

Creating a Discharge Hub Referral letter in Document Creation

When does the letter need to be created?

The Review of the discharge hub referral must be completed by the hub team. It is important that details are checked for accuracy at this stage (with any corrections made prior to signing the form and completing the Review task).

Generating the letter

In Powerchart

- 1. Click on Document Creation ^{Document Creation} in the left-hand side menu.
- 2. Update the New Letter options as follows:



- a) Encounter this should be the current Inpatient encounter that the patient is being discharged from. You should not need to change this value unless you have opened the patient record on a different encounter.
- b) **Department** This will default to the department chosen on admission. There is no need to change this selection.
- c) Clinic (optional) This should default to None for inpatient encounters. If there is information here, you are probably in the wrong encounter for the patient.

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d) Letter Type – Select Discharge Hub Referral from the list.



e) Primary Recipient – Change this selection to Other.



3. Click on the Create button, the system will pull in the data that has been recorded for the patient.



- 4. It is vital that the contents of the letter are **reviewed** at this point before the letter is finalised in the patient's record. If any errors are found at this point, you must cancel the letter and correct the information in the patient's record before proceeding.
- 5. When you are satisfied that the contents are correct, you need to select an option from the **Lead Clinician**, **Signing Clinician** and **Position** boxes.
- 6. Click on the green **Save and Finalise** button.

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				ward			Clinic (optional)	
	Date of admission	67/02/2023		Date of birth	01/01/1990		Notes	
	Address	Newcastle Upon Ty	castle Upon Tyre Hospitals Mha T Regent Farm Road NE3		Connie Lewcock House West Denton		Lead Clinician	
		380			Road Newcastle Upon Tyne NE15 7LQ		Salect an Online	
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7. A warning message will advise that there are no recipients for this letter, click **Yes** to proceed.

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You have not added any recipients to this letter. Are you sure you recipients?	u wan't to save this letter with no	þ
	<u>_</u>	
	Yes N	lo

- 8. A green success message should appear to confirm that the letter has been saved in Document Store.
- 9. The letter then needs to be saved locally to send on to the external team see process below.

Saving a local copy of the letter

1. Open Document Store form the Menu on the left of the screen.



2. Document Store may have a default view set to sort documents by Department, change the View by option to **View by Document Type** to easily find the Discharge Hub Referral letter that has been created.

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To set View by Document Type your default:

- Change the View by option to View by Document Type as above.
- Click on the Save View icon, you will receive a message to say your settings have been saved, then the next time you open Document Store View by Document Type will be your default.



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3. Open the document from the list and select **Email**.

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- 4. Enter an **nhs.net email address** into the Email section.
- 5. An optional message can be added if the email is to be picked up by another member of the team.
- 6. Click Send.

Send Document Link		x
This tool will send a link to this document to the	e email address you enter below. Please be aware the link will only work within the trust	network.
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 $\ensuremath{\mathbb{C}}$ IT Training, The Newcastle upon Tyne Hospitals NHS Foundation Trust

7. An email from Document Store with the Document link will be sent to the chosen email address. Open the email and click on the link.

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