Discharge - Discharge Summary



Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

• Complete Discharge Summary

Important

All discharge summaries require:

- A documented principal diagnosis
- o Discharge medication reconciliation and script

Discharge Process Quick Summary

- 1. Select Medical Officer View and select the Discharge tab
 - Medication Reconciliation, Problems/Alerts and Follow up must be completed for every discharge

< 🗦 👻 🛖 Medical Offic	er View
A 🗎 🖷 🖿 🔍 🔍 100%	· • • ۵
Summary ×	Admit × Manage × Discharge 💛 ×
Ŧ	Problems/Alerts
* Problems/Alerts 2 * Medication Reconciliation (0)	* Required Action. <u>More Details</u>
Documents (21) Outstanding Orders (17)	Information. One or more problems do not match the selected vocabulary. Modify each mismatched
Observations Laboratory	Classification Medical and Patient Sta V
Anatomical Pathology	Priority Problem Name
Microbiology	Aggression
Medical Imaging	Asthma
Discharge Instruction and Education	Impairment - Swallowing Difficulty 📕
Patient Instructions	Resolved Chronic Problems
New Order Entry	All previous This Visit problems
Follow Up	
Hospital Course Referrals (Chart)	Medication Reconciliation (0)
Create Note Discharge Summary	* Required Action. More Details
Patient Discharge Instructions	
Select Other Note	No Results Found

- 2. Select Medication Reconciliation and complete
 - Refer to the QRG "Medications Discharge Prescriptions Creating and Printing" on the Digital Health Quick Reference Guide website.
- 3. Continue to review and complete each component within the discharge tab page
 - Review Documents, Outstanding orders, Observations, Laboratory, Microbiology, Medical Imaging results, Document the Hospital Course and Patient Instructions and hit save
 - · Select any results to tag to add to the discharge summary document

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Documenting a Principal Diagnosis

- 4. Once at the Problems/Alerts component, Use the search box to search for your patient's diagnosis and select from the drop down the most appropriate for your patient to add it as part of their clinical record
 - At this point, enter in any other past medical history that may have not been entered before

* Problems/Alerts		C)
() No Chronic problems documented. [Document 'No Chronic Problems' or add a problem	Dismiss
Classification Medical and	Add as This Visit 🗸 gastroenter	XQ
	Gastroenteritis	^
No Results Found	Gastroenteric plague	

- 5. Select the added problem (e.g. Gastroenteritis).
 - Details of the problem will appear on the right side of the window. Note here it says "Additional Dx" for diagnosis type.

1 No Chronic problems documented. Do	cument 'No Chronic Problems' or add a pro	Gastroenteritis 42550011 (SNOMED C	JT)
Classification Medical and V	Add as This Visit 🗸	This Visit Priority:	Chronic
Priority Problem Name 1 Gastroenteritis • Resolved Chronic Problems	Code Onset	Condition type This Visit Diagnosis Type Additional Dx Status	Classification Clinical History Onset Confirmation
All previous This Visit problem	ns	Laterality	Final
		Details 11 SEP 2020 (This Visit) SNOMED CT: Gastroenter	itis (42550011) - Clinical History
		Comments Add Comments	

6. Select Modify to change the diagnosis type to "Principal Dx" and click OK

Diagnosis		F	lesponsible Provider	Commer	k
astroenteritis	6		Boo, Ann - HMO		
isplay As iastroenteritis		*Clinical Service Non-Specified	*Date	~ ~	
Fype Additional Dx	Confirmation Final	*Classification ↓ Clinical History	Ranking	~	
Complication Complication Principal Dx Additional Details	ordary Description Rel	ated Diagnosis Relat	ed Procedure		
Qualifier	Severity Class	Severity			
Status	Certainty	Probability			
Active	~	v 0	~		



7.	during this visit only or a chronic iss	uttons to allocate problems as an active sue. ems, select the "No Chronic Problems"			✓ This No	Visit Chronic
			Sav	ve Cancel	Save as T	emplate
Fc	ollow-Up documentation in E	MR	Fol	low up with p	rimary	care provider
tha	ferrals and follow up need to be docu it it is part of the patient's medical red charge summary. Once you reach the "Follow-Up" con on the Discharge page	cord and	No C Pho	Only if needed	•	
	Select "Follow up with Primary Care and click Modify to enter more infor		City	1		▼ State
Fo	Save		Pos	tal Code		
_			Со	mments		
	✓ Add Follow Up		- 1	6		
	Quick Picks	PCP - No Gp, No Gp		191:		
	Saved Templates	Cernertest, Medical Officer P2 2				

2. If an outpatient referral is required, either search for the site via "Location" or enter clinic information as free text and click "Save".

Follow up with primary care provider

Important

- Step 9 does NOT send a referral order
- An outpatient referral order will still need to be completed. Refer to "Scheduling and Referrals Placing an outpatient referral or review order" QRG



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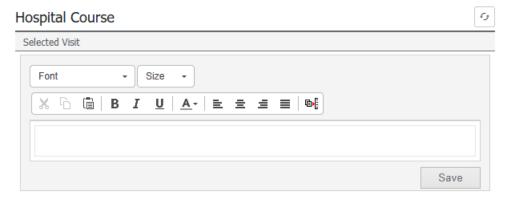
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Completing and Creating the Discharge Summary

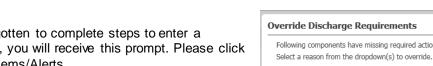
- Enter the patient's hospital course 1. summary in to the "Hospital Course" Section and save.
 - This box allows for multiple users to collaborate and save notes without adding to the patient's official medical record until the final discharge summary is completed.
 - This is the recommended way to • start and prepare your discharge summaries
 - It allows for a colleague to edit, • review and then submit the discharge summary.



- New Order Entry Follow Up Hospital Course Create Note Discharge Summar Patient Discharge Instructions Select Other Note
- 2. After saving, Select "Discharge Summary" under 'Create Note' to generate the Discharge Summary document

At this stage, if you have forgotten to complete steps to enter a Principal and Final diagnosis, you will receive this prompt. Please click Cancel and navigate to Problems/Alerts

	rge Requirements	×
Following componer	nts have missing required action	15.
Select a reason fron	n the dropdown(s) to override.	
* Droblome / Alarte		
* Problems/Alerts Management dec	ision to leave incomplete	
Management dec	ision to leave incomplete	





в

Discharge Summary X List Tahoma • Size • Tagged Text Clinical Synopsis THIS IS A TEST REPORT Admission Information Turp, Surgical Uat2 MR URN: 1591261 DOB: 15/08/1933 Sex: M 3. At this point, the pathology results you tagged earlier Home address: 20 Khartoum St, West Footscray 3012, Aus Home Phone: 0403417963 Mobile Phone: will auto populate whilst microbiology and radiology Unit: Urology Treating Clinician: Admitted: 21/08/2018 10:00 reports will be available on the left-hand side of the window for you to drag it to insert into the appropriate Discharge Date: 8/24/2018 3:49 PM General Practitioner Name: Address Phone: Fax: Hospital Course FYI **Results Review** Pathology Results
 Test Name
 Test Result
 Date/Time

 INR
 1.6 (High)
 22/08/2018 09:59 AEST
 Pathology Reports Radiology Reports

THIS IS A TEST REP ...

27/08/2018 12:23 AEST

- Review your document and make any final edits in this window. 4.
- Click on "Sign/Submit" then "Sign & Print" or "Sign" to finalise the Discharge Summary 5.

Important

section.

- A copy will be sent to the patient's GP (if registered on the PulseNet network) as documented in iPM and a copy will also be automatically uploaded to myHR if the patient has consented to myHR.
- Further revisions/addendums to the discharge summary will automatically send to myHR

