From the Office of Health Informatics

Quick Reference Guide (QRG) Perform the Patient Discharge Process

March 16, 2022

This Quick Reference Guide (QRG) demonstrates how to perform a patient discharge.

Common Buttons & Icons

	New Order icon
	Red X icon
	Star icon
	Down Arrow icon
	Sign icon

Complete a Patient Discharge

➢ From the Care Compass screen:

STEP 1: Click the **New Order** icon. The patient's discharge order displays.

STEP 2: Review the order.

STEP 3: Click **Mark as Reviewed**.

STEP 4: Click the patient's name. The Nurse View screen displays.

STEP 5: Click the **Discharge** tab, if needed.

STEP 6: Click **Patient Education** in the table of contents. Quick suggestions for the education display.

STEP 7: Review any previously added education.

STEP 8: Click the education to add.

- At least one suggested education topic must be selected for the patient to meet quality measures.

NOTE: **Access a topic marked as a favorite, view custom topics added by Northern Light Health, and search for topics using the three buttons in the upper right corner.**

STEP 9: Navigate to the **Added Education** section.

STEP 10: Review, modify, and print the education.

- Clicking an education opens it in the Patient Education window.

NOTE: **Add and remove education from the Patient Education window. To add an education, double-click; to remove an education, click the Red X icon.**

STEP 11: Complete steps 7-9, as needed.

STEP 12: Click **Sign**.

Add an Education to Favorites

➢ **From the Added Education section:**

STEP 1: Click the **Star** icon within the education row.

Add a Follow-Up Visit With the PCP

➢ **From the Discharge tab in the Nurse View screen:**

STEP 1: Click **Follow Up** in the table of contents. Commonly used follow-up visits display.

STEP 2: Click the patient's PCP.

NOTE: **If a patient's PCP is identified, the PCP will show at the top of the first column. If the PCP does not display, select a different option.**

STEP 3: Navigate to the **Added Follow Ups** section.

STEP 4: Click **Modify**. The PCP window displays.

STEP 5: Scroll down to the **Add predefined comments** section, if needed.

STEP 6: Click **Call 866-729-9670 if not called in 3 days**.

STEP 7: Click **Save**.

NOTE: **To remove a follow-up visit:**

a) **Click … within the Follow Up Instructions row.**

b) **Click Remove.**

STEP 8: Click **IV Stop Times** in the table of contents.

STEP 9: Click **Document** in the IV Stop Times component. The IV Stop Times window displays.

STEP 10: Select the appropriate check box(es).

STEP 11: Click **Document**. The Infusion Billing window displays.

NOTE: **The infusion end date and time and volume default to the current date and time the fluid would have finished based on the rate on the order.**

STEP 12: Update the infusion end times and volumes, if needed.

STEP 13: Click **Sign**.

Document a Nursing Discharge Summary Form

➢ **From the Discharge tab in the Nurse View screen:**

STEP 1: Click **Discharge Documentation** in the table of contents.

STEP 2: Click the **Discharge Documentation Down Arrow** icon; then click **Nursing Discharge Summary Form**.

STEP 3: Complete the **DC Information** section.

NOTE: **If the patient is discharged with any devices or equipment or is set up with special services or community resources, document it here.**

STEP 4: Click the **Sign** icon.