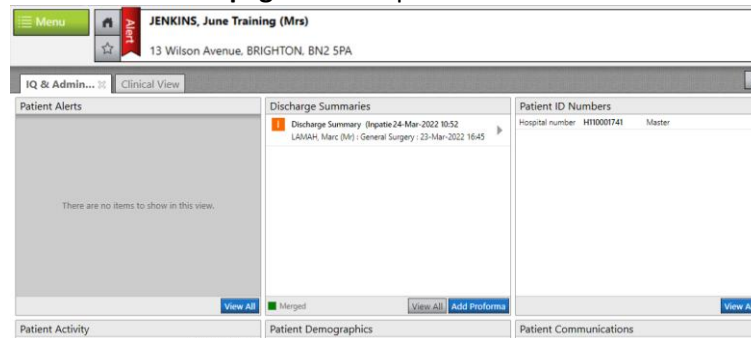| DISCHARGE SUMMARIES – PRINT AND EMAIL A DISCHARGE SUMMARY |
|---|
| *You can only do this using Microsoft Outlook. It does not work with Web Mail* |
| Display the **Patient Banner** for the required patient – this can be done in many ways, e.g.
 • Search for the patient using **Master Patient Index > Search for a Patient**
 • If the patient is still an Inpatient – click on their row in the ward
 • If the patient has been discharged within the last 7 days - **View Recent Inpatients**, find the patient on the list and click on their row |

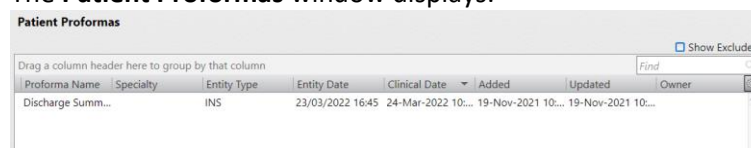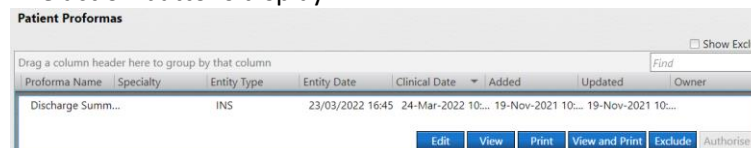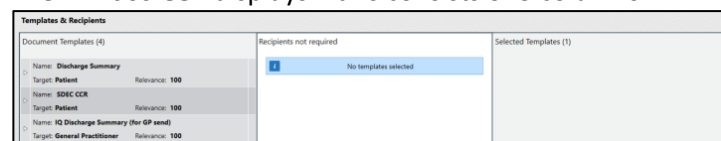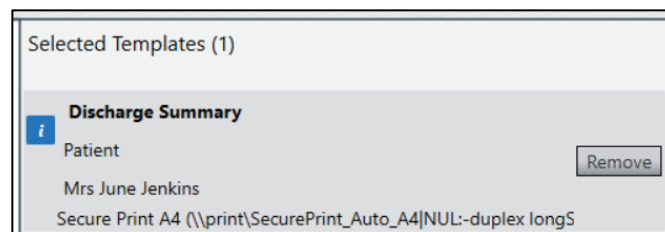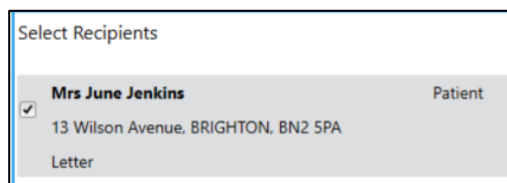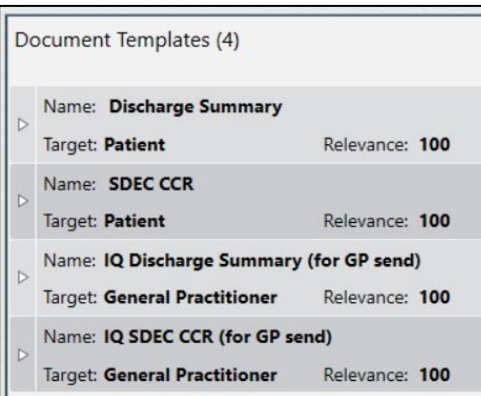|	
Once the patient's name appears in the Patient Banner: Click the **Home** icon or the patient's name	The **Patient Homepage** screen opens: Menu ☰ JENKINS, June Training (Mrs) 13 Wilson Avenue, BRIGHTON, BN2 5PA IQ & Admin... ✕ Clinical View Patient Alerts | Discharge Summaries | Patient ID Numbers Discharge Summary (Inpatie 24-Mar-2022 10:52 LAMAH, Marc (Mr) : General Surgery : 23-Mar-2022 16:45 Hospital number H110001741 Master There are no items to show in this view. View All | Merged | View All | Add Proforma | View All Patient Activity | Patient Demographics | Patient Communications
Click the **View All** button on the **Discharge Summaries** pane	The **Patient Proformas** window displays: Patient Proformas ☐ Show Excluded Drag a column header here to group by that column Find Proforma Name | Specialty | Entity Type | Entity Date | Clinical Date ▼ | Added | Updated | Owner Discharge Summ... | | INS | 23/03/2022 16:45 | 24-Mar-2022 10:... | 19-Nov-2021 10:... | 19-Nov-2021 10:... |
Click on the row of the summary you wish to **email**	The action buttons display: Patient Proformas ☐ Show Exclud Drag a column header here to group by that column Find Proforma Name | Specialty | Entity Type | Entity Date | Clinical Date ▼ | Added | Updated | Owner Discharge Summ... | | INS | 23/03/2022 16:45 | 24-Mar-2022 10:... | 19-Nov-2021 10:... | 19-Nov-2021 10:... | Edit | View | Print | View and Print | Exclude | Authorise
Click the **Print** button *even though you are going to email it*	The **Print screen** displays – this consists of 3 columns: Templates & Recipients Document Templates (4) | Recipients not required | Selected Templates (1) Name: **Discharge Summary** Target: **Patient** Relevance: **100** Name: **SDEC CCR** Target: **Patient** Relevance: **100** | ℹ No templates selected | No templates selected Name: **IQ Discharge Summary (for GP send)** Target: **General Practitioner** Relevance: **100**

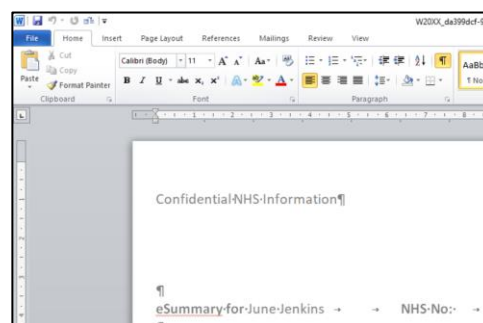| **DISCHARGE SUMMARIES – PRINT AND EMAIL A DISCHARGE SUMMARY**	
Select the correct Discharge Summary in the **Document Template** column (1st column) *Note:* **SDEC CCR** (**S**ame **D**ay **E**mergency **C**are, **C**linical **C**are **R**ecord) is used in certain wards only, e.g. EACU, RAMU The recipient will already be ticked in the **Recipients** column (2nd column). Click the **Select** button in the **Recipients** column – the template moves into the **Selected Templates** column (3rd column)	
Click the **Submit** button.	The summary displays as a Word document. **Care:** *Do not make changes here as they will not display if somebody later views the summary rather than re-prints the Word document* **Note:** You cannot print from within the Word document.
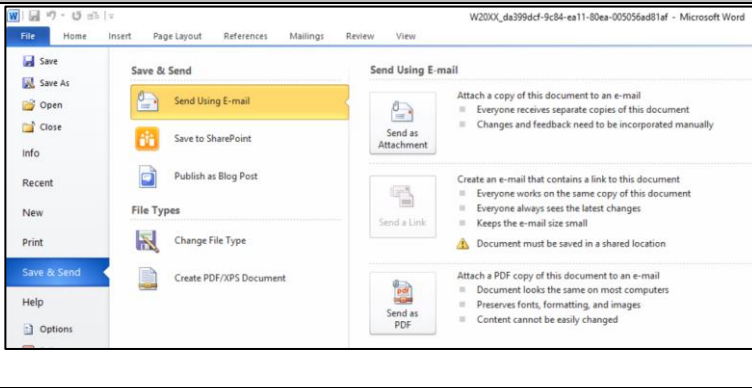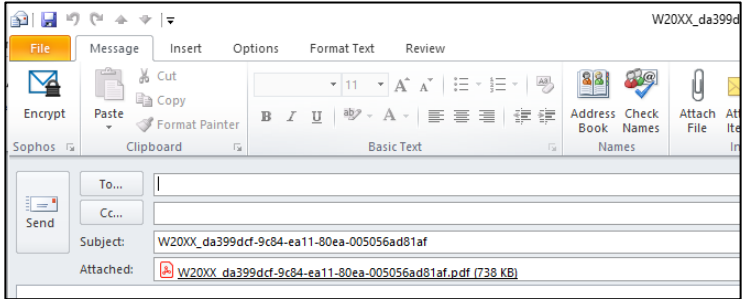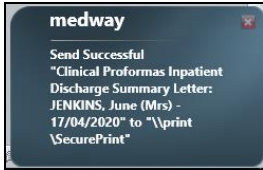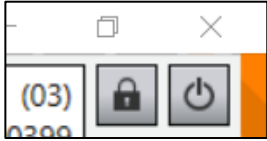
Click the **File** tab then the **Save and Send** menu item	
Click the **Send Using E-mail** option then **Send as PDF**	A new message opens in Microsoft Outlook with the document attached:
Address and add a message to the email as required. Send the email	*Ensure no Patient-identifying data is included in the Subject line of the email*
Close the Word document Say **No** to the Save message as you will not have made changes	A confirmation message displays in the bottom-right corner of the screen. medway Send Successful "Clinical Proformas Inpatient Discharge Summary Letter: JENKINS, June (Mrs) - 17/04/2020" to "\\print \SecurePrint" The Discharge Summary has been sent to SecurePrint but will be removed automatically after 24 hours if you do not print it.
Click the **Close** button on the Discharge Summary details	The Patient Discharge Summaries window has been closed
Close the **Patient Homepage**	Use the **X** if you want to stay logged-in to Careflow Use the ⏻ to close Careflow completely