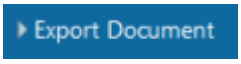
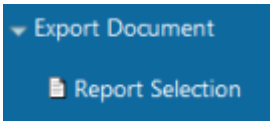
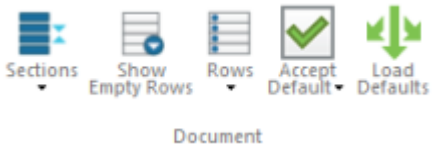
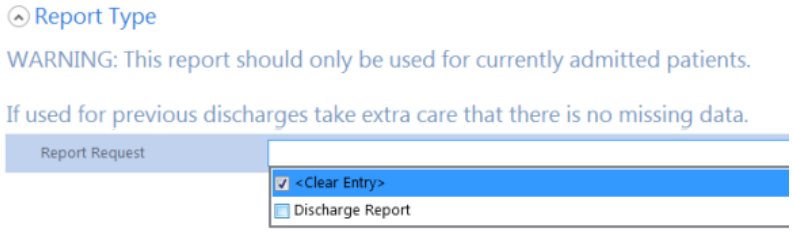
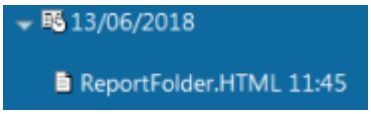
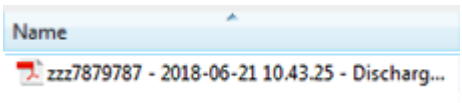
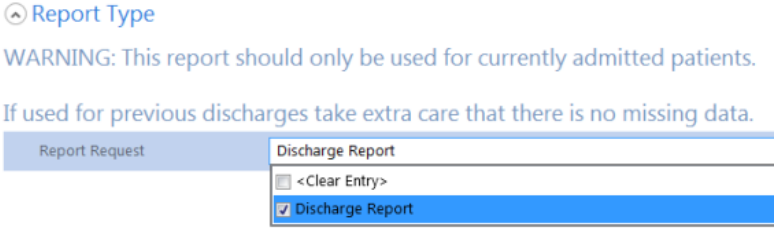
Discharge Reports	
Select **Export Document**	
Select **Report Selection**	
Only request the discharge report when a bed is available and the patient is almost ready to leave the unit	
Select **Show Empty Rows**	
Select **Report Request**	
Select **Discharge Report**	
Select **Save Chart**	
Select the report to view	
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	

<table>
<tr><th colspan="2">Discharge Reports</th></tr>
<tr><td>Discharge Summary opens in PDF and can be printed</td><td>
</td></tr>
<tr><td>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 re-selecting discharge report</td><td></td></tr>
<tr><td>Double click Discharge Report</td><td></td></tr>
<tr><td>Select <Clear Entry></td><td> 
</td></tr>
<tr><td>Select Save Chart</td><td></td></tr>
<tr><td>Select Report Request</td><td></td></tr>
<tr><td>Select Discharge Report</td><td></td></tr>
<tr><td>Select Save Chart</td><td></td></tr>
<tr><td colspan="2">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</td></tr>
</table>