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?*
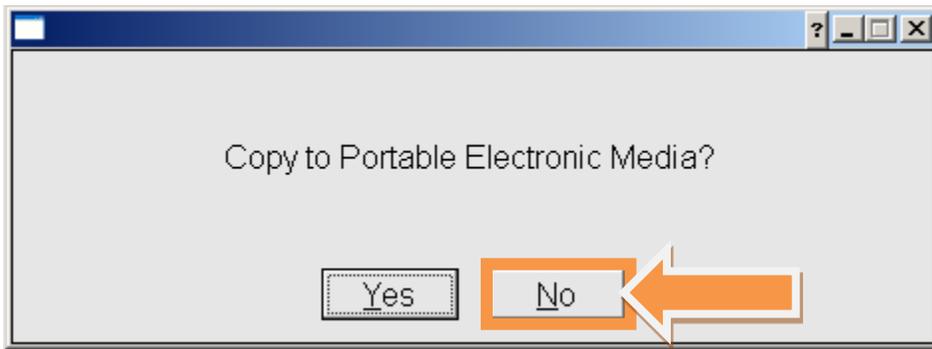
5. Select "No" to *Did Patient Request an Electronic Copy?*
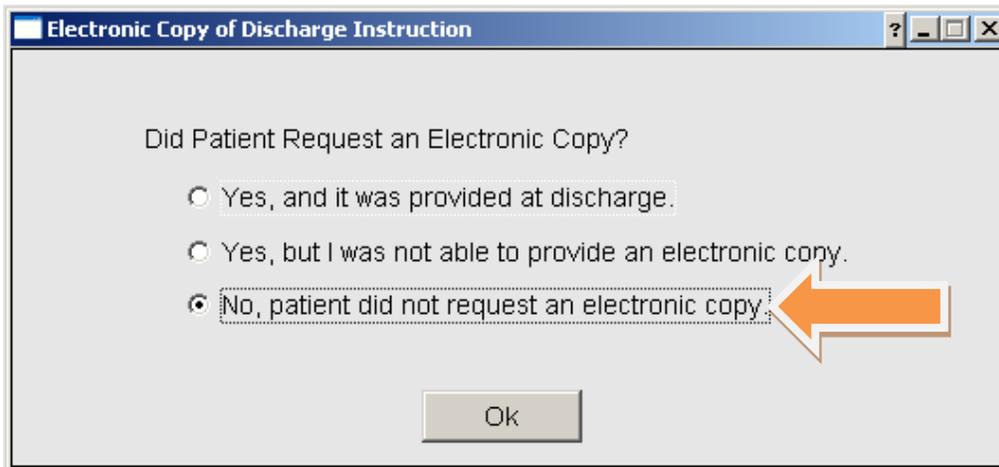
6. Print out the "Discharge Instruction" which is the list of medication.
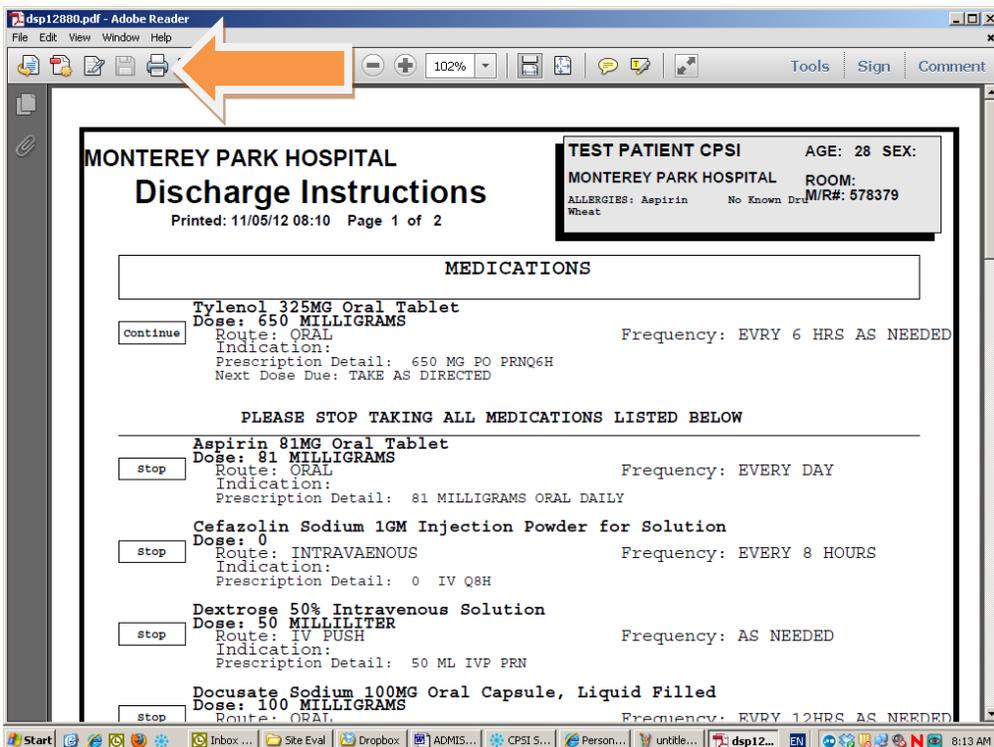
7. Select "Discharge Reports" from the "Discharge" Tab
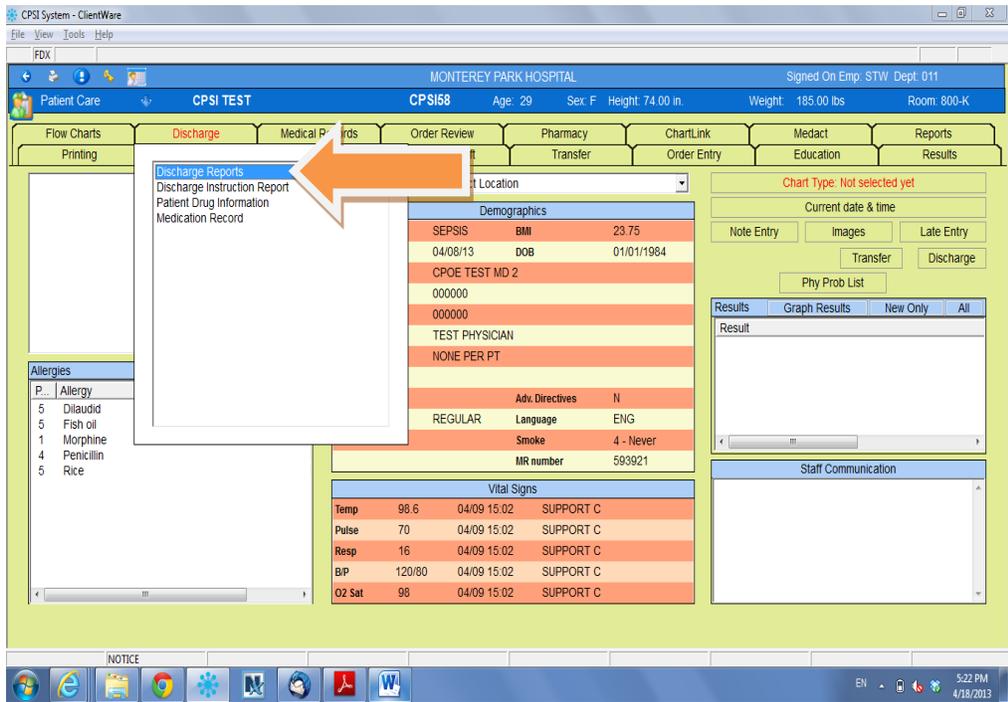
8. After selecting "**Discharge Reports**", click "Yes" on the "Include stricken/amended data?" question.
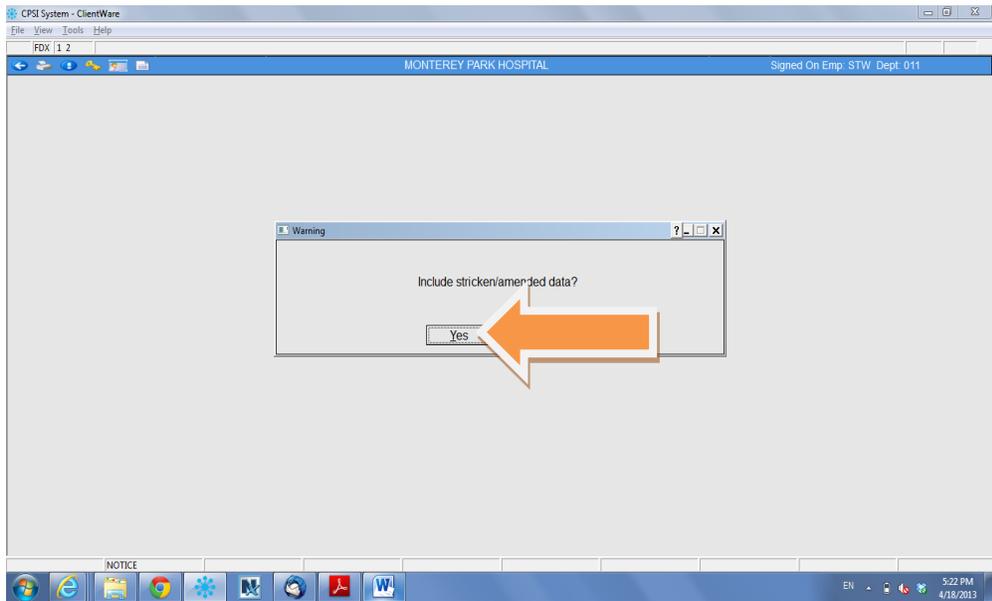
9. In case you see the following question, click "Proceed".
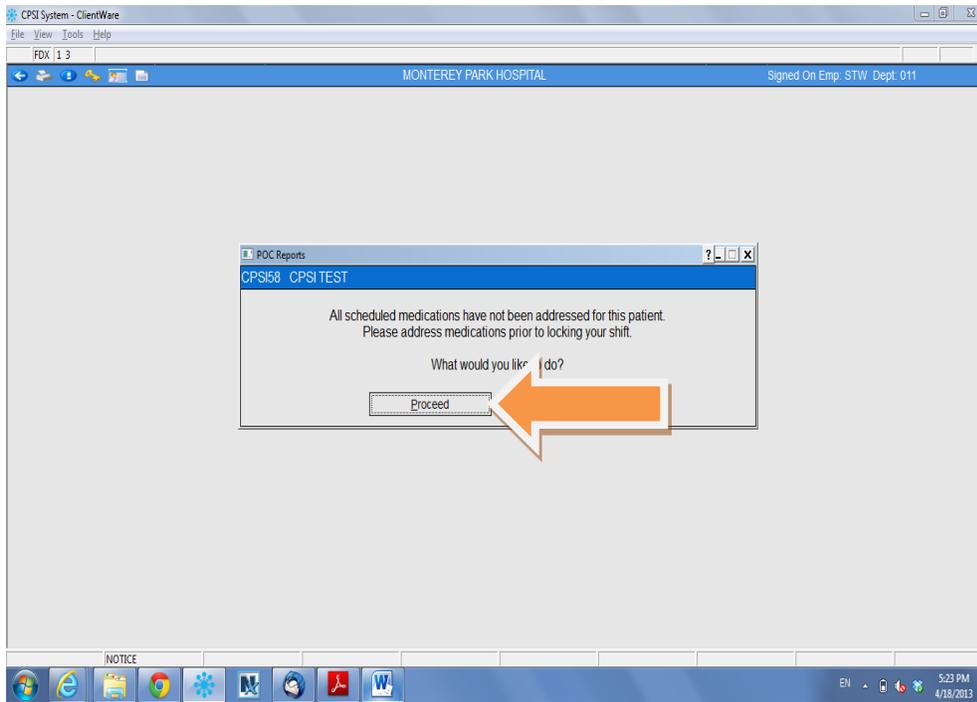
10. Wait for the system to process
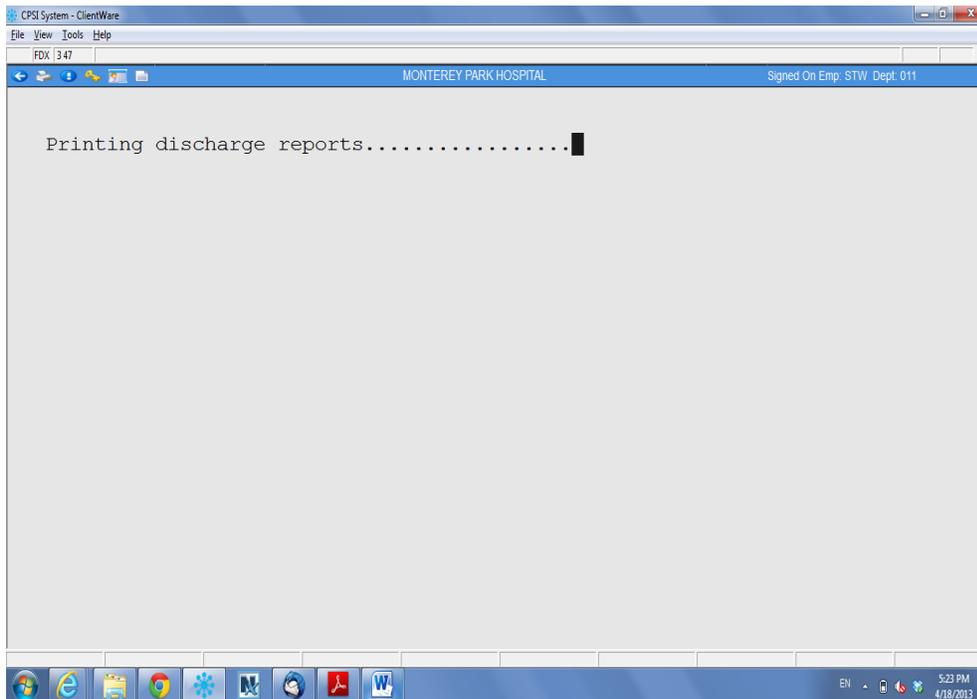
11. After the system finish dropping the charge, a "**Signature Report**" may be generated. Please ignore and discard this report by click the Red X.
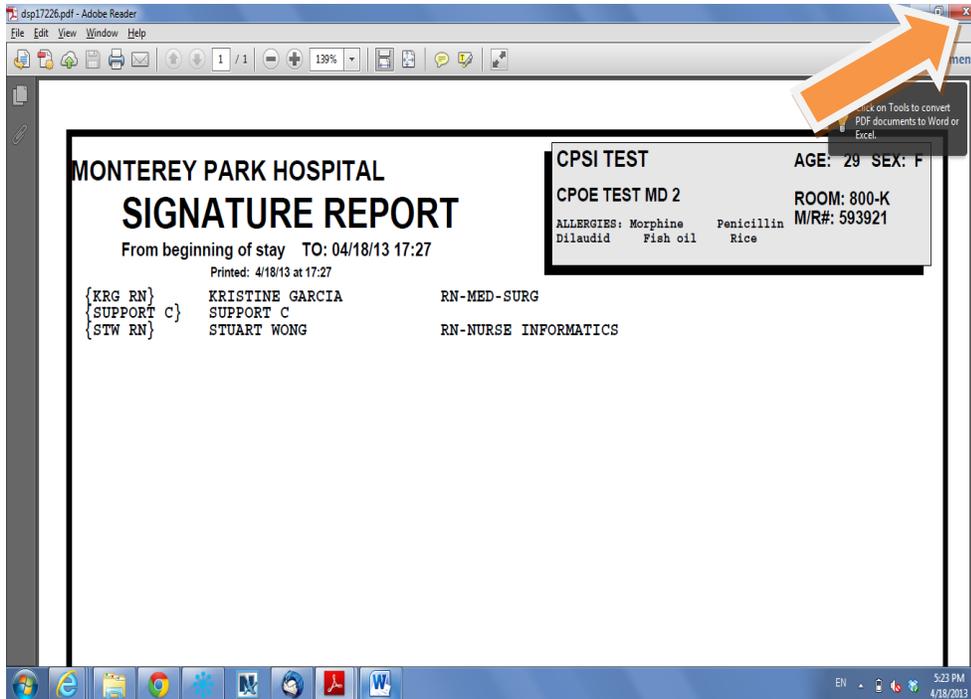
12. Click on the "**Discharge**" button" on the Virtual Chart.
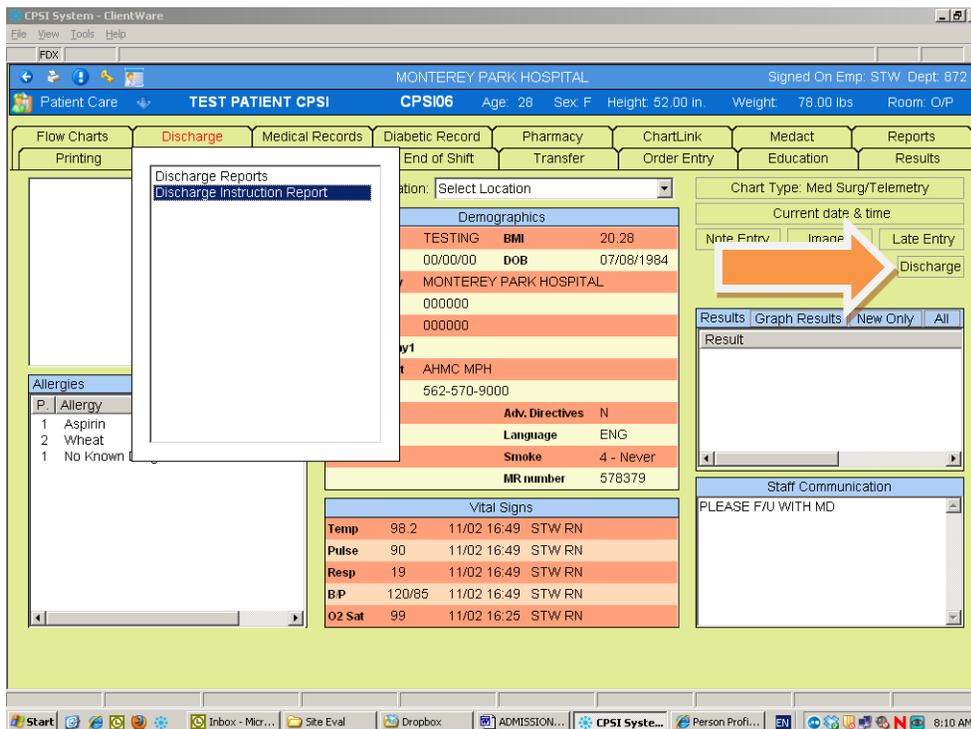
13.   The follow screen will display