

## 17. Depart Process

The Depart Process allows you to efficiently manage the activities associated with the process of documenting and departing a patient. The window serves as a launch pad for depart-related activities including:


- Discharge Diagnosis
- Medication Reconciliation
- Patient Education
- Follow-Up
- Orders










Both the Clinical Summary and Patient Summary are automatically created by the entries in each Depart Process Action.

### Open Depart Process

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Open the depart process to begin discharge documentation.


1. Select a patient to be discharged.
2. Click Depart  to open the Depart Process.
3. Complete each section by clicking the pencil box next to the Action.

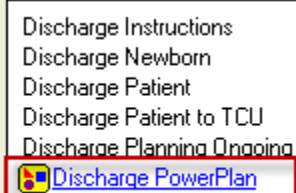
<input type="radio"/>	Discharge Orders	
<input type="radio"/>	PowerNote	
<input type="radio"/>	Diagnosis	
<input type="radio"/>	Meds Rec/Rx	
<input type="radio"/>	Follow Up	
<input type="radio"/>	Patient Education	
<input type="radio"/>	Nursing Discharge Summary	
<input type="radio"/>	Addendum	
	Sign and Print	

**Note:** When a Depart action has not been started, the blue circle to the left is not filled in. A partially completed Depart action is a quarter-filled blue circle. When a Depart action is fully complete, you can click the circle and make it blue.

## Discharge Orders

Use Discharge Orders in the Depart Process to add a discharge order.



1. Select the pencil icon  by Discharge Orders in the Depart Window. An Orders box opens.
2. Search for and select the orders you wish to add.



3. Click Done when you are finished adding orders.
4. Fill in orders details and click Sign.

## Discharge Diagnosis

Use Diagnosis in the Depart Process to add a discharge diagnosis.


1. Click the pencil  in the diagnosis component in the Depart Process menu. A discharge diagnosis window opens.
2. Click Add  in the Diagnosis Being Addressed This Visit section to add a discharge diagnosis.


		Clinical Dx	Date	Dx T
		SHORTNESS OF BREATH	04/07/11	Worl
		Chest pain	02/13/11	Rea
		ACUTE MYOCARDIAL INFARCTION, UNSP...	02/13/11	Disc

**Note:** Even though the diagnosis is established before the Depart process, the diagnosis does not automatically populate in the clinical summary, and therefore must be added.

3. Type the diagnosis in the Diagnosis box, and then deselect the Free Text box next to the search filed to reveal the binoculars button.

**\*Diagnosis**

chest pain 

4. Click the binoculars  to search.

**Diagnosis Search**

\*Search: chest pain Starts with: Within: Terminology

Search by Name Search by Code



Terminology: ICD-9-CM Terminology Axis: <All terminology axes>

View Synonym Concept Family Multi Axial Cross Mapping

Term	Code	Terminology	Terminology A...
CHEST PAIN	766.5	ICD-9-CM	Diseases & inj...
Chest pain	766.5	ICD-9-CM	Diseases & inj...
Chest pain NOS	766.50	ICD-9-CM	Diseases & inj...
Chest pain, unspecified	766.50	ICD-9-CM	Diseases & inj...

Add to Favorites OK Cancel

5. Select the Diagnosis from the search results and click OK to close the search box. The discharge diagnosis is added to the discharge window.
6. Verify that Discharge is in the Type field and Confirmed is in the Confirmation field.

**\*Diagnosis** chest pain   Free Text Responsible Provider: Test, Physician2 

Display As:

**\*Clinical Service**: Non-Specified **\*Date**: 04/14/11

**\*Type**: Discharge **\*Confirmation**: Confirmed **\*Classification**: Medical **Ranking**:

[Show Additional Details](#)

7. Click OK.

**Note:** Click OK and Add New if you want to add additional discharge diagnosis.

8. Click Close to return to the Depart process.

## Medication Reconciliation

Discharge Medication Reconciliation is a process to provide the patient and any other providers of care, an accurate, comprehensive, and unambiguous list of medications the patient is instructed to take post-discharge. Your review includes 2 things:

- Determining if new prescriptions are needed for the patient to start taking after discharge. This step is done first before entering the Reconciliation process.
- Deciding whether to stop, continue, or change meds, prescriptions, over the counter meds, herbals, and supplements that the patient was taking prior to admission.

The left side of the window displays Medications prior to Discharge Reconciliation and required action before discharge. The right side displays Medications after Discharge Reconciliation.

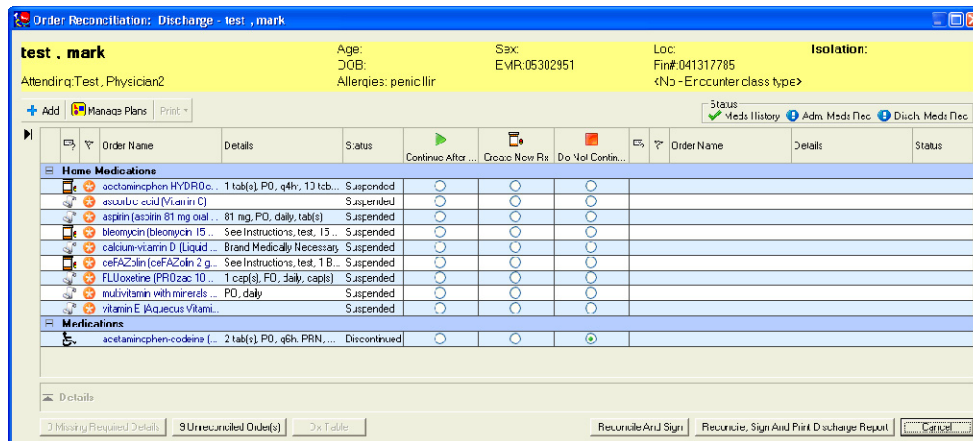
Notice all prescriptions default to the right side of the window and have a status of Continue.

When reconciling medications, the following orders are displayed on the list:

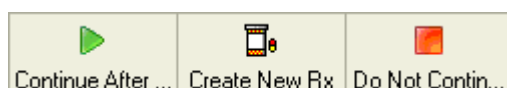
- All active and suspended historical and prescription orders across all of the patient encounters.
- All active inpatient orders across the current patient encounter.
- All active and previously active medication orders from the past 24 hours.

**Note:** All medications highlighted in yellow are required to be reconciled.

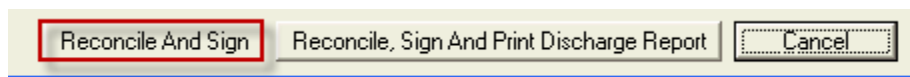
1. From the Depart window, select Medication Reconciliation.



2. Make the appropriate selections from the Reconciliation Action.



3. When all medications have been addressed, select Reconcile and Sign.



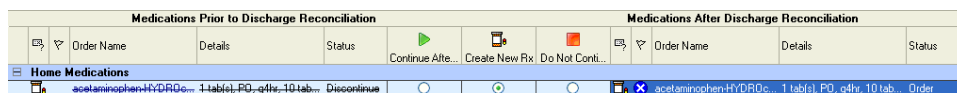
**Note:** In the domain there are medications that are selected to populate automatically. These are:

- All active and suspended historical and prescription orders across all of the patient encounters.
- All active inpatient orders across the current patient encounter.
- All active and previously active medication orders from the past 24 hours.

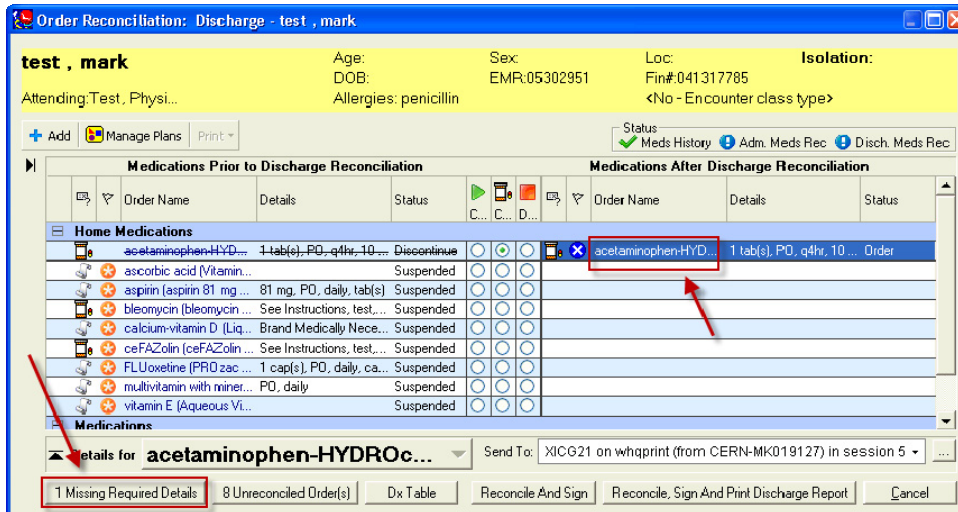
## Prescriptions

Prescriptions can be ordered and signed from the Discharge Reconciliation.

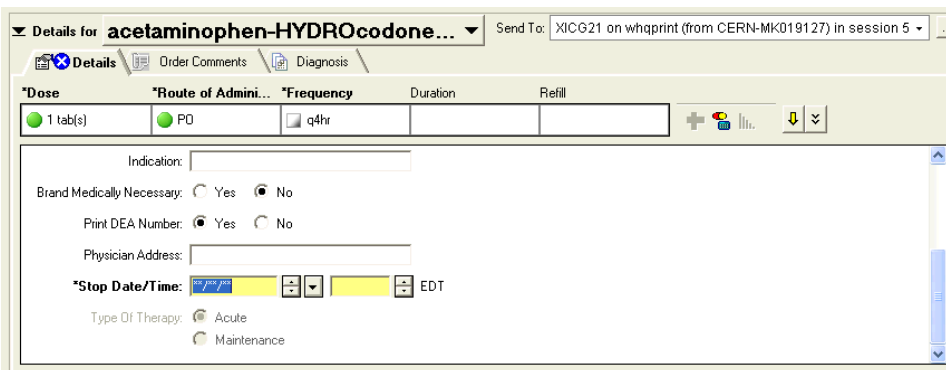
1. Select the Create New Rx option for the medication.



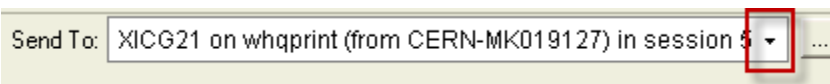
2. Select the order name under the Medications After Discharge Reconciliation or click the Missing Required details button to fill in the required order details.



3. Fill in order details. All required details are highlighted in yellow.



4. Select the correct printer by clicking on the drop-down arrow and clicking on the appropriate choice.





**Note:** If you called the prescription in to the pharmacy, make that selection here.

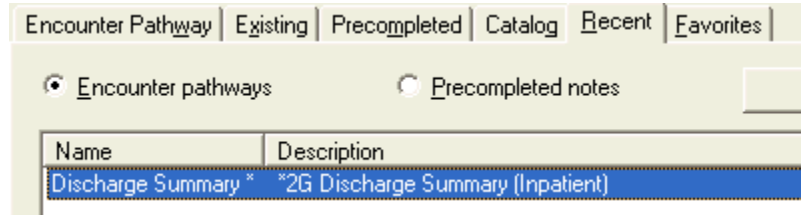
5. Continue finishing your reconciliation. When you have it completed and click Reconcile and Sign, your prescriptions prints out to be signed.

## Discharge Summary

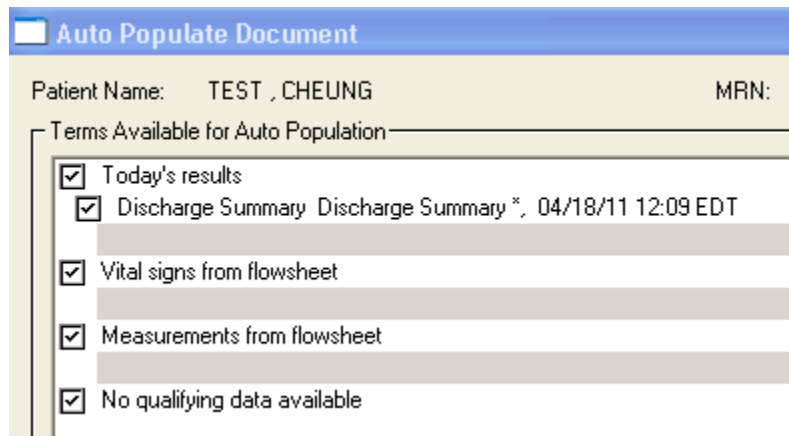
A physician's discharge summary can be completed using a *PowerNote* rather than dictating.

1. Click the pencil  in the PowerNote component in the Depart Process menu. A Clinical Notes window opens.
2. Click Add  to add a the \*2G Discharge Summary *PowerNote*.

- Use one of the available search options to find the Discharge Summary *PowerNote*.



- Double-Click on Discharge Summary to open the Auto Populate window.
- Add or remove checkmarks for each term available to autopopulate and click OK.

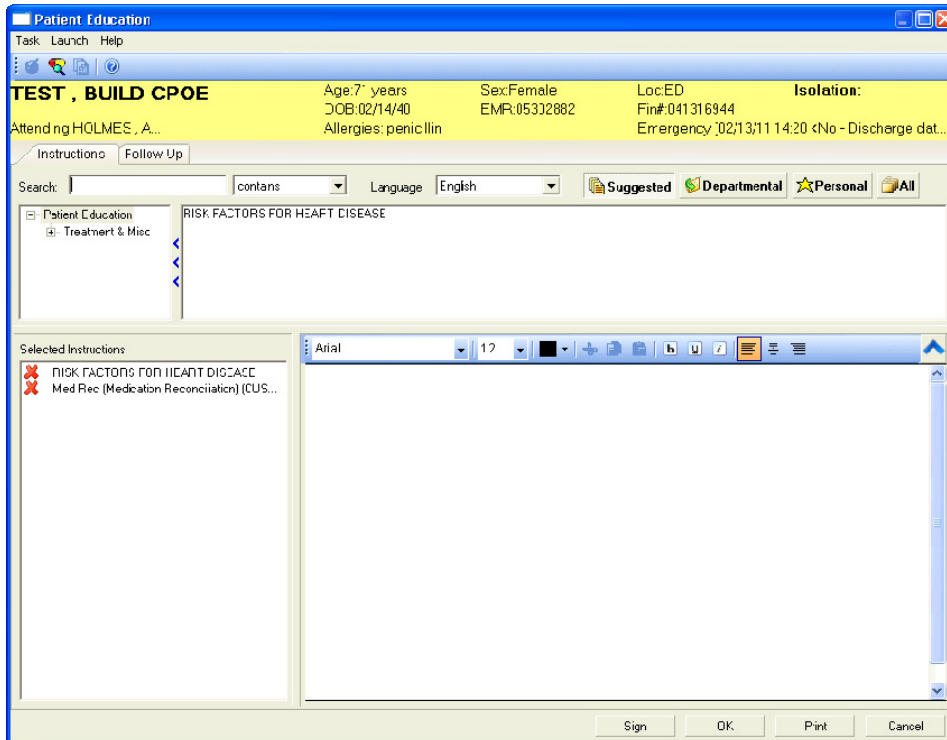


- Complete the *PowerNote* as it pertains to each individual patient.
- Click Sign when finished or Save to keep any work you may have done but will need to finish later.

**Note:** All prescriptions must be signed pen to paper. Electronically submitted prescriptions will be future functionality.

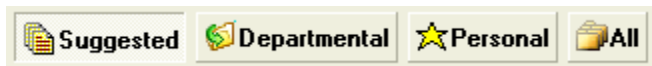
## Patient Education

Patient Education can be completed by any discipline and serves as a one-stop repository for patient education instructions such as discharge guidelines, procedure and diet directives, and equipment information. Patient Education is used to select, view, edit, customize, save, and print personalized patient education instructions. These instructions can then be saved to the patient's chart automatically.



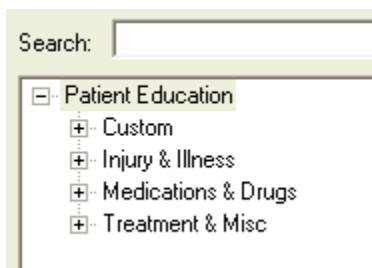
When opening the Patient Education section from the Depart window, education categories display in the left navigation pane below the Search box.

Use the category buttons on the search bar to expand or narrow your selection of Patient Education materials.

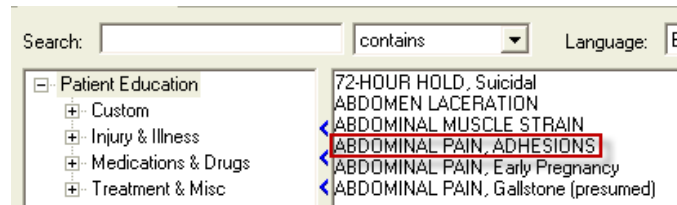


## Add Patient Education Materials

1. Search for the patient education materials you want by typing the name in the search box or Patient Education tree by clicking on the plus signs.



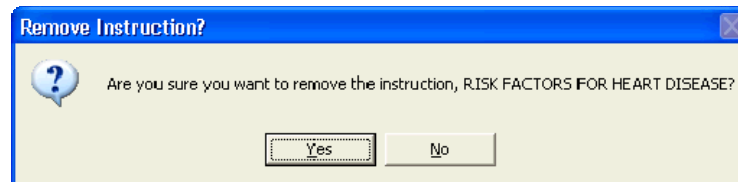
2. Select the correct Patient Education materials desired by double-clicking the name.



- Once selected, the material is displayed in the lower-right window where you can add and edit the contents.
- When finished, click Sign.

## Remove Patient Education Materials

- From the Selected Instructions pane located in the bottom left region of the Patient Education window, select the red X next to the instruction to remove the instruction from the list. You receive a message: **Are you sure you want to remove the instruction, Abdominal Pain?**

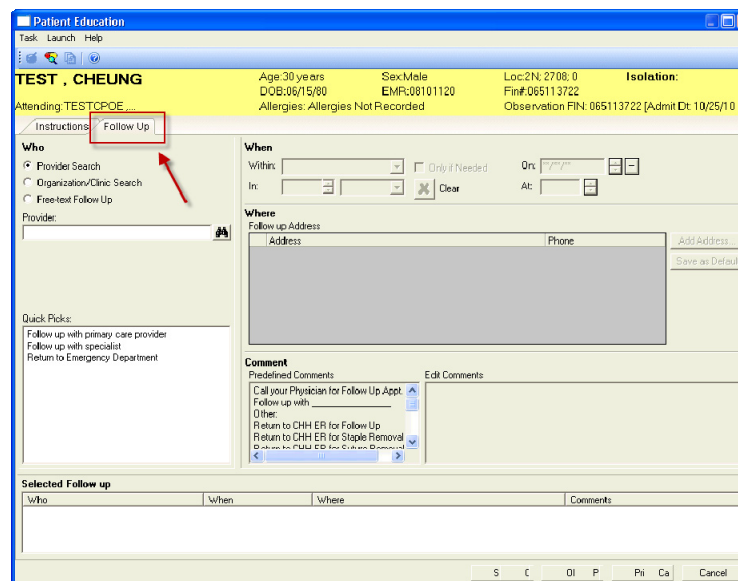



- Click Yes.

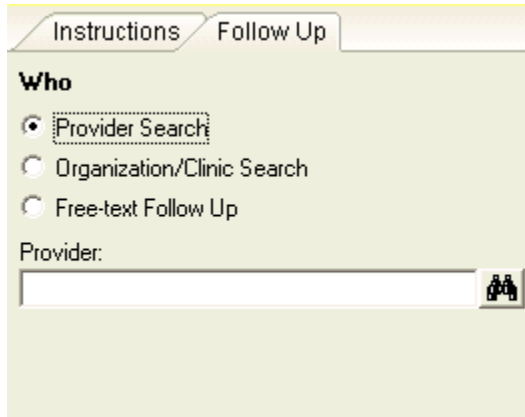
## Follow-Up

Use Follow-Up Date in the Depart Process to add follow-up instructions for the patient.

- From the Depart window, select Follow-Up. A Patient Education window opens with the Follow Up tab selected.



2. Perform a provider search in the Who pane by typing in the last name of a provider in the Provider box, or select the Organization / Clinic Search option to search accordingly. Click the binoculars  to search.



**Note:** Use the Free-text Follow Up option to input follow-up location or provider if not found in the search. Click Add when finished.

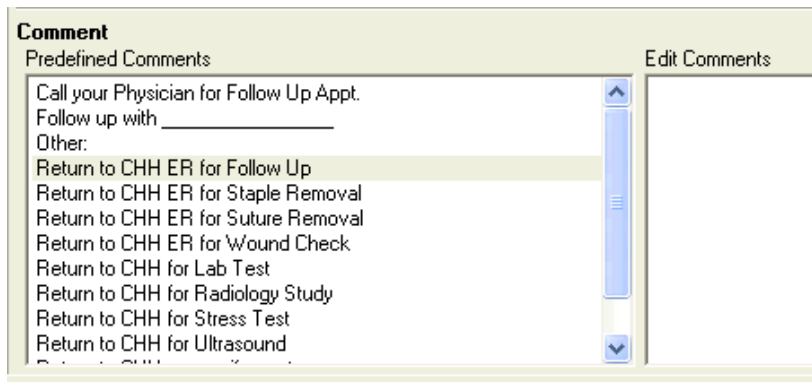
3. Select a provider or location and click OK. The follow-up contact is added to the Selected Follow Up list located in the bottom pane of the Follow Up window.

Selected Follow up	
Who	When
 Physician3 Test	Within 1 week, only if needed

4. Document the date and the location of the appointment in the When and Where panes of the Follow-Up Appointment window.

**Note:** You can select the number of days or weeks to follow up, or you can select a specific date.

5. Add a comment in the Comment area by double-clicking a template or typing in the Edit Comments box.



6. Click Sign when complete.

## Save Depart Process

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When the actions have been completed, save and close the Depart Process.

**Note:** The Physician is not responsible for printing. The nurse prints once their portion of the Depart Process is finished.