WARD STAFF - PRINT A COPY OF THE DISCHARGE SUMMARY

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

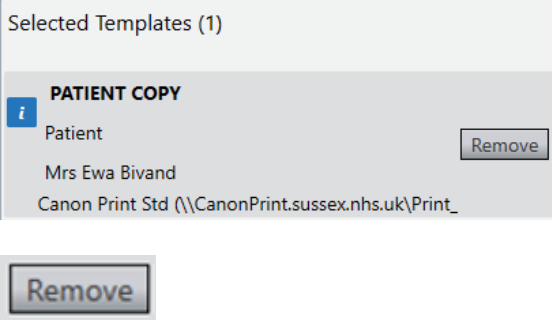|	
*Once you have the ward displayed from either **View Patients by Ward** or **Inpatient Whiteboard:*** Select your patient so their name appears in the **Patient Banner** Right-click the patient's row then select **Edit Discharge Summary** as the summary has already been started - you may need to scroll down the menu	**Patients by ward (SRH Aldwick Ward) Last Refreshed 24-Oct-2022 16:59:25** Bed / NHS Number / Patient Name / Hospital ... / DoB / Gender / Admission D... ⊟ Waiting Area ⊟ Bay Name: SR18 Bed 18 ... SMITHSON, Jake (Mr) ... 5991281 ... 21 May ... Male ... 24-Oct-202... View All Observations ⊟ Bay Name: SR19 / Edit Discharge Summary Bed 19 ⊟ Bay Name: SR20 / Send Casenotes Bed 20 / Receive Casenotes ⊟ Bay Name: SR21 Bed 21
Click the **Complete** button which allows you to to **Print** the discharge summary	**Complete**
The **Document Templates** are in the left column of the screen. Select **PATIENT COPY** In the middle column, under **Select Recipients** you will see that the patient is already ticked Click on the **Select** button	**Templates & Recipients** Document Templates (2) ▷ Name: **PATIENT COPY** Target: **Patient** Relevance: **100** Select Recipients **Mrs Ewa Bivand** Patient ☑ 117 Mill Lane, PORTSLADE, BRIGHTON, EAST SUSSEX, BN41 2FH Letter **Select**

This moves the **PATIENT COPY** 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	Selected Templates (1) *i* **PATIENT COPY** Patient Remove Mrs Ewa Bivand Canon Print Std (\\CanonPrint.sussex.nhs.uk\Print_ 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 "\\CanonPrint.sussex.nhs.uk\Print"	