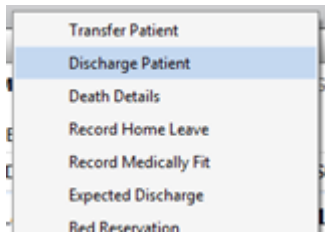
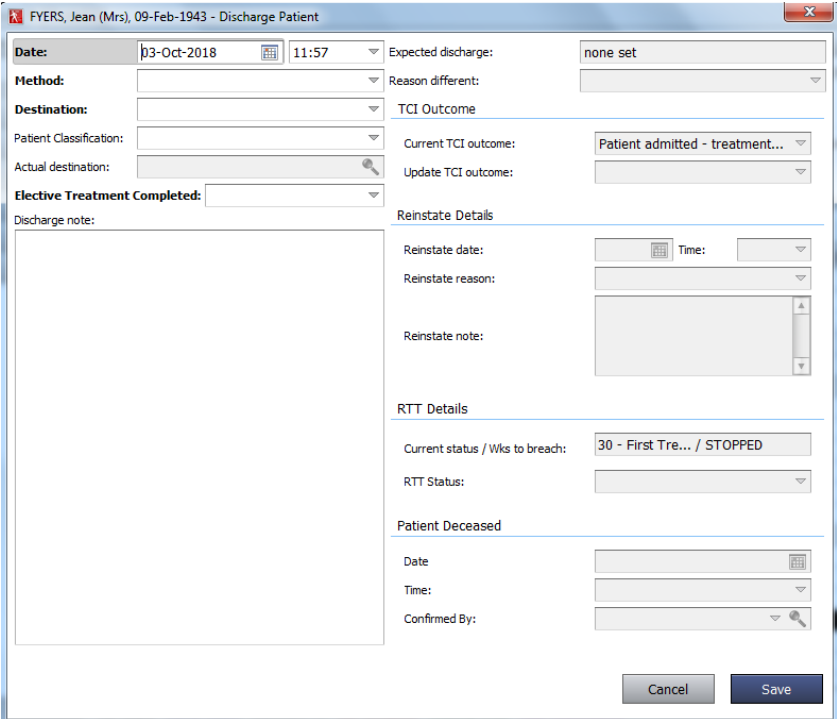
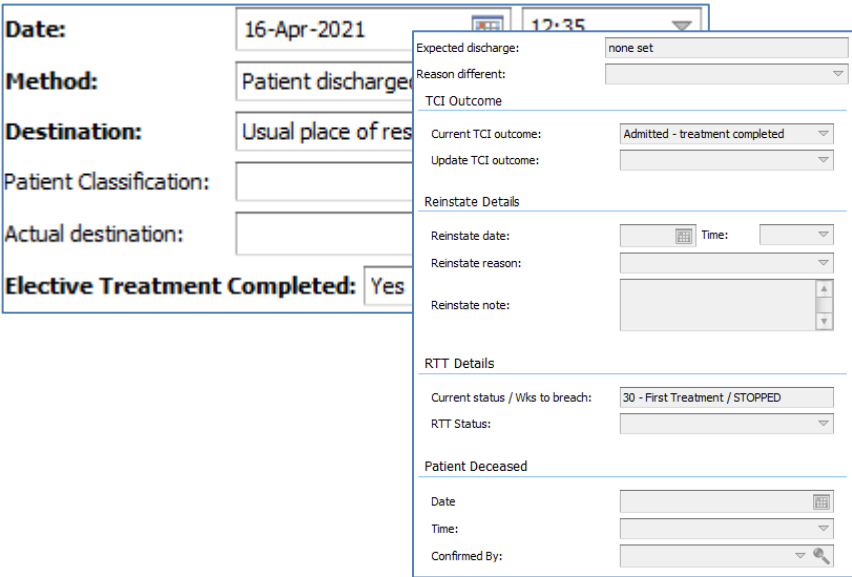
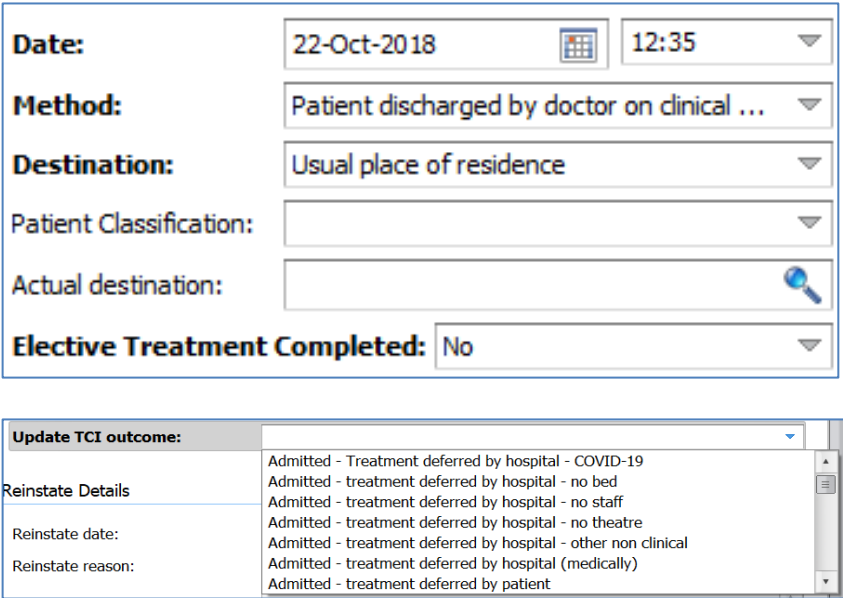
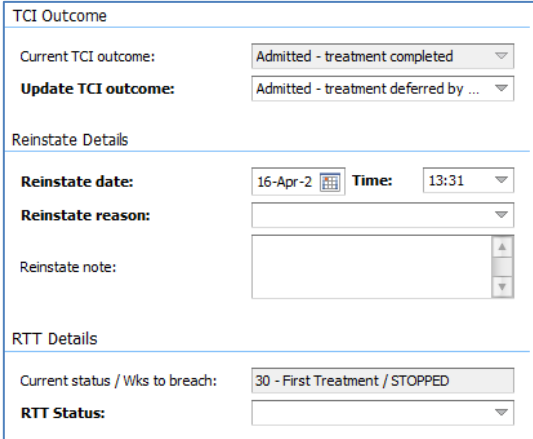

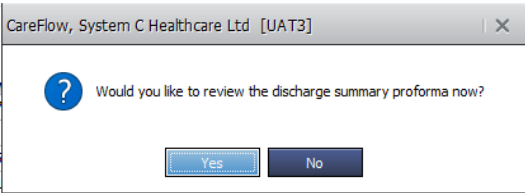

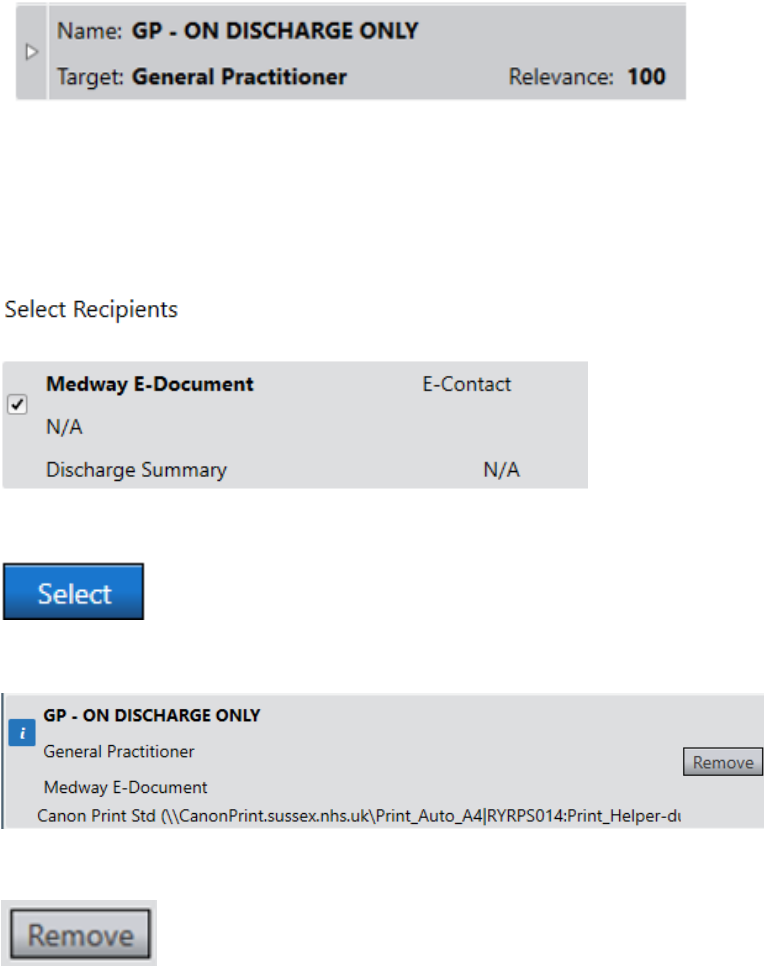

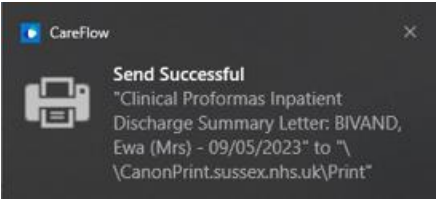


INPATIENTS - RECORD A PHYSICAL DISCHARGE FOR A PLANNED ADMISSION (TREATMENT)	
<p><b>PLEASE NOTE: Patients should always be transferred when moving between any UHSussex Sites. e.g. between Brighton and Worthing. Do not discharge from one, to be readmitted to the other.</b></p> <p><b>Moves into and out of Virtual Wards are treated as discharges.</b> 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"> <li>View Patient Spells – usually used by the DQ Team and staff who record retrospective spells</li> <li>View Patients by Ward – usually used by ward clerks and ward managers</li> <li>Inpatient Whiteboard – usually used by nurses</li> </ul>	
<p>This process is for <b>Chichester, Worthing &amp; Shoreham.</b></p>	
<p>Click on the <b>Inpatient</b> module</p>	<p>The Inpatient screens display</p>
<p>Follow <b>one</b> of the required steps on the right</p>	<ul style="list-style-type: none"> <li>Click on <b>View Patients by Ward</b> and find your ward</li> <li>Click on <b>Inpatient Whiteboard</b> and find your ward</li> <li>Click on <b>View Patient Spells</b> and find your patient</li> </ul>
<p>Right-click on the patient and select <b>Discharge Patient</b></p> 	<p>The <b>Discharge Patient</b> dialogue box appears</p> 

<p>Complete the following fields:</p> <p><b>Date and time</b> <b>Method</b> <b>Destination</b> <b>Elective Treatment Completed</b></p>	<p><b>Please note:</b> <i>Back-date the date/time to when the patient actually left the ward.</i></p> <p><i>Some <b>Destinations</b> require you to record the <b>Actual Destination</b> from the search box</i></p> <p><i>The <b>Reason Different</b> field, relating to <b>Expected Discharge</b> becomes mandatory, if you are discharging the patient on a different day</i></p> <p><i>e.g. earlier than expected.</i></p>
<p>If they did have their treatment, select <b>Yes</b>.</p> <p><i>The <b>TCI outcome</b> and <b>RTT Details</b> sections on the right don't change</i></p>	 <p>The screenshot shows a form with the following fields filled: Date: 16-Apr-2021, Time: 12:35, Method: Patient discharged, Destination: Usual place of residence, Patient Classification: (empty), Actual destination: (empty), and Elective Treatment Completed: Yes. On the right, there are sections for 'Expected discharge', 'Reason different', 'TCI Outcome' (Current: Admitted - treatment completed), 'Reinstate Details' (Reinstate date, reason, note), 'RTT Details' (Current status: 30 - First Treatment / STOPPED), and 'Patient Deceased' (Date, Time, Confirmed By).</p>
<p>If they didn't have their treatment, select <b>No</b>.</p> <p><i>The <b>Update TCI outcome</b> field becomes active for you to <b>defer</b> the patient as they have already been admitted, which would put them back on the Waitlist</i></p>	 <p>The screenshot shows the form with Date: 22-Oct-2018, Time: 12:35, Method: Patient discharged by doctor on clinical ..., Destination: Usual place of residence, Patient Classification: (empty), Actual destination: (empty), and Elective Treatment Completed: No. The 'Update TCI outcome' dropdown is open, showing options like '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', 'Admitted - treatment deferred by hospital (medically)', and 'Admitted - treatment deferred by patient'. Below this, the 'Reinstate Details' section is visible with fields for 'Reinstate date' and 'Reinstate reason'.</p>

<p>Select the appropriate <b>Admitted – Treatment Deferred...</b> option from the list</p>	<p>Once the <b>Update TCI Outcome</b> has been recorded, the <b>Reinstate Reason</b> and <b>RTT Status</b> fields become mandatory</p> 
<p>Select the appropriate <b>Reinstate Reason</b> from the list, which is usually similar to the <b>TCI Outcome</b> above it</p>	<p>Once the <b>Reinstate Reason</b> has been recorded, the <b>RTT Status</b> 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><b>Please note:</b> <i>Some Waiting Lists are non-RTT and therefore the RTT Details section will not display.</i></p>
<p>Type in a discharge note, if useful.</p>	
<p>Click <b>Save</b></p>	
<p>You will be asked <b>“Would you like to review the discharge summary proforma now?”</b></p> <p>Click on <b>Yes</b></p>	

<p>Click on <b>Authorise</b></p>	
<p>The <b>Document Templates</b> are in the left column of the screen.</p> <p>Select <b>GP – ON DISCHARGE ONLY</b></p> <p><b>THIS MUST BE DONE SO THAT IT IS SENT TO THE GP ELECTRONICALLY BY E-MAIL.</b></p> <p>In the middle column, under <b>Select Recipients</b> you will see that <b>Medway E-Document</b> is already ticked</p> <p>Click on the <b>Select</b> button</p> <p>This moves the <b>GP – ON DISCHARGE ONLY</b> to the <b>Selected Templates</b> column on the right</p> <p>If you want to remove this from the right-hand column then just click on the <b>Remove</b> button</p>	
<p>Click the <b>Submit</b> button</p>	
<p>A confirmation message displays in the bottom-right corner of the screen.</p> <p><b>This has now been sent to the GP electronically.</b></p>	 <p>The patient has now been discharged.</p>