

# Inpatient Nursing Discharge Workflow: Patient Discharge Instructions Note (Depart)

The **Discharge Patient** order indicates the patient has been medically cleared for discharge and the provider has completed their contributions to the Patient Discharge Instructions note.

The discharging physician team will have completed the following components on the Physician Discharge Workflow:

- Why/What Patient Summary
- Patient Instructions
- Discharge Medication Reconciliation (required prior to Meducate)
- Discharge PowerPlan (recommended for post-discharge orders and follow-up appointments)

Once the *Patient Discharge* order is placed, the nursing staff will complete discharge documentation. To do this, staff will navigate to the **Inpatient Nursing ViewPoint** and select **Inpatient Nursing Discharge** workflow

Accessing Workflow and Patient instructions	pg. 1	Labs, Discharge Documentation, Meducate	pg. 2
Patient Education and IV Stop Times	pg. 3	IV Stop Times and Documents	pg.4
Documents, Order Profile and New Order Entry	pg. 5	Patient Discharge Instructions Note	pg. 6-8
Printing Patient Discharge Instructions Note	pg. 7	Locating and Printing saved note	pg. 8-9

## Accessing Workflow

The screenshot shows the 'Inpatient Nursing ViewPoint' application. On the left, a 'Menu' is open, listing various options. A red callout bubble points to the 'Inpatient Nursing ViewPoint' option in the menu, stating: '1. Under Menu click Inpatient Nursing ViewPoint'. In the main content area, the 'Inpatient Nursing Discharge' workflow is selected, and a red callout bubble points to it, stating: '2. Select Inpatient Nursing Discharge workflow is one of the workflow mPages available to nursing'. The interface also shows a 'Documents (0)' section with 'No Results Found' and a 'Patient Instructions (Shared Component)' section.

## Required and Actionable Components for Discharge Instructions

### Patient Instructions (Shared Component)

Patient Instructions is a free-text shared/multi-contributor component, allowing the medical team to explain patient specific post-discharge instructions. This should be written by the Provider team.

The screenshot shows the 'Patient Instructions (Shared Component)' editor. The text area contains instructions for 'Activity After Surgery Showering or Bathing', including: 'You may take showers after you return home, consider using a shower chair.', 'Avoid soaking in baths until your incisions are healed.', 'Avoid extremely hot water.', and 'Do not let the water from the shower head spray directly onto your incision during your first 4 weeks at home.' A blue callout bubble points to the text area, stating: 'The Shared component should already have existing text for the selected visit present from another user'. Another blue callout bubble points to the bottom of the editor, stating: 'The date, time and user of the last saved contribution will display below each shared component.' The bottom of the editor shows 'Modified: TRNRES10, TRAIN SEP 20, 2022 09:45' and a 'Save' button.

## Labs

Labs can be tagged to auto populate the Lab Results section of Discharge Instructions.

There are three ways to Tag Labs:

1. A **Single** click on a lab value selects just that lab.
2. Holding the **Ctrl** key while clicking lab values will select a group of labs
3. To select a range of Labs, hold the **Shift** key and click on the first lab value in the range, and click on the last value of the desired range. All Lab Values in between will be selected. This method is illustrated here.

**Labs**

Tag (11)

OCT 20, 2021  
12:39

▼ BLOOD GASES- RC

Sample Site	FINGER
pH Capillary	7.500
pCO2 Capillary mmHg	20.0
pO2 Capillary mmHg	20.0
HCO3 Calc mmol/L	20.0
BE Capillary mEq/L	20.0

1. Select the Lab **VALUE** that you wish to tag.

## MUHC Discharge Documentation-Required Component

**Required component.** Access MUHC Discharge Completion Record PowerForm. This PowerForm contains Designated Caregiver Information at Discharge, Discharge Checklist, and Multi-D Sign Off; required sections of this form are *Designated Caregiver* and *Discharge Checklist*.

\* MUHC Discharge Documentation (0)  
Home Medications (0)  
Depart Medication

\* MUHC Discharge Documentation (0)  
No Results Found

**MUHC Discharge Documentation is a required component. It will be marked with a red asterisk. The asterisk will be replaced with a green checkmark when component is complete**

1. Click drop arrow to access **MUHC Discharge Completion Record**

MUHC Discharge Documentation (2)

Result/Form Name	Result	Created By	Created Date
▼ Results (1)			
Designated Caregiver	Patient declined to designate caregiver	TRNNURSEIP1 RN, TRAIN	SEP 09, 2022 08:23
▼ Forms (1)			
MUHC Discharge Completion Record	Final	TRNNURSEIP1 RN, TRAIN	SEP 09, 2022 08:24

## Depart Medication Education (Meducate)

The purpose of Meducate is to educate the patient on the time of their next dose of medication. These times are printed on their Depart Summary.

Depart Medication Education (Meducate)

✓ Discharge medication reconciliation is complete.

Meducate cannot be filled out until the Discharge medication reconciliation is completed by the provider.

1. Fill in the date and time the next dose of medication is due.

Medication Order	Inpt Last Dose	Home Med Next Dose	PR N
Scheduled Medications			
lisinopril 2.5 mg oral tablet 2.5 mg, 1 Tablet(s), Oral, Daily, 30 Tablet(s)		--/--/---- --:--	<input type="checkbox"/>
lisinopril 2.5 mg oral tablet 2.5 mg, 1 Tablet(s), Oral, Daily, 30 Tablet(s)		--/--/---- --:--	<input type="checkbox"/>

## Patient Education

Patient education materials that have been selected for the patient can be printed at any time to give to the patient. The materials also appear at the end of the published Patient Discharge Instructions document.

**Patient Education**

Selected Visit [refresh] [menu]

Quick Suggestions

All This Visit Problems

1: Migraine headache

Suggestions based on all This Visit Problems

- Migraine Headache
- Migraine Headache: Recurring
- Headaches: Avoiding Triggers: Video
- Headaches: Keeping a Diary: Video

Education Language: English [dropdown] [Done]

Added Education

Education Name	Actions
Migraine Headache	Modify Print Remove
Medication Leaflets (0)	
No Added Medication Leaflets	

Print All Education and Leaflets

**Callouts:**

- Suggested Patient Education will populate based on *This Visit Diagnosis*.
- Click on *education* wanted to add to discharge instructions.
- Click the **star** next to the education to add to your *Favorites* folder.
- Click **More Options** to search for additional education.
- Click **drop down arrow** by *Education Language* to filter education by that language.
- Educational material that is no longer pertinent to the patient, can be removed, by clicking **Remove**.

## IV Stop Times-Required Component

Pending IV Stop Times/Infusion Billing tasks will require documentation prior to creating discharge instructions. The red asterisk indicates required action. Complete infusion billing documentation from the *IV Stop Times* component or navigate to the patient *Task List* to complete the tasks.

Inpatient Nursing Discharg... [refresh]

Documents (0)

Patient Instructions (Shared Component)

New Order Entry

Order Profile (14)

**IV Stop Times**

Labs

Stories

**IV Stop Times**

**\* Required Action.** [More Details](#) [Dismiss]

Medication	Details
meropenem	2 g, form: IV Soln, IVPB, Once, STAT, first dose 09/20/22 10:32:00 CDT, Physician Stop, stop date 09/20/22 10:32:00 CDT
sodium chloride 0.9% (NS Bolus)	1,000 mL, form: IV Soln, IV Bolus, Once, first dose 09/20/22 11:00:00 CDT, Physician Stop, stop date 09/20/22 11:00:00 CDT, infuse over 0 hour(s), 1,000
vancomycin	1 g = 10 mL, form: Injection, IVPB, Once, STAT, first dose 09/20/22 10:32:00 CDT, Physician Stop, stop date 09/20/22 10:32:00 CDT, 10

[Document]

**Callouts:**

1. Click **Document**
2. Click **Document All** checkbox to select all pending stop time tasks
3. Click **Document**

**IV Stop times** is a required component. It will be marked with a red asterisk **\***. The asterisk will be replaced with a green checkmark when component is complete

ZTEST, HEN  
Allergies: No Known Allergies  
Code Status: FULL

MRN: MU02... Care Team: Shirshakan ...  
Portal Acco... Ad Hoc Res...  
23244 Inpatient ADM... Loc: MU UH...

Document All (3)

Document meropenem  
2 g, form: IV Soln, IVPB, Once, STAT, first dose 09/20/22 10:32:00 CDT, Physician Stop, stop date 09/20/22 10:32:00 CDT

Document sodium chloride 0.9% (NS Bolus)  
1,000 mL, form: IV Soln, IV Bolus, Once, first dose 09/20/22 11:00:00 CDT, Physician Stop, stop date 09/20/22 11:00:00 CDT, infuse over 0 hour(s), 1,000

Document vancomycin  
1 g = 10 mL, form: Injection, IVPB, Once, STAT, first dose 09/20/22 10:32:00 CDT, Physician Stop, stop date 09/20/22 10:32:00 CDT, 10

Document [Close]

## IV Stop Times-Required Component (Cont)

**meropenem**  
2 g, form: IV Soln, IVPB, Once, STAT, first dose 09/20/22 10:32:00 CDT, Physician Stop, stop date 09/20/22 10:32:00 CDT  
CNS infection dose.

Event Date/Time	Start	End	Duration	Infuse Volume	
9/20/2022 10:38 AM CDT	09/20/2022	1038 CDT	09/20/2022 1038 CDT	0 Minutes	0 mL

Total Infusion Duration for Order: 0 Minutes

Sign Cancel

Green checkmark indicates no pending Infusion Billing tasks

- New Order Entry
- Order Profile (14)
- IV Stop Times
- Labs

### IV Stop Times

No Results Found

## Additional Components to assist with Discharge

### Documents

The documents component allows users to view all the documents on the patient in a single view. Users can customize document filters to display pertinent documentation.

Adjust timeframe

Users may set a filter to only look at My Notes only, Group by encounter, or choose specific note types.

To view specific note types, click on *Display dropdown* and click in the box next to the note type(s). Then click Apply.

Time of Service	Subject	Note Type	Author	Last Updated
11/03/16 08:46	Office Visit Note - Affiliate	CPMG Clinic Note (Unauth)	Herbst NSS, Jennen	11/04/16 07:35
03/17/16 13:41	Test Tapping	Otolaryngology Clinic Note (In Progress)	Franklin, Sarah Whitney	03/17/16 13:42

- Clinical Documentation
- General Medicine Clinic Notes
- Specialty Medicine Clinic Notes
- Clinic Notes
- ED/Urgent Care/Quick Care
- Admit/Discharge
- Consult Notes
- Diagnostic Reports
- Op/Procedure
- Messages/Communication
- All Documents

Reset All Apply Cancel

## Documents (Cont)

**Adjust timeframe**

**Users may set a filter to only look at My Notes only, Group by encounter, or choose specific note types.**

**To view specific note types, click on *Display* dropdown and click in the box next to the note type(s). Then click Apply.**

The screenshot shows the 'Documents (50)' list with a 'Last 50 Notes' dropdown menu open. The menu includes options for 'My notes only', 'Group by encounter', and a 'Display:' dropdown. The 'Display:' dropdown is expanded to show various note types with checkboxes: Clinical Documentation (checked), General Medicine Clinic Notes, Specialty Medicine Clinic Notes, Clinic Notes, ED/Urgent Care/Quick Care, Admit/Discharge, Consult Notes, Diagnostic Reports, Op/Procedure, Messages/Communication, and All Documents. Buttons for 'Reset All', 'Apply', and 'Cancel' are visible at the bottom of the dropdown.

## Order Profile

**View and Group By filters can be selected by user**

The screenshot shows the 'Order Profile (14)' view. At the top, there are filters for 'Show only pending (13)', 'View' (set to 'All Active Orders'), and 'Group by' (set to 'Clinical Category'). Below these are several order entries with columns for Order, Details, Start, Status, Status Updated, and Ordering Provider.

## New Order Entry

The New Order Entry component allows Providers to quickly add new orders. Users can search for an order, utilize favorite orders, and/or use the quick order folders.

### New Order Entry

**1. Select Order Type**

**2. To search for an order, begin typing in the search field.**

**3. Click desired order to place the order, and complete order communication box.**

The screenshot shows the 'New Order Entry' screen with tabs for 'Discharge Meds as Rx', 'Inpatient', and 'Search'. A search field contains the text 'aid'. Below the search field is a list of 'Top 9 Matches' for A1C Hemoglobin orders. A callout points to the search field. Another callout points to a specific order in the list. A third callout points to a 'Communication type' dropdown menu that is open, showing options like 'Initiate Powerplan', 'Per Existing EMR PowerOrder', 'Verbal (Face to Face) w/Readback', 'Telephone w/Readback', 'Protocol/Standing Order', 'Paper/Fax', and 'Chart Clean-Up'. The 'Communication type' dropdown is highlighted with a pink box.

## Patient Discharge Instructions Note

To create the Discharge Instructions Note, all required components must be completed first. Information entered in Workflow will auto populate the note but can be edited. The note should not be signed until it is complete and ready to be printed.

**Inpatient Nursing Discharge...**

- Documents (0)
- Patient Instructions (Shared Component)
- New Order Entry
- Order Profile (14)
- IV Start
- Labs
- History
- MUHC Documentation (2)

**1. Use the blue Patient Discharge Instructions quick pick to open note**

**Note Already Exists**

Warning: A version of this note already exists.

Duplicate Note	Last Updated	Last Updated By	Actions
Patient Depart Summary	SEP 09, 2022 08:53	TRNNURSE1P RN, TRAIN	<input checked="" type="radio"/> Open Existing Note <input type="radio"/> Create New Note

Selecting 'Open Existing Note' will add to existing note for this encounter.

Selecting 'Create New Note' will cause some content from the previous version to not populate in the new note. If this is not your intent, select 'Cancel' to return to your current workflow.

**Continue** **Cancel**

**Patient Discharge Instructions MU**

This note has already been signed. Would you like to Addend or Revise it?

Addend Note

Revise Note

Do not display this dialog box again

**OK** **Cancel**

**When Open existing note is selected, a popup will appear asking if the user wishes to revise or addend. If changes are needed, choose revise and ok. If no changes or addendums are needed, click cancel. This will return the user to workflow. To open the note without making changes, open the note in Document Viewing**

**Patient Discharge Instructions**

**Your Care Team**  
Service: Acute Care Surgery  
Attending Provider: Physician Ztest

**Why Were You In The Hospital?**  
Why did you come to the hospital? had sever back pain for 5 days.  
What was found and how was it treated? \_

**These Are Your Goals**

**If needed, the note may be edited. By hovering the cursor on a category three options will appear, Refresh, Insert Free Text and Delete Heading. Choosing Insert Free Text will allow the user to add content**

**Your Next Steps**

**Instructions From Your Doctor**

**Activity After Surgery**

**Showering or Bathing**

- You may take showers after you return home, consider using a shower chair.
- Avoid soaking in baths until your incisions are healed.
- Avoid extremely hot water.
- Do not let the water from the shower head spray directly onto your incision during your first 4 weeks at home.
- Clean incisions with mild soap, rinse, then pat dry.

**When complete and ready to print, click Sign/Submit**

Note Details: Patient Depart Summary, TRNNURSE1P RN, TRAIN, 9/29/2022 1:34 PM CDT, Patient Discharge Instructions MU

**Sign/Submit** **Save** **Save & Close** **Cancel**

## Discharge Instructions Note (Cont.)

Patient Discharge Instructions Note should only be signed when ready to print.

Make sure the date is set for actual date of discharge

3. Click **Sign & Print**

The screenshot shows a software interface for creating a note. The 'Type' dropdown is set to 'Patient Depart Summary'. The 'Author' is 'TRNNURSEIP1 RN, TRAIN'. The 'Date' is '9/29/2022'. There are buttons for 'Sign & Print', 'Sign', and 'Cancel'.

4. In the popup box Click **Medical Record Request**

5. Click **OK**

The screenshot shows a 'Print Method' dialog box with four radio button options: 'Draft Print', 'Medical Record Request' (selected), 'Manual Expedite Print', and 'Draft Print Without Headers and Footers'. There are 'OK' and 'Cancel' buttons at the bottom.

7. Select **For Patient Care (internal use only)** from drop down list.

6. Select **Discharge Information Template** from drop down list.

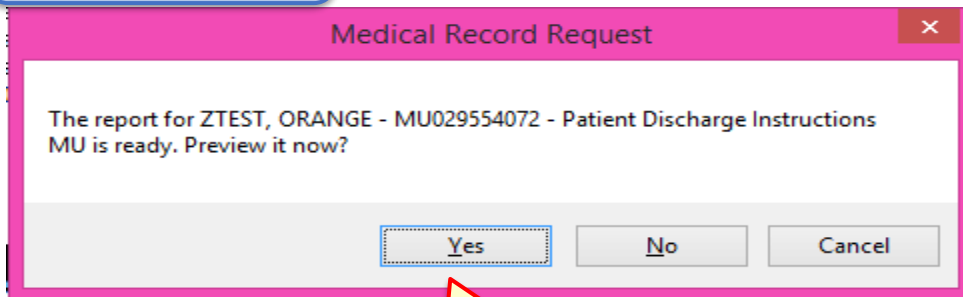
8. Click **Preview**

Do not check **Related Providers** unless you want that person's name to be printed on the note

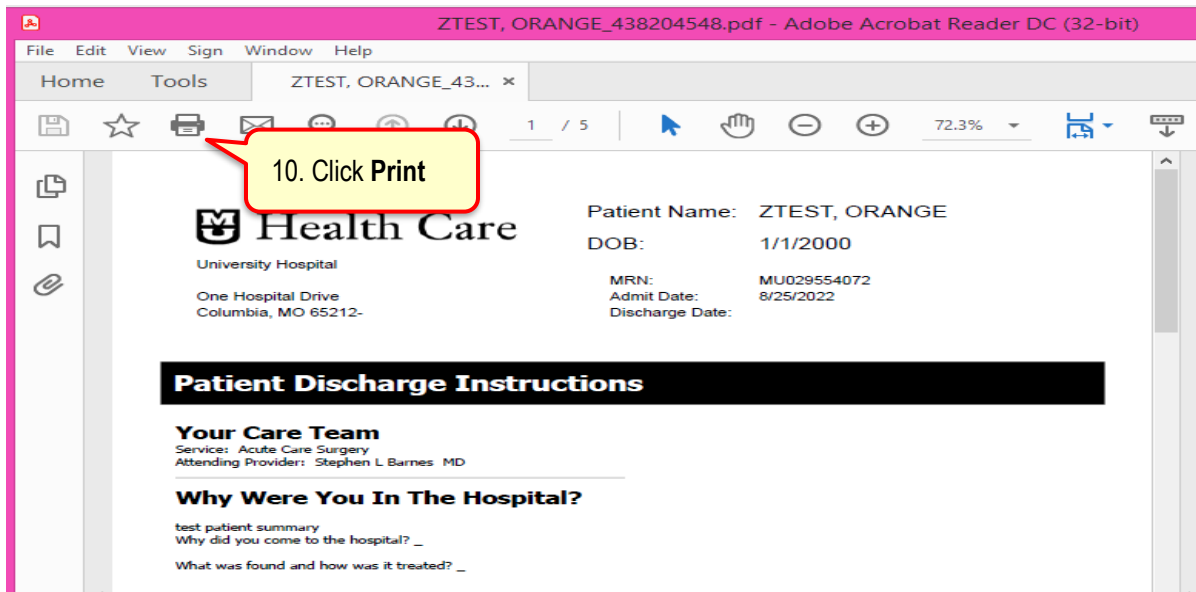
Clicking **Preview** will open a PDF version of the document.

The screenshot shows a 'Medical Record Request' dialog box. The 'Template' dropdown is set to 'Discharge Information Template'. The 'Purpose' dropdown is set to 'For patient care (internal use only)'. There is a 'Preview' button at the bottom. A table of 'Related Providers' is visible with one entry: 'TRNNURSEIP1 RN, TRAIN' with relationship 'Primary Nurse'.

A pop up box will appear to notify that the PDF is ready



9. Click Yes



## Locating a saved Discharge Instructions Note

1. On Blue Menu, click **Document Viewing**

2. Single click to select **saved note**

Arranged By:	Date	Newest At Top
Patient Depart Summary	11/9/2022 10:57:07 AM ...	
Patient Discharge Instructi...	TRNNURSEIP1 RN, TRAIN	
Patient Depart Summary	11/8/2022 10:55:55 AM ...	
Patient Discharge Instructi...	TRNNURSEIP1 RN, TRAIN	
Patient Depart Summary	11/1/2022 4:09:57 PM C...	

Result type: Patient Depart Summary  
Result date: November 09, 2022 10:57 CST  
Result status: Final  
Result title: Patient Discharge Instructions MU  
Performed by: TRNNURSEIP1 RN, TRAIN on November 09, 2022 10:58 CST  
Verified by: TRNNURSEIP1 RN, TRAIN on November 09, 2022 10:58 CST  
Encounter info: MU064826226, UNIVERSITY HOSP, Inpatient, 08/25/2022 -

## Modifying a saved document

Result type: Patient Depart Summary  
Result date: November 09, 2022 10:57 CST  
Result status: Final  
Result title: Patient Discharge Instructions MU  
Performed by: TRNNURSEIP1 RN, TRAIN on November 09, 2022 10:58 CST  
Verified by: TRNNURSEIP1 RN, TRAIN on November 09, 2022 10:58 CST  
Encounter info: MU064826226, UNIVERSITY HOSP, Inpatient, 08/25/2022 -

Submit	Ctrl+T
Sign	Ctrl+G
Review	Ctrl+R
In Error	Ctrl+E
<b>Modify</b>	Ctrl+M
View Image	
Forward	Ctrl+W
Message	
Provider Letter	
Print	
View History	
Tag Selected	
Export...	

By **Right Clicking** in the note preview, the user can choose to **Modify** the saved note by **Left Clicking Modify**

**Patient Discharge Instructions**

**Your Care Team**  
Service: Acute Care Surgery  
Attending Provider: Stephen L Barnes MD

**Why Were You In The Hospital?**

ember 15, 2022 10:41 CST  
ember 1  
, Inpati

**Patient Discharge Instructions MU**

This note has already been signed. Would you like to Addend or Revise it?

Addend Note

**Revise Note**

Do not display

OK Cancel

1. When **Modify** is selected, choose **Revise Note** to open document in edit mode

2. Click **OK**

3. After changes are made click **Sign**

Sign Save Save & Close Cancel

### Printing a saved document

Result type: Patient Depart Summary  
Result date: November 09, 2022 10:57 C  
Result status: Final  
Result title: Patient Discharge Instruction  
Performed by: TRNNURSEIP1 RN, TRAIN o  
Verified by: TRNNURSEIP1 RN, TRAIN o  
Encounter info: MU064826226, UNIVERSITY

**Patient**

**Your C**

Service: Ad  
Attending Provider: Stephen L Barnes MD

**Why Were You In The Hospital?**

Submit	Ctrl+T
Sign	Ctrl+G
Review	Ctrl+R
In Error	Ctrl+E
Modify	Ctrl+M
View Image	
Forward	Ctrl+W
Message	
Provider Letter	
<b>Print</b>	
View History	
Tag Selected	
Export...	

To print a saved document click **Print**. The print process is the same as before