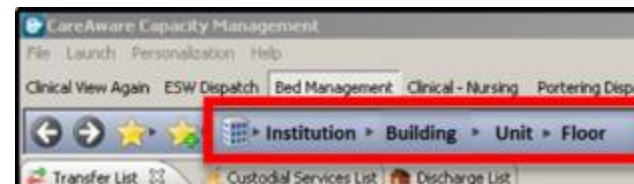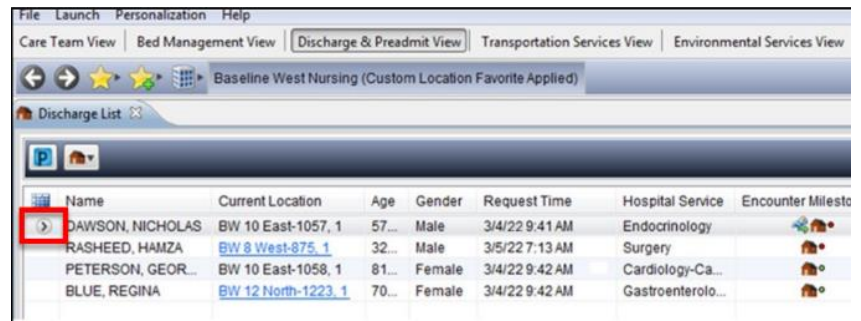## ALL STAFF WHO USE CAREAWARE FOR DISCHARGES

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.
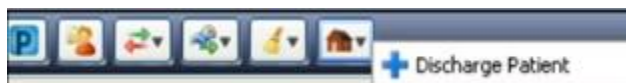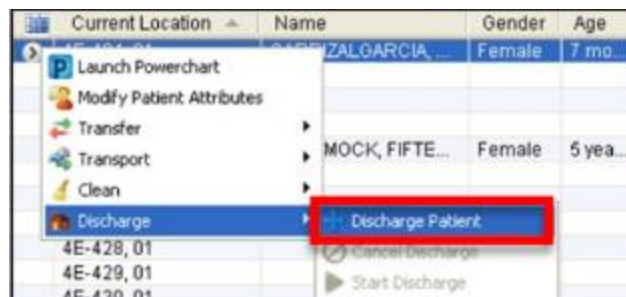
Steps for Managing Discharges

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.

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.
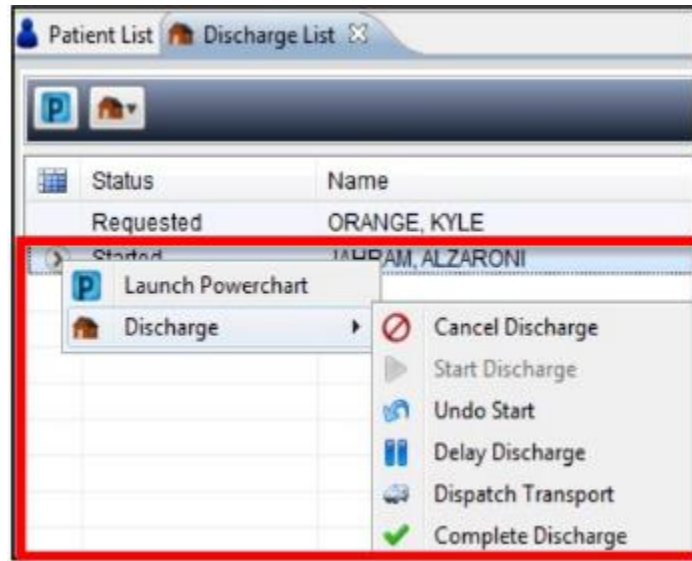
3. Cancel and Display Discharge, Dispatch Transport:

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.
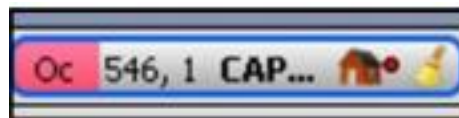
Dispatch Transport: Choose **"Dispatch Transport"**. In the Request Discharge Transport dialog box, add the **"To"** location and any transport details, then click OK.

4. Post-Discharge Steps: Once the patient departs, the transport job completion updates the patient's status to Patient Departed. 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.