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

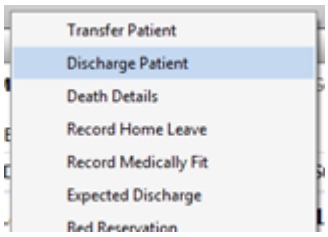
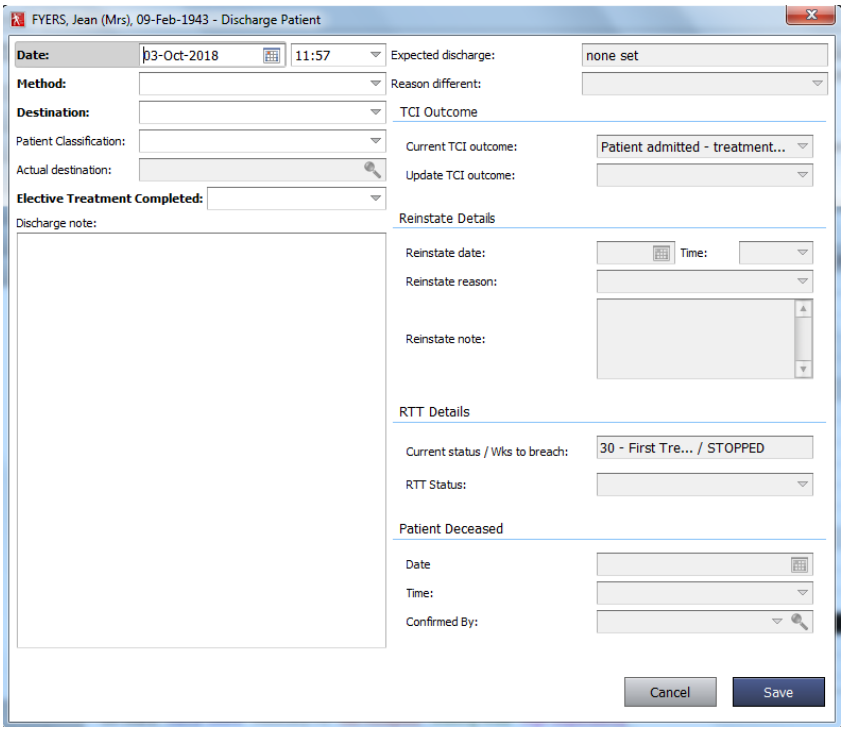
PLEASE NOTE: Patients should always be transferred when moving between any UHSussex Sites. e.g. between Brighton and Worthing. Do not discharge from one, to be readmitted to the other.

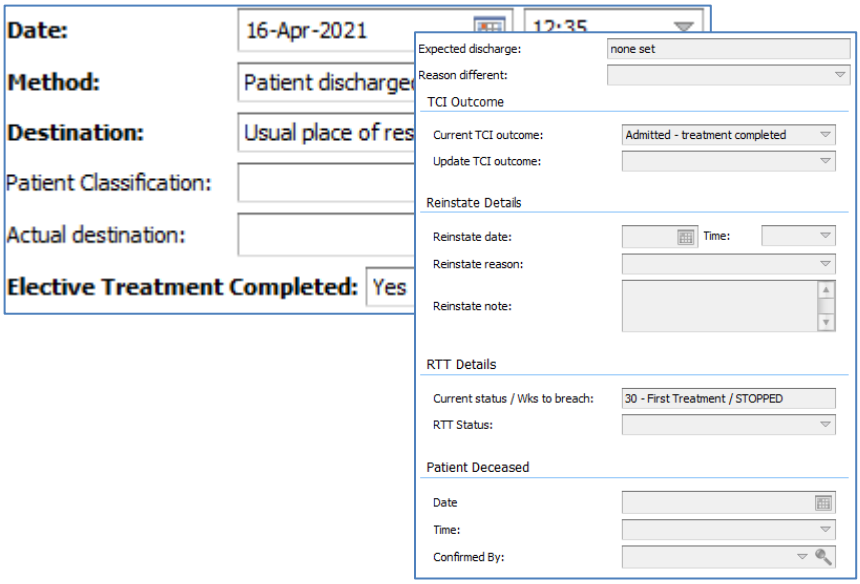
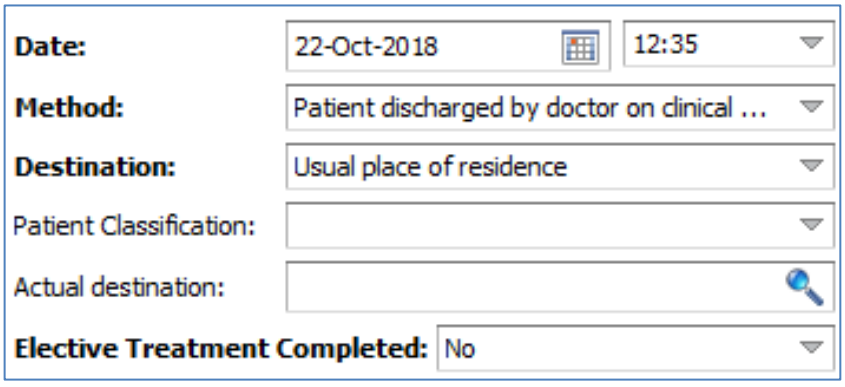
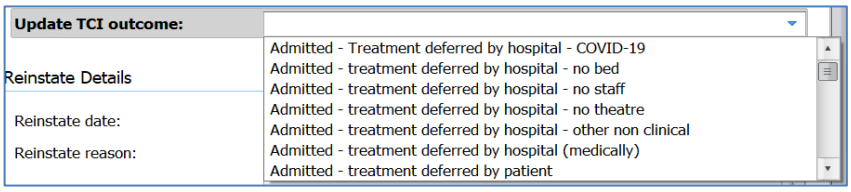
Moves into and out of Virtual Wards are treated as discharges. So, discharge from the UHSussex ward to then admit to a Virtual Ward and discharge from a Virtual Ward to no longer be under our care or be admitted back into a UHSussex Ward.

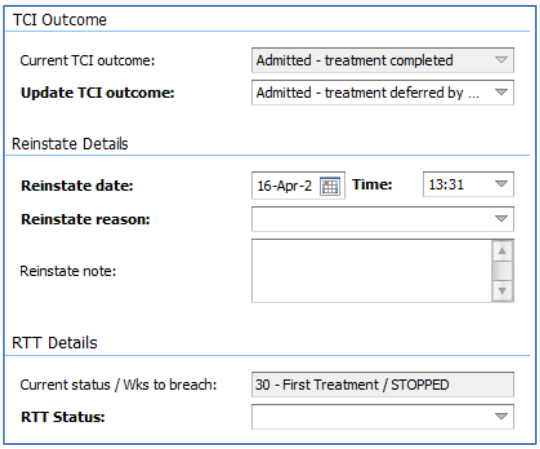
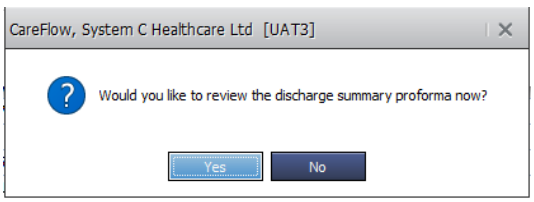
It is possible to discharge patients from 3 screens:

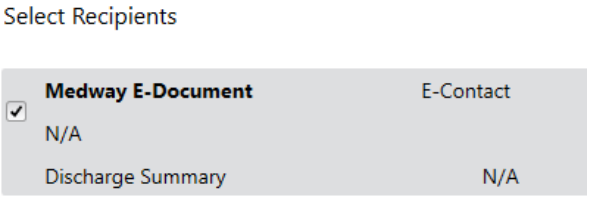
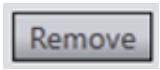
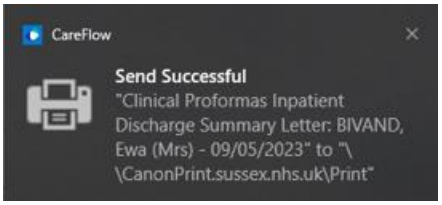
- View Patient Spells – *usually used by the DQ Team and staff who record retrospective spells*
- View Patients by Ward – *usually used by ward clerks and ward managers*
- Inpatient Whiteboard – *usually used by nurses*

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

Click on the **Inpatient** module	The Inpatient screens display
Follow ***one*** of the required steps on the right	• 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
Right-click on the patient and select **Discharge Patient** 	The **Discharge Patient** dialogue box appears 

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 box* *The **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 treatment, select **Yes**. *The **TCI outcome** and **RTT Details** sections on the right don't change*	
If they didn't have their treatment, select **No**. *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*	 

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 
Select the appropriate **Reinstate Reason** from the list, which is usually similar to the **TCI Outcome** above it	Once the **Reinstate Reason** has been recorded, the **RTT Status** field reverts back to a value which *is no longer* **30 – First Treatment**. *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.*
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**	

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