## **Discharge Patient from Symphony**

1. Select the patient on the tracking grid

| S<br>F  | Symphile Hel | nony De<br>p | eskto | op 3.1.1.2 (2.UHSussex ) | Test) |              |                 |          |          |        |       |              |
|---|--------------|--------------|-------|--------------------------|-------|--------------|-----------------|----------|----------|--------|-------|--------------|
| Butcher, Rupert, A1004234, Male, DoB: 16/12/1982, Age: 38 Yea   Q Details SRE-21-000061-2, Minors, Painful wrist/hand, 08/11/2021, 09:29, Dr. Steven Searle |              |              |       | e <b>ars</b><br>de       |       |              |                 |          |          |        |       |              |
| N   | ext acti     | on           | ×     | SRH St Richard's ED      |       |              | •               | Locatio  | ons 🔻    | 🙀 e-AU | DIT 🗦 | ¢ T <u>o</u> |
|   |              |              | -     | Search (Alt+Q)           | ALL   | Filter 🔻 🗄 🏹 | So <u>r</u> t ▼ | 2 🖉      | <b>~</b> | Age    | NEWS  | PEV          |
|   | *            |              |       | Butcher, Rupert          |       |              | <b>Ø</b>        | <u>8</u> | 1d 3h    | 38y    |       |              |
| Ø   | View S       | ystem A      | u     | Barrett, Donna           |       |              | Ø.              |          | 1d 2h    | 46y    |       |              |
| П   | L Iniury 9   | Surveilla    | nc    |                          |       |              |                 |          |          |        |       |              |

2. Select the Discharge DEP



3. Check the Chief Complaint details and click on Next



- 4. Select the **Discharge Responsible Clinician** from the list, you can click into the search box and start typing the discharge responsible clinician to filter the list
- 5. Click on **OK**, or **double click**



- 6. Click on Next
- 7. From the Discharge Status box. select Treatment complete
- 8. Click on **OK**, or **double click**



- 9. From the **Discharge Followup** box. select as appropriate e.g. Select the + next to **Hospital** to expand and select an option
- 10. Click on **OK**, or **double click**



- 11. From the GP letter given to patient? box. select Copy of discharge letter provided to patient
- 12. Click on **OK**, or **double click**



- 13. From the **Discharge Outcome** box, select as appropriate e.g. Select the + next to **Discharged** to expand and select an option
- 14. Click on OK, or double click



15. Select the Safeguarding Concerns drop down arrow

| Safeguarding Concerns |          |
|-----------------------|----------|
|                       | <b>•</b> |

- 16. Select any appropriate safeguarding concerns
- 17. Click on the >> button, or **double click**



- 18. Click on OK
- 19. If the Reason for Breach box appears, select as appropriate

Season for Breach — — X

|   | Enter text to filter this list (Alt+5) / Fress Esc to restore the list (Alt+E) |
|---|--|
| ĺ |  |
|   | Clinical Exception   |
|   | Referral Delay - ED  |
|   | A+E Delay  |
|   | Bed Flow   |
|   | Mental Health  |
|   | Specialty Breach   |
|   | Diagnostic Delay   |
|   | No CDU capacity (lack of transport)  |
| l |  |

## 20. Click Finish

e-VIEW displays for this patient which shows actions recorded during their attendance.

21. Select the Tracking button



Time of discharge shows in the Discharge column



We now need to remove this patient from the tracking grid

Check the correct patient is selected

22. Select Locations



- 23. Select Left Department
- 24. Click **OK**



The patient has now been removed from the tracking grid.