Northern Light Health℠

The Nursing Discharge Process takes place within the Nursing Discharge MPage.

Gap Checking

➢ Certain Discharge components have a red asterisk* in front of them.

➢ When all the required documentation has been completed for the patient, a green checkmark ☑ will replace the red asterisk.

➢ The patient should not be discharged until all requirements have been met.

➢ Some of the requirements will need to be completed by the provider.

➢ Refer to the **Electronic Clinical Quality Measures** flyer for Quality Measures education.

✔ Follow Up
✱ Discharge Documentation (0)
✔ Home Medications (3)
✔ IV Stop Times
  Lines/Tubes/Drains
✔ Orders (42)
  Quality Measures (0)
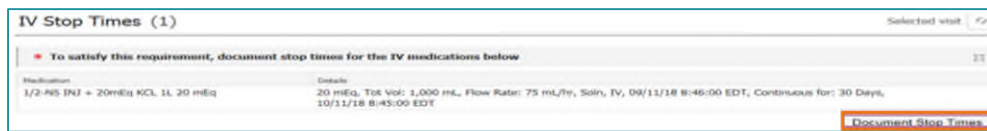✱ Patient Education

What satisfies the components?

➢ **Orders** – to satisfy this requirement a **Discharge Order** needs to be placed by the provider.

- When a green checkmark displays, the nurse knows that a discharge order has been placed on the patient order profile.

- The Discharge Order fires two tasks to CareCompass:
  - **Educate Patient on Medication Adherence topics/problems**.
  - **Provide Patient with Condition Specific Education**.

➢ **IV Stop Times** – to satisfy this requirement, document **IV stop times**.

STEP 1:   Click **Document Stop Times**.

STEP 2:   Select the infusion(s) needing stop times documented.

STEP 3:   **Infusion Billing** opens for IV stop time documentation.

STEP 4:   Verify End time and volume infused is correct.

IV Stop Times (1)   Selected visit

✱ To satisfy this requirement, document stop times for the IV medications below

Medication   Details
1/2-NS INJ + 20mEq KCL 1L 20 mEq   20 mEq, Tot Vol: 1,000 mL, Flow Rate: 75 mL/hr, Soln, IV, 09/11/18 8:46:00 EDT, Continuous for: 30 Days, 10/11/18 8:45:00 EDT
                                                              Document Stop Times

➢ **Patient Education** – to satisfy this requirement, at least one **education topic** needs to be added.

- One of the suggested topics should be selected to meet CMS requirements.

- The language must be changed before selecting the education topic by using the dropdown.

NOTE: Not all education topics are available in each of the languages.

STEP 1: Click the education topic to add it to the patient's chart.

STEP 2: Click **More Options** or the **+** sign to the right of the Patient Education title bar to search for additional education topics.
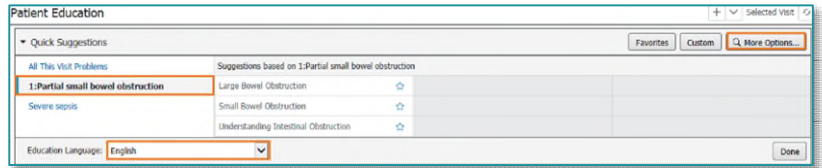
STEP 3: Click the star to add to **Favorites**.
The star will turn blue, and the topic will be available when the **Favorites** button is selected.

STEP 4: Click the education topic. There is no need to click enter.

STEP 5: The education can be **Modified**, **Printed**, or **Removed** by selecting the applicable button.

STEP 6: Click **Full Assessment** to open the Adult Education iView Band and document the patient's response to the education provided.
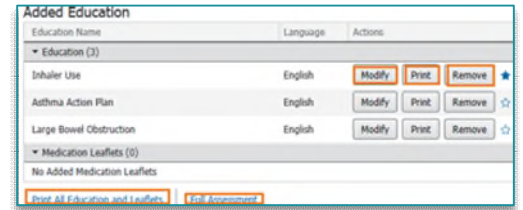
> **NOTE:** Only the Education topic will print on the Patient Discharge Instructions. Education topics are to be printed and given to the patient.

➢ **Home Medications** – to satisfy this requirement, **Discharge Medication Reconciliation** must be completed by the provider.

➢ **Follow Up** – to satisfy this requirement, at least one **Follow Up** appointment must be documented.

- Using **Quick Picks**
  ▪ The Patient's PCP will automatically display in the Quick Picks for easy selection.
  ▪ Use the **Search** box to locate providers that are not in Quick Picks or Favorites.
  ▪ Once a provider is selected, click **Modify**.
  ▪ Click the **+** sign, it will take you to Krames appointment options.
  ▪ Using the dropdown, select the appointment timeframe.
 ▪ Select the telephone number and provider's address.
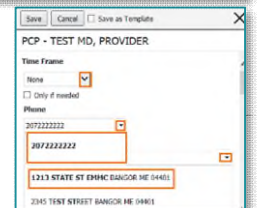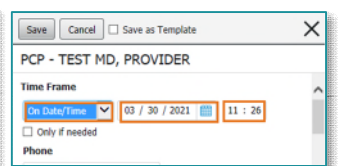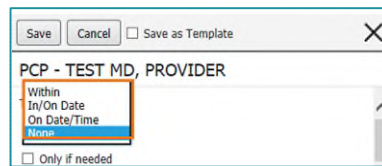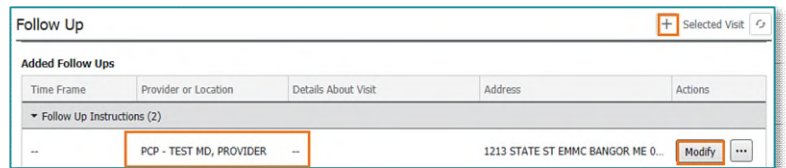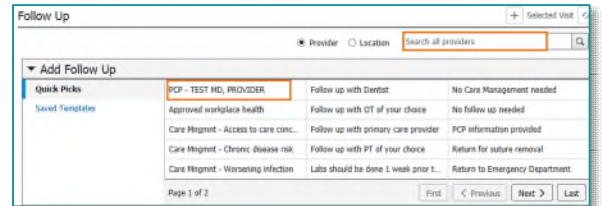
- ▪ Select from the **Predefined Comments** or free text in a comment.
- ▪ Click **Save**.
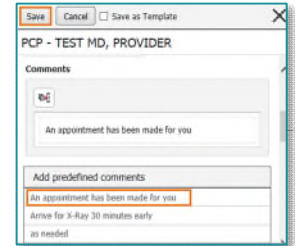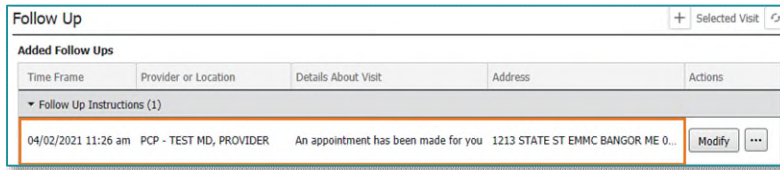
NOTE: It is best practice to schedule the appointment for the patient prior to discharge.

Discharge Documentation

➢ The **Nursing Discharge Summary Form** is completed from the **Discharge Documentation** component.

- • Click the dropdown arrow to the right of the Discharge Documentation title and select **Nursing Discharge Summary Form**.

- • Click the **+** sign next to the dropdown to access the **Adhoc folder** to document in other discharge forms such as the Expiration form.
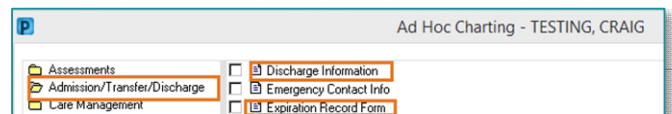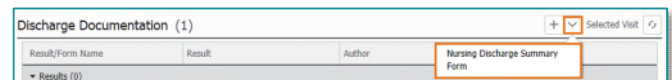
➢ **Nursing Discharge Summary form consists of three sections.**

- • Document where the patient was discharged, discharge mode, and transportation used, as well as any special equipment or services that the patient went home with.

- • Vital signs documentation.
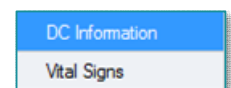
Printing the Patient Discharge Instructions

➢ Click **Patient Discharge Instructions** at the bottom of the component list to open the **Patient Discharge Instructions.**

➢ If all the requirements are not met when the **Patient Discharge Instructions** are opened, the nurse needs to select an override reason from the dropdown for each requirement that is not met.

➢ The override reason entered displays when the **Patient Discharge Instructions** are opened again if the requirement remains unmet.

➢ Hover next to the title of each of the sections in the **Patient Discharge Instructions** to reveal the icons.

- • The three icons from left to right: refresh the section, free text additional information, and to remove the section.
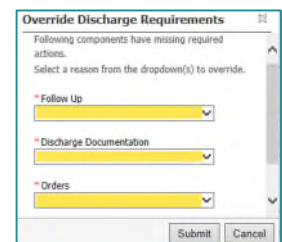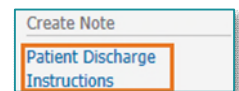
➤ Removing a blank section cleans up and customizes the **Patient Discharge Instructions** for the patient.

➤ Instructions from the provider on activity limitations, wound care, etc., can be free texted in the **What to do next** section by hovering and clicking the free text icon.
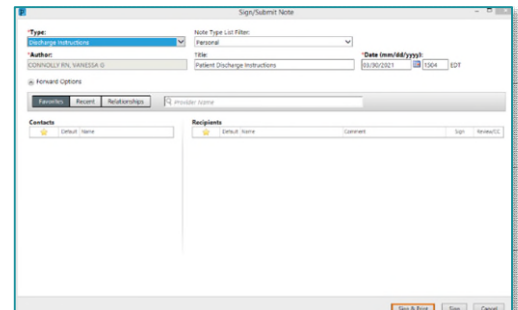
➤ Medications

- Two types of medication lists may exist for the patient.

    ▪ Home medications print with a page break so the patient can keep a list of medications to show to providers.

    ▪ A discharge medication list appears where nursing will enter the next dose information as well as any special instructions for the patient.

    ▪ Hover in the **When, Instructions** and **Next Dose** boxes to free text medication administration details.

➤ Click the **Save** button to save any information that has been free texted into the **Patient Discharge Instructions.**

➤ Click **Sign/Submit** to sign the form and open the **Sign/Submit** box.

➤ Once the **Sign/Submit Note** box populates, click **Sign & Print** to print the instructions.

➤ Review the Patient Discharge Instructions with Patient.

Care Compass Discharge Tasks

➤ Educate Patient on Medication Adherence topics/problems.

➤ Provide Patient with Condition Specific Education.

➤ From CareCompass click **education topics** to select them.

- Click **Document**.

- From Activity View document the Medication Education and sign.

➤ Once documentation is complete on both the tasks, they are no longer be viewed in CareCompass.