

Patient Handoff Tool (PHT) – Quick start guide

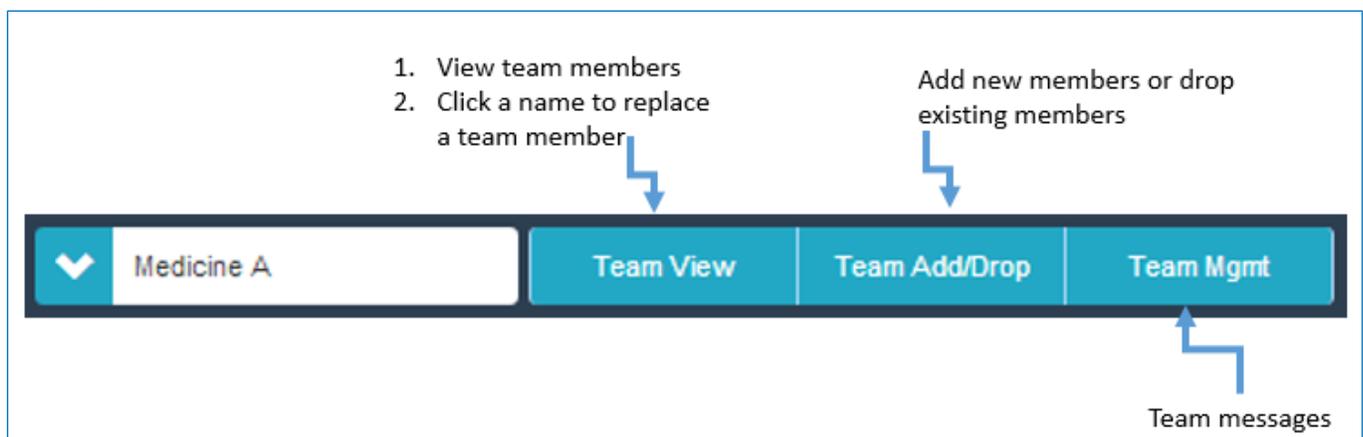
HOW TO ACCESS

- ⊕ Web address – pht.utoledo.edu
- ⊕ **From Clinical portal** - under the “orders tab”, click the blue link “Patient Handoff Tool”
- ⊕ Compatible with
 - Web-browsers: Internet Explorer, Safari, Chrome and Firefox
 - Smartphones and Tablets – ipad, iphone and Android with UT wifi (SecurePublic or Public)
 - Off campus/Home/wireless data – use VPN or Vlab

SETUP YOUR ACCOUNT

- ⊕ Log in using Utad username and password, then select your role (e.g. Resident), Department and Specialty
- ⊕ Phone = your pager number.
- ⊕ *Note* – you must first select your ‘team’ before you can setup/view your team members
- ⊕ For security reasons, everyone except Attendings, must update their role, dept and specialty once/year

SETUP YOUR TEAM

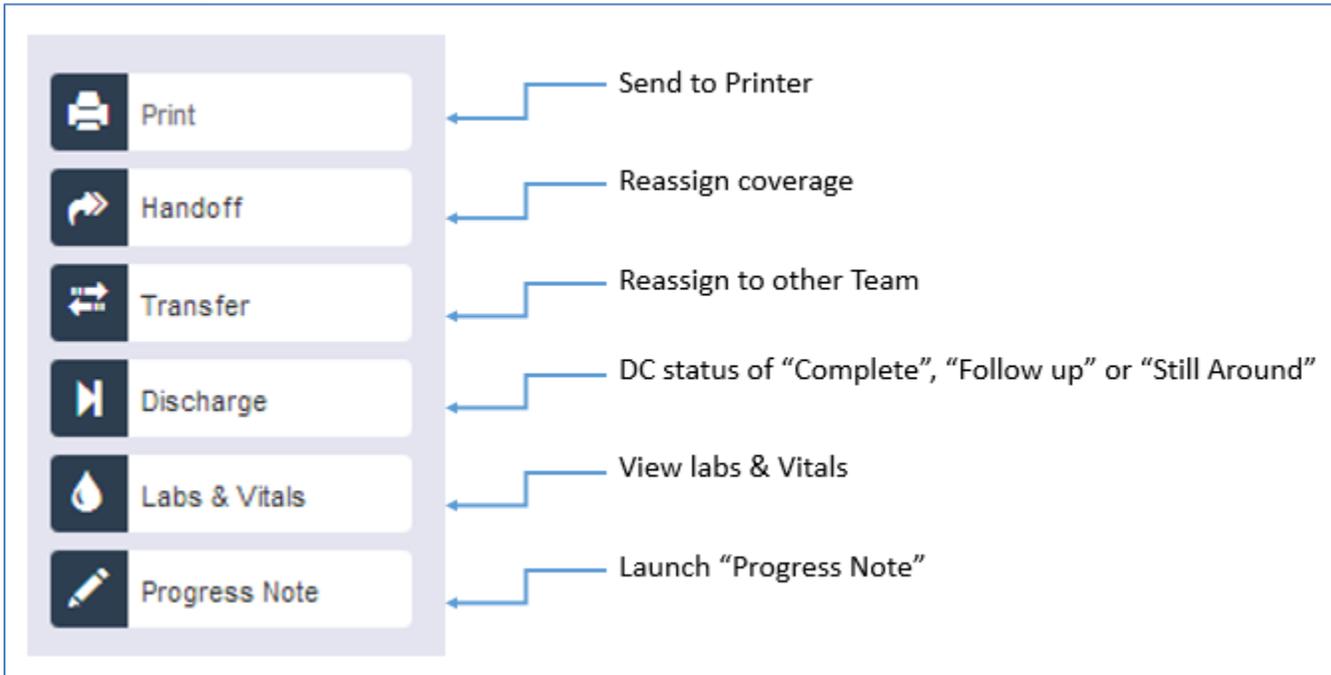


SETUP YOUR TEAMS' PATIENTS

- ⊕ To view all your team’s patients, scroll to the bottom (or you can click “View Patients”)
- ⊕ How to add patients – click “Add Patients”. All patients display
 - Filter as follows:
 - On the left column, search by Pt location, Pt Name or MRN
 - On the middle column, click the “+” to add the desired patients
 - At the bottom, click “Add Patients Individually” or “Add Patients as a Group”
 - In the next window, assign “Current Coverage” and select “To Do” items for each Pt. **SAVE**
- ⊕ Scroll down to view your teams’ patients
- ⊕ Newly added patients will be displayed with the word “New”. Click on “New” to remove this Pt status
- ⊕ Click on the patient’s name to do more

ADDING PATIENT NOTES

⊕ Click on patient's name to view this menu on the left hand side



- ⊕ View the Pt's current coverage, consults, RN's name and RN's Ascom phone number
- ⊕ Scroll to the bottom to view/add
 - Diagnosis
 - Note
 - To Do items
 - Note to Meds
 - Code Status
 - Central Lines and Drains

SUPPORT

- ⊕ Feedback
 - At the top of the screen, click "feedback" and send us your suggestions/issues, etc.
 - If you want to be contacted, include your name and contact info
- ⊕ Technical issues/Access
 - Contact IT Help Desk at 419-383-2400 (open 24/7)
 - You may also email IT Help Desk at "ithelpdesk@utoledo.edu"