



## VTE & Discharge Summary

### 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.

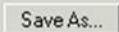
**Step 3.** Filter the results: first select **Only...**  
 from the Display drop down.

**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  

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

**Step 8.** Click **Save As...** 

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

**Step 10.** Click **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.

### 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**  – the VTE Assessment will populate the screen

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

#### 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](mailto:ruh-tr.ITServiceDesk@nhs.net)
3. Self Service Call Logging via Intranet

