

# Quick Reference Guide

## Viewing Discharge Summary



1

Select patient from the list.

(If a patient is already discharged, use the search function using their demographic details to find their records.)

2

Select **Patient Admin** from the subheadings.

3

From the left side, select **View sent letters**. This should open into another window.

4

On the left, click on the discharge summary you wish to view.  
This letter should then display on the right side.

You may print using the printer icon 

You may save using the save icon 