



ACT
Government

**Canberra Health
Services**

Health Information Services **Support & Resources**



Who to contact?

Health Information Services Reception

Our reception staff can assist you with general medical record enquiries, discharge summary queries and locating patient notes.

Health Information Services is open from 07:00-22:30 on weekdays and from 08:30-17:00 on weekends and public holidays.

We have a dedicated doctors' room for study and discharge summary completion.

 512 42124  CHS.HIS@act.gov.au

Discharge Summaries

Dechen Dema is our Discharge Summary Liaison Officer.

Each Wednesday HIS distributes the Incomplete Discharge Summary Report for each clinical unit. The report highlights all pending and outstanding discharge summaries for that clinical unit.

Please contact Dechen if you have any questions about a discharge summary or would like an updated Incomplete Discharge Summary Report.

 512 43589  dechen.dema@act.gov.au

Clinical Documentation Team

Crystal Brunoro is our Clinical Documentation Specialist. Crystal is available to assist with the documentation of clinical content within the medical record and discharge summary.

 512 44305  CHS.HIS.CDS@act.gov.au

Research & Quality

Natalie is our Research & Quality Manager and can assist you with record access for purposes other than ongoing clinical care.

 512 42127  natalie.blore@act.gov.au

Clinical Coding and Casemix

Dianne is our Clinical Coding Manager and can assist with any queries regarding Clinical Coding, Casemix and Activity Based Funding (ABF).

 512 43243  dianne.s.ramadan@act.gov.au

Discharge summaries are required for inpatients, including those who have

- » been transferred to another facility
- » left against medical advice
- » had a cancelled procedure
- » died during admission

Day case episodes

Operation reports

For day case procedures, the operation report can be accepted as the discharge summary.

Cancelled procedures

Where a procedure is cancelled or postponed, a completed identification sheet can be accepted in place of a Clinical Portal discharge summary. It must contain a diagnosis, reason why the procedure was cancelled or postponed, along with a clinician's signature and date.

Our Discharge Summary Liaison Officer will indicate on the Incomplete Discharge Summary Report if a procedure has been cancelled and attach the corresponding identification sheet for completion. The identification sheet can be sent to you upon request or printed by the Ward Clerk.

Statistical Discharges

Patients may have multiple episodes of care during one admission. These care type changes are known as Statistical Discharges.

The Notification of Care Type Change form is the accepted discharge summary for these episodes which is largely completed by the SNAP (Sub and Non-Acute Patient) team in collaboration with the clinical teams.

The Incomplete Discharge Summary Report (see page 1), will highlight these episodes in yellow, but do not require your action.

A Clinical Portal discharge summary is required by the discharging clinical team. This will reflect the patient's final discharge location from the hospital and should incorporate a summary of all care type episodes for that admission.

JMO Responsibilities/ Change of term

The completion of discharge summaries is the responsibility for the entire specialty unit. At the end of each term, it is the responsibility of the outgoing medical officers to complete any outstanding discharge summaries.

Discharge Summary Resources

Other Resources

For further resources, quick reference tips and sample discharge summaries

<https://www.canberraajmo.org/>

Web

How to Write a Discharge Summary

<https://geekymedics.com/how-to-write-a-discharge-summary/>

The inside scoop... How to write a discharge summary

<https://onthewards.org/inside-scoop-how-write-discharge-summary/>

What isn't said

<https://onthewards.org/what-isnt-said/>

Part 1: GP to chase

<https://onthewards.org/part-1-gp-chase/>

Part 2: GP to chase

<https://onthewards.org/part-2-gp-chase/>

Podcast

Improving communication between hospitals and General Practice

<https://onthewards.org/improving-communication-between-hospitals-and-general-practice/>

Working with General Practice

<https://onthewards.org/what-isnt-said/>