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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.

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### 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.

**STEP 1:** Navigate to the **Patient Education** component within the **ED Workflow MPage**.

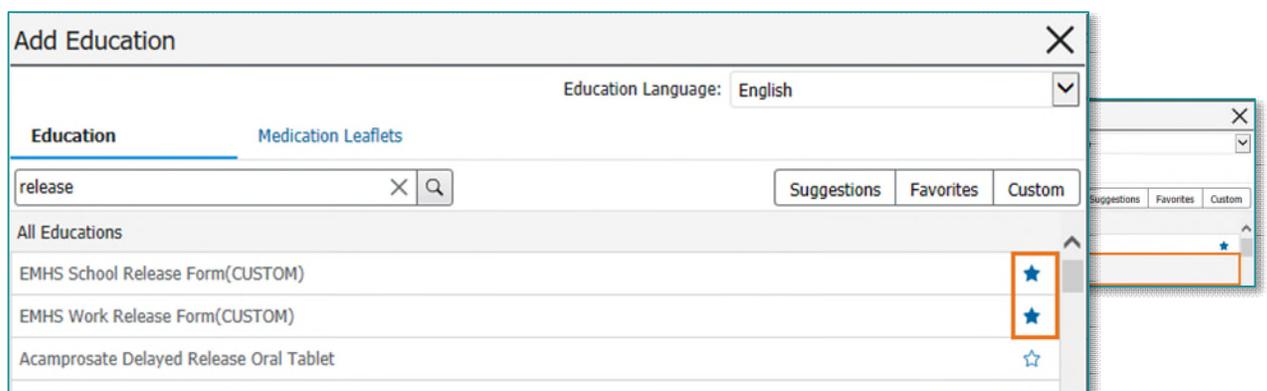
**STEP 2:** In the upper right corner, click the  to **add patient education**.

**STEP 3:** In the **search bar**, type **Release**.

**STEP 4:** 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.

**NOTE:** It is recommended to add to **Personal Favorites**.



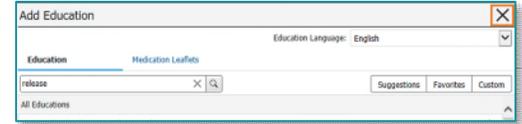
**STEP 5:** To **add** to the patient chart, **single-select** the appropriate **EMHS School Release Form (CUSTOM)** or **EMHS Work Release Form (CUSTOM)**.

- The added form will momentarily change to **Added** and will be viewable under Added Education.

**NOTE:** Clicking the forms/education more than once will result in duplicate copies.

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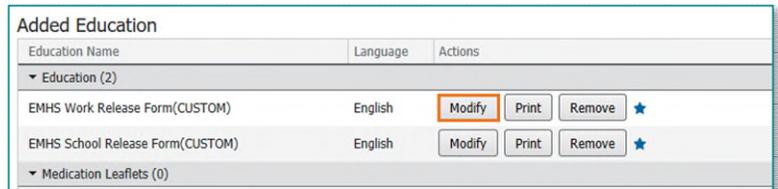
**STEP 6:** To close, click the **X** in the upper corner of the **Add Education** window.



**STEP 7:** To **Modify**, click the **Modify** button.

**STEP 8:** Modify the release note as appropriate, then click **OK**.

**STEP 9:** The Work/School Release Form will print within the **ED Patient Summary**.



## Re-Print of Work/School Release

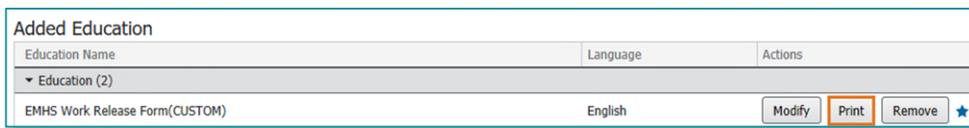
If the patient needs a reprint of the Work/School Release Form and does not have access to the patient portal to reprint, the nurse or provider can take the following steps to reprint the release.

**STEP 1:** Select the **correct** Emergency Department Encounter/FIN.

**STEP 2:** 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).



## Patient Education Favorites

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

