Discharge Reports		
Select Export Document	➤ Export Document	
Select Report Selection	Export Document Report Selection	
Only request the discharge report when a bed is available and the patient is almost ready to leave the unit		
Select Show Empty Rows	Sections Show Empty Rows Rows Accept Defaults Document	
Select Report Request		
Select Discharge Report		
Select Save Chart		
Select the report to view	▼ 13/06/2018 ■ ReportFolder.HTML 11:45	
After 10/15 minutes the PDF of the word report will be in the report page - this pulls data from all over the ICCA episode		
Double click on the report to view	Name	

Discharge Reports			
Discharge Summary opens in PDF and can be printed	E Learning patient Do not delete Critical Care Discharge Summary E Learning patient Do not delete zzz7879787 (Hospital Number) (Date of Birth) Length of Stay: days ITU Admission: Discharged: 21/06/2018 Hospital Admission: Discharged from: TRAINING UNIT		
If there is any delay or more data added to ICCA before transfer, especially in the medical notes, request a new discharge report by clearing and then reselecting discharge report			
Double click Discharge Report			
Select <clear entry=""></clear>	Report Type WARNING: This report should only be used for currently admitted patients. If used for previous discharges take extra care that there is no missing data. Report Request Discharge Report Clear Entry> Discharge Report Company Discharge Report Discharge Repo		
Select Save Chart			
Select Report Request			
Select Discharge Report			
Select Save Chart			

Just as the patient is leaving ICU, transfer or discharge the patient via PAS (remember the actual time must be entered) and not ICCA (The transfer or discharge time and location will appear automatically on the demographic form via PAS.

Always transfer to other clinical areas within the Trust - only discharge for a discharge out of the hospital or for a death