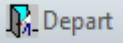
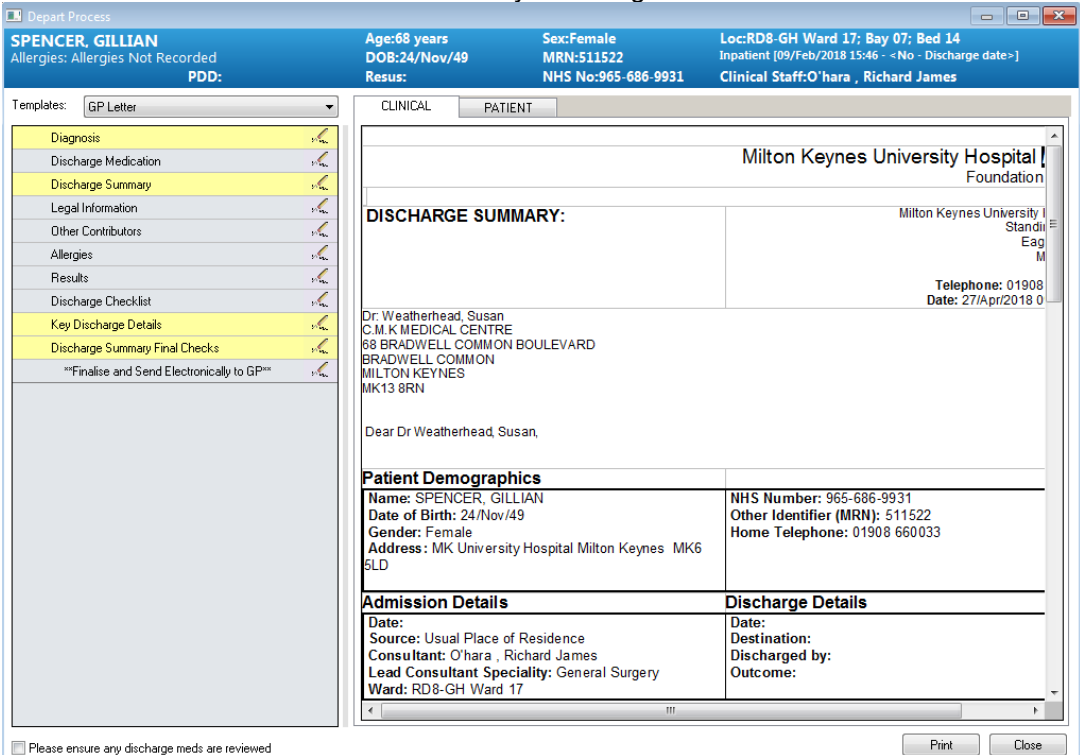
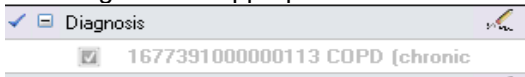


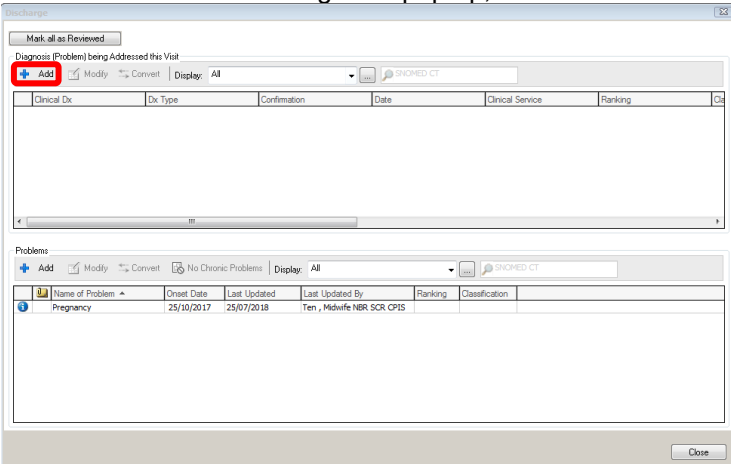
Doctors Discharge Documentation Process

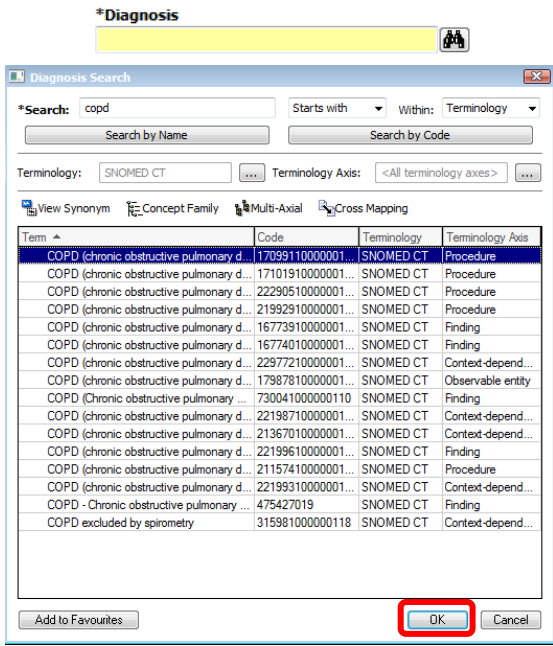
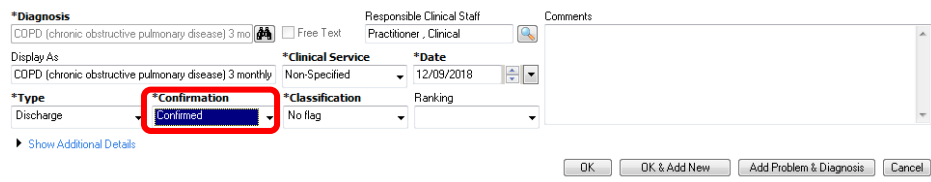
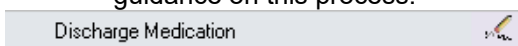
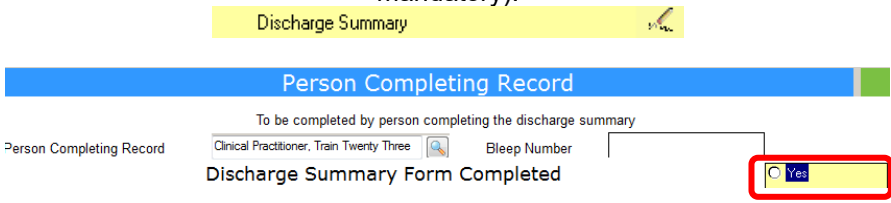

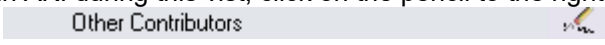
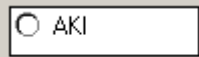
- Once in the Patient Record, click on the Depart icon from the toolbar.

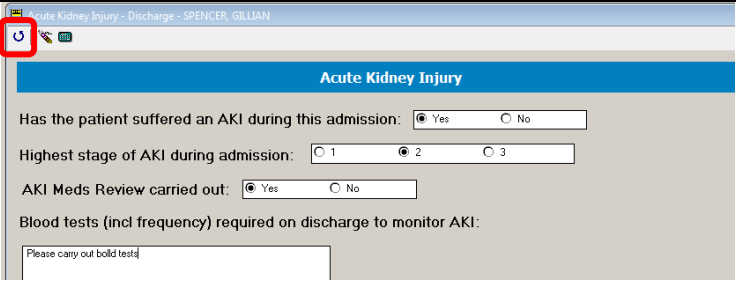

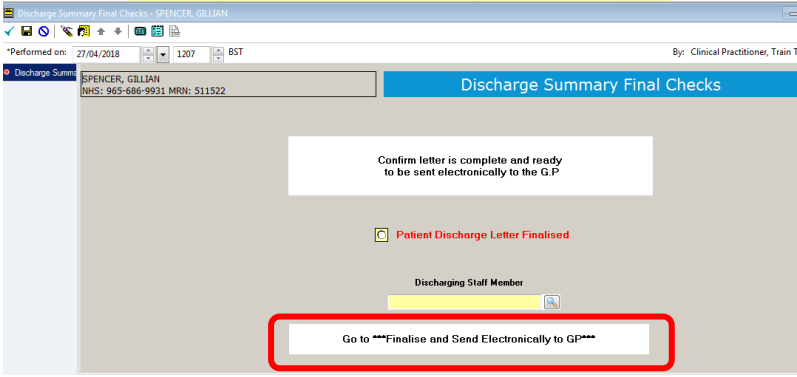

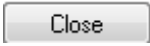
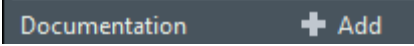



- The Depart Process window opens showing all the Mandatory Fields on the left and the Discharge Summary on the right.


- If a Diagnosis has been documented during admission this will pull through to the Depart Process however, if not you can add one at this stage. You can also add more. To do so, click on the pencil to the right of the appropriate section.


- From within the Diagnosis pop up, click on Add.



5. Click on the binocular icon to the right of Diagnosis, search for the Diagnosis and click OK once the relevant one is selected.
- 
6. You must add a Confirmation from the drop down before clicking OK to add this Diagnosis as the Discharging Diagnosis for this visit.
- 
7. Discharge Medication - see Discharge Medication Reconciliation QRG for appropriate pharmacy guidance on this process.
- 
8. Click on the pencil to the right of Discharge Summary and complete as required (the yellow sections are mandatory).
- 
9. Then click on the green tick to sign the form.
- 
10. If the patient has had an AKI during this visit, click on the pencil to the right of 'Other Contributors'.
- 
11. Select the AKI radio button.
- 
12. Complete all the fields in the form and then click on the return icon in the top left hand corner.

	
13.	<p>Then click on the green tick to sign the form.</p> 
14.	<p>Complete Discharge Summary Final Checks, filling in the detail of the Discharging Staff Member and clicking in the yellow radio button to confirm discharge is finalised (please note the message at the bottom of the page) and then click the green tick to sign.</p> <p style="text-align: center;">Discharge Summary Final Checks</p> 
15.	<p>Once completed you will now click on the pencil to the right of '**Finalise...**'.</p>  <p>You will know it has been successful as red wording will appear at the top of the Document stating...</p> <p style="text-align: center;">Discharge Summary Finalised</p> <p>Click on Close to close down the Depart Process.</p> 
16.	<p>To view the completed Discharge Summary, click on Documentation from the main left hand menu.</p> 
17.	<p>You will see two entries. One for the Patient and one for the GP. Click to open the Discharge Summary you wish to view and if you wish to add further details double click on the relevant Discharge summary and type any information under '*Insert Addendum Here:'.</p> <p style="text-align: center;">*Insert Addendum Here:</p> 
18.	<p>Click on sign.</p> 
19.	<p>The Document will now display with red annotation to advise and addendum has been added.</p> <p style="text-align: center;">Document Contains Addenda</p>