INPATIENTS - RECORD A PHYSICAL DISCHARGE FOR AN EMERGENCY ADMISSION

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 then select Discharge	The Discharge Patient dialogue box appears	
Patient Transfer Patient Discharge Patient Death Details Record Home Leave Record Medically Fit Expected Discharge Red Reservation	Date: 19-May-2018 13:23 Expected discharge: none set Hethod: Reason different: Destination: Patient Deceased Patient Classification: Actual destination: Discharge note: Confirmed By: Cancel Save	
Complete the following fields:	Please note: <i>Back-date the date/time to when the patient actually left the ward.</i>	
Date and time Method Destination	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.	
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] I X Would you like to review the discharge summary proforma now? Yes No
Click on Authorise	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.	Name: GP - ON DISCHARGE ONLY Target: General Practitioner Relevance: 100
In the middle column, under Select Recipients you will see that Medway E- Document is already ticked	Select Recipients Medway E-Document E-Contact N/A Discharge Summary
Click on the Select button	Select
This moves the GP – ON DISCHARGE ONLY to the Selected Templates 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-ds
If you want to remove this from the right-hand column then just click on the Remove button	Remove

Click the Submit 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 "\ VCranoeDrint curses also use Diright"	
This has now been sent to the GP electronically.		
The patient has now been discharged.		