





CMM EPMA QRG - Discharge Summary Physical Health - Printing Discharge Medicines List

Introduction

- This user guide has been created to show system functionality not clinical processes and should be used in conjunction with the relevant Standard Operating Procedures (SOP) for your appropriate service.
- Any changes will be updated and published online, and staff should be aware that any printed copies of the guide are only correct at the time of printing and should constantly check the online version for updates.
- The following support materials are available from these locations:
[Course: Online System Resources \(cpft.nhs.uk\)](#)
[Digimedts | CPFT NHS Trust](#)
- When in CMM Desktop you can press  the at the top right of the screen for Help
- When in CMM Web you can press  the at the top right of the screen for Help

Revision History

Revision date	Version	Summary of Changes	Author
25/3/25	1	Initial document	Megan Moore
18/8/25	1.1	Amendments	Megan Moore

Approvals

Name	Title	Signature	Date	Version
George Griffiths	Lead Pharmacist – Digital Medicines Optimisation and EPMA	e-approved	18Jul25	1.0
Claire Nash	Specialist Pharmacy Technician – Digital Medicines Optimisation and EPMA	e-approved	5Sep25	1.1



Printing a Copy of the Discharge Medication list

Follow the steps below to print out a copy of the Discharge Medication List from CMM EPMA.

Step 1: After accessing the patient record, **click** the **Discharge Rx** tab.

The screenshot shows the patient record for Peter PAN. The 'Discharge Rx' tab is highlighted with a red box. The interface includes a navigation bar with 'ADD DRUG', 'PREVIOUS CARE EPISODE', 'BULK CHANGE', 'DRUG CLINICAL INFORMATION', 'PATIENT NOTES', and 'HELP'. Below this, there are tabs for 'Inpatient Rx', 'Discharge Rx', 'Short Term Leave Rx', and 'Discontinued Rx'. The 'Discharge Rx' tab is selected. The main area displays a list of medications with columns for dates from 21-MAR-2025 to 27-MAR-2025. The medications listed are Aripiprazole 5mg tablets, Venlafaxine 225mg modified-release capsules, and Paracetamol 500mg tablets. The 'Discharge Rx' tab is highlighted in red.

Step 2: Check the Discharge prescription is displaying as completed. If it is in Draft, check with the discharging Doctor and/or Pharmacy team that the discharge prescription is complete.

The screenshot shows the patient record for Peter PAN. A grey banner at the top of the medication list area displays the message: "Discharge Prescription is COMPLETED. The discharge was sent to pharmacy on 25-Mar-2025 @ 10:34". The 'Discharge Rx' tab is selected. The main area displays a list of medications. The first medication, Aripiprazole 5mg tablets, is shown with details: Dose 5 mg, Frequency Once a day in the morning, Route Oral, Rx on 24-Mar-2025 13:44, Verification status Verified, Prescriber A PHARMACIST MH, and BNF Antipsychotic drugs. A red arrow points from the confirmation message to the 'Discharge Rx' tab.



Step 3: Click on DISCHARGE LETTER.

Home Inpatient Finder v8 SP3 TEST A NURSEMH My Account Logout

PAN, Peter Born **18-Jun-2002 (22 y)** Gender **Male** NHS No. **611 719 1197**

Address: **6 Lodge House Neverland PE33 5TT** Hospital No. **78901** Allergy Status **Recorded allergies**

Consultant **CONSULTANT, DUMMY** Ward **G.M.H.** Body Surface Area Weight Height

Communication zone

RX COMPARISON **DISCHARGE LETTER** PREV. CARE EPISODE DISCHARGE HISTORY PATIENT NOTES HELP

Inpatient Rx **Discharge Rx** Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date

Discharge Prescription is COMPLETED. The discharge was sent to pharmacy on 25-Mar-2025 @ 10:34

REGULAR		Dose		Frequency	
Aripiprazole 5mg tablets		5 mg		Once a day in the morning	
Route Oral	Rx on 24-Mar-2025 13:44	Verification status Verified	Prescriber A PHARMACIST MH	BNF Antipsychotic drugs	
REGULAR		Dose		Frequency	
NovoRapid FlexPen (Insulin Aspart) 100units/ml		10 unit		Three times daily with food (breakfast, lunch, eve...	
Route Subcutaneous	Rx on 24-Mar-2025 10:15	Verification status Verified	Prescriber DR A DOCTOR	BNF Insulin	

Step 4: The Discharge Letter will open on Discharge Summary Information. Click PRINT COPY to generate the Discharge Medication List.

Discharge Letter Communication zone

PRINT COPY HELP

Discharge Summary Information

STL Notes

-

-

-

-

-

-

-

Diagnoses

Transferred Notes

Admission

Start on 20-May-2025 10:17

Reason

Admission Type

Emergency

Planned

Discharge

Discharge Date 16-Jun-2025 12:00

Discharge Dr. DOCTOR, A

Patient aware of diagnosis

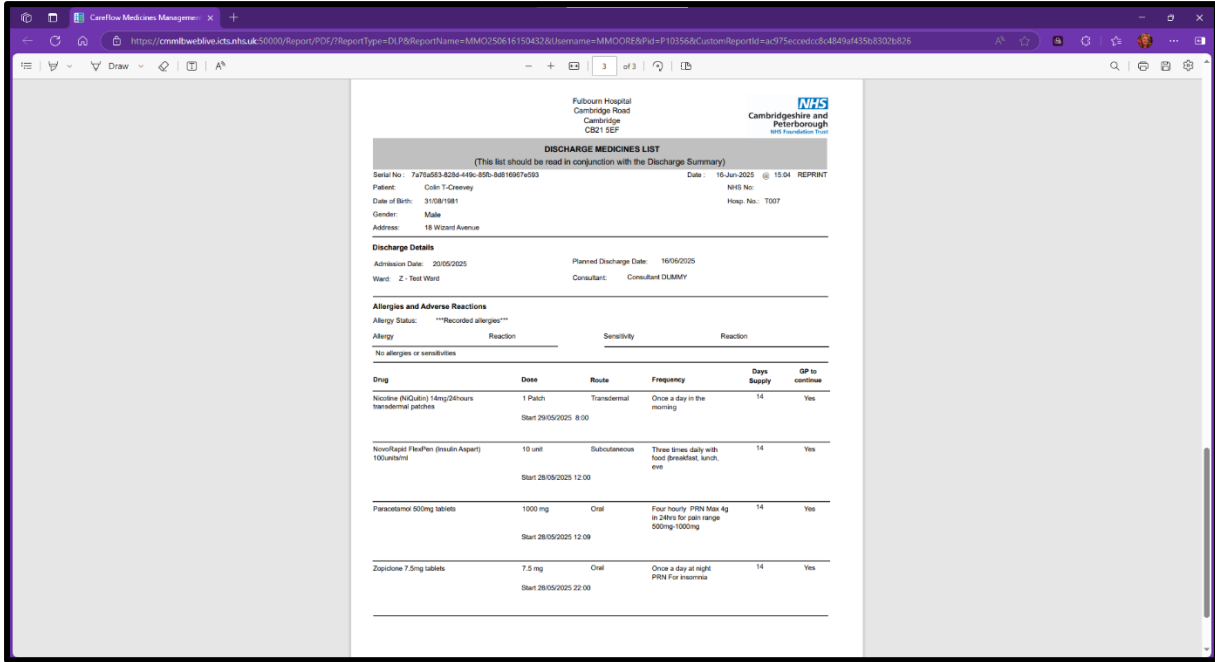
Patient to receive a copy of discharge

Outpatient appointment

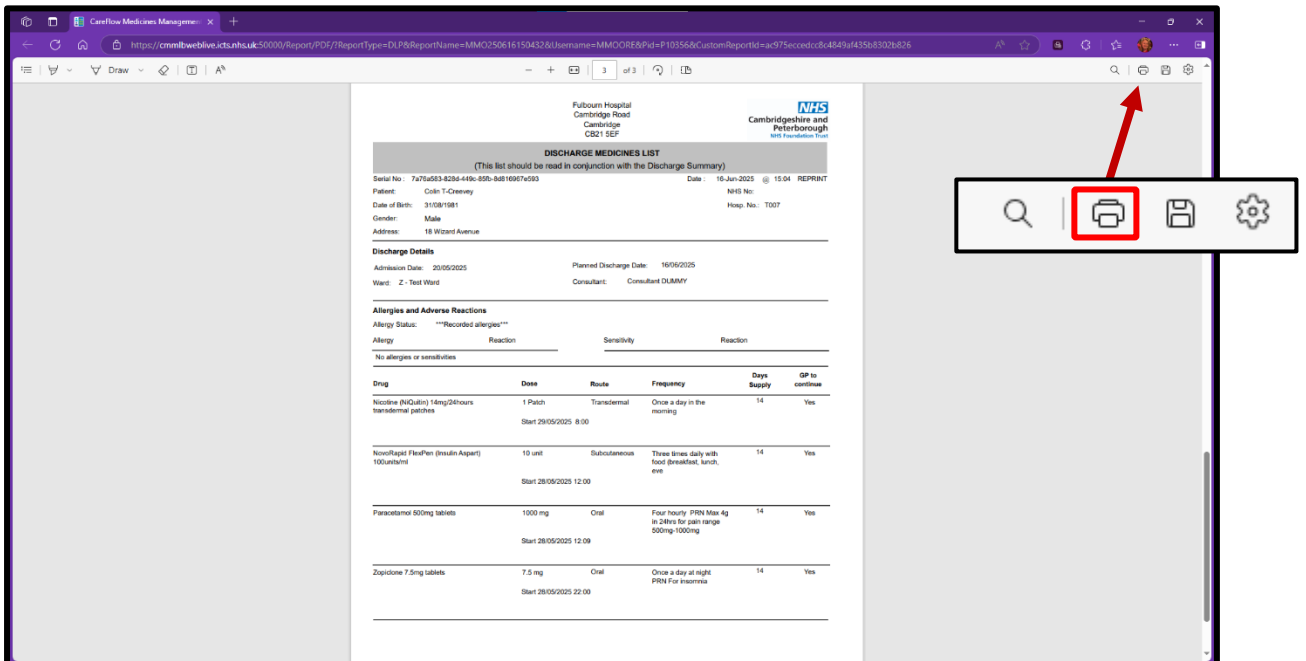
Close



Step 5: The Discharge Medication List Letter will then be produced and open on a separate tab.



Step 6: Click the Printer Icon to open the print options.





Step 7: Check the printer is set to 'CPFT-SecurePrint' then **click Print** to send the Discharge Medication List to the printer.

Print
Total: 3 sheets of paper

Printer: **CPFT-SecurePrint**

Copies: 1

Layout: Portrait

Pages: All

Colour: Black and white

Print on both sides: Print on one side

Print Cancel

Fulbourn Hospital
Cambridge Road
Cambridge
CB21 5EF

DISCHARGE MEDICINES LIST
(This list should be read in conjunction with the Discharge Summary)

Serial No: 7a76a583-8284-448c-858c-8d816967e593 Date: 16-Jun-2025 @ 15:19 REPRINT
Patient: Colin T-Creevey NHS No: _____
Date of Birth: 31/08/1981 Hosp No: T007
Gender: Male
Address: 18 Wizard Avenue

Discharge Details
Admission Date: 20/05/2025 Planned Discharge Date: 16/06/2025
Ward: Z - Test Ward Consultant: Consultant DUMMY

Allergies and Adverse Reactions
Allergy Status: ***Recorded allergies***
Allergy Reaction Sensitivity Reaction
No allergies or sensitivities

Drug	Dose	Route	Frequency	Days Supply	GP to continue
Nicotine (Niquitin) 14mg/24hours transdermal patches	1 Patch	Transdermal	Once a day in the morning	14	Yes
Start 28/05/2025 8:00					
NovoRapid FlexPen (insulin Aspart) 100units/ml	10 unit	Subcutaneous	Three times daily with food (breakfast, lunch, eve)	14	Yes
Start 28/05/2025 12:00					
Paracetamol 500mg tablets	1000 mg	Oral	Four hourly, PRN Max 4g	14	Yes
Start 28/05/2025 12:00					
Zopiclone 7.5mg tablets	7.5 mg	Oral			
Start 28/05/2025 22:00					

Note: If printing from a WOW it will automatically print to the local printer

Step 8: Once the Discharge Medication list has been printed It will need to be given to the nursing team.

Close the tab and you can return to CMM EPMA.

Cambridge Road
Cambridge
CB21 5EF

DISCHARGE MEDICINES LIST
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Discharge Details
Admission Date: 20/05/2025 Planned Discharge Date: 16/06/2025
Ward: Z - Test Ward Consultant: Consultant DUMMY

Allergies and Adverse Reactions
Allergy Status: ***Recorded allergies***
Allergy Reaction Sensitivity Reaction
No allergies or sensitivities

Drug	Dose	Route	Frequency	Days Supply	GP to continue
Nicotine (Niquitin) 14mg/24hours transdermal patches	1 Patch	Transdermal	Once a day in the morning	14	Yes
Start 28/05/2025 8:00					



Step 9: Click on the X to close the Discharge Letter screen and return to the Discharge Rx Tab.

Home Inpatient Finder v8 SP3 LIVE Megan Moore My Account Logout

T-CREEVEY, Colin Born 31-Aug-1981 (43 y) Gender Male National No.

Address 18 Wizard Avenue Hospital No. T007 Allergy Status Recorded allergies

Consultant DUMMY, CONSULTANT Ward Z - Test Ward Body Surface Area 2.07 sqm Weight 90 kg Height 177 cm

The Discharge report was generated successfully.

RX COMPARISON DISCHARGE LETTER EDIT DISCHARGE PREV. CARE EPISODE DISCHARGE HISTORY PATIENT NOTES HELP

Discharge Letter [X]

Communication zone

PRINT COPY HELP

Discharge Summary Information

STL Notes

-

-

-

-

-

-

-

Diagnoses

Transferred Notes

Admission

Start on 20-May-2025 10:17

Reason

Admission Type Emergency Planned

Discharge

Discharge Date 16-Jun-2025 12:00

Discharge Dr. DOCTOR, A

Patient aware of diagnosis
 Patient to receive a copy of discharge

Outpatient appointment

Close

Zopiclone 7.5mg tablets Dose 7.5 mg Frequency Once a day at night

You can then navigate back to the EPMA Home screen from here.

Home Inpatient Finder v8 SP3 TEST A NURSEMH My Account Logout

PAN, Peter Born 18-Jun-2002 (22 y) Gender Male NHS No. 611 719 1197

Address 6 Lodge House Neverland PE33 5TT Hospital No. 78901 Allergy Status Recorded allergies

Consultant CONSULTANT, DUMMY Ward G.M.H. Body Surface Area Weight Height

Communication zone

RX COMPARISON DISCHARGE LETTER PREV. CARE EPISODE DISCHARGE HISTORY PATIENT NOTES HELP

Inpatient Rx **Discharge Rx** Short Term Leave Rx Discontinued Rx Monitoring & Assessment Conflict Log Administration

Sort items by: Order Add/Modify date A-Z BNF Chapter Order start date

Discharge Prescription is COMPLETED. The discharge was sent to pharmacy on 25-Mar-2025 @ 10:34

REGULAR

Aripiprazole 5mg tablets Dose 5 mg Frequency Once a day in the morning

Route Oral Rx on 24-Mar-2025 13:44 Verification status Verified Prescriber A PHARMACIST MH BNF Antipsychotic drugs

REGULAR

NovoRapid FlexPen (Insulin Aspart) 100units/ml Dose 10 unit Frequency Three times daily with food (breakfast, lunch, eve...

Route Subcutaneous Rx on 24-Mar-2025 10:15 Verification status Verified Prescriber DR A DOCTOR BNF Insulin