

## **EMORY IR Post-Call Hand-Off Procedure**

### **EUH/EUHM/GMH:**

To facilitate post-call hand-offs to clinical services at all hospitals covered by Emory IR fellows:

1. An email log will be kept during call shifts and distributed to the fellows working at each hospital every morning that a transition in care occurs (typically Monday-Friday).
2. The on-call attending will be copied on the email.
3. If the fellow speaks to a patient over the phone during call hours, that patient's IR attending should be included in the sign out communication.
4. The on-call fellow will sign out to the day fellow via face to face or phone communication.

### **EJCH/ESJH:**

To facilitate post-call hand-offs to clinical services at all hospitals covered by Emory IR attendings without fellows:

1. An email log will be kept during call shifts and distributed to the attendings at each hospital every morning that a transition in care occurs (typically Monday-Friday).
2. The attending will sign out to the day attending face to face or phone communication.

The pertinent information (name, MRN, etc.) is accompanied by a *very brief* synopsis of the situation and any care provided. Providers are encouraged to use the interdisciplinary plan of care (IPOC) forms in the electronic medical record to document and communicate care plans.

These hand-offs will use Emory's HIPPA compliant e-mail system. Tools such as Google's Gmail should NOT be used when communicating patient-specific identifiers and information.

A **sample** email hand-off is provided below:

#### **EUH:**

Smith, John (MRN 1234567): 64 y/o male with bleeding varices. TIPS performed last night. Pt in ICU doing well. Clinical follow-up needed this morning.

Jones, John (MRN 1234567): 61 y/o male with GI bleed diagnosed via t-RBC scan. INR was 2.4. Told team to reverse anticoagulation. Hct 33 → 32 overnight. Normotensive. Check INR in AM.

#### **EUHM:**

No calls or cases

#### **Grady:**

Smith, Jane (MRN 1234567): 45 y/o female with pyonephrosis. PCN placed. Pt intubated in ICU.

#### **CHOA:**

No calls or cases

#### **Phone calls:**

Smith, Judy (MRN 1234567): 72 y/o female (patient of Dr. XXX) 5 days s/p TACE w/ worsening pain and fever w/ chills. Patient instructed to return to emergency department early this morning. Follow up today.

### **Fellow Escalation Policy**

The on-call fellow will confer with the on-call attending regarding any critical or unusual patient issues.

### **Consultation and Admission to Hospital Medicine Service (HMS)**

IR attendings are encouraged to consult with the on-call HMS service if IR patients with complex medical problems will be admitted to the hospital post procedure. The HMS service can be reached through the on-call operator/hospital paging system.