**PCC Discharge Reconciliation Check List**

**After navigating to the discharged resident EHR, you may begin the following process:**

**\_\_\_\_\_ ADT**

* Ensure resident has been discharged from the facility.

**\_\_\_\_\_\_ Immunizations**

* Check for any incomplete vaccinations – PPD information not entered from admin record or unable to be administered/read due to the time the resident left the facility is most common – You must complete the information so the immunizations are not left open.

\_\_\_\_\_ **Orders**

* Ensure there is an order for discharge/ sent to Hospital
* Ensure all orders are discontinued
* Clear order review if overdue on discharge (Order reviews will automatically be removed if up to date on discharge)

**\_\_\_\_\_ Results**

* Ensure all lab & diagnostic study results have been marked as reviewed

\_\_\_\_\_ **Assessments/Progress Notes**

* Ensure all required assessments are complete for the transfer/discharge (signed & locked) Team: IDT Discharge Instruction form, Interact transfer Form, SBARs, etc.
* Check all assessments to ensure none are overdue, if they are overdue – clear schedule but also keep in mind you must make a plan to ensure documentation is timely. (Assessments will automatically be removed if up to date on discharge)
* Ensure documentation of Family/ Resident representative notification of transfer to hospital if applicable

**\_\_\_\_\_ Care plan**

* Care plan to be closed on discharges, return not anticipated or if they are return anticipated but out more than 30 days.

**\_\_\_\_\_ Tasks**

* Ensure Tasks should automatically close once placed in a discharge status

**Employee Name & Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D**ate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Dash, Profile, Census, Med diag., Allergy tab, Wts/Vitals do not require nursing reconciliation on discharge.

\*Kardex from time of discharge is now available from reports.