

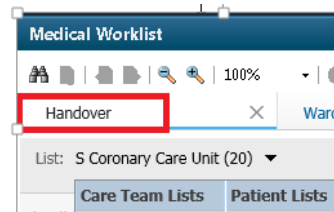
## EMR Quick Reference Guide


### Handover – Creating job lists by using I-PASS

*“I-PASS” = a handover tool standing for Illness severity, Patient summary, Action list, Situation awareness, Synthesis*

**To view the I-PASS page:**

- Navigate to **Medical Worklist**. Click the **Handover** tab and select your patient list from the drop-down menu.



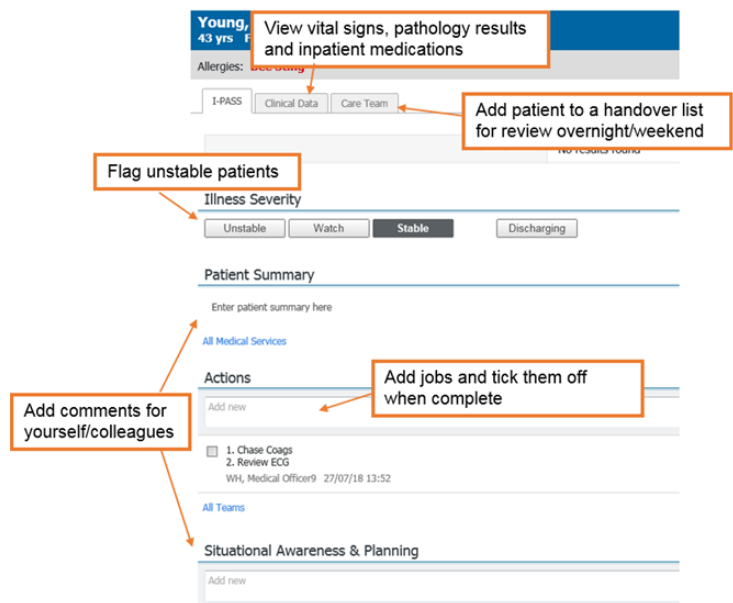
- You will be unable to see any patient information until you click the  button. Then click “Select All” and “Establish”.

Location	Patient	Stability	AC...	Diagnoses
S CCU R01 - B01	<b>Young, Lynne Train</b> 43 yrs F DOB: Aug 25, 1975	● Stable	1	Acute insomnia Chronic back pain [4]
S CCU R02 - B02	<b>Hawkins, Duncan Train</b> 36 yrs M DOB: Sep 6, 1983	● Unstable	1	--

Hover over the number in the “Actions” column to see outstanding jobs

Click the black arrow next to each patient’s name to launch the I-PASS page

Nothing entered in the I-PASS page forms part of the patient’s official medical record. It is a communication tool for **doctors only** in order to aid handover and ward rounding.



## During admissions and ward rounds:

Doctors will create admission notes via the “Admit” page of **Medical Officer View** and ward round notes via the “Manage” page.

Note the **Actions & Situational Awareness** section on each of these pages. Information entered in this section will also be visible on the I-PASS page, and vice versa.

This is a quick way of creating a ‘job list’ during admissions or ward rounds, and reviewing all jobs on the I-PASS page later.

### Actions & Situational Awareness

Add new action	Add new comment
<input type="checkbox"/> review ECG MO106, Medical Officer106 Dr 22/10/18 16:11	daughter requesting family meeting MO106, Medical Officer106 Dr 22/10/18 16:12
<input type="checkbox"/> chase bloods MO106, Medical Officer106 Dr 22/10/18 16:11	<a href="#">All Teams</a>