

# Discharge: From the Emergency Department (ED)

## Discharge Report and Discharge Plan Routine

### Overview

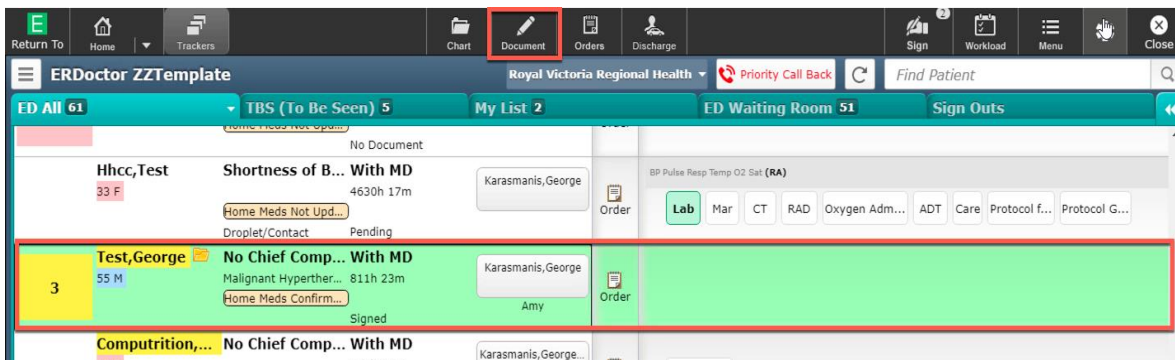
This document provides instructions on how to discharge a patient from the Emergency Department (ED). The process for discharging a patient from the ED requires knowledge of how to use documentation with a focus on the ED Report and the use of the Discharge Routine. The ED report and the Discharge plan can be started and saved at any time prior to discharge. For each hospital site, the process of Discharging a patient may include input from other consulting providers who can contribute to the report and prescriptions. The sections of the ED report and process for discharging a patient are outlined below.

### ED Report Access and Sections

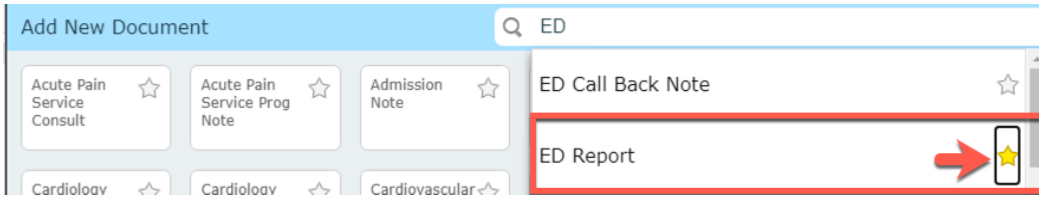
When an ED Physician decides the patient is ready for discharge, the ED report and any supporting documentation needs to be completed. In addition, components of the Discharge Plan such as the Discharge diagnosis, discharge instructions, prescriptions and outpatient referrals orders can be entered.

To Document on the ED Report:

1. Select the patient on the tracker and then select the Document button on the Navigation Bar



2. Within the Document routine, in the Add New Document field, type "ED Report" in the search bar. Add the report as a Favourite document if desired.



- The ED Report is made up of six main sections. The discharge report can be initiated at any time and saved using the SAVE button. When the report is completed and the patient is ready for discharge, select the next to “Ready for Discharge” box and enter the esign four-digit PIN.

ED Report

Contributor: ERDoctor.ZZTemplate

Ready for Discharge:  SAVE SIGN

Triage Ref ED NOTE Proc MDM Discharge Plan Sign Out

1 Triage Reference

2 ED Note Assessment

3 Procedures

4 Medical Decision Making

5 Discharge Plan Discharge Discharge Problem: Sprain and strain of ankle Prescriptions: No Action naproxen [Naprosyn] 500 mg tablet, delayed release (DR/EC) 500 mg PO BID PRN (Reason: pain) Qty: 14 RF: 0 Outpatient Clinic and/or Office Appointment: Hickey, Shelli, M.D. [Physician] -

6 Sign Out Sign Out Data

## ED Report Section 1: Triage Reference

Triage Ref ED NOTE Proc MDM Discharge Plan Sign Out

← Triage Reference ...

▼ Triage Reference ...

Patient Problems (Updated 17/02/2021 @ 13:29 by George Karasmanis)  
Sprain and strain of ankle (Acute)

| Vital Signs      |        |       |      |         |          |
|------------------|--------|-------|------|---------|----------|
|                  | Temp   | Pulse | Resp | BP      | Pulse Ox |
| 15/12/2020 10:02 | 72 C H | 140 H | 30 H | 80/50 L | 89 L     |
| 15/12/2020 10:00 | 42 C H |       |      |         |          |

Assessments/Treatments Start: 23/10/2020 09:42  
Status: Active

ED Triage Assessment Freq: Protocol: Document 30/12/2020 11:35 AB (Rec: 30/12/2020 11:35 AB Laptop) ED Triage Assessment Precaution Type Airborne Document 30/12/2020 11:36 AB (Rec: 30/12/2020 11:36 AB Laptop) ED Triage Assessment Precaution Type Contact Document 30/12/2020 11:44 AB (Rec: 30/12/2020 11:44 AB Laptop) ED Triage Assessment Precaution Type Airborne

ED Audit

Last Name: Test Status: Remove From Tracker  
First Name: George Triage Level: 3  
Middle: Condition:  
Birthdate: Arrival Date/Time: 23/10/2020 09:41  
Age: 55 Arrival Mode:  
Birth Sex: M Triaged At: 30/12/2020 11:35  
Language: English Time Seen by Provider:  
Stated Complaint: Chest Pain  
Chief Complaint: Abdominal Mass/Distention  
ED Location: RVH Main ED  
Area:  
Station:  
Group:

The Triage Reference provides a summary of the patient's condition, vital signs, arrival mode, arrival time, triage time, ED location, and current location any assessments and treatments

## ED Report Section 2: ED Note

← ED Note ... Problem ...

▼ Billing Code ...

1234

Enter billing code

▼ Problem ...

› Asthma ...

› Sprain and strain of ankle ...

Reconcile problems

▼ Assessment ...

Enter documentation

▼ Reassessment ...

Click to Enter Reassessment #1

Click to Enter Reassessment #2


Click to Enter Reassessment #3

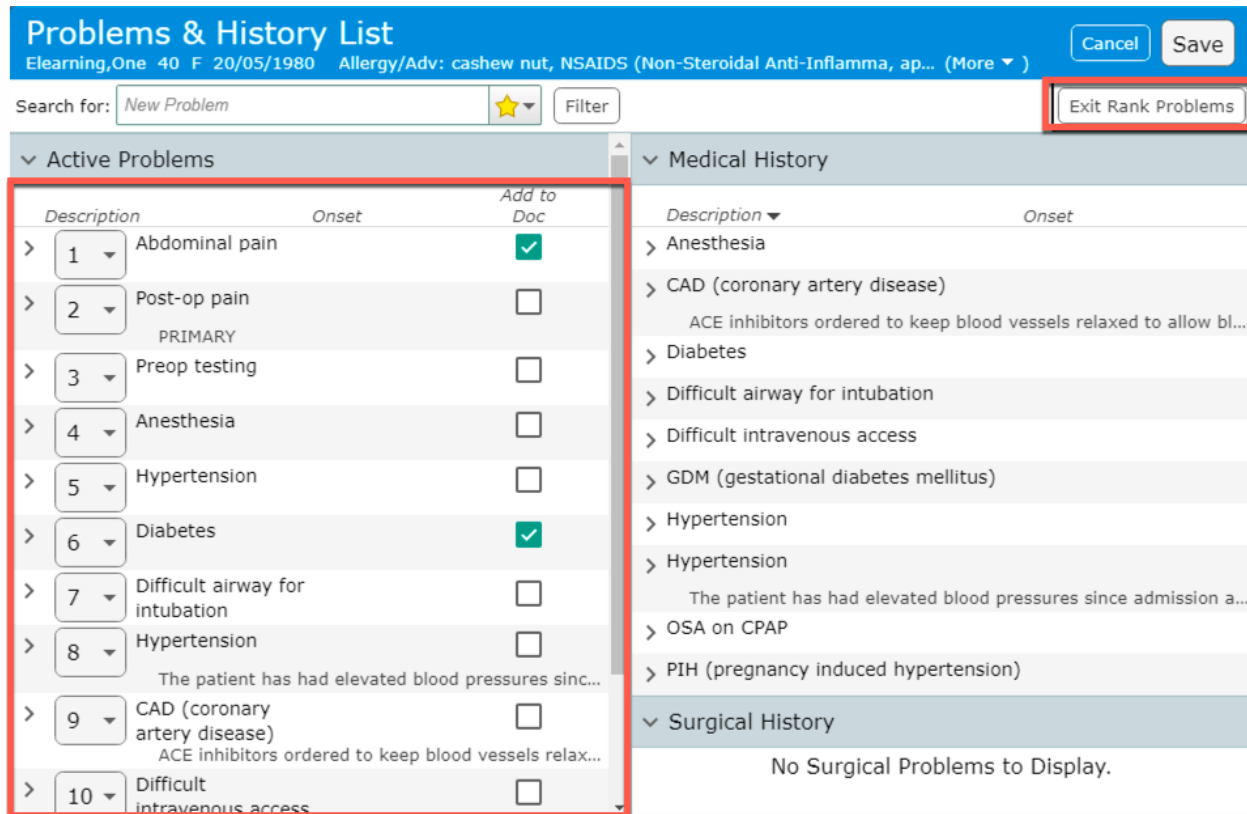
Enter documentation

The ED Note is comprised of the sub sections below:

- Billing Code – Enter the billing code here. Note this field is not mandatory
- Problem – Reconcile the Active Problem list here by selecting the “+ Problem” button on the ED Note section header.
- Assessment – Enter documentation by typing or using speech recognition software and tools.
- Reassessment – Use each text box to enter documentation regarding each reassessment.

Note: Problem list management for the ED Report

For the ED Report, reconcile the Problems & History List overlay. Rank the problems using by selecting  button and also select the problems to “Add to Doc” to include in the discharge report.



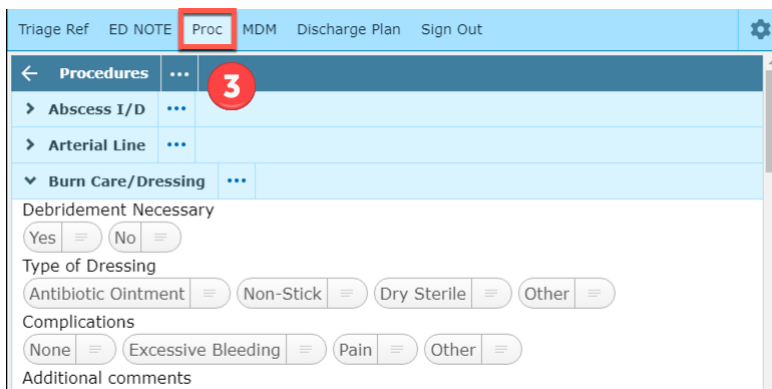
**Problems & History List**  
Elearning,One 40 F 20/05/1980 Allergy/Adv: cashew nut, NSAIDS (Non-Steroidal Anti-Inflamma, ap... (More ▾)  
Search for:     
Cancel Save

| Active Problems                                                                               |       |                                     | Medical History                                                                                        |       |
|-----------------------------------------------------------------------------------------------|-------|-------------------------------------|--------------------------------------------------------------------------------------------------------|-------|
| Description                                                                                   | Onset | Add to Doc                          | Description                                                                                            | Onset |
| > 1 Abdominal pain                                                                            |       | <input checked="" type="checkbox"/> | > Anesthesia                                                                                           |       |
| > 2 Post-op pain<br>PRIMARY                                                                   |       | <input type="checkbox"/>            | > CAD (coronary artery disease)<br>ACE inhibitors ordered to keep blood vessels relaxed to allow bl... |       |
| > 3 Preop testing                                                                             |       | <input type="checkbox"/>            | > Diabetes                                                                                             |       |
| > 4 Anesthesia                                                                                |       | <input type="checkbox"/>            | > Difficult airway for intubation                                                                      |       |
| > 5 Hypertension                                                                              |       | <input type="checkbox"/>            | > Difficult intravenous access                                                                         |       |
| > 6 Diabetes                                                                                  |       | <input checked="" type="checkbox"/> | > GDM (gestational diabetes mellitus)                                                                  |       |
| > 7 Difficult airway for<br>intubation                                                        |       | <input type="checkbox"/>            | > Hypertension                                                                                         |       |
| > 8 Hypertension<br>The patient has had elevated blood pressures sinc...                      |       | <input type="checkbox"/>            | > Hypertension<br>The patient has had elevated blood pressures since admission a...                    |       |
| > 9 CAD (coronary<br>artery disease)<br>ACE inhibitors ordered to keep blood vessels relax... |       | <input type="checkbox"/>            | > OSA on CPAP                                                                                          |       |
| > 10 Difficult<br>intravenous access                                                          |       | <input type="checkbox"/>            | > PIH (pregnancy induced hypertension)                                                                 |       |

Surgical History  
No Surgical Problems to Display.

For further information on Problem List management, refer to the problem list tip sheet for detailed instructions.

### ED Report Section 3: Procedures



Triage Ref ED NOTE **Proc** MDM Discharge Plan Sign Out

← **Procedures** ... **3**

- > Abscess I/D ...
- > Arterial Line ...
- ▼ Burn Care/Dressing ...
  - Debridement Necessary  
 Yes  No
  - Type of Dressing  
 Antibiotic Ointment  Non-Stick  Dry Sterile  Other
  - Complications  
 None  Excessive Bleeding  Pain  Other
  - Additional comments

The Procedures section is templated and enabled the documentation of Procedures conducted on the patient. Screens are designed with queries and comment boxes to document discrete data.

## ED Report Section 4: Medical Decision Making (MDM)

Triage Ref ED NOTE Proc MDM Discharge Plan Sign Out

← Medical Decision Making ... 4

Legal Status ...

TIMI Risk Score for UA/NSTEMI ...

Legal Status

APA Form 1 Involuntary - Form 3 Involuntary - Form 4

Form 4A - Involuntary Involuntary - Form 7 Voluntary

Voluntary - Form 5 Forensic Informal Outpatient/NA Other

Form Expiry Date

Form Expiry Time

Community Treatment Order Prior to Admission

Yes No

Box A & B

Box A:

Patient does not meet criteria for Involuntary status because they

Age Greater Than Equal to 65 years

No Yes

Greater Than Equal to 3 Risk Factors for CAD, HTN, Hypercholesterolemia, Diabetes or Current Smoker

No Yes

Known CAD (Stenosis greater than equal to 50%)

No Yes

ASA Use in Past 7 days

No Yes

Severe Angina (Greater Than Equal to 2 episodes within 24hrs)

No Yes

ST Changes Greater Than Equal to 0.5mm

No Yes

+ Cardiac Marker

No Yes

TIMI Score for UA/NSTEMI

The MDM section is made up of two categories:

### 1. Legal Status

Use this section to document discrete data regarding the application of mental health forms under the Mental Health Act in addition to patient mental capacity and consent.

### 2. TIMI Risk Score for UA/NSTEMI

Document the values on the assessment to get a score to estimate the mortality in patients with STEMI.

## ED Report Section 5: Discharge Plan

## The Discharge Plan

Triage Ref ED NOTE Proc MDM Discharge Plan Sign Out

← Discharge Plan ... 5

Discharge Problem  Sprain and strain of ankle  
Suggestions From Active Problem List  
 Asthma

Other Ambulatory Orders Click to Enter Other Ambulatory Orders

Instructions Click to Enter Instructions

Prescriptions naproxen [Naprosyn] No Action  
500 mg | PO | BID

Conditions for Discharge Click to Enter Conditions for Discharge

Interventions ED Discharge Assessment

Patient Disposition Click to Enter Patient Disposition

allows care providers from multiple disciplines to complete their discharge planning and documentation in a centralized plan. For ED Providers, it can be accessed from the ED Report or the Discharge button on the Navigation Bar.

**Note:** It is recommended that the Discharge Plan be accessed via the report to encourage providers to document patient data relevant to the discharge plan in a centralized location. All patient data will be found in the report as all providers

will contribute to the report and plan during the patient's visit.

See instructions on how to complete the discharge plan in **Part 2**.

## ED Report Section 6: Sign Out Data

Triage Ref ED NOTE Proc MDM Discharge Plan Sign Out

← Sign Out ... 6

Sign Out Data

Sign Out Data

Please Note: Accepting Sign Out for this patient will add the Sign Out attestation and Post Sign Out Evaluation to this patient's ED document.

Accept Sign Out

+ Sign Out Comment

Sign Out Data

The data that is entered within the Sign Out Comment for the patient on the Sign Out tracker tab will display in the Sign Out section of the report

When an ED provider takes over for another ED provider and enters sign out (hand over) comments on the ED tracker, the Sign Out Data section allows providers to preview this information. It is a non-editable field. If a patient has multiple sign outs associated with a visit, only the most recent sign out data displays

## How to Complete the Discharge Plan and Order Outpatient Clinic and Office Appointments

The Discharge Plan is made up of 10 main sections however, providers are responsible for completing five identified below:

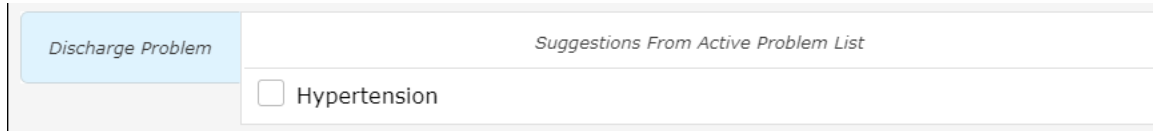
1. Discharge Problem
2. Other Ambulatory Orders
3. Instructions
4. Prescriptions
5. Conditions for Discharge

### Discharge Plan

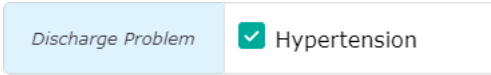
| Discharge Plan                              |                                                       | Ready for Discharge: <input type="checkbox"/> | Cancel | Save | Save & Close |
|---------------------------------------------|-------------------------------------------------------|-----------------------------------------------|--------|------|--------------|
| Discharge Problem                           | <input checked="" type="checkbox"/> Diabetes <b>1</b> |                                               |        |      |              |
|                                             | <input checked="" type="checkbox"/> Hypertension      |                                               |        |      |              |
| Other Ambulatory Orders                     | <b>2</b>                                              | Click to Enter Other Ambulatory Orders        |        |      |              |
| Instructions                                | <b>3</b>                                              | Click to Enter Instructions                   |        |      |              |
| Prescriptions                               | <b>4</b>                                              | Click to Enter Prescriptions                  |        |      |              |
| Conditions for Discharge                    | <b>5</b>                                              | Click to Enter Conditions for Discharge       |        |      |              |
| Interventions                               | ED Discharge Assessment                               |                                               |        |      |              |
| Patient Disposition                         |                                                       | Click to Enter Patient Disposition            |        |      |              |
| To Institution                              |                                                       |                                               |        |      |              |
| Outpatient Clinic and/or Office Appointment | ZZTemplate,ERDoctor                                   | Emergency Medicine                            |        |      |              |
|                                             | <input type="button" value="Add Me"/>                 |                                               |        |      |              |
| Discharge Date/Time                         |                                                       | Click to Enter Discharge Date/Time            |        |      |              |
|                                             | <input type="button" value="Today/Now"/>              |                                               |        |      |              |

## Discharge Plan Section 1: Discharge Problem

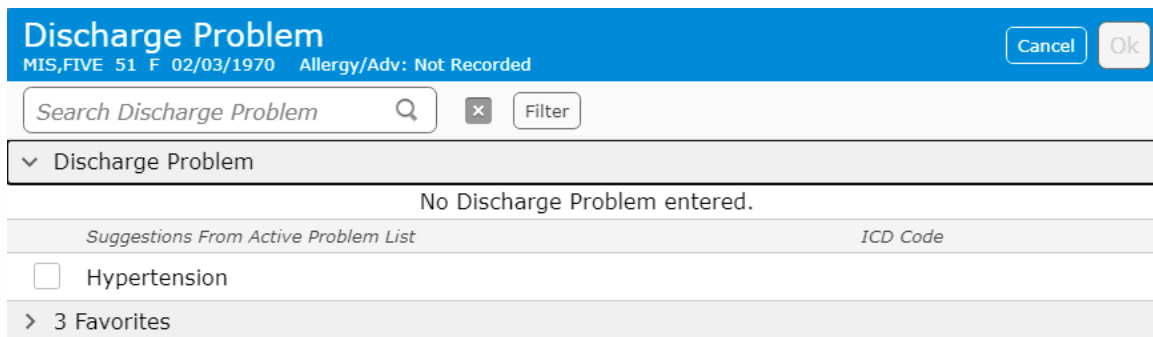
This section is used to capture the discharge diagnosis and any other relevant patient problems. The problems on the list are suggestions from the active problems previously identified within the Active Problem List. A documented discharge diagnosis will appear on discharge reports and is relevant for hospital data collection and coding for ministry funding.



The screenshot shows a 'Discharge Problem' overlay. On the left, there is a button labeled 'Discharge Problem'. On the right, there is a search bar containing the text 'Suggestions From Active Problem List'. Below the search bar, there is a checkbox labeled 'Hypertension' which is currently unchecked.

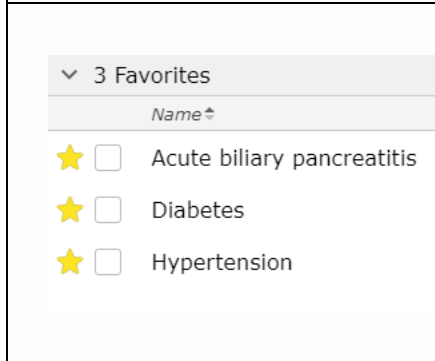
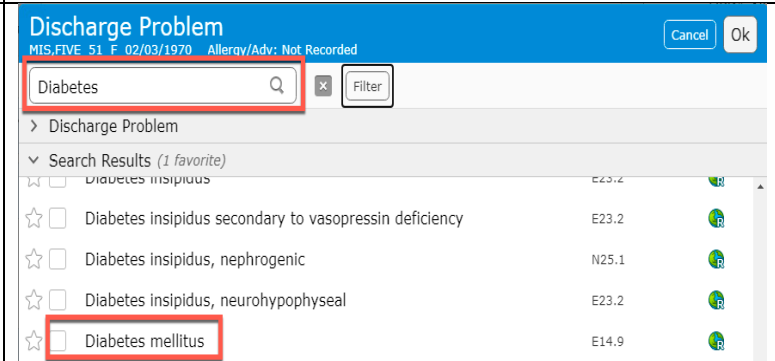
Select the problem from the suggested list , this will identify the problem as the discharge diagnosis.

If the suggested discharge problem needs to be changed, select the Discharge Problem title which will present the Discharge Problem overlay.



The screenshot shows the 'Discharge Problem' overlay. The search bar contains the text 'Search Discharge Problem'. Below the search bar, there is a dropdown menu labeled 'Discharge Problem'. Below the dropdown menu, there is a message that says 'No Discharge Problem entered.' Below the message, there is a search bar containing the text 'Suggestions From Active Problem List'. Below the search bar, there is a checkbox labeled 'Hypertension' which is currently unchecked. Below the checkbox, there is a button labeled '3 Favorites'.

There are two ways to populate the Discharge Problem list.

| 1. Select a problem from the Favourites list                                                                                                                                                                                                                                                                                                                                                                      | 2. Search for a new problem                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>The screenshot shows the 'Discharge Problem' overlay. Below the search bar, there is a dropdown menu labeled '3 Favorites'. Below the dropdown menu, there is a list of three favorite problems: 'Acute biliary pancreatitis', 'Diabetes', and 'Hypertension'. Each problem has a star icon and a checkbox next to it.</p> |  <p>The screenshot shows the 'Discharge Problem' overlay. The search bar contains the text 'Diabetes'. Below the search bar, there is a dropdown menu labeled 'Discharge Problem'. Below the dropdown menu, there is a search bar containing the text 'Search Results (1 favorite)'. Below the search bar, there is a list of search results for 'Diabetes'. The results are: 'Diabetes insipidus' (E23.2), 'Diabetes insipidus secondary to vasopressin deficiency' (E23.2), 'Diabetes insipidus, nephrogenic' (N25.1), 'Diabetes insipidus, neurohypophyseal' (E23.2), and 'Diabetes mellitus' (E14.9). The 'Diabetes mellitus' result is highlighted with a red box.</p> |



Select the problem and then click on the clock icon to determine how long the discharge diagnosis should remain on the list as the primary discharge diagnosis. Then select "Ok" to add it to the discharge problem list.

**Note:** Problems remain on the list will carry over to the next patient visit and should be managed so that the patient record accurately reflects the patient status.

Discharge Problem  
MIS,FIVE 51 F 02/03/1970 Allergy/Adv: Not Recorded

Search Discharge Problem [Filter]

Discharge Problem (1 pending)

| Name                                           | ICD Code |
|------------------------------------------------|----------|
| <input checked="" type="checkbox"/> Diabetes ⌚ |          |
| <input type="checkbox"/> Until Discharge       |          |
| Suggestions From Active Problem List           |          |
| <input type="checkbox"/> Hypertension          |          |

Remain on Problem List:

- Until Discharge
- 7 Days
- 14 Days
- 30 Days
- 60 Days
- 90 Days
- Until Removed

Select the new problems and then click on the clock icon to determine how long the discharge diagnosis should remain on the list as the primary discharge diagnosis. Then select "Ok" to add it to the discharge problem list.

**Note:** Problems remain on the list will carry over to the next patient visit and should be managed so that the patient record accurately reflects the patient status.

Discharge Problem  
MIS,FIVE 51 F 02/03/1970 Allergy/Adv: Not Recorded

Diabetes [Filter]

Discharge Problem (1 pending)

| Name                                                    | ICD Code        |
|---------------------------------------------------------|-----------------|
| <input checked="" type="checkbox"/> Diabetes mellitus ⌚ | E14.9           |
| Suggestions                                             |                 |
| <input type="checkbox"/> Hypertension                   | Until Discharge |
| Search Result                                           |                 |
|                                                         | 7 Days          |
|                                                         | 14 Days         |
|                                                         | 30 Days         |
|                                                         | 60 Days         |
|                                                         | 90 Days         |
|                                                         | Until Removed   |

In both scenarios, if other diagnoses are added to the list, identify the primary diagnosis by selecting it on the list.

Discharge Problem  
MIS,FIVE 51 F 02/03/1970 Allergy/Adv: Not Recorded

Search Discharge Problem [Filter]

Discharge Problem (2 pending)

| Name                                             | Primary                             | ICD Code |
|--------------------------------------------------|-------------------------------------|----------|
| <input checked="" type="checkbox"/> Diabetes ⌚   | <input checked="" type="checkbox"/> |          |
| <input checked="" type="checkbox"/> Hypertension | <input type="checkbox"/>            |          |
| Suggestions From Active Problem List             |                                     |          |
| Hypertension                                     |                                     |          |
| > 3 Favorites                                    |                                     |          |

Now on the Discharge Plan, both diagnoses will display.

|                   |                                                  |
|-------------------|--------------------------------------------------|
| Discharge Problem | <input checked="" type="checkbox"/> Diabetes     |
|                   | <input checked="" type="checkbox"/> Hypertension |

## Discharge Plan Section 2: Other Ambulatory Orders

This field is used to enter orders for post discharge diagnostic imaging orders. This will inform the patient of what date and time to return to the hospital to complete the procedure.

|                         |                                        |
|-------------------------|----------------------------------------|
| Other Ambulatory Orders | Click to Enter Other Ambulatory Orders |
|-------------------------|----------------------------------------|

For example, if the patient is to return to the hospital for an Ultrasound Doppler, enter the order, fill in the required fields and then submit the order.

**Discharge Orders**
*FINALIZE*
**SUBMIT** 1

OTHER AMBULATORY OR...
PRESCRIPTIONS

Reconcile
Add New
Preview

Add New
 Process Orders

All

**Search Results - 1 Match**

+

v

US Doppler Carotid


| <input checked="" type="checkbox"/> Routine                 | <span style="color: red;">*</span> New | Determined By Patient | Time Frame | ☆ |
|-------------------------------------------------------------|----------------------------------------|-----------------------|------------|---|
| *Provider <span style="float: right;">Mt, Meditech</span>   |                                        |                       |            |   |
| *Source <span style="float: right;">Written Order</span>    |                                        |                       |            |   |
| *Relevant Clinical Information:                             |                                        |                       |            |   |
| Patient Pregnant? <span style="float: right;">Yes No</span> |                                        |                       |            |   |
| Comment                                                     |                                        |                       |            |   |

v

Routine ☆

## Discharge Plan Section 3: Instructions (this is a secondary responsibility of Physicians to enter)

Enter patient-oriented instructions by typing, using canned text or speech recognition in text box and using the Meditor.



Instructions

Check glucose level with meter to determine if blood glucose is below 70mg/dL.

- Eat or drink 15 g of simple, concentrated carbohydrates.
- Wait 15 minutes.
- Check blood glucose again.
- Consume an additional 15 g carbohydrate if blood glucose is still below 70 mg/dL.
- Follow up with a light snack or meal once glucose is stable.
- Mild to moderate hypoglycemia can usually be reversed rapidly (within 5-10minutes).
- Avoid foods high in fat because they slow the absorption of carbohydrates.

### Discharge Plan Section 4: Prescriptions

Select Prescriptions to reconcile medications, add new medications, add and print new prescriptions and print the home medications list.

Prescriptions Click to Enter Prescriptions

Within the Reconcile Medications screen, determine what Home Medications and Visit Medications will be continued, put on Hold and/or Stop order upon discharge. Once orders have been managed, they will appear as below:

The screenshot shows the 'Discharge Orders' interface with the 'PRESCRIPTIONS' tab selected. The 'Reconcile' sub-tab is active, showing a list of medications with options to 'Continue', 'Hold', 'Stop', or 'New'. Red boxes highlight specific actions: 'Rx Now' and 'Continue' for metformin, 'New' for metoprolol 12.5 mg, and 'Stop' for both ceftriaxone and pantoprazole.

| Medication                                    | Strength | Route | Frequency | Refills    | Action           |
|-----------------------------------------------|----------|-------|-----------|------------|------------------|
| metformin 500 mg Tablet                       | 500 mg   | PO    | BID       | 0 Ref      | Rx Now, Continue |
| metoprolol tartrate 25 mg Tablet              | 25 mg    | PO    | BID       | 0 Ref      | Hold, Stop, New  |
| metoprolol tartrate 25 mg Tablet              | 12.5 mg  | PO    | BID       | 0 Ref      | Rx Now, New      |
| cefTRIAxone premix [Rocephin] 1 g in 60 ml IV | 1 g      | IV    | DAILY     | 120 mls/hr | Continue, Stop   |
| pantoprazole IV Loading dose                  | 80 mg    | IV    | ONCE      | ONE        | Continue, Stop   |



Next select "Add New" to add new prescriptions

The screenshot shows the 'Discharge Orders' interface. At the top, there are buttons for 'FINALIZE' and 'SUBMIT' with a red '4' next to it. Below this, there are tabs for 'OTHER AMBULATORY ORDERS' and 'PRESCRIPTIONS'. Under 'PRESCRIPTIONS', there are buttons for 'Reconcile', 'Add New' (highlighted with a red box), and 'Preview'. Below these, there are buttons for 'Add New' and 'Process Orders'. A search bar contains the text 'pant'. A dropdown menu shows search results for 'pant' in Medications, including 'pantethine', 'Pantoloc', 'pantoprazole magnesium', 'pantoprazole sodium', and 'pantothenic acid'. A red arrow points from the 'Pantoloc' result in the dropdown to the search results below. The search results show 'Pantoloc' as the preferred option. Below the search results, there are buttons for 'Exit', 'Queue', and 'Queue & Exit' (all highlighted with red boxes). The main text of the order screen reads 'pantoprazole sodium 20 mg tablet, delayed release substituting for (Pantoloc)'. Below this, there are fields for 'Dose' (20 mg (1 tab)), 'Route' (PO), 'Frequency' (DAILY), 'PRN', 'Duration', 'Quantity' (10 tabs), and 'Refills' (0). There are also sections for 'Brand Names', 'Alternatives', 'Monographs', and 'Reference'.

Enter the relevant information in the order screen to inform Pharmacy and to print on the prescription. On the Reconcile screen, the medication will display as New (blue). If a prescription is required, select Rx Now.

The screenshot shows the order screen for 'pantoprazole sodium 20 mg tablet, delayed release substituting for (Pantoloc)'. At the top, there are buttons for 'Exit', 'Queue', and 'Queue & Exit' (all highlighted with red boxes). Below this, the main text of the order screen reads 'pantoprazole sodium 20 mg tablet, delayed release substituting for (Pantoloc)'. Below this, there are fields for 'Dose' (20 mg (1 tab)), 'Route' (PO), 'Frequency' (DAILY), 'PRN', 'Duration', 'Quantity' (10 tabs), and 'Refills' (0). There are also sections for 'Brand Names', 'Alternatives', 'Monographs', and 'Reference'.

Once the reconciliation is complete, always use the Preview button to review the prescription list. Next select the Submit button.

OTHER AMBULATORY ORDERS    **PRESCRIPTIONS**

**Reconcile**

Medications    By Generic Name

**Home Medications**

Continue All

pantoprazole sodium [Pantoloc] 20 mg tablet, delayed release (DR/EC)    **Rx Now**

20 mg    PO    DAILY    PRN

DURATION #10    tab    0 Ref    P T I

**New**

\*Provider    Mt, Meditech

\*Source    Written Order

Notes to Pharmacy

**Discharge Orders**    FINALIZE    **SUBMIT 6**

OTHER AMBULATORY ORDERS    **PRESCRIPTIONS**

Reconcile    Add New    **Preview**

**New Rxs on Discharge: 3**

|                 |                                                                                                                                     |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>New</b>      | 1) pantoprazole sodium [Pantoloc] 20 mg tablet, delayed release (DR/EC) 20 mg PO DAILY <b>Rx</b>                                    |
| <b>Continue</b> | 2) metformin 500 mg Tablet 500 mg PO BID <b>Rx</b>                                                                                  |
| <b>Change</b>   | 3) metoprolol tartrate 25 mg Tablet 12.5 mg (1/2 x 25 mg) PO BID <b>Rx</b><br>from<br>metoprolol tartrate 25 mg Tablet 25 mg PO BID |

The Order Summary overlay provides a final summary of changes. To SAVE enter an eSign PIN

**Order Summary** SAVE **6**

| OTHER AMBULATORY ORDERS                                                                   | PRESCRIPTIONS |                                |          |     |
|-------------------------------------------------------------------------------------------|---------------|--------------------------------|----------|-----|
| ORDERS                                                                                    |               | DATE                           | STATUS   | ALL |
| metoprolol tartrate 25 mg Tablet<br>12.5 mg (1/2 x 25 mg) PO BID                          |               | 29/03/2021                     | New      |     |
| pantoprazole sodium [Pantoloc] 20 mg<br>tablet, delayed release (DR/EC)<br>20 mg PO DAILY |               | 29/03/2021                     | New      |     |
| metformin 500 mg Tablet 500 mg PO BID                                                     |               | 29/03/2021                     | Continue |     |
| metoprolol tartrate 25 mg Tablet 25 mg PO BID                                             |               | 29/03/2021<br>29/03/2021 18:25 | Stop     |     |

### How to Print the Home Medication List

Once all medications are reconciled Rx orders are saved, to print the patient's Home Medication List, the prescriptions need to be Finalized.

**Discharge Orders** FINALIZE SUBMIT **0**

OTHER AMBULATORY ORDERS **PRESCRIPTIONS**

**Confirmation**

? Finalize patient's discharge medication list. Ok?

Yes No

| Prescriptions                         |         |    |       |                     |
|---------------------------------------|---------|----|-------|---------------------|
| <b>metoprolol tartrate</b>            | 12.5 mg | PO | BID   | <b>New</b>          |
| <b>pantoprazole sodium [Pantoloc]</b> | 20 mg   | PO | DAILY |                     |
| <b>metformin</b>                      | 500 mg  | PO | BID   | <b>Continued</b>    |
| <b>metoprolol tartrate</b>            | 25 mg   | PO | BID   | <b>Discontinued</b> |

Now that the list is Finalized, the Home Medication list can be printed. To do so, select the printer icon in the upper right-hand corner and then select the option Print Section. The Discharge Reports overlay will present. Select the Home Medications Report by placing a checkmark in the box. Then select the Print button.

- Print Packet
- Print Section**
- Transmit/Print

**Discharge Reports** Cancel Print

- Reports Last Printed Date/Time
- Instructions
- Stand Alone Forms
- Visit Report
- Home Medications Report
- Prescriptions
- Monographs
- Other Amb Orders
- Patient Health Summary
- Discharge Patient Reports
- Discharge Report
- Signature Page

Below is an example of a Home Medication List report

Royal Victoria Regional Health Home Medication List Page: 1 of 1  
 This is not a prescription. Date: 29/03/2021 22:45  
 This is for patient or caregiver's use

Patient: **MIS,FIVE**  
 Medical Record Number: V000000062  
 Account: VE0000137/20  
 Birthdate: 19700302

Please review the sections of this list carefully, and if you have any questions regarding your medications or medical equipment/supplies, contact your primary care physician.

**New Medications (2)**  
 These are new medications to start taking at home.

1. **metoprolol tartrate**  
 12.5 mg oral twice daily  
 John,Meditech Rx  
 Last Taken: Unknown
2. **pantoprazole sodium [Pantoloc]**  
 20 mg oral daily  
 John,Meditech Rx  
 Last Taken: Unknown

**Continue Medications (1)**  
 These are your current medications to keep taking at home.

3. **metformin**  
 500 mg oral twice daily  
 John,Meditech Rx  
 Last Taken: Unknown


**Discontinued Medications (1)**  
 These are medications to stop taking at home.

\*\* **metoprolol tartrate**  
 25 mg oral twice daily  
 Completed STOP  
 Last Taken: Unknown

This is not a prescription. This is for patient or caregiver's use.

The report displays medications that have a prescription associated with it and the Stop sign indicates discontinued medications.

To print prescriptions, select the printer icon and then select Print Section. Then select Prescriptions from the Discharge Reports overlay and Print.

 **Discharge Reports** Cancel Print

- Reports Last Printed Date/Time
- Instructions
- Stand Alone Forms
- Visit Report
- Home Medications Report 29/03/2021 22:45
- Prescriptions

**Print Packet**  
**Print Section**  
 Transmit/Print

## Below is an example of a Discharge Prescription report

|                                                                                                                                          |                                                                                                                                         |                         |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Royal Victoria Regional Health                                                                                                           | Discharge Prescription                                                                                                                  | Page: 1 of 1            |
| This is a list of your prescriptions<br>bring to your pharmacy                                                                           |                                                                                                                                         | Date: 29/03/2021 22:58  |
| <b>Royal Victoria Regional Health</b>                                                                                                    |                                                                                                                                         |                         |
| 201 Georgian Dr<br>Barrie ON L4M 6M2                                                                                                     |                                                                                                                                         |                         |
| <b>MIS, FIVE</b><br>201 GEORGIAN DRIVE<br>BARRIE<br>L4M 6M2 ON                                                                           | <b>Health Card Number:</b><br><b>Medical Record Number:</b> V000000062<br><b>Account Number:</b> VE0000137/20<br><b>DOB:</b> 02/03/1970 |                         |
| <b>Allergies</b>                                                                                                                         |                                                                                                                                         |                         |
| <b>Current medications (3)</b>                                                                                                           |                                                                                                                                         |                         |
| <b>1. metoprolol tartrate</b><br>12.5 mg oral twice daily<br>John, Meditech                                                              |                                                                                                                                         |                         |
| <b>2. pantoprazole sodium [Pantoloc]</b><br>20 mg oral daily<br>John, Meditech                                                           |                                                                                                                                         |                         |
| <b>3. metformin</b><br>500 mg oral twice daily<br>John, Meditech                                                                         |                                                                                                                                         |                         |
| <b>Prescriber Signature:</b> _____                                                                                                       |                                                                                                                                         | <b>Date:</b> 29/03/2021 |
| <b>Prescriber Name:</b> Mt, Meditech<br><b>College ID Number:</b> MT_CPSO<br><b>(Each prescription page must be individually signed)</b> |                                                                                                                                         |                         |
| <b>This is the end of the prescriptions</b>                                                                                              |                                                                                                                                         |                         |

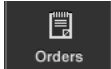
The prescription is printed and a hand written “wet” signature is applied to the prescription.

### Discharge Plan Section 5: Conditions for Discharge

Use this free text field to enter details of the conditions for discharge to inform nursing of patient needs and processes that need to be completed before the patient leaves the hospital.

|                          |                                         |
|--------------------------|-----------------------------------------|
| Conditions for Discharge | Click to Enter Conditions for Discharge |
|--------------------------|-----------------------------------------|

### Booking Outpatient Clinical and/or Office Appointment Order:

To book an Outpatient appointment, access the Orders button  on the Navigation Bar. Then search for the order “Booking Outpatient Clinic and/or Office Appointment.” The completed order goes to the Nursing and Clerical worklist.



| CURRENT                                        | ENTER                                              | RECONCILE        | TRANSFER    |
|------------------------------------------------|----------------------------------------------------|------------------|-------------|
| Add New                                        |                                                    | Process Orders   |             |
| Favorites                                      | Orders                                             | Sets             | Search All  |
|                                                |                                                    |                  | Filter: All |
|                                                |                                                    |                  |             |
| Order                                          | New                                                | 29/03/2021 14:52 |             |
| *Provider                                      | Physician,ED                                       |                  |             |
| *Source                                        | Written Order                                      |                  |             |
| Consulting Provider                            |                                                    |                  |             |
| Has provider been notified                     | <input type="radio"/> Yes <input type="radio"/> No |                  |             |
| *Outpatient Clinic or Appointment to be Booked |                                                    |                  |             |
| *Reason for Outpatient Clinic Referral         |                                                    |                  |             |
| Health Card Number                             |                                                    |                  |             |
| Patient's Phone Number                         | (705)727-9541                                      |                  |             |
| Family Physician                               | Erica Sharone Weste                                |                  |             |

Once referral order is placed by the provider, the inpatient unit staff will transmit the request and book the appropriate clinic visit or physician office visit either by (the list below can be found in the order detail by expanding the CDS chevron):

- Calling to book the appointment
- Entering the order that is transmitted directly to the clinic
- Faxing/ sending the paper requisition
- If access allows, book directly through the Community Wide Scheduling (CWS) desktop

### Ready for Discharge:

When the patient is eligible for discharge, select the “Ready for Discharge box at the top of the screen. Selecting this box will indicate on the receiving nurse’s worklist that the patient is ready to be discharged. The Nurse will acknowledge the “Ready For Discharge” status.

Discharge Plan

Ready for Discharge:
 Cancel
Save
Save & Close

|                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Discharge Problem</i>                                                                                                                                                                                             | <input checked="" type="checkbox"/> Diabetes<br><input checked="" type="checkbox"/> Hypertension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |
| <i>Other Ambulatory Orders</i>                                                                                                                                                                                       | <b>US Doppler Carotid (Routine)</b><br><b>Location: Determined by Patient</b> <div style="float: right; text-align: right;"> <b>Ordered By:</b><br/> <b>Meditech Mt</b> </div> <div style="margin-top: 5px;"> <input type="button" value="More Detail"/> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |
| <i>Instructions</i>                                                                                                                                                                                                  | <p>Check glucose level with meter to determine if blood glucose is below 70mg/dL.</p> <ul style="list-style-type: none"> <li>Eat or drink 15 g of simple, concentrated carbohydrates.</li> <li>Wait 15 minutes.</li> <li>Check blood glucose again.</li> <li>Consume an additional 15 g carbohydrate if blood glucose is still below 70 mg/dL.</li> <li>Follow up with a light snack or meal once glucose is stable.</li> <li>Mild to moderate hypoglycemia can usually be reversed rapidly (within 5-10minutes).</li> <li>Avoid foods high in fat because they slow the absorption of carbohydrates.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |
| <i>Prescriptions</i>                                                                                                                                                                                                 | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #0070c0; padding: 5px;"> <b>metoprolol tartrate</b><br/>           12.5 mg   PO   BID           <div style="float: right; text-align: right;"> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-weight: bold;">New</span> </div> </td> </tr> <tr> <td style="border-bottom: 1px solid #0070c0; padding: 5px;"> <b>pantoprazole sodium [Pantoloc]</b><br/>           20 mg   PO   DAILY           <div style="float: right; text-align: right;"> </div> </td> </tr> <tr> <td style="border-bottom: 1px solid #008000; padding: 5px;"> <b>metformin</b><br/>           500 mg   PO   BID           <div style="float: right; text-align: right;"> <span style="background-color: #008000; color: white; padding: 2px 5px; font-weight: bold;">Continued</span> </div> </td> </tr> <tr> <td style="border-bottom: 1px solid #cc0000; padding: 5px;"> <b>metoprolol tartrate</b><br/>           25 mg   PO   BID           <div style="float: right; text-align: right;"> <span style="background-color: #cc0000; color: white; padding: 2px 5px; font-weight: bold;">Discontinued</span> </div> </td> </tr> </table> | <b>metoprolol tartrate</b><br>12.5 mg   PO   BID <div style="float: right; text-align: right;"> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-weight: bold;">New</span> </div> | <b>pantoprazole sodium [Pantoloc]</b><br>20 mg   PO   DAILY <div style="float: right; text-align: right;"> </div> | <b>metformin</b><br>500 mg   PO   BID <div style="float: right; text-align: right;"> <span style="background-color: #008000; color: white; padding: 2px 5px; font-weight: bold;">Continued</span> </div> | <b>metoprolol tartrate</b><br>25 mg   PO   BID <div style="float: right; text-align: right;"> <span style="background-color: #cc0000; color: white; padding: 2px 5px; font-weight: bold;">Discontinued</span> </div> |
| <b>metoprolol tartrate</b><br>12.5 mg   PO   BID <div style="float: right; text-align: right;"> <span style="background-color: #0070c0; color: white; padding: 2px 5px; font-weight: bold;">New</span> </div>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |
| <b>pantoprazole sodium [Pantoloc]</b><br>20 mg   PO   DAILY <div style="float: right; text-align: right;"> </div>                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |
| <b>metformin</b><br>500 mg   PO   BID <div style="float: right; text-align: right;"> <span style="background-color: #008000; color: white; padding: 2px 5px; font-weight: bold;">Continued</span> </div>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |
| <b>metoprolol tartrate</b><br>25 mg   PO   BID <div style="float: right; text-align: right;"> <span style="background-color: #cc0000; color: white; padding: 2px 5px; font-weight: bold;">Discontinued</span> </div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |
| <i>Conditions for Discharge</i>                                                                                                                                                                                      | <a href="#">Click to Enter Conditions for Discharge</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                               |                                                                                                                   |                                                                                                                                                                                                          |                                                                                                                                                                                                                      |

Once the patient is discharged, the status will automatically change to Discharged and the registration status updates to DEP ER. The patient will fall off all trackers except My List and will have to be manually removed.