

Policy: Discharge Planning Process						

Purpose: To outline the discharge planning process and ensure discharges are based on the assessed needs of the patients and the organizations ability to meet those needs.

Responsible Persons: Physician, Clinical Staff, Case Management

Content:

1. The discharge planning process begins early in the patient's episode of care, treatment and services and is applicable to all patients. See Admission History and Screening Assessment, 600-220. **PC 04.01.03-1, PC 04.01.01-26**
2. The hospital informs the patient or the patient's family of his or her freedom to choose among participating Medicare providers and, when possible, respects the patient's and family's preferences when they are expressed. The hospital does not limit the qualified providers that are available to the patient. **PC 04.01.01-22**
3. When the discharge planning evaluation indicates a need for home health care, the hospital includes in the discharge plan a list of participating Medicare home health agencies that are available and serve the patient's geographic area. **PC 040101-23**
4. When the discharge planning evaluation indicates a need for post hospital extended care services, the hospital includes in the discharge plan a list of participating Medicare skilled nursing facilities that are available and in the geographic area requested by the patient. **PC 040101-24**
5. The hospital documents in the patient's medical record that the list of home health agencies or skilled nursing facilities was presented to the patient or to the individual acting on the patient's behalf. **PC 040101-25**
Keypoint: The discharge plan identifies disclosable financial interests between the hospital and any home health agency or skilled nursing facility on the list. 42 CFR 420.206. PC 040101-25
6. The hospital identifies any needs the patient may have for psychosocial or physical care, treatment, and services after discharge or transfer. **PC 040103-2**
7. The patient, the patient's family, licensed independent practitioners, physicians, clinical psychologists, and staff involved in the patient's care, treatment, and services participate in planning the patient's discharge or transfer. **PC 040103-3**

8. Prior to discharge, the hospital arranges or assists in arranging the services required by the patient after discharge in order to meet his or her ongoing needs for care and services. **PC 040103-4**
9. When discharge or transfer needs are determined, the patient and also the patient's family when involved in decision making or ongoing care, will be promptly informed and educated of the kinds of continuing care, treatment, and services the patient will need and how to obtain these services. **PC.04.01.05-1,2,7**
10. Before the patient is transferred, the patient is provided with information about why he or she is being discharged or transferred and any alternatives to the transfer. **PC.04.01.05 3,5**
11. Provide written discharge instructions in a manner that the patient and/or the patient's family or caregiver can understand. **PC.04.01.05-8**
12. At the time of the patient's discharge or transfer, inform other service providers who will provide care, treatment, or services to the patient about the following: - The reason for the patient's discharge or transfer - The patient's physical and psychosocial status - A summary of care, treatment, and services it provided to the patient - The patient's progress toward goals - A list of community resources or referrals made or provided to the patient. **PC 040201-1**
13. Children under the age of 18 will be discharged only to a parent or legal guardian or with permission from parent or legal guardian according to Policy Pediatric Discharges 600PE-016.
- 14.** The Case Management department performs reassessments of the discharge planning process which include a review of discharge plans to determine if the discharge plans meet the needs of patients. **PC 040103-10, 11**
15. The hospital's Utilization Review Committee conducts reassessments of the discharge planning process on annual basis. **PC040103-10**
16. An approved discharge criteria determines the patient's readiness for discharge for post-operative/post-anesthesia outpatient discharges,

Reference: See the following Standard Work Instructions (SWI)
 "Discharge of Patient" SWI
 "Discharge Medications" SWI
 "Discharge to Long Term Care" SWI
 Pediatric Discharges 600 PE-016
 Post Procedure Monitoring and Discharge OP -1104
 KY State Board of Pharmacy
 KHA- Risk Management
 Joint Commission PC 04.01.01, PC 04.01.03, PC 04.01.05, RC 02.01.03

Policy developed as a Patient Services policy 2/96
Policy moved to Administrative 3/13