Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG) Discharging Patients for ED RNs

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This Quick Reference Guide (QRG) reviews Discharging Patients for ED RNs.

Common Buttons & Icons

	Home icon
	Discharge Planning Down Arrow icon
	Sign icon
	Chart X Close button

Perform a Patient Discharge

➢ From ED Launchpoint:

STEP 1: Right-click the **Patient Information** cell; then click **Interactive View and I&O**. The iView displays.

STEP 2: Click **ED Lines Devices Procedures** in the Navigator. The Peripheral IV section opens.

STEP 3: Double-click the **Peripheral IV** cell. The Activity cell opens.

STEP 4: Select the **Discontinued** check box.

STEP 5: Press [**Tab**].

STEP 6: Document the following, at a minimum:

- Infiltration Removal Score
- Phlebitis Removal Score
- Removal
- Removal Reason

STEP 7: Right-click the **Peripheral Antecubital** gray header; then click **Inactivate**.

STEP 8: Click the **Home** icon. The ED Workflow page displays.

- A green check mark next to a section in the Table of Contents indicates that all of the section's requirements are complete.
- A red asterisk indicates the section contains missing required information.
- The ED provider documents patient education and follow up information at the time of discharge. If either of these sections display with a red asterisk after you receive the patient's discharge paperwork, contact the provider to complete the documentation.

STEP 9: Click **IV Stop Times** in the Table of Contents. The IV Stop Times section displays.

NOTE: **You must document IV stops times in the ED at the time of patient discharge.**

STEP 10: Click **Document** . The IV Stop Times window displays.

STEP 11: Select the **Document All** check box.

STEP 12: Click **Document** . The Infusion Billing window for the first IV medication displays.

STEP 13: Select the **Current Infusions** check box.

STEP 14: Document the IV stop time.

STEP 15: Click **Sign**. The next IV medication displays, if applicable.

STEP 16: Complete steps 13-15 for each medication.

STEP 17: Click the **Discharge Planning Down Arrow** icon; then click **Disposition Documentation Form** .

STEP 18: Complete as much patient disposition information as possible.

STEP 19: Click **Discharge** in the Discharge To field.

STEP 20: Click the **Sign** icon.

STEP 21: Click **Discharge** in the End Visit section of the Table of Contents. The Set Disposition window displays.

STEP 22: Enter the first letter of the patient's disposition in the Disposition field.

NOTE: **You can also click the drop-down arrow to select a disposition.**

STEP 23: Click **OK**.

STEP 24: Click the **Chart X Close** button to close the patient's chart.