**PATIENT “HAND-OFF” POLICY**

**POLICY:**

1. All patient hand offs (to the call team) are to be done in-person and in the presence of the completed call team responsible for the patient (unless a member or members are unavailable and involved in direct or immediate patient care activities).

2. Verbal hand-offs of patients on the Otolaryngology in-patient service are to be supported by EMR documentation (Rounds report) representing the most up to date medical data on each patient whose care is being transferred.

3. Verbal Hand‐offs should take place in as uninterrupted a location as is feasible.

4. All Hand‐offs are to include minimum core content, but, not limited to:
   - Patient Demographics
   - Concise past surgical/medical history
   - Current/ Active problem list
   - Pending studies/labs
   - Anticipatory guidance of upcoming possibilities
   - Clinical plan
   - Time for questions