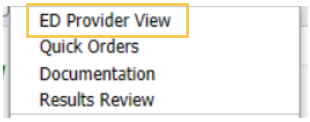
DISCHARGE PROCESS

HOSPITAL INFORMATION SYSTEM (HIS)

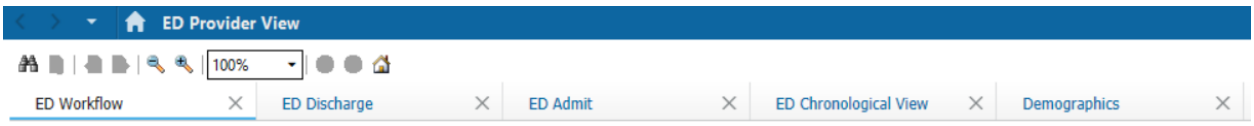
EMERGENCY PHYSICIANS

You will need a 'Discharge' order for the patient to be discharged from the ED.

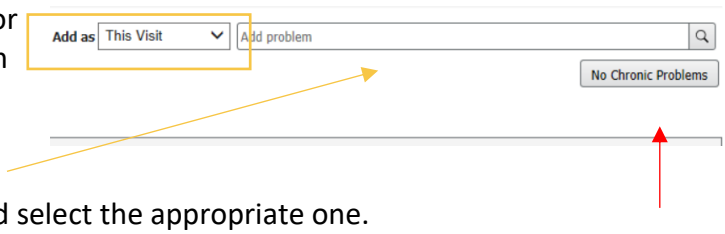
1.Right click on the patient's name to open the context menu and select 'ED Provider View'.



2.Once in the chart in the Provider View section, you will click on the mPage tab named 'ED Discharge'.



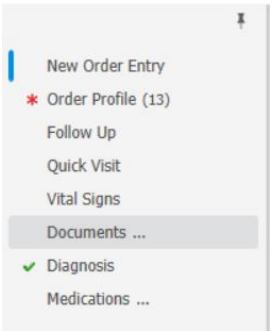
If you have not documented a diagnosis for the patient you will select 'Diagnosis' from the left-hand side of the mpage.
Ensure that beside 'Add as' the dropdown has "This Visit" selected.
Type in the diagnosis in the search bar and select the appropriate one.

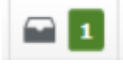


***Note**: if the patient has no chronic health concerns, you will need to click on the 'No Chronic Problems' button. If they do have chronic health concerns and they aren't already listed, you will change the drop down to say 'Chronic' and search for the problem and select it.

3.Along the left-hand side of the **mPage** will be the remaining required fields needed to fulfill the discharge.

- Anything with a red Asterix is still required.
- Anything with a green checkmark has been fulfilled.



4.Select 'New Order Entry' from the list.
You will then select 'Discharge Patient' from the list of orders.
The order will go to the Orders for Signature  Icon.

5.Click on this icon and select 'Modify Details' within the orders for signature window.

6.Document any additional information required for the order and select 'Sign'.

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