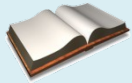## **Guided Practice: OB Inpatient Provider – Discharge**

Exercise

To Complete Guided Practice outside of class:

- **Log into the Epic 2019 Ply Central Environment. (Refer to tip sheet.)**
- **Use Log in ID's: OB MD: trn1732-trn1750/Password logins**
- **Search for Indigo using L&D Grease board.**
- **Items in each category that are in Bold are required to be filled out at discharge.**

> **Indigo had a NSVD is ready to be discharge from the Birthing Center to home.**
> **Start at the top of the navigator and work your way down to the bottom.**
> **This will assure that you have met all your required documentation.**

1) Find your **Indigo** on the **L&D Grease Board.**
2) Click the **Discharge** Activity **to open the Discharge Navigator**.

Review

3) **BestPractice**: By this time your BPA's should have been addressed. If they are not, complete them now.
4) **24-Hr Results**: Any lab or radiology results/reports from the last 24 hours can be reviewed here.
5) **Unresulted Labs**: Any labs that were ordered that have not been resulted will show here.

Place Discharge Orders

1) Med Rec Status
   a. **Prior to Admission Medications Needing Review** – Home medications still needing review.
   b. **Reviewed Prior to Admission Medications** – Home medications reviewed.
2) RX Routing
   a. **Prescription Routing** – Make a selection to set your default order class for all medication orders prior to discharge Med Rec. Quick way to make a choice to either print or e-prescribe all the discharge meds.
      i. 605=Print
      ii. 10=No Print
      iii. 0=No Default order class

3) **Discharge Orders (Discharge Order Reconciliation)**

    i. **Review Orders for Discharge**

        1. In this section you will review any currents order for discharge. Look though the orders and make a discussion to **Continue, Modify, or Discontinue**.

        2. **Home Medications are listed on the left-hand side of the screen**. They are highlighted in yellow until they are addressed.

            a. By clicking the **green arrow** (quick button) in the Header of Home Medications. You can choose to continue all the Home medications.

            b. Or you can choose one medication at a time by using the **green arrow (continue), pencil (modify), or the X (discontinue)** directly on the medication.

        3. **Inpatient Medications** are listed on the right side of your screen.

            a. The **green +** will continue the Inpatient medication.

            b. The clicking on this icon 🚫 will discontinue the medication.

        4. When all of the orders have been addressed, the Red banner **Orders Need Reconciled** will change to Green.

        5. **All order will be in the side bar**.

    ii. **Order Sets**

        1. Access order sets here.

        2. You can enter individually orders or search for Order Sets from the side bar.

            a. In the Order set search window type in **OB Dis** for **AWH OB Discharge order set.**

            b. Click on the **AWH OB Discharge.**

            c. Click **Accept**.

            d. **AWH OB Discharge** order set will open.

            e. To open the **section(s) of the orders set.**

                i. Click the **arrow pointing to the right** of the order section you want to open.

            f. OR To see all the order within the order set.

                i. Hover over **AWH OB Discharge.**

                ii. **Right click,** Select **Show all by group.**

                iii. This will open up the order set. This way it will be easy for you to see each order and where it is located in the order set. This is a great step to help you find what you are looking for quickly.

            g. Look though the order set and choose the orders you would normally do for a NSVD.

        i. Reminder: Address the stops signs as you place the orders.

     h. Under the **Postpartum Discharge Section**, notice the **Discharge orders**. In parenthesis they have (**will appear on AVS**). Any order in this section that you select will automatically appear on the AVS. Using these orders is a win win for the nurses, Providers and the patient. Less time for everyone! Place some orders from this section. Later in the Guided Practice when you review the AVS you will see how these order automatically flow into the AVS.

     i. Once you have completed the orders. You are ready to review the orders from the side bar.

     j. If you find any order that is not correct click on the order and correct it.

     k. If you need to remove an order, hover over the order and click on the x.

   iii. Select a pharmacy.

       1. Make sure you select a pharmacy for your patient if there is not one already listed in Epic.

         a. Click **Select a pharmacy**

         b. Under the Name, type in **waus,walm. Notice how Wausau Walmart automatically populates? (3,3 or in this case we enter 4,4) 3 or 4 letters of the city and 3 or 4 letters of the pharmacy will save you time when searching for the correct pharmacy.**

         c. Click **Accept.**

         d. **Notice the Pharmacy is now listed.**

       2. **All Orders** look good.

         a. **Remove All** – Will remove all your orders.

         b. **Save Work** – Complete later

           i. Use this button if you get interrupted and you are unable to finish your orders now.

         c. **Sign** – Print and/or E-prescribe Now

           i. Use this button when your orders are complete.

         d. Click **Sign- Print and/or E-prescribe now**.

  b. Order – Associate Diagnoses

    i. Click the words **NSVD (normal spontaneous vaginal delivery)**. Notice Green check marks are in front of all the orders you put in? You have just associated the diagnoses to those orders.

    ii. Click **Accept**.

    c. Medication Warning

        i. You might receive medication warnings.

        ii. Review the warnings.

            1. For training today click **Benefits Outweighs risk.**

    d. User Authentication

        i. Type in your password of **logins**

        ii. This is your authorization and signature on the orders**.**

Discharge Documentation

1) **Problem List**

    a. **Update the problem list upon discharge.**

    b. **Resolve any problems that have been resolved during this visit.**

        i. **Click Resolve NSVD (normal spontaneous vaginal delivery)**

        ii. **Click Resolve on Normal pregnancy**

    c. **Would you like to also resolve the following episodes linked to Normal pregnancy? Click No**

    d. **Because all pregnancy visits are included in this pregnancy episode you will resolve the Pregnancy episode in the office. The Post-Partum visit would not be included in this episode if you resolve the pregnancy episode now.**

2) **Cosign Orders**

    a. If there are any orders that will need your signature. This is one spot where you could cosign your orders.

3) **Expected Discharge**

    a. Expected discharge can be filled out by any discipline. (provider, nurse or care coordinator).

        i. Expected Discharge type in **T** (for today).

        ii. Expected Discharge time click **afternoon**.

        iii. Expected discharge location click **Home.**

4) **Discharge Summary**

    a. The note window opens in the side bar. In the Insert SmartText window type in **OB Dis**

    b. Click **Accept.**

    c. Complete the **Discharge Summary** by filling out the **smartlists and wild cards** by clicking **F2**.

    d. **Spell check and sign your note**.

    e. **Notice after the notes is signed, it moves to the main screen with Addend, Delete, Tag or Copy at the top of the note.**

5) **Complex Instructions**

a. Complex Instructions are used primarily for when a provider has to enter more details than are allowed within the character limit of a discharge order (an example is Sliding Scale Insulin orders).

b. The Complex Instructions will print on the patient's AVS.

6) **Pt D/C Instructions**

a. Any other Discharge instruction you did not put in the discharge order set, can be entered here.

b. These discharge instructions will flow into the AVS.

After Visit Summary

1) **Preview AVS**

a. Click on **Preview AVS**.

b. Resolve these issue before printing: **Patient has unacknowledged orders** and **Follow-Up Section Incomplete**, these need to be completed by the nurse.

c. **Discharge orders** will need to be completed by you before the nurse can print the AVS.

d. The nurse will review the AVS with the patient before discharge. The patients will receive a copy to take home with them.

e. After Visit Summary: Patient name, MRN Number, Date of Birth, Todays Date, where the patient was hospitalized.

f. **Instructions:** If there are any changes in medications they will show here.

g. **Your Next Steps:** This is where you will see all the orders you put in from the order set that said (**will appear on AVS**). It will also include **DME – Breast Pump** and any **Follow-up appointments.**

h. **Medications List:** Will show all the medications the patient has been prescribed. The nurse will go through this section with the patient to make sure they understand how to take their medication.

i. **Where to pick up your medications:** Will show the patient preferred pharmacy and the list of medications of what they will pick up from that pharmacy.

j. **Provider seen during hospitalization**: Will show a list of the Provider that the patient seen during her visit.

k. **You are allergic to the following:** List the patient allergies.

l. **My Aspirus Activation:** if the patient has not signed up for My Aspirus yet, the patient will see this. Encourage the patient to sign up for My Aspirus.

m. **Disclaimer:** Aspirus Disclaimer

n. Click **X** (on the right top of the AVS)

Charges

> **Please check with your billing department with any questions on the charges you will be entering in.**
>
> **Every Facility has it own section for OB Charges. When you log into PROD please check out your charges.**

1. Click on **Charges**
2. **This Guided practice will show you how to enter charges.**
   i. Click **OB GYN**
   ii. Click **Discharge <30 min.**
   iii. Scroll Down a bit and Notice below **Accept Charges** Discharge <30 min is listed.
   iv. Click **on that charge (hyperlink).**
   v. Double check the **Service date, billing provider, & Quantity is correct.**
   vi. If the Diagnoses is not marked click **on the diagnoses.**
   vii. **Click Accept.**
   viii. Click on the button **Accept Charges**
   ix. Your charges will be listed under **Accepted Charges.**
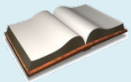
Transfer Out

This section only need to be filled out by the CAH (Critical Access Hospitals)

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1) **EMTALA MD Cert**
   a. **Review** this section **and** fill out **Section 1: Physician Certification**
   b. Click **Next**

2) **Transfer Documents**
   a. These reports can be printed out by staff and sent with patient upon transfer.

This completes the **OB Provider Discharge Navigator** Guided Practice Session. This is not all inclusive of a typical workflow; it only highlights specific portions of the Navigator**.**