

## Discharge Research Participant from an Inpatient Stay in Epic.

1. From Patient List, highlight the patient name and double click to open the chart.

Unit/Bed	Patient Name Age / Sex	MRN	New Messages	Unacknowledged Orders	Med Overdue / Pended	New Rslt Flag	Reassess Pain
BWH 10A 11-2	Fol... St... J (7... M)	2447...					
BWH 10A	Sh...	3231...					

2. Click **Discharge** button on left to get to the “discharge navigator”

- Orders
- Admission
- Progress
- Transfer
- Discharge
- Consults

3. Click **D/C Order Rec** to begin the Discharge steps. (Med reconciliation being the first)

- Review
- Help Text
- D/C Doc Checklist
- Discharge Orders
- Verify Rx Benefits
- Rx Routing
- Orders
- D/C Order Rec

4. Screen defaults to #1. "Reconcile Problem List" but for Research, we are not addressing the Patient Problem list. Proceed to **#2 Review Orders for Discharge**.

Discharge

0. Review Home Medications   **1. Reconcile Problem List for Discharge**   **2. Review Orders for Discharge**   3. New Orders   4. Review and Sign

Discharge Problem List

Add a new problem   **Add**   **DxReference**

**New problems from outside sources are available for reconciliation.**

**Reconcile outside problems** with the problems in the patient's chart.

Review all problems to determine which can be resolved and which still require a plan for treatment after discharge.

## Notes:

- **0. Review Home Medications** displays only as a matter of convenience in the event any medications did not get reconciled on Admission, the MD will not have to leave this screen to address
- You can **Mark as Reviewed** the Problem List if you elect to. At bottom left of this first screen:

**Mark as Reviewed** Last Reviewed by Karen A Driscoll, CRNA on 3/9/2016 at 1:46 PM

**Close** F9   **Previous** F7   **Next** F8

5. You are brought to the Reconcile screen where the meds display by Therapeutic class so that you can see both Inpatient and Outpatient medications together. The right panel indicates what needs **Review**.

Discharge

0. Review Home Medications   1. Reconcile Problem List for Discharge   **2. Review Orders for Discharge**   3. New Orders   4. Review and Sign

**Reconcile Meds for Discharge**

Sort by: **Therapeutic Class**   **Mark All Prescribe**   **Mark All Don't Prescribe**   **Mark All Resume**   **Mark All Stop Taking**   **Next**

Pharmacy CVS/PHARMACY #0043 - WEYMOUTH, MA - 474 WASHINGTON ST. AT INTERSECTION OF RTE. 18 & RTE. 53

**ANALGESICS**

acetaminophen (TYLENOL) 325 MG suppository  
Place 325 mg rectally every 6 (six) hours as needed for fever., Last Dose: Not Recorded

acetaminophen (TYLENOL) suppository 325 mg  
325 mg, Rectal, Every 6 hours PRN, fever, Starting Sun 3/6/16 at 1909

**CARDIOVASCULAR**

metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet  
Take 12.5 mg by mouth daily., Last Dose: Not Recorded

metoprolol succinate (TOPROL-XL) ER tablet 12.5 mg  
12.5 mg, Oral, Daily, First dose on Mon 3/7/16 at 0900  
Hold for HR<60, BP<100 Do NOT crush or chew.

pravastatin (PRAVACHOL) 20 MG tablet  
Take 20 mg by mouth nightly., Last Dose: Not Recorded

pravastatin (PRAVACHOL) tablet 20 mg  
20 mg, Oral, Nightly, First dose on Sun 3/6/16 at 2100

**ELECT/CALORIC/H2O**

calcium carbonate 1,250 mg (500 mg elemental) capsule  
Take 1,250 mg by mouth nightly., Last Dose: Not Recorded

magnesium oxide (MAG-OX) tablet 400-800 mg  
400-800 mg, Oral, As needed, other (free text field), Mg Replacement Scale, Starting Mon 3/7/16 at 1733  
Magnesium Replacement Scale (Oral) <1.4   800 mg and call RC if <1.4-1.6   800 mg 1.7-2   400 mg >2   Do not replace   Hold scale if creatinine greater than 2 mg/dL or rise of greater than 0.5 in 24hrs. and contact RC.

**Orders Need Reconciliation**

**Needs review for Discharge**

- acetaminophen (TYLENOL) 325 MG suppository
- acetaminophen (TYLENOL) suppository 325 mg
- calcium carbonate 1,250 mg (500 mg elemental) capsule
- cyclobenzaprine (FLEXERIL) 10 MG tablet
- magnesium oxide (MAG-OX) tablet 400-800 mg
- metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet
- metoprolol succinate (TOPROL-XL) ER tablet 12.5 mg
- nicotine polacrilex (NICORETTE) gum 2 mg
- omeprazole (PRILOSEC) 20 MG capsule
- omeprazole (PRILOSEC) capsule 20 mg
- potassium chloride (KLOR-CON) packet 20-80 mEq
- pravastatin (PRAVACHOL) 20 MG tablet
- pravastatin (PRAVACHOL) tablet 20 mg
- trazODone (DESYREL) 50 MG tablet
- trazODone (DESYREL) tablet 50 mg

**Find Orders Needing Reconciliation**   **Save Work & Close**   **Cancel**

**Previous** F7   **Next** F8

6. For Home Medications, click **Mark All Resume**. This will print Resume on subject's discharge instructions. (It will NOT prescribe them.)

The screenshot displays the 'Discharge' interface with the 'Review Orders for Discharge' step active. The main area lists medications under categories: ANALGESICS, CARDIOVASCULAR, and ELECT/CALORIC/H2O. For each medication, there are buttons for 'Modify/New Prescription', 'Resume', 'Stop Taking', 'Prescribe', and 'Don't Prescribe'. A red box highlights the 'Mark All Resume' button at the top, and another red box highlights the 'Resume' button for the first medication (acetaminophen). A red arrow points from the 'Mark All Resume' button to the 'Resume' button for the first medication. On the right side, there is a sidebar with sections: 'Orders Need Reconciliation' (containing a list of medications), 'Don't Order on Discharge', and 'Needs review for Discharge'.

Discharge

0. Review Home Medications 1. Reconcile Problem List for Discharge 2. Review Orders for Discharge 3. New Orders 4. Review and Sign

Reconcile Meds for Discharge

Sort by: Therapeutic Class

Mark All Prescribe Mark All Don't Prescribe **Mark All Resume** Mark All Stop Taking

Pharmacy CVS/PHARMACY #0043 - WEYMOUTH, MA - 474 WASHINGTON ST. AT INTERSECTION OF RTE. 18 & RTE. 53

**ANALGESICS**

acetaminophen (TYLENOL) 325 MG suppository  
Place 325 mg rectally every 6 (six) hours as needed for fever., Last Dose: Not Recorded  
acetaminophen (TYLENOL) suppository 325 mg  
325 mg, Rectal, Every 6 hours PRN, fever, Starting Sun 3/6/16 at 1909

Modify/New Prescription **Resume** Stop Taking

Prescribe Don't Prescribe

**CARDIOVASCULAR**

metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet  
Take 12.5 mg by mouth daily., Last Dose: Not Recorded  
metoprolol succinate (TOPROL-XL) ER tablet 12.5 mg  
12.5 mg, Oral, Daily, First dose on Mon 3/7/16 at 0900  
Hold for HR<60, BP<100 Do NOT crush or chew.

Modify/New Prescription **Resume** Stop Taking

Prescribe Don't Prescribe

pravastatin (PRAVACHOL) 20 MG tablet  
Take 20 mg by mouth nightly., Last Dose: Not Recorded  
pravastatin (PRAVACHOL) tablet 20 mg  
20 mg, Oral, Nightly, First dose on Sun 3/6/16 at 2100

Modify/New Prescription **Resume** Stop Taking

Prescribe Don't Prescribe

**ELECT/CALORIC/H2O**

calcium carbonate 1,250 mg (500 mg elemental) capsule  
Take 1,250 mg by mouth nightly., Last Dose: Not Recorded

Modify/New Prescription **Resume** Stop Taking

magnesium oxide (MAG-OX) tablet 400-800 mg  
400-800 mg, Oral, As needed, other (free text field), Mg Replacement Scale, Starting Mon 3/7/16 at 1733  
Magnesium Replacement Scale (Oral) <1.4 800 mg and call RC if <1 1.4-1.6 800 mg 1.7-2 400 mg >2 Do not replace Hold scale if creatinine greater than 2 mg/dL or rise of greater than 0.5 in 24hrs. and contact RC.

Prescribe Don't Prescribe

Find Orders Needing Reconciliation Save Work & Close Cancel

**Orders Need Reconciliation**

**Resume on Discharge**

- acetaminophen (TYLENOL) 325 MG suppository
- calcium carbonate 1,250 mg (500 mg elemental) capsule
- cyclobenzaprine (FLEXERIL) 10 MG tablet
- metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet
- omeprazole (PRILOSEC) 20 MG capsule
- pravastatin (PRAVACHOL) 20 MG tablet
- traZODone (DESYREL) 50 MG tablet

**Don't Order on Discharge**

- acetaminophen (TYLENOL) suppository 325 mg
- metoprolol succinate (TOPROL-XL) ER tablet 12.5 mg
- omeprazole (PriLOSEC) capsule 20 mg
- pravastatin (PRAVACHOL) tablet 20 mg
- traZODone (DESYREL) tablet 50 mg

**Needs review for Discharge**

- magnesium oxide (MAG-OX) tablet 400-800 mg
- nicotine polacrilex (NICORETTE) gum 2 mg
- potassium chloride (KLOR-CON) packet 20-80 mEq

7. Next, if Inpatient meds are on the list click **Mark All Don't Prescribe** to discontinue. Notice right panel now displays **"All orders reviewed"**

Discharge

0. Review Home Medications 1. Reconcile Problem List for Discharge 2. Review Orders for Discharge 3. New Orders 4. Review and Sign

Reconcile Meds for Discharge

Sort by: Therapeutic Class

Mark All Prescribe Mark All Don't Prescribe Mark All Resume Mark All Stop Taking Next

Pharmacy CVS/PHARMACY #0043 - WEYMOUTH, MA - 474 WASHINGTON ST. AT INTERSECTION OF RTE. 18 & RTE. 53

**ANALGESICS**

acetaminophen (TYLENOL) 325 MG suppository  
Place 325 mg rectally every 6 (six) hours as needed for fever., Last Dose: Not Recorded

acetaminophen (TYLENOL) suppository 325 mg  
325 mg, Rectal, Every 6 hours PRN, fever, Starting Sun 3/6/16 at 1909

**CARDIOVASCULAR**

metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet  
Take 12.5 mg by mouth daily., Last Dose: Not Recorded

metoprolol succinate (TOPROL-XL) ER tablet 12.5 mg  
12.5 mg, Oral, Daily, First dose on Mon 3/7/16 at 0900  
Hold for HR<60, BP<100 Do NOT crush or chew.

pravastatin (PRAVACHOL) 20 MG tablet  
Take 20 mg by mouth nightly., Last Dose: Not Recorded

pravastatin (PRAVACHOL) tablet 20 mg  
20 mg, Oral, Nightly, First dose on Sun 3/6/16 at 2100

**ELECT/CALORIC/H2O**

calcium carbonate 1,250 mg (500 mg elemental) capsule  
Take 1,250 mg by mouth nightly., Last Dose: Not Recorded

magnesium oxide (MAG-OX) tablet 400-800 mg  
400-800 mg, Oral, As needed, other (free text field), Mg Replacement Scale, Starting Mon 3/7/16 at 1733  
Magnesium Replacement Scale (Oral) <1.4 800 mg and call RC if <1 1.4-1.6 800 mg 1.7-2 400 mg >2 Do not replace Hold scale if creatinine greater than 2 mg/dL or rise of greater than 0.5 in 24hrs. and contact RC.

Find Orders Needing Reconciliation Save Work & Close Cancel

**All orders reviewed**

Resume on Discharge

- acetaminophen (TYLENOL) 325 MG suppository
- calcium carbonate 1,250 mg (500 mg elemental) capsule
- cyclobenzaprine (FLEXERIL) 10 MG tablet
- metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet
- omeprazole (PRIOSEC) 20 MG capsule
- pravastatin (PRAVACHOL) 20 MG tablet
- traZODone (DESYREL) 50 MG tablet

Don't Order on Discharge

- acetaminophen (TYLENOL) suppository 325 mg
- magnesium oxide (MAG-OX) tablet 400-800 mg
- metoprolol succinate (TOPROL-XL) ER tablet 12.5 mg
- nicotine polacrilex (NICORETTE) gum 2 mg
- omeprazole (PRIOSEC) capsule 20 mg
- potassium chloride (KLOR-CON) packet 20-80 mEq
- pravastatin (PRAVACHOL) tablet 20 mg
- traZODone (DESYREL) tablet 50 mg

8. Proceed to **#3 New Orders** and open **Discharge Patient - Order Details**

Discharge

0. Review Home Medications 1. Reconcile Problem List for Discharge 2. Review Orders for Discharge 3. New Orders 4. Review and Sign

Place New Orders

Pend

New Order Clear All Orders Next

Pharmacy CVS/PHARMACY #0043 - WEYMOUTH, MA - 474 WASHINGTON ST. AT INTERSECTION OF RTE. 18 & RTE. 53 [Patient Preferred] 781-335-3496

Additional Orders Search

Search Pref List

Additional Inpatient Orders

Discharge Patient

Order details Remove

Additional Discharge Orders

Close F9 Previous F7 Next F8

Order Sets and Pathways

Resume on Discharge

- acetaminophen (TYLENOL) 325 MG suppository
- calcium carbonate 1,250 mg (500 mg elemental) capsule
- cyclobenzaprine (FLEXERIL) 10 MG tablet
- metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet
- omeprazole (PRIOSEC) 20 MG capsule
- pravastatin (PRAVACHOL) 20 MG tablet
- traZODone (DESYREL) 50 MG tablet

Don't Order on Discharge

- acetaminophen (TYLENOL) suppository 325 mg
- magnesium oxide (MAG-OX) tablet 400-800 mg
- metoprolol succinate (TOPROL-XL) ER tablet 12.5 mg
- nicotine polacrilex (NICORETTE) gum 2 mg
- omeprazole (PRIOSEC) capsule 20 mg
- potassium chloride (KLOR-CON) packet 20-80 mEq
- pravastatin (PRAVACHOL) tablet 20 mg
- traZODone (DESYREL) tablet 50 mg

New on Discharge

- Discharge Patient

9. Click **Home or Self Care**

**Discharge Patient** ✓ Accept ✗ Cancel Link Order Remove

⚠ Disposition:  ⚠ 🔍 Home or Self Care Home-Health Care Svc Skilled Nursing Facility  
Long Term Care Rehab Facility Psychiatric Hospital Hospice/Home  
Hospice/Medical Facility Short Term Hospital Still a Patient

Comments (F6): [Click to add text](#)

✓ Accept ✗ Cancel Link Order Remove

10. Proceed to **#4 Review and Sign**. Note the right panel indicates all that has been done. Click **Sign**

Discharge

0. Review Home Medications 1. Reconcile Problem List for Discharge 2. Review Orders for Discharge 3. New Orders **4. Review and Sign**

**Review and Sign**

Providers  DX Association  Next

Pharmacy CVS/PHARMACY #0043 - WEYMOUTH, MA - 474 WASHINGTON ST. AT INTERSECTION OF RTE. 18 & RTE. 53

**Resume on Discharge - Meds**

- acetaminophen (TYLENOL) 325 MG suppository  
Place 325 mg rectally every 6 (six) hours as needed for fever., Last Dose: Not Recorded
- calcium carbonate 1,250 mg (500 mg elemental) capsule  
Take 1,250 mg by mouth nightly., Last Dose: Not Recorded
- pravastatin (PRAVACHOL) 20 MG tablet  
Take 20 mg by mouth nightly., Last Dose: Not Recorded
- traZODone (DESYREL) 50 MG tablet  
Take 50 mg by mouth nightly., Last Dose: Not Recorded
- cyclobenzaprine (FLEXERIL) 10 MG tablet  
Take 10 mg by mouth nightly as needed., Last Dose: Not Recorded
- omeprazole (PRILOSEC) 20 MG capsule  
Take 20 mg by mouth nightly., Last Dose: Not Recorded
- metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet  
Take 12.5 mg by mouth daily., Last Dose: Not Recorded

**Don't Order on Discharge - Meds**

- potassium chloride (KLOR-COM) packet 20-80 mEq  
20-80 mEq, Oral, As needed, other (free text field), KCL replacement scale, Starting Sun 3/6/16 at 1519  
KCL Replacement Scale (Oral) <3.1 80 mEq (Give 40 mEq x 1 & call RC. After 2 hrs, give another 40 mEq) 3.1-3.4 60 mEq (Give 40 mEq x 1. After 2 hrs, give another 20 mEq) 3.5-3.8 40 mEq 3.9-4.1 20 mEq >4.2 Do not replace Hold scale if creatinine greater than 2 mg/dL or rise of greater than 0.5 in 24hrs, and contact RC.
- nicotine polacrilex (NICORETTE) gum 2 mg  
2 mg, Buccal, Every 2 hour PRN, smoking cessation, Starting Sun 3/6/16 at 1524  
Not to exceed 24 pieces/24 hours

Save Work & Close Sign Cancel

**Orders Before Discharge**

- Discharge Patient
- Take after Discharge**
- acetaminophen (TYLENOL) 325 MG suppository
- calcium carbonate 1,250 mg (500 mg elemental) capsule
- cyclobenzaprine (FLEXERIL) 10 MG tablet
- metoprolol succinate (TOPROL-XL) 25 MG 24 hr tablet
- omeprazole (PRILOSEC) 20 MG capsule
- pravastatin (PRAVACHOL) 20 MG tablet
- traZODone (DESYREL) 50 MG tablet
- Reconciliation not required on Discharge**
- magnesium sulfate in Sterile Water IVPB
- potassium chloride (KCL) 10 mEq/100 mL IVPB
- sodium chloride (NS) 0.9 % syringe flush 3 mL
- sodium chloride 0.9% infusion

11. Always disregard this clinical alert because we do not use a "Discharge Order Set" in Research. Click **Accept**.

BestPractice Advisory - Shattuck, Gerald A

⚠ **STOP! You are entering a discharge order without completing a discharge order set. Cancel and go to NEW ORDERS tab in the discharge activity and complete the appropriate discharge order set for your service. This does not apply when you are discharging patient via DC to other PeC Site or Discharge as Deceased.**

[Discharge](#)

Accept Cancel

12. Last step is to **Finalize DC Summary**. In the “navigator” on left you may have to scroll down to find that section entitled “Discharge Summary”
  - Once you click the option, you will see a Red screen stop and this will require you to close the patient chart and re-open to finish.

The screenshot shows the 'Discharge' interface. The left sidebar contains a navigation menu with the following items: Review, Help Text, Overview Report, Discharge Documentation, Brief Summary, Hospital Course, Discharge Exam, Provider Follow Ups, Key Findings for Pt, Patient Instructions, MU Functional Stat..., Definite Discharge, Pt Follow-Up, Scheduled Partner..., Follow-up Providers, Community Services, Discharge Orders, Verify Rx Benefits, Rx Routing, Discharge Orders, D/C Order Rec, Discharge Summary, Finalize D/C Summ..., Preview AVS, and BestPractice. The 'Finalize D/C Summ...' item is highlighted with a red box. The main content area shows a red warning message: 'STOP! Order Reconciliation needs to be complete before finalizing the Discharge Summary. If Discharge Order Rec is complete, close and reopen the patient's chart to refresh this section.' Below the warning, there are sections for 'D/C Order Rec', 'Finalize D/C Summary', 'Preview After Visit Summary', 'BestPractice Advisories', and 'Charge Capture'.

13. Close the patient’s chart by clicking the red X next to the name and re-open to refresh
  - (Same steps as #1) From Patient List, double click the patient name.
  - Click Discharge button again
  - Scroll down to Finalize DC Summary and click
14. The Service field is required, type in Research.
  - a. Proceed to write your study specific Discharge Summary – or –
  - b. You can create a standard “smart text” that can be used for each DC and is found by clicking the “butler”.
  - c. Click **Sign** to finalize ALL.

Discharge

DC to other PeC Site or Service    DC to In-hospital Hospice    Discharge as Deceased

Finalize DC Summary (F3 to enlarge)

Service: Research    Date: 3/13/2016    Time: 01:15 PM

Cosign Required

Insert SmartText

Pend    Share    Sign    Cancel

Restore    Close F9    Cancel

Previous F7    Next F8

Preview After Visit Summary  
Click to Preview After Visit Summary

This is a sample of a Discharge “text” from another study.

SmartLink/Phrase Butler

takdc     Full text    Clear filters

Abbrev	Expansion
TAKDC	The research subject was admitted to the CCI in good health. Aft...
ACTHSTIMOR...	acthstimorders
AMENORRHE...	amenorrhea/menopause
BONECONSULT	bone consult
CAHCONSULT	cah
CUSHINGSROS	Progressive obesity Dermatologic: ?Skin atrophy ?Easy bruisab...

Refresh (Ctrl+F11)    Show all matches

Edit    Preview    Add to Text    Add and Close    Close

Filter    Sort

Show

- My SmartPhrases
- System SmartPhrases
- SmartLinks
- Favorites Only

Either Double click or click **ADD and CLOSE** to pull the text into the Discharge Summary. Then click **SIGN** to finalize.

“The research subject was admitted to the CCI in good health. After completing research procedures, he was discharged to home in good health with follow-up instructions”