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

Once you have the ward displayed from either View	Patients by ward (SRH Aldwick Ward) Last Refreshed 24-Oct-2022 16:59:25						
	Bed	NHS Number	Patient Name	Hospital	DoB	Gender	Admission D
Patients by Ward or	_						
Inpatient Whiteboard:	Waiting Area						
	Bay Name: SR18	l.					
Select your patient so their	Bed 18		SMITHSON, Jake (Mr		All Obser	vations	24-Oct-202
name appears in the	Bay Name: SR19 Bed 19					Summary	
Patient Banner	Bay Name: SR20			Seno	d Casenote		
l dicht Buillei	Bed 20				ive Casen		
	Bay Name: SR21 Bed 21						
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							
scioli down the menu							
Check and update all the	Course	Class					
relevant fields.	Save	Close					
If you are not finished,							
•							
select the Save/Close							
button again to save your							
changes							
If the summary is finished,							
•	Complete						
click the Complete button							
which allows you to to							
Print the discharge							
summary							
- /							
DO NOT CLICK ON		1					
	Authorise						
AUTHORISE AS THIS WILL		1					
BE DONE ON DISCHARGE							
BY THE WARD CLERK.							
-							

The Document Templates are in the left column of the screen.						
Select PATIENT COPY	Templates & Recipients					
	Document Templates (2) Image: PATIENT COPY Target: Patient Relevance: 100					
In the middle column, under Select Recipients you will see that the	Select Recipients Mrs Ewa Bivand Patient					
patient is already ticked	 117 Mill Lane, PORTSLADE, BRIGHTON, EAST SUSSEX, BN41 2FH Letter 					
Click on the Select button	Select					
This moves the PATIENT COPY to the Selected Templates column on the right	Selected Templates (1) PATIENT COPY Patient Mrs Ewa Bivand Canon Print Std (\\CanonPrint.sussex.nhs.uk\Print_					
If you want to remove this from the right-hand column then just click on the Remove button	Remove					
Click the Submit button	Submit					
A confirmation message displays in the bottom-right corner of the screen.	CareFlow × Send Successful "Clinical Proformas Inpatient Discharge Summary Letter: BIVAND, Ewa (Mrs) - 09/05/2023" to "\ \CanonPrint.sussex.nhs.uk\Print"					
The Discharge Summary Status will show as Completed for the patient	Discharge Summary Status Complete					