## How to discharge a patient from ER

- 1. Print out all the education from Exit-Writer and document education in CPSI under the "Education Tab".
- 2. Print "Discharge Instruction" (Medication List) under the "Discharge" Tab



3. Print "1" copy and click "**OK**"



4. Select "**No**" to Copy to Portable Electronic Media?



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

Electronic Copy of Discharge Instruction	? <u> </u>
Did Patient Request an Electronic Copy?	
O Yes, and it was provided at discharge.	
Yes, but I was not able to provide an electronic copy.	
No, patient did not request an electronic copy.	
Ok	

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



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- 8. After selecting "**Discharge Reports**", click "Yes" on the "Include stricken/amended data?" question.

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7. Select "Discharge Reports" from the "Discharge" Tab

9. In case you see the following question, click "Proceed".

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## 10. Wait for the system to process

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11. After the system finish dropping the charge, a "**Signature Report**" may be generated. Please ignore and discard this report by click the Red X.



12. Click on the "Discharge" button" on the Virtual Chart.

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👫 Patient Care 🚸 TEST PATIENT CPSI	CPSI06 Age:	28 Sex F Height: 5	2.00 in. 🛛 We	eight: 78.00 lbs	Room: O/P
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Discharge Reports		Transier Oit		Euucation	Results
Discharge Instruction Report	ation: Select Locati	on	- Ch	art Type: Med Surg	J/Telemetry
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Pulse	90 11/02 16:49	9 STW RN			
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## 13. The follow screen will display

Discharge Patient	? _ 🗆 🗙
Name: SMITH ELLA KATHERINE Account: 21001845	
Discharge Cancel	
Current Room: PDW 1 PRIVATE	
Discharge Date: 05/12/11 💌 Thursday	
Discharge Time: 14:53	
Discharge Code: 📕 🔎 HOME	
Discharge Condition: 💽 🔑 GOOD	
Your Initials: 🛛 🕬	