Nursing Patient Report Sheets

Nurse: _____ Shift date: _____ mm / dd / yyyy

Unit: _____ Shift times: _____

HOW TO USE THESE SHEETS

Two layouts are included. Use the single-patient sheet for a high-acuity assignment, and the four-patient grid for a standard medical-surgical load. Fill the top block at handover, then write through the shift.

> **These sheets are not the medical record**
> A report sheet is a personal working note. It contains protected health information, so keep it on your person during the shift and shred it before you leave. Everything clinically significant must also go in the chart.

SINGLE PATIENT

Name / initials: _____ Room: _____

Age: _____ Code status: _____

Admitting diagnosis: _____ Allergies: _____

Day of admission: _____ Attending: _____

Isolation: _____ Diet: _____

Mobility: _____ IV access: _____

System	Notes
Neuro	
Cardiac	
Respiratory	
GI / GU	
Skin / wounds	
Lines and drains	
Pain	

Time	Temp	HR	RR	BP	SpO2	Pain

Time due	Medication	Given	Hold reason	Initials

Time due	Medication	Given	Hold reason	Initials

Labs due	Result	Critical?	Provider notified

To do this shift / follow up

SBAR handover - situation, background, assessment, recommendation

FOUR-PATIENT GRID

	Patient 1	Patient 2	Patient 3	Patient 4
Room / initials				
Age / code status				
Diagnosis				
Allergies				
Diet / mobility				
IV / lines				
Vitals due				
Meds due				
Labs / tests				
Pain plan				
To do				
Handover				

Sources: General-purpose template. Destroy securely at the end of your shift in line with your employer's privacy policy.