

Documentation – Inpatient Goals for Discharge or Outpatient Goals

#### Digital Health Quick Reference Guide

#### This Quick Reference Guide will explain how to:

Document Inpatient Goals for Discharge and Outpatient Goals (relevant for Specialist Clinics and Chronic and Complex Care)

# **Documenting Inpatient and Outpatient Goals**

 For Inpatient Goals for Discharge: From the Table of Contents (TOC), navigate to Case Conference /Discharge Planning page and select Goals for Discharge component



For Outpatient Goals (Goals OP): From the TOC, navigate to Outpatient View and select Goals OP component from the Outpatient Case Conference tab

Outpatient View	Outpatient Case Conference
MAR Summany	I I
Interactive View and Fluid Balance	
Results Review	Goals OP
Orders and Peferrals + Add	Documents (50)
	Microbiology (0)

2. To add a goal, click on the "+" icon to the right of the Goals for Discharge component

#### 3. The Edit Goals and

Interventions box displays. Type in a **Goal** for your patient. Select the start and target (end) date, along with source and status

pal *					
IP - Use gait	t aid safely indoors				
Search and select, o	or key in unique goals				32/:
Start *	Target	Source	Туре	Barriers	
23/08/2023	08/09/2023	1 selected	1 selected		
Progressing	~				

All Visits 🖓





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<ul> <li>Important</li> <li>Use the prefix of "IP" to clearly identify the goals as Inpatient Goals</li> </ul>	Edit Goals and Interventions Goal * IP - Use gait aid safely indoors Search and select, or key in unique goals
<ul> <li>Use the prefix of "OP" to clearly identify the goals as Outpatient Goals</li> </ul>	Goal * OP - Use gait aid safely indoors Search and select, or key in unique goals
• For Community Based Goals, add the Clinic Name e.g. CBR or CDAMS etc as a prefix to the goals	

Click on + Interventions to open the Interventions section of the Edit Goals and Interventions 4. box + Intervention

### Interventions

5.	Fill out the required	Interventions					
	fields. You can add	Interventions * Practice with all staff	Source	Category	Status	Frequency 	*
	an additional	: 1 Easth intervention, or low in unique intervention, 27/100	Owner		Target	Confidence Level	~
i	intervention for the	Search intervention, or key in unique intervention 23/100			0/100		
	one goal by clicking	+ Intervention					
	on the "+ Intervention	" again					
6.	Click Save	Save					





# **Handy Hints**

- You can filter goals displayed by their progress status
- When documenting your Case Conference Note at the next Case Conference meeting, the Goals and Interventions (along with the progress status) are automatically pulled into the note. If the goal is not relevant, you can delete it from your note

# For patients moving between inpatient, outpatient and community-based services:

- If patients have pre-existing outpatient goals, at the first case conference, adjust the existing outpatient goals' Start and Target dates to a future date beyond the expected Inpatient Discharge date
- If the patient has existing inpatient goals that have not been achieved, these should be moved by adjusting the 'Start' date of the Goal to a future date beyond the anticipated discharge date. This will move the Goals to a Future status.

se	Start * 13/07/2023	Target	* 8/2023	
All (1)	Not Achieved (0)	Future (1)	Achieved (0)	
<b>X</b> -	OP Use gait aid No Interventions	l safely indoo	ors and outdoors	

11	1 IP - Use gait aid safely	indoors		
	No Interventions			
	× Not achieved			
X Ongoing to be achieved in the community           X Slow but progressing				
<ul> <li>Achieved</li> </ul>				
	🛱 In Error			
-				
Goals	s for Discharge			
	All (1) Not Appiavad (1) Eutura (0) Ap	blowed (0)		
A	All (1) Not Achieved (1) Future (0) Ac	neved (0)		
Ca	ase Conference Note X List			
	Font - Size	- X		
	Goals			
1	IP - Use gait aid safely indoors			
	Interventions:Practice with all	staff		
9	Conference Summary			

