



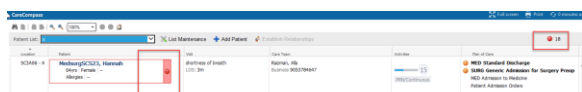
OPERATION MONARCH

DISCHARGING PATIENTS HOSPITAL INFORMATION SYSTEM (HIS)

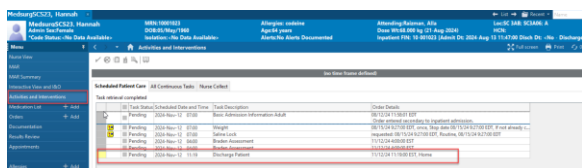
CLERK: DISCHARGING PATIENTS

Nurse:

Will receive notification that discharge order has been placed on care compass (icon to indicate new orders/orders to review).



In your Activities and Interventions the task for discharge will be listed.



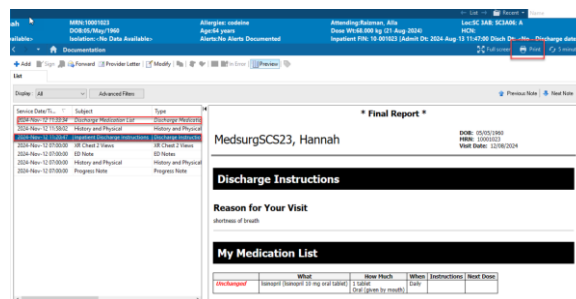
They will complete the following tasks.

Tasks: from AdHoc Power Forms

1. Nursing Discharge Summary
2. Valuables and Belongings- (paper to have patient sign and complete PowerForm)
3. Facility transfer- (as required)
4. Death record- (as required)
5. Non Urgent Patient transfer- (as required)
6. required)
7. Medical Record Request (as required)
8. Discharge patient with PM conversation “Discharge Encounter” and appropriate Disposition

Clerk:

Document section will hold the discharge documents including all the PowerForms completed for the discharge. They can be previewed and printed as needed. The Inpatient Discharge Instructions and the Discharge Medication List should be printed. (Coordinate with Nurse to ensure not completing same tasks)

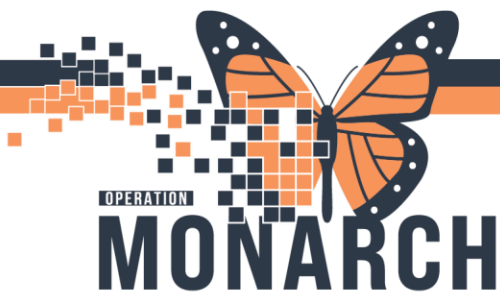


These forms will be sent with patient discharged to home or to an external transfer.

Prescriber can print out any prescriptions and sign them for the patients discharge or can fax to patients preferred pharmacy. (Printing Prescription Workflow: Navigate to Orders on the Menu; Locate the prescription and right click, select Print Rx; Prescriber will provide a wet signature; Give Rx to patient or fax to Preferred Pharmacy)

Schedule appointments for future orders and follow ups as required (they will populate into the Inpatient Discharge Instructions).

If needed Medical Record Request can be completed to provide more information for the receiving facility (discharge to external site). Click on Medical Record Request in the toolbar.



DISCHARGING PATIENTS

HOSPITAL INFORMATION SYSTEM (HIS)

Fill in the mandatory Yellow fields, date ranges, authorization received, destination, requester, any comments and click send.

Prepare all printed materials for the patient or the receiving facility.

Discharge patient with PM conversation “Discharge Encounter” and appropriate disposition. Complete mandatory Yellow fields and mark as complete. (Coordinate with Nurse to ensure not duplicating work)