IT Dept Quick Reference Guide (QRG)



Document No - Ref 155

Version Number – 2.0

Doctors Discharge Documentation Process

1.	Once in the Patient Record, click on the Depart icon from the toolbar.					
2.	The Depart Process window opens showing all the Mandatory Fields on the left and the Discharge Summary on the right.					
	Depart Process SPENCER, GILLIAN Allergies: Allergies Not Recorded pnn-	Age:68 years DOB:24/Nov/49 Resus	Sex:Female MRN:511522 NHS No:965-686-9931	Loc:RD8-GH Ward 17; Bay 07; Bed 14 Inpatient (09/Feb/2018 15:46 - <no -="" date:<br="" discharge="">Clinical Staff-O'hara - Bichard Jamer</no>	>]	
	Templates: CR Latter			cimical start o hara ; Kenara sames		
	Diagnosis vice	Milton Keynes University Hospital				
	Discharge Summary	Foundation				
	Legal Information	DISCHARGE SUMMARY: Milton Keynes University I			ersity I	
	Other Contributors	Standii Eag		Standii = Eag		
	Allergies view			м		
	Discharge Checklist	Telephone: 01908 Date: 27/Apr/2018 (01908		
	Key Discharge Details Dr. Weatherhead, Susan C.M.K MEDICAL CENTRE					
	Discharge Summary Final Checks	68 BRADWELL COMMON BRADWELL COMMON	BOULEVARD			
	Finalise and Send Electronically to GP*	MILTON KEYNES MK13 8RN				
		Dear Dr Weatherhead, S	usan,			
		Patient Demograp	hice			
		Name: SPENCER, GILLIAN NHS Number: 965-686-9931				
		Date of Birth: 24/Nov/49 Other Identifier (MRN): 511522 Gender: Female Home Telephone: 01908 660033				
		Address: MK Universi	ty Hospital Milton Keynes MK6			
		6LD				
		Admission Details		Discharge Details		
		Source: Usual Place of	f Residence	Destination:		
		Lead Consultant Spe	Richard James ciality: General Surgery	Discharged by: Outcome:		
		Ward: RD8-GH Ward	17		-	
	Piease ensure any discharge meds are reviewed					
					D	
~	If a Diagnosis has been docume	ented during a	amission this will	pull through to the Depart	l Process	
3.	nowever, it 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.					
	🗸 🖻 Diagnosis 🛛 🖉					
	I677391000000113 COPD (chronic					
	Erom within the Diagnosis non up, click on Add					
Λ	Discharge					
ч.	Mark all as Reviewed					
	Diagnosis (Problem) being Addressed this Vi Add Modfy Scorest	sit Display: All	SNOMED CT			
	Clinical Dx Dx Typ	confirmation	Date Clinical Serv	rice Ranking Da		
		m				
	La manual de la constance de l					
	Hoden Modely to Convect Book No Disorde Problems Display: All Display: All □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □					
	Name of Problem A C	Inset Date Last Updated Last Up 25/10/2017 25/07/2018 Ten Mi	tated By Ranking Classification			
	() region reg (
	Ciore					



	🔁 suite Kidney Injury - Discharge - SPENCER, GILLAN				
	Acute Kidney Injury				
	Has the patient suffered an AKI during this admission: I Yes O No				
	Highest stage of AKI during admission: C 1 C 2 C 3				
	AKI Meds Review carried out:				
	Blood tests (incl frequency) required on discharge to monitor AKI:				
	Please cany out bold tests				
13	I hen click on the green tick to sign the form.				
13.	Complete Discharge Summery Einel Checke filling in the datail of the Discharging Staff Marshar and				
14.	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.				
	Bischarge Summary Final Checks - SPINCER, GILLIAN				
	*Performed on: 77/04/2018 EV um By: Clinical Practitioner, Train T				
	Deditional Synthese Synth				
	Confirm letter is complete and ready to be sent electronically to the G.P				
	C Patient Discharge Letter Finalised				
	Discharging Staff Member				
	Go to ***Finalise and Send Electronically to GP***				
	Once completed you will now eliek on the papel to the right of "*Eingling"				
15.	**Einaise and Send Electropicallu to GP**				
	You will know it has been successful as red wording will appear at the top of the Document stating				
	Discharge Summary Finalised				
	Click on Close to close down the Depart Process				
	To view the completed Discharge Summary, click on Documentation from the main left hand menu.				
16.	Documentation 🕂 Add				
17	You will see two entries. One for the Patient and one for the GP. Click to open the Discharge Summary				
17.	you wish to view and it you wish to add further details double click on the relevant Discharge summary and type any inforomation under '*Insert Addendum Here'				
	*Insert Addendum Here				
	Click on sign.				
18.	Sign				
10	The Document will now display with red annotation to advise and addendum has been added.				
19.	Document Contains Addenda				