IT Dept Quick Reference Guide (QRG)



Document No - Ref 254

Version Number – 2.0

CHANGING THE DISCHARGE DOCUMENTATION

	When I have opened up the Depart Process to view where the Postnatal Discharge summary has pulled
1.	through, I have noticed there is an error (highlighted in red for this example).
	Profile Profile Biologic Biologic Biologic Child at Start 2010 Child at
	Modestructures of C
	Manoh Tentandel PR - C
	Postnatal Discharge Summary
	Corroutint at Discharge Peenlis Thampi; Obstatics
	Discharge Adress II different:
	Biod Group The sun Type
	Delivery Deals
	Delivery Data and Time 12 SEP 2011 Delivery Data and Statuto Delivery Outcome Statuto Method of Delivery Spottaneous Vetex
	Prinzy Instance Lade Second Index not Lade Gorder Udd Udd Udd Udd Udd Udd Udd Udd Udd Ud
	Weight 200 g Preve muss exp (ploggs role as winned Prev
2.	You firstly need to 'in Error' the Maternal Discharge Summary Clinical Note. To do this, click on Clinical Notes from the main left hand menu and select the document that needs removing.
	NOTE: Only the Person who documented the note can 'In Error' it.
	SHEA, Amber Age:18 years SHEA, Amber Age:10 years Allergies: Allergies Not Recorded DOB:05/Jun/80
	Menu V Resus: Ventation Name K K
	Construits were Image: Summary Necroite Summary Name: Vorkfore
	Clinician Workflow Clinician Workflow Result Review Result Review Result Review Result State: 12 September 2018 15.31 BST VIER Revie Result date: 12 September 2018 15.36 BST Auth Vierfield
	RequestsUCare Flores
	Taak Let Assessments/Filud Balance Postnatal Discharge Summary
	Cinical Intes Allerges Add Consultant at Discharge Premila Thampi; Obstetrics
	Problems and Disconnes
	Click on the red 'X' icon. Then you will need to add a comment into the In Error Comment box before
3.	clicking OK.
	In Error Comment - Required
	Comments:
	Information documented incorrectly.
	OK Cancel
	Document is now marked as 'In Error' and has been removed from the Discharge Summary within the
	Depart Process. * In Error Report *
	Result Comment by Manager , Midwife on 12 September 2018 15:48 BST Information documented incorrectly.

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Now you must change the incorrect field(s) in Assessments/Fluid Balance. Either using unrecord to remove a value or Modify to change a value. This data needs to be validated again by signing with the 4. green tick in the top left hand corner. 12/Sep/201... Cephalic Labour room Stillbirth - A... Female 3,200 Yes Vertex Create the Maternal Discharge Summary again via Clinical Notes. Check that this has populated the correct information before signing. 5. -*Type: Matern *Author: Manager , Midwife *Date: 12/09/2018 🔷 💌 1553 🏝 BST Status: In Progress Subject: Associated Clinical Staff: Modify Patient-Level Document: Arial -- 🧐 🔍 🔍 🐰 🖻 🖻 🕱 🖪 🛛 / 🗗 🗐 🗮 🔹 🕪 🖤 🖉 Sequential Instrument used Gender Female 3200 g Weight Delivered By Place of Delivery Birth Order Apgars at 1 Minute Apgars at 5 Minutes Sign Save Save & Close Cancel The new Maternal Discharge Summary will now be populated within the Depart Process. 6. HEA, Amber PDD: CLINICAL ates: MK GP Letter • Dia Disgnotis Medication Reconcilation Other Combutors Key Dischage Details Documentation Materity Doctmatal PBR Materity Dischage Checklist Discharge Summay Final Checks Finalise (serd electronically to GP.) Consultant at Discharge: Premila Thampi; Obstetrics Discharge Address if different: Maternity Discharge Date she She Blood Group Rhesus Type livery De Baby 1 Delivery Date and Time 12-SEP-2018 Delivery Outcome Stillbirth - Antepartun Method of Delivery Spontaneous Vertex Primary Instrument used tial Instru ndar Neight 3200 g