBSERVATION UNIT: Handoff Patient Summary NYC H+H KINGS COUNTY HOSPITAL CENTER

General Observation Guidelines apply for all ED observation patients. Protocol deviation may occur at the treating attendings discretion

Creating an Observation Patient List

1. Log into Epic under Emergency Medicine service
2. At the top of the screen, click on "Patient Lists"
3. Right click on the left side of the screen, a box will open and click on "Create My List"
4. A small box will pop up, title your list as you would like, for example we will title it "ED Obs"
5. Within this box, click on "copy" and in the text bar type out "757200" and click accept and then accept again. You should see your "ED Obs" list pop up under "My Lists"
6. At the left side, bottom of the screen, you can find "Available Lists," click on the Kings County tab, and scroll until you find "Kings County Teams- Primary", click to open and scroll until you find "KC ED Observation Team" and click and drag to the "ED Obs" list you created. You are done making the list and do not need to do this again.

Removing Patients From the List

Of note, if there is patient on the obs list that has been upgraded to medicine, you can remove this patient from the list (this does not remove them from the observation board, only from the handoff list so when you print the list for sign-out, it only has your active patients). To do this, click on the patient to open their chart. On the left side of the screen, open up the box with the care team (attending, resident, RN) by clicking on the attending name. Under care team, click "remove" next to the observation team.)

Using Patient Handoff Summary

1. After you create the list, you can create the handoff going to the patient list, clicking on the patient's name, then clicking on "Write Handoff"
2. Within the Summary box on the handoff section, each patient should have 1-2 lines with their age, PMH, chief complaint and obs pathway, as well as significant labs or interventions from the ED. This should be created by the person accepting the patient to obs. The summary box should be updated each time something happens (for example, you can edit the summary box and write "TTE: EF 50%" or "UA positive, started on ceftriaxone").
3. Within the To Do box, there should be a checklist of what needs to be done for each patient (follow-up consults, follow-up labs or imaging, send meds to pharmacy, review home medications, etc.). When something from the To Do list is completed, do not delete it, either write an "X" within the box or bring it within the summary box with the results next to it.
4. Please print the handoff section to use during verbal sign-out, this contains the patient name, age, location, summary and to-do boxes. To print, have the handoff list open, click on the print tab at the top of the screen, and click print "current list."

Last updated 1/03/2024

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