### PURPOSE

To define the requirements for documentation of discontinuation of a service and when patients are discharged from the organization.

### POLICY

Each patient discharged from Ohio Living Home Health will have a written discharge summary completed within 5 business days of discharge.

### PROCEDURE

1. Each clinician who provides care will complete a discharge summary at the time of the patient’s discharge, which may include as appropriate:
   1. The date of discharge
   2. The reason for discharge
   3. The name of the organization to which the patient is being transferred, if applicable
   4. The status of problems identified at admission and during the provision of care
   5. The progress towards goals/desired outcomes
   6. Medical status at discharge including continuing symptom management needs
   7. The overall status of the patient
   8. A summary of the care or services provided
2. A copy of the discharge summary will be provided to the patient’s physician/provider within 5 business days of discharge.