



भारत सरकार
Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
वर्धमान महावीर मेडिकल कॉलेज एवं सफदरजंग अस्पताल, नई दिल्ली
Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi - 110029



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Document No.	TITLE		
NABH/ SJH/ Policy/ 02	Discharge policy		
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Function	Name	Designation	Signature
Prepared By	Dr. Vibha Uppal	Member, Quality Cell	
Reviewed By	Dr. Neeraj K Gupta	Sr CMO (SAG)	
	Dr. Shilpee Kumar	OIC Quality Cell	
Approved By	Dr. B L Sherwal	Medical Superintendent	

Distribution: Quality Cell, Medical Superintendent, In-charge NEB, HOD all department

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AAC 07 - POLICY AND PROCEDURE ON DISCHARGE

1.0 PURPOSE

To ensure that there is an efficient procedure for the discharge of patients from VMMC Safdarjung Hospital and that all patients have a standardized discharge summary.

2.0 SCOPE

The scope includes all patients discharged from IPD

3.0 RESPONSIBILITY

Treating doctor, staff nurse, Billing staff, and Medical record staff

4.0 POLICY

- Discharge procedures shall be followed to ensure patients are discharged effectively and efficiently, allowing for optimal utilization of available resources.
- An authorized hospital discharge shall only be made by an order from the primary consultant. However, a patient may discharge himself/herself against medical advice (LAMA). A discharge summary will be provided to all IPD patients including – MLC /LAMA also.

5.0 PROCEDURE

5.1 The doctor writes the discharge order in patient records.

5.2 The Consultant or his designee shall document discharge instructions in the

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patient's medical record at the time of anticipated discharge.

5.3 A Discharge Summary shall be prepared.

5.4 The resident on duty shall be the responsible person to ensure compliance with this policy.

5.5 The discharge summary shall contain:

- Patient information (Name, Age/Sex, DOA, DOD, Doctor name, etc)
- The reason for admission
- Significant findings
- Diagnosis
- Procedures performed
- Significant medications administered
- Condition at discharge
- Investigation results.
- Surgery or procedure performed
- Medication administered
- Discharge medications and follow-up instructions in a language easily understood by the patient
- Instructions about when & how to obtain emergency care must be explained to the patient and or relatives in a language and manner they can understand.

5.8 All discharges are documented in the register at the nursing station.

5.9 In case of death, the discharge summary shall include the cause of death, and a death certificate is issued. The death certificate is available online against the number generated by MRD.

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5.10 The nurse shall be responsible for completing the discharge file and explaining the discharge summary to the patient.

5.11 All the patients are provided with a discharge summary at the time of discharge.

5.12 Patients requesting discharge against medical advice shall be explained the risks and consequences. The consent will be obtained from the patient/ family as per the informed consent practice.

5.13 Discharge process for Medico-Legal cases

5.13.1 Consultant/doctor write discharge in the medical record.

5.13.2 The Resident Doctor informs the inspector at SJH who does the necessary formalities. The patient is allowed to leave after the following the discharge process.

5.13.3 In case of MLC death, the police authorities are informed about the death and the body is released to the police after making relevant entries in the MLC register in casualty. The discharge process is followed.

5.14 When a patient goes absconding

5.14.1 The nurse on duty informs the security inspector and gives the following details-

Patient's name

IP number

Age/ sex

Date of admission

Date and time of absconding

Address as per hospital records

5.14.2 The security guard immediately goes to the concerned ward and checks the above details.

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5.14.3 The details are entered in the absconding register maintained by the security office.

5.14.4 The security officer fills the absconding form in duplicate and informs the police officer on duty in the hospital.

5.15 Patient who comes to casualty, take treatment and leave the hospital with emergency duty doctor consent as OP consultation basis are given prescription. All these contain the patient's condition and treatment given.

6.0 RECORDS: - Inpatient Record, MLC form/ register, absconding patient form/register

7.0 REFERENCE: - Pre Accreditation Entry Level standards for Hospitals-First Edition: April 2014

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