

## Appendix A | Transition of care checklist

### 1. Patient information review

- Review upcoming appointments, procedures, and treatments.
- Identify patients requiring urgent or follow-up care.
- Ensure documentation is current, complete, and clear in the patient records.
- Notify labs/other healthcare providers of where to send test results and outstanding results in your absence.

### 2. Communication with the covering physician during your absence

- Ensure the covering physician during your absence has access to patient information (e.g. EMR).
- Ensure the covering physician during your absence has the ability to communicate and request patient information pertaining to patients under their care during temporary absences from practice.
- Have a comprehensive handover of critical patient information, including coordination of outstanding tests/reports, ongoing concerns or specific care instructions and patient communication.
- Document all communications and agreements in the patient records.

### 3. Patient communication

- Inform patients about the temporary coverage and any changes in care or appointments.

### 4. Handover back to the primary physician

- Discuss the plan for transitioning care back to the primary physician.

■ [CPSO Availability and Coverage Guideline](#)

■ [OMA Continuity of Care Information](#)  
(member access required)

■ [CPSO Transition in Care Guideline](#)

■ [CMPA Continuity of care: Helping patients avoid falling through the cracks](#)