INPATIENTS - RECORD A PHYSICAL DISCHARGE FOR A PLANNED ADMISSION (DIAGNOSTIC)

PLEASE NOTE: Patients should always be transferred when moving between any UHSussex Sites. e.g. between Brighton and Worthing. Do not discharge from one, to be readmitted to the other.

Moves into and out of Virtual Wards are treated as discharges. So, discharge from the UHSussex ward to then admit to a Virtual Ward and discharge from a Virtual Ward to no longer be under our care or be admitted back into a UHSussex Ward.

It is possible to discharge patients from 3 screens:

- View Patient Spells usually used by the DQ Team and staff who record retrospective spells
- View Patients by Ward usually used by ward clerks and ward managers
- Inpatient Whiteboard usually used by nurses

This process is for Chichester, Worthing & Shoreham .					
Click on the Inpatient module	The Inpa	tient scr	eens dis	olay	
Follow one of the required					
steps on the right	• (Click on I	npatien	t Whiteboard	r d and find your ward d and find your ward nd find your patient
Right-click on the patient and Select Discharge				alogue box ar	opears
Patient	GROVE, James (1	03-Oct-2018	Ischarge Patient	▼ Expected discharge:	none set
	Method:	p5 64 2010			\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
Transfer Patient	Destination:			TCI Outcome	
Discharge Patient	Patient Classification:			Current TCI outcome:	Patient admitted - treatment 🤝
Death Details	Actual destination: Elective Treatmen	t Completed:		Update TCI outcome:	~
Record Home Leave	Discharge note:			Reinstate Details	
Record Medically Fit				Reinstate date: Reinstate reason:	Time: V
Expected Discharge				Reinstate reason:	4
Red Reservation				Reinstate note:	¥
				RTT Details	
				Current status / Wks to	breach: 20 - Further Ac / 16w 3d
				RTT Status:	v
				Patient Deceased	
				Date	
				Time:	~
				Confirmed By:	~ @
					Cancel Save
					I

Complete the following fields: Date and time Method Destination Elective Treatment Completed	Please note: Back-date the date/time to when the patient actually left the ward.Some Destinations require you to record the Actual Destination from the search boxThe Reason Different field, relating to Expected Discharge becomes mandatory, if you are discharging the patient on a different day e.g. earlier than expected.				
If they did have their diagnostic, select Yes in					
the Elective Treatment	Date:	16-Apr-2021 12:35 Datiant discharged by daster on disignla			
Completed field.	Method: Destination:	Patient discharged by doctor on clinical a ▼ Usual place of residence			
The TCI outcome and RTT	Patient Classification:	Usual place of f	TCI Outcome		
Details sections on the right don't change.	Actual destination:		Current TCI outcome: Admitted - treatment completed V Update TCI outcome: V		
	Elective Treatment	Completed: Ye	Reinstate Details Reinstate date:		
But you still need to complete the RTT Status .		-	Reinstate reason:		
····			Reinstate note:		
	RTT Details				
	RTT Status:	20 - Further Activities A / 16w 1d			
			20 - Further Activities Anticipated		
	Patient Deceased		30 - First Treatment 34 - Decision not to treat		
	Date				
	 Select: 20 – Further Activities when they <i>only</i> had the Diagnostic 30 – First Treatment when they got Treatment <i>as well as</i> their Diagnostic 34 – Decision not to treat when the Diagnostic reveals they <i>don't need</i> Treatment 				
If they didn't have their diagnostic, select No .					
The Update TCI outcome field becomes active for you to defer the patient as they have already been admitted, which would put	Date:	22-Oct-2018	12:35 💌		
	Method:	Patient discharged by doctor on clinical			
	Destination: Patient Classification:	Usual place of	veridence veride		
	Actual destination:				
them back on the Waitlist	Elective Treatment	Completed: N			

	Update TCI outcome:			•			
	Reinstate Details Reinstate date:	Admitted - Treatment deferred by hospital - COVID-19 Admitted - treatment deferred by hospital - no bed Admitted - treatment deferred by hospital - no staff Admitted - treatment deferred by hospital - no theatre Admitted - treatment deferred by hospital - other non clinical		f atre			
	Reinstate reason:	Admitted - trea	atment deferred by hospital - other i atment deferred by hospital (medica atment deferred by patient				
Select the appropriate Admitted – Treatment Deferred option from	Once the Update TCI Outcome has been recorded, the Reinstate Reason and RTT Status fields become mandatory						
the list	TCI Outcome						
	Current TCI outcome:	Admitted - treatme					
		Hamilter					
	Reinstate Details Reinstate date:	16-Apr-2 🏢 Tir	me: 13:31 💌				
	Reinstate reason:	16-Apr-2 🔠 🖬	▼				
	Reinstate note:		<u>A</u>				
			Ŧ				
	RTT Details						
	Current status / Wks to breach: RTT Status:	30 - First Treatmer	nt / STOPPED				
Select the appropriate	Once the Reinstate I	Reason has	been recorded, the	RTT Status field			
Reinstate Reason from	reverts back to a val	ue which <i>is</i>	s no longer 30 – First [•]	Treatment.			
the list, which is usually							
similar to the TCI Outcome above it	Reinstate Details						
	Reinstate date: Reinstate reason:		16-Apr-2 🛅 Time:	13:31 🗢			
			Hospital, other	~			
	Reinstate note:			v			
	RTT Details						
	Current status / Wks to	o breach:	30 - First Treatment / S	TOPPED			
	RTT Status:		20 - Further Activities A				
	On saving the discharge, the patient will be back on the Inpatient or Daycase Waiting List.						
	Please note: Some Waiting Lists are non-RTT and therefore the RTT Details section will not display.						
	Details section will n	ot aispidy.					
Add a discharge note if		ot alsplay.					
Add a discharge note if necessary		ot aispiay.					
-							

You will be asked "Would you like to review the discharge summary proforma now?" Click on Yes	CareFlow, System C Healthcare Ltd [UAT3] × Vould you like to review the discharge summary proforma now?
Click on Authorise	Authorise
The Document Templates are in the left column of the screen. Select GP – ON	
DISCHARGE ONLY	Name: GP - ON DISCHARGE ONLY
THIS MUST BE DONE SO THAT IT IS SENT TO THE GP ELECTRONICALLY BY E-MAIL.	Target: General Practitioner Relevance: 100
In the middle column, under Select Recipients you will see that Medway E-Document is already ticked	Select Recipients Medway E-Document E-Contact N/A Discharge Summary
Click on the Select button	Select
This moves the GP – ON DISCHARGE ONLY to the Selected Templates column on the right	General Practitioner Medway E-Document Canon Print Std (\\CanonPrint.sussex.nhs.uk\Print_Auto_A4 RYRPS014:Print_Helper-du
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"
This has now been sent to the GP electronically.	CanonPrintsussex.nns.uk(Print
The patient has now been di	scharged.