

CARE4 MODULE NAME: PCS EDM SUR

Practice Hint: Patient Discharge Plan

Overview – This document will outline how to use the discharge plan in Expense

The discharge process is a multidisciplinary process, and all members of the team can document on the discharge plan. The discharge assessment must be completed prior to discharge.

Discharge Process

When an ordering care provider enters an order for patient discharge- you will see a DC in the TR/DC column

If the ordering care provider has requested appointments or referrals to occur after discharge you will see it under APPTS or Process OP Appointments Columns on the status board. The requests are managed by nurse/clerk and may include bookings and orders

How to Access Discharge Plan

- From PCS Status Board, select “Open Chart”
- Select “Discharge Plan” from EMR menu on the right
- Once ordered by the discharging physician, the discharge order appears in the discharge plan
- 1st section of the plan auto populates with Admission information

The screenshot shows the PCS Open Chart interface for a patient named Elaine Hooper. The patient's information includes: 90 M, 13/07/1931, NO Resuscitation, 62kg, Allergy/Adv: No Known Allergies. The discharge plan is titled "Discharge" and shows "2 of 3 requirements met". The plan includes a "Reason For Visit" of "R Arm Pain/Swelling ?Cellulitis ?Gout", an "Admit Date/Time" of "09/04/2022 02:26", and an "Admit Provider". The "Prescriptions" section shows a "New" order for "acetaminophen 500 mg Tablet" with a quantity of 360. The "Finalized" section shows a "Continued" order for "amlodipine 5 mg Tablet" (2.5 mg PO DAILY) and "calcium carbonate 500 mg calcium (1,250 mg) Tablet" (1,000 mg PO BID). The "Changed" section shows a "mirtazapine 30 mg Tablet" order (7.5 mg PO BEDTIME 60 Days Qty: 15 RF: 0) that was changed from 15 mg oral at bedtime. The "Discontinued" section shows a "mirabegron 25 mg Tablet Extended Release 24 Hr" order (25 mg PO QSUPPER).

- The 2nd section of the plan shows the medication review done by the ordering care provider

- It clearly shows which prescriptions/medications are New Continued Changed or Discontinued
- The medication list will print as part of the discharge packet printed and given to the patient/family
- 3rd portion of the Discharge Plan
 - Includes other prescriptions/forms
 - Shows the discharge order

Other Prescriptions and Forms Add Remove	
Discharge Orders New Edit ▶	Discharge (Order); Ordered 13/04/2022 Ordered By: DR Jawid Darvesh
Interventions Add Remove Doc View	
Instructions Edit ↓	
Outpatient Clinic and/or Office Appointment Add Remove	

* Disposition (Nurse Responsibility)	<input type="radio"/> Leave Against Medical Advice <input type="radio"/> Absent Without Leave <input type="radio"/> Cadaver Organ Tissue Retrieval <input type="radio"/> Died while on Pass or Leave <input type="radio"/> Died in Facility <input type="radio"/> Home with Support (HCC) <input type="radio"/> Home (Private) No Support <input type="radio"/> Left Before Registration <input type="radio"/> Medical Assist in dying <input type="radio"/> No Return from Pass or Leave <input type="radio"/> Suicide in Facility <input type="radio"/> Suicide out of Facility <input type="radio"/> Transfer Correctional Facility <input type="radio"/> Trans to Supp/Grp Living (HFA) <input type="radio"/> Transfer to Res Care (LTC) <input type="radio"/> Transfer to Acute Facility <input type="radio"/> Transfer to Outpatient Clinic	Refresh EMR <hr/> Orders Amb Orders <hr/> Clinical Data Snapshot Specialty Care Plan Of Care Worklist Mar Write Note TAR Discharge Plan Questionnaires
To Institution		
Discharge Date/Time		

- The applicable discharge assessment for the patient population will automatically default
 - For example Surgery/Medicine/Obstetrics discharge interventions etc.
 - It can be accessed via “Interventions” on the discharge plan OR can be completed via the worklist

Interventions Add Remove Doc View

- Any additional patient instructions can be entered as required; accessed via “Instructions”. Ordering Care Provider instructions should also be seen here

Instructions Edit ↓	No driving x2 weeks. To follow up with family GP before resuming.
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- Outpatient and or Appointments can be entered as required; accessed via “Outpatient Clinic and/or Office Appointment

Outpatient Clinic and/or Office Appointment Add Remove	
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- Select the appropriate “Patient Disposition”
- Enter “To Institution” information if appropriate

- Enter the discharge date and time but... **DO NOT enter the Discharge Date/Time until the patient is actually discharged. This discharges the patient from the system.**

Printing the Discharge Packet

- Select the “Print Packet” footer button
- Can preview prior to printing to review if desired
- See **External Transfer Reports tip sheet** for instructions how to print off information to give to transport personnel, or a receiving facility if patient being transferred to another facility

Note – Discharge prescriptions will be completed and printed by the prescriber.

Once printed and signed, the discharge prescription and accompanying home medication list should be faxed to the appropriate community pharmacy or given to patient where site policy allows.

Example of Discharge Packet minus any information



Medications You Need to Take

You may have been provided with **two similar medication lists**.

- One is your new list of medications to follow. You will keep this copy.
- The other is a list of prescriptions for your pharmacy. You will give this list to your pharmacy of choice.

Make sure to pay particular attention to the medications that:

- Are new to you
- You were taking that you need to stop
- Need to be held (stopped until you discuss with your primary care provider)
- Have had a dose change

If you have questions about your medications or medication changes, please follow up with your primary care provider or pharmacist.



Your Appointments

Please review the list of **appointments and/or referrals** that have been booked for you, or that you must arrange after your discharge from the hospital.

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The appointments and/or referrals and instructions are in the section called "Patient Visit Information" under "Follow-Ups".



Discharge Instructions



Changes to Your Routine



What Should You Do If



Information and Resources



Notes to Take

Feel free to ask questions and take notes
