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.

Discharge Summaries	
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Discharge Summaries	
FHDUMMY	 ✓ Search
Search for Patient MRN or Name	Last Updated : Thu Apr 12 2018 08:29:56

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

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Discharge Summaries	;									
FHDUMMY				✓ Search						
Search for Patient MRN or Na	ime			Last Updated :	Thu Apr 12 2018 (8:29:56				
Patient	Service	Discharged	Meds	2 S Updt	Creator	Updated	Status	Action	3	
ZZZTEST, SWITCH 91042094	Neurology	05/04/18 09:15	Convert	06/04/18 02:05:59			Not Started	Create	D	
ZZZTESTING, PAULA 91173855	Gastroenterology		Edit	12/03/18 17:12:18	Carol Millar	12/04/2018 08:29:45	Draft	Edit		iew
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 :

Display: All Active Medications		
Order Name	Details	
△ Active		
Aspirin	DOSE: 75 mg, Dispersible Tablet	, oral, DAILY after breakfast, Start date 03/Jan/23 08:00:00 GMT, 02/Jan/23 19:08:00 GMT
Atorvastatin	Renew	HT, Start date 02/Jan/23 22:00:00 GMT, 02/Jan/23 19:11:00 GMT
Glyceryl trinitrate (Glyceryl trinitrate spray 400 micrograms	Modify	sublingual, As required, PRN, chest pain, Start date 02/Jan/23 19:10:00 GMT
Lansoprazole	Com	Y, Indication: DAPT, Start date 03/Jan/23 07:00:00 GMT
Octenidine topical (Octenisan Wash Lotion)	Сору	pical, NOON, Add octenisan to a wet cloth and apply to the hair/body undiluted with a contact time of ONE minute before rinsing.
Prasugrel	Cancel/Reorder	Start date 03/Jan/23 07:00:00 GMT, 02/Jan/23 19:10:00 GMT
Ramipril	Suspend	Y, Start date 03/Jan/23 0/:00:00 GMT, 02/Jan/23 19:11:00 GMT
	Activate	
	Complete	
	Cancel/DC	
	Void	
	Convert to Prescription	
	Add/Modify Adherence	
	Print >	
	Advanced Filters	
	Disable Order Information Hyperlink	

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** - tott.

3. Action - Create to start the Discharge Summary. Choose Discharge Summary as the Letter Type, and click Create :

New Letter		
Encounter	Accident And Emergency - Emergency	De
Department	Accident and Emergency	$\mathbf{\vee}$
Clinic (optional)	None	\checkmark
Letter Type	Discharge Summary	
Primary Recipient	Patient's GP	$\mathbf{\vee}$
	C	reate

When you have finished, clickSign and SendThe letter will not be sent until the patienthas been discharged from the ward, so if things change before then, you can go back intoAction -Edtthe letter from the Discharge Summary screen. If you know you haven'tfinished, clickSave as Draftto prevent an incomplete summary being sent in error.

- **4.** Action 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.
- 5. Once the letter is completed, click Sign and Send and a copy can be printed for the patient if necessary.