THE UNIVERSITY OF TOLEDO
College of Medicine

Name of Policy: Discharge summaries and MICU transfer notes policy
Policy Number(s): IM – PC 18
Issuing Office: Residency Office, Department of Internal Medicine
Scope of Policy: Internal Medicine Residents

OFFICIAL POLICY

Effective Date: 06/03/2010
Responsible Agent: Director, Residency Program

POLICY

Discharge summaries and MICU transfer notes policy

PURPOSE

a. To ensure the continuity of patients care when transferring patients out of the MICU.
b. To provide the referred physician and patients primary care physician with complete, descent transfer note and meaningful discharge summaries in a timely fashion about their patients.
c. To provide the interns with three months as a teaching experience from their seniors before they start dictating the discharge summaries themselves.

PROCEDURES

a. Seniors are entitled to dictate the patients discharge summaries starting from July 2010 till September in each academic year.
b. During this 3 months period seniors are responsible to provide their interns with adequate teaching and guidance about how to dictate a meaningful and complete discharge notes.
c. Interns will start dictating the discharge summaries themselves from October in each academic year.
d. Interns and seniors need to dictate the discharge summaries within the first 24 hrs of the discharge time.
e. After dictating the discharge summary interns and seniors need to make sure they send a copy to the patients PCP and or the referred physician.
f. Regarding MICU patients. Seniors are responsible on writing the transfer notes once the patient needs to be sent out of the unit, it is not the intern responsibility anymore.
g. If the senior is absent the MICU Fellow will write the transfer notes instead.
h. As per the pulmonary /critical care program director Dr. Dan Olson, MICU fellows are responsible on dictating a brief transfer note on each patients sent out of the unit, the letter should be directed to the referred physician or patients PCP.