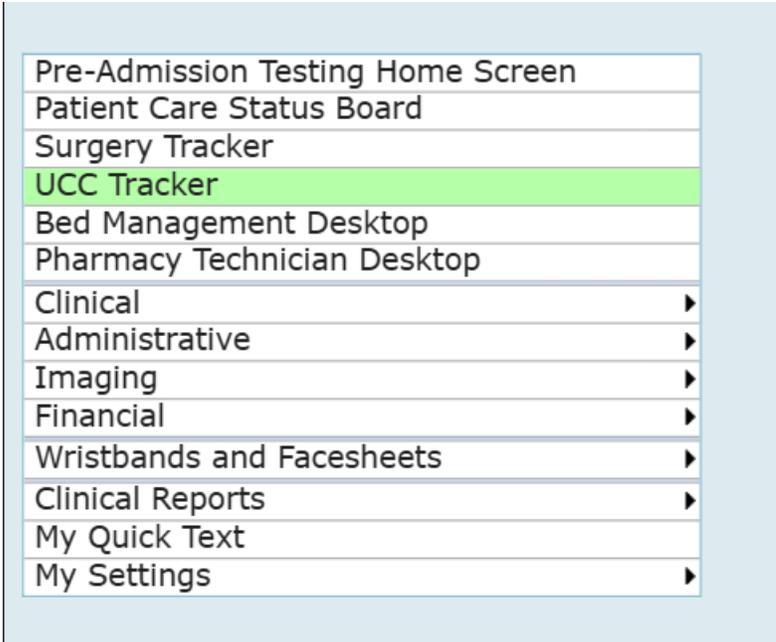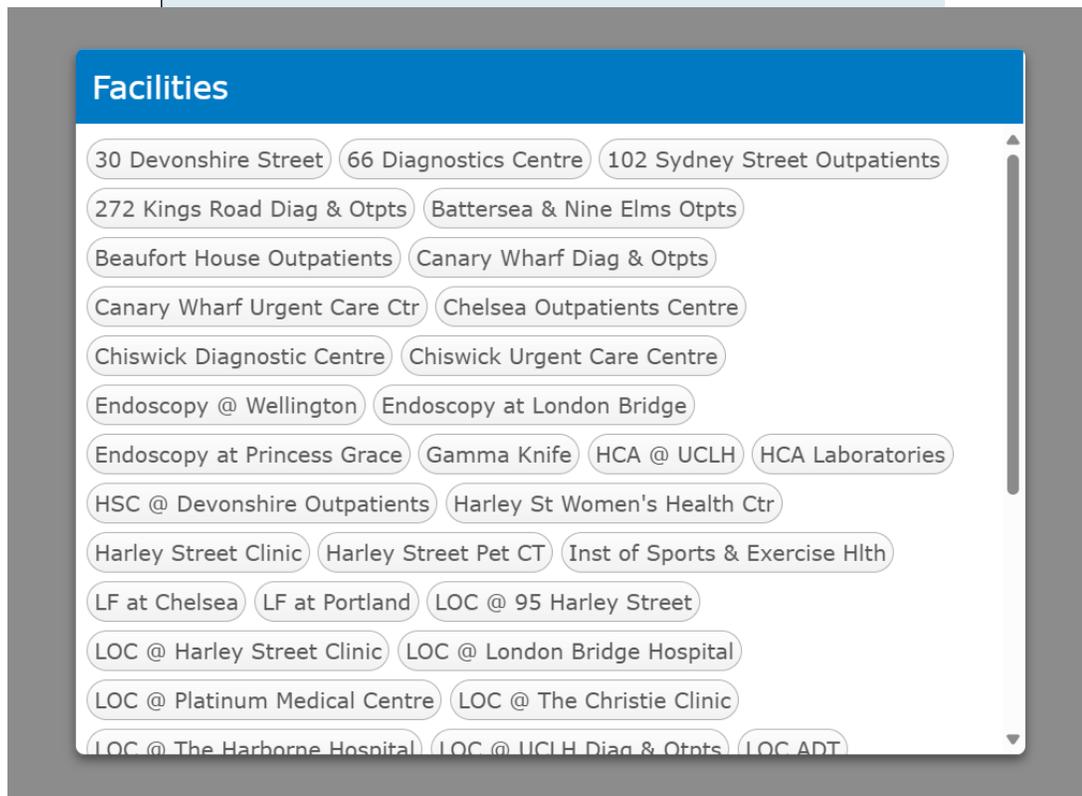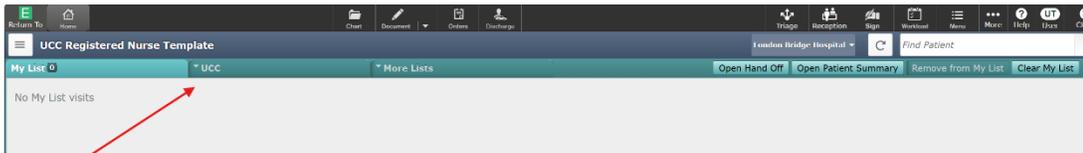# Expanse Tip Sheet

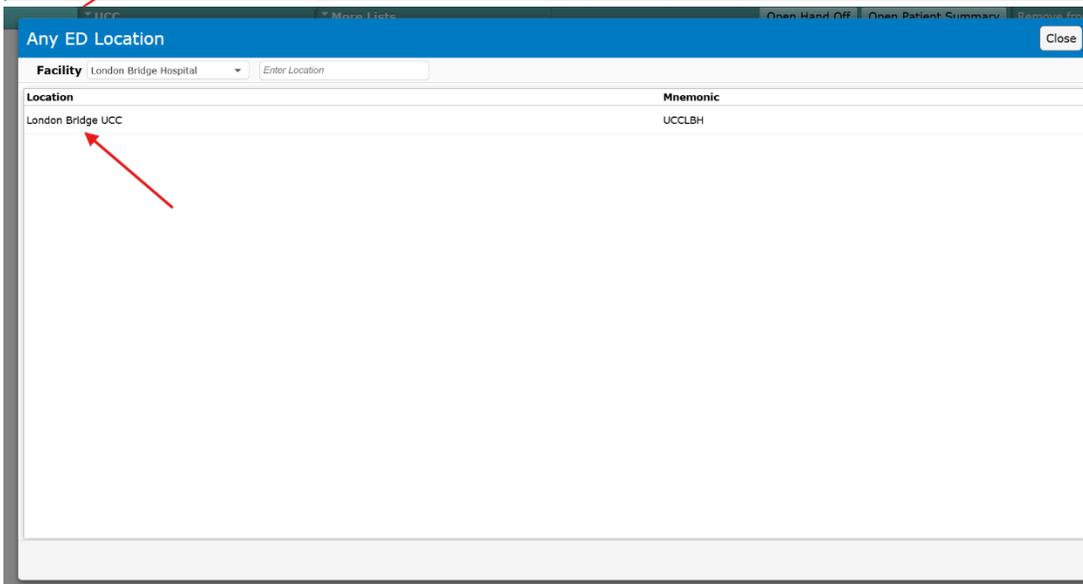## UCC Discharge Routine

Go to Main Menu > UCC Tracker

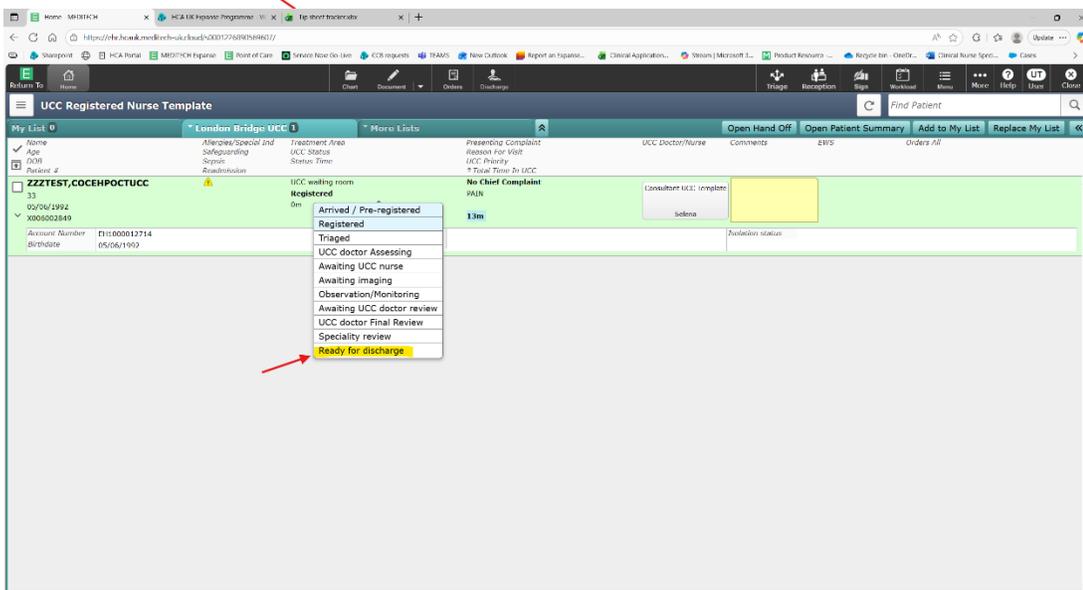Choose correct UCC facility

Click on UCC

Click on the UCC location

UCC tracker (patient list) displays

Change UCC Status to 'Ready for Discharge'

Click on Current Status, e.g. Registered

Drop down list displays

Click on Ready for Discharge option

Click on Discharge button at the black Navigation Bar

Discharge Plan

Ready for Discharge: ☐

Method of discharge (required):

Admission	Discharge + GP F/U
Discharge - no F/U needed	Discharge + OPD referral
Discharge + pt to arrange F/U	Discharge + UCC F/U
Discharge + urg refer NHS A&E	Patient did not attend
Patient self-discharge	Deceased

Name of those receiving the body	
Address of where the body is being taken	
Discharge against medical advice paperwork signed	Yes No
Paperwork signed by	patient legal guardian carer next of kin other
Name of person signing paperwork	
Reason paperwork not signed	
Paperwork sent for scanning	Yes No
Further details	
Admission transfer orders	Click to Enter Admission transfer orders
Clinician completing discharge summary	

Tick Ready for Discharge button

Enter *Method of discharge (required)

Discharge Plan

Ready for Discharge: ☐

Method of discharge	Admission
Admission transfer orders	Click to Enter Admission transfer orders
Clinician completing discharge summary	
Reconcile problems	No Problems to Reconcile
Clinician summary of stay	
Nursing note	
Forms	Click to Enter Forms
Interventions/charging	☑ Charge sheet UCC
PLEASE REMEMBER TO PRINT THE DISCHARGE PACKET BEFORE DISCHARGING THE PATIENT	
Actual discharge date and time [Today/Now]	Click to Enter Actual discharge date and time
UCC Audit Capture - Analgesia given	Yes No
UCC Audit Capture - Radiology requested	No X-Ray CT Ultrasound MRI

Complete Discharge Routine details required.

Enter Actual Discharge date and time

Click Save and Close

UCC Registered Nurse Template

My List 0 | London Bridge UCC 0 | More Lists

Open Hand Off | Open Patient Summary | Add to My List | Replace My List

No Patients to display

Patient falls off from the UCC tracker

HCA Healthcare UK