


Depart Process

Depart Window

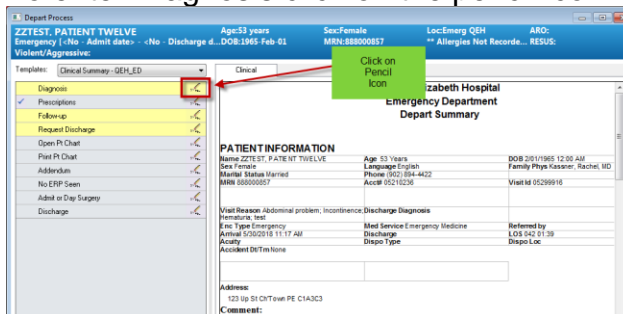
To depart (or admit) a patient using the Depart Process window, complete the following steps:

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



- To specify a depart diagnosis, click 'Add' to begin search for diagnosis.

Discharge

Mark all as Reviewed

Diagnosis (Problem) being Addressed this Visit

Add Modify Convert Display: All

Clinical Dx	Date	Dx Type	Code
Hematuria	2018-Jun-04	Reason For Visit	36974B54-C183-478B-931...
Incontinence	2018-Jul-06	Reason For Visit	BC8982B3-C646-447F-BD...
Abdominal problem	2018-Jul-06	Reason For Visit	DA5AF364-3D01-44AE-B8...

- 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.

Discharge

Diagnosis (Problem) being Addressed this Visit

Diagnosis Search

*Search: **upper resp**

Search by Name Search by Code

Subset: <All subsets>

View Synonym Concept Family Multi Axial Cross Mapping

Term	Code	Terminology	Terminology Axis
Upper respiratory infection	AC33A7A0-834B-...	PNED	Finding
Upper respiratory tract infection	3A5E10EC-93C3-...	PNED	Finding
URI - Upper respiratory infection	0367C669-0EFD-...	PNED	Finding
URTI - Infection of the upper respirator...	5880D11E-036E-...	PNED	Finding

*Diagnosis
upper resp

Display As

*Type
Discharge

*Confirmation
Confirmed

*Class
Medi

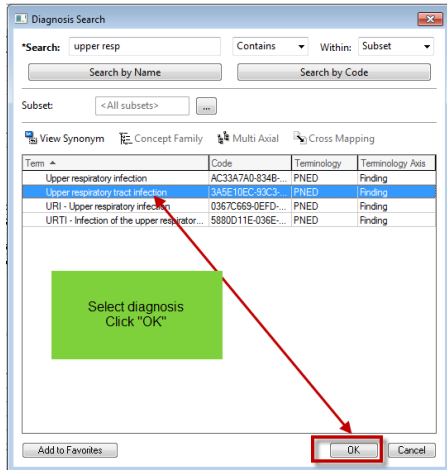
Show Additional Details

- Highlight the appropriate Discharge Diagnosis and click "OK". Diagnosis will populate into the Discharge dialog window.

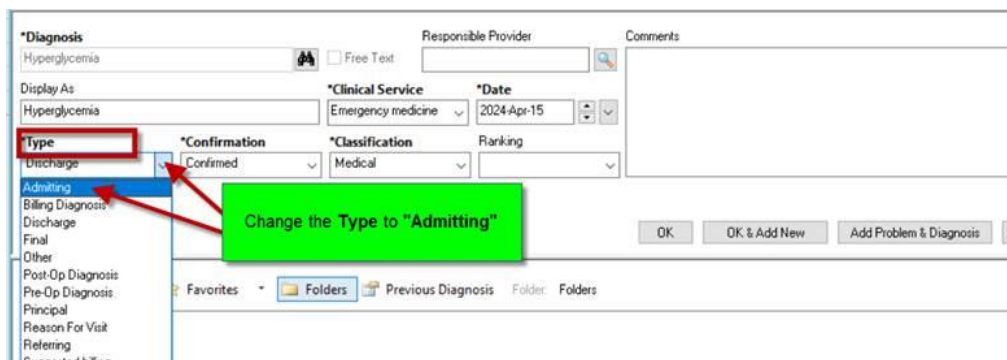
Clinical Dx	Date	Dx Type	Code
GI bleeding	2018-Jul-06	Reason For Visit	4908BE28-CAEC-48F7-96...
Nausea	2018-Jul-06	Reason For Visit	AH9DQD9cNvfGolOn4w...
URI - Upper respiratory in...	2018-Jul-11	Discharge	0367C669-0EFD-43E7-814...

Discharge diagnosis populates

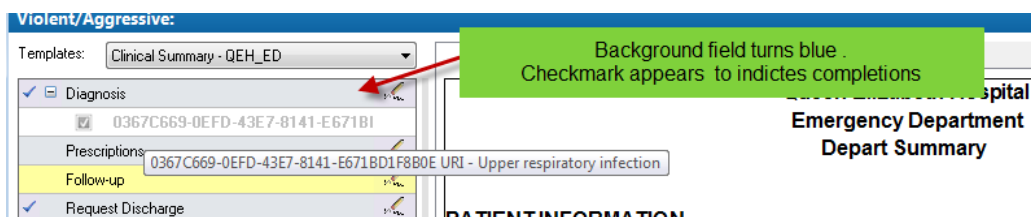
9. If you want to add multiple diagnoses, click “OK & Add New”. Once finished choosing the appropriate Diagnosis click “OK”.



10. If the patient is to be 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

Templates: Clinical Summary - QEH_ED Clinic

✓ Diagnosis 0367C669-0EFD-4...
Prescriptions
Follow-up
✓ Request Discharge
Open Pt Chart
Print Pt Chart
Addendum
No ERP Seen
Admit or Day Surgery
Discharge

PATIENT
Name ZZ
Sex Female
Marital St
MRN 888C

Visit Rea:
Enc Type
Arrival 6/1
Arrival

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

Instructions Follow Up

Who
Provider Search
Organization/Clinic Search
Free-text Follow Up
Favorites
Provider:
Quick Picks:
Follow up with primary care provider
Follow up with Social Work
Follow up with your dentist
No Follow Up Documented by Physician
No follow-up required
Referral to Off-site Assessment
Referral to QEH Outpatient Clinic
Return to Emergency Department
Return to PCH Ambulatory Department
Return to PCH Emergency Dept
Return to QEH Emergency Dept
Return to WH Ambulatory Care
Return to WH Emergency Dept

When
Within: Only if Needed On: At:
In: Clear

Where
Follow up Address
Address Phone
Add Save

Comment
Predefined Comments
for Dressing Change
for IV Med & Recheck
for IV Medication
for Suture Removal
if Condition Unchanged
if Condition Worsens
Edit Comments

Selected Follow up
Who When Where Comments

Sign Print Cancel

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.

The screenshot shows the 'Patient Education' window with the 'Follow Up' tab active. The 'Who' section has 'Provider Search' selected. The 'Provider' box contains 'ka', which is circled in red. A red arrow points from this box to the 'Provider Selection' dialog box. The dialog box shows search criteria and a list of providers, with 'Kaul, Tom, MD' selected. The 'Selected Follow up' section at the bottom shows 'Rachel Kassner'.

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.

- 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.

Patient Education

Task Launch Help

ZZ TEST, PATIENT NINE Age: 84 years Sex: Female Loc: Emerg QEH ARD: Emergency [2012-Oct-19 14:45 <No - Dischar... DOB: 1928-Mar-01 MRN: 888000563 ** Allergies **

Instructions Follow Up

Who

☐ Provider Search
☐ Organization/Clinic Search
☒ Free-text Follow Up

Free Text:
 See Dr. in 1 to 2 weeks or earlier if condition worsens

Add

Quick Picks:

Follow up with primary care provider
 Follow up with Social Work
 Follow up with your dentist
 No Follow Up Documented by Physician
 No follow-up required
 Referral to Off-site Assessment
 Referral to QEH Outpatient Clinic
 Return to Emergency Department
 Return to PCH Ambulatory Department
 Return to PCH Emergency Dept
 Return to QEH Emergency Dept
 Return to W/H Emergency Dept

When

Within: ☐ Only if Needed On: At:

Where

Follow up Address

Address	Phone
business (0)	
<input checked="" type="checkbox"/> 199 Grafton Street Charlottetown, PE C1A 1L2	

Add Address... Save as Default

Comment

Predefined Comments Edit Comments

for Dressing Change
 for IV Med & Recheck
 for IV Medication
 for Suture Removal
 if Condition Unchanged
 if Condition Worsens

Selected Follow up

Who	When	Where	Comments
<input checked="" type="checkbox"/> Rachel Kassner		QEH - Physician, Sharyn MacDougall	
<input checked="" type="checkbox"/> Polyclinic		199 Grafton Street Charlottetown, PE C1A 1L2	

Sign Print Cancel

- If you want to add, modify, or delete a follow-up address, click the 'Follow-Up Address' box and edit the information.
- 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.

When

Within: ☐ Only if Needed On: At:

- 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.

When

Within:

In:

Where

Follow up:

Address:

Phone:

City:

State:

Zip:

Country:

As needed

Charmotown, PE C18 TEL

- If you want to add follow-up comments, click the Edit Comment box. Enter free-text comments in the box.
- Click 'Print' to print instructions,
- Click Sign to close the dialog box.

Violent/Aggressive:

Instructions | **Follow Up**

Who

☐ Provider Search

☐ Organization/Clinic Search

☒ Free-text Follow Up

☐ Favorites

Free Text:

When

Within:

In:

Only if Needed ☐

On: 2018-Nov-26

At: 10:00

Where

Follow up Address

Address:

Phone:

Add

Save

Comment

Prefined Comments

for Dressing Change

for IV Med & Rcheck

for IV Medication

for Suture Removal

if Condition Unchanged

if Condition Worsens

Edit Comments

Selected Follow up

Who	When	Where
<input checked="" type="checkbox"/> Follow up with primary care provider	Within 1 week	PCH - Physician, Sep 16/13 H
<input checked="" type="checkbox"/> Bill Walker	Within 3 - 5 days	

Sign **Print** **Cancel**

Multiple follow up instructions may be added during the depart process

#1. Select "Print" to print copy of the instructions

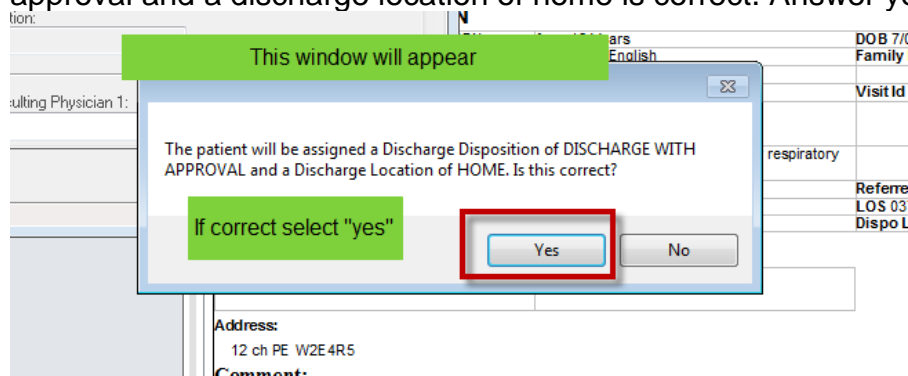
When you have printed the document and verified the information is correct then #2 Select "SAVE"- this will save the document to the patient chart for this encounter

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

ED Discharge

Name: ZZ TEST, PATIENT ELEVI Gender: Male Date of Birth: 2007-Nov-01 Age: 10Y MRN: 888000871 Encounter Number: 05210165 Patient Type: Emergency Medical Service: Emergency Medicine

Facility: QEH Building: QEH Nurse Unit: Emerg QEH Room: Bed: Verify all yellow fields

Physician Information
Attending Physician: Consulting Physician 1: Consulting Physician 2: Consulting Physician 3: Consulting Physician 4:

Discharge Information
Discharge Disposition: Discharged With Approval Discharge to Location: Home Discharge Date: 2018 Jul-11 Discharge Time: 14:05 User ID: NURSET
Date and Time will default to current time
Adjust date and time to reflect time patient was actually discharged from the Emergency department

Deceased Information

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.