NHS
University Hospitals Sussex
NHS Foundation Trust

DISCHARGES WITHOUT GP LETTER PRINTED (DISCHARGE SUMMARY)

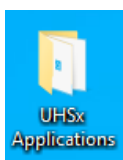This process is for **Chichester, Worthing & Shoreham**.

There is a **Compass BI Report** that can be used to show any discharges where the GP letter wasn't printed for a discharge summary.

This report can also be viewed in **CareFlow** which you can see at the end of this guide.

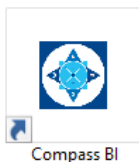There is a direct link for the report, it can be accessed from **here**

|	
You can also access the report from the **Compass BI** page.	Double click on the **UHSx Applications** folder on the desktop. UHSx Applications
Double click on the **Compass BI** icon in the folder. Compass BI	Once open, select **All Reports.** All Reports

Type **GP** in the search box…

Search for any text in the report title, brief summary, category or tag…

GP

Click on the **magnify glass** or press **Enter** on the keyboard to perform the search.	From the search results, select the report, **Discharges without GP letter printed.** Discharges without GP letter printed
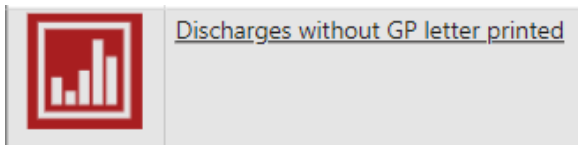
Choose the **Patients discharged from:** and **to:** dates. You can type free type the dates or click on the calendar.

Patients discharged from:	23/06/2023		to:	26/06/2023	

Click on the **Select Site** drop down and choose the site e.g. St Richard's Hospital.

Select Site: St Richard's Hospital

Under **Ward**, all wards will be selected. Take the tick out of **Select All** to remove all wards and then tick the Ward(s) required.

Ward: HOME SRH SAEC Gen Surgery Virt
- ☐ SRH Acute Cardiac Unit
- ☐ SRH Acute Medical Unit 1
- ☐ SRH AE
- ☐ SRH Aldwick Ward
- ☐ SRH Apuldram Ward
- ☑ SRH Ashling Ward
- ☐ SRH Birdham Ward

On the right hand side of the screen, click on **View Report** to run the report.

View Report

This will show all patients within the criteria you selected and shows the columns, **Hospital Number, Patient Name, Date of Birth, Discharge Date, Ward,** and **Consultant**.

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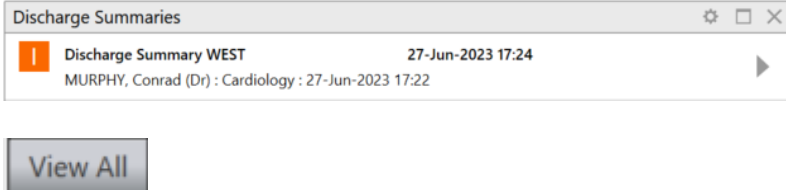**Discharged Patients, without Discharge Summary sent to GP**   **UAT3**
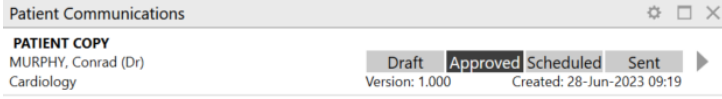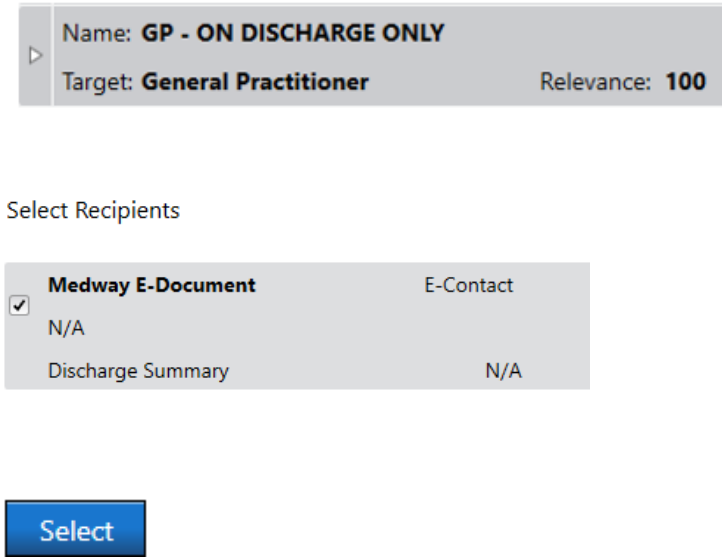
Hosp Num	Patient Name	Date of Birth	Discharge Date	Ward	Consultant
T1874503	troy-jake WEST	21/02/2008	27/06/2023 17:06	SRH Ashling Ward	Dr Conrad Murphy (C3188828)
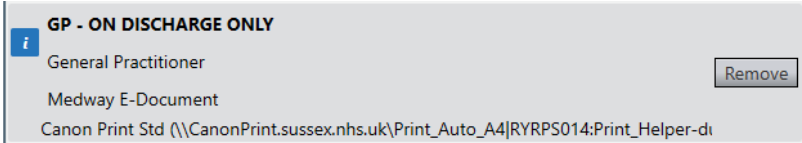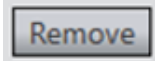
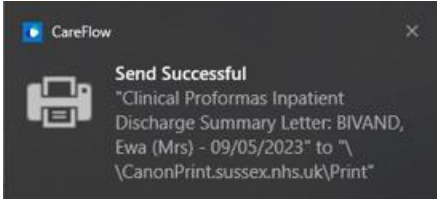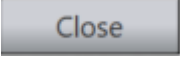You will then need to find the patient's discharge summary within CareFlow to send to GP.

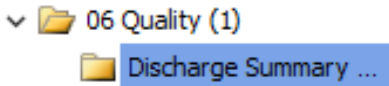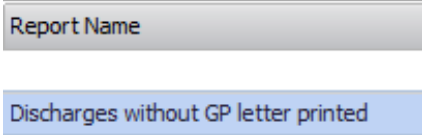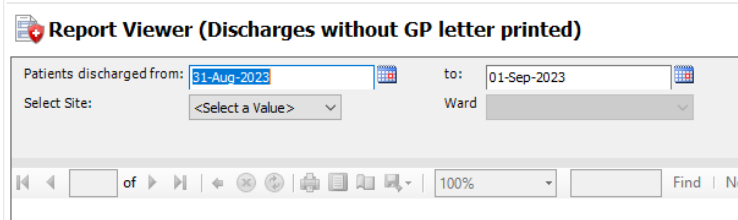Copy the **Hospital Number** and find the patient using **Master Patient Index>Search for Patient**

Master Patient Index

Search for Patient

Once you're in the patient record, click on **their name** or the **Home** button to open the **Homepage.** WEST, Troy-Jake (Mr)	You can check the **Patient Communications** tile to ensure that the discharge summary has not been sent to the GP already (it would show **GP – ON DISCHARGE ONLY**). This can also be viewed under **Menu>All Letters.** Patient Communications ⚙ □ ✕ PATIENT COPY MURPHY, Conrad (Dr) Draft Approved Scheduled Sent ▶ Cardiology Version: 1.000 Created: 28-Jun-2023 09:19
Find the **Discharge Summaries** tile and a list of the patient's summaries will display. Click on **View All.** This can also be viewed under **Menu>All Proformas.**	Discharge Summaries ⚙ □ ✕ ▌ Discharge Summary WEST 27-Jun-2023 17:24 MURPHY, Conrad (Dr) : Cardiology : 27-Jun-2023 17:22 ▶ View All
Select the required summary and click on the **Edit** button. Edit	If any mandatory fields haven't been completed (they will show with a **red asterisk**) then you will need to ask the Doctor to finish the Discharge Summary before you can send to GP. *
Click on **Authorise**	Authorise

The **Document Templates** are in the left column of the screen.
 	
 Select **GP – ON DISCHARGE ONLY**
 	
 In the middle column, under **Select Recipients** you will see that **Medway E-Document** is already ticked
 	
 Click on the **Select** button
	▷ Name: **GP - ON DISCHARGE ONLY**
	    Target: **General Practitioner** Relevance: **100**
	
	 Select Recipients
	
	 ☑ **Medway E-Document** E-Contact
	    N/A
	    Discharge Summary N/A
	
	 Select

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	**GP - ON DISCHARGE ONLY** General Practitioner Remove Medway E-Document Canon Print Std (\\CanonPrint.sussex.nhs.uk\Print_Auto_A4|RYRPS014:Print_Helper-d Remove
Click the **Submit** button	Submit
A confirmation message displays in the bottom-right corner of the screen. **This has now been sent to the GP electronically.**	CareFlow × **Send Successful** "Clinical Proformas Inpatient Discharge Summary Letter: BIVAND, Ewa (Mrs) - 09/05/2023" to "\ \CanonPrint.sussex.nhs.uk\Print"
Click on **Close** Close	Under the **Patient Communications** tile, you will now see **GP – ON DISCHARGE ONLY** to show this has now been sent to the GP. Patient Communications ⚙ □ × **GP - ON DISCHARGE ONLY** MURPHY, Conrad (Dr) Draft Approved Scheduled **Sent** ▶ Cardiology Version: 1.000 Created: 28-Jun-2023 09:30
The patient will now be removed from the report as the discharge summary has been sent to GP.	

To view the report in **CareFlow**:	
Click on the **Report** icon, you will find this on the bottom left of the CareFlow screen under the navigation pane.	
Select the folder **06 Quality** and the sub-folder **Discharge Summary**.	∨ 📂 06 Quality (1) 　　📁 Discharge Summary ...
The report will show on the right-hand side of the screen. Double click on the report called **Discharges without GP letter printed.**	Report Name Discharges without GP letter printed
The **Report Viewer** opens, and you can now run the report in the same way as above.	🔴 **Report Viewer (Discharges without GP letter printed)** Patients discharged from: 31-Aug-2023　　to: 01-Sep-2023 Select Site:　　<Select a Value>　　Ward ⏮ ◀ ☐ of ▶ ⏭ | ← ⊗ ⟳ | 🖶 ☐ 🕮 📄▾ | 100% ▾ |　　Find | N
The report can be **printed** and **exported (to Word, Excel etc).**	Print Icon: 🖶 Export Icon: 💾▾