# Inpatient Discharge Job Aid



Faxing from the Discharge

<u>Scope</u>: *Inpatient* Providers are the only ones that will have this functionality available. Not available for Emergency or Outpatient Surgery areas.

Step 1: From your Discharge Section of your Menu, Fill out the corresponding information for the patient and go down the list on the left hand side to add and review the Discharge Diagnosis, Consolidated Problems list, Patient Education, Follow up, Med Rec, Discharge order.



Step 2: When adding the Follow-up, Search for the Provider.

I	Patient Education	
	Task Launch Help	
	i 🕹 i 🧉 🗨 🖻 i 🞯	
	ZZTEST, PHYSDOC8 Age:26 years	Gender:Female Type:In
	English	Fin#:3800100076 Loc:C54
	Instructions Follow Up	
	Who	When
	Provider Search	Within: 2 - 7 days
	O Organization/Clinic Search	ln:
	C Free-text Follow Up	
	C Favorites	Where
	Provider:	Address
2	<u>#4</u>	Professional (1)
	Quick Picks:	Limestone Medical & Pediatrics at CC 4512 Kirkwood Highway, S-300
	Chief Surgical Service 302-428-4413	Wilmington, DE 19808
	Follow up with primary care provider Trauma Dutot Service Ctr (302) 623,4370	
		Commont
		Predefined Comments
		Call for appointment
		Call to confirm Continue dialusis Next appointment on
		Follow up with
		Pending test results
		See physician preprinted instructions
L		



Step 3: Select from the Predefined comments for quick follow-up phrases, including "Test to be done" and "Pending Test Results" or add your own comments.

Who	When	
Provider Search	Within: 2 · 7 days 🔽 🗖 Only if Needed On: 🔤 🗸 🗸	
O Organization/Clinic Search	In: At At	
C Free-text Follow Up		
O Favorites	Where Follow up Address	
Provider: Quick Picks:	Address Phone Professional (1) Limestone Medical & Pediatrics at CC 4512 Kirkwood Highway, S-300	Add Address
Chief Surgical Service 302-428-4413 Follow up with primary care provider Trauma Outpt Service Ctr (302) 623-4370	Wilmington, DE 19808 3273918 Fax Busines (302) 623-7500 Professi	s ( on
3	Comment   Edit Comments     Call for appointment   Call to confirm     Continue dialysis. Next appointment on   Follow up with     Pending test results   Refer to previously scheduled appt     See physician preprinted instructions   Image: Continue dialysis instructions	
Selected Follow up		
Who	When Where Comments	
🔀 Victoria Mawn	Within 2 - 7 days Limestone Medical & Pediatrics at CC, 4512 Kirkwood Highway,	

#### Step 4: Open the Review and Sign option

ischarge									× Sear	rch 🧏
EST, PHYSD	OC8 Female 26 ye	ars DOB: 01/24	/1988 MRN: 280010	00058 FIN: 380010	00076 Isolation: \	/isit Reason: <b>pain</b>				
scharge Read	diness									=
LOS	Estimated D/C Date	* Dx	* D/C Order	Care Mgmt	Documents	* Follow Up	* Med Rec	Pt. Educ	* Home Diet/Activity/ Wound Care	Results
186:09:04		•	•	0	0	•	٠	<b></b>	•	
										Review and S

Step 5: When you Sign and Print, using the Pencil Paper Icon, the Document will fax and print.

I emplates: 021414_DEPART Patient Instru-	ctions D/C Instru	tions Transition of Care				
🔵 😑 Diagnosis (Provider)	2	Christiana Care Health S				
🗹 285.9 Anemia		DISC	CHARGE/TRANSFER IN	ISTR		
491.21 COPD exacerbat	tion Thank yo important	Thank you for allowing us to serve you as a patient at Christiana Care. Afte important next steps to take for your health. Please follow the instructions t who helps with your care. If there is anything you don't understand, please				
562.11 Diverticulitis	who help:					
🔟 410.70 NSTEMI (non-ST	Televate Patient	Information:	Ano: 26 Veere			
Medication Reconciliation	MR	: 2800100058 FI	N: 3800100076			
🔵 😑 Follow-up Care (Provider)	Discha	ge Diagnosis:				
🛛 Victoria Mawn Within 2	- 7 days	; COPD exacerbation; Divertio	culitis; NSTEMI (non-ST eleva	ited n		
		Physician, Physician Assistant or Advanced Practice				
Discharge Order (Provider)	Physici 2	an, Physician Assistant	or Advanced Practice	Nur		
Discharge Order (Provider)       Discharge Diet/Activity	DOCT	<b>an, Physician Assistant</b> DR DO, TEST	or Advanced Practice	Nur		
Discharge Order (Provider)       Discharge Diet/Activity       Home Wound Care	Physici Doctri Pollow-	an, Physician Assistant DR DO, TEST up Instructions:	or Advanced Practice	NUr		
Discharge Order (Provider) Discharge Diet/Activity Home Wound Care Center for Rehab	Physici Docti P Follow- With:	an, Physician Assistant DR DO, TEST up Instructions: Addres:	or Advanced Practice	w		
	Physici   DOCT   Polya   Follow-   With:   Victoria Iv	an, Physician Assistant IR DO, TEST up instructions: Address awn Limesto 4512 KK	or Advanced Practice	w		
Discharge Order (Provider) Discharge Diet/Activity Home Wound Care Center for Rehab Patient Education Acute Coronary Syndrom	Physici   DOCT   P   Follow-   With:   Victoria M	an, Physician Assistant IR DO, TEST up Instructions: Address awn Limesto 4512 Ki Wämin 32733	or Advanced Practice s: ne Medical & Pediatrics at CC, twrood Highway, S-300 gton, DE 19808 18 Fax Dusiness(1)	w		
Discharge Order (Provider) Discharge Diet/Activity Home Wound Care Center for Rehab Fatient Education Acute Coronary Syndrom Chronic Obstructive Public	Prysici DOCTI DOCTI P Follow- With: Victoria M ne 3 monary D 3 Comment	an, Physician Assistant IR DO, TEST up Instructions: awn Limesto 4512 Ki Willnum, 32738 2738	or Advanced Practice s: ne Medical & Pediatrics at CC, rkwood Highway, S-300 gton, DE 1930 18 Fax Business(1)	w		
Discharge Order (Provider) Discharge Diet/Activity Home Wound Care Center for Rehab Electron Rehab Center for	Prysici DOCTI DOCTI P Follow- With: Victoria M monary D 3 Comment	an, Physician Assistant IR DO, TEST up Instructions: awn Limesto 4512 Ki Wilming 32738	s: ne Medical & Pediatrics at CC, favood Highway, 3-300 tron DE 1930 18 Fax Business(1)	w		
	Prysici Doctri Pollow- With: Victoria M monary D 3 Comment	an, Physician Assistant IR DO, TEST up Instructions: Address awn Linesto 4512 Ki Wilming 32738 ::	s ne Medical & Pediatrics at CC, twood Highway, 3:300 pt 19308 18 Fax Business(I)	w		



## Troubleshooting:

If you are unsure if a provider is associated to a fax number or if you wish to see the fax number

1. When you select **Review and Sign** —> Select the **Options Button** on the bottom right and you will see the recipient along with their fax number. If it is blank you can manually add it in by double clicking or adding a new provider and freetexting the name and phone number.

🔜 Depart I	Process						BX
ZZTEST, P	HYSDOC8 Age:26 years	Gend	er:Female Type	Inpatient [01/24/201	l4 07:48 - <no -="" date="" discharge="">]</no>	Allergies: Allergies Not Recorded	
English		Fin#:	3800100076 Loc:(	C5A; 5A02; B	MRN:2800100058		
Templates:	TransitionofCarev2	D/C Instructions Transition of Care	•				
🔵 🗆 (	Diagnosis (Provider)		Christiana Care Health	Services			<b>^</b>
	🛛 285.9 Anemia		Transition of Care Do	cument			
	491.21 COPD exacerbation	This is to inform you that the	ne patient below was treated at Christ	tiana Care and is r	iow being discharged. You are		
	562.11 Diverticulitis	Depart fur	manu Transmit Onlines	to and opisode of e	vi		
	410.70 NSTEMI (non-ST elevate	Patient Inform					
<b>•</b> •	redication Reconciliation	Name: ZZT	Transmit To Fax D, Victoria 3273818		New		
🔵 🗆 F	Follow-up Care (Provider)	Race: Afric		_ /	Delete		
	🔟 Victoria Mawn Within 2 - 7 days	Recipient	s with a grey name background can only be remov	red via Patient Education.			
0	Discharge Order (Provider)	Diagnosis Tre:	ons				
<b></b>	Discharge Diet/Activity	Anernia, COPL -	Action Discharge Diet/Activity Send To OneN	Add a Recipiei	nc		
O +	Home Wound Care	No Problems	Home Wound Care Send To OneN Center for Rehab Send To OneN	<u> </u>			
0	Center for Rehab		Discharge Instructions Send To OneN Patient Education Send To OneN	, I		Send to Inbox	
🔵 🖻 F	Patient Education	Physician, Phy		C <u>O</u> rganizatio	on		
	Acute Coronary Syndrome						
	Chronic Obstructive Pulmonary D 🎒	Discharge Inst		● Free <u>T</u> ext		<u>F</u> ax Number	
	🗹 Anemia, FAUs	Acute Corollar,,					
	more	Follow-up Instructions:					
9	Sign and Print	With:	Add ress:			<u> </u>	
		Victoria Mawn	Limestone Medical & Pediatrics at CC, 4512 Kirkwood Highway, S-300	Within 2 - 7 days			T
Patient r	equested electronic discharge summary						
Patient r	eceived electronic discharge summary						_
Patient v	verbalizes understanding of instructions given.					Uptions Sav	/e

2. If the Fax Fails, HIMS will be alerted and follow up with the office to ensure they receive the discharge document you have attempted to send.

### **Future Maintenance**

For any provider with an incorrect fax number, missing fax numbers or changing the existing fax, please contact HIMS.

#### In the Future:

Labs may pull in to the Discharge Transition of Care Document. \*Not yet available.