



UHN DISCHARGE SUMMARY

PRESCRIBER QUICK-START TIP SHEET

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

University Health Network | X
uhnnvgh01d.uhn.on.ca:3001/forms/discharge-summary/7019902/11510000444

UHN **DISCHARGE SUMMARY** Name: **De, Pablo** MRN: 7019969 Patient DOB: 19-Aug-1977 Gender: M Visit #: 11510000437 Attention: Admission Date: 30-Oct-2019

Print Form Split Preview

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

BPMH Admission Rec Transfer Rec Discharge

[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
3	Advair	2	puffs	inhaled	prn
4	Acetaminophen	500	mg	orally	every 4 hours

Medication Name Dosage Unit Route Frequency

+ Add Prescription Medication

Windows Taskbar: Internet Explorer, Outlook, Google Chrome, Microsoft Office Word, Microsoft Office PowerPoint, Microsoft Office Word, Microsoft Office Word

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i 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

The screenshot shows a medical application interface with the following elements:

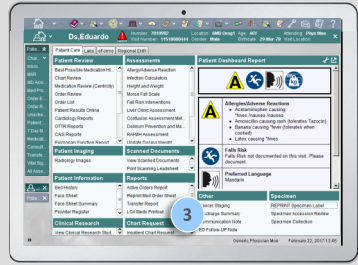
- Top Bar:** Includes a help icon (i), a user indicator showing "1 Editing" and "Bob Robertson", and buttons for "Sign-Off Note", "Save", and "Close".
- Navigation:** Tabs for "Discharge Plan" and "Other Documentation".
- Form Fields:** Includes "Undo", "Audit Trail", and a "Sign-Off Note" button.
- Preview Area:** Displays patient information for "Toronto General Hospital", including name, date of birth, and address. It also shows a list of allergies and a table of medications to be dispensed.
- Medications Table:**

Medications	Dose	Route	Frequency
Acetaminophen	500 mg	orally	every 4 hours
Dexamethasone	4 mg	subcutaneously	2 Times a Day With Breakfast With Dinner
ins	100 mg	orally	daily

The interface also includes a "Sign-off BPMH" section with a "Sign-off BPMH" button and a "Clear Prescription Medications" button at the bottom.

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