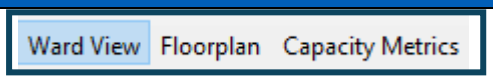
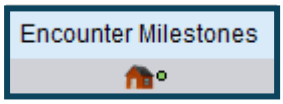
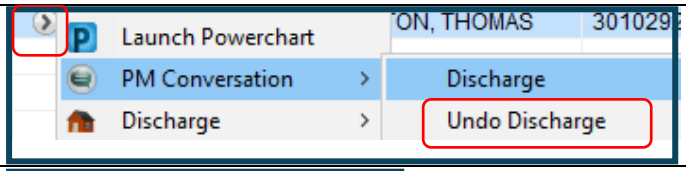
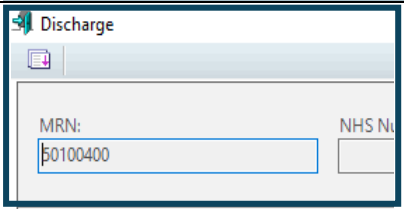
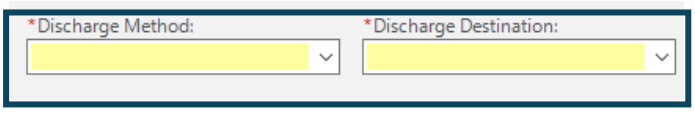
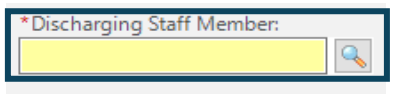
Quick Reference Guide

Administrative Discharge of Inpatient

This Quick Reference guide is for all staff that require to complete the administrative discharge of patients

	Process	Additional Guidance
1	In **Capacity Management** select the **Ward View** perspective on the **Toolbar** Select the **DIscharge List** gadget Locate the relevant patient on the **Discharge LIst** gadget	
2	The patient should have a **House icon with a green dot** in the **Encounter Milestones** column, this indicates that the patients is **Medically Optimised for Discharge** (MOFD)	
3	Click in the **left-hand column** of the patient's row, select **PM Conversation > Discharge**	
4	The **Discharge** conversation opens Complete all mandatory fields with the relevant information	  

	Click on the **OK** button in the bottom right-hand corner	

5	The administrative discharge is now completed and the patient is no longer on the **Discharge List** and **Bed Board** gadgets	
6	You will be able to Discharge patients from your 'Bed Board'	
7	Select your patient and Click at the speech bubble and select 'Discharge' Complete The mandatory fields as required and click 'ok' Note: Make sure that all paperwork is completed before discharging your patients	

Date	Version	Author	Approved By	Next review by
24/10/2024	First Review- Author	Keith Duncan		1st November 2025