


Name of Policy: <u>Home Infusion Care</u> Policy Number: 3364-131-05 Department: Outcome Management Approving Officer: AVP Patient Care Services/CNO Responsible Agent: Director, Outcome Management Scope: The University of Toledo Medical Center	 Initial Effective Date: August 1, 1999 Effective Date: March 1, 2021
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Arrangements for post-discharge home infusion services will be set up when determined to be necessary for discharge home.

(B) Purpose of Policy

Coordinate the discharge planning process and arrange for home infusion services for the patient’s continuation of medical care.

(C) Procedure

1. The Discharge Planning Assessment form will be completed to determine base line information for discharge planning purposes. Collaboration will occur with the social worker, resource utilization coordinator, lead registered nurse and other medical staff to identify the patient’s post discharge needs.
2. Once home infusion needs are identified, the patient’s insurance benefits will be reviewed to determine if insurance coverage is available. Home Health Care service will be simultaneously arranged with the Infusion Company. A list of Home Health Care and Infusion companies will be provided to the patient and or family to determine preferences.
3. Completion of the Discharge Instructions (printed and signed) will be requested to identify the patient’s infusion therapy needs.
4. Outcome Management staff will secure necessary prescriptions and make a referral to the Home Health Care Agency and Infusion Company. Discharge Orders for Care and pertinent information needed will be faxed to the companies. When the discharge is set by the physician, the patient’s hospital departure time will be conveyed to the home care agency and infusion agency to coordinate start time of home care services.
5. Outcome Management staff will convey all arrangements to the patient, family and staff.
6. Outcome Management staff will document all pertinent information in the patient’s medical record in the Care Organizer system) and document discharge services in the Outcome Management Referrals Section of the Discharge Instructions located in the Care Organizer form (on the clinical portal system).

Approved by:	Review/Revision Date:
<u>/s/</u> Monecca Smith, RN, MSN AVP Patient Care Services/CNO	8/99 8/02 4/05 4/08 4/11 10/14 10/17 3/1/21
<u>/s/</u> Angela Ackerman, RN BSN Director, Outcome Management	
<i>Review/Revision Completed By:</i> Angela Ackerman RN BSN	Next Review Date 3/1/2024
Policies Superseded by This Policy: 17-05 Home Infusion Care	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.