



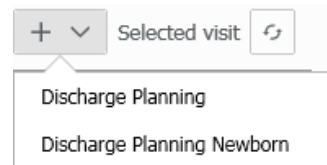
EMR Quick Reference Guide

Documentation Case Conference/Discharge Planning

1. Click on **Case Conference/Discharge Planning** under the Table of Contents (TOC).

Case Conference/Discharge Planni...

2. On the right of the **Discharge Planning** line, click the **downward arrow** and select **Discharge Planning** from the list



3. Fill out the relevant sections in the form as per your scope of work.

4. Press **green tick** to sign and save the form.



5. Scroll to **Outstanding Orders** to review outstanding orders

Outstanding Orders (24)

Order	Status
Orthopaedic Technologist Review (Orthopaedic Tech Use Only)	Ordered
Orthopaedic Technologist Referral	Ordered
Culture Wound	Ordered

6. Scroll to **Goals for Discharge** to document goal(s) and interventions for the patient- Refer to Clinical Care- Goals for Discharge QRG

Edit Goals and Interventions

Goal *

Search and select, or key in unique goals


Start

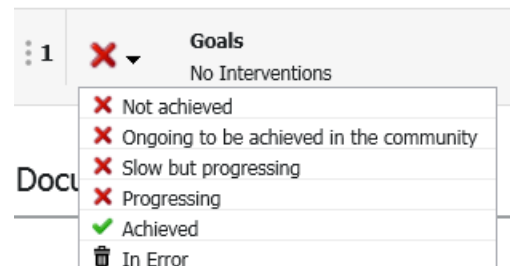
Target

Interventions

+ Intervention

7. After saving the goal/interventions, you can:

- View/filter** by goal status
- Update** goal status, by clicking  to the right of the status symbol
- Modify** goal/intervention



All (1) **Not Achieved (1)** Future (0) Achieved (0)

8. Scroll to **Documents** to review the different documents associated with coordination and discharge.

Documents (5)

Time of Service	Subject
19/08/19 16:05	Brief Communication Note

9. Prior to or during Case Conference, each clinician can provide an update under Conference Summary and Select **Save**, this form is "Multi-Contributor" so each clinicians documentation will display on other clinicians conference summary. All documentation will pull in to the **Case Conference Note**

Conference Summary

Font Size

Can add conference summary information here during case conference/discharge planning meeting

Can add more information during the case conference

Qvist, Alison - DIET 15 APR 2020 15:44

10. The final scribe during the case conference should click on **Case Conference Note** bring up this note and document any further discussion or outcomes during the meeting.

Create Note
[Case Conference Note](#)

11. Documented goals and interventions along with the conference summary will pull through to the note automatically

Case Conference Note List

Font Size

Goals
Climb stairs with nil assist

Conference Summary
Can add conference summary information here during case conference/discharge planning meeting

Can add more information during the case conference

13. Confirm the **Type** is **Case Conference Note**. The **Title** can be updated to reflect the type of case conference, e.g. GEM.

*Type: Case Conference Note

*Author: Qvist, Alison

Note Type List Filter: All

Title: Case Conference Note- GEM Discharge Meeting

14. Click **Sign**.