# DISCHARGE

## DISCHARGING A PATIENT
– Click the **Discharge Instructions** quick key, and document all discharge data
– Click the **Navigator** quick key to print instructions

**HELPFUL HINTS**

⇒ All I&O orders must be D/C upon discharged for APU, LDU, PPU and NICU patients - a button to D/C I&O is on the Discharge quick key

⇒ Medication Reconciliation can be found & printed in MT

⇒ Spanish Discharge Instructions are available

⇒ Patients are discharged out of CPN through MT

⇒ Post-partum patients are moved to Hold Beds at the bottom of the unit

⇒ DC Undelivered patients are moved to the DC Undelivered unit for 24hrs (24+ hrs moved to Undelivered Hold)

⇒ There is a rolling 24hrs for back documentation

## FREQUENTLY USED TERMS

– Meditech (MT) = the official electronic medical record (EMR) of the Gulf Coast Division (GCD)

– Centricity Perinatal Network (CPN) = documentation tool for the Woman's Services area

– ADT = Admissions, Discharges and Transfers interface between Meditech and CPN

– Outbound = interface used to transfer data from CPN to Meditech

## OTHER UNITS

– General Hold = view only unit for internal facility-to-facility adult and newborn transfers (only one)

– NSY Undelivered = unit for pre-registered babies

– Restored = unit for records pulled out of archives

**IT&S**

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# MOTHER-BABY LINK

The Mother-Baby Link allows information originally recorded on the mother's chart to "flow" to a reference baby's chart. The link was designed to copy prenatal and delivery information from the mother's chart to the baby's chart. Completion of the Mother-Baby Link can assists with minimizing duplicate charting by the staff.

## CREATING MOTHER-BABY LINK
– Select the appropriate patient (mother)
*The mother's name will appear in the patient banner*
– Select the **Patient Administration** menu key
   ***Roster** in the Perinatal View*
– Select Mother-Baby Link
– The popup box will display Mother's ID and Name
– Click the **Create Mother-Baby Link** button
– Click the **Select Baby from Roster** button
– Select the Name option from the **Search** box
– Search for baby by typing Mom's Last Name
– Click the **Search** button
– Select the correct baby's name from list
– Click the **Select** button
– Confirm information on the next popup screen, and then click **OK**
– A confirmation box appears, click OK to confirm
– A **Successful Linked** confirmation box appears, click OK
– To exit, click **Cancel**

## UPDATING MOTHER-BABY LINK
– Select the appropriate patient (mother)
*The mother's name will appear in the patient banner*
– Select the **Patient Administration** menu key
   ***Roster** in the Perinatal View*
– Select Mother-Baby Link
– Baby's ID & name will under the Current List of Linked Patients
– Select the baby's name from the list
– Click the **Update Baby Record** button
– A confirmation box will appear to copy the latest data from Mom to Baby, click **OK**
– A confirmation box will appear once the update is complete, click **OK**
– To exit , click **Cancel**

**HELPFUL HINTS**

⇒ Only Baby A can be linked prior to delivery
⇒ Mom's name must be in the banner to initiate the link
⇒ Multiple babies must be linked in alpha-numeric order

HCA | GCD IT&S Technical Education
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# CENTRICITY PERINATAL NETWORK
# NEW HIRE TRAINING

## UNDERSTANDING OUR SYSTEMS

*Maternal Child documentation for GCD HCA facilities occur in CPN and the Meditech Nursing Module. The ADT and OUTBOUND interfaces allow patient information to cross between the two systems. All patients must be admitted, discharged, and transferred in Meditech, and cross the ADT Interface. The OUTBOUND Interface allows data from CPN to flow to Meditech.*

### MEDITECH

- Status Board
- Allergy Management
- Admin Data (Temp Loc)
- Quick Start
- Medication Reconciliation
- eMAR (BCMA)
- Blood Transfusions (BCTA)
- Order Management (CPOE)
- Clinical Review/PCI
- CVC/PICC Line
- Restraints
- Post Fall Assessment

**ADT**

*Admissions, Discharges & Transfers*

*Lab Results (expect Blood Type, RH & Coombs)*

**OUTBOUND**

*Many Flowsheet Items*

*Discharge Summary*

*Summary of Baby's Record*

*Intake & Output*

### CPN

- Assessments/Flowsheets
- Vital Signs
- Height & Weight
- Measurements
- Sepsis (for Adults)
- Education
- Care Plans
- Isolation Queries
- Discharge Instructions
- Summary of Baby's Record
- Lactation
- I&O
- RT/PT/OT/SP/Child Life

*At Woman's & Pearland; RT at West Houston*

**HELPFUL HINTS**

⇒ Asterisk items (*) are outbound and need to be answered as designed
⇒ Verify the account# on the patient's armband with the patient banner before beginning documentation

## BASIC NAVIGATION

**MENU KEYS**

HOME   Security   Patient Administration   Acquire VS   Graphs   Neonatal Death   CarSeat   ADT   Outbound   CQM Audit   Lactation   RT   OT/ST/CL   Views

**GOOSE, BG-MOTHER**    ID#: F0007   Acct#: F0002    DOB: 1/6/2016   Admit Dat:01/06/16 06:27 CST    Unit/Bed: **NIC A1**    Attending **Peter M**

**PATIENT BANNER**

| Admit | Assess | Labor | SBAR | Deliv | I&O/Meds | Careplan | LAB/CPOE | Bereave | Dschg | Charges | Print | OBED/Ante | Down |

| Patient Arrival | OP to IP Admit | MSE | Home Meds | Screening Summary | Teaching/Careplans | NST: Outpa |

**Menu Keys:** Located above the Patient Banner
Ex. Home, Security, Patient Administration
*HOME key brings user to default log in
*Security key to log on, logoff, or change password

**Patient Banner:** Located below Menu Keys
Ex. Patient's name, ID/Acct #, DOB, Admit Date, Unit/Bed
*Color Coded: Green (NICU), Yellow (NSY), Peach (AP & L&D), Fuchsia (PP)

**Tabs**

Clicking on Flowsheet displays Subcomponent Buttons
Ex. Assessments, VS/Pain, Measure, MD Notify
*Access to specific sections of a chart

| Flowsheet | Assessment | VS/Pain | Measure | Resp | Labs/Screen | IV | LIP Notify | Pt Care | Procedure | Tubes/Drains | Inditype |

**SUBCOMPONENT BUTTONS**

*Flow of documentation via Quick Keys – Left to Right*
**Facility policy dictates documentation requirements*

# COMMON ROUTINES

### CREATING A PATIENT RECORD

*To be used if ADT is not functioning or Meditech is down*

– Select the **Patient Administration** menu key
  *Roster in the Perinatal View*
– Select Create Pt Record > Select the desired bed
– Enter Patient ID:
  – If ADT is down (patient is in MT):
    *Type exact MR#/Unit# from MT*
  – If MT is down:
    *For Moms - Type mom's LastName
    FirstName (ex. GOOSEMOTHER)
    For Babies - Type mom's LastName BB  or
    BG FirstName (ex. GOOSEBGMOTHER)*
– Enter Patient Name (LastName, FirstName)

### SELECTING A PATIENT RECORD

– Select the **Patient Administration** menu key
  *Roster in the Perinatal View*
– Select Select Patient > Locate Patient
*Search for a patient by Name, ID or Unit*

### RECORD OPTIONS

– **No Options:** No new action, enters into the chart
– **Copy to this column:** will copy data from a previous column to newly created column *(Use this feature for short frequent assessments)*
– **Correct this column:** will remove entire column or only selected items
– **Move to this column:** will move entire column to a new time or only selected items *(Cannot move from patient to patient)*
– **Normal value charting:** select chart items, and normal values to pre-populate the chart

# INTAKE & OUTPUT



### CREATING AN I&O ORDER

– Click the **I&O** quick key button
– Click the **Create Order** subcomponent button
– Select an **Intake** or **Output** type from Order Type Filter column  (Ex. IV, Urine)
– Select appropriate item from Order Name column (Ex. LR, Urine Volume)
– Click the **Transcribe Order** button
– The Order Pad page will appear and can be customized
  – *Enter Rate/Volume if desired*
  – *Enter Added Medications in Additive Field as needed*
  – *Enter Start time (necessary to do any back documentation)*
  – *Enter Source, Line or Site if desired*
– Click the **Activate** button
– Click the **Close** button once all desired items have been entered

### DISCONTINUING AN I&O ORDER

– Click the **I&O** quick key button
– Right-Click under time column for desired intake or output
– Select Discontinue
*Note the order will display a closed arrow to the far right*

### DISCONTINUING MULTIPLE I&O ORDERS

– Click the **I&O** quick key button
– Click on the **Manage Orders** button
– Select the desired item to D/C
– Click on the **Discontinue** button
– Enter or Confirm time to D/C
– Click OK
*Note that orders will have discontinue under the status column*
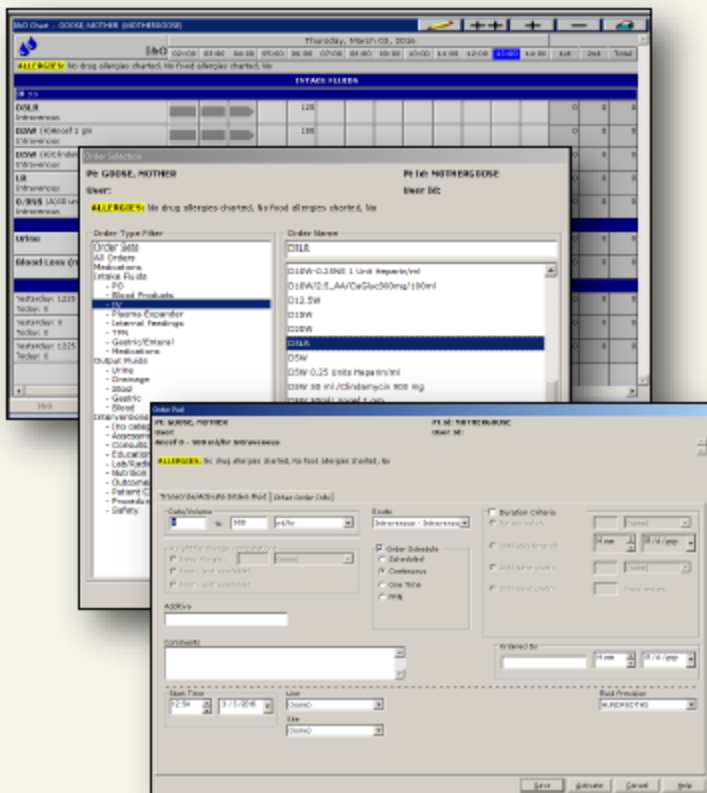
**HELPFUL HINTS**
⇒ I&O quick key is for the APU, L&D, PPU, and NICU areas
⇒ Time Stamp to ensure documentation start time
⇒ All I & O orders must be discontinued when a patient is discharged
⇒ Right-Click on any I&O line item to get a sub-menu of choices (Record, Annotate, Rate Change or Discontinue)
⇒ The Shift Key + Down Arrow function can be used to select multiple items at one time