

## Unit Secretary

### Patient Discharge Action Steps

#### I. Orders:

- Physician writes orders in chart.
- US receives chart and takes off discharge order
- **US places "Pending Discharge" into computer for Bed Board.**
- US stamps up any necessary discharge paperwork

#### II. Follow-up appointments:

- Arrange any necessary follow-up appointments.
- If pavilion appointment is requested after hours, Xerox a copy of order and place in appointment book for next working day, for US to make appointment.
- If appt is for Jackson Medical Mall, fax JMM request. Xerox d/c orders with copy of faxed requisition, and place in appt. book, for reference.

#### III. Studies:

- Set up any outpatient diagnostic studies with appropriate departments through computer.
- Xerox copy of order for reference needs.

#### IV. Transfer to facility:

- If patient is to be d/c to Rehab. nursing home or another hospital, Xerox copies of d/c order, home meds, and H & P.
- Send copies with patient to receiving unit.

#### V. Transportation:

- Call family member if patient requires assistance in arranging transportation.
- If ambulance is required, place order in computer with *Social Work, Utilization Review, Case Management*.

#### VI. Chart Review:

- Review orders to determine if all steps are complete.
- Place chart in designated work area and notify patient's nurse of orders.

#### VII. Exit Unit:

- When patient leaves the floor, note time of discharge on census and enter patient as discharged into computer **within 30 minutes.**
- Nursing personnel will discharge patient via wheelchair from unit.

#### VIII. Housekeeping:

- US will verbally notify housekeeping of d/c if stationed on unit.

#### IX. Chart Breakdown:

- Break down chart according to protocol.
- Check MAR and nurse notebook to make sure all paperwork has been received.
- Nurse will bring flow sheets from room to be included in chart.
- If there exists an old or thinned chart on the unit, place together in d/c bin with present chart.

