



# Provider Handoff Change Attending to Me

September 5, 2025

**Provider Handoff aides in the transition of patient care communication between Hospitalist Physicians at all NL Member Organizations (except NL Mayo) and ED Physicians performing the hospitalist role at NL CA Dean and NL Blue Hill Hospitals. Other physicians may perform this workflow within their specified work areas. Physicians will establish the Change Attending to Me relationship through Provider Handoff to update the Attending Physician during handoff of patient care.**

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## Patient Lists

### Proxy Patients Lists

Patient lists assist in the efficiency of locating patients within inpatient care areas. Acute physicians can proxy a patient list to other providers, which allows the ability to take and give from one proxy list to another during physician handoff.

- For more information on creating custom patient lists and proxy access, click [here](#).

## ED Physicians

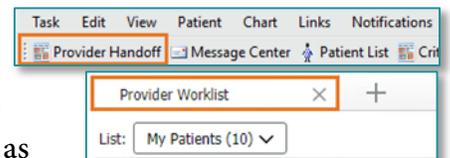
### Provider Handoff Access

- ED Physicians providing acute care to patients at NL Blue Hill Hospital and NL CA Dean Hospital will have access to Provider Handoff through PowerChart.
- For more information on Provider Handoff, click [here](#).

## Provider Handoff

### Provider Worklist

Within **Provider Handoff**, the **Provider Worklist** will display patient information pertinent to the list selected. Hospitalists, certain ED Physicians, and other acute physicians can change the **patient list viewed** to **establish a relationship** and **Primary Contact** with the selected patient list, as well as **customize the column arrangement**.

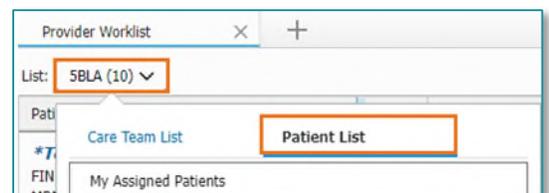


- For more information on navigating Provider Handoff, click [here](#).

### Selecting a Patient List

**NOTE:** To establish an attending provider relationship, a physician must choose a custom patient list within the Provider Worklist. Failure to do so will result in establishing an attending relationship with **all patients** on the **hospital's primary patient list**.

- From within **Provider Handoff**, select the dropdown from next to **List:**
- Select **Patient List**.
- Select the **custom patient list** to establish a relationship.

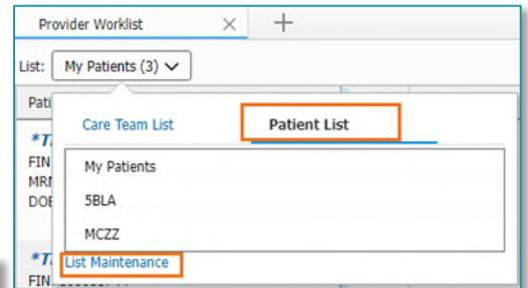
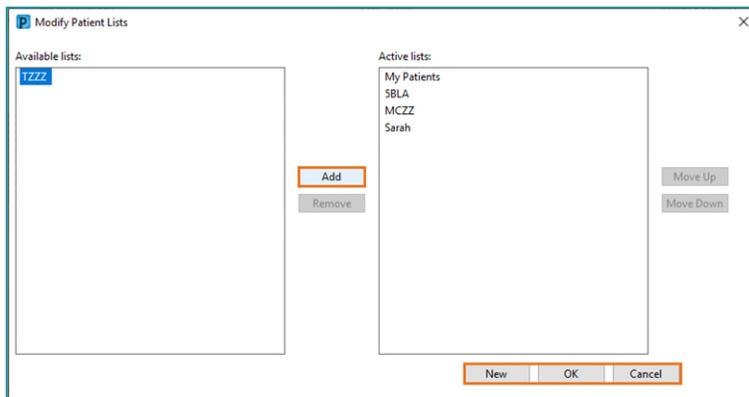


# Provider Handoff

## List Maintenance

➤ Patient Lists can be created and maintained using Patient lists within the Provider Worklist.

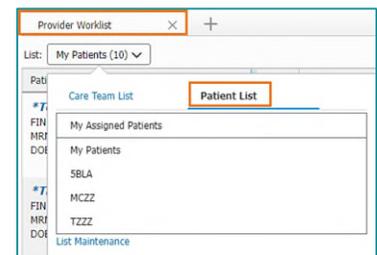
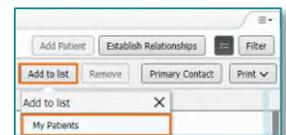
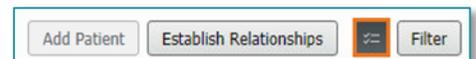
- Select the patient list from **Available lists:** and click **Add** to move the list to **Active lists:**
- To **remove** a list, select the patient list from **Active lists:** and click **Remove**.
- Click **New** to add a new patient list.



## Batch Add Patients to Custom Lists within Provider Handoff

➤ Patients can be added from the hospital's primary patient list to another custom list within the Provider Worklist.

- Select the patient hospital list to be copied from.
- Click the **Select Rows** button.
- Select the patients to be added by clicking the box next to the names.
- Click **Add to list** button.
- Select the appropriate patient list from dropdown.
- Navigate to the **updated patient list** from the **Provider Worklist**.



## Primary Contact and Establishing an Attending Physician Relationship

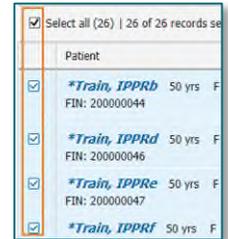
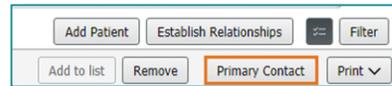
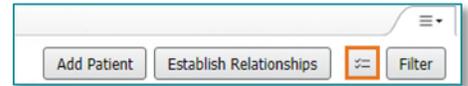
Physicians can update the Primary Contact for one or multiple patients on the Provider Worklist.

**NOTE:** NP/PAs may be assigned as Primary Contacts but will not be assigned as Attending Physicians for acute patients.

### Assigning Primary Contact

➤ To update the Primary Contact for one or multiple patients:

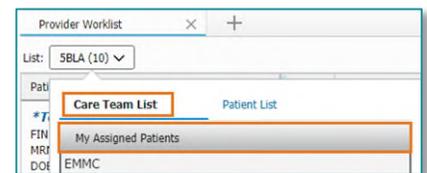
- Click the **Select Rows** icon.
- To select **all** the patients from the list, click the **Select all** box.
  - To select **multiple** patients, click the **boxes** next to the patient names.
- Click the **Primary Contact** Button.
- Update the information in the Update Primary Contact window and click **apply**.



### Viewing Primary Contact Patient List

➤ Providers who are assigned as Primary Contact can populate a patient list from the Provider Worklist.

- From Provider Worklist, click **Care Team List**.
- Select **My Assigned Patients**.
- The patient list will populate the provider assigned as Primary Contact.



### Change Attending to Me Relationship

The CHANGE ATTENDING TO ME relationship will update the Attending Physician relationship for selected patients without the need to place the Change Attending order.

➤ To batch assign the CHANGE ATTENDING TO ME relationship for multiple patients:

- Click **Establish Relationships**.
- To select **all** the patients from the list, click the **Select all** box.
  - To select **multiple** patients, click the **boxes** next to the patient names.
- From the **Select a relationship** dropdown, select **CHANGE ATTENDING TO ME**.
- Click **Submit**.
- The **Change Attending** order will update the selected patient charts.



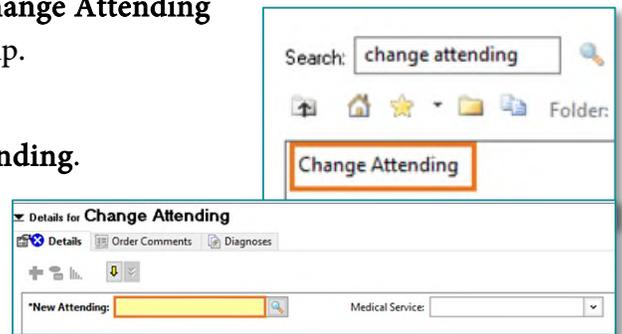
# Provider Handoff

## Existing Established Relationships

If a physician has an **existing established relationship** with a patient **other than Attending (i.e., Consulting, Chart Review)**, the physician will be **unable** to **establish** the **CHANGE ATTENDING TO ME** relationship through **Provider Handoff** or the **Patient List**. Placing the **Change Attending** order within the patient’s chart will establish a new relationship.

### ➤ Change Attending Order

- Within the patient’s chart, search for **Change Attending**.
- Within **New Attending** field, enter your name.
- Click **Sign**.
- You have now established your relationship as Attending Physician.



**NOTE:** The Attending Physician relationship will automatically inactivate when another physician establishes a Change Attending to Me relationship.

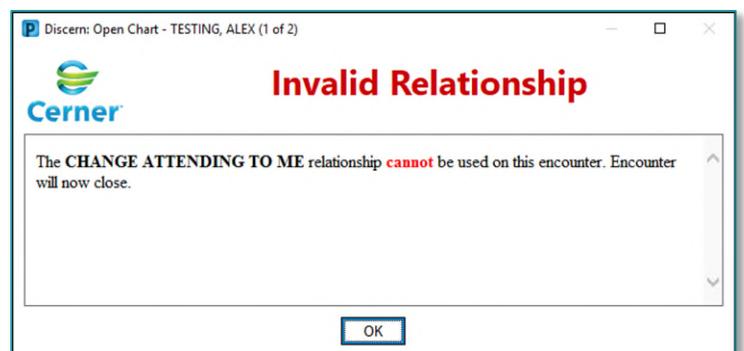
**NOTE:** Primary Care Physicians listed as a patient’s PCP on an inpatient encounter will not receive the option “Change Attending to Me,” as this relationship has been established as a lifetime PCP relationship. A Change Attending order will need to be placed to update the attending physician field.

## Invalid Relationship

The **CHANGE ATTENDING TO ME** relationship can only be **established** on the following **encounters**:

- Inpatient
- Swing
- Observation
- OP Occupying a Bed
- Outpatient in a Bed

➤ When the **CHANGE ATTENDING TO ME** relationship is selected on an encounter not listed above, an Alert will notify the physician of the Invalid Relationship. The encounter will immediately close after clicking OK.



## Provider Handoff Columns

### My Relationship Column

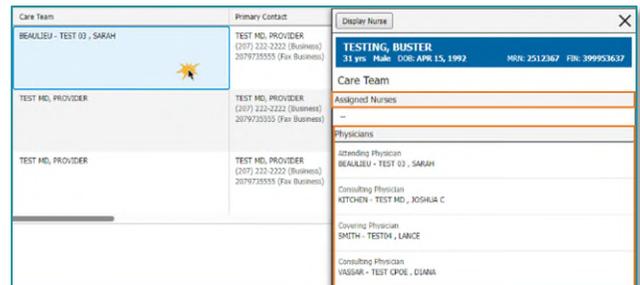
- The My Relationship column allows providers to see their current established relationship within the patient list.
- Providers can only see their own established relationship.

Patient	L...	Illness Severity	My Relationship	Care Team
*Testing, Radi... 57... F FIN: 399953314 MRN: 2512418 DOB: JUN 01, 1966	BSB... SBLA	● Stable	Chart Review	BEAULIEU - TEST 01, SARAH S
*TESTING, BU... 62... M FIN: 399953421 MRN: 2512428 DOB: DEC 29, 1960	BSB... SBLA			PALMER - TEST MD, ANDREA
*TESTING, B... 31... M FIN: 399953637 MRN: 2512367 DOB: APR 15, 1992	BSB... SBLA	● Watch	Attending Physician	BEAULIEU - TEST 03, SARAH

- Click [here](#) for more information on how to add columns and column layout configurations.

### Care Team Column

- Physicians with established relationships are listed within the Care Team Column.
  - **Attending Physician** will take precedence.
  - Click within the column to see a list of **assigned providers** and **nurses** to the chart.



### Primary Contact Column

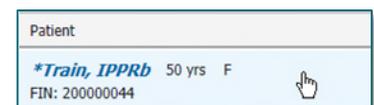
- Displays the primary contact associated with a patient.
- The Attending Physician may be different than the Primary Contact at time of shift.

## IPASS

### Documenting within IPASS

IPASS is a structured handoff tool aiming to improve communication during patient handoff between shifts or teams.

- To view and update IPASS, left click in the white space next to the patient's name.

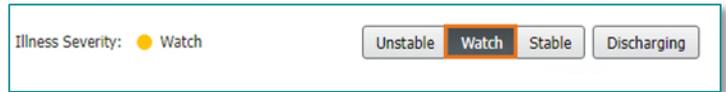


# Provider Handoff

## Illness Severity

➤ **Illness Severity defines the patient’s acuity.**

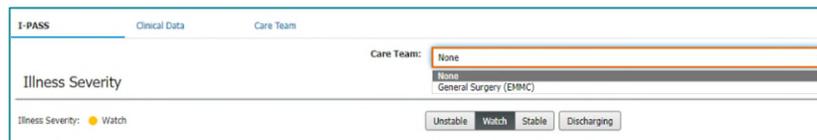
- Update the patient’s illness severity by clicking the appropriate acuity.



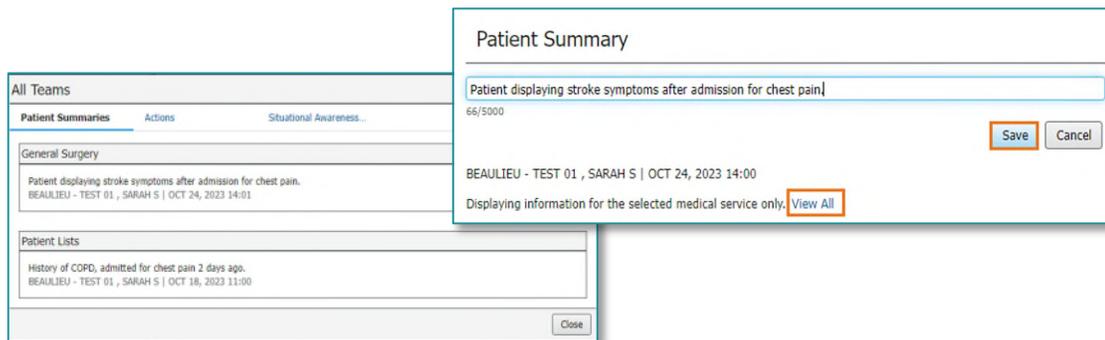
## Patient Summary

➤ **Patient Summary defines the patient’s history, condition, etc.**

- To ensure the patient summary prints on the detailed report, select **None** within the Care Team when documenting within the Patient Summary.



- To view **Patient Summary information** for other medical services, click **View All**.



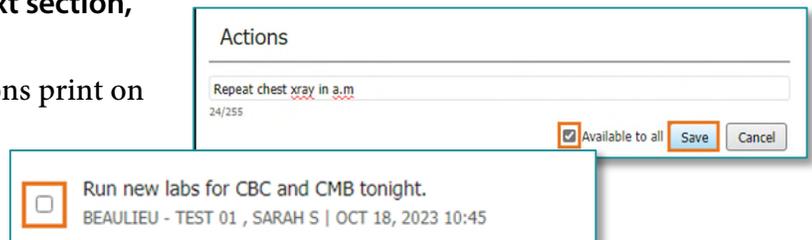
## Actions

➤ **Displays reminders and follow-ups for patient handoff.**

➤ **To document, enter text within the free text section, then click Save.**

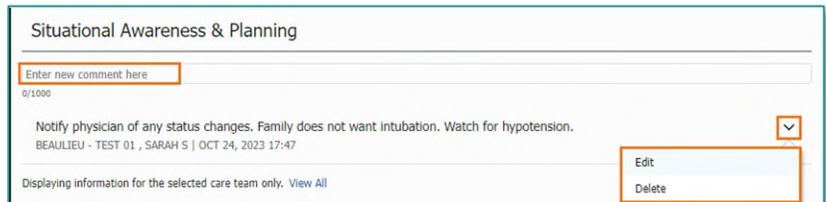
- Click **Available to All** to ensure Actions print on the Detailed Report.

➤ **To satisfy, select the box next to a documented Action.**



**Situational Awareness & Planning**

- Document a plan for what might happen within Situational Awareness & Planning.
- Enter a new comment in the free text field and click **Save**.
- To **modify**, click the **dropdown**, and select **Edit** or **Delete**.



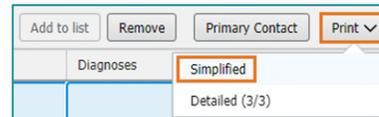
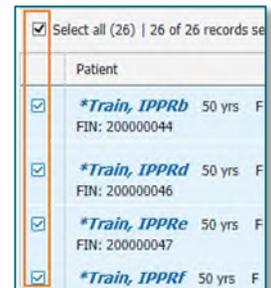
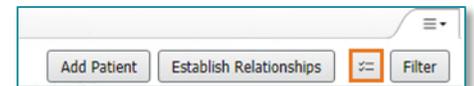
➤ For more information on IPASS, Clinical data and Care Team, click [here](#).

**Provider Handoff Report**

**Simplified Print Report**

Complete the following steps to print the **Physician Handoff** report from the Physician Handoff Worklist.

- From Provider Handoff, click the **Select Rows** icon.
- To select all the patients from the list, click the **Select all** box.
  - To select **various** patients, click the **boxes** next to the patient names.
- Select the **Print** and select **Simplified** from the **Print** dropdown.
- The **Simplified** report contains the following information for each patient: **Patient Name, Location, Age, gender, Patient Identifier, Illness Severity, Primary Contact, Primary Diagnosis, Code Status and Admit Date.**



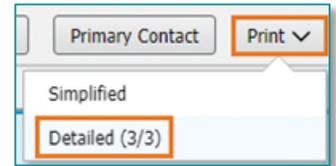
Printed: 10/26/23 16:39				
Location	Patient	MRN	Code Status	Admit Date
5BLA B580 02	TE STING, BUSTER 31 yrs Male	2512367		--
5BLA B579 01	TE STING, CARDIO1 62 yrs Male	2512454	Attempt Resuscitation/Full Treatment	10/11/23 06:00

**Detailed Print Report**

A detailed print report will contain patient information based on information documented within IPASS. This information will contain the **Patient Summary, Situational Awareness and Planning, Actions, and Patient Information.**

# Provider Handoff

- Follow the steps above to print, apart from selecting Detailed from the Print dropdown.



Printed: 11/15/23 13:44		Physician Handoff		List: 5BLA	
<b>Patient Information</b>					
Patient: Testing, Radio AM; 57 yrs; Female					
DOB: 06/01/1966		Location: 5BLA B582 01		MRN: 2512418	
Primary Contact: BEAULIEU - TEST 01, SARAH S		Diagnosis: Anemia,		Code Status: Attempt Resuscitation/Full Treatment	
Admit Date: 10/10/23 08:00		Illness Severity: Stable			
<b>Patient Summary</b>			<b>Situational Awareness and Planning</b>		
Patient admitted for SBO two days ago. Surgery in a.m. [ BEAULIEU - TEST 01, SARAH S 11/09/23 11:43 ]			[ General Surgery ] adding in more info in the Situation Awareness & Planning with check box checked		
<b>Actions</b>					
<input type="checkbox"/> Run new labs for CBC and CMB tonight.					
<input type="checkbox"/> adding information in the actions tab					
<input type="checkbox"/> description in plan and not checking the value for 'lb'					
<b>Patient Information</b>					
Patient: TESTING, CARDIO; 62 yrs; Male					
DOB: 12/28/1960		Location: 5BLA B579 01		MRN: 2512454	
Primary Contact: BEAULIEU - TEST 01, SARAH S		Diagnosis: Cough with fever,		Code Status: Attempt Resuscitation/Full Treatment	
Admit Date: 10/11/23 06:00		Illness Severity:			
<b>Patient Summary</b>			<b>Situational Awareness and Planning</b>		
patient admitted for chronic copd. [ BEAULIEU - TEST 01, SARAH S 11/15/23 13:44 ]			wuhn outw whntw		
<b>Actions</b>					
<input type="checkbox"/> reassess o2 sat					
<input type="checkbox"/> CXR tomorrow a.m.					

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.