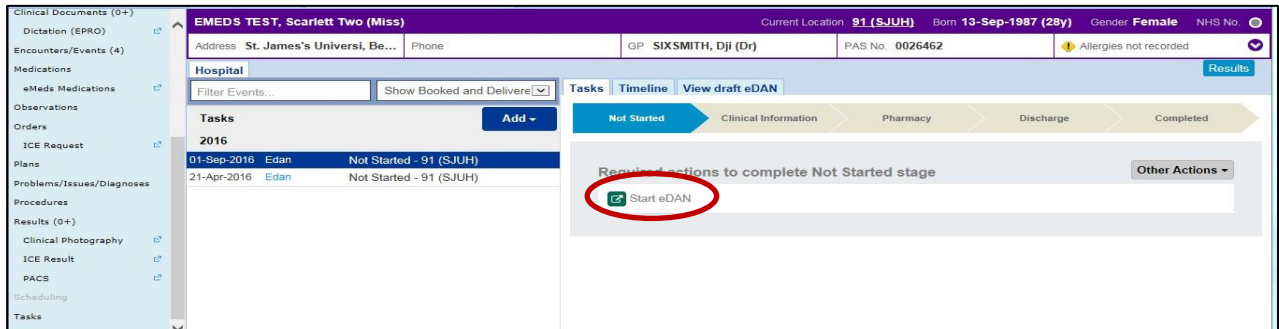


eDAN Quick Guide

Step 1 Click in the eDAN column for your patient from the ward view on PPM+ to open the eDAN Task.

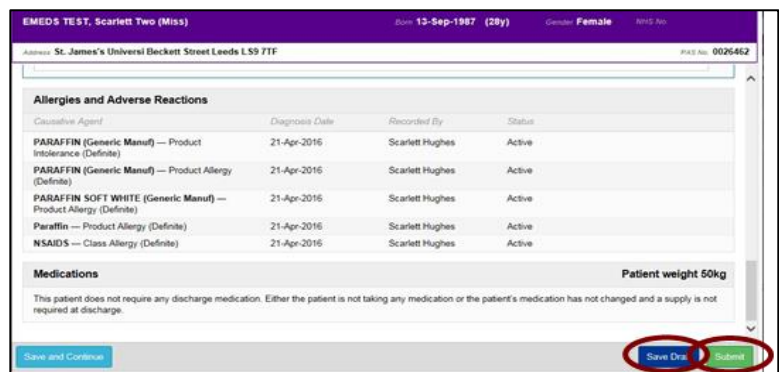
Step 2 Click Start eDAN.



Step 3 Click the arrow next to 'Launch Clinical Information Form'. Fill this out with the patient's details, their diagnosis and any notes.

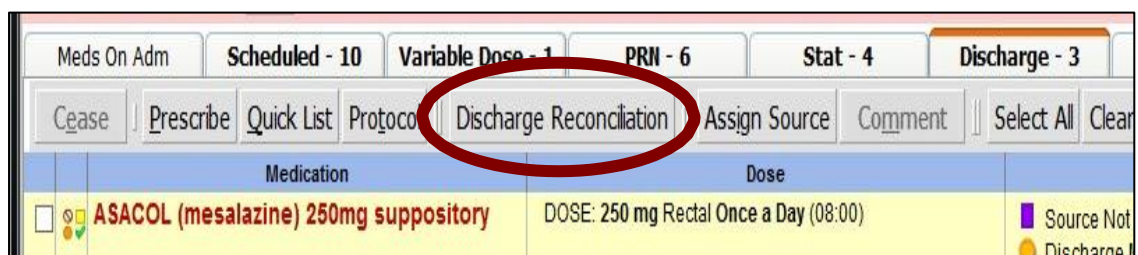
Remember to keep the information here clear and concise. Can all recipients understand the contents - GPs, patients and GP receptionists?
Enter the key information and clarify monitoring and safety information, include information about any outstanding investigations and who needs to do what for any follow up.

Step 4 Click Submit once you have entered all the required information.



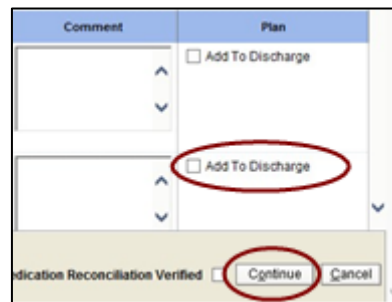
Step 5 Click the arrow next to 'Launch eMeds to review and finalise medications'

Step 6 Go to the discharge tab, and click Discharge Reconciliation.



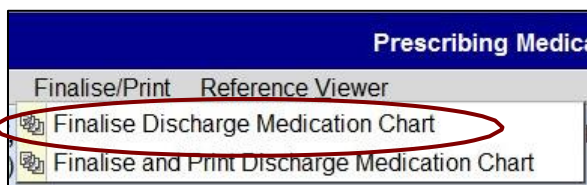
eDAN Quick Guide

Step 7 On the discharge reconciliation screen add any medicines required for discharge and add comments.
Be clear about what is new, changed or ceased.



Step 8 Once all discharge medications have been selected, click Continue and then click Update on the update screen.

Step 9 Next finalise the Discharge Medications by clicking Finalise/Print in the taskbar, then click Finalise Discharge Medication Chart.



Step 10 Close eMeds and re-refresh the eDAN

Step 11 Authorise the eDAN ensuring you enter your grade and contact number, review the eDAN, then click Authorise.

Always keep the following in mind when completing your patient's eDAN



EDANs - Maximum benefit, Minimum time

