Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Complete Provider Discharge Workflow

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This Quick Reference Guide (QRG) Reviews the Steps for Providers to Complete a Patient Discharge.

Common Buttons & Icons

	Continue icon
	Discontinue icon
	Pill Bottle icon
	Missing Details icon
	Add icon
	Orders for Signature tray
	Sign and Return icon

Reconcile Discharge Medications

➢ **From the Provider View, Discharge mPage, in the patient's chart:**

STEP 1: Click the **Discharge Medications** component from the Inpatient workflow menu.

STEP 2: Click the **Discharge** hyperlink.

STEP 3: Click the **Continue** radio button for any of the medications prior to reconciliation that you want to continue.

STEP 4: Click the **Discontinue** radio button for any medications you want to discontinue after reconciliation.

STEP 5: Click the **Pill Bottle** icon to convert medications from prior to reconciliation to a prescription after reconciliation.

STEP 6: Click the **Missing Details** icon for medications that need additional details after reconciliation.

STEP 7: Fill in any required details as indicated by the yellow colored fields.

STEP 8: Click **Sign**.

Review Discharge Workflow Page

➢ **From the Provider View, Discharge mPage, in the patient's chart:.**

STEP 1: Click the **Order Profile** component from the Inpatient workflow menu.

STEP 2: Click the **Add** icon.

STEP 3: Click Discharge (DX) .

- **NOTE: Make sure Inpatient Orders is selected.**

STEP 4: Click the **Orders for Signature** tray.

STEP 5: Click the Order and This Visit field to associate the diagnosis and the order.

STEP 6: Click **Sign**.

STEP 7: Click the **Missing Details** icon on the order if needed.

STEP 8: Fill in required details as noted by the yellow colored fields.

STEP 9: Click **Sign**.

Continue the Discharge Process

- **From the Provider View, Discharge mPage, in the patient's chart:**

STEP 1: Click the **Hospital Course** component from the Inpatient workflow menu.

STEP 2: Review information from the patient's stay. Click to open an item and make modifications as needed for the Discharge Summary.

STEP 3: Click the **Discharge Quality Measures** component from the Inpatient workflow menu.

STEP 4: Click the **Add** icon drop-down arrow.

STEP 5: Click the **Discharge Quality Measures Form** box.

STEP 6: Select the **Quality Measures** radio button that is appropriate for your patient.

STEP 7: Fill in the details as appropriate for the needed quality measures.

STEP 8: Click the **Sign and Return** icon.

STEP 9: Click the **Sign** icon.

STEP 10: Click the **Follow Up** component from the Inpatient workflow menu.

STEP 11: Add at least one follow up.

STEP 12: Click **Quick Picks** for clinically appropriate follow up quickly.

STEP 13: Click the **Location** or **Provider** radio button, then type the information needed.

STEP 14: Add the follow up instructions using either **Predefined Comments** or using the free text **Comment** field.

STEP 15: Click **Save**.

STEP 16: Click the **Patient Education** component from the Inpatient workflow menu.

STEP 17: Click the needed patient education.

NOTES:

- **Quick suggestions will populate based on the This Visit diagnoses.**

- **Only click the item once or it will continue to add instances to the patient's Patient Education component.**

STEP 18: Click the **Discharge Summary** or **Discharge Order** component from the Inpatient workflow menu.

NOTES:
- **Use Discharge Summary if you have entered information into the Hospital Course component or intend to type or use voice recognition to document the hospital course.**
- **Use the Discharge Order only if you intend to dictate to transcription.**

STEP 19: Review the information and make clinical adjustments as applicable.

STEP 20: Click **Sign**.

STEP 21: Click **Sign**.

Review the Discharge Summary

- **From the Provider View in the patient's chart:**

STEP 1: Click **Documentation** from the Provider View left side menu.

STEP 2: Locate the discharge summary.

NOTE: The most recent document will be at the top of the list.

STEP 3: Click the needed document and it will open in the right-side pane.