

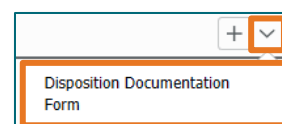
When patients leave the Emergency Department, follow the process outlined below to ensure that the visit duration and patient disposition are correct.

### Discharged/Expired/Transfer to Another Facility

If a patient is sent home, transferred to another facility, or expired, nursing completes the **Disposition Documentation Form** and **Discharge Visit** conversation to complete the stay.

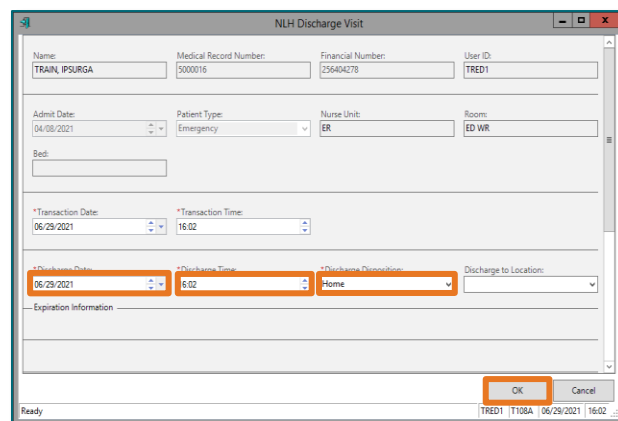
#### ➤ Discharge Disposition Form

- On the ED Nursing Workflow MPage, click the **Discharge Planning** component.
  - Click the drop down to the right and select **Disposition Documentation Form**.
  - Enter the appropriate details and sign the form.



#### ➤ Discharge Visit

- From the ED Nursing Workflow MPage, click **Discharge** under **End Visit**.
  - Within **Available Conversations** select **NLH Discharge Visit**.
  - Enter the **Discharge Date, Time and Disposition** in the PM Conversation window and click **OK**.



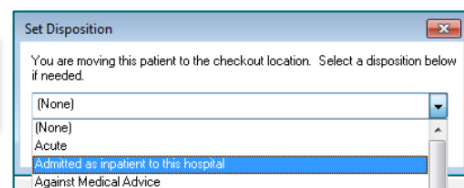
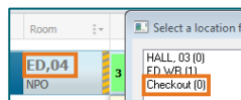
**NOTE:** If there is a delay in performing this task, remember to correct the **Discharge Time**.

### Admission or Surgical Disposition (not for MCH)

If the patient is being admitted or transported to surgery, move the patient to the **Checkout** location.

#### ➤ Move to Checkout

- Click the Room and select **Checkout**.
  - Select **Admitted as inpatient to this hospital**.
  - This action allows for the encounter to remain active. Once the registration is updated, the name will be removed from the checkout list.



**NOTE:** Patients who are going home or to another facility should **NOT** be moved to **Checkout**.

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.