

From the Office of Clinical Informatics Capacity Management Acadia Discharge Process

May 3, 2023

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.

- **<u>STEP 1</u>**: Highlight the patient room on the Bed Board to activate the Action Buttons.
- **<u>STEP 2</u>**: 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.

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			_	Dischar	ges	_	Average Tu	m-Around Time (MM:SS)		_	Discharge
Pe	nding:	0	Confirmed:	1	Departed Patients: 0	Actual: 5		126:21	Pending:	40%	Confirm
111	Current L	ocation	FIN	Status	Request T Start Time	Discharge To Location	MRN	Encounter Milestones	Comment		
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- 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.

- **<u>STEP 1</u>**: Click the dropdown to the left of the patient's name on the **Discharge List** gadget.
- **<u>STEP 2</u>**: Select **Discharge** and **Cancel Discharge**.
- **<u>STEP 3</u>**: 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.



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	fit.	Discharge	1	•	0	Cancel Discharge			

🖉 Cancel Discharge

Delay Discharge
 Dispatch Transport
 Modify Transport

Start Discharge Undo Start

Complete Discharge

Current Location

AZZZ-Z200, 01 2WES-W213, 01 D Launch Powerchart

PM Conversation

 PM Conversation

 Discharge