



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

### TOC (Transfer of Care) Radiology

Unit to DI TOC    Unit to Procedure TOC  
Mandatory fields

1. 1 report given
2. name of staff receiving report
3. name of staff giving report
4. patient/others were notified of transfer

**TOC is located in Adult Quick view Band & All of the Radiology iView bands  
Pre/Intra/ Post Procedure**

The screenshot shows the 'Adult Quick View' interface. On the left is a menu with various tasks, including 'Transfer of Care'. On the right is a task list table. The 'Transfer of Care' task is selected, and a red box highlights the date and time '29/Oct/2024 14:24' and the 'Unit to DI' field.

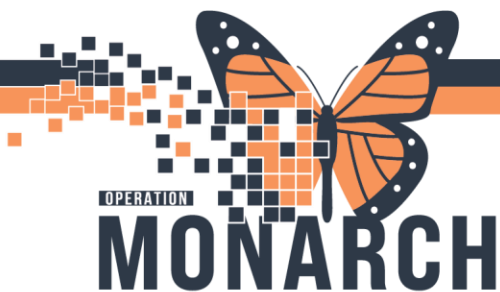
| Find Item                           | <input type="checkbox"/> Critical   | <input type="checkbox"/> High | <input type="checkbox"/> |
|-------------------------------------|-------------------------------------|-------------------------------|--------------------------|
| Result                              | Comments                            |                               |                          |
| 29/Oct/2024 14:24                   | <input checked="" type="checkbox"/> |                               |                          |
| Transfer of Care                    |                                     |                               |                          |
| Report Given                        |                                     |                               | Unit to DI               |
| *Receiving Report                   |                                     |                               | Name                     |
| *Giving Report                      |                                     |                               | Name                     |
| Handover Comments                   |                                     |                               |                          |
| Allergy Bracelet                    |                                     |                               |                          |
| Patient ID Band on and Verified     |                                     |                               |                          |
| Scheduled Med Due in the Next ...   |                                     |                               |                          |
| High Alert Medication               |                                     |                               |                          |
| Dressing/ Treatments                |                                     |                               |                          |
| Lines/Tubes/Catheters               |                                     |                               |                          |
| Patient Safety Check                |                                     |                               |                          |
| DI Safety Check                     |                                     |                               |                          |
| Patient Equipment                   |                                     |                               |                          |
| Valuables/Belongings Reviewed?      |                                     |                               |                          |
| Patient Belongings Bagged/Labe...   |                                     |                               |                          |
| Home Medications Sent               |                                     |                               |                          |
| Estimated Discharge Date            |                                     |                               |                          |
| Estimated Discharge Date - Upda...  |                                     |                               |                          |
| EDD- Reason For Update              |                                     |                               |                          |
| *Patient/Others Notified of Tran... |                                     |                               | Patient                  |
| Visitor Information                 |                                     |                               |                          |
| Name of Visitor                     |                                     |                               |                          |
| Inpatient Visitor Restrictions      |                                     |                               |                          |
| Visitor Restrictions                |                                     |                               |                          |

The screenshot shows the 'Transfer of Care' form in the HIS. On the left is a navigation menu with categories like 'Preprocedure Imaging', 'Intraoperative Imaging', 'Postprocedure Imaging', 'Cardiovascular Procedure', 'Adult Lines - Devices', 'Pediatric Lines - Devices', 'Intake And Output', 'Adult Quick View', and 'Paediatric Quick View'. The 'Transfer of Care' form is open, displaying a table with columns for 'Result', 'Comments', 'Flag', and 'Date'. The table contains one entry for '03/Nov/2024 21:21'. Below the table, there are several fields for reporting, including 'Report Given', 'Unit Departure', 'Accompanied By', 'Allergy Bracelet', 'Parent/Guardian ID Band Verified', 'Scheduled Med Due in the Next Hour', 'High Alert Medication', 'Dressing/ Treatments', 'DI Safety Check', 'Valuables/Belongings Reviewed?', 'Patient Belongings Bagged/Labeled', 'Estimated Discharge Date', 'Estimated Discharge Date - Updated', 'EDD- Reason For Update', 'Visitor Information', 'Name of Visitor', 'Inpatient Visitor Restrictions', and 'Visitor Restrictions'.

Click **Unit to DI**

Sending the patient back to the Unit: Choose Unit to DI , fill out Giving Report: your name & Receiving Report: HCP you are giving report to

This screenshot shows the same 'Transfer of Care' form as above, but with a dropdown menu open over the 'Report Given' field. The dropdown menu contains the following options: 'Report Given', 'Shift to Shift', 'Unit to Unit', 'Unit to DI', and 'Unit to Procedural Area'. The 'Unit to DI' option is highlighted, indicating the selection process described in the tip sheet.



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

Transfer of Care (TOC) information is located under **Results Review** Click on **Assessments**

The screenshot displays the HIS interface for patient ZZTESTWITS, ISSAC. The patient's MRN is 11054063, DOB is 09/Sep/1954, and age is 70 years. The interface includes a menu on the left with 'Results Review' highlighted, and a main content area with 'Assessments' highlighted. The 'Assessments' section shows a table of results for 'Clinical Info' on 03/Nov/2024 21:21.

| Clinical Info                       |  | 03/Nov/2024 21:21 |
|-------------------------------------|--|-------------------|
| <b>General Information</b>          |  |                   |
| Report Given                        |  | Unit to DI        |
| Receiving Report                    |  | John              |
| Patient/Others Notified of Transfer |  | Patient           |
| <b>Shift Report/Handoff ED</b>      |  |                   |
| Giving Report                       |  | rick              |