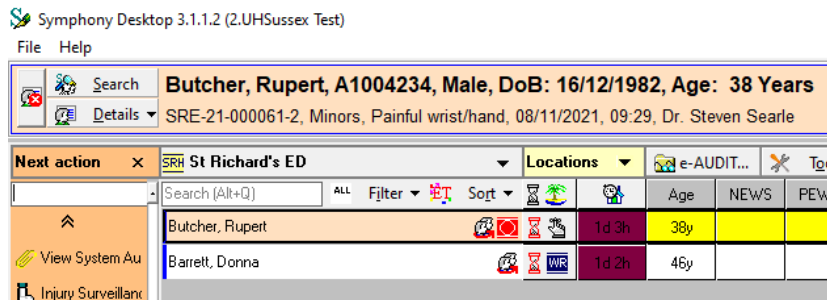
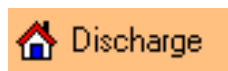


Discharge Patient from Symphony

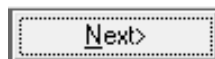
1. Select the patient on the tracking grid



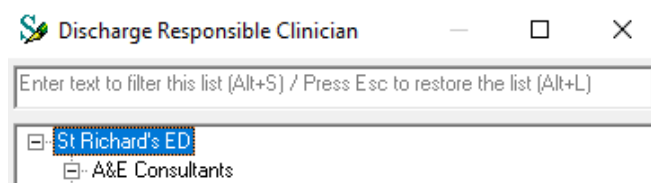
2. Select the **Discharge DEP**



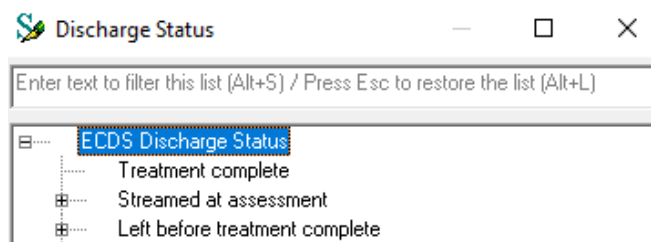
3. Check the **Chief Complaint** details and click on **Next**



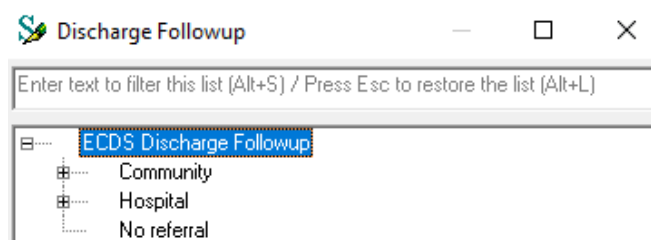
4. Select the **Discharge Responsible Clinician** from the list, you can click into the search box and start typing the discharge responsible clinician to filter the list
5. Click on **OK**, or **double click**



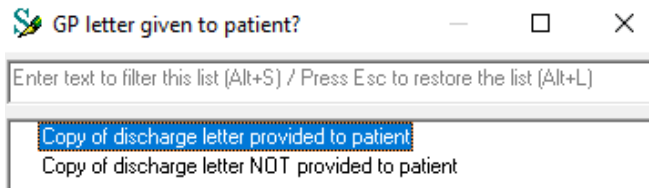
6. Click on **Next**
7. From the **Discharge Status** box, select **Treatment complete**
8. Click on **OK**, or **double click**



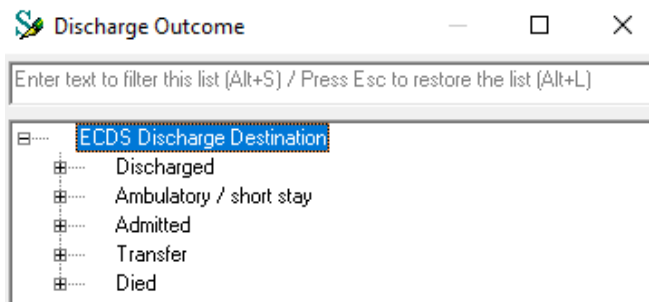
9. From the **Discharge Followup** box, select as appropriate e.g. Select the **+** next to **Hospital** to expand and select an option
10. Click on **OK**, or **double click**



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



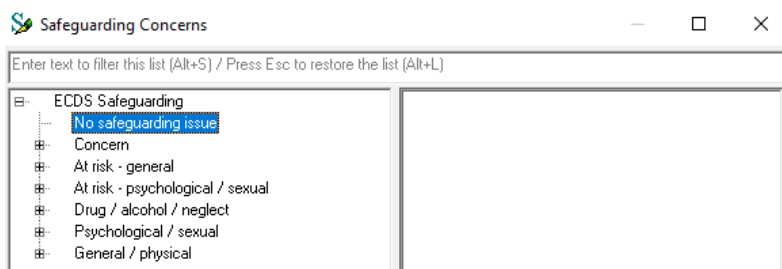
13. From the **Discharge Outcome** box, select as appropriate e.g. Select the **+** next to **Discharged** to expand and select an option
14. Click on **OK**, or **double click**



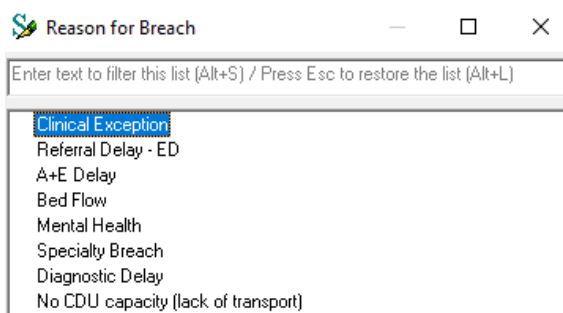
15. Select the **Safeguarding Concerns** drop down arrow



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



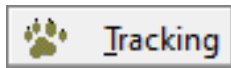
18. Click on **OK**
19. If the **Reason for Breach** box appears, select as appropriate



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

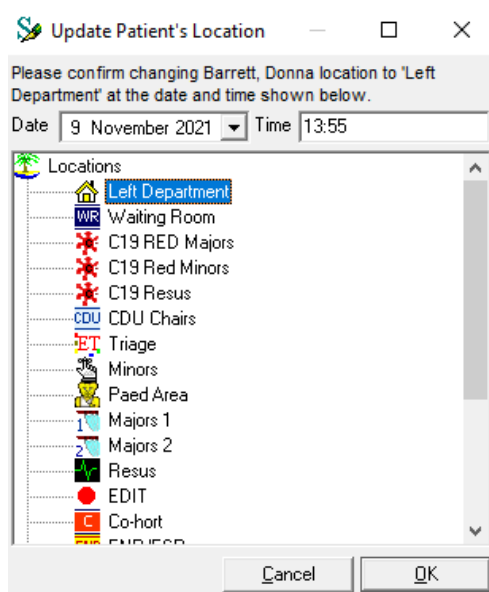
Check the correct patient is selected

22. Select **Locations**



23. Select **Left Department**

24. Click **OK**



The patient has now been removed from the tracking grid.