**Appendix 3: Data Collection Tool**

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| --- | --- | --- | --- |
| Caller? | Reason for call | Where did you find the necessary information required to respond to the caller? | Action Required |
| NurseOther (please specify) |  | Handoff toolNurseChartOther\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Handled over phone
2. Evaluated patient at bedside
3. Reviewed previously ordered lab or imaging
4. Ordered new lab or imaging
5. Order new medication
6. Wrote cross cover note
7. Conferred with Resident/Attending
8. Called consult
9. Upgraded level of care or code called
 |
| NurseOther (please specify) |  | Handoff toolNurseChartOther\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Handled over phone
2. Evaluated patient at bedside
3. Reviewed previously ordered lab or imaging
4. Ordered new lab or imaging
5. Order new medication
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