

## DISCHARGE SUMMARIES – VIEW AND PRINT A DISCHARGE SUMMARY

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:

Click the **View All** button on the **Discharge Summaries** pane

The **Patient Proformas** window displays:

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 view or print

The action buttons display:

Click the **View** button then go to the next box below  
Click the **Print** button then go to the box after the one below

**Viewing only**

**Blue text** has been entered in to the summary

**Red text** has been deleted

Click on the blue or red text to see **audit details** of who added / edited / deleted the text

Use the **scroll bar** to view the summary or use the **headings** on the left to jump directly to a specific section.

Click the **View** button to see the summary with any deleted text removed. All text will be black.

**Discharge Summary (Inpatients) Version: 56**  
Clinical Date: 15-Apr-2020 09:56  
Status: Complete, authorised  
Last Updated: 21-Apr-2020 14:56 by: HAMON, June (Miss)  
Last Printed: 21-Apr-2020 15:14 by: HAMON, JUNE (Miss)  
Authorised On: 22-Apr-2020 14:05 by: HAMON, June (Miss)

**Diagnoses / Relevant Investigations / Procedures / Treatment**

**Diagnosis**

- Infective exacerbation of bronchiectasis
- Background of having grown pneumonias in cultures
- E.Coli in sputum cultures on this admission

**Clinical Narrative [ Brief clinical notes relevant admission ]**

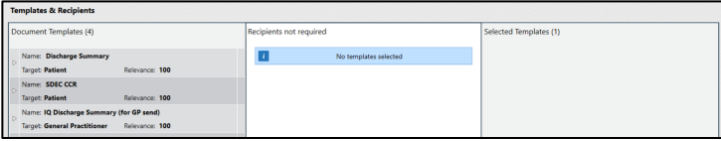
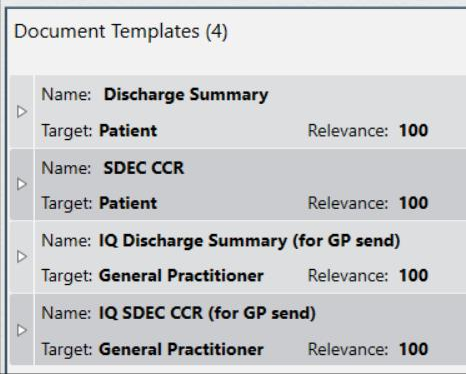
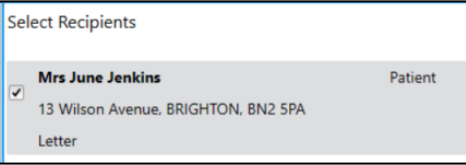
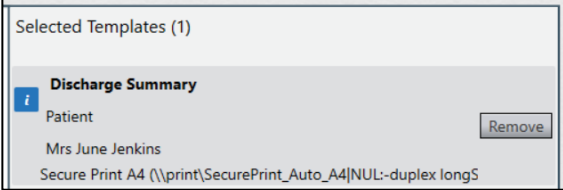
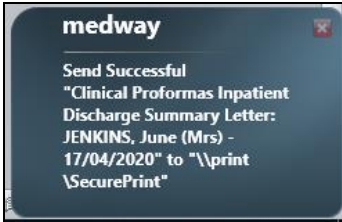
Admitted after feeling unwell with increased coughing and palpitations. She had a cough productive of green/brown sputum, fever and vomiting. On examination was subsiding at 94.5 on air and mildly tachypnoeic. Crepitations heard at the right base. Otherwise haemodynamically stable.

**Procedure/Treatment Given**

Bloods (date) - U&Es - NAD, mild hyponatraemia. WCC 17.6, CRP 80, INR 1.3  
ECG - sinus tachycardia  
CRP - no clear focal consolidation

**Relevant Past Medical History**

Asthma, Type 2 Diabetes, Bronchiectasis

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<p><b>Printing only</b> – once you have pressed the Print button</p>	<p>The <b>Print screen</b> displays – this consists of 3 columns:</p> 
<p>Select the correct Discharge Summary in the <b>Document Template</b> column (1<sup>st</sup> column)</p> <p><b>Note:</b> <b>SDEC CCR (Same Day Emergency Care, Clinical Care Record)</b> is used in certain wards only, e.g. EACU, RAMU</p> <p>The recipient will already be ticked in the <b>Recipients</b> column (2<sup>nd</sup> column).</p> <p>Click the <b>Select</b> button in the <b>Recipients</b> column – the template moves into the <b>Selected Templates</b> column (3<sup>rd</sup> column)</p>	  
<p>Click the <b>Submit</b> button.</p>	<p>The summary displays as a <b>Word document</b>.</p> <p><b>Care:</b> <i>Do not make changes here as they will not display if somebody later views the summary rather than re-prints the Word document</i></p> <p><b>Note:</b> You cannot print from within the Word document.</p>
<p><b>Close</b> Word to send the document to the <b>SecurePrint</b> queue</p> <p>Say <b>No</b> to the Save message as you will not have made changes</p>	<p>A confirmation message displays in the bottom-right corner of the screen.</p> 
<p>Click the <b>Close</b> button on the Discharge Summary details</p>	<p>The Patient Discharge Summaries window has been closed</p>