Discharge Process: Module 3.2

Definitions

Discharge Summary: Contains the complete history of the patients hospital stay.

Steps

Important Factors in Completing Discharge Process:

1. Complete Discharge Wizard *prior* to saving Discharge Summary Note as Final.
2. Ensure the Health Care Team is updated.
3. DO NOT use copy/paste in the Discharge Summary.

Discharge Summary Note:

1. From patient’s chart or the Actions Menu next to patient’s name, locate the Discharge Summary Note under Forms in StarPanel.

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2. Update Service Header:

3. Date of Discharge (required): Click on calendar icon and select date.

4. Correct Attending at Discharge: Click on name to open free-text box.

5. Update Primary Diagnosis: After clinical workup, this will be the reason for the patient’s admission.
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6. Discharge Summary incorporates certain Team Summary modules from the Daily Progress notes. With an accurate Daily Progress note, the Discharge Summary Note will only need minor edits to these components.

7. Physical Exam (PE) is different in this note than in the Daily Progress Note and the History and Physical Note. There is a User’s Guide at the top of the PE portion to assist with navigation.
   a. Click on a result to highlight – ONLY bold results will display in final note.
   b. Shift Click will remove a result.
   c. Click refresh VS to import most recent vital signs.
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8. Functional Status: Auto imports from Nursing Admission History and is editable by clicking on the edit link.


10. Allergies: Imports from Patient Summary and is editable by clicking edit link.

11. Data Review: Imports lab, radiology, and other diagnostic test results – click blue link.

   a. Labs: Click on an individual result to add it to the note; Click on a date to add all results for that lab.

   b. Radiology: To import radiology impressions to note, click the date or text of a report.
12. Additional Diagnostic Considerations: Free-text box for additional comments regarding diagnostic tests and impressions.

**Additional Diagnostic Considerations:**

13. Consultations: Auto import consults obtained during this hospitalization from StarPanel.

14. Condition at Discharge: Click on the word(s) that reflect the patient's condition on discharge to populate the text box below.

**Condition at Discharge:**
- Medically appropriate for discharge
- Transfer
- Stable
- Fair
- Improved
- Deceased

15. Disposition: Click on the words that reflect the disposition of the patient at discharge. Free-text additional information as needed.

**Disposition:**
- Home with self-care
- Home with caregiver
- Home with home health agency support
- Home with Hospice
- Home with Palliative Care
- Assisted Living Facility
- Inpatient Hospice
- Left Against Medical Advice
- Deceased

16. Patient Instructions: Completion of Discharge Wizard will import the following information into Discharge Summary Note. When Discharge Summary Note is saved as a draft prior to completing Discharge Wizard, "import again" will populate that information into the Discharge Summary.

**Patient Instructions:**
- Medications: import again
- Stopped Medications: import again
- Diet: import again
- Activity: import again
- Follow-up Instructions: import again

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17. Additional Instructions: A free-text box for any additional instructions for patient or facility
18. Pending Items: A free-text box to list any pending items such as lab results, diagnostic tests, or other items pending.
19. Health Care Team: Prior to saving as final, ensure that there is a provider designated for the patient’s transition of care. Optimally, the Primary Care Physician should be listed. If that is not available or the patient does not have one, the follow up Provider is the next best choice.

   a. To access additional instructions on how to update the Health Care Team, click the blue information button for a detailed YouTube instructional video.
   b. To add or edit the provider list, click the “edit provider list” link.
   c. If the Discharge Summary was saved as draft prior to completing the Discharge Wizard, click the “import again” to update with information entered there.

20. Saving Discharge Summary Note: There are several options for saving the Discharge Summary Note.
   a. Either “Save as Final” or “Save draft.”
   b. For more options, click the “more options…” link.

[Link to Discharge Summary Education]