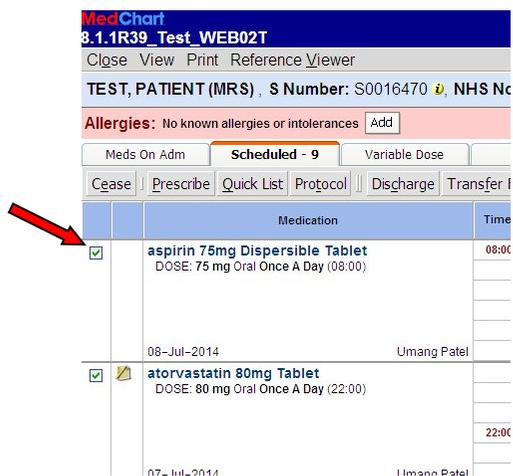This guide describes the three stages to using MedChart and ICE to create a discharge letter.

1. Transfer medications from the MedChart inpatient chart to the MedChart Discharge tab
2. Prescribe directly onto the MedChart Discharge tab
3. Import medications from MedChart to the ICE Discharge letter

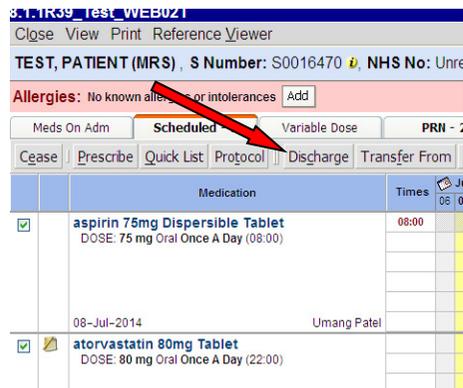**1. How to transfer medications from the inpatient chart to the Discharge tab**

a. Tick the medications required for discharge

Check the PRN and Variable tabs and include any medications required

Hint: Do NOT select all inpatient medications unless required for discharge (do you really want prophylactic dalteparin and IV morphine?)

b. Click on Discharge

c. Confirm the Medication Schedule and Start dose. When confirmed, click continue.

d. Confirm the medications. Changes can be made at this point by clicking the drug name. Click Update to confirm the medications.

The medications will then be shown in the discharge tab.

2. How to prescribe directly onto the Discharge tab

a. Prescribing directly onto the discharge tab is done in the same way as prescribing for an inpatient. Choose Prescribe, Quick List or Protocol.
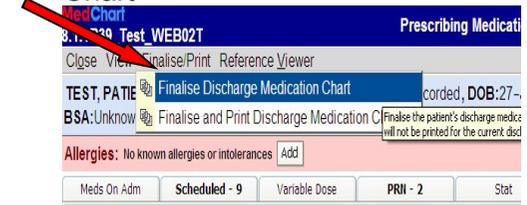

Ensure that you have done this from the Discharge tab

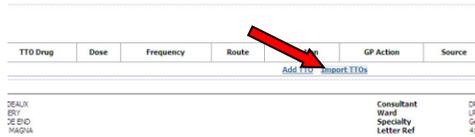b. Follow the steps to add the medications to the Discharge tab.

3. How to import medications from MedChart to the ICE discharge letter

a. From the Discharge tab in MedChart, click on Finalise/Print then Finalise Discharge Medication Chart

If you DO NOT finalise the Discharge Chart, you will not be able to import medications from MedChart to ICE

b. Log in to ICE and create a letter. To import the medications from Medchart, click Import TTOs

c. A message displaying the patient's details will pop up. Confirm that the details are correct and then select Yes, continue.

d. A message saying Import of TTOs completed should appear, click OK

e. Complete additional details on the prescription. Including clarifying any Durations and GP Actions where appropriate. Controlled Drug prescription requirements should be entered in the notes section.

f. Once the prescription details are completed select Submit to Pharmacy

g. Inform the nursing staff and/or pharmacy that a TTO has been completed and is ready for review.

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ICE-MedChart Discharge Interface Quick Guide

MedChart

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ICEdesktop