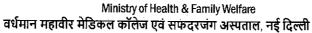


भारत सरकार

Government of India स्वास्थ्य एवं परिवार कल्याण मंत्रालय



Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi - 110029



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Document No.	TITLE		
NABH/ SJH/ Policy/	Discharge policy		
Effective Date: 01/03/20	23		
Function	Name	Designation	Signature
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Version No. 02; Revision: 00	Effective Date: 01/03/2023	
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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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Document No.: E / NABH / SJH / Policy/ Discharge/02	Discharge policy
Version No. 02; Revision: 00	Effective Date: 01/03/2023
Document Type: Controlled	

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.

VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.		
Document No.: E / NABH / SJH / Policy/ Discharge/02	Discharge policy	
Version No. 02; Revision: 00	Effective Date: 01/03/2023	
Document Type: Controlled		

- 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.

VMMC &Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.		
Document No.: E / NABH / SJH / Policy/ Discharge/02	Discharge policy	
Version No. 02; Revision: 00	Effective Date: 01/03/2023	
Document Type: Controlled		

- 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

VMMC &Safdarjung Hospital, Ministry of Health & Family Welfare, Govt of India, New Delhi.		
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Version No. 02; Revision: 00	Effective Date: 01/03/2023	
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