

 <p><b>बालाजी</b> आई हॉस्पिटल, मसूरिया</p>	<b>Doc. No.</b>	<b>E / NABH / BEH / AAC / 01 - 08</b>
	<b>Issue No.</b>	<b>01</b>
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	<b>Date</b>	<b>01/1/2024</b>
		<b>POLICIES &amp; PROCEDURES ON AAC</b>

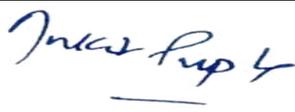
## AAC 07 - POLICY AND PROCEDURE ON DISCHARGE

### 1 PURPOSE

To provide guidelines for the discharge of in-patients from Balaji Eye Hospital.

### 2 POLICY

- a. Discharge procedures shall be followed to ensure patients are discharged effectively and efficiently, allowing for optimal utilization of available resources.
- b. An authorized hospital discharge shall only be made by an order from the primary consultant. However, a patient may discharge himself/herself against medical advice.
- c. The Consultant or his designee shall document discharge instructions in the patient's medical record at the time of anticipated discharge.
- d. A Discharge Summary shall be prepared.
- e. The Ward Sister shall be the responsible person to ensure compliance with this policy.
- f. The discharge summary shall contain:
  - The patients name
  - Unique identification number
  - Date of admission
  - Date of discharge
  - The reason for admission
  - Significant findings

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- Diagnosis
- Patients condition at time of discharge
- Investigation results
- Procedures performed
- Significant medications administered
- Discharge medications and follow-up instructions
- Instructions about when and how to obtain urgent care
- In case of death, the discharge summary includes the cause of death
- The nurse shall be responsible for completing the discharge checklist and explaining the discharge summary to the patient. Patient/family understanding shall be documented on the discharge checklist by obtaining the patient/family signature.
- All the patients are provided with a discharge summary at the time of discharge.
- Patients requesting discharge against medical advice [DAMA/LAMA] shall be explained the risks and consequences. The consent will be obtained in LAMA form in Inpatient Record from the patient/ family as per the informed consent policy.
- Patient who comes to casualty, take treatment and leave hospital with CMO consent as OP consultation basis are given prescription. All these contain patient condition and treatment given.

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