

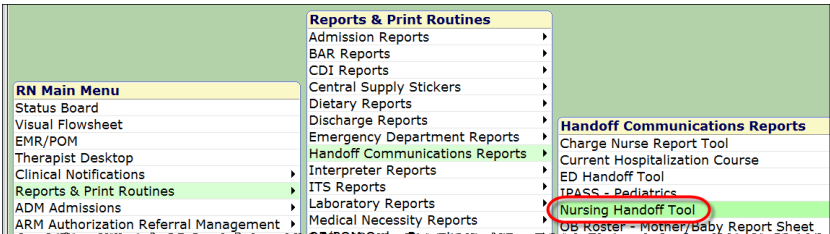
Documentation

Shift Handoff or Level of Care Change Handoff

1. View the Status Board to get high-level status of patient condition.
2. Preview or print the **Nursing Handoff Tool** report. (steps below)
3. Review the patients:
 - Order History
 - Medication List
 - Lab and Radiology Results
 - Care Plan
4. Document the **Shift Hand Off Report** intervention.

Printing the Nursing Handoff Tool

1. From the RN Main Menu select **Reports & Print Routines**.
2. Select **Handoff Communications Reports**.
3. Select **Nursing Handoff Tool**.



4. Type the search information asked. Click **OK**.
5. Select the correct patient with the correct account.
6. The report defaults to **Printer: Preview**. Click **OK**.



7. The report appears on your screen.
8. Confirm clinical data on the report is up to date.
9. To print a report, click the print icon near the top left of the screen.
10. Select the proper printer and click **OK**.

