

Inpatient Provider User Guide

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Place your cursor anywhere on the topic name and Click to move directly to that topic.

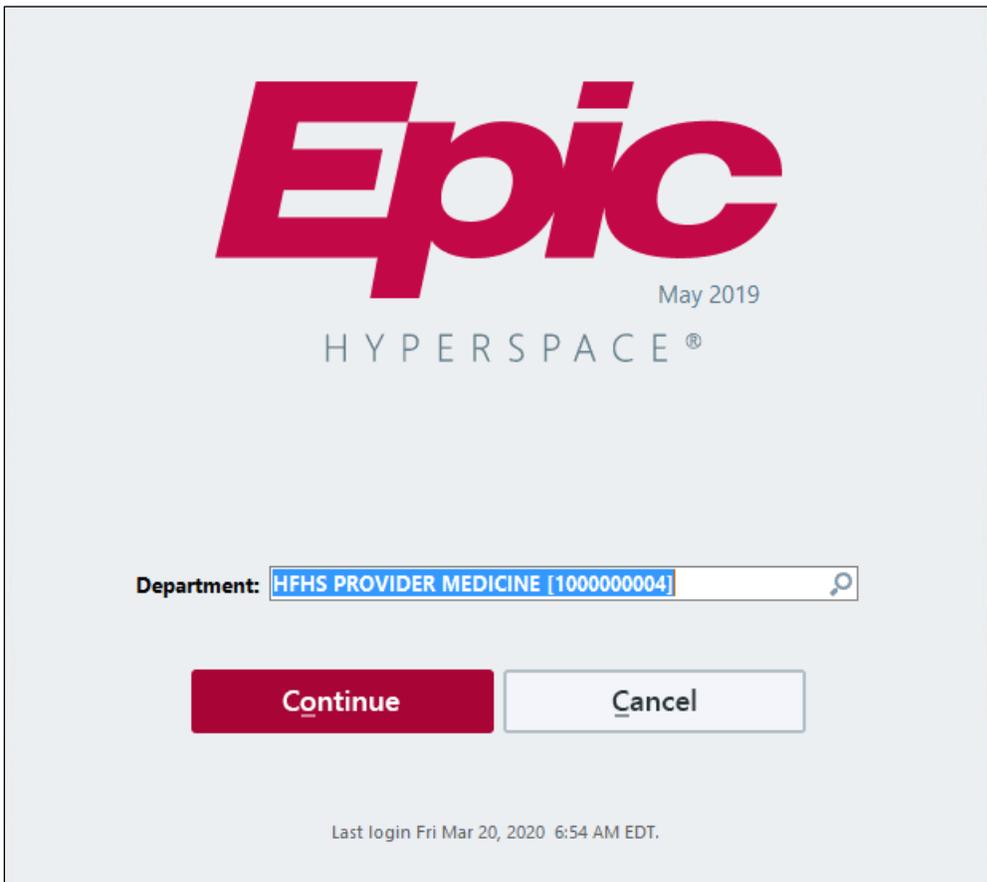
Logging In to the Inpatient Unit

1. Log into Epic using your current User ID and Password



The image shows the Epic HyperSpace login interface. At the top, the Epic logo is displayed in red, with "May 2019" and "HYPERSPACE®" below it. Below the logo are three input fields: "User ID", "Password", and a "Log In" button.

2. Click the selection button and search **HFHS Provider Medicine**.



The image shows the Epic HyperSpace department selection interface. At the top, the Epic logo is displayed in red, with "May 2019" and "HYPERSPACE®" below it. Below the logo is a "Department:" label followed by a search box containing "HFHS PROVIDER MEDICINE [1000000004]". Below the search box are two buttons: "Continue" and "Cancel". At the bottom, the text "Last login Fri Mar 20, 2020 6:54 AM EDT." is displayed.

Reviewing your Patient List

Patient Lists is your hub for finding patients in the hospital and managing patient assignments. To open Patient Lists, select the workspace tab. From here, you can:

- A. See lists of patients you're following and patients who need specialty consults.
- B. View a report about a patient without opening the chart. Click the report toolbar buttons to switch reports.
- C. Search for other patients.
- D. Double-click a patient to open his chart.

The screenshot shows the Epic Patient Lists interface. Callout A points to the 'My Patient List' tab in the top navigation bar. Callout B points to the 'Overview' report button in the patient detail view. Callout C points to the search bar in the top right corner. Callout D points to the patient name 'Asparagus, Charlie' in the patient list table.

Patient	Age/Gender	Admission Info	Treatment Team	Code Status	New Rslt Flag	New Note	Cons Note	Cosi Ord	Cosi Note	New Ordeass	Time in Obs	INR Goal
Asparagus, Charlie 103000010	60 y.o. / M	TRN IP 1A Pool01/TRN I... B555 Microscopic gastrointesti...	Chris Asparagus, MD - Admitti...	Full Code	!							
Asparagus, Edward 102000010	60 y.o. / M	TRN IP ICU Pool 03/TR... HFH P5 CVS ICU Acute renal insufficiency...	Chris Asparagus, MD - Admitti...	Full Code								
Asparagus, Jamal 105000010	45 y.o. / M	TRN IP 1A Pool02/TRN I... HFHN HENRY FORD H... Calyceal renal calculus (...)	Chris Asparagus, MD - Admitti...	Full Code								

Asparagus, Charlie #103000010 (CSN: 361030) (60 y.o. M) (Adm: 03/19/20)

Registries ⁵
None

Attending Provider: Hunter Timely
Allergies: No Known Allergies

Isolation: None
Code Status: FULL

Ht: 1.803 m (5m Cmt: None)
Wt: 86.2 kg (1)
Admission Wt

Treatment Team

Provider	Service	Role	Specialty	From	phone	Pager
Hunter Timely	—	Attending Provider	General Surgery	—	not on file	Number not on file
Physician Zzgastroenterology	—	Surgeon	Gastroenterology	03/19/20	150C-5555	Number not on file

Find Patients Assigned to you

When you log in, the All My Patients list within your My Patients folder shows the admitted patients you're following. Patients appear on this list automatically when you're assigned to their treatment team. In other words, the All My Patients list includes patients to whom you're assigned as the admitting, attending, consulting, or primary care physician. Admissions staff might assign you, or you might assign yourself when consulting on a patient. When you're removed from a patient's treatment team, the patient is removed from this list.

Assigning yourself to the Patient's Treatment Team

- Highlight your patient and right-click to get the dropdown list of choices. Click Treatment Team. Click Assign Me to be added to that patient's Treatment Team.

The screenshot shows a table titled "My Patient List 3 Patients". The table has columns for Patient, Age/Gender, Admission Info, Treatment Team, Code Status, New Rslt Flag, New Note, and Cons Note. The patient "Asparagus, Edward" (ID 102000010, 60 y.o. / M) is highlighted. A context menu is open over this row, with "Treatment Team" selected and highlighted in red. Other options in the menu include Print List, Assign Me, End My Assignments, Assign Others, End Others' Assignments, Assign Teams, Remove Teams, List Memberships, Add to Reminder List, Copy Patient, and Send To.

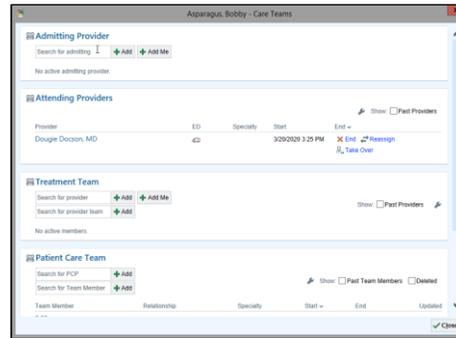
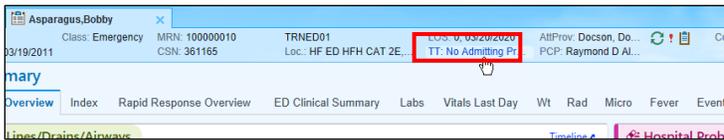
Patient	Age/Gender	Admission Info	Treatment Team	Code Status	New Rslt Flag	New Note	Cons Note
Asparagus, Charlie 103000010	60 y.o. / M	TRN IP 1A Pool01/TRN I... B555 Microscopic gastrointesti...	Hunter Timely - Admitting Hunter Time...	Full Code	!		
Asparagus, Edward 102000010	60 y.o. / M	TRN IP ICU Pool 03/TR... HFH P5 CVS ICU Acute renal insufficiency...	Chris Asparagus, Full Code				
Asparagus, Jamal 105000010	45 y.o. / M	TRN IP 1A Pool02/TRN I... HFHN HENRY FORD H... Calyceal renal calculus (...)					

The screenshot shows a dialog box titled "Asparagus, Edward - Treatment Team Assignment". It has three sections: "Admitting Provider" with a search field and "Add Me" button; "Attending Providers" with a table of providers; and "Treatment Team" with a search field and "Add Me" button. The "Add Me" button in the "Treatment Team" section is highlighted in red.

Provider	Specialty	Start	End
Chris Asparagus, MD		3/18/2020 1:41 PM	Reassign

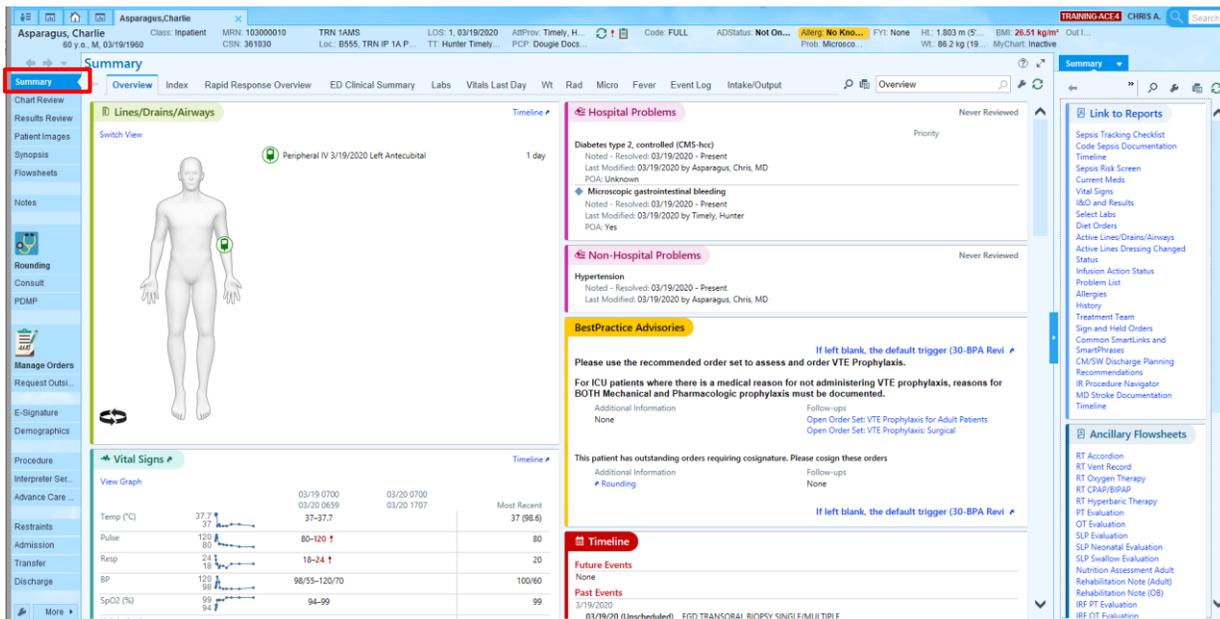
Provider	Relationship	Specialty	Start	End
Maurice Foley	Registered Nurse		3/18/2020 1:43 PM	End Reassign Take Over

Please Note: Inside the patient's chart you can click on TT in the Patient Header to assign yourself to the patient or add their PCP.



Opening your patient's chart

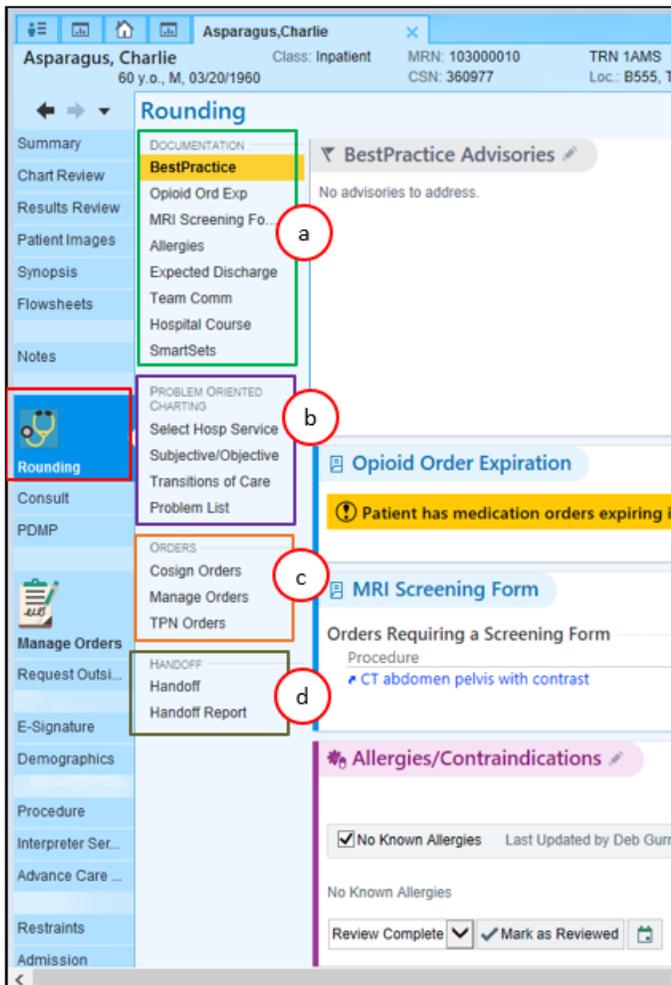
- Double-click the Patient. You will have a tab with the patient's name. On the left side you will see Activities. It defaults to Summary Activity.
 1. The Summary Activity: Reports of patient information (Overview, Index, Rapid Response, etc.) for the current encounter.



2. Results Review: View current and past lab results, search for specific results and choose to view only new results.
Synopsis: View Correlations between vitals and events.
Manage Orders: View all orders since admission, including discontinued orders.

Rounding

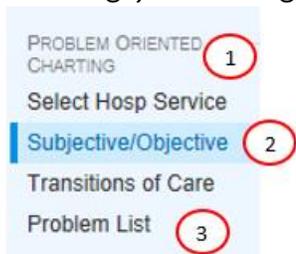
1. To open the Rounding Navigator, click the Rounding Activity on the left.



Next, go through the sections in the Table of Contents to complete your documentation .

- a. Documentation-Address any BPAs that come up. Review Allergies. You can access Hospital Course and SmartSets.
- b. Problem Oriented Charting-This is where you can create your note for your patient.
- c. Orders-You can access Manage Orders and take care of any orders needing your Cosign.
- d. Handoff-Specialty Handoff notes can be created here to share with your team.

Creating your Progress Note



1. Click **Select Hosp Service**. You must enter your hospital service the 1st time and then it will default after that.

2. Click **Subjective/Objective**. Your note template will open in Notewriter. You will have a ROS and Physical Exam to help you complete your documentation. Your information will show up in the Sidebar. You can also type right in the note any addition information. Click **Accept**.
3. Click **Problem List**. You can review/add/resolve the appropriate problems. Click the appropriate **Create Current Assessment & Plan Note** for each problem you need to document. Click **Mark as Reviewed**. Click **Generate Note** to create the final Progress Note. Click **Sign** to File the Note.

Manage Orders

Active Tab- From this tab, you can not only see a list of all the patient's active orders, but you can also modify, discontinue, and enter new orders. On the right side of the screen is the Orders sidebar. From the sidebar you can enter new orders individually or by using an Order Set.

The screenshot shows the 'Manage Orders' interface with the 'Active' tab selected. The main area displays a list of orders categorized by type: Scheduled, Continuous, PRN, Code Status, Diet, Lab, and Nursing. Each order entry includes the medication name, dosage, frequency, and start date, along with 'Modify' and 'Discontinue' buttons. On the right, a sidebar shows 'Manage Orders' and 'Order Sets' options, with a 'No Orders' message and a document icon.

The Signed & Held tab shows you a list of all the patient's signed and held orders. Remember, orders that are signed and held are authorized but not yet active. From this tab, you can review signed and held orders and release them if there is a need for the order to become active.

The screenshot shows the 'Manage Orders' interface with the 'Signed & Held' tab selected. The main area displays a list of 'Signed & Held Orders - Reconciled Transfer Orders' with 29 orders. Each order entry includes a checkbox, the medication name, dosage, frequency, and start date, along with 'Discontinue', 'Continue', or 'New' buttons. The sidebar on the right is partially visible, showing 'Next' and 'Refresh' icons.

On the Home Meds tab, you can see a list of the patients prior to admission medications and add to the list if the patient tells you they are taking a medication that is not already documented.

		Last Dose	Taking?
insulin aspart (NOVOLOG) 100 unit/mL injection	Inject 8 Units into the skin 3 (three) times daily before meals. Last Dose: 3/19/2016 at Unknown	3/19/2016	<input checked="" type="checkbox"/>
metoprolol (TOPROL-XL) 25 MG 24 hr tablet	Take 25 mg by mouth 2 (two) times daily (0900, 1700 only). Last Dose: 3/19/2016 at Unknown	3/19/2016	<input checked="" type="checkbox"/>
simvastatin (ZOCOR) 40 MG tablet	Take 40 mg by mouth nightly. Last Dose: 3/18/2016 at Unknown	3/18/2016	<input checked="" type="checkbox"/>

Completed & Pending, is where you can review orders that have been completed as well as the patient's pending, or signed & held, orders.

Manage Orders

Active Signed & Held Home Meds **Completed & Pending** Order History

Completed & Pending Orders

Completed Orders Expand | Hide (From admission, onward)

Start	Order	Ordered
03/19/20 1008	> Admit to Inpatient [759018] Once Completed	03/19/20 1016
03/19/20 1003	> Bed Request [759013] Once Completed	03/19/20 1016
03/19/20 1000	sodium chloride infusion 1,678 mL [758746] Once	03/19/20 0902
03/19/20 1000	> moxifloxacin (AVELOX) 400 mg in sodium chloride (ISO-OSM) 250 mL IVPB PREMIX [758903] Once	03/19/20 0920

ADT-Related Orders Comment

Admission Orders

Admit to Inpatient

Department: --	Service: Internal Medicine
Level of care: --	Diagnosis: --
Condition: --	Expected length of stay: --
Expected admit date: --	Expected discharge date: --
Senior admitting resident: --	Admitting intern: --

Transfer Orders

Bed Request

Department: --	Service: Cardiac ICU
Level of care: --	Diagnosis: --
Condition: --	Expected length of stay: --
Expected discharge date: --	Attending provider: --

Pending Orders Expand | Hide (From admission, onward)

Pending Orders

Start	Order	Ordered
Signed and Held	simvastatin (ZOCOR) tablet 40 mg [758909] Nightly	Signed and Held
Signed and Held	Full Code [758930] Continuous (0 of 1 released)	Signed and Held
Signed and Held	Up as tolerated [758936] Until discontinued (0 of 1 released)	Signed and Held
Signed and Held	Diet NPO [758943] Diet effective now (0 of 1 released)	Signed and Held
Signed and Held	I/O [758950] Every shift (0 of 1 released)	Signed and Held
Signed and Held	Weigh patient daily [758957] Daily (0 of 1 released)	Signed and Held
Signed and Held	Fall precautions [758963] Continuous (0 of 1 released)	Signed and Held
Signed and Held	ciprofloxacin (CIPRO) injection 400 mg [758970] Every 12 hours	Signed and Held
Signed and Held	vancomycin (VANCOBIN) injection 1,000 mg [758978] Every 12 hours	Signed and Held
Signed and Held	Glucose, random [758985] Every 2 hours (0 of 1 released)	Signed and Held
Signed and Held	> Wound ostomy eval and treatWound/Skin Impairment [758992] Once (0 of 1 released)	Signed and Held
Signed and Held	enoxaparin (LOVENOX) syringe 80 mg [758999] 2 times daily	Signed and Held
Signed and Held	insulin regular (Humulin R,NovoLIN R) 1 Units/mL in sodium chloride 0.9% 100 mL infusion [759006] Continuous	Signed and Held

Finally, you can use the Order History tab to view a list of all orders and the changes to them that have occurred throughout the admission.

Manage Orders

Active Signed & Held Home Meds **Completed & Pending** **Order History**

Last 72 Hrs Since Admit Active Meds Active Non-Meds Conditional Orders Phases of Care Orders By Order Sets Discontinue Regrer Modify Order Reprint

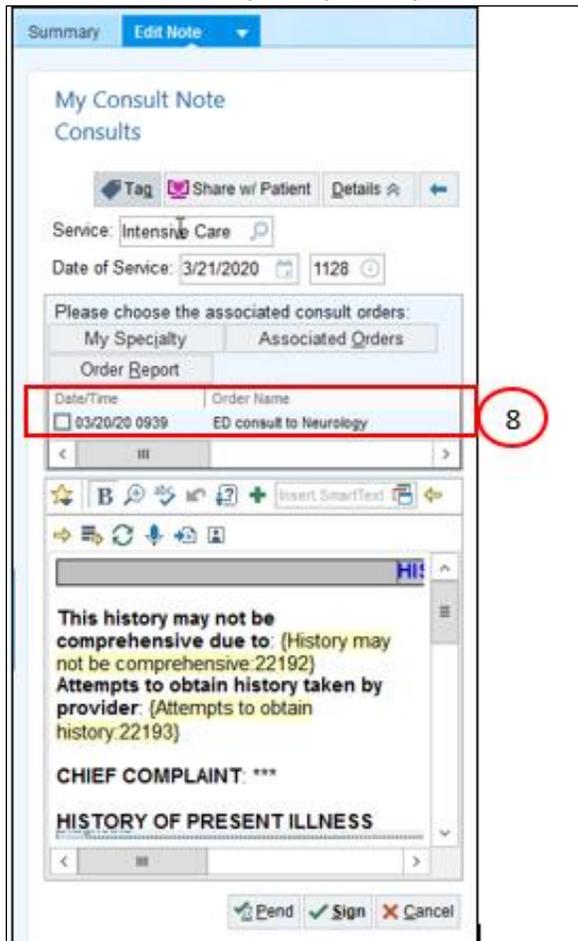
Event time	Event	Order	Route	Current Statu	Last Administer	Order Type	Ordering Provider	Link
3/19/2020 1016	New order	Admit to Inpatient		Completed		ADT	Sam Stethoscope, MD	
3/19/2020 1016	New order	Bed Request		Completed		ADT	Sam Stethoscope, MD	
3/19/2020 0920	New order	moxifloxacin (AVELOX) 400 mg in sodium chloride (ISO-OSM) 250 mL I...	Intravenous	Completed	400 mg	Medications	Dougie Docson, MD	
3/19/2020 0902	New order	norepinephrine bitartrate (LEVOPHED) 16 mg/250 mL in 0.9% Sodium...	Intravenous	Active	0.1 mcg/kg/min	Medications	Dougie Docson, MD	
3/19/2020 0902	New order	Catecholamines, plasma		Active		Lab	Dougie Docson, MD	

Consults

Consult notes are similar to other notes, but you need to associate them with a consult order. You also need to select your hospital service and update the problem list information as necessary. Follow these steps to create a Consult Note:

1. Click Consult navigator click Select Hosp Service and make sure your service is listed.
2. Click the Problem List section. Update and resolve current problems. Add new problems. Prioritize and sort problems
3. Click the appropriate Create Current Assessment & Plan Note hyperlink for each problem you need to document against.
4. In the SmartTool window, enter the information for the assessment and plan documentation, and click Accept. Repeat Steps 3 and 4 to document the assessment and plan for other problems.
5. Click Mark as Reviewed.
6. Click Consult Notes.
7. In the New Note window, enter the appropriate department in the Service field.

8. Select the order associated with your consult note. This tells Epic when you sign that the consult is completed
9. Complete your consult note as usual.
10. Click Sign. When you sign the note, the consult order is marked complete and the patient is removed from your specialty's consults list in Patient Lists.



Remember if patient is admitted, the patient needs a note type called H & P. If the Consult note is completed and then the patient is admitted, use the Create H&P section of the Admission navigator to create the H&P note that references the Consult note. The H&P must also include a heart and lung assessment if these were not a part of the Consult note. If the decision to admit the patient is made before writing the consult note, write an H&P note, and then, create Consult note that references the H&P note.

Admission

When admitting a patient, use the Admission Navigator.

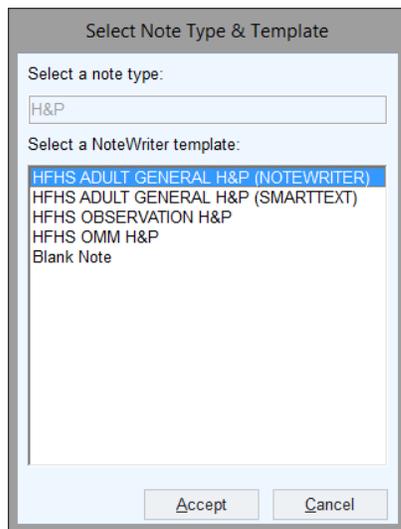
Next, go through the sections in the Table of Contents to complete your documentation .

- a. Documentation-Address any BPAs that come up. Review **Allergies**. Review **History**. **Mark as Reviewed** if you review any of these areas with the patient or the patient's family
- b. Problem Oriented Charting-This is where you can create your note for your patient.
- c. Orders-You can access Manage Orders and take care of any orders needing your Cosign.
- d. Measures- Access the PHQ-9.
- e. Handoff-Specialty Handoff notes can be created here to share with your team.



Creating your H&P

1. Click **Admission** navigator click **Select Hosp Service** and make sure your service is listed.
2. Click the **Problem List**. Update and resolve current problems. Add new problems. Prioritize and sort problems
3. Click the appropriate **Create Current Assessment & Plan Note** hyperlink for each problem you need to document against.
4. In the SmartTool window, enter the information for the assessment and plan documentation, and click Accept. Repeat Steps 3 and 4 to document the assessment and plan for other problems.
5. Click **Mark as Reviewed**.
6. Click **H&P**. The popup box to select the appropriate template will open. Select your template and click **Accept**.



7. If you select HFHS Adult General H&P (NoteWriter) you will have HP, ROS and Physical Exam tabs to help you complete your documentation. Your information will show up in the Sidebar. You can also type right in the note any addition information. Click **Accept** to complete your note.

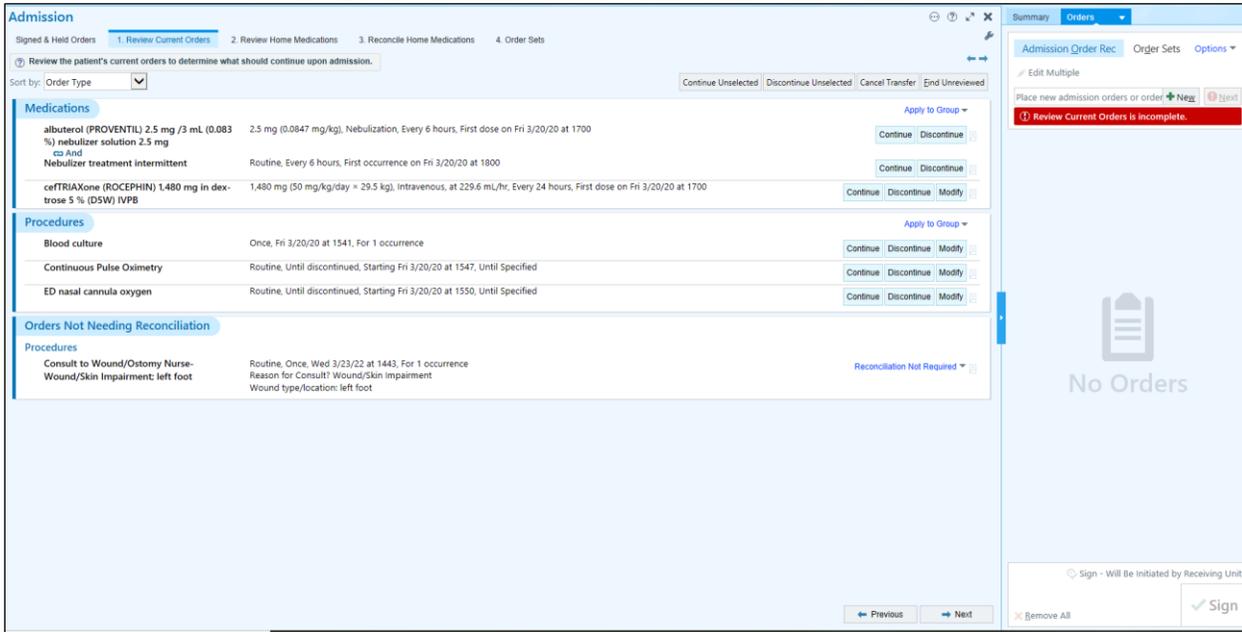
Order Reconciliation

Ord Rec Sign vs Ord Rec Sign & Hold:

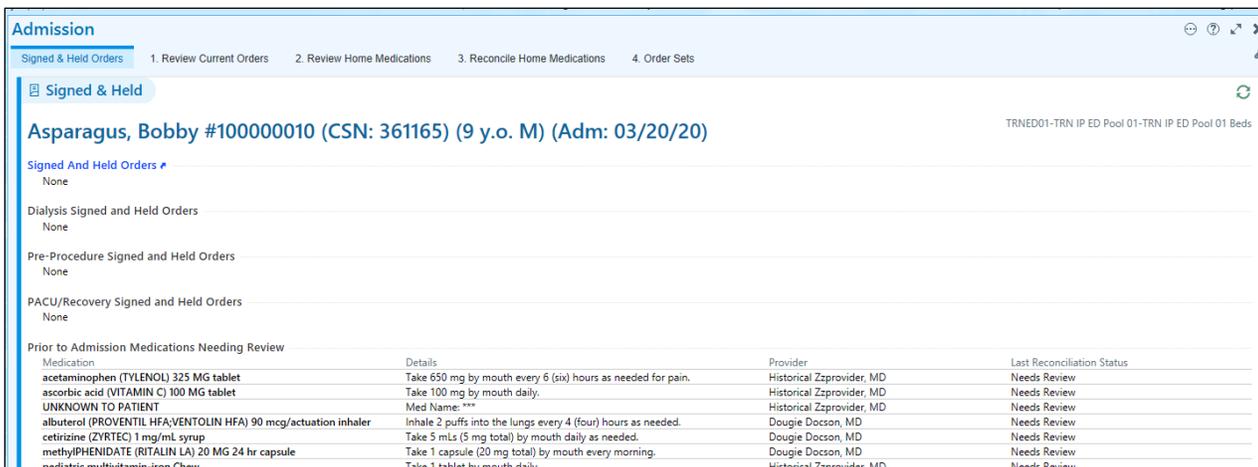
- **Order Rec Sign**-if the patient is on the floor
- **Order Rec Sign & Hold**-if the patient is in the ER but going to be sent to the floor.

For this example: select Ord Rec Sign

Defaults to Review Current Orders- From this tab, you can not only see a list of all the patient's active orders, but you can also modify, discontinue, and enter new orders. On the right side of the screen is the Orders sidebar. From the sidebar you can enter new orders individually or by using an Order Set.



The Signed & Held tab shows you a list of all the patient's signed and held orders. Remember, orders that are signed and held are authorized but not yet active. From this tab, you can review signed and held orders and release them if there is a need for the order to become active.



On the Review Home Meds tab, you can see a list of the patients prior to admission medications and add to the list if the patient tells you they are taking a medication that is not already documented.

Admission

Signed & Held Orders | 1. Review Current Orders | **2. Review Home Medications** | 3. Reconcile Home Medications | 4. Order Sets

This is a list of the patient's home medications. Please verify the list and add new medications as needed.

Add Home Medications

Sort by: Alphabetical

Pharmacy: No Pharmacy Selected

Mark Unselected as Taking | Mark Unselected as NOT Taking | Check Interactions | Informants | End Unreviewed

Medication	Dosage/Instructions	Last Dose	Time	Taking?
acetaminophen (TYLENOL) 325 MG tablet	Take 650 mg by mouth every 6 (six) hours as needed for pain. Indications: Fever	Last Dose: Not Recorded		Taking
albuterol (PROVENTIL HFA; VENTOLIN HFA) 90 mcg/actuation inhaler	Inhale 2 puffs into the lungs every 4 (four) hours as needed., Starting Wed 3/18/2020, Print	Last Dose: Not Recorded		Taking
ascorbic acid (VITAMIN C) 100 MG tablet	Take 100 mg by mouth daily.	Last Dose: Not Recorded		Taking
cetirizine (ZYRTEC) 1 mg/mL syrup	Take 5 mLs (5 mg total) by mouth daily as needed., Starting Wed 3/18/2020, Print	Last Dose: Not Recorded		Taking
methyPHENIDATE (RITALIN LA) 20 MG 24 hr capsule	Take 1 capsule (20 mg total) by mouth every morning., Starting Wed 3/18/2020, Print	Last Dose: Not Recorded		Taking

On the Reconcile Home Medications tab, you can decide to Order/Don't Order/Replace/Discontinue Home Meds while the patient is in the hospital.

Admission

Signed & Held Orders | 1. Review Current Orders | 2. Review Home Medications | **3. Reconcile Home Medications** | 4. Order Sets

Reorder or Review the patient's prior to admission medications.

Sort by: Alphabetical | Med List Status: In Progress |

Order Unselected | Don't Order Unselected | End Unreviewed

Medication	Dosage/Instructions	Order	Don't Order	Replace	Discontinue
acetaminophen (TYLENOL) 325 MG tablet	Take 650 mg by mouth every 6 (six) hours as needed for pain. Indications: Fever	<input type="button" value="Order"/>	<input type="button" value="Don't Order"/>	<input type="button" value="Replace"/>	<input type="button" value="Discontinue"/>
albuterol (PROVENTIL HFA; VENTOLIN HFA) 90 mcg/actuation inhaler	Inhale 2 puffs into the lungs every 4 (four) hours as needed., Starting Wed 3/18/2020, Print	<input type="button" value="Order"/>	<input type="button" value="Don't Order"/>	<input type="button" value="Replace"/>	<input type="button" value="Discontinue"/>
ascorbic acid (VITAMIN C) 100 MG tablet	Take 100 mg by mouth daily.	<input type="button" value="Order"/>	<input type="button" value="Don't Order"/>	<input type="button" value="Replace"/>	<input type="button" value="Discontinue"/>
cetirizine (ZYRTEC) 1 mg/mL syrup	Take 5 mLs (5 mg total) by mouth daily as needed., Starting Wed 3/18/2020, Print	<input type="button" value="Order"/>	<input type="button" value="Don't Order"/>	<input type="button" value="Replace"/>	<input type="button" value="Discontinue"/>
methyPHENIDATE (RITALIN LA) 20 MG 24 hr capsule	Take 1 capsule (20 mg total) by mouth every morning., Starting Wed 3/18/2020, Print	<input type="button" value="Order"/>	<input type="button" value="Don't Order"/>	<input type="button" value="Replace"/>	<input type="button" value="Discontinue"/>

Summary | Orders | **Order Sets** | Options

Admission Order Rec | Order Sets | Options

Edit Multiple

Place new admission orders or order

Reconcile Prior to Admission Medications is incomplete.

Finally, you can use the Order Sets tab to place your Admission Order. Review and Sign your orders.

Admission

Signed & Held Orders | 1. Review Current Orders | 2. Review Home Medications | 3. Reconcile Home Medications | **4. Order Sets**

Orders from Order Sets

Order Sets and Pathways

Suggestions

Pediatric Asthma Pediatric General Admission

Summary | Orders | **Order Sets** | Options

Admission Order Rec | Order Sets | Options

Edit Multiple

Place new admission orders or order

Transfer

1. Use the Transfer Navigator.
2. Consider clinical suggestions, called Best Practice Advisories. Select Hosp Service
3. Hospital Course – This section is to input information about what has already happened during the patient hospitalization. This section will pull into the Discharge Summary.
4. Review and update the problem list.
5. Write a transfer note.
6. Reconcile medications is done by the receiving unit.
7. Transferring unit needs to write a transfer order. Click **Sign-Will be initiated by Receiving Unit.**
8. Cosign orders.

Asparagus, Edward
60 y.o., M, 03/19/1960

Transfer

- Summary
- Chart Review
- Results Review
- Patient Images
- Synopsis
- Flowsheets
- Notes
- Rounding
- Consult
- PDMP
- Manage Orders
- Request Outsi...
- Admission
- Transfer**
- Discharge

TRANSFER DOCUMENTAION

BestPractice

Expected Discharge

Team Comm

TRANSFER NOTE

Select Hosp Service

Hospital Course

Transitions of Care

Problem List

Transfer Notes

PLACE TRANSFER ORDERS

Cosign Orders

Unresulted Labs

Ord Reconciliation

Ord Rec Status

Transfer

1. Review Current Orders 2. Reconcile Home Medications 3. Order Sets

Review the patient's current orders to determine what should continue post-transfer. ***Please note that these actions will not be initiated until they are released by the receiving unit.***

Continue Unselected Discontinue Unselected Cancel Transfer End Unreviewed

Sort by: Order Type

Apply to Group

Medications

calcium-vitamin D 500 mg(1.250mg) -200 unit per tablet 1 tablet	1 tablet, Oral, Daily, First dose on Thu 3/19/20 at 1500	
docusate sodium (COLACE) capsule 100 mg	100 mg, Oral, As needed	
ferrous sulfate EC tablet 324 mg	324 mg, Oral, 2 times daily	Do not crush or chew.
furosemide (LASIX) tablet 40 mg	40 mg, Oral, 2 times daily	Do not crush or chew.
heparin (parcaine) injection 5,000 Units	5,000 Units, Subcutaneous	High ALERT Medication
valsartan (DIOVAN) tablet 80 mg	80 mg, Oral, Daily, First dose on Thu 3/19/20 at 1500	

Procedures

CBC and Differential	Routine, Daily, First occurrence on Thu 3/19/20 at 1110, Until Specified	Continue Discontinue Modify
Diet Regular	Diet effective now, Start on Thu 3/19/20 at 1402	Continue Discontinue Modify
Electrolytes	Routine, Daily, First occurrence on Thu 3/19/20 at 1600	Continue Discontinue Modify
Full code		
Intake and Output	Routine, Every 4 hours	Continue Discontinue Modify
Maintain sequential compression device	Routine, Continuous, Starting Thu 3/19/20 at 1110, Until Specified	Continue Discontinue Modify
Up with assistance	Routine, Every shift, First occurrence on Thu 3/19/20 at 1402	Continue Discontinue Modify
Vital signs	Routine, Every 4 hours, First occurrence on Thu 3/19/20 at 1600	Continue Discontinue Modify

Transfer Patient to a New Unit

Service: [Acute] [Stepdown] [ICU]

Unit: []

Attending Provider: []

Diagnosis: []

Discharge Date: []

Special Facilities: [Telemetry] [Private (Med Neg)]

Bed request comments: []

Process inst.: The discharge date entered on this order will update the Expected Discharge Date for the patient

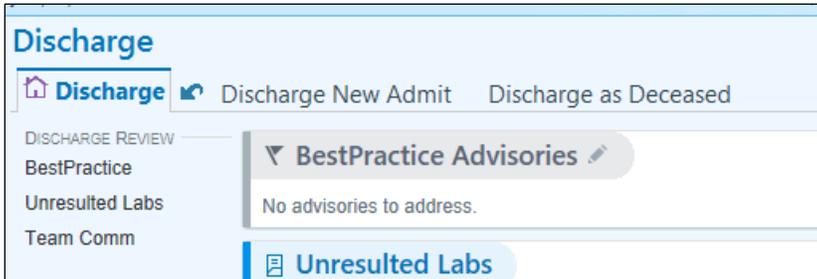
Show Additional Order Details

Link Order

Sign - Will Be Initiated by Receiving Unit

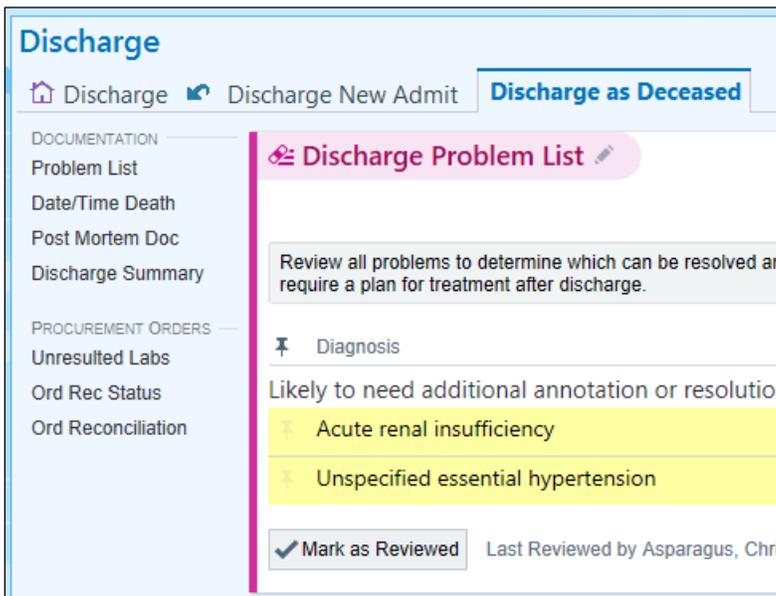
Discharge

The discharge navigator includes three tabs. The first is Discharge, with is discharging a patient to home or a non-Henry Ford facility. Next Discharge New Admit tab is what you will use if you are discharging the patient and sending them to a Henry Ford facility with a different hospital license that is using Epic, for example to rehab or hospice. Completing the Discharge-Readmit order rec from this navigator allows you to sign-and-hold orders that can be released once the patient arrives at their new location. The final tab is Discharge as Deceased which is self-explanatory.



Please note for Discharge as Deceased you will need to review and complete the following:

1. Problem List
2. Date/Time Death- Only Providers can enter in this information.
3. Discharge Summary
4. Ord Reconciliation- Discontinue Orders



Discharging a Patient Home

The image shows a vertical menu titled "Discharge" with several sections. Red arrows point from callout boxes to specific menu items:

- DISCHARGE WORKFLOW**
 - BestPractice
 - Unresulted Labs
 - Team Comm
 - Cosign Orders
 - Rx Routing
 - Verify Rx Benefits
 - Outside Meds
 - MAPS PDMP
 - Med Reconciliation
 - Ord Rec Status
 - Communications
- FACE TO FACE**
 - Face to Face Note
- DISCHARGE INSTRUCTIONS**
 - Future Appts
 - Follow-Up Providers
 - Signs & Symptoms
 - Discharge Inst
 - Patient Belongings
 - Print Belongings
- DISCHARGE SUMMARY**
 - Select Hosp Service
 - Hospital Course
 - Problem List
 - Discharge Summary
- AFTER VISIT SUMMARY**
 - Add Med Details
 - Preview AVS
 - Discharge Status

Discharge Workflow: You can complete Med Reconciliation, MAPS PDMP, Verify Rx Benefits, and Cosign Orders

Discharge Instructions: Enter any instructions for your patient.

Discharge Summary: Complete your Hospital Course, Review Problem list and Create your Discharge Summary

After Visit Summary: You are able to add med details, preview the AVS, and review discharge status

Observation Patients

For Observation Patients use the Obs Navigator Activity. There are four tabs. The first tab, Obs Intake has all the tools for Admission, the next tab is Obs Rounding for your Progress Note, the next tab is Obs to Inpatient which you can use if the patient is being changed from Observation to Inpatient, and the final tab, is Obs Discharge.

