Responsible Officer:	Director of Hospital Medicine
Responsible Office:	UCR Health Hospital Medicine
Origination Date:	01/23/2015
Date of Revision:	06/15/2015
Scope:	UCR Health Hospitalist Program

I. Policy Summary
   a. To constitute official policies amongst UCR Health Hospitalists.
   b. To ensure clear and concise communication between hospitalists during service turnovers.
   c. To continuously provide efficient patient care management, including new admissions, consults, discharges, and transition of patient care from one hospitalist to another.

II. Definitions (Not Applicable)

III. Policy Text (Not Applicable)

IV. Responsibilities (Not Applicable)

V. Procedures
A. GOING OFF SERVICE
   1. The Hospitalist going off service will provide a MediTech or HCare Printout of their census, which will include the patient's first and last name, room number and medical record number, with a written summary of the patient and pending issues to the incoming Hospitalist, who will be taking over care of their patients.
   2. The written summary will be placed in the assigned team clipboard, which has a HIPAA Cover letter and located at each of the Hospitalist's desktop.
   3. The Hospitalist going off service will enter and change the attending electronic health record admission ("ADT") Orders in MediTech to the Hospitalist taking over their service, each Sunday evening, unless otherwise dictated by the rounding schedule.
   4. The Hospitalist going off service will also do a MediMobile handoff to the incoming Hospitalist, who will be taking over care of their patients.

B. COMING ON SERVICE
   1. The Hospitalist coming on service will review and change the attending ADT Orders for patients who will be under his/her care, if for some reason it has not been transferred already.
   2. If at any time, the Hospitalist notices his/her patient has another physician's name, assigned to them, they will enter a change Attending Physician ADT order and correct this.

VI.   Forms/Instructions (Not Applicable)

VII.   Contacts

Contact	Phone	Email
Director of Hospital Medicine	951-827-7662	mnduati@medsch.ucr.edu
Medical Director of RCH Hospitalist Service	951-788-3636	kharazmi@medsch.ucr.edu
Clinical Affairs Analyst	951-788-3636	lbaldes@medsch.ucr.edu

VIII.   Related Information (Not Applicable)

IX.   Revision History

New Policy (Creation Date: January 23, 2015)
Revision Date: June 15, 2015

Approval Signature(s):

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