Depart Process

Depart Window

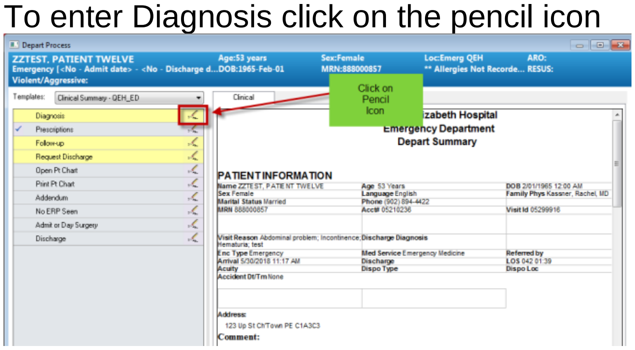
To depart (or admit) a patient using the Depart Process window, complete the following steps:

1. Select a patient from LaunchPoint.
2. Select the Depart Process icon to open the Depart Process window.

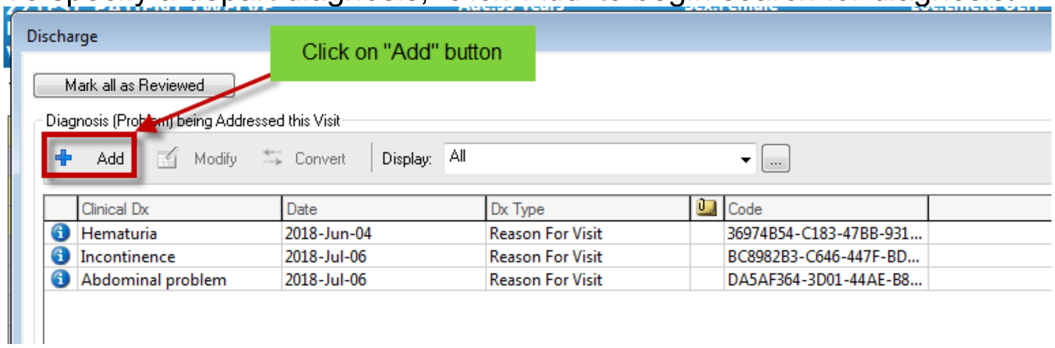
3. The Depart Process window will open
   - The left portion of the window displays the depart actions to be completed before departing the patient.
   - The yellow items are required.
   - The Depart Summary is displayed in the right-hand section of the window.

4. Click on the 'pencil icon'  to the right of an action in the Depart Actions section of the window. The following are available:
   - Diagnosis
   - Prescriptions
   - Follow-up
   - Request for Discharge
   - Open Patient Chart
   - Print Patient Chart
   - Addendum.
   - No ERP seen
   - Admit or Day Surgery
   - Discharge

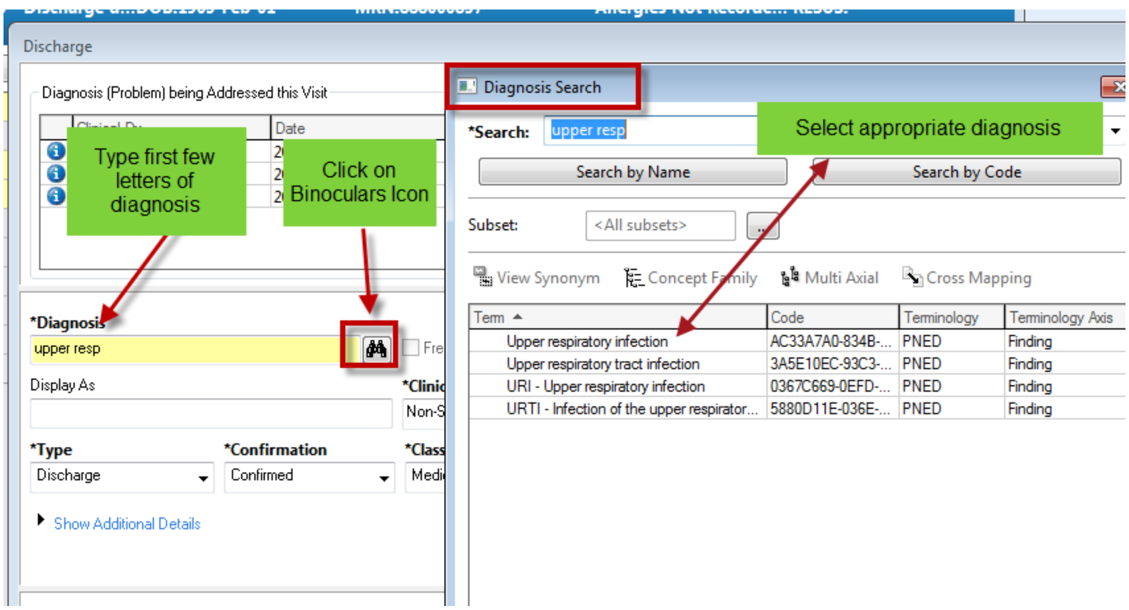
5. To enter Diagnosis click on the pencil icon



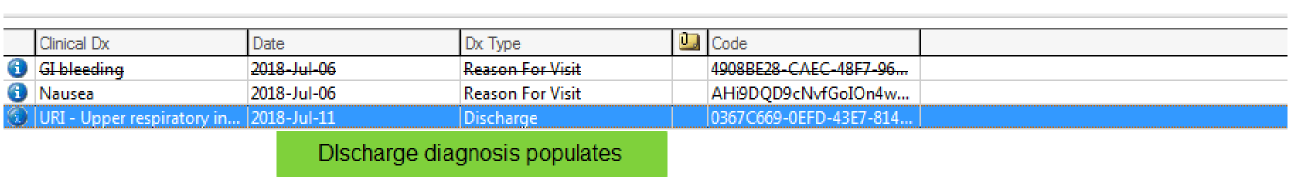
6. To specify a depart diagnosis, click ‘Add’ to begin search for diagnosis.



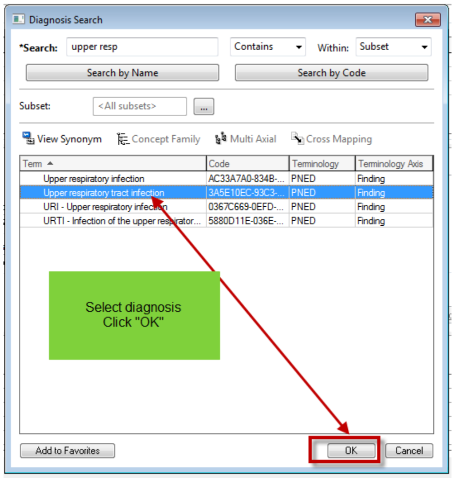
7. In the next window, begin your search for diagnosis by typing the first few letters of the diagnosis in the yellow search field then click on the ‘binoculars’ or access one of the folders at the bottom portion of the window.



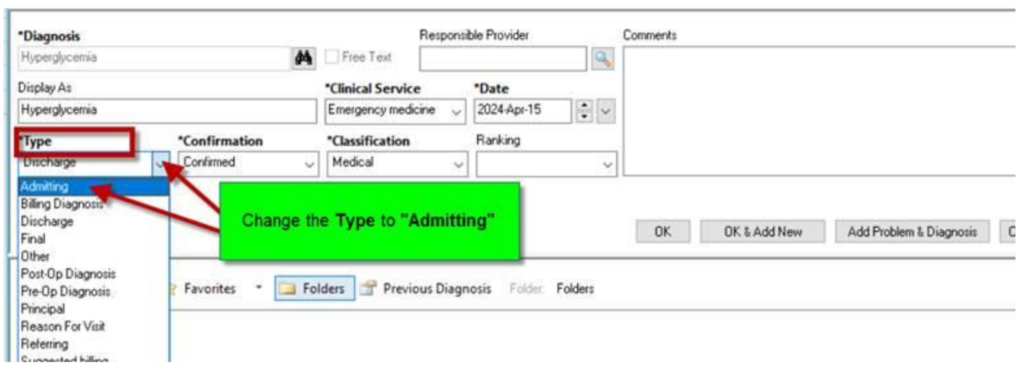
8. Highlight the appropriate Discharge Diagnosis and click “OK”. Diagnosis will populate into the Discharge dialog window.



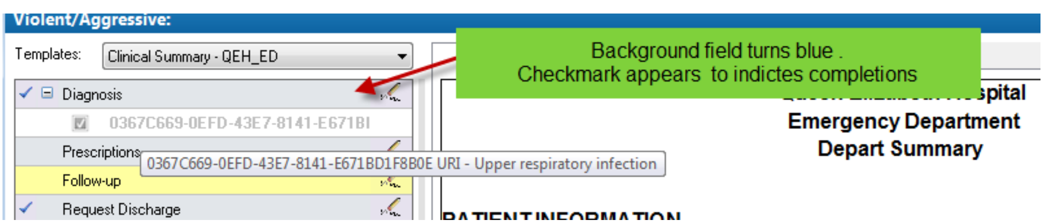
9. If you want to add multiple diagnoses, click “OK & Add New”. Once finished choosing the appropriate Diagnosis click “OK”.



10. If the patient is to b admitted, you will need to change the type from **Discharge** to **Admitting**

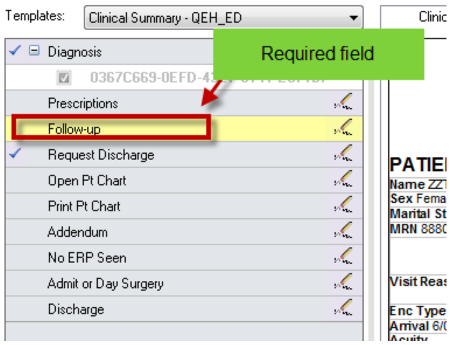


11. The Discharge Diagnosis(es) code will show in the Depart Process window.

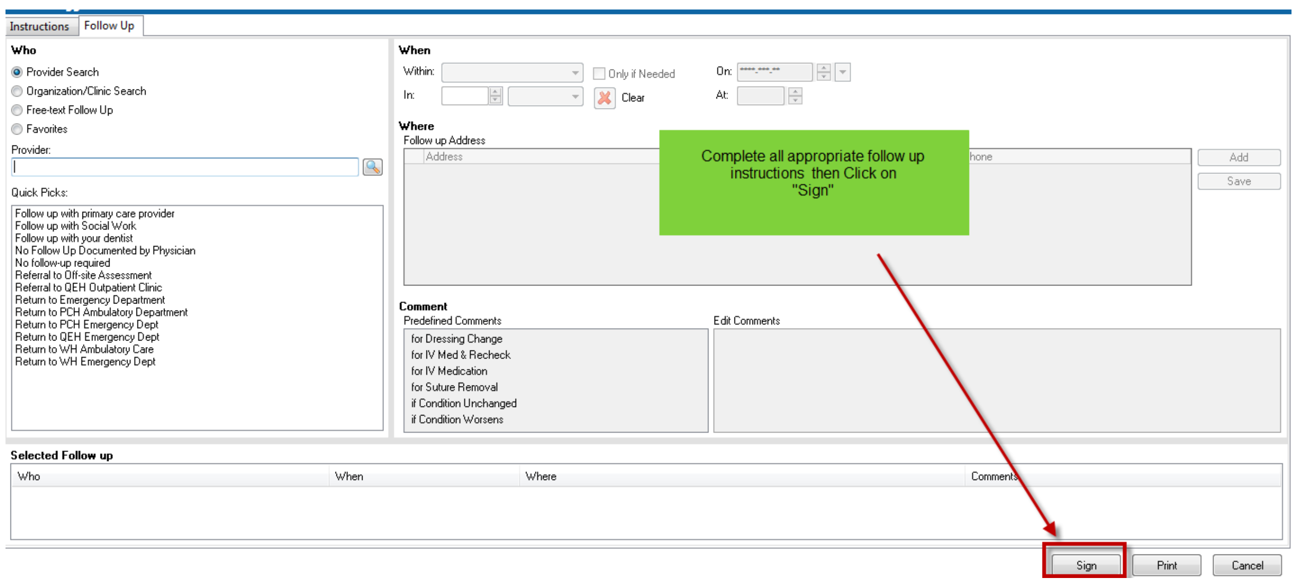


Follow-up

1. Click on Follow up and



2.Fill in the appropriate information in the Follow up window

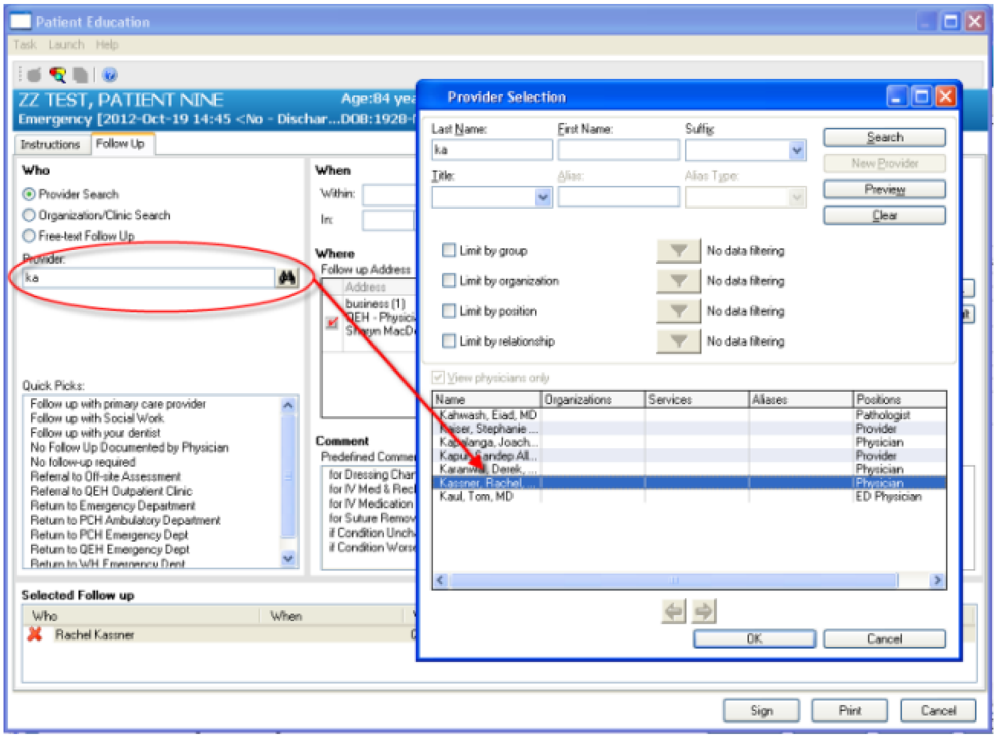


Follow-Up: If no follow-up is required you can select an override reason. Automatically when you select discharge diagnosis the Depart Process Gap checking window will open. Select **N/A** from the drop down. It is important to not override the Diagnosis as proper diagnosis is needed for CIHI reporting.

Creating Follow-up Instructions

To create the follow-up instructions, complete the following steps:

1. In the Depart Process window, select the grey box next to the Follow-up conversation. This will open the Patient Education window.



2. If you want to select a follow-up provider, enter a provider's name in the provider box. When you enter a few characters—enough for the system to recognize a unique provider name—the system displays the name automatically in the provider selection window. Select provider name and click OK. The provider name populates in the selected follow-up window at the bottom of the screen.

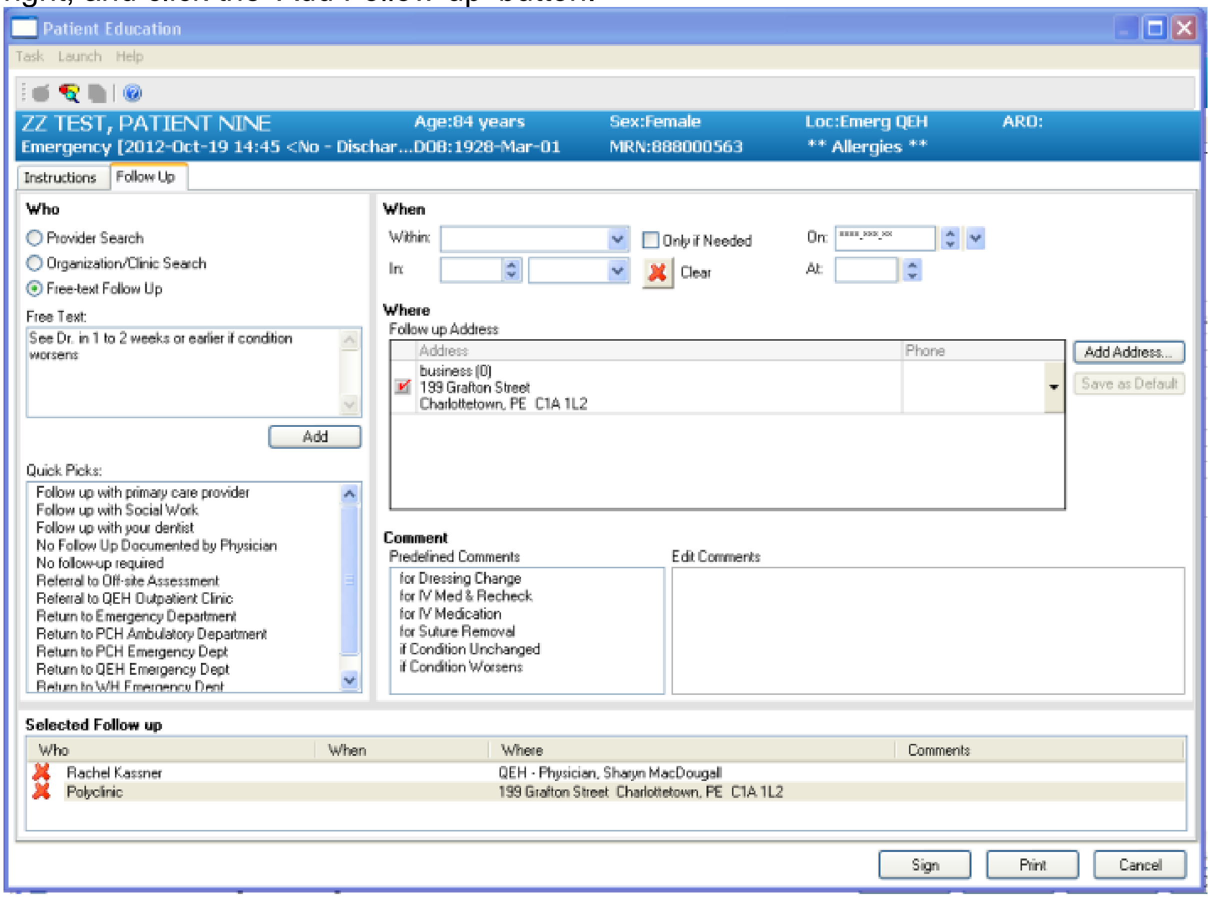
   or

   click the binoculars button to the right of the provider box to open the Provider Selection dialog box. Search for and select a provider. Click OK to enter the provider's name in the Physician box. If business addresses for the selected provider are saved in the system, the addresses will be displayed automatically in the Follow-up Address box.

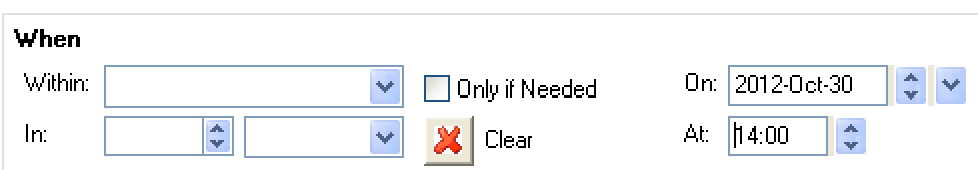
   NOTE: You can also If you want to select a follow-up organization instead of a follow-up provider, click the radio button next to Organization/Clinic search. Click arrow in Clinic drop-down box.

3. Select an organization and click OK. The name of the organization is entered in the selected follow-up box. If addresses for the selected organization are saved in the system, the addresses will be displayed automatically in the Follow-Up Address box.

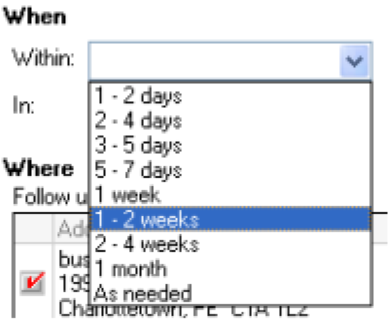
4. To enter free-text follow-up instructions for providers or clinics that are not currently saved to the system, select the ‘Add Free-Text Follow-Up’ check box, fill in the required fields to the right, and click the ‘Add Follow-up’ button.



5. If you want to add, modify, or delete a follow-up address, click the ‘Follow-Up Address’ box and edit the information.
6. In the Follow-Up Appointment box, you can set a specific date for the patient’s follow-up appointment. You can enter or select a number using the In spin box and select Days or Weeks from the In list to set a date automatically. You also can enter or select a date using the In Date box.



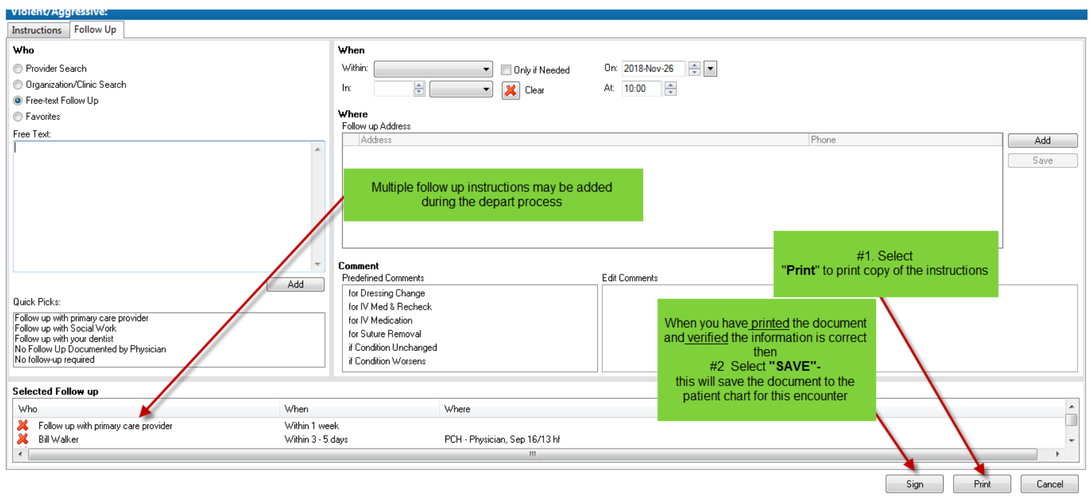
7. If you want to set a time frame instead of a specific date for a follow-up appointment, select a date range from the ‘Within List’. When you select a date range, the system no longer displays information in the ‘On’ list.



8. If you want to add follow-up comments, click the Edit Comment box. Enter free-text comments in the box.

9. Click ‘ Print’ to print instructions,

10. Click Sign to close the dialog box.

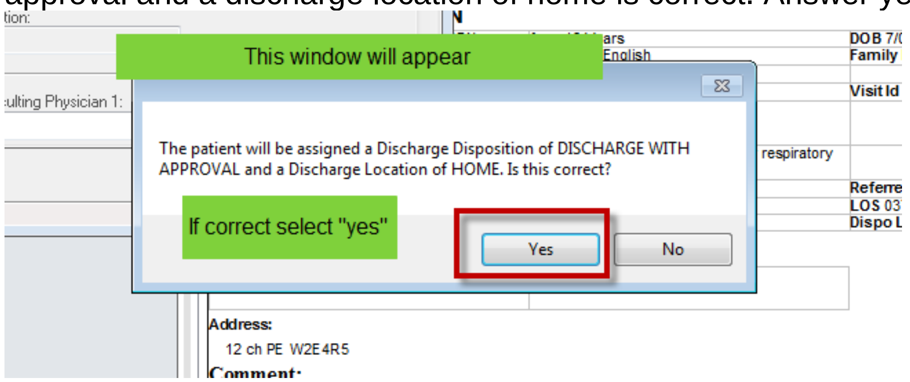


Discharge with Approval Default

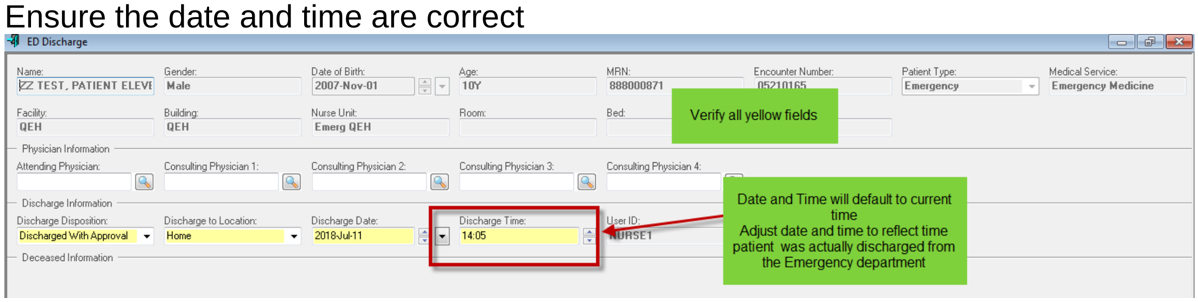
In the ED Discharge process when you click on Discharge

- the disposition of “Discharge with Approval” and the discharge location of “Home” have been set as Defaults.
- The date and time will default to current date and time

1. A window will appear asking if the Discharge Disposition, Discharge with approval and a discharge location of home is correct. Answer yes if appropriate



2. Ensure the date and time are correct



3. You have the option to answer ‘No’ and complete required fields as necessary.
4. When all fields are completed, click save and then click close.

Once you complete the depart conversation or the transfer conversation, the system performs the following tasks automatically:

- Patient is removed from LaunchPoint.
- Generates a Depart Summary report for the patient.