**A patient will automatically be placed on the Discharge List gadget when the provider places the Discharge order; however, nursing staff can manually add expected discharges.**

Expected Discharge

During nursing handoff, if the charge is alerted that a patient is expected to be discharged, a Discharge icon can be placed.

STEP 1: Highlight the patient room on the Bed Board to activate the Action Buttons.
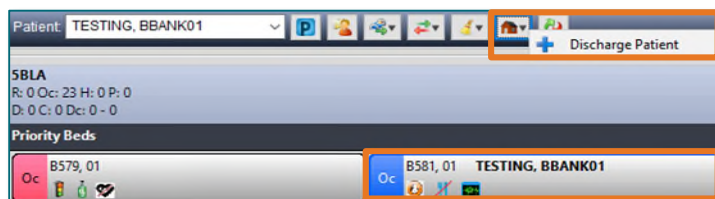
STEP 2: Select the Discharge icon and Discharge Patient.
- The patient will appear on the Discharge List with a House icon.
- A green dot will appear once the provider places the order or staff manually change the status.
- A red dot will appear when the discharge is marked as complete
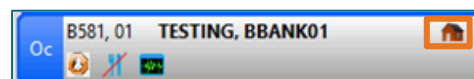
Unit Discharge

- Designated staff will notate the Disposition of the Patient, along with the time and date, in the **Comment** section in Capacity Management.

- Select the **Discharge** action button.

- Click the dropdown to the left of the patient's name and select **Complete Discharge**.
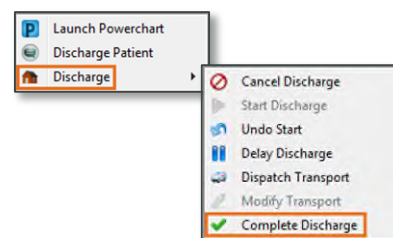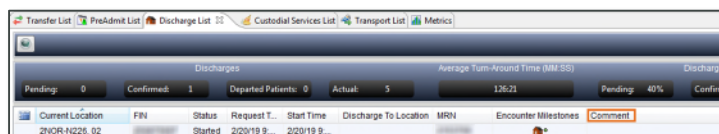
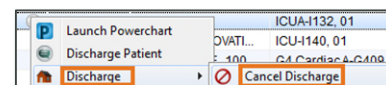NOTE: If unit staff are cleaning the room, please cancel the clean job.

Cancelling an Expected Discharge

In the event there is a change in the discharge plan, patients can be manually removed.

STEP 1: Click the dropdown to the left of the patient's name on the Discharge List gadget.

STEP 2: Select **Discharge** and **Cancel Discharge**.

STEP 3: Select a reason for the cancellation and click **OK**.