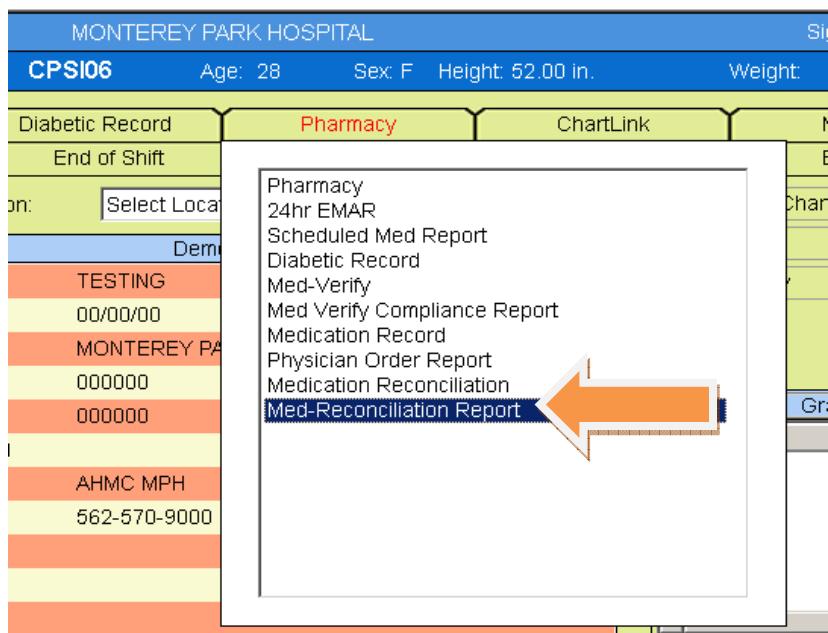


DISCHARGING PATIENT TO HOME/ B&C/ASSISTED LIVING

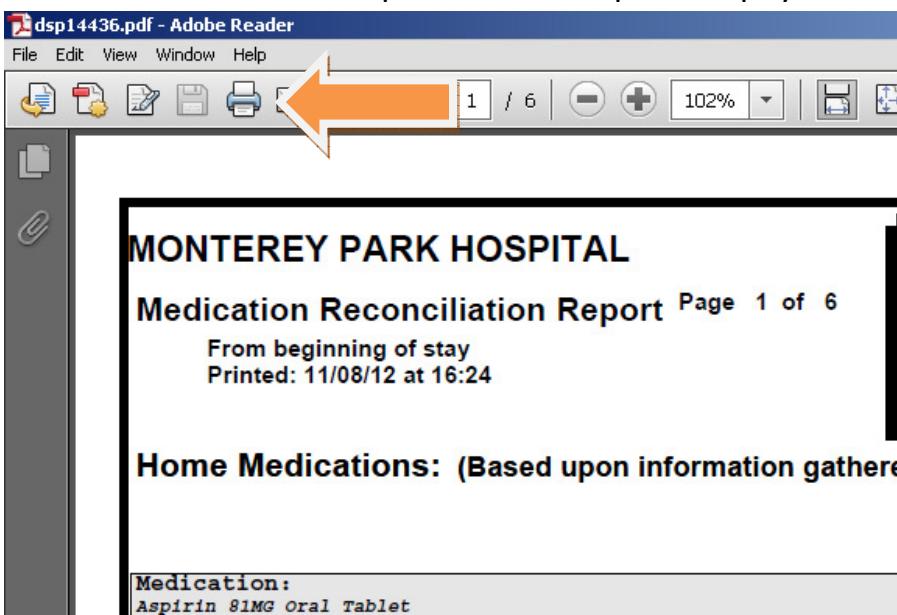
1. Need to print out Medication Reconciliation Report and have MD reconcile medication (in pharmacy tab).
2. Click “**Medication Reconciliation**” to reconcile home and active medication. Check if the medication needs to association. Call pharmacy to associate medication as needed.



3. Select “**Active Medications**”

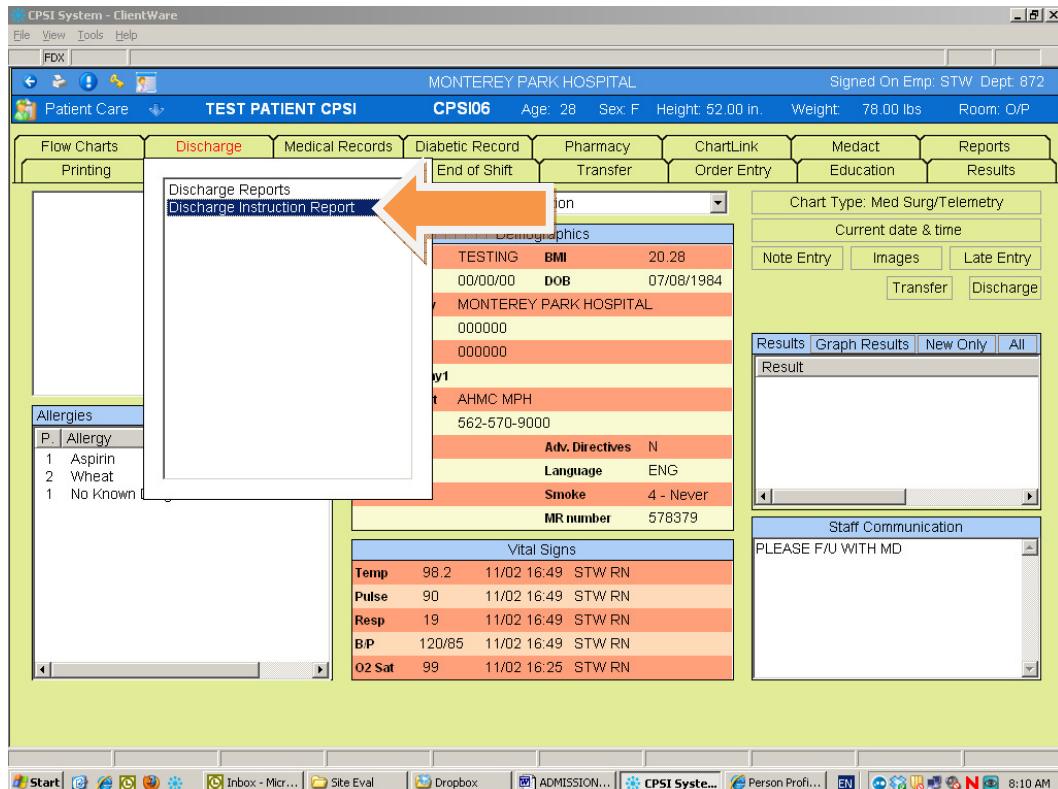


4. Click the  button to print out the report for physician to complete.

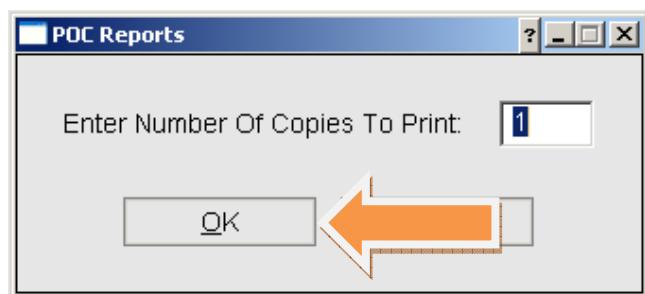


5. Provide any Education handouts that have not already been addressed. (Please see the previous section - Documenting Patient Education).
6. Complete the patient's Interdisciplinary Plan of Care, Education Record, Patient's Belonging Records, and copy of the Vaccination Screening for if influenza and/or pneumococcal vaccine were giving during the hospital stays.
7. Complete "**HOME CARE INSTRUCTIONS**" E-form and have patient to sign at the bottom of the form. Print one copy and give to patient and/or family.
8. Complete Medication Reconciliation by clicking the link on the "**Home Care Instruction**" E-form.

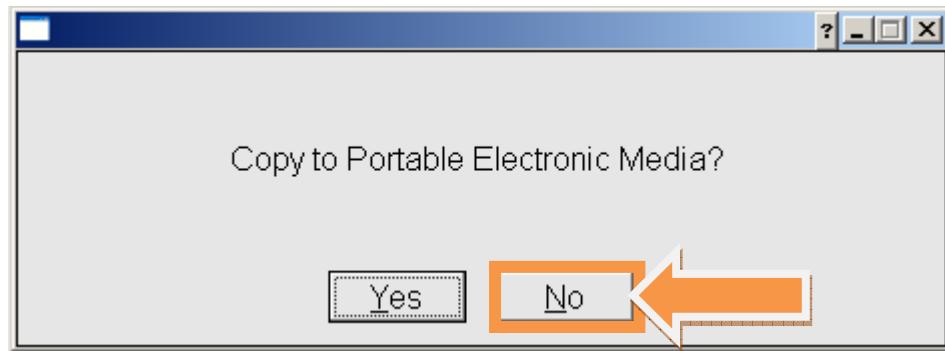
9. Print “Discharge Instruction” (Medication List) under the “Discharge” Tab



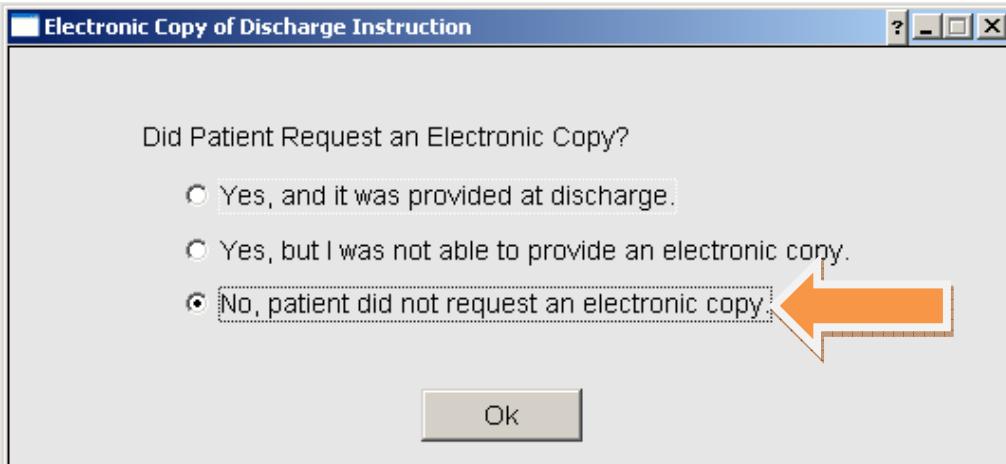
10. Print “1” copy and click “OK”



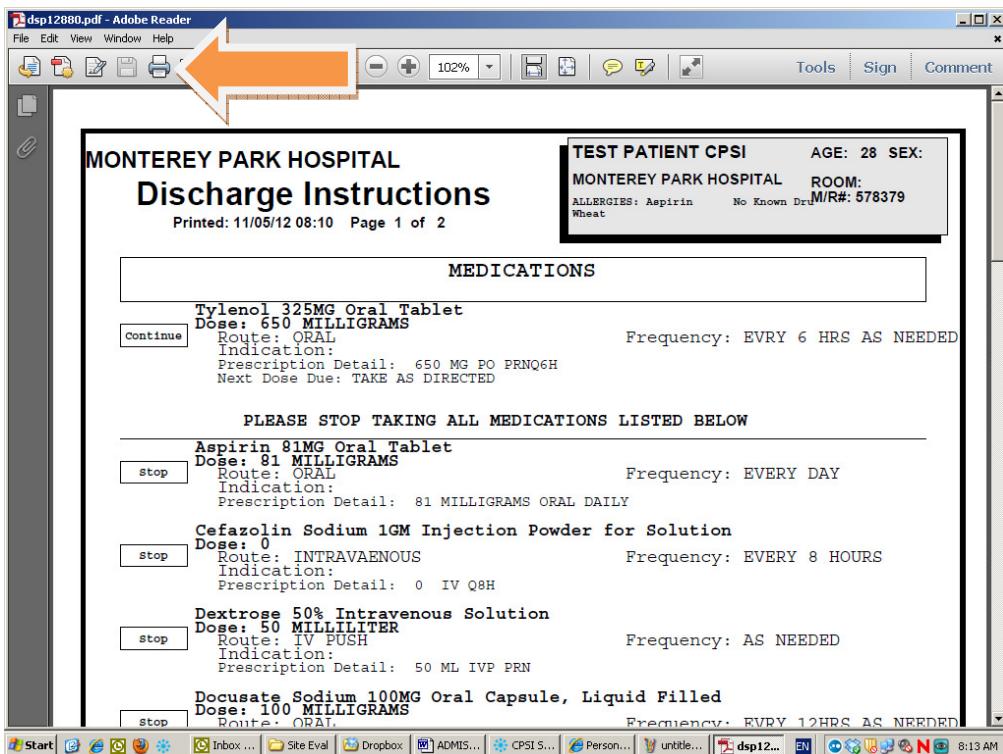
11. Select “No” to *Copy to Portable Electronic Media?*



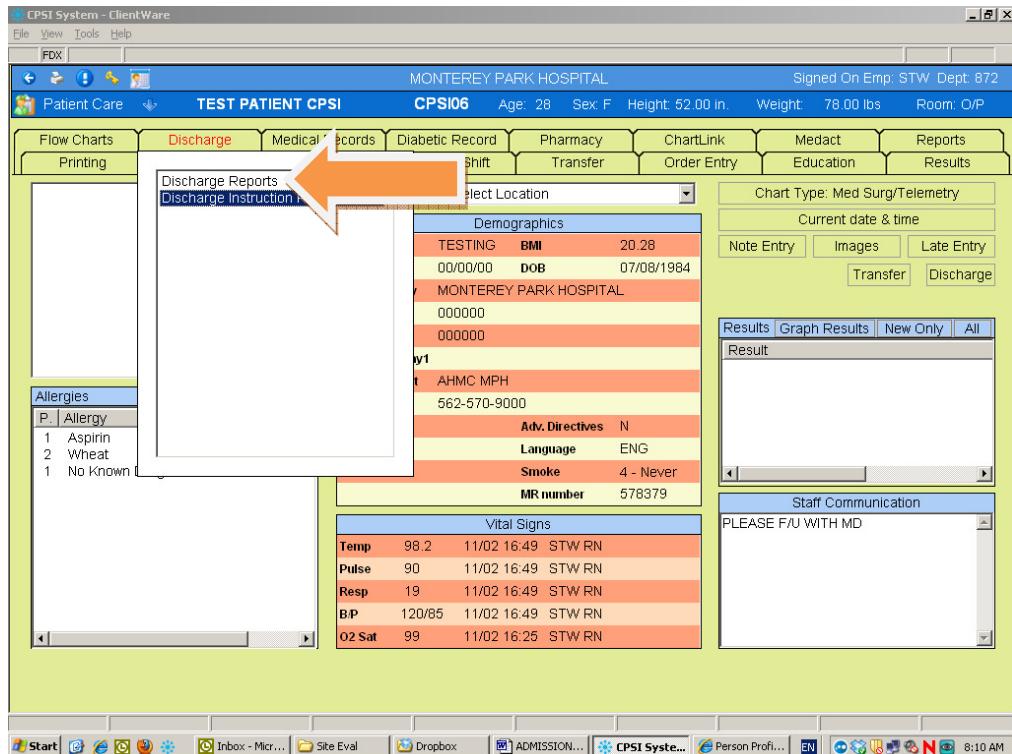
12. Select "No" to *Did Patient Request an Electronic Copy?*



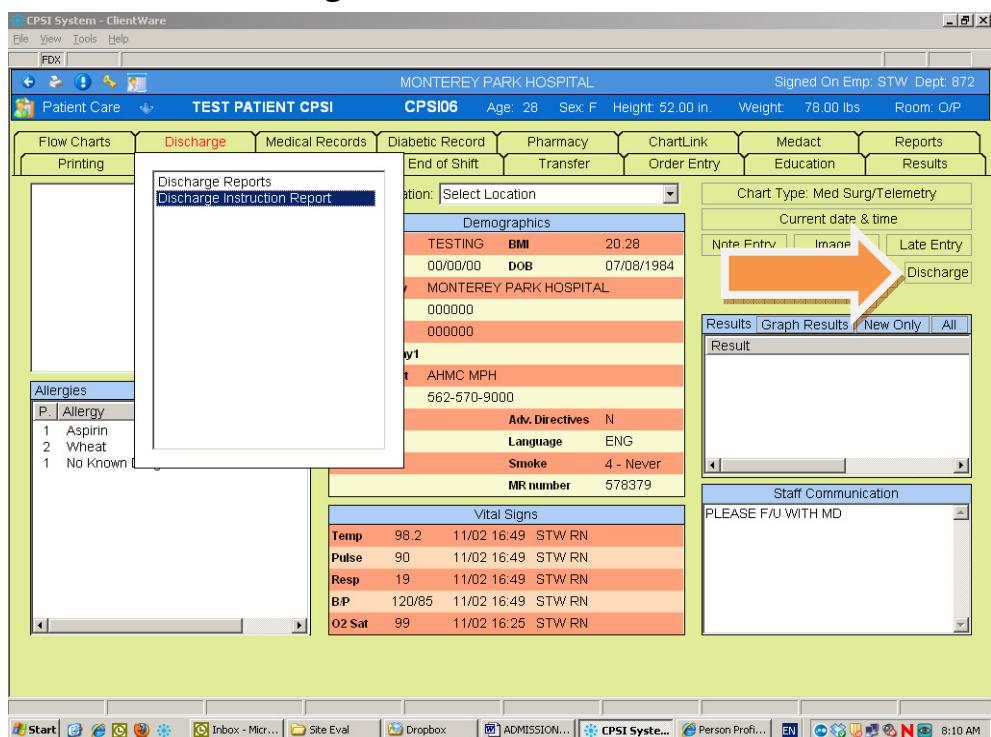
13. Print out the "Discharge Instruction" which is the list of medication.



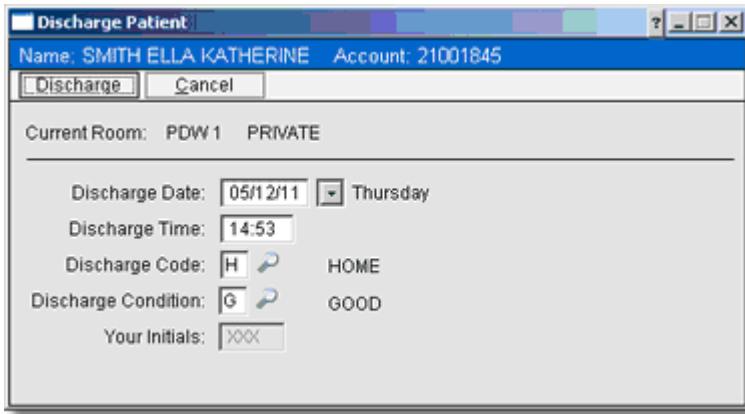
14. Select “Discharge Reports” from the “Discharge” Tab



15. After selecting “Discharge Reports”, the system will run on its own for a few minutes. Please wait.
16. After the system finish dropping the charge, a “Signature Report” may be generated. Please ignore.
17. Click on the “Discharge” button on the Virtual Chart.



18. The follow screen will display



19. Input the discharge date & time. Click on the magnifier to select the appropriate discharge code (Home = "H") and discharge condition. Click "Discharge" button on the top of the screen to finish the discharge process.
20. Make copy of face sheet, home care instructions and discharge instruction sheet (D/C med list) and place in the Discharge phone call folder.