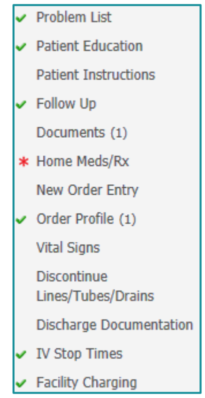
Mayo Hospital
ED Nursing Discharge Process

January 21, 2022

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**.

What satisfies the components?

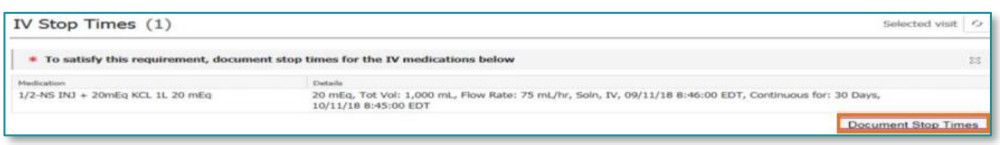
- **Orders** – to satisfy this requirement a **Discharge Order** needs to be placed by the provider.
  - A green checkmark alerts nursing the patient's discharge order has been placed.
- **IV Stop Times** – to satisfy this requirement, document **IV Stop Times**.

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.

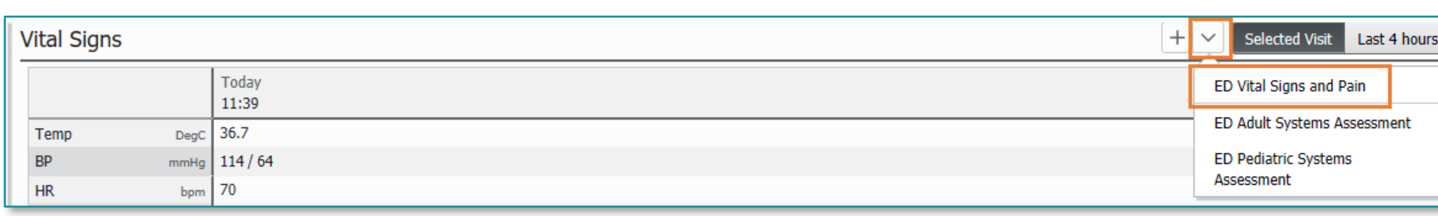
STEP 4: Verify **End Time** and volume infused is correct.



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

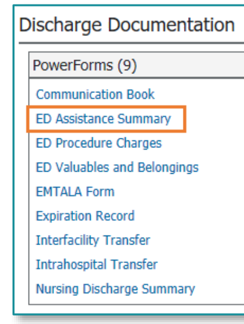
Discharge Vitals and Documentation

- 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.**



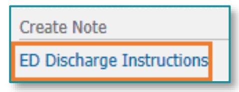
➢ The **ED Assistance Summary** is completed from the **Discharge Documentation** component.

- Click the form from the list of PowerForms.



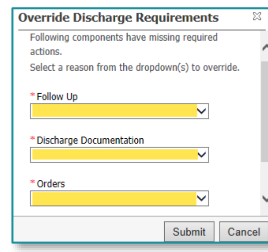
Printing the Patient Discharge Instructions

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.

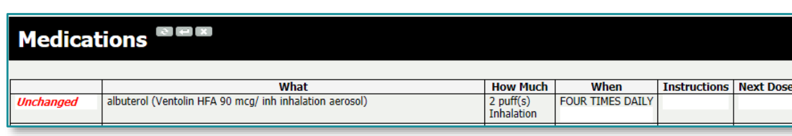
Provider Instructions

➢ 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

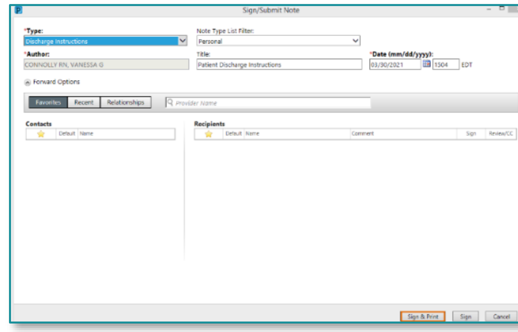
➢ Two types of medication lists may exist for the patient.

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



- 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.