<table>
<thead>
<tr>
<th>Room/Name/Age</th>
<th>Key Issues &amp; Problem List</th>
<th>Pending Items</th>
<th>Dispo</th>
<th>On-Coming Notes / Feedback</th>
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<tbody>
<tr>
<td></td>
<td>Working D/Dx:</td>
<td></td>
<td>(Anticipated)</td>
<td>□ Bedside Round</td>
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<td></td>
<td>Active Issues:</td>
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<td>Home</td>
<td>□ Bedside Round</td>
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<td>Admit</td>
<td>□ Bedside Round</td>
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<td>Pending</td>
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<td>Safety Issues:</td>
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<td>□ Bedside Round</td>
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</tbody>
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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)