

QUICKSTART

A series of helpful guides provided by the Information Technology Department

Dynamic Documentation – Discharge Summary Create Note

- Click the Discharge tab in the Paediatric View.
- The Discharge MPage opens.

Menu 7	< 🗸 - 👫 Paediat	tric View	
Paediatric View	🏔 🕽 🖶 🖿 🔍 🔍 100% 🛛 🗸 🖨		
Results	Patient Summary	Common Orders	Discharge

- Discharge sections on the left indicate the sections into which information can be added or drawn from the patient chart.
- Select a heading to go to that section of the Discharge Summary.
- Select a section header on the MPage to transfer to that tab in the patient chart.

Documents (1)		
Go to Documentation tab		
Time of Service	Subject	
13/01/16 08:23	Insulin Dosing	
* Displaying up to the la	st 50 recent notes for the last 7 day	

Note Complete the Medication Reconciliation prior to the Discharge summary to include the discharge medications.

Sections

Documents:

- Click to see documentation available in the patient's record.
- If the required documentation is not available change the timeframe.
- If text from the document is required open the document by clicking on its name.
- Click **Open Document.**
- Highlight the text to be copied.
- The Tag icon appears.
- Click **Tag** to save the text.
- Close the document by click the X in the top right corner.
- Click Refresh.
- The Tag icon is now active. Click to view tagged information.
- Click the Tag icon again to hide the list of tagged items.

Allergies

- Allergy information is visible.
- Additional allergies can be added by selecting the +.

Summary of Care

- This is a free text section.
- Click in the box to start typing.
- Click Save.

Discharge Status
Documents (1)
Allergies (1)
Summary of Care
Observations and Measurements
Pathology Results
Pathology Reports (0)
Medical Imaging
Microbiology
Problems and Diagnoses
Medications
Order Profile
Home Medications
Outstanding Orders
New Order Entry
Create Note

Observations and Measurements

- Display the latest recordings.
- Click on a category to view it as a graph.

Pathology Results

- Displays the latest set of results.
- To tag a result, right click on the required result.
- Click Tag.

Pathology, Medical Imaging and Microbiology

• These sections display available reports.

Problems and Diagnosis

• Displays the reason for the hospital visit.

Medications

• A list of administered medications provided.

Order Profile

• The list of inpatient medication orders if provided.

Home Medications

- The list of medication to be continued is imported from the Discharge Medication Reconciliation.
- The list is included in the Discharge Summary automatically.

Outstanding Orders

New Order Entry

• New orders can be added if required.

Note When all the relevant information has been added the Discharge Summary is ready to be created.

- Click **Create Note** to begin the final document.
- Refer to the Create Note Quickstart to complete the note.