

**The ED Nursing Discharge Process takes place within the ED Nurse Discharge MPage.**

**Gap Checking**

- Certain Discharge components have a red asterisk \* in front of them.
  - Once addressed, a green checkmark will appear.
  - The patient should not be discharged until all requirements have been met.
  - Some of the requirements will need to be **completed** by the **provider**.

<input checked="" type="checkbox"/> Problem List
<input checked="" type="checkbox"/> Patient Education
Patient Instructions
<input checked="" type="checkbox"/> Follow Up
Documents (1)
* Home Meds/Rx
New Order Entry
<input checked="" type="checkbox"/> Order Profile (1)
Vital Signs
Discontinue Lines/Tubes/Drains
Discharge Documentation
<input checked="" type="checkbox"/> IV Stop Times
<input checked="" type="checkbox"/> Facility Charging

**What satisfies the components?**

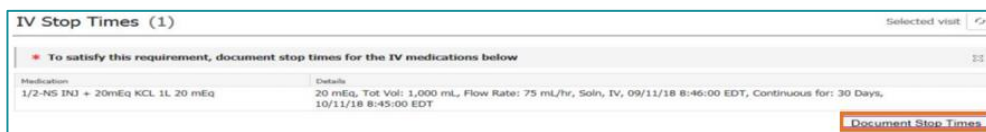
- **Orders** – to satisfy this requirement a **Discharge Order** needs to be placed by the provider.
  - A green checkmark alerts nursing the patient’s discharge order has been placed.
- **IV Stop Times** – to satisfy this requirement, document **IV Stop Times**.

**STEP 1:** Click **Document Stop Times**.

**STEP 2:** Select the infusion(s) to document the Stop Time.

**STEP 3:** **Infusion Billing** opens for IV Stop Time documentation.

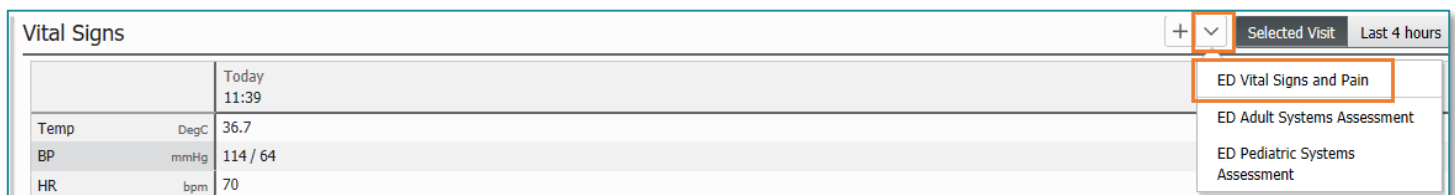
**STEP 4:** Verify **End Time** and volume infused is correct.



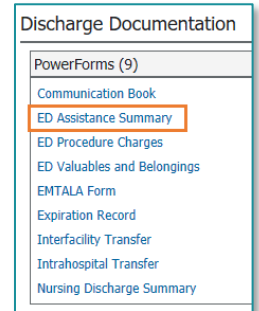
- **Home Meds/Rx** – to satisfy this requirement, **Discharge Medication Reconciliation** must be completed by the provider.

**Discharge Vitals and Documentation**

- The **ED Vital Signs and Pain Form** is completed from the **Vital Signs** component.
  - Click the drop-down arrow to the right of the Vital Signs title and select **ED Vital Signs and Pain**.



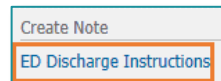
- The ED Assistance Summary is completed from the Discharge Documentation component.
  - Click the form from the list of PowerForms.



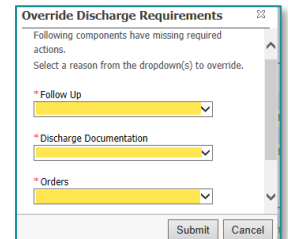
## Printing the Patient Discharge Instructions

### Create Note

- Click ED Discharge Instructions under Create Note to open the ED Discharge Instructions.
- If there are required fields not documented, the nurse will need to select an override reason from within the drop down.
- Hover next to the title of each of the sections in the ED Discharge Instructions to reveal the icons.



- The three icons from left to right: refresh the section, free text additional information, and remove the section.



### Provider Instructions

- Instructions from the provider on activity limitations, wound care, etc., can be free text in the What to do next section by hovering and clicking the free text icon.



### Medications

- Two types of medication lists may exist for the patient.

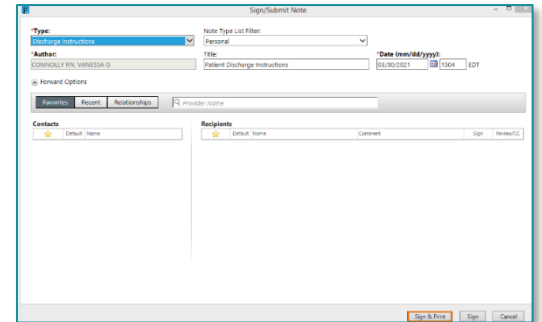
- Home medications will print with a page break so the patient can keep a list of medications to show to providers.

Medications					
	What	How Much	When	Instructions	Next Dose
Unchanged	albuterol (Ventolin HFA 90 mcg/ inh inhalation aerosol)	2 puff(s) Inhalation	FOUR TIMES DAILY		

- A discharge medication list will appear where nursing will enter the next dose information as well as any special instructions for the patient.
- Hover in the When, Instructions and Next Dose boxes to free text medication administration details.

## Printing

- Click the **Save** button to save any information that has been free texted into the **ED Discharge Instructions**.
- Click **Sign/Submit** to sign the form and open the **Sign/Submit** box.
- Once the **Sign/Submit Note** box populates, click **Sign & Print** to print the instructions.
- Review the ED Discharge Instructions with patient.



The screenshot shows a software window titled "Sign/Submit Note". At the top, there are dropdown menus for "Type" (set to "Discharge Instructions") and "Note Type" (set to "Personal"). Below these are fields for "Author" (displaying "SCHINDLER, PNL, VANESSA @"), "Title" (displaying "Patient Discharge Instructions"), and "Date (mm/dd/yyyy)" (displaying "01/20/2022" with an "EDIT" button). A "Forward Options" section is visible with a "Forward" button and a "Relationships" dropdown. The main area is divided into "Contacts" and "Recipients" sections, each with a search field and a list of entries. At the bottom right, there are buttons for "Sign & Print", "Sign", and "Cancel".