
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-ADMITTING-004
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department ADMITTING SECTION
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Policy Title: POLICY ON DISCHARGE OF PATIENT	Prepared By: Dianne B. Bernas MMPA OIC Admitting Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator
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OBJECTIVES: To provide an accurate recording of all discharged patients of this hospital.

COVERAGE: This shall cover this Section and the Nursing Division.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Head of this Section to monitor the effectiveness of this policy; to assure the accuracy of data recording into the Discharge Logbook.
- II. It shall be the responsibility of the Nursing Staff (Ward, NICU, ER/Hydration) to assist this section to completed the data necessary for accurate recording.

POLICY: This policy shall ensure the timeliness and completeness of all the pertinent data incorporated into this policy so as to eliminate duplication and confusion.

PROCEDURE:

- I. The admitting staff on duty shall make daily rounds for admission and discharges at the concerned areas every end of the shift to update records, especially concerning Emergency transfers or discharges after routine check out time.
- II. The nursing staff assigned in Areas of Concern shall assist the former so as to ensure the completeness of data recorded.
- III. This section shall ensure that records return to the Ward shall contain check out time/date, final diagnosis and disposition of patient.
- IV. All discharges from the Emergency Room, Wards, Intensive Care Unit, and Neonatal Intensive Care Unit must be provided with a "Clearance Slip". In order to have an accurate and timely hospital census, ward shall religiously follow previous protocol of providing a discharge slip to CWU on duty upon discharge of their patients to be handed over to the Admitting Section for proper recording. For any changes to be made to rooms and bed allotment.

Appendix:

Daily Discharges Census

Implementation Date:

This policy was implemented since 1978 to the present.

Schedule for Policy Review:

This policy shall be reviewed every two (2) years as deemed necessary.

Last Reviewed:

July 2018