From the Office of Health Informatics

# Provider Handoff
# Medical Student

March 05, 2026

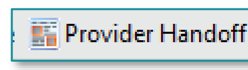
Provider Handoff provides medical students with a multi-patient view with key clinical details that support effective communication between medical students and providers during the handoff of care.

## Provider Handoff

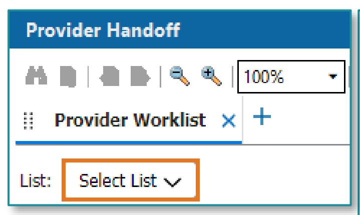
The **Provider Worklist** will display within the **Provider Handoff** window, where patient information pertinent to the list is selected. Providers can change the **patient list viewed** to **establish a relationship** and **Primary Contact** with the selected patient list, as well as **customize the column arrangement.**

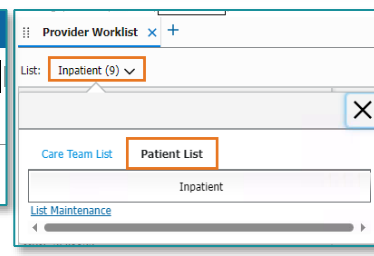
➢ **Selecting a Patient List**

**STEP 1**: Select **Provider Handoff** from the top toolbar.




**STEP 2**: From within the **Provider Worklist** tab, select the dropdown from Select List.



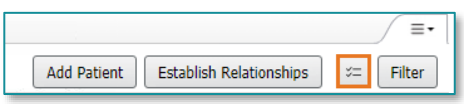




**STEP 3**: Select **Patient List.**

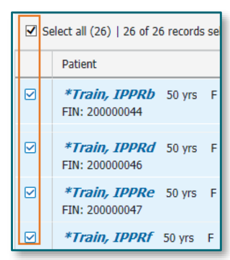
**STEP 4**: Select the custom patient list to establish a relationship.

➢ **Establishing a Patient Relationship**

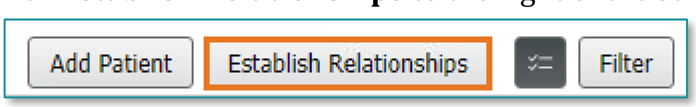
- Click the **Select Rows** icon.



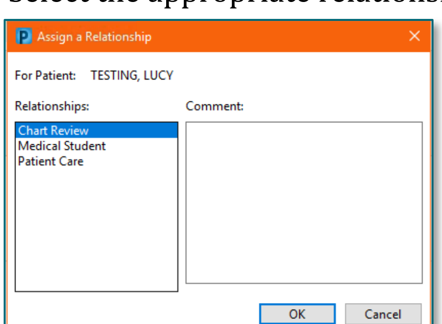

- To select **all** the patients from the list, click the **Select all** box.
  - To select **various** patients, click the **boxes** next to the patient names.




- Click **Establish Relationships** to the right of the screen.



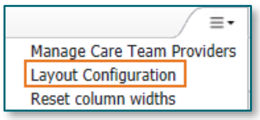

  - Select the appropriate relationship when presented.

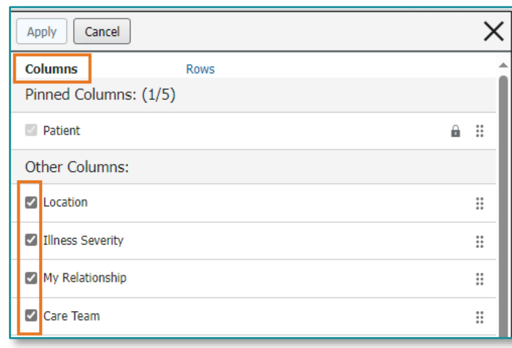


## Provider Worklist Columns

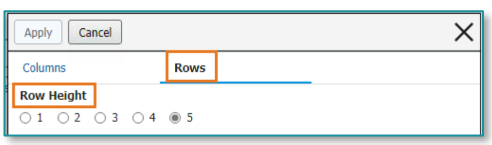
There are several columns available within the Provider Worklist. Use the filter to view the list of available columns to display and reorder for a customized view.

- **Customizing Column and Row Components**
  - Click the **Page Menu** tab.
  - Select **Layout Configuration**.

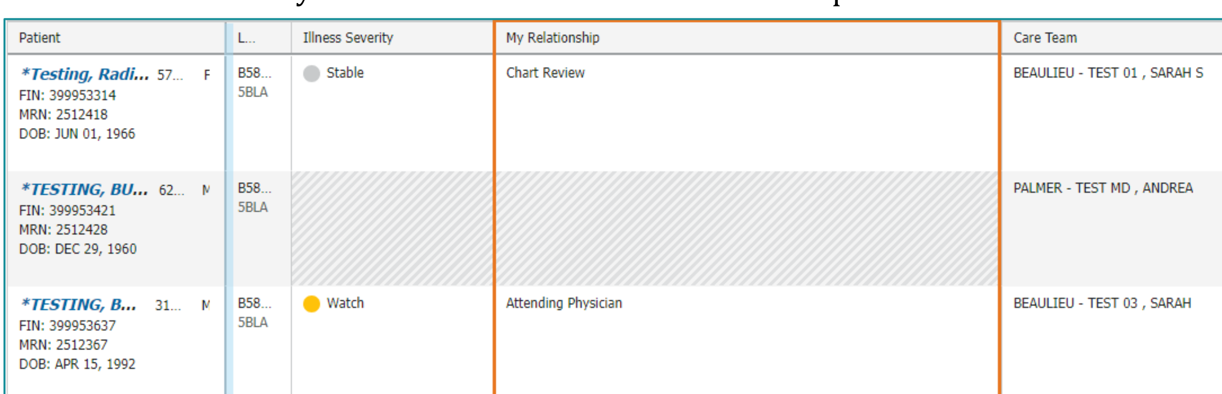


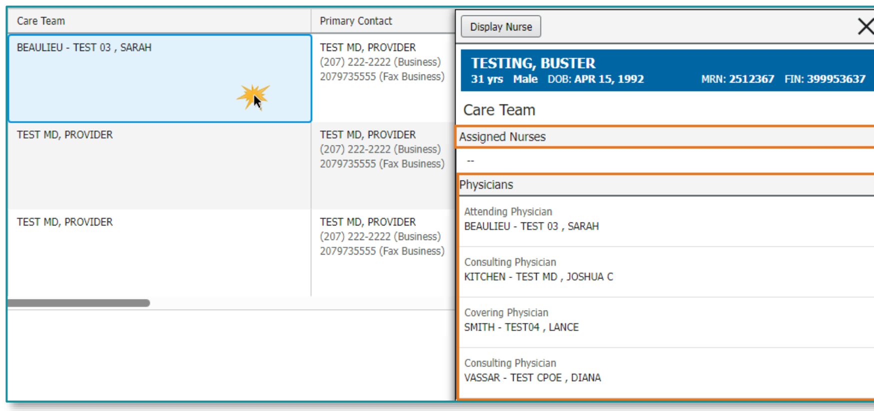

  - Select **Columns.**
  - Users can drag and drop the columns to the desired location on **Provider Worklist.** To remove a column from view, uncheck the box to the left of the column. Recheck the box to bring the column back into view.
  - Select **Rows.**
  - Users can expand the row height using the radio buttons under **Row Height.** This allows users to expand the patient row to view more information in each row.




- **Suggested Columns**
  - **My Relationship**
    - Allows providers to see their current established relationship within the patient list.
  - Providers can only see **their own** established relationship.



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

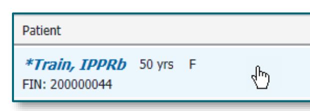



- **Primary Contact**
  - Displays the **primary contact** associated with a patient. The **Attending Physician** may be different than the **Primary Contact** at the time of shift.
- Click **Apply** to save changes.

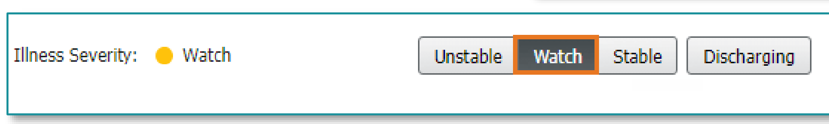
## I-PASS

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

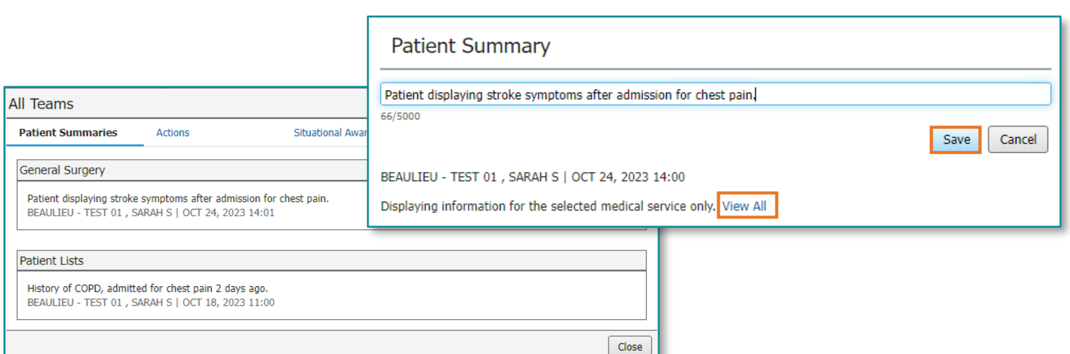
- To **view** and **update I-PASS,** left-click in the white space next to the patient's name.



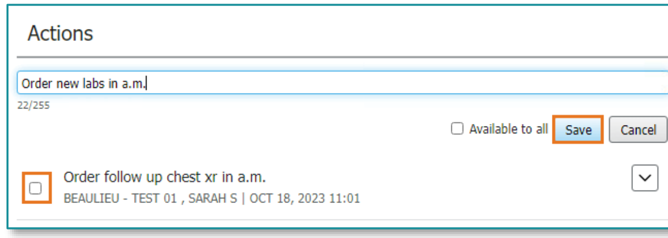

- **Illness Severity** defines the patient's **acuity**.
  - Update the patient's illness severity by clicking the appropriate acuity.



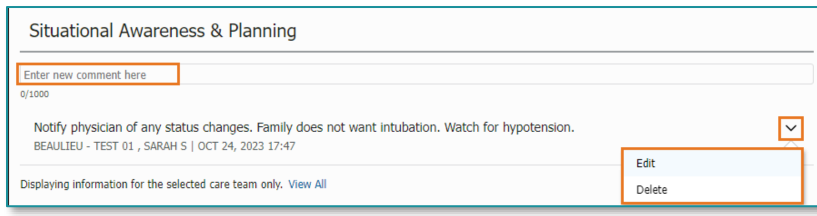

- **Patient Summary** defines the patient's history, condition, etc.
  - Click **Save**.
  - To view Patient Summary information for other medical services, click **View All**.



- **Actions**
  - Displays **reminders** and **follow ups** for patient handoff.
  - To **document**, enter text within the free text section, then click **Save**.
  - 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.**




## Clinical Data


Clinical data displays the patient's clinical data including vitals, labs, medications, and Intake and Output for the selected visit.

➢ **Left-clicking any column in the patient row will display additional information about the column.**

- **Diagnoses** – displays the patient's diagnoses. Click in the **Diagnoses** field in the patient row. A window opens displaying the patients' diagnoses.
  - Click the **Diagnoses and Problems** hyperlink to navigate to the patient chart and add a diagnosis or problem.