

Quick Reference Guide – Discharging a patient & viewing the patient in discharge list

Pre requisites:

- CICB colleague has logged in to Connecting Care directly via [the portal](#) (see screen below) NB: the solution is not accessible via single sign on from in-context launch.
- Patient has been enrolled on CICB list. (See [Quick Reference Guide: - Enroling a patient onto CICB.](#))

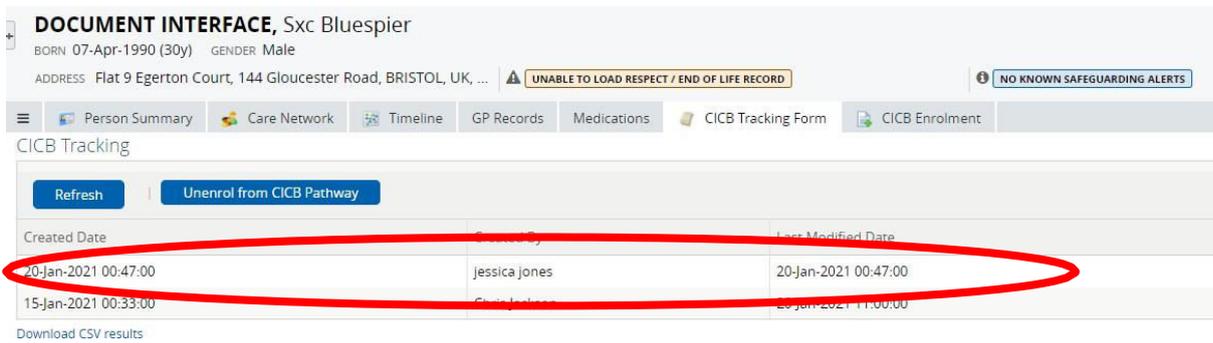
1. You will first need to locate and click on the patient's record. There are 2 ways of doing this:

- Finding the patient through record search (see [Quick Reference Guide - Record Search](#))
- Clicking on the patient's name, found in the Local Authority List (See [Quick Reference Guide – Viewing Local Authority List](#))

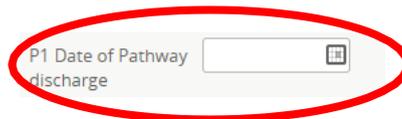
2. Once you are on the patient's record. Click 'CICB tracking form'

The screenshot shows the 'VT INTERFACE, Sxc Bluesprier' patient record for a 390 (30y) male patient. The patient's address is Egerton Court, 144 Gloucester Road, BRISTOL, UK. The interface includes several warning banners: 'UNABLE TO LOAD RESPECT / END OF LIFE RECORD', 'NO KNOWN SAFEGUARDING ALERTS', and 'UNABLE TO LOAD GI'. The navigation tabs include Summary, Care Network, Timeline, GP Records, Medications, CICB Tracking Form (highlighted with a red circle), and CICB Enrolment. The main content area shows a 'Person Summary' with three panels: 'COVID-19 Risk Category' (1 item, with a red error message 'Some data is missing. ERROR'), 'Charlson Score' (No items), and 'Alerts & Hazards' (No items).

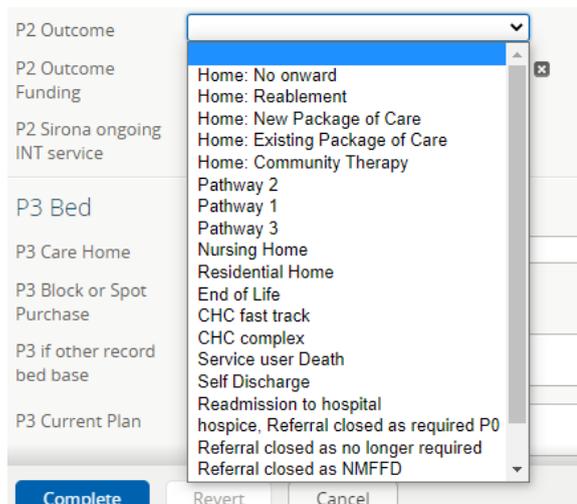
3. Click on the enrolment record. This will open the CICB tracking form.



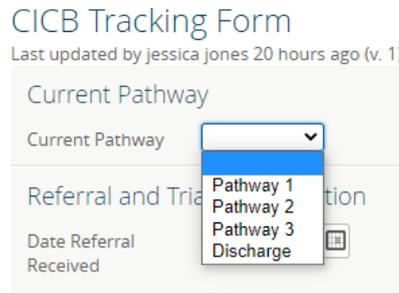
4. Each section & pathway on the tracking form has a field to enter date of pathway discharge. Locate the pathway the patient is in (by scrolling through Acute Pathway Progress, P1, P2 or P3) and complete the following data entry:



5. Each section on the CICB Tracking Form includes a dropdown box to enter 'Pathway Outcome'. This means you can discharge the patient at any time during the CICB process.



6. NB: 'Current Pathway' at the top of the tracking form must be updated to reflect the Patient's Discharge. This will ensure the patient is displayed on the discharge list.



CICB Tracking Form
Last updated by jessica jones 20 hours ago (v. 1)

Current Pathway

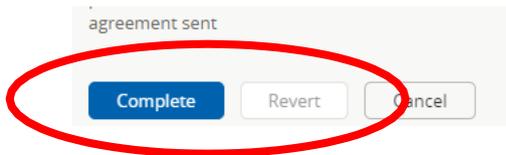
Current Pathway

Referral and Trial Discharge

Date Referral Received

Pathway 1
Pathway 2
Pathway 3
Discharge

7. Once you have made the necessary changes to the form, click 'Complete' to save your changes. The patient will now be discharged from the pathway & appear on your local Authority's Discharge List.



agreement sent

Complete Revert Cancel

For more information & support contact your local IT Helpdesk.