



# DISCHARGING UNIT ROLE FOR DISCHARGE

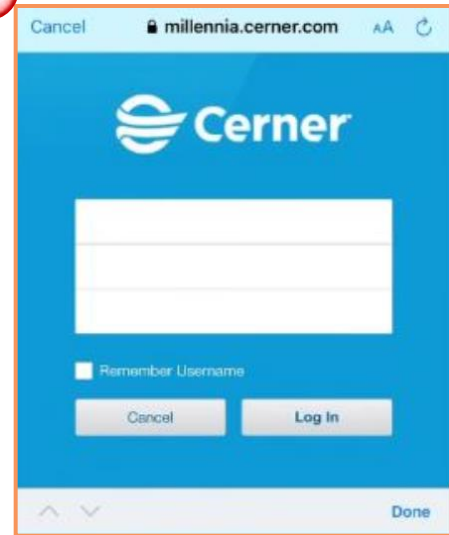
NURSE, CHARGE RN, UNIT CLERK

HOSPITAL INFORMATION SYSTEM (HIS)

Use this workflow when discharging a patient.

1. Log into Capacity Management.

1



2. Confirm that the Patient is on the "Discharge List" Gadget after the order is written by the provider.

2

Current Location	Name	FIN	Status	Request T...	Start Time	Discharge To Location	Patient Depart Time	MRN	Encounter Milestones
Bay 02, A	SYSTEMTEST, PHY...	22001125	Patie...	5/16/24 4:...	5/22/24 8:...		5/22/24 9:49 AM	11000865	
<a href="#">SC1B01_A</a>	SYSTEMTESTMH, C...	22004432	Requ...	9/4/24 10:...				11053424	
<a href="#">SC1B04_B</a>	SYSTEMTEST, MHA...	22002331	Requ...	9/5/24 9:1...				11001850	
SC2A01, 1A	ZZTESTWITS, TEN	22004489	Requ...	9/5/24 9:1...				11053464	
SC2A07, A	LEADERAWAYDAY, ...	22001031	Patie...	5/17/24 5:...	5/17/24 5:...		5/17/24 6:53 PM	11000762	
SC2A08, A	ZZONC, DONNA	22000408	Requ...	9/5/24 9:1...				11000342	
SC2A19, B	ZZTEST, HK	22000856	Requ...	9/4/24 2:0...				11000321	
SC2B20, A	BRIDGE, TESTPTT...	22001307	Requ...	9/4/24 2:0...				11001064	
<a href="#">SC4DP24_A</a>	SYSTEMTEST, FIFT...	22003674	Started	8/29/24 2:...	8/29/24 2:...			11053018	
<a href="#">SCS 4C Neonatal In...</a>	SYSTEMTEST, PHY...	22001163	Patie...	6/5/24 8:3...	6/11/24 3:...		6/11/24 4:52 PM	11000906	
<a href="#">SCS A Better Choice...</a>	SYSTEMTEST, MHA...	22002131	Requ...	9/4/24 2:0...				11001293	
<a href="#">SCS Medical Day C...</a>	ZZZTEST, PREREG...	22004479	Started	9/5/24 11:...	9/5/24 11:...			11053458	
<a href="#">SCS Medical Day C...</a>	ZZZTEST, MEDDAYT...	22004475	Patie...	9/4/24 10:...	9/4/24 10:...		9/4/24 2:13 PM	11053453	
WR	BARTESTTHREE, D...	22004513	Started	9/5/24 10:...	9/5/24 10:...			11053480	



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## HOSPITAL INFORMATION SYSTEM (HIS)

- Once Veteran is physically discharged from the unit or facility, locate Patient on the “Discharge List” Gadget and click to the left of the Patient’s name.

CareAware Capacity Management  
File Launch Personalization Help

Dashboard | Bed Management

St. Catharines Site | St. Catharines Site | 2nd Floor

Metrics | Discharge List

Discharges Average Turn-Around Time

Pending: 4 Confirmed: 0 Departed Patients: 2 Actual: 0 4171:42

Current Location	Name	FIN	Status	Request T...	Start Time	Discharge To Location
Bay 02, A	SYSTEMTEST, PHY...	22001125	Patie...	5/16/24 4:...	5/22/24 8:...	
<a href="#">SC1B01, A</a>	SYSTEMTESTMH, C...	22004432	Requ...	9/4/24 10:...		
<a href="#">SC1B04, B</a>	SYSTEMTEST, MHA...	22002331	Requ...	9/5/24 9:1...		
SC2A01, 1A	ZZTESTWITS, TEN	22004489	Requ...	9/5/24 9:1...		
SC2A07, A	LEADERAWAYDAY, ...	22001031	Patie...	5/17/24 5:...	5/17/24 5:...	
SC2A08, A	ZZONC, DONNA	22000408	Requ...	9/5/24 9:1...		
SC2A19, B	ZZTEST, HK	22000856	Requ...	9/4/24 2:0...		
<b>3</b> <a href="#">SC2B20, A</a>	BRIDGE, TESTPTT...	22001307	Requ...	9/4/24 2:0...		
<a href="#">SC4DP24, A</a>	SYSTEMTEST, FIFT...	22003674	Started	8/29/24 2:...	8/29/24 2:...	
<a href="#">SCS 4C Neonatal In...</a>	SYSTEMTEST, PHY...	22001163	Patie...	6/5/24 8:3...	6/11/24 3:...	
<a href="#">SCSA Better Choice...</a>	SYSTEMTEST, MHA...	22002131	Requ...	9/4/24 2:0...		
<a href="#">SCS Medical Day C...</a>	ZZZTEST, PREREG...	22004479	Started	9/5/24 11:...	9/5/24 11:...	
<a href="#">SCS Medical Day C...</a>	ZZZTEST, MEDDAYT...	22004475	Patie...	9/4/24 10:...	9/4/24 10:...	
<a href="#">WR</a>	BARTESTTHREE, D...	22004513	Started	9/5/24 10:...	9/5/24 10:...	

- Select “Discharge”

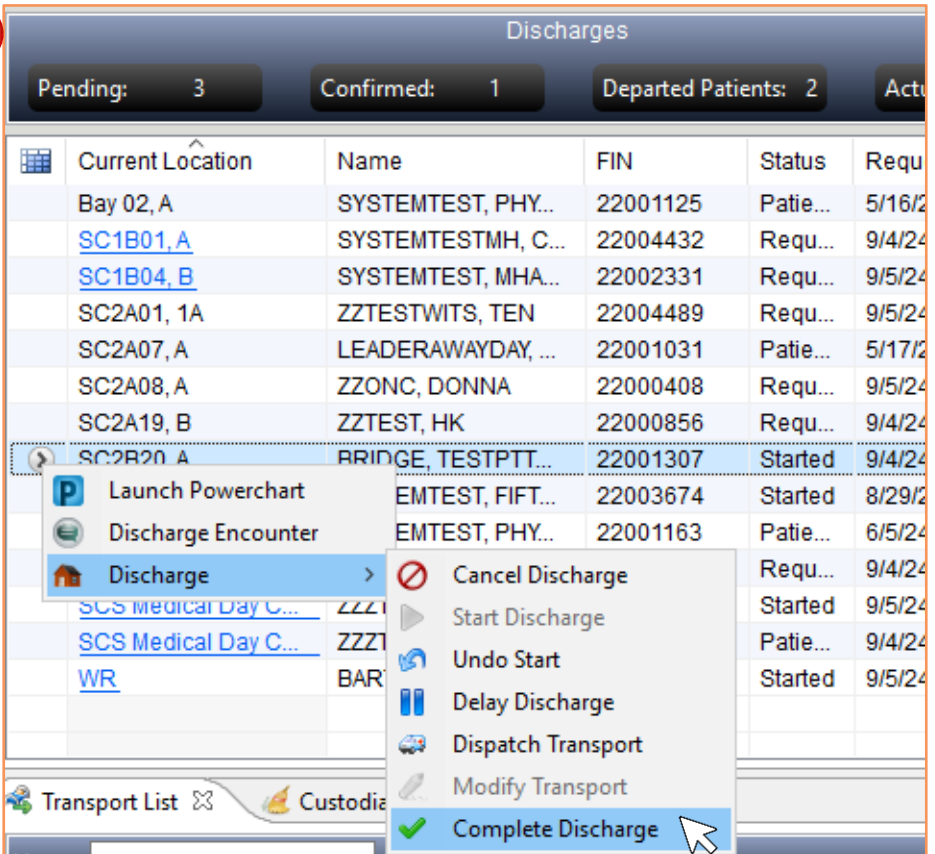
Current Location	Name
Bay 02, A	SYS
<a href="#">SC1B01, A</a>	SYS
<a href="#">SC1B04, B</a>	SYS
SC2A01, 1A	ZZTE
SC2A07, A	LEA
SC2A08, A	ZZO
SC2A19, B	ZZTE
<b>4</b> <a href="#">SC2B20, A</a>	BRID

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HOSPITAL INFORMATION SYSTEM (HIS)

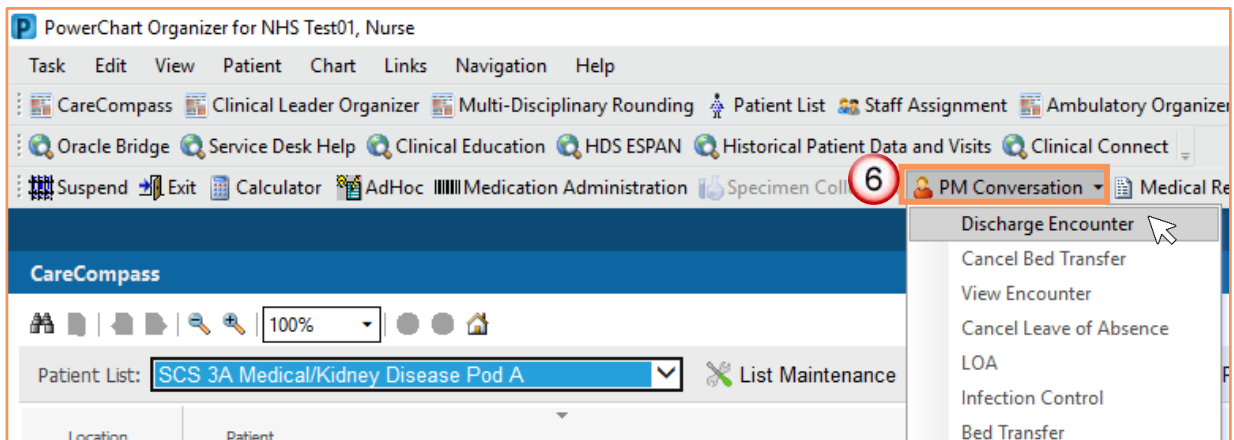
5. Click “Complete Discharge”

5



Current Location	Name	FIN	Status	Requ
Bay 02, A	SYSTEMTEST, PHY...	22001125	Patie...	5/16/2
<a href="#">SC1B01, A</a>	SYSTEMTESTMH, C...	22004432	Requ...	9/4/24
<a href="#">SC1B04, B</a>	SYSTEMTEST, MHA...	22002331	Requ...	9/5/24
SC2A01, 1A	ZZTESTWITS, TEN	22004489	Requ...	9/5/24
SC2A07, A	LEADERAWAYDAY, ...	22001031	Patie...	5/17/2
SC2A08, A	ZZONC, DONNA	22000408	Requ...	9/5/24
SC2A19, B	ZZTEST, HK	22000856	Requ...	9/4/24
<a href="#">SC2B20, A</a>	BRIDGE, TESTPTT...	22001307	Started	9/4/24
	EMTEST, FIFT...	22003674	Started	8/29/2
	EMTEST, PHY...	22001163	Patie...	6/5/24
			Requ...	9/4/24
<a href="#">SCS Medical Day C...</a>	ZZZ		Started	9/5/24
<a href="#">SCS Medical Day C...</a>	ZZZ		Patie...	9/4/24
<a href="#">WR</a>	BAR		Started	9/5/24

6. Complete nursing documentation and discharge Patient from “PM Conversation” in Powerchart to close the Admission Encounter



PowerChart Organizer for NHS Test01, Nurse

Task Edit View Patient Chart Links Navigation Help

CareCompass Clinical Leader Organizer Multi-Disciplinary Rounding Patient List Staff Assignment Ambulatory Organizer

Oracle Bridge Service Desk Help Clinical Education HDS ESPAN Historical Patient Data and Visits Clinical Connect

Suspend Exit Calculator AdHoc Medication Administration Specimen Coll **6** PM Conversation Medical Re

CareCompass

Patient List: [SCS 3A Medical/Kidney Disease Pod A](#) List Maintenance

Location Patient

Discharge Encounter

- Cancel Bed Transfer
- View Encounter
- Cancel Leave of Absence
- LOA
- Infection Control
- Bed Transfer



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## HOSPITAL INFORMATION SYSTEM (HIS)

7. In the “Discharge Encounter” window, enter the patients “Discharge date”, “Discharge time” and “Discharge Description” in the mandatory fields highlighted in yellow. Click **Complete**.

7

Discharge Encounter

Images Patient Name: TESTING, BRIDGE WORK What was your sex assigned at birth: Male What is your current sex?: Male Pronouns: He/Him Birth Date (DD-MMM-YYYY): 16/Jul/1990 Age: 34Y Medical Record Number: 11002917

FIN: 22-003365

Encounter Type: Inpatient Service: General Internal Medicine Registration Date: 16/Jul/2024 Registration Time: 08:41 Inpatient Admit Date: Inpatient Admit Time:

Facility: SCS Building: SCS Inpatient/Ambulatory Unit: SC 2DFLX Rooms: SC2D01 Bed: 05 Attending Provider: Corner Test, Physician - Internal

Discharge Information

\*Discharge Date (DD-MMM-YYYY): \*Discharge Time: \*Discharge Disposition: Discharge Personnel ID: NNSNURSERN01

Collection Notes:

Previous Collection Notes:

Ready Complete Cancel NNSNURSERN01 P3076 Jul 2024 12:26