 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P06
	Effective Date:	09-30-2022
	Document Type:	Policy
	Page Number:	1 of 2
	Department/Section:	Nursing Service Division
	Document Title:	PATIENT DISCHARGE

PURPOSE:

To outline the detailed steps in the discharge of patients.

LEVEL:

Registered Nurses, Nursing Attendants, Ward Clerks, Auxiliaries, Billing Personnel, Attending Physician/Resident-in-Charge

DEFINITION OF TERMS:

Discharge of patient. A procedure that covers the activities from the time the attending physician orders the patient's discharge to the time the patient has left the hospital premises.

POLICY:


1. It shall be the policy of DPOTMH that all discharges shall have a written order from the Attending Physician.
2. Verbal Orders/Read Back Phone Orders for discharge shall not be allowed.
3. The Nurse on duty shall ensure that the discharge order is carried out as soon as the Attending Physician/Resident in charge gives the order.
4. The Nurse on duty/Ward Clerk shall implement the proper flow of the discharge process.
5. To ensure the safety and trust of our patients, all staff shall follow detailed work instructions on patient discharge.
6. The turn-over-time (TAT) for discharge is not more than two (2) hours.

DOCUMENTATION:

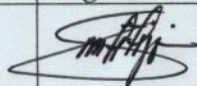
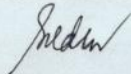


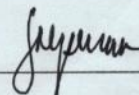
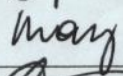
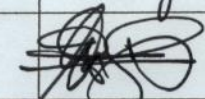
New Policy

DISSEMINATION:

Policies and Procedures Manual
Hospital Communicator

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