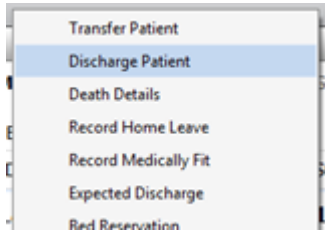
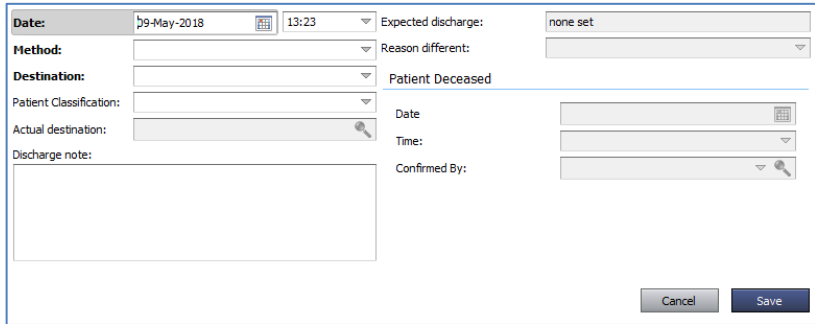
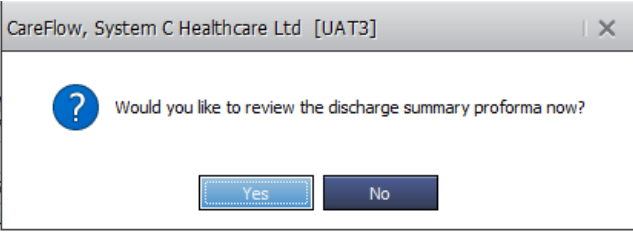

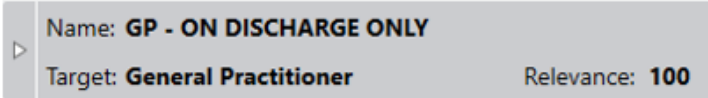

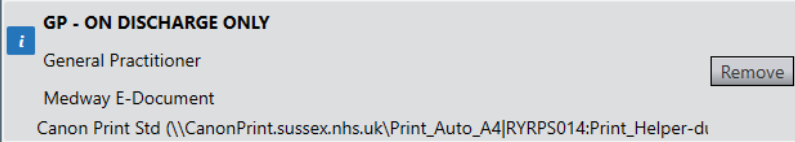
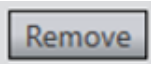

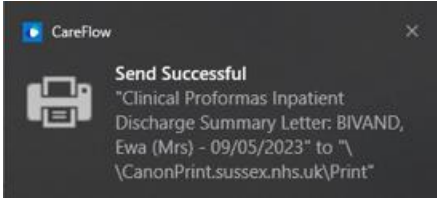


INPATIENTS - RECORD A PHYSICAL DISCHARGE FOR AN EMERGENCY ADMISSION	
<p><b>PLEASE NOTE: Patients should always be transferred when moving between any UHSussex Sites. e.g. between Brighton and Worthing. Do not discharge from one, to be readmitted to the other.</b></p> <p><b>Moves into and out of Virtual 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 then 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></p>	<p><b>Please note:</b> Back-date the date/time to when the patient actually left the ward.</p> <p>Some <b>Destinations</b> require you to record the <b>Actual Destination</b> from the search box</p> <p>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 expected.</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>Select Recipients</p> <table border="1" data-bbox="568 1238 1153 1364"> <tr> <td><input checked="" type="checkbox"/></td> <td><b>Medway E-Document</b></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>   	<input checked="" type="checkbox"/>	<b>Medway E-Document</b>	E-Contact		N/A			Discharge Summary	N/A
<input checked="" type="checkbox"/>	<b>Medway E-Document</b>	E-Contact								
	N/A									
	Discharge Summary	N/A								

<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>	