Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Discharging Patients for ED Providers

January 5, 2021

This Quick Reference Guide (QRG) Reviews Discharging Patients for ED Providers.

Common Buttons & Icons

Discharge	**Discharge Medication** button
	Prescription icon
	Documented Home Medications icon
	Medications to be Reconciled icon
	Administered Medications icon
	Continue Medication icon
	Discontinue Medication icon
+ Add	**Add** button
...	**Ellipses** icon
	Favorites icon
+	**Add** icon

Add Diagnoses to the Problem List

➢ **From the ED LaunchPoint screen:**

STEP 1: Click the patient's name from the list. The patient's chart opens to the ED Workflow MPage.

STEP 2: Click **Problem List** in the component menu.

STEP 3: Click the **Add as** drop-down arrow and make the appropriate selection.

STEP 4: Click the **Add problem** field.

STEP 5: Enter the diagnosis; then, make the appropriate selection from the options list. The diagnosis now displays in the Problem List.

NOTE: **If the diagnosis displays with an Exclamation Point icon, specify the diagnosis using the Diagnosis Assistant tool.**

Complete Discharge Medication Reconciliation

➢ **From the ED Workflow MPage:**

STEP 1: Click **Home Medications** in the component menu.

STEP 2: Click the **Discharge Medication** button. The Order Reconciliation window displays.

STEP 3: Make the appropriate selections for all medications.

- Use the Continue Medication radio button to continue medications.
- Use the Discontinue Medication radio button to discontinue medications.

- Use the Continue Remaining Home Meds to select all medications to continue at once.
- Use the Do Not Continue Remaining Orders to discontinue all medications at once.

Add a New Order

➢ **From the Order Reconciliation window:**

STEP 1: Click the **Add** button. The Add Order window displays.

STEP 2: Select the appropriate folder(s) to locate the medication.

NOTE: **You can also use the Search field to find the order.**

STEP 3: Click the medication. The Order Sentences window displays.

STEP 4: Select the appropriate order sentence; then, click **OK**.

STEP 5: Click **Done** when you have finished adding orders.

STEP 6: From the Details for Order pane, make any changes as needed; then, click **Reconcile And Sign** .

Send Prescription to Pharmacy

➢ **From the Details for Order pane:**

STEP 1: Click the **Ellipses** icon. The Prescription Routing window displays.

STEP 2: Click the **Send to** drop-down arrow.

STEP 3: Click **Pharmacy** .

STEP 4: Enter the search criteria for the appropriate pharmacy; then, click **Search** .

STEP 5: Select the pharmacy from the list.

- To add a pharmacy to the patient's preferred list, right-click the pharmacy; then, click Add to Patient Preferred.
- You can modify the patient preferred list from the Patient Preferred tab.

STEP 6: Click **OK** to confirm your selection.

Add Patient Education

➢ **From the ED Workflow MPage:**

STEP 1: Click **Patient Education** from the component menu.

STEP 2: Add the desired education for the patient. The selected education displays in the Added Education section.

NOTE: **You can use the following options to add education:**

- Quick Suggestions displays education based on the patient's diagnoses.

- The Favorites button displays your favorites as well as departmental favorites. You can add favorites by selecting the Favorites icon next to the education.
- The Plus icon gives you the option to search for any education.

Document Follow-Up Appointments

➢ **From the ED Workflow MPage:**

STEP 1: Click **Follow Up** in the component menu.

STEP 2: Click the **Search all providers** field.

STEP 3: Enter the providers name; then, select the appropriate provider from the list. A popup displays with the provider's name.

STEP 4: Click the **Time Frame** drop-down arrow and make the appropriate selection.

NOTE: **As you make selections, additional fields may display.**

STEP 5: Scroll down to the Predefined comments section and make the appropriate selection.

STEP 6: Once all information is complete, click **Save**.

NOTE: **Follow Ups that have been created will display in the Added Follow Ups section if changes need to be made.**

Add Patient Instructions

➢ **From the ED Workflow MPage:**

STEP 1: Click **Patient Instructions** from the component menu.

NOTE: **This section is used to convey information directly from provider to patient in their discharge paperwork.**

STEP 2: Click the **Patient Instructions** field.

STEP 3: Enter the desired instructions and information; then, click **Save**.

Create and Print the Patient Summary Note

- **From the ED Workflow MPage:**

STEP 1: Click **ED Patient Summary** from the component menu. The note displays in a new tab.

STEP 2: Confirm all information in the note is correct. Then, click **Sign/Submit** . The Sign/Submit Note window displays.

STEP 3: Click **Sign & Print** . The Print window displays.

STEP 4: Verify all the settings are correct; then, click **Print.**

NOTE: **The signed note will display in the Documents component of the patient's chart.**