

From: _____ To: _____

ED Safer Sign Out Form (v10)

Date _____

Room/Name/Age	Key Issues & Problem List	Pending Items	Dispo	On-Coming Notes / Feedback
	Working D/Dx: Active Issues: _____ Safety Issues:		(Anticipated) <input type="checkbox"/> Home <input type="checkbox"/> Admit _____ <input type="checkbox"/> Transf. _____ <input type="checkbox"/> NH _____ <input type="checkbox"/> Pending	<input type="checkbox"/> Bedside Round
	Working D/Dx: Active Issues: _____ Safety Issues:		(Anticipated) <input type="checkbox"/> Home <input type="checkbox"/> Admit _____ <input type="checkbox"/> Transf. _____ <input type="checkbox"/> N H <input type="checkbox"/> Pending	<input type="checkbox"/> Bedside Round
	Working D/Dx: Active Issues: _____ Safety Issues:		(Anticipated) <input type="checkbox"/> Home <input type="checkbox"/> Admit _____ <input type="checkbox"/> Transf. _____ <input type="checkbox"/> NH _____ <input type="checkbox"/> Pending	<input type="checkbox"/> Bedside Round
	Working D/Dx: Active Issues: _____ Safety Issues:		(Anticipated) <input type="checkbox"/> Home <input type="checkbox"/> Admit _____ <input type="checkbox"/> Transf. _____ <input type="checkbox"/> NH _____ <input type="checkbox"/> Pending	<input type="checkbox"/> Bedside Round

Every Patient, Every Time

NOTE: This form is a Quality Assurance Tool and is NOT part of the medical record

Safer Sign Out Recommendations (4 Key Steps)

1) Record - Utilize ED Safer Sign Out Form to help record:

- All patients that are being worked-up or pending disposition as well as admitted patients yet to be seen by a hospitalist or admitting physician/provider
- Key active clinical problems/issues
- Important updates/occurrences during ED course
- Potential Safety Concerns
- Pending data/studies/issues/consults/disposition
- Consider including boarded patients if active safety concerns

Please fill out in advance (prior to data review) – Scribes can help setup/place patient stickers on form

2) Review (with oncoming clinician)

- Review the Sign Out Form
- Review relevant labs & studies at the computer if needed
- Give opportunity to ask questions, exchange information and confirm understanding

3) Round (Bedside)

- Update the patient/family and provide a brief introduction of new clinician
- Answer patient questions
- Oncoming clinician may return to re-exam or obtain further history if needed

4) Receive Feedback

- The Safer Sign Out form can be used to give feedback and follow-up information on clinical outcomes
- Can place in mailbox of off-going clinician if done in a HIPPA compliant manner

(Back page – Safer Sign Out form)