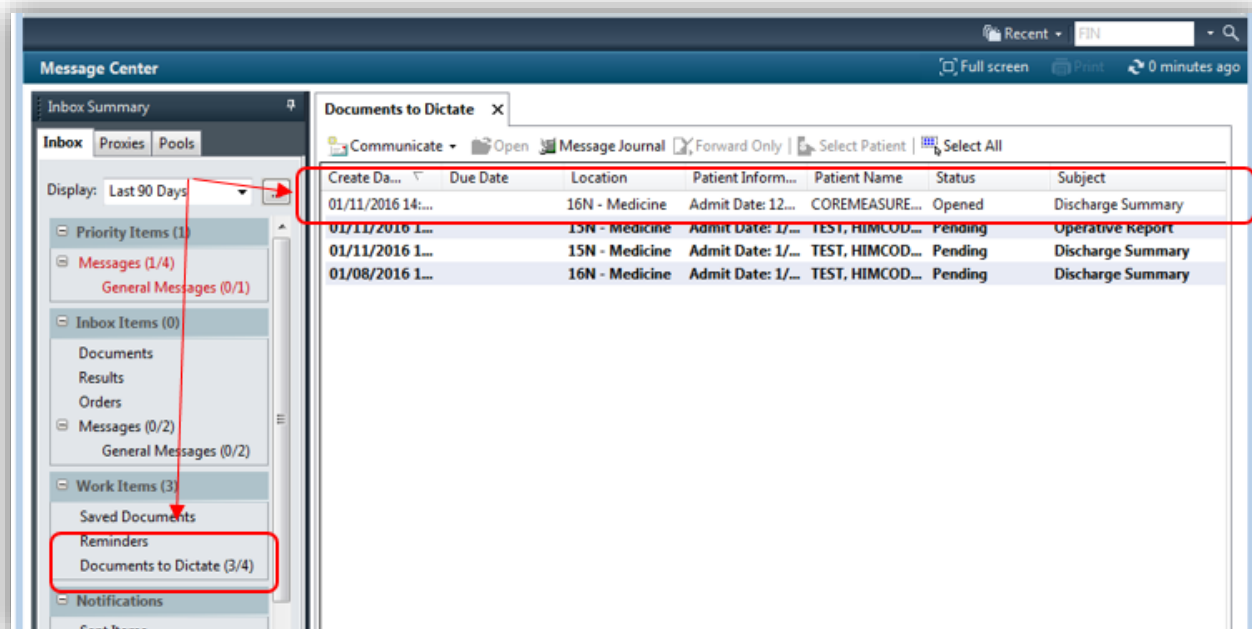# DISCHARGE SUMMARIES WILL BE CREATED IN POWERCHART AS OF JULY 25TH 2016.

Completing a Discharge Summary in Powerchart.

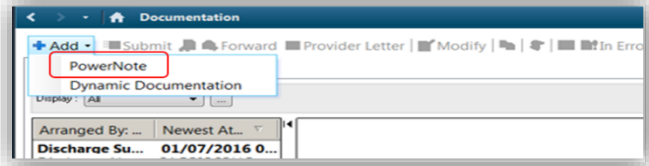**Attending, Residents, NP's and PA's** creating a **Discharge Summary with Powernotes** in **Powerchart**.

1. Sign into **Powerchart**.
a. **Discharge Summary's** that need to be completed will appear in the **Message Center** within **Documents to Dictate section of the Inbox**
2. **Right click on the patient's name you would like to complete a Discharge Summary and Hover over Open Patient Chart and then select Documentation.**

NOTE: The **document to Dictate** is created in your Inbox from the **Order detail (Responsible for Dictation) in the Discharge Patient Orderable** for the patient. If the Discharge Summary PowerNote is completed prior to the order being placed, you would not get a document to dictate in your Inbox.
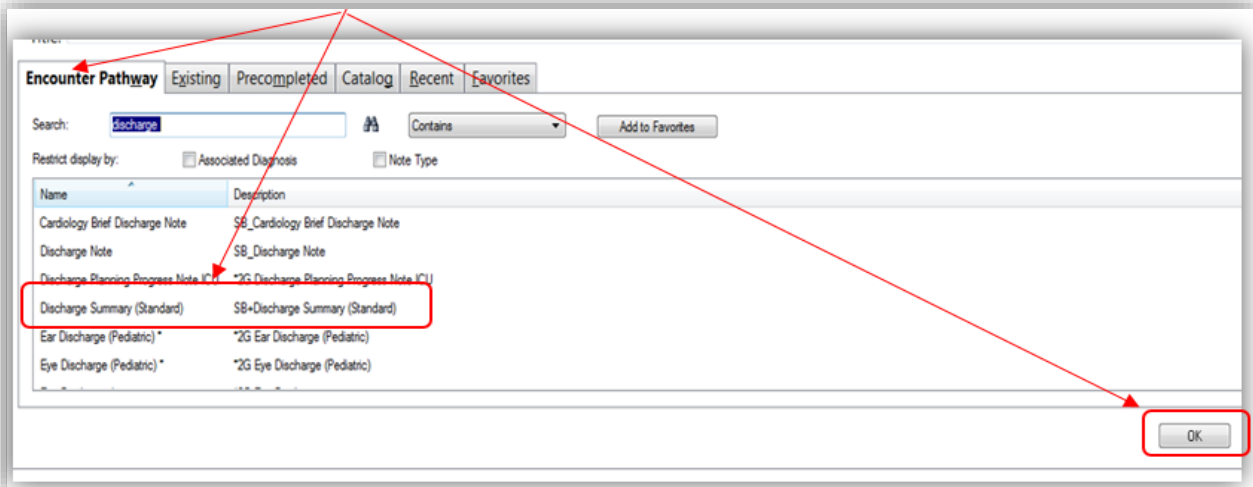
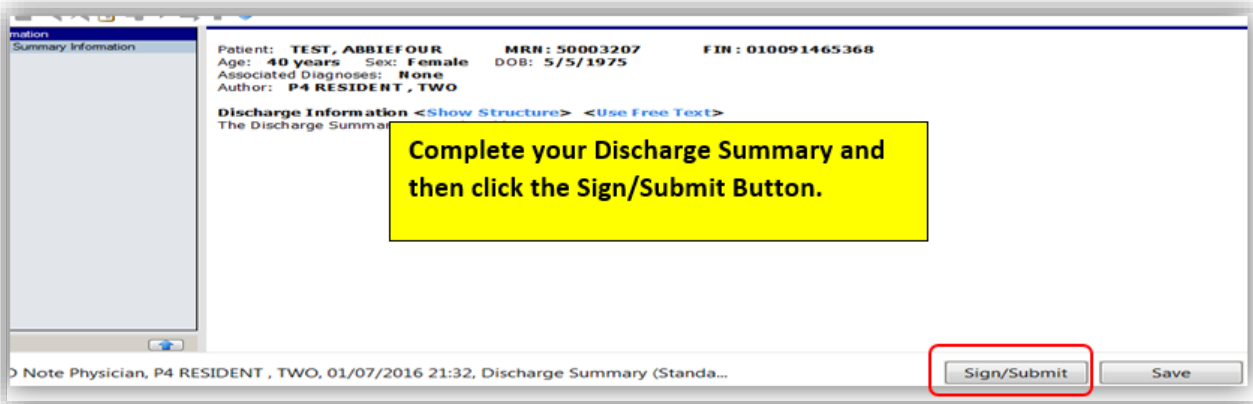3. **The patients chart opens to Documentation Tab.**

   a. Click the drop down arrow next to the **+add** button and select **Powernote**.

4. Using the **encounter pathway tab,** type and Search for **Discharge Summary (Standard) template**. Then click **Ok** Button.

5. Complete the details of the Powernote and click **Sign/Submit** button after you have completed the PowerNote.

NOTE: For Resident/NP's and PA's: search and select the attending you are forwarding the Powernote to, then click **Sign** button.

NOTE: For Attending's: Click **Sign** and the **Discharge Summary** Powernote is complete.

Refusing a Document in your Message Center (Inbox)

6. You can **Refuse** a document by selecting the **Radio button**. (See Circled below).
   After selecting **Refuse**, Select one of the following reasons:

   - **Content Needs Modification**- The content is not satisfactory for attending and is being sent back for modification.
   - **Did not follow this patient**- The attending was not following this patient.
   - **Does not require signature.**

*Note: Send refusal to "**Refusal, Inbox**". **DO NOT SEND IT BACK TO THE AUTHOR.** Use the comment box to tell the author what you would like fixed.