

CREATING A HANDOFF CHECKLIST

Directions: Form a small *group*. If your medical team members are present, form a group of your medical office team members and develop a handoff checklist based on the needs of your particular medical office. Think about how your team is unique, and keep in mind the core components of TeamSTEPPS. You have 10 minutes to develop your team's handoff checklist. Be prepared to share your checklist with the larger group.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

H-9