

Document No - Ref 135

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Adding an AHP Contribution to the Discharge Summary

	Click on the Whiteboard (if this is not visable click on view and select from drop down menu)
1.	View Patient Record Notific Home MPTL Message Centre Patient List Whiteboard
	Select your patient from the whiteheard (ance you open the record this will establish a
2.	relationship with the patient)
	Click on the Depart icon from the Tool Bar
3.	· 🕞 Depart 💪
	Click on the pencil at the end of Other Contributors
4.	Other Contributors
5	Select the relevant radio button
0.	O Physiotherapy O Occupational Therapy O Speech & Language Therapy O Dietetics
6.	Complete the Mandatory section with the information for the GP and select yourself as Contributing Staff Member using the search facility.
7.	Click on the return Icon ⁴
0	
ð.	Then click on sign at the top left of the page 🌱
	Page to the bottom of the Discharge summary to soo what you have written
9.	age to the bottom of the Discharge summary to see what you have willten
	Physiotherapy Contributions: this is where you would add any stuff you wish to advise the gp of
	Click on Close to return to the Patients record.
10.	Olega the Detients record by the surger by their record
11	Close the Patients record by the cross by their name.
	SHAW, JACQUELINE 🛛 🛛