

## Discharging Inpatients

### Discharging an inpatient

- From **My Group**, click on the **Discharge** conversation. Then search for the patient.  
or  
Right-click on the patient's name on the bedboard, select **Conversation**, then **Discharge**.

The screenshot shows a 'Discharge' form with the following fields and values:

- Facility: CHW
- Encounter Type: Inpatient
- MRN: 1011982
- Medicare Number: 24317358764
- Full Name: DUARDO, Frank Isaac
- Date of Birth: 21/07/2006
- Age: 4Y
- Sex: Male
- Referring Doctor: (empty)
- Admitting Doctor: Martin, Frank J
- Attending Doctor: Martin, Frank J
- Specialty: Eye
- Building: RAHC
- Ward/Unit: Middleton Ward
- Room: MID
- Bed: 06
- Discharge Date: \*\*/\*\*/\*\*\*\*
- Discharge Time: (empty)
- Discharge Status: (empty)
- Referred to on Discharge: (empty)
- Referred to Facility: (empty)
- Reason for Hospital Transfer: (empty)
- Deceased Date: \*\*/\*\*/\*\*\*\*
- Deceased Time: (empty)

- Click in the **Discharge Date** field and enter the date of discharge.
- Click in the **Discharge Time** field and enter the time of discharge.
- Click in the **Discharge Status** field and select the most appropriate option that applies to the discharge.
- The **Referred to on Discharge** field relates to who is following up on the patient after discharge. If you are unsure of what to select from this list, check with the nurse discharging the patient.
- If the patient is being transferred to another hospital, click in the **Referred to Facility** field and select the name of the hospital from the list.
- If the patient is being transferred to another hospital, click in the **Reason for Hospital Transfer** field and select a reason. You will need to check with medical or nursing staff about the most appropriate option.

**Information:** If the discharge status is **Died with Autopsy Performed** or **Died with no Autopsy Performed**, there will be a message requesting confirmation. The deceased date and time fields will be automatically populated.

### Cancelling a Discharge

If a patient has been discharged in error, you can undo the discharge using the **Cancel Discharge** conversation.

- From **My Group**, click on the **Cancel Discharge** conversation.
- Search for the patient, then click **OK**.
- Enter the date and time of the cancellation.
- Enter a reason for the cancellation, for example 'error'.
- Click on **OK**.