

# ED Documentation

## Depart Process

### ED RN Guidelines:

- BEFORE completing the **Depart** routine which removes the patient from the Tracker, finish all nursing documentation in MEDITECH. All assessments with green font must be documented. If the green font is black, you know that documentation has been entered on the assessment.
- Enter the patient's vital signs taken within the last hour on the **ED Disposition Assessment**. Can use Recall Values if taken within the last hour
- Make sure the **FN** cell on the Tracker is green with a black **Y** and the patient is in a REG ER Status.



### Final Step: After completing all nursing documentation and the **ED Disposition Assessment**:

1. Click the **Depart** menu button to open the Depart routine.
2. Information from the physician's documentation is pulled into this routine.
  - If a provider never sees the patient or doesn't document in MEDITECH, the nurse will need to document the sections. Check with your Preceptor or Charge Nurse about the process at your ministry.
3. When the Depart routine sections are complete, print the Depart packet.
  - a. Print the Depart Packet by clicking the **Print Packet** footer button.
  - b. IMPORTANT Check EVERY page of discharge instructions for correct patient identification.
  - c. Follow your ministry policy for signatures.
4. After you reviewed the Depart packet with the patient AND the patient has physically left the ED, click the **Depart Patient** footer button and enter the actual Date/Time the patient left the ED.



### IMPORTANT The **Depart Patient** button in the **Depart** routine will remain lowlit:

- if the patient has not been registered (still in PRE ER Reg Status)
- if Impression, Disposition, or Condition have not been documented yet.

*If an ED patient is admitted, you must make sure the patient has been admitted in*

*MEDITECH and physically removed from the ED BEFORE you Depart the patient.*