

**Got Chart?**

**Date:**

✓	<b>Before you call, did you:</b>
	Ensure you are calling the appropriate physician (primary, consulting?)
	Check: Are there standing orders to cover this situation?
	Review physician preferences for when and where to call?
	Check: Does anyone else need the physician?
	See and assess this patient yourself?
	Read the most recent MD progress notes and notes from the nurse who worked the prior shift?

✓	<b>When you call:</b>
	Have at hand: chart, recent assessment (current and past lab results with times tests done), lists of meds, code status, and most recent vital signs.
	Enter the complete 7-digit phone number when paging.
	Identity yourself, the unit, the patient, room number, and the diagnosis.
	Be clear about the reason for the call.
	Document whom you spoke to; time of call; and summary of conversation.