

PRESCRIBERS

Discharging a Patient

Patient has a clinical indication for discharge follow the Discharge Workflow for processing a discharge:

- 1. Navigate to the **Discharge Workflow MPage** on **Prescriber View**.
- 2. Navigate to the Order Profile component on Discharge Workflow.
- 3. Click on the "+" button to add a Discharge Patient order
- 4. Click Close.

Prescriber View	1	🗚 🐘 🖶 🖿 🔍 🔍 100%		4			
Results Review		Discharge ×	Outpatient V	Workflow X Demographics	× Inpatient Workflow × +		No Severity 🕒 🔍 😑
Orders	+ Add						
Documentation		¥	* Order	Profile (3)		(3	+ ielected Visit 🗘
		New Order			_		
Allergies		* Order Profile (3)	1		Show only pending (3) View All Active Orders	Group	by Clinical Category
Clinical Media		* Home Medications (0)	Order			a total ted	Ordering Pro
Diagnoses and Problem		* Problem List	* Admissis	Luce 1			
Form Browser		* Follow Up	Admissio	Add Orders		_	
Growth Chart		C T		Prescriptions Inpatient			
				Discharge Patient			
				Discharge Patient	6	T;N, Home	
				Discharge Patient	3	T;N, Home with support	
				Discharge Patient		T;N, Died in facility	

5. Click on the **Orders for Signature** window in the top right tool bar.

1 Missing Required Details Orders For Cosignature

6.	Click Sign.		
	Complete Discharge Patient to field. the required field. Click Sign again.	✓ Details for Discharge Patient ✓ Details ✓ Details ✓ Order Comments ←	
		*Requested Start Date/Time: 20/0dr/2024 V 1715 V EDT *Discharge Patient To: Special Instructions:	Absent without pass/led Correctional facility Did not return from pas Died in facility Died while on pass/leav Died with MAID External Complex Care External Inpatient Facility

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ternal Mental Health Inpatient

Sign Cancel



NOTE: If this is an urgent transfer, after placing the discharge order navigate to New Order Entry component to place the **Consult to CritiCall order**.

7. Navigate to **Problem List** component. Ensure at least one **This Visit** Discharge Diagnosis has been added.

Discharge	×	Outpatient Workflo	w X Demographics	×	Inpatient Workflow	\times +		🌲 o 🔲 o 🖴 🚺 端 No Severity	۹ Q (II
	¥	* Problem Li	st						(j
New Order	^								
* Order Profile (3)	111	Priority	Problem Name		Code	Onset	Classificat	Actions	
* Home Medications (0)			Pneumonia			20 OCT 2024	Medical	This Visit Chronic Resolve	
* Problem List		 Resolved Chron 	ic Problems						
* Follow Up		All previous	This Visit problems						
Care Team									

 Navigate to Home Medications component. Click on the Discharge to Home hyperlink to complete the Discharge Meds Rec. Follow Medication Process Discharge Medication Reconciliation.

Discharge	\times	Outpatient Workflow	Demographics	×	Inpatient Workflow	× +	≜ 0 ■ 0 ■	1 👗 No Severity 👒	Q =
	¥	* Home Medications	(0)					All Visit	s ∽ ≡
* Home Medications (0) New Order	^						Status: Cross Encounter Transfer	Discharge to Home V	iew Details

9. Navigate to the **Follow Up** component. Use the **Quick Picks** or **Provider Search** to add an appropriate follow up instruction.

Discharge	\times	Outpatient Workflow	× Demographi	cs × Inpatient Wo	rkflow × +	-	A 0 0	🖬 🚺 端 No Severity 🐚 🔍 🖉 🚍
	Ŧ	* Follow Up						+ Selected Visit
* Follow Up	^				Provider		Search all providers	<u>م</u>
New Order		▼ Add Follow Up						
* Order Profile (3)		Quick Picks		PCP - Ovtcharenko, Natalia, FRCPC				
* Problem List		Saved Templates		Cerner Test, Physician - Hospitalist Ce	rner			

- 10. Navigate to **Patient Instructions**. Dictate or type into component to indicate which Patient Education material(s) are to be given.
- 11. Click the **Discharge Summary** note hyperlink at the bottom of the MPage. Complete all necessary sections of note.
- 12. Click Sign/Submit.

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Discharge

Microbiology (0)

Outstanding Orders (0) Diagnostics ...

Discharge Planning ... Hospital Course ...

How I Might Feel and What To Do ... Changes To My Routine ... Patient Instructions

Documents ... Assessment and Plan .



Placing a Referral Order during Discharge

1.	Locate New	Order on	Discharge	Workflow	MPage.

Discharge ×	< 0	utpati	ent Workf $ imes$	Inpatient Workflow $ imes$	Cardiology AMB	×	Arrhythmia AMB $ imes$	QOC AMB Gener ×	+	. 0	
	1	Ŧ	New Order								
New Order * Home Medications	(2)	^	🔥 Warning.	You are currently viewing a	a discharged patient. <u>M</u>	ore D	<u>Details</u>				
Problem ListFollow Up			Prescriptions	Inpatient Search New	w Order Results					Q	

2. A) Switch from Prescription to Inpatient (leave the setting if already Inpatient), B) Search Referral Order in the search box, and C) Select Referral Order.

	Inpatient			U
Search Results	5			
Top 19 Matches				
C Referral Orde	ar.	☆	Referral to Spiritual Care (WFCC Only)	ŕ
Referral to Ar	rts in Medicine (WFCC Only)	☆	Referral to Unit A (Specialized MHA)	r
Referral to D/	AF (Cancer Program Outpatient)	☆	Referral to Urgent Response (WFCC Only)	Ľ
	istition (WECC Only)		CAC Mediantian Follow Un Deferred	
Click	located on the right-hand corr	≌∣	CAS-Medication Follow Up Referral	S K
Referral to Di Click Click Prescr A Discharge X	located on the right-hand corr iber View 100% Impatient Workf × Inpatient Workflow ×	ner.	× Arrhythmia AMB × QOC AMB Gener × +	23 23 4 0 1
Referral to Di	Iocated on the right-hand corr iber View 100%	ner.	× Arrhythmia AMB × QOC AMB Gener × +	22 22 4 0 1
Referral to Di Click Click Prescr Discharge X New Order Home Medications (2)	Iocated on the right-hand corr iber View 100%	Cardiology AMI	Arrhythmia AMB × QOC AMB Gener × +	4 20 10
Referral to Di Click Click Prescr Discharge X New Order Home Medications (2) Problem List Follow Up	Iocated on the right-hand corn iber View 100% Outpatient Workf × Inpatient Workflow × INew Order Warning. You are currently viewing a dis Prescriptions Inpatient referra	Cardiology AMI	Arrhythmia AMB × QOC AMB Gener × +	4 • • •
Referral to Di Click Click Presc Discharge X New Order Home Medications (2) Problem List Follow Up Care Team	Iocated on the right-hand corr iber View 100% Inpatient Workf × Inpatient Workflow × New Order New Order Prescriptions Inpatient referra Search Results	Cardiology AMI	Arrhythmia AMB × QOC AMB Gener × +	2 2

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RATION	DISHARGE WORKFL
IONARCH	HOSPITAL INFORMATION SYSTEM
Click Modify Details	
Iders for Signature Status Start & ⑦ (파) 약 Order Name Status Start 4 SC ADMTU; SCTU01; A Fin:22-004954 Admit: 2024-Sep-1	Details 18 12:34
Referral Order Order 2024-N	Iov-16 12:25 16/Nov/2024 12:25 EST, Appendicitis
Details for Referral Order	
Details 📻 Order Comments 🕞 Diagnoses	-
*Requested Start Date/Time: 16/Nov/2024	
*Reason for Referral:	Treatment To Date:
	× Refer to: AA
Referral Type:	
Referral Type: Service by Date: **/**/****	Instructions to Staff:
Referral Type: Service by Date: **/***/**** * V Urgent: Yes No	Instructions to Staff:
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F. Referral Provider Lookup dialogue box opens.

8	횐 Referral Provider Lookup					×
	Search: bili				4	
	Qualifiers:				-	+ (3
1	Search by: Practice	•	□ Include external practices	2	5 Search Clea	r
	Bilirubin Clinic SCS				Neonatology, Pediatrio Within Health Syste	cs m
			0			
					\sim	
					Cance	el

- 1. Determine if searching by **provider** or **practice**.
- 2. Check the "Include external practices" box if looking for an external practice.
- 3. Select Qualifiers based on Specialty and/or Language

Qualifiers	>
Specialty	
Language	

- 4. Type in the name of the practice/provider and press Enter on the Keyboard; or
- 5. Click Search.
- 6. Select the desired practice/provider.
- 7. Click Accept to accept entry as Refer to Provider/Practice.

Please be sure to sign the order after completing all of the applicable details.

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Placing a Referral Order during Discharge: Referral to Bilirubin Clinic SCS **1.** Complete **steps ONE to FOUR** on **pages 3 & 4**.

-	- F F							
Orders for	Signature							
» (⑦ 목 ♡ Order Name	Status	Start	Details				
⊿ SC A	DMTU; SCTU01; A Fin:22-004	954 Admit: 2	024-Sep-18 12:34			~		
⊿ Inter	rprofessional Consults							
l	🚺 🔀 Referral Order	Order	2024-Nov-16 12:25	16/Nov/2024 12:25 ES	T, Appendicitis	A		
						<u> </u>		
포 Detai	ils for Referral Order	r						
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+ 1	▶ IIn. ♀ ≍							
*Requ	uested Start Date/Time: 16/N	lov/2024	• ~ 1225	EST	*Service:		-C	
	*Reason for Referral:				Treatment To Date:			
				—(D)				
	Referral Type:		~		Refer to:		<i>a</i> ra	
	Service by Date: **/***	·/····	▲ ▼ ∨				—(E)	
	Urgent:	Yes 🔿 No	•		Instructions to Staff:		\sim	
2 Missing	Required Details Dx Table	Orders Fo	or Cosignature					Sign Cancel

- A. The Order Viewer window opens, click on the Referral Order and complete the missing required details.
- B. Select the date/time of the request.
- C. Choose the Paediatrics Service from the dropdown menu.



- D. Type in the reason for the referral.
- E. Click to select Bilirubin Clinic SCS.

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F. Referral Provider Lookup dialogue box opens.

	P Referral Provider Lookup		-0 ×
	Search: bili		E
	Qualifiers:		+
1	Search by: Practice	Include external practices	3 Search Clear
	Bilirubin Clinic SCS 		Neonatology, Pediatrics Within Health System
		4	
			~
			5 Accept Cancel

- 1. Change "Search by" to **Practice**.
- 2. Type in Bilirubin and press Enter on the Keyboard; or
- 3. Click Search.
- 4. Select Bilirubin Clinic SCS.
- 5. Click Accept to accept entry as Refer to Practice.

Please be sure to sign the order after completing all of the applicable details.



