LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

DISCHARGE POLICY

Purpose:

To provide guidelines for the discharge of in-patients from LSUHSC.

Policy:

1. Discharge procedures must be followed to ensure patients are discharged effectively and efficiently, allowing for optimal utilization of available resources.

2. An authorized hospital discharge shall be made by a physician’s written order. However, a patient may discharge himself/herself against medical advice (AMA). If a patient desires to leave against medical advice, the physician shall be notified, and the patient shall sign an AMA form. The form shall be attached to the medical record and the medical record sent for processing per usual route.

3. Early discharges, prior to 12 noon, are encouraged.

4. The physician shall document discharge instructions in the patient’s medical record prior to the anticipated discharge.

5. Anticipated discharge orders shall be written twenty-four hours prior to the anticipated discharge when possible, in order to ensure timely processing of all orders.

Signature: ____________________________
Administrator

Date: 7/21/10

Approved by Clinical Board: 3/20/01, 4/20/04, 5/15/07, 7/21/10
Written: 3/96
Reviewed: 5/98, 2/01, 3/04, 4/07, 7/10
Revised: 3/04, 4/07, 7/10