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**This Quick Reference Guide Reviews the Discharge Process Workflow for the BH Nurse.**

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### Common Buttons & Icons

|   |                        |
|---|------------------------|
|  | <b>Add button</b>      |
|  | <b>Down Arrow icon</b> |
|  | <b>Sign icon</b>       |
|  | <b>Left Arrow icon</b> |

### Complete the Discharge Process

➤ **From the Admission Workflow MPage:**

**STEP 1:** Click the **Discharge** tab.

**STEP 2:** Confirm the **Discharge Order** is placed from the **Order Profile**; then click **Follow Up**.

**STEP 3:** Verify the appropriate follow-up appointment has been made; then click **Home Medications**.

**STEP 4:** Confirm the **Discharge Med Rec** is complete; then click **Problem List**.

**STEP 5:** Verify the **Problem List** has been completed for the visit; then click **Discharge Documentation**.

**STEP 6:** Click the **down arrow** icon and select **BH Nursing Discharge Summary**.

**STEP 7:** Complete the necessary documentation; then click the **Sign** icon.

**STEP 8:** Click **Patient Education**.

**STEP 9:** Make the appropriate selections; then click **BH Care Transition Record** at the bottom of the components list.

**STEP 10:** Review the information is correct; then click **Sign/Submit**.

**STEP 11:** Click **BH Discharge Instructions** at the bottom of the components list. The note opens in a new tab.

**STEP 12:** Review the information, updating it as needed. Click **Sign/Submit**. The **Sign/Submit Note** window displays.

**STEP 13:** Confirm the information is correct; then click **Sign & Print**.