

## *Ambulatory Clinic Policy and Procedure*

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| Title: <b>PATIENT DISCHARGE PROCEDURE</b> | Policy Number: <b>EP 3.22</b>  |
| Regulation Reference:                     | Effective Date: <b>12/2020</b> |

### **Policy Statement:**

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to ensure that patients are discharged in a uniform manner and that documentation provided to patients contain their names and dates of birth to verify they receive the correct information.

### **Scope and Distribution:**

This policy applies and will be distributed to all Texas Tech Physicians of El Paso clinics.

### **Procedure:**

1. Providers (licensed independent providers, mid-level providers, and residents) will abide by the following procedures:
  - a. Each clinic will print upon e-signature: discharge instructions (to include any changes made to the patient's medications), orders, referrals, etc. and leave the documents in the printer.
  - b. Prescriptions will be printed and manually signed by the provider.
2. Clinical staff will:
  - a. Gather all discharge documents from the printer.
  - b. Highlight the patient's name and date of birth on each document.
  - c. Staple the documents to form a discharge packet.
  - d. Stamp the first document of the packet and write date, time, and staff member's initials.
  - e. Discuss each document with the patient.
3. Ask the patient to confirm that the paperwork contains their name and date of birth.
4. Staff member discharging the patient will be accountable for the patient discharge process.

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| Policy Number: <b>EP 3.22</b>  | Original Approval Date: <b>12/2017</b> |
| Version Number: <b>2</b>   | Revision Date: <b>12/2020</b>          |
| Signatory approval on file by: Juan Figueroa, M.D.<br>Director of Clinical Operations<br>Clinic Operations Committee, Chair<br>Paul L. Foster School of Medicine |  |