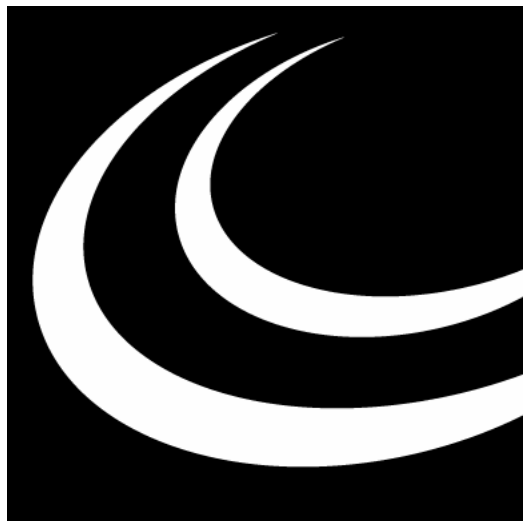


# Systems Support Swift Training



## Hospital Discharge Swift Guidance

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Northumbria Healthcare   
NHS Foundation Trust

*In partnership  
with*

**NORTHUMBERLAND**  
COUNTY COUNCIL



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# HOSPITAL DISCHARGE RECORDING

There are two kinds of formal notice issued by NHS Trusts regarding hospital discharges:-

- ◇ Section 2 – this notifies that a hospital admission has taken place and also notifies that an assessment needs to take place because someone is likely to need social care or therapy after discharge.
- ◇ Section 5 – notifies that discharge is imminent and should always follow a section 2 notice.

This guidance describes what information needs to be recorded on Swift by Discharge Central and Enquiry Referral Co-ordinators (ERC's) from the section 2 and 5 notices.

## SECTION 2 NOTICES

### Where the Client is not known on Swift

When a section 2 notice is received and the person is not known on Swift, the following information should be recorded:

- Create the person on Swift recording all appropriate information provided, e.g. relationships etc.
- Record the ERC Team as the key team in the Involvements screen. Please refer to *Frontdesk- Recording Involvements* section of your Swift manual.
- Record a 'Discharge – Assessment notice (section 2)' event type in Assessments screen (see further detail below).
- Details of the notice should be recorded in the Reports screen (see further detail below).
- Relevant details of contacts with the ward should be recorded in a contact note type '*Discharge – Ward Contacted*'.

### Where the Client has an open Referral on Swift

When a section 2 notice is received and person has an open referral on Swift with a Key Worker and Key Team then the following information should be recorded:

- Record a 'Discharge – Assessment notice (section 2)' event type in Assessments screen (see further detail below).
- Details of the notice should be recorded in the Reports screen (see further detail below).
- The section 2 notice should then be sent to the involved Key Worker for tracking and follow up.

## Recording the Discharge – Assessment Notice (section 2)

### Record Discharge – Assessment notice (section 2) assessment type

- Record a new assessment type 'Discharge – Assessment notice (section 2)'. Please refer to *Swift Assessments and Reviews – Recording an Assessment* section of your manual. The target start date is the date of receipt and the target end date should default in for 3 days after the target start date.

### Record Details from the Section 2


- From the saved assessment type click on Further Details twice.

The following screen will be displayed:

The screenshot shows the 'AF - Assessment Report' window for Mrs Dorothy Discharge. The 'Report' tab is selected, displaying a table with the following data:

Code	Question	List	AnswerText	Answer
HDDT	Date and time of receipt (dd-mm-yy hh:mm)	T		
HDOT	Date/time of receipt of FIRST version of n	T		
HDSD	Date faxed as on form (if different)	T		

At the bottom of the window, there is a 'Print' button and a status bar with the text 'Choose the name of the assessor who is carrying out the component part of the questionnaire - list of values available' and 'Record: 1/1'.

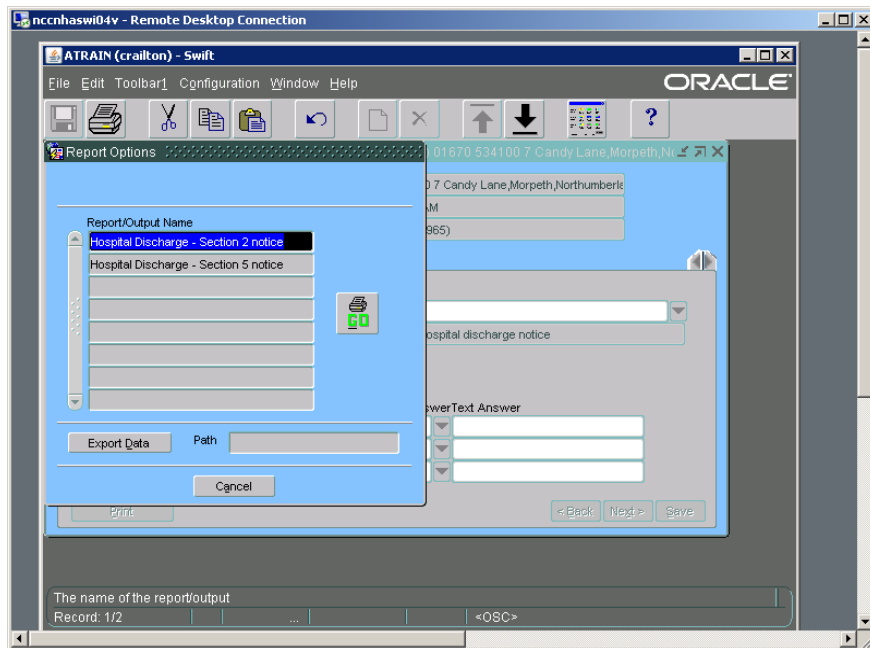
- Complete the fields as appropriate with either a text answer in the Text Answer box if the entry has a 'T' beside it, or from the drop down list if the entry has an 'L' beside it.
- Click on .

### Printing Section 2 Report

You may need to print the section 2 report.

- Click on .

The following screen will be displayed:

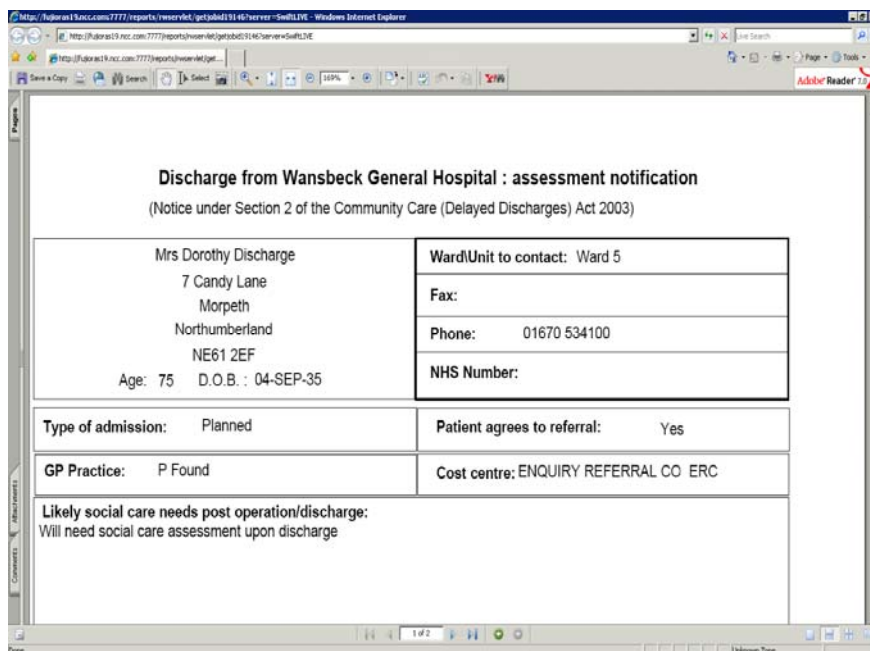


- Click on 'Hospital Discharge – Section 2 notice'.



- Click on

A screen similar to the following will be displayed:




- The discharge report displays the data entered, in the same format as the normal section 2 notice. You should check that all information is recorded correctly and amend any errors.

- To print the report click on



## Completing the Section 2 Notice

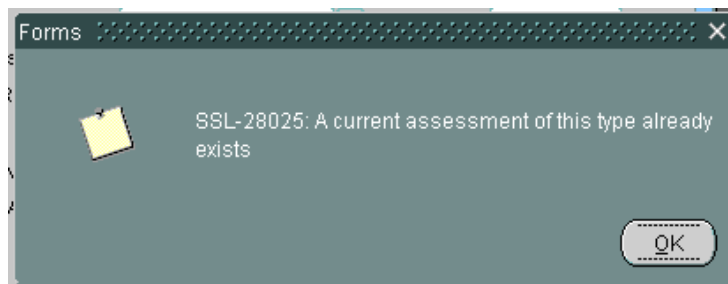
When you are satisfied that everything is correct on the report you should then complete the section 2 notice report.


- Return to the questionnaire within Further Details of Assessment screen.
- Go to last question 'Form checked and completed?'
- Select 'Yes – ready to send to local team'.
- Click on .

## Recording Subsequent Section 2 Notices

If subsequent section 2 notices are received for the same person then the same process should be repeated.

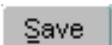
- You may see following message when the same assessment type is selected:



- Click on  and complete fields. Please refer to *Recording the Discharge – Assessment Notice (section 2)* section of this guidance.

## Recording a Withdrawal Notice

Where you receive the section 2 notice and the 'Withdrawal' section is completed at the bottom to indicate the client has died or does not want to receive any services upon discharge you must record this on Swift.

- Navigate to the assessment screen and click on the relevant saved section 2 notice assessment type
- Click on Further Details twice to go back into the questionnaire screen.
- Scroll down the list of questions until you reach '*Date/time withdrawn (dd-mm-yy hh:mm)*' and '*Reason withdrawn*' questions.
- Complete these fields by entering the information from the section 2 withdrawal notice.
- Click on .



## SECTION 5 NOTICES

- The process for recording section 5 notices is almost identical to recording section 2 notices.
- You should not get two section 5 notices for the same hospital episode (except if a notice is withdrawn).
- You should select “Discharge - Notice of date (section 5)” assessment type in assessment screen.
- Click Further Details twice and complete questionnaire in same way as for section 2 notice.
- Where the person has an open referral the section 5 notice should be sent to the Key Worker.

## ENDING ERC KEY TEAM INVOLVEMENT

- Following discharge where the client has a Key Team involvement of ERC then this **must** be ended.
- If the client is to continue to receive support and services from Adult Social Care after discharge then the ERC should also record a CM1 recording the date of discharge and send this to the Community Allocation Team (CAT).