Informal Team Communication

Purpose: to communicate non urgent requests and information to medical providers (physicians, midwives, nurse practitioners) and the interdisciplinary team that are already involved in the patient's care.

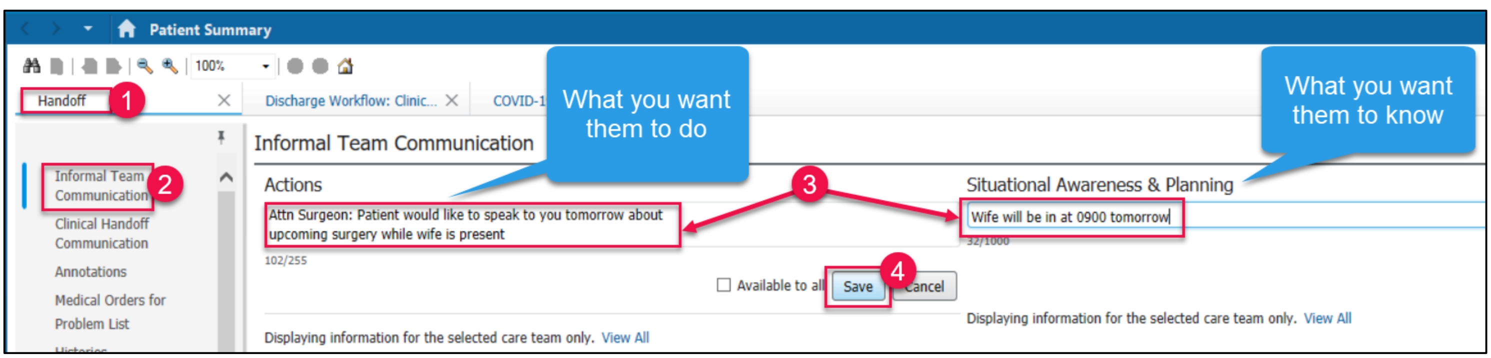
This section in the Electronic Health Record replaces the Pink **"Attention Doctor"** notes that would be placed on the front of the chart.

Intended Use:

- Use the **Actions** section to convey requests for non-urgent actions.
- Use the **Situational Awareness and Planning** section to communicate non-urgent information to interdisciplinary team members (including Allied Health).

Documenting Informal Team Communication

1. Navigate to the **Workflow** tab.
    - Workflow tab may vary by clinical role. (e.g. Handoff, ED Nurse Workflow, etc.)
2. Click on the **Informal Team Communication** component.
3. Type your text in the **Actions** or **Situational Awareness and Planning** box.
    - Ensure you direct your communication to a team member or clinical role as required.
4. Click **Save**.



NOTE:

- Enter only one item per **Action** or **Situational Awareness and Planning** request.
- This feature is not appropriate for urgent information (e.g. requests for orders, abnormal lab values, change in health status).
- **For all urgent issues and requests, phone the provider or care team member**.

The information captured in Informal Team Communication does not form a part of the legal record, but is discoverable through an audit. Entries must meet professional practice standards.