

How to find a Discharge Summary

NOTE: Images in this document are a visual representation only. Your system view may appear slightly different.

Learn how to access a patient Discharge Summary document via these two methods.

Method 1 – Encounters tab

Directly from **Encounters**, a timely method without the need to navigate elsewhere.

- [Step 1 Access Discharge Summary from Encounters](#)

Method 2 – Documents

From **Documents** you will see all the patient's documentation with search functionality.

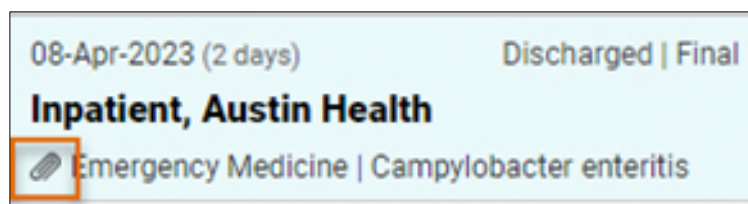
- [Step 1 Locate Discharge Summary documentation](#)
- [Step 2 Access Discharge Summary document](#)

Method 1 – Encounters Card

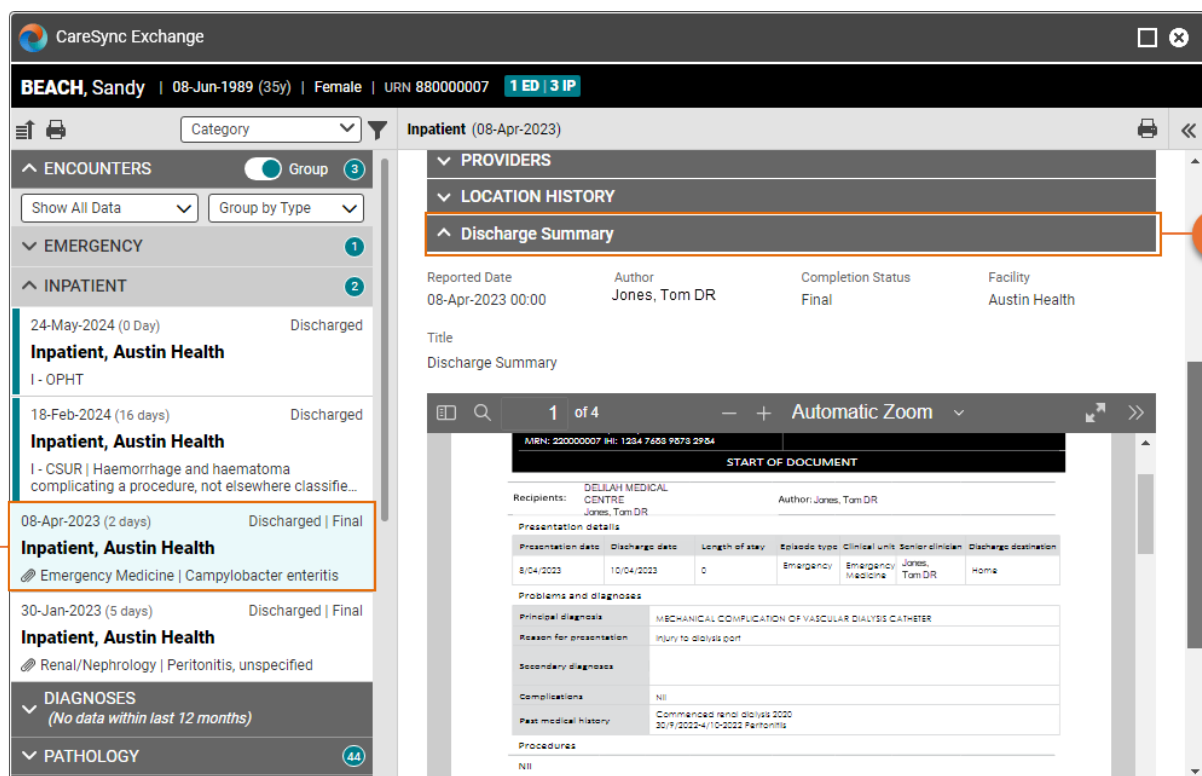
Step 1 | Access Discharge Summary from 'Encounters'

- 1 Select the required Encounters card.

TIP: An Encounters card that is linked to additional documentation will have a paperclip icon. Click the paper clip to open the document.



- 2 Locate and expand the Discharge Summary section.



The screenshot shows the CareSync Exchange interface for a patient named BEACH, Sandy (08-Jun-1989, 35y, Female, URN 880000007). The patient is currently inpatient (08-Apr-2023). The left sidebar shows the 'ENCOUNTERS' section with a list of encounters. The encounter for 08-Apr-2023 (2 days), Discharged | Final, Inpatient, Austin Health, is selected and highlighted with a red box and a red circle with the number 1. This encounter has a paperclip icon and the text 'Emergency Medicine | Campylobacter enteritis'. The right pane shows the 'Discharge Summary' section expanded, highlighted with a red box and a red circle with the number 2. The discharge summary details include: Reported Date: 08-Apr-2023 00:00, Author: Jones, Tom DR, Completion Status: Final, Facility: Austin Health. The title is 'Discharge Summary'. The document content shows the start of the document with patient details, presentation details, and problems and diagnoses.

Reported Date	Author	Completion Status	Facility
08-Apr-2023 00:00	Jones, Tom DR	Final	Austin Health

Presentation date	Discharge date	Length of stay	Episode type	Clinical unit	Senior clinician	Discharge destination
8/04/2023	10/04/2023	0	Emergency	Emergency Medicine	Jones, Tom DR	Home

Principal diagnosis	Reason for presentation
MECHANICAL COMPLICATION OF VASCULAR DIALYSIS CATHETER	INJURY TO DIALYSIS PORT

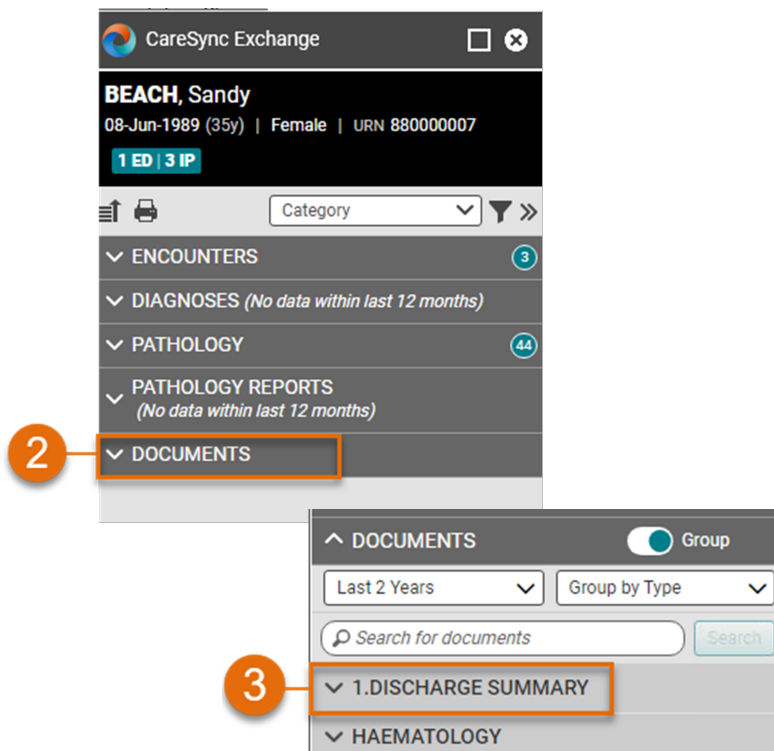
Secondary diagnosis	Complications
	Nil

Past medical history	Procedures
Commenced renal dialysis 2020	
20/9/2022-4/10-2022 Peritonitis	

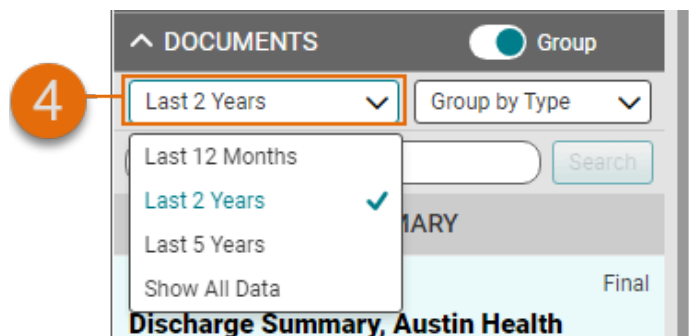
Method 2 - Documents

Step 1 | Locate Discharge Summary documentation

- 1 Open a patient record and launch CareSync Exchange.
- 2 Locate the Documents category and expand.
- 3 Locate the Discharge Summary subcategory.

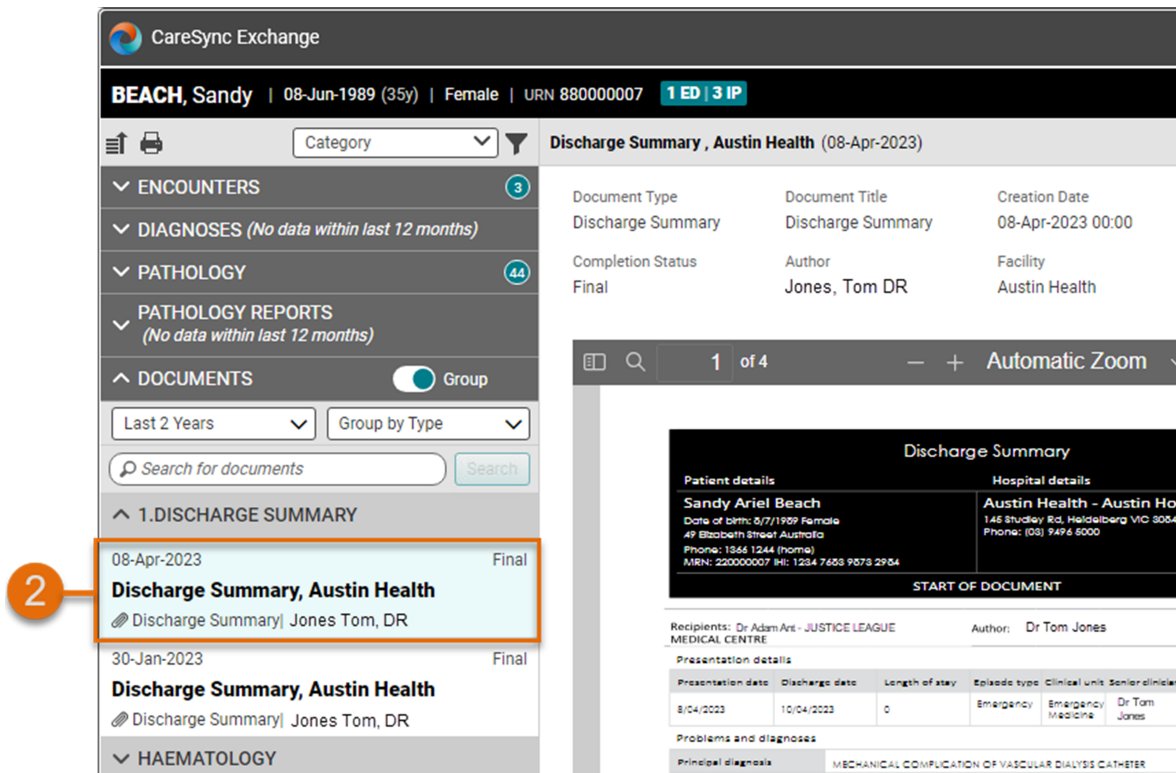
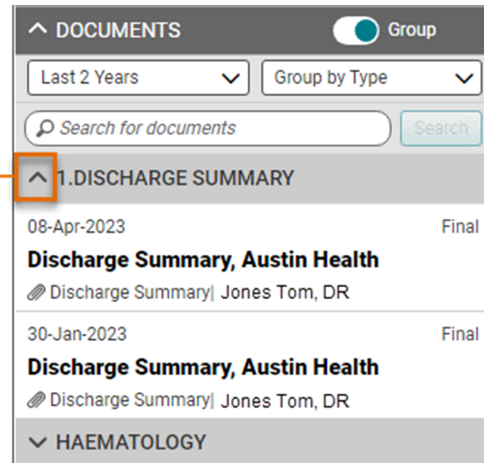


- 4 Check the date range is applicable for the Discharge Summary you're looking for.



Step 2 | Access Discharge Summary document

- 1 Click the chevron to expand the Discharge Summary subcategory.
- 2 Select a Discharge Summary Card to open further details and view Discharge Summary document within the details pane on the right.



To increase the date range to view more history, click on the Date range choice field and select from the available options.

