

## Doctor Handoff Worklist Settings

### Quick Reference Guide

#### What is the Doctor Handoff Worklist?

*Doctor Handoff Worklist* provides a concise list of patients for conducting a handover to another physician. The worklist provides a multiple-patient view with valuable patient information that assists communication between physicians during the handoff of care.

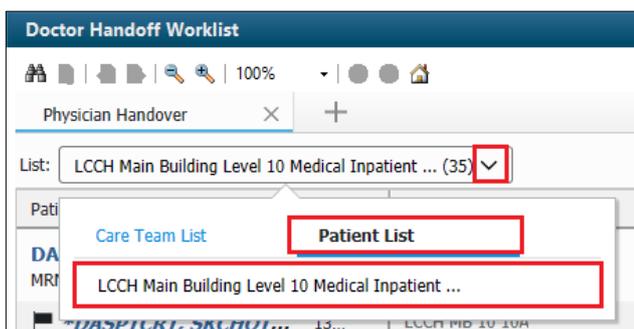
**Note:** In order to set up a *Doctor Handoff List*, a *Patient List* must first be created. Please refer to the *Creating a Patient List* QRG.

#### Access the Doctor Handoff Worklist:

1. Select  button from the PowerChart toolbar.
2. The *Doctor Handoff Worklist* will open.

**Note:** The first time this screen is accessed, it may be empty. *Refresh* your screen before following the next steps.

3. Click the *List* dropdown from the top left of the screen to choose your desired list.



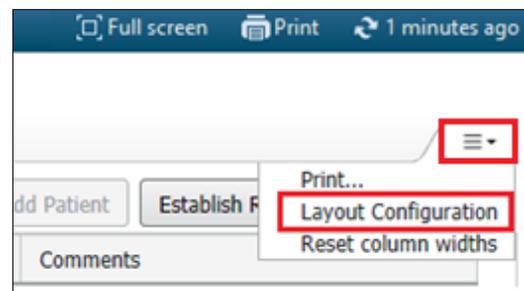
After selecting your desired resource, the Doctor Handoff List will display.

**Note:** *Care Teams* are not used within Queensland Health and therefore this functionality will not be used.

#### Modifying Display

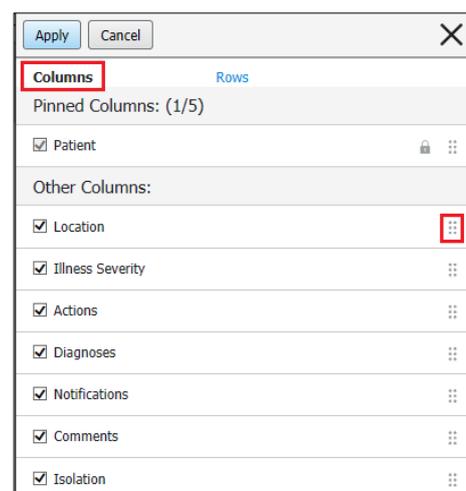
To modify the view of the *Doctor Handoff Worklist* to display more patient information you can:

1. Click on the *three lines* in the top right of screen and select *Layout Configuration*.



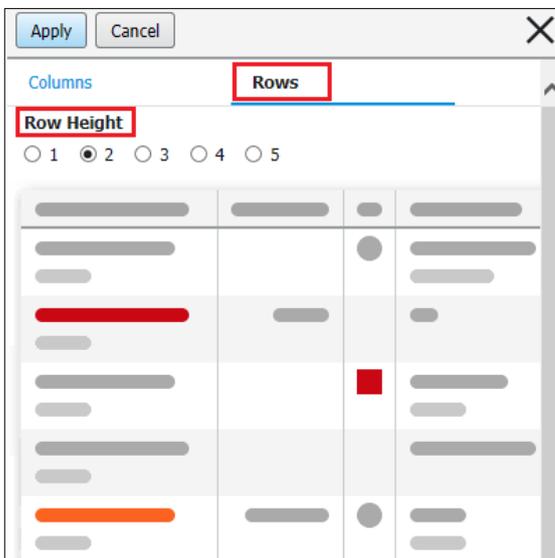
The flyout menu will default to the Columns modification tab. This tab will allow you to select/deselect the columns visible on the *Doctor Handoff List*, as well as the order in which they appear.

2. To modify the order of the columns, drag and drop them to the desired order.



**Note:** It is possible to move '*Other Columns*' into the '*Pinned Columns*' section. Pinned Columns will act as 'frozen panes' and remain fixed in place while scrolling horizontally.

The Rows tab will allow you to modify the row height of your Doctor Handoff Worklist. The larger the row height, the more patient information that will be visible on the main screen. **For example**, selection row height 2 will display the patient's full name and URN.



Patient	Location
*TEAKPMOBLD, DRW... 3 MRN:	MBH F 0 MED

**Note:** After making changes to the columns and/or row settings, remember to click *Apply* before closing the flyout window.

For information on how to use the Doctor Handoff Worklist – please refer to the *Doctor Handoff Worklist* Functionality QRG.

