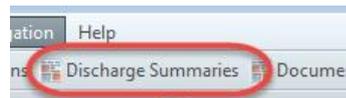


How to Complete a Discharge Summary

Creating Discharge Summary

IMPORTANT – Please log in under you own eRecord account

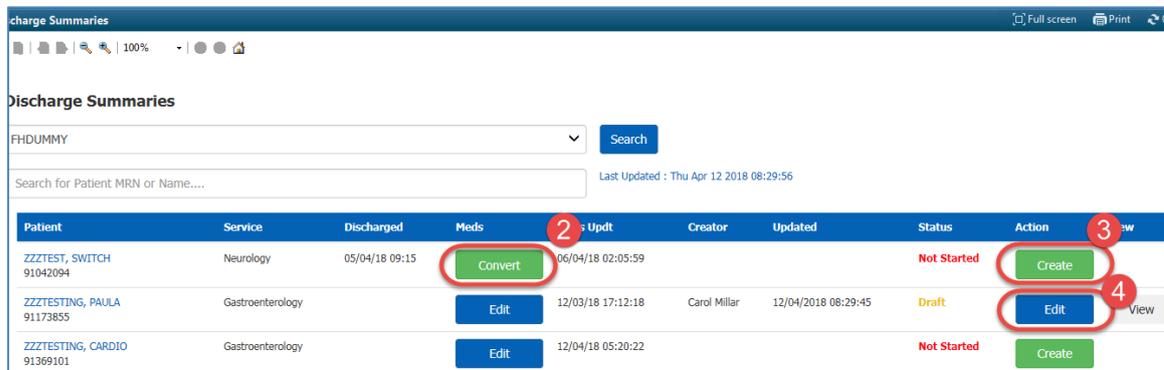
Select Discharge Summary from the toolbar



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



A list of patient will be displayed



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.
 6. If not the draft letter will open.

Completing Discharge Summary

IMPORTANT – Please ensure you are still logged in under your 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 Type
Discharge Summary

Department
Otolaryngology

Clinic (optional)
None

Clinic / Admit Date
09-Feb-2018

Lead Clinician
James Ohara

Signing Clinician
Natalie Hicking

Position
Foundation Year 1

Lead Consultant: Mr. Rahul Gujadhur

Dear Dr Meinen

Barbie Zztesting DOB: 01-Jan-1925
NHS: 91502969
1 Bewick Crescent, Newcastle Upon Tyne, NE15 8AN

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)

Clinical Details
Including reason for admission

Diagnosis

Investigations Performed
Including findings

Pending Investigations
If not applicable remove section by clicking on 'X' adjacent to heading

Operations/Procedures
If not applicable remove section by clicking on 'X' adjacent to heading

Mental Capacity
Complete only if screening has taken place or the patient is over 75. If not remove section by clicking on 'X'

Advance Decisions
Include living will, power of attorney, and organ donation

Risks / Alerts
If not applicable remove section by clicking on 'X' adjacent to heading

Allergies/Adverse Reactions

Discharge Medication
No discharge medications recorded

Changes to Medication

Details Autotext Data

Document Type
Discharge Summary

Department
Urology

Clinic (optional)
None

Clinic / Admit Date
03-May-2018

Lead Clinician
Mr. Rahul Gujadhur

Signing Clinician
Carol Milar

Position
Custom

Custom Position
Training

Cancel
Save
Sign and Send

12. To save as Draft - click **Save** (bottom right) to come back to later

13. When complete, click **Sign and Send**

Cancel
Save
Sign and Send

VERY IMPORTANT

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

You have either:

- Not selected your name as the Signing Clinician – follow the instructions in paragraph 9 above
- OR
- You are not logged in to eRecord in your own name – please log in to your own eRecord account