

NURSING SERVICES GUIDELINE 6CD INPATIENT DETOX UNIT

Guideline: Discharge procedures

Policy Number Superseded:

Responsibility: Department Directors/Lead
Nurses/Detox Floor Nurses/Designees

Purpose of Guideline: To assure continuity of
patient care.



Effective Date:
April 23, 2025

Initial Effective Date:
August 2017

Procedure:

- (A) During the first days of hospitalization.
 - (1) The family therapist will coordinate and implement referrals to appropriate community agencies for after-care services.
 - (2) The family therapist will fax all required information to the agencies (after obtaining a release of information).
 - (3) The family therapist will fill-out and fax all pre-authorizations as needed for medications (suboxone, vivitrol, etc.).
- (B) After a discharge order is written.
 - (1) MD, family therapist will enter all discharge instructions in the EMR.
 - (2) Document all appointments, follow-up care, medications. Review with the patient, obtain signature, and provide copy of after-visit summary (AVS) to the patient.
 - (3) Return all belongings from the secured storage locker, check patient room and ensure all belongings are returned. Patient signs belongings sheet.
 - (4) Call-in prescriptions to the pharmacy or provide meds through I-med program.
 - (5) Detox staff must accompany the patient to the hospital exit.
- (C) After patient leaves the hospital.
 - (1) Discharge patient from the EMR.

- (2) Disassemble the medical record, paper clip forms and place in bin (be sure all sheets are labeled and all worksheets are removed).
- (D) For any patient belongings left on the unit after discharge.
 - (1) Place items in a patient belongings bag.
 - (2) Staple a face-sheet to the bag. Call the patient and let them know about belongings and write on face-sheet information that you spoke to them including date, etc.
 - (3) Place bag inside appropriate labeled bin in the intake room until patient picks up.
 - (4) Also refer to [policy 3364-100-50-25 Care of Patient Belongings and Valuables](#).

Approved by:
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