

NURSE - DEPART AND DISCHARGING A PATIENT

1.


Load your patients record and click the Depart icon from the Menu Bar:

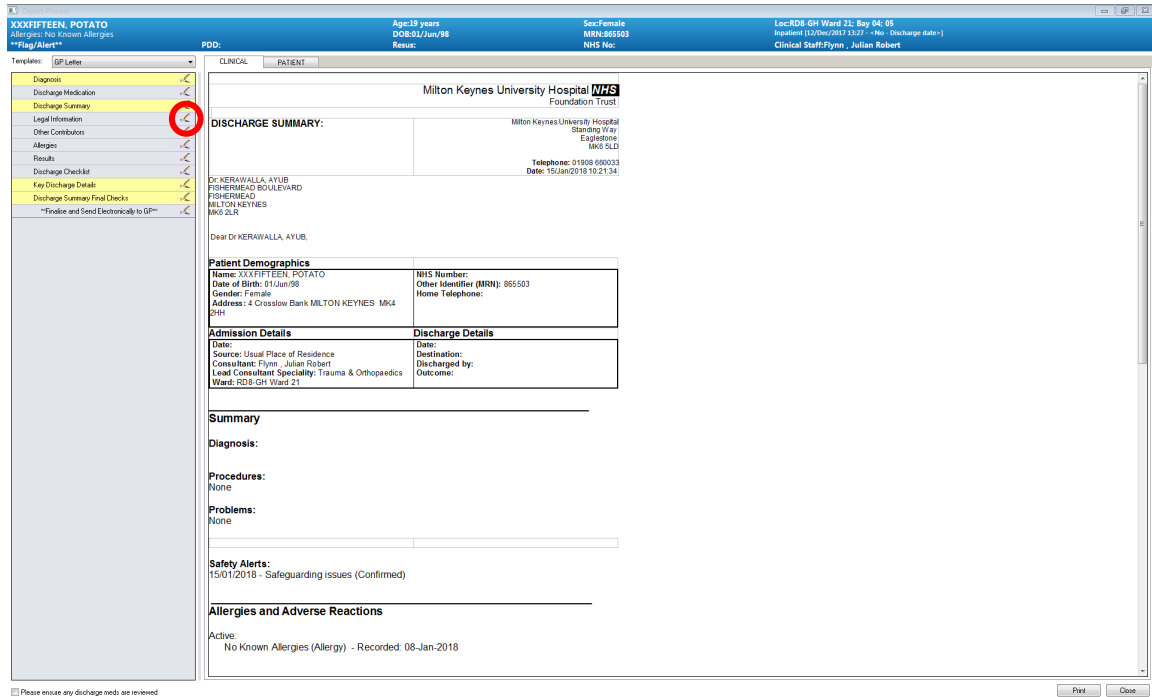


2.

The Depart Process window opens: Yellow fields are mandatory, to be completed before the discharge letter is finalise and sent to the GP.

3. Diagnosis, Discharge Medication (if required), Discharge Summary and Results sections should be completed by the Medical Team responsible for the patients care.

Click the pencil icon next to legal information :  relating to Advance Directives:Lasting Power of Attorney:Organ and Tissue Donation:Deprivation of Liberty Standards:Mental Health Act



XXXIFTEEN, POTATO
Age: 18 years
DOB: 01/Jan/98
Sex: Female
NHS No: MRS:855503
Loc:RDS-GH Ward 21; Bay 04; 05
Registered: 12/Nov/2017 13:27 - No (Discharge date:)
Clinical Staff:Flynn, Julian Robert

Milton Keynes University Hospital NHS Foundation Trust

DISCHARGE SUMMARY:

Dear Dr KERAWALLA, AYUB,

Patient Demographics

| | |
|--|--------------------------------|
| Name: XXXIFTEEN, POTATO | NHS Number: |
| Date of Birth: 01/Jan/98 | Other Identifier (MRN): 855503 |
| Gender: Female | Home Telephone: |
| Address: 4 Crosslaw Bank MILTON KEYNES MK4 2HH | |

Admission Details

| | |
|---|-----------------|
| Date: | Discharge Date: |
| Source: Usual Place of Residence | Destination: |
| Consultant: Flynn, Julian Robert | Discharged by: |
| Lead Consultant Speciality: Trauma & Orthopaedics | Outcome: |
| Ward: RDS-GH Ward 21 | |

Discharge Details

Summary

Diagnosis:

Procedures:
None


Problems:
None

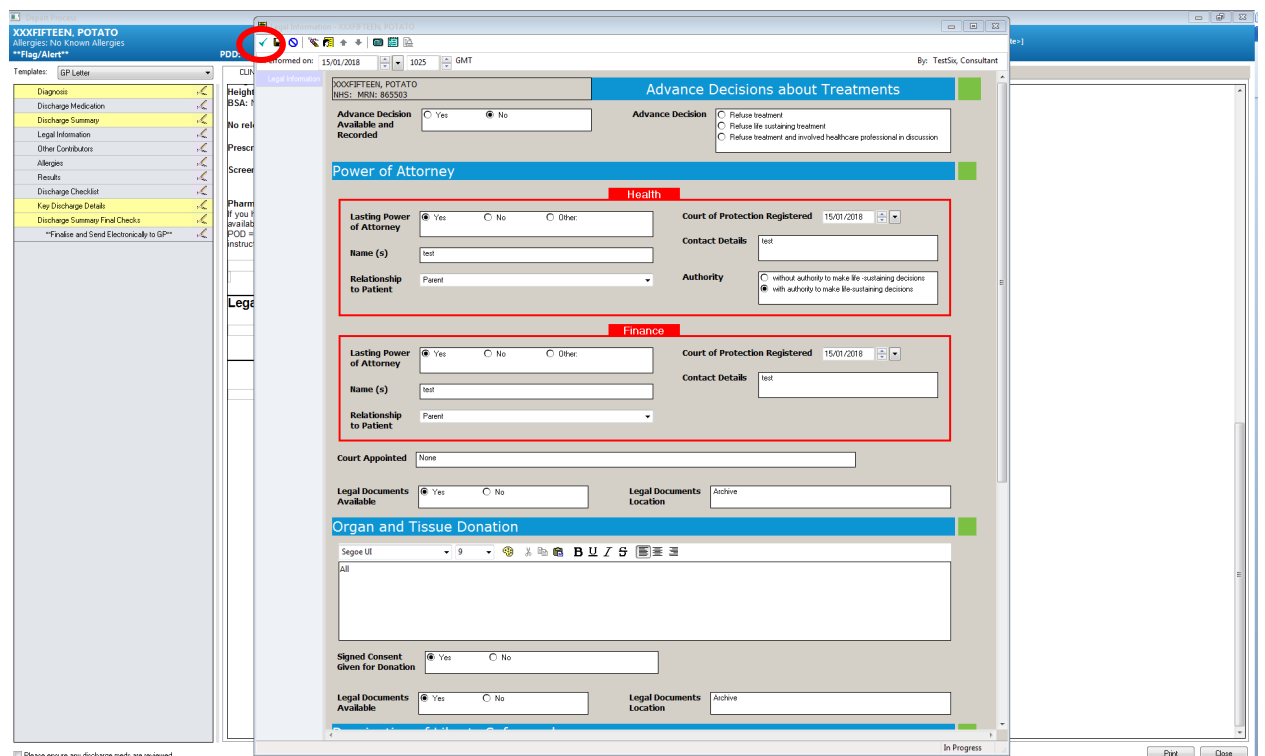
Safety Alerts:
15/01/2018 - Safeguarding issues (Confirmed)

Allergies and Adverse Reactions

Active:
No Known Allergies (Allergy) - Recorded 08-Jan-2018

Please ensure any discharge meds are reviewed

4. A new power form will appear and needs to be completed, once you have entered the necessary information, click the Sign icon – green tick: 



XXXIFTEEN, POTATO
NHS: MRS: 855503

Advance Decisions about Treatments

Advance Decision Available and Recorded: Yes No

Advance Decision: Refuse treatment Refuse life-sustaining treatment Refuse treatment and involved healthcare professional in discussion

Power of Attorney

Health

Lasting Power of Attorney: Yes No Other

Court of Protection Registered: 15/01/2018

Name (s): test

Relationship to Patient: Parent

Authority: without authority to make life-sustaining decisions with authority to make life-sustaining decisions

Finance

Lasting Power of Attorney: Yes No Other

Court of Protection Registered: 15/01/2018

Name (s): test

Relationship to Patient: Parent

Court Appointed: None

Legal Documents Available: Yes No

Legal Documents Location: Archive

Organ and Tissue Donation

Segoe UI




Signed Consent Given for Donation: Yes No

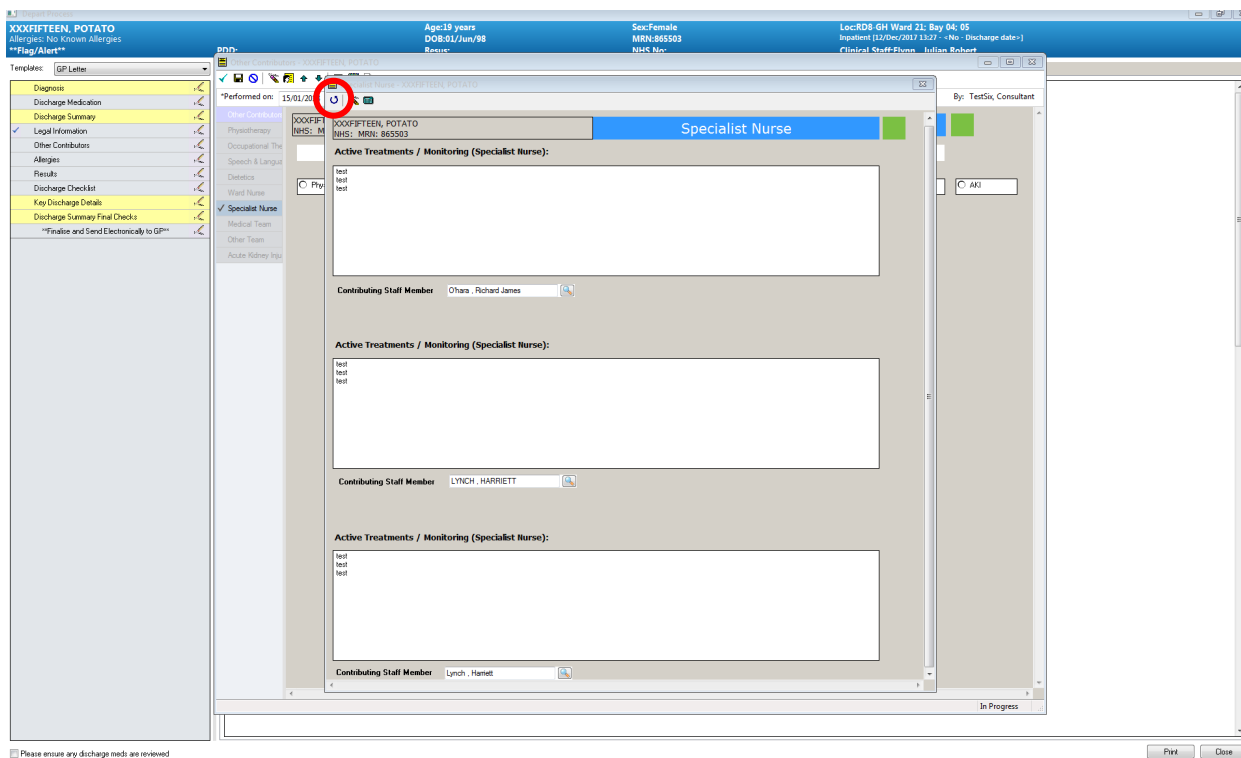
Legal Documents Available: Yes No

Legal Documents Location: Archive



Please ensure any discharge meds are reviewed

5. The Other Contributors section should be used by AHP's, Ward nurses, Specialist Nurses, Other Medical Teams and to document information regarding AKI.

Click the other contributors pencil icon:  and complete the relevant information. Click sign from the green tick icon:  or the blue return arrow: 



6. The Discharge Checklist is to confirm that nursing staff and AHP's are ready for the patient to be discharged.

Click the Discharge Checklist pencil icon:  Complete the form with the relevant details and click the green tick icon to sign: 

Discharge Checklist

| | Yes | No | N/A | Comment |
|--|-------------------------------------|-------------------------------------|-------------------------------------|---------|
| Complex needs required? | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| GPW / BIM assessed? | | <input checked="" type="checkbox"/> | | |
| Patient informed of Discharge Plan? | <input checked="" type="checkbox"/> | | | |
| Care home agrees discharge date? | | | <input checked="" type="checkbox"/> | |
| Transport arranged? | <input checked="" type="checkbox"/> | | | |
| Food/heating available at home? | <input checked="" type="checkbox"/> | | | |
| Package of care confirmed? | | <input checked="" type="checkbox"/> | | |
| Wound site/Assessing checked? | | <input checked="" type="checkbox"/> | | |
| Drugs/meds provided? | <input checked="" type="checkbox"/> | | | |
| District nurse referral made? | <input checked="" type="checkbox"/> | | | |
| Pressure area checked? | <input checked="" type="checkbox"/> | | | |
| Carriage removed/site checked? | <input checked="" type="checkbox"/> | | | |
| Transfer letter(s) completed? | <input checked="" type="checkbox"/> | | | |
| Outpatient appointment arranged? | <input checked="" type="checkbox"/> | | | |
| Emergency suite numbers with patient? | <input checked="" type="checkbox"/> | | | |
| Clothes/valuables with patient? | <input checked="" type="checkbox"/> | | | |
| Prepared lunch/snack box? | <input checked="" type="checkbox"/> | | | |
| TIA Meds given to patient? | <input checked="" type="checkbox"/> | | | |
| New medication explained to patient? | <input checked="" type="checkbox"/> | | | |
| Personal needs returned? | <input checked="" type="checkbox"/> | | | |
| Equipment in place? | <input checked="" type="checkbox"/> | | | |
| Transfer to Patient Discharge Unit? | <input checked="" type="checkbox"/> | | | |
| TFT or Tell Us About Your Care given to Patient? | <input checked="" type="checkbox"/> | | | |

Lines / Devices e.g. Catheter / PICC: text


Pressure Ulcer / Wound Description and Dressings: text

District Nurse Referral Information: text

Sutures / Staples: text

Equipment: text

7. The Key Discharge Details can be completed by Medical or Nursing staff to confirm the Discharge Method and Destination.

Click the pencil icon  next to the Key Discharge details: complete the relevant information and click the sign icon:

Key Discharge Details

Discharge Method

Discharged with consent

Discharge - mental tribunal

Discharge - self relative

Patient Died

Discharge Destination

Usual Place of Residence

Ambulatory Emergency Care service

Convalescence Unit (level 2)

Court

Custodial services

High Dependency Unit (level 2)

Home

Hospital in the home service

Intensive Care Unit (level 3)

Local Auth Foster Home

Local Authority residential accommodatio

Mortuary

Neonatal Intensive Care Unit (level 3)

NHS Care Home

NHS Medium Secure

NHS Other Provider-General

NHS Other Provider-High Sec Psych Accom

NHS Other Provider-Maternity

NHS Other Provider-Medium Secure

NHS Other Provider-Mental Health

Non-NHS Hospital

Non-NHS/AA Care Home

Non-NHS/AA Hospice

Not Applicable-Died or Stillbirth

Penal Establishment/Police Station

Police

Repatriation from HSE/NI

Residential care with 24 hr nursing

Residential care without 24 hr nursing

Short stay ward managed by ED

Special Care Baby Unit (level 2)

Temporary Home

Transfer to Another Hospital



Discharging Staff Member: LYNCH, HARRIETT

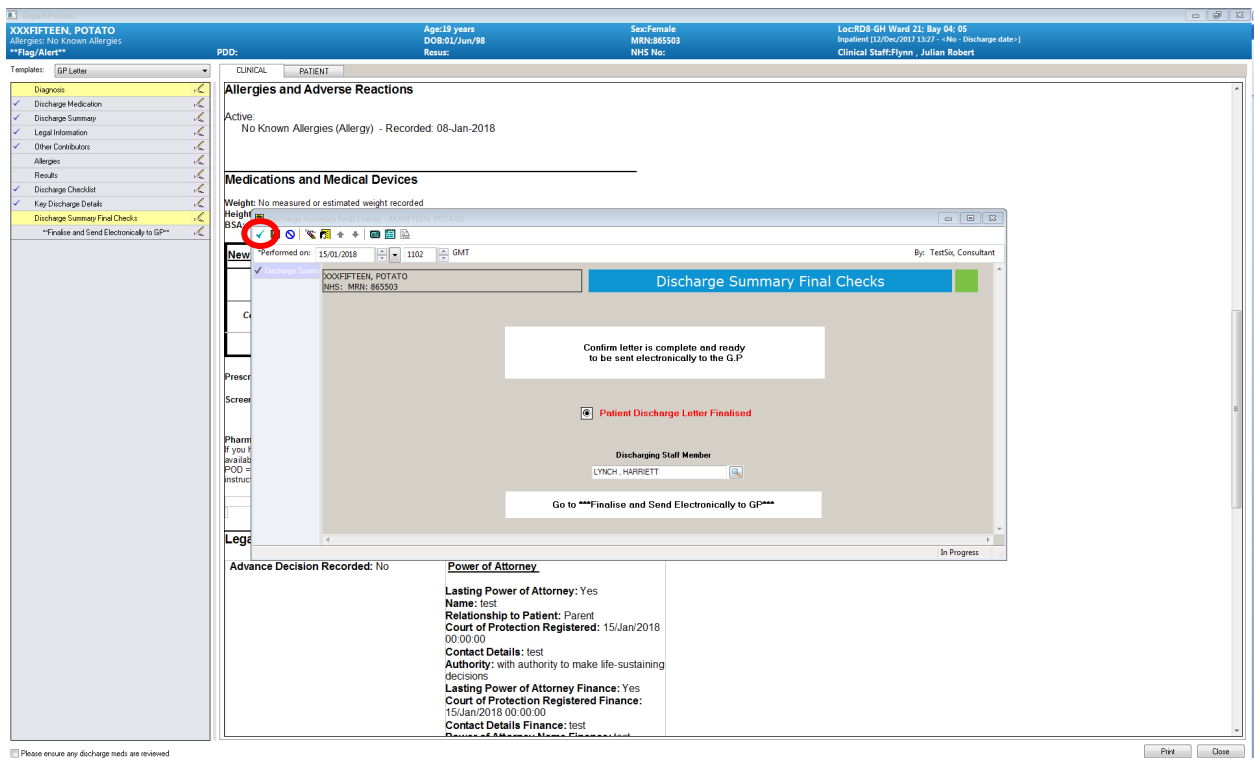
Discharge Date/Time: 15/01/2018 10:47

Safety Alerts: 15/01/2018 - Safeguarding issues (Confirmed)

Allergies and Adverse Reactions: Active: No Known Allergies (Allergy) - Recorded: 08-Jan-2018

8. The Discharge Summary Final Checks confirm that the letter is complete and ready to be sent electronically to the GP.

Complete all other sections with relevant details and then click the pencil icon:  next to Discharge summary final checks. Again complete information as required and click the green tick to sign: 



9.

Click the pencil icon:  next to Finalise and Send Electronically to GP.

NOTE:

Summary will be sent electronically to GPs within Milton Keynes.
The Depart Process window will close.
Within Documents you will now see GP and Patient Discharge Letters.

XXXFIFTEEN, POTATO Age: 19 years Sex: Female Loc: RD8-GH Ward 21; Bay 04; 05
 Allergies: No Known Allergies DOB: 01/Jan/98 MRN: 865503 Inpatient [11/04/2018 13:23] - No - Discharge date:-
 Flag/Alert PDD: Revas: NHS No: Clinical Staff: Flynn, Julian Robert

Template: GP Letter

Discharge Summary Finalised

Milton Keynes University Hospital NHS Foundation Trust

DISCHARGE SUMMARY:

Milton Keynes University Hospital
 Standing Way
 Eaglestone
 MK9 5LD
 Telephone: 01909 660033
 Date: 15/Jan/2018 11:18:07

Dr KERAWALLA, AYUB
 FISHERMEAD BOULEVARD
 FISHERMEAD
 MILTON KEYNES
 MK9 2LR

Dear Dr KERAWALLA, AYUB,

| Patient Demographics | |
|--|--------------------------------|
| Name: XXXFIFTEEN, POTATO | NHS Number: |
| Date of Birth: 01/Jan/99 | Other Identifier (MRN): 865503 |
| Gender: Female | Home Telephone: |
| Address: 4 Crosslow Bank MILTON KEYNES MK4 2RH | |

| Admission Details | Discharge Details |
|---|---------------------------------------|
| Date: 15/Jan/2018 10:47:00 | Date: 15/Jan/2018 10:47:00 |
| Source: Usual Place of Residence | Destination: Usual Place of Residence |
| Consultant: Flynn, Julian Robert | Discharged by: LYNCH, HARRIETT |
| Lead Consultant Speciality: Trauma & Orthopaedics | Outcome: Discharged with consent |
| Ward: RD8-GH Ward 21 | |

Summary

Diagnosis:

Procedures:

None

Problems:

None

Clinical Summary:

test

| Plan and Requested Actions: | Investigations and Results: |
|-----------------------------|-----------------------------|
| test | test |

Social Context:

test

Information Given:

test

Please ensure any discharge meds are reviewed

Print Close

| | | | |
|--------------------------|--------------------------|--------------------------|---|
| 11/Jul/2018 15:49:18 BST | Patient Discharge Letter | Patient Discharge Letter | f |
| 11/Jul/2018 15:49:17 BST | GP Discharge Letter | GP Discharge Letter | f |

10. **To print a copy of the letter for the patient and GP if surgery is outside Milton Keynes**

To print the Discharge letter select the GP Discharge Letter and click Print (right handside of the banner bar)

Loc:RD8-GH Blakelands; Room 01; 04
 Inpatient [06/Sep/2018 14:01 - <No - Discharge date>]
 Clinical Staff:TEST, Consultant

Full screen **Print** 0 minutes ago

This opens the Print Method window with Medical Records Request pre selected.

Click OK

Print Method

Select a print method or click OK to accept the default

Draft Print

Medical Record Print

Medical Record Request

Manual Expedite Print

Draft Print Without Headers and Footers

OK Cancel

Medical Record Request window opens.

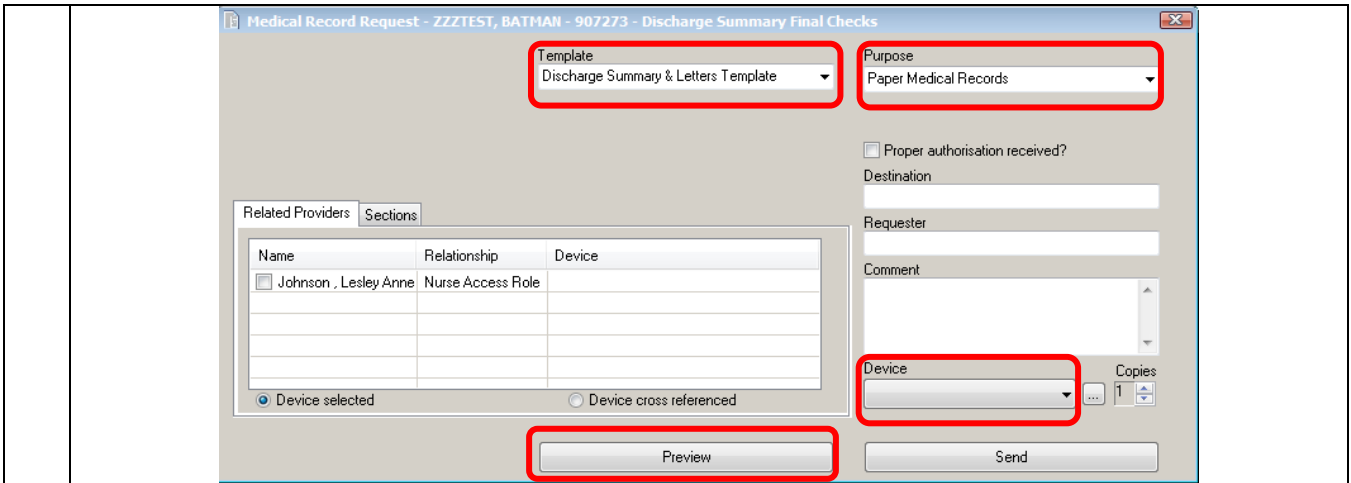
Select:

Template – Discharge Summary & Letters Template.

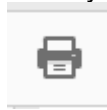
Purpose – Paper Medical Records.

Device- Select printer.

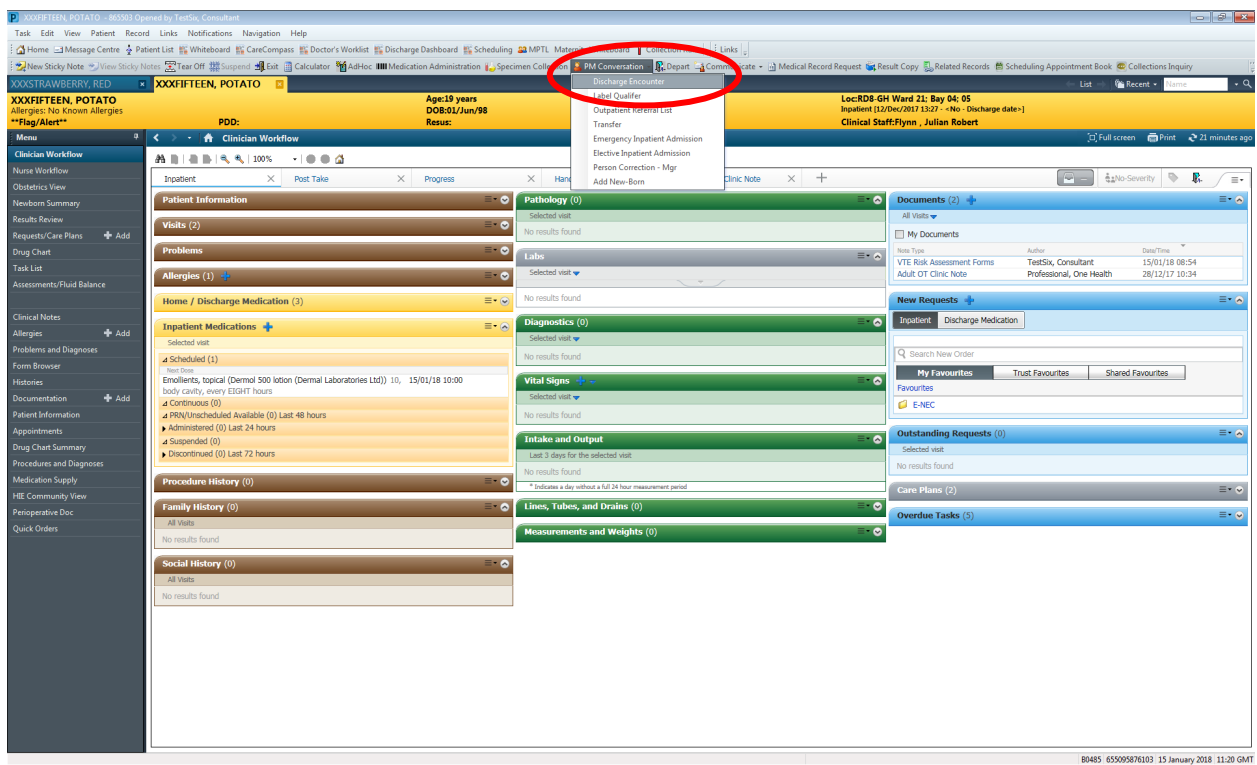
Click Preview to view the document.



Preview document and select printer icon to print a copy for the patient and/or GP surgeries outside Milton Keynes



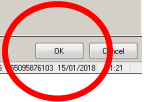
11. To finalise the discharge, click arrow next to the PM Conversation Icon and select discharge encounter:



12. You will then see the new window pop up. Complete an remaining mandatory fields and click OK:

MRN: B65503 NHS Number: NHS No Status: Inpatient Encounter Type: Financial Number: 3611627
 Name: XXXFIFTEEN, POTATO DOB: 01/06/1998 Age: 19Y Gender: Female
 Building: GH Department/Ward: BDB-GH Ward 21
 Lead Clinician: Flynn, Julian Robert Treatment Function: Trauma & Orthopaedic
 Discharge Method: Discharged with Consent Discharge Destination: Usual Place of Residence
 Comment/Discharged To: test
 RTT Status:
 Discharge Info:
 Discharge Date: 15/01/2018 Discharge Time: 11:21 User ID: 655095876103
 Discharging Staff Member: O'Hare, Richard James

80485 655095876103 15/01/2018 11:21



13. You can now see that the patient record has updated the location and days spent in hospital to show that the patient is now discharged:
 The Patient will also be removed from any patient lists once you have clicked refresh.

XXXFIFTEEN, POTATO - 80392 opened by TestSix, Consultant
 Home Message Centre Patient List Whiteboard CareCompass Doctor's Worklist Discharge Dashboard Scheduling MPLT Maternity Whiteboard Collection Rules
 New Sticky Note View Sticky Notes Tear Off Suspend Exit Calculator Ad-Hoc Medication Administration Specimen Collection PM Conversation Depart Communicate Medical Record Request
 XXXSTRAWBERRY, RED XXXFIFTEEN, POTATO Age: 19 years DOB: 01/June/98 Sex: Female MRN: B65503 Loc: RDB-GH Ward 21: Bay 06, 05 Inpatient: 11/20/2013 13:27 - 15/01/2018 11:21
 Allergies: No Known Allergies Resus: NHS No: Clinical Staff: Flynn, Julian Robert

Menu
 Clinician Workflow
 Nurse Workflow
 Obstetrics View
 Newborn Summary
 Results Review
 Requests/Care Plans
 Drug Chart
 Task List
 Assessments/Fluid Balance
 Clinical Notes
 Allergies
 Problems and Diagnoses
 Form Browser
 Histories
 Documentation
 Patient Information
 Appointments
 Drug Chart Summary
 Procedures and Diagnoses
 Medication Supply
 HIE Community View
 Perioperative Doc
 Quick Orders

Patient Information
 Visits (2)
 Problems
 Allergies (1)
 Home / Discharge Medication (4)
 Inpatient Medications
 Procedure History (0)
 Family History (0)
 Social History (0)

Pathology (0)
 Selected visit:
 No results found

Labis
 Selected visit:
 No results found

Diagnostics (0)
 Selected visit:
 No results found

Vital Signs
 Selected visit:
 No results found

Intake and Output
 Last 3 days for the selected visit:
 No results found
 * Indicates a day without a full 24 hour measurement period

Lines, Tubes, and Drains (0)
 No results found

Measurements and Weights (0)
 No results found

Documents (9)
 All Visits
 My Documents

| New Type | Author | Date/Time |
|---------------------------|--------------------------|----------------|
| Patient Discharge Letter | TestSix, Consultant | 15/01/18 11:12 |
| GP Discharge Letter | TestSix, Consultant | 15/01/18 11:12 |
| Discharge Summary Forms | TestSix, Consultant | 15/01/18 11:02 |
| Discharge Summary Forms | TestSix, Consultant | 15/01/18 10:54 |
| Discharge Checklist Forms | TestSix, Consultant | 15/01/18 10:41 |
| Other Contributor Forms | TestSix, Consultant | 15/01/18 10:33 |
| Legal Information Forms | TestSix, Consultant | 15/01/18 10:25 |
| VTE Risk Assessment Forms | TestSix, Consultant | 15/01/18 08:54 |
| Adult OT Clinic Note | Professional, One Health | 28/12/17 10:34 |

New Requests
 Inpatient Discharge Medication
 You are currently viewing a discharged patient. Any order you place will apply to this encounter.

My Favourites
 Trust Favourites
 Shared Favourites
 Favourites
 E-NEC

Outstanding Requests (0)
 Selected visit:
 No results found

Care Plans (2)
 No results found

Overdue Tasks (4)
 No results found

80485 655095876103 15 January 2018 11:22 GMT