

Writing a Discharge Summary

From the steps below, follow this guide on how to write and review a discharge letter for a patient in ePMA.

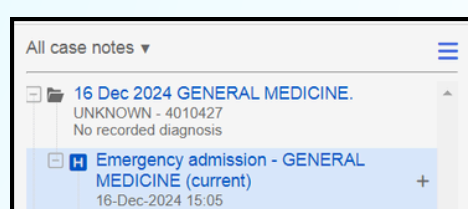
Please note:

The Discharge Summary automatically pulls information entered into Nervecentre from the patients profile. Please ensure that all information pulled into the Discharge Summary is current and correct.

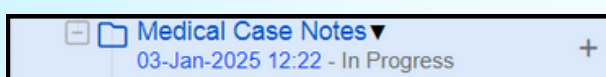
Firstly from the patients profile, select "Case Notes" from the tabs at the top of the screen



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"

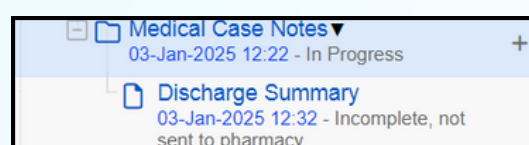


Select the "+" sign within the Medical Case Note folder and select "Discharge summary"



Add encounter
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 ●

Cardiff and Vale Inpatient Discharge Content

Draft. The letter needs to be signed in the form before sending to pharmacy, or approving a ward based/no TTO using the buttons at the foot of the form

Presenting complaint(s) or reason for admission:

Clinical findings on admission:

Test Results:

Diagnosis, problems:

Treatments, operations and procedures:

TTO medications and any arrival medications that remain stopped or paused on discharge are listed on the form.

Note: Medication cannot be modified from this page

Medications at the time of discharge

Height and Weight: H:167cm W:64kg BMI:22.9kg/m² BSA (Du Bois):1.72m² BSA (Boyd):1.74m²

TTO Inpatient:

Medicine	Route / Dose / Frequency	Duration	Quantity	Supply	GP action	Notes for letter
Co-amoxiclav 500mg/125mg tablet	Oral, 625 mg three times a day					Wound infection
Enoxaparin	Subcutaneous, 40 mg once a day during the evening					Start 02/01/2025 18:00 VTE Prophylaxis
Ibuprofen	Oral, 400 mg three times a day					
Morphine 5mg Tablets (MST Continus) MR	Oral, 5 mg once a day at 08:00 AND 5 mg once a day at 20:00		7 (seven) days			Start 02/01/2025 20:00

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If you are called away during writing of the discharge letter you have the option to save it and return to it later. You will need to select "No - Save in Draft". A warning will show to alert staff that the letter is not completed and is in draft.

Note: The discharge letter cannot 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 - Sign letter"

Ensure Discharge Advice letter is signed and contact details are inputted

Please note: Before the discharge is completed, it must be reviewed by pharmacy, medications dispensed and a final check by nursing staff. Communicate to nursing staff and pharmacist accordingly to ensure timely discharge of patients.

Action required: Complete letters

Monitor the progress of the discharge summary along the arrows at the top of the page

OR see the progress of TTO by the identifier arrows at the top of the medication chart

TTO ✓✓✓

For any further help or support on navigating Nervecentre ePMA, please contact the team:

email: CAV.ePMAsupport.cav@wales.nhs.uk