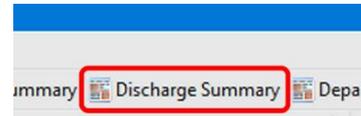


How to Create a Discharge Summary

Creating a Discharge Summary

You will find a link to the **Discharge Summary** screen on the PowerChart toolbar:



1. Click the **drop down arrow** and choose your ward. The next time you open **Discharge Summary** this ward will open automatically.

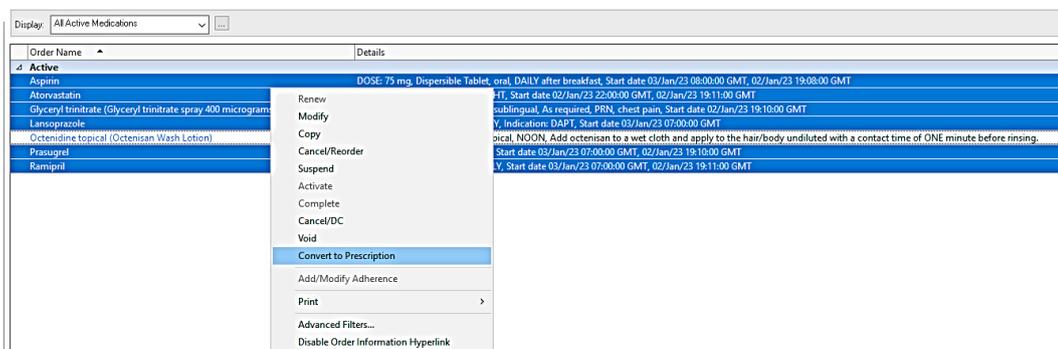


The list of patients on that ward is displayed with the status of their medications for discharge in the **Meds** column, and their discharge summary in the **Action** column:

Patient	Service	Discharged	Meds	Updt	Creator	Updated	Status	Action	View
ZZZTEST, SWITCH 91042094	Neurology	05/04/18 09:15	Convert	06/04/18 02:05:59			Not Started	Create	View
ZZZTESTING, PAULA 91173855	Gastroenterology		Edit	12/03/18 17:12:18	Carol Millar	12/04/2018 08:29:45	Draft	Edit	View
ZZZTESTING, CARDIO 91369101	Gastroenterology		Edit	12/04/18 05:20:22			Not Started	Create	

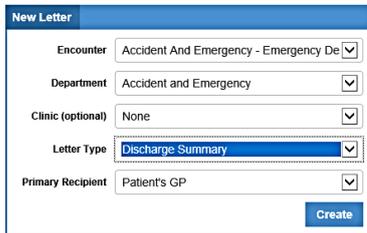
There are several things you can do from this screen:

2. **Meds** - **Convert** will take you to the patient's **Medications** list. Select all the medications to be continued at discharge (use **SHIFT click** to select consecutive drugs, and/or **CONTROL click** to select individual drugs from the list) then **RIGHT click** to select **Convert to Prescription** :



Complete the missing details (these will be applied to all the drugs you selected), and click [Orders For Signature](#), check and then [Sign](#). You can change the list later from the **Discharge Summary** screen by clicking **Meds** - [Edit](#).

- Action** - [Create](#) to start the Discharge Summary. Choose [Discharge Summary](#) as the Letter Type, and click [Create](#):



The screenshot shows a 'New Letter' form with the following fields and values:

Field	Value
Encounter	Accident And Emergency - Emergency De
Department	Accident and Emergency
Clinic (optional)	None
Letter Type	Discharge Summary
Primary Recipient	Patient's GP

A [Create](#) button is located at the bottom right of the form.

When you have finished, click [Sign and Send](#). The letter will not be sent until the patient has been discharged from the ward, so if things change before then, you can go back into **Action** - [Edit](#) the letter from the **Discharge Summary** screen. If you know you haven't finished, click [Save as Draft](#) to prevent an incomplete summary being sent in error.

- Action** - [Edit](#) from the **Discharge Summary** screen to change or continue a discharge summary that has already been started by you or another member of the team.
- Once the letter is completed, click [Sign and Send](#) and a copy can be printed for the patient if necessary.