Inpatient Discharges

Contents

Overview

When the Episode of Care is complete you MUST Discharge the Client from the Ward and then Discharge the Referral

Discharging from the Ward

- Open your ward in **Bed View**

The **Inpatients** screen will display

- Click on **Patient's Bed icon**
- **Hover** on **Patient's name**
- **Hover** on **Discharge**
- Click **Discharge Patient**

The **Inpatient Discharge** screen will display

- **Discharge Date Time:**   Enter the date/time the Patient was discharged
- **Method:**   Complete as required
- **Destination:**   Complete as required
- **Destination Address:**   Complete if required by entering the **Postcode** and selecting from the list or click **Manual Entry** and enter the address

- **Comment**:   Complete if required
- Click **Save**

The **Inpatients** screen will display in **Bed View** and the bed will now be empty

Now the Patient has been discharged from the ward, their referral will also need to be discharged.

Inpatient Discharges

Discharging the Referral

- Click **Menu** > **Quick Menu** > **Referral**

The **Search** Screen will display

- **Search** for the Patient you have just discharged

- Locate the **referral for your Team**

- Click the **green button** in the **To Discharge** column

The **Discharge Referral** screen will display

- Enter any **Comments**

- Select the **Discharge Date/Time**

- Select **Discharge HCP**

- Select **RTT Discharge Reason** (only if the service is RTT)

- Select **Discharge Reason**

- Click **Save Discharge Details**

AMS Specialty	COMMUNITY MEDICINE
Date & time referral received	15 Jul 2013, 00:00
Referral Source	Internal
Referral Reason	Advice
HCP Referred to	
Care Setting	Community and Clinic
Comments	Client's episode of care has ended
Discharge Date / Time	8 July 2021 16:20
Discharge HCP	ANDERSON, James
RTT Discharge Reason	Treatment Complete
Discharge Reason	Treatment completed

Commented [BA(CHNFT1]: Are any of our inpatient services RTT?

Commented [BA(CHNFT2R1]: I don't think this line needs to be added

The **discharged** referral will display in **pink** below any active referrals

COMMUNITY MEDICINE	Community and Clinic	Birmingham Therapists	15 Jul 2013, 00:00	N	8 Jul 2021