How to Complete a Discharge Summary

Creating Discharge Summary

IMPORTANT – Please log in under you own eRecord account

Select Discharge Summary from the toolbar



1. Search for your ward using the drop down Search list

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

A list of patient will be displayed

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Patient	Service	Dischargeu	Pieus	oput	Creator	opuateu	Status	ACUUII	3 **	
ZZZTEST, SWITCH 91042094	Neurology	05/04/18 09:15	Convert	06/04/18 02:05:59			Not Started	Create		
ZZZTESTING, PAULA 91173855	Gastroenterology		Edit	12/03/18 17:12:18	Carol Millar	12/04/2018 08:29:45	Draft	Edit	4vi	ew
ZZZTESTING, CARDIO 91369101	Gastroenterology		Edit	12/04/18 05:20:22			Not Started	Create		

- 2. Select Convert Medications if required
- 3. Select **Create** to start the discharge summary

Or

- 4. Select **Edit** to continue one already started
- 5. If this is a new Discharge Summary click **Create** again to open a new letter.

1

6. If not the draft letter will open.

Completing Discharge Summary

IMPORTANT - Please ensure you are still logged in under you own eRecord account

Before you start completing the Discharge Summary you **MUST** complete or amend the information from the **Details** panel on the right hand side of the screen.

- 7. Select your Department (if necessary)
- 8. Select the name of the Lead Clinician

IMPORTANT IF YOU ARE THE PERSON SIGNING THE LETTER

9. Select your name from the Signing Clinician drop down list

If your name does not appear in the list, contact your ward manager who can arrange for your name to be added to the list.

- 10. You can then complete the details of the discharge summary.
- 11. If a heading is not relevant hover over the heading until a red X is displayed. Click the red X to remove a heading.

Document Store / Creation					
Add Recipients 🔋 Dr M Meinen X 🔋 Barbie Zzztesting X 🔋 Notes X					
Lead Consultant: Mr. Rahul Gujadhur		Details Autotext Data			
Dear Dr Meinen Barbie Zzztesting DOB: 01-Jan-1925 NH 5: NRN: 91603669	1	Document Type Discharge Summary			
1 Bewick Crescent, Newcastle Upon Tyne, NE15 8AN		Urology			
Your patient was admitted as an inpatient to Freeman ward Fhdummy on 03/05/2018 and was discharged on (Discharge date) from Freeman to (Discharge to location)	1	Clinic (optional)			
Clinical Details		None *			
Including reason for admission	1	Clinic / Admit Date			
Diagnosis	1	03-May-2018			
Investigations Performed		Lead Clinician			
Including findings		Mr. Rahul Gujadhur *			
Pending Investigations		Signing Clinician			
If not applicable remove section by clicking on 'X' adjacent to heading	1	Carol Millar *			
Operations/Procedures		Position			
in the approache remove devicer by circling of A adjustment to recounty	1	Custom *			
Mental Capacity Complete only if screening has taken place or the patient is over 75. If not remove section by clicking on "X"	/	Custom Position			
Advance Decisions		Training			
Include living will, power of attorney, and organ donation	1				
Risks / Alerts If not applicable remove section by clicking on "X" adjacent to heading	1				
Allergies/Adverse Reactions					
	1	Cancel			
Discharge Medication No discharge medications recorded		Save			
Change to Mediation		Cave			
onunges to medication	/	 Sign and Send 			

- 12. To save as Draft click Save (bottom right) to come back to later
- 13. When complete, click Sign and Send

VERY IMPORTANT

If the green button displays Save and Finalise do not click.

You have either:

a) Not selected your name as the Signing Clinician – follow the instructions in paragraph 9 above OR

2

b) You are not logged in to eRecord in your own name – please log in to your own eRecord account





Document Type

Otolaryngology

Clinic (optional)

Clinic / Admit Date

8

09-Feb-2018

Lead Clinician

James Ohara

Position Foundation Year 1

Signing Clinician Natalie Hickling

None

Discharge Summary