



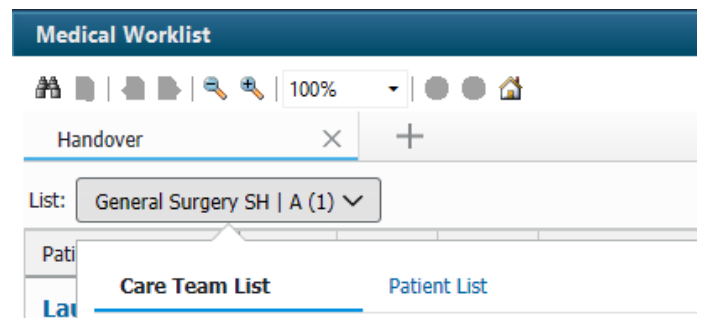
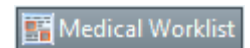
# Handover – Medical Worklists - Managing Care Team Lists, Documenting Clinical Information and Printing

## This Quick Reference Guide will explain how to:

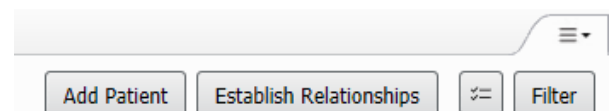
- How to add patients to a Care Team list
- How to remove a patient from a Care Team list
- How to transfer patients between Care Team lists
- How to add clinical information to the Medical Work List for handover (I-PASS)
- How to print the Medical Worklist

## How to Add Patients to a Care Team List

1. Select **Medical Worklist** from the Navigation Bar
2. Select the Care Team list you would like to add your patient to



3. Select **Add Patient**
4. Enter the Patient's URN, Select the appropriate Encounter and click OK



## How to add patients to a Care Team list, from within a patient's chart

1. Select **Medical Officer View** from the Table of Contents and Select the **Admit** tab
2. Navigate to the **Care Team** component
3. Select + and click on **Assign Provider Team**
4. Then select the Care Team List you would like to add too and **Save**

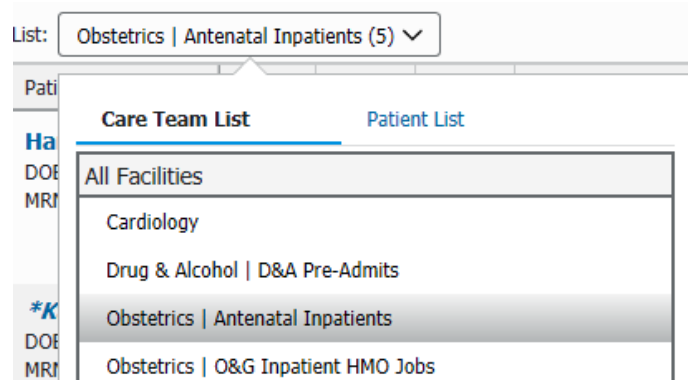




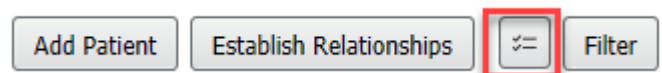
## How to remove a patient from a Care Team list

- Patients on the Care Team list will need to be manually removed once they are discharged
- Patients who are discharged will be indicated by a door icon

1. Select Care Team list that contains the patient(s) you want to remove



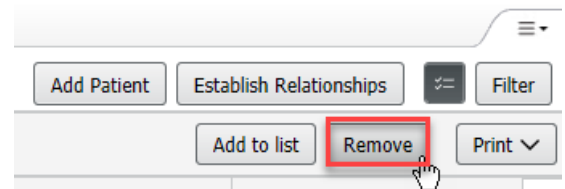
2. Select in the top right



3. Tick the box of patient(s) you wish to remove  
or  
Select All if you would like to remove all patients.

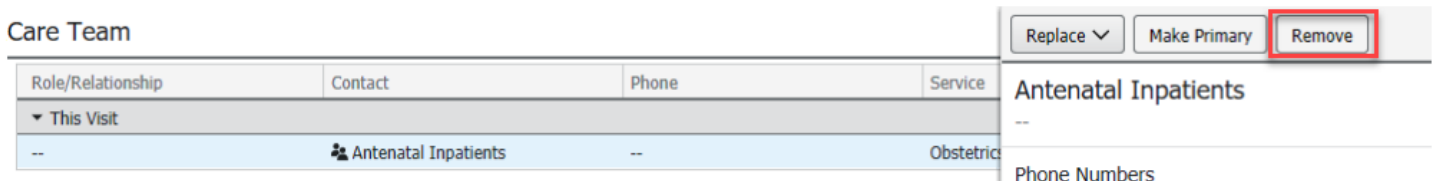


4. Select **Remove** and **Refresh**



## How to remove patients from a Care Team list, from within a patient's chart

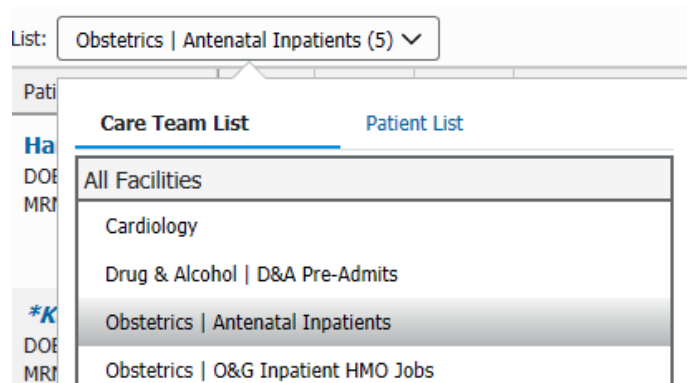
1. Select **Medical Officer View** from the Table of Contents and Select the **Admit** tab
2. Navigate to the **Care Team** component
3. Select the **Care Team**
4. To Transfer to another care team list, select **Replace** otherwise, Select **Remove**



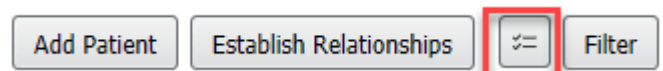


## How to transfer patients between Care Teams

1. Select Care Team list that contains the patient(s) you want to transfer



2. Select  in the top right



3. **Tick the box** of patient(s) you wish to transfer

or

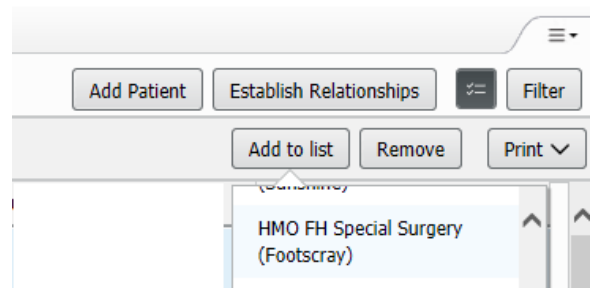
**Select All** if you would like to transfer all patients.



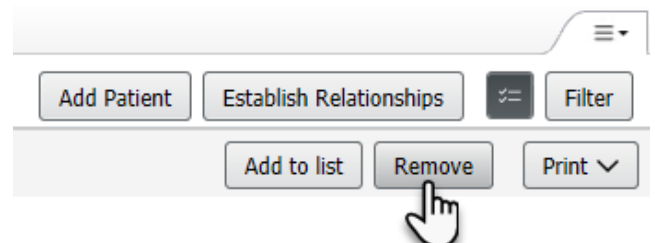
4. Select "Add to list" and select the Care Team List you want to copy these patients into.


Don't see any lists?

Note: Ensure you have added the Care Team List before this step to have access to the Care Team List. (Refer to QRG: Handover - Medical Worklists – Setting Up)



5. Select **Remove** to take the same selected patients from the old care team lists

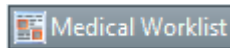


6. **Refresh** and Return to the new Care team list, to view the updated list of patients  0 minutes ago

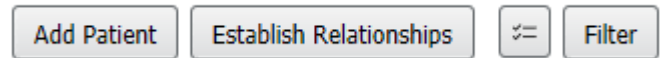


## How to Add Clinical Information to the Medical Worklist for handover (I-PASS)

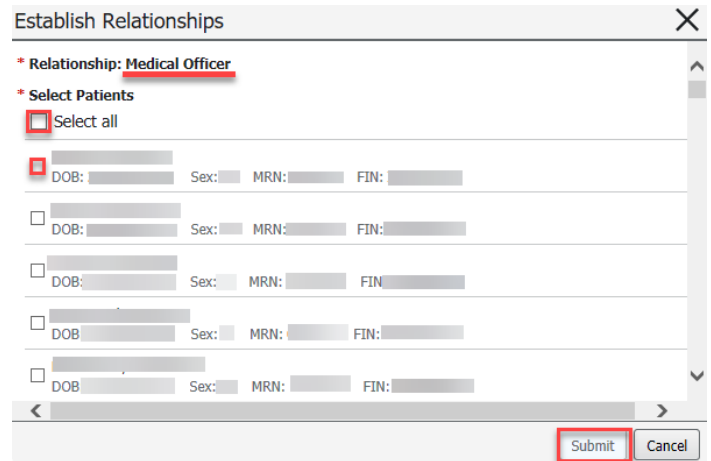
1. Select **Medical Worklist** from the banner bar



2. Select **Establish Relationships, Select All** and **Submit**



3. Select the cell with the patient's details to show the IPASS on the right



4. You can now enter handover information in each section

- *Illness severity,*
- *Patient Summary,*
- *Actions,*
- *Situational Awareness & Planning*

List: General Medicine | RADU 1 (3) Add Patient Establish Relationships Filter

Patient	L...	Il...	A...	Diagnoses	I...
Testwhs, ... DOB: 29 APR 2019 MRN: 1640938	Hold... S IN...	Disc...			
				Acute COVID-19	Isol...
		● U.	3	Fournier gangrene	

**Testwhs, Baby Of Mary Mpage MISS**  
2 yrs F DOB: 29 APR 2019 MRN: 1640938 FIN: IPE4834467

▼ Allergies  
Allergies: No allergies recorded Length of Stay: -- Code Status: No results found

**I-PASS** Clinical Data Care Team


Care Team: General Medicine | RADU 1 (Sunshine)

**Illness Severity**  
Illness Severity: Discharged

**Patient Summary**  
Enter patient summary here



## How to Print the Medical Worklist

1. Select  to choose the patients to print.
2. Select **Print** then select **Detailed** in order to display the handover information entered
3. The Print Preview will now appear, allowing you to see patient details, allergies and I-PASS information
4. Click on the Printer Icon to select your printer to Print the List  
Note: You can choose to 'print to PDF' to save the list as a PDF file

