

How to find a discharge summary

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

[Method 1 – Encounters Card](#)

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

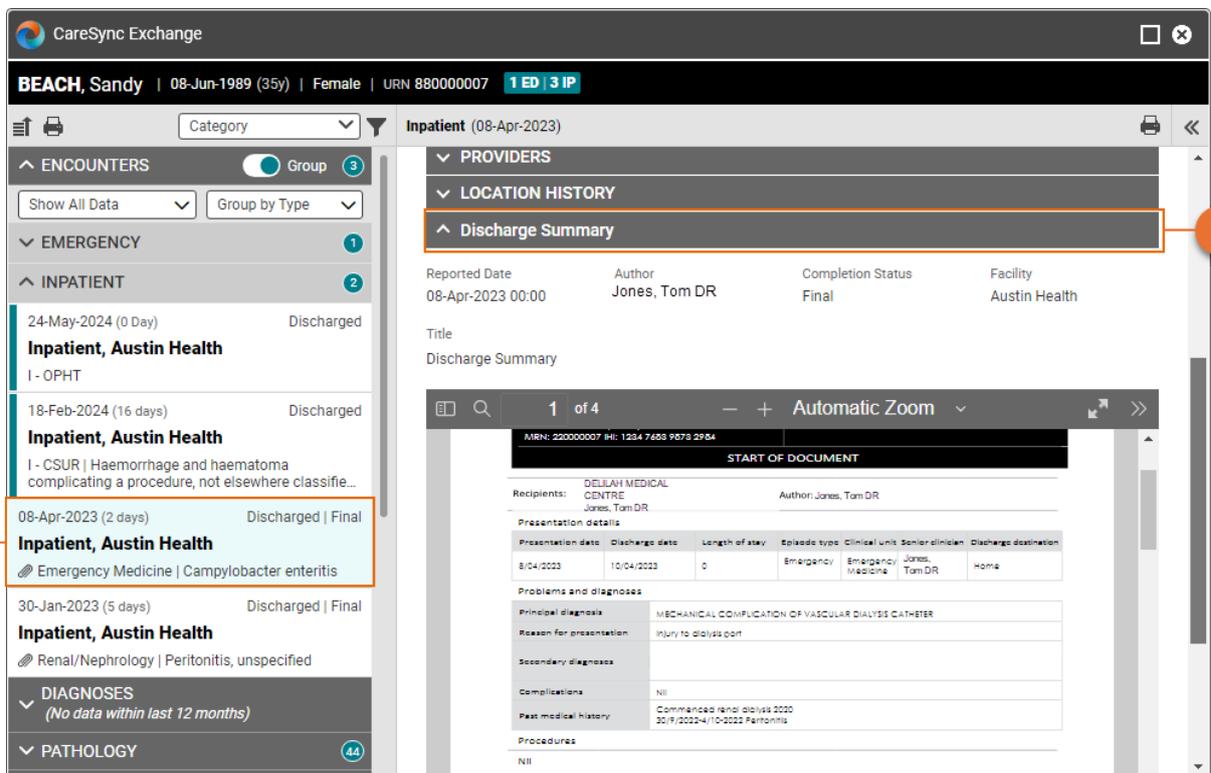
Step 1 | Access Discharge Summary from 'Encounters'

- 1 Select the required Encounters card.

An Encounters card that has documentation will have a paperclip symbol within the description area of the card.



- 2 Locate and expand the Discharge Summary section.



The screenshot shows the CareSync Exchange interface for patient BEACH, Sandy. The left sidebar displays a list of encounters, with the selected encounter for 08-Apr-2023 (2 days) highlighted. The right pane shows the details for this encounter, including the 'Discharge Summary' section which is expanded to show a document viewer. A paperclip icon is visible in the description of the selected encounter in the sidebar.

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

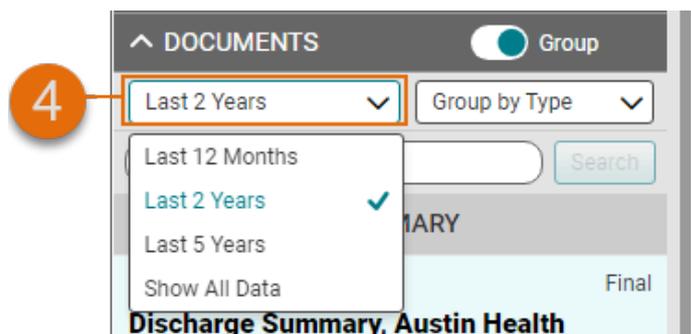
Method 2 - Documents

Step 1 | Locate Discharge Summary documentation

- 1 With your patient record open, launch CareSync Exchange.
- 2 Locate the Documents category and expand.
- 3 Locate the Discharge Summary subcategory.

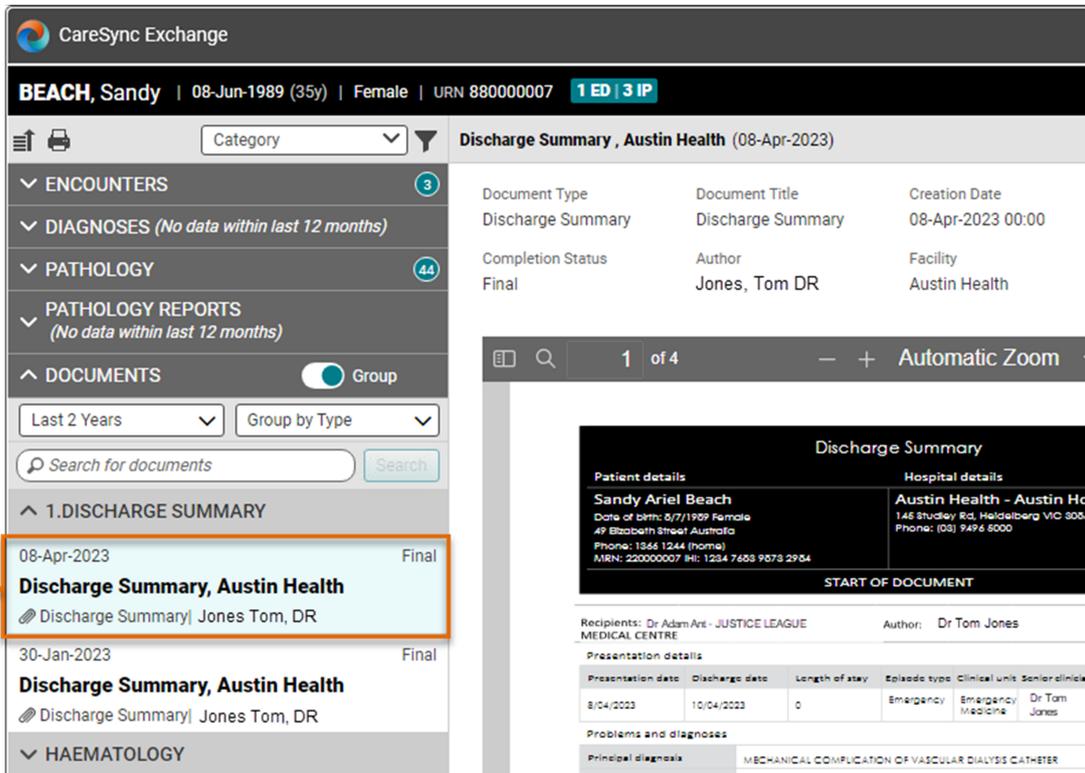
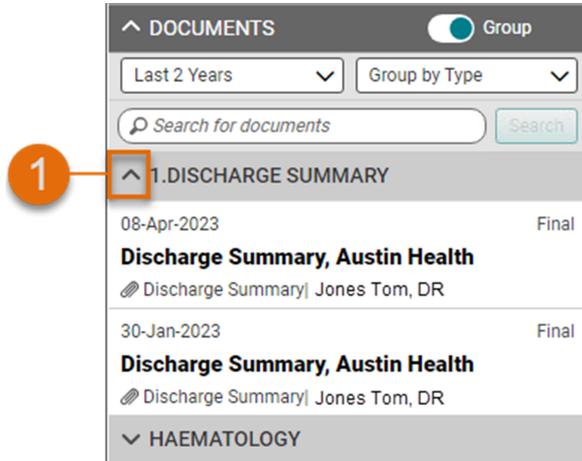


- 4 Check the date range is applicable for the Discharge Summary you are looking for.



Step 2 | Access Discharge Summary document

- 1 Click the chevron for 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.

