

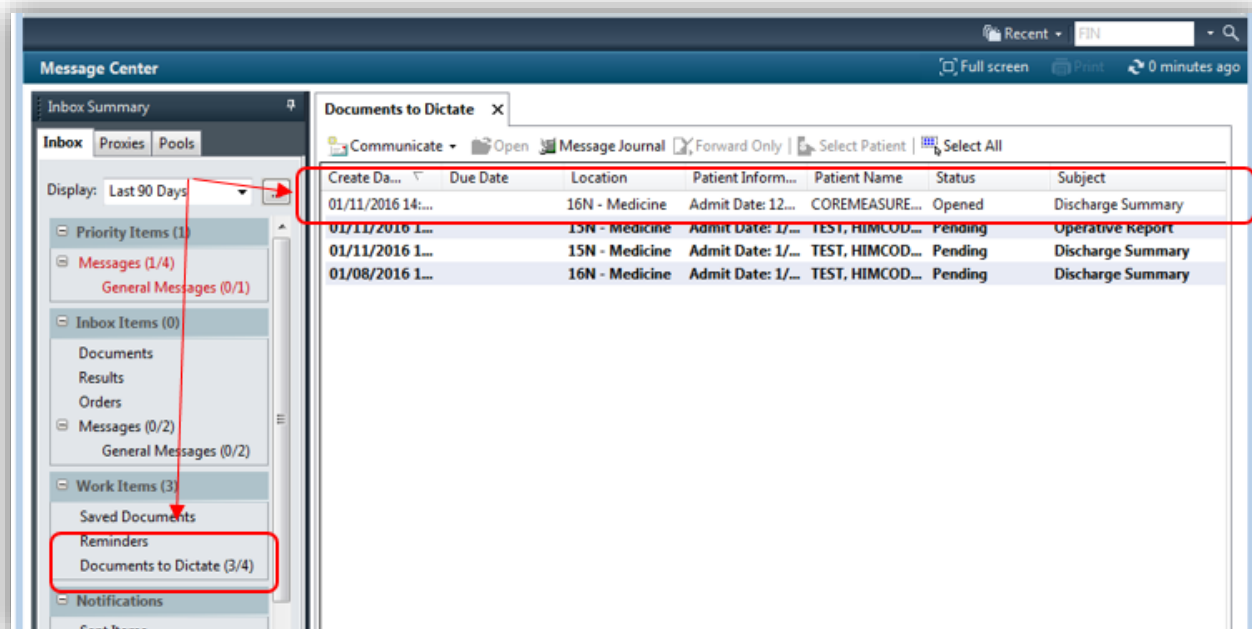
## DISCHARGE SUMMARIES WILL BE CREATED IN POWERCHART AS OF JULY 25TH 2016.

### Completing a Discharge Summary in Powerchart.

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

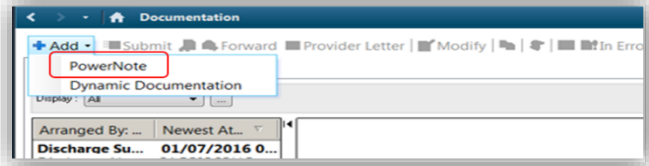
1. Sign into Powerchart.
  - a. Discharge Summary's that need to be completed will appear in the Message Center within Documents to Dictate section of the Inbox
2. Right click on the patient's name you would like to complete a Discharge Summary and Hover over Open Patient Chart and then select Documentation.

**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.

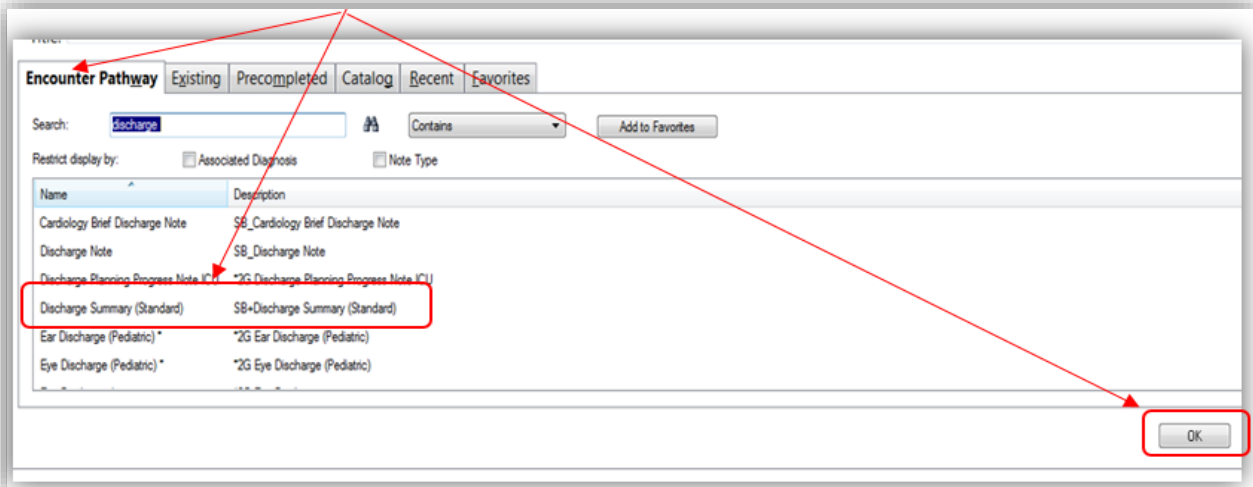


3. The patients chart opens to Documentation Tab.

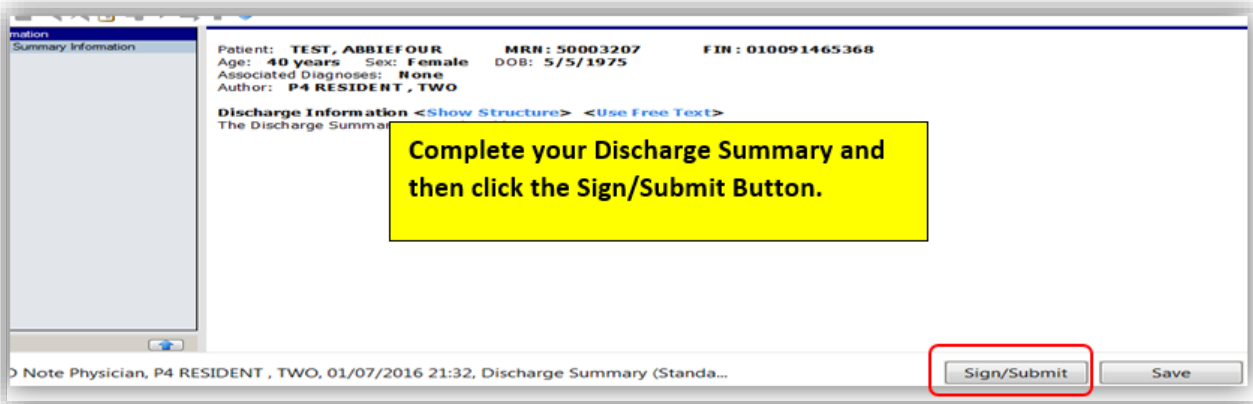
- a. Click the drop down arrow next to the **+add** button and select **Powernote**.



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.

The screenshot displays a medical message center interface. On the left is a navigation pane with categories: Documents (0/1), Sign (0/1), Results, Orders (527/527), Renewal Orders (527/527), Messages (0/5), Renewal Requests (0/1), General Messages (0/4), Work Items (9), Saved Documents (9/10), Reminders, Documents to Dictate, and Notifications. The main area shows a document with the following text: GENERAL: A young female sitting up in bed, appears overall improved since admission of acute distress. CARDIOVASCULAR: Regular rate and rhythm. No peripheral edema. RESPIRATORY: Normal respiratory effort at speech and with rest. NEUROLOGIC: Mental status: The patient is awake and has good level of alertness with intact : She is oriented to self, month and year, location and situation. She has a normal affect. She has appropriate behavior and is cooperative with exam. She has flu: Below the text is an 'Action Pane' with radio buttons for 'Sign' and 'Refuse'. The 'Refuse' button is circled in red. To the right of the 'Refuse' button is a 'Reason:' dropdown menu. Below this is a checked 'Additional Forward Action:' with a 'Review' dropdown and a 'To:' field containing 'Refusal, Inbox' with a red 'x' icon. A 'Comments:' field (Limit 255) is at the bottom. A 'Next' button is in the bottom right corner.