Discharging a Deceased Patient within CapMan

Step 1.   From the **Discharge List** select the Patient

Step 2.   Click the **Options** button to the left of the Patient's name and click *Discharge*, *Dispatch Transport.*

Step 3.   Select the destination to be MORTUARY, (this is the only option but you must select it) check the number of porters required and add any further Comments e.g. Bariatric Patient. Click **OK.**

Note: The Portering icon will now be displayed against the Patient's

Encounter Milestones

Completing Deceased Patient Discharge

Note: **Only complete the Following process when the Patient has left the Ward and is now in the Mortuary. The Portering icon on the Discharge List will disappear when this is the case**

Step 4.   Ensure that you are on the **Discharge List,** select the Patient.

Step 5.   Click the **Options** button to the left of the Patient's name and select *PM Conversation* then *Discharge*.

Step 6.   Select **Discharge Method** from the drop down menu and select **Patient Died**. This will automatically fill in the rest of the conversation.