

PROCEDURE FOR: Documentation: Discharge (Inpatients)

- POLICY:**
1. Discharge documentation, including the Clinical Resume/W-10, will be completed by the RN or LPN and the discharging physician or LIP prior to discharging the patient.
 2. A discharge planning note will be completed on each inpatient within 24 hours of admission.

DOCUMENTATION: Clinical Resume / W-10 / Medications Form
Unit Flow Sheet
Patient and Family Teaching Record
Progress Notes
Care Plan / Care Path or Treatment Plan

PROCEDURE:

ACTION

POINTS OF EMPHASIS

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| <p>1. A PROGRESS NOTE, written in DAR format entitled "Discharge" is completed at the time of patient discharge from a unit.</p> <p>2. Update the patient care plan so that it reflects the patient's status at the time of discharge. Unresolved problems require a progress note.</p> <p>3. Complete the patient and family teaching record to document patient and family understanding of follow-up plans and resources and to document that ongoing education needs and follow-up plan are identified.</p> <p>4. The Clinical Resume/W-10/Medication Reconciliation Form are to be completed by the day of discharge.</p> <p>5. If the discharging physician cannot be located, notify the resident, attending, or other treating/responsible physician, to obtain a signature.</p> | <p>1. This should include date and time the patient left the unit, mode of discharge (e.g., via wheelchair), who accompanied patient, follow-up needs, and reference to Clinical Resume/W-10. This note should also address post-hospital plan for continuity of care.</p> <p>4. MD must sign all pages and complete and/or review the diet, activities, dressings, treatments, services and medication sections. Medication reconciliation is to be done at this time. (Refer to HAM policy for Medication Reconciliation.)</p> <p>5. APRNs and PAs may be able to sign in select circumstances depending on payors or the agency to which the patient is referred. A physician signature is always required for the Department of Corrections Unit.</p> |
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ACTION

POINTS OF EMPHASIS

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6. The Clinical Resume/W-10/Medication Reconciliation Form and Patient and Family Teaching Record may be faxed to the appropriate physicians and referral agencies at the time of discharge.

APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 12/90

REVISION DATES: 4/93, 7/93, 10/93, 5/95, 10/97, 1/00, 11/02, 4/03, 10/06, 10/09

REVIEWED DATES: 8/08