(A) Policy Statement

Discharge planning should begin when the patient is admitted and is not completed until after the patient is discharged from the unit.

(B) Purpose of Policy

To assure continuity of patient care.

(C) Procedure

1. During the first days of hospitalization:
   a. Set up follow-up medical/mental health care appointments.
   b. The Family Therapist will coordinate and implement referrals to appropriate community agencies for aftercare services.
   c. Consult with the educational staff to inform them of the impending discharge. The teacher assigned to Kobacker unit will be responsible for facilitating appropriate school placement and recording school recommendations.
   d. Inform the Therapeutic Recreational therapist of discharge so that appropriate referrals can be made and communicated to the family.
   e. Document patient teaching related to discharge on the clinical chart.

2. After a discharge order is ordered:
   a. Fill out the Discharge Summary in the EMR giving special attention to medication instructions and follow-up care. Document patient’s/family’s understanding of aftercare instruction in the nurse’s notes.
   b. Coordinate with the Family Therapist, the patient and the family the time, means and person who will be accompanying the patient from the hospital.
   c. Return secured items and medications.
   d. Give prescriptions to the parent or guardian. Reinforce medication times to be taken, expected effect, side effects and dosages. Document this as well in the EMR as when the last dose of medication was given on the Discharge Summary and in the progress notes.
   e. Provide the patient with aftercare follow up appointment times. Reinforce importance of follow-up care.
   f. A Kobacker staff member must accompany the patient to hospital exit.
   g. Chart time, method, person and staff accompanying patient and any significant observations in the EMR.
3. After the patient leaves the hospital:

   Responsibilities of nursing staff or clerical specialists:
   a. Enter discharge in computer.
   b. Alert Environmental Services to discharge.
   c. Disassemble medical record and place in bin for pick up.

   Responsibilities of nursing staff:
   a. Strip the bed and recheck drawers for belongings.
   b. Remove equipment.

4. For any patient belongings left on the unit after the patient is discharged, refer to Kobacker Administration Policy 3364-122-03.