Child record and caregiver handoff sheet

Print and write by hand. No account is needed. This PDF has no editable form fields.

One document per sheet. Keep document dates separate from handoff dates.

Child label _____	Document date _____
Document type _____	Issuing institution _____
Original file location _____	Page count or missing pages _____
Review status _____	Reviewed by _____
Review date _____	Authorized recipient _____
Handoff date _____	Notes _____

Before handing over

[ ] Keep each person’s originals separate and check that the named files open.
[ ] Mark unclear dates and missing pages; record who will request them.
[ ] Confirm the authorized recipient and the receiving institution’s file requirements.

Missing item / next person responsible / next check: _____

Keep completed copies private. This is a document-organizing worksheet, not an official medical record, proof of authority, or a clinical completeness check.