

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 displays the patient record for Rodney Michael Tester (DOB: 30-Aug-1955, Gender: Male). The top navigation bar includes tabs for Person Summary, Care Network, Mental Health, and Combined. The 'CICB Tracking Form' tab is circled in red. Below the navigation bar, there are several data cards: COVID-19 Risk Category (No items), Rockwood Clinical Frailty Scale (No items), Alerts & Hazards (No items), Disabilities (No items), General Practice (1 item: Mendip Vale Medical Practice), Organisations Involved (6 items: General Practice (EMIS/WEBER), Severnside Integrated Urgent Care), Social Care Support Reason (No items), and Referrals (No items).

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

TESTER, Rodney Michael
BORN 30-Aug-1955 (68y) GENDER Male
ADDRESS 4 Alburys, Wrington, BRISTOL, BS40 5NZ
NHS Number 446 243 9562 Traced and Verified

NO KNOWN RESPECT / END OF LIFE RECORD NO KNOWN SAFEGUARDING ALERTS NO KNOWN GP ALLERGIES

Person Summary Care Network Timeline GP Records Medications CICB Tracking Form Latest CICB Tracking Form CICB Enrolment

CICB Tracking

Refresh

Created Date	Created By	Last Modified Date	Last Modified By	Status	Local Pathway	Current Pathway	P1 Discharge Date	P2 Discharge Date
15-Mar-2024 21:25:00	Dianne Brown	25-Mar-2024 21:25:00	Dianne Brown	In Progress				
25-Mar-2024 21:25:00	Dianne Brown	25-Mar-2024 21:25:00	Dianne Brown	Complete				
14-Jan-2022 09:07:00	chris jackson	16-Nov-2022 08:18:00	chris jackson	Complete	North Somerset	Pathway 1		

Download CSV results

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:

P1 Date of Pathway discharge

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.

P2 Outcome

P2 Outcome Funding

P2 Sirona ongoing INT service

P3 Bed

P3 Care Home

P3 Block or Spot Purchase

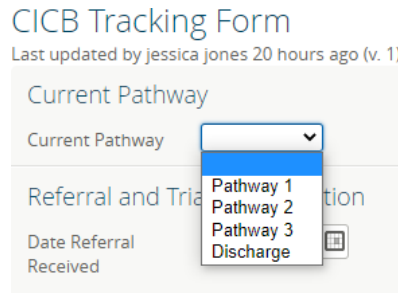
P3 if other record bed base

P3 Current Plan

Complete Revert Cancel

- Home: No onward
- Home: Reablement
- Home: New Package of Care
- Home: Existing Package of Care
- Home: Community Therapy
- Pathway 2
- Pathway 1
- Pathway 3
- Nursing Home
- Residential Home
- End of Life
- CHC fast track
- CHC complex
- Service user Death
- Self Discharge
- Readmission to hospital
- hospice, Referral closed as required P0
- Referral closed as no longer required
- Referral closed as NMFFD

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

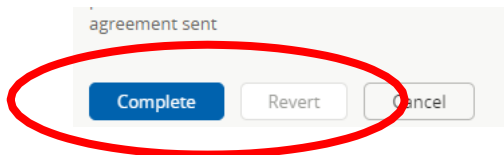
Current Pathway

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.