

Digital Health Quick Reference Guide

## **Discharge Reconciliation**

Discharge Reconciliation should be done for every patient.

- 1. Navigate to Medical Officer View and select the Discharge tab
- 2. Click 🕕 Discharge
- 3. The reconciliation window will appear

B, ₹	Order Name/Details	Status		∎.		B ₹	Order Name/Details	
⊿ Continued	I Home Medications							
J 🖓	atorvastatin (atorvastatin 40 mg oral tablet)	Documented	0	0	0			
_	1 tab(s), Oral, daily, 30 tab(s), 0 Refill(s)		$\cup$					
🔁 😳	atorvastatin	Ordered	0	0	0			
	80 mg given as 1 tab(s), Oral, morning		$\sim$	$\sim$	, v			
୍କ 😳	calcium carbonate (calcium (as carbonate) 500 mg oral chewable tablet)	Documented	0	0	0			
-	1 tab(s), Oral, BD (with or after food), 240 tab(s), 0 Refill(s)			- V	- V			
🔁 😳	calcium carbonate (calcium (as carbonate) 500 mg oral chewable tablet)	Ordered	G		m	nto	d - Homo modios	a+ia
	500 mg given as 1 tab(s), Oral, BD (with or after food)		υ	UEU	ime	nice	u – Home medica	atio
⊿ Medicatio	ns			1	1			
(† 🕼 😡	fenofibrate	Ordered	0	0	0			
9	145 mg given as 1 tab(s), Oral, daily		-	-	-			
	flucioxacilin (additive) + Sodium Chloride 0.9% infusion 100 mL	Ordered						
	2 g, 200 mL/hr, IV Intusion, 6 hourly							
(T) 🖸 😳	Insulin aspart (novoKAPID)	Ordered	0	0	0			
	U (zero) unit(s), subcutaneous, scheduled Meal Times, PKN: nypergiycaemia							
🗊 💽 🥹	Insulin aspart (novoKAPID)	Ordered	0	0	0			
<b>a</b> . 0	4 unit(s), subcutaneous, scheaulea meai Times, PRN: nypergiycaemia	O de al						
Ch 👧	The tormin (in et formin 500 mg or al modified release tablet)	Ordered	0	rde	red	= Ir	npatient medicati	ion
🚇 🔿		Ordered	-					
00		Ordered	0	0	0			
A Ca	n, oo ny given as 2 tabls, out, o b	Ordered						
6je 🥨	permuopri permuopri arginine to ingona caneto	ordered	0	$\circ$	$\circ$			
4 Continuo	iong gitting fitting, out, duty			1	1	1		
- continuot	compound codium lactate (Hartmann's) infusion (RAG BY RAG) 1 000 ml	Ordered						
4 <u>0</u> 99		ordered						
	res merm, ix injusion, stop, og ie/2020 2021:00			1	1			

Symb	ool Legend:	
	Continue medication after discharge	This will not be included on the discharge script but it will appear on the discharge summary. Only use when a patient is transferred to a non-Western Health hospital.
<b>.</b>	Create new prescription	Adds medication to discharge script and discharge summary. Always use for ongoing medications including home meds regardless of whether or not patient needs supply, as per WH policy.
	Do not continue medication on discharge	The medication will cease and will not be printed on the discharge script or discharge summary.

- 4. Make a selection for each medication:
  - Select solumn for medications that are to continue upon discharge. These will move into the right hand column with a status of prescribe.
  - Select *solumn* for medications to be ceased
  - If there are duplicated medications (e.g. a documented home medication converted to an active inpatient medication will have two entries
    - Continue the documented medication
    - Discontinue the ordered medication

\*Note\*: You can continue the medications you wish to prescribe then click Do Not Continue Remaining Orders

5. You can make modifications to medications and add any additional discharge medications by clicking + Add





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Inpatient infusion orders cannot be 6. reconciled upon discharge.

> If intravenous or subcutaneous medications are required on discharge (e.g. for HITH), add them as ampoules or vials.

flucloxacillin (additive) + Sodium Chloride 0.9% infusion 100 mL 2 g, 200 mL/hr, IV Infusion, 6 hourly flucloxacillin injec Advanced Options 🗸 Type 0 Search flucloxacillin 1 g injection A Up flucloxacillin 1 g injection (1000 mg, IV, Vial, 6 hourly, Qty: 5 vial(s)) flucloxacillin 500 mg injection flucloxacillin 500 mg injection (500 mg, IV Vial 6 hourly Oty: 5 vial(s) flucloxacillin 500 mg injection (mg/kg, IV, Vial, 4 hourly, Qty: 5 vial(s)) flucloxacillin 500 mg injection (mg/kg, IV, Vial, 6 hourly, Qty: 5 vial(s)) "Enter" to Search

Ordered

Ordered

7. Complete mandatory fields and select appropriate PBS code if applicable. For non-PBS items where the quantity is unknown, enter "1 box(es)" into the Dispense field.

⊿ Medications 🕀 😳

A

fenofibrate

145 mg given as 1 tab(s), Oral, daily

■ Details for levothyroxine s	odium (Eutroxsig 50 m	cg (0.05 mg) oral tablet)		
🕂 Details 📴 Order Comments	📄 Diagnoses 🛛 🛃 PBS			
Dose	*Route of Administration	*Frequency	Duration	*Dispense 30 90
1 tab(s)	Oral	morning		tab(s)
🖀 😒 Details 🛛 📻 Order Comments	📄 Diagnoses 💽 PBS			
PBS Code Section Form/St	trength Quantity Repeats	\$ Streamline Code		
System Listed PBS Items				
2174K GE levothyroxine so	dium 50 micro 200 1	\$23.55		
System Exception PBS Items				
System Exception PBS				

Refer to Medications - PBS Prescribing for more information if needed.

- 8. Click **Plan** if you wish to save your progress and return to it later. This will **NOT** generate a discharge script.
- Check the printer location. If the location is not correct, click is to find the correct printer. 9.

Details Order Co	mments Diagnoses	289 S					
Dore	Route of Administration	tion 'Frequency	Duration	'Dispense	[10] [90] 'Refil		
1 patch(es)	Transdomal	ONCE a week on[sa		2 patch(ex)	0	+ 😘 h. 🗏 🕷	
Drug Ferm	Patch	u u			FRM	v	i i
Special Instructions					Reg 24	-	
					Indication:		
PBS Status	PBS	*			PBS Code:	8#65N	1
DOT Duration of the					DRC Swint Nurvhan	47 026 391	

- 10. Click Sign to generate a discharge script. EMR will automatically print TWO copies (Medicare and Pharmacy copy).
- 11. Sign both copies and give to pharmacist/patient.



## **Troubleshooting – Printing Issues**

If your discharge scripts haven't printed, first check the following:

- 1. Does the printer have PBS prescription paper? Ask the staff in-charge for further supply.
- 2. Has the correct printer and/or tray been selected? See below to reprint the prescription.

How to Reprint the Original Prescription:

- From the Table of Contents, go to Orders and Referrals.
- Select and highlight the 'Prescribed' medication order. Hold the CTRL key to select more than one order.
- Right-click over the highlighted orders and choose Print Rx.

How to Add a Printer:

There are two ways to add a printer:

1. Via "Favourites"

Select the printer and click OK.

Dis	play: A	Orders 5 Days	Back	~					
	B} ₹?	Status 1	Start	Stop	Order Name	Dose	Details		
⊿	Continu	ious Infusions							
⊿	CY-DEM	10; 03; 04 Fin	#:1290 Admit: 28/0	7/2021 14:54					
	<b>()</b>	🗑 Ordered	03/05/2023 20:59		morphine sulfate (subcut additive) 50 mg + cyclizine (subcut additive) 25 mg + So		18 mL, Subcutaneous, Rate: 0.75 mL/hr, Fi 20:59:00, Total volume (mL): 18	rst do	ise 03/05/2023
	<b>⊕ ∑</b>	🗑 Ordered	23/01/2023 10:26		labetalol (additive) 200 mg [20 mg/hr] + Neat Diluent infusion 40 mL		40 mL, IV Infusion, Rate: 4 mL/hr, First dos 10:26:00, Total volume (mL): 40	e 23/	01/2023
⊿	Medica	tions							
⊿	CY-DEM	10; 03; 04 Fin	#:1290 Admit: 28/0	7/2021 14:54					
	•	Prescribed	23/06/2023 15:28		amoxicillin-clavulanate (amoxicillin-clavulanate 400 mg-57 mg/		6 mL, Oral, Suspension, BD (with or after f Renew	ood), >	Qty: 1 mL, PBS Restr ID:
	ī,	Prescribed			docusate-senna (docusate-senna (sennoside B) 50 mg-8 mg oral tablet)		Modify without Resending		II(s) 0, RPBS,
	۵,	Prescribed	23/06/2023 15:28		fluticasone/umeclidinium/vilanterol (Trelegy Ellipta 200/62.5/25 inhalation po		Copy Cancel/Reorder		nhaler(s), V, PBS Restr
	ī,	Prescribed			aspirin (aspirin 100 mg oral enteric tablet)		Suspend		iily (with or - RPBS, PBS -
	Ö,	Prescribed			fluticasone/umeclidinium/vilanterol (Trelegy Ellipta 200/62.5/25 inhalation po		Activate Complete		nhaler(s), V, PBS Restr
	<b>ð</b>	Ordered	20/03/2023 11:00		quinidine sulfate (quinidine sulfate 200 mg oral tablet)		Cancel/DC		023 11:00:00
	🕀 词	Ordered	09/02/2023 08:00		trimETHOPRIM-sulfamethoxazole (trimETHOPRIM-sulfamethoxazole 40 m		Convert to Inpatient Order		MS J. First dose
	🕀 🗞	Ordered	24/01/2023 11:00		daPTomycin (additive) + Sodium Chloride 0.9% infusion 50 mL		Print Rx		n(s), AMS G, Approval:
	🔁 词	Ordered	24/01/2023 11:00		piperacillin-tazobactam (additive) + Sodium Chloride 0.9% infusion 100 mL		Print	>	, Indication: TI - uncom
	<b>d</b> '9	Ordered	19/01/2023 12:00		paracetamol (paracetamol 500 mg oral tablet)		Advanced Filters		ırs: 4 g of
	A 🐂	Ordered	19/01/2023 12:00		paracetamol (paracetamol 500 mg oral		Disable Order Information Hyperlink		irs: 4 a of

Prescription Routing				—	
*Send to: Printe ~					
Apply to:  Selected Pending	Prescription(s)				
All Pending Pres     All Pending Neg	Transmissions				
O All Pending Non-	- Tamperproor Prescriptions				
Default					
Always treat my personal defau	It output destination as the default				
Always use the default output o	destination associated with the comput	er that I am using			
Uutput Devices					
Favorites Other Output Device	s				
Device Name	Description	Tune	Location		
BB-I V1-EMBP-MED-01	Auto Created Client Printer W/H14	PRINTER	Ashleu DH Te	am Leve	11
BB-LV1-EMRP-MFD-02	Auto Created Client Printer WH14	PRINTER	Ashley DH Te	am Leve	11
Alicrosoft Print to PDF		PRINTER			
Microsoft Print to PDF (fr	Auto Created Client Printer WH14	PRINTER			
📇 OneNote (Desktop) (fro	Auto Created Client Printer WH14	PRINTER			
ConeNote for Windows 1	Auto Created Client Printer WH14	PRINTER			
Send To OneNote 2013	Auto Created Client Printer WH14	PRINTER			
WT-LVG-MEDR-MFD-0	Auto Created Client Printer WH14	PRINTER	Medical Reco	rds · Lev	el Grou
WT-LVG-MEDR-PBS-01	Auto Created Client Printer WH14	PRINTER	Medical Reco	/rds · Lev	el Grou

## 2. Via "Other Output Devices"

Click the plus icons to filter and find you location's printer. If your location is not listed, click on **Unknown** to find the printer. Select the printer and click **OK**.

*Send to: Printer V				
Apply to: <ul> <li>Selected Pending Prescriptio</li> </ul>	on(s)			
All Pending Prescriptions				
<ul> <li>All Pending Non-Tamperpro</li> </ul>	oof Prescriptions			
)efault				
Alwaiis treat mu personal default output des	tination as the default			
S Annays treat my personal delatat output des	anddorr ds tric derdak			
Always use the default output destination as	a a se a la bas al constitue bla a constant	nuter that Lam using		
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Julput Devices	ssociated with the con	poter that rain asing		
Jutput Devices Favorites Other Output Devices	ssociated with the con	porter that t an tasing		
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Dutput Devices Favorites Other Output Devices Filter By: Location	<ul> <li>Device Type:</li> <li>Device Name</li> </ul>	Printer	∽ Type	
Julput Devices Favorites Other Output Devices Filter By: Location 단 관 Demonstration 1 Hospital	Device Type:     Device Name	Printer	∽ Type	
Judput Devices           Favorites         Dither Output Devices           Filter By:         Location           Image: Constraint of the product of the prod	Device Type:     Device Name	Printer Location	∽ Type	
Julput Devices       Favorites       Other Output Devices       Filter By:     Location       Image: Construction 1 Hospital	Device Type:     Device Name	Printer Location	∽ Туре	
Duput Devices       Favorites       Other Output Devices       Filter By:       Location       Image: Demonstration 1 Hospital       Image: Demonstration Hospital       Image: Demonstration Hospital	Device Type:     Device Name	Printer	Туре	