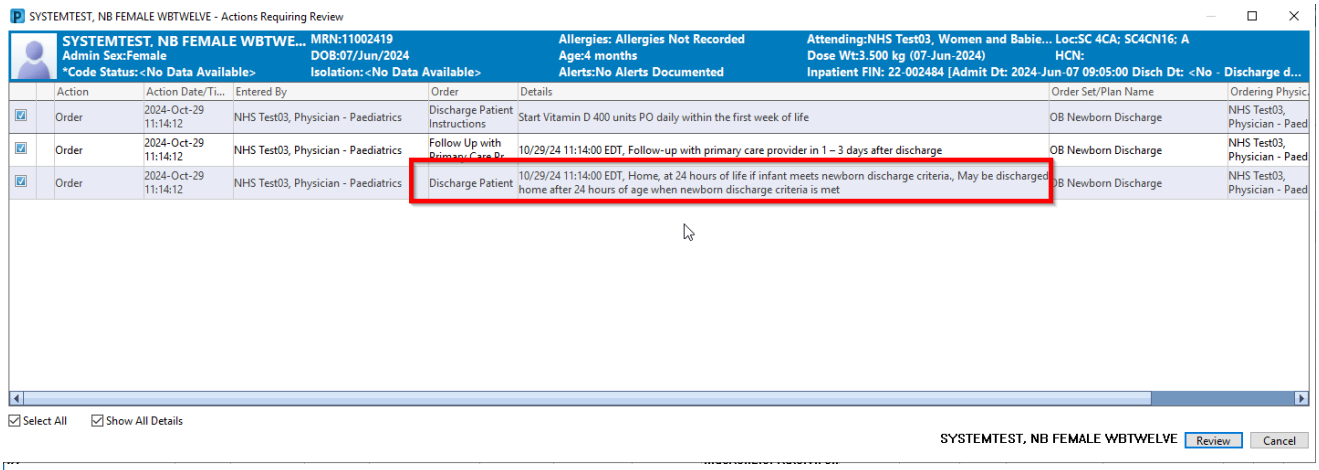
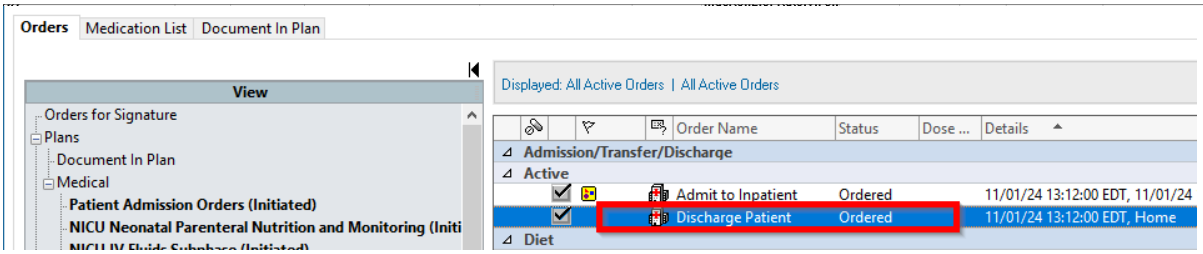
NICU DISCHARGE TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

1) Prescriber has placed discharge orders for the patient. Review Discharge orders under **Nurse Review (NR)** column located in the tracking board or in the **Order** section from the patient chart





2) Verify all necessary PowerChart documentation is completed
   - Navigate to the **Interactive View and I&O** and select **Day of Discharge/Transfer** section in **NICU Quick View** to fill in the applicable discharge fields
   - Click the green checkmark ✔ to sign documentation when completed
   - **NOTE**: This is important as some fields documented here will route to the discharge instructions that will be printed for families

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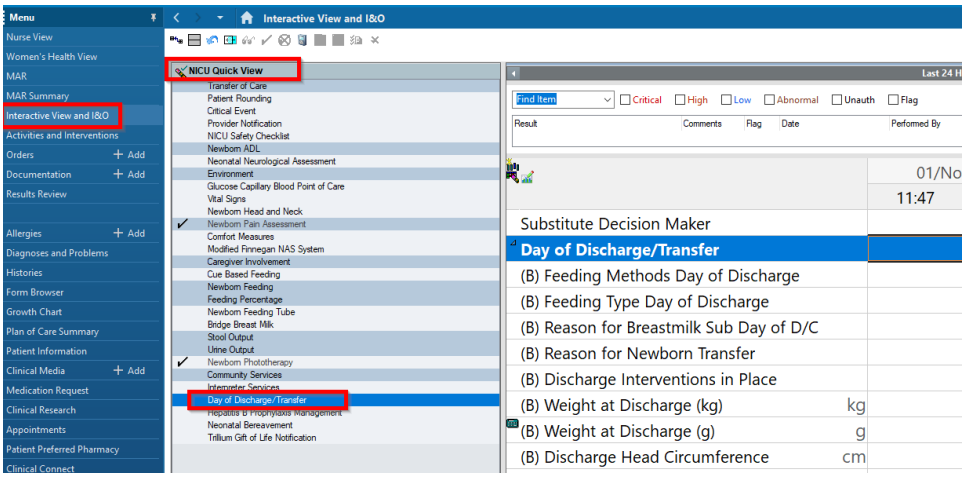
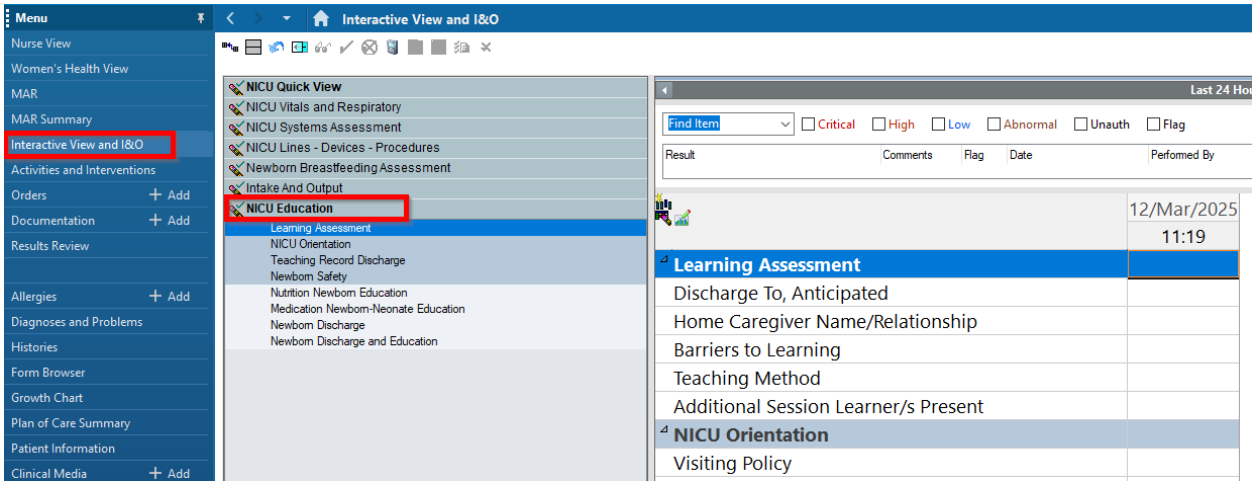


3) Navigate to the **NICU Education** section in IView to document applicable discharge education
   - Click the green checkmark ✔ to sign documentation when completed.



4) Review BORN documentation in IView to ensure completeness.

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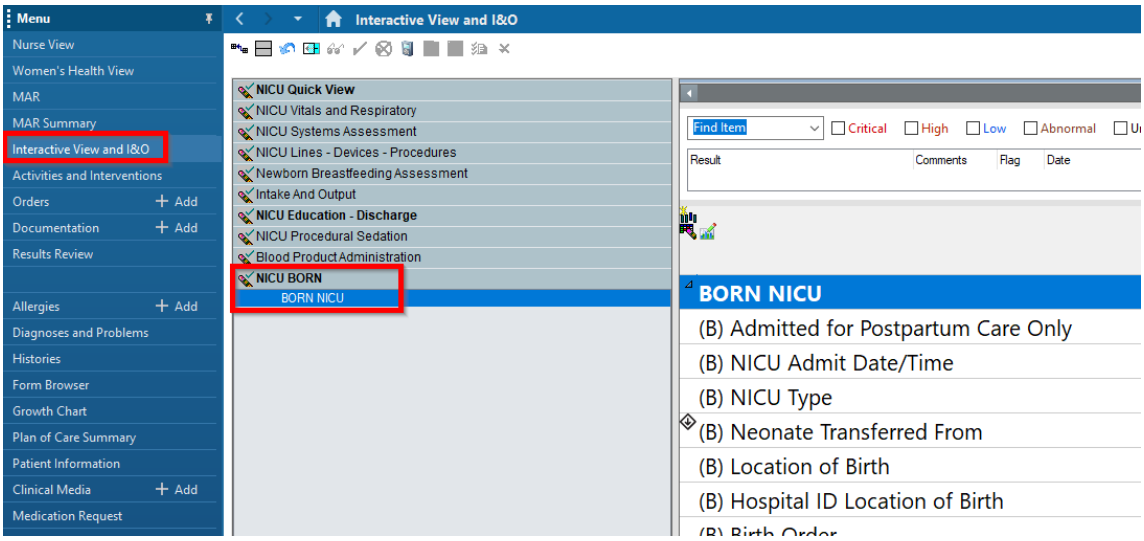
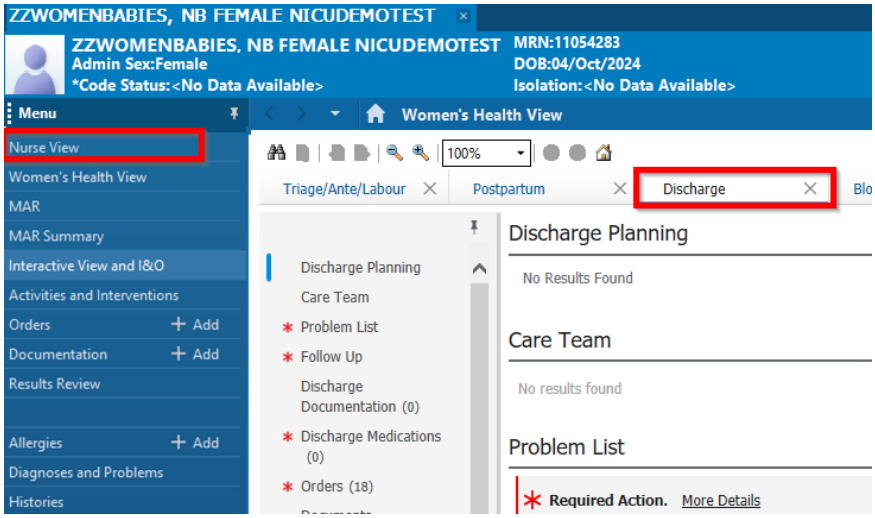
This will be implemented post go-live



5) From the patient's chart, select **Nurse View** and click on **Discharge** Workflow MPage



6) Navigate to **Discharge Documentation** in the grey table of contents
   - From the down arrow to the right of the page, select the **Nursing Discharge Summary NICU** PowerForm. Complete the PowerForm and click the green checkmark ✓ to sign.

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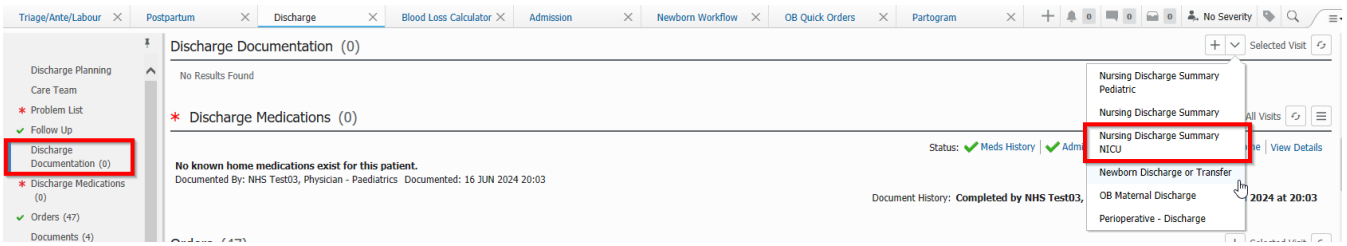
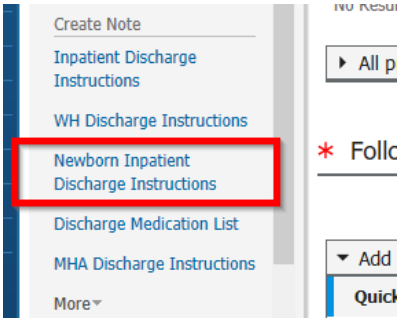
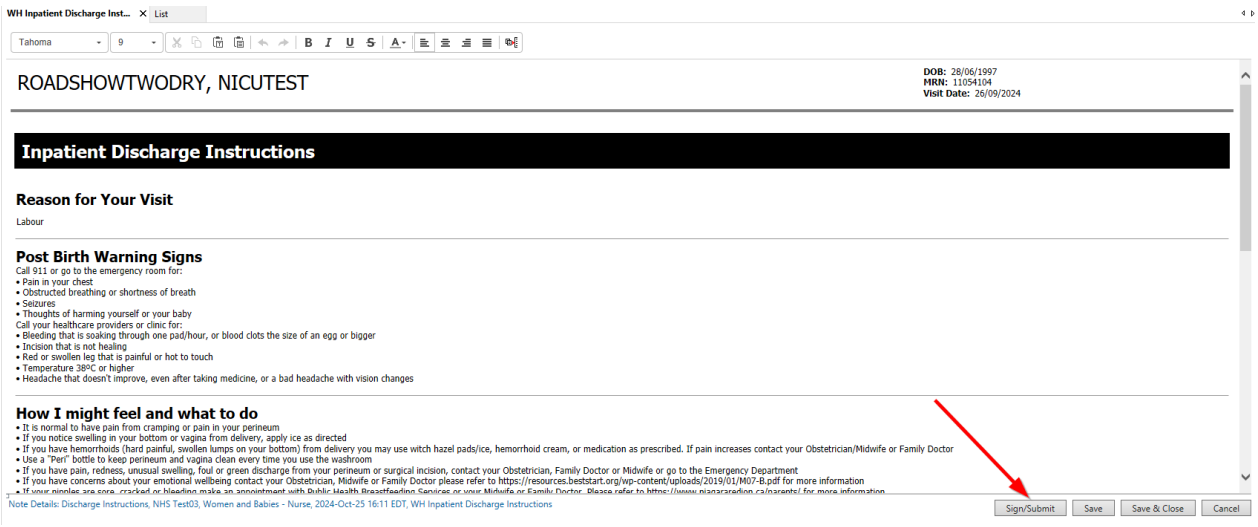
HOSPITAL INFORMATION SYSTEM (HIS)



7) Within the **Discharge** MPage, scroll down the grey table of contents to the Create Note section. Select the **Newborn Inpatient Discharge Instructions**.



8) Review the discharge information and follow ups for the patient. Select **Sign/Submit** at the bottom of the window



9) Then select, **Sign & Print**

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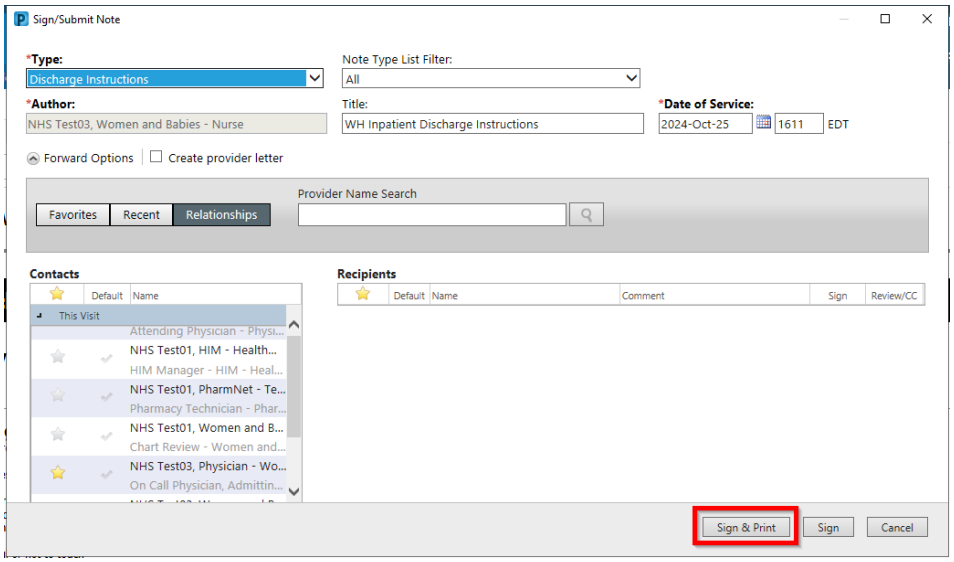
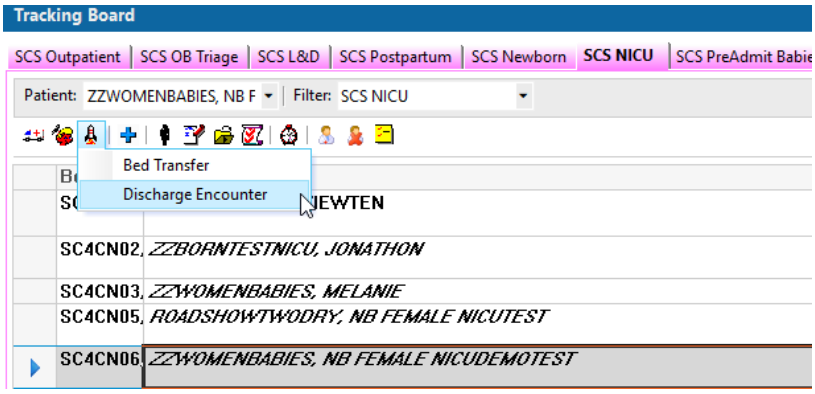
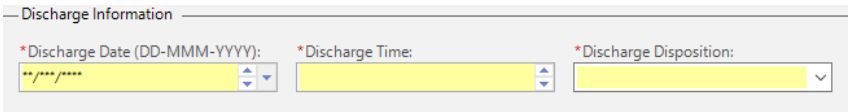


10) To discharge the patient in the system, single-click the patient's row in the tracking board to highlight their name and click the Rocketship icon. Then select **Discharge Encounter**



11) Fill in the required fields in the discharge registration conversation, then press **Complete**



12) An Automatic Bed Clean will be triggered upon completion of the discharge registration conversation

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