FirstNet – Treating Clinician Discharge Documentation

Digital Health
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Quick Reference Guide

This Quick Reference Guide will explain how to:

Create an ED discharge summary and an ED Patient Friendly Visit Summary

Definitions:

myHR – My Health Record – a secure online summary of health information accessible to the patient

Outline

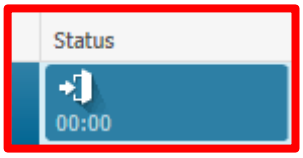
Creating a valid discharge summary is mandatory for all patients who are discharged from ED. Along with the patient details, a valid discharge summary needs to have a clinical synopsis and discharge diagnosis

They are automatically distributed to:

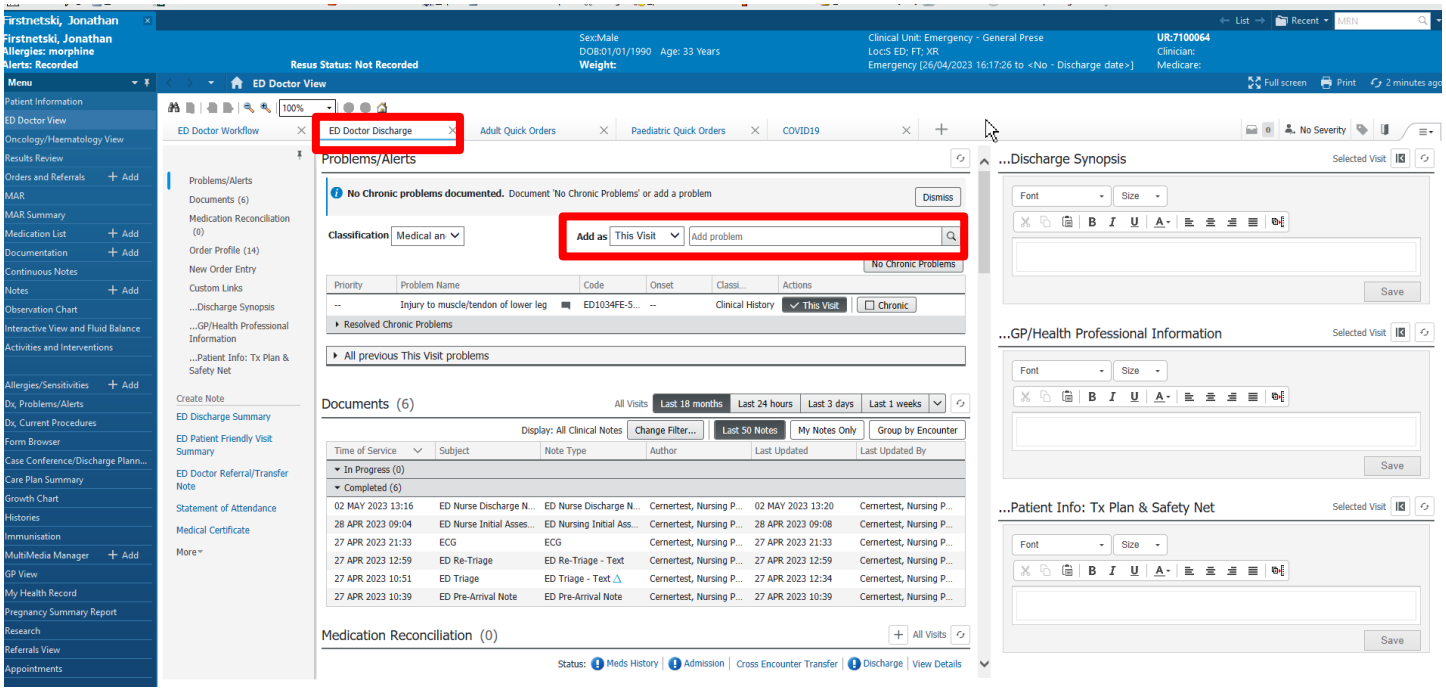
a. The Patient's GP via Bossnet
b. myHR (incomplete discharge summaries automatically be rejected by myHR)

Discharge Documentation

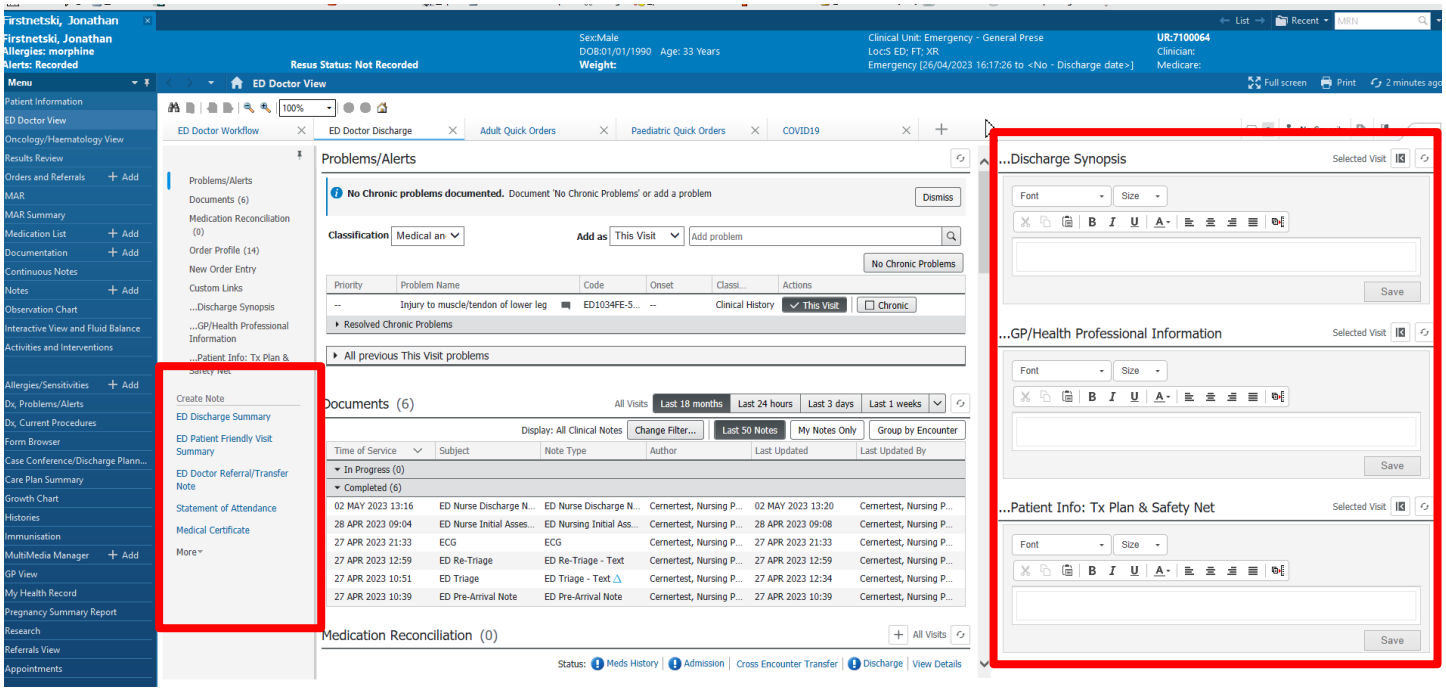
1. Locate patient on LaunchPoint. Right click on the patient to select **'ED Ready for Discharge**' and **Sign off the order**. The status will now change to blue and indicate to the ED team that the patient is ready to be discharged.



2. Open the patient chart. Using the **ED Doctor Discharge** column in **ED Doctor View** ensure that a **Problem/Diagnosis** has been entered as per QRG FirstNet – Treating Clinician –Adding diagnosis to Problem List.



3. Enter text into the text boxes in ED Doctor discharge workflow (2), using the text boxes (3) "…Discharge Synopsis", "…GP/Health Professional Information: and "….Patient Info: Tx Plan and Safety Net" (4).
   i. **…Discharge Synopsis:** Short summary of patient presentation.
   ii. **…GP/Health Professional information:** Any specific information for the GP or other healthcare professionals
   iii. **…Patient Info: Tx Plan & Safety Net:** Advice that you give the patient.



4. Click on create note on the left to create the various note types and click submit to save to the chart

   "ED Discharge Summary" – **all three text boxes** will copy into this note,

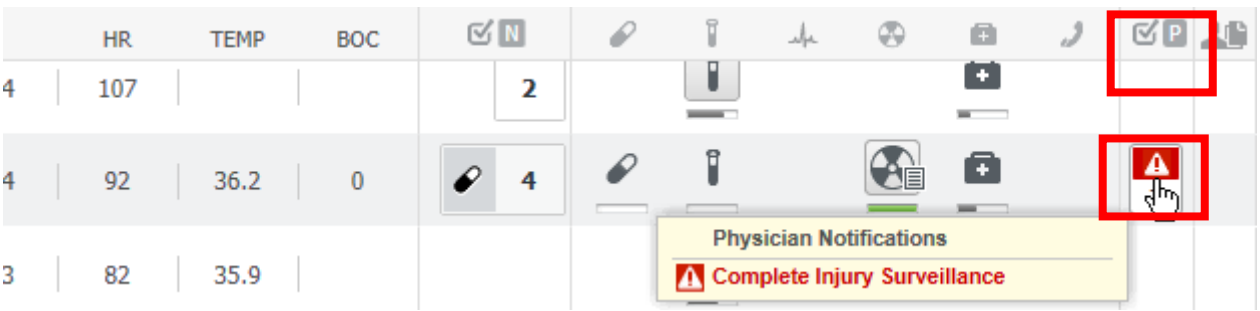
   "ED Patient Friendly Visit Summary" – only the **"… Patient Info…"** box will copy into this document.

   Statement of Attendance, Medical Certificate and Carer certificate are filled in ad hoc depending on requirements.

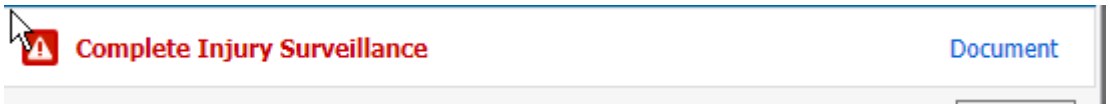
5. To view the saved notes, you can find them in ED doctor view in Documents.

Injury Surveillance/Verfication of Death forms

1. Mandatory forms drop into the physician tasks column as an alert. These include the verification of death form after the disposition status has changed to Died in ED or a patient has had an injury diagnosis entered



2. Click on the notification to open the option of documenting in the form. Submitting on Document will allow you to fill in the mandatory forms prior to discharge.



Important

- All Discharged Emergency Department patients require a discharge summary.
- A valid discharge summary for myHR must have a Discharge Diagnosis and Discharge Synopsis included.
- Notes, Pathology and Radiology results can be tagged into the discharge summary.