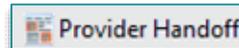

At the beginning of each shift, after patient assignments have been determined, the primary contact must be updated.

Provider Handoff

STEP 1: Select the **Provider Handoff** from the toolbar.



STEP 2: Select the **patient list** from the drop down.



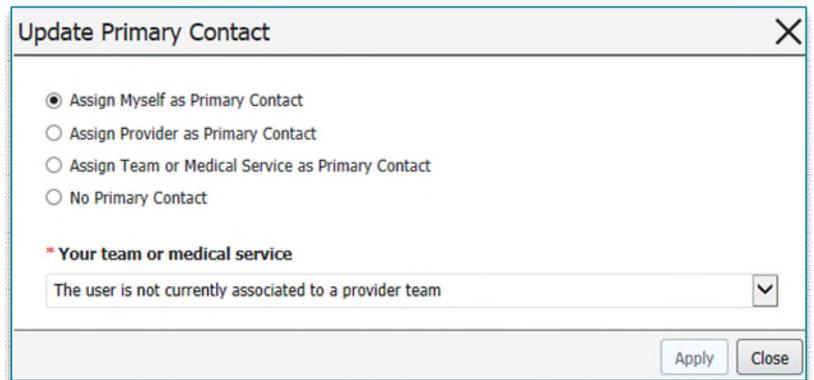
STEP 3: Select the **Rows** button.

STEP 4: Batch select the appropriate patients to make primary contact.

STEP 5: Select **Primary Contact**.

STEP 6: Select **Assign Myself as Primary Contact** and select the **team** or **medical service**.

STEP 7: Select **Apply**.



The dialog box titled "Update Primary Contact" contains the following options:

- Assign Myself as Primary Contact
- Assign Provider as Primary Contact
- Assign Team or Medical Service as Primary Contact
- No Primary Contact

Below the options is a section labeled "* Your team or medical service" with a dropdown menu. The dropdown menu is currently empty and displays the text "The user is not currently associated to a provider team".

At the bottom right of the dialog box are "Apply" and "Close" buttons.

NOTE: Primary Contact will be listed in the patients Banner Bar and in the Care Teams component.

