Royal United Hospital Bath NHS
NHS Trust

ED Doctors

VTE & Discharge Summary

Complete a VTE Assessment

Note: The first VTE assessment must be done within **6** hours of the patient being admitted to a ward. The second must be done within **24** hours.

Step 1. Search for the relevant patient from the appropriate **Patient Access List**

Note: Ensure you have chosen **Clinical Practitioner Access Role** when establishing a relationship

Step 2. Double-click on the appropriate **Blood Droplet** icon for that patient.

Step 3. Click **Record** Record – the VTE Assessment will populate the screen

Step 4. Complete all **mandatory fields** (mandatory fields are in yellow)

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View Discharge Summary

Note: What is chosen in the **mobility** field determines what subsequent fields are mandatory. If the third option – "Medical patient NOT expected to have significantly reduced mobility relative to normal state" – is chosen then the assessment is complete as the risk is considered low. The form can just be signed.

Step 5. When all fields have been completed click **Sign** (green tick in top left corner of form)

Result: The VTE Assessment has been completed and the blood droplet icon has been removed from the Patient Access List.

View a Discharge Summary

Step 1. In ***PowerChart*** access the relevant patient record via the **Patient List** or **Patient Access List** by double clicking on the patient name.

Step 2. Select **Documentation** from the Side Bar menu. Documents including Discharge Summaries are listed in the left hand pane.

Step 3. Filter the results: first select **Only…** Display: Only... from the Display drop down.

Step 4. Then select **Note Type** from the next drop down.

Step 5. Click on the **ellipsis** button ... to set the advanced filters. The **Advanced Filters** dialog opens.

Step 6. In the **Select the Document Types you want to see** box expand the **Clinical Documents** field by clicking on the **plus** sign Clinical Documents

Step 7. Select **Discharge Summary** by ticking the box Discharge Summary

Step 8. Click **Save As…** Save As...

View Discharge Summary

Step 9. In the **Save Filter As**… dialog type a suitable title, e.g. **Discharge Summaries** and click **Save**.

Step 10. Click **Apply** Apply

Step 11. Any Discharge Summaries will be listed in the left hand pane. Click on the appropriate Discharge Summary for the details to appear in the right hand pane.

Result: The Discharge Summary has been viewed and a filter selection of **Discharge Summaries** has been added to the **Display** drop down for future use.

Business Rules

1. **The recording of clinical information in the patient's electronic record is the responsibility of a registered professional**
2. **VTE must be completed within 6 hours of Patient Admission (and then again within 24 hours)**

Support available through the following options:

1. Please contact your local Champion User
2. Service Desk
   a. Tel: 01225 82 **5444**
   b. Email: ruh-tr.ITServiceDesk@nhs.net
3. Self Service Call Logging via Intranet

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