

NUTH SOP:	Document Finalisation Discharge Letters	Version:	1.1
Document Owner:	Chris Plummer		
Creation date	21 September 2023	Review date:	September 2024

Document Finalisation- Discharge Letters

Purpose

This standard operating procedure is intended to ensure all discharge letters created correctly within Document Store, are validated, finalised, signed and sent within the appropriate timescales of discharge.

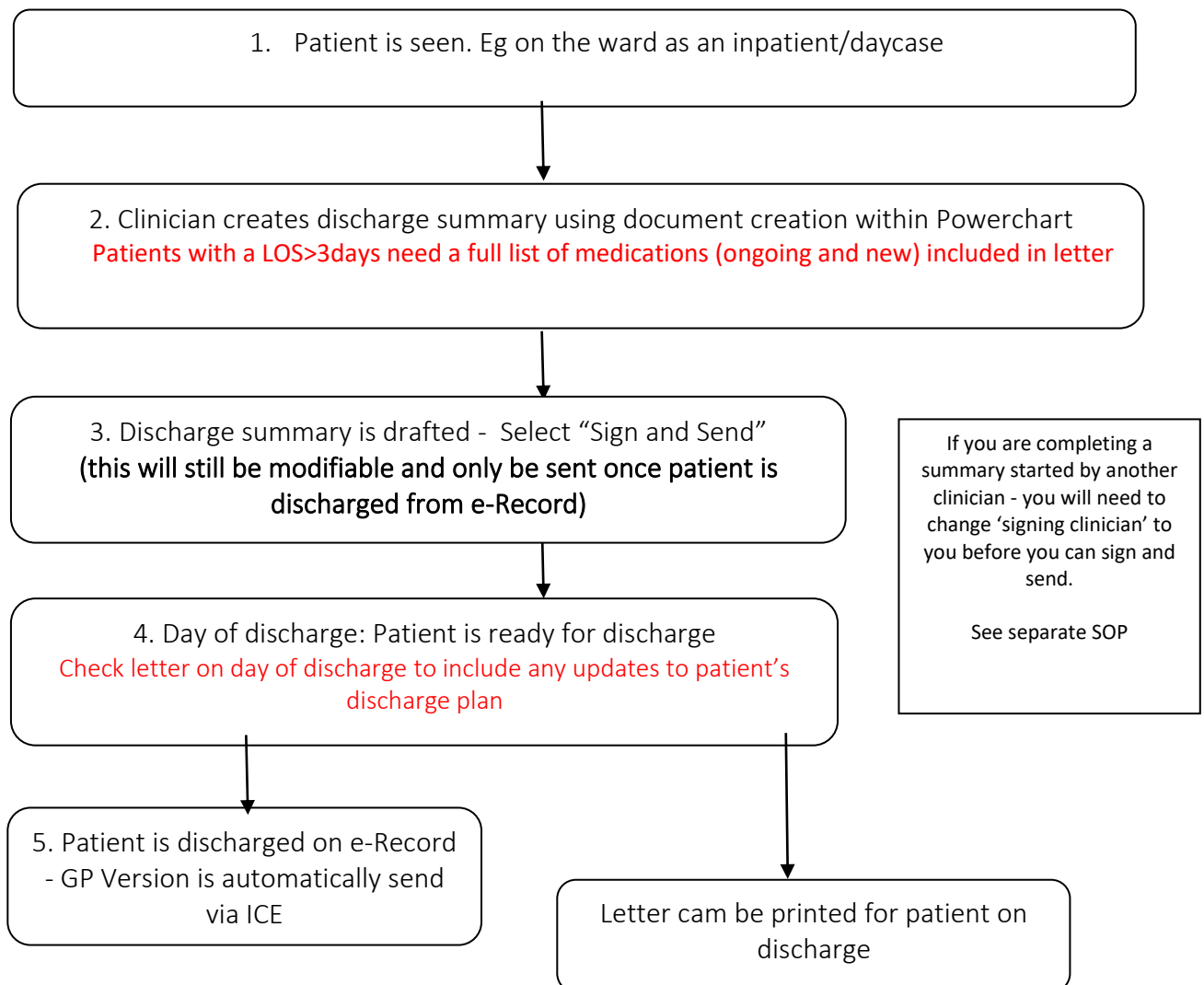
Scope

This operating procedure cover the requirement for Discharge Letters. Discharge letters are not required for patients admitted and discharged daily for nerve injections.

Discharge summaries are defined as important clinical documents that summarise a patient's hospital admission. They provide a record of significant clinical events and communicate a plan for on-going management to the GP, the patient and other clinicians. It is essential that they are completed by the appropriate clinical team and sent within 24-hours of a patient leaving hospital.

Procedure

Discharge Document - flow



NUTH SOP:	Document Finalisation Discharge Letters	Version:	1.1
Document Owner:	Chris Plummer		
Creation date	21 September 2023	Review date:	September 2024

Deceased patients

In the event of a patient death the GP must be notified as soon as possible and no later than the next working day following the death. This is detailed in under the Medical Staff Duties section on p4 of the policy - Care after Death Policy/Procedural Guidelines for the Acute Setting. Notification by letter - Letter must be 'Sign and Send' within 24 hours of death. To find the documented cause of death, consult the Morbidity/Mortality database found using the A-Z list on the Intranet, under M.

Monitoring and quick view in e-Record

Ward-based doctors and/or nurses providing medical care to patients, are primarily responsible for completing discharge summaries for the patients under their care. They should review the Discharge Screen at least daily and **Create** a discharge summary for each patient:

Patient	Service	Discharged	Mode	Mode Updt	Creator	Updated	Status	Action	View
ZZZTESTING, LINCOLN BURROWS 91464297	General Medicine		Convert	20/09/23 16:08:55			Not Started	Create	
ZZZTESTING, BELLA 91352889	General Surgery		Convert	20/09/23 16:07:36			Not Started	Create	
ZZZABTST, MALE 91680737	Neurology		Convert	20/09/23 16:48:19			Not Started	Create	
ZZZCORS, ZZZTEST113 91838729	General Medicine		Convert	20/09/23 16:51:56			Not Started	Create	
ZZZTESTINGVERYLONGNAMEABCDEFGHIJKLM, WRISTBAND 91132811	General Medicine		Convert	20/09/23 16:38:16			Not Started	Create	
ZZZHOUSE, MICHAEL BOB 09999944	Urology		Convert	20/09/23 16:35:06	Lisa Bacon	31/07/2023 10:28:18	Draft	Edit	View
ZZZTESTING, ZZZALLERGY 91448623	Infectious Diseases General Medicine		Edit	20/09/23 15:58:58			Not Started	Create	
ZZZTEST, EOBSDAULT3 91842276	Urology		Edit	20/09/23 16:29:40			Not Started	Create	
ZZZTEST, EOBSDAULT2 91842275	Urology		Edit	20/09/23 15:56:10			Not Started	Create	
ZZZCORS, ZZZTEST112 91838725	Obstetrics		Edit	20/09/23 16:27:30			Not Started	Create	

The Summary should be created and then **Sign and Send** (document only SAVED at this stage) prior to the patient's discharge – the document will not SEND automatically UNTIL patient is discharged from the ward in e-Record. Up to that point the document can still be edited should any discharge plans change.

As discharge summaries are usually started during admission and pre-discharge, **patient e-handover lists** should be used as a prompt to finalise and check letters on day of discharge. In the summary view above documents that are showing as COMPLETE may not actually be correct up to day of discharge.

The Newcastle upon Tyne Hospitals
NHS Foundation Trust
CardioThoracic Services
Freeman Hospital
High Heaton
Newcastle upon Tyne
NE7 7DN
Tel: 0191 233 6161
www.newcastle-hospitals.org.uk

Ref: 91464297/CP/CP/CP
Visit Date: 14-Sep-2023
Typed: 20-Sep-2023

Dr Testing
Testing Gp Practice
Testing
Testing
Testing
ZZ99 SWZ

Lead Clinician: Dr Chris Plummer

Dear Dr Testing

Lincoln Zzztesting DOB: 26-Jul-1941
NHS: 9990000262 MRN: 91464297
1 Tweed Grove, Newcastle Upon Tyne, NE15 8EX

Your patient was admitted as an inpatient to Freeman ward Dummy on 14/09/2023 and was discharged on (Discharge date) from Freeman to (Discharge to location)

Diagnosis

Problem List
At risk for malnutrition -
Crohn's disease of duodenum -
MRSA -
Requires information on compact disc (finding) -

Allergies
Nuts - Allergy - Severe life threatening adverse reaction -

Details Autotext Data

Department
CardioThoracic Services

Clinic (optional)
None

Lead Clinician
Dr Chris Plummer

Signing Clinician
Chris Plummer

Position
Consultant Cardiologist

Clinic / Admit Date
14-Sep-2023

Importance
Normal

Cancel
Save as Draft
Sign and Send

NUTH SOP:	Document Finalisation Discharge Letters	Version:	1.1
Document Owner:	Chris Plummer		
Creation date	21 September 2023	Review date:	September 2024

Roles and Responsibilities

Ward based staff	Ward based staff will start to create the discharge summary and continue to edit and update it up until the point of the patient's discharge.
Consultant Medical Staff	<p>The responsible clinician should ensure all documents are created, completed, finalised and signed to enable the transfer of external documents to the specified timeframes.</p> <p>Consultants to review the summary screen regularly to ensure all documentation is completed. If they identify a Discharge Summary which is has been placed in Draft, they may ask the ward-based clinical staff to complete it, or complete it themselves.</p>
Ward Clerks / Administrator Failsafe role	<p>Ward clerks or nominated ward lead, should monitor the Discharge Summary screen (above) at least daily as a failsafe, to ensure that summaries are completed on all patients before they are discharged – a should have a green SENT.</p> <p>If a summary has not been started/completed, they will inform the ward-based clinical staff. If a patient is discharged from a ward before the summary is completed, the ward clerk /nominated lead will inform senior nursing and/or medical staff.</p>
DOP/ADO/ Board Chair	It is the responsibility of the board leadership team to ensure that each clinical area has effective processes in place to ensure timely completion of discharge summaries.

END