

### CAPACITY MANAGEMENT: DISCHARGING A PATIENT TIP SHEET

### **CAPACITY MANAGEMENT - DISCHARGE A PATIENT**

Discharges are processed in two steps by NUAs/RNs/LPNs through CareAware Capacity Management, or **CCM**.

- Discharge the Patient: Initiated when the patient is believed to be discharged within the next 24 hours and/or discharge orders have been obtained.
- 2. Discharge the Encounter: Initiated as the patient is leaving the unit. When completed, the patient will be discharged out of CCM/Cerner.

#### **Discharging the patient**

The discharge process can be initiated when it is believed the patient may potentially be discharged in the next 24 hours, and/or a *Discharge Order* is received.

- 1. Navigate to the Patient List tab.
- 2. Locate the patient, ensuring Positive Patient Identification (PPID) is followed.
- Click on the drop-down menu and select Discharge > Discharge Patient.

R Patr	ntient	List 2	Bed Board 4	t Te	ansfer List	<u>a-</u>	🔍 Global I	C Search
200	Ŧ	Current Loc	. <b>∀</b> SL.	4	Name	<ul> <li>Encounter Id (Millennium)</li> </ul>		
3	P07	.A.	Occupied	Ze	xTestPatient, Test One	118414929	34280100	Ing
	P	Launch Powerchart     PM Conversation			estpatient, eSTRtest	118434279	34325454	Er
-					estpatient, ClinicalSignatureLineFour	118435444	34347613	Ins
		Modifi Paties	at Attributer		TestPatient, Cerner Operations One	118421045	19271590	Inc
		mouty rate	in Annie anne		TestHM, Worklist Three	ist Three 118442635 34311314		trip
	+	Iransfer		3	TestCI, RegressionTesting CRTIH	118416271	34282750	Inc
	4	Transport		2	TactCI Nick CRTH	118442326	34301346	Inc
	1	Discharge		P	Discharge Patient	118452297	34382514	Er
	Waiting Room A			Z	Cancel Discharge	118430010	34301994	Er
	Amt	002.A	Occupied	Zo	Modily Transport	118403565	16703276	Er
	A22	LA	Occupied	Zc	Charles Transmer	118378339	16738721	Ins
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 This action will add a house icon on the Encounter Milestones column in both Patient List and the Discharge List.



#### Discharging the encounter

Upon patient leaving the unit, the discharge encounter can be completed.

- 1. Navigate to the **Discharge List** tab.
- Locate the patient for discharge ensuring Positive Patient Identification (PPID) is followed.
- 3. Click on arrow beside patient name and select **Discharge Encounter.** 
  - The Conversation will open will display.



- 1. Fill in the 3 required fields:
  - Discharge Date
  - Discharge Time
  - Discharge to Location: Additional fields may require input if the patient is discharged to a location other than their home.

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2. Click Save.

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 Patient is discharged out of the Cerner system and no longer appears on the Patient List or Discharge List.

Medical Record Number:	Last Name, First Name:	Sex at Birth:	Gender:	
02516807	ZyxTestPatient, Test One	Female	Female	
Sirth Date:	Age:	Provincial Health Number:	CCIS Program Flag:	
19-Jan-2000	23Y	BC V 9030-147-563		
ENCOUNTER INFORMATION				
Encounter Number:	Encounter Type:	Service:	Registration Date:	
92026643504	Inpatient Acute 🗸	PSYCH V	27-Sep-2021	
Registration Time:	Facility:	Building:	Nurse\Ambulatory:	
14:10	RJH	MAIN-RJH	ED-HOLD-RJH	
Providers				
Admitting Provider:	Most Responsible Provider:			
4 t, Physician Administration 🔍	Test, Physician Administration			
DISCHARGE INFORMATION				
Discharge Date:	*Discharge Time:	*Discharge Disposition:		
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