

# SystemOne QRG - Discharge Summary Physical Health - Completing General Discharge Questionnaire

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## 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 \(cpft.nhs.uk\)](https://cpft.nhs.uk)
- When in SystemOne you can press F1 for Help (or choose Help on the Menu at the top of the screen)

## Revision History

Revision date	Version	Summary of Changes	Author
02.07.2025	1	Initial Draft	Megan Moore

## Approvals

Version 1.0 and above of document requires the following approvals:

Name	Title	Signature	Date	Version
George Griffiths	Lead Pharmacist – Digital Medicines Optimisation and EPMA	e-approved	18Jul25	1

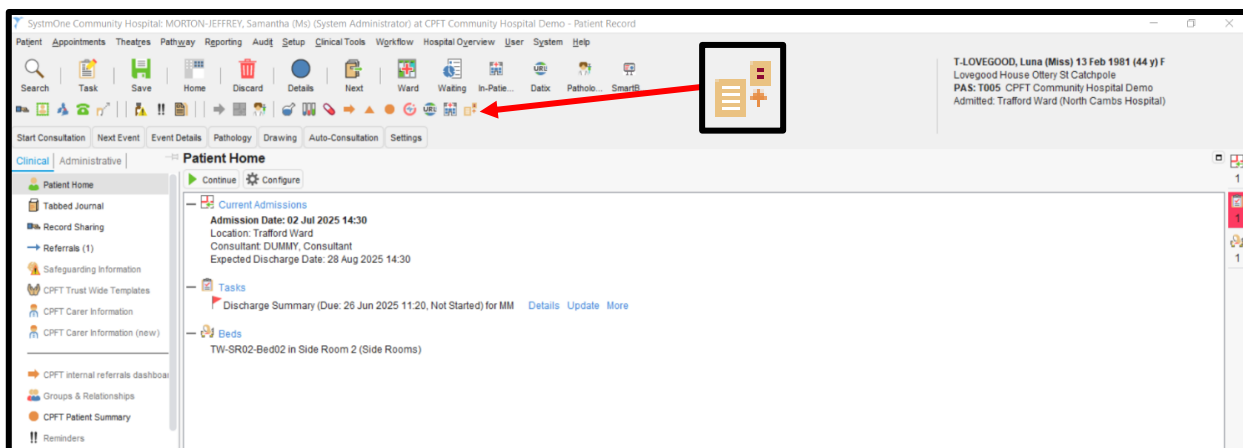
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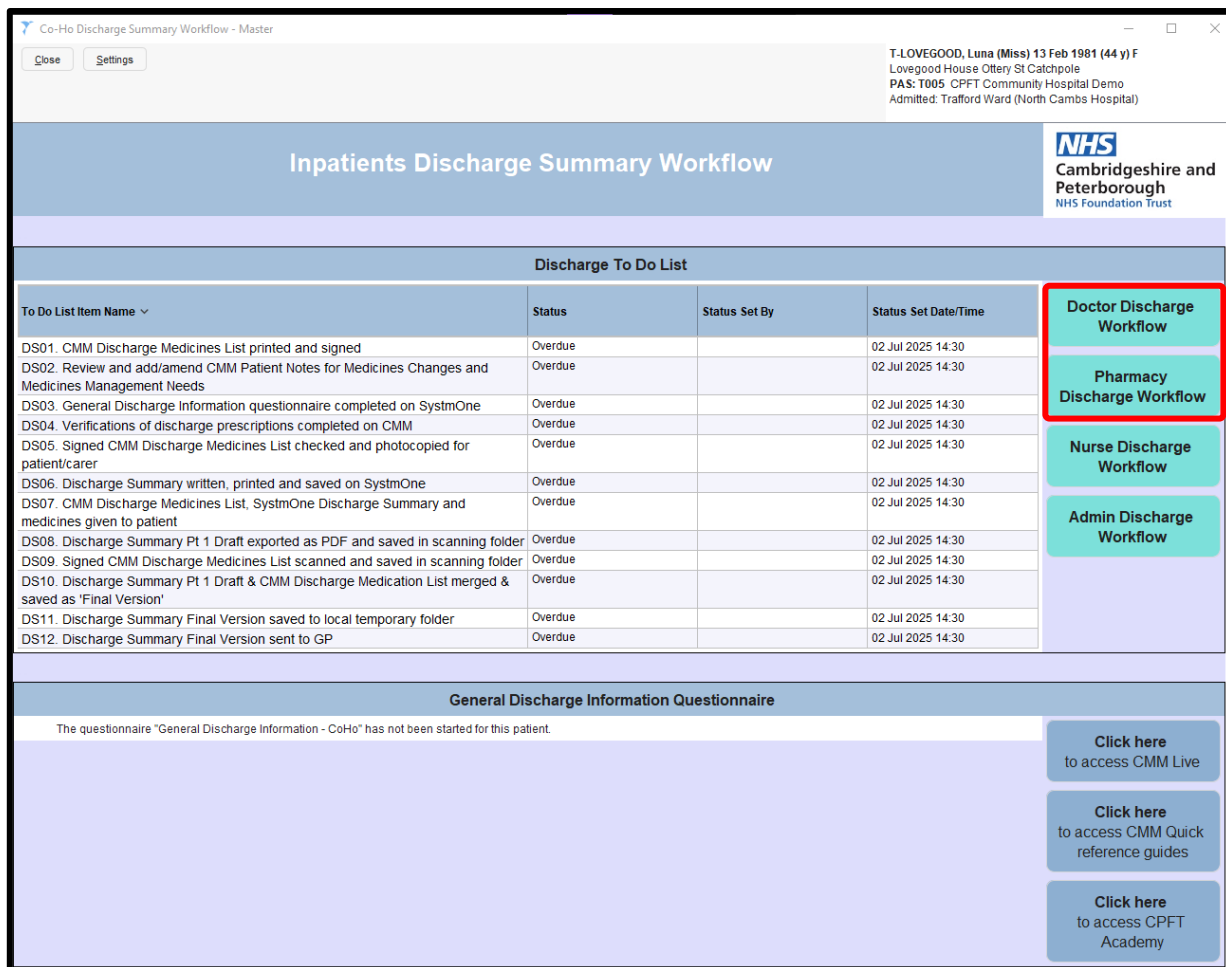
# Creating General Discharge Information Questionnaire

This Quick reference guide provides instruction on how to create and amend the General Discharge Information questionnaire in the Discharge Summary Workflow on SystmOne. These steps must be completed in accordance with MMSOP011.

1. **Open** the patient in SystmOne then **click** on the Discharge Summary Workflow icon on the small toolbar.



2. **Click** on the workflow for your job role.



- The General Discharge Information Questionnaire will appear below the Discharge To Do List Items and Sensitivities & Allergies table. To create a new discharge questionnaire, click the blue button labelled 'Click here to write General Discharge Information Questionnaire'.

**Inpatients Discharge Summary Workflow - Doctor**

**Discharge To Do List**

To Do List Item Name	Status	Status Set By	Status Set DateTime
DS01. CMM Discharge Medicines List printed and signed	Overdue		02 Jul 2025 14:41
DS02. Review and amend CMM Patient Notes for Medicines Changes and Medicines Management Needs	Overdue		02 Jul 2025 14:41
DS03. General Discharge Information questionnaire completed on SystemOne	Complete	NASH, Claire (Mrs)	04 Jul 2025 14:53

**Sensitivities & Allergies**

Date/Time	Description	Patient Notes	Done By	Location

**General Discharge Information Questionnaire**

Date/Time	Done By	Finish

The questionnaire "General Discharge Information - CoHo" has not been started for this patient.

**Click here to write General Discharge Information questionnaire**

- The General Discharge information questionnaire will open on a separate window. **Complete** all relevant sections for your role and **click Save Final Version**.

**General Discharge Information - CoHo**

Save for Future Editing | **Save Final Version** | Use Previous Answers | Cancel

T-VANE, Romilda (Miss) 03 Aug 1982 (42 y) F  
 81 Harry Potter Lane CPFT Community Hospital Demo  
 Admitted: Trafford Ward (North Cams Hospital)

Linked admission: General Internal Medicine Service (Admitted: 02 Jul 2025 14:40)

**General Discharge Information - Physical Health**

- Sensitivities and Allergies (these can be viewed on the discharge summary workflow)
- Primary Diagnosis
- Reason for admission
- Complications whilst on ward

**Read Codes** | Scores

Code	Description	Numeric Value
No codes added		

Once saved the General Discharge Information entries table will now display the date and time completed and by whom. The finished by column shows who saved the questionnaire as the final version and when. The most recent questionnaire entries will be displayed below.

- Once the questionnaire has been created, ensure the relevant to do list action has been marked as complete.

Data Visualisation

T.VANE, Romilda (Miss) Born 03-Aug-1982 (42y) Gender Female NHS No. Unknown

Address: 81 Harry Potter Lane Phone and email: Unknown No alerts Allergies not checked

Filter by admission: General Internal Medicine Service (Admitted: 02 Jul 2025 14:40)

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**Discharge To Do List**

To Do List Item Name	Status	Status Set By	Status Set Date/Time	
DS01. CMM Discharge Medicines List printed and signed	Overdue		02 Jul 2025 14:41	<b>DS01</b> Click here to mark as completed
DS02. Review and add/amend CMM Patient Notes for Medicines Changes and Medicines Management Needs	Overdue		02 Jul 2025 14:41	<b>DS02</b> Click here to mark as completed
DS03. General Discharge Information questionnaire completed on SystemOne	Complete	NASH, Claire (Mrs)	04 Jul 2025 14:53	<b>DS03</b> Click here to mark as completed

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**Sensitivities & Allergies**

Date/Time	Description	Patient Notes	Done By	Location	
17 Jul 2025 11:52	No known allergies (1151.)		MOORE, Megan	CPFT Community Hospital Demo	Click here to record a new sensitivity or allergy

Click here to access EMIS GP data (where patient consent has been recorded)

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**General Discharge Information Questionnaire**

Date/Time	Done By	Finished By	
17 Jul 2025 11:52	MOORE, Megan	MOORE, Megan (System Administrator) [17 Jul 2025 11:52]	Click here to write General Discharge Information questionnaire

General Discharge Information - CoHo 17 Jul 2025 11:52

Entered by: MOORE, Megan (System Administrator)

- General Discharge Information - Physical Health
- Sensitivities and Allergies (these can be viewed on the discharge summary workflow) QRG Test Example
- Primary Diagnosis QRG Test Example
- Reason for admission QRG Test Example
- Complications whilst on ward QRG Test Example
- Rehabilitation outcome / End of life care discussions QRG Test Example
- Social Issues QRG Test Example
- Ongoing needs / follow-ups QRG Test Example
- Specialist involvement QRG Test Example
- Latest blood results and dates QRG Test Example

# Amending the General Discharge Questionnaire

1. If the questionnaire requires edits/amendments once it has been completed, **right click** and **select** Copy questionnaire.

The screenshot shows the NHS SystemOne interface for patient T-VANE, Romilda (Miss). It displays a 'To Do List' with items like 'DS01. CMM Discharge Medicines List printed and signed' and 'DS03. General Discharge Information questionnaire completed on SystemOne'. Below this is a 'Sensitivities & Allergies' table and a 'General Discharge Information Questionnaire' table. A context menu is open over the questionnaire table, with 'Copy Questionnaire' highlighted in a red box. Other options include 'Amend Questionnaire', 'View Questionnaire', 'Print Questionnaire', 'Save to File', 'Save Final Version', 'Unlink from Admission', 'View in Word', 'Write Word Letter', 'View Version History', 'Show Derived Items', 'Show Journal Entry...', 'Problems', 'Mark in Error', and 'Table'.

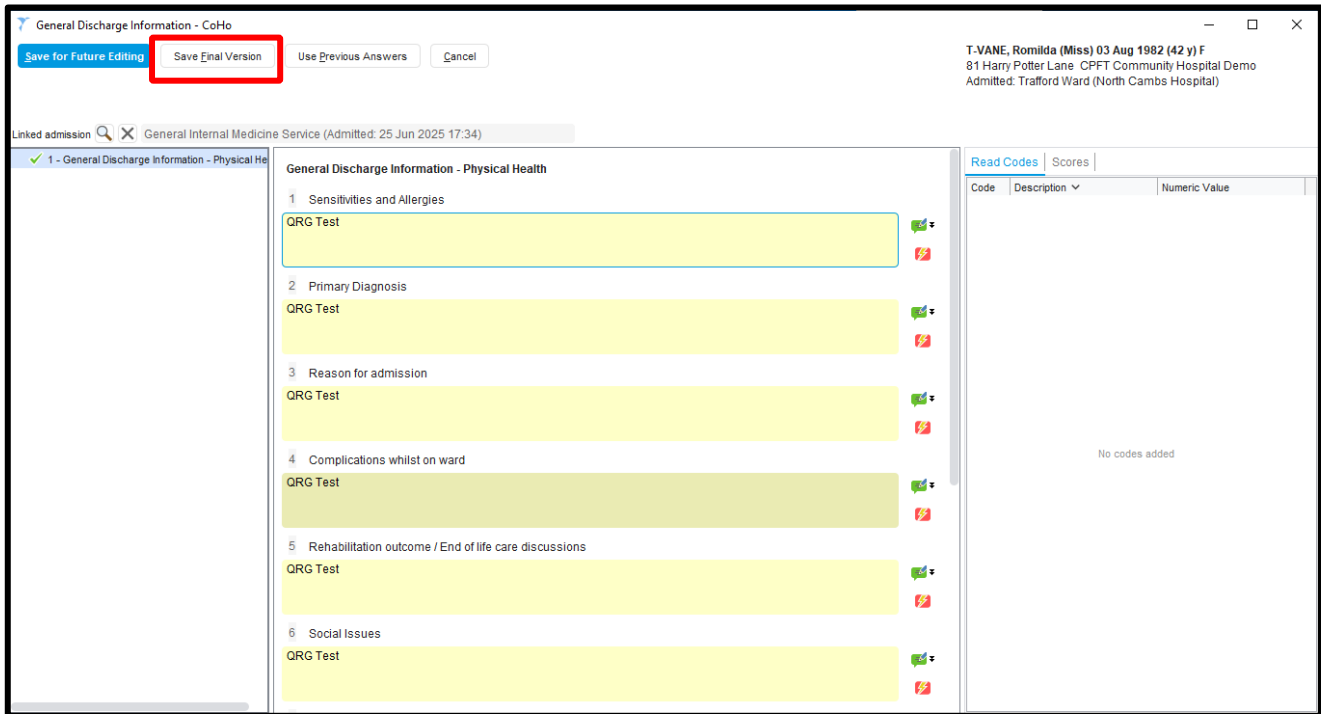
2. Then **click** Copy Comments

The dialog box asks: "Do you want to carry over any comments from this Questionnaire, or remove them from the new copy?". It has three buttons: 'Copy Comments' (highlighted in red), 'Remove Comments', and 'Cancel'.

3. **Click** Copy Admission.

The dialog box asks: "This Questionnaire is linked to an admission, do you want to copy this to the new questionnaire?". It has three buttons: 'Copy Admission' (highlighted in red), 'Remove Admission', and 'Cancel'.

4. The questionnaire will then open in a separate tab and will contain the previous entries. Make the required amendments to the relevant sections then **click Save Final version**.



Once saved the General Discharge Information table will be updated to show the latest completion details and the questionnaire entries displayed underneath will be showing the most recent entries.

