

	<b>150.506.005 Discharge from Mental Health Programs</b>
Location: Clinical (CLIN)\Discharge and Transfer (CLIN-DIS)	Version: 2.00
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**PURPOSE AND SCOPE:**

Patients are discharged from MSH Mental Health programs and return to the community with appropriate follow-up, recommendations and/or resources in place.

**POLICY STATEMENT(S):**

When a patient no longer requires the clinical services of the Mental Health Program, a decision is made to discharge the patient. This is a collaborative process with follow up arranged as necessary/appropriate.

- Discharge planning occurs throughout the patient’s stay within the mental health system.
- Discharge decisions are made in collaboration between the patient/family, the psychiatrist and members of the interdisciplinary team through individual interactions with team members, group discussions and community resource presentations where available.

**PROCEDURE:**

<b>Inpatient Mental Health Services</b>	
Psychiatrist	1) The psychiatrist writes a discharge order which should indicate the discharge plan (e.g. prescribed medications and written prescription, follow up appointments etc.).
Unit Nurse	1) The nurse will return all patients belongings and document accordingly. 2) The nurse will ensure that patients receive their prescription(s) and/or medication(s) and follow-up appointments where applicable. The discharge information booklet is also discussed and given to the patient. 3) The nurse will document the above interaction on Meditech under “Discharge Intervention”. 4) Other disciplines, who have been involved in patient care, also update and add post discharge information to the “Discharge Intervention” Meditech screen as appropriate. 5) The nurse ensures that discharge documentation is complete and will initiate/complete the discharge RAI in a timely fashion. 6) Post discharge calls will be made by designated nurse within 3-5 business days of discharge

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Unit Secretary	1) The secretary will discharge the patient from the Meditech system, disassemble the patient's chart as per program processes and send to health records.
<b>Outpatient Mental Health Services</b>	
Primary Clinician/ Psychiatrist	<p>1) Patients may be discharged from specific programs within the OPMH Program but will not necessarily be discharged from the Mental Health System. The patient's primary clinician/psychiatrist must record a discharge summary upon discharge. The clinician will document the plan in the patient's chart. This discharge summary may include:</p> <ul style="list-style-type: none"> <li>• Discharge diagnosis, if applicable</li> <li>• Medications, if applicable</li> <li>• Progress made by patient during treatment</li> <li>• Follow up plans</li> <li>• Recommendations</li> </ul> <p>2) The clinician must inform the secretary of the discharge.</p>
Unit Secretary	<p>1) The secretary will discharge the patient from the Meditech system, disassemble the patient's chart as per program processes and send to health records.</p> <p>2) After one year with no patient contact, the patient's electronic file will be automatically closed and the patient discharged from the Meditech system. The physical chart will be sent to health records.</p>

**DEFINITION(S):**

Not Applicable.

**REFERENCE(S):**

Not Applicable.

**RELATED DOCUMENTS:**

- Discharge Process in Adult Outpatient Mental Health (150.502.005) (Retired)
- Discharge Process Child and Adolescent Family Services (CAFS) (150.503.005) (Retired)
- Discharge from the Bridge Program (150.505.005) (Retired)
- Discharge Process for Inpatient Mental Health (150.501.005) (Retired)
- Discharge of Inpatient from Hospital (150.914.914.005)

**RESPONSIBILITY:**

Required Endorsements	Sponsor	Approval Authority
Mental Health Operations	Manager Inpatient Mental Health	Director Mental Health Services

**DOCUMENT HISTORY:**

Type	Individual/Committee	Date	Outcome

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Draft	Mental Health Operations Committee; Director Mental Health System	17/12/2015	New Document; Approved
Revise	Professional Practice Leader; Director Mental Health Services	02/11/2019	Major revision; Approved

**APPENDICES:**

Not Applicable.

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