ARYA Handover – Directions for Use

How to Use ARYA Handover

The handover tool will largely be used to document handover and itemize a to-do list per patient. Please do not use it for complete documentation.
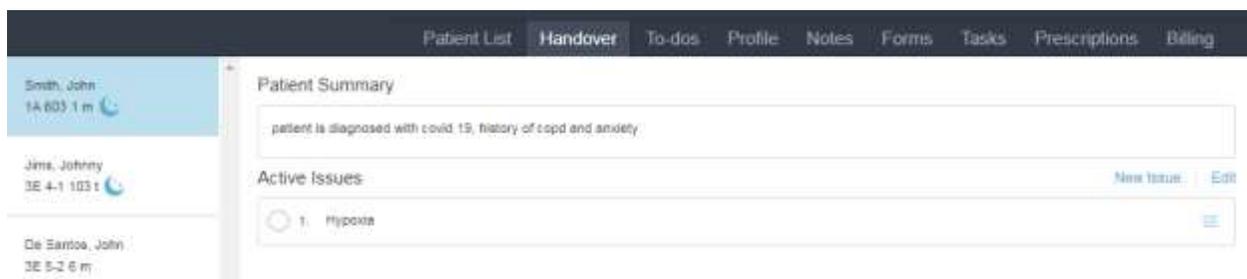
Patient list:

Once logged in, select the appropriate list you will be working with. Ensure the patient has been entered on your list

Enter a reason for referral, the location, status and health rating. The health rating should be updated at least once daily Do not delete patients under status. Discharge when required (this will be in 1-2 days)
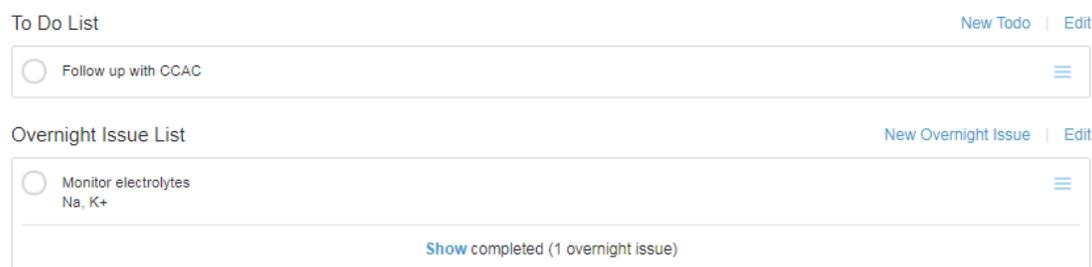
Handover :

On the handover tab, enter the patient summary as appropriate. Enter active issues using the 'New issue' link. These issues can be edited as required using free text.

Once complete the circle next to the issue can be checked off. It then becomes an inactive issue that is then hidden but still viewable later.

To Do List:

Create a to-do list with the items to be followed up upon. Items from the to-do list can be shifted to overnight or reverse by editing the issue.

To-do list entries are entered as free text items. They can be completed similarly to active issues on handover.

Profile:

Enter medical history and allergies. Medication documentation should be done within Medstracker separately and not within this handover tool.
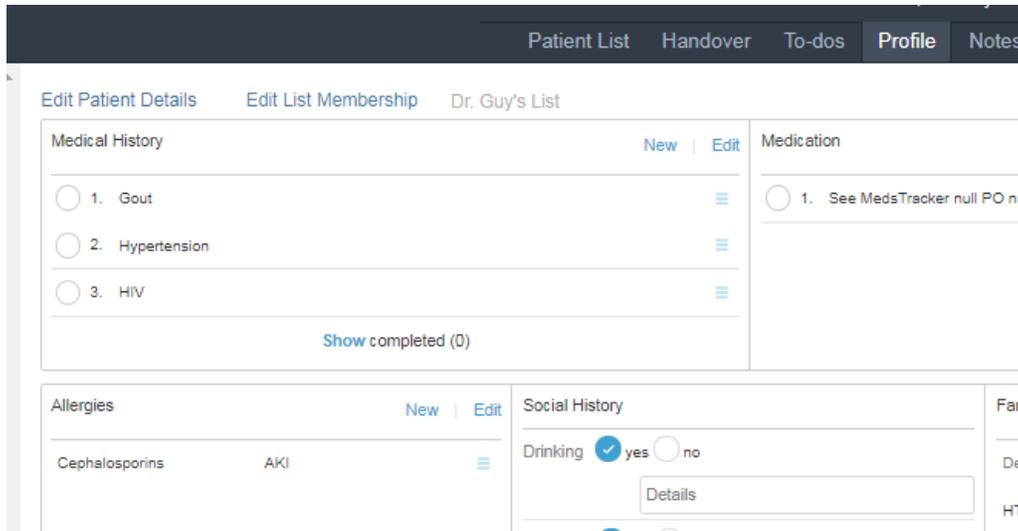
Notes:

If you wish to use progress notes to document the daily visit, select the progress note from the notes section, (do not use for admission or discharge notices) complete the documentation and print. A patient label will need to be applied so it may then be stored in the chart.

Forms:

Commonly used forms will be accessible under the Forms tab. These documents will be fillable PDFs that will then need to be printed and stored in the patient chart. Please affix patient label and sign.

**Please do not save the fillable PDF on hospital computers as this is private health information.