



Title: Policy and Procedure	Page: 2 of 3
Section: 5 Care & Record Management	Date: June 1, 2018
Policy: HH5-6A Discharge Summary	Replaces: January 31, 2017

**Policy:**

Family & Friends Discharge Summary for clients going to a hospital, rehab facility, or home with home care.

**Procedure:**

A discharge summary is required for all FFHC enrolled clients that will be created in the ClearCare Health System Activity Notes and tagged as Client Discharge. This information must be done by a staff RN or a Supervised LPN by an RN for gathering pertinent necessary about their care and condition(s), diagnosis in relation to transfer. Current vitals will be included to update the status of the client, this information will then be sent to the hospital, rehabilitation facility, the physician, or wherever the client will be transferred to. This information collected on the discharge summary assists in collecting data for the Quarterly nursing reports as well as our FFHC annual reports except for the address and phone number.

All discharge information will be stored per HIPAA guidelines and kept confidential.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel  
Reviewed by Executive Board and approved by the Board 6/1/18  
Reviewed by Compliance Officer and approved 6/1/18  
All previous versions are obsolete