

## From the Office of Health Informatics Capacity Management Acadia Discharge Process

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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.



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- **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.

<u>NOTE</u>: If unit staff are cleaning the room, please cancel the clean job.

# Discharge Patient Discharge Cancel Discharge Start Discharge Undo Start Delay Discharge Dispatch Transport Modify Transport Complete Discharge

### **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**.



For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.