



Title: Policy and Procedure

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Section: 5 Care & Record Management

Date: June 1, 2018

Policy: HH5-6A 30 Day Discharge Summary

Replaces: December 1, 2017

Policy:

Family & Friends 30 Day Discharge Summary for clients being hospitalized, rehab facility, long term homecare, health or safety risk to provider or staff or deceased.

Procedure:

FFHC shall notify the client and case manager in writing at least (30) thirty days before The last day of service to the client unless:

- A. The client has been hospitalized, placed in a long-term care facility, rehab, or deceased.*
- B. The client possesses a health, safety or imminent risk to the staff or agency*
- C. The client no longer chooses to receive homecare services through FFHC.*

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. Most Nursing Assessment 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. The information collected regarding the discharge will be documented as a Discharge Summary note in ClearCare Activity Notes.

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