

## Admission and Discharge

## Important

- If one date/time is entered out of order, you are likely to need assistance from MMPO
- If there was a transfer to multiple locations i.e. birthing unit to tertiary unit, you might need assistance from MMPO to enter these.

## Admission

1. From the woman's record select 'Enter New Note'



2. A 'Change Care Location' note will pop up, complete selecting 'Save & Close' when complete

Select the location of	Date and Time 13 Jul 22 💌 at 14:35	Important: This needs to be the 'Date and time' of admission
admission	Name of location Christchurch Hospital	
Audit trail		Save & Close Cancel

3. Badgernet will refresh and an 'Admission' note will pop up. You will need to select 'Save & close'

## Discharge

4. The record will now be in another care location – the hospital you selected

Pregnancy Summary	<ul> <li>Pregnancy Summary</li> <li>The Woman's Record is currently located at Christchurch Hospital. Please decide if you want to:</li> <li>View record without changing the current location (i.e. review / retrospective editing)</li> </ul>	
Notes During Pregnancy		
Labour and Birth		
Postnatal		
Full Notes (Woman)	Change the current location of this record (i.e, assuming care, contemporaneous editing)	

5. From the woman's record select 'Enter New Note

G1 P1   D0B: 16 Jun 22 at 06:00 (37+1/40)   No. of Babies: 1   Booking BMI: 25-4 - 0-0-0-1					
Enter new note	Search discha	Search 'Discharge'			
Pregnancy Summary					
Notes During Pregnancy	Woman Notes				
Labour and Birth	🗹 Discharge Admission (13 Jul 22 at 14:35)	Select 'Discharge Admission'			
Postnatal	Z Discharge Letter Details				

- 6. Enter 'Date and Time' of discharge and select 'Save & close'
- 7. Once 'Save & Close' is selected a pop up with appear asking if you would like to change it back to your care location. Select 'Yes'

Move Record	×	
CO bab	you want to move this pregnancy record and any linked bies back to "Healthlink Test Results? Yes No	Ensure you select 'Yes' to bring the record back to your practice /Care location