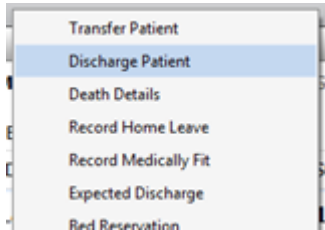
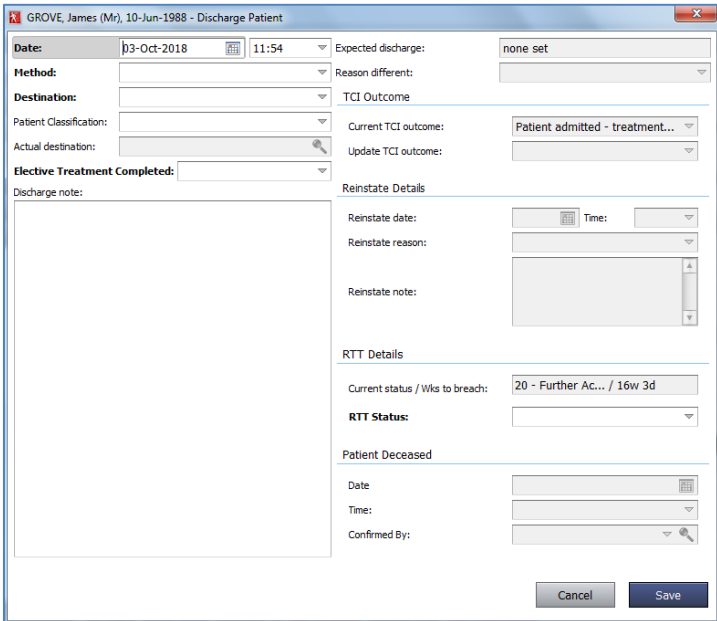
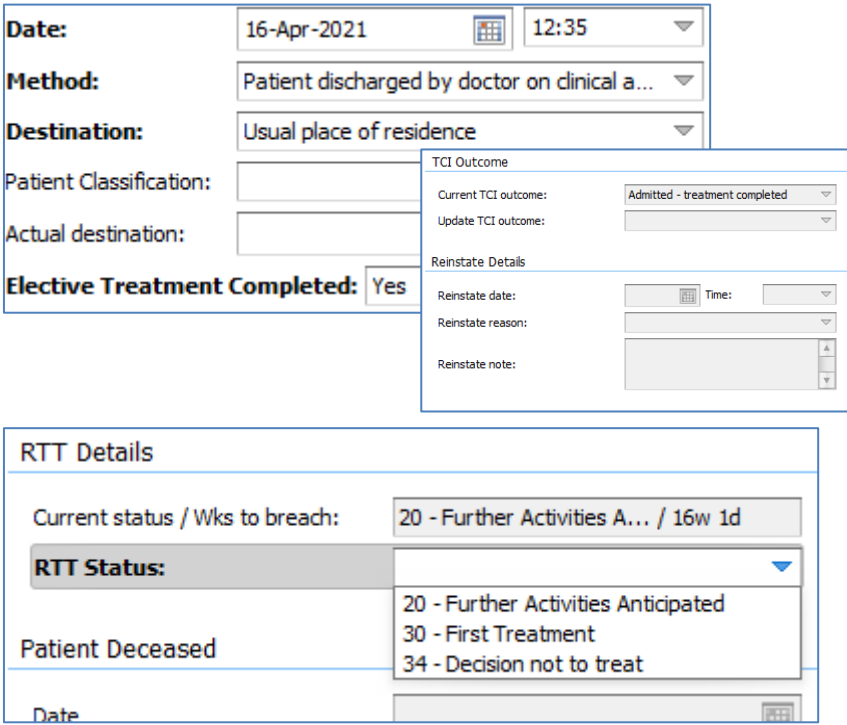
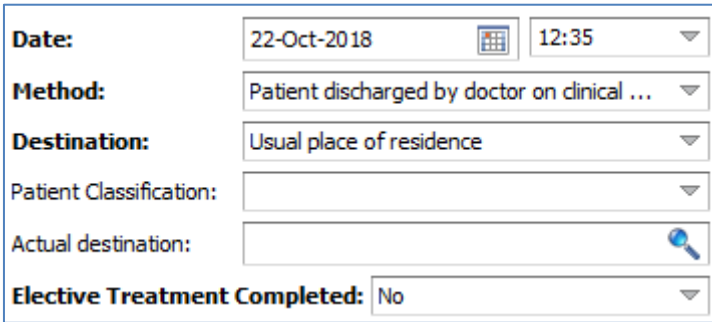
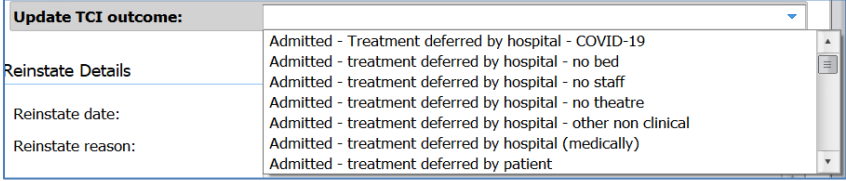
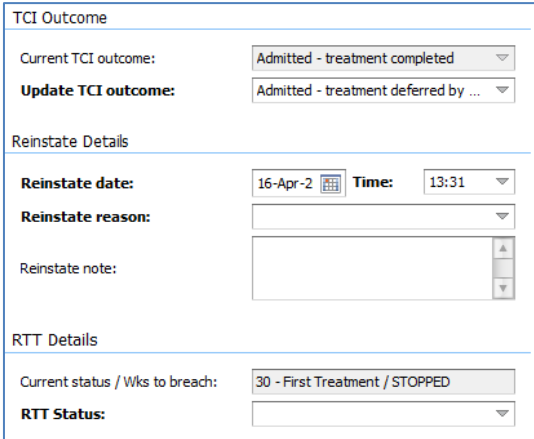
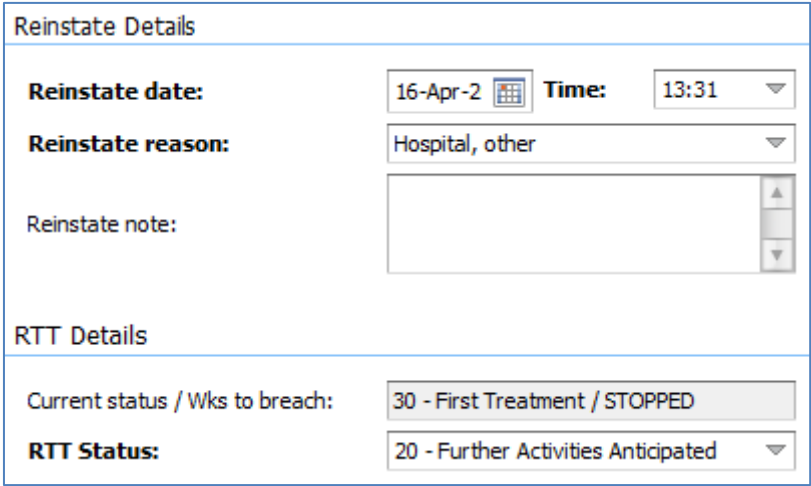
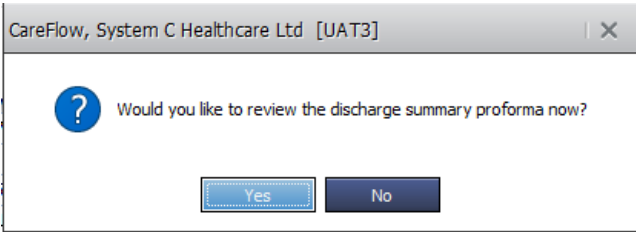

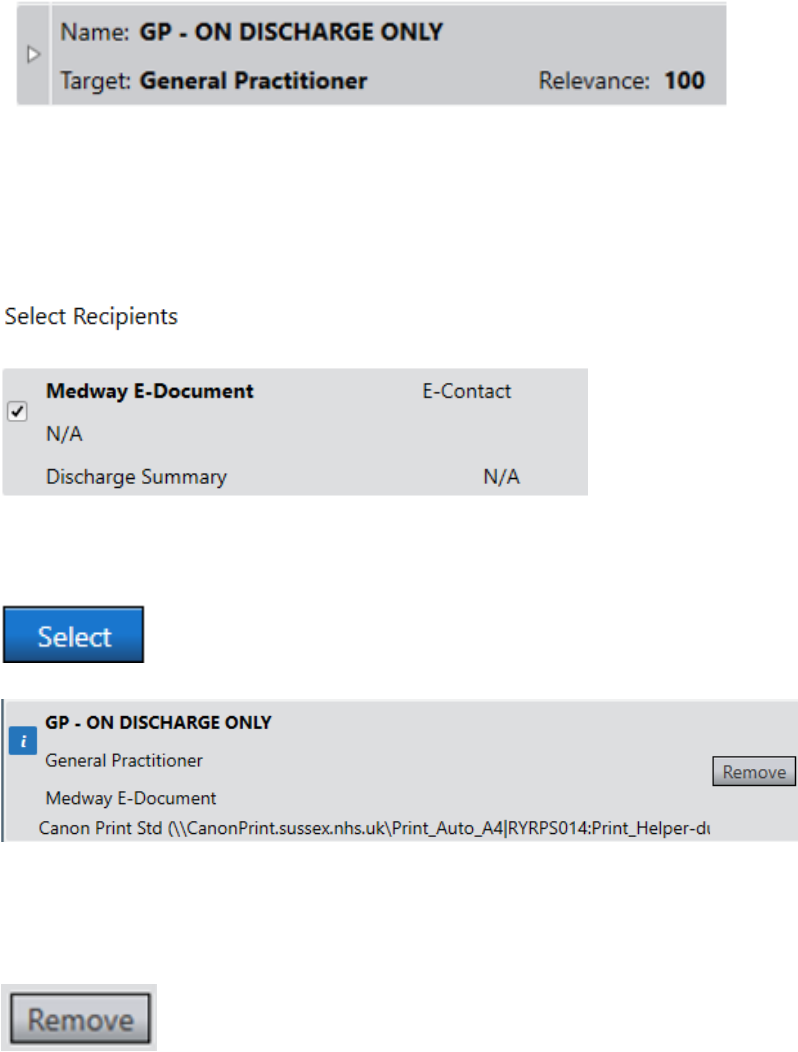

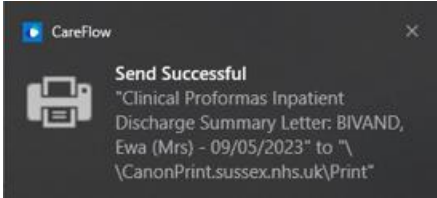


INPATIENTS - RECORD A PHYSICAL DISCHARGE FOR A PLANNED ADMISSION (DIAGNOSTIC)	
<p>PLEASE NOTE: Patients should always be transferred when moving between any UHSussex Sites. e.g. between Brighton and Worthing. Do not discharge from one, to be readmitted to the other.</p> <p>Moves into and out of Virtual 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.</p> <p>It is possible to discharge patients from 3 screens:</p> <ul style="list-style-type: none"> 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 	
<p>This process is for Chichester, Worthing & Shoreham.</p>	
<p>Click on the Inpatient module</p>	<p>The Inpatient screens display</p>
<p>Follow one of the required steps on the right</p>	<ul style="list-style-type: none"> Click on View Patients by Ward and find your ward Click on Inpatient Whiteboard and find your ward Click on View Patient Spells and find your patient
<p>Right-click on the patient and Select Discharge Patient</p> 	<p>The Discharge Patient dialogue box appears</p> 

<p>Complete the following fields: Date and time Method Destination Elective Treatment Completed</p>	<p>Please note: <i>Back-date the date/time to when the patient actually left the ward.</i></p> <p>Some Destinations require you to record the Actual Destination from the search box</p> <p>The Reason Different field, relating to Expected Discharge becomes mandatory, if you are discharging the patient on a different day <i>e.g. earlier than expected.</i></p>
<p>If they did have their diagnostic, select Yes in the Elective Treatment Completed field.</p> <p><i>The TCI outcome and RTT Details sections on the right don't change.</i></p> <p>But you still need to complete the RTT Status.</p>	 <p>Select:</p> <ul style="list-style-type: none"> • 20 – Further Activities... when they only had the Diagnostic • 30 – First Treatment when they got Treatment as well as their Diagnostic • 34 – Decision not to treat when the Diagnostic reveals they don't need Treatment
<p>If they didn't have their diagnostic, select No.</p> <p><i>The Update TCI outcome field becomes active for you to defer the patient as they have already been admitted, which would put them back on the Waitlist</i></p>	

	
<p>Select the appropriate Admitted – Treatment Deferred... option from the list</p>	<p>Once the Update TCI Outcome has been recorded, the Reinstate Reason and RTT Status fields become mandatory</p> 
<p>Select the appropriate Reinstate Reason from the list, which is usually similar to the TCI Outcome above it</p>	<p>Once the Reinstate Reason has been recorded, the RTT Status field reverts back to a value which <i>is no longer 30 – First Treatment</i>.</p>  <p><i>On saving the discharge, the patient will be back on the Inpatient or Daycase Waiting List.</i></p> <p>Please note: Some Waiting Lists are non-RTT and therefore the RTT Details section will not display.</p>
<p>Add a discharge note if necessary</p>	
<p>Click Save</p>	

<p>You will be asked “Would you like to review the discharge summary proforma now?”</p> <p>Click on Yes</p>																						
<p>Click on Authorise</p>																						
<p>The Document Templates are in the left column of the screen.</p> <p>Select GP – ON DISCHARGE ONLY</p> <p>THIS MUST BE DONE SO THAT IT IS SENT TO THE GP ELECTRONICALLY BY E-MAIL.</p> <p>In the middle column, under Select Recipients you will see that Medway E-Document is already ticked</p> <p>Click on the Select button</p> <p>This moves the GP – ON DISCHARGE ONLY 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>	 <table border="1" data-bbox="563 813 1278 916"> <tr> <td>Name: GP - ON DISCHARGE ONLY</td> <td></td> </tr> <tr> <td>Target: General Practitioner</td> <td>Relevance: 100</td> </tr> </table> <p>Select Recipients</p> <table border="1" data-bbox="549 1178 1136 1305"> <tr> <td><input checked="" type="checkbox"/></td> <td>Medway E-Document</td> <td>E-Contact</td> </tr> <tr> <td></td> <td>N/A</td> <td></td> </tr> <tr> <td></td> <td>Discharge Summary</td> <td>N/A</td> </tr> </table> <p>Select</p> <table border="1" data-bbox="549 1509 1350 1653"> <tr> <td>GP - ON DISCHARGE ONLY</td> <td>Remove</td> </tr> <tr> <td>General Practitioner</td> <td></td> </tr> <tr> <td>Medway E-Document</td> <td></td> </tr> <tr> <td>Canon Print Std (\\CanonPrint.sussex.nhs.uk\Print_Auto_A4 RYRPS014:Print_Helper-dt</td> <td></td> </tr> </table> <p>Remove</p>	Name: GP - ON DISCHARGE ONLY		Target: General Practitioner	Relevance: 100	<input checked="" type="checkbox"/>	Medway E-Document	E-Contact		N/A			Discharge Summary	N/A	GP - ON DISCHARGE ONLY	Remove	General Practitioner		Medway E-Document		Canon Print Std (\\CanonPrint.sussex.nhs.uk\Print_Auto_A4 RYRPS014:Print_Helper-dt	
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<p>Click the Submit button</p>	
<p>A confirmation message displays in the bottom-right corner of the screen.</p> <p>This has now been sent to the GP electronically.</p>	
<p>The patient has now been discharged.</p>	