UC TW Discharge Workflow

"DCHG" or "PDCH" milestones placed by provider

Nurse reads DC summary

Nurse changes milestone to "NDIP"

Physical DC of patient from UC

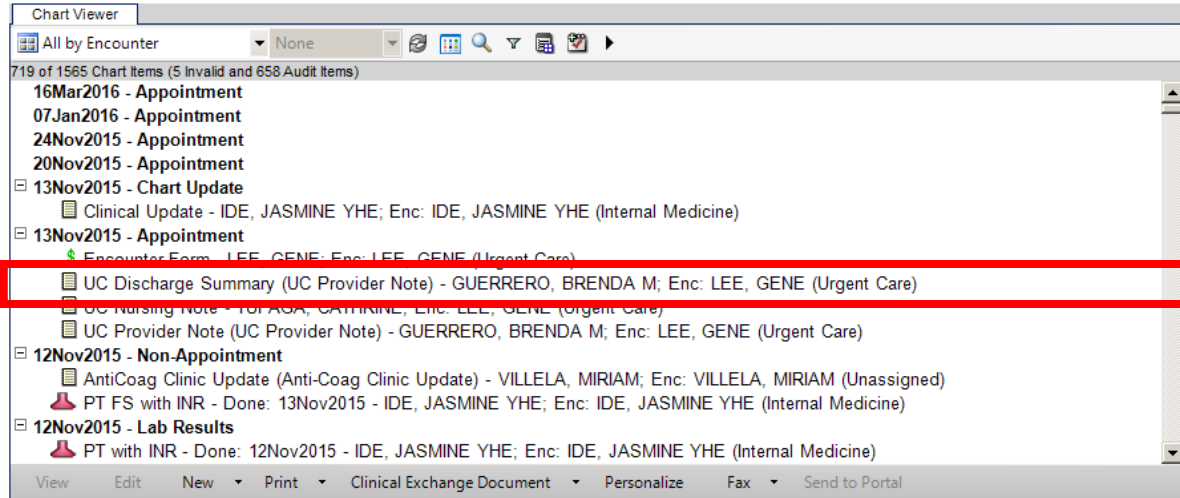
Ensure chart complete & finalized, change milestone to "Nurse Discharge"

Summary for Completing a DCHG or PDCH milestone

1. Provider changes status to "DCHG" or "PDCH" on tracking board. This signals that the patient is ready to be discharged (DCHG) or has already been discharged (PDCH)
2. Change Status in Tracking Board to: "NDIP" (Nurse Discharge in Progress)
3. Locate the Discharge Summary in the 3rd quadrant of the chart or "chart viewer"
4. Review Discharge summary, nurse orders, prescriptions and work note
5. Complete any outstanding orders, Print DC Summary

Status								Comments
NDCH								dc>>bh
NDCH								
XRB			C					pt in podiatry
NDIP			C	O		O		REQ DR. CHAN, XRB 1345
NDCH		O		C	I			
NDCH		O		C	I		C	strp neg

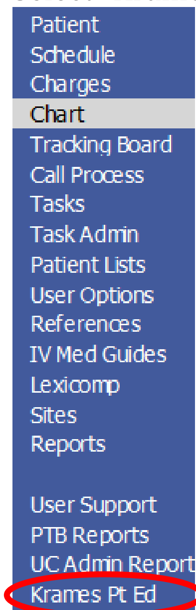
6. Print patient education material and work note if applicable.
7. Physically DC your patient.
8. Finalize nursing documentation and charges
9. Change milestone on tracking board to NDCH & change location to “HM” for home



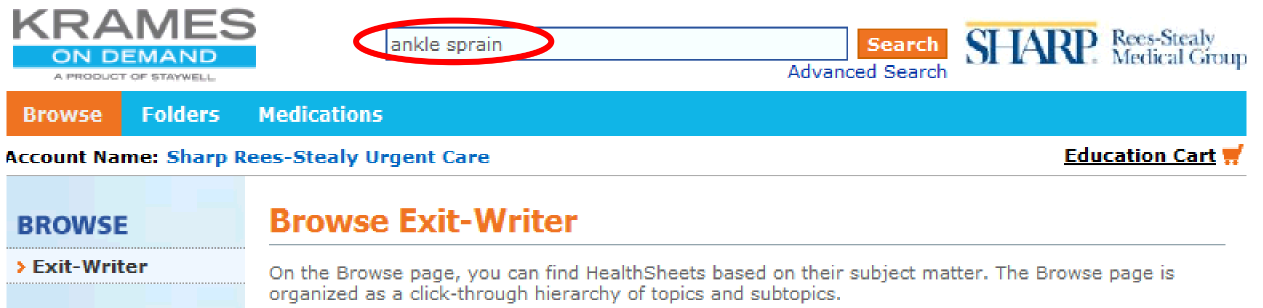
Details for Completing a DCHG or PDCH milestone

Creating Patient Education Material

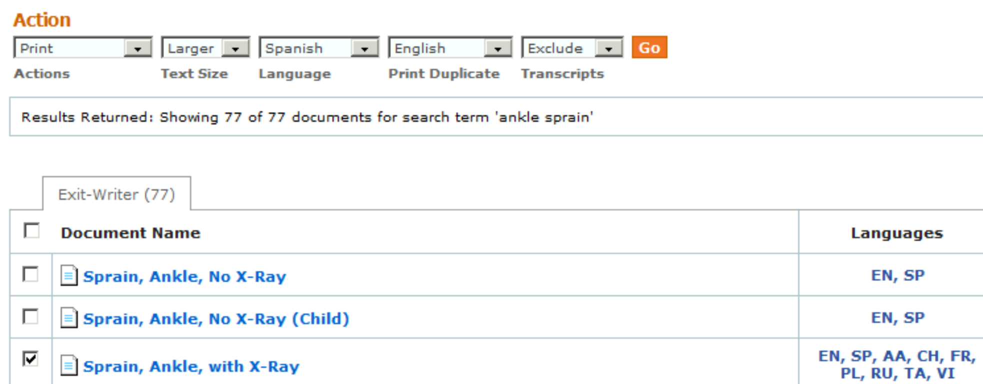
1) Select “Krames Pt Ed” from the VTB



2) In the search box, enter the provider’s DC diagnosis OR instructions that provider wants you to give patient (i.e. – ankle sprain)



3) Click the "Search" button
4) From the "Search Results" screen, simply select the instructions from the list, click on the drop downs under the "Action" section then click "Go".



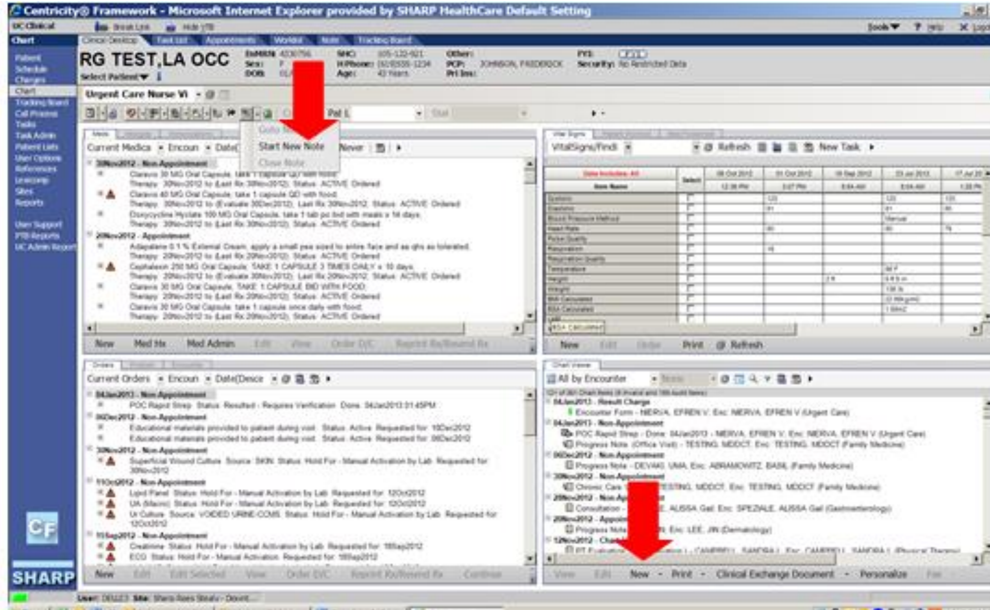
*** DOUBLE CHECK ORDERS & MEDS TO ENSURE COMPLETION BEFORE DISCHARGING PATIENT ***

Other Patient Education Resources

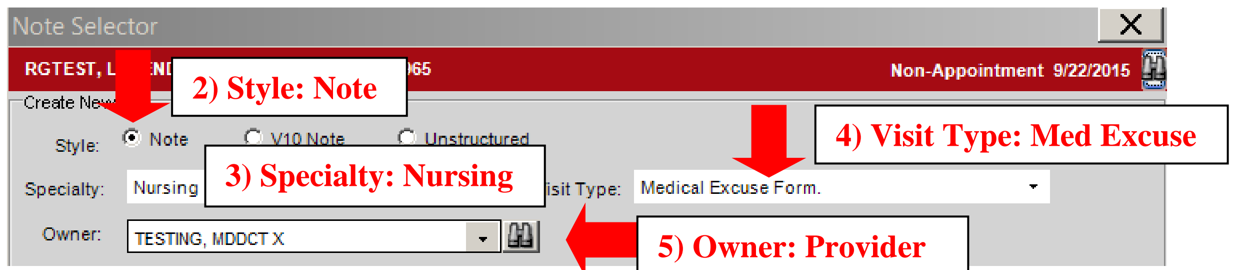
1) Click on "Lexicomp" from the vertical toolbar in TW

Creating a Medical Excuse Form

1) Click New Note (2 different ways shown below)



2) Style: Note
3) Specialty: Nursing
4) Visit Type: Medical Excuse Form
5) Owner: Provider Seeing Patient
6) Click OK



7) The “Note Authoring” Window will pop up.

8) Choose appropriate in the “Work Note” section. Example provided below:

9) Sign → Change Sig Type to "Co-Author" (so provider will sign) → Click OK

10) If document does not auto print, in Chart Viewer, Click on "Medical Excuse Form" under today's date.
11) Right Click → Print → Selected

Work note will look like this:

Medical Excuse Form.

Name: RGTEST, LAVONNE
MRN#: 4553246
DOB: 02/05/1968
Gender: F

Date of Encounter: 10/28/2015

Medical Excuse Form

LAVONNE RGTEST was evaluated and treated on 02/12/2016.
She is medically excused from work/school effective 02/12/2016 .
Expected return to work/school 02/15/2016.

Signatures
Electronically signed by : LESLIE DELACRUZ, RN; Feb 12 2016 5:35PM PST (Co-author)

Some Clarifications Regarding DC Summary:

1) **Patient is verbal discharge**: The DC summary may show up in the clinical note section. The provider has to activate the summary in order for it to populate in Follow My Health. No action required for the nurse.
2) **DCHG in status column of tracking board & summary present in notes section at time of DC**: This is the only time the nurse needs to print DC summary. Print both summary & patient education instructions if indicated on the summary.
3) **DCHG in status column of tracking board & no summary:** Look for an order that needs to be implemented or a prescription which needs to be given to the patient.

Now that you've given all the information to your patient, physically walk / push wheelchair out of the department.

Now, you can complete your nurse's note:

1. In the note section, click on "UC RN Disposition"

Note

UC Nursing Note INACTIV

Travel Screening
UC RN Travel Screening
Reason For Visit
Reason for Visit
Contraception
Contraception SRS UC
Allergies
Current Meds
Med/Allergy History
Med Allergy History SRS
Vitals
Nursing Documentation
UC RN Nursing Document
Communicable Disease
Communicable Disease S
Education
Patient Education SRS UC
Disposition
UC RN Disposition
Plan
UC Plan (Clinical Summar
Results/Data
UC Results
Audit Details
Signatures

2. Select how the patient was discharge by clicking on one of the radio buttons (in this example, we will choose “Nurse Discharge”.)

Disposition
UC RN Disposition
Disposition
Nurse Discharge Provider Discharge Transport to Higher Level of Care Miscellaneous

3. This will open the “Details” window; complete as applicable.

Details

Nurse Discharge

Late Entry ___

N First contact with patient

Patient home care instructions provided to (•) patient ( ) parent ( ) family

Prescription given to (•) patient ( ) parent ( ) family

[x] Prescription sent electronically via Surescripts

Work note given to (•) patient ( ) parent ( ) family

School note given to (•) patient ( ) parent ( ) family

[x] Verbalizes understanding [x] In no apparent distress

Patient left

(•) ambulatory ( ) via wheelchair ( ) via ambulance

( ) with family ( ) family member to drive

[ ] SL flushed with 10mL of NS and intact

Comment:

Signature Stamp Leslie Dela Cruz-Torio, PhD, RN, 03/30/2017 15:13

Clear | Spell Check | OK | Cancel

4. Click "OK" button when complete.
5. "Sign" the note. You will be the "Author" under Signature Type and check "Make Final". Then click "OK".

Disposition
Plan
UC Plan (Clinical Summar
Results/Data
UC Results
Signatures

Disposition
Nurse Discharge
Communicable Disease

Note Signature

User Name: LAMPI

Password: Password not required.

Sig Type: Author

[x] Make Final

Carbon Copy Recipients:

Recipient Name	Role	Note Output
		There are n

OK | Cancel

Output Template | CC

[x] UC Nursing Note

Patient home care instructions provided to patient
Prescription given to patient
School note given to patient
Verbalizes understanding
Patient left ambulatory
Plan

View | Recompile | Sign | Spell Check | Copy Forward | Show Uncopied Form Data | Security Codes | Save & Close | Save | Close

6. Finally, change the milestone on the tracking board to NDCH and change location to “HM” for home.