

# SystemOne QRG - Discharge Summary Physical Health - Producing Discharge Summary Letter

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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

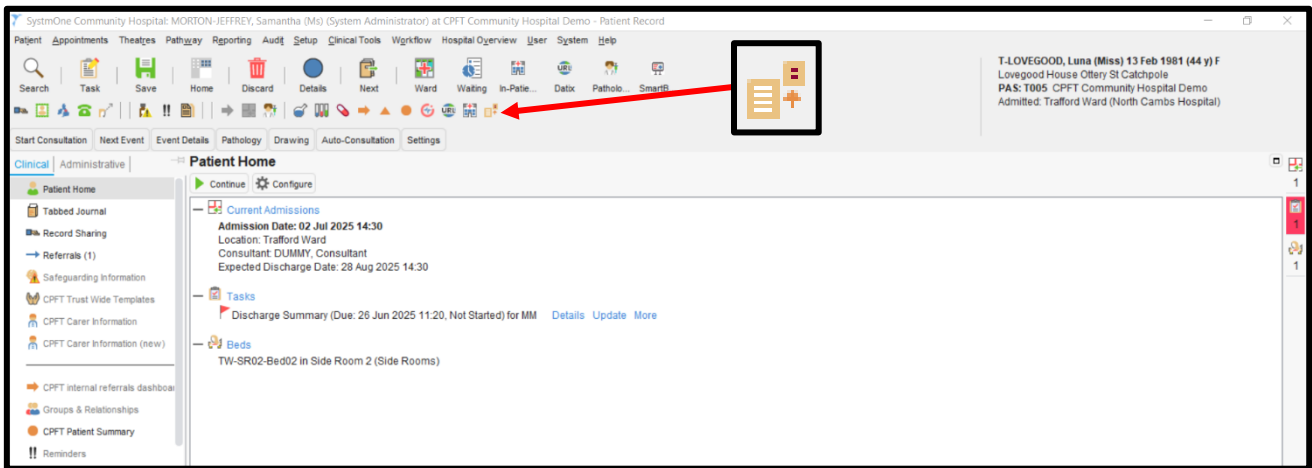
Version 1.0 and above of document requires the following approvals:

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

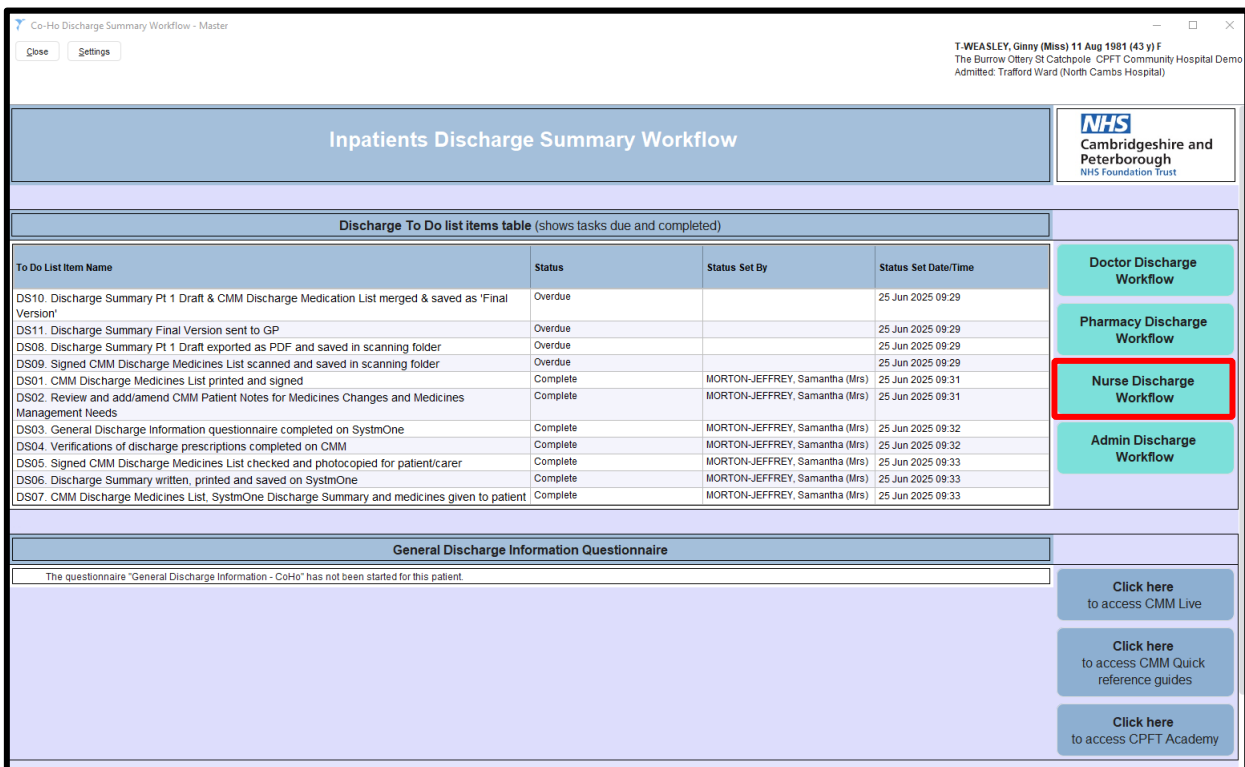
# Creating Word letter from General Discharge Information Questionnaire

This Quick reference guide provides instructions on how to convert the General Discharge Information questionnaire into a word letter for the patient and GP 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 Nurse Discharge workflow.



3. The General Discharge Information Questionnaire will appear below the Discharge To Do SystmOne QRG - Discharge Summary Physical Health - Producing Discharge Summary Letter

List Items table.

To produce a word letter from the General Discharge Information Questionnaire, **click** on the blue action button 'Click here to write Discharge Summary part 1 Draft'

**Inpatients Discharge Summary Workflow - Nurse**

**Discharge To Do List**

To Do List Item Name	Status	Status Set By	Status Set Date/Time
DS05. Signed CMM Discharge Medicines List checked and photocopied for patient/carer	Overdue		02 Jul 2025 14:41
DS06. Discharge Summary written, printed and saved on SystemOne	Overdue		02 Jul 2025 14:41
DS07. CMM Discharge Medicines List, SystemOne Discharge Summary and medicines given to patient	Overdue		02 Jul 2025 14:41

**General Discharge Information Questionnaire**

Date/Time	Done By	Finished By
17 Jul 2025 12:38	MOORE, Megan	MOORE, Megan (System Administrator) [17 Jul 2025 12:38]

Click here to write Discharge Summary Part 1 Draft letter

Click here to write Discharge Summary Part 1 Draft letter

4. **Check** the New letter information is correct, and the **letter type set** to 'Discharge Summary Part 1 Draft' then **click** 'Write Now'.

**New Letter**

Other Details... Exact date & time Wed 02 Jul 2025 14:51

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

**Recipient**

Name Miss Romilda T-Vane  
 Organisation  
 House name  
 Road  
 Locality  
 Town  
 County No Fixed Abode  
 Postcode ZZ99 3VZ

**Sender**

Name  
 Organisation CPFT Community Hospital Demo  
 House name Elizabeth House  
 Road Fulbourn Hospital  
 Locality  
 Town Fulbourn  
 County Cambridgeshire  
 Postcode CB21 5EF

**Writing**

Editor  SystemOne  MS Word  
 Template Choose Template... Inpatient Discharge Summary V5 with merges  
**Letter type Discharge Summary Part 1 Draft**

**Write Now** Create Task to Write Later Cancel

5. **Select** the ward the patient is being discharged from and **click** 'Insert Selected Text'.

Select Preset Text

Select which preset text to merge into the 'Select discharging ward' field.

Category: Inpatient Discharge Summary V4

Sub-category:

Category	Sub-Category	Text
Inpatient Discharge Summary V4	Cambridge Rehabilitation Unit	Brookfields Hospital
Inpatient Discharge Summary V4	Peterborough ICU	City Care Centre
Inpatient Discharge Summary V4	Trafford Ward	North Cambs Hospital
Inpatient Discharge Summary V4	Weinney Ward	Princess of Wales Hospital

**Insert Selected Text** Leave Blank

6. This will then open the discharge summary part 1 draft letter in Word. **Click File and Print**, to print off a paper copy for patient/carer.

SystemOne Mail Merge

File SystemOne Mail Merge Home Insert Draw Design Layout References Review View Help

Save For Future Editing Save Final Version E-mail New Template Amend Details Merge Now Amend Field Form Protection Patient Demographics Patient Care Clinical Medication Vaccinations Sender / Recipient Miscellaneous Merge Later

Commands Merge Fields

**NHS**  
 Cambridgeshire and Peterborough  
 NHS Foundation Trust

**INPATIENT DISCHARGE SUMMARY**

**Patient Details:**  
 Name: Miss Romilda T-Vane  
 DOB: 03 Aug 1982  
 NHS No:  
 Address: No Fixed Abode, ZZ99 3VZ  
 Telephone:  
 GP: GP/Clinician  
 GP Address:

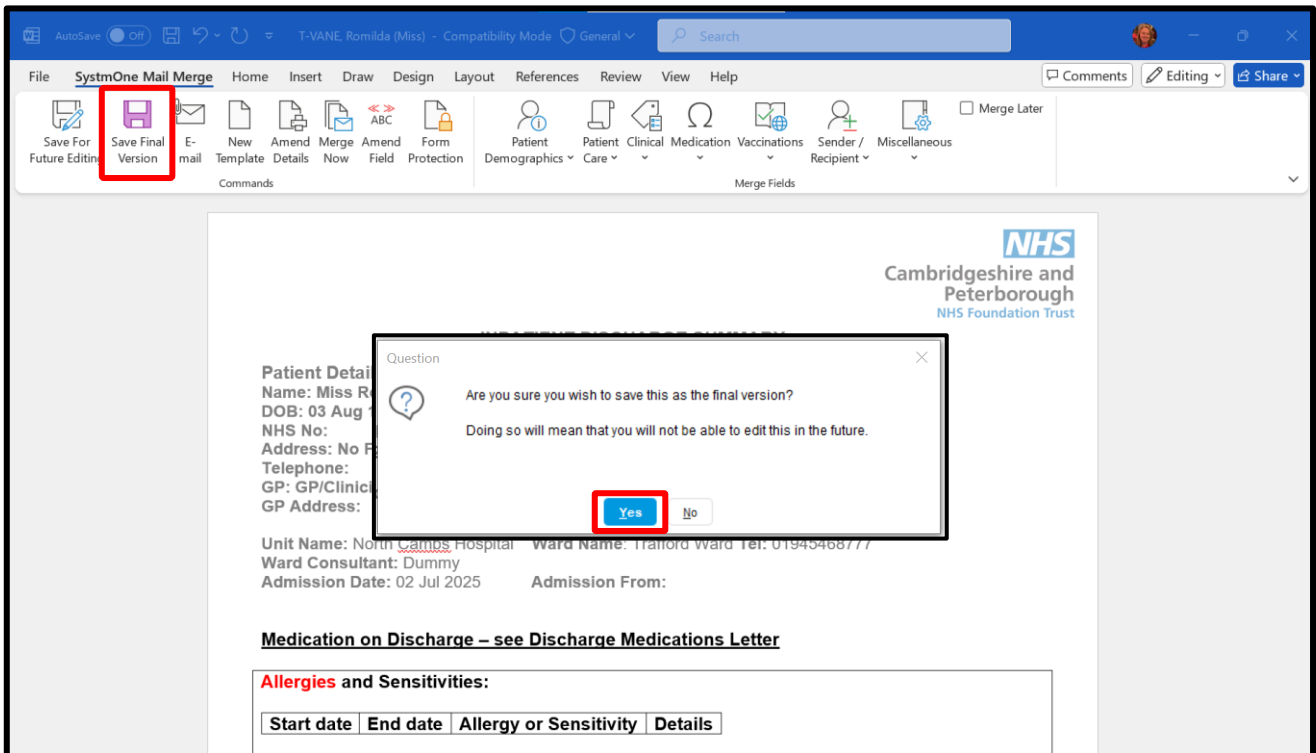
Unit Name: North Cambs Hospital Ward Name: Trafford Ward Tel: 01945468777  
 Ward Consultant: Dummy  
 Admission Date: 02 Jul 2025 Admission From:

**Medication on Discharge – see Discharge Medications Letter**

**Allergies and Sensitivities:**

Start date	End date	Allergy or Sensitivity	Details
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**7. Click Save Final Version and click Yes to confirm.**



The word document will close and you will be taken back to Inpatient Discharge Summary workflow – Nurse.

**8. You will then need to mark the DS06 task as complete.**

