

How to record Discharge Medications

Scenario

This guide shows clinicians how to record Discharge Medications starting from within the Discharge Summary screen.

Instruction

Open **Discharge Summary** screen.

Locate patient line and in the Meds column, click on **Convert** to convert a prescription. If this has already been done, the button will say Edit. Click on **Edit** to add a new discharge medication, if required.

Converting a Prescription

In the Patient record from the main menu on the left hand blue sidebar

- 1. Select the Medication list
- 2. Right click on the prescription you want to convert to a discharge medication
- 3. Select Convert to Prescription





- 4. In the details section at the bottom complete the Duration, Pre-Visit Med and GP to Continue
- 5. Click **Orders for Signature** in the lower right hand corner

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Adding a New Discharge Medication

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3. Select the Type of "Discharge Meds" as Rx before searching for the medication

4. In the search bar , search for and select the new medication the patient will be discharged with

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ZZZHOLD. ELAINE DOB:15/Jul/95 Age:27 years	MRN:91650799 NHS: Gender:Female	** No Known Allergies **	Weight: Fin%:12001915	Resus:For CPR	Loc:RV22; B04; 01 Inpatient [01/Jul/2022 10:27:00 BST - <no -="" disch.<br="">EDD:</no>
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5. Select the relevant Order Sentence and click **OK** (click **Done** to close the search window for further medications)

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NICU Workflow	Medication List	🖓 Ϋ Order Nam	ie Status Details		
Pre-Assessment Workflow	Bed Management	a medications			
Results Review	Non Categorised	to Apical P	Order Sentences		L X
Echo	Patient Status	Mi ta Di Tirutani Inientii On	der sentences for: Paracetamol (Paracetamol injection)		
Assessments/Fluid Balance	Vital Signs	0	None		ninute before rinsing.
Patient Task List	Diet manual p Highlight (70700 Highlight Kanna A		ADULT DOSES		
eObservations	Patie DOB:15/Jul/95 NHS:	Weight:	IOSE: 1 gram, Injection, intravenous infusion, ONCE, PRN, pain, Infus	ie over 15 minute(s)	
eObservation Variations	Age:27 years Gender:Female	Fin#:12001915 Resus:For C	IOSE: 500 mg, Injection, intravenous infusion, ONCE, PRN, pain, Infus IOSE: Loram Jelartion, intravanous infusion, FOLIR times a day, PRN	se over 15 minute(s) I nain dav(s) Infine over 15 minute(s). Each dose must be 4 to 6 ho	urr anart
Drug Chart	Labo	D Department	IOSE: 500 mg. Injection, intravenous infusion, FOUR times a day, PRN	I, pain, day(s), Infuse over 15 minute(s), Each dose must be 4 to 6 ho	ours apart.
Drug Summary	Radii Search I	pe ()	ng, Injection, intravenous infusion, ONCE, PRN, pain, Infuse over 15 r	minute(s)	
Medication List + Add	Disg	hin: All	Enr Adultr mainking larr than 50kg una 15mg ling		
Allergies & Sensitivities	Cont Paraldehyde in	jection			
Requests/Care Plans	Care Paracetamol injection Paraldehyde n	sctal liquid	PAEDIATRIC DOSES (WEIGHT 10 to 50Kg)		
Document Store	Non Paracetamol Assay Paraneoplasti	Antibody Screen	1000 15 mailes laisating intro passo informa OM/2 804 avia lat	fore some 15 minutedet	
Document Creation	Spec Paracetamol IV - PAEDIATRIC Paraneoplastic	CSF Ab. Screen	Kelet	5 0	Cances
Medical Photography Images	Medicatii Paracetamol IV - PAEDIATRIC ***THE Paraprotein P	IIBI)			
Document Viewing + Add	Medicati Paracetamol Overdose order set Parathyroid A	tibody			
Ad-Hoc Forms	Reconcili Paracetamol overdose order set (SN., Parathyroid H Parathyroid Se	btraction			
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Diagram Creation	Paracetamol suppositories "THEATR				
Clinical Notes + Add	<		>		
Diagnosis & Problems		ZZZHOLD, ELAINE - 91650	0799 Dane		
Procedures and Diagnoses					
Histories					
Patient Work List					
Advanced Growth Chart		∡ Details			
Patient Information		Displayed: All Active Orders			Show More Orden.
Nova Apprits 🗸 🗸	Related Results				Cinders For Signation
2					

- 6. In the details section at the bottom complete the **Pre-Visit Med** and **GP to Continue** plus any further yellow required information fields
- 7. Click Sign

ZZZHOLD, ELAINE -					🕂 List 🚽 🕋 Recent + MRM 🔍 🔍 +
ZZZHOLD, ELAINE DOB:15/Jul/95 Age:27 years	MRN-91650799 NHS: Gender:Female	** No Known Allergies **	Weight: Fin#:12001915	Resus:For CPR	Loc:RV22; B04: 01 Inpatient [01/Jul/2022 10:27:00 BST - <no -="" disch.<br="">EDD:</no>
Menu I	K 🔹 🏫 Medication List				💱 Full screen 🛛 🖶 Print 💪 22 minutes age
Clinician Workflow	Add P Document Madication by Mistory Baconciliate	on T A Chark Interactions			Reconciliation Status
Nurse Workflow	T Hou Cocument interestion by ready inconcinent				Meds History Admission Discharge Discharge
AHP Workflow	Orders Medication List Document in Plan				
Anaesthesia Workflow		Griders for Signature			
Critical Care Workflow	View	land 🕑 🖳 🕈 Order Name	Status Start Details		
NICU Workflow	Orders for Signature Medication List	A RV22; 804; 01 Fin#:12001915 Admit: 0 A Madiation	11/Jul/2022 10:27 BST		
Pre-Assessment Workflow	Bed Management	Paracetamol	Order 24/Oct/2022 08:59 DOSE: 1 gram, Inje-	ction, intravenous infusion, ONCE, PRN, pain, Start date 24/Oct/22 08	59 BST, minute(s) Infuse over 15, 24/Oct/22 08:39 BST
Results Review	Blood Products and Transfusion	(Paracetamol injectio	BST		
Echo	Patient Status				
Assessments/Fluid Balance	/ Vital Signs				
Patient Tesk List	Activity				
eObservations	Patient Care				
eObservation Variations	W Solutions				
Drug Chart	C Medications				
Drug Summary	Radiology				
Medication List + Add	Nuclear Medicine				
Allergies & Sensitivities	Consults				
Requests/Care Plans	Caresets				
Document Store	Scheduled Theatres Procedures				
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Clinicel Notes + Add		The tails I Order Comments			
Diagnosis & Problems		+ S h. E E			Remaining Administrations (PRN) Stors (Unknown)
Procedures and Diagnoses					
Histories		6 *Dose:		*Dose Unit: gram	
Patient Work List		Drug Form: Injection	v	*Route of Administration: intravenous infu	sion 👻
Advanced Growth Chart		*Frequency: ONCE	w	PRN: 💽 Yes 🔿 I	lo
Patient Information					
Nova Appmts	Related Results	0 Musing Required Details			7 Sim
< >					

8. Refresh the screen

ZHOLD, ELAINE 🔹					\leftarrow List $\rightarrow \cong$ Recent $+$ IdR14 Q
ZHOLD. ELAINE 8:15/Jul/95 1:27 years	MRN:91650799 NHS: Gender:Female	** No Known Allergies **	Weight: Fin#:12001915	Resus:For CPR	Loc:RV22; 804; 01 Inpatient (01/Jul/2022 10:27:00 BST - <no -="" discl<br="">EDD:</no>
:00	🔇 🔹 💼 Medication List				💱 Full screen 🛛 🖶 Print 🖓 24 minutes a
cian Workflow	+ Add Porument Medication by History Reconcilia	tion * A Check Interactions			Reconciliation Status
e Workflow					Meds History Admission Discharg
Workflow	Orders Medication List Document in Plan				
sthesia Workflow		H and taxation	1 1111		
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Workflow	Orders for Signature Medication List	Se 🕈 Order Name	Status Details		1
sessment Workflow	Bed Management	A Medications			
Review	Blood Products and Transfusion	Paracetamol (Paracetamol injectio	Processing DOSE 1 gram, Injection, intravenous infu-	sion, UNCE, PRN, pain, Start date 24/UC0/22 08:39 851, minut	te(s) Infuse over 15, 24/Oct/22 08:39 851
INTROCE	I Non Categorised	Metformin	Ordered DOSE: 850 mg, Tablet, oral, THREE times a	a day at 0800, 1200 and 1800, Start date 06/Jul/22 18:00:00 BS1	F, 06/Jul/22 16:15:00 BST
and the second second	UVital Signs	The Apixabar	Suspended DOSE 5 mg, Tablet, oral, TWICE a day, An	ticoagulant Indication PE, Start date 01/Jul/22 18:00:00 BST	
Telescol	Activity	injection.)	n Ordered DOSE 3,500 unit(s), Injection, subcutaned	ous, in the EVENING, Anticoagulant Indication: Prophylaxis, 5	tart date 01/Jul/22 18:00:00 BS1
CONSTRUCT.	Diet	🗹 🍗 Octenidine topical	Ordered DOSE: 1 application, topical, NOON, Add	octenisan to a wet cloth and apply to the hair/body undilute	ed with a contact time of ONE minute before rinsing.
valions	IV Solutions	(Octenisan Wash Loti			
vation Venetions	2 Medications				
hart	Laboratory				
ammary	Nuclear Medicine				
ation List + Add	Diagnostic Tests				
es & Sensitivities	Consults				
its/Care Plans	Scheduled Theatres Procedures				
nent Store.	Non Theatre Procedures				
nent Creation	Special				
al Photography Images	Medication History				
tent Viewing + Add	Medication History Snapshot				
c Forms	Reconciliation History				
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eu crowur enalt:		L			
Internation		Displayed: All Active Orders			Show Mole Urden.

Whenever a clinician prescribes medication they should always look at the Drug Summary.

