

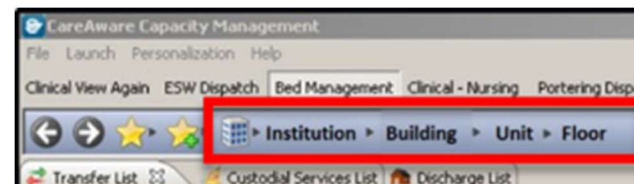
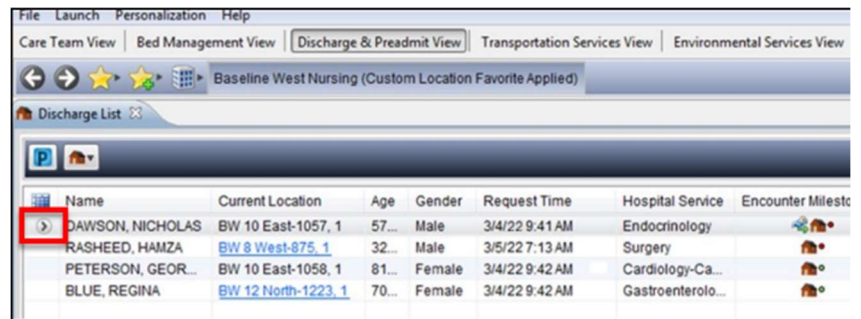
ALL STAFF WHO USE CAREWARE FOR DISCHARGES

The Discharge List gadget displays all Pending, Confirmed, and Patient Departed statuses. Once a physician confirms the discharge, the status is updated to Confirmed, with a house icon showing a green dot on the Bed Board gadget.

Steps for Managing Discharges

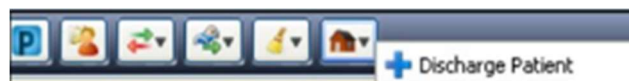
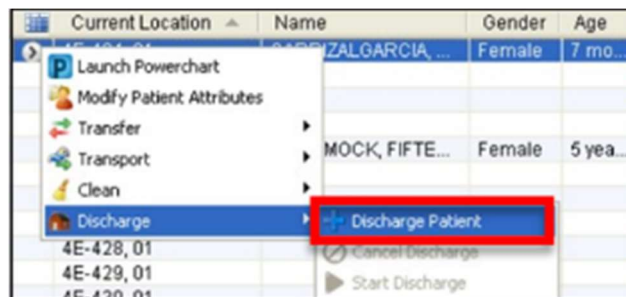
1. Select the Patient: From the Location toolbar, ensure you are in the correct floor, unit, and area. Select the row of the patient you want to discharge.

1



2. Start Discharge: Click on the left side of the selected patient's row. Select "Discharge > Discharge Patient" or use the toolbar option. This marks the patient as pending/requested discharge.

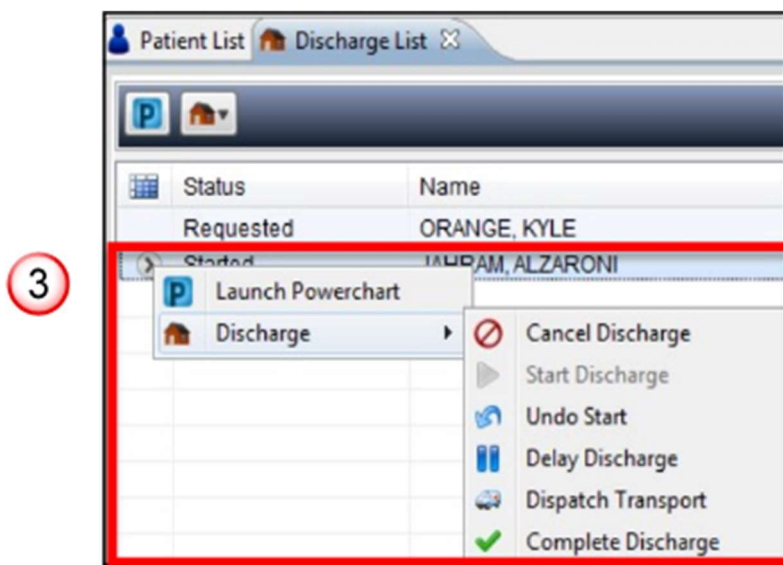
2



3. Cancel and Display Discharge, Dispatch Transport:

Choose “**Cancel Discharge**”. A dialog box will appear where you can select a cancel reason and confirm by clicking OK.

Delay Discharge: Choose “**Delay Discharge**”. A dialog box will appear for selecting a delay reason, which you confirm by clicking OK.



4. **Post-Discharge Steps:** The Bed Board gadget will show a house with a red dot. Discharging a patient from the Discharge gadget does not complete the process in Millennium or CareAware Capacity Management until finalized in PM.



6. **Cleaning After Discharge:** All Discharge cleans are automatically generated for EVS. Once the discharge is complete in the Registration System:

- The bed status changes to Dirty.
- The patient is removed from the room and from CareAware Capacity Management.
- A discharge clean job is automatically created on the Custodial Service List gadget.