

A patient is automatically placed on the Discharge List gadget when the provider places the Discharge order; however, nursing staff can manually add expected discharges.

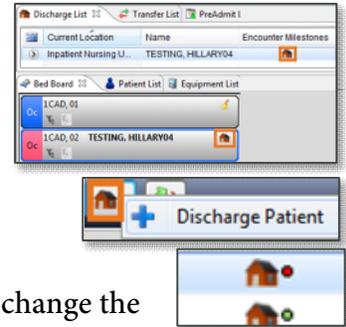
### Expected Discharge

During nursing handoff, if the charge is alerted that a patient is expected to be discharged, a Discharge icon can be placed.

**STEP 1:** Highlight the patient room on the Bed Board to activate the Action Buttons.

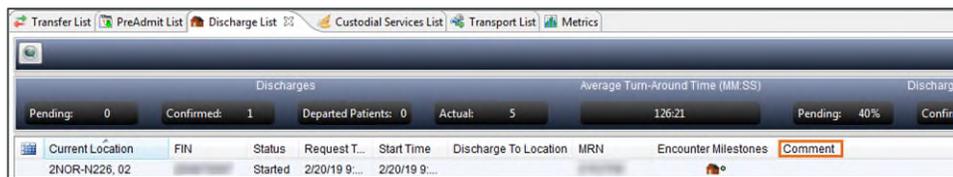
**STEP 2:** Select the **Discharge** icon and Discharge Patient.

- The patient appears on the Discharge List with a House icon.
- A green dot appears once the provider places the order or staff manually change the status.
- A red dot appears when the discharge is marked as complete

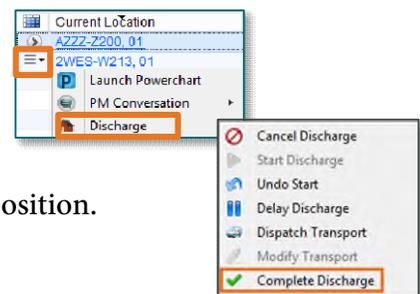


### Unit Discharge

- Designated staff still notates the Disposition of the Patient, along with the time and date, in the **Comment** section in Capacity Management.



- Select the **Discharge** Action Button.
- Click the dropdown to the left of the patient's name and select **Complete Discharge**. If Unit staff are cleaning the room, please cancel the clean job.
- **Email** #Acadia Discharge Notification with MRN, discharge date/time, disposition.



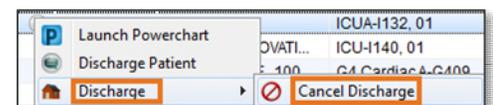
### Cancelling an Expected Discharge

In the event there is a change in the discharge plan, patients can be manually removed.

**STEP 1:** Click the dropdown to the left of the patient's name on the **Discharge List** gadget.

**STEP 2:** Select **Discharge** and **Cancel Discharge**.

**STEP 3:** Select a reason for the cancellation and click OK.



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:  
207-973-7728 or 1-888-827-7728.