

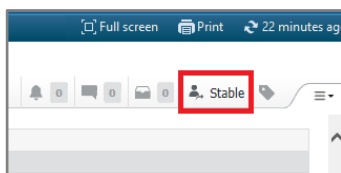
Quick Reference Guide (QRG)

Medical Discharge Documentation QRG

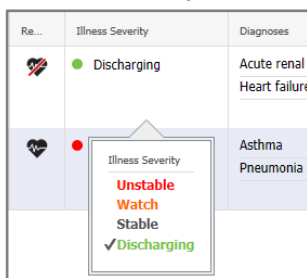
Completing IPASS discharge status, updating the Principal Diagnosis, completing a Discharge Summary, and making outpatient referrals

Updating the IPASS status

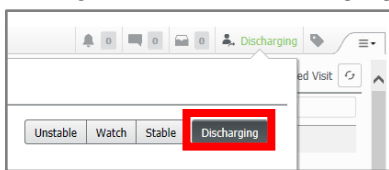
1. Click the IPASS icon at the top right of the Doctor View.



2. Alternatively, navigate to the Doctor Worklist. Click the patient's status under 'Illness Severity'.



3. Change status to 'Discharging'

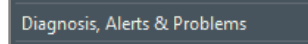


This notifies the Nurse Unit Manager that the patient is ready for discharge.

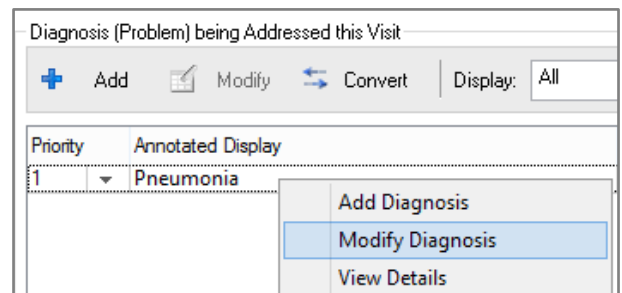
Updating the Principal Diagnosis

Patients **must** have one 'principal diagnosis' before a discharge summary is created.

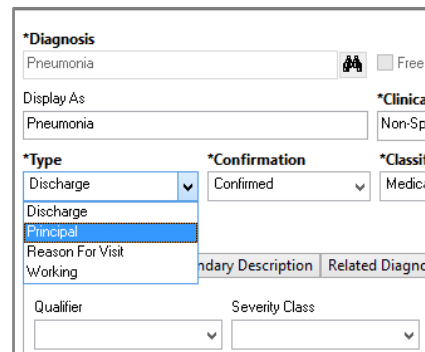
1. Navigate to 'Diagnosis, Alerts and Problems' in the left-hand menu



2. Select the diagnosis you wish to designate as 'principal'. Right click and select 'Modify'

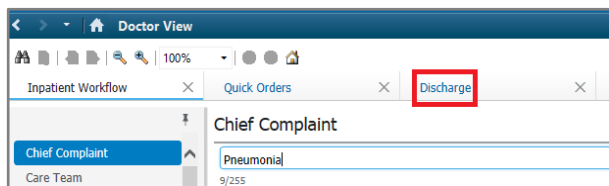


3. Change the Type to 'Principal'

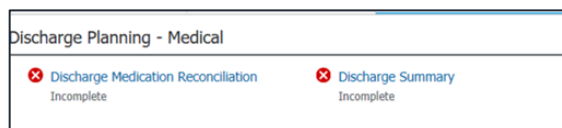


Completing a Discharge Summary

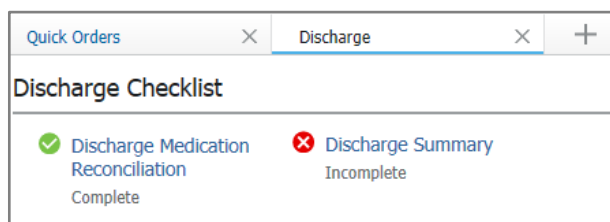
1. Navigate to Doctor View or Surgeon View. Select the 'Discharge' tab at the top right.



- The discharge checklist will display. It will contain two additional actions that require completion – 'Discharge Medication Reconciliation', 'and 'Discharge Summary.'



NOTE: Discharge Medication Reconciliation is covered in a separate Quick Reference Guide. Once complete, this will display with a green tick.



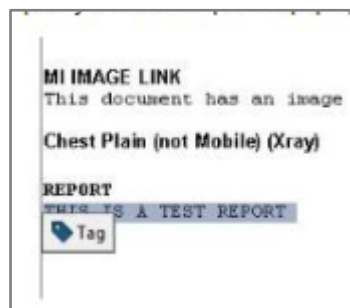
- Work your way down the Discharge Doctor View page, completing and saving relevant sections as you go.

NOTE: Any discipline can add information to the "Advice to Patient" field – e.g. doctor, physio, nurse, dietician. The doctor has the final decision to alter/ remove these inputs prior to signing.

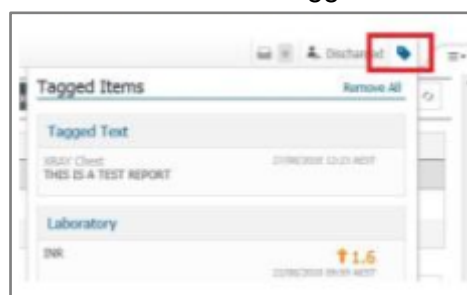
- To attach pathology results, click on the 'Pathology Results' tab. Highlight the relevant result(s) and click 'Tag'

Primary Labs	Unit	4/20/2018	4/20/2018	4/20/2018	4/20/2018	4/20/2018
INR	---	1.27	---	1.70	---	INR
Urea	mmol/L	5.2	---	32.0	---	Urea
Neutrophils #	---	1.27	---	8.5	---	Neutrophils #
INR	---	---	---	460	---	INR
Urea Level	mmol/L	5.2	---	32.0	---	Urea Level
Chloride Level	mmol/L	102	---	102	---	Chloride Level
Bicarbonate Level	mmol/L	25	---	30	---	Bicarbonate Level
Urea Level	mmol/L	35.0	---	5.0	---	Urea Level

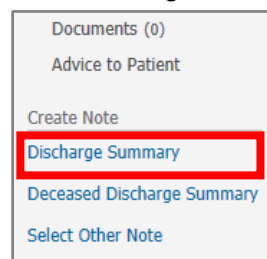
- To attach a radiology result, click the 'Diagnostic Imaging' tab. Select the report you wish to open. A pop-up window will appear. Highlight the result and click 'tag'.



- Click on the tag button at the top right-hand corner to view tagged results.



- Once all sections are complete, click 'Discharge Summary' under 'Create Note'



NOTE: Discharge Summaries must be generated through this designated template. Discharge summaries should not be generated from any other document type. For example, an Initial Assessment note type should not be used to generate the Discharge summary.

If you have not added a principal diagnosis, a pop-up will appear to prompt you. For coding reasons, every patient must have a

designated principal diagnosis at the time of discharge.

Click 'cancel' to go back and modify or document a principal diagnosis.

A **Discharge Summary** document will be generated containing your input from the previous page.

Tagged pathology results will also auto-populate. Tagged radiology reports will be available to the left of the summary, and you can drag them to the appropriate section.

Edit and complete details as required.

Note: You may wish to omit sensitive information from the discharge summary. To do so click the X button to the right of the line or header. The information is removed from the document but remains charted on EMR.

- Once you have finished curating the Discharge Summary, only click **Sign/Submit** if it is final and ready for distribution. However, if the discharge still requires review/signing by another clinician such as the consultant, click **Save and Close**.

Residents must Save and Close document then forward to treating consultant for signing if required by treating unit protocol. DO NOT click Sign/Submit unless approved to sign off discharge summaries

- Change the title to the **'Team, Role, Reason'** format – e.g. General Medicine, Intern, Discharge Summary.

- To add additional recipients, enter a surname of the intended provider into the search box of the 'Forward Options' field, and a Provider Selection window will appear

- In the selection window, enter or update the provider details as appropriate. If the discharge summary is for a Monash Health doctor to read and review, or, If the discharge summary is for a non-Monash

Health doctor (e.g. the patient's GP), ensure the search category '**Internal**' is selected. Once the appropriate provider is selected, select 'OK', and repeat the process if further recipients are required.

The screenshot shows the 'Provider Selection' dialog box. At the top, there are input fields for 'Last name' (Lew), 'First name' (thomas), and 'Suffix'. Below these are fields for 'Title', 'Alias', and 'Alias type'. A 'Search' button is to the right. Under 'Search By', the 'Internal' radio button is selected and highlighted with a red box. Below this are several checkboxes for filtering: 'Limit by group', 'Limit by organization', 'Limit by position', and 'Limit by relationship', each with a 'No data filtering' button. At the bottom, there is a table with columns 'Name', 'Username', 'Positions', and 'Aliases'. The 'OK' button is highlighted with a red box.

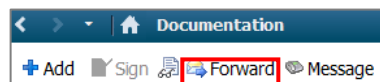
Name	Username	Positions	Aliases
Lew, Thomas			MH, CLA, P...
Lew, Thomas - Admin	627126	DBA	
Lewin, Thomas Ellerker			Medicare Pre...
Lewin, Thomas Ellerker			Medicare Pre...

Note: If a Monash Health doctor has been selected as an additional recipient, the provider will receive the discharge summary in their EMR **Message Centre**. If non-Monash Health doctor has been selected as an additional recipient, the provider will receive the discharge summary via their nominated electronic mailing address.

12. Click Sign (or Save).

Note: Signing will trigger the electronic distribution of the Discharge Summary to the patient's GP, additional recipients and My Health Record.

13. To forward a saved copy to consultant/registrar for signing, go to **Documentation** in the Table of Contents, highlight the Discharge Summary and click **Forward**.



14. Specify the forward action as **Sign** and specify the clinician's name into the search bar.

The screenshot shows the 'Forward Only: Documents: Donotuse2, Peter' dialog box. The 'Forward Action' is set to 'Sign'. There is a search bar for the clinician's name. The 'OK' button is visible at the bottom right.

The clinician will receive a notification in their Message Centre to action.

Making Outpatient Referrals

Outpatient referrals will remain on paper or via SMR. Complete as per previous protocol.

Important: You can NOT modify a discharge summary once it has been completed / signed. If you need to change something you must mark the Summary as 'In Error' and create a new Discharge Summary. This will be resent to My Health Record and the GP.