

# CAPACITY MANAGEMENT: DISCHARGING A PATIENT TIP SHEET

## CAPACITY MANAGEMENT - DISCHARGE A PATIENT

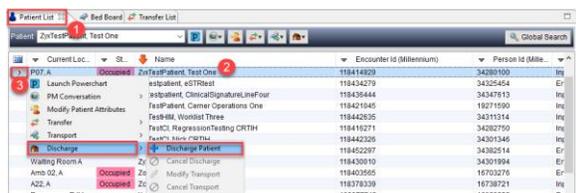
Discharges are processed in two steps by NUAs/RNs/LPNs through CareAware Capacity Management, or **CCM**.

1. **Discharge the Patient:** Initiated when the patient is believed to be discharged within the next 24 hours and/or discharge orders have been obtained.
2. **Discharge the Encounter:** Initiated as the patient is leaving the unit. When completed, the patient will be discharged out of CCM/Cerner.

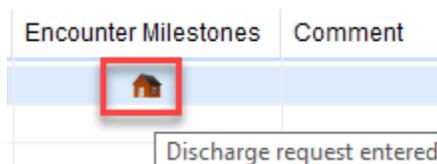
### Discharging the patient

The discharge process can be initiated when it is believed the patient may potentially be discharged in the next 24 hours, and/or a *Discharge Order* is received.

1. Navigate to the **Patient List** tab.
2. Locate the patient, ensuring Positive Patient Identification (PPID) is followed.
3. Click on the drop-down menu and select **Discharge > Discharge Patient**.



4. This action will add a house icon on the **Encounter Milestones** column in both **Patient List** and the **Discharge List**.



### Discharging the encounter

Upon patient leaving the unit, the discharge encounter can be completed.

1. Navigate to the **Discharge List** tab.
2. Locate the patient for discharge ensuring Positive Patient Identification (PPID) is followed.
3. Click on arrow beside patient name and select **Discharge Encounter**.
  - The Conversation will open will display.



1. Fill in the 3 required fields:
  - **Discharge Date**
  - **Discharge Time**
  - **Discharge to Location:** Additional fields may require input if the patient is discharged to a location other than their home.
2. Click **Save**.



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- Patient is discharged out of the Cerner system and no longer appears on the **Patient List** or **Discharge List**.

**Discharge Encounter**

Medical Record Number: 02134807  
Last Name, First Name: ZyrTestPatient, Test One  
Sex at Birth: Female  
Gender: Female  
Birth Date: 09-Jan-2000  
Age: 23Y  
Provincial Health Number: BC 9030-147-583  
CCIS Program Flag

**ENCOUNTER INFORMATION**

Encounter Number: 93026643504  
Encounter Type: Inpatient Acute  
Service: PSYCH  
Registration Date: 27-Sep-2021  
Registration Time: 14:10  
Facility: RH  
Building: MAN-RH  
Nurse/Ambulatory: ED-HOLD-RH

**Providers**

Admitting Provider: Physician Administration  
Most Responsible Provider: Test, Physician Administration

**DISCHARGE INFORMATION**

Discharge Date: [dropdown]  
Discharge Time: [dropdown]  
Discharge Disposition: [dropdown]

SAVE Cancel