

EDIT AND COMPLETE A DISCHARGE SUMMARY

This process is for **Chichester, Worthing & Shoreham**.

Once you have the ward displayed from either **View Patients by Ward** or **Inpatient Whiteboard**:

Select your patient so their name appears in the **Patient Banner**

Right-click the patient's row then select **Edit Discharge Summary** as the summary has already been started - you may need to scroll down the menu

Patients by ward (SRH Aldwick Ward) Last Refreshed 24-Oct-2022 16:59:25

Bed	NHS Number	Patient Name	Hospital ...	DoB	Gender	Admission D...
Waiting Area						
Bay Name: SR18						
Bed 18		SMITHSON, Jake (Mr)		21 May	Male	24-Oct-202...
Bay Name: SR19						
Bed 19						
Bay Name: SR20						
Bed 20						
Bay Name: SR21						
Bed 21						

- View All Observations
- Edit Discharge Summary**
- Send Casenotes
- Receive Casenotes

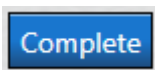
Check and update all the relevant fields.

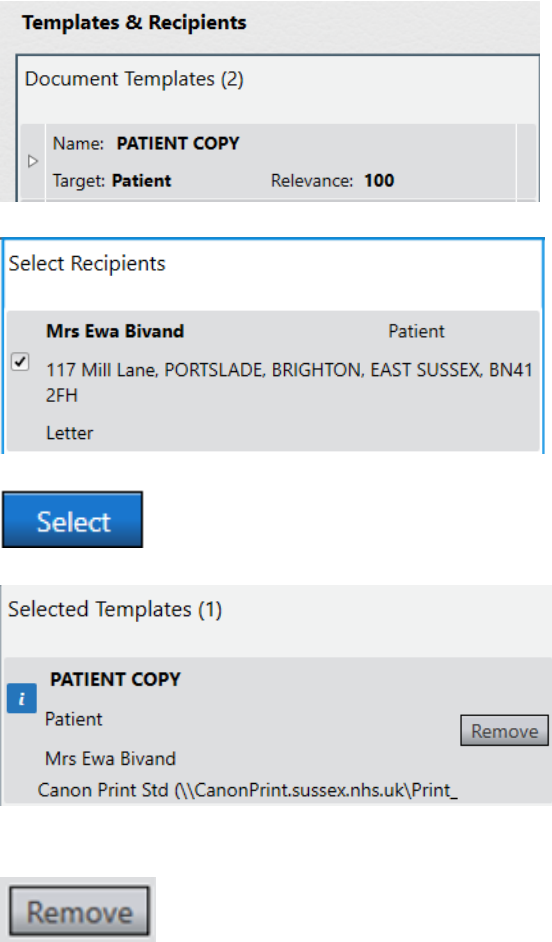

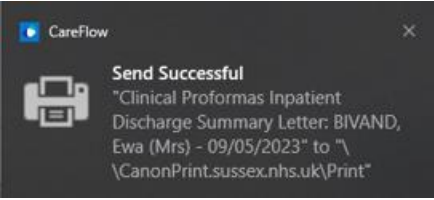
If you are not finished, select the **Save/Close** button again to save your changes



If the summary is finished, click the **Complete** button which allows you to **Print** the discharge summary

DO NOT CLICK ON AUTHORISE AS THIS WILL BE DONE ON DISCHARGE BY THE WARD CLERK.



<p>The Document Templates are in the left column of the screen.</p> <p>Select PATIENT COPY</p> <p>In the middle column, under Select Recipients you will see that the patient is already ticked</p> <p>Click on the Select button</p> <p>This moves the PATIENT COPY to the Selected Templates column on the right</p> <p>If you want to remove this from the right-hand column then just click on the Remove button</p>	
<p>Click the Submit button</p>	
<p>A confirmation message displays in the bottom-right corner of the screen.</p>	
<p>The Discharge Summary Status will show as Completed for the patient</p>	