MCINTOSH TRAIL
COMMUNITY SERVICE BOARD

POLICY NO. 1121
PAGE 1 OF 1

SUBJECT: TRANSFER SUMMARY
DISCHARGE SUMMARY

EFFECTIVE DATE: 04-07-10 (replaces 12-03-07)

APPROVED BY:

Reviewed (no changes): 05-13-11 _____ Executive Director
_____ _____

PURPOSE

When a consumer is transitioned or discharged, whether from a level of care or from services at the agency, information related to the status of the consumer is completed and filed in the record.

PROCEDURE

Transition/Transfer Summary:

To provide information as consumer moves from one level of care to another and to facilitate continuity of care, a transition/transfer summary is included in the consumer record at discharge from each level of care. The clinician will document consumer's progress in treatment up to that time and the reason for the transfer from that level of care.

Discharge Summary:

At the time of discharge from a service, the clinician will complete the Transition/Discharge Summary form. The Discharge Summary will concisely summarize the reason for the service, service provided, consumer's condition at time of discharge, and any specific instructions given to the consumer and/or family, as pertinent.

At the time of discharge from the agency, the clinician will complete the Transition/Discharge form and MICP Discharge. Upon the approval of the MICP Discharge, the clinician will notify the Medical Records Clerk to close the consumer's demographics records (M&M) and the consumer's medical chart in accordance with Policy 1116.