

**Title: HAND-OFF COMMUNICATION**

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Location: Saint Joseph Regional Medical Center (SJPMC)		Department: Centralized Credentials

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**POLICY:**

1. To assure the safety of our patients at the time of transfer from one provider to another.
  - A. A member of the medical staff shall be responsible for the medical care and treatment of each patient and for the prompt completeness and accuracy of the medical record.
  - B. Physicians will communicate:
    - 1) the plan of care,
    - 2) significant changes in health status, and
    - 3) any other information vital to the efficient care of the patient to any:
      - a) referring physicians,
      - b) consulting physicians,
      - c) primary care physicians or
      - d) family members in a timely enough manner as to allow these individuals to take part in the care of the patient.
  - C. If a physician will be unavailable to provide ongoing care, it is that physician’s responsibility to provide a thorough report of the care plan to the physician assuming care.
  - D. A note covering the transfer of these responsibilities shall be entered on the order sheet of the medical record. This note, by itself, will not usually constitute an adequate transfer of care.
  - E. As with all physician consultation, direct physician-to-physician communication is the preferred method of information transfer.

**References/Standards:**

- Policy Origin Date: May 2006
- Review Date: December 2009, December 2012, December 2015, December 2018
- Revised Date: February 2008
- Effective Date: August 2006
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- Policy 144