There are three short topics for this week.

**Pdoc Templates**

There have been over 100 new Pdoc templates added to the system in the past few days. These are specialty-specific templates for H&Ps, Consults and Progress Notes. To find out if your specialty has had a new note added, do the following:

In Documents, Select “Enter New”, which will take you to the screen below, that contains your saved Favorite Documents. On the screen below, select “All”.

![Screen with Pdoc Templates](image)
Selecting “All” opens the following screen. On this screen, search for your specialty; select the desired template, and then “Add Favorite”.

“ED Admit to” order changed to “ED Request to Admit”

In order to request a bed and for a patient to be moved from an ED Registration to an Inpatient, Observation or SDC (Outpatient status) we have been using the “ED Admit to” order for patients in our Adult and Children’s EDs. This order has been changed to “ED Request to Admit”. The “ED Request to Admit” order will function the same way that the current "ED Admit to” order does. This order can be found by typing “Admit” into the search box, as outlined below.
The secondary (CDS) screen remains the same, as shown below, with the same required fields, as shown below:

Discharge Routine

Meditech shares information placed into the Discharge Routine to a number of other areas of the EHR, including the Long Form Discharge Summary and the Patient Packet that is printed by Nursing and given to the patient at the time of discharge. The information that is available in the Discharge Summary and the Patient Packet is only as good as the information that is entered into the Discharge Routine. Medication Reconciliation is a critical part of the information that our patients receive at the time of discharge.
There are two critical steps that must be completed in the discharge routine to allow our patients to be discharged with the correct information. The first is to complete the **Discharge Order**. The second is to select the **“Finalize Rx/Orders”** button.

The **Discharge Order** is the actual order that communicates to the Nursing staff that a patient is ready for discharge. The **“Finalize Rx/Orders”** button completes and finalizes the discharge routine. The **“Finalize Rx/Orders”** button activates the “Print Packet” button for the Nursing Staff to print the information necessary for our patients to go home with, including their Medication List. If this is not completed, Nursing cannot print the Patient Packet. If the discharge is not completed by selecting the **“Finalize Rx/Orders”** button, Nursing will hand write the patient’s medications on a paper form to send with the patient. Any medications that the patient should receive at discharge will need to be written as prescriptions or printed and signed, since this button also functions to transmit ePrescriptions. This is shown below: