

March 20, 2024

Emergency Department providers have the option to use Patient Education for issuing Work/School Release Notes to patients. The process permits printing at the time of patient discharge with the option to reprint after discharge, if necessary.

Work/School Release Forms located in Patient Education

A custom EMHS Work and School Release Form has been added to the Patient education catalog. These release forms can be used at **any** NLH Member Hospital.

- **<u>STEP 1</u>**: Navigate to the **Patient Education** component within the **ED Workflow MPage**.
- **<u>STEP 2</u>**: In the upper right corner, click the + to **add patient education**.
- **<u>STEP 3</u>**: In the **search bar**, type **Release**.
- **<u>STEP 4</u>**: The following forms appear in the search:
 - EMHS School Release Form (CUSTOM)
 - EMHS Work Release Form (CUSTOM)
 - Select the **star** next to the forms to add as a favorite, to decrease search time in the future.

<u>NOTE</u>: It is recommended to add to Personal Favorites.

Add Education					
		Education Language:	English	~]
Education	Medication Leaflets				×
release	XQ		Suggestions Fav	orites Custom	Suggestions Favorites Custom
All Educations				,	
EMHS School Release	Form(CUSTOM)			*	
EMHS Work Release Form(CUSTOM)					
Acamprosate Delayed Release Oral Tablet					

- STEP 5:To add to the patient chart, single-select the appropriate EMHS School Release Form
(CUSTOM) or EMHS Work Release Form (CUSTOM).
 - The added form will momentarily change to *Added* and will be viewable under Added Education.
- **<u>NOTE</u>**: Clicking the forms/education more than once will result in duplicate copies.

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- <u>STEP 6</u>: To close, click the **X** in the upper corner of the **Add Education** window.
- **<u>STEP 7</u>**: To **Modify**, click the **Modify** button.
- **<u>STEP 8</u>**: Modify the release note as appropriate, then click **OK**.
- **STEP 9**: The Work/School Release Form will print within the **ED Patient Summary**.

release × Q Suggestions All Educations	Favorites Cust
All Educations	

X

Education Name	Language	Actions
 Education (2) 		
EMHS Work Release Form(CUSTOM)	English	Modify Print Remove ★
EMHS School Release Form(CUSTOM)	English	Modify Print Remove

Add Education

Re-Print of Work/School Release

If the patient needs a reprint of the Work/School Release Form and does not have access to the patient portal to reprint, the nurse or provider can take the following steps to reprint the release.

- **<u>STEP 1</u>**: Select the **correct** Emergency Department Encounter/FIN.
- **<u>STEP 2</u>**: Navigate to the **Patient Education** component.
- STEP 3: Click Print next to the EMHS Work Release Form (CUSTOM) or EMHS School Release Form (CUSTOM).
 - The forms will print with the modified information that was previously written for the patient (if applicable).

Added Education						
Education Name Language Actions		Actions				
▼ Education (2)						
EMHS Work Release Form(CUSTOM)	English	Modify Print Remove ★				

Patient Education Favorites

Education and form favorites can be found in the Patient Education component, within the Favorites button.

Patient Education	+ 🗸 Selected Visit 🕤
Quick Suggestions	Favorites Custom Q More Options

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.