

Creating the Discharge Letter

From the steps below, follow this guide on how to create a discharge letter for a patient on ePMA

Firstly from the patients profile, select "Meds" from the tabs at the top of the screen

Summary Clinical **Meds** Case Notes

From the medication chart you can see that the TTO has not yet been started as there are no ticks next to the progress indicator at the top of the screen.

TTO ○○○

To start prescribing onto the TTO, click "prescribe" button followed by "Current"



Current 11

Tick the medications you would like to add to the TTO. Then Click "Add selected to TTO"

Current			
Start date	New	TTO	Medicine
<input checked="" type="checkbox"/> Thu 02 Jan 2025 08:00	New		Paracetamol
<input checked="" type="checkbox"/> Thu 02 Jan 2025 08:00	New		Ibuprofen
<input checked="" type="checkbox"/> Thu 02 Jan 2025 18:00	New		Enoxaparin
<input checked="" type="checkbox"/> Thu 02 Jan 2025 08:00	New		Co-amoxiclav 500mg
<input type="checkbox"/> Thu 02 Jan 2025 08:00	New		Codeine 30mg tablet



Add selected to TTO

Select 'All arrival meds' or 'Only changed arrival meds'. Available only if arrival meds are added to this episode of care.

Create TTO

Which arrival medications do you want to include in this TTO ?

All arrival meds Only changed arrival meds

If there are **unreconciled** arrival meds a box will pop up to alert you to reconcile or stop them before creating the TTO

Create TTO

There are unreconciled arrival medications. If you wish to show these arrival medicines on the TTO, you must go into arrival meds and reconcile or stop them before creating the TTO.

Here you will see all medications that have been added to the TTO

Start date	New	TTO	Medicine
Thu 02 Jan 2025 08:00	New	✓	Paracetamol
Thu 02 Jan 2025 08:00	New	✓	Ibuprofen
Thu 02 Jan 2025 18:00	New	✓	Enoxaparin
Thu 02 Jan 2025 08:00	New	✓	Co-amoxiclav 500mg/125
Thu 02 Jan 2025 08:00	New	✓	Codeine 30mg tablet

Click back onto the "TTO" tab

Current 7	Stopped	Planned	Arrived on 1	TTO 4
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Arrived medication differs then select correct prescription for TTO by clicking "Use."

"Paused" meds auto-restart at discharge unless stopped with red cross

Click "Re-Add to TTO" to include stopped med

Double-click "Duration" to enter details manually

For each med, double-click "GP action" and select from list.

Arrived on	Current	TTO	Added by	Duration	Supply	Dispense quantity	GP action
Naproxen Oral, 250 mg twice a day	Naproxen Oral, 250 mg four times a day at 08:00, 12:00, 16:00 and 22:00	Naproxen Oral, 250 mg four times a day at 08:00, 12:00, 18:00 and 22:00	Shahila Zia				Continue Dose changed, GP to continue Dose changed, GP to review For GP info only Started, acute prescription Started, GP to continue Started, GP to review
Risperidone Oral, 1 mg once a day at 08:00 AND 2 mg once a day at 18:00	Risperidone Oral, 2 mg once a day at 08:00 AND 2 mg once a day at 18:00	Risperidone Oral, 2 mg once a day at 08:00 AND 2 mg once a day at 18:00	Shahila Zia				
Calci-D 1000mg/1000units Oral, 1 tablet twice a day	Calci-D 1000mg/1000units Oral, 1 tablet twice a day	Calci-D 1000mg/1000units Oral, 1 tablet twice a day	Shahila Zia				
Vitamins Oral, 1 tablet once a day	Vitamins Stopped Oral, 1 tablet once a day	Stopped + Re-Add to TTO	Shahila Zia				
Metformin MR Oral, 500 mg once a day	Metformin MR Oral, 500 mg once a day	Metformin MR Oral, 500 mg once a day	Shahila Zia				
	Paracetamol Oral / Intravenous, 1g four times a day. Minimum interval 4 hours	Paracetamol Oral / Intravenous, 1g four times a day. Minimum interval 4 hours	Shahila Zia				
	Ibuprofen Oral, 200 mg as required up to a maximum of 1200 mg in 24 hours. Minimum interval 6 hours	Ibuprofen Oral, 200 mg as required up to a maximum of 1200 mg in 24 hours. Minimum interval 6 hours	Shahila Zia				
	Co-amoxiclav 500mg/125mg tablet Oral, 625 mg three times a day	Co-amoxiclav 500mg/125mg tablet Oral, 625 mg three times a day	Shahila Zia				
	Tramadol 50mg Capsules MR Oral, 50 mg twice a day at 08:00 and 20:00	Tramadol 50mg Capsules MR Oral, 50 mg twice a day at 08:00 and 20:00	Shahila Zia			Required	

Meds with multiple routes will flag "Choose route."

Click red cross to remove prescriptions from TTO

For CDs (Sch 2+3), double-click "Dispense quantity," enter amount, system will update words + figures

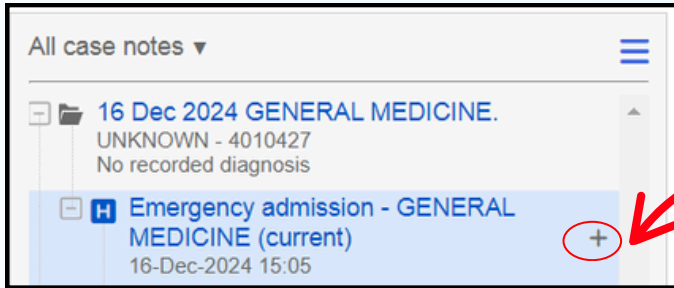
You can also prescribe straight onto the patient's discharge prescription via the **+** button on the TTO tab.

Follow the prescribing algorithm, select "Record to TTO", sign the prescription, and it will appear on the TTO list (not under "current" or "arrived on").

If you wish to restart the TTO from scratch press "Drop TTO"

Create empty TTO	Modify TTO prescription	Drop TTO	Restart TTO	Show history
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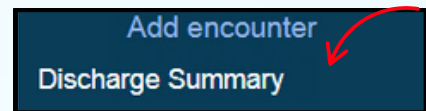
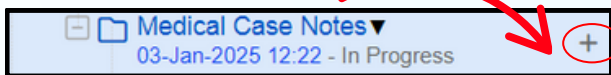
When the discharge medication is completed, the next step is to start writing the discharge letter. Select **“Case Notes”** from the tabs at the top of the screen



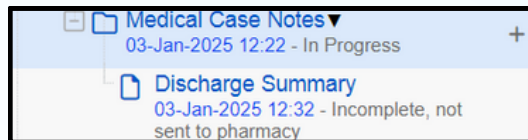
Next select the most recent episode of care, this should be near the top of the list. Select the **“+”** sign to add a **“Medical Case Note”**



Select the **“+”** sign within the Medical Case Note folder and select **“Discharge summary”**



The discharge summary will open, and be visible under the Medical Case notes folder to the left of the screen



Note some of the discharge summary fields will be pre-populated if the data has been entered elsewhere in Nervecentre. Complete all of the fields on the discharge summary form. Mandatory fields are marked ●

TTO medications and any arrival medications that remain stopped or paused on discharge are listed on the form. **Double-click** on the table to edit some of the fields.

Medications at the time of discharge

Height and Weight: H:180cm W:80kg BMI:24.7kg/m² BSA (Dumas):2.00m² BSA (Boyd):2.01m²

TTO Inpatient:

Medicine	Route / Dose / Frequency	Duration	Quantity	Supply	GP action	Notes for letter
Calci-D 1000mg/1000units	Oral, 1 tablet twice a day					
Co-amoxiclav 500mg/125mg tablet	Oral, 625 mg three times a day					Infection
Ibuprofen	Oral, 200 mg as required up to a maximum of 1200 mg in 24 hours. Minimum interval 6 hours					
Metformin MR	Oral, 500 mg once a day					Start 13/09/2025 08:00
Naproxen	Oral, 250 mg four times a day at 08:00, 12:00, 18:00 and 22:00					

When the prescription is complete, click **“Discharge Prescription Prescribed by:”** and click **“Set to me”**.

Verification

Discharge Prescription Prescribed by:

Set to me

Before handing over the discharge letter for pharmacy to check and dispense, all mandatory fields must be filled. If you are only completing the minimum amount of fields to progress the discharge with the intention of completing the letter at a later time, you can put the letter in draft. If in draft, select **“Discharge Letter Complete”** field and select **“No - in draft”**

Contact Details:

Discharge Letter Complete?:

Discharge Letter Complete?

Yes - Complete

No - Is In Draft

A warning will show to alert staff that the letter is not completed and is in draft.
Note: The discharge letter must not be sent to the GP if it is not completed

Still In Draft - Discharge Letter MUST Be Completed and Signed Off Before Sending

If the discharge letter is completed, simply select **“Yes - Complete”**

Discharge Advice Letter Complete?: Yes - Complete

Discharge Letter Completed by:

Discharge Letter Complete, Sign Off: Cardiff & Vale UHB DAL Not signed ▼

Click on **“Discharge Letter Completed by:”** field and click **“set to me”**

Discharge Advice Letter Complete?: Yes - Complete

Discharge Letter Completed by: Discharge Letter Completed by Set to me

Discharge Letter Complete, Sign Off: Cardiff & Vale UHB DAL Not signed ▼

To sign-off the letter, click **“Not signed”** and then click **“Sign”**

Discharge Letter Completed by: Shahila Zia

Discharge Letter Complete, Sign Off: Cardiff & Vale UHB DAL Not signed ▼

Sign letter Sign Unsign

When the prescription is ready for pharmacy to check and dispense, click **“Discharge Prescription Approved”**.

Discharge Prescription Approved

To **print and sign**, click **“letter”** at the top right of the discharge summary page and then click the print icon.

Discharge Advice Letter **Letter**



“After the **‘Discharge Prescription Approved’** tab has been selected, any amendments to the medication list require the pharmacist to recall the TTO before doctors can make changes.”