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|  <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> | Document Code: | DPOTMH-I-P03-S02 |
| | Effective Date: | 04-30-2022 |
| | Document Type: | Standard Operating Procedure |
| | Page Number: | 1 of 3 |
| | Department/Section: | Nursing Service Department |
| | Document Title: | DISCHARGE AGAINST MEDICAL ADVICE |

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

1. To document legally the desire of the patient or the family of the incapacitated patient to go home against the advice of the attending physician/s.
2. To establish process flow for release of a patient after proper communication and education when a patient or a guardian opted to leave the hospital and not proceed with recommended/advised plan of care or treatment or to discontinue care or treatment initiated.

SCOPE:


Applies to all Nursing Service Division and Medical Doctors of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Nurses, Attending Physician, Resident Physician

GENERAL GUIDELINES:

1. Patients/family has the right to request to be discharged against medical advice.
2. Leaving Against Medical Advice forms are available at the Station and are to be used for such purpose.
3. The Attending Physicians/Resident Doctors shall explain and ensure that the patient or family understands the need for further treatment and the risk involves when leaving.
4. Intubated patient whose family wish to be Discharge against Medical Advice shall be extubated by the attending physician/resident on duty.


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PROCEDURE:

- 1 Nurse in charge informs the attending physician / resident on duty of the request of the patient/family to be discharge against medical advice.
- 2 Nurse in charge secures written order from the attending physician or resident physician after the situation or condition of the patient has been explained.
- 3 Nurse in charge secures waiver to be signed by the patient or direct relative (husband / wife / parent / guardian). Nurse in charge shall then sign as a witness.
- 4 Nurse in charge or clerk processes the bill through the HIS. (see Discharge of Patient)
- 5 Nurse in charge discharge patient and completes the patient's chart.
 - 5.1 Notes the condition of patient, patient's attachments, health status and instructions given upon discharge in the Nurses Record.
 - 5.2 Records the date and time the patient was discharged, method of discharge, result, disposition (DAMA) and service and affixes her signature in the Admission and Discharge Record.
- 6 Nurse in charge Records in the Census Logbook as discharged.

REFERENCE:

¹Alfandre, D.(2009, March). "I'm Going Home": Discharges Against Medical Advice. Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2664598/>

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APPROVAL:

| | Name/Title | Signature | Date |
|------------------------|--|--------------------|-------------|
| Prepared by: | GIA P. BANDRIA, RN Head Nurse | <i>Smok</i> | 4/22/22 |
| Verified by: | RICHARD S. MONTILJAO, RN OIC Policy Development Officer | <i>[Signature]</i> | 22 APR 2022 |
| | SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations | <i>[Signature]</i> | 4/26/2022 |
| | HANNAH KHAY S. TREYES, RN MN Chief Nurse | <i>[Signature]</i> | 4/26/2022 |
| Reviewed: | DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor | <i>[Signature]</i> | 4/26/2022 |
| Recommending Approval: | MARIA LIZA C. PERAREN, RN MAN Nursing Division Officer | <i>[Signature]</i> | 4/27/2022 |
| | HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer | <i>[Signature]</i> | 5/17/2022 |
| | MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer | <i>[Signature]</i> | 6.6.22 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO | <i>[Signature]</i> | 6/10/22 |

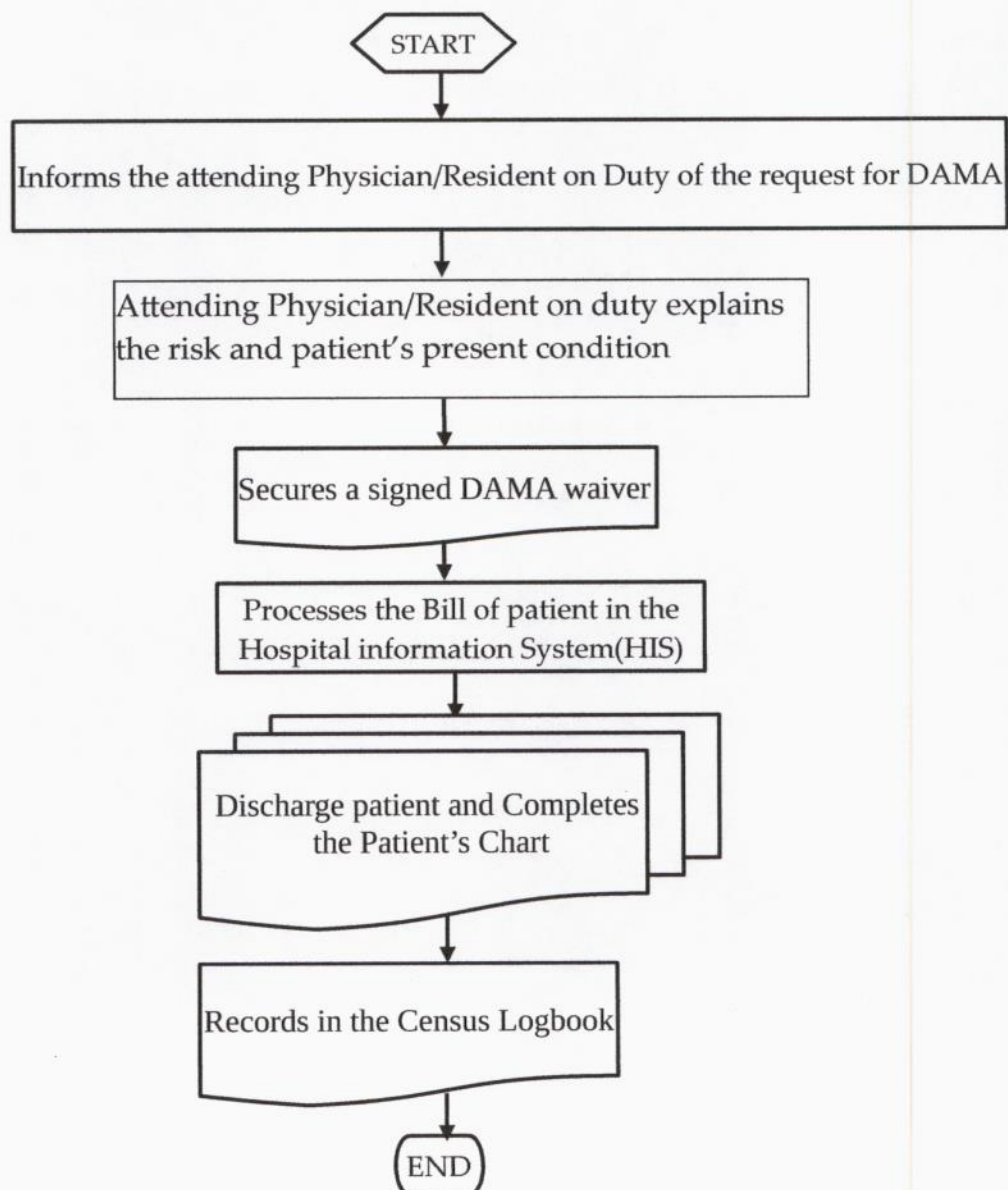


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FLOWCHART





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| Prepared by: | GIA P. BANDRIA, RN Head Nurse | <i>gmbdl</i> | 4/22/22 |
| Verified by: | RICHARD S. MONTILJAO, RN OIC Policy Development Officer | <i>[Signature]</i> | 22 APR 2022 |
| | SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations | <i>[Signature]</i> | 4/26/2022 |
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| Reviewed: | DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor | <i>[Signature]</i> | 4/26/2022 |
| Recommending Approval: | MARIA LIZA C. PERAREN, RN MAN Nursing Division Officer | <i>[Signature]</i> | 4/27/2022 |
| | HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer | <i>[Signature]</i> | 4/19/2022 |
| | MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer | <i>[Signature]</i> | 6-6-22 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO | <i>[Signature]</i> | 6/15/22 |




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MEMORIAL HOSPITAL






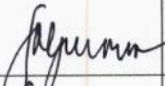
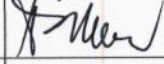
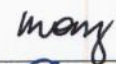

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| Document Code: | DPOTMH-I-P03-WI02 |
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| KEY TASKS | PERSON RESPONSIBLE |
|---|--|
| <ol style="list-style-type: none">1. Informs the attending physician of the desire of the patient to be DAMA2. Secures written order from AP and signed waiver from pt/family3. Processes bill through HIS4. Completes the chart and records in the census logbook | Staff Nurse |
| <ol style="list-style-type: none">1. Processes bill through HIS | Billing Clerk |
| <ol style="list-style-type: none">1. Writes order of DAMA in the chart.2. Extubate the intubated patient who are to be discharge against medical advice.3. Explains the need for further treatment and risks involves when leaving. | Attending Physician/Resident Physician |

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| | MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer |  | 4-6, 22 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO |  | 4/27/22 |