Discharge Planning

Last Modified on 20/01/2025 12:40 pm ACDT

Discharge planning is used to manage the client's discharge from the facility. This includes documentation summarising the care received, services required after discharge and transport from the facility to the discharge location. Discharge letters for clients can be based on pre-defined templates.

Edit the Discharge Plan

Clicking **Edit** allows you to edit the following fields:

Field	Description
Admission Date	Displays the current admission date
Planned Discharge Date	Use the date picker to enter the planned discharge date.
Discharge To	Select the proposed destination from the drop-down list.
Discharge Transportation	Select the transport required from the drop-down list
Discharge Plan	The text field provides a place to enter the specific discharge notes. This field is not visible when the client is NOT admitted.
Copy Discharge Plan To Clinical Notes	Ticking means that the plan will be copied to Clinical Notes upon saving.

When writing your Discharge Plan Using the Text Editor, under the Insert Menu you have some useful tools:

- Insert image
- Replacement Variable: Insert values from fields in the Patient record
- Insert Template: Commonly used blocks of text, letters, templates can be added
- Insert Date / time
- Attachment: insert any file (PDF, image, zip) into the clinical note.

See Using the Text Editor for more details.

Discharge Letters

You can write a discharge letter for a patient using the **Discharge Letter** button.

If an admission is cancelled, any Discharge Letters that are in draft format will be deleted. See Correspondence → Letters for details on creating letters.

If enabled, the My Health Record & Health Identifiers Service Integration will allow you to upload this to a Patient's My Health Record.

Support Services Required

Provides a simple check list to record the client's discharge requirements for Support Services.

Fields available:

Field	Description
Service Required	Code of the service required
Description	Description of the service required
Notified	Check box to denote a service has been notified
Links	
Edit	Click to edit and check or uncheck "Notified"
Delete	If a service is not required use the delete link to remove

Add a Support Service

1. Click **Create New.**
2. Select the service required from the drop down list.
3. Add a Description.
4. If service has been notified click the notified box.
5. Click C**reate Requirement.**

Other Requirements

Provides a simple check list to record the client's other discharge requirements e.g. equipment (Note: only visible if a client has been admitted).

Fields available:

Field	Description
Other requirement	Code of the other requirements
Description	Description of the other requirements
Notified	Check box to denote a service has been notified
Links	
Edit	Click to edit and check or uncheck “Notified”
Delete	If a service is not required use the delete link to remove

Add Other Requirements

1. Click **Create New.**
2. Select the service required from the drop down list.
3. Add a Description.
4. If service has been notified click the notified box.
5. Click **Create Requirement.**