

# Hand Off Instructions

The Medaxion platform is designed for smooth transitions from provider to provider. This document reviews a series of common hand off scenarios with step-by-step instructions. Hand offs begin once the case has been moved into Intra Op.

## 1) Assuming Provide Care Role

- Current provider will be inside the case. Relieving provider comes into room. (If relieving provider is the current supervisor on the case, see #2 below.)
- Relieving provider will select the patient from the Case Board, then select Provide Care and follow the prompts to confirm the take over of care from current provider.
- Previous provider selects Board to return to the Case Board, effectively ending their role on the case.

## 2) Current Supervisor/Director on case assuming Provide Care Role

- Current provider will be inside the case. Relieving provider is ready to assume provider role.
- Relieving provider will go to the info tab inside the case, select Change Status, which will display the Case Summary. From the Case Summary select Provide Care and follow the prompts to confirm the take over of care from current provider.
- Previous provider selects Board to return to the Case Board, effectively ending their role on the case.

## 3) Supervisor/Director not on case assuming Provide Care Role from CRNA

- Current providers will be inside the case. Relieving provider comes into room.
- Relieving provider will select the patient from the Case Board, then select Provide Care and follow the prompts to confirm the take over of care from current provider.
- Previous providers, both CRNA and MD, selects Board to return to the Case Board, effectively ending their roles on the case.

#### 4) Assuming Supervisor/Director Role

- Current Supervisor/Director will be inside the case. Relieving provider comes into room.
- Relieving provider will select the patient from the Case Board, then select Sprvise Direct and follow the prompts to confirm the take over of care from current provider.
- Previous provider selects Board to return to the Case Board, effectively ending their role on the case.

*It is important to note, that in all scenarios, the provider being relieved should confirm all unconfirmed data then return to the Case Board promptly and should not remain inside the case. If this is a break scenario, the provider will follow one of the steps above to resume their role on the case once they are done with their break.*