

This Quick Reference Guide (QRG) reviews the steps for providers to complete a patient discharge.

### Common Buttons & Icons

	<b>Continue icon</b>
	<b>Discontinue icon</b>
	<b>Pill Bottle icon</b>
	<b>Missing Details icon</b>
	<b>Plus icon</b>
	<b>Orders for Signature icon</b>
	<b>Sign and Return icon</b>
	<b>Toggle Workspace icon</b>
	<b>Save button</b>
	<b>Sign/Submit button</b>
	<b>Sign button</b>

### Reconcile Discharge Medications

➤ From the Discharge tab of the Provider View screen in the patient’s chart:

**STEP 1:** Click the **Discharge Medications** component from the Inpatient workflow menu.

**STEP 2:** Click the **Discharge** hyperlink.

**STEP 3:** Click the **Continue** radio button for any of the medications prior to reconciliation that will be continued.

**STEP 4:** Click the **Discontinue** radio button for any medications that will be discontinued after reconciliation.

**STEP 5:** Click the **Pill Bottle** icon to convert medications from prior to reconciliation to a prescription after reconciliation.

**STEP 6:** Click the **Missing Details** icon for medications that need additional details after reconciliation.

**STEP 7:** Fill in any required details as indicated by the yellow-colored fields.

**STEP 8:** Click **Sign**.

## **Reconcile Discharge Workflow Page**

➤ From the Discharge tab of the Provider View screen in the patient's chart:

**STEP 1:** Click the **Order Profile** component from the Inpatient workflow menu.

**STEP 2:** Click the **Plus** icon.

**STEP 3:** Click **Discharge (DX)**.

**NOTE:** **Make sure Inpatient Orders is selected.**

**STEP 4:** Click the **Orders for Signature** icon.

**STEP 5:** Click the **Order** and **This Visit** fields to associate the diagnosis and the order.

**STEP 6:** Click **Sign**.

**STEP 7:** Click the **Missing Details** icon on the order, if needed.

**STEP 8:** Fill in required details as noted by the yellow-colored fields.

**STEP 9:** Click **Sign**.

## **Continue the Discharge Process**

➤ From the Discharge tab of the Provider View screen in the patient's chart:

**STEP 1:** Click the **Toggle Workspace** icon to open the Clinical Entry Workspace.

**STEP 2:** Scroll down to the **Hospital Course** component.

**STEP 3:** Review information from the patient's stay. Click to open an item and make modifications as needed for the Discharge Summary.

**STEP 4:** Review and document the **Follow Up Recommendations** component, as needed.

**STEP 5:** Click the **Toggle Workspace** icon to close the Clinical Entry Workspace.

**STEP 6:** Click the **Discharge Quality Measures** component from the Inpatient workflow menu.

**STEP 7:** Click the dropdown arrow.

**STEP 8:** Click **Discharge Quality Measures Form**.

**STEP 9:** Select the **Quality Measures** radio button that is appropriate for the patient.

**STEP 10:** Fill in the details as appropriate for the needed quality measures.

**STEP 11:** Click the **Sign and Return** icon.

**STEP 12:** Click the **Sign** icon.

**STEP 13:** Click the **Follow Up** component from the Inpatient workflow menu.

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**STEP 14:** Add at least one follow up.

**STEP 15:** Click **Quick Picks** for clinically appropriate follow up quickly.

**STEP 16:** Click the **Location** or **Provider** radio button, then type the information needed.

**STEP 17:** Add the follow up instructions using either **Predefined Comments** or using the free text **Comment** field.

**STEP 18:** Click **Save**.

**STEP 19:** Click the **Patient Education** component from the Inpatient workflow menu.

**STEP 20:** Click the needed patient education.

**NOTE:** Quick suggestions will populate based on the This Visit diagnoses.

- Only click the item once or it will continue to add instances to the patient's Patient Education component.

**STEP 21:** Click the **Discharge Summary** or **Discharge Order** component from the Inpatient workflow menu.

**NOTE:** Use **Discharge Summary** for information entered into the Hospital Course component or intend to type or use voice recognition to document the hospital course.

- Use the **Discharge Order** only if dictate to transcription is going to be used.

**STEP 22:** Review the information and make clinical adjustments as applicable.

**STEP 23:** Click **Sign/Submit**.

**STEP 24:** Click **Sign**.

**NOTE:** Once the **Discharge Summary** is signed and submitted, it can be revised for up to fourteen days, after which any additional edits must be added to the note using an addendum.

### **Review the Discharge Summary**

➤ From the Provider View in the patient's chart:

**STEP 1:** Click **Documentation** from the left side menu.

**NOTE:** The most recent document displays at the top of the list.

**STEP 2:** Click **Discharge Summary**.