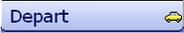All patients within the ED should be departed using the Departure routine. Departing a patient from the ED requires that all of the proper patient data be recorded. It is understood that the nursing and Unit Clerk team are likely to be the ones who best understand what the discharge diagnosis is for each patient along with knowing exactly when the patient has left the department. With Meditech EDM, this is a quick and simple process.  Just follow these steps:

1.  Be certain that the patient has been registered first. If you do not see REG ER or ADM IN in the header when your patient is highlighted, inform registration immediately and do **not** depart the patient until the patient is registered (even if they have left the department before registering or duplicate entry).
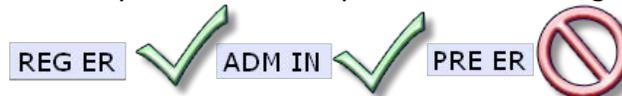
2.  Be certain that you have highlighted the correct patient and then click on Depart.
3.  On this departure screen, you are required to fill in the Clinical Impression (physician's departure diagnosis – free text field) and the patient's disposition (where they went from your Emergency Department). The default disposition is "Home, Self Care." For patient's being transferred to a different facility, recording where they are being transferred to in the Comment field helps if family members call at a later time looking for their loved one.

4. No other fields are required to be filled out, at this time. Depending on your local requirements, you can complete "Additional Instructions" (free text to print for the patient and stored in the EMR), appropriate Forms and Referral information. Once all fields are complete, click on [Save]

5. You can now click on [Depart Patient] on the bottom of the screen.

6. You will then have the following screen pop-up. Enter the appropriate date and time of departure. Be certain that you have the right patient and right data as this will remove most patients from the tracker when you save.
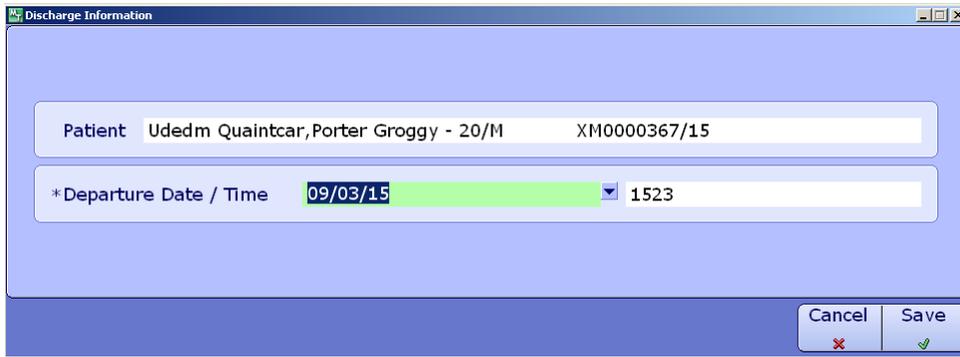


7. For all patients that have been Admitted (ADM IN), you will need to take an additional step to remove the patient from your trackers. Please be sure to have completed all of the above steps so that the proper ED departure time is recorded and then change the patient's status to a final departure status. (Depart or DPT for most sites, Admitted Patient or ADM for Red Deer).

8. If the patient was transferred from an inpatient ward in the hospital, you will not be able to use the full Departure routine and will receive a pop-up message informing you of that when you try. Simply change their status event.