

# Discharge Policy and Procedure:

## RN/LPN/NA

### Action/Rationale

1. Following the written discharge order, the nurse will prepare the patient for discharge.
  - a. Check with the patient to see if their family needs to be notified, or any other pertinent arrangements. *Social Work, UR, Case Management* can assist with discharge planning.
  - b. Notify CNA/PCT to assist patient with dressing if necessary, and to assist with packing of personal belongings
  - c. The nurse will give the "patient valuable slip" to take to the business office when applicable.
  - d. Notify pharmacy if patient has any personal medications.
2. Instruct patient/family members with appropriate discharge instructions, and complete the discharge form. (see sample attached)
  - a. Give the patient the necessary prescriptions and information regarding home care and follow-up medical care
  - b. Have the patient/family member to sign the discharge form, giving them the yellow copy. (see sample attached)
3. Nurse/nurse aid will escort patient to the hospital exit
  - a. **Prior to exiting the room the nursing personnel will activate the *Bed Tracking System* from the patient's phone, x 6767.  
Enter 6-digit bed number and a status: 3-dirty; 4-next clean.**
  - b. Patient shall be transported to the exit in a wheelchair, and assisted into the car.
  - c. The wheelchair will be returned to the unit.
4. **If a Specialty Bed occupies that room, initiate its removal and replacement with a hospital bed.**
  - a. **Nursing personnel or Unit secretary will call *Patient Equipment*, x 4-4884 to request immediate removal. (Additional numbers to call: Debra Mouse, pager 881-4226; cell phone 506-8410; Bob Stanton pager 881-8713; Guysell Wright pager 589-2295.)**
  - b. **Have unit Secretary notify Bed Board that they have initiated this process.**
5. Write the Discharge Note.
  - a. The discharge note should include the following:
    1. Time of discharge
    2. Statement that patient was discharged via wheelchair.
    3. Statement referring reader back to the Discharge Form.
6. Return the chart to the Unit Secretary for chart arrangement.