

	TITLE: NURSING CARE DURING PATIENT DISCHARGE	REV NO. 0	GRH TC- 28/2010
	NURSING PROTOCOLS	DATE: 01.07.2010	
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## GUIDELINES FOR NURSING CARE WHILE DISCHARGING THE PATIENT

1. Discharge summary is collected from the doctor.
2. Intimate the patient and by-standers regarding the tentative discharge, billing and other formalities
3. Prepare the service notification sheet and ear mark the documents for Xerox.
4. Hand over the completed service notification to the relatives for payment.
5. Relatives complete the payment at the cashier and return to the ward.
6. Payment details are incorporated in patient's records.
7. Discharge packet is prepared. It contains
  - a) Discharge summary (original)
  - b) Original of all the investigation (Laboratory, Other investigations, Ultrasound)reports
  - c) X-rays
  - d) ECG
8. Following is written on the entire discharge summary and the investigation reports and case sheet/IP file.
  - Billing number
  - All original reports handed over to patient
9. Execution of doctor's orders/ last instructions as per the summary/verbal/written instructions.
10. Instruct the patient as per doctor's advice regarding follow up, dressings, physiotherapy and medicaments.
11. Incase of DAMA (Discharge against Medical Advice), the DAMA form is filled and signatures are obtained.
12. After all these have been completed, just before sending the patient, IV lines are removed, any other tubes/splints are removed (as per doctors instructions), patient is asked to change out of hospital uniform (if issued).
13. Entry is made in the Admission and Discharge register, also documenting in the IPMC, the time of discharge and the patient's destination (home, higher centre, etc).