



## **Discharge Summary Tips for Electronic Patient Viewing via MyChart™**

Currently, any patient can review their discharge summary (and entire hospital chart) by requesting access at Health Records; however, in reality, this rarely happens. As of October 1, 2018, discharge summaries will be available online -- for patients who sign up for MyChart Patient Portal access.

Regardless of the date they sign up for access, patients will be given access to their discharge summaries retroactive to October 1, 2018. This means that all providers should now be preparing these documents with the expectation that the patient will read them.

### Key areas to focus on:

- Health/medical issues only
- A clear summary of the facts, including:
  - Presentation to hospital
  - Course in hospital
  - Investigations and results
  - Diagnosis(es)
  - Discharge plans, including:
    - Medications
    - Follow up appointments booked or to be booked
    - Instructions to patient and community providers (eg. Family Physician)

### Avoid:

- Unnecessary judgements re: character of patient or family members
- Criticism or judgmental statements about members of the healthcare team
- Discussion of medical errors or adverse events – unless the error or event has been properly disclosed to the patient and family

### Remember:

- Discharge summaries, in many cases, function as our primary communication with community physicians and caregivers who will be caring for the patient after admission. Please ensure that you are including all relevant information and instructions to maintain seamless care of the patient
- Don't include anything that you wouldn't be comfortable with if it appeared on the front page of a newspaper or in social media