**New Sign-out Documentation:**

Please follow the following template to standardize sign-out sheet of the FM inpatient service.

|  |  |  |  |
| --- | --- | --- | --- |
| Demographics | Summary Statement | Service Note/Memo | To Do |
| Patient Name  Room Number  Age, Gender, DOB  Admission Date  MRN: \*\*\*  FIN: \*\*\*  Attending Dr.  CODE STATUS | **Unstable/ ”Watcher”/Stable**  \_ y/o M/F Hx of \_ p/w \_. Admitted for \_.  Problem lists  #  -  -  #  -  - | **Anticipatory Guidance**  **- Pain:**  **- BP:**  (If “watcher” or unstable)  PCP:  CODE: FULL, DNR/DNI, CMO  Emergency contact info  - Name:  - Phone#: | - follow-up labs/imaging  - follow-up consultation recs  \*Please add anticipatory guidance on f/u labs/imaging |

**[Summary Statement]**

**Illness severity**

- “Watcher” (At risk of deterioration; currently stable, but moving towards unstable)

🡪 Night team needs to keep a close eye on the patient overnight

**PCP**

- If clear, please specify PCP.

If unclear, please type the name of clinic

\*If patient is unstable or watcher, emergency contact information would be helpful.

**CODE Status**

- The CODE Status should be consistent: Demographics (order) vs Summary Statement section

- Please avoid to document: ~~Okay to resuscitate / DNI~~

**[Service Note/Memo]**

- Please only include pertinent problems and information which would be important/helpful for night float residents.

**[To Do]**

- For follow-up of hemoglobin level, please specify the threshold of pRBC transfusion.

- For lab results, specifying the timing would be helpful if indicated. Ex.) trop at 8 pm

- For consultation, please include contact information if consultant’s evaluation is pending.

**[I-PASS based sign-out]**

I – Illness severity (stable, “watcher”, unstable)

P – Patient Summary (summary statement, reason of admission, hospital course, ongoing assessment, plan)

A – Action List (To do list, timeline and ownership)

S – Situation Awareness & Anticipatory Guidance (Know what’s going on, plan for what might happen)

S – Synthesis by Receiver – Receiver summarizes what was heard, asks questions, restates key action/to do items