**INPATIENTS - RECORD A PHYSICAL DISCHARGE FOR A PLANNED ADMISSION (TREATMENT)** 

**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		The Inpatient screens display							
module									
Follow <b>one</b> of the required									
steps on the right		Click on View Patients by Ward and find your ward							
0		Click on Inpatient Whiteboard and find your ward							
		•	Clic	k on <b>Vie</b> v	w Patient	Sp	<b>bells</b> and find yo	ur patient	
Righ	t-click on the patient	The <b>Dis</b>	char	ge Patie	<b>nt</b> dialogu	Je	box appears		
and	select <b>Discharge</b>	_							
Pati	ent	K FYERS, Jear	n (Mrs), 0	9-Feb-1943 - Disc	harge Patient			<b>X</b>	
		Date:		03-Oct-2018	11:57	▽	Expected discharge:	none set	
	Transfer Patient	Method:					]	$\nabla$	
	Discharge Patient	Destination:				~	TCI Outcome		
•	Death Details	Patient Classific Actual destinati				0	Current TCI outcome:	Patient admitted - treatment 🔝	
	Record Home Leave	Elective Trea		ompleted:		~	Update TCI outcome:		
5	Record Medically Fit	Discharge note					Reinstate Details		
9	Expected Discharge						Reinstate date:	Time:	
	Red Reservation						Reinstate reason:	▽	
							Reinstate note:	× v	
							RTT Details		
							Current status / Wks to breach:	30 - First Tre / STOPPED	
							RTT Status:	$\bigtriangledown$	
							Patient Deceased		
							Date		
							Time:	~	
							Confirmed By:	▽ @	
								Cancel Save	

Complete the following fields:	<b>Please note:</b> Back-date the date/time to when the patient actually left the ward.							
Date and time Method Destination	Some <b>Destinations</b> require you to record the <b>Actual Destination</b> from the search box							
Elective Treatment Completed	The <b>Reason Different</b> field, relating to <b>Expected Discharge</b> becomes mandatory, if you are discharging the patient on a different day							
	e.g. earlier than exp	pecte	ed.					
If they did have their treatment, select <b>Yes</b> .	Date:	16-4	Apr-2021					
The <b>TCI outcome</b> and <b>RTT</b>	Method:		ent discharge	Expected discharge:	none set			
Details sections on the	Destination:	Usual place of r		TCI Outcome	Admitted - treatment completed 🗢			
right don't change	Patient Classification:			Update TCI outcome: Reinstate Details	$\overline{\nabla}$			
	Actual destination:			Reinstate date: Reinstate reason:	Time:			
	Elective Treatment	Comp	oleted: Yes	Reinstate note:	A V			
				RTT Details				
				Current status / Wks to breach: RTT Status:	30 - First Treatment / STOPPED			
				Patient Deceased				
				Time: Confirmed By:	▽ ▽ �			
If they didn't have their								
treatment, select No.	Date:		22-Oct-2018 🔠 12:35 🗢					
The <b>Update TCI outcome</b> field becomes active for	Method:		Patient dis	r on clinical 🔻				
you to <b>defer</b> the patient as	Destination:		Usual place of residence $\bigtriangledown$					
they have already been admitted, which would put	Patient Classificatio	n:	▽					
them back on the Waitlist	Actual destination:				٩			
	Elective Treatment Completed: No							
	Update TCI outcome:							
Reinstate Details       Admitted - Treatment deferred by hospital         Admitted - treatment deferred by hospital       Admitted - treatment deferred by hospital         Admitted - treatment deferred by hospital       Admitted - treatment deferred by hospital			nt deferred by hospital - no be nt deferred by hospital - no st	ed 🔳				
	Reinstate date: Reinstate reason:	Ad Ad	Admitted - treatment deferred by hospital - no theatre Admitted - treatment deferred by hospital - other non clinical Admitted - treatment deferred by hospital (medically) Admitted - treatment deferred by patient					

Select the appropriate Admitted – Treatment Deferred option from the list	Once the Update TCI Outcome has been recorded, the Reinstate Reason and RTT Status fields become mandatory          TCI Outcome         Current TCI outcome:         Admitted - treatment completed         Update TCI outcome:         Admitted - treatment deferred by ▼         Reinstate Details         Reinstate reason:         ▼						
	Reinstate note:     Image: Constraint of the second s						
Select the appropriate <b>Reinstate Reason</b> from the	Once the <b>Reinstate Reason</b> has been recorded, the <b>RTT Status</b> field						
list, which is usually similar	reverts back to a value which <i>is no longer</i> <b>30 – First Treatment</b> .						
to the <b>TCI Outcome</b> above it	Reinstate Details						
	Reinstate date:	16-Apr-2 🔝 Time: 13:31 🔍					
	Reinstate reason:	Hospital, other 🔍					
	Reinstate note:	A 					
	RTT Details						
	Current status / Wks to breach:	30 - First Treatment / STOPPED					
	RTT Status:	20 - Further Activities Anticipated $\neg$					
	On saving the discharge, the patient will be back on the Inpatient or Daycase Waiting List. <b>Please note:</b> Some Waiting Lists are non-RTT and therefore the RTT Details section will not display.						
Type in a discharge note, if useful.							
Click Save							
You will be asked "Would you like to review the discharge summary proforma now?" Click on Yes	CareFlow, System C Healthcare Ltd [UAT3] Would you like to review the discharge summ	ary proforma now?					

Click on <b>Authorise</b>	Authorise					
The <b>Document Templates</b> are in the left column of the screen.						
Select <b>GP – ON</b> DISCHARGE ONLY	Name: GP - ON DISCHARGE ONLY         Target: General Practitioner         Relevance: 100					
THIS MUST BE DONE SO THAT IT IS SENT TO THE GP ELECTRONICALLY BY E-MAIL.						
In the middle column, under <b>Select Recipients</b> you will see that <b>Medway</b> <b>E-Document</b> is already ticked	Select Recipients       Medway E-Document     E-Contact       N/A     Discharge Summary					
Click on the <b>Select</b> button	Select					
This moves the <b>GP – ON</b> <b>DISCHARGE ONLY</b> to the <b>Selected Templates</b> column on the right	GP - ON DISCHARGE ONLY General Practitioner Medway E-Document Canon Print Std (\\CanonPrint.sussex.nhs.uk\Print_Auto_A4]RYRPS014:Print_Helper-dt					
If you want to remove this from the right-hand column then just click on the <b>Remove</b> button	Remove					
Click the <b>Submit</b> 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 "\					
This has now been sent to the GP electronically.	\CanonPrint.sussex.nhs.uk\Print* The patient has now been discharged.					