

This Quick Reference Guide (QRG) demonstrates the Discharge Process Workflow for the BH Nurse.

Common Buttons & Icons

	Add button
	Down Arrow icon
	Sign icon
	Left Arrow icon

Complete the Discharge Process

➤ From the Admission Workflow MPage:

- STEP 1:** Click the **Discharge** tab.
- STEP 2:** Confirm the **Discharge Order** is placed from the **Order Profile**; then click **Follow Up**.
- STEP 3:** Verify the appropriate follow-up appointment has been made; then click **Home Medications**.
- STEP 4:** Confirm the **Discharge Med Rec** is complete; then click **Problem List**.
- STEP 5:** Verify the **Problem List** has been completed for the visit; then click **Discharge Documentation**.
- STEP 6:** Click the **down arrow** icon and select **BH Nursing Discharge Summary**.
- STEP 7:** Complete the necessary documentation; then click the **Sign** icon.
- STEP 8:** Click **Patient Education**.
- STEP 9:** Make the appropriate selections; then click **BH Care Transition Record** at the bottom of the components list.
- STEP 10:** Review the information is correct; then click **Sign/Submit**.
- STEP 11:** Click **BH Discharge Instructions** at the bottom of the components list. Note opens in a new tab.
- STEP 12:** Review the information, updating it as needed. Click **Sign/Submit**. The **Sign/Submit Note** window displays.
- STEP 13:** Confirm the information is correct; then click **Sign & Print**.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at:
 207-973-7728 or 1-888-827-7728.