

USING THE DISCHARGE GADGET IN CAREAWARE CAPACITY MANAGEMENT

HOSPITAL INFORMATION SYSTEM (HIS)

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.

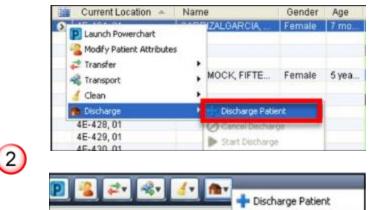
Steps for Managing Discharges

Launch Personalization Help Care Team View | Bed Management View | Discharge & Preadmit View | Transportation Services View | Environmental Services Vie 🕒 🕑 🔆 🎲 🐨 Baseline West Nursing (Custom Location Favorite Applied) 🖿 Discharge List 🛛 P 🖭 Current Location Gender Request Time Hospital Service nter Milest Age Name DAWSON, NICHOLAS BW 10 East-1057, 1 57... Male 3/4/22 9:41 AM Endocrinology 2.4 BW 8 West-875, 1 RASHEED, HAMZA 32 Male 3/5/227:13 AM Surgery -PETERSON, GEOR BW 10 East-1058, 1 81... Female 3/4/22 9:42 AM Cardiology-Ca. 100 BLUE, REGINA Female 3/4/22 9:42 AM Gastroenterolo. BW 12 North-1223, 1 70... -1 Clinical View Again ESW Dispatch Bed Management Clinical - Nursing Portering Dispa Institution + Building + Unit + Floor Custodial Services List 🕋 Discharge List Transfer List 23

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

1. Select the Patient: From the

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.



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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.

Status Name Requested ORANGE, KYLE Stated IALPAM, ALZARONI	
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Discharge O Cancel Discharge Start Discharge	e
Undo Start	

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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.

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• A discharge clean job is automatically created on the Custodial Service List gadget.

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