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# UHN DISCHARGE SUMMARY

## PRESCRIBER QUICK-START TIP SHEET

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# GENERAL LAYOUT

**PATIENT DEMOGRAPHIC INFORMATION** is always indicated at the top of the screen

**PREVIEW** buttons can be used to preview the note in full-screen or split-screen mode, or to hide the preview note

**PRINT** can be used to print the Discharge Summary or a medication-related document within the **Medications** sub-tabs

**MEDICATIONS** tab consists of seven sub-tabs; users are defaulted to the Discharge Rec sub-tab

**ALLERGIES** section displayed within each sub-tab can be collapsed (hidden)

**MAIN SCREEN** area allows for documentation of medication details

The **DISCHARGE SUMMARY** consists of six tabs — **Visit (Encounter), Diagnosis, Course While in Hospital, Alert Indicators, Medications and Discharge Plan**

**COLOURED BANNER MESSAGES** indicate downtime reminders and other important notifications

**UNDO** allows user to remove the most recent changes saved to the note

UHN DISCHARGE SUMMARY

Name: **Ds, Pablo** MRN: 7019969 Patient DOB: 19-Aug-1977 Gender: M Visit #: 1151000043 Attention: Discharge Date: 30-Oct-201

Print Form Split Preview

Visit (Encounter) Diagnosis Course While in Hospital Alert Indicators Medications

BPMH Admission Rec Transfer Rec Discharge Rec

[Click here for examples of Good Discharge Summaries](#)

### Allergies

[Hide Allergies]

Allergen	Reactions
1 Acetaminophen	anemia; fever
2 Morphine	shock; swelling
3 Banana	*fever; (tolerates when cooked)
4 Soy	*GI upset; vomiting
5 Latex	*itching; hives
6 Air Pollens	*watery eyes, nose

### Best Possible Medication History (BPMH)

Date Initiated: [Date] [X]

General Communications (internal/does not print)

BPMH Comments

### BPMH Medications

Carry forward medications from previous visit

Prescription Medications (Include any medication prescribed in hospital. Use generic names.)

	Medication Name	Dosage	Unit	Route	Frequency
1	Acetaminophen	500	mg	orally	every 4 hours
2	Digoxin	0.0625	mg	orally	once daily with breakfast once daily with dinner
3	Advair	2	puffs	inhaled	prn
4	Acetaminophen	500	mg	orally	every 4 hours

+ Add Prescription Medication

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**?** Opens help and support information; including eModules, guides, Help Desk contact information and Release Notes

**USERS EDITING** indicates other users working concurrently, click to see concurrent User details

**NAME** indicates the user logged into the application

**SIGN-OFF** will authorize saving Discharge Summary in EPR and send the note to recipients each time the button is pressed

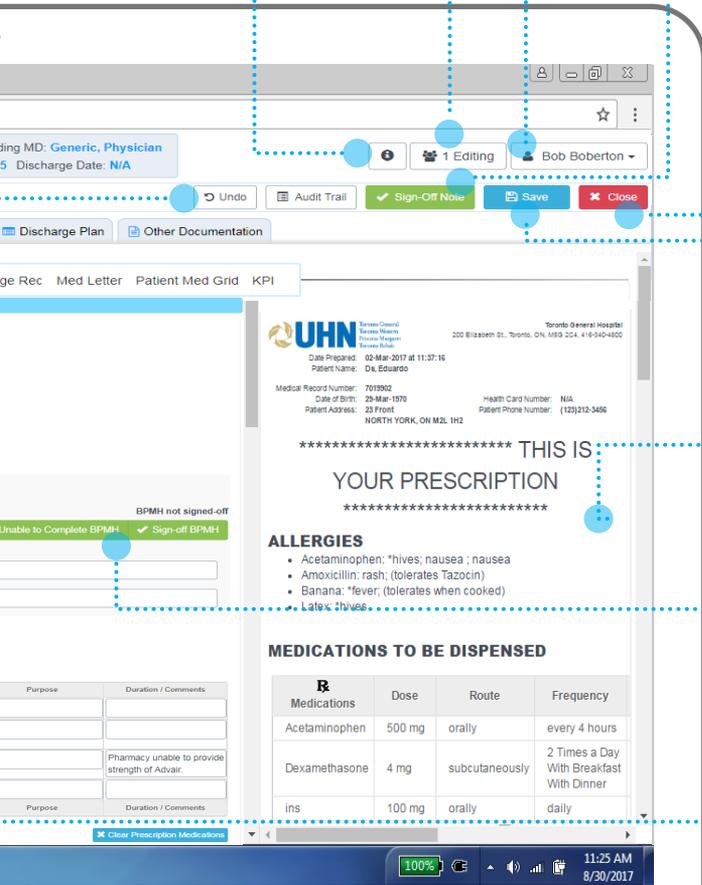
**CLOSE** allows the user to save and log out of the application

**SAVE** allows the user to save all work and exit the application; the application also auto-saves each time a field is completed

**PREVIEW** area displays the note being updated and how it appears when printed

**COMPLETION/ SIGN-OFF** allows the user to indicate completion or cancel completion in each **Medications** sub-tab

**AUDIT TRAIL** indicates sign-off history of a note



# ACCESS

- 1 **Log in to EPR** using your EPR ID and password and **search** for the **patient**.
- 2 Click on the patient's **electronic record** and select their **active inpatient visit**.
- 3 Navigate to the **Patient Care** tab and click on the **Discharge Summary** button.



# TABLE/GRID FEATURES

## ICON/BUTTON

## FUNCTION



Dotted edges along the left-side of a cell indicates that a **row can be moved up or down**.



A garbage can icon on the left-side of a row **can be clicked to delete the row**.



A lock icon on the left-side of a row indicates that the **row cannot be moved or deleted**.

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A greyed-out cell in a table indicates that a **value cannot be entered**.

**+** Add Row

Clicking this button **adds an additional row** to a table in order to enter additional medications.

**+** Add Column **▼**

Clicking this button **adds an additional column** to a table.

**↻** Update from EPR

Clicking these buttons **pulls the most recent information documented in EPR** and overwrites data in the table.

**↶** Carry Forward from Previous Visit

Clicking this button **pulls information from the most recent visit** where a Discharge Summary was signed-off (within the past 6 months).

**↶** Pull History from Sign-out Tool

**↶** Pull from OR Note

**↶** Pull from PHS

Clicking these buttons **pulls information from integrated systems actively being updated** during the current visit (e.g. PHS appointments, OR Notes, Sign-out Tool); information in the table will not be overwritten.

**↻** Align BPMH Medications

Clicking this button **pulls signed-off BPMH medications into the table** to be reconciled with medications ordered in hospital.

**✕** Clear Medications

Clicking this button **clears the entire medication table above**; this change can be reversed using the Undo button.

# SUPPORT

Technical



Ext. 4357



help@uhn.ca

Education



<https://www.uhnmodules.ca/DischargeSummary>

Change Requests



Medical.Informatics@uhn.ca