

Discharge – Documents Required for Patient Transfer



Digital Health
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Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete documentation required for patient transfer.

Reports required from EMR:

1. Transfer Letter Note (Nursing)
2. Patient Summary Transfer Report (Medication Summary)
3. Transfer MAR report (Medication Administration Record including space to document infusion events during transport) **AND** a photocopy of the Patient Acute Resuscitation Plan
4. Discharge Summary (Medical) – *if discharged to external organisation*

Report 1: Transfer Letter Note (completed by nursing staff)

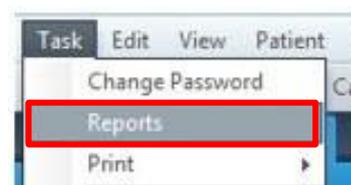
1. Select **Documentation +Add** from Table of Contents (TOC)
2. Under **Type** select **Patient Discharge Summary**
3. Under **Note Templates** select **Transfer Letter Note**, click **OK**
4. Complete all necessary details then click **Sign and Submit**
Then click **Sign and Print**



Report 2: Patient Summary Transfer Report (Medication Summary)

The medical officer may already have printed this report

1. From the **Navigation Toolbar** select **Task** and select **Reports**
2. Then select **Patient Summary Transfer Report** from the list
3. Select printer and click **Print**

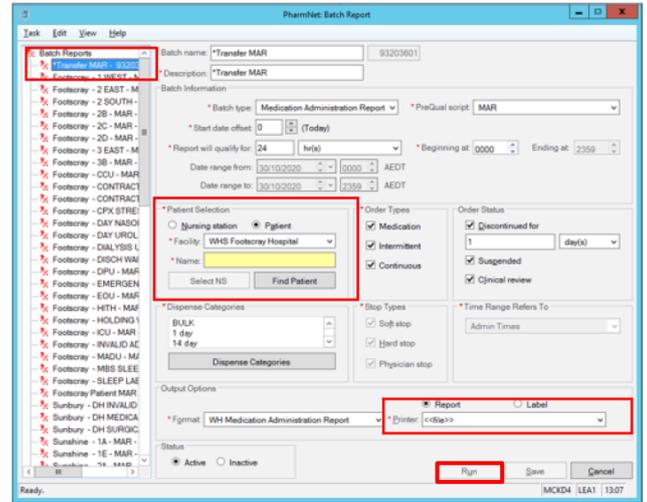
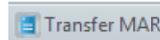




Report 3: Transfer MAR (completed by nursing staff)

1. Open the patient’s chart on EMR and click on the **Transfer MAR** in the **Navigation Toolbar**
2. Enter **authorising password** and click **OK**
3. The **PharmNet: Batch Report** window will open
 - a) Select ***Transfer MAR** in the left menu column
 - b) Under **Patient Selection**: select the **correct facility**, enter the patient’s name (last name, first name)
 - c) Select the correct encounter
 - d) Select the correct printer and click on **Run** to retrieve the report

AND a photocopy of the patient’s Acute Resuscitation Plan



Report 4: Discharge Summary – if discharged to external organisation

The medical officer may already have printed this report

1. From the **Navigation Toolbar** select **Task**
 - a. Select **Print**
 - b. Select **Medical Record Request**
2. **Medical Record Request** window will open
 - a. Select **WHS Discharge Summary** under **Template**
 - b. Select **Further Medical Care** under **Purpose**
3. Click on **Preview** then **Yes**
4. A PDF Report will open up and proceed to print

