

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:

MRN	NHS	DoB
91812657		01-Jan-1990
Forename	Surname	Sex
Malcolm	Zzztest	Male

New Letter	
Encounter	Critical Care Medicine - Inpatient (07-Feb-; [v])
Department	Peri-Operative and Critical Care [v]
Clinic (optional)	None [v]
Letter Type	[v]
Primary Recipient	Patient's GP [v]
3 Create	

- 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.

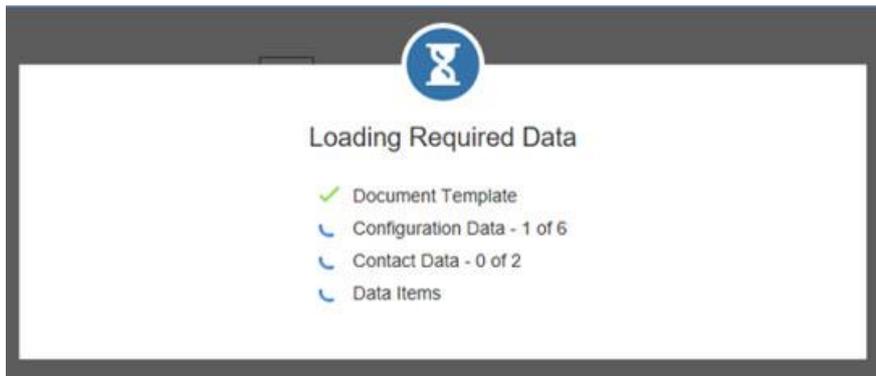
d) **Letter Type** – Select **Discharge Hub Referral** from the list.

Letter Type	Colorectal CTS
	CP Report Addendum
	Death Summary
Primary Recipient	Discharge Hub Referral
	Discharge Summary
	DNACPR-Form
	Duty of Candour Complication of Treatment

e) **Primary Recipient** – Change this selection to **Other**.

Primary Recipient	Patient's GP
	Patient
	Other

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



The screenshot shows a loading screen with a blue hourglass icon at the top center. Below the icon, the text "Loading Required Data" is displayed. Underneath, there are four items listed, each with a blue checkmark icon to its left: "Document Template", "Configuration Data - 1 of 6", "Contact Data - 0 of 2", and "Data Items".

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.

Document Creation

Document Store / Creation / Discharge Hub Referral Zzztest, Malcolm MRN: 91812867 DoB: 01-Jan-1990

Add Recipients

Newcastle upon Tyne Hospitals NHS Trust: Discharge Hub Referral			
Patient name	Zzztest, Malcolm	Hospital and ward	Freeman Dummy
Date of admission	07/02/2023	Date of birth	01/01/1990
Address	Newcastle upon Tyne Hospitals NHS Trust, Raglan Farm Road NE3 3HE	Temporary Address	Cornie Lewcock House West Denton Road Newcastle upon Tyne NE15 7LQ
Geographical area:	Newcastle	Telephone	01912221333
MRN	91812867	NHS No	
GP Practice	ZZZZZ GP Practice (ZZZZZ)	Ethnicity	White - British
Discharge Ready date		Expected Discharge Date	
Reason for admission	Reason for admission text		
Relevant past medical history	medical history text testing next line and the next		
Communication Need:	Is an interpreter required?	Yes	
	Patient Preferred Language	French	
Does the patient have any sensory impairments?	Cognitive deficit, Right eye - Blind/Visual impairment, Speech Deficit		
	Impaired Cognition? Yes		
Confirmed Learning Disability?	Confirmed diagnosis of autism/ASD or a learning difficulty?		
Reasonable adjustments	Yes		
CONSENT TO REFERRAL	To professionals		
RISK	additional info about risks		
MORE INFORMATION ABOUT RISK:			
Patient Accommodation:	Flat - Tower Block		

Details Autotext Data

Department: Post Operative and Critical Care

Clinic (optional): None

Lead Clinician: Select an Option

Signing Clinician: Select an Option

Position: Select an Option

Clinic / Admit Date: 07 Feb 2023

Importance: Normal

Cancel

Save as Draft

Save and Finish

- A warning message will advise that there are no recipients for this letter, click **Yes** to proceed.

Question

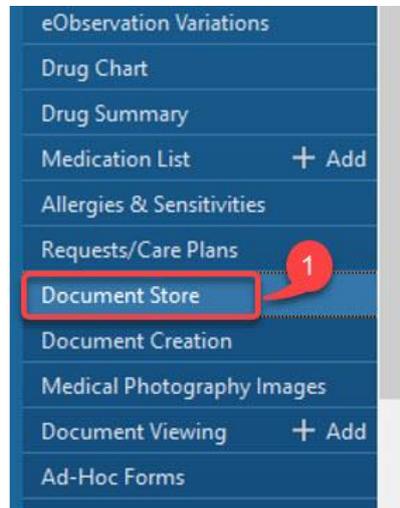
You have not added any recipients to this letter. Are you sure you want to save this letter with no recipients?

Yes No

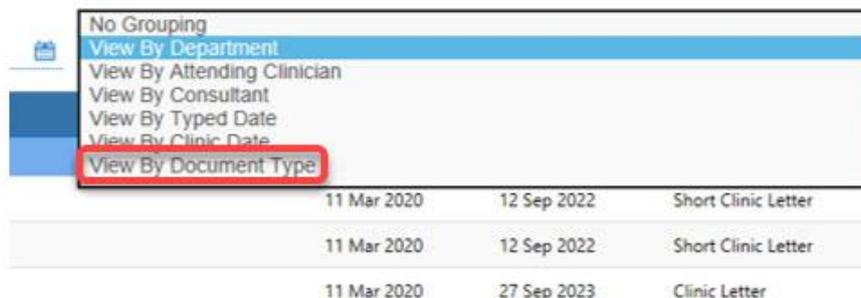
- A green success message should appear to confirm that the letter has been saved in Document Store.
- The letter then needs to be saved locally to send on to the external team – see process below.

Saving a local copy of the letter

1. Open Document Store from 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.



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.



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

Newcastle upon Tyne Hospitals NHS Trust: Discharge Hub Referral

Patient name	Zzztest, Malcolm	Hospital and ward	Freeman Dummy
Date of admission	07/02/2023	Date of birth	01/01/1990
Address	Newcastle Upon Tyne Hospitals Nhs T Regent Farm Road NE3 3HD	Temporary Address	Connie Lewcock House West Denton Road Newcastle Upon Tyne NE15 7LQ
Geographical area:	Darlington	Telephone	01912223333
MRN	91812657	NHS No	
GP Practice	G Testing Testing Op Practice (ZZZZZ) ZZ99 3WZ	Ethnicity	White - British
Discharge Ready date	17/09/2023	Expected Discharge Date	25/09/2023
Reason for admission	testing reason for admission DHR Updated in RDHR		
Relevant past medical history	relevant meds history test DHR Updated in RDHR		
Communication Need:	Is an Interpreter required? No Patient Preferred Language Does the patient have any sensory impairments? Cognitive deficit, Left eye - Blind/Visual impairment, Non-verbal, Right eye - Blind/Visual impairment, Sensation-Touch Deficit, Left ear - Deaf/Hearing Deficit, Speech Deficit, Right ear - Deaf/Hearing Deficit		
Impaired Cognition?	No		
Confirmed Learning Disability?		Confirmed diagnosis of autism/ASD or a learning difficulty?	Yes No Awaiting Assessment
Reasonable adjustments	ra		

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

Send Document Link X

This tool will send a link to this document to the email address you enter below. Please be aware the link will only work within the trust network.

Email

Message

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.

